



Tumwater School District

Dr. Sean Dotson
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 Special Meeting

Thursday, June 30, 2022 at 5:00 PM
Location: District Office
621 Linwood Ave. SW Tumwater, WA 98512

To Provide Public Comment Via Zoom:
<https://us02web.zoom.us/j/84392169593>
(This link is for virtual public comment ONLY)

Please Note: Public Comment is only available to those who have signed up in advance by emailing their name and topic to becky.parsons@tumwater.k12.wa.us between 8 AM and 6 PM on the day of the meeting.

- 5:00pm** **Call Regular Meeting To Order** (*Casey Taylor*)
Recognition/Flag Salute
- 5:01pm** **Public Comment Reminder** (*Casey Taylor*)
- 5:03pm** **Agenda Discussion/Approval** (*Casey Taylor*)
- 5:04pm** **Consent Agenda**
- Personnel Report
- 5:05pm** **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*)
- 5:35pm** **Reports to the Board**
- 1st Reading, Policy 6022 – Minimum Fund Balance
- 5:40pm** **Action Items**
- Oath of Office – Dr. Carole Meyer, Interim Superintendent for the 22-23 School Year (*Casey Taylor*)
 - Certification of Manual Signature (*Casey Taylor*)
 - Recommended Approval of Resolution 14-21-22, Designation of Auditing Officer

BOARD OF DIRECTORS
MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

“Continuous Student Learning in a Caring, Engaging Environment”

- Recommended Approval of Resolution 15-21-22, Authorization of Facsimile Signature
- Recommended Approval of Resolution 16-21-22, Authorization of Warrant Signature
- Recommended Approval of Resolution 17-21-22, Authorization to Invest Funds
- Recommended Approval of Resolution 18-21-22, Designation of District Agent
- Recommended Approval of the TSD/Northwest Leadership Associates Letter of Agreement for Superintendent Search Consulting

5:55pm Adjourn Special Meeting

***NEXT BOARD MEETING: Regular Board Meeting on July 28, 2022
(sign-in info available by 7/22/22)***

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

CONSENT AGENDA

- Personnel Report: Questions can be directed to Beth Scouller.



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Sean Dotson
Superintendent

June 30, 2022

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

Financial Services:
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Preliminary

| New Hire: | | | | |
|---------------------|------------------------|-----|---|-------|
| Dugan Shirer | Teacher | THS | 1.0 FTE Continuing (2022-2023) | TEA |
| Sherri Florek | Teacher | THE | 0.5 FTE One Year Only (2022-2023) | TEA |
| Carole Meyer | Interim Superintendent | DO | One-Year-Only effective July 1, 2022 | ADMIN |
| Adjusted: | | | | |
| Laura Hagen | Office Professional 5 | THS | From a Temporary Office Professional 5 to a Continuing Office Professional 5, effective 22-23 school year | TOPA |
| Vickie Rose-Thusing | Paraprofessional | BLE | Additional .5 hours per day, One Year Only, effective the 2022-2023 school year | TAP |
| Nicole Cserfoi | Paraprofessional | BLE | Additional .5 hours per day, One Year Only, effective the 2022-2023 school year | TAP |
| Katrin Steil | Paraprofessional | BLE | Additional .25 hours per day, One Year Only, effective the 2022-2023 school year | TAP |
| Carisa Shaw | Paraprofessional | BLE | Additional .25 hours per day, One Year Only, effective the 2022-2023 school year | TAP |
| Ellen Brock | Paraprofessional | BLE | Additional .25 hours per day, One Year Only, effective the 2022-2023 school year | TAP |
| Jancin Krohn | Paraprofessional | BLE | Additional .5 hours per day, One Year Only, effective the 2022-2023 school year | TAP |
| Jeanne Mitchell | Paraprofessional | BLE | Additional .5 hours per day, One Year Only, effective the 2022-2023 school year | TAP |

BOARD OF DIRECTORS

MELISSA BEARD CASEY TAYLOR SCOTT KILLOUGH DARBY KAIKKONEN LAURIE SALE

"Continuous Student Learning in a Caring, Engaging Environment"

| | | | | |
|------------------|--------------------------------|------------|--|-------|
| Debra Petersen | Paraprofessional | BLE | Additional .5 hours per day, One Year Only, effective the 2022-2023 school year | TAP |
| Jennifer Monson | Paraprofessional | PGS | From ECLC to PGS, effective the 2022-2023 school year | TAP |
| Cynthia Streuli | Paraprofessional | EOE | From ECLC to EOE, effective the 2022-2023 school year | TAP |
| Maureen Celle | Paraprofessional | THE | From ECLC to THE, effective the 2022-2023 school year | TAP |
| Aubrie Grant | Teacher | THE | From Paraprofessional to Leave Replacement Teacher, 1.0 FTE (9/1/22 - 1/31/23, One Year Only), effective the 2022-2023 school year | TEA |
| Christina Berry | Office Professional 6 | BHHS | From Office Professional 6 at ECLC to Office Professional 6 at BHHS, effective 22-23 school year | TOPA |
| Nancy Manley | Office Professional 1 | Technology | From Office Professional 3 at THS to Office Professional 1 for Technology, effective August 1, 2022 | TOPA |
| Nicole Rakoz | Teacher | BMS | From One-Year-Only (2021/2022) to One-Year-Only (2022/2023) | TEA |
| Eric Sarai | Teacher | THS | From 0.6 FTE continuing to 0.8 FTE continuing | TEA |
| Alisha Perkinson | Teacher | EOE | From One-Year-Only (2021/2022) to continuing (2022/2023) | TEA |
| Kelli Goode | Teacher | EOE | From One-Year-Only (2021/2022) to One-Year-Only (2022/2023) | TEA |
| Keilani Backholm | Teacher | TMS | 1.0 FTE, From One-Year-Only (2021-2022) One-Year-Only (2022-2023) | TEA |
| Michelle Paul | Teacher | SL | From Science (BMS) to Middle School CTE TOSA (SL), effective the 2022-2023 school year | TEA |
| Jodi Schaefer | Supervisor of Student Learning | SL | From 0.5 continuing Assistant Principal at BLE and 0.5 one-year-only Student Learning MTSS/RTI to Supervisor of Elementary Education K- 5 effective July 1, 2022 | ADMIN |

| | | | | |
|-----------------------|--------------------------------|------------------|---|-------|
| Andra Kelley-Batstone | Supervisor of Student Learning | SL | From 0.5 Assistant Principal at BHHS/0.5 MTSS to Supervisor of Secondary Education 6-12 effective July 1, 2022 | ADMIN |
| Leaves: | | | | |
| Jeanene Hill | Teacher | BLE | 0.5 LOA from Continuing contract for the 2022-2023 school year to assume role of 0.5 Dean of Students (One Year Only) | TEA |
| Laura Ashley | Teacher | MTS | 0.2 FTE LOA for the 2022-2023 school year | TEA |
| Melissa Merten | RN | Special Services | LOA starting February 13, 2023, returning February 28, 2023 | TEA |
| Mark Wood | Skilled Grounds | B&G | LOA starting July 1, 2022, returning October 1, 2022 | PSE |
| Kim Rutledge | Bus Driver | Transportation | Intermittent LOA starting May 3, 2022, returning June 6, 2022 | PSE |
| Michaela Monson | Paraprofessional | THE | LOA starting May 5, 2022, returning May 16, 2022 | TAP |
| Candy Sapp | Paraprofessional | EOE | LOA starting June 6, 2022, returning June 13, 2022 | TAP |
| Lisa Hopkins | Paraprofessional | BLE | Partial LOA of .5 hours per day starting September 6, 2022 through 2022-2023 school year | TAP |
| Page Voie | Teacher | EOE | LOA starting May 31, 2022, returning September 1, 2022 | TEA |
| Casey Rouse | Teacher | LRE | LOA starting September 7, 2022, returning January 4, 2023 | TEA |
| Tamara York | Teacher | PGS | LOA from teaching assignment for the 2022/2023 school year | TEA |
| Christy Turnbow | Teacher | TVA | LOA starting May 18, 2022, returning May 31, 2022 | TEA |
| Amy Fulton | Teacher | BHHS | LOA starting May 4, 2022, returning May 11, 2022 | TEA |
| Tim Voie | Teacher | CHS | LOA starting June 2, 2022, returning September 1, 2022 | TEA |
| Resignation: | | | | |
| Jennifer Field | Teacher | TMS | Effective August 31, 2022 | TEA |
| Virginia OLeary | Teacher | MTS | Effective August 31, 2022 | TEA |
| Kristian Nyberg | Paraprofessional | THS | Effective August 31, 2023 | TAP |
| Jennifer Southworth | Paraprofessional | LRE | Effective August 31, 2023 | TAP |
| Rechelle Schimke | Teacher | SL | Effective June 24, 2022 | TEA |
| Eileen Selleck | Teacher | BMS | Effective August 31, 2022 | TEA |

| Termination: | | | | |
|--|---|------------------|--|-----|
| Spencer Bright | Bus Driver Trainee | Transportation | Involuntary Termination, effective June 3, 2022 | PSE |
| Co-Curricular: | | | | |
| Barret Daniels | TWEC Summer School Instructor | TWEC | | TEA |
| Ericka Silla | School Psychologist SPED Team Lead for 2022-2023 school year | Special Services | | TEA |
| Claire Runge | Speech Language Pathologist SPED Team Lead for 2022-2023 school year | Special Services | | TEA |
| Anett Hanna | Pre-School SPED Team Lead for 2022-2023 school year | Special Services | | TEA |
| Tamara Schultz | Motor Team SPED Team Lead for 2022-2023 school year | Special Services | | TEA |
| Sara Beezley | Elementary Self-Contained SPED Team Lead for 2022- 2023 school year | Special Services | | TEA |
| Jasmine Stray | Elementary Resource SPED Team Lead for 2022- 2023 school year | Special Services | | TEA |
| Recommend Approval of: | | | | |
| Recommend approval to update TOPA salary schedule by 2% effective for the 21-22 school year | | | | |
| Recommend approval to add Supervisor of Secondary Education 6-12 and Supervisor of Elementary Education K-5 to the salary schedule | | | | |

REPORTS TO THE BOARD

- 1st Reading, Policy 6022 – Minimum Fund Balance



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TO: School Board

FROM: Sean Dotson

RE: *School Board Policy 6022: Minimum Fund Balance*

In response to recent and ongoing discussion of Board Policy 6022: Minimum Fund Balance, I have conducted a review and recommended update to this policy language to improve clarity and protect the fiscal stability of the district. Preparation for this recommendation included a review of current language in TSD's minimum fund balance policy in comparison to WSSDA's model policy and language used by several regional school districts (Centralia, Olympia, Steilacoom, Yelm).

Based upon this review, please find attached a recommended update to the minimum fund balance policy. The revised language aligns with WSSDA's recommended policy. The language is concise and makes clear that the minimum fund balance applies only "to those portions of fund balance that are in spendable form but are not legally restricted as to their use from outside sources." This excludes non-spendable and restricted funds by definition.

Updating this policy will improve clarity and facilitate planning to protect a fund balance that meets its intended purpose. It is important to note that the minimum fund balance percentage for comparison districts varied:

- Centralia: 5% to 7%
- Olympia: 3% to 7%
- Steilacoom: 6%
- Yelm: 5%

Tumwater's 4% minimum fund balance falls on the low end of those in most of the comparison districts. This leaves the district with very limited capacity to weather unforeseen circumstances. As a result, it will be important to continue to monitor and consider whether increasing the minimum fund balance to at least 5% in the future would be beneficial.

BOARD OF DIRECTORS
MELISSA BEARD RITA LUCE DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

"Continuous Student Learning in a Caring, Engaging Environment"

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.

~~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 percent of the current year's budgeted expenditures towards a minimum fund balance.~~

~~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

Tumwater School District
Board Policy

current

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.

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 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 4 percent of the current year's budgeted expenditures towards a minimum fund balance.

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).

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[Cross References*](#)

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RCW 28A.505 - School Districts' Budgets.

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

ADOPTED: January 10, 2019

ACTION ITEMS

- Oath of Office – Dr. Carole Meyer, Interim Superintendent for the 22-23 School Year
- Certification of Manual Signature
- Recommended Approval of Resolution 14-21-22, Designation of Auditing Officer
- Recommended Approval of Resolution 15-21-22, Authorization of Facsimile Signature
- Recommended Approval of Resolution 16-21-22, Authorization of Warrant Signature
- Recommended Approval of Resolution 17-21-22, Authorization to Invest Funds
- Recommended Approval of Resolution 18-21-22, Designation of District Agent
- Recommended Approval of the TSD/Northwest Leadership Associates Letter of Agreement for Superintendent Search Consulting

SUPERINTENDENT OF PUBLIC INSTRUCTION
Olympia, Washington

OATH OF OFFICE

STATE OF WASHINGTON, County of Thurston ss.

I, Dr. Carole Meyer, do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Washington and will faithfully perform the duties of Superintendent/Secretary of Tumwater School District No. 33 in the county of Thurston, state of Washington, according to the best of my ability.

Signed: _____

Address: 621 Linwood Ave. SW

Tumwater, WA 98512

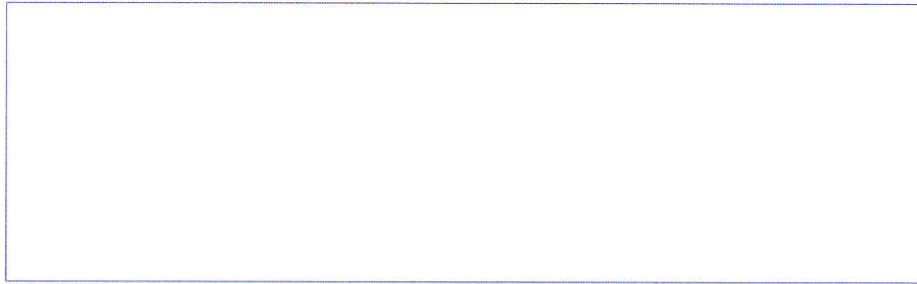
SUBSCRIBED AND SWORN TO (or affirmed) before me this 30th day of June, 2022.

Signed: _____
(official administering oath)

Board President
(title of official)

NOTE: Signatures must be acknowledged by a district superintendent, a notary public, or other official authorized to administer oaths.

CERTIFICATION OF MANUAL SIGNATURE



(sample of manual signature)

I, Dr. Carole Meyer the undersigned affiant, being first duly sworn on oath, depose and say:

A. My name is Dr. Carole Meyer
(print or type)

B. I have been duly chosen and am qualified and acting as
Interim Superintendent for Tumwater School District
(name of position) (name of district)

C. The signature above is my true manual signature.

Signature

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__.

Notary Public in and for the state of Washington,
residing in _____ County

NOTE: This affidavit is made to comply with Chapter 39.62 RCW.



Tumwater School District

Dr. Carole Meyer
Interim Superintendent

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RESOLUTION 14-21-22 DESIGNATION OF AUDITING OFFICER

WHEREAS, the Board of Directors of Tumwater School District is required to appoint the Auditing Officers of the School District.

IT IS HEREBY RESOLVED by the Board of Directors of Tumwater School District No. 33, Thurston County, Washington, that Dr. Carole Meyer, Interim Superintendent, Shawn Batstone, Assistant Superintendent and the Financial Services Director, Fiscal Officers, be designated as Auditing Officers of the District to perform duties as authorized.

DATED this 30th day of June 2022.

BOARD OF DIRECTORS
TUMWATER SCHOOL DISTRICT NO. 33

Board President

Board Secretary/Interim Superintendent

Board Member

Board Member

Board Member

Board Member

BOARD OF DIRECTORS
MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

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Interim Superintendent

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RESOLUTION 15-21-22
AUTHORIZATION OF FACSIMILE SIGNATURE

WHEREAS, Chapter 86, Laws of 1969, as codified in RCW 39.62 authorizes the use of facsimile signatures by any public officer in lieu of a manual signature to execute any “public security” or any “instrument of payment”;

WHEREAS, the statute further requires that before any authorized officer may use a facsimile signature plate or stamp, he/she must file a manual signature with the Secretary of State, duly certified while under oath; and

WHEREAS, Dr. Carole Meyer, Interim Superintendent/Secretary of Board, has filed Certificate of Manual Signature, duly certified under oath, with the Auditor of Thurston County.

NOW, THEREFORE, BE IT RESOLVED that the facsimile plate or stamp, as imprinted below, for Dr. Carole Meyer, Interim Superintendent/Secretary, be accepted for use in lieu of a manual signature of any public security or any instrument of Tumwater School District No. 33.

ADOPTED this 30th day of June 2022.

BOARD OF DIRECTORS
TUMWATER SCHOOL DISTRICT NO. 33

Board President

Board Secretary/Interim Superintendent

Board Member

Board Member

Board Member

Board Member

BOARD OF DIRECTORS
MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

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RESOLUTION 16-21-22
AUTHORIZATION OF WARRANT SIGNATURE

WHEREAS, Dr. Carole Meyer has been designated Interim Superintendent/Secretary to the Board of Tumwater School District No. 33 effective July 1, 2022;

WHEREAS, the Secretary to the Board is required to sign all warrants ordered to be issued by the Board of Directors; and

WHEREAS, the number of payroll and all accounts payable warrants issued each month by School District if signed personally by the President of the Board would impose too great a task,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Tumwater School District No. 33, Thurston County, Washington, as follows.

A. Moneys of such school districts shall be paid out only upon orders for warrants signed by the president, or a majority of the board of directors and countersigned by the secretary: (First-class districts)

B. Second-class school districts, subject to the approval of the superintendent of public instruction, may draw and issue warrants for the payment of moneys upon approval of a majority of the board of directors, such warrants to be signed by the chair of the board and countersigned by the secretary:

PROVIDED, that when, in the judgment of the board of directors, the orders for warrants issued by the district monthly shall have reached such numbers that the signing of each warrant by the chair of the board personally imposes too great a task on the chair, the board of directors, after auditing all payrolls and bills, may authorize the issuing of one general certificate to the county treasurer, to be signed by the chair of the board, authorizing said treasurer to pay all the warrants specified by date, number, name and amount, and the funds on which said warrants shall be drawn; thereupon the secretary of said board shall be authorized to draw and sign said orders for warrants. Orders for warrants and warrant registers may be sent in an electronic format and using facsimile signatures as provided under chapter 39.62 RCW.

BOARD OF DIRECTORS
MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

"Continuous Student Learning in a Caring, Engaging Environment"

BE IT FURTHER RESOLVED that the signatures below are the true and correct signatures to appear on said warrants or certificates effective July 1, 2022. The County Treasurer is hereby authorized to pay all warrants authorized by such signatures.

ADOPTED this 30th day of June, 2022.

TUMWATER SCHOOL DISTRICT NO. 33

Board President

Board Secretary/Interim Superintendent

Board Member

Board Member

Board Member

Board Member



Dr. Carole Meyer
Interim Superintendent

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**RESOLUTION 17-21-22
AUTHORIZATION TO INVEST FUNDS**

WHEREAS, Tumwater School District No. 33 will have General, Capital Projects, Transportation Vehicle, Debt Service, and Associated Student Body monies during 2022 – 2023 that will not be required for immediate use of the District; and

WHEREAS, it is the intent of the District to utilize resources so as to maximize use of the taxpayer’s dollars,

IT IS HEREBY RESOLVED by the Board of Directors of Tumwater School District No. 33, Thurston County, Washington, authorizes Dr. Carole Meyer, Interim Superintendent, or her designee, Fiscal Officer, to continue to invest such monies as they become available effective.

DATED this 30th day of June, 2022, pursuant to RCW 28A.320.310.320.

BOARD OF DIRECTORS
TUMWATER SCHOOL DISTRICT NO. 33

Board President

Board Secretary/Interim Superintendent

Board Member

Board Member

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RESOLUTION 18-21-22 DESIGNATION OF DISTRICT AGENT

BE IT RESOLVED that the Board of Directors of Tumwater School District No. 33, Thurston County, Washington, designates, Dr. Carole Meyer as the Interim Superintendent, of School District No. 33, and as Interim Superintendent Dr. Carole Meyer, is hereby authorized to sign any and all Federal, State, County, and City applications and all necessary Federal, State, County, and City reports on behalf of the Tumwater School District No. 33.

DATED this 30th day of June, 2022.

BOARD OF DIRECTORS
TUMWATER SCHOOL DISTRICT NO. 33

Board President

Board Secretary/Interim Superintendent

Board Member

Board Member

Board Member

Board Member

BOARD OF DIRECTORS
MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

“Continuous Student Learning in a Caring, Engaging Environment”



Letter of Agreement
Between the
Tumwater School District
and
Northwest Leadership Associates
For

Consulting services to assist the District in the recruitment, selection and employment of a Superintendent of Schools

I. Purpose and goals

The purpose of this letter of agreement is to define the terms under which Northwest Leadership Associates will assist the Tumwater School District Board of Directors recruit, select, and employ a Superintendent of Schools.

II. Responsibilities of Northwest Leadership Associates

Under the terms of this agreement, Northwest Leadership Associates will:

A. Phase I (Preparing for the Search)

1. Meet with the Board to develop a preliminary draft of the vacancy announcement and decide the process for gathering input from the community and staff.
2. Meet with selected groups and individuals to further define qualities that should be sought in candidates for the superintendent's position.
3. Meet with the Board to consolidate input gathered in staff/community meetings and determine its role in the selection process
4. Prepare initial draft of vacancy announcement and make revisions as needed until approved by the Board.

B. Phase II (Recruiting and Screening Candidates)

1. Email recruitment information to potential candidate and those who might know of candidates in Idaho, Washington, and Oregon.
2. Contact a wide range of current superintendents, assistant superintendents, principals and others with potential knowledge of strong candidates for the position.
3. Place appropriate announcements in selected journals and newsletters to provide additional publicity about the opening.
4. Identify, contact, and encourage potential candidates who might not otherwise be aware of the position.
5. Screen all valid applications; verify references of all candidates who appear to meet the position requirements; conduct screening interviews, via telephone or in person, of all candidates to be recommended to the Board.

C. Phase III (Interviewing Candidates)

1. Meet with the Board to discuss all qualified candidates and recommend four to ten of the best qualified candidates from the applicant pool; assist the Board in deciding which candidates to invite to the District for interviews.
2. Recommend to the Board appropriate interview questions and procedures; assist in scheduling and arranging interviews.

D. Phase IV (Making the Selection)

1. Meet with the Board to facilitate the evaluation of each candidate and their "fit" with the District.
2. Notify all unsuccessful candidates of the Board's decision.
3. Upon request by the Board, assist with contract negotiations with the successful candidate.

All phases of the work shall be conducted in a professional and timely manner.

III. Compensation

- A. A fee of eighteen thousand dollars (\$18,000) will be paid to *Northwest Leadership Associates* by the District for the work performed under this agreement. The contract amount will be due upon the selection of a superintendent.
- B. Appropriate and reasonable expenses incurred by Northwest Leadership Associates in performing the work outlined in this agreement may be reimbursed by the District including consultant travel expenses to the District. Consultant travel will be billed separately, and will be paid directly to the consultant(s).

IV. Termination of the Agreement

Either party may unilaterally terminate the contract upon delivery of written notice. Northwest Leadership Associates shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

V. Performance guarantee

If no acceptable candidate accepts the position or the selected superintendent resigns the position or is dismissed by the Board for cause during the first year of his/her employment, Northwest Leadership Associates will conduct a comparable search for a replacement without charge, but will be reimbursed for appropriate expenses associated with the new search.

VI. Entire Agreement

This document constitutes the entire agreement of the parties and may not be modified except by written agreement of the parties.

The Tumwater School District hereby agrees to engage the services of Northwest Leadership Associates in accordance with the terms of this Letter of Agreement to assist the district in a search for a superintendent of schools to begin service July 1, 2023.

For the
Tumwater School District:

For
Northwest Leadership Associates:

Dennis Ray

Title:

Dennis A. Ray, President

Date:

Date: June 14, 2022