



Dr. Carole Meyer  
Interim Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847  
(360) 709-7000 [www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us)

Capital Projects:  
(360) 709-7005  
Financial Services:  
(360) 709-7010  
Human Resources:  
(360) 709-7020  
Payroll/Benefits:  
(360) 709-7029  
Student Learning:  
(360) 709-7030  
Special Services:  
(360) 709-7040

## School Director's Agenda Regular Meeting

Thursday, April 27, 2023

Start Time: 6:00pm

Location: District Office and YouTube  
621 Linwood Ave. SW Tumwater, WA 98512

Please Note: Public Comment is only available to those who have signed up in advance by filling out the [Public Comment Form](#) by 12 PM on the day of the meeting.  
Please see our website for more information.

- 6:00pm Call Regular Meeting to Order** (*President Killough*)
- Recognition/Flag Salute
- 6:01pm Public Comment Reminder** (*President Killough*)
- 6:02pm Agenda Discussion/Approval** (*President Killough/Superintendent Meyer*)
- 6:03pm Meeting Minutes Review**
- March 23, 2023 Regular Meeting
- 6:04pm Consent Agenda**
- Personnel Report
  - Payroll and Vouchers
  - Budget Status Report
  - Financial Services – Revised Salary Schedule, Non-Rep School Support Staff
  - 2023-24 School Year Calendar
  - 2023-24 School Board Meeting Schedule
  - Capital Projects – Acceptance of Contracts as Complete
  - Capital Projects – Construction Contract Award
- 6:05pm Recognition**
- Tumwater High School Dance Team
- 6:10pm Student Rep Reports**
- Alex Loveless, BHHS
  - Ameiya Brown, THS
  - Lyn Hepp, CHS

BOARD OF DIRECTORS  
JILL ADAMS MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

*“Continuous Student Learning in a Caring, Engaging Environment”*

**6:15pm**      **Public Comment**-*In the interest of maintaining the integrity of the published agenda, individual speakers are asked to limit their comments to not more than 3 minutes. A maximum of 30 minutes will be reserved on the agenda for all public comment.*

- Speakers-Agenda and Non-Agenda Items (*Becky Parsons*)

**6:45pm**      **Reports to the Board**

- 1<sup>st</sup> Reading Policy 3110, Qualifications of Attendance and Placement
- 1<sup>st</sup> Reading Policy 3115, Homeless Students Enrollment Rights and Services
- 1<sup>st</sup> Reading Policy 3120, Enrollment
- 1<sup>st</sup> Reading Policy 4218, Language Access
- Budget Update (*Melissa Richter*)

**7:45pm**      **Action Items**

- 2<sup>nd</sup> Reading Policy 6022, Minimum Fund Balance (*Melissa Richter*)

**8:05pm**      **Superintendent's Report** (*Superintendent Meyer*)

**8:15pm**      **Board Committee Reports**

- Legislative Update – 2023 Session (*Vice-President Kaikkonen*)
- WIAA Update (*Director Taylor*)

**8:25pm**      **Board Comments**

**8:40pm**      **Adjourn Regular Meeting**

***NEXT BOARD MEETING: Work Session on May 11, 2023 and  
Regular Board Meeting on May 25, 2023.***

The Board may also schedule additional special or emergency meetings consistent with RCW 28A.343.380.

## **MEETING MINUTES**

- March 23, 2023 Regular Board Meeting
-



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**Tumwater School District  
School Board Meeting Minutes**  
Location: District Office & YouTube  
621 Linwood Ave. SW  
Tumwater, WA 98512  
March 23, 2023  
6:00 pm

Board Members Present: Casey Taylor, Scott Killough, Melissa Beard, Darby Kaikkonen, Jill Adams, Dr. Carole Meyer (Secretary)

President Killough called the meeting to order at 6:00 pm and acknowledged that the Tumwater School District sits on the ancestral land of the Nisqually, Squaxin Island and Chehalis people, thanking the caretakers of the land who have lived on and continue to live on the land since time immemorial. He then led everyone in the flag salute.

**Public Comment Reminder**

- President Killough outlined how the Public Comment portion of the meeting works.

**Agenda Discussion/Approval**

- Agenda Changes: Superintendent Meyer shared that there were no updates to the previously published version of the agenda. The agenda was unanimously approved.

**Review of Minutes**

The Board has reviewed the February 23, 2023 Regular Board Meeting and March 9, 2023 Regular Board Meeting & Work Session minutes and there were no changes. No motion is necessary. The minutes were approved as presented.

**Consent Agenda**

- No motion is necessary. The Consent Agenda was unanimously approved as follows:
- Personnel Report:

New Hires	Position	Location	Status	Group
Traci Gurley	Executive Assistant to Assistant Superintendent	Student Learning	Continuing, effective March 6, 2023	NON-REP
Brittany Ellingsen	Coach	BHHS	Effective February 27, 2023	N/A
Ryan Williamson	Paraprofessional	LINCS	One Year Only (2022-2023), effective March 1, 2023	TAP

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*“Continuous Student Learning in a Caring, Engaging Environment”*

Toni Copeland	Evening Custodian	PGS	Effective March 6, 2023	PSE
Meagan MacKenzie	Teacher	LRE	Effective February 22, 2023	TEA
Corbin Hanna	Bus Driver Trainee	Transportation	Effective March 13, 2023	PSE
Marlyn Kyle	Bus Driver Trainee	Transportation	Effective March 6, 2023	PSE
Carol Zylstra	Bus Driver Trainee	Transportation	Effective March 13, 2023	PSE
John Snyder	Coach	BHHS	Effective March 7, 2023	N/A
Samantha Reed	Bus Driver	Transportation	Effective March 9, 2023	PSE
Sarah Sons	Paraprofessional	THE	Temporary (2022-2023), effective March 9, 2023	TAP
Stacey Rongen	Paraprofessional	EOE	One Year Only (2022-2023), effective March 20, 2023	TAP
Trevor Davis	Coach	THS	Effective March 15, 2023	N/A
Stacie Hodson-Null	Paraprofessional	BLE	Impact (2022-2023), effective March 22, 2023	TAP
Lindsey Wittenberg	Paraprofessional	BLE	One Year Only (2022-2023), effective March 23, 2023	TAP
Lilly Hopkins	Paraprofessional	BLE	One Year Only (2022-2023), effective April 10, 2023	TAP
Ian Connell	Coach	THS	Effective March 22, 2023	N/A
Kevin Bogatin	Superintendent	DO	Effective July 1, 2023	ADMIN
<b>Adjusted:</b>				
Michera Roos	Paraprofessional	EOE	From One Year Only to Continuing, effective February 9, 2023	TAP
Karen Kim	Paraprofessional	BLE	From 6.5 hours One Year Only to 6.0 hours Continuing, 0.5 hours One Year Only	TAP
Katie Swokowski	HR Coordinator	DO	From 0.96 FTE HR/Benefit Lead to 1.0 FTE HR Coordinator, effective April 1, 2023	NON-REP
Ryan Williamson	Paraprofessional	EOE	From 6.5 hours (LINCS) to 4.0 hours (EOE)	TAP
James Kross	Bus Driver	Transportation	From Substitute Bus Driver to Contracted Bus Driver, effective March 7, 2023	PSE
Ayn Gore	Office Professional 3	BHHS	From 6.0 hours Paraprofessional to 8.0 hours Office Professional 3	TOPA

<b>Becky Parsons</b>	<b>Executive Assistant to Superintendent</b>	<b>DO</b>	<b>Salary reclassification to Step 3 on new salary schedule, effective July 1, 2022</b>	<b>NON-REP</b>
<b>Leaves:</b>				
Lisa Autrey	TAP	THS	Leave of Absence beginning January 20, 2023, returning February 13, 2023	TAP
Evahleigh Hedin-Baughn	TAP	TVA	Leave of Absence beginning March 1, 2023, returning March 6, 2023	TAP
Jenifer Slempp	TAP	THE	Intermittent Leave of Absence, return date to be determined	TAP
Kim Lund	Office Professional 3	THE	Leave of Absence extension, returning April 23, 2023	TOPA
Darrel Brimer	Teacher	TMS	Leave of Absence beginning February 27, 2023, returning March 6, 2023	TEA
Katie Swokowski	HR/Benefits Lead	DO	Leave of Absence beginning March 8, 2023, returning April 20, 2023	NON-REP
Elizabeth Sproul	Teacher	EOE	Leave of Absence beginning May 5, 2023, returning for the 2023-2024 school year	TEA
Joshua Alnes	Custodian	TMS	<b>Intermittent Leave of Absence beginning January 8, 2023, returning to regular schedule on January 7, 2024</b>	<b>PSE</b>
Leslie Fosbre	Assistant Cook	PGS	<b>Leave of Absence beginning February 3, 2023, returning April 10, 2023</b>	<b>PSE</b>
Vanessa Walter	Teacher	TMS	<b>Leave of Absence beginning March 1, 2023 through the end of the school year</b>	<b>TEA</b>
Randy Ryan	Custodian	BMS	<b>Partial Day Leave of Absence beginning March 16, 2023, returning full-time on April 13, 2023</b>	<b>PSE</b>

<b>Resignations:</b>				
Paige Walker	Head Volleyball Coach	BHHS	Effective February 24, 2023	N/A
Amber Harford	Bus Driver	Transportation	Effective February 28, 2023	PSE
Victor Hanna	Substitute Custodian	B&G	Effective March 2, 2023	PSE
Ashley Strobl	Paraprofessional	LRE	Effective February 27, 2023	TAP
Jacob Gore	Assistant Baseball Coach	BHHS	Effective March 3, 2023	N/A
Kathleen Lee	Teacher	THE	Effective August 31, 2023	TEA
Dexter Morton	Teacher	PGS	Effective August 31, 2023	TEA
Nicole Schueneman-Dobrinski	Teacher	TMS	Partial resignation of .4 FTE effective August 31, 2023	TEA
Vanessa Walter	Teacher	TMS	Partial resignation of .4 FTE effective August 31, 2023	TEA
Rebecca Goad	Registered Nurse	Special Services	Effective March 17, 2023	TEA
Anthony Neff	Teacher	TVA	Partial resignation of .3 FTE effective June 30, 2023	TEA
<b>Anna Michel</b>	<b>Teacher</b>	<b>TVA</b>	<b>Effective June 30, 2023</b>	<b>TEA</b>
<b>Kristen Jewell</b>	<b>Teacher</b>	<b>THS</b>	<b>Effective June 30, 2023</b>	<b>TEA</b>
<b>Whitney Lowe</b>	<b>Teacher</b>	<b>BMS</b>	<b>Effective June 30, 2023</b>	<b>TEA</b>
<b>Joshua Dube</b>	<b>Teacher</b>	<b>BMS</b>	<b>Effective June 22, 2023</b>	<b>TEA</b>
<b>Linda Moffitt</b>	<b>Nurse</b>	<b>Special Services</b>	<b>Effective June 22, 2023</b>	<b>TEA</b>
<b>Carol Zylstra</b>	<b>Bus Driver</b>	<b>Transportation</b>	<b>Effective March 16, 2023</b>	<b>PSE</b>
<b>Retirements:</b>				
Sherry Taylor	Paraprofessional	PGS	Effective August 31, 2023	TAP
<b>Terminations:</b>				
Kevin Kriss	Bus Driver	Transportation	Probationary termination effective February 27, 2023	PSE
Crystal Piper	Bus Driver	Transportation	Probationary termination effective February 27, 2023	PSE
Robert Forgey	Bus Driver	Transportation	Termination effective February 27, 2023	PSE
Joshua Simkins	Bus Driver	Transportation	Termination effective February 27, 2023	PSE
Michael Willson	Bus Driver	Transportation	Termination effective February 27, 2023	PSE
Michelle Mageo	Paraprofessional	THS	Termination effective February 23, 2023	TAP
Joshua Skinner	Substitute Custodian	B&G	Probationary termination effective March 21, 2023	PSE

<b>Co-Curricular:</b>				
Josh Simmons	Head Boys Tennis Coach	BHHS	Resigning effective February 16, 2023	N/A
Samuel Claridge	Head Track Coach	BHHS	Effective February 28, 2023	N/A
Melissa Stussy	IGNITE Stipend	THS	Effective February 24, 2023	N/A
Joshua Dube	Assistant Track Coach	BMS	Effective March 13, 2023	N/A
<b>William Garrow</b>	<b>From Assistant Football Coach to Head Football Coach</b>	<b>THS</b>	<b>Effective 2023-2024 school year</b>	<b>N/A</b>
<b>Recommend approval of:</b>				
Recommend approval for Mary McEvoy (LRE) to teach out of her endorsed area.				

➤ Payroll & Vouchers:

<b>FUND NAME</b>	<b>WARRANTS (INCLUSIVE)</b>		<b>AMOUNT</b>
<b><u>GENERAL FUND:</u></b>			
Payroll			
Payroll Taxes			\$ 1,255,419.81
Direct Deposit			\$ 3,697,155.40
Payroll Benefit Wire Transfer			\$ 1,113,558.43
Accounts Payable - Payroll	72805977	to 72805988	\$ 17,561.52
Accounts Payable	72220824	to 72220847	\$ 179,696.26
Accounts Payable	72220848	to 72220848	\$ 329.16
Accounts Payable	72220849	to 72220849	\$ 70.00
Accounts Payable	72220850	to 72220880	\$ 194,575.55
Accounts Payable	72220881	to 72220901	\$ 136,626.74
Accounts Payable	72220902	to 72220920	\$ 1,128,957.53
Accounts Payable	72220921	to 72220948	\$ 200,098.73
Accounts Payable	72220949	to 72220852	\$ 747.68
Accounts Payable	72220964	to 72220964	\$ 424.95
Accounts Payable ACH			\$ 74,391.30
Accounts Payable ACH			\$ 29,268.16
Accounts Payable ACH			\$ 115,067.63
Accounts Payable ACH			\$ 243,205.72
Accounts Payable ACH			\$ 342,663.15
ACH Rejection			
Voided Warrants			
Accounts Payable - COMP TAX			\$ 3,327.29
<b>TOTAL GENERAL FUND:</b>			<b>\$ 8,733,145.01</b>



**CAPITAL PROJECTS FUND:**

Accounts Payable	72012608	to	72012608	\$	1,260.00
Accounts Payable	72012609	to	72010611	\$	81,260.88
Accounts Payable		to			
Accounts Payable ACH				\$	53,998.46
Accounts Payable ACH				\$	252.35
Accounts Payable ACH				\$	170,913.75
Accounts Payable ACH				\$	35,306.11
Voided Warrants					
Accounts Payable - COMP TAX					
<b>TOTAL CAPITAL PROJECTS</b>					
<b>FUND:</b>				<b>\$</b>	<b>342,991.55</b>

**ASSOCIATED STUDENT BODY FUND:**

Accounts Payable	72442159	to	72442163	\$	1,545.22
Accounts Payable	72442164	to	72442165	\$	1,095.00
Accounts Payable	72442166	to	72442166	\$	352.00
Accounts Payable	72442167	to	72442170	\$	3,618.00
Accounts Payable	72442171	to	72442172	\$	818.42
Accounts Payable ACH				\$	11,031.25
Accounts Payable ACH				\$	4,668.70
Accounts Payable ACH				\$	3,712.09
Accounts Payable ACH				\$	4,652.90
Accounts Payable ACH					
Accounts Payable - COMP TAX				\$	23.46
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>				<b>\$</b>	<b>31,517.04</b>

**PRIVATE PURPOSE**  
**FUND:**

Accounts Payable		to			
Accounts Payable		to			
Accounts Payable ACH					
Voided Warrants					
Accounts Payable - COMP TAX					
<b>TOTAL PRIVATE PURPOSE</b>					
<b>FUND:</b>				<b>\$</b>	<b>-</b>

**TRANSPORTATION**  
**VECHILE FUND:**

Accounts Payable		to			
<b>TOTAL TRANSPORTATION</b>					
<b>VECHILE FUND:</b>				<b>\$</b>	<b>-</b>

- Budget Status Report
- Superintendent Contract
- Financial Services – Approval to Issue 23/24 Contracts to New Employees

- Financial Services – Changes to the Salary Schedule
- Special Services – Approval to Advertise for Request for Proposals
- Capital Projects Acceptance of Contract as Complete – CTE Chamber's Building Tenant Improvements and NMSC 2022 Cosmetology.
- Capital Projects – Amendment to Easements for Ingress, Egress and Utilities: Vacant District Property at 8000 Verona Drive.
- Capital Projects – Buildings Condition Report for OSPI Asset Preservation Program.
- Littlerock Elementary School PTO Donation - \$8,142.00 to add a bottle filling station onto the 1<sup>st</sup>/2<sup>nd</sup> grade learning area so kids can have access to water.

### **Recognition**

- WA State School Retirees' Association. Superintendent Meyer read the proclamation from Governor Inslee's office and thanked all the retired employees who continue to support our schools!
- Around the District. Superintendent Meyer shared pictures from Ameiya Brown's first Legislative Day on the Hill, Mr. Hargrove's Kindergarten class learning sight words, a combined BHHS/THS music event, a TVA field trip to the Science Dome at Pierce College and special visitors Margot and Roosevelt Wilson.

### **Student Rep Reports**

- Ameiya Brown (THS) – ASB update - 2 teams meeting to discuss topics for next year; there will be a sports assembly tomorrow and the pep band will perform; FBLA will be going to State from April 19-22; "Working" the musical will be running May 11, 12 and 13; there have been a lot of music events!
- Alex Loveless (BHHS) – The main focus this year has been to stop harassment and bullying – a QR code for an anonymous form is posted throughout the school; students made a PowerPoint for homeroom presentations and James Lehman will present at a school assembly. Next week are senior presentations; ASB elections are done; the Spring play "Alice in Wonderland" is tonight, tomorrow and Saturday; they participated in the band/choir festival and they had a Spring sports pep assembly.

### **Public Comment**

- Agenda and Non-Agenda Items: Becky Parsons stated that one person signed up to address the Board. Tim Voie spoke about Social Media Class Action Lawsuit.

### **Reports to the Board**

- 1<sup>st</sup> Reading Policy 6022 – Minimum Fund Balance. Melissa Richter presented.
- Budget Update. Melissa Richter presented.
- Technology Update. Dan Reich presented.
- Transportation Update. Dena Jordan and Jesse Hadley presented.
- Asset Preservation Program. Mel Murray presented.
- Data Presentation. Shawn Batstone presented.
- Social Media Litigation. Garrett Williams from Stevens and Clay law firm presented.

### **Action Items**

- Recommended Approval of Resolution 06-22-23, Social Media Litigation. Superintendent Meyer presented. It was discussed that the resolution was not required to join the lawsuit, therefore, it was not approved. However, the Board could approve the district to participate without a resolution.  
**Director Beard/Director Adams, Motioned/Seconded (M/S) to give Superintendent Meyer the authority to join the social media litigation on behalf of the District. The motion passed three (3) to two (2).**
- Recommended Approval of Resolution 07-22-23, JUUL Litigation Settlement. Superintendent Meyer presented.  
**Director Beard/Vice-President Kaikkonen, (M/S) to approve Resolution 07-22-23. The motion passed unanimously.**
- 2<sup>nd</sup> Reading and Recommended Approval Policy 2020, Course Design, Selection and Adoption of Instructional Materials. Shawn Batstone presented.  
**Director Beard/Vice-President Kaikkonen, (M/S) to approve Policy 2020. The motion passed unanimously.**
- TSD/Griffin School District Cooperative Agreement for Educational Services to Student with Disabilities. Superintendent Meyer presented.  
**Director Beard/Director Adams, (M/S) to approve the cooperative agreement. The motion passed unanimously.**

### **Superintendent's Report**

Superintendent's Report: Dr. Meyer visited the Olympia food bank with Director Beard and also visited the Lacey site which includes fresh produce. She shared that Tim Graham was inducted to the Tumwater Hall of Fame. She also provided an enrollment and staffing update. Dr. Meyer shared there will be a Facilities Advisory Committee meeting on March 27<sup>th</sup>. She also gave an update on the Policy Committee.

### **Board Committee Reports**

- Legislative Update: Vice-President Kaikkonen updated on SB 5174, HB 1436, HB 1109 and SB 5339. The Senate has presented their budget and the House will present their budget next week.
- WIAA Update: Director Taylor shared that the classification count will pull an average from the P223 report from certain months in 2021 and 2023. BHHS and THS will be classified again as 2A for the next four years. He also shared that the WIAA executive board is re-working State tournaments locations. Also, the E-Sports platform will be switched to a nationwide program; more information to come.

### **Board Member Comments**

- Director Taylor: He thanked Shawn Batstone for the time he has spent with him recently. He attended the BHHS/THS soccer game and the choir concert.
- Vice-President Kaikkonen: She thanked Shawn Batstone for all his work on preparing data for review. She appreciates his thoughtfulness through the process.

- Director Beard: She appreciated the conversations tonight. She will be attending senior presentations. She also attended the THS Hall of Fame dinner/auction and thanked the coordinators for the fun night!
- President Killough: He likes the fact that the Board shows the Tumwater community that a difference of opinions is okay. He appreciates their discussions. He thanked Director Adams for the pens she had made for the Board.
- Director Adams: She shared that it is a positive thing to be able to have different opinions but come together in the end. She is reassured that the district is moving forward in a fiscally responsible way.
- Ameiya Brown: She appreciated the conversations tonight. It's reassuring that Alex and herself feel comfortable sharing their thoughts and asking questions.
- Alex Loveless: She loves that she can share her opinion. She thanked all of the people who are working very hard to find more bus drivers and thanked the current bus drivers.

### **Adjourn Regular Meeting**

With no further business coming before the Board, the Special Board Meeting adjourned at 8:37 PM.

Recorded by:  
Becky Parsons

Signed this 27th day of April 2023.

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Board Member

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Board Secretary

## CONSENT AGENDA

- Personnel Report: Questions can be directed to Human Resources.
- Payroll and Vouchers: Questions can be directed to Melissa Richter.
- Budget Status Report: Questions can be directed to Melissa Richter.
- Financial Services – Revised Salary Schedule, Non-Rep School Support Staff: Questions can be directed to Melissa Richter.
- 2023-24 School Year Calendar: Questions can be directed to Superintendent Meyer.
- 2023-24 School Board Meeting Schedule: Questions can be directed to Superintendent Meyer.
- Capital Projects Acceptance of Contracts as Complete – NMSC Parking Lot Lighting Upgrades & BHHS AV Storage Room Tenant Improvement: Questions can be directed to Mel Murray.
- Capital Projects Construction Contract Award – LINCS Modular: Questions can be directed to Mel Murray.



# Tumwater School District

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Carole Meyer  
Superintendent

April 21, 2023

TO: School Board  
FROM: Human Resources  
SUBJECT: Personnel Report

*Preliminary*

New Hires	Position	Location	Status	Group
Jesse Eang	Coach	BHHS	Effective March 22, 2023	N/A
Cattigan Dawes	Special Education Learning Assistant	NMSC	Temporary, effective June 22, 2023	NMSC
Joseph Denniston	School Psychologist	Special Services	1.0 FTE (Continuing 2023-2024)	TEA
Valentin Beltran	Campus Supervisor/Para	BMS	Effective April 10, 2023	Non-REP/TAP
Kristy Hall	Paraprofessional	THS	Effective April 10, 2023	TAP
Shannon Houlihan	Paraprofessional	BLE	Effective April 10, 2023	TAP
Bridget Geary	Speech Language Pathologist	Special Services	1.0 FTE (Continuing 2023-2024)	TEA
Wendy Bromley	Executive Director of Human Resources	DO	Effective July 1, 2023	ADMIN
Jody Giuntoli	Summer School Receptionist	NMSC	Temporary, effective June 22, 2023	NMSC
Natalie Williams	Paraprofessional	BMS	Continuing, effective April 14, 2023	TAP
<b>Adjusted:</b>				
Calvin Hicks	Paraprofessional	BHHS	From 2.0 hours Paraprofessional/4.5 hours Campus Supervisor (BMS) to 6.5 hours Paraprofessional (BHHS)	TAP
Macy Dilworth	Paraprofessional	THE	Adding 2.5 additional hours from March 27, 2023 through the end of the 2022-2023 school year	TAP
Jessica Juergens	Counselor	PGS	Add 0.2 FTE (Continuing 2022-2023), effective March 28, 2023	TEA
James Brigham	Skilled Grounds/Evening Custodian	B&G	From Lead Custodian (BMS) to 9 month Skilled Grounds/3 month Evening Custodian, effective April 10, 2023	PSE
Dena Curtis	Office Professional 1	DO	From Office Professional 3 (BHHS) to Office Professional 1 (Student Learning), effective March 27, 2023	TOPA
Alexander Mager	Evening Custodian	B&G	From Lead Custodian (TMS) to Evening Custodian (Variable Site), effective April 3, 2023	PSE
<b>Leaves:</b>				
Ashley Lopez	Paraprofessional	EOE	Leave of Absence extension, returning May 8, 2023	TAP
Kathryn Spieles-Flaatrud	Teacher	BMS	Leave of Absence beginning May 17, 2023, returning for the 2023-2024 school year	TEA
Peter Lichtblau	Bus Driver	Transportation	Leave of Absence beginning March 20, 2023, return date to be determined	PSE

**BOARD OF DIRECTORS**

MELISSA BEARD CASEY TAYLOR SCOTT KILLOUGH DARBY KAIKKONEN JILL ADAMS

"Continuous Student Learning in a Caring, Engaging Environment"

Leland Malott	Bus Driver	Transportation	Leave of Absence beginning March 9, 2023, returning April 10, 2023	PSE
Savannah Owen	Paraprofessional	LINCS	Partial Leave of Absence, beginning April 4, 2023 through the end of the school year	TAP
Traci Gurley	Executive Assistant	Student Learning	Leave of Absence, beginning April 13, 2023, returning April 24, 2023	NON-REP
Jill Giudice	Teacher	THS	Leave of Absence beginning May 8, 2023 through the end of the school year	TEA
Gladys Espino	Teacher	THE	Leave of Absence beginning September 1, 2023, returning February 1, 2024	TEA
Tamara Schultz	Occupational Therapist	Special Services	Leave of Absence beginning April 10, 2023 through the end of the school year	TEA
Caroline Grimm	Teacher	MTS	Leave of Absence beginning April 10, 2023, return date to be determined	TEA
Craig Lester	Bus Driver	Transportation	Leave of Absence beginning March 22, 2023, returning April 20, 2023	PSE
Ashley Lupinski	Teacher	TVA	Leave of Absence beginning March 6, 2023, return date to be determined	TEA
Tyler Haywood	Teacher	TMS	Leave of Absence beginning March 8, 2023, returning March 22, 2023	TEA
Ruth Russell	Dispatcher	Transportation	Leave of Absence beginning March 15, 2023, returning March 28, 2023	PSE
Jayde Richtmyre	Teacher	PGS	0.4 FTE Leave of Absence for the 2023-2024 school year	TEA
Kelly Femiano	Teacher	PGS	0.6 FTE Leave of Absence for the 2023-2024 school year	TEA
<b>Resignations:</b>				
Lindsey Wittenberg	Paraprofessional	BLE	Effective March 23, 2023	TAP
Katie Swokowski	HR Benefits Lead	District Office	Effective March 31, 2023	N/A
Nathan Ditterline	Teacher	BMS	Effective April 7, 2023	TEA
Summer Boothe	Bus Driver Trainee	Transportation	Effective March 30, 2023	PSE
Barret Daniels	Teacher	Special Services	Effective March 31, 2023	TEA
Maureen Celle	Paraprofessional	THE	Effective April 20, 2023	TAP
Ryan Williamson	Paraprofessional	EOE	Effective April 12, 2023	TAP
Sahara Anthony Jr.	Paraprofessional	THS	Effective April 28, 2023	TAP
Teresa Anderson	Teacher	LINCS	Effective April 13, 2023	TEA
Lindsey Chapman	Teacher	EOE	Effective April 11, 2023	TEA
Caitlin Shaufler	Teacher	TMS	Effective June 20, 2023	TEA
Emily Cotey	Teacher	THE	Effective June 22, 2023	TEA
Corbin Hanna	Bus Driver Trainee	Transportation	Effective April 14, 2023	PSE
Tanya Guarino	Teacher	TVA	Effective August 31, 2023	TEA
Sarah Dyer	Teacher	TMS	Effective August 31, 2023	TEA
Ruth Russell	Dispatcher	Transportation	Effective April 20, 2023	PSE
<b>Co-Curricular:</b>				
Rachel Landowski	Drama/Musical Assistant		Resigning this stipend only, effective March 23, 2023	N/A
Don Farler	Director Vocal	THS		N/A
Don Farler	Assistant Boys Soccer Coach	BHHS	Effective March 30, 2023	N/A
Jackie Zvirzdys Wood	Assistant Boys Soccer Coach	BHHS	Effective March 30, 2023	N/A
Joanna Brown	Head Track Coach	BMS	Effective March 28, 2023	N/A
Angela Borovec	Assistant Track Coach	BMS	Effective March 28, 2023	N/A
Melinda McGill	Assistant Track Coach	BMS	Effective March 28, 2023	N/A
Jennifer Slemp	Summer Fresh Farms Paraprofessional	THS	Effective June 28, 2023	TAP
Kathy Knox	Summer School Paraprofessional	Cascadia	Effective July 3, 2023	TAP
Leslie Hayden	TWEC Summer School Instructor	TWEC	Effective June 26, 2023	TEA

Nicole Pocklington	Head Bowling Coach	BHHS	Resigning coaching position only, effective March 9, 2023	N/A
Karlee Westby	Assistant Track Coach	TMS	Effective April 10, 2023	N/A
<b>Recommend approval of:</b>				
Recommend approval to update the Executive Director of New Market Skills Center salary to match the Middle School Principal salary.				
<b>Corrections:</b>				

Correction to Vanessa Walter's extended leave start date at the March 23, 2023 Board Meeting. The correct leave start is April 24, 2023.



# Tumwater School District

Affidavit covering payment of payroll, invoices, and voids for General Fund, Capital Projects Fund,  
Associated Student Body Fund, Private Purpose Trust Fund and Transportation Vehicle Fund for  
the month of March 2023.

DATE: April 27, 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 Financial Services Office staff and were found to be correct.

**Melissa Richter, Executive Director of Financial Services**

THIS IS TO CERTIFY that the warrants and electronic transfers of the Tumwater School District No. 33, Thurston County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME	WARRANTS (INCLUSIVE)	AMOUNT
<b>GENERAL FUND:</b>		
Payroll		
Payroll Taxes		\$ 1,247,280.07
Direct Deposit		\$ 3,660,262.73
Payroll Benefit Wire Transfer		\$ 1,113,106.90
Accounts Payable -Payroll	72805989 to 72806003	\$ 24,475.04
Accounts Payable -Payroll	72806004 to 702806004	\$ 2,809.95
Accounts Payable	72220965 to 72220974	\$ 31,295.60
Accounts Payable	72220953 to 72220963	\$ 60,590.21
Accounts Payable	72220975 to 72220999	\$ 178,293.98
Accounts Payable	72221000 to 72221018	\$ 216,600.23
Accounts Payable	72221019 to 72221068	\$ 1,148,455.85
Accounts Payable	72221039 to 72221064	\$ 59,752.97
Accounts Payable	72221065 to 72221065	\$ 42.00
Accounts Payable	72221066 to 72221066	\$ 285.00
Accounts Payable ACH		\$ 29,573.18
Accounts Payable ACH		\$ 121,839.87
Accounts Payable ACH		\$ 123,987.01
Accounts Payable ACH		\$ 226,172.14
Accounts Payable ACH		\$ 202,617.96
Accounts Payable ACH		\$ 438,514.66
ACH Rejection		\$ (4,339.98)
Voided Warrants		
Accounts Payable - COMP TAX		\$ 1,840.83
<b>TOTAL GENERAL FUND:</b>		<b>\$ 8,883,456.20</b>

<b>CAPITAL PROJECTS FUND:</b>		
Accounts Payable	72012612 to 72012614	\$ 19,519.82
Accounts Payable	72012615 to 72012617	\$ 43,872.72
Accounts Payable ACH		\$ 17,963.50
Accounts Payable ACH		\$ 21,896.16
Accounts Payable ACH		\$ 68.97
Accounts Payable ACH		\$ 328,612.75
Voided Warrants		
Accounts Payable - COMP TAX		
<b>TOTAL CAPITAL PROJECTS FUND:</b>		<b>\$ 431,933.92</b>

<b>ASSOCIATED STUDENT BODY FUND:</b>		
Accounts Payable	72442173 to 72442176	\$ 450.00
Accounts Payable	72442174 to 72442174	\$ 2,285.91
Accounts Payable	72442175 to 72442175	\$ 15.00
Accounts Payable	72442176 to 72442177	\$ 796.66
Accounts Payable	72442178 to 72442180	\$ 435.00
Accounts Payable ACH		\$ 2,875.27
Accounts Payable ACH		\$ 5,773.66
Accounts Payable ACH		\$ 5,432.00
Accounts Payable ACH		\$ 4,120.43
Accounts Payable ACH		\$ 21,534.76
Accounts Payable ACH		\$ 5,305.92
Voided Warrants		\$ (85.00)
Accounts Payable - COMP TAX		\$ 5.97
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>		<b>\$ 48,945.58</b>

<b>PRIVATE PURPOSE FUND:</b>		
Accounts Payable	to	
Accounts Payable	to	
Accounts Payable ACH		
Voided Warrants		
Accounts Payable - COMP TAX		
<b>TOTAL PRIVATE PURPOSE FUND:</b>		<b>\$ -</b>

<b>TRANSPORTATION VEHICLE FUND:</b>		
Accounts Payable	to	
<b>TOTAL TRANSPORTATION VEHICLE FUND:</b>		<b>\$ -</b>

Board of Directors of Tumwater School District No. 33

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I, Carole Meyer, being duly sworn, depose and say: That I am the Secretary to the Board of Tumwater School District No. 33, Thurston County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.



# Tumwater School District

Dr. Carole Meyer  
Interim Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847  
(360) 709-7000 [www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us)

Capital Projects:  
(360) 709-7005  
Financial Services:  
(360) 709-7010  
Human Resources:  
(360) 709-7020  
Payroll/Benefits:  
(360) 709-7029  
Student Learning:  
(360) 709-7030  
Special Services:  
(360) 709-7040

**TO: School Board Superintendent**

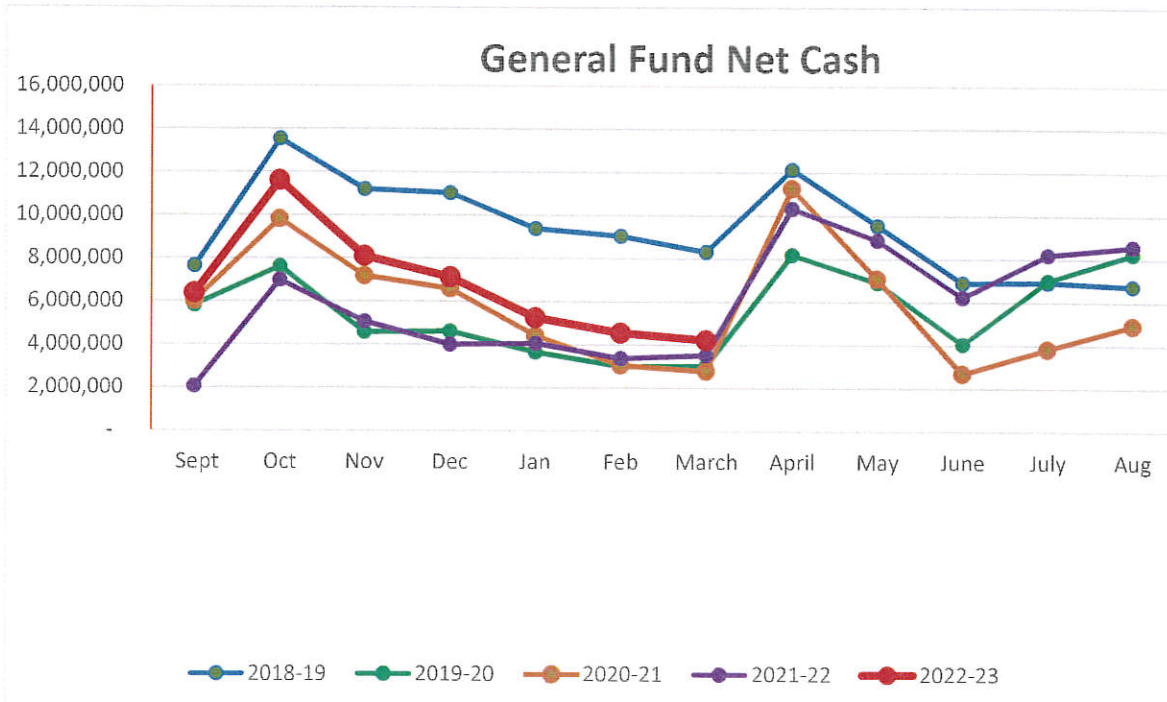
**FROM: Melissa Richter, Executive Director of Financial Services**

**RE: Budget Status Reports for March 2023  
Updated Cash and Fund Balance Status for March 2023  
Enrollment Update April 2023**

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**Budget Status Reports** - Attached are the Budget Status reports for March 2023 for all five operating funds (General Fund, Capital Projects Fund, Debt Service Fund, ASB Fund and Transportation Vehicle Fund).

**General Fund Net Cash Balance** (cash less warrants outstanding): The following graph shows the district's net cash balance for the periods 2018-19 through March 2023, which includes the cash balance of New Market Skill Center (**1,482,329**).



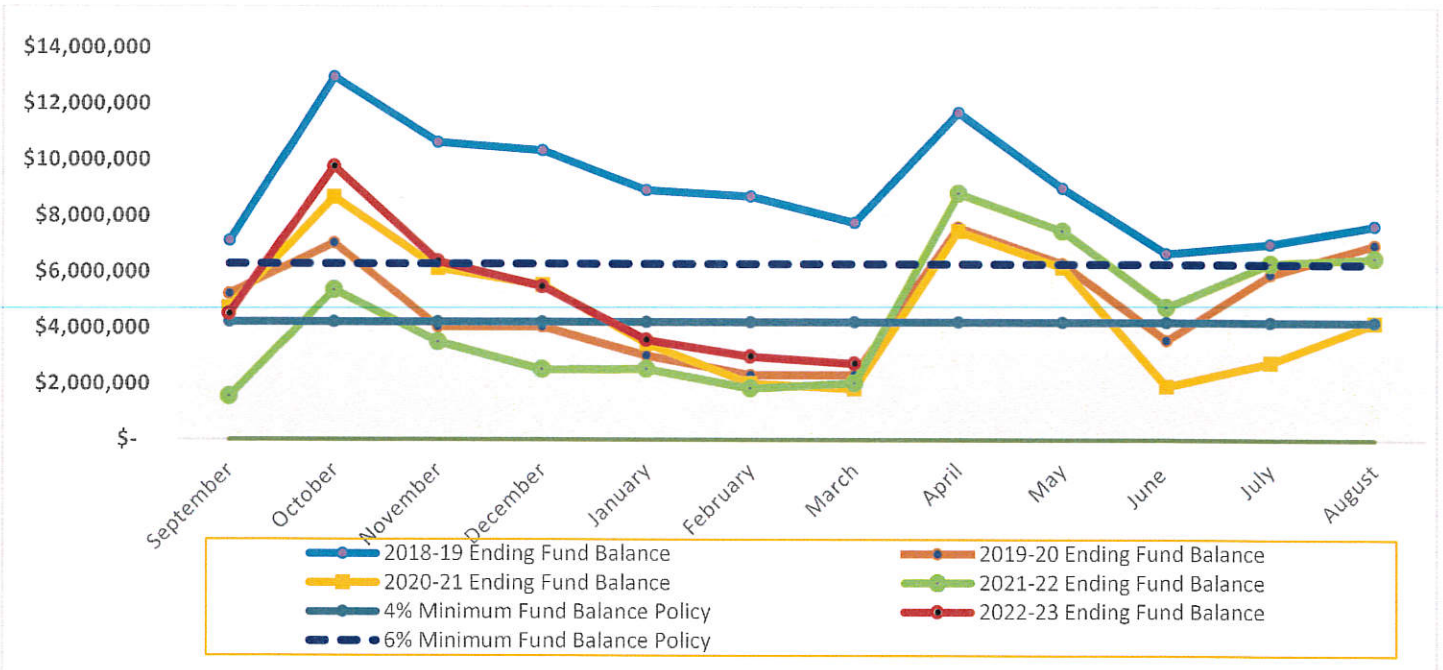
BOARD OF DIRECTORS  
JILL ADAMS MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

*"Continuous Student Learning in a Caring, Engaging Environment"*

## General Fund – Fund Balance (Excluding Skills Center):

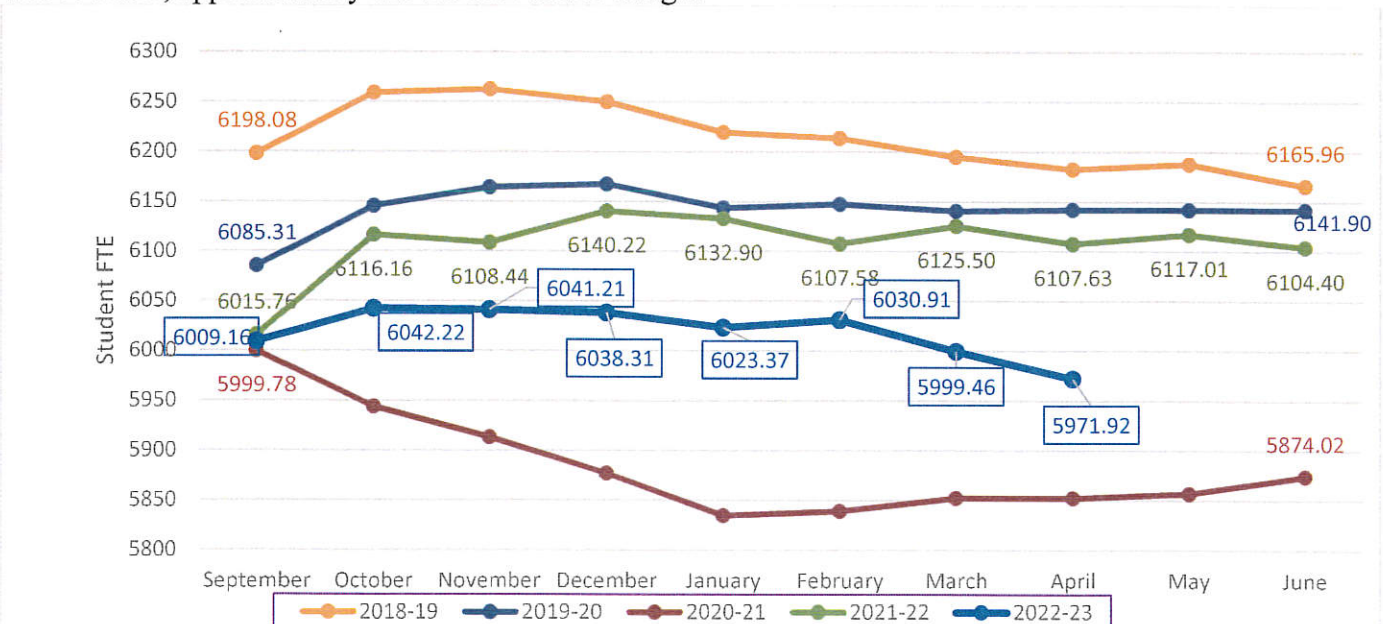
The following chart shows TSD fund balance history as of 03/31/23. The straight line is showing the minimum fund balance policy of 4% of total budgeted expenditures for the 22-23 school year which is \$4,197,960.

The fund balance for the district is: \$4,221,500.99 which includes \$1,482,329.32 for Skills Center, leaving our ending fund balance as of 02/28/23 at \$2,739,171.67.



## Enrollment Update

The following shows student enrollment for the past four years, updated with March counts as of 04/10/23. These numbers include K-12 Basic Education and ALE and exclude NMSC/RS/OD. We budgeted for an Average Annual FTE (AAFTE) of 6095.12 for funding purposes. Our AAFTE for the month of April reporting was 5971.92, approximately 123.20 FTE under budget.



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

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of March, 2023

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	18,184,513	864,207.16	9,363,587.91		8,820,925.09	51.49
2000 LOCAL SUPPORT NONTAX	1,774,821	78,498.99	576,078.98		1,198,742.02	32.46
3000 STATE, GENERAL PURPOSE	64,123,553	5,678,811.98	36,367,863.17		27,755,689.83	56.72
4000 STATE, SPECIAL PURPOSE	15,100,203	1,358,353.67	8,546,457.64		6,553,745.36	56.60
5000 FEDERAL, GENERAL PURPOSE	50,000	.00	9,979.52		40,020.48	19.96
6000 FEDERAL, SPECIAL PURPOSE	5,850,810	526,292.08	2,288,135.12		3,562,674.88	39.11
7000 REVENUES FR OTH SCH DIST	8,000	43,380.00	98,314.94		90,314.94-	> 1000
8000 OTHER AGENCIES AND ASSOCIATES	100,550	.00	15,423.00		85,127.00	15.34
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	105,192,450	8,549,543.88	57,265,840.28		47,926,609.72	54.44
<u>B. EXPENDITURES</u>						
00 Regular Instruction	55,897,564	4,459,266.92	32,582,627.93	20,849,258.48	2,465,677.59	95.59
10 Federal Stimulus	761,842	103,862.83	409,565.65	569,542.57	217,266.22-	128.52
20 Special Ed Instruction	13,639,784	1,242,064.62	8,142,495.58	6,250,745.80	753,457.38-	105.52
30 Voc. Ed Instruction	4,835,433	418,554.63	2,457,479.97	1,582,920.64	795,032.39	83.56
40 Skills Center Instruction	4,511,081	428,274.27	2,894,392.29	671,403.58	945,285.13	79.05
50+60 Compensatory Ed Instruct.	4,209,476	404,887.34	2,072,185.94	1,220,393.33	916,896.73	78.22
70 Other Instructional Pgms	307,476	28,461.78	221,949.96	101,828.55	16,302.51-	105.30
80 Community Services	632,492	45,416.16	362,142.89	209,181.75	61,167.36	90.33
90 Support Services	20,153,866	1,751,779.08	12,890,985.99	7,092,047.43	170,832.58	99.15
<u>Total EXPENDITURES</u>	104,949,014	8,882,567.63	62,033,826.20	38,547,322.13	4,367,865.67	95.84
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	243,436	333,023.75-	4,767,985.92-		5,011,421.92-	< 1000-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	5,571,346		8,989,486.91			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	5,814,782		4,221,500.99			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	4,930	4,930.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	50,000	870,544.88
G/L 825 Restricted for Skills Center	758,063	1,482,329.32
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	300,000	1,016,262.36
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Committed to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	363,580-	71,958.46
G/L 890 Unassigned Fund Balance	1,235,570	2,401,724.59-
G/L 891 Unassigned Min Fnd Bal Policy	3,829,799	3,177,200.56
<u>TOTAL</u>	5,814,782	4,221,500.99

20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of March, 2023

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	5,297,435	253,890.22	2,603,984.38		2,693,450.62	49.16
2000 Local Support Nontax	850,000	5,676.42	358,014.90		491,985.10	42.12
3000 State, General Purpose	0	22,239.87	110,925.27		110,925.27-	0.00
4000 State, Special Purpose	3,451,450	19,250.00	56,911.00		3,394,539.00	1.65
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
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>9,598,885</u>	<u>301,056.51</u>	<u>3,129,835.55</u>		<u>6,469,049.45</u>	<u>32.61</u>
<u>B. EXPENDITURES</u>						
10 Sites	2,300,000	2,856.00	105,985.33	7,713.10	2,186,301.57	4.94
20 Buildings	5,700,000	93,674.37	718,600.08	1,313,598.09	3,667,801.83	35.65
30 Equipment	1,610,000	335,403.55	1,297,377.22	768,135.18	455,512.40-	128.29
40 Energy	0	.00	2,380.88	33,270.00	35,650.88-	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	1,920.00	2,040.00	3,960.00-	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>9,610,000</u>	<u>431,933.92</u>	<u>2,126,263.51</u>	<u>2,124,756.37</u>	<u>5,358,980.12</u>	<u>44.24</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	<u>11,115-</u>	<u>130,877.41-</u>	<u>1,003,572.04</u>		<u>1,014,687.04</u>	<u>&lt; 1000-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>6,740,000</u>		<u>7,796,757.94</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	<u>6,728,885</u>		<u>8,800,329.98</u>			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	110,000	197,566.71
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspdn 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	971,857	1,964,179.48
G/L 863 Restricted from State Proceeds	930,000	2,947,120.43
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	250,000	266,728.24
G/L 866 Restricted from Impact Proceeds	2,400,000	2,592,514.82
G/L 867 Restricted from Mitigation Fees	990,000	757,689.74
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	1,077,028	74,530.56
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	6,728,885	8,800,329.98

30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of March, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	11,414,285	536,466.80	5,780,794.42		5,633,490.58	50.65
2000 Local Support Nontax	50,000	4,322.00	57,088.63		7,088.63-	114.18
3000 State, General Purpose	0	46,677.79	240,014.69		240,014.69-	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>11,464,285</b>	<b>587,466.59</b>	<b>6,077,897.74</b>		<b>5,386,387.26</b>	<b>53.02</b>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	7,445,000	.00	7,445,000.00	0.00	.00	100.00
Interest On Bonds	3,491,425	.00	1,838,775.00	0.00	1,652,650.00	52.67
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	200,000	.00	1,200.00	0.00	198,800.00	0.60
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>11,136,425</b>	<b>.00</b>	<b>9,284,975.00</b>	<b>0.00</b>	<b>1,851,450.00</b>	<b>83.37</b>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</b>						
	327,860	587,466.59	3,207,077.26-		3,534,937.26-	< 1000-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	8,400,000		8,652,433.94			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	8,727,860		5,445,356.68			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		929,869.09			
G/L 830 Restricted for Debt Service	8,727,860		2,194,321.93			
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		2,321,165.66			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>8,727,860</b>		<b>5,445,356.68</b>			



40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of March, 2023

<u>A. REVENUES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 General Student Body	666,840	11,328.66	226,635.43		440,204.57	33.99
2000 Athletics	443,550	25,571.87	206,102.70		237,447.30	46.47
3000 Classes	130,235	.00	1,970.00		128,265.00	1.51
4000 Clubs	182,314	9,360.07	52,605.07		129,708.93	28.85
6000 Private Moneys	30,150	6.46	13,356.39		16,793.61	44.30
<u>Total REVENUES</u>	<u>1,453,089</u>	<u>46,267.06</u>	<u>500,669.59</u>		<u>952,419.41</u>	<u>34.46</u>
<u>B. EXPENDITURES</u>						
1000 General Student Body	591,182	29,331.79	99,661.10	5,115.75	486,405.15	17.72
2000 Athletics	482,240	15,611.34	178,290.51	24,015.42	279,934.07	41.95
3000 Classes	120,670	.00	1,410.92	0.00	119,259.08	1.17
4000 Clubs	198,944	3,308.03	48,618.57	0.00	150,325.43	24.44
6000 Private Moneys	44,750	709.19	10,888.49	0.00	33,861.51	24.33
<u>Total EXPENDITURES</u>	<u>1,437,786</u>	<u>48,960.35</u>	<u>338,869.59</u>	<u>29,131.17</u>	<u>1,069,785.24</u>	<u>25.59</u>
<u>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)</u>	<u>15,303</u>	<u>2,693.29-</u>	<u>161,800.00</u>		<u>146,497.00</u>	<u>957.31</u>
<u>D. TOTAL BEGINNING FUND BALANCE</u>	<u>785,000</u>		<u>761,136.92</u>			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>F. TOTAL ENDING FUND BALANCE (C+D + OR - E)</u>	<u>800,303</u>		<u>922,936.92</u>			
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	785,000		16,075.00			
G/L 819 Restricted for Fund Purposes	15,303		870,181.79			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		36,680.13			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>800,303</u>		<u>922,936.92</u>			

90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of March, 2023

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	3,000	498.54	4,455.15		1,455.15-	148.51
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	500,000	.00	.00		500,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	<u>503,000</u>	<u>498.54</u>	<u>4,455.15</u>		<u>498,544.85</u>	<u>0.89</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>503,000</u>	<u>498.54</u>	<u>4,455.15</u>		<u>498,544.85</u>	<u>0.89</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	600,000	.00	.00	0.00	600,000.00	0.00
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>600,000</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>0.00</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>97,000-</u>	<u>498.54</u>	<u>4,455.15</u>		<u>101,455.15</u>	<u>104.59-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>667,875</u>		<u>642,039.06</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>570,875</u>		<u>646,494.21</u>			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	570,875		646,494.21			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>570,875</u>		<u>646,494.21</u>			

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

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# Tumwater School District

Dr. Carole Meyer  
Interim Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847  
(360) 709-7000 [www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us)

Capital Projects:  
(360) 709-7005  
Financial Services:  
(360) 709-7010  
Human Resources:  
(360) 709-7020  
Payroll/Benefits:  
(360) 709-7029  
Student Learning:  
(360) 709-7030  
Special Services:  
(360) 709-7040

**TO: School Board  
Superintendent**

**FROM: Melissa Richter, Executive Director of Financial Services**

**RE: *Changes to the Salary Schedule***

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The Tumwater School District 22-23 Salary Schedule for the Non-Rep group has been revised.  
Please see the table below.

<b>NON-REP SCHOOL SUPPORT STAFF</b>		<b>Sub 94</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
19	Licensed Practical Nurse	23.65	27.82	29.27	30.81	32.45
29	Campus Supervisor	20.37	23.96	25.69	27.42	29.15
25	Non-Rep SLPA/COTA/PTA/RBT	30.20	35.53	36.42	37.33	38.26
25	Brailist	30.20	35.53	36.42	37.33	38.26
30	Educational Interpreter SLI	30.20	35.53	36.42	37.33	38.26

BOARD OF DIRECTORS  
JILL ADAMS MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

*“Continuous Student Learning in a Caring, Engaging Environment”*



# Tumwater School District

621 Linwood Ave SW  
Tumwater WA 98512

## 2023 ~ 2024 Calendar

September '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						Student Days: 18

- September**
- 4 Labor Day (No School)
  - 6 1st Day of School
  - 11 1st Day of Kindergarten
  - 15 ACT Early Release
  - 22 ACT Early Release
  - 29 ACT Early Release

February '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						Student Days: 20

- February**
- 2 Half-Day (All Students)
  - 2 End of First Semester
  - 9 ACT Early Release
  - 16 ACT Early Release
  - 19 President's Day (No School)
  - 23 ACT Early Release

October '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						Student Days: 22

- October**
- 6 ACT Early Release
  - 13 ACT Early Release
  - 20 ACT Early Release
  - 27 ACT Early Release
  - 31 ELEM/MS Conferences (K-8 half-days/HS full-days)

March '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						Student Days: 21

- March**
- 1 ACT Early Release
  - 8 ACT Early Release
  - 15 ACT Early Release
  - 22 ACT Early Release
  - 26-29 ELEM/MS Conferences (K-8 half-days)
  - 27-28 HS Senior Presentations (HS half-days 27-28 only)
  - 29 End of Third Quarter (HS full-day)

November '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						Student Days: 19

- November**
- 1-3 ELEM/MS Conferences (K-8 half-days/HS full-days)
  - 3 End of First Quarter
  - 10 Veterans Day (No School)
  - 17 ACT Early Release
  - 22 Half-Day (All Students)
  - 23-24 Thanksgiving (No School)

April '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						Student Days: 17

- April**
- 1-5 Spring Break (No School)
  - 12 ACT Early Release
  - 19 ACT Early Release
  - 26 ACT Early Release

December '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						Student Days: 13

- December**
- 1 ACT Early Release
  - 8 ACT Early Release
  - 20-31 Winter Break (No School)

May '24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						Student Days: 21

- May**
- 3 ACT Early Release
  - 10 ACT Early Release
  - 17 ACT Early Release
  - 24 No School
  - 24 Weather Make-Up Day (if needed)
  - 27 Memorial Day (No School)
  - 31 ACT Early Release

January '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						Student Days: 20

- January**
- 1-2 Winter Break ((No School)
  - 5 ACT Early Release
  - 12 ACT Early Release
  - 15 ML King Jr. Day (No School)
  - 19 ACT Early Release
  - 26 ACT Early Release

June '24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
						Student Days: 9

- June**
- 7 Half-Day (All Students)
  - 13 Last Day of School (Half-day/All Students)

ACT Early Release = 75 Minutes

# 2023-2024

## TSD BOARD MEETING SCHEDULE

### **September 2023**

September 14th: 6:00 pm Board Meeting at the District Office  
September 28th: 6:00 pm Board Meeting & Work Session at the District Office

### **October 2023**

October 12th: 6:00 pm Board Retreat at the District Office  
October 26th: 6:00 pm Board Meeting at the District Office

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### **November 2023**

November 9th: 6:00 pm Board Meeting at the District Office  
November 16th-18th: WSSDA Annual Conference

### **December 2023**

December 14th: 6:00 pm Board Meeting at the District Office  
*No second meeting in December due to break (Dec. 19th – Jan. 2nd)*

### **January 2024**

January 11th: 6:00 pm Board Work Session at the District Office  
January 25th: 6:00 pm Board Meeting at the District Office

### **February 2024**

February 6th: 6:00 pm Board Work Session at the District Office  
February 22nd: 6:00 pm Board Meeting at the District Office

### **March 2024**

March 14th: 6:00 pm Board Work Session at the District Office  
March 28th: 6:00 pm Board Meeting at the District Office

### **April 2024**

April 11th: 6:00 pm Board Work Session at the District Office  
April 25th: 6:00 pm Board Meeting at the District Office

### **May 2024**

May 9th: 6:00 pm Board Work Session at the District Office  
May 23rd: 6:00 pm Board Meeting at the District Office

## **June 2024**

June 13th: 6:00 pm Board Meeting at the District Office  
*No second meeting due to graduation (THS-6th, BHHS-7th, CHS-TBD, NMHS-TBD)*

## **July 2024**

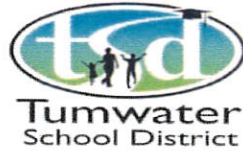
July 11th: 6:00 pm Board Retreat at the District Office  
July 25th: 6:00 pm Board Meeting at the District Office

## **August 2024**

August 8th: 6:00 pm Board Work Session at the District Office  
August 22nd: 6:00 pm Board Meeting at the District Office

### Please Note:

*Board meetings are held at the District Office. All meetings will be livestreamed to the District's YouTube Channel.*



**DATE:** April 27, 2023  
**TO:** Tumwater School District Board of Directors  
**FROM:** Mel Murray, Director of Facilities  
**SUBJECT:** Consent Agenda:  
Acceptance of Contract as Complete

All work has been completed and closeout documents submitted per the contract for the project listed below.

Board acceptance of this contract as complete will allow us to notify State agencies of the completion and start the 60-day waiting period for payment of the retainage required on public works projects.

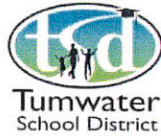
**NMSC Parking Lot Lighting Upgrades  
Cunningham Electric Co.**

Initial Contract	\$49,350.00
Change Orders	<u>\$ 0.00</u>
<b>Contract Total</b>	<b>\$49,350.00</b>
Retainage 10%	\$ 4,935.00

**BHHS AV Storage Room Tenant Improvement  
Scott Wall Construction**

Initial Contract	\$36,186.00
Change Orders	<u>\$ 1,600.04</u>
<b>Contract Total</b>	<b>\$37,786.04</b>
Retainage 10%	\$ 3,778.60





\* \* \* \* \* **MEMO** \* \* \* \* \*

**DATE:** April 21, 2023  
**TO:** Tumwater School District Board of Directors  
**FROM:** Mel Murray, Director of Facilities  
**SUBJECT:** **Consent Agenda – Construction Contract Award**  
**LINCS Modular**

Bids were received on Tuesday, April 18, 2023 for the LINCS Modular project. The building will be used for the LINCS (Learning Independence by Networking Community & School) program. These are our 18-21-year-old Life Skills students continuing their post-high school education with an emphasis on being successful community members.

The contract work is the site and foundation preparation and installing underground water, sewer, and power for a modular building. Fencing, parking lot reconfiguration and interior electrical work is also included. The actual building, concrete foundation and its installation will be done by Pacific Mobile using a separate KCDA cooperative purchasing contract.

Ten contractors submitted bids; the low bid was submitted by Iversen & Sons from Littlerock. All bids received are listed below. The Engineer's estimate for the base bid was \$275,000. Impact fees are funding this project.

<b>Bidder</b>	<b>Base Bid</b>
<b>Iversen &amp; Sons Inc</b>	<b>\$249,040.00</b>
Canyon Ridge Construction LLP	\$269,954.50
Rognlin's Inc	\$270,000.00
KCL Excavating Inc	\$271,060.00
Russ Construction	\$294,000.00
Black Hills Excavating Inc	\$356,475.00
Nova Contracting Inc	\$363,000.00
Aravat Construction Group Inc	\$375,000.00
Northwest Cascade Inc	\$377,600.00
Green Tech Excavation	\$437,000.00

Iversen & Sons meets all the criteria of the bid documents. They reviewed their bid and confirmed their pricing; have visited the site and understand the scope of the work, the schedule and the prevailing wage requirements. References were checked and they were all positive.

Iversen & Sons previously worked with the district as a subcontractor on the Littlerock Elementary Replacement project and various other small projects including emergency snow removal.

*Award of the construction contract for the LINCS Modular project to Iversen & Sons for the Base Bid amount of \$249,040.00 is recommended.*

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## **REPORTS TO THE BOARD**

- 1<sup>st</sup> Reading, Policy 3110 – Qualifications of Attendance and Placement: Questions can be directed to Shawn Batstone.
  - 1<sup>st</sup> Reading, Policy 3115 – Homeless Students Enrollment Rights and Services: Questions can be directed to Shawn Batstone.
  - 1<sup>st</sup> Reading, Policy 3120 – Enrollment: Questions can be directed to Shawn Batstone.
  - 1<sup>st</sup> Reading, Policy 4218 – Language Access (NEW!): Questions can be directed to Laurie Wiedenmeyer.
  - Budget Update: Questions can be directed to Melissa Richter.
-

**Tumwater School District  
Board Policy**

**QUALIFICATIONS OF ATTENDANCE AND PLACEMENT**

**Age of Admission**

Attending the schools of the district shall be recognized as a right and responsibility for those who meet the requirements prescribed by law. Every resident of the district who satisfies the minimum entry age requirement and is less than 21 years of age has the right to attend the district's schools until he/she completes high school graduation requirements. Children of age 8 and less than age 18 are required by law to attend a public school, an approved private school or educational center, unless they are receiving approved home-based instruction. Under certain circumstances children who are at least 16 and less than 18 years of age may be excused from further attendance at school. The superintendent shall exercise his/her authority to grant exceptions when he/she determines that the student:

1. Is lawfully and regularly employed, and
2. Has permission of a parent, or,
3. Is emancipated pursuant to Chapter 13.64 RCW; or
4. Is subject to one of the other exceptions to compulsory attendance.

A resident student who has been granted an exception retains the right to enroll as a part-time student and shall be entitled to take any course, receive any ancillary services and take or receive any combination of courses and ancillary services which is offered by a public school to full-time students.

**Entrance Qualifications**

To be admitted to a kindergarten program, a child must be five years of age as of ~~midnight August 31~~ **prior to September 1** of the year of entry **that school year**. To be admitted to a first grade program, a child must be six years of age as of ~~midnight August 31~~ **prior to September 1** of the year of entry **that school year**. Any child **student** not otherwise eligible for entry to first grade who successfully has completed a **state-approved, public or private**, kindergarten program ~~in a public or private school of 450 or more hours including instruction in the essential academic learning requirements and other subjects that the district determines are appropriate will be permitted entry into the first-grade program. If necessary, the student may be placed in a temporary classroom assignment for the purposes of evaluation prior to making a final determination of the student's appropriate placement. Such determination will be made no later than the 30th calendar day following the student's first day of attendance.~~ **shall be permitted entry to the school program, provided that the kindergarten program standards substantially equaled or exceeded the applicable basic education program requirements of RCW 150.220 and WAC 180-16-200 through 180-16-220, each as now or hereafter amended.**

**Exemptions**

~~This district's policy on early admission is based on concern for the best interests of the child, not only at entry, but through the entire span of his/her school years. It is especially important that both the parents and the school staff look ahead, particularly at the~~

~~student's adolescent years. The advantages of early admission may be negated by difficulties in later years unless the student possesses the intellectual, social, physical and emotional maturity sufficient to maintain a high level of success throughout the school years. Since children grow and develop at different rates, in a few instances, it may prove detrimental to the child's development to delay entry due to the August 31st entry date.~~

~~The Tumwater School District will consider applications for early admission. The application process is described in Procedure 3110.~~

~~Parents will be required to pay a processing fee to cover the cost of individual testing. The District criteria for granting free or reduced-price lunches will be applied when requested to waive or reduce the processing fee.~~

~~Parents should be prepared to present compelling evidence to support their child's early admission application, as well as proof of age.~~

Special exemptions may be made for younger pupils who appear to be sufficiently advanced to succeed in the educational program. The superintendent will identify screening processes and instruments that will provide reliable estimates of these skills and abilities, develop procedures for implementing this policy and establish fees to cover expenses incurred in the administration of preadmission screening processes. The district will provide a fee waiver or a reduction in fees for low income students whose parents are unable to pay the full cost of preadmission screening.

### **Admission of Students Aged Twenty-One or Older**

A student aged 21 or older may enroll in a school in the district under the following conditions:

1. There is available space in the school and program which the student shall attend;
2. Tuition is prepaid;
3. The student provides his/her own transportation;
4. The student resides in the state of Washington; and
5. In the judgment of the superintendent, no adult education program is available at reasonable costs and the district's program is appropriate to the needs of the student.

### **Placement of Students on Admission**

The decision of where to place a student seeking admission to the district rests with the principal. Generally, students meeting the age of admission requirements or transferring from a public or approved private school shall be placed in kindergarten or first grade, or the grade from which they transferred. The principal shall will evaluate the educational record and assessments of all other students to determine their appropriate placement. A temporary classroom assignment may be made for no more than thirty calendar days for the purpose of evaluation prior to making the final placement decision.

Cross References: 4220 - Complaints Concerning Staff or Programs  
3122 - Excused and Unexcused Absences  
3114 - Part-Time, Home-Based, or Off-Campus Students  
2140 - Comprehensive School Counseling Program  
2121 - Substance Abuse Program  
2108 - Learning Assistance Program  
2100 - Educational Opportunities for Students with a Parent in the Military

Legal References: RCW 28A.225.010 Attendance mandatory — Age — Exceptions  
RCW 28A.225.020 School's duties upon child's failure to attend school  
RCW 28A.225.160 Qualification for admission to district's schools — Fees for preadmission screening  
RCW 28A.225.220 Adults, children from other districts, agreements for attending school — Tuition  
WAC 392-134-010 Attendance rights of part-time public-school students  
WAC 392-137 Finance — Nonresident attendance  
WAC 392-335 Pupils - Uniform Entry Qualifications

Management Resources: Policy News, April 2006 Entrance to School Policy Changes  
Policy News, August 1999 Districts may set K-screening fees

**ADOPTED: March 11, 1993**  
**REVISED: March 30, 2012; October 24, 2013**

## Tumwater School District Board Policy

### **STUDENTS EXPERIENCING HOMELESSNESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment, and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including those students who are:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodation;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
7. Migratory children living in conditions described in the previous examples.

The superintendent will designate an appropriate staff person to be the district's liaison for homeless students and their families. The liaison may simultaneously serve as a coordinator for other federal programs, provided that they are able to carry out the duties listed in the procedure that accompanies this policy.

~~If the district has identified more than ten unaccompanied youth, meaning youth not in the physical custody of a parent or guardian and including youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act, T~~the principal of each **elementary**, middle and high school building will establish a point of contact for such youth. The point of contact is responsible for identifying homeless and unaccompanied youth and connecting them with the district's homeless student liaison. The district's homeless student liaison is responsible for training the building points of contact.

### **Best Interest Determination**

~~According to the child's or youth's best interest, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing, unless such enrollment is against the wishes of a parent, guardian or unaccompanied youth. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area the student is actually living.~~

**In making a determination as to which school is in the homeless student's best interest to attend, the district will presume that it is in the student's best interest to remain enrolled in their school of origin unless such enrollment is against the wishes of a parent, guardian, or unaccompanied youth.**

Attendance options will be made available to homeless families on the same terms as families resident in the district, including attendance rights acquired by living in attendance areas, other student assignment policies, and intra and inter-district choice options.

If there is an enrollment dispute, the student will be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian will be informed of the district's decision **and the reasons therefore, (or informed if the student does not qualify for McKinney-Vento if applicable)** and their appeal rights in writing **and in a language they can understand**. The district's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school will immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation or denied or delayed due to missed application deadlines or fees, fines or absences at a previous school.

If the student does not have immediate access to immunization records, the student will be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school will be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. However, emergency contact information cannot be demanded in a form or manner that creates a barrier to enrollment and/or attendance at school.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families will coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and soup kitchens. **The notice must be disseminated in a manner and form that parents, guardians, and unaccompanied youth receiving such services can understand, including, if necessary and to the extent feasible, in their native language.** The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students and will participate in professional development and other technical assistance activities, as determined by the state-level (OSPI) coordinator for homeless children and youth programs.

The superintendent will:

- Strongly encourage district staff, including substitute and regular bus drivers to annually review the video posted on the OSPI website on identification of student homelessness;
- Strongly encourage every district-designated homeless student liaison to attend trainings provided by the state on identification and serving homeless youth. Ensure that the district includes in materials provided to all students at the beginning of the school year or at enrollment, information about services and support for homeless students (i.e., the brochure posted on the OSPI website).
- Use a variety of communications each year to notify students and families about services and support available to them if they experience homelessness (e.g., distributing and collecting a universal annual housing intake survey, providing parent brochures directly to students and families, announcing the information at school-wide assemblies, posting information on the district's website).

### **Facilitating on-time grade level progression**

The district will: 1) waive specific courses required for graduation for students experiencing homelessness if similar coursework has been satisfactorily completed in another school district; or 2) provide reasonable justification for denial of the waiver. In the event the district denies a waiver and the student would have qualified to graduate from their sending school district, the district will provide an alternative process of obtaining required coursework so that the student may graduate on time.

The district will consolidate partial credit, unresolved, or incomplete coursework and will provide students experiencing homelessness with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the student.

For students who have been unable to complete an academic course and receive full credit due to withdrawal or transfer, the district will grant partial credit for coursework completed before the date of the withdrawal or transfer. When the district receives a transfer student in these circumstances, it will accept the student's partial credits, apply them to the student's academic progress or graduation or both, and allow the student to earn credits regardless of the student's date of enrollment in the district.



In the event a student is transferring at the beginning of or during their junior or senior year of high school and is ineligible to graduate after all alternatives have been considered, the district will work with the sending district to ensure the awarding of a diploma from the sending district if the student meets the graduation requirements of the sending district.

In the event a student enrolled in three or more school districts as a high school student, has met state requirements, has transferred to the district, but is ineligible to graduate from the district after all alternatives have been considered, the district will waive its local requirements and ensure that the student receives a diploma.

### **Informed consent for healthcare**

Informed consent for healthcare of behalf of a student experiencing homelessness may be obtained from a school nurse, school counselor, or homeless student liaison when:

- a. Consent is necessary for non-emergency, outpatient, primary care services, including physical examinations, vision examinations and eyeglasses, dental examinations, hearing examinations and hearing aids, immunizations, treatments for illnesses and conditions, and routine follow-up care customarily provided by a health care provider in an outpatient setting, excluding elective surgeries;
- b. The student meets the definition of a “homeless child or youth” under the federal McKinney-Vento homeless education assistance improvements act of 2001; and
- c. The student is not under the supervision or control of a parent, custodian, or legal guardian, and is not in the care and custody of the department of social and health services.

Upon the request by a health care facility or a health care provider, a district employee authorized to consent to care must provide to the person rendering care a signed and dated declaration stating under penalty of perjury that the employee is a school nurse, school counselor, or homeless student liaison and that the minor patient meet the requirements of RCW 7.70.065 (2) (b) listed above in this policy.

The District and District employee authorized to consent to care under this policy are not subject to administrative sanctions or civil damages resulting from the consent or non-consent for care or payment for care. Any declaration required by a health care facility or a health care provider described in the above paragraph must include written notice that the district employee is exempt from administrative sanctions and civil liability resulting from the consent or non-consent for care or payment for care.

- Cross References:
- 3116 - Students in Foster Care
  - 3120 - Enrollment
  - 3231 - Student Records
  - 3413 - Student Immunization And Life Threatening Health Conditions
  - 4218 - Language Access

Legal References: RCW 28A.320.142 Unaccompanied youth – Building point of contact – Duty of District  
42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act  
RCW 28A.225.215 Enrollment of children without legal residences  
RCW 28A.320.145 Support for homeless students.  
20 U.S.C. 6301 et seq. Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act [ESSA]  
Chapter 28A.320 RCW Provisions applicable to all districts (new section created by 3SHB 1682, 2016 legislative session)

Management Resources: 2018 - May Policy Issue  
2017 - October Policy Issue  
2017 - July Policy Issue  
Posters and Other Materials for Community Outreach - OSPI  
2016 - November Issue  
2016 - July Issue  
2014 - December Issue  
2004 - October Issue  
2002 - October Issue  
2019 - July Policy Issue

**ADOPTED: February 26, 2004**

**REVISED: January 10, 2013; October 24, 2013 December 14, 2017 March 8, 2018**

## Tumwater School District Board Policy

### ENROLLMENT

The superintendent will develop procedures for enrolling students, recording attendance behavior, counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent/guardian and student will be required to briefly indicate in writing whether or not the student has:

1. Any history of placement in a special education program;
2. Any past, current or pending disciplinary actions;
3. Any history of violent behavior or convictions;
4. Adjudications or diversion agreements **convictions described in RCW 13.04.155, related to a which include violent offenses, a sex offenses, firearm or dangerous weapon offenses, inhaling toxic fumes, a and controlled substance offenses; a liquor violation, assault, kidnapping, harassment, stalking, arson or weapons;**
5. Any unpaid fines or fees from other schools; and
6. Any health conditions affecting the student's educational needs.
7. ~~Any court orders including BECCA~~

~~If the district receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff or students, the student's teachers and building security personnel will be informed as required by law.~~

~~The district may require students or their parents/guardians to provide proof of residency within the district, such as copies of phone and water bills or lease agreements. The district may conduct investigations to verify a students' resident address or residency situation in the event school administration determines that the validity of the provided address or situation merits this level of verification. The school district will not require proof of residency if the student or family is homeless under the federal McKinney-Vento Act.~~

**The school enrolling the student shall request the student's permanent record—including records of disciplinary action, history of violent behavior or behavior listed in RCW 13.04.155, attendance records, immunization records, and academic performance—from the school the student previously attended.**

**If a school principal receives information about adjudications or convictions described in RCW 13.04.155, then he or she will follow the procedure described in Policy 3143 – Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm.**

**The district will require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements. The district will not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student does not have a legal residence. For students who meet the definition of homeless, the**

district will immediately enroll the student, including while any enrollment dispute is pending (see 3115 – Students Experiencing Homelessness - Enrollment Rights and Services).

A **The** district will not inquire into a student’s citizenship or immigration status or that of his/her parents/guardians.

The request for enrollment may be made by the student, parent or guardian.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, schools will be diligent in maintaining such records.

Cross References:            2255 - Alternative Learning Experience Courses  
   2100 - Educational Opportunities for Students with a Parent  
   in the Military  
   3115 - Students Experiencing Homelessness - Enrollment  
   Rights and Services  
   3143 - District Notification of Juvenile Offenders

Legal References:            RCW 28A.225.215 Enrollment of children without legal  
   residences  
   RCW 28A.225.216 Children of military families—Residency  
   RCW 28A.225.330 Enrolling students from other districts —  
   Requests for information and permanent records —  
   Withheld transcripts — Immunity from liability —  
   Notification to teachers and security personnel — Rules  
   WAC 392-121-108 Definitions — Enrollment exclusions  
   WAC 392-121-122 Definitions —Full-time equivalent  
   student  
   WAC 392-121-182 Alternative learning experience  
   requirements  
   WAC 392-169-022 Running start student — Definition

**ADOPTED:    October 24, 2013    March 22, 2018**



Dr. Carole Meyer  
Superintendent

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Human Resources:  
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Payroll/Benefits:  
(360) 709-7029  
Student Learning:  
(360) 709-7030  
Special Services:  
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TO: Tumwater School District Board of Directors

FROM: Laurie Wiedenmeyer, Director of Communications & Community Relations

DATE: April 21, 2023

SUBJECT: 1<sup>st</sup> Reading of Draft of New Policy 4218, Language Access

During last year's legislative session, House Bill 1153 was passed which requires public schools to implement a language access plan and program for culturally responsive, systemic family engagement developed through meaningful stakeholder engagement. Part of the requirement of the new legislation is for school districts to adopt a district policy addressing language access.

The draft policy being presented for your consideration is the WSSDA model policy with some minor revisions based upon input from the small committee I worked with to draft this policy. This small committee (Lisa Justice, Multilingual Program Coordinator and Tamara York, Asst. Principal, and myself) will continue the work to implement this new legislation once this policy has been adopted that will include a larger committee to include some of our multilingual community/families.

On April 27<sup>th</sup>, I am unable to be at the Board meeting in person to answer any questions as I will be attending a professional development conference. If you have any questions or comments, please email me.

Thank you for your consideration.

BOARD OF DIRECTORS  
MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH JILL ADAMS CASEY TAYLOR

*"Continuous Student Learning in a Caring, Engaging Environment"*

**Tumwater School District  
Board Policy**

**LANGUAGE ACCESS**

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services, and activities for students and their parents and families. The Board recognizes that students whose family members have limited English proficiency might also speak or be learning multiple languages and are assets to the community. It is crucial that the District seek to address language barriers and do so free of charge. To that end and as required by law the District will develop and adopt a plan for implementing and maintaining a language access program that is culturally responsive, provides for systematic family engagement developed through meaningful stakeholder engagement, and is tailored to the District's current population of students and families who have limited English proficiency.

At a minimum, the District's plan for a language access program will adhere to the principles of an effective language access program for culturally responsive, systematic family engagement, which are:

- **Accessibility and equity.** This means that schools provide access to all; two-way communication is a priority and is woven into the design of all programs and services.
- **Accountability and transparency.** This means that the language access program and decision-making processes at all levels are: Open, accessible, and usable to families; readily available; continuously improved based on ongoing feedback from families and staff; and regulated by a clear and just complaint process.
- **Responsive culture.** This means that schools are safe, compassionate places where each family's opinions are heard, needs are met, and contributions are valued. School staff are humble and empathetic towards families.
- **Focus on relationships.** This means that schools seek to understand families without judgment on an individual level, building trust through respectful relationships that recognize the unique strengths that each family and student possesses.

The District will implement its Language Access Program by the 2023-2024 school year.

**Identification of Families Needing Language Access Services**

The District will accurately and in a timely manner identify parents/family members of students with limited English proficiency and provide them information in a language they can understand regarding the language service resources available within the District.

## Oral Interpretation

The District will take reasonable steps to provide parents/family members with limited English proficiency with competent oral interpretation of materials or information about any essential program, service, and activity provided to parents who do not have limited English proficiency and to facilitate any interaction with district staff significant to the student's education. The District will provide such services upon request and/or when it may be reasonably anticipated by District staff that such services will be necessary.

## Written Translation

The District will provide a written translation of vital documents for each limited English proficient group that constitutes at least 5 percent of the District's total parent population or 1000 persons, whichever is less. For purposes of this policy, "vital documents" include, but are not limited to, those related to:

- registration, application, and selection;
- academic standards and student performance;
- safety, discipline, and conduct expectations;
- special education and related services, Section 504 information, and McKinney-Vento services;
- policies and procedures related to school attendance;
- requests for parent permission in activities or programs;
- opportunities for students or families to access school activities, programs, and services;
- student/parent handbook;
- the District's Language Access Plan and Program and related services or resources available;
- school closure information; and
- any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

If the District is unable to translate a vital document due to resource limitations or if a small number of families require the information in a language other than English such that document translation is unreasonable, the District will still provide the information to parents in a language they can understand through competent oral interpretation.

## Staff

The Superintendent will designate ~~a staff member to serve as the Language Access Liaison/Coordinator~~, who will monitor and facilitate compliance with state and federal laws related to language access and family engagement. The ~~staff Language Access Coordinator's name(s)~~ and contact information will be widely shared so parents, school staff, and community members may contact them to inquire about language access services.

All school administrators, particularly those who have the most interaction with the public, such as registrars and enrollment staff, certificated staff, and other appropriate staff as determined by the Language Access Coordinator/Liaison, will receive guidance on meaningful communication with parents/family members with limited English proficiency, best practices for working with an interpreter, how to access an interpreter or translation services in a timely manner, language services available within the District and other

information deemed necessary by the Language Access Coordinator/Liaison to effectuate the language access plan and program.

Appropriate district staff, as determined by the Language Access Coordinator/Liaison, will also receive guidance on the interaction between this policy and the District's policy on effective communication with students, families, and community members with disabilities.

### **Review and Update**

The Board will periodically review, evaluate, and further update this policy and its associated procedure based on pertinent data, including the data collected according to the accompanying procedure. This review will also include community feedback collected according to this policy and procedure and with opportunity for participation from the school community, including school personnel, students, parents, families, and the community members.

As required, ~~t~~The Board will ~~annually~~ review the District's spending on language access services and consider whether budget adjustments are needed to effectively engage with families who would benefit from Language Access services.

The District will provide effective communication for students' families who are deaf, deaf and blind, blind, hard of hearing, or need other communication assistance according to 4217 – Effective Communication.

Cross References:                    2110 - Transitional Bilingual Instruction Program  
   3210 - Nondiscrimination  
   4129 - Family Involvement  
   4217 - Effective Communication  
   6000 - Program Planning, Budget Preparation, Adoption  
   and Implementation

Legal References:                    Chapter 28A.155 RCW Special Education  
   Chapter 28A.642 RCW Discrimination prohibition  
   Chapter 49.60 RCW Discrimination – Human Rights  
   Commission  
   Chapter 392-400 WAC Pupils  
   WAC 392-400-215 Student rights  
   Title VI of the Civil Rights Act of 1964

Management Resources:            2022 – June Issue  
   2019 - July Policy Issue  
   2016 - July Issue  
   OSPI website: Interpretation and Translation Services

### **ADOPTION DATE:**



## **ACTION ITEMS**

- 2<sup>nd</sup> Reading Policy 6022, Minimum Fund Balance: Questions can be directed to Melissa Richter.
-

## Tumwater School District Board Policy

### MINIMUM FUND BALANCE

The district recognizes the importance of maintaining a prudent fund balance in the general fund to ensure operational cash flow needs are met, to set aside resources for known obligations, and to help protect against unforeseen circumstances **and bond rating**.

~~The District must be prepared to continue essential operations in critical times to address emergency situations for life, health or public safety such as the following:~~

- ~~1. The failure of the State to meet the monthly apportionment payment schedule for any reason including a lack of budget authorization by the legislature by midnight June 30.~~
- ~~2. Significant unforeseen revenue decline in excess of 5% of original estimates where no appropriation transfers or other new revenue is available to offset to maintain services (legislative action, double levy failure).~~
- ~~3. Major disasters such as fire and earthquake.~~

Accordingly, the district adopts this policy **in regards to those portions of fund balance that are in spendable form but are not legally restricted as to their use from outside sources**, and ~~establishes the Commitment to Economic Stabilization account to set aside an amount based on total current year budgeted expenditures. Annually, the superintendent or designee will present a general fund budget that includes a commitment of~~ **at least 4 6** percent of the current year's budgeted expenditures towards a minimum fund balance **at year end**.

~~Other fund balance designation descriptions and purposes are as follows:~~

~~**Non-spendable Accounts**— These amounts refer to inventory values, pre-paid items and the long-term portion of loans and notes receivable (if any).~~

~~**Restricted Accounts**— These amounts are restricted to specific purposes. The restrictions may either be: (1) Externally imposed by laws or regulation of other governments (i.e. New Market Skill Center), creditors, grantors, contributors, or (2) Imposed by law through constitutional provision or enabling legislation.~~

~~**Committed Accounts**— These amounts represent funds that can only be used for specific purposes pursuant to formal action by the Board of Directors or school board policy. Once created, a commitment cannot be changed without a similar action on the part of the Board ending the commitment. Details about commitments, including a~~

~~description of the commitment and information about the board action taken to create the commitment, need to be disclosed in the Notes to the Financial Statements.~~

~~**Assigned Accounts** – These amounts represent funds that are constrained by the school district's intent to be used for specific purposes. Authority for making these assignments rests with the Superintendent or designee with the knowledge of the Board of Directors.~~

~~**Unassigned Accounts** – This amount is the residual fund balance designation for the General Fund. The amount contained in this account within the General Fund represents the amount of fund balance that is spendable but has not been restricted, committed or assigned to specific purposes within the General Fund.~~

Cross References\*

6020 – System of Funds and Accounts

6040 – Expenditures in Excess of Budget

Legal

RCW 28A.320.070 - School district as self-insurer – Authority.

RCW 28A.505 - School Districts' Budgets.

RCW 28A.505.130 Budget – Requirements for balancing estimated expenditures.

**ADOPTED: January 10, 2019**