The best education for every student.

STEILACOOM Historical School District No. 1

Est. 1854

Regular Meeting Agenda

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

https://steilacoom-k12-wa-us.zoom.us/j/89637174623

or call 253-215-8782 and enter Webinar ID: 896 3717 4623

Wednesday, October 18, 2023 06:00 PM

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. REPORTS

A. Legislative Assembly Report (Information)

Presenter: Loujanna Rohrer

B. AP Exam Scores (Information)

Presenter: Charlie Hilen

SHS AP Presentation.pdf (p. 4)

C. Budget Status Report (Information)

Presenter: Shawn Lewis

Budget Status Report.pdf (p. 15)

IV. SWEARING IN OF DIRECTOR POSITION 2, PATRICK LEWIS (Action)

V. CONSENT AGENDA (Action)

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

Approval of September and October 2023 Accounts Payable and September 2023 Payroll.pdf (p. 34)

Approval of September 20 2023 Regular Meeting Minutes.pdf (p. 89)

Approval of October 11 2023 Special Board Meeting Minutes.pdf (p. 93)

Approval of Co-Curricular Personnel Report.pdf (p. 95)

Approval of 2023-2026 School Improvement Plans.pdf (p. 96)

Approval of Instructional Materials Committee Members.pdf (p. 103)

Approval of SHS Chamber Choir Field Trip to New York.pdf (p. 105)

Approval of Settlement Agreement Related to Resolution 891-04-27-22.pdf (p. 124)

Approval of MOU with Pierce College for IRB Services.pdf (p. 125)

Approval of MOU with Ted Brown Music.pdf (p. 128)

VI. NEW BUSINESS

A. Resolution 915-10-18-23 National Bullying Prevention Month (Action)

Presenter: Susanne Beauchaine

Resolution 915-10-18-23 Bullying Prevention Month.pdf (p. 136)

B. First Reading of Policy 3207 Prohibition of Harassment, Intimidation, and Bullying of Students (Action)

Presenter: Susanne Beauchaine

Policy 3207 Prohibition of Harassment, Intimidation and Bullying of Students.pdf (p. 139)

C. First Reading of Policy 5010 Nondiscrimination and Affirmative Action (Action)

Presenter: Susanne Beauchaine

Policy 5010 Nondiscrimination and Affirmative Action.pdf (p. 143)

D. First Reading of Policy 6513 Workplace Violence Prevention (Action)

Presenter: Susanne Beauchaine

Policy 6513 Workplace Violence Prevention.pdf (p. 148)

E. First Reading of Policy 6215 Expense Claim Certification and Approval **(Action)**

Presenter: Shawn Lewis

Policy 6215 Expense Claim Certification and Approval.pdf (p. 151)

F. Capital Facilities Plan Draft **(Information)**

Presenter: Shawn Lewis

Draft Capital Facilities Plan 2024 - 2029.pdf (p. 153)

VII. BOARD COMMUNICATION (Information)

VIII. ANNOUNCEMENTS (Information)

IX. ADJOURNMENT (Action)

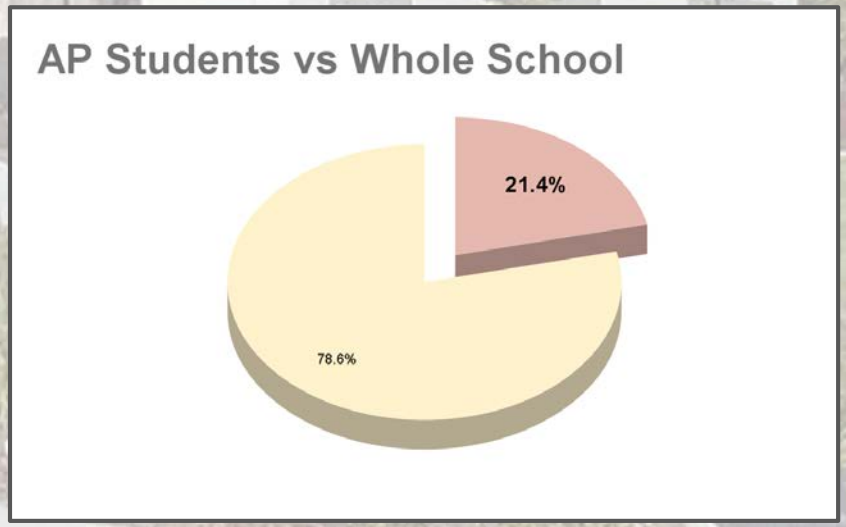
Steilacoom High School

AP Exam Data

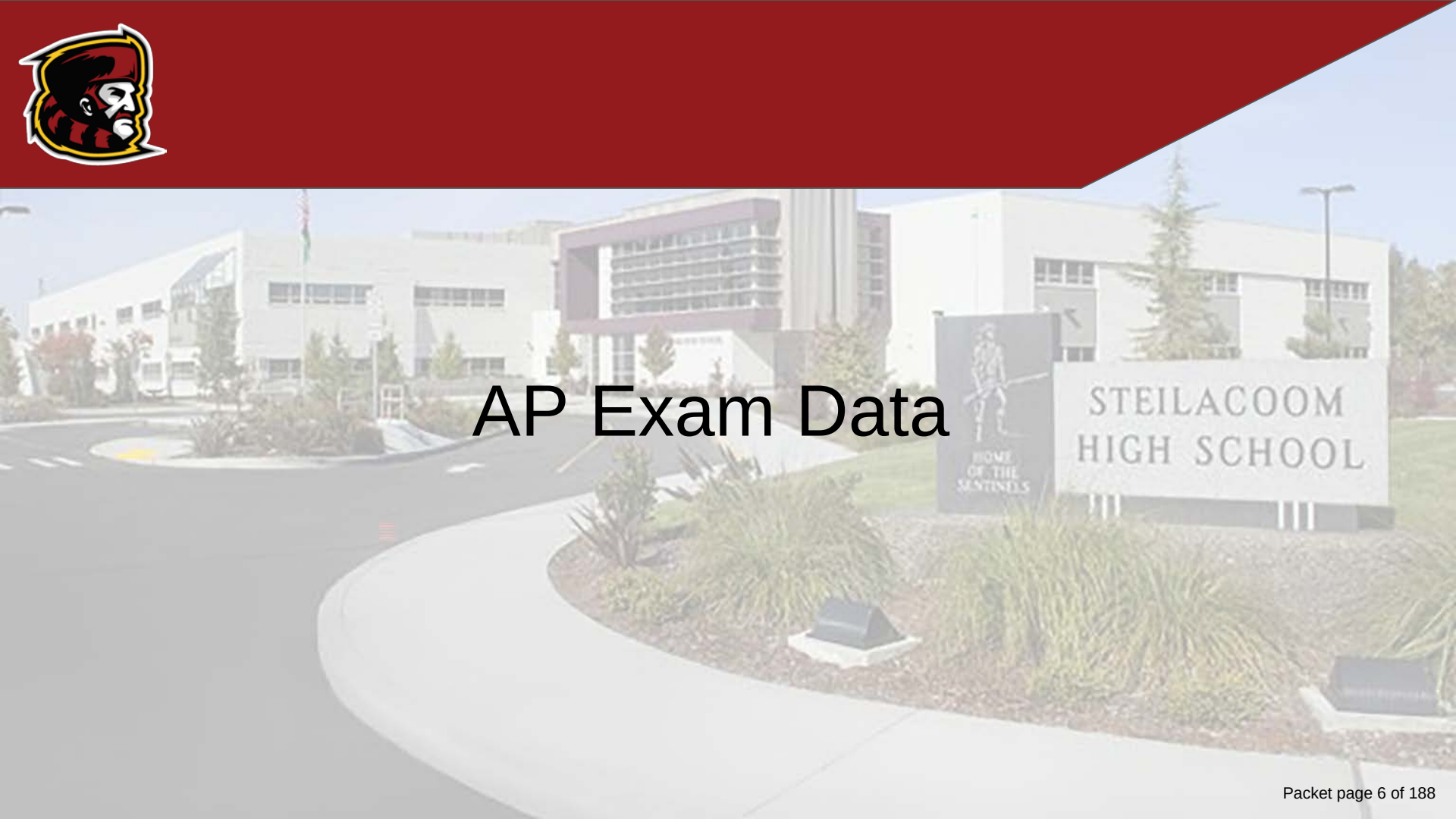
2022-2023
School Year
October 18, 2023

Classes - Students Enrolled

AP	2022-2023	2023-2024
Enrolled Students	206	247
Total Seats Occupied	356	348
Classes	21	21



AP Exam Data

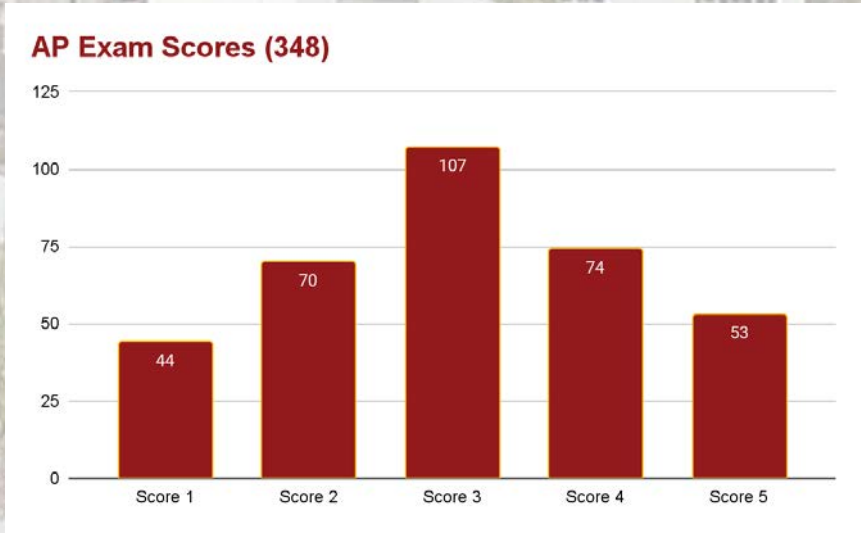


AP Exam - Race/ Ethnicity

	2019	2020	2021	2022	2023
American Indian or Alaska Native	0	2	0	0	1
Asian	40	39	33	17	21
Black or African American	10	16	10	7	10
Hispanic or Latino	37	41	32	26	30
Native Hawaiian/ Pacific Islander	2	5	1	1	1
White	94	111	90	67	98
Two or more races, non- Hispanic	57	44	32	20	18
No response	0	12	7	10	18

AP Exams

	2019	2020	2021	2022	2023
Total AP Exam Students	246	270	205	148	200
Number of Exams	403	460	325	235	348
AP Students with Scores 3+	153	184	127	108	143
% of Total AP Students with Scores 3+	62.20%	68.15%	61.95%	72.97%	71.50%



Exams by Course

Total Exams	348
Average Score	3.1
3+	71.50%

Course	Number of Exams	Average Score	3+ Scores
2D Art Design	7	3.9	100%
Biology	10	3.3	80%
Calculus AB	19	2.2	26%
Calculus AB Subscore	4	4.5	100%
Calculus BC	4	4.3	75%
Chemistry	10	2.7	70%
Computer Science Principles	38	2.9	58%
Drawing	1	4	100%
English Language	26	3.1	62%
English Literature	31	3.4	87%
Environmental Science	6	2.7	67%

Exams by Course

Total Exams	348
Average Score	3.1
3+	71.50%

Course	Number of Exams	Average Score	3+ Scores
Human Geography	17	2.9	59%
Music Aural Subscore	1	2	0%
Music Non Aural Subscore	1	1	0%
Music Theory	1	1	0%
Psychology	36	3.1	58%
Seminar*	45	3.1	82%
Statistics	8	2.9	63%
US Government	32	3	66%
US History	26	3	58%
World History Modern	25	3.4	84%

Key Highlights

97% of AP students attempted at least 1 AP Exam.

45% of AP students took 2 or more Exams. (Up 7%)

71.5% of AP students scored a 3 or higher. (College Credit)

38% of AP students scored a 4 or 5

17% of AP students earned a 5

Earned Bronze recognition on the 2023 AP School Honor Roll.



BRONZE

AP 2023 School Honor Roll

Steilacoom Senior High School

AP Scholars

		Number of Scholars
AP Scholar	3 or higher on three or more AP Exams.	**18**
AP Scholar with Honor	Average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams.	**5**
AP Scholar with Distinction	Average score of at least 3.5 on all AP Exams taken and scores of 3 or higher on five or more of these exams.	**16**
Total		**39**

AP Plans for the Future

- Design a 4 Year Map for AP courses
  - Focus on AP Capstone Diploma
- The High School and Beyond Plan
  - Reimagine the High School and Beyond Plan starting in Middle School so students can see how they can earn College Credit at the high school.
- Academic Acceleration
  - Earlier identification of AP potential using middle school SBA performance.

School Board Questions

STEILACOOM
Historical School District No. 1

October 11, 2023

To: Dr. Kathi Weight, Superintendent

From: Shawn Lewis

Subject: Financial Update

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

Our beginning fund balance (last year's ending fund balance) is now $1,896,042. This is still subject to minor adjustments during the fiscal year end closing processes – but any change will be very small. Our budget was based on a very conservative starting balance of $500,000. The reasons for this change were explained in detail as part of September's report on the previous school year.

Enrollment overall in September and October is below what was budgeted. We budgeted to go down in enrollment by about 50 students overall. Instead, we are down by about 80 students compared to the prior year – or about 30 students below our October projection.

In addition, as reported last month, a much larger proportion of our high school enrollment is in Running Start. Last year in October, we reported 164 running start students, with 55 being full time. This year we have 231 running start students, with 74 being full time. We budgeted for 135 FTE in running start and in October we are at 198 FTE. That's a 46% increase in Running Start FTE. While this is an excellent educational option for many students, this dramatic change impacts our financial situation significantly.

Based on the latest data available, we now should plan for the following adjustments:

- A reduction in Non-Running Start Apportionment Revenue of approximately $880,000
- An increase in Running Start Revenue of $700,000
- An increase in Running Start Expenditures of $650,000

This is an estimated $830,000 net reduction to fund balance by the end of the year. This will require a budget extension to address the increased Running Start costs unless we proactively make decreases to other expenses. I will begin providing you with targeted reduction options wherever possible to reduce impacts next year.

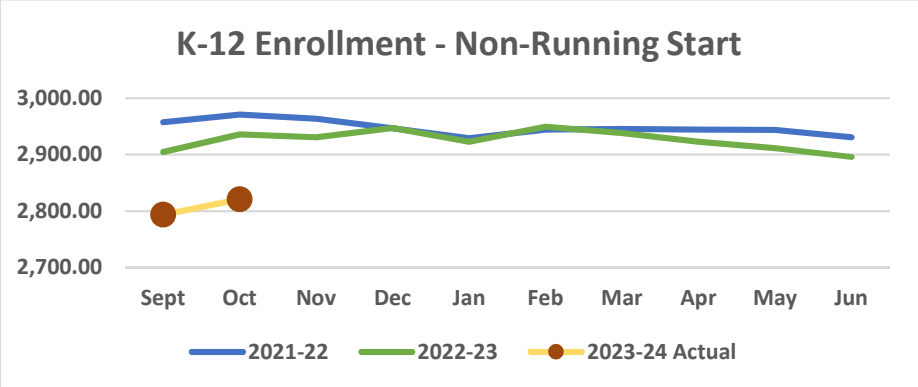
Our general fund revenues are lower than last year as expected due to reduced budgeted student enrollment. Our expenditures are down nearly $1.5 million compared to last September due to the budget changes adopted by the board last year. End of month fund balance was just $47,800 lower than the end of the fiscal year – or about $1.85 million.

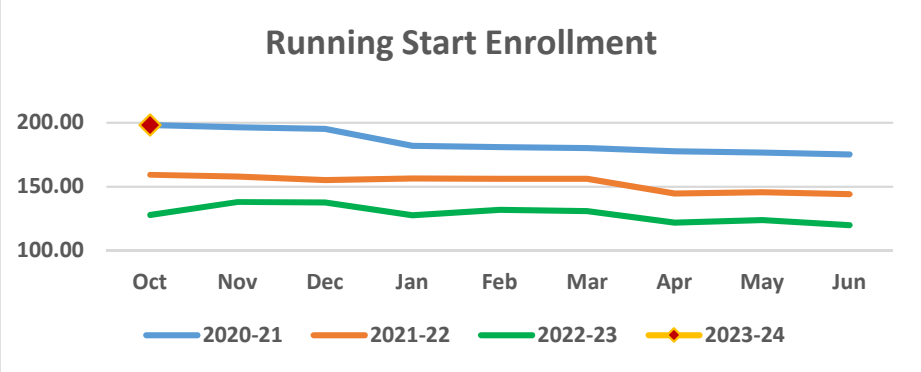
All other fund expenditures and revenues are consistent with expectations.

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

Enrollment

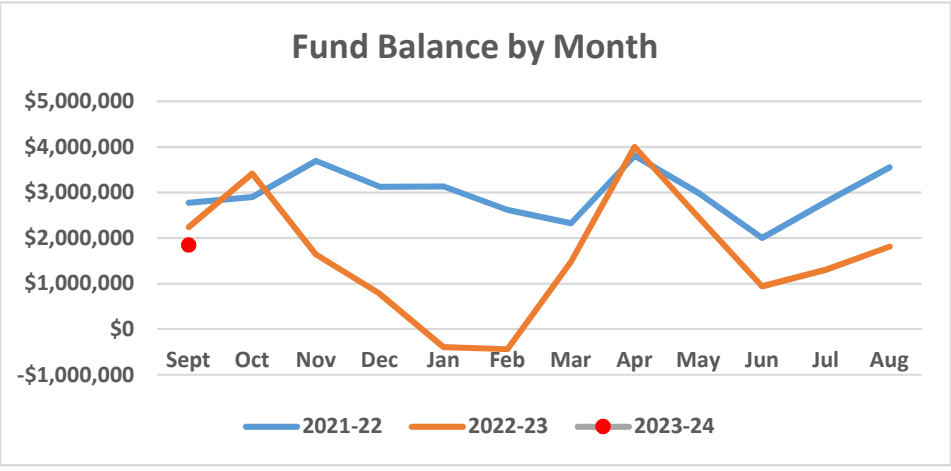
Budgeted FTE	3,037.00
Actual Average Annual FTE	3,005.39
FTE Over/Under Budget	(31.61)





General Fund Balance

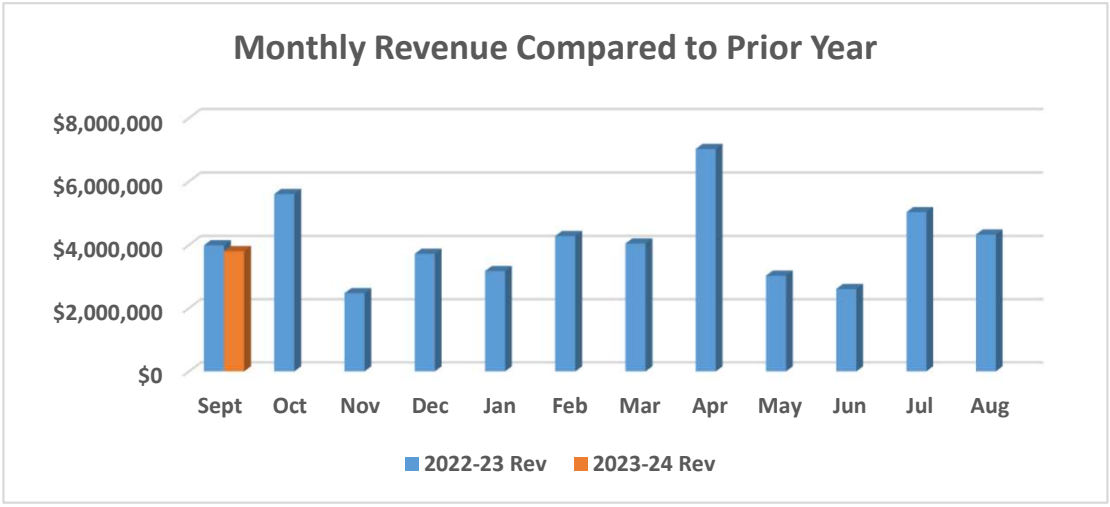
Actual as of Prior Month	$1,896,042
Actual as of Current Month	$1,848,243
Increase/Decrease in Fund Balance	($47,799)
Fund Balance as a % of Budgeted Expenditures	3.62%

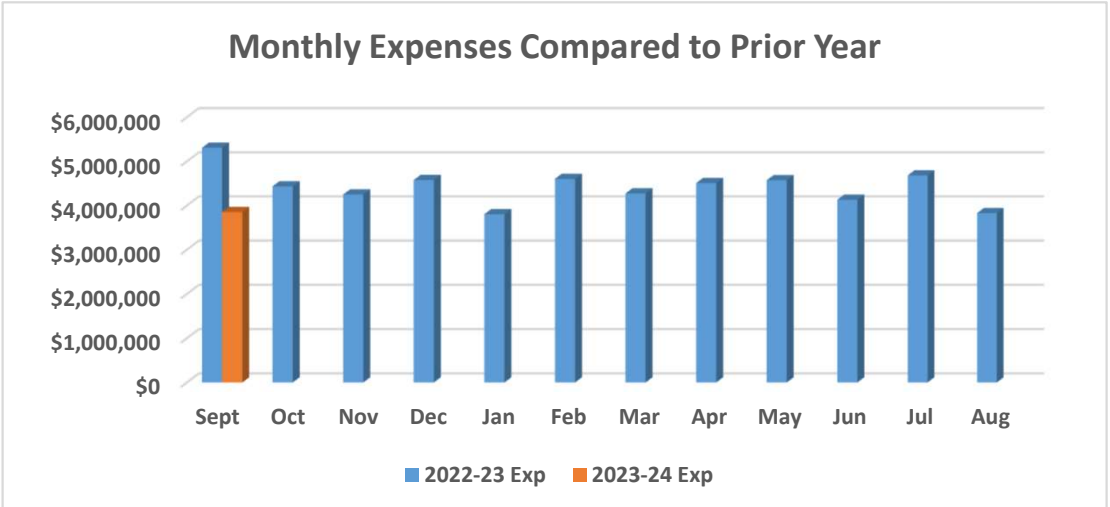


General Fund Cash and Investment Balance

As of Month End August 2023

	2021-22	2022-23	2023-24	Change From Prior Year
Sept	$3,699,925	$2,127,134	$1,739,546	$387,588
Oct	$4,954,039	$3,382,880		
Nov	$4,196,404	$1,628,957		
Dec	$3,792,454	$751,911		
Jan	$3,830,686	$370,061		
Feb	$3,317,966	($1,964)		
Mar	$2,991,604	$785,205		
Apr	$4,489,799	$3,972,916		
May	$3,627,568	$2,365,690		
Jun	$2,705,656	$852,646		
Jul	$2,773,910	$1,171,464		
Aug	$2,924,278	$1,691,540		





10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	8,336,223	93,062.02	93,062.02		8,243,160.98	1.12
2000 LOCAL SUPPORT NONTAX	857,000	115,631.30	115,631.30		741,368.70	13.49
3000 STATE, GENERAL PURPOSE	30,608,676	2,754,359.48	2,754,359.48		27,854,316.52	9.00
4000 STATE, SPECIAL PURPOSE	8,992,655	723,922.29	723,922.29		8,268,732.71	8.05
5000 FEDERAL, GENERAL PURPOSE	399,000	47,422.00	47,422.00		351,578.00	11.89
6000 FEDERAL, SPECIAL PURPOSE	2,536,337	72,868.84	72,868.84		2,463,468.16	2.87
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	51,729,891	3,807,265.93	3,807,265.93		47,922,625.07	7.36
B. EXPENDITURES						
00 Regular Instruction	27,814,301	2,302,473.06	2,302,473.06	23,010,303.56	2,501,524.38	91.01
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	7,224,977	613,738.68	613,738.68	6,183,423.43	427,814.89	94.08
30 Voc. Ed Instruction	2,263,813	188,520.26	188,520.26	1,791,871.91	283,420.83	87.48
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,689,402	104,335.84	104,335.84	1,054,347.48	530,718.68	68.59
70 Other Instructional Pgms	592,263	89,930.37	89,930.37	482,924.95	19,407.68	96.72
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	11,477,509	556,066.97	556,066.97	5,548,502.38	5,372,939.65	53.19
Total EXPENDITURES	51,062,265	3,855,065.18	3,855,065.18	38,071,373.71	9,135,826.11	82.11
C. OTHER FIN. USES TRANS. OUT (GL 536)	450,000	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	217,626	47,799.25-	47,799.25-		265,425.25-	121.96-
F. TOTAL BEGINNING FUND BALANCE	500,000		1,896,042.46			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	717,626		1,848,243.21			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810	Restricted For Other Items	0	.00
G/L 815	Restric Unequalized Deduct Rev	0	.00
G/L 821	Restricted for Carryover	0	.00
G/L 823	Restricted for Carryover of Tra	0	.00
G/L 825	Restricted for Skills Center	0	.00
G/L 828	Restricted for C/O of FS Rev	0	.00
G/L 830	Restricted for Debt Service	0	.00
G/L 835	Restrictd For Arbitrage Rebate	0	.00
G/L 840	Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845	Restricted for Self Insur	0	.00
G/L 850	Restricted for Uninsured Risks	0	.00
G/L 870	Committed to Other Purposes	450,000-	.00
G/L 872	Committd to Econmc Stabilizatn	0	.00
G/L 873	Committed to Depreciation Sub-F	0	.00
G/L 875	Assigned Contingencies	0	.00
G/L 884	Assigned to Other Cap Projects	0	.00
G/L 888	Assigned to Other Purposes	0	.00
G/L 890	Unassigned Fund Balance	1,167,626	1,848,243.21
G/L 891	Unassigned Min Fnd Bal Policy	0	.00
G/L 896	Change in Accounting Principles	0	.00
G/L 897	Change to or within the Financi	0	.00
	TOTAL	717,626	1,848,243.21

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	151,000	140.98	140.98		150,859.02	0.09
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	151,000	140.98	140.98		150,859.02	0.09
B. EXPENDITURES						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	0	.00	.00	0.00	.00	0.00
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	0	.00	.00	0.00	.00	0.00
C. OTHER FIN. USES TRANS. OUT (GL 536)	275,000	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	124,000-	140.98	140.98		124,140.98	100.11-
F. TOTAL BEGINNING FUND BALANCE	170,000		183,530.62			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	46,000		183,671.60			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810	Restricted For Other Items	0	.00
G/L 825	Restricted for Skills Center	0	.00
G/L 830	Restricted for Debt Service	0	.00
G/L 835	Restrictd For Arbitrage Rebate	0	.00
G/L 840	Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850	Restricted for Uninsured Risks	0	.00
G/L 861	Restricted from Bond Proceeds	0	.00
G/L 862	Committed from Levy Proceeds	0	.00
G/L 863	Restricted from State Proceeds	0	.00
G/L 864	Restricted from Fed Proceeds	0	.00
G/L 865	Restricted from Other Proceeds	0	.00
G/L 866	Restricted Impact Fees	270,000	103,597.18
G/L 867	Restrictd Mitigation Fees	0	.00
G/L 869	Restricted fr Undistr Proceeds	0	.00
G/L 870	Committed to Other Purposes	0	.00
G/L 889	Assigned to Fund Purposes	224,000-	80,074.42
G/L 890	Unassigned Fund Balance	0	.00
G/L 896	Change in Accounting Principles	0	.00
G/L 897	Change to or within the Financi	0	.00
	TOTAL	46,000	183,671.60

30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	4,071,610	115,732.95	115,732.95		3,955,877.05	2.84
2000 Local Support Nontax	1,000	3,292.24	3,292.24		2,292.24-	329.22
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	725,000	.00	.00		725,000.00	0.00
Total REVENUES/OTHER FIN. SOURCES	4,797,610	119,025.19	119,025.19		4,678,584.81	2.48
B. EXPENDITURES						
Matured Bond Expenditures	8,870,000	.00	.00	0.00	8,870,000.00	0.00
Interest On Bonds	710,000	.00	.00	0.00	710,000.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	9,580,000	.00	.00	0.00	9,580,000.00	0.00
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)	4,782,390-	119,025.19	119,025.19		4,901,415.19	102.49-
F. TOTAL BEGINNING FUND BALANCE	5,441,308		6,130,439.64			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	658,918		6,249,464.83			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	658,918		6,249,464.83			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
TOTAL	658,918		6,249,464.83			

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	260,710	60,014.10	60,014.10		200,695.90	23.02
2000 Athletics	178,332	1,735.00	1,735.00		176,597.00	0.97
3000 Classes	219,200	2,482.94	2,482.94		216,717.06	1.13
4000 Clubs	568,580	17,527.62	17,527.62		551,052.38	3.08
6000 Private Moneys	21,100	220.00	220.00		20,880.00	1.04
Total REVENUES	1,247,922	81,979.66	81,979.66		1,165,942.34	6.57
B. EXPENDITURES						
1000 General Student Body	298,660	11,697.10	11,697.10	5,007.30	281,955.60	5.59
2000 Athletics	234,461	19,945.47	19,945.47	5,827.36	208,688.17	10.99
3000 Classes	229,100	270.25	270.25	2,983.71	225,846.04	1.42
4000 Clubs	622,037	3,179.46	3,179.46	11,526.66	607,330.88	2.36
6000 Private Moneys	29,275	.00	.00	0.00	29,275.00	0.00
Total EXPENDITURES	1,413,533	35,092.28	35,092.28	25,345.03	1,353,095.69	4.28
C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B)	165,611-	46,887.38	46,887.38		212,498.38	128.31-
D. TOTAL BEGINNING FUND BALANCE	277,387		361,478.59			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE C+D + OR - E)	111,776		408,365.97			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	111,776		408,365.97			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
TOTAL	111,776		408,365.97			

50--Employee Health Benefits Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

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

51--INSURANCE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

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

52--WORKERS COMPENSATION TRUST-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

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

70--TRUST & AGENCY FUND PRIVATE PURPOSE-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

80--PERMANENT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,000	564.66	564.66		435.34	56.47
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	1,000	564.66	564.66		435.34	56.47
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	1,000	564.66	564.66		435.34	56.47
D. EXPENDITURES						
Type 30 Equipment	4,000	.00	.00	0.00	4,000.00	0.00
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	4,000	.00	.00	0.00	4,000.00	0.00
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)	3,000-	564.66	564.66		3,564.66	118.82-
H. TOTAL BEGINNING FUND BALANCE	140,603		155,621.43			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	137,603		156,186.09			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	137,603		156,186.09			
G/L 830 RES FOR DEBT SERVICE	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
TOTAL	137,603		156,186.09			

E0--UNEMPLOYMENT COMPENSATION FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

F0--General Fixed Asset Group-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

T0--GENERAL LONG TERM DEBT GROUP-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

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

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

Steilacoom Historical School District

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

DATE: **October 18, 2023**

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

Shawn Lewis, Assistant Superindendent

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

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
GENERAL FUND:					
	Payroll	800935	to	800936	$ 3,964.89
	Payroll A/P	133551	to	133564	$ 490,450.02
	Payrol ACH Payments		to		$ 543,440.75
	Payroll Taxes		to		$ 667,016.13
	Direct Deposit	900058323	to	900058675	$ 1,791,618.60
September 25, 2023	Accounts Payable	133565	to	133565	$ 15.80
September 25, 2023	Accounts Payable	133566	to	133567	$ 895.50
September 25, 2023	Accounts Payable	133568	to	133602	$ 52,645.00
September 28, 2023	Accounts Payable	133603	to	133603	$ 24,251.59
September 28, 2023	Accounts Payable	133604	to	133604	$ 1,300.00
October 3, 2023	Accounts Payable	133605		133605	$ 24,153.69
October 5, 2023	Accounts Payable	133606	to	133606	$ 809.28
October 9, 2023	Accounts Payable	133607	to	133608	$ 211.50
October 10, 2023	Accounts Payable	133609	to	133661	$ 645,025.28
			to		
			TOTAL GENERAL FUND:		$ 4,245,798.03
CAPITAL PROJECTS FUND:			to		
	Accounts Payable		to		
			TOTAL CAPITAL PROJECTS FUND:		
ASSOCIATED STUDENT BODY FUND:					
September 25, 2023	Accounts Payable	405266	to	405274	$ 7,756.81
September 28, 2023	Accounts Payable	405275	to	405275	$ 6,157.87
October 9, 2023	Accounts Payable	405276	to	405276	$ 10.00
	Accounts Payable	405277	to	405283	$ 6,529.35
	Accounts Payable		to		
	Accounts Payable		to		
	Accounts Payable		to		
	Accounts Payable				
			TOTAL ASSOCIATED STUDENT BODY FUND:		$ 20,454.03
TRANSPORTATION VEHICLE FUND:					
			to		
			to		
			TOTAL TRANSPORTATION VEHICLE FUND:		$ -

Board of Directors of Steilacoom Historical School District No. 1

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

Kathi Weight, Secretary to the Board

PAYROLL

A/P

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $490,450.02. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133551 through 133564, totaling $490,450.02

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
133551	*CSIDENTITY CORPORATION	09/29/2023	20230929ADNWEXP	Payroll accrual	0	33.00	33.00
133552	*DVM INSURANCE AGENCY - DBA NA	09/29/2023	20230929ADNWPI	Payroll accrual	0	32.57	32.57
133553	*EMPLOY SEC DEPTS - WA LTC	09/29/2023	20230929AD1WLTC	Payroll accrual	0	12,666.79	12,666.79
133554	*EMPLOYMENT SECURITY DEPARTMEN	09/29/2023	20230929AD1PFML	Payroll accrual	0	15,253.68	20,963.62
			20230929AF1PFML	Payroll accrual	0	5,709.94	
133555	*ESD UNEMPLOYMENT POOL	09/29/2023	20230929AF1UC	Payroll accrual	0	1,546.31	1,546.31
133556	*LEGAL ACCESS CONSULTING LLC -	09/29/2023	20230929ADNWLE	Payroll accrual	0	139.60	139.60
133557	*PUGET SOUND WORKERS COMP TRUS	09/29/2023	20230929AD1WC	Payroll accrual	0	4,039.28	21,229.75
			20230929AF1WC	Payroll accrual	0	17,190.47	
133558	*WEA PAYROLL DEDUCTIONS	09/29/2023	20230929ADC0UA	Payroll accrual	0	18,475.76	22,636.70
			20230929ADC0UB	Payroll accrual	0	186.20	
			20230929ADC0UC	Payroll accrual	0	60.80	
			20230929ADC1UB	Payroll accrual	0	960.57	
			20230929ADC1UC	Payroll accrual	0	453.32	
			20230929ADC1UD	Payroll accrual	0	1,001.47	
			20230929ADC1UE	Payroll accrual	0	1,199.25	
			20230929ADC1UG	Payroll accrual	0	27.08	
			20230929ADC1UI	Payroll accrual	0	10.25	
			20230929ADC3UB	Payroll accrual	0	25.00	
			20230929ADC4UC	Payroll accrual	0	237.00	
133559	DEPT OF RETIREMENT SYSTEMS	09/29/2023	01577515	SUSAN L MONTROSE 5979 - JAN 2011 EMPLOYER PORTION	0	22.40	22.40
133560	HCA-SEBB BENEFITS	09/29/2023	20230929AFSEBB	Payroll accrual	0	367,400.00	367,400.00
133561	HCA-SEBB BENEFITS	09/29/2023	20230929ADKP1CR	Payroll accrual	0	270.00	33,358.00
			20230929ADKP2CR	Payroll accrual	0	186.00	
			20230929ADKP2ER	Payroll accrual	0	212.00	
			20230929ADKP2FR	Payroll accrual	0	686.00	
			20230929ADKP3CR	Payroll accrual	0	249.00	
			20230929ADKP3ER	Payroll accrual	0	142.00	
			20230929ADKP3FR	Payroll accrual	0	426.00	
			20230929ADKW1CR	Payroll accrual	0	134.00	
			20230929ADKW1ER	Payroll accrual	0	76.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20230929ADKW1FR	Payroll accrual	0	114.00	
			20230929ADKW2CR	Payroll accrual	0	75.00	
			20230929ADKW2ER	Payroll accrual	0	258.00	
			20230929ADKW2FR	Payroll accrual	0	129.00	
			20230929ADKW2SR	Payroll accrual	0	86.00	
			20230929ADKWSCR	Payroll accrual	0	1,300.00	
			20230929ADKWSER	Payroll accrual	0	1,801.00	
			20230929ADKWSFR	Payroll accrual	0	1,604.00	
			20230929ADKWSSR	Payroll accrual	0	1,382.00	
			20230929ADPHCR	Payroll accrual	0	1,020.00	
			20230929ADPHER	Payroll accrual	0	1,311.00	
			20230929ADPHFR	Payroll accrual	0	2,669.00	
			20230929ADPHSR	Payroll accrual	0	1,358.00	
			20230929ADPMER	Payroll accrual	0	50.00	
			20230929ADPMFR	Payroll accrual	0	150.00	
			20230929ADPSCR	Payroll accrual	0	516.00	
			20230929ADPSER	Payroll accrual	0	735.00	
			20230929ADPSFR	Payroll accrual	0	1,176.00	
			20230929ADPSSR	Payroll accrual	0	809.00	
			20230929ADV1CR	Payroll accrual	0	145.00	
			20230929ADV1ER	Payroll accrual	0	249.00	
			20230929ADV1FR	Payroll accrual	0	249.00	
			20230929ADV2CR	Payroll accrual	0	145.00	
			20230929ADV2ER	Payroll accrual	0	249.00	
			20230929ADV2FR	Payroll accrual	0	498.00	
			20230929ADV2SR	Payroll accrual	0	548.00	
			20230929ADVACR	Payroll accrual	0	2,601.00	
			20230929ADVAER	Payroll accrual	0	970.00	
			20230929ADVAFR	Payroll accrual	0	3,515.00	
			20230929ADVASR	Payroll accrual	0	2,100.00	
			20230929ADVHSAE	Payroll accrual	0	84.00	
			20230929ADVHSAF	Payroll accrual	0	336.00	
			20230929ADVHSAS	Payroll accrual	0	112.00	
			20230929ADVUCR	Payroll accrual	0	592.00	
			20230929ADVUER	Payroll accrual	0	672.00	
			20230929ADVUFR	Payroll accrual	0	1,285.00	
			20230929ADVUSR	Payroll accrual	0	84.00	
133562	HCA-SEBB FLEX SPEND	09/29/2023	20230929ADDCFSA	Payroll accrual	0	1,283.34	4,384.49
			20230929ADHCFSA	Payroll accrual	0	3,101.15	
133563	IDAHO CHILD SUPPORT RECEIPTING	09/29/2023	20230929ADCSIDS	Payroll accrual	0	295.00	295.00
133564	The Standard Insurance Company	09/29/2023	20230929ADLTD50	Payroll accrual	0	1,032.43	5,741.79
			20230929ADLTD60	Payroll accrual	0	4,709.36	

14 Computer Check(s) For a Total of 490,450.02

	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
	14	Computer	Checks For a Total of	490,450.02
Total For	14	Manual, Wire Tran, ACH & Computer Checks		490,450.02
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	490,450.02

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $1,210,456.88. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:
Wire Transfer Payments 202300001 through 202300005, totaling $1,210,456.88

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
202300001	KEYBANK NATIONAL ASSOCIATION	09/29/2023	20230929AD1FIC	Payroll accrual	0	158,577.25	667,016.13
			20230929AD1FIT	Payroll accrual	0	258,884.40	
			20230929AD1FIT+	Payroll accrual	0	16,663.91	
			20230929AD1Med	Payroll accrual	0	37,156.66	
			20230929AF1FIC	Payroll accrual	0	158,577.25	
			20230929AF1Med	Payroll accrual	0	37,156.66	
202300002	*KEYBANK NA - OMNI	09/29/2023	20230929ADA101	Payroll accrual	0	150.00	17,060.40
			20230929ADA104	Payroll accrual	0	1,937.50	
			20230929ADA104R	Payroll accrual	0	1,078.90	
			20230929ADA105R	Payroll accrual	0	2,600.00	
			20230929ADA106	Payroll accrual	0	200.00	
			20230929ADA107	Payroll accrual	0	2,516.00	
			20230929ADA108	Payroll accrual	0	2,325.00	
			20230929ADA108R	Payroll accrual	0	2,175.00	
			20230929ADA109	Payroll accrual	0	4,078.00	
202300003	*KEYBANK NA - DSHS	09/29/2023	20230929ADCS%50	Payroll accrual	0	2,008.44	2,008.44
202300004	*KEYBANK NA - DRS	09/29/2023	20230929AD1ReE0	Payroll accrual	0	0.00	498,421.48
			20230929AD1ReE2	Payroll accrual	0	26,976.19	
			20230929AD1ReE3	Payroll accrual	0	15,587.08	
			20230929AD1ReT0	Payroll accrual	0	0.00	
			20230929AD1ReT2	Payroll accrual	0	52,375.31	
			20230929AD1ReT3	Payroll accrual	0	102,387.19	
			20230929ADA81%3	Payroll accrual	0	779.15	
			20230929ADA8103	Payroll accrual	0	20,493.00	
			20230929AF1ReE0	Payroll accrual	0	0.00	
			20230929AF1ReE2	Payroll accrual	0	38,464.68	
			20230929AF1ReE3	Payroll accrual	0	24,066.52	
			20230929AF1ReT0	Payroll accrual	0	0.00	
			20230929AF1ReT2	Payroll accrual	0	69,165.42	
			20230929AF1ReT3	Payroll accrual	0	146,190.94	
			20230929AFZ457n	Payroll accrual	0	1,936.00	
202300005	*KEYBANK NA - VEBA	09/29/2023	20230929ADV1119	Payroll accrual	0	2,100.00	25,950.43
			20230929ADV2119	Payroll accrual	0	4,400.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20230929ADV3119	Payroll accrual	0	17,048.65	
			20230929ADV3ps	Payroll accrual	0	1,201.78	
			20230929ADV4119	Payroll accrual	0	900.00	
			20230929ADV4ps	Payroll accrual	0	300.00	
			5	Wire Transfer Check(s) For a Total of			1,210,456.88

	0	Manual	Checks For a Total of	0.00
	5	Wire Transfer	Checks For a Total of	1,210,456.88
	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		1,210,456.88
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,210,456.88

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $15.80. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133565 through 133565, totaling $15.80

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
133565	HETLAGE, SADIE	09/26/2023	RR_9.8.23_$15.80	STEILACOOM HIGH SCHOOL: REFUND FOOD CREDIT FOR DACIE HETLAGE	0	15.80	15.80

1 Computer Check(s) For a Total of 15.80

	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	15.80
Total For	1	Manual, Wire Tran, ACH & Computer Checks		15.80
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15.80

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $895.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133566 through 133567, totaling $895.50

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
133566	ESD 113	09/26/2023	7422300522	Fingerprinting: March 2023- Monthly WSP Fees	182223010	90.50	90.50
133567	PORTER FOSTER RORICK	09/26/2023	117968	STEILACOOM HISTORICAL SCHOOL DISTRICT: PROFESSIONAL SERVICES AUGUST 16 & 17, 2023	0	805.00	805.00

2 Computer Check(s) For a Total of 895.50

	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
	2	Computer	Checks For a Total of	895.50
Total For	2	Manual, Wire Tran, ACH & Computer Checks		895.50
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	895.50

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $52,645.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133568 through 133602, totaling $52,645.00

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
133568	ANDERSON ISLAND GENERAL STORE	09/26/2023	1620076	ANDERSON ISLAND ELEMENTARY: STUDENT TRANSPORTATION DIESEL FUEL SUPPLY	0	171.42	440.52
			1622681	ANDERSON ISLAND ELEMENTARY: STUDENT TRANSPORTATION DIESEL FUEL SUPPLY	0	269.10	
133569	BATTERIES PLUS	09/26/2023	P65589884	OPEN PURCHASE ORDER 2023-2024 for BATTERIES/BULBS	102324001	325.83	491.28
			P65601617	OPEN PURCHASE ORDER 2023-2024 for BATTERIES/BULBS	102324001	19.85	
			P65710427	OPEN PURCHASE ORDER 2023-2024 for BATTERIES/BULBS	102324001	145.60	
133570	BRUGMAN, CHRISTOPHER	09/26/2023	Reim_9.15.23_$65.00	STEILACOOM HIGH SCHOOL: FALL COUNSELOR WORKSHOP FEE REIMBURSEMENT @ TACOMA CLOVER PARK TECHNICAL COLLEGE	0	65.00	65.00
133571	CAPITAL BUSINESS MACHINES INC	09/26/2023	INV169277	DISTRICTWIDE	82324020	618.82	1,429.94

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				QUARTERLY USAGE FEES FY 2023 - 2024			
			INV169278	DISTRICTWIDE QUARTERLY USAGE FEES FY 2023 - 2024	82324020	144.78	
			INV169279	DISTRICTWIDE QUARTERLY USAGE FEES FY 2023 - 2024	82324020	141.94	
			INV169280	DISTRICTWIDE QUARTERLY USAGE FEES FY 2023 - 2024	82324020	145.04	
			INV169281	DISTRICTWIDE QUARTERLY USAGE FEES FY 2023 - 2024	82324020	49.30	
			INV169282	DISTRICTWIDE QUARTERLY USAGE FEES FY 2023 - 2024	82324020	293.21	
			INV169283	DISTRICTWIDE QUARTERLY USAGE FEES FY 2023 - 2024	82324020	24.55	
			INV169285	DISTRICTWIDE QUARTERLY USAGE FEES FY 2023 - 2024	82324020	12.30	
133572	CC'S CLASSY CHASSIS INC.	09/26/2023	5873	OPEN PURCHASE ORDER 2023-2024 for OIL CHANGES & CAR WASH/DETAIL SERVICES	102324004	55.55	55.55
133573	CDW-G	09/26/2023	LR42961	SUPPLY ITEMS OF BULBS FOR 23-24 SCHOOL YEAR - TECH DEPARTMENT	272324012	616.74	1,827.84
			ZR00386379	CHROME GOPHER PREMIUM 1 YEAR LICENSE RENEWAL - TERM 8-31-23 THRU 8-30-24	272324010	1,211.10	
133574	CENTURYLINK #300493944	09/26/2023	300493944_9.2.23	TELECOMMUNICATION SERVICES FY 2023-24: ACCOUNT NUMBER 300493944	0	248.15	248.15
133575	CITY OF TACOMA - TACOMA PUBLIC	09/26/2023	100683154_9.13.23	STEILACOOM HIGH	0	37.06	37.06

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SCHOOL READER BOARD SERVICE CHARGE 8/15/23 - 09/13/2023			
133576	DEPT OF LICENSING (WA STATE)	09/26/2023	L0214129244	OPEN PURCHASE ORDER 2023-2024 for DRIVERS ABSTRACTS FOR TYPE II LICENSING	102324006	75.00	75.00
133577	DURHAM SCHOOL SERVICES	09/26/2023	91989176	STUDENT TRANSPORTATION SERVICES: FIRST SEMESTER FY 2023-2024_AUGUST 2023	82324010	14,569.63	14,569.63
133578	FOLLETT SCHOOL SOLUTIONS LLC	09/26/2023	1519999	STEILACOOM HISTORICAL SCHOOL DISTRICT: FOLLET RESOURCE MANAGER FOR ALL 6 SCHOOL LOCATIONS	272324033	5,326.20	5,326.20
133579	FORD, JEREMIAH T	09/26/2023	Reim_9.5.23_$35.23	CHLOE CLARK ELEMENTARY: STEAM ROOM SUPPLY CADDIES PURCHASE REIMBURSEMENT	0	35.23	35.23
133580	GRADUATION ALLIANCE, INC.	09/26/2023	GA66832	GRAD ALLIANCE INVOICES FOR THE 23-24 SCHOOL YEAR	272324037	2,665.86	2,665.86
133581	GRAINGER	09/26/2023	9812273473	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324036	1.87	426.87
			9824188149	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324036	392.92	
			9824785175	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324036	13.80	
			9835187338	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324036	18.28	
133582	HORIZON DISTRIBUTORS INC	09/26/2023	3N163211	OPEN PURCHASE ORDER 2023-2024 for GROUNDS SUPPLIES	102324034	288.34	288.34
133583	INTEGRATED REGISTER SYSTEMS IN	09/26/2023	IN021357	IT RECEIPTING HOSTING SERVICE FOR FY 2023-24	82324003	5,646.96	5,646.96
133584	JAMES, STEFANI	09/26/2023	Reim_9.15.23_$65.00	STEILACOOM HIGH SCHOOL: FALL	0	65.00	65.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				COUNSELOR WORKSHOP FEE REIMBURSEMENT @ TACOMA CLOVER PARK TECHNICAL COLLEGE REIMBURSEMENT			
133585	JOHNSON, JACOB	09/26/2023	Reim_9.15.23_$65.00	STEILACOOM HIGH SCHOOL: FALL COUNSELOR WORKSHOP FEE REIMBURSEMENT @ TACOMA CLOVER PARK TECHNICAL COLLEGE REIMBURSEMENT	0	65.00	65.00
133586	JOHNSTONE SUPPLY	09/26/2023	11-S100917488.001	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324014	188.61	188.61
133587	KCDA	09/26/2023	300732456	PIONEER MIDDLE SCHOOL: KCDA-COPY PAPER SUPPLY FOR 2023-24 SCHOOL YEAR	2372324004	506.48	506.48
133588	KIWANIS CLUB OF STEILACOOM	09/26/2023	2023-24_9.1.23_$280	2023 - 2024 KIWANIS MEMBERSHIP DUES FOR KATHI WEIGHT AND SHAWN LEWIS	0	280.00	420.00
			R.Douglas_$140.00	STEILACOOM HISTORICAL SCHOOL DISTRICT: 2023-24 MEMBERSHIP FEE FOR RYAN DOUGLAS	0	140.00	
133589	LAKE JOSEPHINE RIVIERA WATER	09/26/2023	100811_9.1.23	ANDERSON ISLAND ELEMENTARY WATER USAGE LOCATION 99-0260 SERVICE DATES: 9/01/2023 - 09/30/2023	0	82.50	969.25
			100812_9.1.23	ANDERSON ISLAND ELEMENTARY WATER USAGE LOCATION 99-0270 SERVICE DATES: 9/01/2023 - 9/30/2023	0	886.75	
133590	ODP SOLUTIONS, LLC	09/26/2023	327455368001	SALTARS POINT ELEMENTARY COPY PAPER AND WORKROOM SUPPLIES	0	470.37	1,203.71

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			327530444001	CHLOE CLARK ELEMENTARY: Copy Paper	1622324009	640.41	
			328131717002	STEILACOOM HISTORICAL SCHOOL DISTRICT ADMIN BLDG WORKROOM SUPPLIES	0	11.91	
			328131717003	STEILACOOM HISTORICAL SCHOOL DISTRICT ADMIN BLDG WORKROOM SUPPLIES	0	18.74	
			329255505001	ANDERSON ISLAND ELEMENTARY: Outdoor Classroom Supplies	1402324003	62.28	
133591	PACIFICA LAW GROUP, LLP	09/26/2023	85353	STEILACOOM HISTORICAL SCHOOL DISTRICT: REVIEW CAPITAL LEVY VOTERS PAMPHLET PROOF	0	94.00	235.00
			85490	STEILACOOM HISTORICAL SCHOOL DISTRICT: REVIEW MOOD'YS DOWNGRADE NOTICE AND DRAFT EMMA NOTICE	0	141.00	
133592	PERFORMANCE SYSTEMS INTEGRATIO	09/26/2023	12546086	OPEN PURCHASE ORDER for 2023-2024 Fire Alarm, Sprinklers and Extinguishers Inspections, Maintenance and Service Repairs	102324023	375.45	375.45
133593	PRISCO, AMY	09/26/2023	Reim_9.13.23_$106.98	ANDERSON ISLAND ELEMENTARY: CPR CERTIFICATION AND CLASS MATERIAL EXPENSE REIMBURSEMENT	0	106.98	106.98
133594	REFRIGERATION SUPPLIES DISTRIB	09/26/2023	26335174-00	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324035	131.34	3,411.86
			26335221-00	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324035	863.31	
			26335285-00	OPEN PURCHASE	102324035	2,417.21	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ORDER 2023-2024 for SUPPLIES			
133595	SARCO SUPPLY	09/26/2023	11500983	CC OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324044	272.19	5,311.58
			1151354	SP OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324046	1,017.70	
			1151356	MAINT OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324041	158.27	
			1151357	SHS OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324048	1,574.91	
			1151359	CD OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324043	957.91	
			1151360	CC OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324044	1,330.60	
133596	SCHADE DUNCAN, LORETTA A	09/26/2023	Reim_8.30.23_$52.55	CHLOE CLARK ELEMENTARY BACK TO SCHOOL BALLOONS PURCHASE REIMBURSEMENT	0	52.55	52.55
133597	TRANE U.S. INC.	09/26/2023	15178243	OPEN PURCHASE ORDER 2023-2024 for HVAC Supplies	102324007	37.08	1,128.19
			15192201	OPEN PURCHASE ORDER 2023-2024 for HVAC Supplies	102324007	1,091.11	
133598	TYRRELL, JACOB ANDREW	09/26/2023	Reim_9.17.23_$65.70	STEILACOOM HIGH SCHOOL: FRAMES PURCHASE REIMBURSEMENT	0	65.70	65.70
133599	VERIZON WIRELESS	09/26/2023	9942367954	STEILACOOM HISTORICAL SCHOOL DISTRICT PHONE SERVICES: FIRST SEMESTER FY 2023-2024	82324015	786.85	786.85
133600	WASHINGTON SCHOOLS DATA SERVIC	09/26/2023	ED0923SHSD	STEILACOOM HISTORICAL SCHOOL	182324004	1,694.00	1,694.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				DISTRICT: Ethics Data (ECOR) Billing Period 09-01-2023 - 08-31-2024			
133601	WEX BANK	09/26/2023	91785671	MOTOR VEHICLE FUEL SUPPLY: FIRST SEMESTER FY 2023-2024	82324014	2,109.71	2,109.71
133602	WSIPC	09/26/2023	1002300126	STEILACOOM HISTORICAL SCHOOL DISTRICT: WSIPC NEW Student Online Enrollment	182324002	319.65	319.65
			35	Computer Check(s) For a Total of			52,645.00

	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
	35	Computer	Checks For a Total of	52,645.00
Total For	35	Manual, Wire Tran, ACH & Computer Checks		52,645.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	52,645.00

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $24,251.59. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133603 through 133603, totaling $24,251.59

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
133603	**BMO FINANCIAL GROUP**	**09/29/2023**		**CREDIT CARD PAYMENT CHECK**			**24,251.59**
	AMERICAN RED CROSS		GFC092300010	Credit Card Payment AP Invoice.	0	64.63	
	BESTDAY IMAGE		GFC092300017	Credit Card Payment AP Invoice.	0	342.82	
	BMO FINANCIAL GROUP		GFC092300005	Credit Card Payment AP Invoice.	0	7,078.11	
	BMO FINANCIAL GROUP		GFC092300011	Credit Card Payment AP Invoice.	0	1,241.68	
	CHROMEBOOKPARTS.COM		GFC092300030	Credit Card Payment AP Invoice.	0	72.63	
	COLLEGE BOARD		GFC092300013	Credit Card Payment AP Invoice.	0	1,075.00	
	COSTCO MEMBERSHIP		GFC092300012	Credit Card Payment AP Invoice.	0	120.00	
	CURRICULUM ASSOCIATES LLC		GFC092300021	Credit Card Payment AP Invoice.	0	95.44	
	ESGI, LLC		GFC092300019	Credit Card Payment AP Invoice.	0	942.00	
	FRED MEYER STORES INC		GFC092300029	Credit Card Payment AP Invoice.	0	130.01	

Check Nbr	Vendor Name / Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	JUNIOR LIBRARY GUILD		GFC092300016	Credit Card Payment AP Invoice.	0	522.64	
	KCDA		GFC092300023	Credit Card Payment AP Invoice.	0	517.43	
	LEARNING WITHOUT TEARS		GFC092300018	Credit Card Payment AP Invoice.	0	828.56	
	MASSEY'S PIANO TUNING		GFC092300020	Credit Card Payment AP Invoice.	0	125.00	
	MICHAELS - PCARD		GFC092300014	Credit Card Payment AP Invoice.	0	211.40	
	PEARSON EDUCATION INC.		GFC092300009	Credit Card Payment AP Invoice.	0	123.53	
	PIERCE COUNTY FERRY		GFC092300000	Credit Card Payment AP Invoice.	0	2,746.81	
	PIERCE COUNTY FERRY		GFC092300003	Credit Card Payment AP Invoice.	1402324002	83.62	
	PIERCE COUNTY FERRY		GFC092300024	Credit Card Payment AP Invoice.	2372324005	61.60	
	PIERCE COUNTY FERRY		GFC092300025	Credit Card Payment AP Invoice.	2372324005	154.00	
	PIERCE COUNTY FERRY		GFC092300026	Credit Card Payment AP Invoice.	2372324005	154.00	
	PIERCE COUNTY FERRY		GFC092300027	Credit Card Payment AP Invoice.	2372324005	154.00	
	PIERCE COUNTY FERRY		GFC092300028	Credit Card Payment AP Invoice.	2372324005	154.00	
	RIVERSIDE INSIGHTS		GFC092300031	Credit Card Payment AP Invoice.	0	4,716.41	
	SAFEWAY, INC		GFC092300004	Credit Card Payment AP Invoice.	142324003	92.09	
	SAFEWAY, INC		GFC092300007	Credit Card Payment AP Invoice.	142324003	37.14	
	SAFEWAY, INC		GFC092300008	Credit Card	142324003	49.69	

Check Nbr	Vendor Name / Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	TAGS AWARDS AND SPECIALTIES		GFC092300015	Payment AP Invoice. Credit Card	0	31.21	
	TEACHERS PAY TEACHERS		GFC092300022	Payment AP Invoice. Credit Card	0	61.60	
	WALMART - PCARD		GFC092300006	Payment AP Invoice. Credit Card	0	632.10	
	WASHINGTON ARCHITECTURAL HARDW		GFC092300001	Payment AP Invoice. Credit Card	102324049	518.41	
	WASHINGTON ARCHITECTURAL HARDW		GFC092300002	Payment AP Invoice. Credit Card	0	1,114.03	
				1 Computer Check(s) For a Total of			24,251.59

	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	24,251.59
Total For	1	Manual, Wire Tran, ACH & Computer Checks		24,251.59
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	24,251.59

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $1,300.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133604 through 133604, totaling $1,300.00

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
133604	*ESD UNEMPLOYMENT POOL	09/28/2023	20230929AF1UC - ADDL	INCREASE TO REQUIRED TOTAL ~$2800	0	1,300.00	1,300.00

1 Computer Check(s) For a Total of 1,300.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	1,300.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		1,300.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,300.00

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $24,153.69. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133605 through 133605, totaling $24,153.69

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
133605	*ESD UNEMPLOYMENT POOL	10/03/2023	202309BALANCE	PSESD PAYMENT TO BALANCE TO $27,000 PER AGREEMENT	0	24,153.69	24,153.69

1 Computer Check(s) For a Total of 24,153.69

	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	24,153.69
Total For	1	Manual, Wire Tran, ACH & Computer Checks		24,153.69
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	24,153.69

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $809.28. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133606 through 133606, totaling $809.28

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
133606	STEILACOOM HIST SCHOOL DIST #1	10/09/2023	CTAX11 20231005AAA	Comp Tax owed for Cash Account 11 through 09/30/2023	0	809.28	809.28
				1 Computer Check(s) For a Total of			809.28

	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	809.28
Total For	1	Manual, Wire Tran, ACH & Computer Checks		809.28
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	809.28

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $211.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133607 through 133608, totaling $211.50

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
133607	CORNIUK-AVIGLIANO, ALEXANDRIA	10/10/2023	RR_9.21.23_$105.75	CHLOE CLARK ELEMENTARY SCHOOL FOOD SERVICE BALANCE REFUND	0	105.75	105.75
133608	STAFFORD, KRISTEN MICHELLE	10/10/2023	RR_9.22.23_$105.75	PIONEER MIDDLE SCHOOL FOOD SERVICE BALANCE REFUND	0	105.75	105.75
			2	Computer	Check(s) For a Total of		211.50

	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
	2	Computer	Checks For a Total of	211.50
Total For	2	Manual, Wire Tran, ACH & Computer Checks		211.50
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	211.50

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $645,025.28. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 133609 through 133661, totaling $645,025.28

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
133609	ALL-SHIELD PEST CONTROL	10/10/2023	0937	Bee/Wasp Control @ AI and CC	102324050	1,005.90	1,005.90
133610	AMAZON.COM SALES, INC	10/10/2023	133V-VNFM-R3TC	SALTARS POINT ELEMENTARY: TEACHING SUPPLIES	0	18.71	5,952.68
			13J4-HJQX-QT13	STEILACOOM HIGH SCHOOL CTE SUPPLIES	0	475.75	
			19MK-VV14-R9XV	CHERRYDALE PRIMARY SCHOOL: Amazon: Open purchase order for 1st quarter of 23/24 school year.	1462324003	398.27	
			1F7D-1FGJ-RG7C	CHLOE CLARK ELEMENTARY: Open PO for Amazon Supplies	1622324007	1,078.53	
			1FFK-R6CF-QM3W	STEILACOOM HIGH SCHOOL CTE SUPPLIES	0	157.00	
			1K1T-W6QN-QX71	STEILACOOM HIGH SCHOOL CTE SUPPLIES	0	202.76	
			1LL9-NLDC-RJ76	SALTARS POINT ELEMENTARY GENERAL SUPPLIES	0	99.65	
			1LR6-1K93-GWL4	ANDERSON ISLAND ELEMENTARY: Laminate & 2/3 Comp Books	1402324004	210.96	
			1NPP-YHR3-R6XV	PIONEER MIDDLE	2372324006	727.49	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SCHOOL: Principal Supplies - GF Budget 1st quarter - Aug - Nov			
			1P4N-64HF-QL6T	STEILACOOM HIGH SCHOOL CTE SUPPLIES	0	446.67	
			1XLL-MT1F-QQCH	STEILACOOM HIGH SCHOOL: Open PO for Amazon Purchases	4312324004	2,065.49	
			1YCF-JYD7-R61X	STEILACOOM HISTORICAL SCHOOL DISTRICT IT GENERAL SUPPLIES	0	71.40	
133611	ANTONOWICZ, KAREN ELIZABETH	10/10/2023	reim_10.4.23_$92.48	CHLOE CLARK ELEMENTARY SCHOOL: TEACHERS SUPPLIES PURCHASE REIMBURSEMENT	0	92.48	92.48
133612	BATTERIES PLUS	10/10/2023	P65781019	OPEN PURCHASE ORDER 2023-2024 for BATTERIES/BULBS	102324001	21.66	21.66
133613	BRIGHT STAR CHILDREN'S THEATER	10/10/2023	INV-6035	PIONEER MIDDLE SCHOOL: Bright Star Touring Theatre- Black History Month	2372324014	1,995.00	1,995.00
133614	CAPITAL BUSINESS MACHINES INC	10/10/2023	INV172253	STEILACOOM HIGH SCHOOL: ATTENDANCE OFFICE TONER SUPPLY	0	97.69	528.45
			INV172255	CHLOE CLARK ELEMENTARY TONER SUPPLIES	0	430.76	
133615	CDW-G	10/10/2023	LZ73347	SUPPLY ITEMS OF BULBS FOR 23-24 SCHOOL YEAR - TECH DEPARTMENT	272324012	411.16	411.16
133616	CENTURYLINK #78245209	10/10/2023	656807262	STEILACOOM HISTORICAL SCHOOL DISTRICT: VOICE SERVICES FY 2023-24	0	2.27	2.27
133617	CENTURYLINK #206-Z25-0055-467B	10/10/2023	Z250055467_9.25.23	STEILACOOM HISTORICAL SCHOOL DISTRICT PHONE SERVICES	0	1,401.15	1,401.15

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133618	COMCAST	10/10/2023	183664361	STEILACOOM HISTORICAL SCHOOL DISTRICT COMMUNICATIONS NETWORK AND SERVICE CHARGES	0	7,349.60	7,349.60
133619	CONSOLIDATED ELECTRICAL DISTRI	10/10/2023	8541-1054035	OPEN PURCHASE ORDER 2023-2024 for ELECTRICAL/LIGHTS SUPPLIES	102324005	189.16	189.16
133620	CURRICULUM ASSOCIATES LLC	10/10/2023	90779065	I-READY READING DIAGNOSTIC AND PERSONALIZED INSTRUCTION FOR GRADES K-5 2023-24	272324026	39,899.64	50,748.68
			90779104	I-READY ASSESSMENT MATH AND READING LICENSE/DIAGNOSTIC ONLY FOR PIONEER MIDDLE - 2023-24	272324027	10,849.04	
133621	CYBULSKI, EMILY NICHOLE	10/10/2023	reim_9.21.23_$172.14	SALTARS POINT ELEMENTARY LIBRARY BOOKS PURCHASE REIMBURSEMENT	0	172.14	172.14
133622	ESD 113	10/10/2023	7422400052	STEILACOOM HISTORICAL SCHOOL DISTRICT ANNUAL FISCAL AGENT FINGERPRINTING FEE 2023-24	0	700.00	700.00
133623	FABEY CONSULTING	10/10/2023	092623	CHERRYDALE PRIMARY SCHOOL: PROFESSIONAL COACHING SERVICES	0	600.00	600.00
133624	FIRST-CITIZENS BANK & TRUST CO	10/10/2023	43264788	STEILACOOM HISTORICAL SCHOOL DISTRICT COPIER LEASE: Q4 2023-2024	82324022	7,537.80	7,537.80
133625	FOLLETT SCHOOL SOLUTIONS LLC	10/10/2023	1523228	STEILACOOM HISTORICAL SCHOOL DISTRICT: HOSTED SERVICE/DESTINY RENEWAL FY 2023-24	82324023	6,938.82	6,938.82
133626	FRANKLIN PIERCE SCHOOLS	10/10/2023	8882324003	STEILACOOM	0	119.14	119.14

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				HISTORICAL SCHOOL DISTRICT SMALLWORKS ADVERTISING FEE			
133627	HAROLD LEMAY ENTERPRISES	10/10/2023	17429353S180	STEILACOOM HISTORICAL SCHOOL DISTRICT: MAINTENANCE BLDG LOC 18251-001	0	216.05	7,557.27
			17432298S180	CHERRYDALE PRIMARY SCHOOL: LOC 18251-003	0	541.77	
			17432299S180	STEILACOOM HISTORICAL SCHOOL DISTRICT: BLDG 510 LOC 18251-004	0	216.05	
			17432301S180	PIONEER MIDDLE SCHOOL: LOC 18251-007	0	916.60	
			17432302S180	STEILACOOM HIGH SCHOOL: LOC 18251-008	0	1,986.52	
			17432303S180	STEILACOOM HIGH SCHOOL: LOC 18251-009	0	631.54	
			17432304S180	CHERRYDALE PRIMARY SCHOOL: LOC 18251-010	0	245.09	
			17432305S180	STEILACOOM HISTORICAL SCHOOL DISTRICT: BLDG 510 LOC 18251-011	0	141.39	
			17432306S180	SALTARS POINT ELEMENTARY SCHOOL: LOC 18251-013	0	1,000.38	
			17432307S180	SALTARS POINT ELEMENTARY SCHOOL: LOC 18251-014	0	141.39	
			17432308S180	CHLOE CLARK ELEMENTARY SCHOOL: LOC 18251-015	0	1,123.50	
			17432309S180	CHLOE CLARK ELEMENTARY SCHOOL: LOC 18251-016	0	255.60	
			17432310S180	STEILACOOM HISTORICAL SCHOOL	0	141.39	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				DISTRICT: MAINTENANCE BLDG LOC 18251-019			
133628	HENRY SCHEIN	10/10/2023	35189588	STEILACOOM HIGH SCHOOL ATHLETIC TRAINER SUPPLIES	0	450.32	450.32
133629	HID GLOBAL CORPORATION	10/10/2023	13402015653	HID Global Corporation contract, maintenance and software	182324003	1,159.35	1,159.35
133630	HOFBAUER, EMILY GRACE	10/10/2023	treim_9.8.23_$28.65	MILEAGE REIMBURSEMENT (1) AUGUST 2023	0	28.65	58.14
			treim_9.8.23_$29.49	MILEAGE REIMBURSEMENT (2) AUGUST 2023	0	29.49	
133631	HORIZON DISTRIBUTORS INC	10/10/2023	3N164008	OPEN PURCHASE ORDER 2023-2024 for GROUNDS SUPPLIES	102324034	1,381.76	1,381.76
133632	JOHNSON, JACOB	10/10/2023	reim_9.25.23_$55.00	STEILACOOM HIGH SCHOOL: WSCA MEMBERSHIP PAYMENT REIMBURSEMENT	0	55.00	55.00
133633	KAY, HOLLY ANN	10/10/2023	reim_9.21.23_$214.21	CHLOE CLARK ELEMENTARY: TEACHING SUPPLIES PURCHASE REIMBURSEMENT	0	214.21	214.21
133634	KCDA	10/10/2023	300739319	KCDA- COPY PAPER SUPPLY FOR 2023-24 SCHOOL YEAR	2372324004	506.48	506.48
133635	KELLEY PIANO SERVICE	10/10/2023	9.10.23_$120.00	STEILACOOM HIGH SCHOOL: PIANO TUNING SERVICE	0	120.00	245.00
			9.19.23_$125.00	STEILACOOM HIGH SCHOOL: PIANO TUNING ERVICE	0	125.00	
133636	KIWANIS CLUB OF STEILACOOM	10/10/2023	A.Clauson_$140	STEILACOOM HISTORICAL SCHOOL DISTRICT: KIWANIS CLUB OF STEILACOOM MEMBERSHIP FEE FOR ALEX CLAUSON FY 2023-24	0	140.00	280.00
			J.Fernandes_$140	STEILACOOM	0	140.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				HISTORICAL SCHOOL DISTRICT: KIWANIS CLUB OF STEILACOOM MEMBERSHIP FEE FOR JOANNE FERNANDES FY 2023-24			
133637	LAKEWOOD HARDWARE & PAINT	10/10/2023	722075	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324016	2.96	2.96
133638	LEMAY MOBILE SHREDDING	10/10/2023	4810907S185	CHERRYDALE PRIMARY SCHOOL MOBILE SHREDDING SERVICES	0	166.00	400.00
			4810908S185	SALTARS POINT ELEMENTARY SCHOOL MOBILE SHREDDING SERVICE	0	88.00	
			4810912S185	STEILACOOM HIGH SCHOOL MOBILE SHREDDING SERVICE	0	83.00	
			4811854S185	CHLOE CLARK ELEMENTARY SCHOOL MOBILE SHREDDING SERVICE	0	63.00	
133639	LIDEN TECHNOLOGIES	10/10/2023	INV26-5354	HELPCOUNTER ANNUAL LICENSE FY 2023-24	0	900.00	900.00
133640	MAXIM HEALTHCARE STAFFING SERV	10/10/2023	E10776260294	STEILACOOM HISTORICAL SCHOOL DISTRICT: Psychologist Michael Austin	92324001	6,174.00	7,546.00
			E10851650294	STEILACOOM HISTORICAL SCHOOL DISTRICT: Psychologist Michael Austin	92324001	1,372.00	
133641	MICROK12	10/10/2023	0564370	STEILACOOM HISTORICAL SCHOOL DISTRICT: ADOBE K-12 SITE LICENSES 23-24 SCHOOL YEAR	272324036	2,748.10	2,748.10
133642	MURREY'S DISPOSAL CO., INC.	10/10/2023	11657454S111	STEILACOOM HISTORICAL SCHOOL DISTRICT: SYRINGE DISPOSAL SERVICE LOCATION 11075000	0	17.96	17.96

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
133643	NORTHWEST TEXTBOOK DEPOSITORY	10/10/2023	114-347-997	READY MATH TEXTS FOR CHLOE CLARK (ADDITIONAL NEEDED AFTER SCHOOL STARTED)	272324032	1,014.58	1,014.58
133644	NOW ENVIRONMENTAL SERVICES INC	10/10/2023	N23-0814	2023 AHERA 3-Year Reinspection District Wide	102324031	2,800.00	2,800.00
133645	PARTS TOWN, LLC.	10/10/2023	2100520227	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324022	125.02	125.02
133646	PETROCARD, INC.	10/10/2023	C286880	MOBILE FLEET FUEL SUPPLY: FIRST SEMESTER FY 2023-2024	82324012	28,921.56	28,921.56
133647	PIERCE COUNTY REFUSE	10/10/2023	17436913S180	ANDERSON ISLAND ELEMENTARY SCHOOL WASTE DISPOSAL SERVICE	0	185.25	211.56
			17436914S180	ANDERSON ISLAND ELEMENTARY SCHOOL WASTE DISPOSAL SERVICE	0	26.31	
133648	PIERCE COUNTY SEWER	10/10/2023	1354221_10.1.23	PIONEER MIDDLE SCHOOL SEWER CHARGES	0	231.63	457.95
			858625_10.1.23	PIONEER MIDDLE SCHOOL SEWER CHARGES	0	226.32	
133649	PIONEER ATHLETICS	10/10/2023	INV901977	OPEN PURCHASE ORDER 2023-2024 for Grounds/Athletic Field Supplies	102324033	2,377.68	2,377.68
133650	PUGET SOUND ENERGY	10/10/2023	200002143960_10.2.23	PIONEER MIDDLE SCHOOL ELECTRIC AND GAS UTILITIES	0	9,046.26	16,833.22
			200008146082_10.2.23	STEILACOOM HISTORICAL SCHOOL DISTRICT ADMIN BLDG 511 GAS UTILITIES	0	85.46	
			200018787412_10.2.23	STEILACOOM HIGH SCHOOL GAS UTILITIES	0	1,682.13	
			200023874882_10.2.23	CHLOE CLARK ELEMENTARY SCHOOL ELECTRIC UTILITIES	0	5,976.48	
			220005466069_10.2.23	STEILACOOM	0	42.89	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				HISTORICAL SCHOOL DISTRICT ADMIN BLDG 510 GAS UTILITIES			
133651	RAY'S AUTO CENTER	10/10/2023	25602	OPEN PURCHASE ORDER 2023-2024 for FLEET VEHICLE MAINTENANCE/REPAIRS	102324024	189.49	189.49
133652	REFRIGERATION SUPPLIES DISTRIB	10/10/2023	26336173-00	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324035	32.25	32.25
133653	SARCO SUPPLY	10/10/2023	1151361	PIO OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324047	1,780.13	9,012.48
			1151503	SHS OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324048	68.81	
			1151509	CD OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324043	83.04	
			1151629	AI OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324045	328.99	
			1151660	SHS OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324048	51.71	
			1151661	CD OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324043	51.71	
			1151730	MAINT OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324041	331.07	
			1151875	SP OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324046	96.51	
			1151876	CD OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324043	51.71	
			1151887	CD OPEN PURCHASE	102324043	1,019.44	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ORDER 2023-2024 for CUSTODIAL SUPPLIES			
			1151888	SHS OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324048	1,670.84	
			1151889	PIO OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324047	908.79	
			1151890	SP OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324046	1,116.21	
			1151999	CC OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324044	616.34	
			1152000	PIO OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324047	385.75	
			1152001	PIO OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324047	59.05	
			1152002	AI OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324045	186.81	
			1152003	AI OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324045	205.57	
133654	SCHMITZ, SHANNON MARIE	10/10/2023	reim_9.26.23_$32.79	CHLOE CLARK ELEMENTARY SCHOOL: TEACHING SUPPLIES PURCHASE REIMBURSEMENT	0	32.79	32.79
133655	SODEXO INC & AFFILIATES	10/10/2023	1002381258	FOOD SERVICE MANAGEMENT: FIRST SEMESTER FY 2023-2024	82324011	124,051.96	124,051.96
133656	TANNER ELECTRIC	10/10/2023	72131000_10.1.23	ANDERSON ISLAND ELEMENTARY ELECTRIC UTILITIES	0	458.92	458.92
133657	TOWN OF STEILACOOM	10/10/2023	10777.0_9.21.23	STEILACOOM HISTORICAL SCHOOL	0	313.34	28,423.48

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				DISTRICT MAINTENANCE MOD UTILITIES FY 2023-24			
			1199.1_9.21.23	STEILACOOM HISTORICAL SCHOOL DISTRICT ADMIN BLDG 511 UTILITIES FY 2023-24	0	2,311.42	
			1409.0_9.21.23	STEILACOOM HIGH SCHOOL UTILITIES 08/16/2023 - 09/15/2023	0	225.10	
			1409.1_9.21.23	STEILACOOM HIGH SCHOOL UTILITIES 08/16/2023 - 09/15/2023	0	15,715.27	
			1884.0_9.21.23	STEILACOOM HISTORCAL SCHOOL DISTRICT BLDG 510 UTILITIES 08/16/2023 - 09/15/2023	0	617.22	
			2023-9-21-01	Town of Steilacoom SRO	182324005	1,010.13	
			2075.0_9.21.23	SALTARS POINT ELEMENTARY MOD UTILITIES 08/16/2023 - 09/15/2023	0	176.74	
			2456.0_9.21.23	STEILACOOM HISTORICAL SCHOOL DISTRICT MAINTENANCE BLDG UTILITIES 08/16/2023 - 09/15/2023	0	11.81	
			2456.1_9.21.23	STEILACOOM HISTORICAL SCHOOL DISTRICT MAINTENANCE BLDG UTILITIES 08/16/2023 - 09/15/2023	0	205.27	
			2662.0_9.21.23	SALTARS POINT ELEMENTARY SCHOOL UTILITIES 08/16/2023 - 09/15/2023	0	2,219.24	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			2662.1_9.21.23	SALTARS POINT ELEMENTARY SCHOOL ELECTRIC UTILITIES 08/16/2023 - 09/15/2023	0	2,488.30	
			3181.0_9.21.23	STEILACOOM HIGH SCHOOL UTILITIES 08/16/2023 - 09/15/2023	0	25.13	
			3533.0_9.21.23	CHERRYDALE PRIMARY SCHOOL UTILITIES 08/16/2023 - 09/15/2023	0	819.61	
			3533.1_9.21.23	CHERRYDALE PRIMARY SCHOOL UTILITIES 08/16/2023 - 09/15/2023	0	1,655.31	
			6571.0_9.21.23	PIONEER MIDDLE SCHOOL ELECTRIC UTILITIES 08/16/2023 - 09/15/2023	0	381.76	
			9157.0_9.21.23	SALTARS POINT ELEMENTARY SCHOOL UTILITIES 08/16/2023 - 09/15/2023	0	247.83	
133658	TRANE U.S. INC.	10/10/2023	15258802	OPEN PURCHASE ORDER 2023-2024 for HVAC Supplies	102324007	2,423.08	4,330.46
			15295311	OPEN PURCHASE ORDER 2023-2024 for HVAC Supplies	102324007	1,907.38	
133659	VERIZON WIRELESS	10/10/2023	9944772789	PHONE SERVICES: FIRST SEMESTER FY 2023-2024	82324015	717.24	717.24
133660	WASA	10/10/2023	2023-2024	STEILACOOM HISTORICAL SCHOOL DISTRICT: 2023-24 EduPortal Services	282324002	3,000.00	3,000.00
133661	WSRMP	10/10/2023	1059	50% ANNUAL RISK POOL CONTRIBUTION FY 2023-24	82324005	312,746.00	312,746.00

53 Computer Check(s) For a Total of 645,025.28

	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
	53	Computer	Checks For a Total of	645,025.28
Total For	53	Manual, Wire Tran, ACH & Computer Checks		645,025.28
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	645,025.28

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $7,756.81. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405266 through 405274, totaling $7,756.81

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
405266	AWSL	09/26/2023	2023-2024_SHS	STEILACOOM HIGH SCHOOL 2023-2024 MEMBERSHIP FEE	0	100.00	100.00
405267	BSN SPORTS, LLC	09/26/2023	922938640	STEILACOOM HIGHC SCHOOL: GIRLS SOCCER NIKE REVERSIBLE PINNIES W/ LOGO	0	632.86	632.86
405268	ESPRESSO PRODUCTS DIRECT	09/26/2023	117845	STEILACOOM HIGH SCHOOL: STUDENT STORE SUPPLY	0	304.39	304.39
405269	JOSTENS (JACKIE PAFFRATH)	09/26/2023	FW23-1014	STEILACOOM HIGH SCHOOL: 27 EA STUDENT REGISTRATION FOR 09/19/2023 FALL YEARBOOK WORKSHOP	0	675.00	675.00
405270	MCGEE, VICTOR	09/26/2023	Reim_6.13.23_$34.24	STEILACOOM HIGH SCHOOL JROTC AWARDS CEREMONY EXPENSE REIMBURSEMENT	0	34.24	34.24
405271	SOUTH PUGET SOUND LEAGUE - 2A	09/26/2023	284	STEILACOOM HIGH SCHOOL: 2023-24 2ASPSL LEAGUE FEE	0	500.00	500.00
405272	STEILACOOM HIST SCHOOL DIST #1	09/26/2023	CDASB2GF_$259.53	CHERRYDALE PRIMARY ASB TO REIMBURSE GF FOR SUNNY SIDE FIELD TRIP TRANSPORTATION	0	259.53	904.73
			SHSASB2GF_$645.20	SHS ASB TO REIMBURSE GF FOR	0	645.20	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405273	WEBSTER, LINDSAY BROOKE	09/26/2023	Reim_6.8.23_$410.59	FOOTBALL TEAM TRANSPORTATION TO TUMWATER HIGH SCHOOL STEILACOOM HIGH SCHOOL YEARBOOK SENIOR NIGHT EXPENSE REIMBURSEMENT	0	410.59	410.59
405274	WIAA	09/26/2023	44330	STEILACOOM HIGH SCHOOL: Annual membership, L&I fees, AD workshop & wrestling weight mgt	4062324006	4,195.00	4,195.00
			9	Computer Check(s) For a Total of			7,756.81

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	7,756.81
Total For	9	Manual, Wire Tran, ACH & Computer Checks		7,756.81
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	7,756.81

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $6,157.87. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405275 through 405275, totaling $6,157.87

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
405275	**BMO FINANCIAL GROUP**	**09/29/2023**		**CREDIT CARD PAYMENT CHECK**			**6,157.87**
	BMO FINANCIAL GROUP		ASBC092300000	Credit Card Payment AP Invoice.	0	2,008.60	
	COSTCO BUSINESS CENTER - PCARD		ASBC092300004	Credit Card Payment AP Invoice.	0	1,080.56	
	COSTCO BUSINESS CENTER - PCARD		ASBC092300006	Credit Card Payment AP Invoice.	4062324001	281.35	
	HOME DEPOT CREDIT SERVICES		ASBC092300003	Credit Card Payment AP Invoice.	0	127.94	
	HUDL		ASBC092300007	Credit Card Payment AP Invoice.	0	1,210.00	
	JIFFYSHIRTS.COM(US), L.P.		ASBC092300001	Credit Card Payment AP Invoice.	0	1,005.90	
	SCHILTER FAMILY FARM, INC		ASBC092300005	Credit Card Payment AP Invoice.	0	270.25	
	WEBSTAURANTSTORE.COM		ASBC092300002	Credit Card Payment AP Invoice.	0	173.27	

1 Computer Check(s) For a Total of 6,157.87

	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	6,157.87
Total For	1	Manual, Wire Tran, ACH & Computer Checks		6,157.87
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,157.87

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $10.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405276 through 405276, totaling $10.00

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
405276	BUTAC, ALOHA	10/10/2023	RR_9.27.23_$10.00	STEILACOOM HIGH SCHOOL: WATER BOTTLE PURCHASE REFUND CLASS OF 2025	0	10.00	10.00

1 Computer Check(s) For a Total of 10.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	10.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		10.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10.00

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 October 18, 2023, the board, by a _____ vote, approves payments, totaling $6,529.35. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405277 through 405283, totaling $6,529.35

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
405277	AMAZON.COM SALES, INC	10/10/2023	1CRC-VKDK-VGC4	STEILACOOM HIGH SCHOOL BOYS TENNIS T-SHIRTS AND SHORTS	0	449.88	449.88
405278	BONZINI USA	10/10/2023	EST3826	STEILACOOM HIGH SCHOOL: 3023 Class of 2023 class gift	4062324010	2,322.50	2,322.50
405279	BSN SPORTS, LLC	10/10/2023	923028871	STEILACOOM HIGH SCHOOL VOLLEYBALL EQUIPMENT	0	484.27	484.27
405280	OLYMPIA HIGH SCHOOL	10/10/2023	entryfeeSHS_$100	STEILACOOM HIGH SCHOOL GIRLS SWIM ENTRY FEE FOR 13TH ANNUAL SOUTH SOUND INVITATIONAL RELAYS	0	100.00	100.00
405281	SPECIALTY FROZEN DISTRIBUTING	10/10/2023	92123	STEILACOOM HIGH SCHOOL STUDENT STORE SUPPLY	0	275.55	275.55
405282	STEILACOOM HIST SCHOOL DIST #1	10/10/2023	PIOASB2GF_$2547.15	PIONEER MIDDLE SCHOOL ASB TO REIMBURSE GF FOR SCHOOL DATE BOOKS PURCHASE	0	2,547.15	2,547.15
405283	WEST CENTRAL DIST III	10/10/2023	2024-061	STEILACOOM HIGH SCHOOL: WEST CENTRAL DISTRICT ANNUAL SERVICE FEE FY 2023-24	0	350.00	350.00

	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
	7	Computer	Checks For a Total of	6,529.35
Total For	7	Manual, Wire Tran, ACH & Computer Checks		6,529.35
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,529.35

Regular Meeting Minutes
Anderson Island Elementary School · 13005 Camus Road · Anderson Island, WA
September 20, 2023

I. **CALL TO ORDER**

Chair Scott called the meeting to order at 5:32 p.m.
Executive Director Susanne Beauchaine led the Pledge of Allegiance.
Directors McDonald, Rohrer, Scott, and Tinsley present.
Director McDonald made a motion to approve the agenda, Director Tinsley seconded the motion, and the motion passed (4/0).

II. **PRESENTATION - Anderson Island Elementary Welcome**

Anderson Island Elementary Principal Mike Miller welcomed the Board of Directors to Anderson Island.

III. **COMMENTS FROM THE AUDIENCE**

- Tawny Davis, Anderson Island resident, shared an excerpt from an email sent from Chair Scott to Scarlett Shephard and Susie David.
- Mandrake Holmquist, Anderson Island resident, shared her child is currently enrolled in virtual school because the district does not provide an appropriate educational opportunity for her child. She cited transportation, special education and general education as issues for Anderson Island families. She shared Anderson Island children deserve access to education just as mainland students do. She would like K-8 grades to be available on Anderson Island.
- Sara Mossman, Anderson Island resident, urged the board to reinstate 4th and 5th grades on Anderson Island. She suggested using existing classroom spaces and hiring a paraeducator to assist teachers in multi-grade instruction.
- Barbara Lake, Anderson Island resident, shared she doesn't have children on the island but as the owner of the store, she hosted kids' club to allow the children to have a community experience. The kids' club diminished as 4th and 5th grade students traveled to the mainland and were too tired to add extra activities to their schedule. She offered help through fundraisers and donations to be able to hire another teacher for Anderson Island Elementary.
- Toni Heitzman, Anderson Island resident, finished reading Chair Scott's email begun by Ms. Davis. She shared it is the board of directors' job to ensure all students receive an adequate education, and if the Anderson Island Elementary students are not, that is the boards' fault. She shared a timeline of Anderson Island Elementary school and its developments.
- Susie David, Anderson Island resident, shared a statement from a parent (Scarlett Shepard) who was unable to attend. The statement shared the student of the parent has been distressed having to move to Saltar's Point during 4th grade, rather than being allowed to stay at Anderson

Island Elementary. She shared bringing 4th and 5th grades back to Anderson Island Elementary should not be based on a bond passing, but the board should find other funding sources. She shared a culture shift is necessary, and she is thankful for the transportation changes the district made this year with Ms. Amy Prisco using a district van for transporting students.

- Ted Nusbaum, Anderson Island resident, shared about the wonderful education students receive at Anderson Island Elementary, and he thanked the district for the energy put into the school.

IV. **REPORT - Budget Status Report**

Shawn Lewis, Assistant Superintendent, shared are the budget status report for all funds as of the end of August 2023. This initial end of fiscal year report shows an ending fund balance of $1.8 million or roughly 3.4% of expected expenditures for the year. Mr. Lewis shared there is a significant increase in running start enrollment. Early data indicates that this will impact the district's finances negatively by about $500,000.

Director Rohrer thanked Mr. Lewis for preparing the audit material for Director Tinsley and her to review prior to tonight's meeting. These audit meetings will continue monthly.

Director Tinsley also thanked Mr. Lewis for the opportunity to be more involved in the budget process, and gain a better understanding of the process.

Director Rohrer shared about including additional stakeholders in the audit committee, and she is looking forward to implementing that in the future.

V. **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 August and September 2023 Accounts Payable and August 2023 Payroll; August 22, 2023, Special Board Meeting Minutes; Personnel Reports; and Approval of Interdistrict Agreement Between Puget Sound Educational Service District and Steilacoom Historical School District; and Approval of SHS Band and Choir Field Trip to California.

VI. **NEW BUSINESS**

A. **First Reading of Policy 2121 Substance Abuse Program**

Executive Director Susanne Beauchaine shared the recent passage of House Bill (HB) 1230 – Schools – Public Health Information - requires school districts that maintain a website to post a prominent link on the district homepage, as well as the homepage of each school within the district, to information from the DOH about substance use trends, overdose symptoms and response, and the secure storage of prescription drugs, over-the-counter medications, and firearms and ammunition. The legislation also requires school districts to make the DOH information accessible through the district's social media channels. The required information postings must occur at least twice each school year. Revisions to Policy 2121 are to ensure compliance with HB 1230.

Director McDonald made a motion to approve Policy 2121 Substance Abuse Program, Director Tinsley seconded the motion, and the motion passed (4/0).

B. **First Reading of Policy 4001 Public Information Program**

Ms. Beauchaine shared WSSDA has renumbered this policy and procedure (from 4000 to 4001) to distinguish it from the table of contents heading for the 4000 series of policies and procedures. Based on the information shared previously this evening for Policy 2121, revisions to Policy 4001 are to ensure compliance with HB 1230.

Director Rohrer made a motion to approve Policy 4001 Public Information Program, Director Tinsley seconded the motion, and the motion passed (4/0).

C. **First Reading of Policy 3231 Student Records**

Susanne Beauchaine, Executive Director for Human Resources, shared revisions to Policy 3231 Student Records. The policy is revised to remove language related to diploma release to a student and aligns with the recent revisions made to Policy 3520 based on HB 1536.

DIrector Tinsley made a motion to approve Policy 3231 Student Records, Director McDonald seconded the motion, and the motion passed (4/0).

Director Rohrer asked for clarification of student records. Ms. Beauchaine clarified it is anything with the student's name on it.

D. **First Reading of Policy 5001 Hiring of Retired School Employees**

Ms. Beauchaine presented Policy 5001 Hiring of Retired School Employees. The policy is revised to align with retirement rules for TRS, SERS, and PERS plans. Individuals covered under these plans may reenter employment one calendar month after retirement without suspension of their pension benefits.

Director Rohrer made a motion to approve Policy 5001 Hiring of Retired School Employees, Director Tinsley seconded the motion, and the motion passed (4/0).

E. **Appointment to District Audit Committee**

The board is establishing an audit committee of the board, which will review documents, monitor the monthly budget status reports, review end of year financial statements, attend State Auditor's Office entrance and exit conferences, attend public budget workshops and hearings as part of the budget development process. In addition to increasing board involvement in the financial system, this change will also allow the committee members to be more familiar with the financial processes and backup documentation that support district expenses.

Board Directors Rohrer and Tinsley have previously volunteered for this committee and have expressed interested in being appointed at this time.

Director McDonald made a motion to approve Directors Rohrer and Tinsley to serve on the board audit committee, Director Tinsley seconded the motion, and the motion passed (4/0).

F. **Board Work Session for 2023-24 Board Governance Goal Development**

Chair Scott recommended tabling Item F until the Board can replace the director for Position 2. Director Rohrer made a motion to table New Business Item F Board Governance Goal Development, Director McDonald seconded the motion, and the motion passed (4/0).

G. **School Board Director Resignation and Replacement Process**

Chair Scott shared that he received Director Hogan's resignation. Mr. Scott shared the process for appointing a replacement director, which will include soliciting applications from residents who are interested in filling the unexpired term representing Position 2. Interested applicants will submit an application to Chair Scott, and interviews will be scheduled. The interviews and final selection process will take place during an open, public meeting.

VII. **BOARD COMMUNICATION**

- Chair Scott shared the board received communication from Scarlett Shepard and Dana Ballou regarding Anderson Island Elementary School.

VIII. **ANNOUNCEMENTS**

- Chair Scott shared the SHS girls' swim team fought a great fight against Fife.
- Director Rohrer thanked the Anderson Island Booster Club for hosting an amazing event over Labor Day weekend.

IX. **ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 6:22 p.m., Director Tinsley seconded the motion, and the motion passed (4/0).

_____
(Chair)

_____

_____

_____ _____
(Secretary/Superintendent)

_____

Special Meeting Minutes
SHSD Professional Development Center · 511 Chambers Street · Steilacoom, WA
October 11, 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.
Directors McDonald, Rohrer, Scott, and Tinsley present.
Director Rohrer made a motion to approve the agenda, Director Tinsley seconded the motion, and the motion passed (4/0).

II. **INTERVIEW PROCESS**

Chair Scott shared details regarding the interview process. Eighteen individuals expressed interest in filling the Position 2 Director vacancy and 11 candidates will participate in tonight's interviews.

III. **INTERVIEWS FOR BOARD POSITION 2**

The first group of candidates interviewed included Jerry Guerrero, Patrick Lewis, Jessica Byrum, Cody Balogh, Jugal Thakor, and Matt Anderson.

The second group of candidates interviewed included Gabe Sachwitz, Don Denning, Sean Nelson, Edward Taylor III, and Starlene Enfield.

IV. **RECESS TO EXECUTIVE SESSION**

Chair Scott recessed to an Executive Session at 8:35 p.m., estimating the Executive Session would last approximately 25 minutes.

V. **EXECUTIVE SESSION**

per RCW 42.30.110(1)(h) To evaluate the qualifications of a candidate for appointment to elective office.
(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public

VI. **RETURN TO SPECIAL MEETING**

Chair Scott returned to the Special Board Meeting at 9:00 p.m.

VII. **APPOINTMENT OF BOARD DIRECTOR POSITION 2**

Director McDonald made a motion to appoint Patrick Lewis to fill the Position 2 Board Director vacancy, and Director Rohrer seconded the motion.

No other nominations.

Roll call vote - Rohrer, Patrick Lewis; Scott, Patrick Lewis; McDonald, Patrick Lewis; Tinsley, Patrick Lewis.

Patrick Lewis appointed as Steilacoom Historical School District Position 2 Director (4/0).

The Position 2 Board Director term runs through November 2025.

VIII. **ADJOURNMENT**

Director Rohrer made a motion to adjourn the Special Meeting at 9:05 p.m., Director Tinsley seconded the motion, and the motion passed (4/0).

_____
(Chair)

_____

_____

_____ _____
(Secretary/Superintendent)

_____

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

CO-CURRICULAR PERSONNEL REPORT - OCTOBER 18, 2023

Name	Position	Location	Effective Date	Amount	Comment
TAYLOR COURTNEY	SCHOOL TECHNOLOGY SUPPORT	CHERRYDALE	8/31/2023	$4,500.00	
JOHNSON RAYNAI	BLACK STUDENT UNION CLUB ADVISOR	HIGH SCHOOL	8/31/2023	$2,400.00	
SCHULTZ-BRACE KERI	FCCLA ADVISOR	HIGH SCHOOL	8/31/2023	$1,200.00	
ZAJAC-MATTES MEGGAN	FCCLA ADVISOR	HIGH SCHOOL	8/31/2023	$1,200.00	
BRADBURY TOM	GAME MANAGER	HIGH SCHOOL	8/31/2023	$4,000.00	
AKANA CYNTHIA	JV VOLLEYBALL COACH	HIGH SCHOOL	9/25/2023	$3,750.00	
CHASE RENEE	LITERATURE CLUB ADVISOR	HIGH SCHOOL	8/31/2023	$2,400.00	
ALBERT ROYCE	SPEECH AND DEBATE CLUB ADVISOR	HIGH SCHOOL	8/31/2023	$1,200.00	
HAUSER NOBLE	SPEECH AND DEBATE CLUB ADVISOR	HIGH SCHOOL	8/31/2023	$1,200.00	
BALDO EARTHA	ASSISTANT DANCE COACH	PIONEER	8/31/2023	$3,176.25	
STUGELMEYER SCOTT	ASSISTANT GIRLS BASKETBALL COACH	PIONEER	10/30/2023	$3,176.25	
MCJUNKINS TRINA	ASSISTANT GIRLS BASKETBALL COACH	PIONEER	10/30/2023	$3,176.25	
MCAVOY ROB	ASSISTANT WRESTLING COACH	PIONEER	10/30/2023	$3,176.25	
MATEUS STEPHANIE	CHEMICAL HYGIENE OFFICER	PIONEER	8/31/2023	$400.00	
GIDLEY AMANDA	HEAD GIRLS BASKETBALL COACH	PIONEER	10/30/2023	$4,235.00	
HOGAN MITCHELL	HEAD WRESTLING COACH	PIONEER	10/30/2023	$4,235.00	
FOUST TABITHA	SCHOOL TECHNOLOGY SUPPORT	PIONEER	8/31/2023	$1,500.00	
HILTON MARY	SCHOOL TECHNOLOGY SUPPORT	PIONEER	8/31/2023	$1,500.00	
YUCKERT HEATHER	SCHOOL TECHNOLOGY SUPPORT	PIONEER	8/31/2023	$1,500.00	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Board Meeting Date: 10/18/2023

Strategic Focus Area

☒ Achieve

☒ Support

☒ Connect

☒ Plan

BACKGROUND INFORMATION

In anticipation of the 2023-2026 Continuous School Improvement Plans, school teams have diligently conducted a thorough review, analysis, and disaggregation of multiple data points. This rigorous process has enabled them to narrow their focus on three priority objectives, complemented by actionable steps that will serve as their guiding framework over the upcoming three school years.

The Continuous School Improvement Plans serve as a central hub for school data, outlining the school's goals for student outcomes, while presenting a roadmap for how the school community plans to collaborate to achieve these goals in the long term. Their primary aim is to offer families and members of the community a comprehensive understanding of the school's commitment to continuous school improvement.

It is noteworthy that schools falling under the Title I category or those subject to the Washington School Improvement Framework (WSIF) are required to complete a comprehensive needs assessment, which was shared during a recent Board Briefing earlier this month.

Each Continuous School Improvement Plan is designed with three distinct goals, each accompanied by actionable steps that can be accomplished within a single calendar year. Upon the completion of these actionable items, the school will replace them with new action steps, persisting until the goal has been successfully achieved.

RECOMMENDED ACTION:
I recommend that the Board adopt the 2023-2026 School Improvement Plans for

- Anderson Island Elementary
- Cherrydale Primary
- Chloe Clark Elementary
- Saltar's Point Elementary
- Pioneer Middle School
- Steilacoom High School

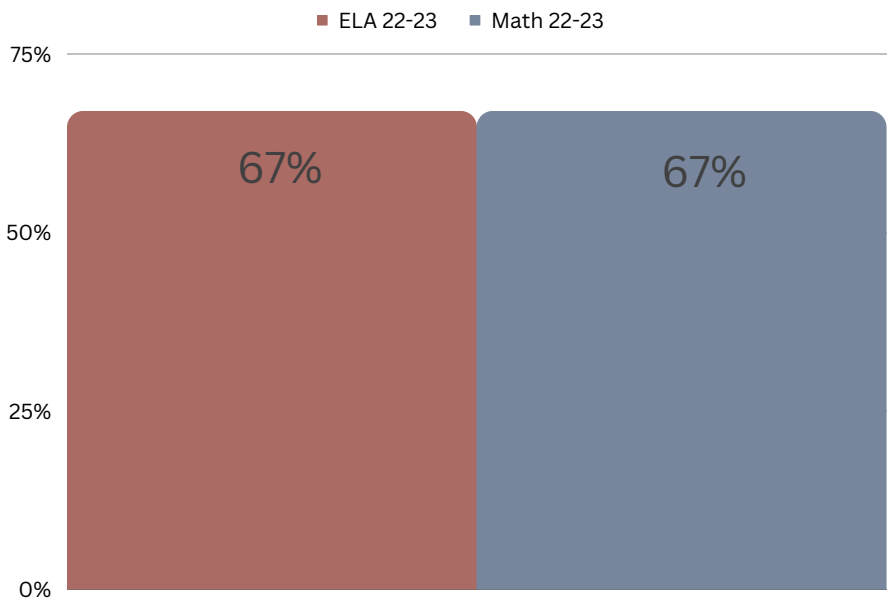
Report prepared by: Laurie Vallieres

ANDERSON ISLAND ELEMENTARY CONTINUOUS SCHOOL IMPROVEMENT PLAN 2023-2026

Purpose

The Continuous School Improvement Plan offers a comprehensive look at school data, its objectives for student outcomes, and a concise action plan of how the school aims to work together to achieve these goals in the long term. Its purpose is to provide families and community members with an overview of the school's improvement efforts.

22-23 Smarter Balanced Assessment Scores



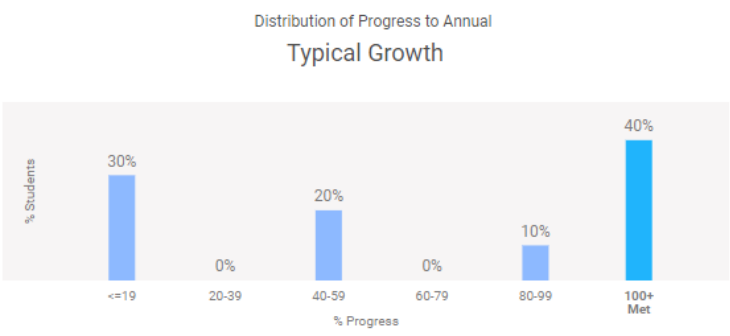
2022-2023 Attendance Rate

88.2%

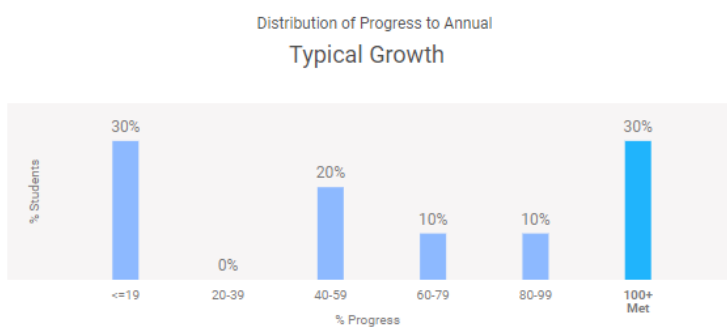
2021-2022 Attendance Rate

68.2%

i-Ready ELA Assessment 22-23



i-Ready Math ELA Assessment22-23



Goal 1

80% of K-3 students will demonstrate individual growth in the areas of Phonological Awareness, Phonics and High-Frequency Words as demonstrated on i-Ready assessments

Action Steps:

- Students will look at and interpret their scores with the teacher throughout the year
- Students will work on a weekly basis (45 minutes) on i-Ready lessons that are individualized for each students current level
- Teachers will individualize instruction by working with each student and meet them where they are by utilizing embedded lessons in i-Ready and moveing them forward through the year

Goal 2

80% of K-3 students will demonstrate individual growth in the areas of Numbers & Operations, and Algebra & Algebraic Equations as demonstrated on i-Ready assessments

Action Steps:

- Students will look at and interpret their scores with the teacher throughout the year
- Students will work on a weekly basis on i-Ready lessons that are individualized for each students current level
- Teachers will individualize instruction by working with each student and meet them where they are and move them forward through the year

Goal 3

Students will work toward more consistent attendance

Action Steps:

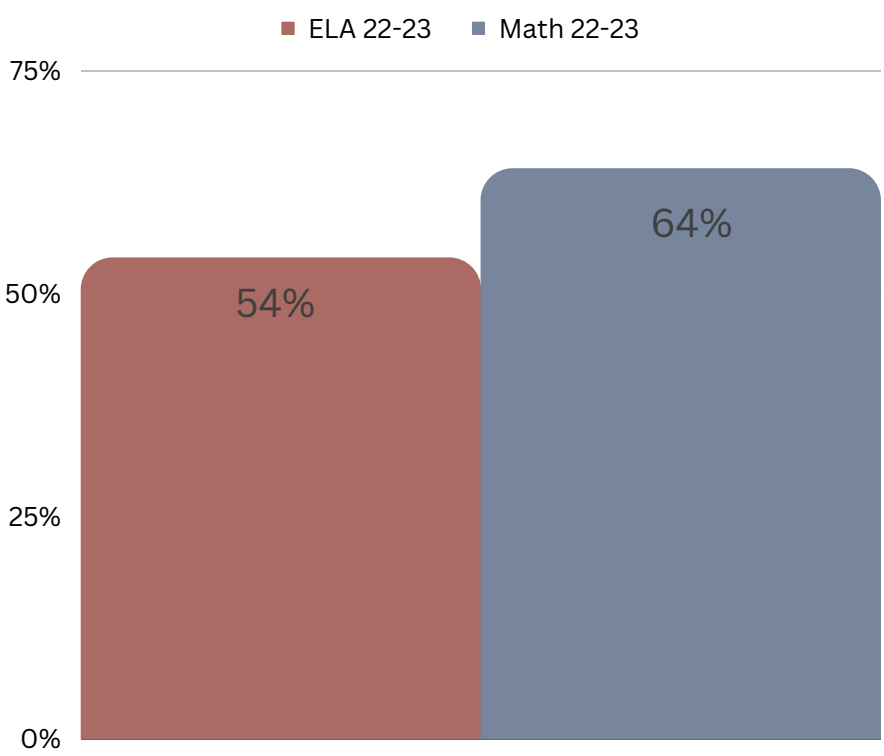
- AIE will continue to work to increase communication with our families around the attendance and academic success
- Attendance success of students will celebrated both in communication home and to students in person to help promote their positive attendance
- Teacher will work to create positive relationships with their students and thier families

CHERRYDALE PRIMARY CONTINUOUS SCHOOL IMPROVEMENT PLAN 2023-2026

Purpose

The Continuous School Improvement Plan offers a comprehensive look at school data, its objectives for student outcomes, and a concise action plan of how the school aims to work together to achieve these goals in the long term. Its purpose is to provide families and community members with an overview of the school's improvement efforts.

22-23 Smarter Balanced Assessment Scores



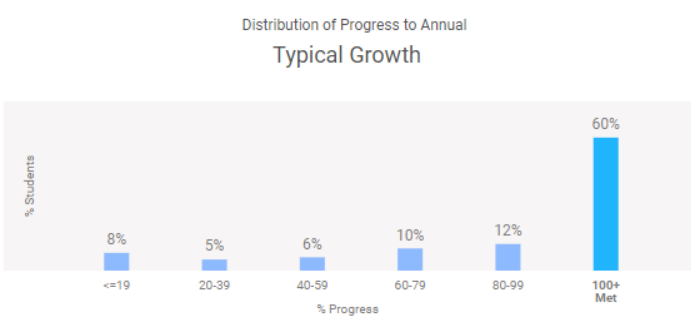
2022-2023 Attendance Rate

89.7%

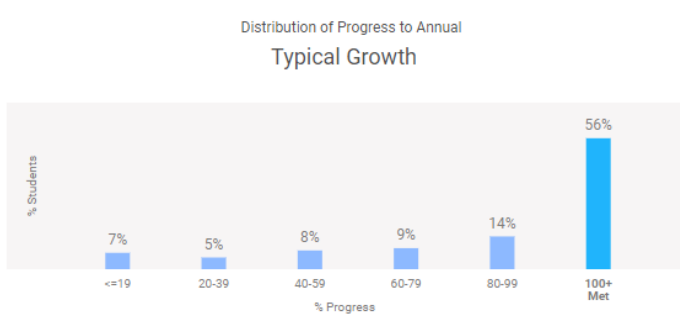
2021-2022 Attendance Rate

86.6%

i-Ready ELA Assessment 22-23



i-Ready Math ELA Assessment 22-23



Goal 1

Students will meet their typical growth goal in Math as measured by Spring i-Ready diagnostic.

Action Steps:

- Cherrydale will participate in Ready Math Professional Development to address the skill domain: Numbers & Operations.
- Cherrydale will use i-Ready Personalized math Instruction.
- Cherrydale will provide instruction in a variety of settings (whole group, small group, 1:1) to meet students instructional needs.

Goal 2

Students will meet their typical growth goal in Reading as measured by Spring i-Ready diagnostic.

Action Steps:

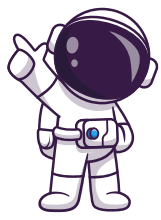
- Cherrydale will incorporate a variety of instructional resources and activities to address the skill domains: phonics and phonemic awareness.
- Cherrydale will use i-Ready Personalized reading Instruction.
- Cherrydale will provide instruction in a variety of settings (whole group, small group, 1:1) to meet students instructional needs.

Goal 3

Promote students' sense of school connectedness through meaningful engagement with families.

Action Steps:

- Cherrydale will utilize a Parent Compact (input form) during Conferences.
- Cherrydale will increase our communication to families in regards to attendance.
- Cherrydale will host a variety of school events & family engagement nights.

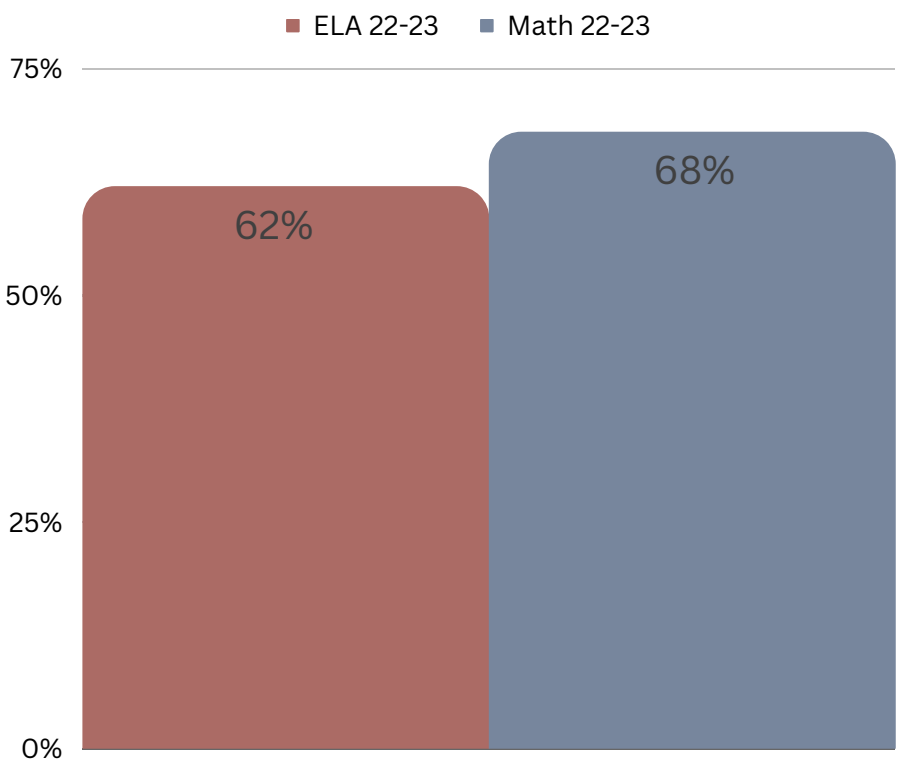


CHLOE CLARK ELEMENTARY CONTINUOUS SCHOOL IMPROVEMENT PLAN 2023-2026

Purpose

The Continuous School Improvement Plan offers a comprehensive look at school data, its objectives for student outcomes, and a concise action plan of how the school aims to work together to achieve these goals in the long term. Its purpose is to provide families and community members with an overview of the school's improvement efforts.

Smarter Balanced Assessment Scores



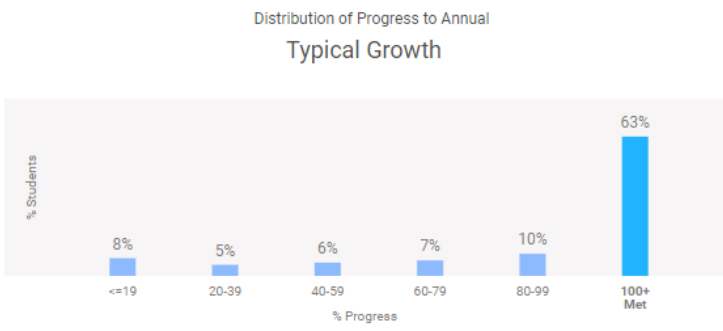
2022-2023 Attendance Rate

92.5%

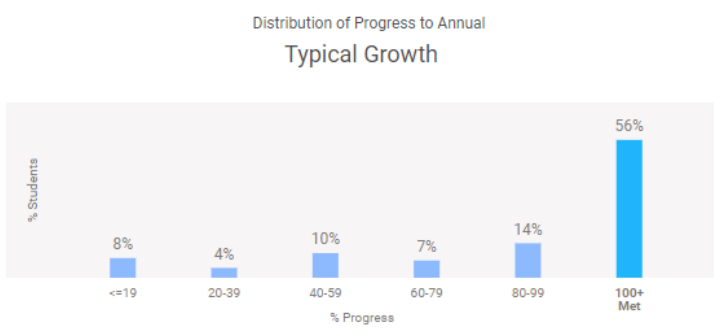
2021-2022 Attendance Rate

92.5%

i-Ready ELA Assessment 22-23



i-Ready Math ELA Assessment 22-23



Goal 1

Chloe Students will meet their typical growth in Math as measured by Spring i-Ready diagnostic.

Action Steps:

- Students will engage in 45 minutes a week of individualized lessons in math
- Students will participate in teacher-student class or small groups meetings to review data and create goals for the year
- Teachers will review and share student work samples and growth during PLC time

Goal 2

Chloe students will meet their typical growth in Reading as measured by the Spring i-Ready diagnostic

Action Steps:

- Students will engage in 45 minutes a week of individualized lessons
- Students will participate in teacher-student class or small groups meetings to review data and create goals for the year
- Teachers will implement GLAD-like strategies and Heggerty to move students forward in their acquisition of reading skills

Goal 3

Students with disabilities will improve their ELA proficiency rate on the Smarter Balanced Assessment.

Action Steps:

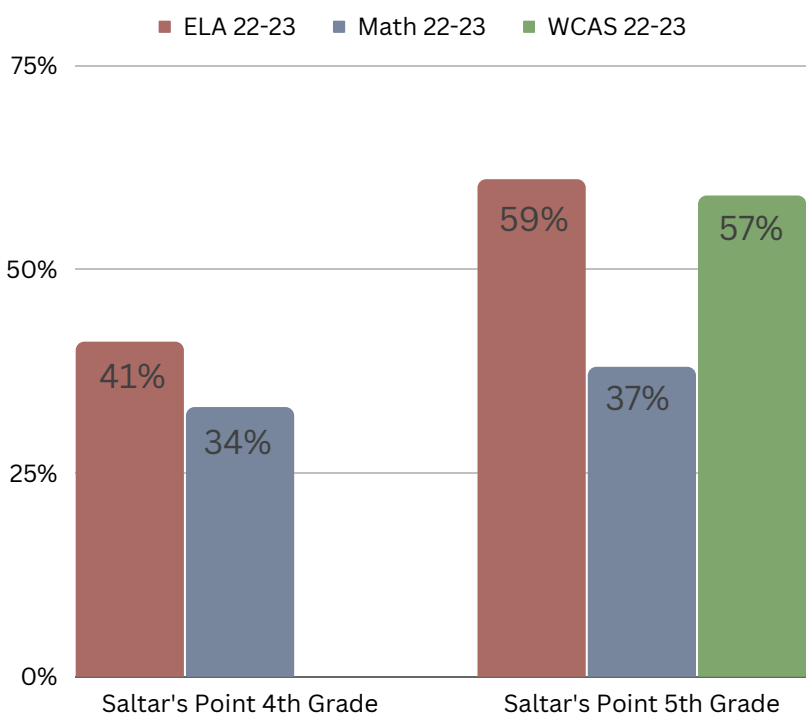
- Teachers and case managers will work with small groups of students to meet students at their instructional level and move them forward
- All staff will participate in a book study on inclusion and diversity to support all students in their academic journey. One Without The Other: Stories of Unity Through Diversity and Inclusion by Shelley Moore.
- Staff will engage in professional learning opportunities on UDL

SALTAR'S POINT ELEMENTARY CONTINUOUS SCHOOL IMPROVEMENT PLAN 2023-2026

Purpose

The Continuous School Improvement Plan offers a comprehensive look at school data, its objectives for student outcomes, and a concise action plan of how the school aims to work together to achieve these goals in the long term. Its purpose is to provide families and community members with an overview of the school's improvement efforts.

22-23 Smarter Balanced Assessment Scores



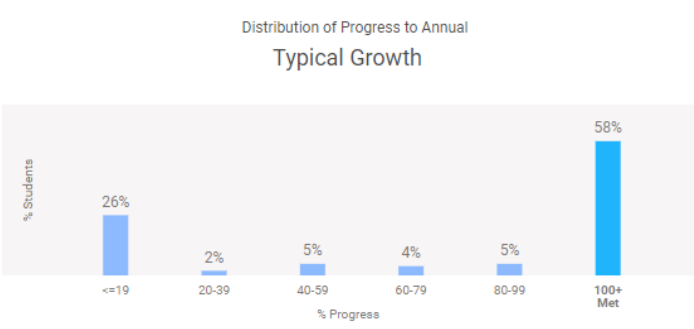
2022-2023 Attendance Rate

91.6%

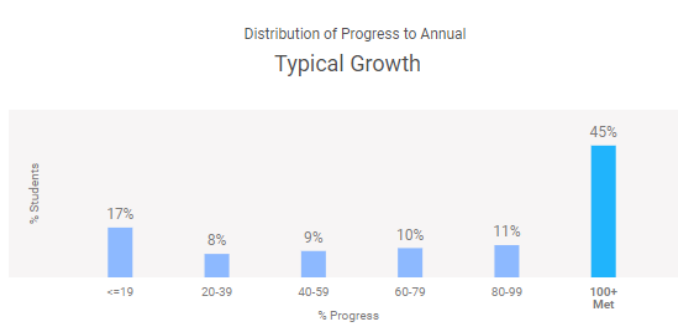
2021-2022 Attendance Rate

85.3%

i-Ready ELA Assessment 22-23



i-Ready Math ELA Assessment 22-23



Goal 1

Students will meet or exceed their typical growth goal in Math as measured by i-Ready Spring Diagnostic data.

Action Steps:

- Students will participate in data chats with their teachers to review their personal data and create goals for the year.
- Students will achieve 45 minutes per week of i-Ready individualized lessons.
- Teachers will work with small groups of students to meet students where they are and move them forward.

Goal 2

Students will meet or exceed their typical growth goal in Reading as measured by i-Ready Spring Diagnostic data.

Action Steps:

- Students will participate in data chats with their teachers to review their personal data and create goals for the year.
- Students will achieve 45 minutes per week of i-Ready individualized lessons.
- Teachers will participate in Literacy Professional Development opportunities in order to support students academic growth.

Goal 3

Students will work toward consistent attendance by engaging families in understanding the impacts attendance has on academic success

Action Steps:

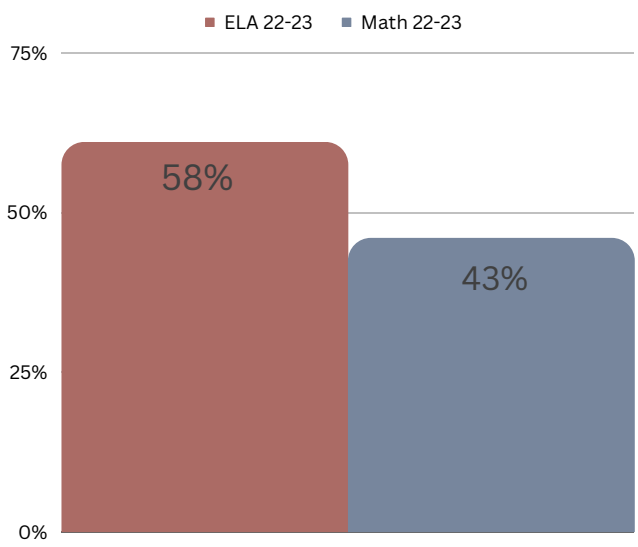
- Our school will increase our communication to families in regards to attendance.
- Attendance celebrations will occur monthly in an effort to promote positive attendance.
- Teachers will welcome students into their classroom by name and hold Morning Meetings for SEL checks.

PIONEER MIDDLE SCHOOL CONTINUOUS SCHOOL IMPROVEMENT PLAN 2023-2026

Purpose

The Continuous School Improvement Plan offers a comprehensive look at school data, its objectives for student outcomes, and a concise action plan of how the school aims to work together to achieve these goals in the long term. Its purpose is to provide families and community members with an overview of the school's improvement efforts.

22-23 Smarter Balanced Assessment Scores



6th Grade

2022-2023 Attendance Rate

93.4%

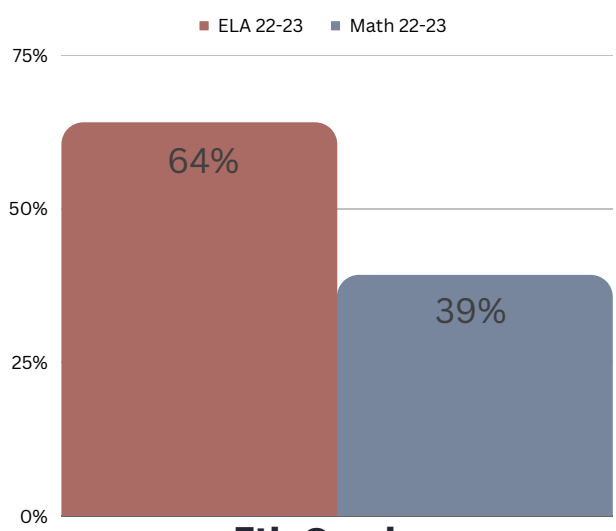
2021-2022 Attendance Rate

86.6%

Washington School Improvement Framework 3 Year 2019-2022 Attendance Rate

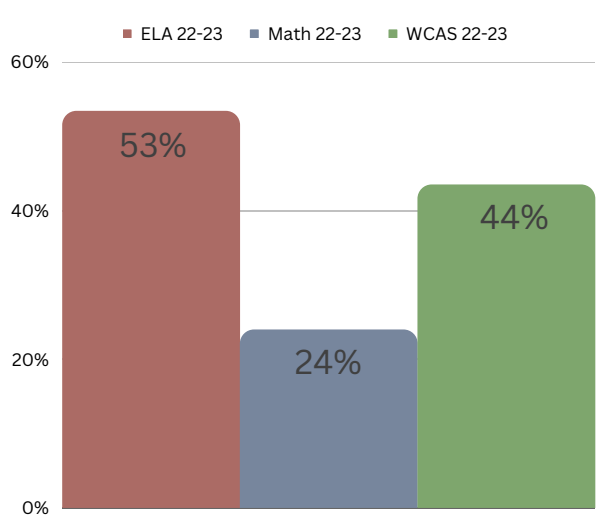
86.7%

22-23 Smarter Balanced Assessment Scores



7th Grade

22-23 Smarter Balanced Assessment Scores



8th Grade

Goal 1

As noted in the Washington School Improvement Framework (WSIF), the 3 year average attendance for all students from 2018-2022 was 86.7%. For students with disabilities, the 3 year average attendance rate was 77.7%. Therefore, Pioneer aims to increase the 3 year WSIF attendance average for all students to 92% and the 3 year average attendance rate for students with disabilities to 86%.

Action Steps:

- Create a culture in which all teachers and staff purposefully develop relationships with students.
- Monitor attendance and follow up on students with weak attendance.
- Initiate a Digital Detox so that students do not use their phones during school hours to increase overall engagement.
- Consider alternatives to suspension.

Goal 2

The 3 year average English Language Arts (ELA) Proficiency Rate for students with disabilities is 15.1% according to the WSIF. Pioneer is committed to increasing the 3 year WSIF average by 10% in this category.

Action Steps:

- Lead staff in a study of Culturally Responsive Education and residency by Stembridge.
- Utilize UDL strategies/framework (to improve and optimize teaching and learning for all people based on scientific insights into how students learn). Teachers will use UDL to design instruction that provides special education students with what they need and at the same time benefits all learners.

Goal 3

The 3 year average Math Proficiency Rate for students with disabilities is 8.6% according to the WSIF. Pioneer is committed to increasing the 3 year WSIF average by 10% in this category.

Action Steps:

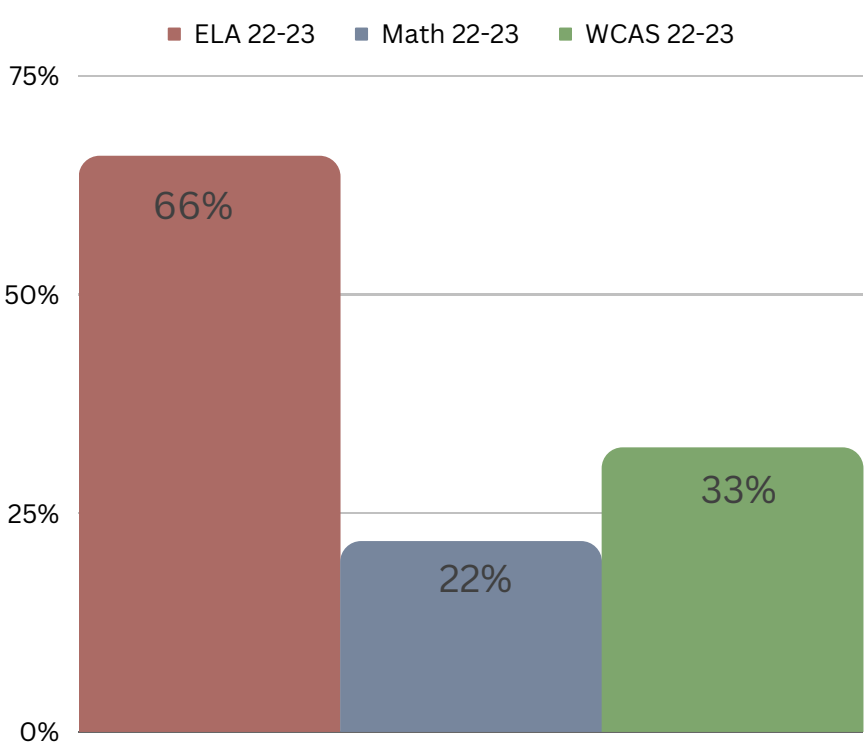
- Lead staff in a study of Culturally Responsive Education and residency by Stembridge.
- Utilize UDL strategies/framework (to improve and optimize teaching and learning for all people based on scientific insights into how students learn). Teachers will use UDL to design instruction that provides special education students with what they need and at the same time benefits all learners.

STEILACOOM HIGH SCHOOL CONTINUOUS SCHOOL IMPROVEMENT PLAN 2023-2026

Purpose

The Continuous School Improvement Plan offers a comprehensive look at school data, its objectives for student outcomes, and a concise action plan of how the school aims to work together to achieve these goals in the long term. Its purpose is to provide families and community members with an overview of the school's improvement efforts.

22-23 Smarter Balanced Assessment Scores



2022-2023 Attendance Rate

89.2%

2021-2022 Attendance Rate

71.7%

2021-2022 Graduation Rate

94%

2021-2022 9th Grade On Track Rate

80.9%

2021-2022 Dual Credit Rate

95.3%

Goal 1

Increase the average student and staff self-reported data regarding sense of belonging by one statistical measure between August 2023 and June 2024.

Action Steps:

- Create WIN (What I Need) time allowing staff to be responsive to student needs and thus increase their sense of belonging and rapport as well.
- Utilize a universal screening tool (HOPE scale) quarterly with all students during WIN time.
- Disaggregate screening tool data and cross reference with school Care Team.

Goal 2

Increase the proficiency rate for Black and Hispanic students in Math and ELA by two statistical measures on our year-end Washington State School Improvement Factors (WSIF) score.

Action Steps:

- Teachers will nest student growth goals with specific sub-groups as the focus utilizing both micro and macro data.
- Provide meaningful support in Professional Learning Communities (PLCs), which focus on the state criterion.
- Recognize individual student learning needs and develop strategies to address those needs.

Goal 3

Redesign our student discipline systems to proactively address behavior and decrease recidivism while ensuring that our students furthest from educational justice are not disproportionately excluded from a learning environment.

Action Steps:

- Utilize a Restorative Specialist to teach students about the impact their behavior has on SHS in combination with the SHS Care Team.
- Collect, review and discuss low and high level discipline entries as they are disaggregated by age, gender, demographic, academics, and cross-referenced with entries in attendance and academic categories as well.
- The administration will work with teacher leaders, counselors, and the restorative center para in order to create, manage, and review systems that allow for the most clear and actionable data to be presented.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Board Meeting Date: 10/18/23

Strategic Focus Area

☒ Achieve

☒ Support

☐ Connect

☐ Plan

BACKGROUND INFORMATION

The Instructional Materials Committee (IMC) is the body that makes core instructional materials adoption recommendations to the School Board based on superintendent-established procedures. The IMC plays a crucial role in the selection and evaluation of instructional materials, ensuring that our students have access to high-quality educational resources that align with the district mission, vison, and state standards. Together, the IMC members work to evaluate and recommend instructional materials, ensuring that our students receive a high-quality education that prepares them for success.

Chairperson - The Chairperson leads committee meetings, facilitates discussions, and ensures that the IMC's work aligns with the district's goals.

- Dr. Laurie Vallieres, Director of Teaching & Learning

Administrative Assistant – The Administrative Assistant provides essential administrative support, including scheduling meetings, maintaining records, and assisting with communications.

- Sue Cabigting

Teachers - Representing various grade levels, teachers bring their classroom experience to the committee, helping assess the practicality and effectiveness of instructional materials.

- Michelle Tate (4-5)
- Samantha Percefull (6-8)
- Sean Wood (9-12)

Para Educator – The Para Educator provides unique insights into instructional material practicality and effectiveness often for students with diverse learning needs.

- Stefani James (9-12)

Parent and Community Representatives - Parent and community representatives offer valuable perspectives from the community and ensure that materials are accessible and appropriate for diverse student backgrounds.

- Makenzi Cook
- Andrea Vonderscheer
- Ashley Waltrip

District Librarian - The District Librarian provides insights into the role of libraries and digital resources in education

- Tina Ridge (K-3)

Administrator Representative - The Administrator Representative ensures that the committee's recommendations align with school-level needs and priorities.

- Christine Firth

RECOMMENDED ACTION:

I recommend that the Board approve the Instructional Materials Committee Members for a three year term as permitted in Board policy 2020P.

Report prepared by: Laurie Vallieres

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

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

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

Date of Request: 9/14/23 School: SHS

Name of teacher(s) requesting field trip: Kasey Eck

Proposed student group: Chamber Choir

Proposed date(s) of field trip: May 29th-June 2nd Proposed destination(s): NYC, New York

Departure time from School: TBD Transportation by: ☐ Bus ☐ Private Car ■ Air

Return time to School: TBD Will students need meals: ☐ Yes ☐ No

Content area(s) addressed: Performance Skills, Rehearsal Skills, SEL

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

Chamber Choir invited to perform at J.S. Bach "Magnificat" at Carnegie Hall (see attached).

Number of Students: 16 Number of Chaperones: TBD

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

Individual student cost to be used for: Carnegie rehearsals/performance, hotel, flight, meals, tourism

Estimated individual student cost $ $1699.00, flight TBD

Current GF/ASB Fund Balance: $ $4000/$755.30

Total Cost $ 27,184.00 w/o flight, flight TBD

Account code 4004

Teacher Name: Kasey Eck Signature: Kasey Eck

Teacher Name: _____ Signature: _____

Approve **Deny**

Principal Name: Jake Tramon Signature: _____

8.2019

MidAmerica Productions, Inc.

Peter Tiboris, *General Director*

Since 1983

September 13, 2023

Dear Mr. Tyrrell:

It gives me great pleasure to inform you that Ms. Kasey Eck and the Steilacoom High School Choir has been invited to perform Johann Sebastian Bach's Magnificat, under the baton of Tacoma Community College director of choral activities Dr. Anne Lyman, at New York City's Carnegie Hall on June 1, 2024. The performance will be accompanied by the New England Symphonic Ensemble, and will be part of a five-day, four-night residency from May 29 to June 2, 2024. The residency will be part of our 41st season of MidAmerica Productions - a company that has presented almost 1,500 concerts, not only at Carnegie Hall (where MAP is the third all time presenter of concerts in the venue's storied history), but also in Hawai'i, London, Paris, Vienna, Florence, and Athens.

I am thrilled to tell you that Ms. Eck's choir was specifically recommended to us by Dr. Lyman due to its high standard of music making. Having worked with Ms. Eck on the choir's previous appearance at Carnegie Hall in 2017, I know firsthand the once-in-a-lifetime experience her students had while in New York, and I look forward to working with her again.

The schedule includes an arrival day (May 29); two rehearsal days in a four-star, Midtown Manhattan hotel (May 30 and 31 - accompanied by piano); and a day at Carnegie Hall (June 1), including our dress rehearsal and performance - both accompanied by the all-professional New England Symphonic Ensemble. After the concert, participating choirs will take a dinner cruise throughout New York harbor, around Manhattan and the Statue of Liberty. Ms. Eck and her students will return to Steilacoom on June 2.

My colleague George Berry and I are available via phone, Zoom, or Google Meet to address any questions or concerns from you and/or your colleagues.

We look forward to being of assistance to you as you consider this opportunity for Ms. Eck and her students.

Most sincerely,

James E. Redcay, III
Chief Executive Officer
MidAmerica Productions, Inc. & MidAm International, Inc.


MAP
MIDAMERICA PRODUCTIONS
41st SEASON
FULL CONCERT RESIDENCY PACKAGE
2023-2024
FOR CHORAL ENSEMBLES
for all concerts in
Stern Auditorium/Perelman Stage
at Carnegie Hall
$1,699 PER PERSON
(based on quad occupancy)
MIDAMERICA PRODUCTIONS
PROFESSIONALLY PRODUCES AND PRESENTS YOUR CONCERT
Full Concert Residency Package includes hotel accommodations (5 days/4 nights) and transportation within Manhattan where necessary for rehearsals, concert and post-concert celebration cruise aboard Spirit Cruises to and around the Statue of Liberty, and much more
(Photo: Jeff Goldberg / ESTO)

MIDAMERICA PRODUCTIONS & MIDAM INTERNATIONAL, Inc.

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JOHN RUTTER
Conductor Laureate

celebrate



OUR HISTORIC 41st ANNIVERSARY SEASON

NOVEMBER 2023 - JULY 2024

41 years

Stern Auditorium Perelman Stage at Carnegie Hall • Honolulu
Vienna/Salzburg • Lisbon Porto • Athens Syros • Paris • Florence/Verona • London

"The contribution of Peter Tiboris and his marvelous Team to the musical life of America is incalculable. His company was the first, and is still the best, in the field. We all have been raised up by the music that he has encouraged us to make."

John Rutter, *Cambridge, UK*



CHANGING LIVES ONE CONCERT AT A TIME.

For further information, contact Eric Spiegel at (212) 239-0205 ext. 2 or at espiegel@midamerica-music.com.
www.midamerica-music.com

(Photo: Jeff Goldberg / ESTO)

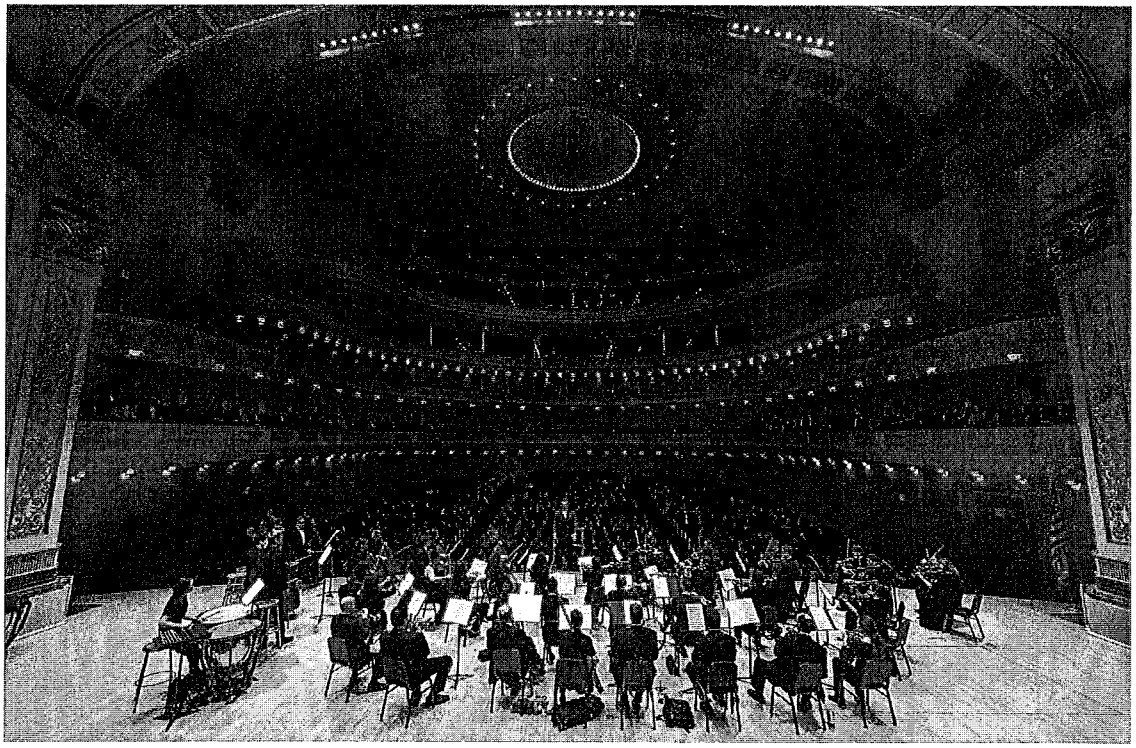


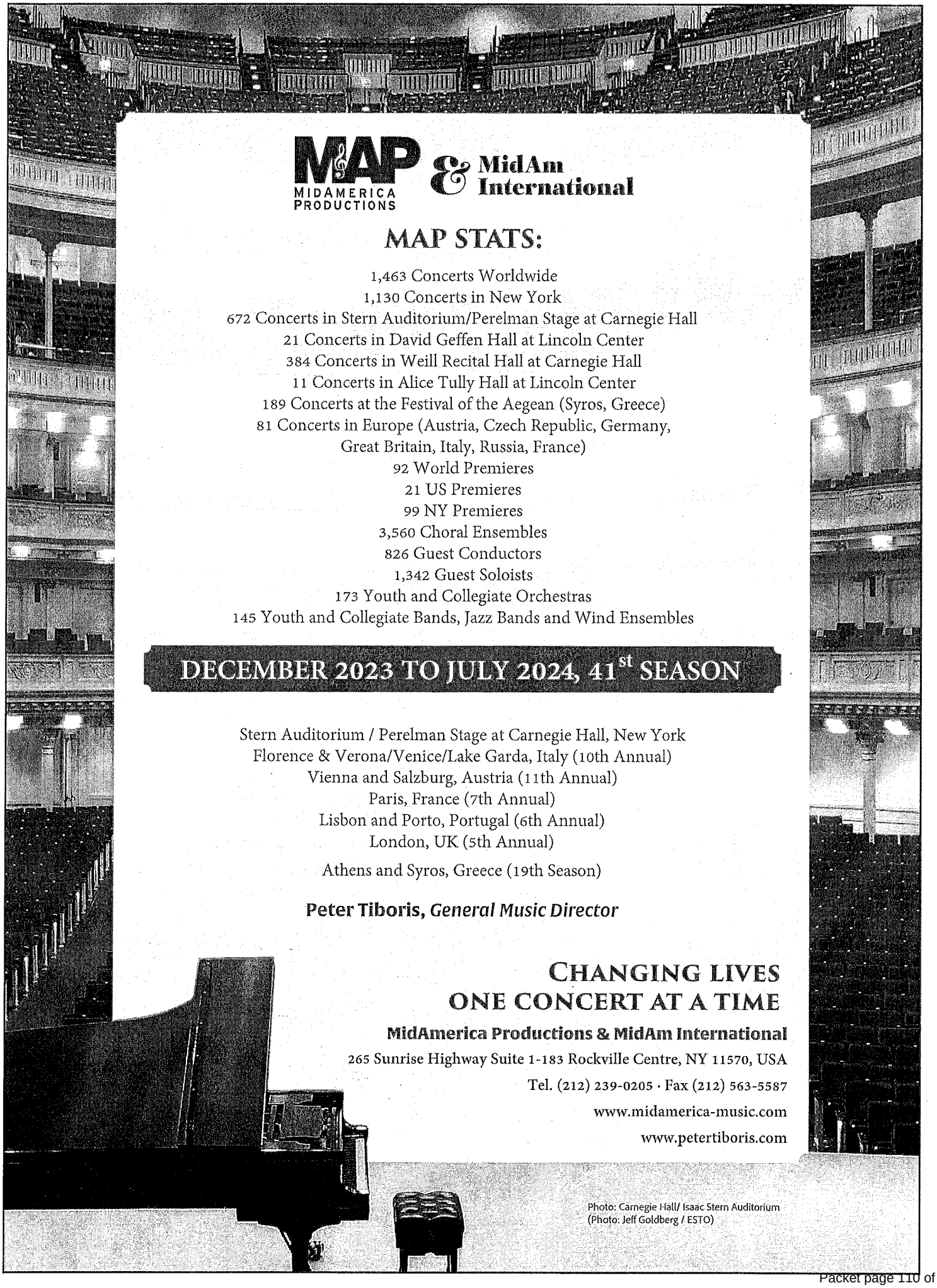
photo by Kevin McCormick

Peter Tiboris conducts Beethoven's Symphony No. 7 in A Major, Op. 92 with the New England Symphonic Ensemble inside Stern Auditorium / Perelman Stage at Carnegie Hall
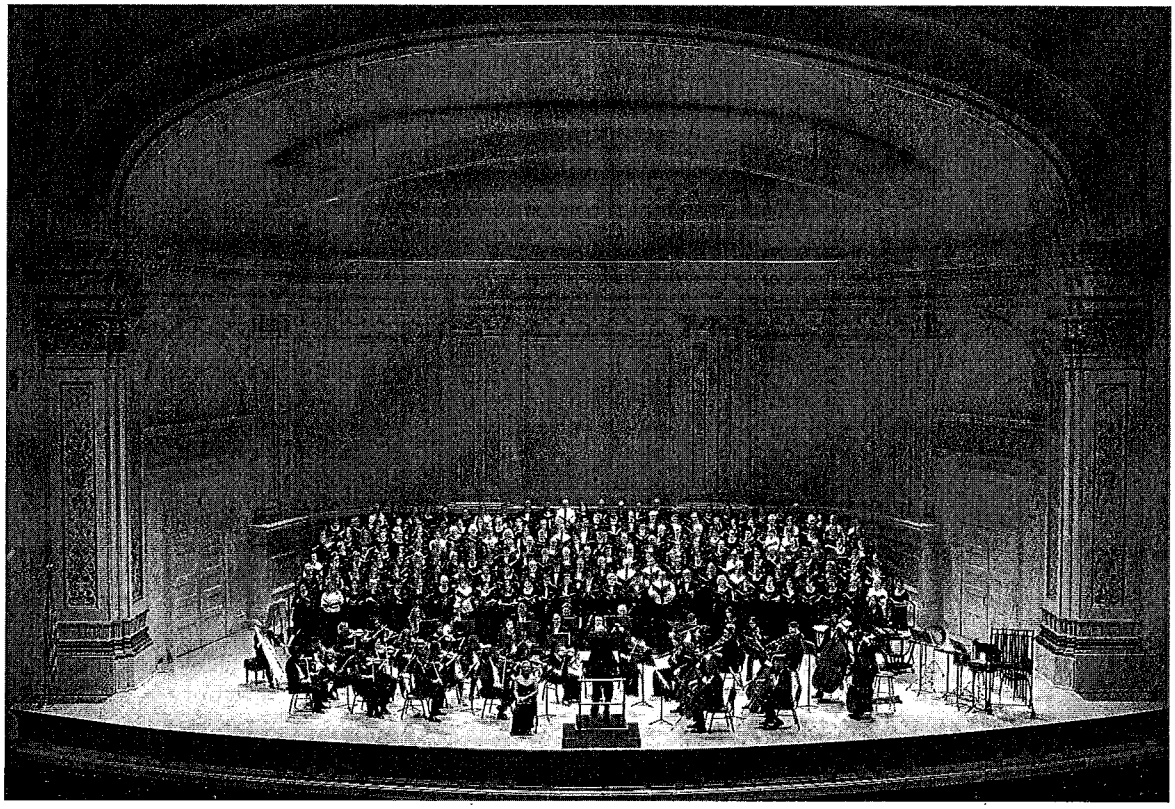


photo by Kevin McCormick

Performers take the stage in Stern Auditorium / Perelman Stage at Carnegie Hall



MAP MIDAMERICA PRODUCTIONS & MidAm International

MAP STATS:

1,463 Concerts Worldwide
1,130 Concerts in New York
672 Concerts in Stern Auditorium/Perelman Stage at Carnegie Hall
21 Concerts in David Geffen Hall at Lincoln Center
384 Concerts in Weill Recital Hall at Carnegie Hall
11 Concerts in Alice Tully Hall at Lincoln Center
189 Concerts at the Festival of the Aegean (Syros, Greece)
81 Concerts in Europe (Austria, Czech Republic, Germany, Great Britain, Italy, Russia, France)
92 World Premieres
21 US Premieres
99 NY Premieres
3,560 Choral Ensembles
826 Guest Conductors
1,342 Guest Soloists
173 Youth and Collegiate Orchestras
145 Youth and Collegiate Bands, Jazz Bands and Wind Ensembles

DECEMBER 2023 TO JULY 2024, 41st SEASON

Stern Auditorium / Perelman Stage at Carnegie Hall, New York
Florence & Verona/Venice/Lake Garda, Italy (10th Annual)
Vienna and Salzburg, Austria (11th Annual)
Paris, France (7th Annual)
Lisbon and Porto, Portugal (6th Annual)
London, UK (5th Annual)
Athens and Syros, Greece (19th Season)

Peter Tiboris, ***General Music Director***

CHANGING LIVES ONE CONCERT AT A TIME

MidAmerica Productions & MidAm International
265 Sunrise Highway Suite 1-183 Rockville Centre, NY 11570, USA
Tel. (212) 239-0205 · Fax (212) 563-5587
www.midamerica-music.com
www.petertiboris.com

Photo: Carnegie Hall/ Isaac Stern Auditorium
(Photo: Jeff Goldberg / ESTO)

PRINCIPALS IN MIDAMERICA PRODUCTIONS INC., in NYC:

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M: 646-360-0680

Eric Spiegel
Chief Operating Officer
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Joyce Howard-Brazel
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C.J. Harden
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Andrea Niederman
Director of Publications, Public Relations and Audience Development
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MIDAMERICA PRODUCTIONS

November 2023- July 2024 "FULL CONCERT RESIDENCY" PARTICULARS
For Choral Ensembles
FOR ALL PERFORMERS *AND* NON-PERFORMERS (Friends, guests, families, and supporters)

STERN AUDITORIUM / PERELMAN STAGE AT CARNEGIE HALL, NEW YORK CITY – 41st SEASON

$1699 per person
Based on quad occupancy
[Airfare to New York not included]

OUR FIVE-DAY RESIDENCY PACKAGE INCLUDES ALL OF THE ITEMS BELOW:

1. **FOUR NIGHTS LODGING at a FOUR-STAR HOTEL in MIDTOWN MANHATTAN**, such as the InterContinental New York Times Square Hotel on 44th Street and 8th Avenue, the Sheraton New York Times Square Hotel on 53rd Street and 7th Avenue, the New York Hilton Midtown on 54th Street and 6th Avenue, the InterContinental New York Barclay on 48th Street and Lexington Avenue, or the Park Central Hotel on 56th Street and 7th Avenue, based on **quadruple occupancy**. (Quad rooms denote two double beds/four people.) These prime midtown hotels are an ideal base, both for your rehearsals and sightseeing, with ample facilities, located within convenient walking distance to Times Square & Broadway, Rockefeller Center, Macy's, Museum of Modern Art, and the Empire State Building, along with convenient subway access.

   For those electing or assigned alternate occupancy arrangements*, the costs are as follows:
   Triple occupancy (two beds/three persons): $342 additional per person; $2041 total.
   Double occupancy (two beds/two persons or one bed/two people): $655 additional per person; $2354 total.
   Single occupancy: $1213 additional per person; $2912 total.

   * If *accommodation other than quad occupancy is required due to the rooming configuration of your group (i.e. if your total number of quadruple occupancy participants is not divisible by four), additional room costs are to be borne by your organization or participants.*

   Extra night(s): Quotes (applicable for entire groups only) are given only by request. Requests for additional nights must be made by the second deposit date (see page 12) and are subject to availability. Requests for extra nights for individuals (from within a larger group) cannot be accommodated through MidAmerica or Tzell Travel.

   Additional registrants (performers and non-performers) can be added until your Rooming List is due, as long as space remains in the hotel.

   ** Please see "Important Information Regarding Air Travel to New York" on page 9 of this document.

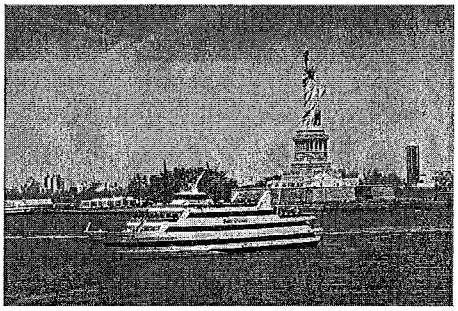
2. **PROFESSIONAL ARTISTIC DEVELOPMENT of your performance** in New York City, including: venue, conductor, soloists, orchestra engagement and management; labor and personnel at the hall, including ushers, stage crew, house managers, etc.; official "Playbill" preparation and printing; publicity and audience development (flyers, posters, press releases, etc.); schedules; protocols; rehearsal site and accompanist arrangements; backstage management; security passes; and day-to-day concert- and residency-related matters in the months leading up to your performance. In addition, MidAmerica provides assistance with pre-concert preparation (rehearsal notes, pre-concert recording evaluations, and on-site conductor visits for select programs). During the five-day residency itself, **MidAmerica staff are personally on-site to manage all concert-related activities**.

Soloists are contracted and provided for all concerts by MAP and MIDAM International. These soloists are engaged from the following managements and more: ICM, UZAN, PINNACLE, WOLFE, SUNE, PARNASSUS, and TACT, in order to ensure top international quality. Artists appear on MAP and MIDAM International concerts under exclusive representation with the management agencies listed above.

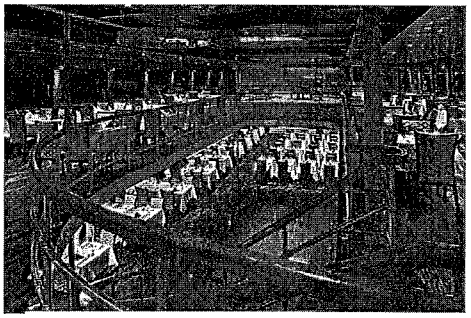
3. **PROFESSIONAL TRAVEL MANAGEMENT during your stay** in the hotel, **including arrival and departure** and in-hotel assistance **by Tzell Travel Collection** of New York. (Please note that hotel group check-in is 4 PM; check-out is by 11 AM.) Additionally, **MidAmerica personnel are on hand** to oversee all residency group arrivals and to conduct orientation and answer any questions.

4. **An exclusive POST-CONCERT CELEBRATION RECEPTION CRUISE** on-board the "Spirit of New York" or "Spirit of New Jersey" (or similar). All residency-package performers and non-performers are provided a two-hour sail featuring a spectacular view of the Statue of Liberty and the Manhattan skyline, with a buffet dinner, music, and dancing. Two drink tickets will also be provided; extra drinks can be purchased on board. *(Bus transportation will be provided from the concert hall to Chelsea Piers and then back to the residency hotel.)* [A limited number of guests may also be accommodated for an additional $179 per person – please contact the MidAmerica production office for details regarding additional cruise tickets and their availability for non-residency guests.] Cruise guests must be 21 years of age or older to consume alcoholic beverages and this is strictly enforced by the cruise line.

5. A **FREE LAND AND AIR PACKAGE FOR THE DIRECTOR** when there are **30** paying registrants. (#31 is free) ** For every additional **30** paying registrants, the group receives **1 additional free land-only residency package** (based on quadruple occupancy). **Free airfare for the Director applicable only if the group is flying to NYC through Tzell Travel. *See "Important Information Regarding Air Travel to New York" on page 9.*



The Spirit of New York at the Statue of Liberty



The Spirit of New York

6. All **TIPS, GRATUITIES, and BAGGAGE HANDLING by the hotel (one bag per person only) upon arrival.** (Groups arriving before their rooms are ready, or who depart after the 11 AM official check-out, will need to store their luggage with the bell desk and pay a storage fee payable directly to the bell desk. Fee varies by hotel.)

7. All **REHEARSAL AND CONCERT-RELATED BUS TRANSPORTATION** within the City of New York for full residency guests is included.

8. **Each Full Concert Residency Package participant will receive an** 8 ½ x 11" **PRINT OF THE GIANT MARQUEE POSTER** which announces your concert in Stern Auditorium / Perelman Stage at Carnegie Hall.

9. **All non-performers** who take the Full Concert Residency Package **will receive a COMPLIMENTARY TICKET (Value: $125)** to your concert, in the best seats in the house (Parquet/Main Level); also, the opportunity to attend any and all rehearsals, including the closed dress rehearsal in Stern Auditorium / Perelman Stage at Carnegie Hall.

10. **TWO (2) COMPLIMENTARY CONCERT TICKETS** (Parquet seating) for each director with a minimum of 30 registered performers, for their personal use ($250 value.)

CONCERT TICKETS:

Tickets for each of our 2024, 41st season concerts in Stern Auditorium / Perelman Stage at Carnegie Hall will be available approximately 90 days prior to the concert date through our Andrea Niederman, Director of Public Relations, Publications and Audience Development. For information regarding ticketing, please contact Andrea at aniederman@midamerica-music.com or call 646-355-8244.

Beginning 90 days prior to the concert, tickets will be available at www.carnegiehall.org, CarnegieCharge at 212-247-7800, or the Box Office located at 881 7th Ave and 57th Street.

2024 ticket prices:
Parquet, 1st and 2nd Tiers, and Dress Circle are $50-$125

ADDITIONAL IMPORTANT INFORMATION

1. At the time of the initial deposit, ensembles will inform MidAmerica whether they elect the "Full Residency" ($1699 package) or "Concert Only" ($1099 package). These two package options are on a "whole-group" basis, meaning that all participants in the ensemble must choose to take either the Full Residency package, OR the Concert Only package. Once deposited, there can be no change between "Full Residency" and "Concert Only" status, nor any individual exceptions within the registered ensembles. Affiliated non-performers and chaperones who plan to officially register as such with their group must take the same package option as their ensemble.

2. MidAmerica Productions only registers groups of **10 participants or more** (any combination of performers and non-performers).

3. MidAmerica encourages participants to take advantage of New York's unparalleled cultural life. However, until you have received the confirmed rehearsal schedule from MidAmerica Productions, please do not book any non-refundable tickets for any activities (shows, tours, etc.). MidAmerica cannot be responsible for schedule conflicts or losses which may arise from pre-booking such tickets. Generally, evenings are free during the residency; these are the best times to book Broadway show tickets, except on the concert day. You are welcome to contact Lina DiCarlo at Twin Travel Concepts (lina@twintravelconcepts.com / 917-865-3277) for Broadway show tickets and other entertainments. Ms. DiCarlo has offered this service to our incoming ensembles for over 30 years.

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The Full Concert Residency Package Price of $1699 quoted is fixed and firm.
Only two conditions can affect this package price:

- If at any time, the state of New York or city of New York levies an additional visitors' tax, this tax, upon presentation of documentation, will become the responsibility of the incoming ensemble and will be added to the residency package cost for final payment.
- When a group does not adhere to the published payment deadlines (late penalties can be assessed);

MidAmerica Productions Inc. and MidAm International, Inc. shall not be liable to any individual registrant or group for any injuries, losses, or expenses suffered or incurred by any individual registrant or group arising out of or relating to your purchase of this package. All registrants and groups shall maintain appropriate and adequate general liability insurance coverage and any workmen's compensation insurance required by applicable state law.

This Full Residency Package is provided and managed by Tzell Travel, Inc., at the request of MidAmerica Productions. Tzell Travel, Inc. has provided the land package for MidAmerica Productions for 41 years, since 1983.

PLEASE DIRECT ALL INQUIRIES REGARDING THE CONCERT RESIDENCY LAND PACKAGE (AND AIR PACKAGE ISSUES) TO MIDAMERICA PRODUCTIONS, Ms. Joyce Howard-Brazel, Chief of Administration, at jhoward@midamerica-music.com / (646) 355-8736.

GENERAL RESIDENCY SCHEDULE

The following is a summary of a typical New York residency with MidAmerica Productions. (Which is subject to revision up to 30 days prior to arrival.)

DAY 1:
Arrival in NYC and hotel check-in.

DAY 2:
One chorus rehearsal with the guest conductor and piano accompaniment in the morning (or afternoon); directors' meeting during first rehearsal. The evening is free.

DAY 3:
One chorus rehearsal with the guest conductor and piano accompaniment in the morning (or afternoon). The evening is free.

DAY 4:
Final dress rehearsal in Stern Auditorium / Perelman Stage at Carnegie Hall; concert; and post-concert cruise around the Statue of Liberty and lower Manhattan with music, dancing, dinner, and two drinks provided.

DAY 5:
Hotel check-out and departure

CONCERT DRESS: THAT WHICH YOU WEAR IN YOUR HOME LOCATION

THIS IS A SAMPLE ITINERARY. SPECIFIC EVENT TIMES DURING YOUR RESIDENCY WILL BE ANNOUNCED 90-100 DAYS PRIOR TO YOUR ARRIVAL.

** IMPORTANT INFORMATION REGARDING AIR TRAVEL TO NEW YORK **

Transportation to and from New York is NOT included in the full Concert Residency Package.

GROUPS OF 15 OR MORE TAKING THE FULL CONCERT RESIDENCY PACKAGE WHO WISH TO FLY TO NEW YORK HAVE THE OPTION OF MAKING AIR TRAVEL ARRANGEMENTS THROUGH MIDAMERICA PRODUCTIONS, who will request such arrangements with TZELL TRAVEL.

Tzell Travel has demonstrated its ability to provide incoming groups with excellent service as well as extraordinarily low, protected, and confirmed airfares months in advance of travel. For this reason, **MidAmerica Productions has an exclusive agreement with Tzell Travel to handle the air package arrangements on behalf of visiting ensembles who elect to fly.**

It is NOT necessary that groups book flight arrangements through Tzell Travel. (Tzell Travel has, however, consistently received the industry's lowest quotes, which are fixed and firm upon air deposit.)

All airfares are booked on major commercial carriers. Charters are not used. ***Air costs** will be quoted on an individual group basis and **will be firm if deposited on by the published date**.* The fixed and firm air price quoted to you by MidAmerica/Tzell Travel is unaffected by subsequent changes in published air fares. However, any cost increase imposed by the government or the airlines (e.g., a fuel surcharge and/or taxes) will be passed on to the ensemble.

Above the quoted air fare, there will be a **$40 per ticket** handling/service fee charged at the time of the "Final Invoice." Also, there is an additional cost of **$89** for each person for private round-trip chartered bus coach transportation from the airport upon your arrival, and back to the airport upon your departure. A Tzell Travel representative will meet you at baggage claim to escort you to the waiting bus. Upon departure, a Tzell Travel representative will facilitate your bus transfer back to the airport.

Participants (performers and non-performers) **can be added up to the rooming grid due date** (see page 12), so long as seats are available on the flight. However, there can be no guarantee that people joining at a later date will receive the same airfare as that obtained for the original registrants.

If you are purchasing your own air tickets or using a different travel agency, please do NOT purchase anything without getting a "go ahead" from MidAmerica Productions.

As always, individual travelers may use their **Frequent Flyer** mileage to book tickets on their own.

Please note that the New York InterContinental Times Square, Barclay InterContinental, Sheraton, Park Central Hotel and Hilton hotels are union hotels. It is impermissible and against union rules for groups using these facilities to bring in group food deliveries from the outside. Groups that violate this rule are liable for union fines which are sanctioned by the City of New York. Such fines are a serious union matter and, if imposed, are the responsibility of the offending groups and must be paid by credit card prior to your departure.

INITIAL PAYMENT DEADLINES AND COMPLIMENTARY PACKAGES FOR STERN AUDITORIUM / PERELMAN STAGE AT CARNEGIE HALL 2023-24

- A credit of one package ($1699) is applied after every **30** packages purchased by the **standard** registration deadline with an initial deposit of $300 per person. (#31 is complimentary.)
- An **additional** package credit ($1699) is applied after every **30** packages purchased by the **early** registration deadline with an initial deposit of $300 per person.

If the total number of paid performers registered by an ensemble is...	...and the ensemble pays by the Standard Registration Deadline, they will receive:	...and the ensemble pays by the Early Registration Deadline, they will receive:
30	1 Package Credit	1 additional (2 total Package Credits)
60	2 Package Credits	2 additional (4 total Package Credits)
90	3 Package Credits	3 additional (6 total Package Credits)

Standard Registration deadlines:

- **July 1, 2023** for concerts in December 2023 - March 2024
- **October 1, 2023** for concerts from April-July 2024

Early Registration deadlines:

- **April 1, 2023** for concerts in December 2023 - March 2024
- **July 1, 2023** for concerts from April-July 2024

Terms and conditions:

- Group directors must indicate at the time of registration whether they will be participating as a Performer, Non-performer, or guest conductor. Directors are not included in a group's tally if they are guest conductors, as their accommodations are handled separately.
- Credits only apply to group registrations; individual registrations through the MAP website do not count towards a tally for complimentary packages.
- Complimentary packages may be used for an individual (director, accompanist, etc.) or may be applied toward the group's balance to reduce each participant's cost. All credits will be applied on the group's final invoice.

MAP Full Concert Residency Package- Choral Ensembles
? WINTER/SPRING 2023-24 DEPOSITS and PAYMENT SCHEDULE ?

If your concert is in:	1st Deposit $300 per person is due: (nonrefundable)	2nd Deposit $450 per person is due: (nonrefundable)	Rooming Grid* & Airfare Request Form are due:	3rd Deposit $450 per person is due: (nonrefundable)	Security List, Rooming List and Flight List are due:	Final Payment is due (nonrefundable).
DEC. (2023)	July 1, 2023	Aug. 15, 2023	Aug. 15, 2023	Oct. 1, 2023	Oct. 1, 2023	Nov. 15, 2023
JAN. (2024)	July 1, 2023	Sep. 15, 2023	Sep. 15, 2023	Oct. 15, 2023	Oct. 15, 2023	Dec. 1, 2023
FEB. & MARCH	July 1, 2023	Sep. 15, 2023	Sep. 15, 2023	Oct. 15, 2023	Oct. 15, 2023	Jan. 15, 2024
APRIL	Oct. 1, 2023	Dec. 1, 2023	Dec. 1, 2023	Jan. 15, 2024	Jan. 15, 2024	Mar. 1, 2024
MAY, JUNE, JULY	Oct. 1, 2023	Dec. 1, 2023	Dec. 1, 2023	Jan. 15, 2024	Jan. 15, 2024	April 15, 2024

FOR ALL DEPOSITS: Make checks payable to **MidAmerica Productions, Inc.** and send via Federal Express/Express Mail (regular mail is not recommended) to:

Joyce Howard-Brazel - 265 Sunrise Highway, Suite 1-183 • Rockville Centre, NY 11570

*PLEASE, ONLY **ONE** COMBINED CHECK PER GROUP REGISTRATION (NOT INDIVIDUAL CHECKS).*

For information on **wire transfers, ACH payments** and/or **credit card payments**, please contact ***Joyce Howard-Brazel, Chief of Administration*** at (646) 355-8736

IMPORTANT: *The first deposit must be accompanied by the Concert Registration Form and the type of package indicated at that time.*

ROOM GRID: This indicates **how many rooms** will be required by your group, based upon number of people divisible by quad, triple, double, and single occupancy. *(Please use the form provided by MidAmerica.)*

***Also, any requests for extra night extensions** (for groups only) must be made in advance and are subject to availability. (See Page 4.) **All extensions *must* be approved in writing** by MidAmerica Productions and Tzell Travel.

ROOMING LIST: This indicates **exact names** for each room. *(Please use the form which you will receive from MidAmerica.)*

SECURITY LIST: This is an alphabetical list, for Carnegie Hall, of **all residency package participants (performers and non-performers).** There is no admittance to Carnegie Hall backstage for anyone NOT on the security list, which is limited to **residency package participants only.** Names must be in alphabetical order with last name then first name.

FLIGHT LIST: This is a list for Tzell Travel, of all persons in the group airfare package. This should indicate participants' legal names exactly as they appear on passports, government-issued, or student IDs, along with other information required by your airline for ticketing. *(Please use the form which you will receive from MidAmerica.)*

Please E-mail all lists by the requested due date to: *Joyce Howard-Brazel, Chief of Administration, MidAmerica Productions* at jhoward@midamerica-music.com.

INVOICE FOR THE BALANCE DUE: The invoice for the balance due will be based on the rooming list (plus airfare, $89 per person roundtrip airport transfer, and $40 service fee, if your group is flying through MidAmerica) and costs for extra nights if applicable.

**DEPOSIT SCHEDULES ARE FIRM. MidAmerica Productions retains the right to cancel groups if the deposit schedule is not met.

ALL DEPOSITS ARE NON-REFUNDABLE WHEN RECEIVED AND THIS APPLIES TO ANY INDIVIDUAL OR GROUP WHO HAS MADE ANY PAYMENTS. In addition, should an individual cancel participation, deposits are non-transferable to the group's unpaid balance (substitutions for cancelled persons are permissible). Cancellation insurance, therefore, is strongly recommended. Please visit www.travelexinsurance.com or call 1-800-228-9792 to inquire about trip cancellation insurance. Please use Location Code 32-6180 when requesting a Travelex insurance quote. As an alternative trip insurance option, please visit and request a quote at https://partner.roamright.com/?agencycode=tzellNYC&AgentID=TravelBiz.

Subject to revision; Revised April 28, 2023.

If the specified hall is unavailable for your performance due to "acts of God" (force majeure), MidAmerica Productions, Inc., reserves the right to move this concert to another concert location within New York City or to reschedule it to the following year. Acts of God (force majeure) shall include any unexpected act or circumstance that prevents or impedes MAP from performing one or more of its contractual obligations if such impediment to MAP's performance is beyond MAP's reasonable control and the effects of such impediment cannot reasonably have been avoided or overcome by MAP. For purposes of this provision, Acts of God shall include, but are not limited to: a) war (whether declared or not), hostilities, act of foreign enemies, b) civil war, riot, rebellion and revolution, act of terrorism, sabotage or piracy; c) currency and trade restriction, embargo, sanction; d) act of authority whether lawful or unlawful, compliance with any law or governmental order, expropriation, seizure of works, requisition, nationalization; e) plague, epidemic (including continuation of COVID-19 pandemic into or beyond 2024) , natural disaster or extreme natural event; f) explosion, fire, destruction of equipment, prolonged break-down of transport, telecommunication, information system or energy; g) and general labor disturbance. It is the responsibility of all persons participating as performers to arrive on time and be fully prepared for all rehearsals as well as the performance.

All participants in the package must undertake at their own expense to comply with all dress and health requirements of governmental entities as well as the venues where the performance and other events are being held. Should these parameters not be met, MidAmerica retains the right to disallow those individuals from participating in the rehearsal and/or performance. This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without regard to the conflicts of law principles thereof. The parties consent to the exclusive jurisdiction of the courts within the County and State of New York with respect to any dispute arising out of this agreement.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

For Choral Ensembles

Many questions may be answered by a thorough reading of our Full Concert Residency Package ($1699). However, additional questions are addressed below:

1. **How are ensembles selected for and invited to participate in this concert series, both here and abroad?**
   Each and every ensemble has been specifically recommended or referred to us by music directors in the profession or by one of the more than 850 guest conductors who have appeared on our series since 1984. Additionally, ensembles can also be accepted after submitting an audition CD, video, or YouTube link to the Music Director.

2. **For choral concerts, is it required that music be prepared prior to arrival in New York?**
   Yes. Choruses or chorus members who are not thoroughly prepared may not be allowed to rehearse or perform in the concert.

3. **When will we know the schedule for our residency in New York?**

   Schedules (and rehearsal locations) are published 2-3 months in advance of your concert date. Typically, however, on the first, second and third nights of your residency you are free to do as you wish. Please refer to the general residency schedule on page 10.

4. **When can we purchase air tickets and other reservations?**
   It is essential and critical that all groups wait until they receive written confirmation and a "go-ahead" from Joyce Howard-Brazel, Chief of Administration, before making any flight arrangements. This will occur after registrations have been received and the concert is confirmed.

5. **What size audience can we expect at our concert?**
   Audiences are large and enthusiastic. MidAmerica Productions has a comprehensive public relations and audience development division headed by Andrea Niederman, Director of Public Relations, Publications and Audience Development.

6. **How are the concerts advertised?**
   Concerts are promoted extensively through local press and social media, along with hundreds of public and private business sources in the New York and tri-state area as well as a mailing list of over 25,000 names. This coverage, as well as efforts for press coverage in ensembles' home locations are led by Andrea Niederman, our director of public relations, publications, and audience development.

7. **May friends and family also attend the post-concert dinner cruise?**
   Yes. Depending on availability, additional tickets may be purchased by friends and family. Tickets are available starting 60 days prior to the concert. Please contact Norman Dunfee, Production Manager, at ndunfee@midamerica-music.com for ordering information.

8. **Who has performed on your series before?**
   We have hosted thousands of choirs on our series over 40 years. Please click here to view a partial list of groups.

Expenses and Fundraising

Steilacoom High School Chamber Choir
Carnegie Hall, NYC
May 29th-June 2nd 2024

Expenses per Student (Paid for by a mixture of family contribution, SHS Music Boosters, and ASB):

Full Resident Package through Mid-America Productions (see enclosed list of inclusions)

Total per student: $1,699.00

- **Music Fee:** Includes 3 rehearsals, performance, facility use of Carnegie Hall, post-concert cruise, and guest conductor
- **Hotel:** Location announced in January from MAP
- **Meals:** TBD

Separate expenses per student:

- **Flights:** Booked separately, cost TBD from Seatac International Airport
- **Potential Extra Sight-Seeing Costs:** Broadway show, Empire State building, museums, etc., cost TBD

Expenses per Chaperone (Paid for by chaperones). Number of chaperones TBD upon school board approval.

- **Hotel**
- **Flight**
- **Meal**
- **Ticket to Carnegie Concert**
- **Ticket to Post-Concert Cruise**
- **Potential Extra Sight-Seeing Cost**

Funding Plans and Sources:

1) SHS Music Boosters 501© (3) : Several fundraisers planned this year will help offset the cost for students. Fundraisers include: flamingo fundraiser, Apple Squeeze, Red Ribbon Bazaar, and Choir Dessert Auction

2) ASB: Student-involved fundraisers including Apple Squeeze, Red Ribbon Bazaar, and Pancake Breakfast, more fundraisers TBD

3) Any amount not covered by the above sources will be paid by families

NYC Itinerary Draft

Wednesday, May 29th, 2024

TBD 6:00pm: Meet at Seatac (Alaska Airlines desk right inside Departure drop-off) Check luggage.
6:45pm: Pass through security checkpoint

Flight: Alaska Airlines Flight 18
Departs from Seatac:
Arrives at JFK:
Confirmation code:

Thursday, May 30th, 2024

6:00am: Arrive at JFK
6:45am: Get luggage at baggage claim
7:00am: Travel from JFK to Grand Hyatt Hotel via Airport Shuttle
8:30am: Arrive and Check-in at Grand Hyatt
9:30am – 11:00am: Open Time (crash nap, visit Times Square, take a walk, purchase breakfast food?)
11:00am: Lunch: On our way to rehearsal
12:00pm: Walk to Park Central Hotel (25 minutes – extra time allotted for pictures)
1:00pm: Rehearsal at Park Central Hotel
5:00pm: Dinner
7:00pm: Top of the Rock at Rockefeller Center ($40.00 per person)
8:30pm: Walk back to Grand Hyatt, Group meeting
10:00pm: Lights out!

Friday, May 31st, 2024

8:00am: Breakfast and walk to Park Central Hotel
9:00am: Rehearsal at Park Central Hotel
12:00pm – 3:00pm: Visit Central Park (4 minute walk from Park Central- find lunch in the park)
3:00pm: Transportation back to Grand Hyatt (Subway? Tired feet?)
4:00pm: Arrive at Grand Hyatt and prepare for Dinner and Broadway Show
5:00pm: Depart for Dinner and Broadway Show (Subway?)
7:00pm: Arrive at Broadway Theater

Saturday, June 1st, 2024

8:00am: Breakfast
9:00am: Sight-seeing
10:30am: Return to hotel to prepare for dress rehearsal at Carnegie
11:00am: Lunch
1:00pm: Dress rehearsal at Carnegie Hall
2:00pm: Open for sight-seeing until dinner and call time for Carnegie
7:00pm: Your Carnegie debut!!
8:30pm: Call time for backstage
10:15-1:30am: Cruise! Then home and bedtime

Sunday, June 2nd, 2024

TBD 4:00am: Depart for JFK

Flight: Alaska Airlines Flight
Departs from JFK:
Arrives at Seatac:
Confirmation Code:

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Board Meeting Date: October 18, 2023

Approval of 2nd Settlement Agreement related to Resolution No. 891-04-27-22

Strategic Focus Area

☐ Achieve

☒ Support

☐ Connect

☐ Plan

BACKGROUND INFORMATION

The Board approved the settlement agreement related to Resolution No. 891-04-27-22 in March of 2023, after SHSD joined the mass-action vaping lawsuit (represented by the law firms of Stevens Clay and Frantz Law Group). There were 1,489 school districts in 30 states included in the litigation.

A 2nd settlement has been reached with a different vaping company. The law firm representing school districts in this case strongly recommend we accept this 2nd settlement offer by the first week in November as per the terms of the settlement agreement.

Once the settlement agreement has been approved by the Board, the superintendent is required to electronically sign the informed consent settlement documents (via DocuSign) as the authorized representative of the school district. Funding to the governmental entities involved in the first settlement agreement will occur sometime this Fall and the 2nd settlement amount is expected to follow shortly thereafter.

RECOMMENDED ACTION:

I move to authorize the Superintendent to accept the 2nd settlement consent package related to Resolution No. 891-04-27-22.

Report prepared by:
Dr. Kathi Weight, Superintendent

Memorandum of Understanding

This Memorandum of Understanding (MOU), is entered into on 9/26/2023 (the "Effective Date"), by and between Pierce College located at 9401 Farwest Dr SW, Lakewood, WA 98498 (the "College"), and Steilacoom High School. located at 54 Sentinel Dr, Steilacoom, WA 98388. (the "Vendor"). or collectively as, the "Parties".

It is the purpose of this MOU to provide use of Pierce College's Instiuttional Review Board to review student research proposals originating from the Advanced Placement Research Course at Steilacoom High School for the 2023 - 2024 academic year.

Therefore, it is mutually agreed that:

1. **Statement of Work**

1. Pierce College will provide Institutional Review Board services for student research proposals from the 2023 - 2024 Steilacoom High School Advanced Placement Research Course (ENG417 and ENG418).

2. Student researchers from the 2023 - 2024 Steilacoom High School Advanced Placement Course wishing to conduct research involving humans must comply with Pierce College's use of human subjects policy and the procedures outlined in the Guide to Researchers.

2. Period of Performance

The period of performance of this MOU shall be for a period of one academic year from the Effective Date and may be extended upon written mutual agreement for both Parties.

3. Termination

Any party may terminate this MOU with at least 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or cost incurred in accordance with terms of this Agreement prior to the effective date of termination.

4. Records Maintenance

The parties to this MOU shall each maintain records, documents, and other evidence which sufficiently and properly reflect all direct and indirect cost expended by all parties in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of all parties, other personnel duly authorized by any party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this MOU will be retained in accordance with state and federal regulations. Any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Physical and electronic records will be maintained in accordance with all applicable state and federal regulations.

5. MOU Alterations and Amendments

This MOU may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

6. Notice

Any notice or communication required or permitted under this MOU shall be sufficiently given if delivered in person, email or by certified mail, return receipt requested, to the address set forth in the opening paragraph or email address provided in this section or to such address as one may have furnished to the other in writing.

Pierce College Administrative Services at Contracts@pierce.ctc.edu and/or
Office of Institutional Research

Shawn Lewis, Assistant Superintendent Steilacoom Historical District at 511 Chambers, Steilacoom, WA 98388.

7. Confidentiality

The Parties will treat the terms of the MOU, and the documents submitted herewith, in the strictest of confidence, and that such terms will not be disclosed other than to those officers, representatives, advisors, directors and employees of any Party who need to know for the purpose of evaluating this MOU and who agree to keep such material confidential.

8. Legal Compliance

The Parties acknowledge and understand that they must be able to fulfill their responsibilities under this Memorandum in accordance with the provisions of the law and regulations that govern their activities. Nothing in the Memorandum is intended to negate or otherwise render

ineffective any such provisions or operating procedures. The Parties assume full responsibility for their performance and representatives of their organizations under the terms of the Memorandum.

9. Limitation of Liability

No rights or limitation of rights shall arise or be assumed between the Parties as a result if the terms of this Memorandum.

10. Governing Law

This Memorandum shall be governed by and construed in accordance with the laws of the State of Washington.

In the event of an inconsistency in the terms of this MOU, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence to applicable state and federal statutes and rules.

11. Authorization and Execution

The signing of this Memorandum does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

In witness whereof, the parties have executed this MOU.

Danielle Evans — 9/14/23

Pierce College Administrative Service Representative (Date)
9401 Farwest Dr SW
Lakewood, Washington 98498

Shawn M Lewis — 09/25/2023

Shawn Lewis (Date)

511 Chambers, Steilacoom, Washington 98388

Steilacoom Historical School District
Memorandum of Understanding

SECTION I: PARTIES TO MOU:

MEMORANDUM OF UNDERSTANDING
BETWEEN
STEILACOOM SCHOOL DISTRICT
AND
Ted Brown Music Outreach

This Memorandum of Understanding ("MOU") is entered into between Steilacoom School District ("District") and Ted Brown Music Outreach ("Provider") to provide school based social emotional learning services to Steilacoom District students at elementary, middle and high schools

NOW, THEREFORE, THE DISTRICT AND PROVIDER AGREE AS FOLLOWS:

SECTION II: SCOPE OF SERVICES:

A. Mental Health/Social Service Focused

Ted Brown Music Outreach plans to provide clinical music therapy services for K-12 students and their families in Steilacoom Historical School District to address trauma relating to the COVID-19 pandemic and any additional behavioral, social, and emotional needs. It will be offered by a board-certified music therapist who is trained in trauma-informed care and has experience working with students with special needs. This is not to replace existing special education or counseling services. It is rather to enhance the existing support for students to help them to achieve their optimal learning recovery and acceleration.

Music therapy is an evidence-based discipline to holistically address a person's needs with music-based therapeutic interventions by trained therapists. The neuroscience research on music processing in the brain has revealed that one's physical, physiological, cognitive, psychosocial as well as behavioral output can be positively altered by engaging in music-based therapeutic interactions. There is also a growing body of research evidence suggesting the effectiveness of music therapy in school settings. Music therapy interventions will be designed based on each student's abilities and needs and aim to cultivate their flexibility, creativity, and tolerance of changes. The music therapist will coordinate with the partnered school district's administration to meet with identified students for individual and group sessions.

Ted Brown Music Outreach will provide the following services to students at the Steilacoom School District:

Social Emotional Learning Services

1. Intake/Assessment
2. Treatment plan
3. Individual/Group Therapy
4. In Class Social Emotional Activities

Day(s) of the week:
Monday and Wednesday in schools. Saturday availability for individual sessions at Ted Brown Music

Time(s):
7:00am – 5:00pm

School Locations:
Steilacoom Schools

Number of Students Served:
Service Provider will allocate FTE based on the number of referred students by each school

Duration of Program:
2022-2023 School Year

B. Payment

Provider and the District wish to enter into an agreement with an agency to assist in providing the services described above by means of referrals made to the students and/or families in need identified by district staff. Provider shall receive funding for services through outside sources such as private pay and grants. There will be no charge to the district or student during school services. Services performed will be provided as deemed appropriate by the primary clinician, including duration, frequency, and number of sessions. Length of time client engages in treatment will be determined by rate of progress, goals agreed upon by the clients and clinician, and client investment in continuing therapy.

C. Professional Qualifications

Provider declares that it has complied with all federal, state and local laws regarding business permits, and licenses that may be required to carry out the work to be performed under this agreement. Provider further declares that it has the requisite qualifications, skills and experience necessary to provide such services.

D. General Terms and Conditions for Social Emotional Learning Services

1) Services to be performed

Provider agrees to and will perform the following services;

Social Emotional Learning Services

i. Social Emotional Learning therapy with therapeutic goals that will support the student's academic success. Services will be provided at the school and Service Provider facility as appropriate.

ii. Social Emotional Learning services may be delivered in individual, group, and family formats. The therapist and the school personnel will work collaboratively to determine specific formats based on clinical assessment and resource availability.

iii. Consultation with family members, teachers, collaterals, and other child serving systems as deemed clinically necessary and relating to the social emotional learning of the enrolled student will be provided as a part of these services to ensure student support at the school.

2) Referral process

Students shall be referred to services according to the school's referral process, utilizing Provider's Referral Form. The referral form is made available to all schools where services are being provided.

Social Emotional Services

a. Initial intake assessment may be conducted at the Provider office, phone or via Zoom.

b. Initial intake assessment may also be conducted on-site if it better accommodates the needs of a student and his/her family. On-site intake assessment requires that:

1) The provider shall arrange the appointment date and time for intake assessment of a student based on the available times provided by the provider, as coordinated by the school personnel.

2) A parent or legal guardian must accompany the student, if the student is younger than 13 years of age, during the intake assessment. Written parent permission for counseling at school shall be provided each school year.

3) If a student is over the age of 13, the student may request these services without parental consent, pursuant to RCW 71.34.530, RCW 71.34.340 and RCW 70.96A.096, 230 and described in:
http://depts.washington.edu/hcsats/PDF/guidelines/Minors%20Health%20Care%20Rights%20Washington%20State.pdf

4) It is the intent of this agreement to have social emotional learning services available to students in the school setting in such a way that adults who influence the life of the student seeking help are working together to reduce and/or remove any barriers to learning, support academic, social, career planning or emotional success. Therefore, at the time of the initial intake, the Provider shall present the student with a Release of Information (ROI) form that authorizes the School Counselor, designated ESA certificated school personnel, teachers or school administrators who supports the student to share educational records with the Provider for purposes of providing mental

health services to the student. The decision to sign the ROI is at the discretion of the parent or legal guardian, or the student. A current ROI must be on file for each school year for the provider and the district to openly share information about the student's social emotional needs.

E. Check-in Procedures

Upon arrival at any District School building on each day of service, each Service Provider shall report to the main office and sign-in to the Visitor's Log. Service Provider personnel shall wear a badge identifying them as "Visitors" in the building, which is clearly visible to anyone passing them in the hall. Ongoing regular providers shall have their agency issued badge, which is clearly visible to anyone passing them in the hall. Service Provider staff shall notify the school personnel the name of the students they will be visiting each time they are at a school.

F. Meeting Space

The school site will provide a meeting space in the school building for services to be conducted. The school will attempt to provide consistent space, which is conducive to the privacy and confidential needs of services and to the needs of other students and staff. In the event the use of the space conflicts with any school event or program, the district may elect to use the space for such school event or program, that the District will provide reasonable notice to the Provider of the need for such use. All reasonable efforts will be made to provide similar alternative spaces. The building principal will have final authority over building use and availability issues.

Alterations to the facility structure, room space or access are not part of this agreement. If there are required changes or enhancements such as but not limited to: windows, furniture, walls, doors, technology, electrical, plumbing, heating, ventilation or any other facility changes, a separate agreement will need to be added to this agreement. It is Service Provider practice not to ask for this accommodation given the limited schools budgets and lack of space.

SECTION III

A. Background Checks

Provider agrees that all staff assigned to work in a District school or with District students under this MOU have undergone a criminal history background check. Service Provider conduct a Washington State Patrol (WSP) criminal background check upon hiring and annually for all its employees. Service Provider will provide to the Steilacoom District copies of the provider's criminal background checks that will be visiting the Steilacoom Schools. The criminal background check is paid by Service Provider.

Service Provider will not assign a provider to the school that has been charged with a crime against minors.

B. Confidential Student and Staff Information

The School District and the Service Provider agrees that any student information obtained as a result of providing services pursuant to this MOU is confidential and cannot be disclosed to a third-party unless disclosure is required by law. Provider further agrees and understands that the District will only provide educational record information to Provider upon a signed release of Educational information, which must be signed by a parent or the student, if the student is 18 years of age or older. Provider has the responsibility to get the consent form signed and will make a copy of the consent form available to the District. The District and Service Provider agree that students' health information is protected under the HIPPA rule and 42 CFR federal confidentiality law for substance use individuals. Additionally, the Provider will adhere to the requirements under FERPA, which protects the privacy of personally identifiable information (PII) in students' education records.

C. Independent Provider

The parties agree this MOU does not make any person an employee of the other party. Provider shall be an independent provider and not an agent or representative of the District with regard to the services provided under this MOU. It is understood that the District does not agree to use Provider exclusively. It is further understood that Provider is free to contract for similar services to be performed for other Districts or agencies while under this MOU with the District. No Provider assigned to work at a District location or for a District student shall be considered a District employee because of this MOU. Provider is responsible for all wages and benefits owned to Provider staff, agents, or volunteers. Further, the District retains the right to immediately prohibit any Provider staff, agent, or volunteer from coming on District property if the District has good reason, which includes but is not limited to violation of a District policy, procedure, or guideline.

D. Indemnification

The Provider agrees that to the fullest extent permitted by law, Provider will hold harmless, defend, and indemnify the District, its agents, employees, and board members from any and all liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from any and all acts or omission by Provider under this agreement. The District shall have the right to demand that Provider defend any and all claims, lawsuits, or proceedings related to services provided under the agreement, without cost to the District, with legal representation acceptable to the District. The terms of this section shall survive termination of this agreement.

The District agrees that to the fullest extent permitted by law, the District will hold harmless, defend, and indemnify the Provider, its agents, employees, and the board members from any liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from the negligence by the District.

Insurance

The Provider, at its own cost, shall maintain and provide evidence of the following insurance coverage.

1. Commercial general liability insurance for the benefit of district and contractor jointly against liability for bodily injury and property damage for a combined single limit of not less than One Million Dollars ($1,000,000) for any one occurrence and Three Million Dollars ($3,000,000) in the aggregate for this location, including coverage for contractual liability and personal injury;
2. If contractor operates or allows subcontractors to operate child-serving programs (any program where children are on District premises and not under the care or supervision of their own parents), sexual abuse or molestation coverage shall be provided with a minimum limit of $1,000,000 per occurrence and $3,000,000 annual aggregate;
3. If contractor provides or allows its subcontractors to provide professional medical or mental health services, medical professional liability (errors and omissions) coverage shall be required with a minimum limit of $1,000,000 per wrongful act and $3,000,000 annual aggregate;
4. Statutory Workers' Compensation, including Employer's Contingent Liability (Stop Gap) in Tenant's commercial general liability coverage with a limit of at least $1,000,000 per bodily injury/accident; $1,000,000 bodily injury/disease-policy aggregate, and $1,000,000 bodily injury/disease-employee;
5. Automobile Liability Insurance with a combined single limit for bodily injury and property damage of not less than $1,000,000, including all owned, non-owned and hired vehicles and covering claims for damages because of bodily injury or death of any person or property damage arising out of ownership, maintenance or use of any motor vehicle; and
6. Products/Completed Operations Liability in the amount of $1,000,000 per occurrence and $3,000,000 general aggregate.
7. The foregoing insurance shall be placed with an insurance company or companies licensed to do business in the State of Washington. Contractor shall furnish the district with a copy or certificate of such policies before the commencement date of this contract and whenever required shall satisfy the district that such policies are in full force and effect. Such policies shall list the District as an additional insured and shall be primary and non-contributing with

any insurance carried by the District. Such policies shall not be cancelable or materially altered without forty-five (45) days' prior written notice to District. In addition, the policies shall provide for ten (10) days' written notice to District in the event of cancellation for non-payment of premium.

Prior to the commencement of this Contract, Provider will furnish Steilacoom School District with evidence of such insurance protection in the form of a certificate of insurance.

F. Terms of the Agreement

This MOU is effective when signed by both parties and ends on August 31, 2024.

G. Termination

The District may terminate the MOU for cause immediately and may terminate this MOU, with 30 days written notice to the Provider. The Provider may, at any time, terminate this MOU, with 90 days written notice to the District.

H. Notices

All notices contemplated or required under this MOU shall be in writing and delivered by hand or U.S. Mail as follows:

To the District:
Kathi Weight, Superintendent
511 Chambers St,
Steilacoom, WA 98388

To the Provider:

Stephanie Howe, Executive Director
Ted Brown Music Outreach
6228 Tacoma Mall Blvd
Tacoma, WA 98409

I. Other Provisions

1) Entire Agreement. This Agreement constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided herein.

2) Amendment. Modifications to this MOU must be in writing and be signed by each party.

3) Governing Law. The terms of this MOU shall be interpreted according to and enforced under the law of the State of Washington and is subject to all laws and regulations of the State of Washington.

4) Severability. If any provision of this MOU is held invalid or unenforceable, the remainder of the MOU will not be affected, but continue in full force.

5) Assignment. The Provider shall not assign its rights or responsibilities under this Agreement, unless it receives written permission from the District.

6) Non-Waiver. Any expressed waiver or failure to exercise promptly any right under this MOU will not create a continuing waiver or expectation of non-enforcement of any MOU provision.

7) District Policies and Procedures. Provider agrees that all staff assigned to a District school or to provide services to District students under this MOU shall comply with all District policies, procedures, and guidelines.

8) Counterparts. The parties agree that this MOU may be executed in one or more counterparts, each of which shall constitute an enforceable original of the Agreement, and that facsimile signatures shall be as effective and binding as original signatures.

STEILACOOM SCHOOL DISTRICT:	**PROVIDER:**
_____	_____
SIGNATURE	SIGNATURE
_____	Stephanie B Howe
PRINTED NAME	PRINTED NAME
Superintendent _____	VP
TITLE	TITLE
	9/28/23

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Board Meeting Date: October 18, 2023

Strategic Focus Area

☐ Achieve

☒ Support

☒ Connect

☒ Plan

BACKGROUND INFORMATION

Resolution No. 915-10-18-23 – Recognizing October as National Bullying Prevention month

National Bullying Prevention Month is a campaign in the United States founded by PACER's National Bullying Prevention Center. During the month of October, communities across the nation campaign to raise awareness and educate people on the long-term effects that bullying has on children.

The goal of recognizing National Bullying Prevention Month in the Steilacoom Historical School District is to encourage parents, students, and staff to unite against bullying and to share the message that together we can help ensure our schools are safe for every student.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to join school districts across the country to recognize October as National Bullying Prevention Month.

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

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

Resolution No. 915-10-18-23

October as National Bullying Prevention Month

WHEREAS, bullying is a community-wide issue and students, families and educators all have a role in supporting prevention as an individual or with friends and family, and within your school or community; and

WHEREAS, bullying, can take many forms, including verbal, physical, and most recently in cyberspace, and can happen in many places on and off school grounds: and

WHEREAS, bullying directly affects a student's ability to learn. Students who are bullied often do not want to go to school. They often find it difficult to concentrate, show a decline in grades, and lose self-esteem, self-confidence, and self-worth; and

WHEREAS, students can be especially effective in bullying intervention. More than 55 percent of bullying situations will stop when a peer intervenes. Student education of how to address bullying for peers is critical, as is the support of adults; and

WHEREAS, the Steilacoom Historical School District supports the right of students and staff to attend school that are safe and free from violence, harassment, bullying, and discrimination; and

WHEREAS, the month of October is National Bullying Prevention Month, a campaign in response to the need to raise awareness of bullying that provides schools and communities with an opportunity to education students, parents, and others about their role in bullying prevention;

NOW, THEREFORE, BE IT RESOLVED that the Steilacoom Historical School District supports its unified commitment to the education and prevention of bullying within our communities and schools, exploring solutions to the problem, and offering support in raising awareness to make our schools and community safer for all of our children.

Adopted by a majority of the Board of Directors of Steilacoom Historical School District No. 1 at the Regular Board Meeting held on October 18, 2023.

BOARD OF DIRECTORS

_____
Chair

_____
Director

_____
Director

_____
Director

_____
Director

ATTESTED TO BY:

_____
Secretary, Board of Directors

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Board Meeting Date: October 18, 2023

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BACKGROUND INFORMATION

In 2023, the Legislature passed House Bill (HB) 1207 Preventing and responding to harassment, intimidation, bullying, and discrimination in schools. HB 1207 requires OSPI, in coordination with WSSDA and in consultation with the Office of the Education Ombuds, to create model language regarding the HIB complaint process, investigations, and contact information for assistance.

Policy 3207 – Prohibition of Harassment, Intimidation and Bullying, is revised to provide clarity that this policy is intended to address behaviors toward a student.

The accompanying procedure will be revised to include additional changes that are intended to clarify the HIB process and better align with Washington state law.

RECOMMENDED ACTION:

I move approval of the revisions to Policy 3207

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

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING OF STUDENTS

The board is committed to a safe and civil educational environment ~~for all students, employees, parents/legal guardians, volunteers, and community members~~ that is free from the harassment, intimidation, or bullying of any student.. As defined in ~~legislation~~Chapter 28A.600 RCW (Students), "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act including but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010, or other distinguishing characteristics, when the act:

A. Physically harms a student or damages the student's property;
B. Has the effect of substantially interfering with a student's education;
C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
D. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy and accompanying procedure do not govern harassment, intimidation or bully of an employee, volunteer, parent/legal guardian, or community member.

Behaviors/Expressions

This policy recognizes that 'harassment,' 'intimidation,' and 'bullying' are separate but related behaviors towards a student. Each must be addressed appropriately. The accompanying procedure differentiates the three behaviors, however, this differentiation should not be considered part of the legal definition of these behaviors

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images directed toward a student.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

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Training
This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community for students and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure.

Prevention
The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying towards students. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

Interventions
Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans
If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the aggressor or target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation**,** or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation**,** or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations
Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm ~~someone~~ a student for reporting harassment, intimidation, or bullying, being identified as a targeted student or participating in an investigation.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer
The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ~~ensure~~ oversee policy implementation. The

name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3211	Transgender Students
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 5011	Sexual Harassment
Legal Reference:	RCW 28A.300.285	Harassment, intimidation and bullying prevention policies
	RCW. 28A.640	Sexual Equality
	WAC 392-190	Equal Educational Opportunity – Unlawful Discrimination Prohibited

Management Resources:
Policy News, December 2014
Policy News, December 2010
Policy News, April 2008
Policy News, April 2002
Policy News, July 2023

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 6.11.08; 6.24.10, 1.26.11; 02.11.15; 10.23.19

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Board Meeting Date: October 18, 2023

Strategic Focus Area

☒ Achieve

☒ Support

☒ Connect

☐ Plan

BACKGROUND INFORMATION

Policy 5010 Nondiscrimination and Affirmative Action

With the passage of House Bill (HB) 1207 Preventing and responding to harassment, intimidation, bullying, and discrimination in schools, Policy 3207 – Prohibition of Harassment, Intimidation and Bullying, was revised to provide clarity that this policy is intended to address behaviors toward a student.

Policy 5010 Nondiscrimination and Affirmative Action is revised to address any allegations of HIB involving a staff member. The accompanying procedure will be revised to include additional changes that are intended to better align with Washington state law.

RECOMMENDED ACTION:

I move approval of the revisions to Policy 5010 Nondiscrimination and Affirmative Action

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

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Steilacoom Historical School District is committed to an educational and working environment free from discrimination and harassment as described in this policy. This policy and accompanying procedure prohibits discrimination and harassment of any staff member, volunteers, and contractors who work on behalf of the district.

~~**Nondiscrimination**~~
Equal Employment Opportunity
The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to a legally protected characteristic, which include the following: race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, ~~the presence of any sensory, mental or physical~~ disability or the use of a trained dog guide or service animal by a person with a disability.

The board will designate a staff member to serve as the compliance officer.

Discriminatory Harassment
Discriminatory harassment is unwelcome conduct that is:

1. Directed toward a person based on a protected characteristic,
2. Sufficiently severe or pervasive;
3. Unreasonably interferes with a person's work environment or ability to perform job duties; and
4. The cause of an intimidating, hostile, or offensive environment.

Examples of discriminatory harassment include, but are not limited to:

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
- Disparaging remarks to or about a person's legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);
- Displaying negative or offensive posters or pictures about a legally protected characteristic;
- Physical conduct toward a person due to that person's legally protected characteristic;
- All communications, including those conveyed electronically, such as by e-mail, telephone or voicemail, text messaging, or social media or other internet use, that directly or indirectly implicates a legally protected characteristic; or
- Any other unwelcome conduct that implicated a legally protected characteristic.

Affirmative Action
The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment.

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Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women, and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state law, racial minorities, and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.

Employment of Persons with Disabilities
In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

1. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation.

2. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:

    a. Making facilities used by staff readily accessible and usable by persons with disabilities; and

    b. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

    In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.

3. The District will not use any employment tests or criteria that screen out persons with disabilities unless the test or criteria is clearly and specifically job-related. Also, the District will not use such tests or criteria if alternative tests or criteria (that do not screen out persons with disabilities) are available.

4. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.

5. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References: 2030 - Service Animals in Schools
5270 - Resolution of Staff Complaints
5407 - Military Leave
5011 – Sexual Harassment of District Staff Members Prohibited

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Legal References:

RCW 28A.400.310 Law against discrimination applicable to districts' employment practices

RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies

RCW 28A.642 Discrimination prohibition

RCW 49.60 Discrimination — Human rights commission

RCW 49.60.030 Freedom from discrimination — Declaration of civil rights

RCW 49.60.180 Unfair practices of employers

RCW 49.60.400 Discrimination, preferential treatment prohibited

RCW 73.16 Employment and Reemployment

WAC 392-190 Equal Education Opportunity – Unlawful Discrimination Prohibited

WAC 392-190-0592 Public school employment — Affirmative action program

42 USC 2000e1 – 2000e10 Title VII of the Civil Rights Act of 1964

20 USC 1681 - 1688 Title IX Educational Amendments of 1972

42 USC 12101 – 12213 Americans with Disabilities Act

8 USC 1324 (IRCA) Immigration Reform and Control Act of 1986

38 USC 4301-4333 Uniformed Services Employment and Reemployment Rights Act

29 USC 794 Vocational Rehabilitation Act of 1973

34 CFR 104 Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance

38 USC 4212 Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)

Management Resources: 2023 – July Issue
2018 May Issue
2017 - April Issue
2014 - December Issue
2013 - June Issue
2011 - June Issue
2011 - February Issue
Policy News, August 2007 Washington's Law Against Discrimination
Policy News, June 2001 State Updates Military Leave Rig

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 3.13.12; 1.28.15; 6.29.17; 1.9.19; X.XX.XX

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Board Meeting Date: October 18, 2023

Strategic Focus Area

☐ Achieve

☒ Support

☐ Connect

☐ Plan

BACKGROUND INFORMATION

Policy 6513 Workplace Violence Prevention

The recent passage of HB 1533 – Personal Information of Certain Public Employees – Public Records Act Exemption- creates a new exemption to the Public Records Act. This exemption prevents disclosure of an employee's personally identifiable information if the employee is a survivor of domestic violence, sexual assault, harassment, or stalking.

Policy 6513 Workplace Violence Prevention is revised to comply with this new legislation.

RECOMMENDED ACTION:

I move approval of the revisions to Policy 6513 Workplace Violence Prevention

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

WORKPLACE VIOLENCE PREVENTION

The district does not tolerate violence in the workplace and will work to prevent violent incidents from occurring by implementing a workplace violence prevention program. All employees of the district are responsible for implementing and maintaining the violence prevention program. The workplace violence prevention program establishes and requires adherence to work practices that are designed to make the workplace more secure. It also reinforces the ban on verbal threats or physical actions by employees that create a security hazard for others.

Additionally, the district does not tolerate domestic violence including harassment of any employee or other person while in the district's buildings or vehicles, while on district property, or while engaged in school or work-related activities. The district is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employees will be penalized or disciplined solely for being a victim of domestic violence. The district will provide appropriate support and assistance to employees who are victims of domestic violence.

Any employee who threatens, harasses, or abuses someone in the district or from their workplace using district resources such as work time, district telephones, fax machines, mail, or e-mail will be subject to disciplinary action up to and including discharge. Corrective action or discharge may also be taken against employees who are arrested, convicted, or permanently enjoined as a result of domestic violence when such action is directly related to their position with the district.

Under state law, an employee who is a survivor of domestic violence, sexual assault, sexual abuse, stalking, or harassment may submit documentation to the district allowing the district to exempt their name and other personally identifying information from public disclosure under the Public Records Act, chapter 42.56. RCW.

All violent incidents will be reported and investigated, whether or not a physical injury has occurred. There will be no discrimination against victims of workplace violence. Copies of this policy and support materials will be made readily available to all employees. The superintendent or designee is directed to adopt procedures to implement this policy, including creation of the workplace violence prevention group and procedures for survivors of domestic violence, sexual assault, sexual abuse, stalking or harassment to submit documentation to exempt their name and other personally identifiable information from public disclosure. The workplace violence prevention group ~~which~~ will~~:~~ assess the district's vulnerability to workplace violence, recommend preventive actions and employee training programs, and review the program annually for possible adjustments.

Legal References: RCW 42.56.250 – Employment and licensing

Cross Reference:	Board Policy 4210	Regulation of Dangerous Weapons on School Premises
	Board Policy 5281	Disciplinary Action and Discharge
	Board Policy 6511	Staff Safety

Board Policy 4040 Public Access to District Records~~s~~

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 1.14.15; XX.XX.XX

DRAFT

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
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BACKGROUND INFORMATION

Policy 6215 outlines the certification and approval process for expenses submitted to the district for payment.

WSSDA has recommended wording changes and staff has updated the policy to bring it into alignment with the new board audit committee process that has been established.

This policy continues the authorization for expenses to be paid prior to the audit committee and board review when those expenses would otherwise result in a late payment, when the payment is required by law, and when payments were authorized in accordance with district purchasing policies and procedures.

RECOMMENDED ACTION:

I move adoption of Policy 6215 as presented.

Report prepared by:
Shawn Lewis, Assistant Superintendent

~~VOUCHER~~ EXPENSE CLAIM CERTIFICATION AND APPROVAL

~~Expenditures will be made on district voucher forms.~~ Before ~~vouchers~~ expense claims are submitted to the board for payment, they ~~shall~~ will be audited and certified by the district's appointed auditing officer for accuracy and proof that the goods or services have been received, and are satisfactory and that previous payment has not been made. The certification must be signed and dated by the auditing officer ~~or his/her delegate. Vouchers will be approved by a recorded affirmative vote of a majority of the board.~~

In addition to the auditing officer, all accounts must be audited by a committee of board members chosen in whatever manner the board decides. Claims will be approved by a recorded affirmative vote of a majority of the board.

The board authorizes advance payment of a voucher when a delay in payment would otherwise result in a penalty or late fee or an interest charge on the unpaid balance~~-~~, for expenses that are otherwise required by law, or authorized in accordance with district purchasing policies and procedures. All such advance payments must be audited and certified by the districts auditing officer prior to payment. ~~except that advance payment for goods or services to a single vendor in excess of $50,000 will not be permitted unless previously authorized by the board through a bid award or by action of the board at a preceding board meeting~~.

~~-~~The board will review and approve all such advance payments at its next regularly scheduled public meeting. In the event the claim is disapproved, the auditing officer and superintendent will cause the claims to be recognized as receivables and pursue collection diligently until the funds are collected or until the board approves the payment of those claims.

The auditing officer and the superintendent will each furnish an official bond, for not less than $50,000, for the faithful discharge of such duties. The school district will purchase and pay for the surety bonds.

Cross Reference:	Policy 6500	Risk Management
Legal References:	RCW 28A.330.080	Payment of claims
	28A.330.090	Auditing committee and expenditures
	42.24.080	Municipal corporations and political subdivisions — Auditing and payment — Authentication and certification
	42.24.180	Taxing District — Issuance of warrants or checks before approval by legislative body — Conditions
	State Auditor's Voucher certification and approval Bulletin #301-III(F)	

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 11.16.10; 11.12.14

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BACKGROUND INFORMATION

The Growth Management Act identifies schools as a part of the public infrastructure needed to serve growth. One of the primary uses of the Capital Facilities Plan is to establish a basis for school impact fee eligibility.

District staff has prepared a draft of the 2024-2029 Capital Facilities Plan for community review following the October 18, 2023 board meeting. The Capital Facilities Plan requires a 14-day SEPA notice requirement – which will begin on or about October 24 and end on November 7. This will allow the board to consider comments received at the board meeting on November 15.

The draft and final Capital Facilities Plan is shared with the Town of Steilacoom, the City of DuPont, Pierce County and the greater SHSD community. Once adopted by the school board, this plan is adopted by reference as a part of each local jurisdiction's Comprehensive Plan for purposes of identifying whether school facilities are adequate to serve existing and proposed new development.

As part of the presentation, staff will:

- Update the board regarding significant changes of the six-year plan
- Discuss other possible projects and funding sources
- Provide an overview of the impact fee calculation in the capital facilities plan based on current data

RECOMMENDED ACTION:

This is an information only item – no action is recommended.

Report prepared by:
Shawn Lewis, Assistant Superintendent



CAPITAL FACILITIES PLAN

2024 - 2029

November 2023

Steilacoom Historical School
District No. 1
511 Chambers Street
Steilacoom, WA 98388
(253) 983-2200

Board of Directors

~~XXXXXXX~~Patrick Lewis
Jennifer McDonald
Loujanna Rohrer
Samuel Scott
Melanie Tinsley

Dr. Kathi Weight, Superintendent

Prepared by the
Steilacoom Historical School District No. 1

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STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BUILDING SITES

ADMINISTRATIVE OFFICE
511 CHAMBERS STREET
STEILACOOM, WA 98388
WEBSITE: www.steilacoom.k12.wa.us

DISTRICT OFFICE 511 Chambers Street Steilacoom, WA 98388	(253) 983-2200 (253) 584-7198 (fax)	**Kathi Weight – Superintendent** **Gwen Miller – Executive Asst. to Superintendent**
CHERRYDALE PRIMARY SCHOOL 1201 Galloway Steilacoom, WA 98388	(253) 983-2500 (253) 583-8478 (fax)	**Ryan Douglas - Principal** **Laura Johnson - Office Coordinator**
CHLOE CLARK ELEMENTARY SCHOOL 1700 Palisades Blvd DuPont, WA 98327	(253) 583-7100 (253) 964-0935 (fax)	**Loretta Duncan - Principal** **DeAnn Thysens- Office Coordinator**
SALTAR'S POINT ELEMENTARY SCHOOL 908 Third Street Steilacoom, WA 98388	(253) 983-2600 (253) 581-9083 (fax)	**Alex Clauson - Principal** **Barbara Giannetti– Office Coordinator**
ANDERSON ISLAND ELEMENTARY SCHOOL 13005 Camus Road Anderson Island, WA 98303	(253) 884-4901 (253) 884-7835 (fax)	**Mike Miller - Principal** **Dana Ballou - Secretary**
PIONEER MIDDLE SCHOOL 1750 Bob's Hollow Lane DuPont, WA 98327	(253) 583-7200 (253) 583-7292 (fax)	**JoAnne Fernandes- Principal** **Claudia Duenas - Office Coordinator**
STEILACOOM HIGH SCHOOL 54 Sentinel Drive Steilacoom, WA 98388	(253) 983-2300 (253) 983-2393 (fax)	**Jake Tyrrell - Principal** **Sharon Larson - Office Coordinator**
Maintenance Center 1117 Diggs Street Steilacoom, WA 98388	(253)584-7241 (253)582-5826 (fax)	**Shae Emery, Maintenance and Facilities Manager** **Sheila Murphy, Department Specialist**

TAB 1 INTRODUCTION

The Steilacoom Historical School District No. 1 (SHSD) has prepared this Capital Facilities Plan (CFP) to assess the facilities needed to accommodate projected student enrollment at acceptable levels of service, as well as a more detailed schedule and financing program for capital improvements, over the next six years (2024-2029). The CFP is intended to be shared with the Town of Steilacoom, the City of DuPont, Pierce County and the greater SHSD community. This report assesses the following:

- The anticipated growth within the District's boundaries;
- The anticipated school enrollment growth through the 2024-2029 planning period;
- The new school facilities required to meet the needs of this expanding student enrollment; and
- As applicable, the school impact fee calculations based on the capacity projects necessary to address growth needs.

Residential development has historically preceded any school construction and has never progressed in an orderly and coordinated manner. Selection of school sites and the construction of schools have generally followed the construction of new homes. This historic process of school construction following residential growth has left a gap between available space and the student population. As a result, schools have commonly become overcrowded. Compounding the situation is the state's historic and consistent underfunding of the State Construction Assistance Program by using construction cost allocations and eligible area estimates that are far below normal and reasonable levels. In addition, the required time to acquire property, design facilities, acquire all necessary permits, and to construct facilities also contributes to overcrowded schools.

Relief for overcrowded schools has primarily come from local residents who have supported tax levies and bond issues. Voter approval of school levies and bond issues is becoming more difficult as other interests vie for property tax dollars. In addition, many existing residents are questioning the equity of having to pay the full costs of the educational facilities needed to serve new residents. In an effort to overcome the perceived inequity of property tax supported levies and bond issues, school districts have sought conditions upon development activity to provide a share of the local financial support needed for the construction of school facilities.

This Capital Facilities Plan is designed to support the use of school impact fees as provided for under the 1990 Growth Management Act. Therefore, this Plan consists of:

- An inventory of the existing schools, support facilities and properties owned by Steilacoom Historical School District No.1;
- An enrollment history and projection for the 2024-2029 time frame;
- An identification of the District's current "level of service" with respect to capital facilities;
- A forecast of the District's need for new construction, modernization, and new construction-in-lieu-of modernization; and

- A plan that will finance the proposed construction projects within projected funding capacities and clearly identify sources of public money for such purposes. The CFP is designed to support school impact fees authorized by Pierce County, as implemented by Steilacoom Historical School District No. 1 and other municipalities that may collect school impact fees on behalf of the District.

In addition, the CFP will also provide a basis for mitigation under the State Environmental Protection Act (SEPA) or the State Subdivision Act.

TAB 1 DISTRICT STATEMENTS AND CORE VALUES

DISTRICT VISION STATEMENT

"The best education for every student."

DISTRICT MISSION STATEMENT

The mission statement for the Steilacoom Historical School District No.1, in partnership with our communities, is to educate and prepare responsible citizens who can contribute and adapt in a changing world.

DISTRICT CORE VALUES

Academics
We commit to engage all students by using effective instructional practices, challenging students to reach their fullest potential.

Collaboration
We practice purposeful, professional, student-centered collaboration.

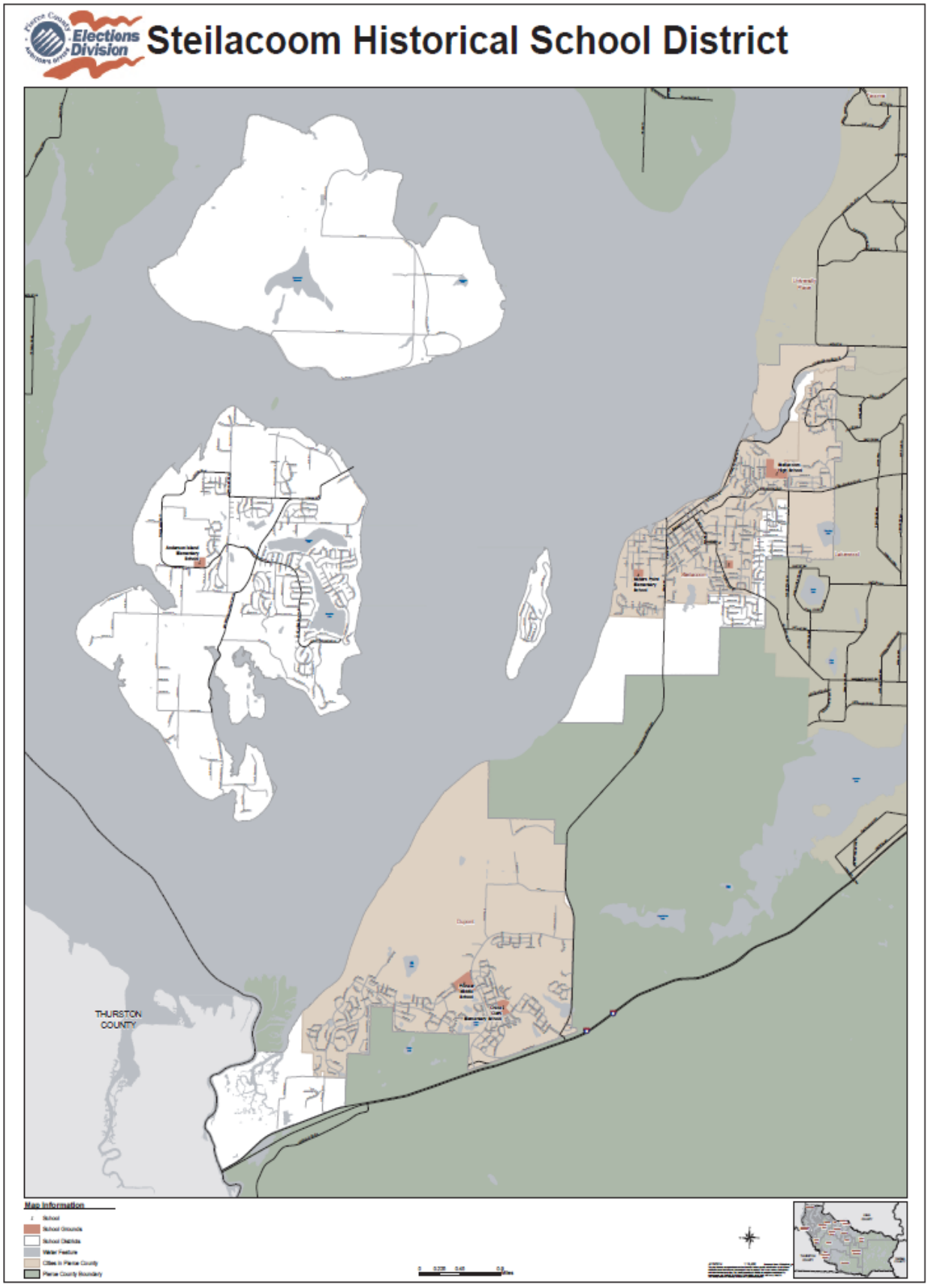
Climate
We ensure a positive, respectful and safe learning climate, responsive to students' individual needs.

Integrity
We commit to act with honesty and integrity, respecting all diversities.

Community
We welcome and encourage family and community involvement, where each member of the school community is a valued partner.

Accountability
We, the SHSD learning community, share in the responsibility for attaining academic and fiscal goals by providing educators with the necessary tools and resources for success.

TAB 1 DISTRICT MAP



TAB II LOCATION AND DESCRIPTION OF SCHOOL FACILITIES

The chart below lists and describes each school facility site within the District. This represents the most accurate inventory of square footage (SF) for the individual facilities within the District as reviewed by District staff and included on the most recent OSPI ICOS Inventory. The numbers below do not include SF areas for portable buildings but do include covered outdoor play areas.

2022 Steilacoom Historical School District Facility Inventory			
School	Location	Grades	Square Footage
Anderson Island ES	Anderson Island	K-3 and pre-K	5,144
Cherrydale Primary	Steilacoom	K-3 and pre-K	42,083
Saltar's Point ES	Steilacoom	4-5 (all district)	55,235
Chloe Clark ES	DuPont	K-3 and pre-K	59,333
Pioneer Middle School	DuPont	6-8 (all district)	103,128
Steilacoom High School	Steilacoom	9-12 (all district)	133,374
Total Sites - 6		Total Square Footage	

TAB II HISTORY OF FACILITIES

1. School District Building Data

Date	Building	Cost	Location
1851	Log Building	Unknown	Main & Commercial
1858	First Public School	$450 Contributions/Partial Payment	Starling & Frederick
1892	Second Public School	$10,000.00	Chambers & Sequalish
1916-17	Third Public School	$15,000.00	Chambers & Sequalish
1952	All Purpose School	$133,953.00	Chambers & Nisqually
1962	Cherrydale School	$183,597.00	Galloway and C
1966	Cherrydale Addition	$175,646.00	Galloway and C
1968	Pioneer Addition	$405,422.00	Chambers & Nisqually
1969	Silver Beach Site	$42,000.00	**SOLD**
1972	Saltar's Point School	$605,860.00	Third & Beech
1976	Oakbrook Site	$42,500.00	**SOLD**
	Consolidation with Anderson Island and DuPont School Districts		
1979	Acquisition of Laughbon Jr./Sr. High School; Anderson Island and Harriet Taylor schools		
1981	Steilacoom High School	$12 million	Sentinel Drive
1986	District Office	$100,000	Steilacoom, WA
2000	Chloe Clark Elementary	$1.7 million	Palisade Boulevard
2006	Chloe Clark Elementary School Addition/Modernization	$6.0 million	DuPont, WA
2007	Anderson Island Elementary New Multipurpose Room	$951,460	Anderson Island, WA
2008	New Pioneer Middle School	$34.0 million	DuPont, WA
2008-2009	Steilacoom HS Addition /Modernization	$27.0 million	Steilacoom, WA
2011	Pioneer Middle School Classroom Air Conditioning	$461,967	DuPont, WA
2012	Saltar's Point Modular Classrooms	$724,000	Steilacoom, WA
2015	Remodel of SHS Classrooms	$710,972	Steilacoom, WA
2021	Maintenance Site Acquisition	$700,000	Steilacoom, WA
2022	Maintenance Center Addition	$2.2 million	Steilacoom, WA
2022	Elementary #5 Site Acquisition	$4.8 million	DuPont, WA

2. Land/Parcel Holdings and Disposition

In 2010, the District purchased a 13.5 acre parcel (tax parcel identification No. 761500022_ located immediately directly north of Steilacoom High School. In November 2013, the Board passed Resolution 810-11-13-13 to approve the surplus of a 3.77 acre portion of that site, and it remains for sale. It is the intent of the District to utilize a portion of this site for additional parking and athletic fields. The timing of this expansion is subject to the successful passage of a bond proposition.

In July 2022, the Board approved the purchase of a 10 acre elementary school site in the City of DuPont located on McNeil Street adjacent to Marshall Circle. The District intends to construct the next elementary school on this site. The timing of this expansion is subject to the successful passage of a bond proposition.

The District owns a 14.71 acre site located on Manchester Place within the City of DuPont.

This 14.71 acre site in DuPont was intended to serve as the location for a planned new school. The Board declared this property surplus subsequent to the acquisition of the McNeil Street property in 2022. The 14.71 acre site is currently available for sale.

3. History of Capital Facility Planning and Construction

To meet increasing population and provide a sturdier building, the Town of Steilacoom approved in 1913 the construction of a new brick structure at the cost of $15,000.

During the early part of the 1990's, about a dozen portable classrooms were placed to accommodate the growing enrollment at Cherrydale Primary School, Saltar's Point Elementary, and Pioneer Middle School. After the Town of Steilacoom placed a moratorium on the number of portables that could be sited, the District held public information meetings designed to inform residents about the critical situation. When the bond election was held in 1996 to approve general obligation bonds of $38,000,000, voters rejected it. A second election, held in the following year was approved.

In 1997, voters approved by over 60%, a proposition for construction and improvements to the District's elementary schools and high school but rejected a second proposition to build a new middle school.

Instead, the old Steilacoom School serving as Pioneer Middle School underwent an extensive retro-fit to make the building earthquake safe. In addition, the cafeteria was remodeled and enlarged and the gymnasium floor was replaced. The results of that retro-fit were demonstrated during the February 28, 2001 earthquake. A portion of Proposition #1, or $2,003,000, was designated for technology—computers, software and related equipment.

Following approval of the 1997 Capital Facilities Bond, plans were started for work on Cherrydale Primary School, Saltar's Point Elementary School, and Anderson Island Elementary School. To accommodate school-age students in the DuPont community, ground was broken in fall 2000 for a new elementary school. Chloe Clark Elementary School was dedicated in August 2001 and 180 students were enrolled for the following school year.

On May 17, 2005, District voters approved Steilacoom Historical School District No. 1 to issue $55.9 million dollars in general obligation bonds to finance a 6-year construction program. The District received approximately $17. 1 million dollars in state match dollars to assist in funding.

The 2005 bond projects included:

- Completing Phase II of Chloe Clark Elementary School
- Building a new middle school
- Building an addition to Steilacoom High School
- Modernizing the existing portion of Steilacoom High School
- Building a new multi-purpose room at Anderson Island Elementary School
- Completing other priority renovations/modernization projects

Bond sales were executed in two phases: June 2005, $22 million dollars and July 2006, $33.9 million dollars. The 2005 bond projects are complete.

The board passed in November 2012 Resolution 787-10-24-12 to approve the addition of a modular building containing two classrooms to be placed at Saltar's Point Elementary to accommodate enrollment growth. The two classrooms are now in place.

In 2008, the Board of Directors gave the Citizens Advisory Committee the task of exploring options regarding the buildings that make up the old Pioneer Middle School site. The Committee's recommendation included consolidation of all SHSD administrative offices into the 1918 building. The District converted the 1918 Building into an administrative building in August of 2014 which has enabled all of the District's administrative staff to be housed in one building.

In the fall of 2016, the Board of Directors discussed the development of a comprehensive facility improvement plan for the District. It adopted a community based process that included board presentations, listening sessions, and a community based committee. The committee provided a set of recommendations to the Board of Directors in October 2018 and finalized their recommendations in November of 2018. The committee recommendations included:

- Increasing facility capacity at each school level,

- Construction of a maintenance/transportation facility, and
- Special program spaces to meet the needs of students and the community.

In October 2022, the Board of Directors resolved to place a bond measure before voters in February 2023 that would have:

- Built an elementary school in DuPont, addressing capacity issues at all elementary schools within the district;
- Constructed an expanded performing arts center at the high school;
- Provided an additional athletic field and a covered stadium at the high school;
- Increased facility capacity at the middle and high school;
- Improved traffic safety and flow at all schools; and
- Addressed ongoing facility safety and security needs for students.

Voters narrowly defeated the bond measure in February 2023 and again in April 2023. The board intends to re-engage the community in broad based process prior to placing another bond issue on the ballot. In the meantime, the board authorized a capital levy to be placed on the November 2023 to address some of the more emergent capital needs that could be funded through a levy without a significant increase in the overall tax rate within the district.

4. Future Capital Facility Plans

The District's long-term projected enrollment growth continues to be focused at the elementary level but also with some growth at the secondary level. Elementary schools are also impacted by increased special education needs, increases in other programs such as ELL classes, and planned development of multi-family housing in both Steilacoom and DuPont.

To meet these capacity needs, the Board envisions the need for another school for K-5 students in DuPont. If a new elementary school is not constructed, the District would need to add additional classrooms at Chloe Clark as an interim planning measure. In July 2022, the Board approved the purchase of a 10 acre elementary school site in the City of DuPont located on McNeil Street adjacent to Marshall Circle. The District intends to construct the next elementary school on this site. Discussions are underway with developers who intend to build multifamily housing in the City of DuPont regarding additional school sites and other mitigation measures that may be required, which could impact the location of the next elementary school

Subject to voter approval, the District intends to begin construction of this school during the six year planning period of this Capital Facilities Plan.

To address planned facility needs, the District also intends to add additional capacity at Pioneer Middle School and Steilacoom High School. This additional capacity may be general classrooms or special program space to address career and technical education program needs or other program enhancements determined by the district.

It is the intent of the District to use a portion of the 13.50 acre parcel directly north of Steilacoom High School for additional parking and for curricular and extracurricular athletic fields. At Pioneer Middle School and Steilacoom High School, additional classrooms can be

added at each facility, but separate conditional use permits will be required before any construction. These classrooms could accommodate additional students at both the middle and high school levels. Each additional classroom expands capacity at the facility by 25 students.

The District will also consider other alternatives to address enrollment growth including but not limited to adding modular classrooms at existing schools within the District.

TAB II PARCEL SUMMARY BY LOCATION

The following tab contains information on the District's current property holdings.

The list of parcels and approximate square feet data is from Pierce County Assessor-Treasurer online database files:

School/Facility/Parcel Description	Address City	Pierce County Tax ID parcel #	Approximate acreage	Notes
Steilacoom High School	54 Sentinel Steilacoom	7615000681	32.50	With two easements from DSHS. 13.50 acres were purchased north of the HS in late 2010
Pioneer Middle School	1750 Bob's Hollow Lane DuPont	0119263011	20.00	
Old Pioneer Middle School Site	511 Chambers Steilacoom	2305000600	3.26	Converted into administrative building in 2014
Saltar's Point Elementary School	908 3rd St Steilacoom	7260000072	7.69	2008 New parcel number 7260000072
Cherrydale Primary School	1201 Galloway Steilacoom	0219052048	7.24	Parcels 0219052045 and 0219052046 were sold to Pierce County in 2011; parcel 0219052047 was sold in 2012
Chloe Clark Elementary School	1700 Palisades Blvd DuPont	0119264010	10.01	
Anderson Island Elementary School	13005 Camas Rd Anderson Island	0119052002	N/A	Parcel is owned by the AI Park Board and is leased to SHSD
District Office Annex	510 Chambers St Steilacoom	2305000651	0.20	
Vacant Undeveloped Parcel	Sentinel Drive Steilacoom	7615000022	13.5	Purchased in 2010
Vacant Undeveloped Parcel	Manchester Place DuPont	3001000010-3001000050	14.71	Purchased in 2012 Surplused and under contract
Vacant Undeveloped Parcel	McNeil Street DuPont	0119341006	10.0	Purchased in 2022
Maintenance Facility	Diggs St, Steilacoom		3.7	Purchased in 2021

TAB III STUDENT ENROLLMENT TRENDS

1. DISTRICT GROWTH

Steilacoom Historical School District No. 1 has reviewed historical demographic trends and actual enrollments. The combined student population from the Town of Steilacoom, the City of DuPont, and Pierce County is expected to result in an overall increase in student enrollment due to increased residential growth within these communities.

Using in-school building enrollment figures, the District's elementary school enrollment (grades K-5) grew from 966 students in 2003 to 1,305 students in 2023. During that same period, the Middle School (grades 6-8) student enrollment grew from 529 students to 745 students. Overall student enrollment for grades 9-12 increased from 675 students in 2003 to 785 FTE (headcount of 913 students) in 2023~~2~~. Fall 2023 enrollment figures show continued long-term growth at the elementary and secondary levels, though the most current years have been impacted by the COVID-19 pandemic. The District is monitoring stabilization of enrollment following this impact.

The District implemented the following grade configuration model to address actual and projected growth of the elementary school student population:

a. Anderson Island Elementary School: Grades Pre-K-3rd
b. Cherrydale Primary School: Grades Pre-K to 3rd
c. Chloe Clark Elementary School: Grades Pre-K to 3rd
d. Saltar's Point Elementary School: Grades 4th to 5th
e. Pioneer Middle School: Grades 6th to 8th
f. Steilacoom High School: Grades 9th to 12th

This grade configuration model may change once a new elementary school is operational to allow elementary students in DuPont to be served within DuPont.

2. ENROLLMENT AND PROJECTIONS

The Washington State Superintendent of Public Instruction (OSPI) provides enrollment projections based on the "Cohort Survival" method. This method of enrollment projection uses historic patterns of student progression by grade level to measure the portion of students moving from one grade level up to the next cohort or grade. This ratio or survival rate is used in conjunction with current birth rates as a base for statewide enrollment projections. The OSPI system is useful, but has obvious inadequacies in representing the unique growth conditions of individual school districts. Historically, OSPI projections in growing school districts tend to underestimate the actual student enrollment growth. Furthermore, the OSPI projections do not wholly anticipate new students from new development within the District. As such, the OSPI projections are considered conservative. In addition, recent enrollment anomalies due to the COVID-19 pandemic make the OSPI projections fairly unreliable for predicting near-term future enrollment growth.

School enrollment growth and distribution over the next six years in Steilacoom Historical School District will be influenced by several factors. A primary factor will be overall population growth in the District.

The District is using a modified cohort survival projection for purposes of this Capital Facilities Plan. The cohort projection was prepared by a consultant and considers historic growth trends, future building plans and availability, birth rates, as well as economic and various other factors that contribute to overall population growth. The modified cohort survival rates provide projections that balance between achieving recency and stability.

The District's modified cohort projection does not factor in the COVID 19 related enrollment decrease that the Steilacoom Historical School District experienced since the pandemic in the 2019-20 school year. Most school districts in the Puget Sound area and across the state experienced enrollment decreases recently with remote learning and uncertainties related to school instruction. The SHSD enrollment decrease in 2020-21 was larger on a percentage basis than many other local school districts. It may take an additional year for enrollment and the associated increases in student population to return to the prior trend. Because the District updates this CFP on an annual basis, adjustments will be made annually as needed if COVID 19 assumptions are incorrect.

The District continues to use the 2020 Demographic report provided by the BERK group for the 2024-2029 Capital Facilities Plan update. While the 2023-24 actual enrollment is well below the projected enrollment provided in that report, the District is aware of two significant planned communities that are in the approval process in local jurisdictions.

In DuPont, a new 3,000 unit residential development plan will likely be approved in late 2023 or early 2024. Based on discussions with the developer, they expect 1,000 of those units to be constructed in the next six years.

In Steilacoom, a new masterplan community will add residential units within the Cherrydale attendance area. The types of residential units and timeline for construction has not been finalized.

Based on the potential added units and the current over-capacity condition in elementary schools, we determined that the existing projections were reasonable for use in this capital facilities plan, but should be updated based on approved developments in early 2024.

The following tables provide the District's historical enrollment data and the projections by grade level through the 2028-29 school year.

HISTORICAL STUDENT ENROLLMENT 2006-2022
ACTUAL HEADCOUNT ENROLLMENTS ON OCTOBER 1st*

GRADES	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
K**	204	224	206	217	244	255	212	237	233	247	238	248	199	233	216	175
1st Grade	235	232	224	223	231	234	256	223	263	242	245	269	238	226	248	219
2nd Grade	199	238	240	255	234	214	229	271	215	256	237	261	253	244	226	225
3rd Grade	231	211	241	242	249	227	207	243	267	220	258	248	236	258	230	223
4th Grade	216	226	214	257	263	238	196	206	219	264	226	248	228	232	252	218
5th Grade	236	219	234	244	246	264	252	208	216	228	262	223	221	232	233	240
6th Grade	244	240	221	253	241	265	268	269	247	239	239	299	230	239	225	256
7th Grade	194	242	227	238	261	236	247	277	280	242	249	247	273	236	255	243
8th Grade	218	203	227	248	230	266	228	253	280	277	231	261	242	272	240	245
9th Grade	199	232	205	242	226	224	247	231	255	278	291	232	240	240	263	237
10th Grade	188	210	223	201	225	221	217	258	231	262	268	298	222	245	236	268
11th Grade	197	187	219	223	204	226	212	215	238	173	231	251	245	194	231	208
12th Grade	119	160	159	179	189	190	208	200	196	190	162	193	218	219	178	199
Total Enrollment	**2,680**	**2,824**	**2,840**	**3,022**	**3,043**	**3,060**	**2,979**	**3,091**	**3,140**	**3,118**	**3,137**	**3,278**	**3,045**	**3,068**	**3,033**	2,956

*Reflects in-person instruction only except for 2020 COVID 19 Remote Learning enrollment.
**Earlier years converted to full-day K for purposes of comparison with enrollment projections.

ENROLLMENT HEADCOUNT BY GRADE SPAN

Enrollment by Grade Span	Oct. 2022	Oct. 2023	Projected Enrollment 2023-24	Projected Enrollment 2024-25	Projected Enrollment 2025-26	Projected Enrollment 2026-27	Projected Enrollment 2027-28	Projected Enrollment 2028-29
Primary Elementary (K-3)	920	840	1,135	1,139	1,112	1,109	1,106	1,113
Intermediate Elementary (4-5)	485	458	555	535	553	572	545	532
Middle School (6-8)	720	746	894	905	926	913	927	933
High School (9-12)	908	912	1,148	1,179	1,205	1,194	1,237	1,240
TOTAL	**3,033**	**2,956**	**3,732**	**3,758**	**3,796**	**3,788**	**3,815**	**3,818**

Source: BERK 2020 Demographic Report (complete report on file with District)

TAB IV LEVEL OF SERVICE

1. INTRODUCTION

The Growth Management Act (GMA) requires that school districts provide "level of service" or "school capacity" data as a component of their Capital Facilities Plan (CFP). The GMA was developed, in part, to help ensure public services, including schools, necessary to support development will be adequate to serve said development at the time the development is available for occupancy and use, without decreasing current service levels below locally established minimum standards. In other words, each public service needs to clearly define their service level so that service level can be maintained in the face of new development.

2. DEFINITION

The "level of service" is based on the number of classrooms available at each school and the desired average class load. Inherent in the level of service are the types and amounts of space required to accommodate the District's adopted educational program. The educational program standards which typically drive facility space needs include grade configuration, optimal facility size, class size, educational program offerings, as well as classroom utilization and scheduling requirements.

In addition to factors that affect the amount of space required, government mandates and community expectations may affect how classroom space is used. For example, State requirements related to full day kindergarten and reduced class sizes impact the level of service. In addition, traditional educational programs offered by school districts are often supplemented by non-traditional or special programs such as special education – resource and self-contained, special education 18-21 year old transitional program, English Language Learner (ELL), Title I, Learning Assistance Program (LAP), music education, highly capable, special education preschool, computer labs, career and technical education, etc. These special or non-traditional educational programs can have a significant impact on the available student capacity of school facilities. For example, the District currently has approximately 425 students (approximately 13% of its total student population) participating in Special Education Programs.

Variations in student capacity between schools often result in special or non-traditional programs offered at specific schools. These special programs require classroom space, which can reduce the permanent capacity of some of the buildings housing these programs. Some students, for example, leave their regular classroom for a short period of time to receive instruction in these special programs. Newer schools within the District have been designed to accommodate many of these programs. However, older schools often require space modifications to accommodate special programs, and in some circumstances, these modifications may reduce the overall classroom capacities of the buildings.

District educational program standards will undoubtedly change in the future as a result of changes in special programs, class sizes, grade span configurations, use of new technology, and other physical aspects of the school facilities. The school space inventory will be reviewed

periodically and adjusted for any changes to the educational program standards. These changes will also be reflected in future updates of this Capital Facilities Plan.

The District does not consider portables as being ideal instructional space for students and/or staff members. By design, portable classrooms separate their occupants from the rest of a school's student body and/or staff members. In addition, the increased enrollments that portables afford may exceed the optimal size of the "core" facilities of the permanent building(s); such spaces as the gymnasium, the library, the restrooms, the main office, and the food service facilities.

3. SUMMARY

The Growth Management Act (GMA) requires that school districts provide "level of service" or "school capacity" data to support requests for impact fees from residential developers. With respect to public schools, the "level of service" is a quantifiable measure of the capacity available to support the instruction of students.

Steilacoom Historical School District No. 1 has elected to define its "level of service" in terms of each student's share of the District's permanent school facilities, with reference to the District's standard for average class load and identification of classrooms available for regular instruction. The level of service (LOS) is dictated by the amount of space required to accommodate the District's adopted educational program. The LOS will change as the District changes its educational program and it must be reviewed and modified periodically.

Steilacoom Historical School District No. 1 has adopted an organization that houses kindergarten through fifth grade in elementary schools, sixth through eighth grade in middle school, and ninth through twelfth grade in high school.

The District has adopted a traditional calendar beginning in late August or early September (prior to Labor Day) and ending in mid-June, and a traditional daily schedule with academic classes beginning in the early morning (between 7:35 a.m. and 9:05 a.m.) and ending 6.5 hours after the start time. Although the District continues to study alternate organizations, calendars, and schedules, the District believes the adopted organization is educationally sound and reflects community values.

The District's educational program includes individual and small group work, as well as full class activities. Portable classrooms, which are neither intended for nor function as long term educational space, are excluded from the level of service calculation. Portables are considered adequate only for supplemental programs and interim housing.

The capacity for each facility is established by multiplying the regular classrooms available by the District's standard for average class load (the "Standard of Service"). Spaces used for special program needs are excluded from the definition of regular classrooms. Core facilities and special use facilities are compared to classroom capacity to confirm that facility capacity is not limited by limitations in core facilities.

The District's adopted Standard of Service is as follows:

	Standard of Service
High School	25 students/classroom
Middle School	25 students/classroom
Elementary	20 students/classroom

Using the Standard of Service and updated information regarding classroom utilization, the District's current facility capacity, current enrollment, and projected facility need, is as follows:

Facility	Area (SF)	Teaching Stations**	Existing Capacity (Based on Service Standards)	Actual October 2023 Enrollment	Projected 2028/29 Enrollment
Steilacoom High School	133,374	41	1,025	912	1,240
Pioneer Middle School	103,128	31	775	746	933
Saltar's Point Elementary*	55,235	17	340	458	532
Anderson Island Elementary	11,366	2	40	16	4
Cherrydale Primary	42,083	17	340	351	457
Chloe Clark Elementary	59,333	26	520	473	652
Total Elementary			1,220	1298	1,645
Total Secondary			1,800	1658	2,173

*Does not include modular classroom capacity.
**Regular classroom use only.

School District Cost Per Student*

Each year, Steilacoom Historical School District provides to Pierce County the costs expended per student as an update to the Capital Facilities Plan. Building and equipment costs at each educational facility are rounded up and reflect the District's capital improvement campaign costs as completed in 2010.

School Facility	Building Costs	Equipment Costs	Total Costs
Anderson Island Elementary School	$ 946,000	$ 50,000	$ 996,000
Cherrydale Primary School	$ 9,457,000	$ 400,000	$ 9,857,000
Chloe Clark Elementary School	$ 9,727,000	$ 450,000	$10,177,000
Saltar's Point Elementary School	$ 6,765,000	$ 350,000	$ 7,115,000
Pioneer Middle School	$34,244,000	$1,800,000	$36,044,000
Steilacoom High School	$30,597,000	$ 630,000	$31,227,000

The current cost per student based upon capacity enrollment figures is as follows:

Elementary Student	$22,698
Middle School Student	$44,186
High School Student	$30,465

*Information as required by Pierce County. Reflects cost per student based on project costs and capacity identified at the time of construction of the relevant facilities. Does not reflect cost per student based upon updated facility construction costs and use.

TAB V THE DISTRICT'S CONSTRUCTION PLAN

1. INTRODUCTION

From district to district, it is common to find variations in the grade level configurations, class size requirements and instructional programs depending upon a local community's educational philosophy and the needs of the students to be served. Such variations between districts do impact the design and the cost of newly constructed school facilities.

In late 2016, the district began a planning process with a Capital Facilities Advisory Committee made up of community members, staff, district officials, students, Town of Steilacoom and City of DuPont representatives. The Committee began their work in 2018. The purpose of the Steilacoom Historical School District's Facilities Advisory Committee (FAC) was:

- Establish a long-term Capital Projects Plan
- Recommend short- and long-term solutions related to the District's deferred maintenance, educational adequacy of schools, safety and security, future plans and use of district property; and
- Consider a future capital bond proposition.

The Capital Facilities Advisory Committee was presented data to study and evaluate the overall condition of district facilities to identify and prioritize potential facility modifications, replacements, additions and/or closures to best enhance student achievement opportunities, and support the ongoing economic development and a healthy community. This data included:

- Facility Condition Assessment - Deferred Maintenance;
- Educational Standards;
- Safety and Security Standards;
- Technology;
- School Capacity;
- Enrollment;
- Demographics; and
- Financial Data.

2. THE NEW CONSTRUCTION PROGRAM

The ability to move forward on the construction of any new school facility in the Steilacoom Historical School District is dependent on many factors. First, the District needs to have local funding available to pay for the cost of new school facilities. Normally, school districts secure the majority of their local funds through the sale of general obligation bonds, as approved by the qualified voters of their districts. The authority to issue and sell such bonds rests in the Constitution and laws of the State of Washington, including RCW 28A.530.010 and RCW 84.52.056.

The State of Washington has set forth recommended site size standards, as defined in WAC 392-342-020. Specifically, for an elementary school, the minimum standard is five (5) acres plus

an additional one (1) acre for each one hundred (100) pupils of a school's maximum enrollment. For junior and senior high schools, the minimum standard is ten (10) acres plus an additional one (1) acre for each one hundred (100) pupils of a school's maximum enrollment. These recommended acreages provide space for the school building(s) and the appropriate support facilities such as play fields, athletic facilities and parking.

Of particular importance to Steilacoom Historical School District No. 1, is the eligibility for State School Construction Assistance. Such State assistance is used along with local funds to pay for the cost of new school facilities. However, State monies cannot be used to purchase school sites, to make off-site improvements and/or fund those specific items spoken to in WAC 392-343-120. The formula for determining the exact amount of State funding assistance a district can receive is set forth in WAC 392-343-020.

To address capacity needs, the District plans to construct a new elementary school in the City of DuPont. The District has completed the conceptual design stage for this school but the District's voters will need to approve a bond measure to fund the construction of this school. The District will also add capacity at Pioneer Middle School and Steilacoom High School to address long term enrollment growth.

In addition, the District plans to make field improvements, and enhance other district facilities for curricular and co-curricular programs at Steilacoom High School.

3. SUMMARY

To accommodate enrollment growth, Steilacoom Historical School District No. 1 completed the 2005 Capital Improvement Program which benefitted four schools. The completion of Phases II and III to Chloe Clark Elementary School resulted in a student capacity increase from the original 175 student capacity. The 2,865 square foot multipurpose building at Anderson Island Elementary was added to accommodate up to 40 students. Pioneer Middle School, which can hold 775 students, opened in August 2008. The addition and modernization of the existing Steilacoom High School was completed in 2009. Steilacoom High School can now hold 1,025 students.

Currently, Saltar's Point Elementary, Chloe Clark Elementary and Cherrydale Primary are all over capacity based on Service Standards (see page 22).

To address projected long term growth in the District, the District plans to construct a new elementary school in DuPont add capacity at Pioneer Middle School, and add capacity at Steilacoom High School, all within the six year planning period of this Capital Facilities Plan. The District may also add portable facilities as needed to provide interim capacity at all grade levels.

TAB VI THE DISTRICT'S FINANCE PLAN

1. INTRODUCTION

The Steilacoom Historical School District No. 1 clearly recognizes the long-term value of capital facilities planning. The execution of the 2005 Capital Improvement Program, discussed earlier in this report, helped address the District's need for permanent facilities to accommodate students from new housing developments.

The District's long-planned modernization of its older facilities (Cherrydale, Saltar's Point, and Anderson Island Elementary Schools), construction of a future elementary school in DuPont, and the addition of modular classrooms is dependent on a means of financing modernization or new construction. The costs associated with new construction and modernization identified in the District's Construction Plan and anticipated state and local funding are presented in Tab 5. The District uses an impact fee methodology that is based upon the Pierce County school impact fee ordinance.

In this CFP, based on current enrollment projections and the need to construct a new school to meet capacity needs related to growth, the District is requesting school impact fees.

The District's Funding Plan identifies the specific funding sources, amounts of funding, and the unique relationships that exist between funding sources for the projects spelled out in the District's Comprehensive Plan.

2. COST FACTORS

Factors: A number of factors influence the total cost and, specifically, the local share of any new school construction project. The major factors that impact the cost of new school construction are as follows:

1. The per acre cost of school sites will vary considerably from district to district. In general, the more urban the district tends to be, the more costly the school sites.

2. The acreage of available property and the use ability of acreage will not always match the preferred school site sizes.

3. The proximity of needed utilities (i.e., water, sewer, electricity, etc.) and roadways to a new school site are oftentimes a significant cost variable.

4. The nature of the instructional programs housed in school facilities drastically impact the cost of those facilities. The square foot cost of senior high schools is almost always higher than elementary and middle schools. The square footage costs of middle schools are usually higher than elementary schools. Specialized facilities for Vocational and Special Education programs can also increase construction costs.

5. The posture of the local governmental planning agencies (i.e., City or County) will affect such items as off-site street improvements, landscaping, street signaling, and signage, etc.

6. The "bidding climate" at the time a new school project comes on line is terribly important. Normally, the less construction work available the more competitive the general contractors become and vise-versa.

7. The experiences and competence of the lowest bidding and general contractor and their major subcontractors can also impact the final cost of any new school project.

8. The State's "funding assistance percentage", as determined in accordance with the formula set forth in RCW 28A.525.166, establishes the relationship between the local and state funding of any new school construction project.

9. The enrollment projection provisions of the State's "space allocations" determine just how much area of a new school facility will be eligible for State School Construction Funding Assistance. Building a new school (i.e., elementary, middle, senior high) without full "unhoused" eligibility increases the amount of local funds that have to go into a project.

10. The State funding assistance formula also impacts the level of state financial assistance. See WAC 392-343-060.

Site Acquisition: The first major expense of any new school construction project is the cost to purchase the site. Property acquisition cannot be funded with State School Construction Funding Assistance. Land costs are strictly a local school district expense.

In addition to the location, site size and availability to utilities, other factors can also impact the cost of school sites. For example, the general condition of the real estate market, zoning and the overall construction suitability of a site do influence the price.

Construction Estimates: The second major expense of any new school construction project is the cost of actually developing the site and constructing the buildings(s). Such costs include payment for planning, designing, engineering, constructing, furnishing, and equipping new school facilities. In addition, at times, new portable classrooms are purchased and sited at new schools and/or existing portable classrooms are moved to new school sites.

3. FUNDING SOURCES

School districts utilize budgets consisting of a number of discrete funds. However, for the most part, the capital needs of any school system are addressed with the Capital Projects Fund and the Debt Service Fund.

1. The Capital Projects fund is used for purposes such as: (a) to finance the purchase and development of school sites; (b) the construction of new facilities and the modernization of existing facilities; and (c) the purchase of initial equipment, library books and textbooks for new facilities. Revenues accruing to the Capital Project Fund come primarily from bond sale proceeds, capital levy collections, and state matching funds. However, Revenues from the General Fund, the sale of property and contributions can also be accrued to the Capital Projects Fund. School impact fees and mitigation fees are maintained in segregated accounts.

2. The Debt Service Fund is used as a mechanism to pay for bonds. When a bond issue passes, a school district sells bonds that have a face value and an interest rate. Local property taxes are adjusted to provide the funds necessary to meet the approved periodic payments on sold bonds. The proceeds from the taxes collected for this purpose are deposited in the Debt Service Fund and drawn out for payments at the appropriate times.

As noted earlier, school districts receive funds for capital program purposes from a variety of sources. Those sources are described as follows:

Bonds: Bonds are financial instruments having a face value and an interest rate, which is determined at the time and by the conditions of their sale. Bonds are backed by the "full faith and credit" of the issuing school district and may be paid from proceeds derived from a specific increase in the property taxes for that purpose. The increase in the taxes results in an "excess levy" of taxes beyond the constitutional limit, so the bonds must be approved by a vote of the people in the jurisdiction may not exceed five (5) percent of the assessed value of the property within that jurisdiction at the time of issuance. Bonds are multi-year financial instruments, generally issued for 10-20 years. Because of their long-lasting impact, they require both an extraordinary plurality of votes and a specific minimum number of voters for validation. The positive votes must equal or exceed 60 percent of the total number of voters in the school district who cast ballots in the last general election.

Proceeds from bond sales are limited by bond covenants and must be used for the purpose(s) for which the bonds are issued. They cannot be converted to a non-capital or operating purpose. The life of the improvement resulting from the bonds must meet or exceed the term of the bonds themselves.

Capital Levies: Capital Levies differ from bonds in that they do not result in the issuance of a financial instrument and, therefore, do not affect the "bonded indebtedness" of a school district. This method of financing is a straight increase in property tax rates to produce a voter-approved dollar amount. The amount generated from the capital levy is then available to a

district in the approved year. The actual levy rate itself is determined by dividing the number of dollars approved by the assessed valuation of the total district at the time the taxes are set by the County Council. While a typical period for capital levies is one or two years, they can be approved for up to a six-year period at one election. The amounts to be collected are identified for each year separately and the tax rates set for each individual year. Like bond issues, capital levies must be used for the specific capital purpose(s) that they were passed. They cannot be converted to a non-capital or operating purpose.

State Funding Assistance: The State of Washington has a Common School Construction Fund. The State Board of Education is responsible for administration of the funds and the establishment of matching ratios. The Office of the Superintendent of Public Instruction (OSPI), , has determined that Steilacoom School District's 2022 funding assistance ratio is 53.28% for those expenses that are defined as eligible for state funding assistance. However, the District's planned elementary school capacity project and the middle school capacity project included in this six-year plan are not anticipated to qualify for state funding. The high school capacity project is expected to qualify for state funding assistance.

The base to which the percent is applied is the cost of construction, as determined by the Construction Cost Allocation. The Construction Cost Allocation is an index of construction costs that is used by the state to hold, define, or limit their level of support. This particular construction cost index rarely matches the actual cost of school construction in districts across Washington State. Nevertheless, the Construction Cost Allocation for school construction costs for July 2022 was $246.83 per square foot.

The formula for determining the amount of state matching support can be expressed as AxBxC=D, where

A= eligible area (determined by OSPI's student square footage allowances)
B= The Construction Cost Allocation (in dollars per square foot)
C= A school district's applicable state funding assistance rate
D= the amount of state fiscal assistance to which a district will be entitled. Qualification for state matching funds involves an application process. Districts may submit information for consideration by the State Board of Education, which meets once every two months during the year. Once approved, the district qualifies for matching funds in a sequence, which recognizes the existing approvals of previous submittals. Failure of a school district to proceed with a project in a timely manner can result in loss of a district's "place in line".

New construction projects are eligible for a state reimbursement at 100% of the Construction Cost Allocation for matchable construction costs. In addition, state statute provides that modernization of new-in-lieu-of replacement projects are eligible for state reimbursement at 100% of the Construction Cost Allocation.

Funds for the state match come from the Common School Construction Fund using revenues accruing predominately from the sale of renewable resources, primarily timber, from state school lands being set aside by the Enabling Act of 1889. If these sources are insufficient to meet current needs, the legislature can appropriate additional funds or the Superintendent of Public Instruction can prioritize projects for funding.

As noted in WAC 392-343-057, in the event that state matching monies are not available to fund a specific school project, then school districts may proceed at their own financial risk. At such time state monies do become available, reimbursement will be made to the district for the state's share of said project.

The District is currently not eligible for state reimbursement for new construction.

Impact Fees: According to RCW 82.02.050, the definition of an impact fee is *"… a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development. "Impact fee" does not include a reasonable permit or application fee."*

Impact Fees can be collected where a District demonstrates an "un-housed student need" as determined by applying the district's level of service to projected growth from new residential development. The amounts to be charged are calculated based on the costs for providing the space for the projected number of students in each residential unit.

The District determines the cost per unit by using a student generation rate. The Pierce County School Impact Fee Ordinance, Table 4A-1 of Chapter 4A.30 of the Pierce County Code, identifies the school impact fee formula and defines the "Student Factor" as follows:

"Student Factor" is the number derived by a School District to describe how many students of each grade span are expected to be generated by development activity. Student factors shall be based on District records of average actual student generated rates for new developments constructed over a period of not more than five years prior to the date of the fee calculation; provided that, if such information is not available in the District or if there are no developments in the District similar to that being proposed, the District may use data from districts with similar demographics, or, if no other data sources are reasonably available, county-wide averages.

For purposes of this year's CFP, the District is relying on a 2021 student generation rate study prepared by an independent consultant. The District has, in previous updates to its Capital Facilities Plan, used student factors from nearby school districts where the sample size of development within the District has not been adequate to produce a reliable District-specific student factor. The District will revisit student generation rates in future updates to the Capital Facilities Plan.

The Student Factors are as follows:

Single Family Dwelling Units:	
Elementary – K through 5:	.147
Middle School – 6 through 8:	.052
High School – 9 through 12:	.108
Total:	**.307**
Multi-Family Dwelling Units:	
Elementary – K through 5:	.060
Middle School – 6 through 8:	.017
High School – 9 through 12:	.023
Total:	**.100**

Source: BERK (2021 study on file with District).

For impact fees, the District's Board of Directors must first adopt a Capital Facilities Plan with recommended fees and then, the towns, cities, and counties located within the District boundaries must then adopt a school impact fee ordinance and adopt or update the District's recommended fee. Within the Steilacoom Historical School District, those general government jurisdictions include the Town of Steilacoom, the City of DuPont and Pierce County.

Furthermore, developers may contribute properties which will have value to a district. In such cases, the developer is entitled to a credit for the actual cost of the provided property. This credit can reduce or eliminate the mitigation or impact fee that would be chargeable under the mitigation/impact fee calculation.

The District collects school impact fees from new residential development in unincorporated Pierce County, the Town of Steilacoom, and the City of DuPont. The Pierce County school impact fee ordinance requires that the calculated fee be discounted by 50% and, in addition, artificially caps fees and updates the capped fee each year based upon an escalation factor. The Town of Steilacoom and City of DuPont generally use the District's recommended fee as a basis for the fee amount.

As noted above, the District utilized an independent consultant to research the student generation rate specific to the District in 2021. The District plans to update the student generation study going forward. The District will make decisions regarding any future adjustment to the impact fee as the CFP is updated annually.

Enclosures 1 through 2 to this tab include the District's 2023 impact fee calculations and data for use in 2024.

5. THE DISTRICT FUNDING PLAN

The District's Funding Plan is designed to identify the specific funding resources, the amounts of funding needed and the unique relationships that exist between funding sources for each of the capital projects set forth in the District's Construction Plan. The District does not expect to receive state matching funds for construction of the new elementary school. The District anticipates that the new elementary school will cost approximately $48,000,000 (hard construction costs only). The District's voters will need to approve a bond measure to fund construction of the new school. Impact fee revenue will also be used to fund the planning and construction of any new school or additions to existing schools identified as growth related projects. Impact fees may also be used to fund portable facilities needed for interim growth-related capacity.

The District's excess assessed value used to calculate the bond rate is $5,395,857 for the 2023 levy year. For the 2024 levy year, it is expected to decrease slightly based on initial assessment data.

Other minor sources of funding include grants, bequests, and proceeds from the sales of excess property. They are usually a small part of the total financing package.

Steilacoom Historical School District
Six Year Capital Facilities Plan
Assumes Capital Levy, Bond Sale, and Property Sale

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	6 Year Totals
New Elementary School		$ 100,000		$ -	$ 30,000,000	$ 30,000,000	$ 60,100,000
High School Expansion						$ 3,000,000	$ 3,000,000
Middle School Expansion						$ 3,000,000	$ 3,000,000
Elementary Modular Classrooms			$ 500,000				$ 500,000
Hig School Roof and Building Envelope		$ 500,000	$ 1,400,000				$ 1,900,000
Chloe Clark Traffic / Site Improvements		$ 400,000					$ 400,000
Cherrydale Traffic/ Site Improvements		$ 350,000					$ 350,000
Saltar's Point Traffic/ Site Improvements		$ 250,000					$ 250,000
Cherrydale HVAC		$ 1,000,000					$ 1,000,000
Chloe Clark HVAC			$ 1,250,000				$ 1,250,000
Other HVAC or Major System Upgrades		$ 250,000	$ 250,000		$ 250,000	$ 250,000	$ 1,000,000
Technology Improvements	$ 200,000	$ 100,000	$ 100,000				$ 400,000
Districtwide Lighting		$ 150,000	$ 150,000	$ 75,000			$ 375,000
Districtwide Security		$ 100,000	$ 100,000	$ 75,000			$ 275,000
Replace Field at High School			$ 800,000				$ 800,000
McNeil Street Land	$ 2,200,000	$ 2,150,000					$ 4,350,000
Staff Costs - Management							$ -
Total Costs	**$ 2,400,000**	**$ 5,350,000**	**$ 4,550,000**	**$ 150,000**	**$ 30,250,000**	**$ 36,250,000**	**$ 78,950,000**
Beginning Balance	$ 150,000	$ 900,000	$ 5,700,000	$ 4,300,000	$ 4,300,000	$ 24,200,000	
Property Sale		$ 4,000,000					
Capital Levy	$ 3,000,000	$ 6,000,000	$ 3,000,000				
Impact Fees	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	
Bond Proceeds					$ 50,000,000	$ 20,000,000	
Total Resources	**$ 3,150,000**	**$ 10,150,000**	**$ 3,150,000**	**$ 150,000**	**$ 50,150,000**	**$ 20,150,000**	
Ending Balance	**$ 900,000**	**$ 5,700,000**	**$ 4,300,000**	**$ 4,300,000**	**$ 24,200,000**	**$ 8,100,000**	

ENCLOSURE 1 (Impact Fee Planning Factors) to TAB VI District Finance Plan

Student Factors-Single/Multi-Family	
Elementary	.147/.060
Middle School	.052/.017
High School	.108/.023

Temporary Facilities Costs
Elementary
Middle School
High School

Planned Student Capacity Per Facility	
Elementary	475
Middle School	600
High School	1200

Permanent/Temporary Square Footage	
Elementary	168,017/1,927
Middle School	103,128
High School	133,374
Total	398,553/1,927

Site Acreage Site	
Elementary	10 acres
Middle School	N/A
High School	N/A

State Funding Assistance
Rate: 51.77% (high school eligible)

Construction Cost Allocation $271.61

Site Cost per Acre	
Elementary	$480,000
Middle School	N/A
High School	N/A

Gen. Obligation Bond Interest Rate	
Current Bond Buyer Index	3.86%

New Facility Construction Cost
Elementary (475) $60,000,000

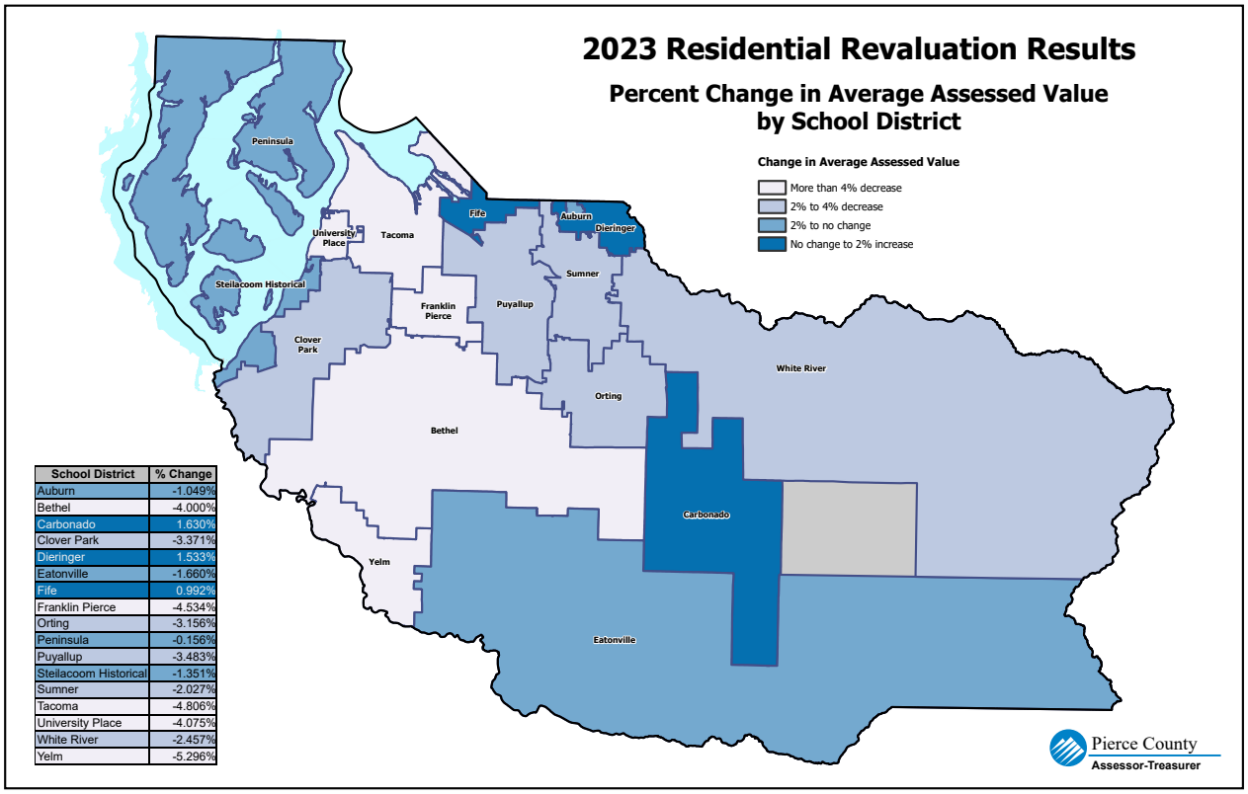
District Debt Service Tax Rate
Current $/1,000 $1.10

SPI Square Footage per Student	
Elementary (K-5)	90
Middle School (6-8)	108
High School (9-12)	130
Special Education	144

Average Assessed Value	
Single Fam. Res.	$539,161
Multi-Family Res.	$373,190

P.C. Assessor-Treasurer

Average Assessed Value Percentage Changes by School District



School District	% Change
Auburn	-1.049%
Bethel	-4.000%
Carbonado	1.630%
Clover Park	-3.371%
Dieringer	1.533%
Eatonville	-1.660%
Fife	0.992%
Franklin Pierce	-4.534%
Orting	-3.156%
Peninsula	-0.156%
Puyallup	-3.483%
Steilacoom Historical	-1.351%
Sumner	-2.027%
Tacoma	-4.806%
University Place	-4.075%
White River	-2.457%
Yelm	-5.296%

ENCLOSURE 2 (Impact Fee Single/Multi-Family Dwelling Unit) to TAB VI District Finance Plan

STEILACOOM HISTORICAL SCHOOL DISTRICT
SCHOOL IMPACT FEE CALCULATION
2024-2029

School Site Acquisition Cost:
((AcresxCost per Acre)/Facility Capacity)xStudent Factor

	Facility Acreage	Cost/ Acre	Facility Capacity	Student Factor SFR	Student Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	10.00	$ 480,000	475	0.147	0.060	$1,485	$606
Middle	25.00	$ -	600	0.052	0.017	$0	$0
High	40.00		1,200	0.108	0.023	$0	$0
					TOTAL	$1,485	$606

School Construction Cost:
((Facility Cost/Facility Capacity)xStudent Factor)x(Permanent/Total Sq Ft)

	%Perm/ Total Sq.Ft.	Facility Cost	Facility Capacity	Student Factor SFR	Student Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	99.99%	$ 60,000,000	475	0.147	0.060	$18,567	$7,578
Middle	99.99%	$ -	600	0.052	0.017	$0	$0
High	99.99%	$ -	1,200	0.108	0.023	$0	$0
					TOTAL	$18,567	$7,578

Temporary Facility Cost:
((Facility Cost/Facility Capacity)xStudent Factor)x(Temporary/Total Square Feet)

	%Temp/ Total Sq.Ft.	Facility Cost	Facility Size	Student Factor SFR	Student Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	100.00%	$ 500,000	40	0.147	0.060	$1,838	$750
Middle	0.01%	$ -	50	0.052	0.017	$0	$0
High	0.01%	$ -	50	0.108	0.023	$0	$0
					TOTAL	$1,838	$750

State Funding Assistance Credit:
CCA x OSPI Square Footage x Funding Assistance % x Student Factor

	Current CCA	OSPI Square Footage	District Funding %	Student Factor SFR	Student Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	$ 271.61	90	0.00%	0.147	0.060	$0	$0
Junior	$ 271.61	108	0.00%	0.052	0.017	$0	$0
Sr. High	$ 271.61	130	0.00%	0.108	0.023	$0	$0
					TOTAL	$0	$0

Tax Payment Credit:			SFR	MFR
Average Assessed Value			$539,161	$373,190
Capital Bond Interest Rate			3.86%	3.86%
Net Present Value of Average Dwelling			$4,403,716	$3,048,112
Years Amortized			10	10
Property Tax Levy Rate			$1.10	$1.10
	Present Value of Revenue Stream		$4,844	$3,353

	Fee Summary:	Single Family	Multi-Family
	Site Acquisition Costs	$1,485	$606
	Permanent Facility Cost	$18,567	$7,578
	Temporary Facility Cost	$1,838	$750
	State Funding Credit	$0	$0
	Tax Payment Credit	($4,844)	($3,353)
	FEE (AS CALCULATED)	$17,045	$5,582
	REQUIRED LOCAL SHARE ADJUSTMENT (PER ORDINANCE)	$8,523	$2,791
	FINAL FEE	$8,523	$2,791