

### **Regular Meeting Agenda**

Steilacoom High School, 54 Sentinel Drive, Steilacoom, WA

https://steilacoom-k12-wa-us.zoom.us/j/84588473453

or call 253-215-8782 and enter Webinar ID: 845 8847 3453

Wednesday, July 19, 2023 06:00 PM

I. CALL TO ORDER (Action)

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

### II. PRESENTATION - Introduction of New SHS Assistant Principals

(Presentation)

Presenter: Jake Tyrrell

### 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. RECESS TO PUBLIC HEARING

#### V. PUBLIC HEARING

#### A. 2023-24 Budget Hearing and 4-Year Budget Forecast

(Information)

Presenter: Shawn Lewis

2023-24 Draft Budget and 4 Year Forecast.pdf (p. 4)

### B. Comments from the Audience Regarding Public Hearing

(Information)

### VI. RETURN TO REGULAR MEETING

### VII. REPORTS

### A. Budget Status Report

(Information)

Presenter: Shawn Lewis

Budget Status Report.pdf (p. 17)

### **B. Board Self-Assessment Results**

(Information)

Presenter: Sam Scott

Board Self-Assessment 2023.pdf (p. 36)

#### 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 June and July 2023 Accounts Payable and June 2023 Payroll.pdf (p. 80)

Approval of June 21 2023 Regular Meeting Minutes.pdf (p. 126)

Approval of Admin Personnel Report.pdf (p. 132)

Approval of Certificated Personnel Report.pdf (p. 133)

Approval of Classified Personnel Report.pdf (p. 134)

Approval of Classified and Certificated Exempt Personnel Report.pdf (p. 135)

Approval of Certificated Staff Out of Endorsement 2022-23 School Year.pdf (p. 136)

Approval of Highly Capable Program and Multilingual Learner Program Annual Reports.pdf (p. 138)

Acceptance of Project - Maintenance Facility.pdf (p. 147)

Approval of Maintenance Facility Change Order #7.pdf (p. 149)

#### IX. OLD BUSINESS

### A. Approval of Resolution 911-07-19-23 Budget Adoption 2023-2024 School Year

(Action)

Presenter: Shawn Lewis

Resolution 911 07 19 23 Budget Adoption 23-24.pdf (p. 163)

#### B. Independent Limited Scope Fiscal Review Final Report

(Information)

**Presenter:** Superintendent Weight

Independent Limited Scope Fiscal Review Final Report.pdf (p. 166)

#### X. NEW BUSINESS

A. Approval of 2023-2025 Steilacoom Classified Education Association Collective Bargaining Agreement

(Action)

Presenter: Susanne Beauchaine

SCEA 2023-2025.pdf (p. 180)

B. First Reading of Policy 2240 Summer School

(Action)

Presenter: Shawn Lewis

Policy 2240 Summer School.pdf (p. 217)

C. First Reading of Policy 6111 Tuition

(Action)

Presenter: Shawn Lewis

Policy 6111 Tuition.pdf (p. 219)

D. Resolution 912-07-19-23 Capital Levy

(Action)

Presenter: Shawn Lewis

Resolution 912-07-19-23 Capital Projects Levy.pdf (p. 221)

Initial List for Capital Levy.pdf (p. 232)

**E. Board Meeting Format** 

(Discussion)

Presenter: Sam Scott

Board Meeting Setup.pdf (p. 233)

XI. BOARD COMMUNICATION

(Information)

XII. ANNOUNCEMENTS

(Information)

XIII. ADJOURNMENT

(Action)

### 2023-24 DRAFT SHSD BUDGET

July 19, 2023

### BUDUGET ASSUMPTIONS GENERALFUND

### OVERALL BUDGET (PAGE 1)

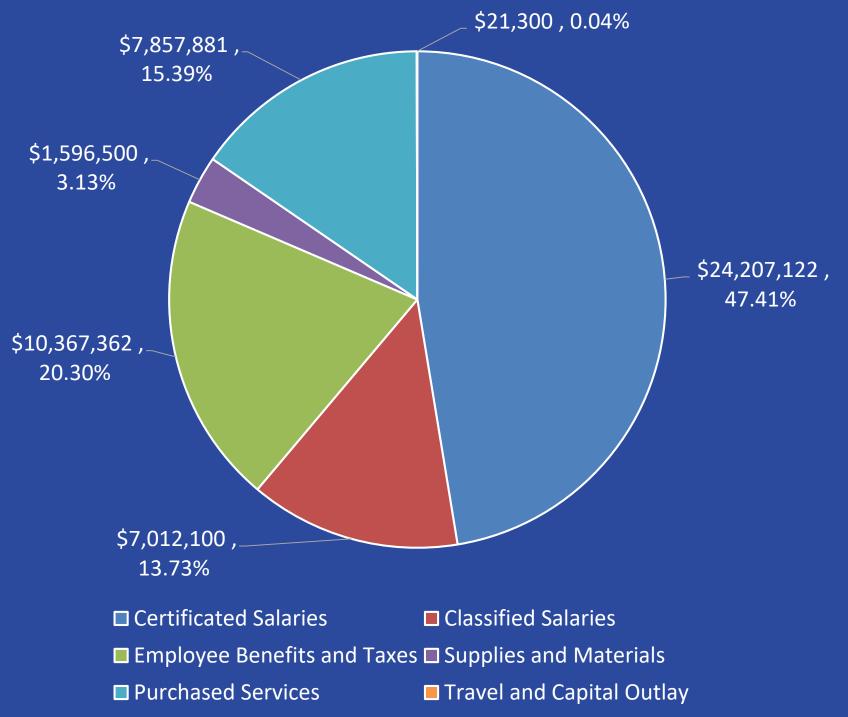
	General Fund	Associated	Debt Service	Capital Projects	Transportation
		Student Body Fund	Fund	Fund	Vehicle Fund
SECTION A: BUDGET SUMMARY					
Total Revenues and Other Financing Sources	51,735,380	1,247,922	4,797,610	151,000	1,000
Total Appropriation (Expenditures)	51,062,265	1,413,533	9,580,000	0	4,000
Other Financing UsesTransfers 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)

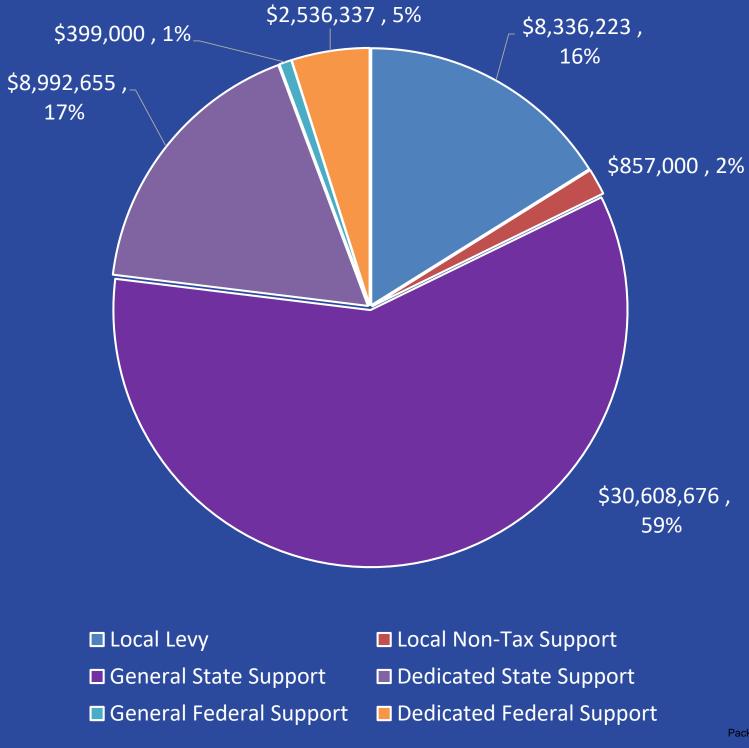
	Average 1/ 2021-2022	Budget 2/ 2022-2023	Budget 3/ 2023-2024
A. FTE ENROLLMENT COUNTS (calculate to two decimal places)			
1. Kindergarten /2	230.49	276.00	211.00
2. Grade 1	223.24	229.00	218.00
3. Grade 2	236.31	226.00	232.00
4. Grade 3	250.93	242.00	221.00
5. Grade 4	223.71	258.00	211.00
6. Grade 5	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

## GENERAL FUND BUDGET SUMMARY





### Revenue by Source



### BUDGET ASSUMPTIONS

OTHER FUNDS

### DEBT BUDGET (PAGE 128)

	(3) Budget 2023-2024
DEVENUES AND OTHER BINANCING COURGES	
REVENUES AND OTHER FINANCING SOURCES	4,071,610
1000   Local Taxes	1,000
2000   Local Nontax Support	0
3000   State, General Purpose	0
5000   Federal, General Purpose	· ·
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 USESTRANSFERS 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)

	(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
A. TOTAL REVENUES	21,100
	1,247,922
EXPENDITURES	
100   General Student Body	298,660
200   Athletics	234,461
300   Classes	229,100
400   Clubs	_
600   Private Moneys	622,037
B. TOTAL EXPENDITURES	29,275
C. EXCESS OF REVENUES OVER (UNDER) EXPENDURES (A-B)	1,413,533
	-165,611

### CAPITAL BUDGET (PAGE 134)

	(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 USESTRANSFERS 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

# FOUR YEAR OUTLOOK

GENERALFUND

### F-195FFORECAST(PAGE 2)

Steilacoom	Hist.	School	District	No.001
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#### F-195F

### SUMMARY OF GENERAL FUND BUDGET

SUMMARY OF GENERAL FUND BUDGET								
	2023-2024 Current	2024-2025 Forecast	2025-2026 Forecast	2026-2027 Forecast				
REVENUES AND OTHER FINANCING SOURCES								
1000   Local Taxes	8,336,223	9,744,705	10,019,705	10,550,500				
2000   Local Nontax Support	857,000	900,000	910,000	925,000				
3000   State, General Purpose	30,608,676	31,500,000	32,500,000	33,500,000				
4000   State, Special Purpose	8,992,655	9,250,000	9,550,000	9,850,000				
5000   Federal, General Purpose	399,000	400,000	400,000	400,000				
6000   Federal, Special Purpose	2,536,337	2,600,000	2,600,000	2,600,000				
7000   Revenues from Other School Districts	0	0	0	0				
8000   Revenues from Other Entities	0	0	0	0				
9000   Other Financing Sources	0	0	0	0				
A. TOTAL REVENUES AND OTHER FINANCING SOURCES	51,729,891	54,394,705	55,979,705	57,825,500				
EXPENDITURES								
00   Regular Instruction	27,814,301	28,700,000	29,500,000	30,400,000				
10   Federal Special Purpose Funding	0	0	0	0				
20   Special Education Instruction	7,224,977	7,450,000	7,675,000	7,900,000				
30   Vocational Education Instruction	2,263,813	2,350,000	2,400,000	2,475,000				
40   Skill Center Instruction	0	0	0	0				
50 and 60   Compensatory Education Instruction	1,689,402	1,750,000	1,800,000	1,850,000				
70   Other Instructional Programs	592,263	610,000	625,000	650,000				
80   Community Services	0	0	0	0				
90   Support Services	11,477,509	11,800,000	12,180,000	12,550,000				
B. TOTAL EXPENDITURES	51,062,265	52,660,000	54,180,000	55,825,000				
C. OTHER FINANCING USESTRANSFERS OUT (G.L.536) 1/	450,000	650,000	650,000	650,000				
D. OTHER FINANCING USES (G.L.535) 2/	0	0	0	0				
E. EXCESS OF REVENUES/OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES (A-B-C-D)	217,626	1,084,705	1,149,705	1,350,500				

### F-195F(PAGE4)

Steilagoom Hist. School District No.001

F-195F

### SUMMARY OF GENERAL FUND BUDGET

SUMMARY OF GENERAL FUND BUDGET						
2023-2024 Current	2024-2025 Forecast	2025-2026 Forecast	2026-2027 Forecast			
0	0	0	0			
0	0	0	0			
0	0	0	0			
0	0	0	0			
717,626	0	0	953,036			
0	1,802,331	2,952,036	3,349,500			
717,626	1,802,331	2,952,036	4,302,536			
	Current 0 0 0 0 717,626	Current Forecast  0 0  0 0  0 0  0 0  0 0  717,626 0  1,802,331	Current         Forecast         Forecast           0         0         0           0         0         0           0         0         0           0         0         0           717,626         0         0           0         1,802,331         2,952,036			

### **ASSUMPTIONS FOR F-195:**

- (1) STATE FUNDING INCREASES AT 3% PER YEAR
- (2) FEDERAL FUNDING IS STATIC (NO INCREASE)
- (3) NEXT EPO LEVY IS APPROVED WITH CONSISTENT TAX RATE AND PER STUDENT LEVELS
- (4) EXPENDITURES ARE MAINTAINED AT A 3% INCREASE PER YEAR.
- (5) ASSUMES NO CAPITAL LEVY OR BOND ISSUE

# FINANCIAL INDICATOR PROJECTION (F- 195F)

### Steilacoom Hist.

(Select district from the drop-down list above)

Enrollment From Final 2021-22 Apportionment

		ACTUAL				PROJECTED		
Financial Indicators:	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Fund Balance to Revenue Ratio: "Unrestricted" Fund Balance divided by Total Revenues and Other Financing Sources Ratio Score	\$ 5,456,586 \$ 47,140,542 11.58% 3	\$ 4,797,852 \$ 47,685,387 10.06% 3		\$ 500,000 \$ 50,849,605 0.98% 1	\$ 717,626 \$ 51,729,891 1.39% 1	\$ 1,802,331 \$ 54,394,705 3.31% 2	\$ 2,952,036 \$ 55,979,705 5.27% 2	\$ 4,302,536 \$ 57,825,500 7.44% 3
Expenditure to Revenue Ratio: Total Expenditures divided by Total Revenues and Other Financing Sources Ratio Score	\$ 46,148,121 \$ 47,140,542 97.89% 4	\$ 48,524,370 \$ 47,685,387 101.76% 3	\$ 52,746,926 \$ 50,562,408 104.32% 2	\$ 53,867,851 \$ 50,849,605 105,94% 1	\$ 51,512,265 \$ 51,729,891 99.58% 4	\$ 53,310,000 \$ 54,394,705 98.01% 4	\$ 54,830,000 \$ 55,979,705 97.95% 4	\$ 56,475,000 \$ 57,825,500 97.66% 4
Days Cash on Hand  Average Monthly Cash on Hand divided by Expenditures per day Days Cash on Hand Score	\$ 4,500,541 \$ 128,189 35.11 1	\$ 4,810,467 \$ 134,790 35.69 1		\$ 500,000 \$ 149,633 3.34 0		\$ 1,802,331 \$ 148,083 12.17 0	\$ 2,952,036 \$ 152,306 19.38 0	\$ 4,302,536 \$ 156,875 27.43 0
4-Year Budget Summary Plan Number of Years with Negative Fund Balance Deficit Score	0 <b>4</b>	0 <b>4</b>	0 4	0 <b>4</b>	0 4	0 4	0 <b>4</b>	0 <b>4</b>
Weighted Scores Fund Balance to Revenue Ratio Expenditure to Revenue Ratio Days Cash on Hand 4-Year Budget Summary Plan Total Profile Score	2019-20 1.20 1.40 0.15 0.40 3.15	2020-21 1.20 1.05 0.15 0.40 2.80	2021-22 0.80 0.70 0.00 0.40 1.90	2022-23 0.40 0.35 0.00 0.40 1.15	2023-24 0.40 1.40 0.00 0.40 2.20	2024-25 0.80 1.40 0.00 0.40 2.60	2025-26 0.80 1.40 0.00 0.40 2.60	2026-27 1.20 1.40 0.00 0.40 3.00



July 11, 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 June 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 \$939,303 or roughly 1.74% of expected expenditures. Revenue this month is lower than typical due to the amount the State provides in the month of June — which accounts for the expected drop in fund balance. Expenses this month amounted to \$4.13 million. We have about \$8,995,600 of budget capacity remaining in the year with 2 months to go. This indicates that we should have enough budget capacity to end the year without an extension.

If July and August expenditures fall in the \$4.2 million range, our state apportionment will cover those expenses – as apportionment is expected to come in at \$8,394,381 for that two-month period. We also expect to receive our State Safety Net award in August – which is not included in that total – along with all other state and federal grants.

Our estimate of \$500,000 for ending fund balance (and 2023-24 beginning fund balance) appears reasonable given the above data.

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

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 Jun-23

#### **Enrollment**

Budgeted FTE (from revised budget in Feb 2023) 3,079.48
Actual Average Annual FTE to Date (June) 3,068.60
FTE Over/Under Budget (10.88)





#### **General Fund Balance**

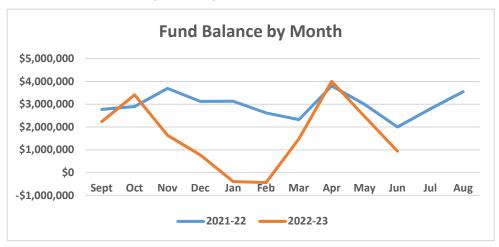
Actual as of Prior Month \$2,458,930

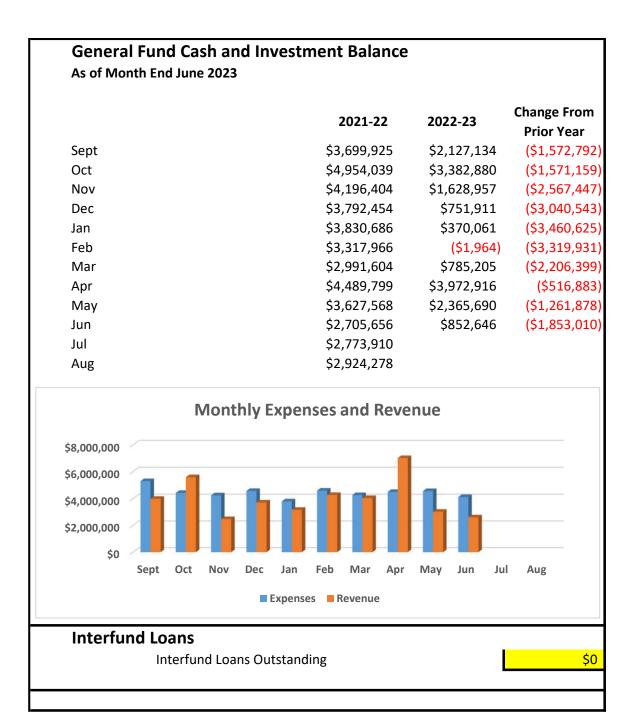
Actual as of Current Month \$939,303

Increase/Decrease in Fund Balance (\$1,519,627)

Fund Balance as a % of Budgeted Expenditures 1.87%

Fund Balance as a % of Expected Expenditures 1.74%





(E+F + OR - G)

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

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	6,835,703	36,641.77	6,720,497.42		115,205.58	98.31
2000 LOCAL SUPPORT NONTAX	891,900	63,353.55	725,351.18		166,548.82	81.33
3000 STATE, GENERAL PURPOSE	29,700,308	1,804,220.20	22,950,048.34		6,750,259.66	77.27
4000 STATE, SPECIAL PURPOSE	7,760,937	502,044.52	6,113,502.16		1,647,434.84	78.77
5000 FEDERAL, GENERAL PURPOSE	292,000	.00	377,576.74		85,576.74-	129.31
6000 FEDERAL, SPECIAL PURPOSE	2,974,312	202,775.69	2,973,285.19		1,026.81	99.97
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
Total REVENUES/OTHER FIN. SOURCES	50,849,605	2,609,035.73	42,254,705.83		8,594,899.17	83.10
B. EXPENDITURES						
00 Regular Instruction	29,268,599	2,379,237.80	23,776,513.29	1,636,117.98	3,855,967.73	86.83
10 Federal Stimulus	13,000	.00	17,370.73	0.00	4,370.73-	133.62
20 Special Ed Instruction	7,860,006	614,868.07	6,434,634.17	293,257.24	1,132,114.59	85.60
30 Voc. Ed Instruction	2,413,031	227,951.43	1,931,395.73	206,304.03	275,331.24	88.59
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,585,144	155,067.44	1,604,272.16	3,770.00	22,898.16-	101.44
70 Other Instructional Pgms	392,864	54,783.18	565,459.89	6,025.00	178,620.89-	145.47
80 Community Services	0	.00	7,958.37	0.00	7,958.37-	0.00
90 Support Services	12,335,207	698,205.85	10,534,654.60	1,275,585.58	524,966.82	95.74
Total EXPENDITURES	53,867,851	4,130,113.77	44,872,258.94	3,421,059.83	5,574,532.23	89.65
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-	1,521,078.04-	2,617,553.11-		400,692.89	13.28-
F. TOTAL BEGINNING FUND BALANCE	5,000,000		3,556,855.65			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	xxxxxxxx		.00			
H. TOTAL ENDING FUND BALANCE	1,981,754		939,302.54			

I. ENDING FUND BALANCE ACCOUNTS:		
G/L 810 Restricted For Other Items	0	.00
G/L 815 Restric 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
${ m G/L}$ 870 Committed to Other Purposes	0	.00
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,018,246-	2,060,697.46-
G/L 891 Unassigned Min Fnd Bal Policy	3,000,000	3,000,000.00
TOTAL	1,981,754	939,302.54

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

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	170,000	4,574.21	122,436.63		47,563.37	72.02
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
Total REVENUES/OTHER FIN. SOURCES	9,870,000	4,574.21	1,951,115.73		7,918,884.27	19.77
B. EXPENDITURES						
10 Sites	5,721,000	.00	15,035.02	0.00	5,705,964.98	0.26
20 Buildings	1,995,000	65,927.30	1,165,487.43	81,219.52	748,293.05	62.49
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	0.00	46,247.50	7.51
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
Total EXPENDITURES	12,250,841	65,927.30	1,207,900.47	81,219.52	10,961,721.01	10.52
C. OTHER FIN. USES TRANS. OUT (GL 536)	4,200,000	.00	2,150,000.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	6,580,841-	61,353.09-	1,406,784.74-		5,174,056.26	78.62-
F. TOTAL BEGINNING FUND BALANCE	9,585,395		1,577,853.07			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	xxxxxxxx		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,004,554		171,068.33			

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
${ m G/L}$ 850 Restricted for Uninsured Risks	0	.00
${ m G/L}$ 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
${ m G/L}$ 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	935,395	79,277.47
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
${ m G/L}$ 870 Committed to Other Purposes	600,000	.00
G/L 889 Assigned to Fund Purposes	1,469,159	91,790.86
G/L 890 Unassigned Fund Balance	0	.00
TOTAL	3,004,554	171,068.33

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

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	8,714,126	45,538.31	8,559,162.32		154,963.68	98.22
2000 Local Support Nontax	2,000	3,682.16	33,609.66		31,609.66-	> 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
Total REVENUES/OTHER FIN. SOURCES	12,916,125	49,220.47	12,645,469.54		270,655.46	97.90
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	191,344.44	563,725.44	0.00	136,274.56	80.53
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
Total EXPENDITURES	13,042,500	191,344.44	8,956,423.00	0.00	4,086,077.00	68.67
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	4,000,000.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
OVER (UNDER) EXPENDITURES (A-B-C-D)	126,375-	142,123.97-	310,953.46-		184,578.46-	146.06
F. TOTAL BEGINNING FUND BALANCE	6,384,370		6,382,865.52			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	xxxxxxxx		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	6,257,995		6,071,912.06			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	6,257,995		6,071,912.06			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	6,257,995		6,071,912.06			

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

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	234,994	2,007.89	116,850.58		118,143.42	49.72
2000 Athletics	166,314	2,651.02	39,151.12		127,162.88	23.54
3000 Classes	69,014	1,715.00	41,030.07		27,983.93	59.45
4000 Clubs	593,640	1,799.59	103,357.33		490,282.67	17.41
6000 Private Moneys	19,380	35.00	3,870.52		15,509.48	19.97
Total REVENUES	1,083,342	8,208.50	304,259.62		779,082.38	28.09
B. EXPENDITURES						
1000 General Student Body	229,532	8,088.45	21,528.48	3,650.00	204,353.52	10.97
2000 Athletics	202,169	10,305.47	74,833.06	20,921.36	106,414.58	47.36
3000 Classes	76,500	14,703.65	29,303.53	6,869.63	40,326.84	47.29
4000 Clubs	654,761	27,104.45	118,635.61	17,328.61	518,796.78	20.77
6000 Private Moneys	21,680	100.00	3,528.98	0.00	18,151.02	16.28
Total EXPENDITURES	1,184,642	60,302.02	247,829.66	48,769.60	888,042.74	25.04
C. EXCESS OF REVENUES						
OVER(UNDER) EXPENDITURES (A-B)	101,300-	52,093.52-	56,429.96		157,729.96	155.71-
D. TOTAL BEGINNING FUND BALANCE	324,270		331,790.97			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	xxxxxxxx		.00			
F. TOTAL ENDING FUND BALANCE	222,970		388,220.93			
<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		388,220.93			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
$\ensuremath{\text{G/L}}$ 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	222,970		388,220.93			

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

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

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

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

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

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

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

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

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

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	537.52	4,386.00		3,886.00-	877.20
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	6,500	.00	.00		6,500.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	7,000	537.52	4,386.00		2,614.00	62.66
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	7,000	537.52	4,386.00		2,614.00	62.66
D. EXPENDITURES						
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
Total EXPENDITURES	10,000	.00	.00	0.00	10,000.00	0.00
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)	3,000-	537.52	4,386.00		7,386.00	246.20-
H. TOTAL BEGINNING FUND BALANCE	135,125		137,302.99			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	xxxxxxxx		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	132,125		141,688.99			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	132,125		141,688.99			
G/L 830 RES FOR DEBT SERVICE	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	132,125		141,688.99			

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

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F0--General Fixed Asset Group-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
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TO--GENERAL LONG TERM DEBT GROUP-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

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

### 2023 BOARD SELF-ASSESSMENT

Policy 1810 and Policy 1820

#### **Background**

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

At the conclusion of each year, the board assesses its own performance in terms of generally accepted principles of successful board operations and in relation to its annual goals and objectives and Washington School Board Standards. The board self-assessment will address performance in the key functions of school boards. The results of the self-assessment will be used in setting goals for the subsequent year.

#### 2022 Board Self-Assessment and Governance Goals Related to Results

At the July 2022 study session and board meeting, the board reviewed the results of their self-assessment and discussed setting board governance goals for the 2022-23 school year. Specifically, the board identified "engaging the local community" (Standard 5) as an area they would like to improve in. Analyzing the overall assessment, the data suggest that the board would like to:

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

Of the 72 questions on the self-assessment, these 8 are the only ones where a majority of the board did not identify the highest rating of "always". In 7 of the 8 questions above, at least 4 board members identified this was happening at least "most of the time" – so it is important to note that the board did not identify itself as not meeting standard – only that there was room for improvement. Based on the board review and discussion, staff provided the below list of established processes or actions the board could consider focusing on over the next year to improve their practice in board governance at the August 24, 2022 Board Meeting.

## Board Policy Processes and Actions Supporting Community Engagement Steilacoom Historical School District August 24, 2022

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

#### Examples include:

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

- Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities, which may bring staff and citizens together.
   (Policy 4000)
- [The] public information program will provide for a district annual report, news releases at appropriate times, news media coverage of district programs and events, and regular direct communication between individual schools and the community members they serve. (Policy 4000)

#### **2023 Board Self-Assessment**

The Board was presented with a link to complete their self-assessment on June 9, 2023. All board members were asked to complete the assessment by July 10<sup>th</sup>, 2023. Results have been tabulated by WSSDA and are being presented for Board discussion at tonight's Board meeting.

The 2023-24 Board Governance Goals will be created/articulated based on the Board's self-assessment results and then adopted at the August Board meeting.



## **Online Board Self-Assessment Survey**



### Framework for Governance

Since 2011, school boards across our state have participated in the WSSDA Board Self-Assessment, which is based on the five Washington School Board Standards. The report generated by the survey questions is thorough and thought-provoking. Participating boards report that analyzing this data as a team leads to rich and productive discussions.

The data on the following page is organized in a color-coded, horizontal-stacked bar chart that shows your results at the level of the five standards. The explanation for the color code is just above the data chart. Subsequent pages show the data from each question, with the page header showing the standard and benchmark the question relates to.

#### **Analyzing your Results: Looking at Data**

Start with the following page, which shows your district's aggregated data for each of the five standards. Identify standards that capture strengths, growth areas and or divergent perspectives, then work through the benchmarks and indicators for those standards.

Here is a simple protocol for your use.

#### Step 1: What do you see?

Describe what you see in the data, identify where it is located to the group. This is not about interpretation at this stage, only what you see.

List the descriptions on chart paper.

#### Step 2: What does the data suggest?

Discuss what the data suggests and try to generate different interpretations. Ask clarifying questions of one another to increase clarity and understanding of one another's perspectives.

List responses on the chart paper.

#### Step 3: Identify goal areas from the lists generated.

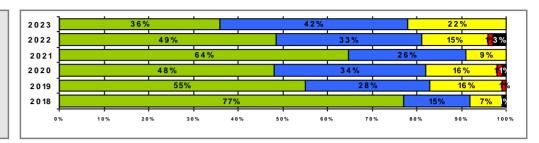
#### Step 4: Build two to three goals using the SMART goal framework.

Specific, Measurable, Achievable, Relevant and Time bound

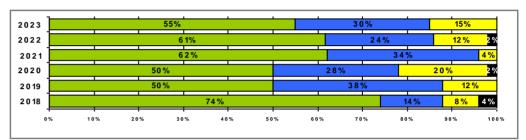
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# Framework for Governance: Aggregate Data Always Most of the time Some of the time Never Don't know

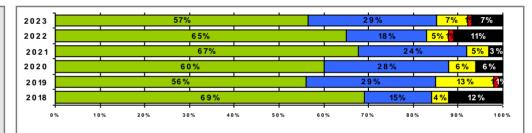
Standard 1:
Provide responsible school district governance



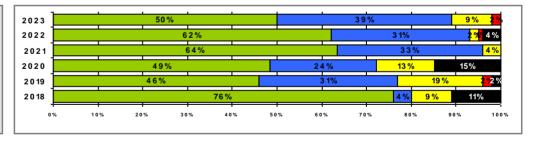
Standard 2:
Set and communicate
high expectations for
student learning with
clear goals and plans for
meeting those
expectations



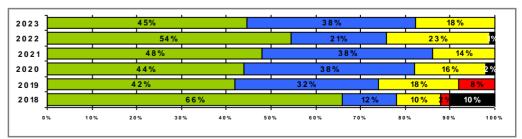
Standard 3: Create conditions district-wide for student and staff success



Standard 4:
Hold school district
accountable for meeting
student learning
expectations



Standard 5:
Engage local community
and represent the values
and expectations they
hold for their schools



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#### Provide responsible school district governance by:

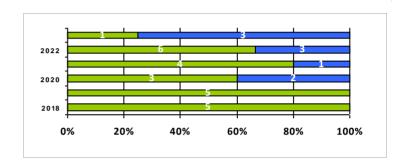
Benchmark of Success A

Conducting board and district business in a fair, respectful and responsible manner.

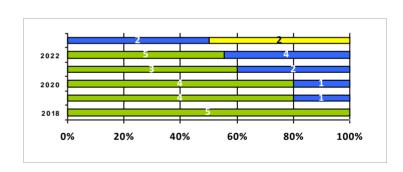


#### To what extent does our board:

Q 4 Base its decisions on what is best for students' success?



Q 5 Commit to a clear and shared purpose?





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## Provide responsible school district governance by:

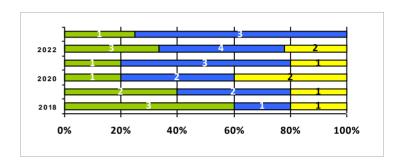
#### Benchmark of Success B

Ensuring the board is accountable and open to the public including seeking divergent perspectives in its decision making process.

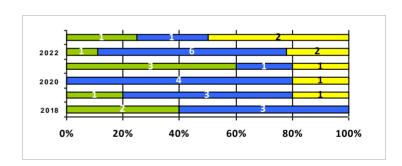


#### To what extent does our board:

Q 6 Provide information to the public that supports board discussions and decisions?



Q 7 Follow a defined process for gathering input prior to making critical decisions?



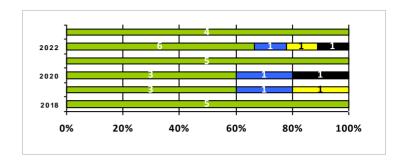
Notes:



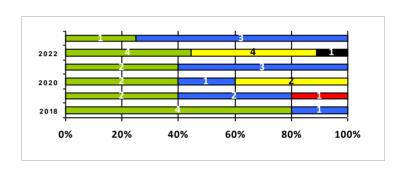
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### Provide responsible school district governance by:

Q 8 Carry out annual assessments of its performance?



Q 9 Set goals for its improvement?



Notes:



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#### Provide responsible school district governance by:

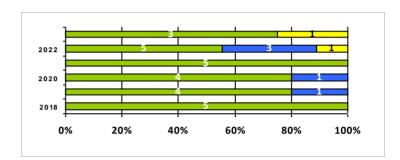
#### Benchmark of Success C

Respecting and advocating mutual understanding of the roles and responsibilities of board members and the superintendent.

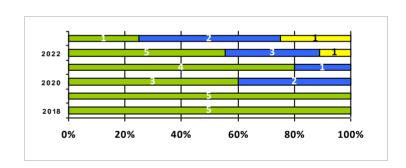


#### To what extent does our board:

Q10 Delegate authority to the superintendent to manage district operations and implement policy?



Q11 Honor the roles and responsibilities of the superintendent?

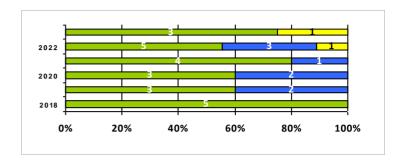


#### Notes:

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### Provide responsible school district governance by:

Q12 Use written protocols for its interactions?



Notes:

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#### Provide responsible school district governance by:

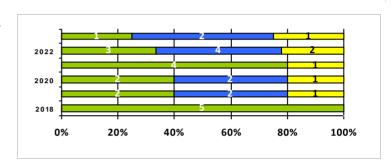
#### **Benchmark of Success D**

Adopting policies based on well-researched practices that emphasize a belief that all students can achieve at high levels and that support continuous improvement of student achievement.

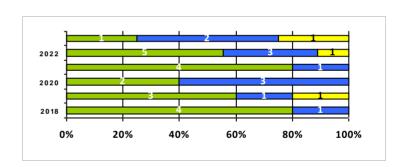


#### To what extent does our board:

Q13 Govern using policies that align with researchbased best practices?



Q14 Focus policy decisions on what is necessary for all students to achieve at high levels?



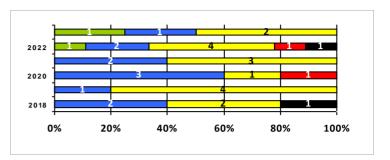
Notes:



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## Provide responsible school district governance by:

Q15 Collaborate with colleagues across the region, state, or nation regarding current and emerging trends, issues, and policy solutions?



Notes:

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#### Provide responsible school district governance by:

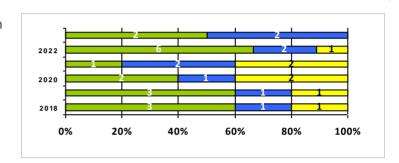
#### Benchmark of Success E

Promoting healthy relationships by communicating supportively, inspiring, motivating and empowering others, and exercising influence in a positive manner.

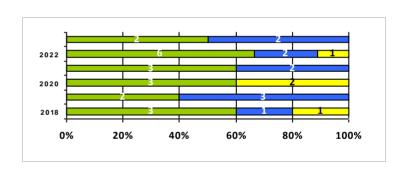


#### To what extent does our board:

Q16 Provide an opportunity for stakeholders, such as staff, students, parents, and community members, to make presentations to the board?



Q17 Promote continuous improvement throughout the organization?

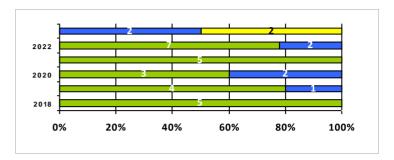


#### Notes:

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### Provide responsible school district governance by:

Q18 Treat all individuals, including fellow board members, staff, students, and community members, with respect?



Notes:

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#### Provide responsible school district governance by:

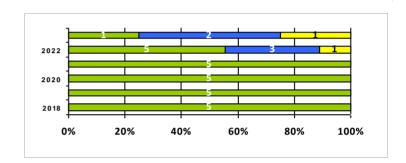
Benchmark of Success F

Working as an effective and collaborative team.

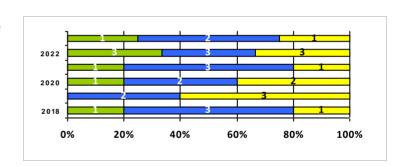


#### To what extent does our board:

Q19 Work with the superintendent to achieve mutual trust and commitment?



Q20 Pursue professional development to improve board members' knowledge and skills by attending conferences, holding study sessions, etc.?



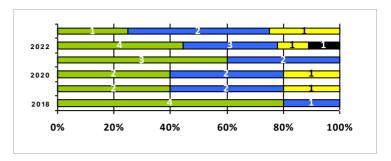
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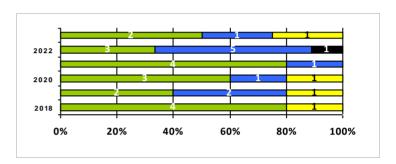
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#### Provide responsible school district governance by:

Q21 Use collaborative processes that result in well-informed problem-solving and decision-making?



Q22 Together with the superintendent, share responsibility for the orientation of new board members and forming a new inclusive team?



Notes:

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Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

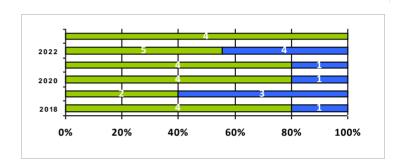
Benchmark of Success A

Articulating the conviction that all students can learn and the belief that student learning can improve regardless of existing circumstances or resources

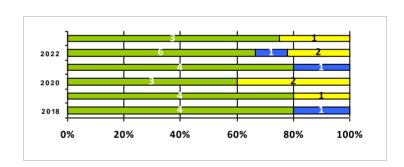


#### To what extent does our board:

Q23 Through policies and actions, express our belief that all students can learn?



Q 24 Through policies and actions, communicate high expectations for all students?



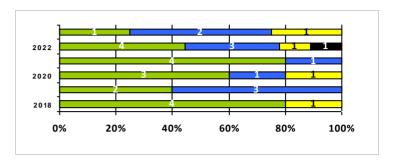
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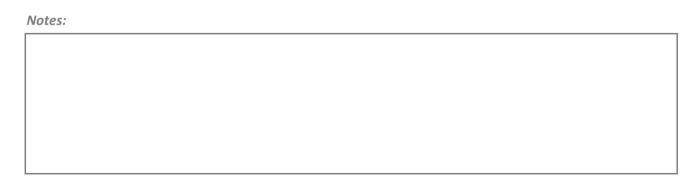


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## **Standard 2** Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

Q25 Foster a culture of collaboration around the shared purpose of improving student achievement?





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Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

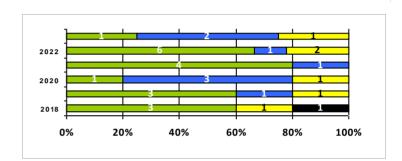
Benchmark of Success B

Leading the development, articulation and stewardship of a vision of learning that is shared and supported by schools and community.

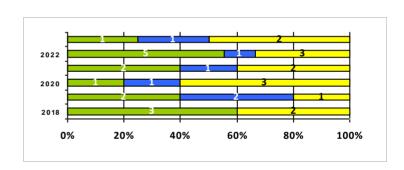


#### To what extent does our board:

Q26 Include stakeholders when developing and revising the district's vision?



Q27 Communicate its rationale for decisions to the community?



Notes:



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Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

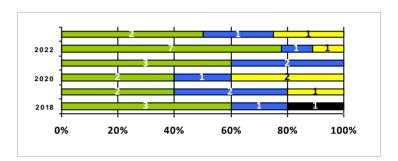
Benchmark of Success C

Adopting a collaboratively developed district plan focused on learning and achievement outcomes for all students.

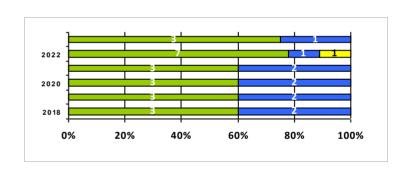


#### To what extent does our board:

Q28 In collaboration with staff and the community, formulate and maintain a district plan with goals and outcomes?



Q29 Base its ongoing work, such as policy development, decision-making, and budgeting, on the district goals?



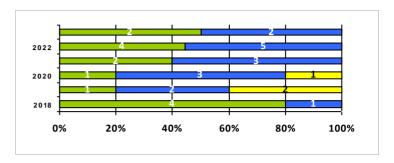
Notes:



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## **Standard 2** Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

Q30 Continually monitor progress toward the goals and outcomes of the district plan?



Notes:

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Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

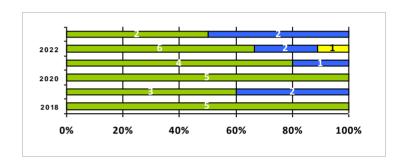
**Benchmark of Success D** 

Ensuring non-negotiable goals for student achievement are established and aligned to the district's plan.

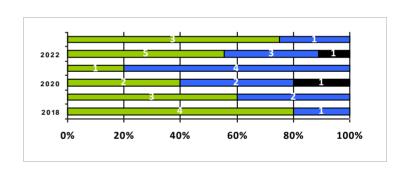


#### To what extent does our board:

Q31 Together with the superintendent agree that high expectations for all students is the highest priority?



Q32 Together with the superintendent review student achievement regularly?



Notes:



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### Create conditions district-wide for student and staff success by:

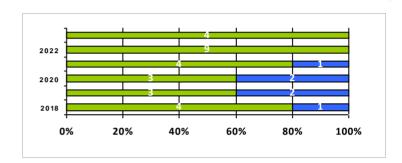
Benchmark of Success A

Providing for the safety and security of all students and staff.

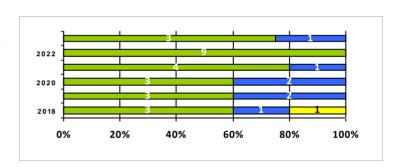


#### To what extent does our board:

Q33 Ensure that facilities comply with current health, safety, security, and accessibility standards?



Q34 Have policies that require regular evaluation and management of safety and security risks?



#### Notes:



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### Create conditions district-wide for student and staff success by:

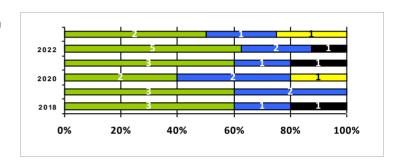
Benchmark of Success B

Employing and supporting quality teachers, administrators and other staff and providing for their professional development.

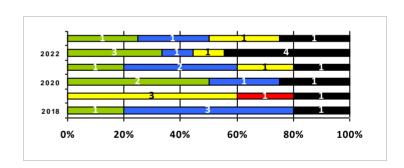


#### To what extent does our board:

Q35 Have policies that ensure hiring and retention of highly qualified staff?



Q36 Have policies for evaluating staff based on student success?



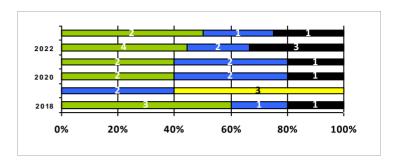
Notes:



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## **Standard 3** Create conditions district-wide for student and staff success by:

Q37 Have policies that support research-based, best practices for staff development?



Notes:

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### Create conditions district-wide for student and staff success by:

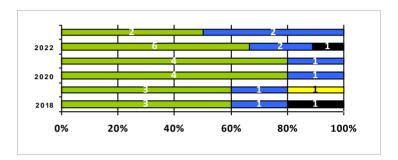
Benchmark of Success C

Providing for learning essentials, including rigorous curriculum, technology and high quality facilities.

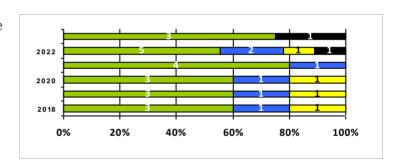


#### To what extent does our board:

Q38 Have an established course of study for students and graduation requirements that align with high expectations for student achievement?



Q39 Have policies that ensure students receive the curriculum, support and supplemental materials necessary for high achievement?



Notes:

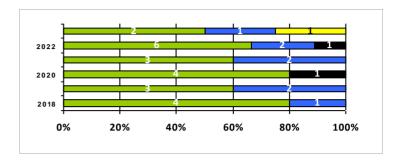


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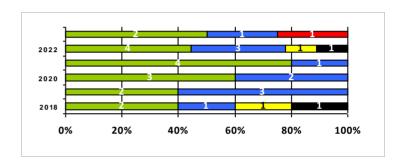


## **Standard 3** Create conditions district-wide for student and staff success by:

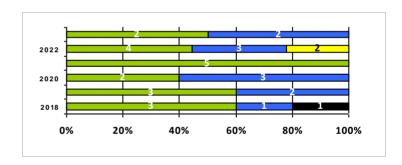
Q40 Adopt a budget that supports quality staff development and resources for curriculum implementation?



Q41 Have a process that includes community and parent involvement in selecting curriculum?



Q42 Have policies that require rigorous and regular evaluation of curriculum and supplemental materials to ensure they align with state and district standards?



Notes:

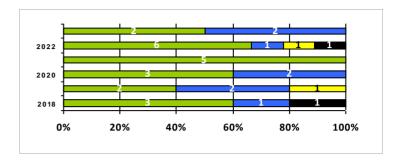


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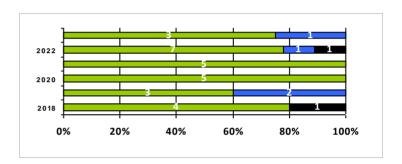


## **Standard 3** Create conditions district-wide for student and staff success by:

Q43 Have a process in place to support evaluation and updating of technology?



Q44 Have a long-term facilities plan in place for construction and maintenance?



Notes:

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#### Create conditions district-wide for student and staff success by:

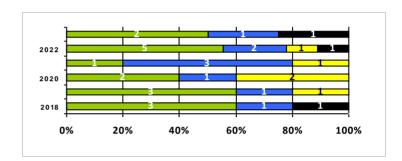
Benchmark of Success D

Ensuring management of the organization, operations, and resources for an efficient and effective learning environment.

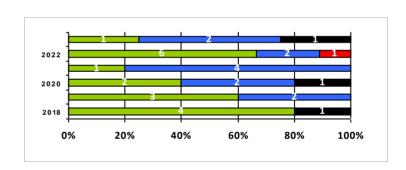


#### To what extent does our board:

Q45 Communicate an expectation that all classrooms will implement effective instructional practices?



Q46 Provide for evaluation of district operations to ensure there is an efficient and effective learning environment?



Notes:



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### Create conditions district-wide for student and staff success by:

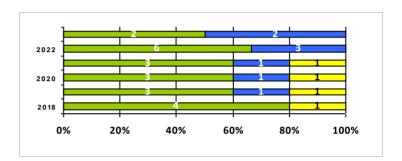
#### Benchmark of Success E

Adopting and monitoring an annual budget that allocates resources based on the district's vision, goals and priorities for student learning.

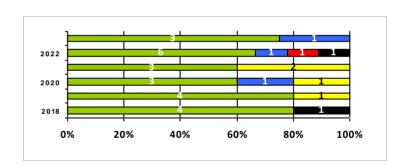


#### To what extent does our board:

Q47 Keep the community informed about the district's financial status?



Q48 Seek public input during the budget process?



Notes:

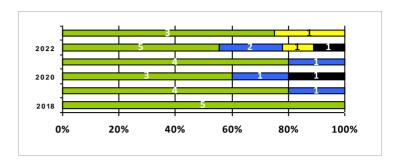


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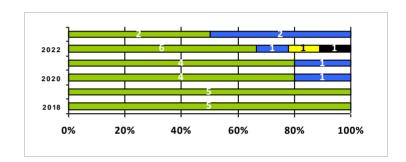


## **Standard 3** Create conditions district-wide for student and staff success by:

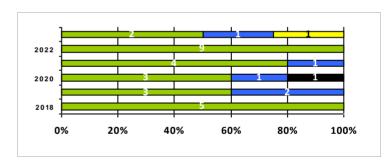
Q49 Provide guidelines for budget development, including a clearly defined expectation for a reasonable ending fund balance?



Q50 Adopt a fiscally responsible annual budget that is aligned with the district's vision and plan?



Q51 Regularly monitor the budget and fiscal status of the district?



Notes:



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## Hold school district accountable for meeting student learning expectations by:

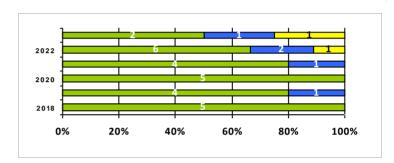
Benchmark of Success A

Committing to continuous improvement in student achievement at each school and throughout the district.

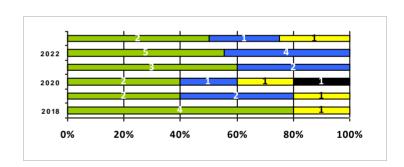


#### To what extent does our board:

Q52 Follow a schedule for the timely review of the district plan?



Q53 Ensure a high degree of coherence between the district plan and school improvement plans?



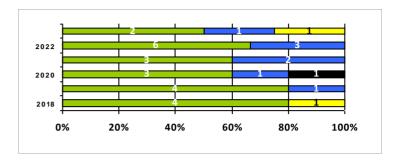
Notes:



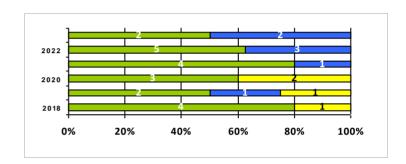
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## Hold school district accountable for meeting student learning expectations by:

Q54 Annually review and make recommendations to the district plan and school improvement plans?



Q55 Publicly recognize the efforts of schools in improving student learning?



Notes:

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## Hold school district accountable for meeting student learning expectations by:

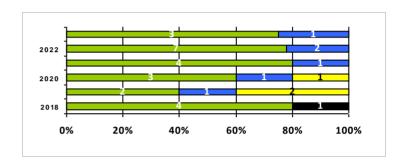
Benchmark of Success B

Evaluating the superintendent on clear and focused expectations.

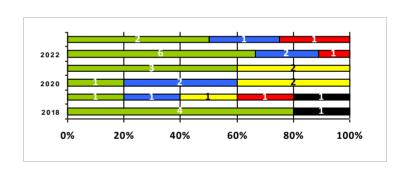


#### To what extent does our board:

Q56 Have written goals for the superintendent that focus on specific outcomes for student learning?



Q57 Communicate performance expectations for the superintendent to our community?



Notes:

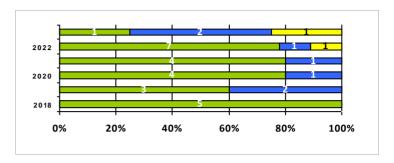


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Notes:

## Hold school district accountable for meeting student learning expectations by:

Q58 Base decisions about the superintendent's contract on objective evaluation of his or her performance and achievement of agreed upon goals?



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## Hold school district accountable for meeting student learning expectations by:

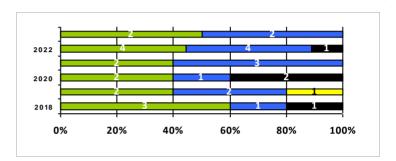
Benchmark of Success C

Measuring student academic progress and needs based on valid and reliable assessments.

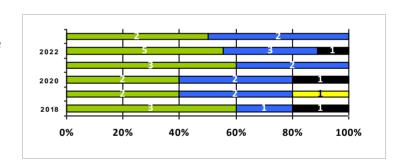


#### To what extent does our board:

Q59 Require the effective use of data throughout the system to monitor student achievement and district performance?



Q60 Regularly review and understand the criteria, assessment tools, and methods that measure student achievement and district performance?



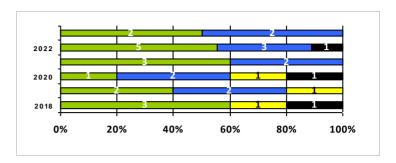
#### Notes:

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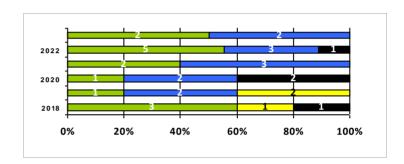
## Standard 4

## Hold school district accountable for meeting student learning expectations by:

Q61 Regularly review data, including disaggregated student achievement data, to measure progress toward district goals?



Q62 Regularly evaluate and adjust resources and strategies for closing achievement gaps to maximize their effectiveness?



Notes:

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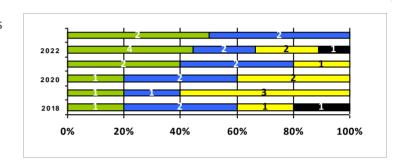
Benchmark of Success A

Collaborating with families and community members, responding to diverse interests and needs, and mobilizing community resources.

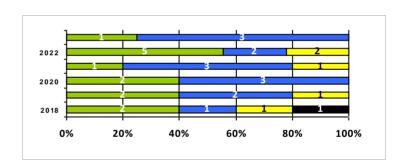


### To what extent does our board:

Q63 Advocate at the local, state and federal levels on behalf of students and the district?



Q64 Model cultural, racial, and ethnic understanding and sensitivity?



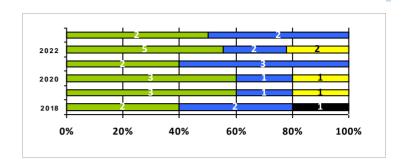
Notes:



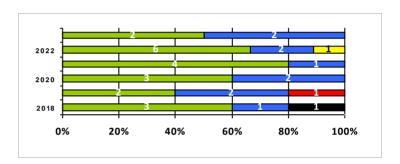
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Q65 Establish policies and partnerships that promote and expand educational opportunities for all students?



Q66 Follow an effective process for responding to questions, concerns, comments, or feedback from citizens?



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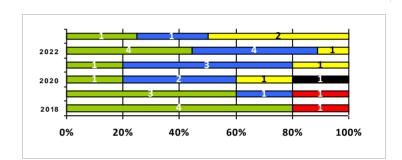
Benchmark of Success B

Ensuring school board and district transparency through a process that is open and accountable.

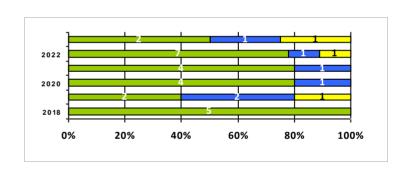


### To what extent does our board:

Q67 Ensure the public is well informed of the board's roles and responsibilities?



Q68 Conduct its business in a transparent and accountable manner?



#### Notes:

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## Standard 5

# Engage local community and represent the values and expectations they hold for their schools by:

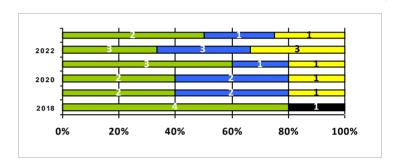
Benchmark of Success C

Ensuring district information and decisions are communicated community-wide.

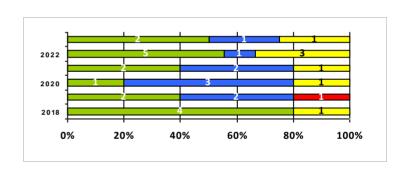


### To what extent does our board:

Q69 Communicate proactively to disseminate information that addresses issues throughout the system and community?



Q70 Communicate district performance to the public in clear and understandable ways?



Notes:



Thursday, July 13, 2023 Page 39 of 41

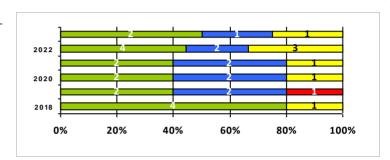
Benchmark of Success D

Soliciting input from staff and a wide spectrum of the community so that a diverse range of interests and perspectives on issues is considered.

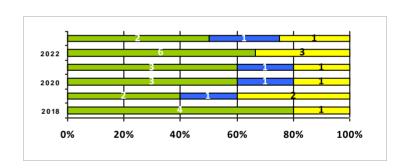


### To what extent does our board:

Q71 Seek community and staff input in its decisionmaking to gain community and staff support?



Q72 Carefully consider community and staff input in its decision-making?



Notes:



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Notes:		

Thursday, July 13, 2023 Page 41 of 41

## **Steilacoom Historical School District**

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

DATE:

July 19, 2023

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

Shawn Lewis, Assistant Superindendent

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		WARRAN	rs (in	CLUSIVE)		AMOUNT
GENERAL FUND:						
	Payroll	800931	to	800932	\$	2,675.38
	Payroll A/P	133257	to	133268	\$	483,504.26
	Payrol ACH Payments				\$	632,279.73
	Payroll Taxes				\$	674,618.45
	Direct Deposit				\$	1,885,793.41
Tune 21, 2023	Accounts Payable	133252		133256	\$	52,099.00
June 22, 2023	Accounts Payable	133269		133297	\$	247,412.85
July 6, 2023	Accounts Payable	133298		133326	\$ \$	366,019.71
fuly 6, 2023	Accounts Payable	133327		133327	\$	2,485.84
fuly 7, 2023	Accounts Payable	133328		133330	\$	7,902.3
fuly 11, 2023	Accounts Payable	133331		133331	\$	205.10
fuly 11, 2023	Accounts Payable	133332		133332	\$	206.6
fuly 1, 2023	Accounts Payable	133333		133334	\$	68,857.82
		TOTAL	GEN	ERAL FUND:	\$	4,424,060.47
CAPITAL PROJECTS	FUND:		*****	***************************************		
	Accounts Payable		to			
	ТО	TAL CAPITAL	PRO	JECTS FUND:	\$	_
ASSOCIATED STUDE	ENT BODY FUND:					
une 20, 2023	Accounts Payable	405215	to	405215	\$	117.0
une 20, 2023	Accounts Payable	405216	to	405234	\$	24,285.83
fuly 11, 2023	Accounts Payable	405235		405235	\$	15.6
July 11, 2023	Accounts Payable	405236	to	405236	\$	20,760.22
• ,	•	CIATED STUD			\$	45,178.7:
TRANSPORTATION '	VEHICLE FUND:					
			to			
			to			
	TOTAL TRA	NSPORTATIO	N VEI	HICLE FUND:	\$	-
	Board of Directors of Steilace					
	Board of Directors of Stellaco	om Historicai Schoo	ol Distri	ct No. 1		
I. Kathi Weight, being duly sy	vorn, depose and say: That I am the Secreta	ry to the Board of Ste	ilacoom	Historical School D	istrict N	Jo 1 Pierce
County, Washington, and that	the above signatories are personally known	to me and have signe	ed these	statements in my pro	esence,	10. 1,1 10100

# 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 July 19, 2023, the board, by a _ approves payments, totaling \$52,099.00 in this document.						
Total by Payment Type for Cash Account Warrant Numbers 133252 through 133256,						
Secretary	Board Member		7070.6			
Board Member	Board Member					
Board Member	Board Member					
Check Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133252 ARTHUR J GALLAGHER RISK MGMT	S 06/26/2023	4713161	Position Bond Effective Date 7/1/2023 - K. Weight	0	175.00	175.00
133253 FINALSITE	06/26/2023	INV053046	FINALSITE SHSD WEBSITE PLATFORM ANNUAL RENEWAL 23-24	272324006	15,140.00	15,140.00
133254 MYSTERY SCIENCE INC.	06/26/2023	SP-12423	MYSTERY SCIENCE PACKS FOR CHLOE CLARK/CHERRYDALE/S ALTAR'S POINT) 2023-24 SCHOOL YEAR DODEA 2019 INSPIRE	272324001	25,960.00	27,610.00
		SP-14545	MYSTERY SCIENCE PACKS FOR ANDERSON ISLAND 23-24	272324002	1,650.00	
133255 PANDADOC, INC.	06/26/2023	9520666	ENTERPRISE ANNUAL PLAN JUNE 5, 2023 - JUNE 5, 2024: INVOICE # 9520666	82324001	5,874.00	5,874.00
133256 STUKENT, INC	06/26/2023	17575	T Hayden Stukent, Inc. Business Curriculum Yearly Subscription (Unlimited school-wide access for teachers and students) 3000.00	142324001	3,300.00	3,300.00

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PO Number Invoice Amount Check Amount

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Check(s) For a Total of

52,099.00

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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	52,099.00
Total For	5	Manual, Wire	Tran, ACH & Computer Checks	52,099.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	52,099.00

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 July 19, 2023, the board, by aapproves payments, totaling \$247,412.85 in this document.			ntified			
Total by Payment Type for Cash Account, Warrant Numbers 133269 through 133297,						
Secretary	Board Member	process the second seco				
Board Member	Board Member					
Board Member	Board Member					
Check Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133269 ANDERSON ISLAND GENERAL STORE	06/23/2023	1566001	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL SUPPLY FY 2022-2023	82223049	201.26	811.83
		1574543	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL SUPPLY FY 2022-2023	82223049	206.06	
		1576029	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL SUPPLY FY 2022-2023	82223049	201.90	
		1578669	ANDERSON ISLAND ELEMENTARY SCHOOL BUS FUEL SUPPLY FY 2022-2023	82223049	202.61	
133270 CAPITAL BUSINESS MACHINES INC	06/23/2023	INV155659	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	154.73	2,362.42
		INV155660	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES	82223059	435.29	
		INV155661	FY 2022- 2023 ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	304.24	
		INV155662	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	532.18	
		INV155663	ACCOUNT NUMBER	82223059	325.69	

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Check Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
		INV155664	983200 DISTRICT WIDE USAGE FEES FY 2022- 2023 ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES	82223059	519.79	
		INV155665	FY 2022- 2023  ACCOUNT NUMBER  983200 DISTRICT  WIDE USAGE FEES	82223059	2.80	
		INV155667	FY 2022- 2023 ACCOUNT NUMBER 983200 DISTRICT	82223059	87.70	
		INV156666	WIDE USAGE FEES FY 2022- 2023 ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES	82223059	0.00	
133271 CENTURYLINK #206-Z25-0055-467B	06/23/2023	206Z250055467B 2307	FY 2022- 2023 PHONE SERVICE FEES FY 2022-23 ACCT #	82223033	1,458.19	1,458.19
133272 CRUZ, REBEKAH MORRIS CARGILL	06/23/2023	SPPLYREIM RC 230615	206-Z25-O55-457B REIMBURSEMENT FOR LEARNING INTERVENTION FROM AMAZON ON	0	29.80	29.80
133273 ESD 113	06/23/2023	1002300208	04.19.23 SEPTEMBER - DECEMBER 2002, ESD 113 HOSTED	0	200.00	200.00
133274 FAIRFAX HOSPITAL	06/23/2023	8347	VIRTUAL MACHINES Balance of 2223 SY Education	92223030	9,780.23	9,780.23
133275 FRONTLINE EDUCATION	06/23/2023	INVUS177480	Frontline Absence and Substitute Management June 2023-June 2024	182223014	11,971.76	11,971.76
133276 G12 COMMUNICATIONS, LLC	06/23/2023	111306	SERVICE CHARGES	82223007	732.21	732.21
133277 HONEY BUCKET	06/23/2023	0553504310	FOR FY 2022-2023 STEILACOOM HIGH SCHOOL FIELD STANDARD WEEKLY SERVICES FY	82223010	149.95	149.95
133278 HORIZON DISTRIBUTORS INC	06/23/2023	3N157947	2022-2023 OPEN PURCHASE ORDER 2022-2023 for GROUNDS SUPPLIES	102223079	179.02	179.02

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Check Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133279 LEADER SERVICES	06/23/2023	WA12386	STEILACOOM HIGH SCHOOL FIELD STANDARD WEEKLY SERVICES FY 2022-2023	0	96.50	96.50
133280 LUX, TAYLOR NICOLE	06/23/2023	SPPLYREIM TG 230621		0	199.99	199.99
133281 MAXIM HEALTHCARE STAFFING SERV	06/23/2023	E9755450294	Maxim, CNA, Affriseo, SHS	92223016	1,200.00	5,691.18
		E9755490294	Maxim, Para, SP, Parsons	92223013	1,016.88	
		E9755540294	LPN, Graham, Float	92223008	697.50	
		E9913180294	Maxim, Para, SP, Parsons	92223013	1,276.80	
		E9913340294	Maxim, CNA, Affriseo, SHS	92223016	1,500.00	
133282 MICROK12	06/23/2023	0559003	T Hayden MicroK12 Computers for Student Store 1452.00	142223024	1,452.00	1,452.00
133283 PARTS TOWN, LLC.	06/23/2023	33029548	OPEN PURCHASE ORDER 2022-2023 for KITCHEN SUPPLIES	102223027	96.26	96.26
133284 PROCARE THERAPY	06/23/2023	20694512	CBT, Barlow, 1:1	92223003	1,728.00	10,778.07
		20694513	CNA, MA Dizon, Float	92223006	1,910.59	
		20700267	CNA, MA Dizon, Float	92223006	1,273.73	
		20700272	CBT, Barlow, 1:1	92223003	1,296.00	
		20707266	CNA, MA Dizon, Float	92223006	2,409.75	
		20710735	CBT, Barlow, 1:1	92223003	2,160.00	
133285 PROJECT LEAD THE WAY	06/23/2023	399936	Project Lead The Way (PLTW) CTE Science Supplies for P Sortore 19893.33	142223009	12,644.50	12,644.50
133286 PUGET SOUND ENERGY	06/23/2023	200002143960 2306	PIONEER MIDDLE SCHOOL GAS AND ELECTRIC UTILITIES FY 2022-2023	82223032	9,920.33	20,015.07
		200008146082 2306	DISTRICT ADMIN BLDG GAS UTILITIES FY 2022-2023	82223029	164.69	
		200018787412 2306	STEILACOOM HIGH	82223030	3,221.38	

Check Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
		200023874882 2306	SCHOOL GAS UTILITIES FY 2022-2023 CHLOE CLARK ELEMENTARY GAS AND ELECTRIC	82223031	6,609.83	
		220005466069 2306	UTILITIES FY 2022-2023 DISTRICT ADMIN BLDG GAS	82223029	98.84	
100000 CHARTENT ADVOTAG HOLL TVG	00/03/2022	NOOCCECO	UTILITIES FY 2022-2023	0	515 70	515.70
133287 QUADIENT LEASING USA, INC.	06/23/2023	N9966268	COVERAGE 07/01/2023 - 09/01/2023	0	515.70	515.70
133288 RIDDELL ALL AMERICAN SPORTS CO	06/23/2023	951838135_gf	2000 Athletics football helmets	4062223023	236.83	236.83
133289 SCHOOL OUTFITTERS	06/23/2023	INV13982573	P Sortore School Outfitters classroom furniture \$12,881.12	142223021	3,378.01	9,134.48
		INV13985410	E Jellison/C Jones School Outfitters Lab Tables and Lab	142223020	5,756.47	
133290 SCHOOL SPECIALTY, LLC.	06/23/2023	208132378842	stools M Mattes School Specialty Chairs	142223016	264.84	556.05
		208132424935	J Mock School Specialty Classroom Furniture	142223023	291.21	
133291 SODEXO INC & AFFILIATES	06/23/2023	1002300873	\$18,313.83 FOOD SERVICE MANAGEMENT FY 202-23	82223038	129,579.61	129,579.61
133292 STATE AUDITOR'S OFFICE	06/23/2023	L155357	STATE AUDIT PERIOD 2022-23	82223081	5,444.25	5,444.25
133293 THERAPYTRAVELERS	06/23/2023	INV86677	Behavior Specialist Pioneer, Keeney	92223009	2,112.50	4,225.00
		INV87296	Behavior Specialist Pioneer, Keeney	92223009	2,112.50	
133294 TOWN OF STEILACOOM	06/23/2023	2023-06-02-01	SRO contract	182223013	11,081.88	11,081.88
133295 WEX BANK	06/23/2023	89839967	MOTOR POOL FUEL SUPPLY FY 2022-2023	82223042	2,040.34	2,040.34

Check Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133296 WSIPC	06/23/2023	1002202141	New Student Online Enrollment	182223009	324.73	324.73
133297 WSRA, INC.	06/23/2023	1784	DR. LUMPE'S QUARTERLY EVALUATIONS FOR DODEA 2019 - (INVOICED DECEMBER/MARCH/JUN	272223097	1,875.00	5,625.00
		1785	E/SEPTEMBER) WSRA EVALUATION SERVICES FOR THE DODEA 2022 LEADING THROUGH LANGUAGE GRANT OR THE 2022-23 SCHOOL YEAR	272223099	3,750.00	
•		2	9 Computer Ch	eck(s) For	a Total of	247,412.85

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Japenpoorp		DIBIDACOOM OCHOOM	DISTRICT #1		THE PROCESS OF THE PARTY OF THE
RESERVATION OF THE PROPERTY OF THE PARTY OF	하루 현대는 경험 경험을 들었다. 그는 전기를 들었다면 했다고 있다.				
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	0	Manual	Checks For	a Total	of	0.00
	0	Wire Transfer	Checks For	a Total	of	0.00
	0	ACH	Checks For	a Total	of	0.00
	29	Computer	Checks For	a Total	of	247,412.85
Total For	29	Manual, Wire	Tran, ACH &	Compute	r Checks	247,412.85
Less	0	Voided	Checks For	a Total	of	0.00
			Net Amount			247,412.85

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 July 19, 2023, the board, by a \_\_\_\_\_\_\_vote, approves payments, totaling \$366,019.71. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING: Warrant Numbers 133298 through 133326, totaling \$366,019.71

Secretary	Board Member					
Board Member I	Board Member					
Board Member I	Board Member					
Check Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133298 BRIGHAM YOUNG UNIVERSITY	07/07/2023	DCE-00014471	2022-23 INVOICES	272223007	120.00	120.00
133299 CAROLINA BIOLOGICAL SUPPLY CO	07/07/2023	52196443 RI	E Jellison Carolina Biological Supplies	142223026	1,440.22	1,440.22
			\$1440.22			
133300 CENTURYLINK #78245209	07/07/2023	6448533935	STEILACOOM HISTORICAL SCHOOL DISTRICT VOICE SERVICES	0	2.08	2.08
133301 CITY OF TACOMA - TACOMA PUBLIC	C 07/07/2023	6.14.23_37.23	STEILACOOM HIGH SCHOOL READER BOARD ELECTRIC UTILITIES FY 2022-23	82223076	37.23	37.23
133302 CLOVER PARK TECHNICAL COLLEGE	07/07/2023	RB-MSC-0000019294	RUNNING START FY	82223062	3,188.14	3,188.14
133303 DURHAM SCHOOL SERVICES	07/07/2023	91910813	STUDENT TRANSPORTATION SERVICES FY 2022 - 23	82223058	5,489.60	179,158.26
		91976520	STUDENT TRANSPORTATION SERVICES FY 2022 - 23	82223058	173,668.66	
133304 FIRST-CITIZENS BANK & TRUST CO	07/07/2023	42660188	COPIER LEASE FY	82223028	7,530.95	7,530.95
133305 HAROLD LEMAY ENTERPRISES	07/07/2023	17020304S180	DO & MAINTENANCE UTILITIES CLEANING SERVBICES FY 2022-2023	82223027	216.05	7,557.27
		17023306S180	CHERRYDALE	82223013	541.77	

Check Nbr Vendor Name

Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amo
		PRIMARY SCHOOL			
		GARBAGE AND			
		RECYCLE SERVICES			
		FY 2022-2023			
	17023307S180	DO & MAINTENANCE	82223027	216.05	
		UTILITIES			
		CLEANING			
		SERVBICES FY			
		2022-2023			
	17023310S180	SHS UTILITIES	82223024	1,986.52	
		CLEANING SERVICES		.,	
		FY 2022-2023			
	17023311S180	SHS UTILITIES	82223024	631.54	
		CLEANING SERVICES			
		FY 2022-2023			
	17023312S180	CHERRYDALE	82223013	245.09	
		PRIMARY SCHOOL			
		GARBAGE AND			•
		RECYCLE SERVICES			
		FY 2022-2023			
	170233138180	DO & MAINTENANCE	82223027	141.39	
		UTILITIES			
		CLEANING			
		SERVBICES FY			
		2022-2023			
	17023314\$180	SALTAR'S POINT	82223022	1,000.38	
		ELEMENTARY			
		UTILITIES			
		CLEANING SERVICES			
		FY 2022-2023			
•	170233158180	SALTAR'S POINT	82223022	141.39	
		ELEMENTARY			
		UTILITIES			
		CLEANING SERVICES			
		FY 2022-2023			
	170233168180	CHLOE CLARK	82223023	1,123.50	
		ELEMENTARY			
		UTILITIES			
		CLEANING SERVICES			
		FY 2022-2023			
	170233178180	CHLOE CLARK	82223023	255.60	
		ELEMENTARY			
		UTILITIES			
		CLEANING SERVICES			
		FY 2022-2023			
	17023318\$180	DO & MAINTENANCE	82223027	141.39	
		UTILITIES			
		CLEANING			
		SERVBICES FY			
		2022-2023			

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Check Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
		170233309\$180	PIO MS UTILITIES CLEANING SERVICES FY 2022-2023	82223025	916.60	
133306 LAKE JOSEPHINE RIVIERA WATER	07/07/2023	100812_6.1.23	ANDERSON ISLAND ELEMENTARY WATER UTILITIES FY	82223074	134.75	186.06
		11811_6.1.23	2022-23 ANDERSON ISLAND ELEMENTARY WATER	82223074	51.31	
133307 LEMAY MOBILE SHREDDING	07/07/2023	4799095s185	UTILITIES FY 2022-23 ACCT NO 2185-814398	82223020	88.00	483.00
		4799096s185	Saltar's ACCT NO 2185-814410-001	82223017	83.00	
		4799099S185	Pioneer ACCT NO 2185-814426 SHS	82223018	166.00	
		4800083S185	ACCT NO 2185-961556 Chloe Clark	82223019	146.00	
133308 MICROK12	07/07/2023	0559945	D Beaulieu and J Tiedeman MicroK12 Promethean ActivPanels 9 Premium 75" and Cabling SOW'S 8767.00	2142223003	6,662.46	6,662.46
133309 MURREY'S DISPOSAL CO., INC.	07/07/2023	11470720S180	ACCT NO 2111-11075000 SYRINGE/SHARPS	82223014	17.96	17.96
133310 ODF SOLUTIONS, LLC	07/07/2023	314837447001	DISPOSAL WORKROOM SUPPLIES/COPY	82223080	175.52	175.52
133311 PETROCARD, INC.	07/07/2023	C213999	PAPER MOBILE FLEET FUELING FY 2022-2023	82223008	17,652.13	17,652.13
133312 PIERCE COUNTY REFUSE	07/07/2023	17027927S180	ACCT NO 2180-18251-017 Garbage @ AIE ACCT NO 2180-18251-018	82223026	185.25	211.56
		17027928S180	Recycling @ AIE ACCT NO 2180-18251-017 Garbage @ AIE ACCT NO 2180-18251-018	82223026	26.31	

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Charle Man	War day Name	Observation Dates	Turned and Manufacture	Turnel or Breeze	DO March	To all and	
Cneck Nor	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133313	PIERCE COUNTY SEWER	07/07/2023	858625_06.01.23	Recycling @ AIE PIONEER MIDDLE SCHOOL SEWER SERVICES FY	82223041	1,054.70	1,054.70
133314	PIERCE COUNTY FINANCE DEPT.	07/07/2023	CI-335455	2022-23 GENERAL ELECTION COST	82223078	59,701.31	59,701.31
133315	PROCARE THERAPY	07/07/2023	20675337	REIMBURSEMENT STEILACVOOM HIGH SCHOOL ATHLETIC TRAINER SERVICES	0	1,463.00	1,463.00
133316	PROJECT LEAD THE WAY	07/07/2023	403306	MAY 2,4,5, 2023 Project Lead The Way (PLTW) CTE Science Supplies for P Sortore	142223009	9,064.82	9,064.82
133317	REFRIGERATION SUPPLIES DISTRIB	07/07/2023	26329592-00	19893.33 OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223031	32.32	1,456.32
			26329632-00	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223031	1,045.98	
			26329943-00	OPEN PURCHASE ORDER 2022-2023	102223031	80.79	
			26330116-00	for SUPPLIES  OPEN PURCHASE  ORDER 2022-2023  for SUPPLIES	102223031	297.23	
133318	SARCO SUPPLY	07/07/2023	1149464	PIO OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223036	69.60	7,196.78
			1149493	SHS OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223037	235.71	
			1149494	CC OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223034	205.82	
			1149498	AI OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223038	41.76	
			1149527	PIO OPEN FURCHASE ORDER 2022-2023 for CUSTODIAL	102223036	1,041.34	
			1149947	SUPPLIES PIO OPEN PURCHASE	102223036	139.20	

Check Nbr Vendor Name	Check Date Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
		ORDER 2022-2023 for CUSTODIAL SUPPLIES			
	1149998	SP OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223035	456.95	
	1150001	SHS OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223037	1,000.96	
	1150168	DAC/DO OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223032	92.96	
	1150326	CC OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223034	901.62	
	1150330	PIO OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223036	733.12	
	1150331	MAINT OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223039	197.87	
		CD OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223033	702.61	
	1150336	SP OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223035	220.72	
	1150337	SHS OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223037	1,156.54	
133319 SCHOOL OUTFITTERS	07/07/2023 INV13989706	P Sortore School Outfitters classroom furniture \$12,881.12	142223021	977.72	18,869.71
	INV13989830	E Jellison/C Jones School Outfitters Lab Tables and Lab	142223020	17,891.99	

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05.23.02.00.00-010034	나는 병에 목표를 다녔다.	Check S	ummary		PAGE: 6

			×			
Check Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133320 TACOMA RAINIERS PROFESSIONAL B	07/07/2023	6.22.23_13105.40	stools \$25,846.66 CHENEY STADIUM FACILITY FEE FOR	-272223040	13,105.40	13,105.40
			GRADUATION JUNE 2023			
133321 TANNER ELECTRIC	07/07/2023	7.2.23_458.40	ANDERSON ISLAND ELEMENTARY ELECTRIC UTILITIES FY 2022-23	82223077	458.40	458.40
133322 TED BROWN MUSIC CO	07/07/2023	5076332	Guitar Amp, Replacement C3 bar for Malletech marimba, marching bass drm case	4312223012	1,364.25	1,364.25
, 133323 THERAPYTRAVELERS	07/07/2023	INV84898	Behavior Specialist Pioneer, Keeney	92223009	1,690.00	3,380.00
		INV87045	Behavior Specialist Pioneer, Keeney	92223009	1,690.00	
133324 TOWN OF STEILACOOM	07/07/2023	10777.0_06.21.23	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223090	321.38	22,130.32
		1409.0_06.21.23	STEILACOOM HIGH SCHOOL ELECTRICITY & WATER UTILITIES FY 2022-2023	82223089	225.10	
		1409.1_06.21.23	STEILACOOM HIGH SCHOOL ELECTRICITY & WATER UTILITIES FY 2022-2023	82223089	12,586.11	
		1884.0_06.21.2023	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223090	496.85	
		2075.0_06.21.23	SALTAR'S ELECTRICITY & WATER UTILITIES FY 2022-2023	82223088	224.52	
		2456.0_06.21.23	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223090	11.81	
		2456.1_06.21.23	DO ADMIN BLDG AND	82223090	278.13	

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ouponpoo.p	그 사람이 얼마를 가장하는 말을 감독했다.				문화생이를 무슨되지 않	
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Check Nbr Vendor Name	Check Date Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
		& ELECTRICITY FY 2022-2023			
	2662.0_06.21.23	SALTAR'S ELECTRICITY &	82223088	1,122.42	
		WATER UTILITIES FY 2022-2023			
	2662.1_06.21.23	SALTAR'S ELECTRICITY & WATER UTILITIES	82223088	3,413.16	
	2522 0 06 21 22	FY 2022-2023	02222001	969 00	
	3533.0_06.21.23	CHERRYDALE PRIMARY ELECTRICITY & WATER UTILITIES FY 2022-2023	82223091	868.99	
	3533.1_06.21.23	CHERRYDALE PRIMARY ELECTRICITY & WATER UTILITIES FY 2022-2023	82223091	1,888.02	
	6571.0_06.21.23	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223090	449.54	
	9157.0_06.21.2023	SALTAR'S ELECTRICITY & WATER UTILITIES FY 2022-2023	82223088	244.29	
133325 VEBBER, MICHAEL	07/07/2023 1376	STEILACOOM HIGH SCHOOL CHOIR PIANO ACCOMPANIMENT SERVICES	0	685.00	685.00
133326 VERIZON WIRELESS	07/07/2023 9937603609	PHONE SERVICES FY 2022-2023	82223039	1,666.86	1,666.86

29

Computer Check(s) For a Total of

366,019.71

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05.23.02.00.00-010034 Check Summary PAGE: 8

	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	
	29	Computer	Checks For a Total of	366,019.71	
Total For	29	Manual, Wire	Tran, ACH & Computer Checks	366,019.71	
Less	0	Voided	Checks For a Total of	0.00	
			Net Amount	366 019 71	1

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Check(s) For a Total of

STEILACOOM SCHOOL DISTRICT #1

Check Summary

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2,485.84

4:15 PM

PAGE:

3apckp08.p	STEILACOOM SCHOOL DISTRICT #1	4:15 PM 07/06/23
05.23.02.00.00-010034	Check Summary	PAGE: 2

	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	2,485.84
Total For	1	Manual, Wire	Tran, ACH & Computer Checks	2,485.84
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,485.84

STEILACOOM SCHOOL DISTRICT #1

Check Summary

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Check(s) For a Total of

School Planners

Computer

X450

1,620.31

1,620.31

7,902.31

	0	Manual Checks For a Total of	0.00
	0	Wire Transfer Checks For a Total of	0.00
	0	ACH Checks For a Total of	0.00
	3	Computer Checks For a Total of	7,902.31
Total For	3	Manual, Wire Tran, ACH & Computer Checks	7,902.31
Less	0	Voided Checks For a Total of	0.00
		Net Amount	7,902.31

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Check(s) For a Total of

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STEILACOOM SCHOOL DISTRICT #1

Check Summary

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		Chaple Cumman		기존의 사용이 있는 것 없다고 하셨다면요.	PAGE: 2
05.23.02.00.00-010034	가는 회사 없는 그리는 생님이 하기 있었다. 그리고 그 그 그리고 그 날아?	Check Summary	Y - Fri (Figure - Strick City)		나는 내 하는 사람들은 내가 하면 보는 사람들은 것이 되었다. 그 없다
		Control of the contro	Jan Jan Land Carlotte State St	فتحمظ فالمتملحة فصاحه صاباتها السيالية السيال البارات الباران الماران المرازية	The transfer of the second section of the second

	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	205.10
Total For	1	Manual, Wire	Tran, ACH & Computer Checks	205.10
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	205.10

through 06/30/2023

Computer

Check(s) For a Total of

STEILACOOM SCHOOL DISTRICT #1

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	0	Manual Checks	For a Total of	0.00
	0	Wire Transfer Checks	For a Total of	0.00
	0	ACH Checks	For a Total of	0.00
	1	Computer Checks	For a Total of	206.61
Total For	1	Manual, Wire Tran, A	CH & Computer Checks	206.61
Less	0	Voided Checks	For a Total of	0.00
		Net Am	nount	206.61

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 August 16, 2023, the board, by a \_\_\_\_\_\_\_ vote, approves payments, totaling \$68,857.82. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING: Warrant Numbers 133333 through 133334, totaling \$68,857.82

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 Amoun
133333 BMO FINANCIAL GROUP	07/12/2023	CREDIT CARD PAYMENT	CHECK		68,807.8
ALASKA AIRLINES - PCARD	GFC230700040	GF Credit Card Payment AP Invoice.	0	1,351.24	
AMAZON.COM SALES, INC	GFC230700001	GF Credit Card Payment AP Invoice.	0	13,216.78	
AMAZON.COM SALES, INC	GFC230700042	GF Credit Card Payment AP Invoice.	142223028	5,942.34	
AMAZON.COM SALES, INC	GFC230700043	GF Credit Card Payment AP Invoice.	142223028	48.80	
AMAZON.COM SALES, INC	GFC230700044	GF Credit Card Payment AP Invoice.	142223025	2,333.32	
AMAZON.COM SALES, INC	GFC230700045	GF Credit Card Payment AP Invoice.	142223025	3,897.73	
AMAZON.COM SALES, INC	GFC230700046	GF Credit Card Payment AP Invoice.	142223025	70.32	
AMAZON.COM SALES, INC	GFC230700047	GF Credit Card Payment AP Invoice.	142223025	43.99	
AMAZON.COM SALES, INC	GFC230700048	GF Credit Card Payment AP Invoice.	142223025	70.32	
AMAZON.COM SALES, INC	GFC230700049	GF Credit Card	142223018	65.90	

Payment AP Invoice.

Check Nbr	Vendor Name Vendor on Invoice	Check Date Invoice Number	Invoice Desc	PO Number I	Invoice Amount	Check Amount
	AMAZON.COM SALES, INC	GFC230700050	GF Credit Card Payment AP Invoice.	142223019	384.90	
	AMAZON.COM SALES, INC	GFC230700051	GF Credit Card Payment AP Invoice.	142223019	483.96	
	AMAZON.COM SALES, INC	GFC230700052	GF Credit Card Payment AP Invoice.	142223014	1,398.64	
	AMAZON.COM SALES, INC	GFC230700053	GF Credit Card Payment AP Invoice.	142223018	559.16	
	AMAZON.COM SALES, INC	GFC230700054	GF Credit Card Payment AP Invoice.	142223015	1,539.92	
	AMAZON.COM SALES, INC	GFC230700055	GF Credit Card Payment AP Invoice.	142223019	726.19	
	AMAZON.COM SALES, INC	GFC230700056	GF Credit Card Payment AP Invoice.	142223018	122.70	
	AMAZON.COM SALES, INC	GFC230700057	GF Credit Card Payment AP Invoice.	142223018	13.16	
	AMAZON.COM SALES, INC	GFC230700058	GF Credit Card Payment AP Invoice.	142223018	1,082.64	
	AMAZON.COM SALES, INC	GFC230700059	GF Credit Card Payment AP Invoice.	142223019	38.49	•
	AMAZON.COM SALES, INC	GFC230700060	GF Credit Card Payment AP Invoice.	142223018	192.59	
	AMAZON.COM SALES, INC	GFC230700061	GF Credit Card Payment AP Invoice.	142223014	40.68	
	AMAZON.COM SALES, INC	GFC230700062	GF Credit Card Payment AP Invoice.	142223014	307.90	
	AMAZON.COM SALES, INC	GFC230700063	GF Credit Card Payment AP Invoice.	142223014	464.18	
	AMAZON.COM SALES, INC	GFC230700064	GF Credit Card Payment AP Invoice.	142223014	443.07	
	AMAZON.COM SALES, INC	GFC230700065	GF Credit Card Payment AP Invoice.	142223014	19.68	
	AMAZON.COM SALES, INC	GFC230700066	GF Credit Card	142223014	76.98	

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05.23.02.00.00-010034		Check Summary	PAGE: 3

Check Nbr	Vendor Name Vendor on Invoice	Check Date	: Invoice Number	Invoice Desc	PO Number In	voice Amount	Check Amount
	vehicle on involve						
			s .	Payment AP			
				Invoice.			
	AMERICAN PARTY PLACE		GFC230700039	GF Credit Card	0	138.98	
				Payment AP	-		
				Invoice.			
	BMO FINANCIAL GROUP		GFC230700000	GF Credit Card	0	1,447.77	
				Payment AP	v	2/11/1/	
				Invoice.			
	BMO FINANCIAL GROUP		GFC230700017	GF Credit Card	0	4,068.14	
	DIO LIMMOLLI GNOS		01 0200700017	Payment AP	O .	4,000.14	
				Invoice.			
	CITY OF DUPONT		GFC230700005	GF Credit Card	82223035	3,673.98	
	OIII OI BOIONI		010230700003	Payment AP	02223033	3,073.90	
				Invoice.			
	CITY OF DUPONT		GFC230700006	GF Credit Card	82223035	010 55	
	CIII OF BOFONI		GF C230 / 00000		82223033	919.55	
				Payment AP			
	CITY OF DUPONT		CEC220700007	Invoice. GF Credit Card	00000004	255 70	
	CITY OF DOPONT		GFC230700007		82223034	355.78	
				Payment AP			
	CTMV OF DUDONS		GDGGGGGGGGG	Invoice.	00000005		
	CITY OF DUPONT		GFC230700008	GF Credit Card	82223035	979.70	
				Payment AP			
	CTOV OF PURCUE		G=G0000000000	Invoice.			
	CITY OF DUPONT		GFC230700009	GF Credit Card	82223035	222.95	
				Payment AP			
				Invoice.			
	CITY OF DUPONT		GFC230700010	GF Credit Card	82223035	61.49	
				Payment AP			
				Invoice.			
	CITY OF DUPONT		GFC230700011	GF Credit Card	82223034	62.71	
				Payment AP			
				Invoice.	•		
	CITY OF DUPONT		GFC230700012	GF Credit Card	82223034	355.78	
	,			Payment AP			
				Invoice.			
	COSTCO BUSINESS CENTER - PCARD		GFC230700019	GF Credit Card	0	253.03	
				Payment AP			
				Invoice.			
	EDDINS MARKETING GROUP		GFC230700038	GF Credit Card	142223017	5,872.50	
				Payment AP			
				Invoice.			
	FCCLA		GFC230700041	GF Credit Card	0	1,490.00	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230700021	GF Credit Card	82223013	541.77	
				Payment AP			
				Invoice.			
	HAROLD LEMAY ENTERPRISES		GFC230700022	GF Credit Card	82223023	1,123.50	
				Payment AP			

Check Nbr Vendor Name  Vendor on Invoice		Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
HAROLD LEMAY ENT	PERPRISES	GFC230700023	Invoice. GF Credit Card Payment AP	82223023	255.60	
HAROLD LEMAY ENT	ERPRISES	GFC230700024	Invoice. GF Credit Card Payment AP	82223027	216.05	
HAROLD LEMAY ENT	PERPRISES	GFC230700025	Invoice. GF Credit Card Payment AP	82223027	141.39	
HAROLD LEMAY ENT	PERPRISES	GFC230700027	Invoice. GF Credit Card Payment AP	82223022	1,000.38	
HAROLD LEMAY ENT	ERPRISES	GFC230700028	Invoice. GF Credit Card Payment AP	82223027	216.05	
HAROLD LEMAY ENT	ERPRISES	GFC230700029	Invoice. GF Credit Card Payment AP	82223013	245.09	
HAROLD LEMAY ENT	ERPRISES	GFC230700030	Invoice. GF Credit Card Payment AP	82223025	916.60	
HAROLD LEMAY ENT	ERPRISES	GFC230700031	Invoice. GF Credit Card Payment AP	82223027	141.39	
HAROLD LEMAY ENT	ERPRISES	GFC230700032	Invoice.  GF Credit Card  Payment AP	82223024	1,986.52	
HAROLD LEMAY ENT	ERPRISES	GFC230700033	Invoice.  GF Credit Card  Payment AP	82223022	141.39	
HAROLD LEMAY ENT	ERPRISES	GFC230700034	Invoice. GF Credit Card Payment AP	82223024	631.54	
KCDA ,		GFC230700020	Invoice. GF Credit Card Payment AP	0	173.69	
LEMAY MOBILE SHR	EDDING	GFC230700035	Invoice.  GF Credit Card  Payment AP	82223015	163.65	
MURREY'S DISPOSA	L CO., INC.	GFC230700036	Invoice.  GF Credit Card  Payment AP  Invoice.	82223014	17.96	
PERFORMANCE SYST	EMS INTEGRATIO	GFC230700004	GF Credit Card Payment AP Invoice.	102223068	2,928.77	
PIERCE COUNTY RE	FUSE	GFC230700026	GF Credit Card Payment AP Invoice.	82223026	185.25	

PAGE: 5

Check Nbr Vendor Name Check Date Invoice Number Invoice Desc PO Number Invoice Amount Check Amount Vendor on Invoice PIERCE COUNTY REFUSE GFC230700037 GF Credit Card 82223026 26.31 Payment AP Invoice. PIERCE COUNTY FERRY GFC230700002 GF Credit Card 0 1,355.11 Payment AP  ${\tt Invoice.}$ PIERCE COUNTY FERRY GFC230700014 GF Credit Card 1402223001 28.86 Payment AP Invoice. GFC230700015 PIERCE COUNTY FERRY GF Credit Card 1402223001 86.58 Payment AP Invoice. PIERCE COUNTY FERRY GFC230700016 GF Credit Card 1402223001 20.90 Payment AP Invoice. TANNER ELECTRIC GFC230700013 GF Credit Card 82223077 691.28 Payment AP Invoice. THE HOME DEPOT PRO GFC230700018 GF Credit Card 0 696.80 Payment AP Invoice. USPS - PCARD GFC230700003 GF Credit Card 37.45 Payment AP Invoice. 133334 REED, LYNDI 07/12/2023 GFR RR 230614 RETURNED TEXTBOOK 0 50.00 50.00 REFUND RECEPTS 163694/189161

68,857.82

Check(s) For a Total of

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05.23.02.00.00-010034	Check Summary	PAGE: 6

	0	Manual	Checks For	a	Total	of	0.00
	0	Wire Transfer	Checks For	а	Total	of	0.00
	0	ACH	Checks For	а	Total	of	0.00
	2	Computer	Checks For	а	Total	of	68,857.82
Total For	2	Manual, Wire	Fran, ACH &	C	omputer	Checks	68,857.82
Less	0	Voided	Checks For	a	Total	of	0.00
			Net Amount				68.857.82

# **ASSOCIATED** STUDENT BODY FUND

Computer

Check(s) For a Total of

STEILACOOM SCHOOL DISTRICT #1

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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	117.01
Total For	1	Manual, Wire	Tran, ACH & Computer Checks	117.01
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	117.01

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05.23.02.00.00-010034	Check Summary	PAGE:

Check Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
		reim_6.7.23_\$322.17	STEILACOOM HIGH SCHOOL TENNIS: GIRLS TENNIS AWARD BANQUET EXPENSES	0	322.17	
405222 MCDONALD, JODY D	06/21/2023	reim_6.7.23_\$132.41	REIMBURSEMENT STEILACOOM HIGH SCHOOL ANIME END OF THE YEAR BARBEQUE EXPENSES	0	132.41	132.41
405223 PIONEER PARK PAVILION	06/21/2023	06.15.23_\$1187.50	REIMBURSEMENT STEILACOOM HIGH SCHOOL: 3025 Class of 2024 prom venue	4062223037	1,187.50	1,187.50
405224 RIDDELL ALL AMERICAN SPORTS CO	06/21/2023	951838136ASB_\$236.84	deposit STEILACOOM HIGH SCHOOL HELMET RECONDITIOING SERVICE FEES ASB	0	236.84	236.84
405225 SCHOLASTIC BOOK FAIRS	06/21/2023	W5254005BF	PORTION CHLOE CLARK ELEMENTARY: Payment to Scholastic Book	4022223011	2,808.63	2,808.63
405226 SENTINELS BOOSTER CLUB OF STEI	06/21/2023	4.26.23_\$1650.00	Fairs STEILACOOM HIGH SCHOOL WRESTLING, BOYS & GIRLS BASKETBALL: Athletic user	4062223038	1,650.00	1,650.00
405227 SHELTON HIGH SCHOOL	06/21/2023	6.6.23_\$190.00	fees ticketing purchase STEILACOOM HIGH SCHOOL TRACK: SHELTON INVITATIONAL TRACK MEET REGISTRATION	0	190.00	190.00
405228 SOUTH PUGET SOUND LEAGUE - 2A	06/21/2023	273	FEES; 15 ATHLETES STEILACOOM HIGH SCHOOL 2023 SPRING POST	0	200.00	200.00
405229 STEILACOOM HIST SCHOOL DIST #1	06/21/2023	SHSASB2GF_\$396.12	SEASON EXPENSES STEILACOOM HIGH SCHOOL ANIME TO REIMBURSE GF FOR SEATTLE CENTER	0	396.12	396.12
405230 TACOMA RAINIERS PROFESSIONAL B	06/21/2023	1055926-2	FIELD TRIP CHLOE CLARK	4022223009	75.00	75.00

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Wheels in section satisface feel conclude in their many of the continuous all literatures.	and the second of the second of the contract of the second	المدروان المفعل أرادي التأثي مستحققها فالأفراران ويضطفنان فيعم بأكرو والمجودات	وموريل ويرورا أوف والكاف والكلامة والكلامة الكافر المساوعة في المجاورة والمراجعة والمراجعة والمراجعة والمراجعة	are only or him was to be the first of the court of the contract of the first

Check Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			ELEMENTARY:			
			Social studies			
			field trip to			
			Tacoma Rainiers			
			for Chloe			
			3rd-graders			
			Balance Due			
405231 WASHINGTON OFFICIALS ASSN	06/21/2023	9139	PIONEER MIDDLE	4052223014	3,219.50	3,219.50
			SCHOOL: GAME FEES			
			2022-23			
405232 WEBSTER, LINDSAY BROOKE	06/21/2023	reim_6.8.23_\$171.90	STEILACOOM HIGH	0	171.90	171.90
			SCHOOL YEARBOOK			
			DISTRIBUTION			
			EVENT EXPENSE			
			REIMBURSEMENT			
405233 WEST CENTRAL DIST III	06/21/2023	2023-200	STEILACOOM HIGH	0	120.00	120.00
			SCHOOL; GIRLS &			
			BOYS DISTRICT			
			CHAMPIONSHIPS,			
			GIRLS DISTRICT			
			CHAMPIONSHIPS			
			FEES			
405234 WINNING SEASONS	06/21/2023	D2023053	PIONEER MIDDLE	4052223012	6,132.50	9,566.15
			SCHOOL: PE			
			T-SHIRTS & SWEAT			
			PANTS			
		D2023178	PIONEER MIDDLE	4052223013	3,080.00	
			SCHOOL: PE SPIRIT			
			GEAR			
		D2023361	STEILACOOM HIGH	0	353.65	
			SCHOOL: ANIME			
			CLUB APPAREL			
						0.4.005.5-
		19	Computer Ch	neck(s) For	a rotal of	24,285.85

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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	19	Computer	Checks For a Total of	24,285.85
Total For	19	Manual, Wire	Tran, ACH & Computer Checks	24,285.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	24,285.85

Computer

Check(s) For a Total of

STEILACOOM SCHOOL DISTRICT #1

Check Summary

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	0	Manual Checks For a Total of	0.00
	0	Wire Transfer Checks For a Total of	0.00
	0	ACH Checks For a Total of	0.00
	1	Computer Checks For a Total of	15.67
Total For	1	Manual, Wire Tran, ACH & Computer Checks	15.67
Less	0	Voided Checks For a Total of	0.00
		Net Amount	15.67

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

As of August 16, 2023, the board, by a \_\_\_\_\_\_\_ vote, approves payments, totaling \$20,760.22. The payments are further identified in this document.

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

Warrant Numbers 405236 through 405236, totaling \$20,760.22

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

20,760.22

405236 BMO FINANCIAL GROUP	07/12/2023	CREDIT CARD PAYME	NT CHECK	
AMAZON.COM SALES, INC	ABC230700004	ASB Credit Card Payment AP Invoice.	0	2,087.07
BMO FINANCIAL GROUP	ABC230700000	ASB Credit Card Payment AP	0	7,136.20
BMO FINANCIAL GROUP	ABC230700002	Invoice. ASB Credit Card Payment AP	0	-6.02
CITY OF LACEY	ABC230700007	Invoice. ASB Credit Card Payment AP	0	100.00
FOLLETT SCHOOL SOLUTIONS LLC	ABC230700010	Invoice. ASB Credit Card Payment AP	4032223002	1,556.41
FOLLETT SCHOOL SOLUTIONS LLC	ABC230700011	Invoice. ASB Credit Card Payment AP	0	397.69
JOSTENS INC	ABC230700003	Invoice. ASB Credit Card Payment AP	0	73.49
ODP SOLUTIONS, LLC	ABC230700008	Invoice.  ASB Credit Card  Payment AP  Invoice.	4062223033	925.45
ODP SOLUTIONS, LLC	ABC230700009	ASB Credit Card Payment AP Invoice.	4062223033	1,491.87
POINT DEFIANCE ZOO & AQUARIUM	ABC230700006	ASB Credit Card Payment AP Invoice.		49.00

Check Nbr	Vendor Name Vendor on Invoice	Check Date	Invoice Number		Invoice Desc	PO Nu:	mber In	voice Amount	Check Amount
	USPS - PCARD		ABC230700005		ASB Credit Card Payment AP Invoice.		0	83.79	
	VARSITY SPIRIT FASHIONS & SUPP		ABC230700012		ASB Credit Card Payment AP Invoice.	406222	3028	6,692.21	
	WALMART - PCARD		ABC230700001		ASB Credit Card Payment AP Invoice.		0	173.06	
		•		1	Computer	Check(s)	For a T	otal of	20,760.22

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IAGH.

	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	20,760.22
Total For	1	Manual, Wire	Tran, ACH & Computer Checks	20,760.22
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	20,760.22



# Regular Meeting Minutes Pioneer Middle School • 1750 Bob's Hollow Lane • DuPont, WA June 21, 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, Director Tinsley seconded the motion, and the motion passed (4/0).

Directors McDonald, Rohrer, Scott, and Tinsley present.

Chair Scott inquired if any board members had questions about the agenda. He shared that there was a last minute edit to the agenda posted online yesterday with a revision to New Business Item C Approval of 2023-24 School Year Fee Schedule.

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

#### **II. PRESENTATIONS**

#### A. Recognition of School Resource Officer

Susanne Beauchaine, Executive Director of Human Resources and Safety, recognized Detective Justin Hamrick, and thanked him for his dedicated service as the district's school resource officer (SRO) since 2016. Ms. Beauchaine noted that Detective Hamrick made actual, trusting connections with our students, and it is because of these relationships that there has been such success in our district with our SRO program. Several members of the Town of Steilacoom Police Department joined the meeting to recognize Detective Hamrick, including Officer Brandon Massey, who will serve as the district's new SRO.

School board members thanked Detective Hamrick for his dedication, professionalism, and service to the district.

#### **B. Pioneer Middle School Spring Student Athlete Recognition**

John Nystrom, Assistant Principal and Athletic Director of Pioneer Middle School, shared that the Bruce Hayes Award recognizes academics, scholarship, sportsmanship, and citizenship. The teachers of Pioneer Middle School voted on these awards, and this year's award winners are Austin Mazzone and Kelsie Jacques.

#### C. Steilacoom High School Spring Student Athlete Recognition

Katie Redman, Assistant Principal and Athletic Director of Steilacoom High School, recognized SHS student athletes Jacob Smith (Boys' Soccer), Katie Reger (Fastpitch), Micah Bujacich

(Baseball), Jayden Beverly (Girls' Tennis), and Caleb Wilcox (Track and Field) for their outstanding work ethic, leadership, and accomplishments.

#### III. COMMENTS FROM THE AUDIENCE

- Jeff Duncan, Anderson Island resident, shared his desire to have 4th and 5th grade students return to Anderson Island Elementary. He shared concerns about the length of transportation for Anderson Island students.
- Dave Bungert, DuPont resident, shared about the capital levy discussion, and suggested the
  district consider a technology, academics, and athletics 6-year capital levy. He also suggested a
  capital levy for building.
- Tawny Davis, Anderson Island resident, shared she has done a poll among Anderson Island
  families, and there is a desire to bring 4th and 5th grade students back to Anderson Island
  Elementary. She shared that Anderson Island Elementary does not need a new classroom, and
  that they have the space currently to include 4th and 5th grades on the island.
- Written statements were sent to the board from Scarlett Shepard and Susie David also asking the board to return 4th and 5th grade students to the island.

#### IV. REPORTS

#### A. Pioneer Middle School Athletics Recap

John Nystrom, Assistant Principal and Athletic Director of Pioneer Middle School, shared a recap of Pioneer Middle School athletics for the year. Cross Country was included this year, and open to all grades. The school had great success in every athletic category during the 2022-23 school year.

#### B. Steilacoom High School Athletics Recap

Katie Redman, Assistant Principal and Athletic Director of Steilacoom High School, shared a spring athletics recap highlighting the successes of the baseball, fastpitch, boys' soccer, girls' tennis, and track & field teams. Ms. Redman also gave a shout-out to Coach Casey for her incredibly successful 25-year career with Steilacoom High School.

#### C. Budget Status Report

Shawn Lewis, Executive Director of Administrative Services, shared a budget status report for all funds as of the end of May 2023, along with charts and data showing the district's monthly attendance, general fund cash balance, and interfund loan balances. Mr. Lewis shared the district should have enough budget capacity to end the year without an extension. The district will continue to be conservative with spending and focus on revenue collections for the remainder of the fiscal year. The district's actual enrollment continues to be about 88 under the original budget, 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 on the website for review.

#### V. RECESS TO PUBLIC HEARING

Chair Scott recessed to a Public Hearing at 6:47 p.m.

#### VI. PUBLIC HEARING

#### A. 2023-2024 Budget Hearing Presentation

While only one Public Hearing is required by law, the board of directors requested an additional hearing to ensure the community had sufficient opportunity to receive information regarding the district's budget plan. The second Public Hearing will take place during the July Regular Board Meeting.

Executive Director Shawn Lewis shared the 2023-24 draft Steilacoom Historical School District budget, including a budget summary and budget assumptions regarding local, state, and federal revenue, and expenditures for the district. Also included in the presentation were district, elementary, and secondary reductions. Mr. Lewis also shared information about the capital projects fund, debt service fund, and ASB fund.

#### B. Comments from the Audience Regarding Public Hearing

- David Bungert, DuPont Resident, shared again regarding the need of a district levy.
   He sated levies would be the solution to district budget cuts.
- Mary Hilton, SCEA President, asked how the district is factoring classified staff into the budget as the SCEA is still in bargaining.

#### VII. RETURN TO REGULAR MEETING

Chair Scott returned to the Regular Board Meeting at 7:14 p.m.

#### VIII. CONSENT AGENDA

Director McDonald made a motion to approve the Consent Agenda, Director Tinsley seconded the motion, and the motion passed (4/0). The Consent Agenda included May and June 2023 Accounts Payable and May 2023 Payroll; May 17, 2023 Regular Board Meeting Minutes; Personnel Reports; Maintenance Facility Charge Order #6; Approval of SHS Cheerleading Nationals Trip; Approval of Steilacoom High School Sports Boosters Donation; Approval of Contingency Fee Agreement; food Services Management Bid Award; and Interagency Agreement between SHSD and Washington State Department of Enterprise Services Employee Assistance Program.

Chair Scott shared the need for community members to reach out to their state representatives, encouraging them to fully fund education.

#### IX. **NEW BUSINESS**

#### A. Approval of 2023-2024 School Board Meeting Schedule

Director Tinsley made a motion to approve the 2023-24 School Board Meeting Schedule, Director Rohrer seconded the motion, and the motion passed (4/0).

Director Rohrer shared her desire to move to a hybrid format for school board meetings.

#### B. Approval of Contracts for Steilacoom High School Assistant Principals

The district posted the 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 was 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 16 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. Mr. Tyrrell also hosted four parent listening sessions at SHS, Pioneer Middle School, and via Zoom to receive community input. Through this process, in accordance with Board Policy 5000, the district recommended Tracy Garza and Charles Hilen as the candidates for the High School Assistant Principal positions.

Director Rohrer made a motion to approve the contract for Steilacoom High School Assistant Principals Tracy Garza and Charles Hilen, Director McDonald seconded the motion, and the motion passed (4/0).

#### C. Approval of 2023-24 School Year Fee Schedule

Director McDonald made a motion to approve the 2023-24 school year fee schedules. Director Tinsley seconded the motion, and the motion passed (4/0). Fee schedules include the 2023-24 Student Fee Schedule and the 2023-24 Facility Fee and Rate Schedule.

Director McDonald asked about the increase in ASB fees. Mr. Lewis shared anyone who qualifies for free and reduced meals and agrees to the consent to share that information, will receive an ASB card at no cost. This also applies to athletic and other fees.

Director Tinsley asked how our ASB card fee compares to other like-size districts. Mr. Lewis shared he will bring that information to the board, because it is necessary to include the ASB card fees and other ASB fees in order to determine that data.

#### D. First Reading of Policy 6881 Disposal of Surplus Equipment and/or Materials

Executive Director Shawn Lewis shared the first reading of Policy 6881 Disposal of Surplus Equipment and/or Materials. The current board policy requires board approval for any item valued at \$500 or more or multiple items that are valued in excess of \$1,000. The currently policy also requires placing a legal ad in the News Tribune each time the district declares items surplus. Legal ads now cost approximately \$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, or valued in excess of \$5,000, or multiple items valued at \$20,000, to be approved by the board. Items below this limit would be approved by the Superintendent. The updated policy would also 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.

Director Rohrer raised a concern regarding the significant increase in the dollar amount requiring board approval. She stated she would support a smaller increase. Director Tinsley also suggested a lower dollar amount. The board agreed to \$2,500 for a single item, and \$10,000 for multiple units of a single item.

Director Rohrer made a motion to approve revised Policy 6881 Disposal of Surplus Equipment and/or Materials to reflect a single unit in excess of \$2,500 or multiple units of a single item

totaling in excess of \$10,000, Director Tinsley seconded the motion, and the motion passed (4/0).

#### E. Capital Levy Discussion

Mr. Lewis shared the board had 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. The resolution was created for discussion purposes only. All requirements to place a levy on the November ballot would have to be completed and submitted to the county by August 1.

Director McDonald asked how the district would put this forth to the public after two failed bonds on such a short timeframe, and how this would affect the ability for the district to pass a bond in the future. Chair Scott shared there would need to be clear communication about the levy and its purpose. Mr. Lewis shared the district has a well-vetted list on the previous bond proposal of items to be included in a levy. The safety/security issues, HVAC system at Cherrydale, high school improvements, etc. could fall into the levy amounts, and would give the district time to see how enrollment continues to go, as well as planned community housing development. The levy would allow the district to fund emergency needs in the district. Mr. Lewis shared most other school districts have a capital levy. SHSD is one of the few districts who does not. Chair Scott shared his preference for a 2-year levy to complete many of the pressing projects that were included in the bond, without the main building items. A future bond could then be smaller and more acceptable to voters. Mr. Lewis shared the citizens' committee liked the idea of a capital levy to build back trust with clear communication on what the levy will cover, and how the district completes those promised projects. The citizens' committee also felt it would be a good idea to readdress the community and hear their input before the district pursued another bond in the future. There would be no additional election costs to the district in November to place a levy on the ballot, because the district already has school board member elections on the November ballot. Director Rohrer shared the citizens' committee also saw importance in maintaining the current tax rate. Chair Scott asked how long it would take Mr. Lewis to create a capital levy resolution. Mr. Lewis shared his desire to create three different options for the board to consider. He felt he could do this by the July 19 Regular Board Meeting. Superintendent Weight reminded the board that of the 8 bond initiatives on the ballot last year, only 1 passed. The capital levy pass rate is much better statewide. The board asked Mr. Lewis to present capital levy options to the board at the July 19 meeting.

#### X. BOARD COMMUNICATION

Chair Scott shared the board received the following communication:

- A letter from every SHSD administrator sharing their support of Superintendent Weight
- Communication from attorney Kathy George representing Anderson Island elementary
  parents desiring 4th/5th grades be returned to Anderson Island. Because this
  communication came through a lawyer, the board now cannot respond, as the
  correspondence must go through the district's legal counsel.
- Communication from Susie David –regarding returning 4<sup>th</sup> and 5<sup>th</sup> grade students to Anderson Island Elementary
- Communication from Jennifer Reger regarding district title changes
- Communication from Joni Sepielli regarding a highly capable class for 7th grade students at Pioneer

- Communication from Dave Olson looking for an assistant swim coach for Foss High School
- Communication from Krista Novak regarding Zoom board meetings
- Communication from Susan Greer regarding reasons for her resignation

#### **XI. ANNOUNCEMENTS**

- Superintendent Weight shared tonight is the last board meeting for Katie Redman, Paul Harvey, and Susan Greer. Dr. Weight thanked them for their incredible years of service in the district, and shared how much they will be missed by the district.
- Director Rohrer shared that National Night Out for Steilacoom is first Tuesday in August. She also shared she is participating in WSSDA's mini pilots of equity training.

#### XII. RECESS TO EXECUTIVE SESSION

Chair Scott recessed to an Executive Session at 8:19 p.m.

#### XIII. 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

Chair Scott returned to the Regular Meeting at 9:08 p.m.

#### **XV. ADJOURNMENT**

Director Tinsley made a motion to adjourn the meeting at 9:08 p.m., Director McDonald seconded the motion, and the motion passed (4/0).

	(Chair)	
ecretary/Superintendent)		

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 ADMIN PERSONNEL REPORT - JULY 19, 2023

Name	Position	Location	<b>Effective Date</b>	Action
ERWIN-SVOBODA RUTH	ASSISTANT PRINCIPAL	PIONEER	6/30/2023	RESIGNATION

#### STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 CERTIFICATED PERSONNEL REPORT - JULY 19, 2023

Name	Position	FTE	Location	Effective Date	Action	Comment
JOHNSON JACOB	COUNSELOR	1.00	HIGH SCHOOL	8/28/2023	NEW HIRE	
WIDMANN MELISSA	ECI COORDINATOR	0.80	DISTRICT OFFICE	8/30/2023	RESIGNATION	
BRADSHAW BRETT	TEACHER	1.00	CHLOE CLARK	8/30/2023	RESIGNATION	
OTTMAN JACKIE	TEACHER	1.00	SALTAR'S POINT	8/28/2023	NEW HIRE	

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 CLASSIFIED PERSONNEL REPORT - JULY 19, 2023

Name	Position	Hours	Location	Effective Date	Action	Comment
KOO GREYS	PARAPROFESSIONAL	6.50	SALTAR'S POINT	8/31/2023	NEW HIRE	Student Specific 1:1
SEEMAN KENDAL	PARAPROFESSIONAL	6.50	SALTAR'S POINT	8/30/2023	RESIGNATION	
BROOM CURTIS	LEAD CUSTODIAN	8.00	HIGH SCHOOL	6/30/2023	RETIREMENT	
GOODWIN MARTHA	PARAPROFESSIONAL	6.50	SALTAR'S POINT	8/31/2023	NEW HIRE	Student Specific 1:1
MESTER LINDA	PARAPROFESSIONAL	6.50	PIONEER	8/31/2023	NEW HIRE	Student Specific 1:1
STEWART NICOLE	PARAPROFESSIONAL	6.50	CHLOE CLARK	8/31/2023	NEW HIRE	Student Specific 1:1
LABELLE JOCINA	PARAPROFESSIONAL	6.50	CHERRYDALE	8/30/2023	RESIGNATION	Student Specific 1:1

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 CLASSIFIED AND CERTIFICATED EXEMPT PERSONNEL REPORT - JULY 19, 2023

Name	Position	Hours	Location	<b>Effective Date</b>	Action	Comment	
EMERY SHAE	MAINTENANCE & FACILITIES MANAGER	8.00	DISTRICT OFFICE	9/1/2023			
FLORES RICHARD	PAYROLL MANAGER	8.00	DISTRICT OFFICE	9/1/2023			
HILES PAMELA	HUMAN RESOURCES MANAGER	8.00	DISTRICT OFFICE	9/1/2023			
HOFBAUER EMILY	HEALTH SERVICES COORDINATOR	8.00	DISTRICT OFFICE	9/1/2023			
MARTINEZ MARK	NETWORK MANAGER	8.00	DISTRICT OFFICE	9/1/2023			
MCGANN MELISSA	STUDENT RECORDS MANAGER	8.00	DISTRICT OFFICE	9/1/2023			
MILLER GWEN	EXECUTIVE ASSISTANT TO THE SUPERINTENDENT	8.00	DISTRICT OFFICE	9/1/2023			
PIERCE AARON	JROTC ARMY INSTRUCTOR	8.00	HIGH SCHOOL	8/31/2023			
SMITH EVA	ACCOUNTING MANAGER	8.00	DISTRICT OFFICE	9/1/2023			

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 19, 2023
Strategic Focus Area
□ Achieve     □ Achie
□ Support
□ Connect
⊠ Plan
BACKGROUND INFORMATION
Required Out of Endorsement Report to the Board
Annually, OSPI generates a list to each school district identifying teachers who do not have applicable state endorsement to teach at least one course they are assigned to. The district is required to develop a plan for each teacher who has an out-of-field assignment – this plan may include a remedy such as attending professional development to taking an appropriate test to obtain endorsement.
Informational for Personnel Report.
Report prepared by: Susanne Beauchaine, Executive Director for Human Resources

NAME	OUT OF ENDORSEMENT AREA	SCHOOL			
Posada, Adriana	Spanish (endorsement issued	Chloe Clark Elementary			
	late)				
Johnston, Breanne	Assisted Reading	Pioneer Middle School			
Madsen, KC	Finance, Banking	Pioneer Middle School			
Tiedeman, Jake	Publication Production, Comp. Lit	Pioneer Middle School			
Yuckert, Heather	Geometry	Pioneer Middle School			
Cruz, Rebekah	Grade 4	Saltar's Point Elementary			
Robles, David	Statistics, Algebra I	High School			
Williams, Lori	Korean (Department Chair	High School			
	overseeing comp test; no				
	instruction)				

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 7/19/23
Strategic Focus Area
Support     Support
□ Connect
□ Plan
BACKGROUND INFORMATION
Highly Capable Program (HCP) and Multilingual Learner Program (ELL/MLL) annual reports: The annual program reports from HCP and ELL/MLL which include highlights, enrollment, and objectives for next year
RECOMMENDED ACTION:
It is recommended that the board accept these annual reports submitted by Teaching and Learning.
Report prepared by: Dr. Laurie Vallieres, Director of Teaching and Learning

To: Board of Directors

From: Laurie Vallieres, Director of Teaching and Learning

Re: Highly Capable Program Annual Report June

Date: 21, 2023

The Highly Capable Program (HCP) served 205 students from kindergarten through 12th grade during the 2022-2023 school year.

# **HCP Program Goals:**

- To expand academic and intellectual skills
- To stimulate intellectual curiosity, independence, and responsibility
- To develop a positive attitude toward self and others
- To develop originality and creativity
- To provide a coherent and rich program where students will complete independent and cooperative projects
- To gain enriched learning through STEM curricula
- To expand the program in scope and content
- To connect with parents and partner with them in the development and monitoring of the program

# **Description of the HCP instructional program:**

Our school district identifies students through the universal screening of elementary grade students and through a referral process. Parents or teachers can recommend any student for screening via the district's form within the annual spring and summer referral window. The timeline for submitting referrals is May through September 15th, with testing occurring in September and October. Parents are notified of results and eligibility via mail by mid- October. New to the district students can be tested upon request upon enrollment. There is also a kindergarten referral window in December. To be more inclusive of all families

Students who meet the initial screening criteria complete further testing which includes the CogAT test and the Torrance Test of Creative Thinking. In addition, the Smarter Balanced Assessment scores and/or i-Ready scores are considered as academic achievement indicators for placement determination.

The district's target is to qualify and enroll students in the Highly Capable Program (HCP) at a number equal to 5% of the district's total K-12 student enrollment. For the 2021-2022 school year, the actual percentage was 7.1% of total student enrollment (an increase of 0.3 % from last year's HCP numbers)

which is related to the inclusion of the additional class of high school students rolled up and counted in the roster.

The instructional program for the HCP in our district is designed in blocks of time averaging 4 hours per week for elementary students. Instruction for grades K-5 includes a variety of enriched content, individual and group projects, direct instruction, small group instruction, and some classroom based activities. Focus for the K-5 students includes hands-on minds-on curricula, real-world problem solving, themed projects and presentations, and use of instructional technology. New resources such as Generation Genius (science topics) and Math Antics (math topics) were utilized to provide engaging activities and learning opportunities over the past four years. The elementary HCP students also do an annual exhibition of their independent learning projects. During this year's Experts' Fair, students shared their projects with their peers, families, and staff at each elementary school building.

The middle school model includes a cohort class structure for the 6<sup>th</sup> graders in English, mathematics, and science. There are now offerings in ELA and mathematics for each of the grade levels and electives are designed for STEM and are aimed at drawing in HCP students. HCP students are also selected for special events such as robotics demos and industry field trips.

Students in grades 9-12 receive instruction in the Advanced Placement program and complete AP examinations in the spring quarter of the school year. Career and Technical Education program certification pathways are other enhanced programs that students can access. High School students in HCP also have access to the Pierce County Skill Center programs and Running Start, where they can spend half-days of instruction in areas of high-interest and vocational preparation.

# **Program evaluation and fiscal report:**

Of the \$160,000 allocated by the state for HCP, 89% is spent on the HCP teacher salary and benefits at 1.0 FTE. This was the fifth year we had a full time HCP teacher. Curriculum, materials and professional learning make up the balance of the expenditures including the universal screening of all 3rd grade students and follow up testing of all referred students.

Our HCP teacher participates in regular training opportunities provided by the ESD, OSPI, and WAETAG.

# Number of HCP students by grade level – four-year trend and projection

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
22-23	6	7	11	29	15	20	22	21	15	14	11	16	18	205
21-22	7	9	9	15	12	16	22	17	28	12	22	22	25	216
20-21	2	9	6	10	12	22	17	28	13	23	23	27	35	227
19-20	4	5	3	16	18	17	28	13	23	23	27	35	19	231
18-19	3	2	9	18	16	23	13	23	23	27	35	19	*	211
17-18	2	3	12	8	17	16	24	21	33	36	26	*	*	199
16-17	1	6	6	15	16	22	18	34	36	26	*	*	*	180
15-16	2	1	4	13	15	15	37	40	28	*	*	*	*	155

# Number of HCP students enrolled by school

	AI	CC	CD	SP	PIO	SHS	TOTAL
22-23	0	31	22	35	58	59	205
21-22	0	23	16	26	56	92	216*
20-21	1	20	11	34	57	108	231
19-20	1	17	10	35	64	104	231
18-19	2	18	13	38	59	81	211
17-18	2	13	11	33	<i>78</i>	62	199
16-17	1	17	11	37	88	26	180
15-16	2	12	6	30	105	*	155

The district started tracking HCP identified students in high school in 2016-2017.

# **Demographic Distribution and Comparison**

The focus on diversifying the HCP population is a perennial priority for our program. Both our district and the State of Washington have named the representative gaps and access barriers that exist. We are consistently looking for ways to draw in students from all backgrounds, while maintaining the rigor and high-engagement in the program. The plan for moving to a more representative distribution of our student demographics in the HCP program include the following steps:

<sup>\*</sup>Three students in K-5 were in the Promise Program for 2021-2022.

- Implementing the values and practices of Enriched Core Instruction, which seeks to provide a more inclusive learning environment for all students through access and support.
- Expanding the referral criteria and screening tools to include creativity (successfully implemented in 2018-2019)
- Screening all 3rd grade students using the CogAT screener and existing assessments in the district to identify potential HCP students (successfully implemented in 2018-2019).
- Providing annual training to district teaching staff regarding the HCP referral process
- Increase program opportunities and integration for HCP students to access challenging learning content and activities such as Lego Club and Robotics Club. For the third year in a row, our K-5 HCP students have competed in the international Flour Engineering Challenge.

### **Assurances that the district is legally compliant**

The program staff communicates with parents frequently through group emails and/or ParentSquare and at school-level events. The district also hosts a website for the HCP program including highlights and resources.

The district's plan to identify students is in compliance with School Board Policy 2190 and Procedure 2190P and iGrants form package 250. Evidence of the compliance with legal and policy requirements include: the selection process; notification processes; appeal process; and annual reporting.

The district will also be planning for compliance with the recent update in HCP law, which will hold all districts accountable for screening elementary students twice before the end of 6th grade. We presently screen once in third grade. For the 23-24 school year, we will be adding two additional screenings. One in the spring for the 2nd grade and one for the 5th grade to be in full compliance with new legislation.

# **Updates for the 23-24 School Year**

Starting in the fall of 2023, there will be some changes to the Highly Capable program in order to cater to the needs of our expanding 4th and 5th-grade student population. The program will continue to operate as it has in the past, with a 0.8 full-time equivalent (FTE) allocation for grades K-3. However, for grades 4-5, the program will be incorporated into the regular classroom setting, featuring collaborative efforts and guidance from both the STEM coordinator and the homeroom teacher. This approach will enable student projects to be directly connected to the subjects they are studying in their regular classes.

To: Board of Directors

From: Gudrun Sullivan, Executive Director of Student Services

Re: MLL/ELL Program Annual Report

Date: June 23, 2023

According to School Board Policy 2104 and in accordance with the obligations outlined the ESEA Consolidated Grant Application, it is the responsibility of the school district staff to furnish and document, via board minutes, a report containing the following details.

In our school district, students are identified for enrollment purposes using the OSPI Home Language surveys, which are completed by parents. Additionally, students undergo testing using the WIDA Screener, which serves as a state screening and achievement tool for assessing English language proficiency.

#### **Objectives of the Program:**

- To establish a cohesive program that supports students in acquiring English proficiency and achieving academic success.
- To provide personalized assistance to each learner through case management.
- To aid students in meeting the standards set for mandatory assessments.
- To equip students with the necessary skills and reduce their reliance on support, facilitating a smooth transition into the general education program.

#### **Description of the Multilingual Learner (MLL) instructional program:**

Our model is one of several approved by the state and operates as an Alternative Instructional Program (AIP), focusing on English as a second language instruction to foster English language proficiency through English-only support.

Currently, our MLL (Multilingual Learners) population represents 27 different languages, which is an increase compared to the 14 languages observed during the 22-23 school year.

To cater to the needs of students and families, we provide screening, assessment, and instruction. Additional support is offered to enhance students' English mastery, which ultimately contributes to their success in other academic subjects.

During the 2022-2023 school year, our district employed two full-time teachers in the program: Jody McDonald, who worked with the schools in Steilacoom, and Patricia Kadel, who worked with the schools in DuPont. Chloe Clark Elementary also had a part-time paraprofessional, Donna Kaup, who received MLL development training. Their roles involve close collaboration with teachers, counselors, and families, while also providing assistance to MLL students.

To ensure appropriate support, all schools ensure that MLL-eligible students are assigned to teachers who possess the necessary qualifications and experience in strategies to assist our students. We continually enhance the capacity of our general education staff to meet the needs of MLL students through targeted professional development. The Teaching & Learning Department is informed of any supplementary materials or professional development opportunities required by the schools. When necessary, the MLL teacher requests additional materials in alternative languages and software that aids communication and language acquisition. Student interventions are scheduled alongside core academic instruction.

Furthermore, students who have transitioned out of the MLL program within the past two years are closely monitored as they independently progress in their academic development.

#### **High School**

In the previous academic year, our school assigned our 34 Multilingual Learners (MLL) students to advisory groups, where they were mentored by a teacher who holds an ELL endorsement (state certificate code). These advisory groups convened on a weekly basis. As part of this arrangement, Mr. McDonald met with the students during their regular advisory group meetings. Additionally, counselors assigned students to an ELL endorsed teacher in a core subject.

#### Middle School

In the previous academic year, a total of 28 students qualified for MLL services, and an additional 6 students were in the transition phase after recently exiting the program. The MLL teacher collaborated with school counselors and teachers to identify suitable times for students to receive support services.

Some students were enrolled in academic intervention courses for subjects like Reading and Math, where they received extra assistance from the MLL teacher. The extent and frequency of support varied based on the students' language proficiency levels and individual needs.

The MLL teacher maintained close weekly collaboration with the ELA general education teachers to determine the students' requirements and the most appropriate approach, whether it involved pull-out sessions, support within the general education classroom, or online assistance.

For middle school students who were just beginning their MLL journey, they received support in the general education classroom for a minimum of 30 minutes per day, twice a week during their ELA class.

Intermediate-level MLL students with strong oral language skills and foundational literacy abilities had individual meetings with the ELL teacher twice a month, during their designated ELA block, with each session lasting 10 minutes. These meetings focused on discussing learning strategies and monitoring progress throughout the school year.

#### Elementary K-5

The MLL teachers collaborated closely with the general education teachers to offer resources and instructional strategies in support of our 78 elementary MLL students within their general education classrooms. Additionally, they monitored the progress of an additional 20 MLL transitional students. In order to provide targeted instruction, the MLL teachers, along with a paraprofessional, conducted small group sessions within the general education classroom for eligible students. These small groups, comprising no more than four MLL students, focused on pre-teaching or re-teaching academic vocabulary and concepts aligned with the curriculum and state standards. The sessions emphasized reading, writing, listening, and speaking skills.

The nature of instruction varied according to the individual needs of the students. At the beginning proficiency level in elementary school, MLL students with the greatest needs received support either within the general education classroom or through a pull-out model. They were scheduled for a minimum of three sessions per week, lasting 30 minutes each. Intermediate proficiency level

elementary MLL students, on the other hand, received a minimum of 20-30 minutes of instruction within the general education classroom, twice a week.

To establish a baseline, all eligible elementary students participated in school-wide diagnostic academic assessments in reading at the start of the academic year.

#### **Professional Development and Program Development**

The district has developed a professional development plan aimed at equipping classroom teachers with instructional strategies, effective utilization of curricular materials, and a supportive mainstream program model. Going forward, we will place increased emphasis on providing professional development support to our general education teachers, as they play a pivotal role in supporting our MLL students throughout the majority of the school day. This deliberate effort aligns with our adoption of Universal Design for Learning (UDL) and the implementation of Enriched Core Instruction (ECI).

In June of 2023, the district conducted a one-day training session on Guided Language Acquisition Strategies (GLAD) for teachers. This training took place at the end of the school year and saw participation from more than 30 teachers and administrators. The largest group of participants came from Chloe Clark, the school with the highest concentration of MLL students. As part of ongoing professional development, Saltar's Point will host a GLAD training session for all staff in August, followed by a subsequent training day for the entire staff in October.

#### Program objectives and changes for 2022-2023

- We will enhance the support for students in transition status by implementing more frequent monitoring.
- Emphasizing Enriched Core Instruction (ECI) as an integral component of the MLL program, integrated with other instructional support programs, and highlighting the expanded role of general education teachers.
- Augmented focus on student learning growth, with a specific emphasis on productive language skills such as writing and speaking.
- Maximizing the efficient utilization of school space to facilitate the delivery of services.
- Providing professional learning opportunities to the general education staff, fostering the sharing of successful inclusive practices.
- Expanding the availability of Guided Language Acquisition Strategies (GLAD) training for staff members.

#### **Program Enrollment**

Year	Total	Change
22-23	139 + 48 Transition	+9% direct service, +29% transition, +14% overall
21-22	127 + 37 Transition	+23% direct service, +131% transition, +45% overall
20-21	103 + 16 Transition	+3% direct service, +28% transition, +11% overall
19-20	100 + 7 Transition	-40% direct service, -63% transition, -18% overall
18-19	71 + 19 Transition	-30% direct service, +18% transition, -23% overall
17-18	102 + 16 Transition	+12% direct service, -50% transition, -5% overall
16-17	91 + 32 Transition	

#### **Enrollment by School**

Year	Al	CC	CD	SP	PIO	SHS
22-23	0	34	16	28	28	34
21-22	0	41	10	24	23	25
20-21	0	49	11	9	14	20
19-20	0	43	12	11	12	22
18-19	0	24	9	15	16	7
17-18	0	39	17	15	17	14
16-17	0	37	16	11	16	11

<sup>\*</sup>For the 2021-2022 school year there were 3 students in Promise Program and 1 in the Pride Academy

#### Program evaluation and fiscal report

The allocation of the \$13,000 from state and federal programs for MLL is distributed as follows: \$8,000 is reserved for the professional development of the teacher, \$1,000 for benefits, \$3,000 for supplies, and \$1,000 for travel expenses. Additionally, any remaining funds from the previous school year (21-22) have been utilized for the GLAD training conducted on June 22nd, 2023, benefiting the staff. These carryover funds will also be utilized for the GLAD training scheduled at Saltar's Point this upcoming fall, specifically targeting the Washington State Improvement Framework Tier I MLL cell.

#### Assurances that the district is legally compliant

Evidence of compliance with legal and policy requirements includes various aspects such as the selection process, notification procedures, appeal process, and annual reporting.

To gather valuable feedback and insights for program improvements, the district will administer an OSPI-developed parent survey annually via email. The data collected from this survey will be used to inform any necessary adjustments to the current program.

Every MLL family has the opportunity to meet with their child's MLL teacher at least once a year during the fall conference period. These meetings serve as a platform to discuss the student's current progress and strategies to enhance their development. Whenever possible, these meetings involve both the MLL teacher and the general education teacher to establish a connection between state learning standards and language acquisition goals. Moreover, MLL teachers maintain frequent communication with general education teachers and parents throughout the academic year, addressing any areas of concern promptly.

Periodic meetings take place throughout the year involving the evaluator for the MLL teachers, their assigned evaluators, and Student Services. These meetings serve as a platform to review student progress, instructional support strategies, and assessment plans.

## STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 19, 2023
Strategic Focus Area
□ Achieve
□ Connect     □
BACKGROUND INFORMATION
Policy 6959 outlines the District's responsibility regarding the acceptance of a completed project. In short, it requires that the final payment under a construction contract include the completion of building commissioning, an architect's letter indicating the work has been completed, certification that no liens have been filed on the project, and written final acceptance by the board.
The maintenance facility was substantially completed in December 2022. Since that time, we have been working with the architect to wrap up all loose ends on the paperwork side including, ensuring that all subcontractor claims had been addressed. At this time, we have been provided an architect's letter indicating the work has been completed, and have confirmed that there are no liens filed on the project.
Because the scope of the maintenance facility project was a relatively small addition to an existing warehouse structure and the addition of a modular building, there is limited value to having a formal building commissioning activity take place. Staff is asking the board to waive this requirement for completion. All other requirements except board approval have been satisfied.
RECOMMENDED ACTION:
As part of the consent agenda, the school board waives the requirement for building commissioning related to the Maintenance Facility project and accepts the Maintenance facility as complete.
Report prepared by: Shawn Lewis, Assistant Superintendent



July 12, 2023

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

RE: Recommendation of Final Acceptance - Steilacoom Historical School District Maintenance Building project

Dear Superintendent Dr. Weight,

Erickson McGovern Architects has reviewed the project documents. A final walk-through has been completed by our office, our consultants, and Steilacoom Historical School District Administration. It has been established to the best of our knowledge that the work for the new Steilacoom Historical School District Maintenance Building project has been completed in accordance with the terms and conditions of the Contract Documents dated November 29. 2021.

At this time, we recommend final acceptance of this project as complete.

We certify that the Steilacoom Historical School District has built the Steilacoom Maintenance Building; an addition of 1,664 square feet and renovated 3,651 square feet of the existing maintenance facility as well as added a 2,600 square foot modular building to house the maintenance department staff. The total building area is 7,915 square feet for both buildings.

Sincerely,

Wade Jensen, AIA, LEED® AP (BD+C) Senior Associate Principal, Architect

Cc: Dr. Kathi Weight, Superintendent

Lour Wale Dusco



# AIA Document G701° – 2017

### Change Order

PROJECT: (Name and address)

District Maintenance Facility

Improvements

1100 Diggs Street,

Steilacoom, Washington 98388

**OWNER**: (Name and address)

Steilacoom Historical School District No.

511 Chambers Street

Steilacoom, Washington 98388

CONTRACT INFORMATION:

Contract For: General Construction

Date: November 29, 2021

ARCHITECT: (Name and address)

Erickson McGovern, PLLC

101 E 26th St., Suite 300 Tacoma, WA 98421

CHANGE ORDER INFORMATION:

Change Order Number: 007

Date: 06/27/2023

**CONTRACTOR:** (Name and address)

Pease & Sons, Inc.

PO Box 44100 Tacoma, WA 98448

#### THE CONTRACT IS CHANGED AS FOLLOWS:

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

EMA Project #: 2021-3

Change Order #7 Items:

COP 002, 007, 011 (Supplemental) PR 001 \$11,519.66; COP 003.1 PR 002 -\$4,400.00;

COP 034 CCD 002 \$16,532.81

TOTAL VALUE FOR CHANGE ORDER #7: ADD \$23,652.47 and ADD 0 days

The original Contract Sum was The net change by previously authorized Change Orders The Contract Sum prior to this Change Order was The Contract Sum will be increased by this Change Order in the amount of The new Contract Sum including this Change Order will be

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

The new date of Substantial Completion will be December 12, 2022 per executed AIA G704-2017 - Certificate of Substantial Completion

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

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

Erickson McGovern, PLLC	Pease & Sons, Inc.	Steilacoom Historical School District No.
ARCHITECT (Firm name)	CONTRACTOR (Firm name) Darron C. Pease Date: 2023.06.30 13:43:29 -0700	OWNER (Firm name)  Kweiaht
SIGNATURE	SIGNATURE	SIGNATURE
Cicely Stewart, Architect + Construction Administrator	Darron Pease, President	Dr. Kathi Weight, Superintendent
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
06-27-2023	6/30/23	7-10-23
DATE	DATE	DATE

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1,617,837.00

1,974,355.98

1,998,008.45

356,518.98

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

EMA Project #: 2021-3

Change Order #: 7 June 27, 2023

The Contract Time will be unchanged by (0) days  The Substantial date of Completion will be unchanged to Monday, December 12, 2022 per executed AIA							
				New Contract Sum including this Change Order	\$1,998,008.45		
1 1	***	200 To Apple 1	1000	This Change Order amount	\$23,652.47		
				Contract Sum prior to this Change Order	\$1,974,355.98		
				Net change by previously Change Order(s)	\$356,518.98		
				Original Contract Sum	\$1,617,837.00		

REF#	WORK COMPLETED	COSTS	DAYS
COP 002, 007, 011 (Supplemental) PR 001	Supplemental/ Extra Costs - Missing costs from Spartans original COP. 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. Applied to CO #6	\$11,519.66	0
COP 003.1 PR 002	Revised Gas Line Trenching Credit to correct pricing error. Applied to CO #4 (CREDIT)	(\$4,400.00)	0
COP 034 CCD 002	Cost from Spartan to move & stock pile contaminated soil. This cost was not included or was forgot to be included in the original P&S Issue 006 COP CCD 02 Contaminated soil. Applied to CO #4	\$16,532.81	0
	TOTAL VALUE FOR CHANGE ORDER #7:	\$23,652.47	0

Contractor: Pease & Sons, Inc.

G704-2017 - Certificate of Substantial Completion



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

#### Change Order Proposal/Breakdown Summary

Project No.	8049	Source/Ref. Documents:	PR 001. Email on 5/18 & 6/1	Date:	6/23/2023
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## **COP Wage Rates**

Project Name: Steilacoom Maintenance Facility Improvements

Project No: 8049

Contractor: Pease & Sons, Inc.

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1. Hourly Wage Rate		S 54.10	\$ 49.18	\$ 43.79	\$ 41.29	\$ 63.49	S 57.72			
2. Hourly Benefits		\$ 19.01	\$ 19.01	\$ 13.33	\$ 11.63	\$ 24.50	\$ 24.50			
Subtotal		5 73.11	\$ 68,19	\$ 57.12	\$ 52.92	\$ 87.99	\$ 82.22	s -	\$ -	\$ -
	Rate									
3, FUI	0.60%			3 926			6 35	\$ .	2 -	
4. FICA	6.20%			5 271		}	S 158			
5. MEDICARE	1.45%	and the second named in column 2 is not the owner, and	delicate annual contract a warrantee and the same of	5 882	Andread the second seco	The state of the s	1 0.84		3	4
5, SUI	5.93%			\$ 2,50		CANCELL AND PROPERTY OF PERSONS ASSESSED.	3 442	Contraction of the same of the		
7. LS: WC Premium				5 2.24		The state of the s			5 300	\$ 3.00
8, FMLA	0.16%				Married Street, San San Street, San Street	is a second			3 .	
9. WA ST PD SICK LEAVE	2.85%		1.41	1 25			1 65		4	:
Total		<b>3</b> 84.66	\$ 78.89	\$ 66.89		\$ 100.13	\$ 93,37			\$ 3.00
Normal 1.5x Overlime Retes C	elculate Automotically									
Or Warm First 3: 15.		31 15	३ १३ स	S 65.69	8 61.34	10 00.04	\$ 80.58	5	5.	
Eurreits		\$ 19.01		5 13,33					· .	
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LKI INC Plention	Aller many	\$ 2.24	.5 8,24	7 724	3 224	1,22	7 122	5 300	<b>9</b> 3.00	1 . 3.03
Tetal Overtime Rate	175 (50.475)	\$ 116.35	Carrier and the contract of th		\$ 84.59					
And the second s		ACT TO SEE STATE OF THE SECOND	- Taris Jane 17 Table - 1	A				and the second second second	Transferred Taxas	
Premium Portion Only		31 70	5 340	: 25,43		3435			-	3 -
	property and house		anger der							

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

Project No. 8	3049	Source/Ref. Documents:		PR 002	Date		6/7/2023
Contractor:	Pease & Sons				Contract No.		edian for a risk to dear of the second
Description:	Revised Credit for gas lice to	renching		W. 7 . 4 . 7 .			
						ernani apadem	
ECT CRAFT LAB	OR COST (from attached co	st breakdown form)	774 dl / 140 day		Harris and the second s	\$	manage (1) To be to the second of
a. crew (apprent	tices, journeymen, & laborers	5)	\$				
b. foreman			\$	-			
c. lead foreman			\$				
		DIRECT LABOR SUBTOTAL	\$	-			
Supervision			Name of the State				
d, direct supervi	son (0% of 1a)		\$	-			
e, small tools/sa	fety (0% of lines 1a, b, & c)		\$	-			
		A CONTRACTOR OF THE CONTRACTOR		1		•	
JIPMENT COST (	(from attached cost breakdo	wn form)		and the state of t		\$	(4,4)
JIPMENT COST (	(from attached cost breakdo	wn form)			SUBTOTAL 1 thru 4		Herman Herman
JIPMENT COST (	(from attached cost breakdo	wn form)			SUBTOTAL 1 thru 4		1
JIPMENT COST (	(from attached cost breakdo	wn form)			SUBTOTAL 1 thru 4		1)
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		wn form)			SUBTOTAL 1 thru 4	\$	(4,40
ER-TIER SUBCC		wn form)			SUBTOTAL 1 thru 4	\$	Herman Herman
ER-TIER SUBCC		wn form)	\$		SUBTOTAL 1 thru 4	\$	Herman Herman
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ER-TIER SUBCC		wn form)			SUBTOTAL 1 thru 4	\$	1)

Pease & Stris, Inc

Page \_\_\_\_1\_\_ of \_\_\_1\_\_

(4,400.00)

Project Name:	Stellacoom Maintenance Facility Improvem
Project No.	8049
Contractor:	Pease & Sons, Inc.

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COP/Issue No.:	003
Date:	6/7/2023
Contract No.:	0

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## **COP Wage Rates**

Project Name: Stellacoom Maintenance Facility Improvements

Project No:

Contractor: Pease & Sons, Inc.

Trade &		Carpenter Foreman	Carpenter	Laborer Foreman	Laborer	Plumber Foreman	Plumber			
Position.			•					,	MANAGE	
Rate Schedule Date*		06/01/22	06/01/22	06/01/22	06/01/22	05/01/22	06/01/22	01/01/19	01/01/19	01/01/19
Prevailing Wage (Incl. Benefits)									Ave	
			7		Section 1					
1. Hourly Wage Rate		\$ 56.58	5 51,44	\$ 45.36	\$ 42.86	\$ 63,49	\$ 57.72			
2. Hourly Benefits		\$ 20.09	\$ 20.09	S 13.94	\$ 13,94	\$ 25.75	\$ 25.75			
Subtotal	4 24 24	\$ 76.67	\$ 71.53	\$ 59.30	\$ 56.80	\$ 89.24	\$ 83.47	\$ -	s -	\$ -
	Rate									
3, FUI	0.60%				7 026	S 038	5 0.35	2 .	5 -	5 .
4. FICA	5.20%	<del></del>			Marriage Mar	\$ 3.94	\$ 3.58	\$	\$ .	\$ -
5. MEDICARE	1.45%	5 0.82	§ 0.75	5 0,56	\$ 0.62	E 0,92	\$ 0.84	5 .	3 -	\$
6, SUI	5.93%	. 5 36	3 05	\$ 2,99	<b>5 2.54</b>	\$ 3.76	3 342	\$ -	\$ .	3
7. L&I WC Premium		\$ 2.24	\$ 2.24	\$ 2.24	S 2.24	\$ 122	\$ 1.22	\$ 3,00	S 3.00	S 3.00
B, FMLA	0.16%	3 0.09	5 0.08	\$ 0.07	t 0.07	s 010	San Carrier Contract	Z	j 5 <u>-</u>	\$ <u>-</u>
9. WA ST PD SICK LEAVE	2.86%	\$ 1,62	5 147	\$ 1,30	3 123	5 1 32	S 1.65	\$	\$ .	[ \$
Total		\$ 88.64			\$ 66,41	\$ 101.38	\$ 94.62	\$ 3,00	\$ 3,00	\$ 3,00
Normal 1.5x Overtime Rates Cal	culate Automatically							and the color many		
OT Wage Rate @ 1.6x		s 84. <b>5</b> 7	3 77 16	3 68,04	\$ 64,29				<u> </u>	3 -
Benefits		\$ 20.09	S 20 09	\$ 13.94	\$ 13,94	\$ 25.75	\$ 25.75	\$ ·	S	S -
Bubtulai		\$ 104,96	\$ 97.25			A reserve to the second	A second	<u> </u>		5 -
l'axes Lines 3 8		\$ 14.50	\$ 13,27	\$ 11.70	3 912	S 13.50	I construction of	Language		i
' &  WC Prenium		\$ 2.24	5 224	3 2 24	The second second second second second	<del></del>			al-maranet	
Yotal Overtime Rate	1.5年19年7日	\$ 121.80	\$ 112.76	\$ 95.62	5 89.59				\$ 3.00	3.08
Premium Portion Only	Sign Francisco	3 23 18	\$ 30 14	S 26.58	\$ 23 17	s 34.33	\$ 31.21	<b>.</b> .		8 .
										and the second second

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

i roject italiic.	Steilacoom Maintenance Fa	cility Improvements	2.77	COP/Issue #:	COP #034
Project No.	8049	Source/Ref. Documents:		Date:	5/9/2023
Contractor:	Pease & Sons, Inc.	The state of the s		Contract No.	
Description:	Cost From Spartan To Mov CCD 02 Contaminated So		his Cost Was Not Includ	ted or Was Forgot To Be Include In The Crignal	F&S Issue 006 CO
RECT CRAFT LAF	BOR COST (from attached c	ost breakdown (orm)			\$
Commence of the Commence of th	itices, journeymen, & labore	The second of the second secon	s -		
b. foreman	,	•	\$ -		
c. lead foreman	1		\$ -		
c. load foroman		DIRECT LABOR SUBTOTAL			
Supervision		DIRECT LABOR SUBTOTAL			
d, direct superv			\$ -		
e. small tools/s	afety (0% of lines 1a, b, & c)		\$ -		
ATERIAL COST (fi	rom attached cost breakdow	vn form)			\$
QUIPMENT COST	(from attached cost breakd	own farm)		manufic production of the state	\$
			4		
				SUBTOTAL 1 thru 4	\$
/ERHEAD & PRO	FIT				\$
a. 15% portion of	of 1, 2, 3, & 4		\$ -		
WER-TIER SUBC	CONTRACTORS	NAME OF THE OWNER OWNER OF THE OWNER OWNE			\$ 15,00
a. Spartan Co	onstruction		\$ 15,008.00		
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/ERHEAD & PROF	FIT ON SUB-TIER SUBCONT	RACTORS	and the same of th		\$ 1,20
		TRACTORS	\$ 1,200.64		\$ 1,26
/ERHEAD & PROF	for each sub	TRACTORS	\$ 1,200.64		\$ 1,26 \$ 32
ERHEAD & PROF	for each sub	TRACTORS	\$ 1,200.64 \$ 324.17		
/ERHEAD & PROF a. 8% of Line 6 RFORMANCE BO	for each sub	TRACTORS	a d		
/ERHEAD & PROF a. 8% of Line 6 f	for each sub	TRACTORS	a d		
/ERHEAD & PROF a. 8% of Line 6 f	for each sub	TRACTORS	a d	TOTAL COST	\$ 32

#### Change Order Proposit/Breakdown Summary

Spartan Construction LLC PO Box 489 Sumper, WA 98390 (253) 359-1962

Project Name: Stellacoom Mainte		and the state of t	Militaria (	
Project No. 8049	Source/Ref. Documerks:	province to the second	Date:	and the second of the second o
Contractor: Spartan Consti	ruction	SIHSD - Additional Work -Move Stockpile Contamir	Contract No.	2021-3
Description: More and Block Oue to Not Prev	Pile Content which So a On-Site - No rously including This in Original Price S	of Previously Incoulded in Our Previous Price For CCO CO. Submitted for CCO 002	7 (Stranga Cintor No G2) 15% Mai	k Up - No Chai
RECT CRAFT LABOR COST (from a	Hachard evet hunak desert form)			4,484,2
E. CIEM (applendices, Journeymer		<b>5</b> 4,464.24 [	Marketine and Mark Co. House and the second second	79 99.a
b. working foreman		-E		
***************************************	DIRECT LABOR SUBTOTAL	\$ 4,484.24		
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TERIAL COST (from affaction cost	broakdown form)	. I. I. Carrier	, re-response to the contract of the contract	mediana and and and the second of the second
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UIPMENT COST (from attached co	st breakdown form)	nge gramme neue alle en		10,523.7
			SUBTOTAL 1 thru 3 5	15,008.0
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a. 12% of Line 4 for hum 1 thru 3		- Variable		
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The state processors of the control of the state of the s	Annual Children	CONSTRUCT COMMENTS OF COMMENTS AND COMMENTS AND COMMENTS OF COMMEN		
ERHEAD & PROFIT ON BUB-TIER S	SUBCONTRACTORS		<b>*</b>	***************************************
a. 5% of Line 5 for each suits		We complain		
FORMANCE BOND			\$	
a. 0% of Subtotal (Line 1-7)	•	Control of the Contro		
			4	utoporn _ usage , find win
			TOTAL COST \$	15,008.0
			Anger 1.5	10 14 0 1 5 0 1 1 A M

Page \_\_\_1\_\_ of \_\_\_1\_\_

Project Name: Stellacoom Maintenance Facility Improveme

Project No. 8049

Contractor: Sperten Construction LLC

COP/Issue No.:

Date: 1/0/1900 Contract No.: 2021-3

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B		Unit		bor		erial	Equip			Total
Description	Quantity	Тура	Unit \$	Cost	Unit \$	Cost	Unit \$	Cost		Cost
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Labor	32		\$57.31 \$	1,833.92			\$	• (81-9)	S	1,833.92
and the second of the second o		İ	\$	-			\$		5	•
Loader Operator	4		\$73,62 \$	294.48			\$	•	\$	294.48
AND THE RESIDENCE OF THE PARTY			\$				\$	•	\$	Commission of the Commission o
Loader	4		\$				\$126.38 \$	505.52	\$	505,52
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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

Une 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 5 (SUI) is State Unemployment Insurance

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

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Phillip Davis Stock PILE 32hrs dump Mon, Apr 4, 2022 - Sat Apr 30, 2022

## Steilacoom Historic Maintenance Facility

40:00

Date	Employee	Total	Start	End	Breaks.	Project	Cost Code	Equipment	Туре	Description
Mon: Apr 25/2022	Phillip Davis	08:00	MA 0E:6	3:00 PM	00:30	Steilacoom Historic Maintenance Facility	3150 Excavation		Entry	Check grade for jesse on the pand and move dist from the pand to the stock pile by the job shack.
Эне Арт 26:2022	್ಷತ Phillip Davis	O8:00	6:30 AM	3:00 PM	00:30	Stellacoom Historic Maintenance Facility	3150 Excavation		Entry	Check grade for jesse and move dirt from the pond to the stock pile by the job shack.
Wed-Apr 27:2027	Phillip Davis	08:00	MA DE:8	3:00 PM	60:30	Stellacoom Historic Maintenance Facility	3150 Excavation	. activité	Entry	Check grade move dirt from the pond to the stock pile
//m2Apr/28/2022	Phillip Davis	08:00	6:30 AM	3:00 PM	00:30	Stellacoom Historic Maintenance Facility	3150 Excavation	. ****	Entry	move dirt to stockpile cover pile with more plastic
Fri, Apr 29, 2022	Phillip Davis	DO::90	6:30 AM	3:00 PM	00:30	Stellacoom Historic Maintenance Facility	3150 Excavation	- wa	Entry	Grade checker clean up site helped Jesse put the compactor on the compactor for can backfill the trench

## Steilacoom Historic Maintenance Facility

4 hrs loader

Frì, Apr 1, 2022 - Sat, Apr 30, 2022

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Patr	100	Rosa
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Patrick Rosa										11:00	
	Date	Employee	Total	Start.	End	Breaks	Project	Cost Code	Equipment	Туре	Description
Y	Thu, Apr 21, 2022	Patrick Rosa	08:00	7:00 AM	3:30 PM	00:30	Stellacoom Historic Maintenance Facility	3150 Excavation	Case 621B Wheel Loader CASE 621B	Entry	Ran loader all day moving dirt from the pond to the stock pile
1	Fri, Apr 22, 2022	P <del>atr</del> ick Rosa	03:00	MA 00:8	11:00 AM	00:00	Stellecoom Historic Maintenance Facility	3150 Excavation	Case 621B Wheel Loader CASE 621B	Entry	Move dirt from pond to stock pile. loader blew a radiator hose.

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# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 19, 2023

#### Strategic Focus Area

- □ Achieve
- Support
   Support
- ⋈ Plan

#### **BACKGROUND INFORMATION**

The Board and public will receive a briefing on the Draft 2023-24 SHSD F-195 Budget and the F-195F (four year forecast) at the July 19 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 <u>Draft 2023-24 F195 Budget Report</u> or by copying and pasting the following link into a web browser. <a href="https://steilacoomk12waus.finalsite.com/fs/resource-manager/view/73fd0cfe-d8b9-4a78-9a75-c499632f34c2">https://steilacoomk12waus.finalsite.com/fs/resource-manager/view/73fd0cfe-d8b9-4a78-9a75-c499632f34c2</a>

The draft budget has been reviewed by the educational service district, has been advertised in the local paper, and has been posted to the District website. As indicated in the budget document, the budget makes progress towards rebuilding fund balance and sets a course for rebuilding fund balance and improving the district's fiscal health over the next four years.

Resolution 911-07-19-23 is the Board's action to formally adopt the budget, the four year forecast, and certify the amount of the educational program and operations levy authorized by voters.

#### **RECOMMENDED ACTION:**

I move adoption of Resolution 911-07-19-23.

Report prepared by: Shawn Lewis, Assistant Superintendent

Packet page 163 of 239

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

## Resolution 911-07-19-23 BUDGET ADOPTION 2023-2024 SCHOOL YEAR

A RESOLUTION of the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, fixing and determining fund appropriations; adopting the 2023-24 budget, the four year budget plan summary and the four-year enrollment projection; approving certain fund transfers; and providing for other related matters.

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

- <u>Section 1</u>. <u>Findings and Determinations</u>. The Board of Directors (the "Board") of Steilacoom Historical School District No. 1, Pierce County, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:
- (a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2023-24 fiscal year and published electronic notice of the same on its website. The 2023-24 budget includes, among other things, a transfer from General Fund to the Debt Service Fund in the amount of \$450,000, a complete financial plan of the District for the 2023-24 fiscal year, and a summary of the four-year budget plan that includes a four-year enrollment projection.
- (b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2023-24 budget on or before September 1, 2023. Prior to adoption of the 2023-24 budget, the Board met and conducted a public hearing to allow any person to be heard for or against any part of the 2023-24 budget, the four year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 (a/k/a educational programs and operation levy).
- (c) The Board, following notice thereof being published in a newspaper of general circulation within the District, conducted a public hearing on July 19, 2023, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2023-24 budget.

<u>Section 2. Certification of 2024 Excess Property Taxes. Fixing and Determining Fund Appropriations: Adoption of 2023-24 Budget Four-Year Budget Summary and Four-Year Enrollment Projection.</u>

(a) The Board certifies to the Board of County Commissioners of Pierce County, Washington and the Superintendent of Puget Sound ESD, the excess levies for the calendar year 2024, as follows:

Educational Programs and Operations	\$9,600,000
Debt Service Fund	\$0

(b) The Board hereby fixes and determines the appropriation from each fund contained in the 2023-24 Budget, as follows:

General Fund	\$51,062,265
Capital Projects Fund	\$0
Transportation Vehicle Fund	\$4,000
Debt Service Fund	\$9,580,000
Associated Student Body Fund	\$1,413,533

(c) The Board hereby adopts the 2023-24 Budget that includes certified General Fund educational programs and operation excess property taxes and Debt Service Fund excess property taxes to pay debt service, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

<u>Section 3</u>. <u>Fund Transfers.</u> The Board approves and adopts the fund transfer of \$450,000 from the General Fund to the Debt Service Fund and \$275,000 from the Capital Projects Fund to the Debt Service Fund for the purpose of paying the principal and interest for non-voted bonds sold.

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

<u>Section 5. Certification of General Fund Excess Property Tax Levy; Assessor Authorization.</u> The Assessor of Pierce County, Washington is authorized and directed, without further Board action, to reduce the General Fund excess property tax levy amount to be extended upon the tax rolls and collected in calendar year 2024 to be consistent with the limitations imposed by RCW 84.52.0531.

ADOPTED by the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, at a regular open public meeting thereof, held this 19th day of July 2023, the following Directors being present and voting in favor of the resolution.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 PIERCE COUNTY, WASHINGTON

	Chair
	Vice-Chair
	Board Member
	Board Member
	Board Member
Superintendent/Secretary	

## STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date:July 19, 2023
Agenda Item: Independent Limited Scope Fiscal Review
Strategic Focus Area
□ Achieve
□ Connect
□ Plan
BACKGROUND INFORMATION
At the April 12 <sup>th</sup> and May 17 <sup>th</sup> Board Meetings, the Board asked staff to research a limited scope fiscal review ("fiscal audit") to be conducted by an independent source.
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. After the Board articulated the scope of the fiscal review, the District was assigned counsel, who hired the fiscal investigator and also served as a monitor of the investigation.
The final report of the independent limited scope fiscal review is attached.
RECOMMENDED ACTION:
No action needed. Informational purposes only.
Report prepared by: Dr. Kathi Weight, Superintendent

# Steilacoom Historical School District No 1 Report on 2023 Budget Issue



**Prepared By:** 

Calvin W. Brodie

July 3, 2023

#### INTRODUCTION

In March 2023 the Washington State Risk Management Pool, WSRMP, requested a review of the Steilacoom School District General Fund budget issue and an evaluation of the district's internal review for consideration of the presence of material fraud. The Steilacoom School District initiated the request to have this review be performed by WSRMP.

This review was performed as an independent contractor for the WSRMP and consisted of interviews with district Board and staff, and a review of board minutes, data, and various other materials.

#### **EXECUTIVE SUMMARY**

#### **District Budget Issue:**

This review identified several possible root causes for the significant and material errors in the 2022-23 original budget. For each of the potential root causes this report indicates the potential of each cause contributing to the identified errors. This report also provides recommendations or modifications that would address reduce or eliminate such root causes. Based on a review of district documents and interviews some of these modifications have already been implemented and/or incorporated into the district's 2023-24 budget process.

#### **Consideration of Internal Controls and Fraud**

Based upon the review of State Auditor reports, internal control documentation of key areas, district staff review procedures, analytical review and limited transactional testing, nothing came to my attention that would indicate a material internal control weakness or material fraud in the financial records of the district. The material errors identified were limited to the budget development process.

#### **BACKGROUND**

#### **Budget**

In November 2022, the Steilacoom Historical School District Board of Directors was informed of the inadequacy of their 2022-23 adopted budget. At that time, projections indicated the district would likely need to file a "Budget Extension" with the Office of Superintendent of Public Instruction to increase their legal expenditure authority for the 2022-23 school year. Additionally, such projections also indicated that the budgeted district revenues were higher than the amount the district could expect to receive. While the inadequacy of the budget was identified, the extent of the budget issues had not yet been identified and therefore had not communicated with the Board of Directors.

#### **CONSIDERATION OF FRAUD**

The district performed an internal review of transactions as questions of fraud had been raised.

Washington School districts do not receive or hold significant levels of cash. The county treasurer typically receives and holds all State and Federal revenues that a district receives and pays all warrants drawn against the district funds held. Cash receipts at a district level consist primarily of remittances from Associated Student Body activities and student payments for school meals. In Steilacoom each of these areas, are actively managed by individuals outside of the business office.

In early 2023 Steilacoom performed an internal review focused on the primary areas that are subject to fraud, or that may be managed in a way to obfuscate such activity. This work was summarized in an internal April 10, 2023 memo to the Superintendent. The work plan was appropriately focused and designed to detect any fraud that would be material to the School District.

Based upon the work performed the district concluded that:

- There was no identified loss of public funds.
- Expenditures of district resources were made for district purposes.
- Revenues that were expected were deposited into the district's account.

The work performed was not designed for detecting small or immaterial theft or irregularities. A wide net approach to detect immaterial irregularities is difficult, with the cost of work potentially exceeding the loss, if any.

#### INTERNAL CONTROLS

Proper internal controls provide a structure that is likely to call out irregular transactions. The district maintains adequate key separation of duties for accounts payable and district payroll. These transactional areas comprise the majority of district general fund disbursements.

Under RCW 43 – All Washington state school districts are subject to an annual independent audit by the Washington State Auditor's office. The reports from such audits encompass the following areas:

Accountability Audits – an assessment that the district's funds and assets are protected and accounted for and that they are following applicable laws and local policies.

Financial Audits – an opinion on the accuracy and completeness of the annual school district financial reports.

Federal Audits – an opinion that federal money is spent according to the federal laws and regulations for each federal program.

These audits, while unable to provide certainty, do report any internal control deficiencies that are noted.

The reports issued for the past five years reported no deficiencies in the design or operation of internal controls over financial reporting that the Auditors considered to be significant deficiencies.

A minor weakness was noted for 2020 that resulted in a double entry to record tax revenues at year end. These revenues are collected and held on the district's behalf by the county. The district made the required entry correction and a review process to identify book entry errors in the future.

#### **CONCLUSION**

The district focused on the correct transactional areas and performed their review in a manner likely to reveal any unusual expenditures or patterns. As part of this review, transactions were selected and reviewed to determine that they were for district approved purposes. Additionally, as part of this review, recorded revenues were also reviewed. In conducting this review nothing came to my attention that indicated material fraud or loss that would be covered by the district's Risk Pool policy. Based upon my review I concur with the district's conclusion that the review demonstrated no material fraud within the business operations.

#### CONSIDERATION OF DISTRICT BUDGET 2022-23 BUDGET

#### **Budget Adoption**

The 2022-23 budget was presented in the July 2022 Board Meeting and adopted at the August meeting. The budget reflected an August 31<sup>st</sup> fund balance of \$5 million dollars and projected an expenditure level that relied upon a fund balance reduction of \$3,795,700 or 7.57% of budgeted expenditures at the end of school fiscal year.

Internal district budget reviews performed after the November board meeting showed several omissions in both expenditure and revenues as well as double counting of certain revenues. A quick summary of various variances yields the following with their estimated impact upon the 2022-23 budget as adopted:

- The Beginning Fund Balance was overestimated by \$1,092,135.
- Revenues were overbudgeted \$1,500,000.
- Expenditures were underbudgeted \$4,105,000.

The net impact of correcting for these errors and omissions impacted the 2022-23 budget by reducing the available resources from revenues and fund balance by \$2,592,135 and increasing the expenditure levels beyond that budgeted by \$4,105,000. In aggregate these variances created a projected expenditure level \$6,634,135 greater than available revenues and planned fund balance usage.

A budget in its most simple form is a district's plan to financially operate for the school year. Realistically, school district budgets cannot precisely capture the year ahead and are reliant upon numerous professional estimates and judgements concerning the uncertainties. These estimates and uncertainties include student enrollment, final legislative actions, state administrative actions, employee bargaining outcomes, individual teacher and employee characteristics, and other uncertainties that will not be known or complete at the time of the budget adoption; some will not be known until the completion of the fiscal year. The magnitude of Steilacoom's budget variances and omissions for operations within the 2022-23 budget are not typical.

#### **CAUSES**

The district process for preparing its budget and communicating budget information to the Board did not appear adequate to identify why the 2022-23 budget was below the 2021-22 school year actual.

#### **Possible Root Cause**

No evidence was found that an analytic comparison between the 2021-22-year actual expenditures to the 2022-23 proposed budget was prepared and presented to the Board. Such a review should have raised valid questions as to the adequacy of the 2022-23 proposed budgeted levels before adoption.

• Significance and Likelihood of Root Cause: Moderate

#### **Possible Root Cause**

The preparation of the district budget was performed by the CFO without a separate knowledgeable review. The superintendent and cabinet were not apprised of the budget development and the key budget information throughout the development process. While district budgets, F-195, are subject to review by the Educational Service District and the Office of the Superintendent of Public Instruction, these are not extensive and should not be relied upon to identify errors in the school district budget(s).

Significance and Likelihood of Root Cause: Moderate

#### **Possible Root Cause**

The budget as developed for and adopted by the board of directors was not shared or used by the internal departments or schools for monitoring their budgets or activity. Schools and departments were not key partners in the budget development process.

Significance and Likelihood of Root Cause: Low

#### **Possible Root Cause**

The Board lacked the appropriate training in budget and financial oversight to understand the routine documents that should be provided and their role in reviewing them. The Board did not actively review the monthly status reports provided by the CFO. In reviewing Board agendas and minutes, the Board meetings did not include a standing agenda item to routinely review the monthly budget to actual results.

Comparing the monthly actual expenditures and revenues to budgeted levels is a key metric in determining how the district is financially functioning. It provides key information as to whether the district is operating within the framework of the Board's adopted budget.

• Significance and Likelihood of Root Cause: High

#### **Possible Root Cause**

The budget information provided to the Board and the Superintendent was incomplete. The formal F-195 budget document was not provided to the either prior to adoption. Additionally, the Board and Superintendent did not receive an analysis comparing the revenues and expenditures in the proposed budget to the current year-end revenues and expenditures.

• Significance and Likelihood of Root Cause: Moderate

#### **Possible Root Cause**

The variations noted within the adopted budget indicate that the CFO did not exercise due professional care and judgement in developing the expenditure and revenues levels included in the budget. Several estimates were not reasonable given the 2021-22 information and results. The underlying cause of the lack of due professional care is not known.

Significance and Likelihood of Root Cause: High

#### RECCOMENDATIONS TO ADDRESS ROOT CAUSES

The district for several years has not developed and maintained an open budget process. The district was reliant upon a key business office staff to develop each year's budget. As conducted, the development did not build in leadership collaboration and review at multiple levels. This collaboration and review would be likely to identify significant budget development issues and increase understanding of the district budget picture among the district leadership.

The School Board and District leaders have expressed a high desire to establish a strong process for budget development including greater leadership involvement and review. I offer the following "best practices" for Steilacoom consideration.

#### **District Administration**

The budget is the Steilacoom School District's largest policy document. It defines the financial blueprint for its annual operations. The Superintendent and their cabinet should be involved in and apprised of the budget development at appropriate development check-ins points as the budget is assembled.

A monthly budget to actual information should be routinely provided to the Superintendent and their cabinet. Adequate meeting time for narrative and discussion should be provided to address significant variances or changes that may occur within the budget and how the district may plan on addressing. This narrative and discussion should be captured monthly.

#### **Board**

Monthly Board agendas should contain a budget presentation item to review the current year-to-date results versus the adopted budgeted.

The district should provide Board training and orientation on interpreting the district's monthly financial reports and the annual budget development process. In this training course a list for Board members of what to look for in the monthly financial information should be addressed. See Appendix for a suggested framework.

#### **Budget Development**

The development of a district's budget should be structured and developed based upon the current year's <u>actual</u> projected year-end revenues and expenditure outcomes. An overview of budget development should be regularly provided to the Superintendent, Cabinet and Board as key progress is made. This information would encompass both financial and district staffing levels.

A suggested framework for a budget development structure would include the information at the following levels.

- Current Year expected revenues and expenditure outcomes.
  - The first step is creating a baseline on how the district is operating now.
- "Maintenance Level" includes only externally required revenue/cost changes that must be made for the following year.
  - These encompass changes in district revenues/ costs that are required due to contractual obligation or are legally imposed by outside entities.
     Costing would be based on current year operational/staffing levels.
  - This answers the question "If we only make required changes what are the revenues and expenditures be for next year?"
- Funding or regulatory changes legislative or federal changes required that have a budgetary impact.
  - These may not be final at time of budget, however, should be considered.
- <u>District policy</u> or discretionary changes to be enacted at the Superintendent or Board direction.
  - What choices is the district making in developing the budget?
- Significant estimates of unknowns should be called out with the consideration made to determine the estimate.

This structure presets a clear picture of the various inputs to be considered and develops the level of discretionary impact that the Superintendent or Board may affect.

The district should provide to the Board copies or links to the final annual budget, financial statements, and four-year forecast as filed with the Office of Superintendent of Public Information. The four-year forecast should be reviewed annually with the Board.

#### **Departments and Programs**

Department and program leaders are charged with operating their respective areas within their budget within the district's annual adopted budget. Changes as they occur should be approved by the Superintendent and CFO before expenditure commitments are made, when possible.

- 1. Department & program managers must be provided their program budgets at an appropriate level.
- 2. Monthly reports of their actual to budget must be provided to managers.
- 3. Routine meetings including the business office and manager(s) should be conducted to review financial status as well as identify any key changes or concerns within the program.
- 4. The Superintendent and their cabinet should routinely be provided information on actual to budget by program and department for discussion and consideration.

#### **REVIEW DEFINITION**

Review services rely upon an external independent professional to perform analytical procedures, inquiries and other procedures to obtain "limited assurance" on the financial statements or practices and is intended to provide the users with a level of comfort on their accuracy.

A review is substantially narrower in scope than an audit. A review does not contemplate obtaining a full understanding of your district's internal control; assessing fraud risk\*; testing accounting records through inspection, observation, outside confirmation or the examination of source documents or other procedures ordinarily performed during an audit.

A review typically is useful when you, as the School District, are seeking greater confidence in your financial statements for the purpose of evaluating results and making key operational decisions.

\* At the district's request this review for Steilacoom School District did consider the district's internal controls and their work performed to identify any material fraudulent transactions.

#### **APPENDIX**

The following questions are provided as suggested "Look For" questions to be answered within the School District Board of Directors meetings.

Framework questions

#### **Monthly Reports:**

- 1. How is reported enrollment tracking against enrollment as budgeted? Impact?
- 2. Projecting these results out through year end how do they compare with our adopted budget?
- 3. Are revenues tracking within the budget amounts? Any significant variances by program or revenue stream? Why?
- 4. Are expenditures tracking within the budget amounts? Any significant variances within program or class of expenditures? Why?

#### **Budgeting:**

- 1. What are the projected year end results for the current year?
- 2. Are projected expenditures less than the projected revenues?

  If not, how, and when will the district address this.
- 3. What changes must be made for next year's budget based upon contract or external factors.

Examples:

- a. Employee experience increase,
- b. Bargained increases, inflation,
- c. Payroll tax or benefit rate changes,
- d. Known increases in external costs such as insurance, city, or county fees, etc.
- 4. What is our forecasted enrollment for next year. How does this compare with current year results?
- 5. Is there any significant expenditure reduction next year from the current year level? Examples.
  - a. Curriculum adoptions costs,

- b. Significant one-time repairs,
- c. Significant non-recurring technology purchases.
- 6. Are there significant unknown expenditures? How have they been built into the budget?
- 7. What capacity has been built into the budget for reasonable variations between proposed budget and actual expenditure or revenue levels?

#### About Calvin W. Brodie

Mr. Brodie has worked in Washington State School finance since 1998.

At the Office of Superintendent of Public Instruction, he held the following roles:

- Supervisor of Student Enrollment, and Institutional Funding
- Director of School Apportionment and Financial Services
- Director of School Apportionment, Financial Services and Education Funding Reform

Mr. Brodie was responsible for the administrative operation of the state's funding of K-12 education, the financial accounting and budgeting rules for school district reporting, and revising, drafting, and adopting the Washington Administrative Code addressing K-12 funding, budgeting and financial reporting.

Mr. Brodie was the Executive Sponsor of the project that developed and implemented an overhaul of Washington State's school funding system in 2011 commonly known as the McCleary change.

At the Capital Region Educational Service District 113, Mr. Brodie was the Deputy Superintendent of Business and Operations. This role oversaw the financial operations of the ESD and supported the financial operations of the 44 school districts in his region with training, consulting, and support.

Mr. Brodie has twelve years audit experience with the WA State Auditor's Office and private CPA firms.

Mr. Brodie was a key annual presenter at the annual WASBO conference and has frequently presented for Washington State School Directors, Washington Association of School Administrators, and other groups on matters of K-12 funding.

Mr. Brodie is a past board member and president of WASBO, the Washington Association of School Business Officers.

## STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 19, 2023

**Strategic Focus Area** 

**RECOMMENDED ACTION:** 

□ Achieve     □
Support     Support
□ Connect     □
□ Plan
BACKGROUND INFORMATION
2023-2025 Steilacoom Education Association Collective Bargaining Agreement
The Steilacoom Classified Education Association (SCEA) represents classified employees in the school district. Association and district representatives have engaged in positive and collaborative bargaining this summer and reached tentative agreement on the terms of the new two-year contract on June 28, 2023. SCEA members voted for ratification on July 12, 2023.
This two-year contract (2023-2025) continues to provide a fiscally responsible and competitive agreement, while increasing professional opportunities for staff. Building approved professional development training hours will be twenty four (24) hours per classified employee. Additionally, SCEA and the District committed to collaborate to identify training opportunities to support student behaviors.
Conversations were collaborative and the district looks forward to our partnership with SCEA to continuously improve processes and practices to support our students, families and staff.

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

It is the recommendation of the Superintendent to approve the 2023-2025 Agreement with the Steilacoom Classified Educational Association.



## Steilacoom Historical School District No. 1

#### And

Steilacoom Classified Education Association
Effective September 1, 2023 – August 31, 2025

**Collective Bargaining Agreement** 

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#### **ARTICLE I: AGREEMENT CONDITIONS**

#### 1.1 Preamble

This agreement is made and entered into between the Steilacoom Historical School District No. 1, hereinafter called the District, and the Steilacoom Classified Education Association, hereinafter called the Association.

#### 1.2 Recognition

The District recognizes the Association as the sole and exclusive bargaining representative for all non-certificated full time and regular part-time-employees who are employed by the District or who are on leave by Board action, excluding administrators, supervisors, and confidential employees. The term "employee" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining unit as above defined.

**1.2.1** Employees covered under this agreement shall also include employees who work thirty (30) or more days in the current or prior school year, and who continue to be available for work. The following provisions of the contract shall apply to thirty (30) day employees.

Article I - Agreement Conditions

Article III - Personnel

Section 3.3: Student Discipline Section 3.4: Health and Safety

Section 3.11: Hours of Work/Overtime

Section 3.12: Dispensing Student Medication

Article IV - Grievance Procedure

Article VI – Economic Provisions

Section 6.1: Salary

Section 6.5: Compensation

Section 6.6: Transportation Benefits

#### 1.3 Compliance of Agreement

All conditions of employment shall be consistent with the terms and conditions of this Agreement.

#### 1.4 Status of Agreement

The language of this Agreement shall supersede language in the rules, regulations, policies, or resolutions of the District which is contrary to, or inconsistent with, its terms.

#### 1.5 Conformity to Law

This agreement shall be governed and constructed according to the laws of the State of Washington. If any provision of this agreement is found to be contrary to those laws, the remaining provisions of this Agreement shall continue in full force and effect and be binding upon the parties hereto. If any provision of this Agreement is so held to be contrary to the law, the parties shall agree to establish a mutually agreeable date to commence negotiations on the specific item if necessary.

#### 1.6 Agreement Administration

The Association President shall meet with the Superintendent or his/her appointed designee with the authority to make decisions at a scheduled monthly meeting, or as mutually agreed upon, to discuss matters covered by this Agreement, including budget matters. Either party may postpone such meetings. These meetings are not intended to bypass administrative channels, contract negotiations, or grievance procedures.

#### 1.7 Printing and Agreement Distribution

Within forty-five (45) days following the ratification and signing of this agreement by the Parties, the District shall provide five (5) hard copies of this Agreement to each building to be available for classified employees' reference. These copies will be placed in locations easily accessible to classified employees (i.e. office, staff room, etc.).

Fifteen (15) additional copies shall be provided to the Association. The cost of the printing shall be paid by the District.

The Agreement shall be published on the District website within thirty (30) days of ratification.

#### 1.8 No Strike, No lock out

The Association agrees that during the term of this Agreement it will not cause or encourage its members to engage in any strike or work stoppage. The District agrees it shall not lock out its employees.

#### 1.9 Management Rights

The Board and its agents, except those who are specifically abridged or modified by this Agreement, retain all rights, powers and authority of the District.

#### ARTICLE II: ASSOCIATION RIGHTS

#### 2.1 Access

Association representatives shall be permitted reasonable access to the District buildings and its members for the purpose of conducting Association business, provided they report to the office of the building administrator in advance, and provided further that such access shall not interfere with, interrupt, or be in conflict with the District or the employee's work schedules.

The District will provide the Association reasonable access to new employees of the bargaining unit for the purposes of presenting information about their exclusive bargaining representative to the new employee.

The District shall provide the Association with contact information of all members of the collective bargaining unit, including name, address, phone number and District email address.

#### 2.2 Equipment and Facilities Use

The Association will be permitted to use District equipment such as computers, the e-mail system, and copy machines in accordance with District-established usage guidelines, and the following guidelines:

- **2.2.1** Such use of district equipment shall be approved by the site administrator provided such use will not interfere with school needs.
- 2.2.2 The Association shall reimburse the District for any cost to the District incurred by such use of equipment including the cost of any materials used, and for any repairs required or any damages resulting from the Association use.
- **2.2.3** The Association will be permitted, to hold Association meetings on school property, provided that such meetings are outside working hours and will not interfere with school operations. Such meetings shall be scheduled in advance.

#### 2.3 Membership Communication

The Association will be permitted to use the inter district mail facilities, including email, for the distribution of Association communications, provided that such use does not disrupt or interfere with normal school mail service and communication. Space shall be provided at each work site for an Association bulletin board. Notices of Association activities and matters may be posted on building employee bulletin boards. Such notices must contain the name of the authorizing Association representative.

#### 2.4 Availability of Information

The District agrees to furnish to the Association, in response to reasonable requests, all information that is of public record. The District may charge the Association the cost of reproducing District records and documents.

#### 2.5 Dues Deductions

The District will deduct Association dues from the pay of bargaining unit employees who authorize such deductions in writing pursuant to RCW 41.56.110. The District will transmit such funds deducted to the designated Treasurer of the Association. Cancellation of dues must be received in the business office directly from the Association. The District shall provide for automatic reinstatement of deductions for Association dues for employees returning from leave. The Association agrees to defend and hold the District harmless in the application of this section. There shall be no discrimination against any employee by reason of his/her participation or lack thereof as a member of this Association.

The District will make a payroll deduction for Association dues and assessments upon receipt of a written authorization executed by an individual employee. Any deductions for political contributions subject to RCW 42.17A.495 shall be separately authorized in writing by the employee on forms that comply with WAC 390-17-100, and be revocable by the employee at any time. The District shall provide all employees annual notice of their rights regarding payroll deductions for political contributions under WAC 390-17-110.

Prior to the beginning of each school year, the Association will give written notice to the District of the dollar amount of dues and assessments required of an Association member. The amount for deductions shall not be subject to change during the school year. The deductions authorized by the above provisions will be made in twelve (12) equal amounts from each paycheck beginning the pay period of September through the pay period in August of each year. Employees who commence employment after September or terminate employment before June shall have their deductions prorated. Each month during the school year, the District will send the Association all money deducted for dues accompanied by a list of names of those employees for whom payroll deductions were made. The Association will refund any amounts paid to it in error.

The Association and its affiliates will defend, indemnify, and hold the District harmless against all liability, including allegations, claims, actions, suits, demands, damages, obligations, losses, settlements, judgments, costs and expenses (including attorneys' fees) that arise out of any action taken or not taken by the District in implementation of this section.

#### ARTICLE III: PERSONNEL

#### 3.1 Non-Discrimination

The parties to this Agreement shall not discriminate against any employee with regard to domicile, race, creed, religion, color, age, sex, gender identity, sexual orientation, national origin/language, or ancestry, the presence of any sensory, mental or physical disability, the use of a trained guide dog or service animal by a person with a disability, familial or marital status, honorably discharged veteran or military status, and HIV/Hepatitis C status, except in accordance with this Agreement, or as otherwise provided by law.

#### 3.2 Controversial Issues

An employee who is involved in the process of instruction of students shall give due respect to the rights and opinions of the students. Employees, when following the direction of the Supervisor in accordance with the District Instructional Materials Policy shall not be disciplined. Questionable matters concerning the appropriateness of the issue and the maturity of the students shall be referred to the Supervisor for consideration and action.

#### 3.3 Student Discipline

All bargaining unit employees have the right to a safe and healthy workplace. The District is committed to provide for a work environment free of workplace violence and other potential hazards to the personal safety of bargaining unit employees. If a student is transferred into an identified program, all employees with a legitimate educational interest shall be notified immediately. Similarly, employees providing services to students, will be provided sufficient information to ensure they can adequately support students. Examples of sufficient information may include behavior contracts or plans, when appropriate.

- 3.3.1 The District will provide training for all district staff in regard to the content and intent of policies in addition to general violence, safety issues and responsibilities. Upon request, the Association president shall receive a list of all District training provided to employees. The Association will work with the District to identify training opportunities that will benefit classified employees in supporting appropriate student behaviors, trauma informed responses, etc. The Association President and one representative from HS, MS, and elementary will be available to meet with district representatives beginning in June 2023 to plan for the upcoming school year pursuant to Section 3.10 and Section 6.11.
- 3.3.2 In the maintenance of sound learning environment, the District shall expect acceptable behavior on the part of all students who attend schools in the District. Discipline shall be enforced fairly and consistently. The Board and the Superintendent shall support and uphold employees in their efforts to maintain discipline in the District, and shall give expeditious response to all employees' requests regarding discipline problems, provided the employee has followed established District policy. District policies and the student handbook shall be available to employees through district or building offices.

- 3.3.3 In emergency situations regarding the exercise of authority by an employee to control and maintain order and discipline, the employee shall use reasonable and professional judgment concerning matters not provided for by specific policies adopted by the Board and not inconsistent with Federal and State laws and regulations. State and Federal rules and regulations can be accessed through the Superintendent's office.
- **3.3.5** Each employee shall be entitled to appropriate assistance, support and enforcement from building administrators in connection with discipline problems relating to students. The building administrator will be responsible for monitoring and follow-through of disciplinary actions.
- **3.3.6** Each employee shall be promptly advised of any complaint made to the principal or other School District administrators regarding the employee's discipline of students. The employee shall be given the opportunity to present his or her version of the incident.
- **3.3.7** In the case of student misconduct or insubordination, when the employee deems it necessary, he or she may recommend to the principal a students' suspension or expulsion from school.
- **3.3.8** Possession or use of dangerous weapons or facsimile, explosives, firecrackers or other items capable of inflicting bodily harm are prohibited. Discipline of students in possession of, or using, any weapons specified in RCW 9A.04.110 or local ordinances will be in a manner consistent with state law and regulations.
- **3.3.9** Consistent with Board Policy 3246. When an employee is threatened with injury, or comes to the aid of another person about to be injured, or other malicious interference with real or personal property which is in their possession, employees are authorized to use reasonable force upon or toward a student or other person as part of their assigned responsibilities.

#### 3.4 Health and Safety

- **3.4.1** All bargaining unit employees have the right to a safe and healthy workplace.
- **3.4.2** Any case of assault upon an employee shall be promptly reported to the employee's supervisor.
- **3.4.3** Employees shall not be required to work under unsafe or hazardous conditions; perform tasks that endanger their health, safety, or well-being; or operate unsafe vehicles or equipment.

#### 3.5 Personnel Files

**3.5.1** Employees shall, upon request, have the right to inspect the contents of their personnel file kept within the District office during regular business hours. The employee may request, in writing, a photocopy of materials in the file. The cost of any copies will be borne by the employee.

- **3.5.2** Employees will be notified of any letters of reprimand or complaints against the employee which are entered into the personnel file. Such notification shall be within ten (10) workdays of placement in the file. The employee shall acknowledge receipt by signing and dating any disciplinary document placed in the employees personnel file.
- **3.5.3** The employee shall have the opportunity to attach his/her own written comments to materials placed in the employee's personnel file. Such material will be dated and signed by the employee.
- **3.5.4** The district shall have only one personnel file. No secret, duplicate, or alternate files may be used for disciplinary action. Supervisors shall not be precluded from maintaining informal working files subject to all of the above conditions.
- **3.5.5** Any derogatory material will, at the request of the employee, be expunged after three (3) years, except evaluations shall not be removed from the file. Information related to substantiated verbal abuse, physical abuse or sexual misconduct shall not be removed from any employee file.

#### 3.6 Due Process

- **3.6.1** No employee covered under this Agreement will be disciplined or terminated without just cause. (Seven (7) Tests of Just Cause, Appendix 1.)
- **3.6.2** Any complaint not called to the attention of the employee within ten (10) workdays may not be used as the basis of formal written disciplinary action.
- **3.6.3** The specific grounds forming the basis of disciplinary action will be made available to the employee.
- **3.6.4** An employee has the right to Association representation during disciplinary action.
- **3.6.5** No scheduled disciplinary meeting may be delayed more than twenty-four (24) hours unless the parties mutually agree to the delay.
- 3.6.6 In cases where the health, safety and well-being of students and other employees necessitates immediate disciplinary action, the District will notify the Association as soon as possible that action has been taken.
- **3.6.7** Disciplinary action shall be taken in private.

#### 3.7 Assignments, Transfers, and Vacancies

**3.7.1** Notice of vacancies and new positions within the bargaining unit shall be posted electronically for not less than five (5) working days Association members will be responsible for checking the district website for openings. The Association president or designee will be provided with a copy of all job postings and will attempt to notify current members of the posting.

- **3.7.2** Voluntary Transfer:
  - Qualifications: Employees shall be selected for transfer on the basis of the following criteria and in the following order seniority and qualifications. In-building transfers shall occur before a vacancy is declared. The employee selected to transfer shall be the most senior, qualified employee. In the event the job duties significantly evolve, the job will be reposted.
- 3.7.3 Qualifications shall be defined as the skills and knowledge required for the posted position. The District shall be the sole judge of the posted qualifications. Seniority shall be defined as the number of years of continuous service in a classification within Steilacoom Historical School District. If an employee changes from one classification to another, they retain their seniority in the former classification for two (2) years.
- 3.7.4 Transfer Process: In-district and out-of-district positions may be posted and received by the District at the same time. However, out-of-district applications for open positions shall be placed in a separate file and shall not be considered in any way until all in- district employees have been notified of the results of their request for transfer.
  - 3.7.4.1 Senior employees within each building shall have the right to add additional hours to their schedules; provided they are qualified to fill the hours and they can fit them into their schedules. The District shall assign to the most senior employee in the building extra time, one hour or under in length, without posting. Assignments of a longer duration must be posted. However, if a senior inbuilding employee has lost hours during a RIF, he/she shall have the first right to these hours as long as the RIF'd employee is the most senior, qualified, and the hours fit in his/her schedule.
  - 3.7.4.2 Whenever hours are reduced at a site, the least senior employee shall lose hours provided program requirements can be met and employee qualifications are substantially equal. An employee who lost hours has the right to a written explanation from the supervisor. One-on-one para- educators are excluded from this section.
  - **3.7.4.3** In the event summer hours become available the same procedures as noted in 3.7.4.1 and 3.7.4.2 shall apply.
- **3.7.5** The applicant shall submit a notice of interest through the online HR system within the time frame given in the posting.
- **3.7.6** If one or more qualified, in-district employee applies for the position; all qualified employees shall be given an interview. The building administrator and/or the program director shall interview current qualified employees.
- 3.7.7 In the event more than one qualified applicant meets the criteria listed above, the employee with the most seniority shall receive the position. If two qualified employees have the same seniority date, lot shall determine the successful candidate.
- **3.7.8** In-district employees who are not selected for their requested transfer shall receive, in writing, the legitimate, specific, and demonstrable reasons for their denial within five (5) working days.

#### 3.8 Involuntary Transfer

- **3.8.1** The District shall seek a pool of volunteers and provide a list of available positions before making an involuntary transfer. If there are no volunteers, the process shall move to 3.8.2.
- 3.8.2 Notice of an involuntary transfer shall be given to the affected employee as soon as such decision to transfer is determined. The employee with the least length of time in the District will be selected as long as employee qualifications are substantially equal.
- 3.8.3 An involuntary transfer shall be made after the affected employee has been personally contacted by the building principal(s), supervisor, or the superintendent stating the specific reason(s) for the employee being selected for such a transfer.
- **3.8.4** When requested, an employee chosen to be transferred during the school year shall be released from his/her duties for three (3) days at the employee's option, to prepare for the new assignment. The preparation time must be scheduled within one (1) week of the transfer date.
- **3.8.5** The affected employee who is required to transfer during the school year may request the assistance of the maintenance department to help move the transferee's required materials.
- **3.8.6** A notation of involuntary transfer shall be placed on the Employee's evaluation form.

#### 3.9 Moving to Another Building

Employees who are requested to move to another building will be paid at the hourly rate for the number of hours that would equate to one full day for that employee.

#### 3.10 District Directed Professional Development

The calendar for school year classified employees shall include the three training days prior to the start of the school year and the October and March training days. These optional work days shall be paid at the employee's regular rate of pay and submitted on a timesheet.

These days shall not impact employee access to Section 6.11 Training Pay.

#### 3.11 Hours of Work/Overtime

**3.11.1** The normal workweek shall consist of five (5) consecutive days, Monday through Friday. Each shift of five (5) or more hours per day shall include a thirty (30) minute duty free lunch period. Such lunch period shall be as near the middle of the shift as practical. Employees are free to leave the work site with notification to the Building Administrator.

Utility workers may be assigned a flexible workweek that may include a regular assignment of weekend days. Employees assigned a regular shift to include weekend days shall be exempt from the overtime premium on Sundays in Section 3.11.3.

**3.11.2** Each shift of five (5) or more hours shall include a fifteen (15) minute first half and fifteen

- (15) minute second half rest period, both of which rest periods shall occur as near to the middle of the shift as practical. Employees working less than five (5) hours per day shall receive a fifteen (15) minute break for each two and one-half (2  $\frac{1}{2}$ ) hours worked.
- **3.11.3** Hours worked which total more than forty (40) hours per week shall be compensated at the rate of one and one-half (1 ½) the employee's hourly rate. Sundays and Holidays shall be at two (2) times the hourly rate. Overtime must be approved in advance by the supervisor or the superintendent/designee. (Custodians, Maintenance and Grounds shall receive overtime compensation after eight (8) hours per day. These employees are paid two and one-half (2 ½) times the hourly rate on Sundays and Holidays).
- **3.11.4** The senior custodian assigned to the building will be offered the first opportunity to receive the overtime in his/her building for normal custodial duties (excluding maintenance and alarm callouts). Should the senior employee not want the overtime or if he/she is not immediately available, the District will assign the overtime hours.
- **3.11.5** Any employee, after having completed their regular shift, who has left their assigned work site and is directed to return to work, shall receive a minimum of two (2) hours pay at their regular rate.
- **3.11.6** Each employee shall be assigned to a definite and regular shift and work week, which will not be changed without prior notice to the employees of one calendar week; provided, however, this notice may be waived by the employee. The employer may immediately assign a shift or work week change in the event of unusual circumstances or an emergency.
- 3.11.7 Employees shall have the right to choose between overtime pay and compensatory time. Compensatory time may be accrued to twenty-four (24) hours. The District must insure that employees have the opportunity to use compensatory time within forty-five District business days, if chosen as an option. Compensatory time shall be accrued at the rate of one-and one-half (1 ½) hours worked. If the employee is not released to take compensatory time, he/she shall be paid for the time within the pay period and in no case later than the next pay period provided that the employee may choose at his/her option to carry twenty-four (24) hours of compensatory time for no longer than one (1) year. After one (1) year the employee shall be paid for the compensatory time not used.
- **3.11.8 Voluntary work/workers**: Voluntary work and voluntary workers shall not be paid for by District funds. Voluntary work shall be formally approved by the Human Resources Department. Volunteer work shall be of limited duration. A discussion shall be held with the Association president prior to the District granting approval for such work.
- **3.11.9** In the event an employee is required to extend a work shift due to an activity or absence of another employee, compensation will be paid at the appropriate rate.
- **3.11.10** To accommodate leaving at the end of the student day on half-days and other days with a modified schedule, employees may, with supervisor permission, flex their schedules, including the banking of hours, or use compensatory time (Section 3.11.7).
- **3.11.11** Classified personnel will be provided a reasonable amount of time within their daily schedule for the purpose of checking and responding to email. The district will be

responsible for providing access to computers for this purpose at each work site. In addition, paraeducator schedules shall include adequate time on a weekly basis for team meetings, collaboration, materials prep, and other tasks. Employees who feel that their work schedule does not provide sufficient time for these tasks should address the issue with the employee's building administrator or supervisor.

#### 3.12 Dispensing Student Medication

#### Secretaries/clerks, para-educators, professional technical

Employees shall not be required to dispense medicine or perform medical procedures on students except in accordance with District policy and State law. Employees who are required to dispense medication to students shall be trained at the District's expense. Unless listed as a job duty in the current job description, the employee shall have the right to decline to dispense medication to students without losing his/her position.

#### 3.13 Notification of Job Assignment

Employees shall be notified of their job assignment for the following year as soon as the District's personnel needs are determined, but not later than June 1 of each year.

#### 3.14 Seniority/Probation

- **3.14.1** Seniority shall consist of continuing service of the employee with the employer. The first sixty (60) days of employment shall be a probationary period during which time an employee shall not have seniority standing. The probationary employee date of hire will be his/her date for computing seniority upon the successful completion of the probationary period.
- **3.14.2** An employee shall lose seniority upon termination, resignation, retirement or transfer to a non-bargaining unit position.
- **3.14.3** The employee shall hold seniority by classification. In case of a layoff, employees laid off in one classification will be able to bump into prior classification in which they hold seniority.
- **3.14.4** Following is the list of conditions under which employees lose seniority:
  - Discharge for cause
  - Voluntary resignation
  - After one (1) year in the layoff pool
  - Transfer to non-bargaining unit work
- **3.14.5** The District shall provide the Association with a seniority list of employees by December 1 of each year, and the seniority list will be organized by straight seniority and by seniority by classification.
- **3.14.6** The District will provide, upon request, notification to the Association President of each new hire as soon as possible after initial employment.

#### 3.15 Inclement Weather

**3.15.1** In the event snow or hazardous weather or emergency forces school to close, classified

employees who work directly with students and whose work depends on the presence of students are not required to report for work and will make up the day on the student make up day. All employees working twelve (12) months and those who work for more than one hundred eighty (180) days in the work year are expected to work. Employees who are unable to report to work because of hazardous conditions will meet with their immediate supervisor to determine when the snow days will be made up, or if the day(s) cannot be made up, which leave, personal leave or vacation, the day(s) will be charged to.

3.15.2 If schools operate on a delayed schedule, the delay is for students and does not affect employee reporting times. Employees who are unable to report to work on time because of hazardous conditions will meet with their immediate supervisor to determine when the hours will be made up. School delay/closure procedures will be announced each year and practiced to ensure the procedure works correctly.

#### 3.16 Workload

3.16.1 The District agrees to provide job descriptions for positions covered by this agreement to the president of the Association. Job descriptions that are modified by the District which reflect changes impacting the hours, wages, and working conditions of the employee and new job descriptions that are created by the District covering employees under the Agreement will be sent to the Association president and the employee. Additionally, the employees shall receive a copy of any changes in his/her job description two (2) weeks prior to the implementation of the changes. Employees shall be provided copies of their job description if requested. Employees shall receive a copy of his/her job description at the date of hire.

#### ARTICLE IV: GRIEVANCE PROCEDURE

#### 4.1 Definition

- **4.1.1** A grievance is an alleged misinterpretation of, misapplication of, or violation of terms and/or provisions of this agreement. A grievant shall mean an individual, a group of individuals and/or the Association.
- **4.1.2** Nothing contained herein shall be construed as to limiting the right of any employee having a complaint to discuss the matter informally with his/her immediate supervisor.

#### 4.2 Procedure for Processing Grievances

- **4.2.1** <u>Step One Informal Process:</u> The employee shall first discuss the grievance with his/her immediate supervisor. If the employee wishes, he/she may be accompanied by an Association representative at such discussion.
- 4.2.2 <u>Step Two Immediate Supervisor:</u> If the grievance is not settled in Step One, a written statement of grievance shall be presented to the immediate supervisor within thirty (30) working days after the occurrence of the grievance. (Grievance Form, Attachment 2). The immediate supervisor shall answer the grievance in writing. The immediate supervisor shall include the reasons upon which the decision was based, and shall respond within (7)

working days of receiving the grievance. A copy of the decision shall be sent to the grievant and the Association president.

#### **4.2.3** Step Three - Superintendent:

- **4.2.3.1** If no satisfactory settlement is reached at Step Two, the grievance may be appealed to Step Three, Superintendent, or his/her designated representative, within seven (7) working days of receipt of the decision rendered in Step Two.
- **4.2.3.2** The Superintendent or designated representative shall arrange for a grievance meeting with the grievant(s) and/or Association representative and such meeting shall be scheduled within seven (7) working days of the receipt of the Step Three Appeal. The purpose of this meeting shall be to affect a resolution of the grievance.
- **4.2.3.3** The Superintendent, or his-designated representative, shall provide a written decision, incorporating the reasons upon which the decision was based to the grievant(s), Association representative and immediate supervisor within seven (7) working days from the conclusion of the meeting.

#### 4.3 Arbitration

- 4.3.1 If no satisfactory settlement is reached at Step Three, the Association, within fifteen (15) working days of the receipt of the Step Three decision, may appeal the final decision of the employer to the American Arbitration Association for arbitration. Any grievance arising out of or relating to terms, interpretation and/or application of the provisions of this Agreement may be submitted to arbitration unless specifically and expressly excluded from this Article. The Arbitrator shall hold a hearing within twenty (20) working days of his/her appointment. Ten (10) working days' notice shall be given to both parties of the time and place of the hearing. The Arbitrator will issue his/her decision within twenty (20) days from the date final written briefs have been submitted or if revised by both Parties, twenty (20) days after completion of the hearing.
- **4.3.2** The Arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted to him/her. The decision of the Arbitrator shall be final and binding upon the Employer, the Association, and the Grievant(s).

#### 4.4 Jurisdiction of the Arbitrator

The Arbitrator shall be without power or authority to add to, subtract from, or alter any of the terms of this Agreement, or award damages. (Make whole remedies shall not be considered damages.) The Arbitrator shall have no power or authority to rule on the following: any matter involving Employee evaluation or Reduction in Force, provided however that the Evaluation and Reduction in Force Procedures shall be subject to the Arbitrator's review. The Arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by Law.

#### 4.5 Time Limits

**4.5.1** Time limits provided in this procedure may be extended by mutual agreement when signed by the Parties.

- **4.5.2** Failure on the part of the Employer, at any step of this procedure, to communicate the decision on a grievance within the specific time limit shall permit the Association to lodge an appeal at the next step of this procedure.
- **4.5.3** Any grievance not advanced by the grievant from one step to the next within the time limits of that step shall be deemed resolved in accordance with the Employer's answer at the previous step.

#### 4.6 Accelerated Grievance Filing

In order to expedite grievance adjudication, the Parties agree that any Association grievances or class action grievances may be lodged at Step Three of this procedure. In any case, the grievance must be filed within thirty (30) working days after the occurrence of the grievance. Any grievance that has been filed prior to the termination date of this Contract may be processed to conclusion even if the Contract has expired.

#### 4.7 Reprisals

No reprisals of any kind will be taken by any Party against any Party because of participation in any grievance.

#### 4.8 Costs

The fees and expenses of the Arbitrator shall be shared equally by the Parties. All other expenses shall be borne by the Party incurring them.

#### ARTICLE V: EVALUATION

- 5.1 All school-year classified personnel shall be evaluated annually, such evaluations to be completed and presented to the employee in person no later than June 1 of the school year in which the evaluation takes place. For annual classified personnel, evaluations will be completed and presented to the employee in person no later than August 1. The intent of this language is for the supervisor to meet with the employee in all cases and provide meaningful evaluative feedback in areas of strength and performance goals for all areas being evaluated.
  - **5.1.1** His/her immediate supervisor shall evaluate each employee.
  - **5.1.2** An employee shall be given a draft copy of any evaluation form prepared by his/her evaluator before any conference is held to discuss it. No evaluation form shall be submitted to the district office, placed in the employee's personnel file or otherwise acted upon, without prior conference with the employee.
  - **5.1.3** Employees shall be notified of any deficiencies. When a supervisor has a concern about the employee's performance, the supervisor shall notify the employee in a timely manner. If deficiencies continue, the supervisor shall provide the employee a specific plan for improvement which includes a written notice and a minimum of two (2) months for the employee to improve. The employee will have an opportunity to write a rebuttal to his/her evaluation.

**5.2** Each employee shall be evaluated on the evaluation form. (Performance Evaluation, Attachment 3)

#### ARTICLE VI: ECONOMIC PROVISIONS

#### 6.1 Salary

- **6.1.1** The salary schedules for the 2023-2024 (Attachment 6) and for the 2024-2025 school year, the wage rates on Attachment 6 shall be increased by the state-funded inflationary adjustment (IPD) for classified employees plus one and one-half percent (1.5%).
- **6.1.2** The rate of pay for classified substitutes shall be equal to eight-five percent (85%) of Step 1 of the position being filled.
- 6.2 All employees shall be paid over a twelve (12) month period. Paychecks shall be issued on the last District business day of each month. If the employee works less than three (3) hours per day, basic salaries shall be made in ten (10) monthly installments. In December, pay warrants will be made available on the District's last business day.
  - **6.2.1** Pay warrant stubs shall include the following information:
    - Base salaries
    - Individual payroll deductions
    - Overtime pay
- 6.3 The Association and the District shall form a joint committee to research and develop a Training Stipend Program. The intent of this committee shall be to develop a program for paying stipends to employees for job appropriate training, licenses, or conferences.
- **6.4** Employees may request the monthly warrant/check be deposited to his/her bank account or forwarded to a specific address. The District may require specific authorization.
- **6.5** Employees assigned by the District to work on a job regularly filled by a higher classification employee shall receive compensation equal to the employee in the higher classification based on the experienced step of the substitute employee after three (3) consecutive days. Any employee substituting in a position at a lower rate of pay shall receive their current rate of pay for the time spent substituting in the lower paid position.
  - 6.5.1 In the event that an employee is assigned as a certificated substitute, the employee will receive his/her regular rate of pay plus four dollars (\$4) per hour or the certificated substitute rate of pay, whichever is higher, for the time spent substituting. Willingness to serve as a certificated substitute will not be negatively referenced on an employee's classified evaluation.
- When acting in accordance with assigned duties or when requested by the District to travel when using his/her own private vehicle, an employee shall be reimbursed for such travel at the current IRS rate.
- 6.7 Insurance coverage for employees who use their own vehicle at the direction of the District shall be insured in accordance with the current District policy in effect at that time.

- **6.8** If so directed by the District, employees will fill out daily time records. Mileage forms will be provided to each employee who travels to perform their job responsibilities.
- 6.9 All compensations owed to an employee who is leaving the District shall, upon request, be paid on the next regular pay day after the final day of employment and in no case later than the following payday.

#### 6.10 Longevity Pay

Longevity Steps: Employees are eligible to be placed on step 5 upon completion of four (4) years employment within the bargaining unit. Employees are eligible to be placed at step 10 upon completion of nine (9) years within the bargaining unit. Employees are eligible to be places at step 15 upon completion of fourteen (14) years within the bargaining unit. Employees are eligible to be placed at step 20 upon completion of nineteen (19) years within the bargaining unit.

Longevity payments will be made at the start of each year in which an employee earns the benefit.

#### 6.11 Building Approved Training

Each employee may participate in building-approved training equal to twenty-four hours\_to be paid at their regularly hourly rate and in accordance with FLSA and MWA. District-required training provided outside of the employee's normal workday will be paid at the applicable rate of pay. Training may be claimed in hourly increments and submitted via timesheet. Should an employee choose not to attend non-mandatory training, they will not be compensated.

In the event of a change in state funding or requirement for paraeducator certification the parties will bargain modifications to the CBA or to District practice that these changes may necessitate.

#### 6.12 Committee Work and After School Activities

Classified staff requested to be on building or district level committees shall timesheet their hours for meetings that extend beyond their regular work schedule or may work with their supervisor to flex their schedule, where appropriate. When appropriate and allowed pursuant to the terms of the SEA collective bargaining agreement, classified employees may be assigned to fulfill extracurricular stipended opportunities in the SEA agreement Attachment 8. When doing so, the employee shall receive no less than the stipended amount provided therein.

#### 6.13 Employee Benefits

All of the provisions of this Section shall be interpreted consistent with the rules and regulations of SEBB and are intended to be a summary of the legal requirements and agreements of the parties

#### **Employer Contribution:**

The District shall pay the full portion of the employer contribution as adopted in the School Employees Health Care Coalition agreement for all employees who meet the eligibility requirements as defined by SEBB. For purposes of benefits provided under SEBB, school year shall mean September through August, and shall be referred to as the eligibility year. If the eligibility year is specifically redefined by the HCA, the parties agree to comply with that definition.

The District will provide benefits to employees through SEBB, to include but not be limited to:

- Basic Life and accidental death and dismemberment insurance (AD&D)
- Basic Long-Term Disability
- Vision

- Dental including orthodontia
- Medical Plan

Employees will be able to utilize payroll deduction for any supplemental insurance that they choose to enroll in through SEBB (e.g. increased Life, AD&D, long-term disability, etc.) Employees will also have the option of enrolling in a Health Savings Account (HSA) when a qualifying High Deductible Plan (HDHP) is selected for their medical insurance. In addition, employees will be able to utilize payroll deduction for any supplemental insurance\_that they choose to enroll in through SEBB (e.g. increase Life, AD&D), Long-term Disability, etc.).

#### **Eligibility:**

All employees, including substitute employees, shall be eligible for full insurance coverage under the SEBB program if they work, or are anticipated to work 630 hours or more in an eligibility year, so long as they maintain an employee/employer relationship.

Should an employee who previously was not expected to be eligible for benefits under SEBB work 630 hours in one year, the employee will become eligible for benefits to begin the month after attaining 630 hours.

When an employee is hired into a position that would qualify for benefits if filled for the full eligibility year, there are not enough days remaining in the year to achieve 630 hours and the employee is anticipated to work at least six hundred thirty hours the next school year, that employee will be provided with benefits coverage.

All compensated hours in any position within the district shall count for purposes of establishing eligibility.

#### **Benefit Enrollment and Continuity of Coverage:**

In the month of September, benefit coverage for eligible employees begins their first day of work, so long as the employee works on or before the first day of school. For all other eligible employees, benefit coverage will begin the first day of the month which follows the employee's first day of work.

When a new employee was previously employed by a SEBB employer and was eligible for SEBB coverage, that employee will have uninterrupted benefit coverage if the employee is anticipated to work 630 hours in a school year.

#### Leaves:

Paid leave hours shall count toward eligibility for benefits under this section. Unpaid leave will be assessed on a case by case basis.

#### **Benefit Termination:**

Any employee eligible for benefits who terminates the employee/employer relationship shall continue to receive benefits through their final month of employment.

In cases where separation occurs after completion of the student year, benefit coverage will continue through August 31. Any exception shall be requested by the employee and confirmed by the District.

#### 6.14 Payroll Deductions

- **6.14.1** Employees may request payroll deductions for the following:
  - United Way
  - Credit Union loan payments

- Educational Employees Credit Union
- Washington School Employees Credit Union
- Tax Sheltered Annuities
- Deferred Compensation Plans
- **6.14.2** Other payroll deductions may be discussed at the Payroll Office.

#### Article VII: HOLIDAYS AND VACATIONS

#### 7.1 Vacations

- **7.1.1** Annual employees will earn vacation days according to the following schedule:
  - **7.1.1.1** Ten (10) days' vacation can be earned annually during the first three (3) years of continuous employment.
  - **7.1.1.2** After the third (3rd) year of continuous employment, the employee will be entitled to fifteen (15) days of annual vacation per year through five (5) years of continuous employment.
  - **7.1.1.3** The employee will earn one (1) additional day of annual leave each year from six (6) to ten (10) years of employment.
  - **7.1.1.4** Twenty (20) days' vacation leave is the maximum earned in a year.
- **7.1.2** Annual employees may accumulate vacation time to the limit of thirty (30) days. Employees may donate annual leave to the District's shared leave program in accordance with Board Policy and Procedure 5406.
- 7.1.3 An employee who leaves the District shall receive their pro-rated vacation benefits at the time of termination of employment. Thirty (30) days of accrued vacation is the maximum that will be paid to an employee terminating employment.
- 7.1.4 Employees shall consult with their immediate supervisor to ensure adequate coverage of job responsibilities when scheduling vacations greater than five (5) days in length. Such consultation shall occur at least five (5) days prior to the start of the vacation, except in cases of emergency.
- **7.1.5** Employees are encouraged, when foreseeable, to schedule vacation leave in a manner that avoids critical usage periods, including days immediately preceding or following school breaks.

#### 7.2 Paid Holidays

All employees shall receive the following paid holidays which fall within their work year:

- New Year's Day
- Martin Luther King Day

- Presidents' Day
- Memorial Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Independence Day (Independence Day shall be paid to all regular employees who work the day before the holiday)
- Juneteenth (Juneteenth shall be paid to all regular employees who work the day before the holiday)

To accommodate leaving at the end of the student day prior to Thanksgiving, employees may flex their schedule as agreed to with their supervisor.

#### 7.3 Un-worked Holidays

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. An employee who is on the active payroll on the holiday and has worked his/her last shift preceding and following the holiday, and is not on unpaid leave of absence, shall be eligible for pay for such un-worked holiday.

#### 7.4 Worked Holidays

Employees who are requested to work on the above described holidays and who do work, shall receive two (2) times their base rate of pay for all hours worked on such holidays. (Two and one-half (2  $\frac{1}{2}$ ) times the base rate of pay for custodians, maintenance and grounds.)

#### ARTICLE VIII: LEAVES

#### 8.1 Sick Leave

- **8.1.1** In the case of absences caused or necessitated by personal illness, temporary disability or injury of employee or family member, or because of quarantine in the immediate family, this sick leave provision shall apply. Disabilities immediately related to childbearing shall be considered temporary disabilities.
- **8.1.2** At the beginning of each work year, each employee shall be credited with an advance sick leave allowance of up to twelve (12) days in accordance with their FTE allowance.
- **8.1.3** Employees shall be allowed to accumulate unused sick leave to the legal maximum limit.
- **8.1.4** An employee who is unable to perform his/her duties because of personal illness, maternity or other disability may, upon request, be granted a leave of absence without pay at the exhaustion of sick leave. Leaves for these conditions may be renewed annually at the District's determination, if requested.
- **8.1.5** Whenever an Employee is absent from employment and unable to perform duties as a result of personal injury sustained in the course of employment, the employee may choose between using sick leave benefits or State Worker's Compensation.

**8.1.6** In the event the Employee chooses to use State benefits, the time absent will not be charged against annual or accumulated sick leave.

#### 8.2 Annual Sick Leave Cash-Out

Employees are allowed to cash in unused sick leave days above an accumulation of sixty (60) full days at a ratio of one full day of monetary compensation for four (4) accumulated sick leave days. At the employee's option, they can cash-out their unused sick leave days in January of the school year following any year in which a minimum of sixty (60) days of sick leave is accrued and each January thereafter, at a rate equal to one day's monetary compensation of the employee for each four (4) full days of accrued sick leave in excess of sixty (60) days. The employee's sick leave accumulation shall be reduced four (4) days for each day compensated.

#### 8.3 Sick Leave Cash-Out at Retirement or Death

At the time of separation from school district employment due to retirement or death, an eligible employee, or the employee's estate, shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days accrued sick leave.

#### 8.4 Family and Medical Leave Act

Employees shall be allowed to use available sick leave when needed to care for a child with a health condition needing treatment or supervision, and for a serious or emergency health condition of the employee's spouse, parent, parent-in-law, or grandparent. (Family Medical Leave Act – Attachment 4.)

#### 8.5 Washington State Paid Family and Medical Leave (PFML)

Employees shall be eligible to receive Paid Family and Medical Leave (PFML) under the Washington State Family and Medical Leave and Insurance Act. To be eligible for this leave, employees must have worked a minimum of 820 hours in accordance with state law. Employees may initiate the use of this leave prior to exhausting all accumulated leave. Employees may elect to use other leaves consecutively or concurrently with PFML. If paid leave is used concurrently with PFML, it will be considered a supplemental benefit. The District shall maintain employee benefits while employees are on approved PFML leave subject to the rules of regulations of SEBB. The employer shall pay the employer portion of the premium and the employee shall pay the employee's portion.

#### 8.6 Family Care Leave

Employees shall be allowed to use all available sick leave or other paid time off to care for the employee's spouse, parent, parent-in-law, or grandparent, in addition to a sick child.

#### 8.7 Parental Leave

Parental leave shall be granted for the birth and care of a newborn child of the employee or the placement of a minor/dependent child with the employee for adoption or foster care. Parental leave must be taken during the first year following the child's birth or placement of the minor/dependent child with the employee for adoption or foster care.

**8.7.1** The request for Parental Leave is to be made on Parental Leave Form appended to this agreement and submitted to the Superintendent or designee. Such request, when possible, will be made at least thirty (30) calendar days in advance of the proposed starting date of

the leave and will clearly state the intended purpose and duration of the leave.

- **8.7.1.1** Pregnancy Disability Leave: This leave shall begin at a time agreed upon by the employee and her physician. At the time the leave is requested, the duration of the leave shall be established, subject to mutually agreed upon modification for unforeseen circumstances and subject to the rules of law.
- 8.7.1.2 Parental Leave: An employee shall be entitled to up to twelve (12) weeks leave to attend to the birth of their child or for care of a newborn child and/or placement of a minor/dependent child for adoption or foster care. The employee may use accumulated sick leave, be on unpaid leave, and/or if qualified, shall be allowed leave as regulated under the Family and Medical Leave Act and PFML in coordination with this leave. The leave may be extended by the superintendent or designee.
- **8.7.1.3** Any employee who used up accumulated sick leave under this subsection may apply for leave of absence without pay provided elsewhere in this Agreement.

#### 8.8 Adoption Leave

Adoption leave with pay shall be granted upon prior application to the District by a parent in order to complete the adoption process, providing such leave does not exceed an aggregate of three (3) days in any given year. Such leave may be used for court legal procedures, home study and evaluation, and required home visitations by the adoption agent not possible to schedule outside of the regular working hours.

#### 8.9 Bereavement Leave

Absence owing to death in the immediate family shall be granted with full pay for up to five (5) days to be used within 30 days. Requests to use one or more of the five days outside of the 30 day timeline may be submitted to HR for approval. Immediate family shall be defined as the following family relationships to either the employee or their spouse/domestic partner: father and mother, parent surrogate, spouse/domestic partner, children, siblings, grandparents, grandchildren, aunts and uncles, nephews and nieces, and any relative or significant other residing in the employee's household. One (1) day of bereavement leave will be allowed for a close friend. At the discretion of the superintendent, two (2) additional days of bereavement leave may be granted for close friends for the purposes of extended travel and or extenuating circumstances.

#### 8.10 Judicial Leave

An employee who is summoned to serve as a juror or is obliged to appear in court as a party of subpoenaed witness shall notify his/her immediate supervisor immediately upon learning of the need for leave. For jury duty, the employee shall receive normal pay. An employee who must be absent for judicial proceedings as a party will be entitled to leave without pay. An employee who is subpoenaed as a witness shall be granted leave with normal pay.

In the event the Association, or other party financially supported by the Association, brings suit against the District, the Association shall reimburse the district the per diem pay of any employee covered by this Agreement.

#### 8.11 Military Leave

Employees shall be granted military leaves of absence in accordance with law.

#### 8.12 Personal Leave

Personal leave shall not exceed three (3) days annually, accumulative to five. Employees are encouraged, when foreseeable, to schedule personal leave in a manner that avoids critical usage periods, including days immediately preceding or following school breaks.

#### 8.13 Association Leave

The Association shall be allowed up to eighteen (18) days of absence per year for professional meetings and business of the Association. The Association shall give the District five (5) days advance notice, whenever possible, of the proposed absence. The Association shall reimburse the District for the cost of a substitute if a substitute is required.

#### 8.14 Other Leaves

Leaves of absence up to one (1) year without pay may be granted to employees for child care, child rearing, health reasons, professional development or such other reason as agreed to by the District.

The employee, if granted such leave, upon return, may be placed in a similar position as determined by the District. Such leaves shall not extend beyond one year.

#### 8.15 Leave Sharing

- **8.15.1** Employees are granted the right to donate sick leave to come to the aid of another employee who is suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment.
- **8.15.2** An employee cannot donate sick leave days that would result in their sick leave account going below twenty-two (22).
- **8.15.3** Sick leave includes leave accrued pursuant to the RCWs with compensation for illness, injury and emergencies.
- **8.15.4** While an employee is on leave, they shall be classified as an employee and receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued personal leave or sick leave.

#### ARTICLE IX: LAY OFF AND RECALL

- 9.1 In the event the District reduces classified staffing by reason of program need, financial necessity, such as levy failure and/or decreased State or Federal support, the least senior employee within the impacted job classification(s) shall lose hours or be subject to layoff. The term "layoff" used herein refers to action by the Board reducing the number of employees in the bargaining unit, owing to financial restriction or program change.
- **9.2** In the event that layoff becomes necessary, the District shall first determine which employees will be retained because of special skills and/or qualifications relating to District programs. The District

- shall provide the Association with a list of the positions that will be impacted by no later than June 1. The District will work with the Association to minimize the impact. The District and Association shall review the seniority list of employees in each classification.
- 9.3 The District will make all reasonable attempts to assure that no new employee will be employed by the District while there are laid off employees who are qualified for the vacant or newly created position. The District will provide notification, prior to the posting, of any new position, to the Association at labor management meetings of any vacant position that could result in the hiring of a new employee.

#### 9.4 Reduction In Force Procedure:

- **9.4.1** Employees will be laid off on the basis of seniority by classification.
- **9.4.2** Seniority shall be defined as the length of service within the District as a member of the bargaining unit.
- 9.4.3 Senior employees whose positions have been eliminated due to reductions in force or who have lost hours as a result of a reduction in force shall be identified as displaced and shall have the right to assume any vacant position within their classification for which they have seniority, and qualifications. All displaced employees must be placed when possible.
- **9.4.4** Any temporary hours that are created or added subsequent to a reduction in force are to be offered to Association members by seniority, and qualification who have lost hours as a result of reduction in force prior to hiring of any temporary employees.
- **9.4.5** Positions that have become vacant due to attrition (new positions, positions vacated by transfer, separation from the District, or retirement) will then be open to all current Association employees including recently displaced employees following the process stated in Section 3.6 Assignment, Transfer, and Vacancies.
- **9.4.6** Employees shall hold seniority by classification. In case of a layoff, employees laid off in one classification will be able to bump into a prior classification in which they hold seniority. The employee retains their seniority in the former classification for two (2) years.
- **9.4.7** Unused sick leave shall be restored to the RIF'd employee upon return to active employment. Other benefits will be reinstated as appropriate to the position held. The employee will be reinstated at the same step on the salary schedule.
- **9.4.8** Employees shall not be bumped or reduced in hours by school employees who are not represented by the bargaining unit.
- 9.5 In the event that individuals have the same seniority ranking, the employees so affected shall participate in a drawing by lot to determine seniority position. The Association and all employees so affected shall be notified in writing of the date, time, and place for the drawing. The drawing shall be conducted openly and at a time and place which will allow affected employees and the Association to be in attendance.
- **9.6** The parties shall meet annually, no later than December 1, to update the bargaining unit

seniority list.

- **9.7** Employees to be laid off shall receive advance written notice of no less than fifteen (15) calendar days.
- **9.8** Employees having additional skills and/or qualifications may report such skills and/or qualifications in writing to the personnel office by March 1. Written verification of skills and qualifications is required annually.
- 9.9 Employees who are laid off shall be placed in a re-employment pool for two (2) years. Recall shall first be based on seniority and by qualifications relating to the District position to be filled. The District shall give employees written notice of recall from layoff by sending a registered or certified letter to the recalled employee at his/her last known address. If the employee does not respond within ten (10) business days of such notice of recall, the employee shall forfeit right of recall. The employee's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall, or other notice to employees.
- **9.10** While in the employment pool, a person may continue in the District fringe benefit programs for which they are legally qualified. Such continuance shall require reimbursement to the District of the District's costs of the program(s), in advance, by the first day of each month. Failure to reimburse the District by the first day of the month shall result in being dropped from the program(s).

#### **ARTICLE X: DURATION**

- **10.1** The terms and agreements set forth in this contract will be in effect from September 1, 2023 until August 31, 2025, or until such time as a new contract is collaboratively bargained between the Association and District.
- **10.2** In the event the Legislature increases or decreases District funds for the purpose of employee salaries, either party may request to reopen Article VI for the purpose of addressing this funding adjustment.

#### Attachment 1 - Seven Test of Just Cause

#### **Just Cause/Seven Key Tests**

The basic elements of just cause, which different arbitrators have emphasized, have been reduced by Arbitrator Carrol R. Daugherty to seven tests. These test, in the form of questions, represent the most specifically articulated analysis of the just cause standard as well as an extremely practical approach.

A "no" answer to one or more of the questions may mean that just cause either was not satisfied or at least was seriously weakened in that some arbitrary, capricious or discriminatory element was present.

Notice: "Did the employer give to the employee forewarning or foreknowledge o the possible or probable consequences of the employee's disciplinary conduct?"

Reasonable Rule or Order: "Was the employer's rules or managerial order reasonably related to a) the orderly, efficient, and safe operation of the employer's business and b) the performance that the employer might properly expect of the employee?"

Investigation: "Did the employer before administering the discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?"

Fair Investigation: "Was the employer's investigation conducted fairly and objectively?"

Proof: "at the investigation, did the 'judge' obtain substantial evidence or proof that the employee was guilty as charged?"

Equal Treatment: "Has the employer applied its rules, order, and penalties even-handedly and without discrimination to all employees?"

Penalty: "Was the degree of discipline administered by the employer in a particular case reasonable related to the following?:

- a) the seriousness of the employee's proven offense, and
- b) the record of the employee in his service with the Employer?"

### Attachment 2 - Grievance Form

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 511 Chambers Steilacoom, WA 98388

This form is to be used by a classified employee when filing a grievance review according to ARTICLE IV of the current Collective Bargaining Agreement. This same form must be used at each step and submitted in duplicate.

TO:		
Name	Title	
FROM:		
Grievant Name	Position	
LOCATION:		
Building	Department	
State the specific grievance. (Include Art	ticle and Section of the Collective Bargaining A	greement.)
2. State the grievance. (Include time, place,	, parties involved, witnesses.)	
3. The relief sought.		
Grievant signature	Date	
Supervisor signature	Date	
Supportive documents may be attached		

## **Attachment 3 Evaluation Form**

## STEILACOOM HISTORICAL SCHOOL DISTRICT Classified Employee Evaluation Report

Date of Annual Conference:		Evaluation Period:		to	
Employee Name:			Month/Year	Month/Year	
-	Last	First			
	Para EducatorSe Department Specialis	ecretaryOffice Coordinator _ stSub Coordinator	_Custodian	Grounds	
Evaluator Name: _		Title:			
	Last	First			

	ı			
EVALUATION AREA	CHECK ONE		NE	<u>COMMENTS</u>
Note: Consider listed key words and other descriptors.			_	ENTER: Improvements,
Checking "Unsatisfactory" must include comments.	NS NS	Ж	ЭR	suggestions, goals, potential, etc.
	EXCEEDS EXPECTATIONS	SATISFACTORY	JNSATISFACTORY	- 1.86 1.1. Keene, p. 1.1. 1.1. 1.1. 1.1. 1.1. 1.1. 1.1.
	CEE	-AC	SFA	
	EX.	ISI	\TI!	
	EXE	SA.	NS/	
			Π	
<b>INITIATIVE</b> : Consider the employee's ability to perform a job with				
minimum direction. Does the employee make suggestions for self-				
improvement or undertake new work when the job at hand is				
complete? Is the employee a self-starter?				
<b>PROBLEM-SOLVER:</b> Consider the employee's problem solving skills				
used in making decisions. Does the employee demonstrate the				
ability to think and act calmly, logically, and rapidly under stress?				
ATTITUDE OF COLLABORATION: Consider how well the employee				
fits into their work environment. Does the employee work in				
harmony and collaborate with others? Is the employee a team				
player?				
KNOWLEDGE AND QUALITY OF JOB: Consider the employee's				
understanding of all phases of their responsibilities that are				
necessary for complete job performance. Consider professionalism,				
skill, thoroughness, and accuracy in completing job assignments as				
outline din the job description. Does the employee's performance				
meet the standards of quality?				
TIME MANAGEMENT: Consider the amount and promptness of work				
produced based on specific job requirements. Does the employee				
use time wisely?				
<b>DEPENDABILITY AND RESPONSBILITY:</b> Consider the employee's				
reliability in following instructions and carrying out assigned tasks				
with minimum direct supervision. Will the job be done on time and				
correctly/ Does employee have a sense of responsibility and				
willingness to carry out assigned duties?				

OVERALL EFFECTIVENESS						
CHEC	K ONE					
<u>SATISFACTORY</u>	<u>UNSATISFACTORY</u>					
EVALUATOR COMMENTS						
ENTER: Improvements, suggestions, goals, potential, etc.						
A signature below does not necessarily mean that the emindicates that the employee has received a copy of this recomments and written reaction.						
Employee Comments:						
Employee Signature:	Date:					
I have provided an opportunity for comments and written employee.	reaction to this Annual Performance Report by the					
Evaluator Signature:	Date:					

## **Attachment 4 – Family Medical Leave Act**

#### **Employee Eligibility**

To be eligible for FMLA leave, an employee must:

- Have worked for that employer for at least 12 months; and
- Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave

#### **Leave Entitlement**

A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave in a 12 month period for one or more of the following reasons:

- For the birth of a son or daughter, and to care for the newborn child;
- For the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- To care for an immediate family member (spouse, child, or parent but not a parent "in-law") with a serious health condition;
- When the employee is unable to work because of a serious health condition.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement. (See CFR Section 825.201)

Spouses employed by the same employer may be limited to a combined total of 12 workweeks of family leave for the following reasons:

- Birth and care of a child;
- For the placement of a child for adoption or foster care, and to care for the newly placed child;
- To care for an employee's parent who has a serious health condition.

Intermittent/Reduced Schedule Leave – The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. (CFR Section 203) Intermittent/reduced schedule leave may be taken when medically necessary to care for a seriously ill family member, or because of the employee's serious health condition. Intermittent/reduced schedule leave may be taken to care for a newborn or newly placed adopted or foster care child only with the employer's approval.

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with their employers to schedule the leave so as not to unduly disrupt the employer's operations, subject to the approval of the employee's health care provider. In such cases, the employer may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodates recurring periods of leave better than the employee's regular job.

<u>Substitution of Paid Leave</u> – Employees may choose to use accrued paid leave to cover some or all of the FMLA leave taken

<u>Serious Health Condition</u> – "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities).

This could include, but is not limited to, pregnancy, prenatal care, chronic health conditions such as asthma or diabetes, and permanent or long-term conditions such as Alzheimer's, stroke or cancer.

<u>Medical Certification</u> – An employer may require that the need for leave for a serious health condition of the employee or the employee's immediate family member be supported by a certification issued by a health care provider. The employer must allow the employee at least 15 calendar days to obtain the medical certification. An employer may, at its own expense, require the employee to obtain a second medical certification from a health care provider.

#### **Maintenance of Health Benefits**

A covered employer is required to maintain group health insurance coverage, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work.

#### **Job Restoration**

Upon return from FMLA leave, an employee must be restored to his or her original job, or to an "equivalent" job, which means virtually identical to the original job in terms of pay, benefits, and other employment terms and conditions.

#### **Notice**

Employee Notice - Eligible employees seeking to use FMLA leave should request leave as soon as possible.

#### **Other Provisions**

Teacher may not be able to take intermittent or reduced-scheduled leave for planned medical treatment that may take them out of the classroom for more than 20% of the time. In such cases, the employee may be required to take continuous leave for the entire treatment period depending on the nature of the medical condition and classroom needs.

Teachers and educational assistants also may not be able to return from leave near the end of the school term. Depending on the timing and the reason for the leave, the district can require the employee to extend their leave and return at the beginning of the next term, rather than in the closing days of the current term.

## **Attachment 5 – Parenting Leave**

Parenting Leave		
NAME:	BLDG:	
ASSIGNMENT:	DATE:	
Leave Requested:  Maternity Leave Parenting Leave Adoption Leave		
Estimated Date for Start		_
Estimated Return Date		
Accumulated Sick Leave	Amount of Sick Leave Requested	
Amount of Leave without Pay		
Total Leave Days Requested		
Employee's Signature		Date
Administrator's Signature		 Date
Superintendent's Signature		Date
Comments:		

## Attachment 6- 2023-2024 Classified Salary Schedule

				Longevity	Longevity	Longevity	Longevity
2023-2024				Step	Step	Step	Step
JOB CLASSIFICATION	Step 1	Step 2	Step 3	5-9	10-14	15-19	20
Paraprofessional							
Paraeducator	\$23.52	\$24.55	\$24.98	\$25.70	\$26.64	\$28.52	\$30.83
Campus Supervisor, Library Tech	\$26.95	\$27.47	\$27.85	\$28.84	\$29.97	\$32.73	\$35.53
Office Professional							
Secretary, Substitute Coordinator	\$25.56	\$26.04	\$26.55	\$27.35	\$28.37	\$30.42	\$32.90
Office Coordinator, SHS Registrar, SHS Bookeeper	\$28.36	\$28.88	\$29.24	\$30.17	\$31.30	\$33.97	\$35.97
Department Specialist	\$29.46	\$29.98	\$30.34	\$31.27	\$32.40	\$35.07	\$37.07
Custodial							
Custodian	\$24.69	\$26.00	\$26.53	\$27.31	\$28.34	\$30.38	\$32.87
Custodian Lead	\$27.99	\$28.51	\$28.89	\$29.80	\$30.93	\$33.24	\$35.97
Maintenance							
Maintenance Technician I	\$28.14	\$28.61	\$28.97	\$29.93	\$31.28	\$33.89	\$36.70
Maintenance Technician II	\$31.85	\$32.90	\$33.52	\$34.70	\$36.11	\$39.43	\$42.86
Grounds							
Grounds I	\$24.69	\$26.00	\$26.53	\$27.31	\$28.34	\$30.39	\$32.87
Grounds II	\$27.99	\$28.51	\$28.89	\$29.80	\$30.93	\$33.24	\$35.97
Health Professional							
Licensed Practical Nurse	\$30.25	\$30.74	\$31.11	\$32.16	\$33.44	\$36.33	\$39.30
Braillist	\$25.31	\$25.81	\$26.36	\$27.14	\$28.15	\$30.18	\$32.63
SLPA/COTA	\$25.31	\$25.81	\$26.36	\$27.14	\$28.15	\$30.18	\$32.63
Technology (IT)							
Computer Tech	\$29.26	\$29.70	\$30.03	\$30.83	\$31.88	\$33.95	\$36.49
Network/Communications	\$32.40	\$32.90	\$33.28	\$34.23	\$35.47	\$37.90	\$40.80

ATTEST	
Mary Hilton, SCEA President	Date
Dr. Kathi Weight, Superintendent	Date
Sam Scott. School Board Chair	Date

### STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 19, 2023
Strategic Focus Area
□ Connect     □
□ Plan
BACKGROUND INFORMATION
Policy 2240 authorizes the district to provide summer programs and other non-school year educational programs for remediation and enrichment.
Some constituents have questioned whether the district is required to provide food service or transportation for all students when offering these enrichment or remediation programs.
The recommended change affirms that the programs are voluntary and that the superintendent is authorized to determine what services are provided when these programs are offered.
RECOMMENDED ACTION:
I move adoption of Policy 2240 as presented.
Papart propared by:
Report prepared by: Shawn Lewis, Assistant Superintendent

#### SUMMER SCHOOL

The district's summer program of instructional offerings will be for the purposes of remediation and enrichment. Fees will be charged to cover costs for which revenues are not otherwise provided. To the extent that the district can absorb the cost, fees may be waived or reduced for students whose families would have difficulty paying the full fee. The USDA Child Nutrition Program guidelines will be used to determine qualifications for waivers or reductions. Priority in fee waivers and reductions will be given to remediation courses. Parents will be informed of the availability of any fee waivers or reductions in the notice of the summer school program.

Summer and/or other non-school year educational programs are voluntary and the superintendent will determine the courses and activities for each program. The superintendent is further authorized to determine what services are provided during these optional programs, including but not limited to food service and transportation.

Cross References: Policy 6111 - Tuition

Legal References: RCW 28A.320.500 Summer and/or other student vacation

period programs — Authorized —

Tuition and fees

RCW 28A.320.510 Night schools, summer schools,

meetings, use of facilities for

**Adoption Date: 2.27.08** 

Steilacoom Historical School District No. 1

Revised: XX.XX.XX Reviewed: 5.11.16

### STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 19, 2023
Strategic Focus Area
⊠ Connect
⊠ Plan
BACKGROUND INFORMATION
Policy 6111 authorizes the district to charge tuition for non-required, optional instructional programs, if offered.
The recommended change affirms that the full day kindergarten is part of our program of basic education and since it is required, the district is not allowed to charge tuition for this program.
The change also confirms that the district may charge tuition or special fees (like a transportation charge) for optional programs held outside the regular school year. These charges are to cover excess costs of the optional programs.
RECOMMENDED ACTION:  I move adoption of Policy 6111 as presented.
Throve adoption of Folloy of Fr do presented.
Report prepared by: Shawn Lewis. Assistant Superintendent

#### **TUITION**

Tuition will be charged to all persons age 21 or older who wish to attend the regular educational program. The formula for determining the rate of tuition is fixed by the State Superintendent of Public Instruction. Additionally, tuition and other special fees may be charged to cover excess costs for full day kindergarten, summer school or similar optional educational programs held on days not included as part of the regular school year.

Cross References: Policy 2240 Summer School

Legal References: RCW 28A.225.220 Adults, children from other districts,

agreements for attending school —

**Tuition** 

RCW 28A.320.500 Summer and/or other student vacation

period programs - Authorized - Tui-

tion and fees

**Adoption Date: 2.27.08** 

Steilacoom Historical School District No. 1

Revised: 10.22.14; XX.XX.XX

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 19, 2023
Strategic Focus Area
□ Achieve
□ Connect     □
BACKGROUND INFORMATION
Resolution 912-07-19-23 authorizes a capital projects and technology levy to be submitted to voters at the November 7 general election. The draft resolution would provide \$6 million per year for two years to address the most urgent needs of the district.
The tax rate for this levy is estimated to be \$1.09 in 2024 and \$1.06 in 2025, but if property values increase more than anticipated, the final rates calculated by the County will be lower. We are limited to the \$6 million authorized in the resolution.
The specific project list contained in Section 2(b) of the resolution will need to be edited based on the final project list approved by the board. The draft list shown is larger than the amount of funding available.
Staff has provided several project list options for the board to consider at the meeting along with the resolution. The items within each option list can be "mixed and matched" to create other options, so long as the total of the projects selected does not exceed a total of \$12 million.
RECOMMENDED ACTION:  I move approval of resolution 912-07-19-23 with the amended changes as discussed.
Report prepared by: Shawn Lewis. Executive Director

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

#### CAPITAL PROJECTS AND TECHNOLOGY LEVY

#### RESOLUTION NO. 912-07-19-23

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 and \$6,000,000 in 2024 for collection in 2025, 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 JULY 19, 2023

PREPARED BY:
PACIFICA LAW GROUP LLP
Seattle, Washington

#### RESOLUTION NO. 912-07-19-23

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, and \$6,000,000 in 2024 for collection in 2025, 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 two years commencing in 2023 for collection in the school years 2023–2024 through 2025–2026, 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.

<u>Section 2</u>. <u>Capital Projects</u>. 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) making necessary capital improvements to the Steilacoom High School roof and building envelope; (4) upgrading HVAC controls districtwide, (5) conducting traffic studies, drafting traffic improvement plans and making traffic improvements as deemed necessary at each District elementary 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; (6) performing site work and adding parking at Steilacoom High School; (7) installation of a new HVAC system at Chloe Clark Elementary School; (8) upgrading athletic fields at Steilacoom High School and Pioneer Middle School; (9) upgrading electrical and lighting systems at all district facilities; add modular classrooms at elementary schools to address student growth; and (10) 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 two 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; and
- B. \$6,000,000, said levy to be made in 2024 for collection in 2025.

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

and the estimated levy rate for the 2025 levy is \$1.06 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.

<u>Section 4</u>. <u>Approval of Form of Ballot</u>. 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. 1

#### STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

#### CAPITAL PROJECTS AND TECHNOLOGY LEVY

The Board of Directors of Steilacoom Historical School District No. 1 adopted Resolution 912-07-19-23 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	Estimated Levy Rate/\$1,000	Levy
Years	Assessed Value	Amount
2024	\$1.09	\$6,000,000
2025	\$1.06	\$6,000,000

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 meeting thereof, held this 19th day of July, 2023.

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

	Chair and Director
	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. 912-07-19-23 the Board (the "Resolution"), duly adopted at a regular meeting thereof held on the 19<sup>th</sup> day of July, 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 July, 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. 1

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	Estimated Levy	
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Years	Assessed Value	Amount
2024	\$1.09	\$6,000,000
2025	\$1.06	\$6,000,000

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:

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	Estimated Levy	
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2024	\$1.09	\$6,000,000
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Should this proposition be approved?

YES
NO
Pierce County Auditor

Stelicoom Historical School District Options for a Two-Year Capital Projects Levy									
								OPTION 1 OPTION 2 OPTION 3 Reason Notes	
Starting Balance	\$	12,000,000	\$	12,000,000	\$	12,000,000		This represents a \$1.09 and \$1.06 capital levy in the 2024 and 2025 calendar years respectively.	
Projects in Package									
Land	\$	4,000,000	\$	4,000,000	\$	4,000,000	Emergent	McNeil Street Property	
Cherrydale HVAC	\$	1,000,000	\$	1,000,000	\$	1,000,000	Emergent	Estimates Received	
School Security and Exterior Lighting Upgrades	\$	500,000	\$	500,000	\$	500,000	Emergent	Stadium and All School LED Upgrades	
Steilacoom High Roof	\$	1,400,000	\$	1,400,000	\$	1,400,000	Emergent	Based on Square Footage plus Inflation	
Steilacoom High Envelope	\$	500,000	\$	500,000	\$	500,000	Emergent	Based on Recent Bids plus inflation	
HVAC Controls District Wide	\$	500,000	\$	500,000	\$	500,000	Emergent	Addresses 2 Schools	
Technology System Improvements	\$	400,000	\$	400,000	\$	400,000	Emergent	Assumes one staff and equipment	
Sitework and Parking at Steilacoom High School					\$	2,200,000	Future Growth	Includes design, sitework, and parking lot	
Traffic Revisions CD, CC, SP			\$	1,000,000	\$	1,000,000	Future Growth	Includes study, design, and modifications	
Set aside for Modular Classrooms			\$	500,000	\$	500,000	Future Growth	Assumes \$500K per double wide	
Anderson Island (classroom, outdoor track, playground)	\$	1,000,000					Program Change	Assumes Expansion on Campus	
HVAC for Chloe Clark			\$	1,250,000			Necessary if no bond issue	Based on Cherrydale Estimates plus inflation	
Turf SHS Football Only			\$	800,000			Necessary if no bond issue	Sent to AstroTurf for Cost Range	
Districtwide interior lighting upgrades			\$	150,000			Necessary if no bond issue	Based on actual costs to date	
Turf SHS Football, Baseball, Softball	\$	1,700,000					Increase Use/Decrease Cost	Sent to AstroTurf for Cost Range	
Turf Middle School Fields to amount available	\$	1,000,000					Increase Use/Decrease Cost	Sent to AstroTurf for Cost Range	
otal Allocated	\$	12,000,000	\$	12,000,000	\$	12,000,000			

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date:July 19, 2023
Board Meeting Format
Strategic Focus Area
□ Achieve
□ Support
□ Plan
BACKGROUND INFORMATION
The Board is interested in looking at options for increasing access to Board meetings (virtual) with minimal cost impact to the District.
RECOMMENDED ACTION:
Discussion purposes only.
Report prepared by: Dr. Kathi Weight, Superintendent

The Virtual Option

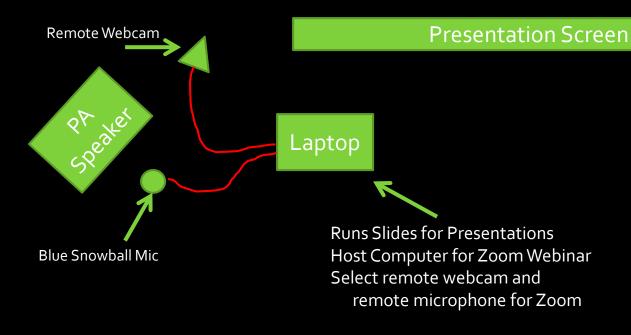
# ACCESS TO SCHOOL BOARD MEETINGS

## Objectives

- Increase Access to Board Meetings
- Greater Transparency on Issues
- Increase Dissemination of "Facts" without Social Media Filters
- Minimal to No Increase in Cost to District
  - Equipment
  - Personnel

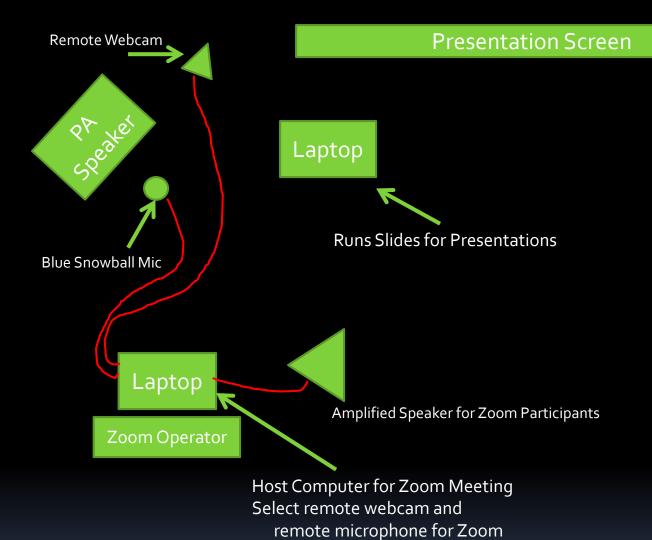
# Webinar or Full Participation

- Webinar
  - Least Cost
  - Viewers Receive all Audio and Visual
  - Uses the Presentation Computer
- Full Virtual Participation
  - Viewers Receive all Audio and Visual
  - Requires Additional Computer
  - Requires Additional Staff to Admit Participants
  - Requires Additional Staff to Moderate Virtual Participants



## Webinar Configuration





## **Zoom Meeting Configuration**



## Recommendation

- Zoom Webinar Configuration
- Remote/Virtual Participants Hear/See All
- Remote/Virtual Participants Send Comments via Email or Letter
- Least Impact on Budget as It Does Not Require Additional Staff or Computer