



## Special Meeting Agenda

SHSD Professional Development Center, 511 Chambers Street, Steilacoom, WA

<https://steilacoom-k12-wa-us.zoom.us/j/88255130118>

or call 253-215-8782 and enter Webinar ID: 882 5513 0118

Tuesday, August 22, 2023 08:00 AM

### I. CALL TO ORDER

(Action)

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

### II. COMMENTS FROM THE AUDIENCE

(Information)

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

### III. 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 July and August 2023 Accounts Payable and July 2023 Payroll.pdf \(p. 4\)](#)

[Approval of July 19 2023 Regular Meeting Minutes.pdf \(p. 52\)](#)

[Approval of Admin Personnel Report.pdf \(p. 60\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 61\)](#)

[Approval of Classified Personnel Report.pdf \(p. 62\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 63\)](#)

[Approval of Certificated Staff Out of Endorsement First Semester 2023-24 School Year.pdf \(p. 65\)](#)

[Approval of Resolution 913-08-22-23 Cancellation of Municipal Warrants.pdf \(p. 67\)](#)

[Approval of SHS Boys' Cross Country Team Field Trip Request.pdf \(p. 69\)](#)

**IV. OLD BUSINESS - Approval of Fee Schedule Amendment (Action)**

**Presenter:** Shawn Lewis

[2023-24 Fee Schedule Amendment.pdf \(p. 71\)](#)

**V. NEW BUSINESS**

**A. Resolution 914-08-22-23 National Suicide Prevention Awareness Month (Action)**

**Presenter:** Susanne Beauchaine

[Resolution 914-08-22-23 National Suicide Prevention Awareness Month.pdf \(p. 74\)](#)

**B. First Reading of Policy 2190 Highly Capable Programs (Action)**

**Presenter:** Shawn Lewis

[Policy 2190 Highly Capable Programs.pdf \(p. 77\)](#)

**C. First Reading of Policy 2230 Transition to Kindergarten Program (Action)**

**Presenter:** Shawn Lewis

[Policy 2230 Transition to Kindergarten Program.pdf \(p. 79\)](#)

**D. First Reading of Policy 3520 Student Fees, Fines, or Charges (Action)**

**Presenter:** Shawn Lewis

[Policy 3520 Student Fees, Fines, or Charges.pdf \(p. 82\)](#)

**E. First Reading of Policy 6020 System of Funds and Accounts (Action)**

**Presenter:** Shawn Lewis

[Policy 6020 System of Funds and Accounts.pdf \(p. 85\)](#)

**F. First Reading of Policy 6217 Electronic Funds Transfer (Action)**

**Presenter:** Shawn Lewis

[Policy 6217 Electronic Funds Transfer.pdf \(p. 91\)](#)

**G. First Reading of Policy 6220 Bid or Request for Proposal Requirements (Action)**

**Presenter:** Shawn Lewis

[Policy 6220 Bid or Request for Proposal Requirements.pdf \(p. 93\)](#)

**H. First Reading of Policy 6550 Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements** (Action)

Presenter: Shawn Lewis

[Policy 6550 Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements.pdf \(p. 101\)](#)

**VI. BOARD COMMUNICATION** (Information)

**VII. ANNOUNCEMENTS** (Information)

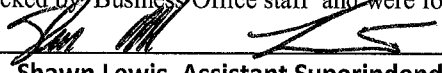
**VIII. ADJOURNMENT** (Action)

# Steilacoom Historical School District

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

**DATE: August 16, 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 Superintendent**

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

FUND NAME	WARRANTS (INCLUSIVE)			AMOUNT
<b><u>GENERAL FUND:</u></b>				
	Payroll	800933	to 800933	\$ 1,535.79
	Payroll A/P	133367	to 133378	\$ 479,957.24
	Payrol ACH Payments		to	\$ 596,985.78
	Payroll Taxes		to	\$ 609,022.70
	Direct Deposit		to	\$ 1,708,142.78
July 20, 2023	Accounts Payable	133335	to 133366	\$ 839,854.71
July 20, 2023	Accounts Payable	133367	to 133378	\$ 479,957.24
July 28, 2023	Accounts Payable	133379	to 133379	\$ 15,242.07
August 2, 2023	Accounts Payable	133380	to 133381	\$ 115.10
August 3, 2023	Accounts Payable	133382	to 133388	\$ 36,342.00
August 3, 2023	Accounts Payable	133389	to 133389	\$ 6,127.20
August 7, 2023	Accounts Payable	133390	to 133429	\$ 144,995.32
			to	
			<b>TOTAL GENERAL FUND:</b>	<b>\$ 4,918,277.93</b>
<b><u>CAPITAL PROJECTS FUND:</u></b>				
July 20, 2023	Accounts Payable	200555	to 200557	\$ 4,771.29
			<b>TOTAL CAPITAL PROJECTS FUND:</b>	<b>\$ 4,771.29</b>
<b><u>ASSOCIATED STUDENT BODY FUND:</u></b>				
July 20, 2023	Accounts Payable	405237	to 405238	\$ 3,678.00
July 20, 2023	Accounts Payable	405239	to 405242	\$ 3,930.51
July 28, 2023	Accounts Payable	405243	to 405243	\$ 807.90
August 7, 2023	Accounts Payable	405244	405249	\$ 3,578.74
August 7, 2023	Accounts Payable	405250	to 405250	\$ 9,894.50
			<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>	<b>\$ 21,889.65</b>
<b><u>TRANSPORTATION VEHICLE FUND:</u></b>				
			to	
			to	
			<b>TOTAL TRANSPORTATION VEHICLE FUND:</b>	<b>\$ -</b>

Board of Directors of Steilacoom Historical School District No. 1

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

*Kathi Weight, Secretary to the Board*

**PAYROLL**

**A/P**

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 \$1,206,008.48. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:  
Wire Transfer Payments 202200074 through 202200078, totaling \$1,206,008.48

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
202200074	KEYBANK NATIONAL ASSOCIATION	07/31/2023	20230731AD1FIC	Payroll accrual	0	150,086.80	609,022.70
			20230731AD1FIT	Payroll accrual	0	222,186.16	
			20230731AD1FIT+	Payroll accrual	0	16,461.00	
			20230731AD1Med	Payroll accrual	0	35,100.97	
			20230731AF1FIC	Payroll accrual	0	150,086.80	
			20230731AF1Med	Payroll accrual	0	35,100.97	
202200075	*KEYBANK NA - OMNI	07/31/2023	20230731ADA101	Payroll accrual	0	1,450.00	21,635.40
			20230731ADA104	Payroll accrual	0	4,275.00	
			20230731ADA104R	Payroll accrual	0	2,016.40	
			20230731ADA105R	Payroll accrual	0	2,600.00	
			20230731ADA106	Payroll accrual	0	200.00	
			20230731ADA107	Payroll accrual	0	2,516.00	
			20230731ADA108	Payroll accrual	0	2,325.00	
			20230731ADA108R	Payroll accrual	0	2,175.00	
			20230731ADA109	Payroll accrual	0	4,078.00	
			202200076	*KEYBANK NA - DSHS	07/31/2023	20230731ADCS%50	
202200077	*KEYBANK NA - DRS	07/31/2023	20230731AD1ReE0	Payroll accrual	0	0.00	549,920.26
			20230731AD1ReE2	Payroll accrual	0	22,291.80	
			20230731AD1ReE3	Payroll accrual	0	15,006.38	
			20230731AD1ReT0	Payroll accrual	0	0.00	
			20230731AD1ReT2	Payroll accrual	0	48,988.45	
			20230731AD1ReT3	Payroll accrual	0	98,006.65	
			20230731ADA81%3	Payroll accrual	0	2,186.29	
			20230731ADA8103	Payroll accrual	0	22,384.00	
			20230731AF1ReE0	Payroll accrual	0	0.00	
			20230731AF1ReE2	Payroll accrual	0	33,868.55	
			20230731AF1ReE3	Payroll accrual	0	24,817.67	
			20230731AF1ReT0	Payroll accrual	0	0.00	
			20230731AF1ReT2	Payroll accrual	0	89,396.32	
			20230731AF1ReT3	Payroll accrual	0	191,120.15	
20230731AFZ457n	Payroll accrual	0	1,854.00				
202200078	*KEYBANK NA - VEBA	07/31/2023	20230731ADV1119	Payroll accrual	0	2,100.00	23,228.70
			20230731ADV2119	Payroll accrual	0	3,000.00	

	0	Manual	Checks For a Total of	0.00
	5	Wire Transfer	Checks For a Total of	1,206,008.48
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	5	Manual, Wire Tran,	ACH & Computer Checks	1,206,008.48
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,206,008.48

# 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 August 16, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$839,854.71. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 133335 through 133366, totaling \$839,854.71

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133335	A & R HOODS	07/25/2023	100305	Clean Kitchen Exhaust Hoods @ SHS and PIO	102223076	2,120.69	2,120.69
133336	CAPITAL BUSINESS MACHINES INC	07/25/2023	INV147518	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	64.25	4,785.06
			INV151328	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	224.66	
			INV151329	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	52.53	
			INV151330	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	344.58	
			INV151331	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	329.39	
			INV151332	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	500.59	
			INV151333	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	325.45	
			INV151334	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	505.94	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				WIDE USAGE FEES FY 2022- 2023			
			INV151335	ACCOUNT NUMBER 983200 DISTRICT	82223059	9.11	
				WIDE USAGE FEES FY 2022- 2023			
			INV151337	ACCOUNT NUMBER 983200 DISTRICT	82223059	53.44	
				WIDE USAGE FEES FY 2022- 2023			
			INV154324	ACCOUNT NUMBER 983200 DISTRICT	82223059	102.31	
				WIDE USAGE FEES FY 2022- 2023			
			INV155658	ACCOUNT NUMBER 983200 DISTRICT	82223059	293.31	
				WIDE USAGE FEES FY 2022- 2023			
			INV160802	ACCOUNT NUMBER 983200 DISTRICT	82223059	365.04	
				WIDE USAGE FEES FY 2022- 2023			
			INV160803	ACCOUNT NUMBER 983200 DISTRICT	82223059	112.45	
				WIDE USAGE FEES FY 2022- 2023			
			INV160804	ACCOUNT NUMBER 983200 DISTRICT	82223059	246.33	
				WIDE USAGE FEES FY 2022- 2023			
			INV160806	ACCOUNT NUMBER 983200 DISTRICT	82223059	196.06	
				WIDE USAGE FEES FY 2022- 2023			
			INV160807	ACCOUNT NUMBER 983200 DISTRICT	82223059	275.43	
				WIDE USAGE FEES FY 2022- 2023			
			INV160808	ACCOUNT NUMBER 983200 DISTRICT	82223059	240.41	
				WIDE USAGE FEES FY 2022- 2023			
			INV160809	ACCOUNT NUMBER 983200 DISTRICT	82223059	413.73	
				WIDE USAGE FEES FY 2022- 2023			
			INV160810	ACCOUNT NUMBER 983200 DISTRICT	82223059	7.24	
				WIDE USAGE FEES FY 2022- 2023			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			INV160813	ACCOUNT NUMBER 983200 DISTRICT WIDE USAGE FEES FY 2022- 2023	82223059	122.81	
133337	CARDCONNECT LLC	07/25/2023	REMI1661768	INTERCHANGE/ASSESS MENT, DISCOUNT/SERVICE CHARGE & MONTHLY FEES NOV 2022- AUG 2023	82223072	2,102.30	2,102.30
133338	CENTURYLINK #300493944	07/25/2023	7.2.23_\$5.60	PHONE SERVICE FEES FY 2022-2023 ACCT #300493944	82223048	5.60	5.60
133339	CITY OF DUPONT	07/25/2023	000419-000_6.30.23	CHLOE CLARK ELEMENTARY WATER UTILITIES FY 2022-2023	82223035	979.70	6,809.02
			000420-000_6.30.23	CHLOE CLARK ELEMENTARY WATER UTILITIES FY 2022-2023	82223035	222.95	
			000421-000_6.30.23	CHLOE CLARK ELEMENTARY WATER UTILITIES FY 2022-2023	82223035	921.88	
			000422-000_6.30.23	CHLOE CLARK ELEMENTARY WATER UTILITIES FY 2022-2023	82223035	61.49	
			103176-000_6.30.23	PIONEER MIDDLE SCHOOL WATER UTILITIES FY 2022-2023	82223034	3,781.16	
			103176-001_6.30.23	PIONEER MIDDLE SCHOOL WATER UTILITIES FY 2022-2023	82223034	62.71	
			103176-002_6.30.23	PIONEER MIDDLE SCHOOL WATER UTILITIES FY 2022-2023	82223034	355.78	
			103176.003_6.30.23	PIONEER MIDDLE SCHOOL WATER UTILITIES FY 2022-2023	82223034	423.35	
133340	CLOVER PARK TECHNICAL COLLEGE	07/25/2023	MSC-0000020089	RUNNING START FY 2022-23	82223062	6,376.27	6,376.27
133341	COMCAST	07/25/2023	176562458	NETWORK SERVICES FY 2022-23	82223036	7,380.28	7,380.28
133342	CONSOLIDATED ELECTRICAL DISTRI	07/25/2023	0541-1050335	OPEN PURCHASE	102223005	51.01	812.62

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			8541-1044502	ORDER 2022-2023 for ELECTRICAL/LIGHTS SUPPLIES OPEN PURCHASE	102223005	761.61	
133343	DURHAM SCHOOL SERVICES	07/25/2023	91972546	ORDER 2022-2023 for ELECTRICAL/LIGHTS SUPPLIES MAY STUDENT TRANSPORTATION SERVICES FY 2022 - 23	82223058	315,446.73	315,446.73
133344	ESD 113	07/25/2023	7422300635 7422300684	Fingerprinting	182223010	90.50	181.00
133345	FAIRFAX HOSPITAL	07/25/2023	8387	Balance of 2223 SY Education Services	92223030	9,780.23	9,780.23
133346	FLOHAWKS	07/25/2023	66205882	OPEN PURCHASE ORDER 2022-2023 for ANNUAL INSPECTION SERVICES	102223010	2,691.94	2,691.94
133347	G12 COMMUNICATIONS, LLC	07/25/2023	114250	SERVICE CHARGES FOR FY 2022-2023	82223007	1,464.21	1,464.21
133348	GRADUATION ALLIANCE, INC.	07/25/2023	GA64761-0	GRAD ALLIANCE INVOICING FOR 22-23 SCHOOL YEAR	272223035	6,950.40	6,950.40
133349	HONEY BUCKET	07/25/2023	0553559075	STELLACOOM HIGH SCHOOL FIELD STANDARD WEEKLY SERVICES FY 2022-2023	82223010	149.95	149.95
133350	J&I POWER EQUIPMENT INC	07/25/2023	732027	OPEN PURCHASE ORDER 2022-2023 for GROUNDS SUPPLIES/REPAIRS	102223082	207.96	207.96
133351	LAKE JOSEPHINE RIVIERA WATER	07/25/2023	100811_7.1.23 100812_7.01.23	ANDERSON ISLAND ELEMENTARY WATER UTILITIES FY 2022-23 ANDERSON ISLAND ELEMENTARY WATER UTILITIES FY 2022-23	82223074	44.00 830.25	874.25
133352	NOR-PAC SEATING CO INC	07/25/2023	8375	OPEN PURCHASE ORDER for Bleacher Inspections, Maintenance and	102223059	1,026.17	1,026.17

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133353	O'REILLY AUTO PARTS	07/25/2023	3626-431867	Repairs @ SHS and PIO OPEN PURCHASE ORDER 2022-2023 for FLEET VEHICLE SUPPLIES	102223025	158.72	475.34
			3626-434987	OPEN PURCHASE ORDER 2022-2023 for FLEET VEHICLE SUPPLIES	102223025	171.62	
			3626-435008	OPEN PURCHASE ORDER 2022-2023 for FLEET VEHICLE SUPPLIES	102223025	145.00	
133354	PACIFIC LUTHERAN UNIVERSITY	07/25/2023	2981	Spring Thaw. Concert at PLU: Event Ref 6879	4312223010	1,699.55	1,699.55
133355	PERFORMANCE SYSTEMS INTEGRATIO	07/25/2023	12526734	OPEN PURCHASE ORDER for 2022-2023 Fire Alarm, Sprinklers and Extinguishers Inspections, Maintenance and Service Repairs	102223068	1,211.96	2,756.19
			12534293	OPEN PURCHASE ORDER for 2022-2023 Fire Alarm, Sprinklers and Extinguishers Inspections, Maintenance and Service Repairs	102223068	62.50	
			12535013	OPEN PURCHASE ORDER for 2022-2023 Fire Alarm, Sprinklers and Extinguishers Inspections, Maintenance and Service Repairs	102223068	1,481.73	
133356	PIERCE COLLEGE	07/25/2023	MSC-0000020293	RUNNING START FY 2022-23: FALL, WINTER & SPRING	82223063	349,903.45	349,903.45
133357	PIERCE COUNTY SEWER	07/25/2023	1354221_7.1.23	PIONEER MIDDLE SCHOOL SEWER SERVICES FY 2022-23	82223041	231.63	457.95
			858625_7.1.23	CHLOE CLARK ELEMENTARY SEWER	82223040	226.32	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133358	PUGET SOUND ENERGY	07/25/2023	200002143960_6.3.023	SERVICES FY 2022-23 PIONEER MIDDLE SCHOOL GAS AND ELECTRIC UTILITIES FY 2022-2023	82223032	8,504.47	17,466.35
			200008146082_6.23.23	DISTRICT ADMIN BLDG GAS UTILITIES FY 2022-2023	82223029	129.16	
			200018787412_6.30.23	STEILACOOM HIGH SCHOOL GAS UTILITIES FY 2022-2023	82223030	2,896.54	
			200023874882_6.30.23	CHLOE CLARK ELEMENTARY GAS AND ELECTRIC UTILITIES FY 2022-2023	82223031	5,888.73	
			220005466069_6.30.23	DISTRICT ADMIN BLDG GAS UTILITIES FY 2022-2023	82223029	47.45	
133359	REFRIGERATION SUPPLIES DISTRIB	07/25/2023	26331715-00	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223031	45.02	45.02
133360	SARCO SUPPLY	07/25/2023	11500462	PIO OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223036	817.62	2,669.99
			1150463	MAINT OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223039	93.59	
			1150464	SHS OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223037	602.59	
			1150469	SP OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223035	93.57	
			1150470	CD OPEN PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES	102223033	354.71	
			1150664	PIO OPEN PURCHASE ORDER 2022-2023	102223036	14.91	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				for CUSTODIAL SUPPLIES			
			1150665	MAINT OPEN	102223039	32.92	
				PURCHASE ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1150666	SP OPEN PURCHASE	102223035	54.94	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1150667	PIO OPEN PURCHASE	102223036	130.74	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1150668	CC OPEN PURCHASE	102223034	196.40	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1150671	PIO OPEN PURCHASE	102223036	139.33	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
			1150672	SHS OPEN PURCHASE	102223037	138.67	
				ORDER 2022-2023 for CUSTODIAL SUPPLIES			
133361	SECURE PACIFIC CORP	07/25/2023	369473	OPEN PURCHASE	102223040	2,509.97	2,902.15
				ORDER 2022-2023 for BURGLARY, FIRE & ELEVATOR MONITORING District Wide			
			374700	OPEN PURCHASE	102223040	392.18	
				ORDER 2022-2023 for BURGLARY, FIRE & ELEVATOR MONITORING District Wide			
133362	SODEXO INC & AFFILIATES	07/25/2023	1002320115	FOOD SERVICE	82223038	82,883.21	82,883.21
				MANAGEMENT FY 202-23			
133363	STATE AUDITOR'S OFFICE	07/25/2023	L155877	STATE AUDIT	82223081	2,241.75	2,241.75
				PERIOD 2022-23			
133364	WEX BANK	07/25/2023	90489468	MOTOR POOL FUEL	82223042	1,239.35	1,239.35
				SUPPLY FY 2022-2023			
133365	WSIPC	07/25/2023	1002202282	New Student	182223009	324.73	324.73
				Online Enrollment			
133366	WSRA, INC.	07/25/2023	1786	DR. LUMPE'S	272223097	1,875.00	5,625.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
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QUARTERLY  
 EVALUATIONS FOR  
 DODEA 2019 -  
 (INVOICED  
 DECEMBER/MARCH/JUN  
 E/SEPTEMBER)  
 THE FOURTH  
 INVOICE WILL  
 ARRIVE IN  
 SEPTEMBER WHICH  
 IS THE START OF  
 THE 23-24 SCHOOL  
 YEAR - I HAVE  
 ASKED WSRA IF THE  
 JUNE INVOICE  
 COULD INCLUDE  
 SEPTEMBER SO THAT  
 IT CAN BE PAID  
 CORRECTLY WITHIN  
 THE 22-23 SCHOOL  
 YEAR.

1787

WSRA EVALUATION	272223099	3,750.00
SERVICES FOR THE DODEA 2022 LEADING THROUGH LANGUAGE GRANT OR THE 2022-23 SCHOOL YEAR		

32	Computer	Check(s) For a Total of	839,854.71
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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
	32	Computer	Checks For a Total of	839,854.71
Total For	32	Manual, Wire Tran, ACH & Computer	Checks	839,854.71
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	839,854.71

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 \$479,957.24. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 133367 through 133378, totaling \$479,957.24

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133367	*CSIDENTITY CORPORATION	07/31/2023	20230731ADNWEXP	Payroll accrual	0	33.00	33.00
133368	*DVM INSURANCE AGENCY - DBA NA	07/31/2023	20230731ADNWPI	Payroll accrual	0	32.57	32.57
133369	*EMPLOY SEC DEPTS - WA LTC	07/31/2023	20230731AD1WLTC	Payroll accrual	0	12,056.47	12,056.47
133370	*EMPLOYMENT SECURITY DEPARTMEN	07/31/2023	20230731AD1PFML	Payroll accrual	0	14,485.48	19,907.90
			20230731AF1PFML	Payroll accrual	0	5,422.42	
133371	*LEGAL ACCESS CONSULTING LLC -	07/31/2023	20230731ADNWLE	Payroll accrual	0	139.60	139.60
133372	*PUGET SOUND WORKERS COMP TRUS	07/31/2023	20230731AD1WC	Payroll accrual	0	2,715.54	16,109.64
			20230731AF1WC	Payroll accrual	0	13,394.10	
133373	*WEA PAYROLL DEDUCTIONS	07/31/2023	20230731ADC0UA	Payroll accrual	0	17,760.18	21,797.06
			20230731ADC0UB	Payroll accrual	0	162.66	
			20230731ADC0UC	Payroll accrual	0	52.99	
			20230731ADC1UC	Payroll accrual	0	1,161.54	
			20230731ADC1UD	Payroll accrual	0	879.90	
			20230731ADC1UE	Payroll accrual	0	1,387.07	
			20230731ADC1UF	Payroll accrual	0	75.14	
			20230731ADC1UH	Payroll accrual	0	16.58	
			20230731ADC3UB	Payroll accrual	0	32.00	
20230731ADC4UC	Payroll accrual	0	269.00				
133374	HCA-SEBB BENEFITS	07/31/2023	20230731AFSEBB	Payroll accrual	0	362,178.00	362,178.00
133375	HCA-SEBB BENEFITS	07/31/2023	20230731ADKP1CR	Payroll accrual	0	270.00	36,978.00
			20230731ADKP2CR	Payroll accrual	0	186.00	
			20230731ADKP2ER	Payroll accrual	0	212.00	
			20230731ADKP2FR	Payroll accrual	0	1,004.00	
			20230731ADKP3CR	Payroll accrual	0	249.00	
			20230731ADKP3ER	Payroll accrual	0	142.00	
			20230731ADKP3FR	Payroll accrual	0	852.00	
			20230731ADKP3SR	Payroll accrual	0	284.00	
			20230731ADKW1CR	Payroll accrual	0	201.00	
			20230731ADKW1ER	Payroll accrual	0	190.00	
			20230731ADKW1FR	Payroll accrual	0	114.00	
			20230731ADKW2CR	Payroll accrual	0	75.00	
20230731ADKW2ER	Payroll accrual	0	344.00				
20230731ADKW2FR	Payroll accrual	0	129.00				

Check Summary

	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
	12	Computer	Checks For a Total of	479,957.24
Total For	12	Manual, Wire Tran, ACH & Computer	Checks	479,957.24
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	479,957.24

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 \$0.00. The payments are further identified in this document.

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount			
0	PIERCE COUNTY SEWER	07/26/2023	858685NEW	CHLOE CLARK ELEMENTARY SEWER SERVICES FY 2022-23 NEW	82223040	1,054.70	0.00			
			88625ADJ	PIONEER MIDDLE SCHOOL SEWER SERVICES FY 2022-23 CORRECTING CHLOE CHARGES	82223041	-1,054.70				
							1	Manual	Check(s) For a Total of	0.00

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 August 16, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$15,242.07. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 133379 through 133379, totaling \$15,242.07

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
133379	BMO FINANCIAL GROUP	07/28/2023		CREDIT CARD PAYMENT CHECK			15,242.07
	AMAZON.COM SALES, INC		GFC230800002	Credit Card Payment AP Invoice.	0	3,194.22	
	BMO FINANCIAL GROUP		GFC230800007	Credit Card Payment AP Invoice.	0	233.42	
	BMO FINANCIAL GROUP		GFC230800011	Credit Card Payment AP Invoice.	0	16.48	
	FOLLETT SCHOOL SOLUTIONS LLC		GFC230800005	Credit Card Payment AP Invoice.	0	107.90	
	HAROLD LEMAY ENTERPRISES		GFC230800008	Credit Card Payment AP Invoice.	0	9,408.99	
	HILTON GARDEN INN DENVER DOWNT		GFC230800004	Credit Card Payment AP Invoice.	0	1,151.70	
	K-LOG		GFC230800001	Credit Card Payment AP Invoice.	0	99.97	
	LEMAY MOBILE SHREDDING		GFC230800010	Credit Card Payment AP Invoice.	0	151.00	
	MURREY'S DISPOSAL CO., INC.		GFC230800009	Credit Card Payment AP Invoice.	0	17.96	
	PIERCE COUNTY FERRY		GFC230800000	Credit Card Payment AP Invoice.	0	406.68	

	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	15,242.07
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	15,242.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,242.07

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 \$115.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 133380 through 133381, totaling \$115.10

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133380	BEVERLY, CECIL	08/08/2023	Food Serv Refund	Remaining food service balance refund	0	34.80	34.80
133381	HERRERA, TATIANA	08/08/2023	Food Srvs Refund	Refund of remaining food service balance	0	80.30	80.30
				2 Computer	Check(s) For a Total of		115.10

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, 5023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$36,342.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 133382 through 133388, totaling \$36,342.00

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133382	CARNEGIE LEARNING INC	08/08/2023	1036022	SHS WORLD LANGUAGE DIGITAL LICENSE COMPONENT FOR 23-24 SCHOOL YEAR GERMAN 1&2/FRENCH 1&2	272324005	10,096.76	10,096.76
133383	ESGI, LLC	08/08/2023	ESG144215	ESGI 12 MONTH LICENSES FOR 23-24 SCHOOL YEAR CHLOE CLARK - ADRIANNA POSADA (1 TIER III SPECIALIST) CHLOE CLARK - KINDERGARTEN TEAM (6 REGULAR)	272324004	1,750.00	1,750.00
133384	FLASHALERT NEWSWIRE	08/08/2023	3043	ANNUAL SUBSCRIPTION FEE (SEP 2023 - AUG 2024)	0	528.00	528.00
133385	INTEGRATED REGISTER SYSTEMS IN	08/08/2023	IN020781	IT RECEIPTING HOSTING SERVICE FOR FY 2023-24	82324003	6,565.18	6,565.18
133386	KNOWBE4, INC.	08/08/2023	INV267411	AWARENESS TRAINING FOR 23-24	272324007	7,398.72	7,398.72
133387	RIDDELL ALL AMERICAN SPORTS CO	08/08/2023	60482098_02	STELLACOOM HIGH SCHOOL FOOTBALL HELMET RECONDITIONING: INVOICE NUMBER 60482098_02	82324004	9,894.44	9,894.44
133388	STARFALL EDUCATION	08/08/2023	8366-1424-7740	CHLOE CLARK	1622324003	108.90	108.90

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
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ELEMENTARY:  
 Starfall Journals  
 for Kindergarten  
 & First Grade

7	Computer			Check(s) For a Total of			36,342.00
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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
	7	Computer	Checks For a Total of	36,342.00
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	36,342.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	36,342.00

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 August 16, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$6,127.20. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 133389 through 133389, totaling \$6,127.20

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133389	DEPT OF ENTERPRISE SERVICES	08/08/2023	71142839	EMPLOYEE ASSISTANCE PROGRAM INTERAGENCY AGREEMENT: 7/1/2-23 - 6/30/2024	82324007	6,127.20	6,127.20
			1	Computer	Check(s) For a Total of		6,127.20

	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	6,127.20
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	6,127.20
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,127.20

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 \$144,995.32. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 133390 through 133429, totaling \$144,995.32

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133390	BRIGHAM YOUNG UNIVERSITY	08/08/2023	DCE-00014633	2022-23 INVOICES	272223007	240.00	240.00
133391	CARDCONNECT LLC	08/08/2023	REMI1665560	INTERCHANGE/ASSESS MENT, DISCOUNT/SERVICE CHARGE & MONTHLY FEES NOV 2022- AUG 2023	82223072	1,027.86	1,027.86
133392	CENTURYLINK #78245209	08/08/2023	648698296	VOICE SERVICE CURRENT CHARGES	0	2.12	2.12
133393	CENTURYLINK #206-Z25-0055-467B	08/08/2023	206Z250055467_7.25.2	PHONE SERVICE FEES FY 2022-23 ACCT # 206-Z25-055-457B	82223033	1,409.31	1,409.31
133394	CITY OF TACOMA - TACOMA PUBLIC	08/08/2023	7.14.23_\$40.31	STEILACOOM HIGH SCHOOL READER BOARD ELECTRIC UTILITIES FY 2022-23	82223076	40.31	40.31
133395	CLAY ART CENTER	08/08/2023	INV-0683	Kiln Project - Qty 3 EnviroVent for the Art Room @ SHS	102223080	2,460.74	2,460.74
133396	CLOVER PARK SCHOOL DISTRICT	08/08/2023	7624	STEILACOOM HIGH SCHOOL: SENIOR AWARD NIGHT 117 EA	0	39.12	1,108.98
			7633	STEILACOOM HIGH SCHOOL: DISTRIBUTION TICKETS 572 EA	0	161.70	
			7634	STEILACOOM HIGH SCHOOL: ORDER # 7634, 1475 EA	0	908.16	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133397	COMCAST	08/08/2023	179085935	GRADUATION PROGRAMS 2023 NETWORK SERVICES FY 2022-23	82223036	7,383.54	7,383.54
133398	CROSS CULTURAL COMMUNICATIONS	08/08/2023	44	FOR INVOICES FOR TRANSLATION OR INTERPRETOR SERVICES	272223109	44.00	44.00
133399	ESD 113	08/08/2023	6402300618	SKYWARD WESPAC SUPPORT SERVICES CAPITAL REGION INFO SERVICE CENTER (CRISC) FOR FY 2022-2023: INVOICES SENT 09/22 THROUGH 06/23, FINAL BILL 07/23	82223011	12,766.20	12,766.20
133400	FIRST-CITIZENS BANK & TRUST CO	08/08/2023	42862029	COPIER LEASE FY 2022-2023	82223028	7,537.80	7,537.80
133401	HAROLD LEMAY ENTERPRISES	08/08/2023	17189724S180	DO & MAINTENANCE UTILITIES CLEANING SERVICES FY 2022-2023	82223027	216.05	7,557.27
			17192711S180	CHERRYDALE PRIMARY SCHOOL GARBAGE AND RECYCLE SERVICES FY 2022-2023	82223013	541.77	
			17192712S180	DO & MAINTENANCE UTILITIES CLEANING SERVICES FY 2022-2023	82223027	216.05	
			17192713S180	PIO MS UTILITIES CLEANING SERVICES FY 2022-2023	82223025	916.60	
			17192714S180	SHS UTILITIES CLEANING SERVICES FY 2022-2023	82223024	1,986.52	
			17192715S180	SHS UTILITIES CLEANING SERVICES FY 2022-2023	82223024	631.54	
			17192716S180	CHERRYDALE PRIMARY SCHOOL GARBAGE AND RECYCLE SERVICES FY 2022-2023	82223013	245.09	
			17192717S180	DO & MAINTENANCE	82223027	141.39	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				UTILITIES CLEANING SERVBICES FY 2022-2023			
			17192718S180	SALTAR'S POINT ELEMENTARY UTILITIES CLEANING SERVICES FY 2022-2023	82223022	1,000.38	
			17192719S180	SALTAR'S POINT ELEMENTARY UTILITIES CLEANING SERVICES FY 2022-2023	82223022	141.39	
			17192720S180	CHLOE CLARK ELEMENTARY UTILITIES CLEANING SERVICES FY 2022-2023	82223023	1,123.50	
			17192721S180	CHLOE CLARK ELEMENTARY UTILITIES CLEANING SERVICES FY 2022-2023	82223023	255.60	
			17192722S180	DO & MAINTENANCE UTILITIES CLEANING SERVBICES FY 2022-2023	82223027	141.39	
133402	HONEY BUCKET	08/08/2023	0553615062	STEILACOOM HIGH SCHOOL FIELD STANDARD WEEKLY SERVICES FY 2022-2023	82223010	149.95	149.95
133403	J&I POWER EQUIPMENT INC	08/08/2023	733014	OPEN PURCHASE ORDER 2022-2023 for GROUNDS SUPPLIES/REPAIRS	102223082	176.27	176.27
133404	JOSTENS INC	08/08/2023	30247180	STEILACOOM HIGH SCHOOL DIPLOMAS	0	732.88	849.97
			31394631	STEILACOOM HIGH SCHOOL: CUSTOM INTERWINED-DOUBLE GOLD/RED/RED CORD 6EA	0	68.99	
			31468206	STEILACOOM HIGH SCHOOL: CUSTOM INTERWINED DOUBLE GOLD/RED/RED CORD 2 EA	0	19.80	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			31697410	STEILACOOM HIGH SCHOOL: DIPLOMAS 3 EA	0	28.30	
133405	KEYBANK NATIONAL ASSOCIATION	08/08/2023	23060000114	ACCOUNT ANALYSIS SERVICE FEES FY 2022-2023	82223016	581.51	581.51
133406	LEADER SERVICES	08/08/2023	WA12420	Medicaid Billing Services	92223034	133.00	133.00
133407	LEMAY MOBILE SHREDDING	08/08/2023	4803089S185	ACCT NO 2185-814398 Saltar's	82223020	88.00	88.00
133408	LOWE'S / CREDIT SERVICES	08/08/2023	923044-LKEKGO	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	110.67	1,073.08
			923117-LHTAXT	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	88.55	
			923311-LGLPTZ	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	41.77	
			923702-LGQXVM	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	166.98	
			924865-LJMXVY	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	72.63	
			943469-LBVQFQ	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	165.76	
			943710-LENEYG	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	61.15	
			943785-LKEKFN	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	249.22	
			943843-LDKNLJ	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	41.54	
			975520-LJSHST	OPEN PURCHASE ORDER 2022-2023 for SUPPLIES	102223023	74.81	
133409	MAXIM HEALTHCARE STAFFING SERV	08/08/2023	E9912970294	LPN, Graham, Float	92223008	1,627.50	5,319.38
			E9977900294	Maxim, Para, SP, Parsons	92223013	956.84	
			E9978250294	LPN, Graham, Float	92223008	1,235.04	
			E9978680294	Maxim, CNA, Affriseo, SHS	92223016	1,500.00	
133410	MCCLATCHY COMPANY LLC	08/08/2023	205576	PRINT LEGAL	0	206.40	206.40

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				AD-IPL01290000: 07/05/2023 - 07/12/2023			
133411	MURREY'S DISPOSAL CO., INC.	08/08/2023	11535835S111	ACCT NO 2111-11075000 SYRINGE/SHARPS DISPOSAL	82223014	17.96	17.96
133412	PAPE' MACHINERY, INC.	08/08/2023	14638998	OPEN PURCHASE ORDER 2022-2023 for Grounds Supplies and Repairs	102223070	138.56	138.56
133413	PETROCARD, INC.	08/08/2023	C238957	MOBILE FLEET FUELING FY 2022-2023	82223008	1,595.74	1,595.74
133414	PIERCE COUNTY REFUSE	08/08/2023	17197366S180	ACCT NO 2180-18251-017 Garbage @ AIE ACCT NO 2180-18251-018 Recycling @ AIE	82223026	185.25	211.56
			17197367S180	ACCT NO 2180-18251-017 Garbage @ AIE ACCT NO 2180-18251-018 Recycling @ AIE	82223026	26.31	
133415	PIERCE COUNTY SEWER	08/08/2023	1354221_8.1.23	PIONEER MIDDLE SCHOOL SEWER SERVICES FY 2022-23	82223041	255.02	539.59
			858625_8.1.23	CHLOE CLARK ELEMENTARY SEWER SERVICES FY 2022-23	82223040	284.57	
133416	PROCARE THERAPY	08/08/2023	20713901	CNA, MA Dizon, Float	92223006	2,082.71	4,242.71
			20713904	CBT, Barlow, 1:1	92223003	2,160.00	
133417	PUGET SOUND ESD 121	08/08/2023	7.24.23_Q2-2023	PUGET SOUND UNEMPLOYMENT POOL: STELLACOOM HISTORICAL SCHOOL DISTRICT Q2-2023 CLAIMS AND AND ADMINISTRATIVE FEES	82223097	5,933.54	5,933.54
133418	PUGET SOUND ENERGY	08/08/2023	200002143960_8.1.23	PIONEER MIDDLE SCHOOL GAS AND ELECTRIC UTILITIES FY	82223032	7,932.38	13,778.72

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				2022-2023			
			200008146082_8.1.23	DISTRICT ADMIN	82223029	74.72	
				BLDG GAS			
				UTILITIES FY			
				2022-2023			
			200018787412_8.1.23	STELLACOOM HIGH	82223030	1,657.12	
				SCHOOL GAS			
				UTILITIES FY			
				2022-2023			
			200023874882_8.1.23	CHLOE CLARK	82223031	4,073.16	
				ELEMENTARY GAS			
				AND ELECTRIC			
				UTILITIES FY			
				2022-2023			
			220005466069_8.1.23	DISTRICT ADMIN	82223029	41.34	
				BLDG GAS			
				UTILITIES FY			
				2022-2023			
133419	RODDA PAINT	08/08/2023	27181962	OPEN PURCHASE	102223030	290.14	290.14
				ORDER 2022-2023			
				for PAINT			
				SUPPLIES			
133420	SARCO SUPPLY	08/08/2023	1150764	PIO OPEN PURCHASE	102223036	154.05	503.66
				ORDER 2022-2023			
				for CUSTODIAL			
				SUPPLIES: APPLY			
				CM 1150756 AMT			
				\$-69.66			
			1150832	MAINT OPEN	102223039	324.06	
				PURCHASE ORDER			
				2022-2023 for			
				CUSTODIAL			
				SUPPLIES			
			1150962	PIO OPEN PURCHASE	102223036	25.55	
				ORDER 2022-2023			
				for CUSTODIAL			
				SUPPLIES			
133421	SCHOOL SPECIALTY, LLC.	08/08/2023	208132453029	STELLACOOM HIGH	142223016	2,995.52	21,018.14
				SCHOOL: M Mattes			
				School Specialty			
				Chairs \$3,269.63			
			208132457945	STELLACOOM HIGH	142223023	18,022.62	
				SCHOOL: J Mock			
				School Specialty			
				Classroom			
				Furniture			
				\$18,313.83			
133422	SECURE PACIFIC CORP	08/08/2023	377766	OPEN PURCHASE	102223040	176.00	2,663.61
				ORDER 2022-2023			
				for BURGLARY,			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			378642	FIRE & ELEVATOR MONITORING District Wide OPEN PURCHASE	102223040	2,487.61	
133423	STEILACOOM HIST SCHOOL DIST #1	08/08/2023	GF2CP_\$1404.00	ORDER 2022-2023 for BURGLARY, FIRE & ELEVATOR MONITORING District Wide GENERAL FUNDS TO REIMBURSE CAPITAL PROJECT FUNDS FOR PACIFICA LAW GROUP INVOICES 83780, 84429	0	1,404.00	1,404.00
133424	TANNER ELECTRIC	08/08/2023	08.01.23_\$403.48	ANDERSON ISLAND ELEMENTARY ELECTRIC UTILITIES FY 2022-23	82223077	403.48	403.48
133425	TED BROWN MUSIC CO	08/08/2023	5060471	PIONEER MIDDLE SCHOOL - Jenessa Stout Purchase of instruments	2372223003	74.81	889.91
			5061327	Ted Brown instrument repairs	4312223007	83.60	
			5061329	Ted Brown instrument repairs	4312223007	133.10	
			5061331	Ted Brown instrument repairs	4312223007	108.35	
			5061332	Ted Brown instrument repairs	4312223007	66.55	
			5061334	STEILACOOM HIGH SCHOOL: Ted Brown instrument repairs	4312223007	207.90	
			5061336	Ted Brown instrument repairs	4312223007	61.60	
			5061337	STEILACOOM HIGH SCHOOL: Ted Brown instrument repairs	4312223007	154.00	
133426	THERAPYTRAVELERS	08/08/2023	INV87487	Behavior Specialist Pioneer, Keeney	92223009	2,112.50	2,112.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133427	TOWN OF STEILACOOM	08/08/2023	10777.0_7.20.23	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223090	316.82	32,210.39
			1199.1_7.20.23	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223090	2,510.99	
			1409.0_7.20.23	STEILACOOM HIGH SCHOOL ELECTRICITY & WATER UTILITIES FY 2022-2023	82223089	218.18	
			1409.1_7.20.23	STEILACOOM HIGH SCHOOL ELECTRICITY & WATER UTILITIES FY 2022-2023	82223089	13,583.03	
			1884.0_7.20.23	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223090	509.73	
			2023-6-30-01	SRO contract 2022-23	182223013	7,612.40	
			2075.0_7.20.23	SALTAR'S ELECTRICITY & WATER UTILITIES FY 2022-2023	82223088	205.20	
			2456.0_7.20.23	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223090	11.81	
			2456.1_7.20.23	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223090	206.96	
			2662.0_7.20.23	SALTAR'S ELECTRICITY & WATER UTILITIES FY 2022-2023	82223088	1,063.60	
			2662.1_7.20.23	SALTAR'S ELECTRICITY & WATER UTILITIES FY 2022-2023	82223088	2,842.83	
			3181.0_7.20.23	STEILACOOM HIGH SCHOOL ELECTRICITY & WATER UTILITIES FY 2022-2023	82223089	61.03	
			3533.0_07.20.23	CHERRYDALE	82223091	679.22	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				PRIMARY ELECTRICITY & WATER UTILITIES FY 2022-2023			
			3533.1_7.20.23	CHERRYDALE	82223091	1,642.32	
				PRIMARY ELECTRICITY & WATER UTILITIES FY 2022-2023			
			6571.0_7.20.23	DO ADMIN BLDG AND MAINTENANCE WATER & ELECTRICITY FY 2022-2023	82223090	402.09	
				SALTAR'S ELECTRICITY & WATER UTILITIES FY 2022-2023	82223088	344.18	
133428	UNIVERSITY PLACE SD	08/08/2023	1002200054	2223 SY Vision Services	92223011	6,100.40	6,100.40
133429	VERIZON WIRELESS	08/08/2023	9939976338	PHONE SERVICES FY 2022-2023	82223039	785.02	785.02

40 Computer Check(s) For a Total of 144,995.32

	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
	40	Computer	Checks For a Total of	144,995.32
Total For	40	Manual, Wire Tran, ACH & Computer	Checks	144,995.32
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	144,995.32

# **CAPITAL PROJECTS FUND**

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

As of August 19, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,771.29. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200555 through 200557, totaling \$4,771.29

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200555	BERESFORD COMPANY	07/25/2023	24690	New Flooring in Portables, Offices, Library @ AI	2002223010	2,889.79	2,889.79
200556	ERICKSON MCGOVERN	07/25/2023	11	ERICKSON MCGOVERN STEILACOOM HIGH SCHOOL CLASSROOM MODIFICATION SERVICES	2002223011	477.50	477.50
200557	PACIFICA LAW GROUP, LLP	07/25/2023	83780	PROFESSIONAL SERVICES RENDERED AND RELATED COSTS THROUGH MAY 31, 2023	0	1,122.00	1,404.00
			84429	PROFESSIONAL REAL ESTATE SERVICES	2002223017	282.00	
				3 Computer		Check(s) For a Total of	4,771.29

Check Summary

	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	4,771.29
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	4,771.29
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,771.29

**ASSOCIATED  
STUDENT  
BODY  
FUND**

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

As of August 19, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$3,678.00. The payments are further identified in this document.

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

Warrant Numbers 405237 through 405238, totaling \$3,678.00

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405237	GOLD MEDAL TIMING LLC	07/25/2023	1086	STEILACOOM HIGH SCHOOL: 1006 Athletic user fees track timing	4062223040	1,800.00	2,250.00
			964	STEILACOOM HIGH SCHOOL: 1006 Athletic user fees track timing	4062223040	450.00	
405238	WASHINGTON OFFICIALS ASSN	07/25/2023	9730	PIONEER MIDDLE SCHOOL: BASEBALL, BOYS BASKETBALL, GIRLS SOCCER, & VOLLEYBALL GAME FEES	0	1,428.00	1,428.00

2 Computer Check(s) For a Total of 3,678.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	3,678.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	3,678.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,678.00

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 August 19, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$3,930.51. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 405239 through 405242, totaling \$3,930.51

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405239	BSN SPORTS, LLC	07/25/2023	921925820	STEILACOOM HIGH SCHOOL GIRLS SOCCER BACKPACKS	0	1,153.85	1,153.85
405240	GOLD MEDAL TIMING LLC	07/25/2023	1048	1006 Athletic user fees track timing	4062223040	1,200.00	1,200.00
405241	SENTINELS BOOSTER CLUB OF STEI	07/25/2023	06.06.23_600.00	STEILACOOM HIGH SCHOOL SOCCER TICKETING SERVICES	0	600.00	600.00
405242	STEILACOOM HIST SCHOOL DIST #1	07/25/2023	ccasb2gf_\$676.15	CHLOE CLARK ASB TO REIMBURSE GF FOR RAC FIELD TRIP	0	676.15	976.66
			SHSASB2GF_\$300.51	SHS LITERATURE CLUB TO REIMBURSE GF FOR POWELL'S BOOK STORE FIELD TRIP	0	300.51	
				4 Computer	Check(s) For a Total of		3,930.51

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	3,930.51
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	3,930.51
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,930.51

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 \$807.90. The payments are further identified in this document.

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

Warrant Numbers 405243 through 405243, totaling \$807.90

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
405243	BMO FINANCIAL GROUP	07/28/2023		CREDIT CARD PAYMENT CHECK			807.90
	HILTON GARDEN INN DENVER DOWNT		ASBC230800000	4020 FCCLA convention lodging purchase	4062223039	1,151.70	
	VARSITY SPIRIT FASHIONS & SUPP		ASBC230800001	Credit Card Payment AP Invoice.	0	-343.80	
			1	Computer	Check(s) For a Total of		807.90

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

As of August 16, 2023, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$3,578.74. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 405244 through 405249, totaling \$3,578.74

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405244	BELLARMINE PREPARATORY SCHOOL	08/08/2023	5.30.23_\$300	STEILACOOM HIGH SCHOOL BASKETBALL REGISTRATION FOR "HOOPS ON THE HILL XX" SUMMER VARSITY BASKETBALL TOURNAMENT	0	300.00	300.00
405245	CUMMINGS, ROBERT	08/08/2023	6.14.23_\$220	PIONEER MIDDLE SCHOOL DANCE PLAQUES 9 EA	0	220.00	220.00
405246	STEILACOOM HIST SCHOOL DIST #1	08/08/2023	CCASB2GF_7.6.23	CC ASB TO REFUND GF FOR FOOD SERVICE NEGATIVE ACCTS: KAI JENKINS (K2) REFUND \$20 (TACOMA RAINIERS) JURNEE JENKINS (3RD) REFUND \$14 (ZOO) JORDYN JENKINS (1ST) REFUND \$34 (BOTH)	0	54.00	79.00
			SHSASB2GF_\$25.00	STEILACOOM HIGH SCHOOL ASB TO REIMBURSE GENERAL FUNDS FOR SPANISH CLASS CHURROS	0	25.00	
405247	WASHINGTON OFFICIALS ASSN	08/08/2023	9730_4	PIONEER MIDDLE SCHOOL: BASEBALL AND VOLLEYBALL	0	1,086.00	1,086.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	6	Computer	Checks For a Total of	3,578.74
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	3,578.74
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,578.74

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 \$9,894.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 405250 through 405250, totaling \$9,894.50

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405250	RIDDELL ALL AMERICAN SPORTS CO	08/07/2023	60482098_01	STEILACOOM HIGH SCHOOL FOOTBALL: 2000 Athletics football helmets	4062324002	9,894.50	9,894.50

1 Computer Check(s) For a Total of 9,894.50

	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	9,894.50
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	9,894.50
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	9,894.50



**Regular Meeting Minutes**  
**Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA**  
**July 19, 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 Rohrer made a motion to excuse Director Tinsley, Director McDonald seconded the motion, and the motion passed (4/0).  
Directors McDonald, Rohrer, and Scott present in person. Director Hogan present via a FaceTime connection.  
Chair Scott inquired if any board members had questions about the agenda. No questions.  
Director McDonald made a motion to approve the agenda, Director Rohrer seconded the motion, and the motion passed (4/0).

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

Steilacoom High School Principal Jake Tyrrell introduced new SHS assistant principals - Tracy Garza and Charlie Hilén.

Mr. Tyrrell shared that in a pool of over 30 applicants, Ms. Garza and Mr. Hilén quickly rose to the top as the hiring committee's choices.

**III. COMMENTS FROM THE AUDIENCE**

- Chair Scott shared that the district is testing streaming the meeting tonight as a Zoom webinar. The audio recording should be improved.
- Scarlett Shepard, Anderson Island resident, shared she is part of a committed group of parents and Anderson Island residents who are advocating to return 4th and 5th grade students back to Anderson Island Elementary for this coming school year. She shared concerns about commute issues for students who live on Anderson Island.
- Susannah David, Anderson Island resident, shared her desire to bring 4th and 5th grade students back to Anderson Island Elementary School. She shared she believes it is not necessary to hire an additional certificated teacher for the 4-5 students who would be attending 4th/5th grade on the island. The current staffing would be sufficient to add these students.
- David Bungert, DuPont resident, encouraged the district to change its ideology and create enrichment levies. He shared most districts finance SROs through an enrichment levy. He believes the district could also hire teachers and paraeducators through an enrichment levy. He encouraged the district to build classrooms at Cherrydale and Chloe Clark. He shared if the district puts any additional bonds on the ballot to build on the McNeil Street property, he will be the chair of the against committee.

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

- Samantha Music-Siridakis, Anderson Island resident, shared her desire for 4th and 5th grade students to be returned to Anderson Island Elementary School. She shared her concerns about the unreliable ferry service.
- Chair Scott shared the SHSD Board of Directors has received 11 emails from residents advocating for the return of 4th and 5th grade students to Anderson Island Elementary.

#### IV. RECESS TO PUBLIC HEARING

Chair Scott recessed to a Public Hearing at 6:18 p.m.

#### V. PUBLIC HEARING

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

Assistant Superintendent 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 was a four-year outlook for the district (F-195F). The 4-year forecast contains conservative revenue assumptions. The 4-year outlook forecasts a 6% ending fund balance, with the potential of hitting that 6% target earlier than the 4-year timeline. Mr. Lewis also shared a financial indicator forecast.

The complete F-195 budget can be found under “Reports” on the Financial Services webpage of the district's website.

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 on the agenda later in tonight's meeting, and 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.

Director Rohrer asked what enrollment growth percentage is built into the budget. Mr. Lewis shared the percentage varies from year to year, but the district has estimated very conservative growth.

Chair Scott asked if other school districts are similarly estimating conservative enrollment growth. Mr. Lewis shared the unpredictability of enrollment combined with the district's low current fund balance caused him to project a more conservative enrollment growth.

Director McDonald asked about the estimate of 3% expenditure increases, and is that percentage relative to the current budget cuts. Mr. Lewis shared he believes inflationary increases will exceed 3%, and that target amount may still require the district to make expense reductions. He shared the district is ahead of the game by planning for not only this year's budget, but also future year budgets, so that the district is prepared for what is to come in future years.

Director McDonald shared the district's budget process is a marathon and not a sprint, and that is something the community needs to understand.

Director Rohrer asked about Running Start numbers. Mr. Lewis shared hopes that the programs

being introduced at the high school will encourage students to remain at the high school. Chair Scott shared that for Running Start students, 93% of the apportionment funds go to the college, and the remaining 7% covers the academic support that continues to be provided to the Running Start students by the high school counselors.

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

David Bungert, DuPont resident, shared his desire for the board to address what was the district administration budget in 2019-2020 and what will it be in the 2023-24 budget?

**VI. RETURN TO REGULAR MEETING**

Chair Scott returned to the Regular Meeting at 6:47 p.m.

**VII. REPORTS**

**A. Budget Status Report**

Assistant Superintendent Shawn Lewis shared a budget status report for all funds as of the end of June 2023, along with charts and data showing the district's monthly attendance, general fund cash balance, and interfund loan balances. State apportionment is expected to cover July and August expenditures, and the district expects to receive state Safety Net funding along with all other state and federal grants in August. The district's estimate of \$500,000 for ending fund balance appears reasonable given this data, and the district should have enough budget capacity to end the year without an extension. All other fund financial information is consistent with expectations and within board budget parameters.

**B. Board Self-Assessment Results**

Chair Scott read the following statement:

Annually, the board does a standardized self-assessment developed and provided by WSSDA. The self-assessment is each individual board member's perception of how the board performs in 5 standard areas. Each of those 5 standards has multiple discrete questions to provide the overall assessments. For example, standard 1 has some 19 questions. Each of the questions in all of the standards can be answered on a 5 response scale of "always, most of the time, some of the time, never, and don't know." In general, the summary chart doesn't necessarily portray significant or radical changes from previous years, especially when you consider this year assessment only had 4 respondents and previous years had 5.

When you delve into the more specific questions within the standards, you can definitely see when individual board members have identified areas the board needs to focus on and improve. For example, in standard 1, we need to gain clarity on a clear and shared purpose. Also in standard 1, while the majority of the board is positive on delegating authority to the superintendent to manage district operations and implement policy, the majority also feels we do not always honor the roles and responsibilities of the superintendent. This year's assessment has also identified a feeling of decline in treating all individuals, including fellow board members, staff, students, and community members with respect and the need for improvement in working with the superintendent to achieve mutual trust and commitment.

Each of the standards and the specific questions within each standard provides each of us the opportunity to reflect on the areas where we can improve, as individual board members and the board as a whole. As each of us study these results, we'll look towards opportunities in the future to work together to improve our effectiveness as a board and the board/superintendent team.

Director McDonald shared the importance of the board self-assessment. She shared this year has been incredibly unusual, and she has been shocked and disappointed by board behavior. She shared her desire to work more as a team, and shared frustration regarding a lack of appreciation of the superintendent and staff. She shared her desire to receive feedback on how the board can be better and more functional.

Director Rohrer shared she is constantly looking at board goals and board functions. She shared her passion about looking at the strategic vision as a district. She shared her desire to engage the community, staff, and students to collaborate to determine a shared vision. She shared she is unsure of that process.

Director Hogan shared that the budget issues have been handled well by Mr. Lewis, and his desire is to move forward as one big family to work together.

#### **VIII. CONSENT AGENDA**

Director Rohrer made a motion to approve the Consent Agenda, Director McDonald seconded the motion, and the motion passed (4/0). The Consent Agenda included June and July 2023 Accounts Payable and June 2023 Payroll; June 21, 2023, Regular Board Meeting Minutes; Personnel Reports; Approval of Certificated Staff Out of Endorsement 2022-23 School Year; Approval of the Highly Capable Program and Multilingual Learner Program annual reports; Acceptance of Project - Maintenance Facility; and Approval of Maintenance Facility Change Order #7.

#### **IX. OLD BUSINESS**

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

Director McDonald made a motion to approve Resolution 911-07-19-23 Budget Adoption for the 2023-2024 School Year, Director Rohrer seconded the motion, and the motion passed (4/0).

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

Superintendent Weight shared the board recommended the district find an independent source to review the district's financial situation. WSRMP determined that our insurance policy covered that expense. The assigned investigator completed the investigation and the limited scope fiscal review final report is attached to this packet and will be posted on the district's website. The investigator agreed that no material fraud occurred.

Chair Scott shared the investigator asked him about the board approving the budget extension, and Mr. Scott admitted that he did not connect the dots, and did not ask the questions of the former CFO that should have been asked. He shared this provides information for the board to make better decisions and ask better questions in the future. Mr. Scott and Director McDonald both stated they share responsibility for the district's financial situation. Director McDonald

shared the review is helpful for the board and the district to make better choices and understand how budgets are reviewed.

Director Rohrer shared she believes most boards do not have the required financial knowledge, and a board goal is to improve that knowledge. She shared now the district can move forward and look positively to the next school year.

## **X. NEW BUSINESS**

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

Susanne Beauchaine, Executive Director for Human Resources, thanked Mary Hilton for her work in reaching agreement in the Collective Bargaining Agreement. Ms. Beauchaine shared 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.

Ms. Beauchaine shared that 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.

Director Rohrer made a motion to approve the 2023-2025 Steilacoom Classified Education Association Collective Bargaining Agreement, Director McDonald seconded the motion, and the motion passed (4/0).

### **B. First Reading of Policy 2240 Summer School**

Assistant Superintendent Shawn Lewis shared the first reading of Policy 2240 Summer School. 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.

Director McDonald made a motion to approve Policy 2240 Summer School, Director Rohrer seconded the motion, and the motion passed (4/0).

Director McDonald asked about ESY services. Mr. Lewis shared those services are separate from Summer School.

**C. First Reading of Policy 6111 Tuition**

Assistant Superintendent Shawn Lewis shared the first reading of Policy 6111 Tuition. 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.

Director Rohrer made a motion to approve Policy 6111 Tuition, Director McDonald seconded the motion, and the motion passed (4/0).

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

Assistant Superintendent Shawn Lewis shared Resolution 912-07-19-23 Capital Levy, which 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. The district is 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.

District staff provided several project list options for the board to consider. The items within each option 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.

Director McDonald asked Dr. Laurie Vallieres (Director of Teaching and Learning) if possible grant funding sources might be available. Dr. Vallieres shared limitations of grant funding. Dr. Weight shared grants often have a district component (district match) and the process also requires a lot of staff time, and with the district cuts in administrative staff, there will be limited time to research grants and finding match money. Mr. Lewis shared any grant funds for turf fields, etc. are often based on percentage of free and reduced lunch students, and the district does not meet the requirements for those funding sources. Technology grant sources also would largely require the district to make major technology changes, which are not feasible. Mr. Lewis shared Shae Emery, Maintenance and Facilities Manager, does an excellent job of pursuing energy efficiency grants.

After discussion, the board agreed to include all items listed as "emergent" in the levy proposal.

- The board agreed site work and parking at Steilacoom High School would not be included.
- The board agreed to include traffic revisions for Cherrydale, Chloe Clark, and Saltar's Point.
- The board agreed to include setting aside funds for modular classrooms.
- The board agreed to not include funds for Anderson Island (classroom, outdoor track, and playground). To return 4th and 5th grade students to Anderson Island Elementary would impact 5 students, and the district does not own the property on Anderson Island. The board discussed that it is not feasible to have K-5 students in one classroom with one teacher. They also addressed transition struggles for these students to Pioneer Middle School. Director Rohrer shared the ferry issues are completely out of the district's control. She shared her desire for neighborhood schools for all SHSD students in grades K-5 - including DuPont and Anderson Island families. Because the bond did not pass, the district cannot solve this problem in the near future. Dr. Weight shared the district will look into transportation solutions for Anderson Island families. The board agreed to save this item for a future bond.
- The board agreed to include funding for HVAC for Chloe Clark.
- The board agreed to include turf for the SHS football field only.
- The board agreed to district wide interior lighting upgrades.
- The board agreed to not fund turf for SHS football, baseball, and softball.
- The board agreed to not fund turf Middle School Fields to amount available.

Essentially, the board chose Option 2 in its entirety as presented by the district.

Director Rohrer made a motion to approve Resolution 912-07-19-23 Capital Levy with projects identified in Option 2, Director McDonald seconded the motion, and the motion passed (4/0).

Director Rohrer shared her desire to maintain a consistent tax rate for the community's citizens. This levy accomplishes that as well as addressing urgent and important needs in the district.

Director Hogan shared that the board has heard the comments from Anderson Island families; however, the district cannot expand services to students on Anderson Island at this point in time.

#### **E. Board Meeting Format**

Chair Scott shared a presentation including board objectives of increasing access to board meetings, offering greater transparency on issues, and increasing dissemination of facts without social media filters, while also incurring minimal to no increase in costs to the district through equipment and/or personnel. Mr. Scott shared information regarding webinar or full participation options, and recommended a Zoom webinar configuration. This option would offer remote/virtual participants the ability to hear and see board meetings, send comments via email or letter, and would have the least impact on the district budget, as it does not require additional staff or equipment.

Mr. Scott encouraged those community members who experienced the meeting virtually with tonight's improvements, to reach out to the district and share their thoughts.

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

Director Rohrer shared that this option provides equity for all families, including our Anderson Island families.

Chair Scott shared that for those who cannot attend in person, they can still share their community comments via email, and the board takes those comments to heart.

Director Rohrer shared the importance of having video included, and she wants the video shared on the website.

**XI. BOARD COMMUNICATION**

- Chair Scott reiterated the board received communication from Anderson Island families. He shared our legal counsel has now advised that the board is able to now engage with Anderson Island families.
- Director Rohrer shared Krista Novak communicated regarding virtual board meetings and district administrative positions.

**XII. ANNOUNCEMENTS**

Chair Scott shared WSSDA's annual conference is meeting in Bellevue this November. Due to budget cuts, if a board director would like to attend the conference, it will be at the director's personal expense. Mr. Scott suggested the board could carpool since the meeting is local.

**XIII. ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 8:10 p.m., Director Rohrer seconded the motion, and the motion passed (4/0).

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1  
ADMIN PERSONNEL REPORT - AUGUST 22, 2023

Name	Position	Location	Effective Date	Action
BARTON KRISTEN	ASSISTANT PRINCIPAL	PIONEER	8/17/2023	NEW HIRE

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CERTIFICATED PERSONNEL REPORT - AUGUST 16, 2023**

<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
SMITH KYLE	TEACHER	1.00	SALTAR'S POINT	8/28/2023	NEW HIRE	Non-Continuing Leave Replacement
GOLLE JON	SCHOOL PSYCHOLOGIST	1.00	STUDENT SERVICES	8/30/2023	RESIGNATION	
FLETCHER MCKENNA	TEACHER	1.00	HIGH SCHOOL	8/30/2023	RESIGNATION	
CARR REID	TEACHER	1.00	SALTAR'S POINT	8/30/2023	RESIGNATION	
HENDEL TRACY	SCHOOL PSYCHOLOGIST	0.53	STUDENT SERVICES	8/28/2023		Updated contract -- previously on LOA for the 2023-24 school year
NOLTING NATHAN	TEACHER	1.00	HIGH SCHOOL	8/28/2023	NEW HIRE	
TIEDEMAN JAKOB	TEACHER	1.00	PIONEER	8/30/2023	RESIGNATION	
GRAY BROOKE	TEACHER	1.00	HIGH SCHOOL	8/30/2023	RESIGNATION	
TRETHEWAY KELSEY	TEACHER	1.00	HIGH SCHOOL	8/30/2023	RESIGNATION	
HARWELL HANNAH	TEACHER	1.00	HIGH SCHOOL	8/28/2023	NEW HIRE	
FRIEND CHRISTINE	TEACHER	1.00	SALTAR'S POINT	8/28/2023	NEW HIRE	Non-Continuing Leave Replacement

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CLASSIFIED PERSONNEL REPORT - AUGUST 16, 2023**

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
STEWART NICOLE	PARAPROFESSIONAL	6.50	CHLOE CLARK	7/24/2023	RESIGNATION	
CORTINAS ELISHA	PARAPROFESSIONAL	6.50	CHLOE CLARK	8/31/2023	NEW HIRE	Student Specific 1:1
WARD JULIA	PARAPROFESSIONAL	6.50	CHLOE CLARK	8/7/2023	RESIGNATION	
GALLEGOS LANA	PARAPROFESSIONAL	6.50	CHLOE CLARK	8/31/2023	NEW HIRE	Student Specific 1:1
MARTINSON DONNA	PARAPROFESSIONAL	7.00	CHERRYDALE	8/30/2023	RETIREMENT	
WELLS EDWARD	PARAPROFESSIONAL	6.50	HIGH SCHOOL	8/31/2023	NEW HIRE	
LEE SUNMI	PARAPROFESSIONAL	6.50	HIGH SCHOOL	8/31/2023	NEW HIRE	
FROEHLE STEVEN	UTILITY CUSTODIAN	8.00	MAINTENANCE	8/31/2023	RESIGNATION	
CASILLAS CARLY	PARAPROFESSIONAL	6.50	CHERRYDALE	8/31/2023	NEW HIRE	Student Specific 1:1
CLARK KELSIE	PARAPROFESSIONAL	6.50	SALTAR'S POINT	8/31/2023	NEW HIRE	Student Specific 1:1

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CO-CURRICULAR PERSONNEL REPORT - AUGUST 16, 2023**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>
ANDERSON ERIN	CROSS COUNTRY HEAD COACH	HIGH SCHOOL	08/21/2023	\$ 6,000.00
ANDERSON MATTHEW	FOOTBALL ASST COACH	HIGH SCHOOL	08/16/2023	\$ 5,625.00
ANDERSON MATTHEW	TRACK ASSISTANT COACH	HIGH SCHOOL	02/26/2024	\$ 3,750.00
BARKHURST RANDY	WRESTLING HEAD COACH	HIGH SCHOOL	11/13/2023	\$ 7,500.00
BRADBURY, JR THOMAS	BOWLING HEAD COACH	HIGH SCHOOL	10/30/2023	\$ 6,000.00
CRAWFORD ANTHONY	FOOTBALL ASST COACH	HIGH SCHOOL	08/16/2023	\$ 5,625.00
CRAWFORD ANTHONY	TRACK ASSISTANT COACH	HIGH SCHOOL	02/26/2024	\$ 3,750.00
FORD JAMES	BOWLING ASSIST COACH	HIGH SCHOOL	10/30/2023	\$ 3,375.00
FORD JOHN	BOYS GOLF HEAD COACH	HIGH SCHOOL	08/21/2023	\$ 5,025.00
FROEHLE STEVEN	GIRLS SWIM HEAD COACH	HIGH SCHOOL	08/31/2023	\$ 4,800.00
GIBBARD KRISTIN	GIRLS SWIMMING ASSISTANT COACH	HIGH SCHOOL	08/21/2023	\$ 4,500.00
HALLER KYLE	FOOTBALL HEAD COACH	HIGH SCHOOL	08/16/2023	\$ 7,500.00
IVY RUSSELL	GIRLS HEAD BASKETBALL COACH	HIGH SCHOOL	11/13/2023	\$ 7,500.00
LOVELL MATTHEW	FOOTBALL ASST COACH	HIGH SCHOOL	08/16/2023	\$ 5,625.00
LOVELLE CASEY	BASEBALL ASSIST COACH	HIGH SCHOOL	02/26/2024	\$ 3,375.00
MACDONALD ANDREW	FOOTBALL ASST COACH	HIGH SCHOOL	08/16/2023	\$ 5,625.00
MAGAWAY ALAN	BOYS HEAD TENNIS COACH	HIGH SCHOOL	08/21/2023	\$ 6,000.00
MAGAWAY ALAN	GIRLS HEAD TENNIS COACH	HIGH SCHOOL	02/26/2024	\$ 6,000.00
MANNING ERNEST	BOYS ASSISTANT TENNIS COACH	HIGH SCHOOL	08/21/2023	\$ 3,750.00
MANNING ERNEST	GIRLS ASSISTANT TENNIS COACH	HIGH SCHOOL	02/26/2024	\$ 3,750.00
MCNEIL JUSTIN	TRACK ASSISTANT COACH	HIGH SCHOOL	02/26/2024	\$ 3,750.00
MILLER CAMERON	WRESTLING ASSIST COACH	HIGH SCHOOL	11/13/2023	\$ 5,625.00
NELSON SEAN	TRACK ASSISTANT COACH	HIGH SCHOOL	02/26/2024	\$ 3,375.00
PORCHE CHARLES	FASTPITCH HEAD COACH	HIGH SCHOOL	02/26/2024	\$ 6,000.00
PROPE ANDREW	FOOTBALL ASST COACH	HIGH SCHOOL	08/16/2023	\$ 5,625.00
RENNER NATHAN	BOYS HEAD SOCCER COACH	HIGH SCHOOL	02/26/2024	\$ 6,000.00
ROBLES DAVID 'MATT'	BOYS BASKETBALL HEAD COACH	HIGH SCHOOL	11/13/2023	\$ 7,500.00
SEEFELDT JAMES	CROSS COUNTRY ASST COACH	HIGH SCHOOL	08/21/2023	\$ 3,750.00
SEEFELDT JAMES	TRACK HEAD COACH	HIGH SCHOOL	02/26/2024	\$ 5,400.00
SORTORE PATRICIA	CHEER ADVISOR	HIGH SCHOOL	08/21/2023	\$ 5,025.00
TAYLOR-SPARKS BROOKLYN	FASTPITCH ASSIST COACH	HIGH SCHOOL	02/26/2024	\$ 3,375.00
VAN DUSEN JAMES	GIRLS HEAD SOCCER COACH	HIGH SCHOOL	08/21/2023	\$ 6,000.00

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CO-CURRICULAR PERSONNEL REPORT - AUGUST 16, 2023**

WALTERS VANESSA	GIRLS ASST SOCCER COACH	HIGH SCHOOL	08/21/2023	\$ 4,500.00
WHITE SOLE	VOLLEYBALL HEAD COACH	HIGH SCHOOL	8/21/2023	\$ 4,800.00
WIDMAN COREY	BASEBALL HEAD COACH	HIGH SCHOOL	02/26/2024	\$ 6,000.00
WILLIAMS LASHAWN	GIRLS BASKETBALL ASSISTANT COACH	HIGH SCHOOL	11/13/2023	\$ 5,625.00
WOLPERT VALERIE	CHEER ADVISOR	HIGH SCHOOL	08/21/2023	\$ 5,025.00
WOOD SEAN	BOYS ASSIST SOCCER COACH	HIGH SCHOOL	2/26/2024	\$ 4,500.00
BROWN AIMEE	CROSS COUNTRY ASSISTANT COACH	PIONEER	8/31/2023	\$ 3,176.25
DAVIS CHARLES	BOYS ASSISTANT SOCCER COACH	PIONEER	8/31/2023	\$ 2,625.00
GIDLEY AMANDA	FASTPITCH HEAD COACH	PIONEER	8/31/2023	\$ 4,235.00
MCJUNKINS TRINA	FASTPITCH ASSIST COACH	PIONEER	8/31/2023	\$ 3,176.25
MCLANE JESSE	BOYS HEAD SOCCER COACH	PIONEER	8/31/2023	\$ 3,500.00
RASCHKE RAGAN	DANCE TEAM	PIONEER	8/31/2023	\$ 4,235.00
RUFFIN ARMAND	BOYS SOCCER ASSISTANT COACH	PIONEER	8/31/2023	\$ 3,176.25
STUGELMEYER SCOTT	CROSS COUNTRY HEAD COACH	PIONEER	8/31/2023	\$ 4,235.00

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 22, 2023

**CONSENT AGENDA:** Out of Endorsement 2023-2024

## **Strategic Focus Area**

- Achieve
- Support
- Connect
- Plan

## **BACKGROUND INFORMATION**

Per WAC 181-82-110, teachers may teach outside of their endorsement area if certain conditions are met. If individuals are assigned outside of their endorsement area, the following needs to happen:

- The out-of-endorsement assignment needs to be approved by the local school board.
- The district and the teacher “mutually develop a written plan” for assistance to the teacher. The plan needs to provide “a reasonable amount of planning and study time associated specifically with the out-of-endorsement assignment.” Plans might include mentoring, PLC time with teachers in the content area, taking a course, independent study, and so on. Although it may, the plan does not have to include acquiring the endorsement.
- There are no out-of-endorsement provisions for CTE teachers.

For the 2023-2024 school year, the district has identified five teachers who will be assigned a course that meets the definition of out of endorsement. During the school year, teachers will access options such as, taking the appropriate endorsement test; attending professional development; and attending professional learning communities. Out of the five teachers identified, we anticipate three will continue to meet the definition of out of endorsement due to current OSPI and PESB rules and course coding.

## **RECOMMENDED ACTION:**

Consent Agenda Item

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

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<b>NAME</b>	<b>CURRENT CERTIFICATION(S)</b>	<b>OUT OF ENDORSEMENT AREA</b>	<b>SCHOOL</b>
Stugelmeyer, Scott	Elementary Education Special Education	Geometry	Pioneer Middle School
Cruz, Rebekah	Middle Level-Primary Social Studies-Primary	Grade 5	Saltar's Point Elementary
Robles, David	CTE Business & Marketing Ed.	Statistics, Algebra I	High School
Williams, Lori	K-12 Bilingual Education K-12 Russian K-12 Spanish	Korean (Department Chair overseeing comp test; no instruction)	High School
Byrd, Nate	Elementary Education	Computer Programming	Pioneer Middle School

# STEILACOOM HISTORICAL SCHOOL DISTRICT #1

## RESOLUTION # 913-08-22-23

### CANCELLATION OF OUTSTANDING WARRANTS

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

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

Payment Date	Fund	Accounting Date	Warrant No.	Vendor	Payment Amount
8/12/2021	General	8/12/2021	130244	Eltec System	2,654.04
8/19/2021	General	8/19/2021	130289	Barrett, Shaun	52.60
8/19/2021	General	8/19/2021	130294	Benites, Sayla Comer	15.25
8/19/2021	General	8/19/2021	130302	O'Daniel, Blanca	38.40
8/19/2021	General	8/19/2021	130304	Porras, Eli	8.20
8/19/2021	General	8/19/2021	130307	Sekajipo, Adrianna	10.60
9/10/2021	General	9/10/2021	130430	Sekajipo, Adrianna	11.30
9/16/2021	General	9/16/2021	130469	Lockett, Kanitra	21.65
10/8/2021	General	10/8/2021	130559	Cooke, Cynthia	18.00
11/10/2021	General	11/10/2021	130783	Chapoton, Christina	6.15
1/26/2022	General	1/26/2022	131089	Donegan, Yadira	15.65
1/26/2022	General	1/26/2022	131091	Porras, Eli	15.25
2/25/2022	General	2/25/2022	131225	KCAC	29.00
3/2/2022	General	3/2/2022	131248	Comcast	7,123.16
3/24/2022	General	3/24/2022	131336	Burgess, Angela Jean	13.57
4/13/2022	General	4/13/2022	131474	Stegman, Sterling	209.55
4/28/2022	General	4/28/2022	131543	Owings, Kristin Amber	16.15
6/16/2022	General	6/16/2022	131776	Evans, Hyon (Linda)	8.75
6/16/2022	General	6/16/2022	131778	Gaty, Jihye	6.90
6/17/2022	General	6/17/2022	131812	Mcatee, Shelley Marie	198.45
12/3/2021	Capital Projects	12/3/2021	200448	McClatchy Company Inc	384.21
12/16/2021	ASB	12/16/2021	404931	EG Wrestling Booster	380.00
2/28/2022	ASB	2/28/2022	404963	Hudak, Maria Gwynnette	20.00
3/30/2022	ASB	3/30/2022	404977	Harris, Jane	15.00
5/18/2022	ASB	5/18/2022	405001	Vebber, Michael	250.00
2/28/2022	Payroll	2/28/2022	800909	Hamblin, Jennifer Rebecca	4.59

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

Adopted this 22nd day of August 2023

STEILACOOM SCHOOL DISTRICT #1  
BOARD OF DIRECTORS

ATTEST:

\_\_\_\_\_  
Secretary to the Board

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

SUPERINTENDENT/ SCHOOL BOARD  
APPROVAL REQUIRED  
FIELD TRIP REQUEST FORM - A1

Steilacoom Historical School District  
511 Chambers Street Steilacoom, WA 98388 (253) 983-2200

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

Date of Request: 8/10/23 School: SHS

Name of teacher(s) requesting field trip: Erin Anderson

Proposed student group: Boys XC Team

Proposed date(s) of field trip: 9/22 - 9/23 Proposed destination(s): Eagle, ID

Departure time from School: 7:30 am 9/22 Transportation by:  Bus  Private Car  Air  Drift Van

Return time to School: 11:30 pm 9/23 Will students need meals:  Yes  No

Content area(s) addressed: Boys XC Meet

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

We have several boys who are hoping to run for D-1 / D-2 schools. This will showcase our team & their talent while building a good team camaraderie

Number of Students: 7 Number of Chaperones: 1

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

Individual student cost to be used for: \$50 for hotel + \$ for food -> out of pocket

Estimated individual student cost \$ 90 \$

Current GF/ASB Fund Balance: \$ 1700

Total Cost \$ Please see attached itinerary & explanation

Account code \_\_\_\_\_

Teacher Name: Erin Anderson Signature: Erin Anderson

Teacher Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Approve

Deny

Principal Name: JAKE TRANECA Signature: Jake Tranecca

KW

Bob Firman Invitational - September 23rd, Eagle, Idaho

We would like to take a school van and drive to this meet. It is about an 8 hour trip. The students and coach would leave from school at 7:30 in the morning on Friday, September 22nd.

The proposed hotel:

My Place Hotel in Boise/Meridian  
3050 East Jewell St.  
Meridian, ID 83642

Phone Number: 1-208-898-0009

Students would pay for their hotel room:

Cost per room \$204

Two rooms for athletes would cost \$408, about \$59 per student (7 athletes)

Coach's room is \$183 (coach would pay for their room)

The cost of fuel would come from the xc asb account or the booster club (if we can get a grant from them).

Students would bring food and money for food.

The cost of the Invitational is \$70 which would come out of the XC.

Athletes preview the course on Saturday, at 7:45 AM. They will run later in the morning or early afternoon. Afterwards, the students would return to school.

Either Coach Anderson or Coach Seefeldt would drive the team in the district van.

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 22, 2023

## **Strategic Focus Area**

- Achieve
- Support
- Connect
- Plan

## **BACKGROUND INFORMATION**

At the June 21, 2023 the board approved a student fee schedule for the 2023-24 school year. Staff is requesting an amendment to address the following changes prior to the start of the school year:

- Drama club to have no fee for the 2023-24 school year
- Middle school football fees were included on the fee schedule in error
- Parking fees at the high school are eliminated
- School meal prices are proposed to increase by 25 cents per meal

The amended meal prices will ensure that the food service program is self-sufficient over the next several years. While we expected that the prices could remain constant, the combination of increased food costs and unpaid meal debt requires a price increase for the 2023-24 school year.

There is currently over \$60,000 of unpaid school meal debt, not previously recognized as a receivable in our accounting system. District procedures and state law require the school district “charge policy” to be communicated to households each year in order to implement that policy. This policy has not been communicated to families since the beginning of the pandemic, but will be included in the 2023-24 student handbook allowing staff to implement the policy as written. Victor Castillo has been seeking private grant funding to address the previous unpaid debt.

We do not expect another increase in the 2024-25 school year.

## **RECOMMENDED ACTION:**

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

**Report prepared by:**  
**Shawn Lewis, Assistant Superintendent**

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## Steilacoom Historical School District 2023-2024 Student Fee Schedule

DISTRICTWIDE			
School Field Trips	Price varies	Lost or Damaged Equipment	Replacement or Repair Cost
NSF Check Fee	20.00	Lost or Damaged Library or Textbook	Replacement Cost
Online Payment Convenience Fees	No Charge	Chromebook fees	Next page
MEAL PRICES			
Breakfast (K-5)	2.50	Breakfast (6-12)	3.00
Lunch (K-5)	3.75	Lunch (6-12)	4.00
PIONEER MIDDLE SCHOOL			
Yearbook-subject to vendor pricing	approx. 35.00	Planner	5.00
ASB Fees and Extracurricular Participation (Fee Waiver Eligible)			
ASB Card required for all ASB activities	15.00	Athletic Fee	45.00
ASB Clubs (except Builder's Club - No cost)	15.00	Baseball Uniform - 1st Year	36.00
ASB Sponsored Field Trip	Price Varies	Choir Fee	15.00
Dance Team Uniform (vendor pricing)	Price Varies	Choir Uniform Rental	25.00
STEILACOOM HIGH SCHOOL			
Yearbook-subject to vendor pricing	approx. 70.00	Credit Enhancement or Retrieval	Price Varies
Athletic Event Prices (Free for SHSD Students with an ASB Card)			
Gate Ticket - Adults and Students w/o ASB Card	6.00	Gate Ticket - Seniors (62+)	2.00
Gate Ticket - Visiting Students w/ASB Card, Military w/ID	4.00	Family Pass	12.00
Gate Ticket - All K-5 Students	2.00	Steilly Pass*	Varies per season/sport
ASB Fees and Extracurricular Participation (Fee Waiver Eligible)			
ASB Card required for all Clubs and Sports	50.00		
Club Fees/ASB Card Also Required			
Anime Club	10.00	FCCLA	25.00
Band	25.00	HOSA	25.00
Band Uniform Rental	25.00	Key Club	15.00
Cheer	50.00	Leadership	15.00
Choir	25.00	Math Team	5.00
Choir Uniform Rental	25.00	National Honor Society first year	10.00
Dance/Drill Team	50.00	National Honor Society subsequent years	5.00
DECA	25.00	Spanish Honor Society	5.00
Digital Gaming	5.00	All Other Clubs	0.00
Athletic Fees/ASB Card Also Required			
Baseball/Fastpitch	75.00	Soccer	75.00
Basketball	75.00	Swimming	75.00
Bowling	75.00	Tennis	75.00
Cross Country	75.00	Track	75.00
Football	150.00	Volleyball	75.00
Golf	75.00	Wrestling	100.00
ASB Fee Waiver Eligibility			
Available for any student who qualifies for free or reduced lunch through the National Lunch Program <u>AND</u> the family authorizes the district to use this information for fee waivers.			

## CHROMEBOOK FEES

### Repairs or Theft (Police report required for theft)

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

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

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

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 22, 2023

## **Strategic Focus Area**

- Achieve
- Support
- Connect
- Plan

## **BACKGROUND INFORMATION**

September was first declared as National Suicide Prevention Awareness Month in 2008. Since then, September has been a time to acknowledge those affected by suicide, raise awareness, and connect individuals with suicidal ideation to treatment services. According to the CDC, each year more than 41,000 individuals die by suicide, leaving behind friends and family members to navigate the tragedy of their loss. Suicide is the 10th leading cause of death among adults in the U.S. and the 2nd leading cause of death among people aged 10-24 and these rates are increasing. That is why this year, during the month of September, Steilacoom Historical School District and others across the country will work to raise awareness of this often taboo topic, decrease the stigma associated with suicide and connect our community with resources and support through Suicide Prevention Awareness Month.

While suicide prevention is important to address year round, Suicide Prevention Awareness Month provides a dedicated time to come together with collective passion and strength to address this difficult topic. We believe that everyone in our community can benefit from honest conversations about mental health conditions and suicide.

The accompanying resolution recognizes that, together with our local community stakeholders, parents, students, teachers, and staff we can raise awareness, decrease stigma, build resiliency, and find hope.

## **RECOMMENDED ACTION:**

It is the Superintendent's recommendation that the School Board adopt Resolution No 914-08-22-23

**Report prepared by: Mary Snyder, Director of Student Supports**

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

**Resolution No. 914-08-22-23**

**National Suicide Prevention Awareness Month**

**WHEREAS**, the Steilacoom Historical School District recognizes that suicide is a leading cause of death among youth and supports actions in preventing suicidal ideation, attempts, and deaths: and

**WHEREAS**, according to the Centers for Disease Control, one person dies by suicide every 11.7 minutes, resulting in nearly 45,000 deaths each year in the United States; and

**WHEREAS**, suicide is the 10th leading cause of death among adults in the United States and the 2nd leading cause of death among people aged 10-24; and

**WHEREAS**, suicide is a preventable national, State and local public health problem; and

**WHEREAS**, providing a safe and nurturing school environment ensures both the physical and emotional safety of students and staff and minimizes suicidal ideation: and

**WHEREAS**, the stigma associated with mental health conditions and suicidality works against suicide prevention by discouraging persons at risk for suicide from seeking life-saving help and further traumatizes survivors of suicide loss as well as people with lived experience of suicide; and

**WHEREAS**, it is essential to educate and encourage students, staff and families to recognize the warning signs of suicide, and guide those in need to appropriate services and supports; and

**WHEREAS**, the Month of September is National Suicide Prevention Month, which is a campaign in response to the need to raise awareness and provide schools and communities with an opportunity to educate students, parents, and others about their role in suicide prevention; and

**NOW THEREFORE, BE IT RESOLVED** that the Governing Board of the Steilacoom Historical School District hereby supports the goals of National Suicide Prevention Month and will work with a broad spectrum of local community stakeholders, parents, students, teachers, and staff to raise awareness, build resiliency and find hope.

**BE IT FURTHER RESOLVED** that the Steilacoom Historical School District Board of Directors recognizes the month of September as National Suicide Prevention Month.

Adopted by a majority of the Board of Directors of Steilacoom Historical School District No. 1 at the Special Board Meeting held on August 22, 2023.

**BOARD OF DIRECTORS**

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Chair

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Director

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Director

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Director

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Director

ATTESTED TO BY:

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Secretary, Board of Directors

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 22, 2023

## **Strategic Focus Area**

- Achieve
- Support
- Connect
- Plan

## **BACKGROUND INFORMATION**

Policy 2190 is revised based on SB 5072. This legislation requires changes to the referral and screening process for highly capable student programs to make them more equitable. The legislation establishes the mandatory use of universal screenings. The legislation also requires that referrals be available for all grades not being universally screened.

The policy revisions bring our policy into alignment with current law.

## **RECOMMENDED ACTION:**

I move adoption of Policy 2190 as presented.

**Report prepared by:  
Shawn Lewis, Assistant Superintendent**

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## HIGHLY CAPABLE PROGRAMS

In order to develop the special abilities of each student, the district will offer a highly capable program that provides kindergarten through twelfth grade students who ~~are selected~~ qualify for the program with access to basic education programs that accelerate learning and enhance instruction. The framework for such programs will encompass, but not be limited to, the following objectives:

1. Expansion of academic attainments and intellectual skills;
2. Stimulation of intellectual curiosity, independence, and responsibility;
3. Development of a positive attitude toward self and others; and
4. Development of originality and creativity.

The board will annually approve the district's highly capable plan including: the number of students the district expects to serve by grade level; the district's plan to identify universally screen all students; a description of the highly capable program goals; a description of the services the program will offer; an instructional program description; a description of ongoing professional development for highly capable program and general education staff; program evaluation and fiscal report; and assurances that the district is legally compliant.

The superintendent will establish procedures consistent with state guidelines for implementing universal referral, screening, assessment, identification, and selection placement of ~~children of demonstrated achievement or potential ability in terms of general intellectual ability, academic aptitude, and creative or productive thinking. These highly capable students. The procedures will~~ include prioritizing equitable identification of low-income students; use of multiple objective criteria and multiple pathways universal screening for identification and placement decisions; use of local norms, unless more restrictive than national norms; ~~use of subjective measures only to support identification~~; and use of screening and assessment in the student's native language (if available) or nonverbal assessment.

Legal References:     [RCW 28A.185.030](#) Programs — Authority of local school districts — Selection of students  
                              [WAC 392-170](#) Special service program — Highly capable students

Management Resources:     2018 - August 2018 - August Policy Issue  
  2013 - September Issue  
  Policy News, April 2008 Highly Capable Programs

**Adoption Date: 2.27.08**  
**Steilacoom Historical School District No. 1**  
**Revised: 04.08; 12.11; 09.13; 09.18; 10.24.18**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 22, 2023

## **Strategic Focus Area**

- Achieve
- Support
- Connect
- Plan

## **BACKGROUND INFORMATION**

Policy 2230 is a new policy to address a new legislatively established and authorized program for children at least four years old by August 31 who have been identified through a screening process to need additional preparation to be successful kindergarten students the following school year.

OSPI has published data showing that a Transitional Kindergarten program is an effective strategy for closing opportunity gaps.

Based on HB 1550 – Transition to Kindergarten Program, OSPI is currently adopting emergency rules for the 2023- 2024 school year and will adopt permanent rules the following year.

WSSDA has developed model policy 2230 to reflect this year's emergency rules and will update this policy, as needed, based on the permanent rules scheduled to be in place next year.

SHSD may consider offering transitional kindergarten in the 2024-25 school year and should have a policy in place that addresses eligibility, recruitment, and enrollment.

## **RECOMMENDED ACTION:**

I move adoption of Policy 2230 as presented.

**Report prepared by:  
Shawn Lewis, Assistant Superintendent**

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## **TRANSITION TO KINDERGARTEN PROGRAM**

If the Steilacoom Historical School District operates a transition to kindergarten program, it will ensure that the program serves eligible students of all abilities who need additional preparation to be successful in kindergarten and who lack access to other early learning group settings.

The district will consider the best practices pertaining to a transition to kindergarten program as developed in collaboration between the Office of Superintendent of Public Instruction and the Department of Children, Youth, and Families. The district may blend or co-locate a transition to kindergarten program with other early learning programs.

### **Eligibility, Recruitment, and Enrollment**

The term “screening process and tools” means using one or more instruments or methods of assessing and measuring the ability and need of an individual student.

Children will be eligible to participate in the district’s transition to kindergarten program as follows:

1. Based on a screening process and tool as defined above, the district has determined that the child would benefit from additional preparation for kindergarten; and
2. The child’s age is at least 4 years old by August 31 of the school year in which they enroll in a transition to kindergarten program.
  - a. The district has discretion to establish individualized exceptions for a student who turned 5 years old between June 1 and August 31 of the year they would be eligible by age to enter kindergarten under WAC 392-335-010 but who demonstrates need for additional preparation for kindergarten through a screening process and tool.

In determining eligibility and admitting students to a transition to kindergarten program, the district will:

1. Give priority to children most in need of additional preparation to be successful in kindergarten, as demonstrated through a screening process and tool.
2. Give priority to children with the lowest family income, not otherwise participating in another local program.
3. Not exclude or establish a policy to prohibit participation of an eligible child due only to the presence of a disability.
4. Not charge tuition or other fees from state-funded eligible students for enrollment in a transition to kindergarten program.

Cross References: [3110 - Qualification of Attendance and Placement](#)

Legal References: [Chapter 28A.300 RCW](#)  
[WAC 392-425-010](#)

**Adoption Date: X.XX.XXXX**  
**Steilacoom Historical School District No. 1**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 22, 2023

## **Strategic Focus Area**

- Achieve
- Support
- Connect
- Plan

## **BACKGROUND INFORMATION**

Policy 3520 is revised based on HB 1536 – High School Diplomas – Withholding for Property Damage. This legislation changes school districts' authority to withhold a student's high school diplomas because the student lost or willfully damaged district property. Specifically, the legislation allows withholding a diploma when damages exceed \$1,000 and requires school districts to release a student's withheld diploma after five years or until the amount owed is less than \$1,000, whichever is earlier.

Additionally, the legislation provides that the district must credit the monetary value of a student's community service toward damages whatever minimum wage is greater, local or state.

School districts must facilitate easy access to information about withholding diplomas and publish that information on their websites. Posting this policy on the district's website would meet this requirement.

## **RECOMMENDED ACTION:**

I move adoption of Policy 3520 as presented.

**Report prepared by:**  
**Shawn Lewis, Assistant Superintendent**

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## STUDENT FEES, FINES, CHARGES

The district will provide an educational program for the students as free of ~~costs~~cost as possible.

The superintendent or designee may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and ~~a~~ proper accounting is made of all ~~monneys~~money received by staff for supplies and materials.

The board delegates authority to the superintendent or designee to establish appropriate fees and procedures governing the collection of such fees and to make annual reports to the board regarding fee schedules. Arrangements will be made for the waiver or reduction of fees for students whose families, ~~by reason~~because of their low income, would have difficulty paying the full fee. For programs governed by the National School Lunch Act, the USDA Child Nutrition Program guidelines will be used to determine qualification for waiver. The superintendent or designee will establish a procedure for annually notifying parents of the availability of fee waivers and reductions, including eligibility information for free or ~~reduced~~reduced-price meals.

A student will be responsible for the cost of replacing ~~materials or any~~ property ~~which~~belonging to others that are lost or damaged due to the student's negligence. ~~A student's~~

If any property of the district, a contractor of the district, an employee, or another student has been lost or willfully cut, defaced, or injured, with the damages exceeding \$1,000, the district may withhold the diploma, but not the grades, or transcripts, or diploma may be withheld of the student responsible for the damage or loss for the earlier of either 5 years from the date of the student's graduation or until restitution the amount owed is made by less than \$1,000. If the student and parent or guardian are unable to pay for the damages, the district shall provide a program of community service for the student in lieu of the payment or the equivalency through voluntary work of monetary damages. Community service completed must be credited at the applicable local or state minimum wage, whichever is greater. Upon completing community service that reduces the amount owed to less than \$1000, the student's diploma must be released.

~~The student or his/her parents or guardians may appeal the imposition of a charge for damages to the superintendent and board of directors.~~

or fines. The student and his/her parents or guardians will be notified regarding the nature of the ~~violation or damage~~charge for damages or fines, whether the student's diploma may be withheld, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed \$100, the student or his/her parents or guardians will have the right to an informal conference with the principal. As is the case for appealing a short-term suspension, the principal's decision may be appealed to the superintendent or designee and ~~to the board of directors.~~ When damages are in excess of \$100, the appeal process for long-term suspension will apply.

- Cross References:            [3241](#) - Student Discipline  
                                      [2020](#) - Course Design, Selection and Adoption of Instructional  
                                      Materials  
                                      [3115](#) - Students Experiencing Homelessness - Enrollment Rights  
                                      and Services  
                                      [3231](#) - Student Records
- Legal References:            [42 U.S.C. 11431](#) et seq. McKinney-Vento Homeless Assistance  
                                      Act  
                                      [RCW 28A.220.040](#) Fiscal support - Reimbursement to school  
                                      districts - Enrollment fees - Deposit  
                                      [RCW 28A.225.330](#) Enrolling students from other districts -  
                                      Requests for information and permanent records - Withheld  
                                      transcripts - Immunity from liability - Notification to teachers  
                                      and security personnel - Rules  
                                      [RCW 28A.320.230\(f\)](#) Instructional materials - Instructional  
                                      materials committee  
                                      [RCW 28A.330.100](#) Additional powers of board  
                                      [RCW 28A.635.060](#) Defacing or injuring school property -  
                                      Liability of pupil, parent or guardian - Withholding grades,  
                                      diplomas or transcripts - Suspension and restitution - Voluntary  
                                      work program as alternative - Rights protected  
                                      [AGO 1965-66,#113](#) Districts - Schools - Fees - Tuition -  
                                      Supplies - Authority of school districts to charge tuition fees or  
                                      textbook fees  
                                      [AGO 1973, No. 11](#) Districts - Schools - Tuition & Fees -  
                                      Authority of school districts to charge various fees
- Management Resources:    2019 - July Policy Issue  
                                      2018 - May Policy Issue  
                                      Policy News, June 1999 School Safety Bills Impact Policy

**Adoption Date: 2.27.08**  
**Steilacoom Historical School District No. 1**  
**Revised: 7.24.14; 7.25.18; 4.24.19; 08.25.21; XX.XX.XX**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 22, 2023

## **Strategic Focus Area**

- Achieve
- Support
- Connect
- Plan

## **BACKGROUND INFORMATION**

Policy 6020 is revised to address a few technical clarifications regarding what costs may be charged in the Capital Projects Fund and the Transportation Vehicle Fund.

While the district does not anticipate having any costs that would be impacted in the next several years, staff felt it would be best to make the technical changes before the costs are anticipated.

All other changes are minor wording changes

The policy revisions bring our policy into alignment with current law.

## **RECOMMENDED ACTION:**

I move adoption of Policy 6020 as presented.

**Report prepared by:  
Shawn Lewis, Assistant Superintendent**

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## SYSTEM OF FUNDS AND ACCOUNTS

### Funds

The district will maintain a system of funds with the county treasurer in accordance with state law and the accounting manual approved by the State Superintendent of Public Instruction. ~~The funds are:~~ Below is a description of the district's system of funds.

### **General Fund**

The General Fund (GF) is financed primarily from local taxes, state support funds, federal grants, and local receipts. These revenues are used specifically for financing the ordinary and ~~le-~~ gallylegally authorized operations of the district for all grades. The GF includes money ~~which~~ that has been segregated for the purpose of carrying on specific activities including, but not limited to, the basic and special education programs. The GF is managed in accordance with special ~~regula-~~ tionsregulations, restrictions, and limitations ~~and~~. The GF constitutes an independent fiscal and accounting entity.

As a part of its GF, the district has a local revenue subfund to account for the district's operations that are paid for with local revenues.

The following local revenues will be deposited in the district's local revenue subfund:

- Enrichment levies and transportation levies collected under RCW 82.52.053;
- Local assistance funding received under chapter RCW 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, and state and federal payment in lieu of taxes, or local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

The district will track expenditures from the subfund to account for the expenditures based on each of the streams of revenue described above.

### **Capital Projects Fund**

The Capital Projects Fund (CPF) contains:

- Proceeds from the sale of voted bonds (unlimited tax general obligation bonds) and non-voted bonds (limited general obligation bonds),
- State of Washington financing assistance (state matching money),
- Transfers from the district's basic education allotment
- The proceeds of special levies earmarked for building purposes,
- Earnings from capital projects fund investments, growth management impact fees, state environmental protection act mitigation payments, and
- Rental or lease proceeds and proceeds from the sale of property.

The district may use proceeds from the sale of voted bonds, including the interest earnings thereof, for capital purposes including, but not limited to, the following purposes:

- Funding outstanding indebtedness or bonds already issued;
- Purchasing sites for buildings, playgrounds, physical education, and athletic facilities;
- Erecting buildings and furnishing those buildings with the necessary furniture, ~~apparatuses~~apparatuses, and equipment;
- Improving the energy efficiency of the district's buildings and/or installing systems and components to utilize renewable and/or inexhaustible energy resources; ~~and~~
- Making major or minor structural changes and structural additions to buildings, ~~structures~~structures, facilities, and sites- necessary or proper to carry out the functions of the district; and
- Paying for an installment purchase contract for school plant facilities or a financing lease, the term of which is ten years or longer and that contains an option by the district to purchase the leased property for nominal consideration, but only to the extent such payment constitutes a capital expenditure.

All other money deposited into the CPF may be used for the purposes described above and the following purposes:

- Making major renovations to and replacing facilities and systems where periodical repairs are no longer economical or to extend the useful life of the facility or system beyond its original planned useful life, including but not limited to replacing or refurbishing roofs, exterior walls, windows, heating and ventilating systems, floor covering in classrooms and public common areas, and electrical and plumbing systems;
- Renovating and rehabilitating playfields, athletic fields, and other district real property;
- Conducting preliminary energy audits and energy audits of district buildings and making energy capital improvements that are identified as being cost-effective in the audits;
- Purchasing or installing additional major items of equipment and furniture;
- Paying the costs associated with implementing technology systems, facilities, and projects—including acquiring hardware licenses, licensing software, and online applications—and paying the costs associated with training related to the installation of such systems, facilities, and projects;
- Paying the costs associated with the application and modernization of technology systems for operations and instruction—including, but not limited to, the ongoing fees for online applications, subscriptions, or software licenses, including upgrades and incidental services—and paying for ongoing training related to the installation and integration of such products and services (to the extent funds are used for this purpose, the district will transfer the portion of the capital project funds used to the district's GF); and
- Repairing major equipment, painting facilities, and performing other preventative maintenance (to the extent funds are used for this purpose, the district will transfer the portion of the capital project funds used to the district's GF).

After holding a public hearing, the board may determine by resolution to use any money from the sale of voted bonds and investment earnings thereon remaining after the authorized capital improvements have been completed to acquire, construct, install, equip and make other capital improvements to the district's facilities or to retire and/or defease a portion of voted bonds.

Investment earnings derived from other sources in the CPF should be retained in the CPF and used for statutorily authorized purposes. The district may transfer investment earnings in the CPF, ~~which that~~ have not been derived from voted bond proceeds, to a different fund; ~~provided that such investment if the~~ earnings ~~may are used~~ only ~~be expended~~ for instructional supplies, equipment, or capital outlay purposes. The superintendent ~~or designee~~ should consult the board and appropriate district staff prior to altering the use of voted bond proceeds and transferring investment earnings out of the CPF.

### **Debt Service Fund**

The money in the Debt Service Fund (DSF) is used to pay for the ~~payment of~~ principal of and interest on outstanding voted and non-voted bonds. Disbursements are made by the county treasurer by means of treasurer's checks. Provision will be made annually for the making of a levy sufficient to meet the annual payments of principal and semiannual payments of interest. The district may transfer surplus investment earnings from the DSF to any other ~~school~~ district fund; ~~provided that, as long as~~ such earnings are spent only for instructional supplies, equipment, or capital outlay purposes. The district may transfer such investment earnings to other ~~school~~ district funds unless the resolution authorizing the voted bonds requires investment earnings to remain in the DSF to secure payment of voted bonds, thereby reducing future tax collections and the corresponding tax levy rate. The superintendent ~~or designee~~ should consult with the board and appropriate staff prior to transferring interest earnings out of the DSF.

Non-voted bonds are required to be repaid from the ~~school~~ district's DSF, rather than the fund that actually received the non-voted bond proceeds. As a result, to pay the principal of and interest on the non-voted bond, an operating transfer must be used from the CPF (or other fund) to the DSF. The ~~school~~ district should create a separate account within the DSF to repay the non-voted bond. The district should internally segregate the money pledged to repay the non-voted bond from any excess property taxes deposited in the DSF for the repayment of voted bonds.

Prior to the issuance of a non-voted bond, the superintendent or a designee will review the repayment process with the board and the county treasurer. The proceeds from the sale of real property may be placed in the DSF or CPF, except for the amount required to be expended for the costs associated with the sale of such property.

### **Associated Student Body Program Fund**

The board is responsible for the protection and control of student body financial resources just as it is for other public funds placed in its custody. The financial resources of the Associated ~~Stu-~~ ~~dent~~ Student Body Program Fund (ASB Fund) are for the benefit of students. Student involvement in the decision-making processes related to the use of this money is an integral part of the associated student body, except that the board may delegate the authority to a staff member to act as the ~~as-~~ ~~sociated~~ associated student body for any school ~~which contains no~~ that does not contain a grade higher than grade six.

Money in the ASB Fund is public money and may not be used to support or oppose any political candidate or ballot measure. Money raised by students through recognized student body ~~organi-~~ ~~zations~~ organizations will be deposited in and disbursed from the fund ~~which is~~ maintained by the county treasurer. The ASB Fund is subject to management and accounting procedures ~~which that~~ are similar to those required for all other district moneys. ASB constitutions will provide for participation by ASB representatives in the decisions to budget for and disburse ASB Fund money.



<a href="#">RCW 28A.320.330</a>	School funds enumerated — Deposits — Uses
<a href="#">RCW 28A.325.010</a>	Fees for optional noncredit extra curricular events
	Disposition
<a href="#">RCW 28A.325.020</a>	Associated student bodies — Powers and responsibilities affecting
<a href="#">RCW 28A.325.030</a>	Associated student body program fund – Fund-raising activities – Nonassociated student body program fund moneys
<a href="#">RCW 28A.335.060</a>	Surplus school property – Rental, lease or use of – disposition of moneys received from
<a href="#">RCW 28A.505.140</a>	Rules and regulations for budgetary procedures — Review when superintendent [SPI] determines budget irregularity — Revised budget, state board's financial plan until adoption
<a href="#">RCW 28A.530.010</a>	Purposes for use of voted bond proceeds
<a href="#">RCW 28A.530.020</a>	Bond issuance — Election — Resolution to specify purposes
<a href="#">RCW 28A.530.080</a>	Additional authority to contract indebtedness
<a href="#">RCW 42.17.130</a>	Use of public office or agency facilities in campaigns — Prohibition — Exceptions
<a href="#">RCW 43.09.200</a>	Division of municipal corporations — Uniform system of accounting
<a href="#">RCW 43.09.210</a>	Division of municipal corporations — Separate accounts for each fund or activity
<a href="#">RCW 84.52.053</a>	Levies by school districts authorized — When — Procedure
<a href="#">RCW 84.52.056</a>	Excess levies for capital purposes authorized
<a href="#">WAC 392-123</a>	Finance — School District Budgeting
<a href="#">WAC 392-138</a>	Finance — ASB Moneys
<a href="#">State Auditor Bulletin #301, III(E), Petty Cash</a>	

Management Resources

[2019 - March Policy Issue](#)

[2017 - July Issue](#)

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised: 9.24.14; 1.25.18; 06.26.19; XX.XX.XX**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 22, 2023

## **Strategic Focus Area**

- Achieve
- Support
- Connect
- Plan

## **BACKGROUND INFORMATION**

Policy 6217 is revised to reflect risks and concerns that have been raised by the State Auditor's Office in other governmental audits within the state.

Specifically, they have found that organizations did not have a clear policy regarding the use of EFTs and ACH transactions for payments to employees or vendors.

This policy authorizes the continued use of EFTs and ACH transfers where it makes the most sense, and subject to the district maintaining appropriate safeguards to regarding the transfers and our associated bank accounts.

## **RECOMMENDED ACTION:**

I move adoption of Policy 6217 as presented.

**Report prepared by:**  
**Shawn Lewis, Assistant Superintendent**

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## **ELECTRONIC FUNDS TRANSFER**

### **Reimbursement for Goods and Services: Electronic Payments**

The board authorizes the use of Electronic Funds Transfer (EFT) or Automated Clearing House transfer (ACH) transactions for payments to employees or vendors.

Prior to utilization of electronic payment options, the superintendent or designee will confirm with the county treasurer that the district may use electronic payments for vendor purchases.

The district will prepare electronic payments and record them in a format similar to warrants for the board of directors. Prior to submission to the board of directors, all electronic payments shall be reviewed by the district's auditing officer in accordance with the district's procedure for electronic and other payments. No electronic payment shall be made until approved by a majority of the members of the board, except as authorized consistent with other vendor and employee payments.

The district will develop and maintain procedures for electronic payments to safeguard district assets and to minimize fraud. The district will ensure that its procedures and practices are in line with guidelines published by the National Automated Clearinghouse Association (NACHA). Any requirements from the district's bank or county treasurer regarding file submission or formatting shall also be followed.

The district will implement this policy according to the accompanying procedures.

Cross References:                    6500 - Risk Management

Legal References:                    RCW 28A.330.080 Payment of claims - Signing of warrants  
RCW 28A.330.090 Auditing committee and expenditures  
RCW 42.24.080 Municipal corporations and political subdivisions - Claims against for contractual purposes - Auditing and payment – Forms - Authentication and certification  
RCW 42.24.180 Taxing District - Issuance of warrants or checks before approval by legislative body - Conditions

**Adoption Date: XX.XX.XX**  
**Steilacoom Historical School District No. 1**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 22, 2023

## **Strategic Focus Area**

- Achieve
- Support
- Connect
- Plan

## **BACKGROUND INFORMATION**

Policy 6220 is revised to reflect input from the State Auditor's Office (SAO) and the Washington Association of School Business Officials (WASBO) based on existing laws.

The revisions specify that school boards must have entered into agreements under the Interlocal Cooperation Act before making any purchase utilizing those special terms.

The revisions also clarify information about procurement using federal funds.

Finally, the updates also incorporate provisions from HB 1086 – Local Government Contracting – Community Service Organizations allowing school boards to waive certain requirements for community service organization subject to limits in the law and policy.

## **RECOMMENDED ACTION:**

I move adoption of Policy 6220 as presented.

**Report prepared by:**  
**Shawn Lewis, Assistant Superintendent**

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## **BID OR REQUEST FOR PROPOSAL REQUIREMENTS**

The board of directors of the Steilacoom Historical School District No. 1 recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

### **I. Procurement and Public Works Using ~~State~~Non-Federal Funds**

#### **A. Furniture, Supplies, or Equipment**

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow ~~theits~~ informal competitive bidding ~~process by requiring quotes from at least three different sources to be obtained in writing or by telephone procedure;~~ and ~~recorded for the public to review;~~
- over \$75,000, the board will follow ~~theits~~ formal competitive bidding process. by:

#### **1.**

1. preparing clear and definite plans and specifications for such purchases;
2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
4. providing the clear and definite plans and specifications to those interested in submitting a bid;
5. ~~require~~requiring that bids be in writing;
6. ~~open~~opening and ~~read~~reading bids in public on the date and in the place named in the notice; and
7. ~~file~~filing all bids for public inspection after opening.

#### **B. Use of Non-Federal Funds for Improvements or Repairs**

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow ~~theits~~ formal

competitive bidding ~~process~~procedure outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under ~~RCW 39.04.155~~; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under ~~RCW 28A.335.190~~; or choosing to require quotes for the work to make the process more competitive.

### C. Construction-related services

The board, when contracting for construction-related professional and personal services, shall include in bid documents language that encourages participation by minority or women-owned business enterprises. The services covered by this section include, but are not limited to, construction management services, value engineering services, and building commissioning services.

### D. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

“Emergency” means unforeseen circumstances beyond the ~~district's~~district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

### Whenever

The board may also waive bid requirements ~~are waived~~ for making improvements to district property if it contracts with an eligible local organization, such as a chamber of commerce, service organization, or other community, youth, or athletic association. Such organizations may utilize non-paid volunteers for completing the projects. The total value of such contracts may not exceed the lesser of \$75,000 or \$2 per resident of the district in a calendar year.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract ~~will be recorded and for~~ open ~~for~~ public inspection.

### E. Rejection of Bids

~~Rejection of Bids~~ The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

### F. Interlocal Cooperation Act

The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies or groups of governmental agencies, pursuant to the Interlocal Cooperation Act, ~~-Chapter 39.34 RCW~~. The board will ensure that the other governmental entities have followed their own procedures for procurement prior to making any purchases under this section. The board must have entered into these agreements prior to making any purchase arrangements utilizing the contracted terms. Use of cooperative agreements for public works contracts does not relieve the board of other obligations under public works contract requirements, such as retainage, prevailing wage, etc.

### G. Crimes Against Children

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under ~~-RCW 28A.400.322~~. The contract ~~will~~shall also contain a provision that any failure to comply with this section ~~will~~shall be grounds for the district immediately terminating the contract.

### H. Women and Minority Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids.

### II. Procurement Using Federal Funds

#### A. Goods

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. When the district uses federal funds for procurement of **goods**, **including** furniture, supplies, and equipment:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider the price to be reasonable; based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, ~~distribute~~ purchases must be distributed equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using ~~sealed bids or requests for proposals~~ its formal bidding procedure.

#### **Self-Certification**

If during a given fiscal year, the ~~the~~ district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate,

and manage financial risks, then the district may use the following Self Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using ~~sealed bids or requests for proposals~~ the district's formal bidding procedure.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

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**B. Services**

When the district uses federal funds for procurement of **services**:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider ~~the price to be reasonable,~~ based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, ~~distribute~~ purchases should be distributed equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using ~~sealed bids or requests for proposals.~~ the district's formal bidding procedure.

**Self-Certification**

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extend practical, purchases should be distributed equitably among suppliers.
- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals. ~~†~~

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

### **C. Noncompetitive ~~Proposals~~ Procurement**

Noncompetitive procurement may be used ~~using federal funds~~ only when one of the following five circumstances applies:

- Acquiring property or services that do not exceed \$10,000 [or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000;];
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

### **D. Cost/Price Analysis**

The district will perform a cost or price analysis in connections with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

### **E. Suspension and Debarment**

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

### **F. Conflict of Interest**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

### **G. Interlocal Cooperation**

The board reserves the right to enter into interlocal cooperative agreements for purchases with other governmental agencies, or groups of governmental agencies, pursuant to 2 CFR 200.318(e) and the Interlocal Cooperation Act, Chapter 39.34 RCW. Prior to making any purchases through agreements entered into in this manner, the district will confirm the other governmental agency has followed its purchasing procedures, and shall maintain that documentation for the duration of the contract. The board must have entered into these agreements prior to making any purchase arrangements utilizing the contracted terms. Use of cooperative agreements for public works contracts does not relieve the board of other obligations under public works contract requirements, such as retainage, prevailing wage, etc.

### **H. Women and Minority-Owned Businesses**

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids. The district will also include language requiring any prime contractor that employs subcontractors to show proof that it provides equal opportunity for bidding to women or minority-owned businesses.

### **I. Federal Agency or Pass-Through Entity Review**

The district will maintain records of all purchases made using Federal funds and shall provide any and all documentation to the Federal awarding agency or the state pass-through entity for compliance with all rules and regulations.

### **III. Procedures**

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Legal References: [RCW 28A.335.190](#)

Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies

<a href="#">28A.400.330</a>	Crimes Against Children — Contractor Employees — Termination of Contract
<a href="#">39.04.155</a>	Small works roster contract procedures — Limited public works process
<a href="#">39.04.280</a>	Definition
<a href="#">39.26.160</a>	Competitive Bidding Requirements — Exemptions
<a href="#">39.30.060</a>	Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system
<a href="#">39.34</a>	Bids on public works — Identification, substitution of contractors
<a href="#">2 CFR § 200</a>	Interlocal Cooperation Act
<a href="#">2 CFR § 200.67</a>	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
<a href="#">2 CFR § 200.88</a>	Micro-purchase
<a href="#">2 CFR § 200.318</a>	Simplified Acquisition Threshold
<a href="#">2 CFR § 200.320</a>	General Procurement Standards
<a href="#">2 CFR § 3485</a>	Methods to be Followed
<a href="#">2 CFR § 200.520</a>	Nonprocurement Debarment and Suspension
	Criteria for a low-risk auditee

**Adoption Date: 02.27.08**

**Steilacoom Historical School District No. 1**

**Revised: 09.12.12; 12.10.14; 8.27.15; 4.27.16; 2.28.18; 10.24.18; 03.27.19; 01.27.21; 01.26.22; XX.XX.XX**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 22, 2023

## **Strategic Focus Area**

- Achieve
- Support
- Connect
- Plan

## **BACKGROUND INFORMATION**

Policy 6550 is a new policy that is required due to a change in governmental accounting standards adopted by GASB and by the State of Washington for use by school districts. Those standards require certain leases and technology subscriptions to be capitalized if they meet a certain value or threshold established by the board.

The proposed policy suggests that any lease or subscription based IT arrangement (SBITA) that is more than one year in length and exceeds 2% of the prior year expenditures must be capitalized. That dollar value is approximately \$1 million.

We do not anticipate entering into any leases or SBITAs that will meet that threshold in the near future, but there may be a situation that arises as part of a future bond issue or capital levy that could exceed the threshold. We recommend approval now to ensure the policy is in place if needed.

## **RECOMMENDED ACTION:**

I move adoption of Policy 6550 as presented.

**Report prepared by:  
Shawn Lewis, Assistant Superintendent**

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**CAPITALIZATION THRESHOLD FOR LEASES AND SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS (SBITAs)**

The Steilacoom Historical School District Board of Directors acknowledges that the Governmental Accounting Standards Board (GASB) has issued Statements 87 and 96, covering Leases and Subscription-Based Information Technology Arrangements (SBITAs). Within the guidelines of these Statements, the district may establish a liability threshold for reporting either a lease or a SBITA that are considered to be *de minimis* when compared to the district's financial capacity. These leases or SBITAs must have a maximum possible term of greater than one year to be included.

For the purpose of this policy, the following definitions are used, in accordance with the Statements referenced above:

1. A *lease* is a contract which conveys control of the right to use another entity's nonfinancial asset for the time specified in the contract for an exchange or exchange-like transaction.
2. A *subscription-based information technology arrangement (SBITA)* is a contract that conveys the right to use another entity's software, alone or in combination with tangible capital assets, for the time specified in the contract for an exchange or exchange-like transaction. Software that is insignificant to the cost of the underlying asset is excluded.

The value of leases or SBITAs under this policy will be determined using the methodology outlined in the original Statements and current accepted industry practice. Each lease or SBITA will be considered individually.

For capitalization purposes, those leases or SBITAs with a value that equals or exceeds 2% of prior year expenditures/budgeted expenditures and has a maximum possible term in excess of one year will be capitalized and recorded as a liability on the district's financial statements in accordance with the Statements referenced above. Any lease or SBITA that does not meet this threshold, or which has a maximum term of less than one year, will not be reported as a liability on the district's financial statements.

Legal References:                      GASB Statement No. 87, Leases, Issued 06/17  
    GASB Statement No. 96, Subscription-Based Information  
    Technology Arrangements, Issued 05/20

**Adoption Date: XX.XX.XX**  
**Steilacoom Historical School District No. 1**