



Dr. Carole Meyer
Interim Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847
(360) 709-7000 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, February 23, 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**
- January 26, 2023 Regular Meeting
 - February 9, 2023 Special Meeting
- 6:04pm** **Consent Agenda**
- Personnel Report
 - Payroll and Vouchers
 - Budget Status Report
 - Buildings and Grounds – Surplus Request
 - Capital Projects – Contract Award
- 6:05pm** **Recognition**
- Anthony Estrada, BHHS Student
 - Lilly Wilson, BHHS Student
 - Abba Vandenberg-Flodstrom, BHHS Student

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

“Continuous Student Learning in a Caring, Engaging Environment”

- 6:10pm Student Rep Reports**
- Alex Loveless, BHHS
 - Ameiya Brown, THS
 - Lyn Hepp, CHS
- 6:25pm 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*)
- 6:55pm Reports to the Board**
- Budget Update (*Melissa Richter*)
 - 1st Reading Policy 2020, Course Design, Selection and Adoption of Instructional Materials (*Shawn Batstone*)
- 7:10pm Action Items**
- Recommended Approval of Resolution 06-22-23, Social Media Litigation (*Carole Meyer*)
- 7:20pm Superintendent's Report** (*Superintendent Meyer*)
- 7:30pm Board Committee Reports**
- Legislative Update – 2023 Session (*Vice-President Kaikkonen*)
 - WIAA Update (*Director Taylor*)
- 7:50pm Board Comments**
- 8:00pm Recess Regular Meeting**
- Executive Session to discuss Personnel Performance, Evaluation or Qualifications for Employment per RCW 42.30.110(1)(g).
- 8:15pm Reconvene Regular Meeting**
- 8:16pm Adjourn Regular Meeting**

NEXT BOARD MEETING: Board Executive Session, Regular Meeting & Work Session on March 9, 2023 and Regular Board Meeting on March 23, 2023.

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

MEETING MINUTES

- January 26, 2023 Regular Board Meeting
- February 9, 2023 Special Board Meeting



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Tumwater School District School Board Meeting Minutes

Location: District Office & YouTube
621 Linwood Ave. SW
Tumwater, WA 98512
January 26, 2023
7:00 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 7:00 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.

Cox Family Statement – read by Superintendent Meyer.

Review of Minutes

The Board has reviewed the December 7, 2022 Regular Board Meeting 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:

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

“Continuous Student Learning in a Caring, Engaging Environment”

➤ Personnel Report:

| New Hires | Position | Location | Status | Group |
|----------------------|-----------------------------------|----------------|---|-------|
| Craig Friedman | Bus Driver Trainee | Transportation | Effective December 5, 2022 | PSE |
| Joshua Simkins | Bus Driver Trainee | Transportation | Effective December 5, 2022 | PSE |
| Lisa Autrey | Paraprofessional | THS | Effective December 12, 2022 | TAP |
| McKenna May | Paraprofessional | MTS | One Year Only (2022-2023), effective December 13, 2022 | TAP |
| Dylan MacKenzie | Paraprofessional | PGS | One Year Only (2022-2023), effective December 14, 2022 | TAP |
| Laurel Chappell | Paraprofessional | EOE | Temporary (2022-2023), effective January 3, 2023 | TAP |
| Kelly Anderson | Paraprofessional | MTS | Impact (2022-2023), effective January 3, 2023 | TAP |
| Robert Forgey | Bus Driver Trainee | Transportation | Effective January 3, 2023 | PSE |
| Margaret Schoengarth | Paraprofessional | LRE | Continuing (2022-2023), effective December 12, 2022 | TAP |
| Angina Snow | Paraprofessional | MTS | One Year Only (2022-2023), effective December 12, 2022 | TAP |
| Macy Dilworth | Paraprofessional | THE | One Year Only (2022-2023), effective November 30, 2022 | TAP |
| Leif Hatlen | Coach | THS | Effective January 6, 2023 | N/A |
| Alethea Kruger | Paraprofessional | LRE | Effective January 13, 2023 | TAP |
| Amandeep Walia | Paraprofessional | THE | Temporary (2022-2023), effective January 17, 2023 | TAP |
| Eileen Rodriguez | Paraprofessional | THS | Continuing (2022-2023), effective January 18, 2023 | TAP |
| Lisa Perreira | Interim Assistant Principal | BMS | One Year Only (2022-2023), January 27, 2023 | ADMIN |
| Joshua Skinner | Substitute Custodian | B&G | Effective January 23, 2023 | PSE |
| Victor Hanna | Substitute Custodian | B&G | Effective January 23, 2023 | PSE |
| Alixandrea Hart | Substitute Food Service Worker | Food Services | Effective January 30, 2023 | PSE |
| Karlee Westby | Office Professional 5 | TMS | Effective January 23, 2023 | TOPA |
| Ryan Dunn | Paraprofessional | PGS | One Year Only (2022-2023), effective January 23, 2023 | TAP |
| Sally Womach | Paraprofessional | THS | Temporary (2022-2023), effective January 23, 2023 | TAP |
| Lauretta Mahlenbrei | Bus Driver | Transportation | Effective January 23, 2023 | PSE |

| James Firkins | Bus Driver Trainee | Transportation | Effective February 1, 2023 | PSE |
|----------------------|--------------------------------|-----------------------|---|------------|
| Adjusted: | | | | |
| Millie Dilworth | Paraprofessional | LINCS | From 5.5 hours (CHS) to 6.5 hours (LINCS), effective December 5, 2022 | TAP |
| Keri O'Hara | Paraprofessional | TMS | From 5.0 hours to 5.5 hours, effective November 1, 2022 | TAP |
| Jaime Cheeka | Paraprofessional | BLE | From 4.0 hours (EOE, temporary) to 6.5 hours (BLE, continuing), effective January 4, 2023 | TAP |
| Kevin Caster | Bus Driver | Transportation | From Substitute Bus Driver to Bus Driver, effective December 8, 2022 | PSE |
| Kevin Niemczek | Evening Custodian | TLC/Support Services | From 8 hours (THS) to 5 hours (TLC/Support Services), effective January 3, 2023 | PSE |
| David Potwin | Coordinator of Skilled Grounds | B&G | From Lead Skilled Grounds to Coordinator of Skilled Grounds, effective November 11, 2022 | PSE |
| Kimberly Forcier | Paraprofessional | THE | From 4.0 hours to 6.5 hours, effective December 1, 2022 | TAP |
| Millie Dilworth | Paraprofessional | BMS | From LINCS to BMS, effective January 4, 2023 | TAP |
| Robert "Tom" Urvina | Bus Driver | Transportation | From Bus Driver Trainee to Bus Driver, effective January 3, 2023 | PSE |
| James Bittle | Bus Driver | Transportation | From Bus Driver Trainee to Bus Driver, effective January 4, 2023 | PSE |
| Kristie Walter | Office Professional 6 | EOE | Additional 0.5 hours/day, one-year-only for the 2022/2023 school year, effective November 7, 2022 | TOPA |
| Jaimie Wilder | Office Professional 6 | EOE | Additional 1.0 hours/day, one-year-only for the 2022/2023 school year, effective October 31, 2022 | TOPA |
| Brandi Murphy | Evening Custodian | BMS | From Substitute Custodian to Evening Custodian, effective January 9, 2023 | PSE |
| Christy Miller | Bus Driver | Transportation | From Bus Driver Trainee to Bus Driver, effective January 12, 2023 | PSE |
| Michal Pannkuk | Teacher | PGS | From 0.5 continuing teacher/0.5 para to 1.0 continuing teacher effective December 12, 2022 | TEA |

| Leaves: | | | | |
|--------------------|-----------------------|----------------|--|---------|
| Laurie Wilson | Bus Driver | Transportation | Leave of Absence beginning November 21, 2022, return date to be determined | PSE |
| Candy Sapp | Paraprofessional | EOE | Leave of Absence extension, return date to be determined | TAP |
| Randy Ryan | Evening Custodian | BMS | Leave of Absence beginning November 18, 2022, returning December 2, 2022 | PSE |
| Elisabeth Davidson | Teacher | MTS | Leave of Absence beginning May 31, 2023, returning January 2, 2024 | TEA |
| Cramer Sande | Teacher | THS | Leave of Absence beginning January 27, 2023, returning March 1, 2023 | TEA |
| Sara Smith | Teacher | EOE | Intermittent Leave of Absence beginning December 5, 2022, returning January 30, 2023 | TEA |
| Ashley Strobl | Paraprofessional | LRE | Leave of Absence extension, returning March 1, 2023 | TAP |
| Stephanie Waltrip | Paraprofessional | EOE | Leave of Absence beginning March 2, 2023, returning March 13, 2023 | TAP |
| Sally Riddle | Office Professional 4 | TMS | Leave of Absence beginning December 8, 2022, returning January 3, 2023 | TOPA |
| Lindsey Owens | HR Specialist II | DO | Intermittent leave of absence beginning January 12, 2023, returning April 10, 2023 | NON-REP |
| Lee Giske | Counselor | LRE | Intermittent Leave of Absence beginning January 2, 2023, returning February 22, 2023 | TEA |
| Lindsey Chapman | Teacher | EOE | Leave of Absence starting January 9, 2023, returning January 31, 2023 | TEA |
| Tammi Pearce | Office Professional 3 | PGS | Leave of Absence starting February 13, 2023, returning February 24, 2023 | TOPA |
| Chanda Brigham | Teacher | MTS | Leave of Absence starting February 10, 2023, returning June 21, 2023 | TEA |
| Kevin Caster | Bus Driver | Transportation | Leave of Absence beginning January 25, 2023, returning February 8, 2023 | PSE |

| | | | | |
|-------------------------|------------------------------------|------------------|---|-------|
| Patricia McClary | Cook | THE | Leave of Absence beginning January 5, 2023, returning February 21, 2023 | PSE |
| Christine Spengler | Paraprofessional | PGS | Leave of Absence extension, returning May 1, 2023 | TAP |
| Resignations: | | | | |
| Sabrina Bowes | Assistant Cook | LRE | Effective November 30, 2022: resigning assistant cook position only | PSE |
| Melanie Heatherington | Office Professional 5 | TMS | Effective January 3, 2023 | TOPA |
| Lindsay Welsh | Assistant Principal | BMS | Effective December 30, 2022 | ADMIN |
| Rebecca Trehuba | Office Professional 6 | BMS | Effective December 27, 2022 | TOPA |
| Bill Beattie | Head Football Coach | THS | Effective December 5, 2022 | N/A |
| Fernando Morales Campos | Bus Driver | Transportation | Separation of Employment, Effective December 8, 2022 | PSE |
| Mikayla Kee | Paraprofessional | BHHS | Effective December 31, 2022 | TAP |
| Beth Scouller | Executive Director Human Resources | District Office | Effective June 30, 2023 | ADMIN |
| Dakota King | Custodian | PGS | Effective January 20, 2023 | PSE |
| Lindella Brasche | Teacher | PGS | Effective December 20, 2022 | TEA |
| Kristin Tharp | Office Professional 3 | Finance | Effective February 4, 2023 | TOPA |
| Herb Guscott | Head Track Coach | BHHS | Effective January 23, 2023 | N/A |
| Retirements: | | | | |
| Don Farler | Athletic Director/Teacher | BHHS | Effective the end of the 2022-2023 school year | TEA |
| Candy Sapp | Paraprofessional | EOE | Effective March 2, 2023 | TAP |
| Mark Wood | Skilled Grounds | B&G | Effective March 1, 2023 | PSE |
| Lori Minear | Cook | BMS | Effective August 31, 2023 | PSE |
| Kristi Sigmon | Cook | BMS | Effective August 31, 2023 | PSE |
| Melinda Mulcahy | Teacher | TVA | Effective June 22, 2023 | TEA |
| Julie Ferris | Teacher | THS | Effective June 22, 2023 | TEA |
| Leeann Mueller | Teacher | BMS | Effective September 1, 2023 | TEA |
| Kelly McNeal | Teacher | BHHS | Effective June 21, 2023 | TEA |
| Tamara Schultz | Occupational Therapist | Special Services | Effective August 31, 2023 | TEA |
| Co-Curricular: | | | | |
| Adrienne Kuhn | Split Class Stipend | TVA | Effective 2022-2023 school year | TEA |
| Nathan Ditterline | Head Boys Basketball Coach | BMS | Effective January 3, 2023 | N/A |

| | | | | |
|----------------|----------------------------------|------|--|-----|
| Anthony Steele | Assistant Boys Basketball Coach | BMS | Effective January 3, 2023 | N/A |
| Calvin Hicks | Assistant Boys Basketball Coach | BMS | Effective January 3, 2023 | N/A |
| Tony Harris | Middle School TSA 6% CTE Stipend | TMS | Effective December 12, 2023 | TEA |
| Josh Simmons | Head Girls Tennis Coach | BHHS | Effective January 24, 2023 | N/A |
| Keith Thuline | Assistant Track Coach | TMS | Non-Renewal of Assistant Track Coach, effective January 24, 2023 | N/A |

➤ Payroll & Vouchers:

| FUND NAME | WARRANTS (INCLUSIVE) | | AMOUNT |
|----------------------|----------------------|-------------|-----------------|
| GENERAL FUND: | | | |
| Payroll | | | |
| Payroll Taxes | | | \$ 1,112,452.27 |
| Direct Deposit | | | \$ 3,616,523.23 |
| Payroll Benefit | | | |
| Wire Transfer | | | \$ 1,240,045.28 |
| Accounts Payable | | | |
| -Payroll | 72805955 | to 72805968 | \$ 21,351.34 |
| Accounts Payable | 72220645 | to 72220653 | \$ 112,197.92 |
| Accounts Payable | 72220654 | to 72220665 | \$ 12,357.64 |
| Accounts Payable | 72220666 | to 72220691 | \$ 164,664.80 |
| Accounts Payable | 72220692 | to 72220692 | \$ 220.00 |
| Accounts Payable | 72220693 | to 72220693 | \$ 110.00 |
| Accounts Payable | 72220694 | to 72220694 | \$ 110.00 |
| Accounts Payable | 72220695 | to 72220697 | \$ 400.50 |
| Accounts Payable | 72220698 | to 72220722 | \$ 292,835.72 |
| Accounts Payable | 72220723 | to 72220723 | \$ 75.00 |
| Accounts Payable | 72220724 | to 72220724 | \$ 75.00 |
| Accounts Payable | 72220725 | to 72220742 | \$ 1,055,052.65 |
| Accounts Payable | | | |
| ACH | | | \$ 27,280.08 |
| Accounts Payable | | | |
| ACH | | | \$ 220,885.80 |
| Accounts Payable | | | |
| ACH | | | \$ 127,414.82 |
| Accounts Payable | | | |
| ACH | | | \$ 198,966.52 |
| Accounts Payable | | | |
| ACH | | | \$ 434,965.02 |
| Accounts Payable | | | |
| ACH | | | |
| ACH Rejection | | | |
| Voided Warrants | | | |
| Accounts Payable | | | |
| - COMP TAX | | | \$ 1,116.03 |

TOTAL GENERAL FUND: \$ 8,639,099.62

CAPITAL PROJECTS FUND:

| | | | | | |
|--------------------------------|----------|----|----------|----|------------|
| Accounts Payable | 72012587 | to | 72012588 | \$ | 39,183.21 |
| Accounts Payable | 72012589 | to | 72012592 | \$ | 614,334.13 |
| Accounts Payable | 72012593 | to | 72012595 | \$ | 62,236.05 |
| Accounts Payable | 72012596 | to | 72012598 | \$ | 29,156.89 |
| Accounts Payable ACH | | | | \$ | 6,334.87 |
| Accounts Payable ACH | | | | \$ | 14,330.00 |
| Accounts Payable ACH | | | | \$ | 5,851.40 |
| Accounts Payable ACH | | | | \$ | 47,125.47 |
| Voided Warrants | | | | | |
| Accounts Payable - COMP TAX | | | | | |

TOTAL CAPITAL PROJECTS FUND: \$ 818,552.02

ASSOCIATED STUDENT BODY FUND:

| | | | | | |
|--------------------------------|----------|----|----------|----|-----------|
| Accounts Payable | 72442118 | to | 72442119 | \$ | 210.00 |
| Accounts Payable | 72442120 | to | 72442121 | \$ | 825.00 |
| Accounts Payable | 72442122 | to | 72442126 | \$ | 490.28 |
| Accounts Payable | 72442127 | to | 72442132 | \$ | 942.18 |
| Accounts Payable | 72442133 | to | 72442135 | \$ | 17.61 |
| Accounts Payable ACH | | | | \$ | 28,309.19 |
| Accounts Payable ACH | | | | \$ | 4,362.27 |
| Accounts Payable ACH | | | | \$ | 4,584.56 |
| Accounts Payable ACH | | | | \$ | 6,368.26 |
| Accounts Payable ACH | | | | | |
| Accounts Payable - COMP TAX | | | | \$ | 73.61 |

TOTAL ASSOCIATED STUDENT BODY FUND: \$ 46,182.96

PRIVATE PURPOSE FUND:

| | | | | | |
|--------------------------------|----------|----|----------|--|--|
| Accounts Payable | 72700579 | to | 72700579 | | |
| Accounts Payable | 72700580 | to | 72700580 | | |
| Accounts Payable ACH | | | | | |
| Voided Warrants | | | | | |
| Accounts Payable - COMP TAX | | | | | |

TOTAL PRIVATE PURPOSE FUND: \$ -

**TRANSPORTATION
VECHILE FUND:**

Accounts Payable 72900030 to 72900030
**TOTAL TRANSPORTATION
VECHILE FUND:** \$ -

- Budget Status Report
- Capital Projects – Contract Awards – Black Lake Elementary and Tumwater High School Boiler Replacements & Black Lake Elementary and Michael T. Simmons Elementary Illness Room Renovations.
- Capital Projects – Acceptance of Contracts As Complete – ECLC Playground Equipment Move & Re-Install; TMS Boys Bathroom Repair; LRE & PGS Illness Room Renovations; EOE & THE Illness Room Renovations; Support Services Parking Lot Lighting Upgrades.
- Capital Projects – Department of Commerce Grant Agreement, Black Hills High School Solar Project.
- Capital Projects – Contract Change Orders – NMSC 2022 Cosmetology & CTE's Tumwater Chamber of Commerce Building Upgrades.
- Littlerock Elementary PTO Donation - \$8,132.40 for awning to cover outside the "Tiger Paw Store".
- Technology Department – Networking Equipment Bid Award.
- TOPA/TSD Negotiated Agreement.

Recognition

- School Board Recognition Month. Superintendent Meyer presented. BHHS students Adeline Rice and Fiona Tang preformed.

Equity Student Summit Presentations

- Sierra Hahn-Browne (TVA)
- Eric Teabo (THS)
- Jonas Versaw (BHHS)
- Lilly Wilson, Kiely Ditterline, Adeline Rice, Angela Gibbs, Abby Holbrook, Kayden Du (BHHS)

Student Rep Reports

- Ameiya Brown (THS) – This week they had their first BIPOC lunch meeting. She shared that the Equity Club had a segment in T-Bird News for the first time. There is a BHHS vs. THS basketball game on Friday and "The Battle for Billy" spirit game next Tuesday. There is a solo/ensemble competition on Saturday at Olympia HS. The equity team is preparing for black history month.
- Alex Loveless (BHHS) – There will be semi-formal TOLO dance on Saturday and a Pack Recognition assembly is coming up. The just had their MLK assembly, which went well and they will be having a blood drive in two weeks. The Unified Basketball game was earlier tonight.

- Lyn Hepp (CHS) – There is an end of third quarter art show where students can display any art form. Pieces will be auctioned off to support the ASB fund. The school has been talking about getting a food vending machine which will offer students more options. They just got a popcorn machine. Students are planning to put together a pajama day.

Public Comment

- Agenda and Non-Agenda Items: Becky Parsons stated that one person signed up to address the Board. Tim Voie spoke about the district's response to last weekend's tragedy.

Superintendent's Report

Superintendent's Report: Dr. Meyer gave an update on the district's high school transcript review with ABL. Also, the Facilities Advisory Committee will be meeting on February 13th and March 13th. This process will determine if the district will run a bond in 2024. Another event coming up is the Legislative Conference and Day on the Hill on February 26th and 27th. Superintendent Meyer reminded everyone that the First Annual "Battle for Billy" Spirit Game will take place next Tuesday, January 31st.

Board Committee Reports

- Legislative Update: The district will track the House Education Committee and the Senate Early Learning K-12 Committee. She updated on HB 1248, SB 5174, HB 1244, SB 5031, SB 5064, HB 1238, SB 5339 and HB 1210.
- WIAA Update: He reported that there will also be a technology update next month. The district is exploring a sports officiating course for CTE credits. Shawn Batstone and Brian Hardcastle are exploring options. He shared the Unified schedule: 1/28 @ Yelm; 2/4 @ THS; 2/11 @ OHS – all of the games are from 9-noon. He reported that all sports at BHHS are in playoffs. THS boys & girls basketball teams are also in the playoffs. Wrestling sub regionals are this weekend and girls bowling is headed to districts. He shared middle school participation numbers: 54 @ BMS to total 195 and 51 @ TMS to total 250. He talked about the athletic trainer program – he shared a statement from Tim Graham which was supported by Don Farler. The THS football head coach application closed and interviews should be happening next Friday.

Director Taylor motioned for the Board to take a vote to let a student from BHHS ask a question. It was unanimously approved.

- The student asked about the upcoming spirit game. Dr. Meyer explained more about it.

Board Member Comments

- Director Taylor: He thanked all of the performers. He talked about the Critical Incident Repose Team document that Dr. Meyer showed him at the beginning of the year and he was impressed with it. He hoped we would never need it but, unfortunately, we did and he is glad we had something in place. Monday was the

auditors first day and he thanked Melissa Richter. He closed with a summary of his day at TMS on Monday as he shadowed Kaiden Cox's schedule.

- Vice-President Kaikkonen: She thanked the Tumwater trainers. She met with TMS and we continue to have students who are struggling emotionally and educationally. We need to ensure that we have enough funding to be able to provide students what we value. The board is responsible for ensuring student learning and she is looking forward to reviewing student data in the upcoming months.
- Director Beard: She thanked all of student presenters; this was the best board appreciation she's been a part of. She thanked Carole for the Equity Summit update. She reflected that there's a lot of people hurting. It's difficult to talk about but we need to make sure students know that we are here to help and we care.
- President Killough: He talked about students Chloe Cooper and Cody Bell, both from BHHS, who were interviewed for a news story about the Thurston County Food Bank – there is a big need for donations and volunteers! On behalf of the school board, they are strong advocates for giving back to the community. He encouraged all students to explore volunteering opportunities. He thanked the student reps for their participation at board meetings.
- Director Adams: She thanked the AP Government students who were at the meeting tonight. She spent a couple days with the District Leadership Team and learned about the different district departments.
- Ameiya Brown: She loved the music performances and it was nice hearing the poems that were shared.
- Alex Loveless: She shared that she loved the performances. It was a nice surprise.

Adjourn Regular Meeting:

With no further business coming before the Board, the Regular Board Meeting adjourned at 8:26 PM.

Recorded by:
Becky Parsons

Signed this 23rd day of February 2023.

Board Member

Board Secretary



Tumwater School District

Dr. Carole Meyer
Interim Superintendent

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**Tumwater School District
School Board Meeting Minutes**
Location: District Office & YouTube
621 Linwood Ave. SW
Tumwater, WA 98512
February 9, 2023
5:00 pm

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

President Killough called the meeting to order at 5:00 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.

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.

Recess Special Meeting

- The Special Board Meeting recessed at 5:03 PM for Executive Session to discuss Personnel Performance, Evaluation, or Qualifications for Employment per RCW 42.30.110(1)(g). It is expected to last 60 minutes with possible action taken.

Reconvene Special Meeting

- The Special Meeting reconvened at 6:07 PM. Action was taken. The Board is moving six Superintendent candidates forward in the interview process. Names will be released after the schedule is finalized.

Recess Special Meeting

- The Special Meeting recessed at 6:08 PM to enter a Public Hearing regarding Redistricting Director Districts. Superintendent Meyer presented. No one made public comment.

Reconvene Special Meeting

- The Special Meeting reconvened at 6:10 PM.

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

“Continuous Student Learning in a Caring, Engaging Environment”

Reports to the Board

- UDL Presentation. Andra Kelley-Batstone and Jodi Schaefer presented.

Action Items

- Recommended Approval of Resolution 05-22-23, Redistricting Director Districts to Adjust to 2020 U.S. Census Data. Superintendent Meyer presented. Director Beard Motioned/Director Kaikkonen Seconded; Resolution 05-22-23 was unanimously approved as presented.

Recess Special Meeting

- The Special Board Meeting recessed at 6:26 PM for Executive Session to discuss Personnel Performance, Evaluation, or Qualifications for Employment per RCW 42.30.110(1)(g). It is expected to last 30 minutes with possible action taken.

Reconvene Special Meeting

- The Special Meeting reconvened at 7:00 PM. No action was taken.

Adjourn Special Meeting

With no further business coming before the Board, the Special Board Meeting adjourned at 7:00 PM.

Recorded by:
Becky Parsons

Signed this 23rd day of February 2023.

Board Member

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.
- Buildings and Grounds – Surplus Request: Questions can be directed to Brian Hinkle.
- Capital Projects Contract Award – New Market Skills Center HVAC Controls Upgrade: Questions can be directed to Mel Murray.



Tumwater School District

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

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

Carole Meyer
 Superintendent

February 23, 2023

TO: School Board
 FROM: Beth Scouller
 SUBJECT: Personnel Report

Preliminary

| New Hires | Position | Location | Status | Group |
|----------------------|--------------------------------|------------------|---|---------|
| Stephen Kruger | Coach | BHHS | Effective January 20, 2023 | N/A |
| Cozian "Cozy" Jacoby | Substitute Food Service Worker | Food Services | Effective February 1, 2023 | PSE |
| Ian Mackenzie | Special Education Teacher | BLE | 1.0 FTE (Continuing 2022-2023), effective February 15, 2023 | TEA |
| Casey Reeves | Bus Driver Trainee | Transportation | Effective February 13, 2023 | PSE |
| Chandler Barron | Bus Driver Trainee | Transportation | Effective February 13, 2023 | PSE |
| Jesse Brewer | Skilled Mechanic | Transportation | Effective February 15, 2023 | PSE |
| Austin Lee | Substitute Custodian | B&G | Effective February 8, 2023 | PSE |
| Catherine Theobald | Special Education Teacher | BLE | 1.0 FTE (Continuing 2022-2023), effective February 14, 2023 | TEA |
| Stephan Derout | Safety and Security Manager | Student Learning | Effective February 17, 2023 | NON-REP |
| Courtney Borovec | Coach | TMS | Effective February 8, 2023 | N/A |
| Brandy McCulloch | Dispatcher | Transportation | Effective February 22, 2023 | PSE |
| John Clark | Network Technician 1 | Technology | Effective February 22, 2023 | NON-REP |
| Adjusted: | | | | |
| Mackenzie Kuhar | Speech Language Pathologist | Special Services | Add 0.2 Super FTE for 2022-2023 2nd Semester, effective February 1, 2023 | TEA |
| Andrew Stutzman | Evening Custodian | THS | From Substitute Custodian to Evening Custodian, effective February 13, 2023 | PSE |
| Suzan Rixe | Teacher | LRE | From teacher to Dean of Students effective January 3, 2023 through the end of the 2022/2023 school year | TEA |

BOARD OF DIRECTORS

MELISSA BEARD CASEY TAYLOR SCOTT KILLOUGH DARBY KAIKKONEN JILL ADAMS

"Continuous Student Learning in a Caring, Engaging Environment"

| Leaves: | | | | |
|-----------------------|---------------------------------|-----------------------|--|------|
| Teresa Anderson | Teacher | LINCS | Leave of Absence extension, returning April 10, 2023 | TEA |
| Hanna Phoenix | Teacher | BLE | Leave of Absence beginning June 5, 2023, returning September 1, 2023 | TEA |
| Rhonda Winkley | Assistant Cook | THS | Leave of Absence beginning January 20, 2023, return date to be determined | PSE |
| Lee Giske | Counselor | LRE | Leave of Absence beginning January 31, 2023, returning September 1, 2023 | TEA |
| Samantha Johnson | Paraprofessional | MTS | Leave of Absence beginning February 16, 2023, throughout the 2022-2023 school year | TAP |
| James Brigham | Custodian | BMS | Leave of Absence beginning February 13, 2023, returning March 27, 2023 | PSE |
| Hanna Phoenix | Teacher | BLE | Leave of Absence beginning September 6, 2023, returning March 4, 2024 | TEA |
| Ashley Lupinski | Teacher | TVA | Leave of Absence beginning February 27, 2023, returning September 1, 2023 | TEA |
| Kimberly Lund | Office Professional | THE | Leave of Absence beginning January 30, 2023, returning March 15, 2023 | TOPA |
| Retirements: | | | | |
| Vickie Rose-Thusing | Paraprofessional | BLE | Effective February 23, 2023 | TAP |
| Joseph Derrig | Teacher | BHHS | Effective August 31, 2023 | TEA |
| Christine Coe | Cook | EOE | Effective August 31, 2023 | PSE |
| Michael Gibbons | Teacher | BHHS | Effective June 22, 2023 | TEA |
| Kelly McNeal | Teacher | BHHS | Effective June 21, 2023 | TEA |
| Timothy Graham | Athletic Director/Teacher | THS | Effective August 31, 2023 | TEA |
| Judith Smith | Support Service Technician | Buildings and Grounds | Effective June 30, 2023 | PSE |
| Co-Curricular: | | | | |
| Larry Gallagher | Assistant Boys Basketball Coach | TMS | Effective January 27, 2023 | N/A |
| Matthew Bellmer | Assistant Boys Basketball Coach | TMS | Effective January 27, 2023 | N/A |
| Rylee Moore | Head Volleyball Coach | TMS | Effective February 8, 2023 | N/A |
| Keilani Backholm | Assistant Volleyball Coach | TMS | Effective February 8, 2023 | N/A |
| Annette Greeno | Assistant Volleyball Coach | TMS | Effective February 8, 2023 | N/A |
| Tana Otton | Head Volleyball Coach | BMS | Effective February 8, 2023 | N/A |
| Angela Borovec | Assistant Volleyball Coach | BMS | Effective February 8, 2023 | N/A |
| Kristie Hodges | Assistant Volleyball Coach | BMS | Effective February 8, 2023 | N/A |
| Shari Gibson | Assistant Volleyball Coach | BMS | Effective February 8, 2023 | N/A |
| Melinda McGill | Assistant Volleyball Coach | BMS | Effective February 8, 2023 | N/A |
| Braden Hamilton | Assistant Track Coach | BHHS | Effective February 9, 2023 | N/A |
| Sarah McGee | Assistant Track Coach | BHHS | Effective February 15, 2023 | N/A |

| | | | | |
|---|----------------------------|-----|-----------------------------|-----|
| Karlee Westby | Assistant Volleyball Coach | TMS | Effective February 14, 2023 | N/A |
| Recommend Approval: | | | | |
| Recommend approval for an Executive Assistant to the Assistant Superintendent, hourly rate at \$32.09 - \$38.79 | | | | |

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 January 2023.

DATE: February 23, 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 |
|-------------------------------|----------------------|------------------------|
| GENERAL FUND: | | |
| Payroll | | |
| Payroll Taxes | | \$ 1,186,536.57 |
| Direct Deposit | | \$ 3,475,208.33 |
| Payroll Benefit Wire Transfer | | \$ 1,086,290.26 |
| Accounts Payable -Payroll | 72805969 to 72805976 | \$ 13,077.70 |
| Accounts Payable | 72220743 to 72220752 | \$ 53,340.05 |
| Accounts Payable | 72220753 to 72220774 | \$ 309,650.33 |
| Accounts Payable | 72220775 to 72220795 | \$ 207,229.38 |
| Accounts Payable | 72220796 to 72220805 | \$ 132,454.49 |
| Accounts Payable | 72220806 to 72220823 | \$ 1,104,278.07 |
| Accounts Payable ACH | | \$ 244,581.80 |
| Accounts Payable ACH | | \$ 147,710.26 |
| Accounts Payable ACH | | \$ 272,878.98 |
| Accounts Payable ACH | | \$ 562,723.85 |
| ACH Rejection | | \$ (329.16) |
| Voided Warrants | | |
| Accounts Payable - COMP TAX | | \$ 1,116.03 |
| TOTAL GENERAL FUND: | | \$ 8,796,746.94 |

| | | |
|-------------------------------------|----------------------|----------------------|
| CAPITAL PROJECTS FUND: | | |
| Accounts Payable | 72012599 to 72012599 | \$ 26.26 |
| Accounts Payable | 72012600 to 72012602 | \$ 31,681.72 |
| Accounts Payable | 72012603 to 72012604 | \$ 3,450.00 |
| Accounts Payable | 72012605 to 72012607 | \$ 60,496.49 |
| Accounts Payable ACH | | \$ 58,016.01 |
| Accounts Payable ACH | | \$ 1,191.18 |
| Accounts Payable ACH | | \$ 67,560.61 |
| Accounts Payable ACH | | \$ 50,255.56 |
| Voided Warrants | | |
| Accounts Payable - COMP TAX | | |
| TOTAL CAPITAL PROJECTS FUND: | | \$ 272,677.83 |

| | | |
|--|----------------------|---------------------|
| ASSOCIATED STUDENT BODY FUND: | | |
| Accounts Payable | 72442136 to 72442139 | \$ 6,383.10 |
| Accounts Payable | 72442140 to 72442146 | \$ 4,090.01 |
| Accounts Payable | 72442147 to 72442147 | \$ 6.00 |
| Accounts Payable | 72442148 to 72442157 | \$ 7,004.48 |
| Accounts Payable | 72442158 to 72442158 | \$ 44.00 |
| Accounts Payable ACH | | \$ 6,831.46 |
| Accounts Payable ACH | | \$ 11,690.95 |
| Accounts Payable ACH | | \$ 3,999.88 |
| Accounts Payable ACH | | \$ 9,367.67 |
| Accounts Payable ACH | | |
| Accounts Payable - COMP TAX | | \$ 73.61 |
| TOTAL ASSOCIATED STUDENT BODY FUND: | | \$ 49,491.16 |

| | | |
|------------------------------------|----------------------|------------------|
| PRIVATE PURPOSE FUND: | | |
| Accounts Payable | 72700581 to 72700582 | \$ 170.84 |
| Accounts Payable | 72700583 to 72700583 | \$ 39.37 |
| Accounts Payable ACH | | |
| Voided Warrants | | |
| Accounts Payable - COMP TAX | | |
| TOTAL PRIVATE PURPOSE FUND: | | \$ 210.21 |

| | | |
|---|----------------------|-------------|
| TRANSPORTATION VEHICLE FUND: | | |
| Accounts Payable | 72900030 to 72900030 | |
| TOTAL TRANSPORTATION VEHICLE FUND: | | \$ - |

Board of Directors of Tumwater School District No. 33

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.

Carole Meyer, Secretary to the Board



Tumwater School District

Dr. Carole Meyer
Projects:
Interim Superintendent
709-7005

621 Linwood Avenue SW Tumwater, WA 98512-6847

(360) 709-7000 www.tumwater.k12.wa.us

Capital

(360)

**TO: School Board
Superintendent**

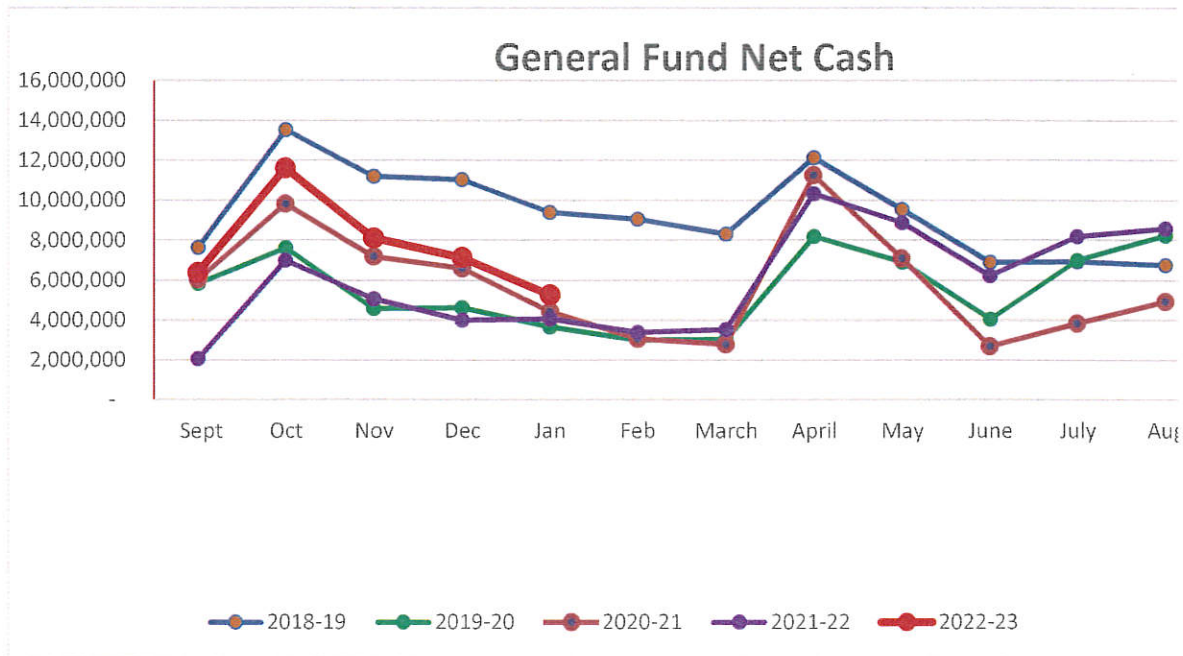
FROM: Melissa Richter, Executive Director of Financial Services

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

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

Budget Status Reports - Attached are the Budget Status reports for January 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 January 2023, which includes the cash balance of New Market Skill Center **(1,674,860.96)**.

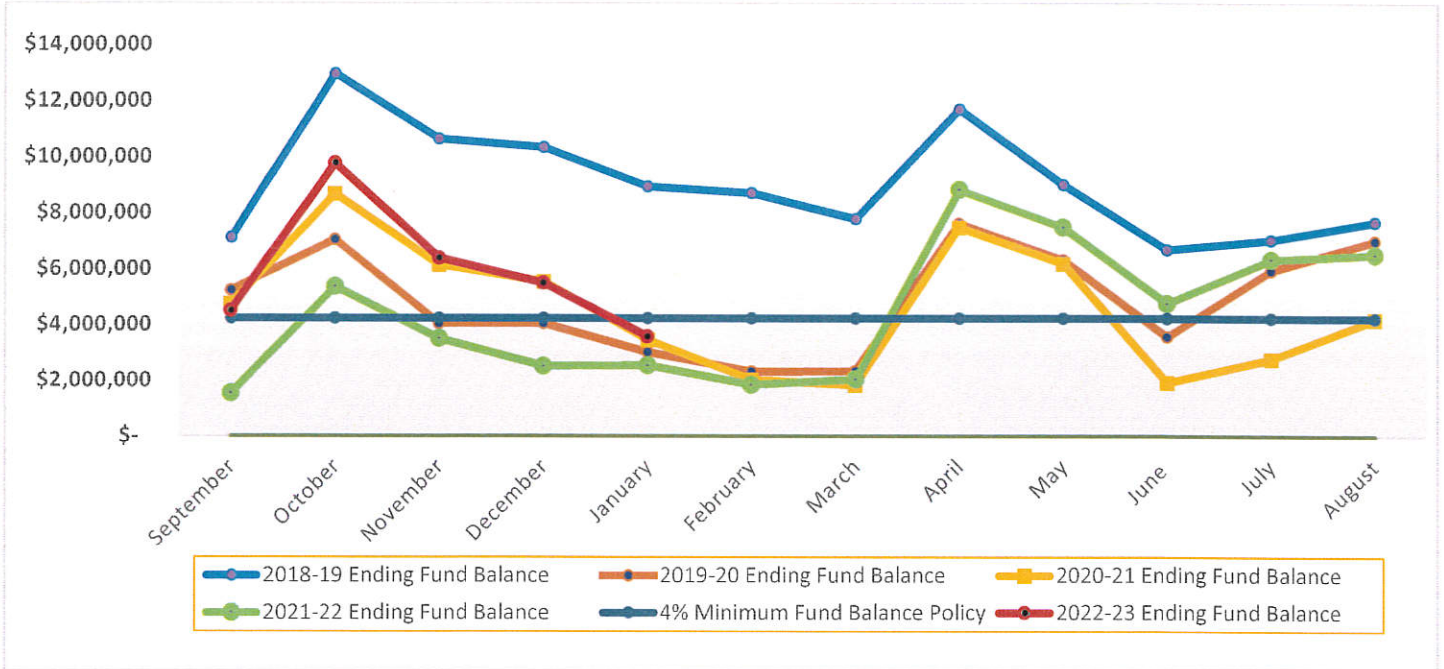


“Continuous Student Learning in a Caring, Engaging Environment”

General Fund – Fund Balance (Excluding Skills Center):

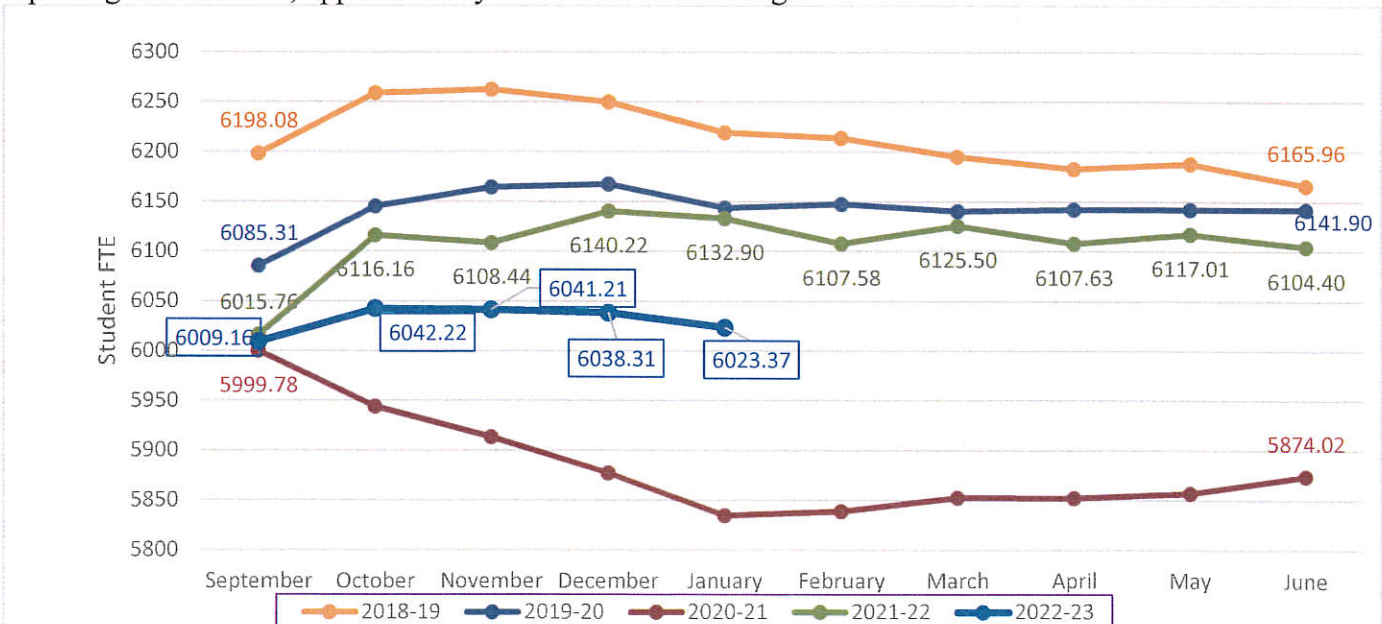
The following chart shows TSD fund balance history as of 01/31/23. The straight line is showing the minimum fund balance policy of 4% of total budgeted expenditures for the 22-23 school year which is \$4,197,960.

The fund balance for the district is: \$5,254,511.59 which includes \$1,674,860.96 for Skills Center, leaving our ending fund balance as of 01/31/23 at \$3,579,650.63.



Enrollment Update

The following shows student enrollment for the past four years, updated with January counts as of 01/10/23. 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 January reporting was 6023.37, approximately 71.75 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 January, 2023

| | ANNUAL | ACTUAL | ACTUAL | | | |
|---|---------------|------------------|-----------------|---------------------|----------------|----------------|
| <u>A. REVENUES/OTHER FIN. SOURCES</u> | <u>BUDGET</u> | <u>FOR MONTH</u> | <u>FOR YEAR</u> | <u>ENCUMBRANCES</u> | <u>BALANCE</u> | <u>PERCENT</u> |
| 1000 LOCAL TAXES | 18,184,513 | 48,663.90 | 8,068,717.43 | | 10,115,795.57 | 44.37 |
| 2000 LOCAL SUPPORT NONTAX | 1,774,821 | 73,318.87 | 392,766.61 | | 1,382,054.39 | 22.13 |
| 3000 STATE, GENERAL PURPOSE | 64,123,553 | 5,169,220.73 | 25,003,479.86 | | 39,120,073.14 | 38.99 |
| 4000 STATE, SPECIAL PURPOSE | 15,100,203 | 1,276,987.66 | 5,811,746.57 | | 9,288,456.43 | 38.49 |
| 5000 FEDERAL, GENERAL PURPOSE | 50,000 | 9,979.52 | 9,979.52 | | 40,020.48 | 19.96 |
| 6000 FEDERAL, SPECIAL PURPOSE | 5,850,810 | 374,643.66 | 1,374,574.37 | | 4,476,235.63 | 23.49 |
| 7000 REVENUES FR OTH SCH DIST | 8,000 | 1,477.74 | 8,804.73 | | 804.73- | 110.06 |
| 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 | 6,954,292.08 | 40,685,492.09 | | 64,506,957.91 | 38.68 |
| <u>B. EXPENDITURES</u> | | | | | | |
| 00 Regular Instruction | 55,897,564 | 4,695,415.26 | 23,622,274.55 | 27,998,724.98 | 4,276,564.47 | 92.35 |
| 10 Federal Stimulus | 761,842 | 101,387.10 | 186,498.99 | 782,086.41 | 206,743.40- | 127.14 |
| 20 Special Ed Instruction | 13,639,784 | 1,183,144.31 | 5,715,287.28 | 8,375,717.83 | 451,221.11- | 103.31 |
| 30 Voc. Ed Instruction | 4,835,433 | 392,044.34 | 1,693,699.41 | 2,191,205.43 | 950,528.16 | 80.34 |
| 40 Skills Center Instruction | 4,511,081 | 569,248.77 | 2,013,873.90 | 1,007,589.88 | 1,489,617.22 | 66.98 |
| 50+60 Compensatory Ed Instruct. | 4,209,476 | 264,228.22 | 1,377,564.06 | 1,635,179.63 | 1,196,732.31 | 71.57 |
| 70 Other Instructional Pgms | 307,476 | 25,978.84 | 154,723.33 | 142,870.75 | 9,881.92 | 96.79 |
| 80 Community Services | 632,492 | 49,220.06 | 263,973.58 | 345,150.15 | 23,368.27 | 96.31 |
| 90 Support Services | 20,153,866 | 1,545,943.79 | 9,392,572.31 | 9,824,291.34 | 937,002.35 | 95.35 |
| <u>Total EXPENDITURES</u> | 104,949,014 | 8,826,610.69 | 44,420,467.41 | 52,302,816.40 | 8,225,730.19 | 92.16 |
| 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</u> <u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u> | 243,436 | 1,872,318.61- | 3,734,975.32- | | 3,978,411.32- | < 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> | XXXXXXXXX | | .00 | | | |
| H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u> | 5,814,782 | | 5,254,511.59 | | | |

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 Restricted for Carryover | 50,000 | 870,544.88 |
| G/L 825 Restricted for Skills Center | 758,063 | 1,674,860.96 |
| G/L 828 Restricted for C/O of FS Rev | 0 | .00 |
| G/L 830 Restricted for Debt Service | 0 | .00 |
| G/L 835 Restricted 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 Stabilizatr | 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- | 54,558.26 |
| G/L 890 Unassigned Fund Balance | 1,235,570 | 1,543,845.43- |
| G/L 891 Unassigned Min Fnd Bal Policy | 3,829,799 | 3,177,200.56 |
| <u>TOTAL</u> | 5,814,782 | 5,254,511.59 |

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 January, 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 | 13,400.30 | 2,217,248.20 | | 3,080,186.80 | 41.86 |
| 2000 Local Support Nontax | 850,000 | 16,659.61 | 328,676.24 | | 521,323.76 | 38.67 |
| 3000 State, General Purpose | 0 | 11,821.52 | 63,184.48 | | 63,184.48- | 0.00 |
| 4000 State, Special Purpose | 3,451,450 | 32,748.00 | 37,661.00 | | 3,413,789.00 | 1.09 |
| 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>74,629.43</u> | <u>2,646,769.92</u> | | <u>6,952,115.08</u> | <u>27.57</u> |
| <u>B. EXPENDITURES</u> | | | | | | |
| 10 Sites | 2,300,000 | 7,804.40 | 29,508.98 | 83,334.45 | 2,187,156.57 | 4.91 |
| 20 Buildings | 5,700,000 | 183,670.75 | 548,083.25 | 1,390,019.15 | 3,761,897.60 | 34.00 |
| 30 Equipment | 1,610,000 | 80,242.68 | 769,444.93 | 638,672.77 | 201,882.30 | 87.46 |
| 40 Energy | 0 | .00 | 2,380.88 | 0.00 | 2,380.88- | 0.00 |
| 50 Sales & Lease Expenditure | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| 60 Bond Issuance Expenditure | 0 | 960.00 | 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>272,677.83</u> | <u>1,351,338.04</u> | <u>2,114,066.37</u> | <u>6,144,595.59</u> | <u>36.06</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>198,048.40-</u> | <u>1,295,431.88</u> | | <u>1,306,546.88</u> | <u>< 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>XXXXXXXXX</u> | | <u>.00</u> | | | |
| <u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u> | <u>6,728,885</u> | | <u>9,092,189.82</u> | | | |

I. ENDING FUND BALANCE ACCOUNTS:

| | | |
|---|-----------|--------------|
| G/L 810 Restricted For Other Items | 0 | .00 |
| G/L 825 Restricted for Skills Center | 110,000 | 197,273.60 |
| G/L 830 Restricted for Debt Service | 0 | .00 |
| G/L 835 Restricted For Arbitrage Rebate | 0 | .00 |
| G/L 840 Nonspnd FB - Invent/Prepd Itms | 0 | .00 |
| G/L 850 Restricted for Uninsured Risks | 0 | .00 |
| G/L 861 Restricted from Bond Proceeds | 0 | .00 |
| G/L 862 Committed from Levy Proceeds | 971,857 | 2,206,888.57 |
| G/L 863 Restricted from State Proceeds | 930,000 | 2,964,464.71 |
| G/L 864 Restricted from Fed Proceeds | 0 | .00 |
| G/L 865 Restricted from Other Proceeds | 250,000 | 266,413.23 |
| G/L 866 Restricted from Impact Proceeds | 2,400,000 | 2,612,957.77 |
| G/L 867 Restricted from Mitigation Fees | 990,000 | 769,774.90 |
| 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 | 74,417.04 |
| G/L 890 Unassigned Fund Balance | 0 | .00 |
| | | |
| <u>TOTAL</u> | 6,728,885 | 9,092,189.82 |

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 January, 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 | 11,414,285 | 31,136.91 | 4,963,618.75 | | 6,450,666.25 | 43.49 |
| 2000 Local Support Nontax | 50,000 | 9,228.34 | 46,895.96 | | 3,104.04 | 93.79 |
| 3000 State, General Purpose | 0 | 24,819.21 | 139,814.75 | | 139,814.75- | 0.00 |
| 5000 Federal, General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 9000 Other Financing Sources | 0 | .00 | .00 | | .00 | 0.00 |
| <u>Total REVENUES/OTHER FIN. SOURCES</u> | 11,464,285 | 65,184.46 | 5,150,329.46 | | 6,313,955.54 | 44.92 |
| <u>B. EXPENDITURES</u> | | | | | | |
| 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 |
| <u>Total EXPENDITURES</u> | 11,136,425 | .00 | 9,284,975.00 | 0.00 | 1,851,450.00 | 83.37 |
| 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) EXPENDITURES (A-B-C-D)</u> | 327,860 | 65,184.46 | 4,134,645.54- | | 4,462,505.54- | < 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> | XXXXXXXX | | .00 | | | |
| H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u> | 8,727,860 | | 4,517,788.40 | | | |
| I. <u>ENDING FUND BALANCE ACCOUNTS:</u> | | | | | | |
| G/L 810 Restricted for Other Items | 0 | | 929,869.09 | | | |
| G/L 830 Restricted for Debt Service | 8,727,860 | | 1,366,953.59 | | | |
| 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 | | 2,220,965.72 | | | |
| G/L 890 Unassigned Fund Balance | 0 | | .00 | | | |
| <u>TOTAL</u> | 8,727,860 | | 4,517,788.40 | | | |

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 January, 2023

| | ANNUAL <u>BUDGET</u> | ACTUAL <u>FOR MONTH</u> | ACTUAL <u>FOR YEAR</u> | <u>ENCUMBRANCES</u> | <u>BALANCE</u> | <u>PERCENT</u> |
|---|-------------------------|----------------------------|---------------------------|---------------------|----------------|----------------|
| A. REVENUES | | | | | | |
| 1000 General Student Body | 666,840 | 32,292.14 | 195,207.83 | | 471,632.17 | 29.27 |
| 2000 Athletics | 443,550 | 14,111.89 | 145,712.91 | | 297,837.09 | 32.85 |
| 3000 Classes | 130,235 | 65.00 | 1,970.00 | | 128,265.00 | 1.51 |
| 4000 Clubs | 182,314 | 3,921.14 | 38,989.64 | | 143,324.36 | 21.39 |
| 6000 Private Moneys | 30,150 | 10.51 | 11,361.99 | | 18,788.01 | 37.68 |
| <u>Total REVENUES</u> | 1,453,089 | 50,400.68 | 393,242.37 | | 1,059,846.63 | 27.06 |
| B. EXPENDITURES | | | | | | |
| 1000 General Student Body | 591,182 | 6,508.75 | 58,756.93 | 5,115.75 | 527,309.32 | 10.80 |
| 2000 Athletics | 482,240 | 31,790.40 | 154,129.57 | 17,455.58 | 310,654.85 | 35.58 |
| 3000 Classes | 120,670 | 419.02 | 1,410.92 | 0.00 | 119,259.08 | 1.17 |
| 4000 Clubs | 198,944 | 7,415.21 | 34,365.48 | 9,026.34 | 155,552.18 | 21.81 |
| 6000 Private Moneys | 44,750 | 282.28 | 9,729.30 | 0.00 | 35,020.70 | 21.74 |
| <u>Total EXPENDITURES</u> | 1,437,786 | 46,415.66 | 258,392.20 | 31,597.67 | 1,147,796.13 | 20.17 |
| C. EXCESS OF REVENUES | | | | | | |
| <u>OVER (UNDER) EXPENDITURES</u> (A-B) | 15,303 | 3,985.02 | 134,850.17 | | 119,547.17 | 781.20 |
| D. TOTAL BEGINNING FUND BALANCE | | | | | | |
| | 785,000 | | 761,136.92 | | | |
| E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-) | | | | | | |
| | XXXXXXXXX | | .00 | | | |
| F. TOTAL ENDING FUND BALANCE | | | | | | |
| <u>C+D + OR - E)</u> | 800,303 | | 895,987.09 | | | |
| G. ENDING FUND BALANCE ACCOUNTS: | | | | | | |
| G/L 810 Restricted for Other Items | 785,000 | | 16,075.00 | | | |
| G/L 819 Restricted for Fund Purposes | 15,303 | | 843,231.96 | | | |
| 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> | 800,303 | | 895,987.09 | | | |

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 January, 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 | 830.31 | 3,332.94 | | 332.94- | 111.10 |
| 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>830.31</u> | <u>3,332.94</u> | | <u>499,667.06</u> | <u>0.66</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>830.31</u> | <u>3,332.94</u> | | <u>499,667.06</u> | <u>0.66</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>830.31</u> | <u>3,332.94</u> | | <u>100,332.94</u> | <u>103.44-</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>645,372.00</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 | | 645,372.00 | | | |
| 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>645,372.00</u> | | | |

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



TUMWATER SCHOOL DISTRICT NO. 33

Buildings and Grounds
2020 80th Ave SW Tumwater, WA 98512
www.tumwater.k12.wa.us

Brian Hinkle, Supervisor
Buildings & Grounds

TO: Becky Parsons
Executive Assistant to the Superintendent

FROM: Brian Hinkle
Buildings and Grounds Supervisor *B.H.*

DATE: January 31, 2023

SUBJECT: Surplus

Below is information regarding MERV 8 HVAC filters we are requesting to have declared surplus. Please add this request to the consent agenda for School Board approval.

| | |
|-----|-------------|
| 96 | 12x24x2 |
| 12 | 9x27x1 |
| 240 | 24x24x2 |
| 96 | 16x25x2 |
| 84 | 16x24x2 |
| 12 | 23 1/4x27x2 |
| 192 | 16x20x2 |
| 132 | 20x25x2 |
| 24 | 22x23 1/4x2 |
| 12 | 15x25x2 |
| 24 | 24x24x1 |
| 48 | 20x20x2 |
| 12 | 16x22x2 |
| 60 | 25x25x2 |
| 24 | 16x30x2 |
| 12 | 22x25x2 |
| 12 | 19x20x1 |
| 24 | 9x21x1 |
| 12 | 16x27x2 |

Thank you.

Cc: Mel Murray
Melissa Richter

Buildings & Grounds
(360) 709-7725 Fax (360) 709-7742

"Continuous Student Learning in a Caring, Engaging Environment"



*** * * * * MEMO * * * * ***

DATE: February 16, 2023

TO: Tumwater School District Board of Directors

FROM: Mel Murray, Director of Facilities

Consent Agenda

Contract Award to ATS Automation Energy Services Company

New Market Skills Center HVAC Controls Upgrade

The current HVAC controls at New Market Skills Center (NMSC) were installed in 2004 and have become a source of worry. There have been instances where the system failed and we were unsure if it could be recovered. The system is outdated and parts are no longer available. The rest of the controls district-wide have been updated within the last few years.

NMSC is a consortium of eleven school districts, including Tumwater, and capital funding for large projects like the HVAC controls replacement must either be shared among the districts or funded by the State.

We have requested grant funding to replace the controls in the last three legislative capital budget biennia. The request was approved in the 2021-23 capital budget with a \$602,800 grant. The construction contract with ATS is \$449,966.

Project costs for sales tax, engineering design services, change order contingency and equipment repairs will likely add up to the full grant amount.

Since NMSC operates eleven months a year most of the work will occur during swing shift. The new controls will become fully operational by the end of August 2023.

I recommend approval of the contract to ATS Automation for the New Market Skills Center HVAC controls replacement in the amount of \$449,966 which includes the Base Bid and Alternate Bid #2 to replace damper actuators.



February 6th, 2023

Project: Tumwater SD – New Market Skill Center Controls Upgrade

Subject: **Alerton Energy Management & Control System Rev.1**

General Scope

ATS is responsible for controls project management, control system design engineering, software programming, front-end displays/graphics, AutoCAD drawing documentation, control interface panel building and installation, field engineering, controls wiring, testing, start-up, system check-out, and installation. ATS is providing control or monitoring of the following:

Base Scope:

- (39) Fan Coil Units (AHU-A1 thru AHU-C11, ATS provides new control devices and controllers)
- (12) Air Handling Units (AHU-D1 thru AHU-D12, ATS provides new control devices and controllers)
- (1) Heat Recovery Unit (HRU-D1, ATS provides new control devices and controller)
- (1) Make Up Air Unit (MUA-A1, ATS provides new control devices and controller)
- (1) Zone Damper (ZD-1, ATS provides new control devices and controller)
- (2) Zone Coils (ZC-1 & ZC-2, ATS provides new control devices and controller)
- (1) Duct Furnace Unit (DF-C1, ATS provides new control devices and controller)
- (37) Exhaust Fans (EF-A1 thru EF-D11, start/stop, status)
- (3) DHW Systems (WH-A1 / PU-A1 thru WH-D2 / PU-D2, ATS provides new control devices and controller)
- (1) Building D Hydronic Heating/Cooling System (B-1, B-2, C-1, PU-1 thru PU-7, ATS provides new control devices and controllers)
- (2) AC Unit Space Temp Monitoring (AC-B1 and AC-D1, ATS provides new control devices)

Clarifications:

1. Pricing is based on Bid Set drawings dated 01/25/23.
2. Existing low voltage wiring to be reused where feasible. New communication backbone wiring, thermostat wiring & additional necessary low voltage wiring to be installed per code and open plenum cable has been used where applicable and allowable.
3. ATS is providing and installing (1) replacement Danfoss VFD for existing MUA-1.
4. ~~ATS is providing (2) new replacement hydronic flow meters and (2) new differential pressure sensors for installation by others. DEDUCT \$(5,589.00)~~
5. Pricing includes labor necessary for 120V and above circuits and wiring to support above scope.
6. ~~ATS is providing new replacement Belimo hydronic valves and actuators for installation by others. DEDUCT \$(40,547.00)~~
7. ATS is providing 30 hours of on-site training.
8. Pricing includes (4) hours to support district standards for equipment naming and labeling and (24) hours for existing system troubleshooting.
9. Pricing is based on onsite work taking place during hours as listed in G0.01 SCHEDULE/ACCESS.
10. Pricing includes performance bond. **ADD \$(4,470.00)**
11. Pricing includes (1) year of warranty.

Exclusions:

1. Provision and installation of access panels, fire/smoke dampers, and duct smoke detectors are excluded.
2. Louvers, blank off plates, patching, painting, and all fire/sound stopping/caulking are excluded.
3. If not ALT # is not accepted motorized / control damper actuators are excluded.
4. Provision and installation of dampers is by others. Motorized / control damper (not smoke/FSD/other-rated dampers) actuators are provided and installed by ATS. **DEDUCT \$(56,826.00)**
5. Washington State Sales Tax is not included.

Pricing

| | |
|--------------------------------------|-----------------------|
| Original Base Scope Total: | \$ 496,100.00 |
| Deleted Clarification Note 4 Deduct | \$ (5,589.00) DEDUCT |
| Deleted Clarification Note 6: Deduct | \$ (40,547.00) DEDUCT |
| Deleted Exclusion Note 4: Deduct | \$ (56,826.00) DEDUCT |
| Deleted Filter Status Deduct | \$ (4,468.00) DEDUCT |

| | |
|---|-----------------------------|
| Base Scope Total: | \$ 393,140.00 |
| ALTERNATE 1 Demo/Return Existing Alerton Controllers | \$ 11,353.00 ADD |
| ALTERNATE 2 Provide/Install Replacement Damper Actuators | + \$ 56,826.00 ADD |

Pricing is good for 60 days.

Please contact me at 206-713-5638 with any questions. Thank you for the opportunity.

Total = \$449,966.00

Sincerely,

Bruce Dorbin,
ATS Automation

**AGREEMENT
BETWEEN
TUMWATER SCHOOL DISTRICT
AND
CONTRACTOR**

This **AGREEMENT** is made as of the ____ day of _____, 2023, between the Tumwater School District No. 33 (“School District”), 621 Linwood Avenue SW, Tumwater, WA 98512, and the Contractor:

ATS Automation, Inc.
450 Shattuck Avenue South
Renton, Washington 98057
Attention: Bruce Dorbin

A general description of the Project is: **HVAC Controls Upgrade**
New Market Skills Center
7299 New Market Street SW
Tumwater, Washington 98501

The Architect/Engineer (“A/E”), is: **Hargis Engineers**
1201 3rd Avenue, Suite 600
Seattle, Washington 98101
Attention: Larry Bullock
(206) 999-9486

The School District and Contractor agree as set forth below.

**ARTICLE 1
THE WORK**

1.1 The Contractor shall fully execute and complete the entire Work described in the Contract Documents.

**ARTICLE 2
DATES OF COMMENCEMENT AND SUBSTANTIAL
AND FINAL COMPLETION**

2.1 Contract award and notice to proceed are expected to be provided on or before March 1, 2023.

2.2 The Contractor shall achieve Substantial Completion of the entire Work not later than August 27, 2023 and shall achieve Final Completion within Sixty days thereafter, subject to adjustments of the Contract Time as provided in the Contract Documents.

2.3 Liquidated damages shall be \$500.00 per day for each calendar day after the Contract Time that Substantial Completion is not attained and \$250.00 per day for each calendar day after the Contract Time that Final Completion is not attained.

ARTICLE 3
CONTRACT SUM

3.1 The School District shall pay the Contractor for the Contractor's performance of the Contract the Contract Sum of Four Hundred Forty-Nine Thousand Nine Hundred Sixty-Six Dollars (\$449,966.00), subject to additions and deductions as provided in the Contract Documents. Sales tax is not included in and shall be added to the Contract Sum.

3.2 The Contract Sum is based upon and includes the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the School District:

Alternate No. 2, Provide/Install Replacement Damper Actuators. See also ATS Automation's February 6, 2023 Tumwater SD – New Market Skill Center Controls Upgrade Alerton Energy Management & Control System Rev.1 for clarifications on inclusions and exclusions.

3.3 Unit prices, if any, are as follows: N/A

3.4 Allowances, if any, are as follows: N/A

ARTICLE 4
PAYMENT

4.1 The School District will make payments to the Contractor as provided below and elsewhere in the Contract Documents based upon Application(s) for Payment submitted by the Contractor. The School District will make progress payments on account of the Contract Sum per Article 15. The School District will make final payment, constituting the entire unpaid balance of the Contract Sum except statutory retainage, to the Contractor when the Work has achieved Final Completion, the Agreement has been fully performed, and the School District's Board of Directors has accepted the Work. The retainage shall be paid pursuant to RCW 60.28 and the Contract Documents. A performance and payment bond is required; see Article 17.

4.2 Payments due and unpaid under the Agreement shall bear interest as specified by RCW 39.76, not to exceed the Bank of America prime rate plus 2%.

ARTICLE 5
PERMITS AND FEES

5.1 The School District will only pay for any permits listed as its responsibility in the Contract Documents.

5.2 The Contractor shall secure and pay for, as a part of the Contract Sum, all other governmental fees, licenses and inspections necessary for proper execution and completion of the construction of the Work, including without limitation any subcontractor permits and fees and including plan check fees.

5.3 The School District shall secure and pay for necessary approvals, easements, assessments and charges required for the use or occupancy of permanent structures or permanent changes in existing facilities.

ARTICLE 6
PROPERTY INSURANCE

6.1 The School District shall insure the property in the amount of its insurable replacement cost, including additions and alterations, against "all risks" of physical loss, with typical policy exclusions. A copy of the policy is available to the Contractor upon request. The policies shall inure to the benefit of the School District only. The Contractor is at risk for all material and equipment not a permanent part of the structure. The Contractor shall be responsible for securing property insurance for its own equipment. The Contractor's other insurance requirements are described in Article 17.

6.2 Upon the occurrence of an insured loss, the School District shall have the power to adjust and settle any loss with the insurers.

ARTICLE 7
ENUMERATION OF CONTRACT DOCUMENTS

The Contract Documents are enumerated as follows, except for modifications issued after execution of this Agreement:

7.1 This executed Agreement between the School District and Contractor, including the attached General Conditions.

7.2 The Project documents prepared by the A/E.

7.3 Any addenda issued by the School District or A/E during bidding.

7.4 Any other documents forming part of the Contract Documents and listed below:
Department of Labor & Industries Prevailing Wage Rates.

This Agreement entered into as of the day and year first written above.

TUMWATER SCHOOL DISTRICT NO. 33

CONTRACTOR

By _____
(Signature)

By _____
(Signature)

(Printed name and title)

(Printed name and title)

REPORTS TO THE BOARD

- Budget Update: Questions can be directed to Melissa Richter.
- 1st Reading, Policy 2020 – Course Design, Selection and Adoption of Instructional Materials: Questions can be directed to Shawn Batstone.

**Tumwater School District
Board Policy**

**Course Design, Selection and Adoption of
Instructional Materials**

The Board recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the course designs shall be evaluated, adapted, and developed on a continuing basis. Instructional materials shall be selected to ensure alignment with state learning standards and enable all students to master foundational skills and knowledge to achieve career and college readiness.

Definitions

For the purpose of policy and procedure 2020, the following definitions will apply:

- **Course Design** is the process that includes identifying and sequencing essential content supporting students' skill development towards state learning standards. Course design involves providing appropriate instructional materials, professional development, and support systems for teachers as they implement the course.
- **Instructional Materials** are all materials designed for use by students and their teachers as learning resources to help students to acquire facts, skills, and/or to develop cognitive processes. These instructional materials, used to help students meet state learning standards, may be printed or digital, and may include textbooks, technology-based materials, other educational media, and assessments. They may carry different licensing types from open to all rights reserved. For the purposes of this policy, there are five categories of instructional materials:
- **Core Instructional Materials** are the primary instructional resources for a given course. They are district-approved and provided to all students to help meet learning standards and provide instruction towards course requirements.
- **Alternative Core Materials** are the primary instructional materials for a given course that are used with a subset of students. These materials are intended to replace approved core materials and may be used for specialized course offerings or flexible learning environments.
- **Intervention Materials** are designed to support strategic or intensive intervention for students who are at risk of not meeting established learning standards. Intervention materials are used with students to accelerate progress toward particular learning goals based on systematic assessment, decision-making, and progress monitoring.

- **Supplemental Materials** are used in conjunction with the core instructional materials of a course. These items extend and support instruction. They include, but are not limited to: books, periodicals, visual aids, video, sound recordings, computer software, and other digital content.
- **Temporary Supplemental Materials** are those items used in conjunction with the core instructional materials of a course that are of interest or value for a short period of time and are chosen within district-established guidelines. They are not intended to supplant the adopted curriculum nor be used on a regular instructional basis. Examples might include timely articles from relevant, reliable sources, websites, or news broadcasts. The use of temporary supplemental materials for time periods of over one year requires consideration of the material as either part of the core instructional material for a course or supplemental material for the course depending on the nature and scope of the material.
- ~~A district curriculum committee~~ **Instructional Materials Committee** is the body that makes core instructional materials adoption recommendations to the School Board based on superintendent-established procedures.

Course Design

The superintendent or designee will establish procedures for course design that:

- Provide for the regular review of selected content areas and implementation of any suggested changes.
- Provide for involvement of community representatives and staff members at appropriate times.

Selection and Adoption of Instructional Materials

The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. All instructional materials will be selected in conformance with:

- A. Applicable state and federal laws;
- B. Goals and/or learning standards of the district and state; and
- C. Procedures established by the ~~Curriculum Leadership Council~~ **Instructional Materials Committee** which address the criteria detailed in the corresponding procedure 2020P.

Criteria for Selection of Core Instructional Materials

The Board is responsible for the adoption of all core materials used in the district.

Core instructional materials shall be selected based upon the degree to which they:

- A. Demonstrate likelihood of impact as shown by scientific or evidence-based research;
- B. Enable implementation of the district's developed curriculum and meet state standards and ~~College Readiness~~ **career and college readiness** requirements;
- C. Provide sufficient flexibility to meet the varied needs and abilities of the students served;

- D. Provide clear and appropriate differentiation components for English Language Learners, special education students, students with academic opportunity gaps, and highly capable students;
- E. Where appropriate, present balanced but differing views of issues, controversial or otherwise, in order that students may develop critical analysis and informed decision-making skills;
- F. Demonstrate consideration of appropriate format(s) (including technological, visual, and/or auditory components);
- G. Support an equitable access to learning and learning materials for all students; including the provision of appropriate, high-quality accessible instructional materials to all students with disabilities who require them; and
- H. Are free of stereotyping and gender, race, class, and other forms of bias, recognizing that under certain circumstances biased materials may serve as appropriate resources to present contrasting and differing points of view, and biased materials may be employed in order to teach students about bias, stereotyping, and propaganda in historical or contemporary contexts. The *Washington Models Resource: Screening for Biased Content in Instructional Materials* for the ~~Evaluation of Bias Content in Instructional Materials~~, published by the Office of Superintendent of Public Instruction (OSPI) should be consulted in the selection process to further to the goal of eliminating content bias: <https://www.k12.wa.us/CurriculumInstruction/InstructionalMaterialsReview.aspx>
<https://www.k12.wa.us/sites/default/files/public/equity/pubdocs/WA-ScreeningForBiasedContent.pdf>

The superintendent, or designee, will establish procedures for core material, alternate core, and intervention material selection and adoption using criteria around evidence-based practices.

The superintendent will ensure that a listing of all core instructional materials used within the school curriculum is maintained in the district and is available for public review either in-person or online.

The intent of the Board is that the superintendent delegates responsibility for examining, evaluating, and selecting all supplemental and temporary supplemental materials to the professional staff of the district. This includes preparing all student reading lists. Staff will rely on reason and professional judgment in the selection of high-quality supplemental materials that align to state learning standards and are appropriate for the instructional program and developmental level and interests of their students.

The superintendent shall establish procedures for receiving, considering and acting upon written complaints regarding all instructional materials used by the district. Any decision to remove Board adopted core instructional materials must be finally approved by the Board.

| | |
|-------------------|--|
| Cross References: | 2027 – District Ownership of Staff-Created Work |
| Legal References: | RCW 28A.150.230 Basic Education Act — District School Directors' responsibilities |
| | RCW 28A.320.230 Instructional materials- |
| | RCW 28A.320.170 Instructional Materials Committee Tribal history and culture [as amended by SSB 5433] |
| | RCW 28A.405.060 Course of study and regulations – Enforcement-Withholding salary warrant for failure |
| | Chapter 28A.640 RCW Sexual Equality |
| | WAC 180-44-010 Responsibilities related to instruction |
| | WAC 392-190-055 Textbooks and instructional materials- Scope Elimination of sex bias-compliance timetable Instructional Materials Policy-Elimination of Bias |

ADOPTION DATE: May 11, 1995

REVISION DATES: June 23, 2011; March 27, 2014; June 16, 2016

Tumwater School District Board Policy

Course Design, Selection and Adoption of Instructional Materials

The Board recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the course designs shall be evaluated, adapted, and developed on a continuing basis. Instructional materials shall be selected to ensure alignment with state learning standards and enable all students to master foundational skills and knowledge to achieve career and college readiness.

Definitions

For the purpose of policy and procedure 2020, the following definitions will apply:

- **Course Design** is the process that includes identifying and sequencing essential content supporting students' skill development towards state learning standards. Course design involves providing appropriate instructional materials, professional development, and support systems for teachers as they implement the course.
- **Instructional Materials** are all materials designed for use by students and their teachers as learning resources to help students to acquire facts, skills, and/or to develop cognitive processes. These instructional materials, used to help students meet state learning standards, may be printed or digital, and may include textbooks, technology-based materials, other educational media, and assessments. They may carry different licensing types from open to all rights reserved. For the purposes of this policy, there are five categories of instructional materials:
- **Core Instructional Materials** are the primary instructional resources for a given course. They are district-approved and provided to all students to help meet learning standards and provide instruction towards course requirements.
- **Alternative Core Materials** are the primary instructional materials for a given course that are used with a subset of students. These materials are intended to replace approved core materials and may be used for specialized course offerings or flexible learning environments.
- **Intervention Materials** are designed to support strategic or intensive intervention for students who are at risk of not meeting established learning standards. Intervention materials are used with students to accelerate progress toward particular learning goals based on systematic assessment, decision-making, and progress monitoring.

- **Supplemental Materials** are used in conjunction with the core instructional materials of a course. These items extend and support instruction. They include, but are not limited to: books, periodicals, visual aids, video, sound recordings, computer software, and other digital content.
- **Temporary Supplemental Materials** are those items used in conjunction with the core instructional materials of a course that are of interest or value for a short period of time and are chosen within district-established guidelines. They are not intended to supplant the adopted curriculum nor be used on a regular instructional basis. Examples might include timely articles from relevant, reliable sources, websites, or news broadcasts. The use of temporary supplemental materials for time periods of over one year requires consideration of the material as either part of the core instructional material for a course or supplemental material for the course depending on the nature and scope of the material.
- **A district curriculum committee** is the body that makes core instructional materials adoption recommendations to the School Board based on superintendent-established procedures.

Course Design

The superintendent or designee will establish procedures for course design that:

- Provide for the regular review of selected content areas and implementation of any suggested changes.
- Provide for involvement of community representatives and staff members at appropriate times.

Selection and Adoption of Instructional Materials

The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. All instructional materials will be selected in conformance with:

- A. Applicable state and federal laws;
- B. Goals and/or learning standards of the district and state; and
- C. Procedures established by the Curriculum Leadership Council which address the criteria detailed in the corresponding procedure 2020P.

Criteria for Selection of Core Instructional Materials

The Board is responsible for the adoption of all core materials used in the district.

Core instructional materials shall be selected based upon the degree to which they:

- A. Demonstrate likelihood of impact as shown by scientific or evidence-based research;
- B. Enable implementation of the district's developed curriculum and meet state standards and College Readiness requirements;
- C. Provide sufficient flexibility to meet the varied needs and abilities of the students served;

- D. Provide clear and appropriate differentiation components for English Language Learners, special education students, students with academic opportunity gaps, and highly capable students;
- E. Where appropriate, present balanced but differing views of issues, controversial or otherwise, in order that students may develop critical analysis and informed decision-making skills;
- F. Demonstrate consideration of appropriate format(s) (including technological, visual, and/or auditory components);
- G. Support an equitable access to learning and learning materials for all students; including the provision of appropriate, high-quality accessible instructional materials to all students with disabilities who require them; and
- H. Are free of stereotyping and gender, race, class, and other forms of bias, recognizing that under certain circumstances biased materials may serve as appropriate resources to present contrasting and differing points of view, and biased materials may be employed in order to teach students about bias, stereotyping, and propaganda in historical or contemporary contexts. The *Washington Models for the Evaluation of Bias Content in Instructional Materials*, published by the Office of Superintendent of Public Instruction (OSPI) should be consulted in the selection process to further to the goal of eliminating content bias: <https://www.k12.wa.us/CurriculumInstruct/InstructionalMaterialsReview.aspx>

The superintendent, or designee, will establish procedures for core material, alternate core, and intervention material selection and adoption using criteria around evidence-based practices.

The superintendent will ensure that a listing of all core instructional materials used within the school curriculum is maintained in the district and is available for public review either in-person or online.

The intent of the Board is that the superintendent delegates responsibility for examining, evaluating, and selecting all supplemental and temporary supplemental materials to the professional staff of the district. This includes preparing all student reading lists. Staff will rely on reason and professional judgment in the selection of high quality supplemental materials that align to state learning standards and are appropriate for the instructional program and developmental level and interests of their students.

The superintendent shall establish procedures for receiving, considering and acting upon written complaints regarding all instructional materials used by the district. Any decision to remove Board adopted core instructional materials must be finally approved by the Board.

Cross References: 2027 – District Ownership of Staff-Created Work

Legal References: RCW 28A.150.230 Basic Education Act — District school directors responsibilities

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| RCW 28A.320.230 | Instructional materials-materials committee |
| RCW 28A.405.060 | Course of study and regulations – Enforcement-Withholding salary warrant for failure |
| Chapter 28A.640 RCW | Sexual Equality |
| WAC 180-44-010 | Responsibilities-instruction |
| WAC 392-190-055 | Textbooks and instructional materials-Scope Elimination of sex bias-compliance timetable |

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ACTION ITEMS

- Recommended Approval of Resolution 05-22-23, Social Media Litigation:
Questions can be directed to Superintendent Meyer.



Tumwater School District

Dr. Carole Meyer
Interim Superintendent

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(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

DATE: February 17, 2023

TO: School Board
Superintendent

FROM: Becky Parsons, Executive Assistant

RE: *Resolution 06-22-23, Social Media Litigation*

I will forward the resolution as soon as I receive guidance from the attorney sponsoring the litigation.

Please reach out if you have any questions.

Thank you.

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

“Continuous Student Learning in a Caring, Engaging Environment”