



# Tumwater School District

Dr. Sean Dotson  
Superintendent

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

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

## School Director's Agenda

Thursday, January 14, 2021

Start Time: 6:00pm

Location: Zoom

### To Join the Zoom Meeting On-Line:

<https://zoom.us/j/91829650516>

### To Join the Zoom Meeting Via Telephone:

**253-215-8782 OR 346-248-7799**

Meeting ID: 918 2965 0516

- 6:00pm**      **Call Meeting To Order** (*Melissa Beard*)
- Recognition/Flag Salute
- 6:02pm**      **Public Comment Reminder** (*Melissa Beard*)
- 6:03pm**      **Agenda Discussion/Approval** (*Melissa Beard/Sean Dotson*)
- 6:04pm**      **Meeting Minutes Review**
- December 10, 2020 Board Meeting
- 6:05pm**      **Consent Agenda**
- Personnel Report
  - Payroll and Vouchers
  - Budget Status Report
  - Capital Projects-Change Order
  - Capital Projects-Acceptance of Contract as Complete
  - Capital Projects-Authorization to Bid
  - Capital Projects-Utilities Bill of Sale, Waterline Easement and Maintenance Agreements
  - Donation(s) Acceptance
- 6:07pm**      **Student Representative Report**
- Tumwater High School (*Ella Jimenez*)
  - Cascadia High School (*Natasha Bunce*)
  - A.G. West Black Hills High School (*Rebecca Allen*)
- 6:20 pm**      **Recognition/Public Comment Follow-Up/By The Numbers** (*Sean Dotson*)

BOARD OF DIRECTORS  
MELISSA BEARD    STEPHANIE GOEBEL    DARBY KAIKKONEN    SCOTT KILLOUGH    CASEY TAYLOR

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

- 6:30pm**      **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 5 minutes. Additional speakers on the same topic will be allowed 3 minutes each, for a total of 20 minutes on any one topic.*
- Speakers-Agenda and Non-Agenda Items (*Tami Collins*)
- 7:00pm**      **Reports to the Board**
- On-Line Learning-Staff/Student Experiences (*Shawn Guthrie/Cathy McNamara*)
  - 1<sup>st</sup> Reading, Policy 3424-Opioid Related Overdose Reversal (*Kelli Ehresmann*)
  - 1<sup>st</sup> Reading, Policy 3416-Medication at School (*Kelli Ehresmann*)
  - 1<sup>st</sup> Reading, Policy 3413-Student Immunizations and Life-Threatening Health Conditions (*Kelli Ehresmann*)
  - 12/10/20 Board Meeting Follow-up/Clarification (*Melissa Beard*)
  - Superintendent's Report-Reopening Plan (*Sean Dotson*)
- 8:00pm**      **Action Items**
- Superintendent's Contract (*Melissa Beard*)
  - Legislative Priorities (*Sean Dotson/Darby Kaikkonen*)
- 8:12pm**      **Board Discussion**
- Legislative Update (*Darby Kaikkonen*)
  - WIAA Update (*Casey Taylor*)
  - Equity Discussion (*Board*)
    - Equity Advisory Committee Update (*Scott Killough*)
- 8:42pm**      **Board Comments**
- 8:52pm**      **Adjourn**

**NEXT BOARD MEETING: SIP Discussion w/Peter G. Schmidt Administrators and Board Workshop  
on January 28, 2021 at 5:00pm (sign-in info available by 1/22/21)**

**and Regular Board Meeting on February 11, 2021 (sign-in info available by 2/5/21)**  
The Board may also schedule additional special or emergency meetings consistent with RCW 28A.343.380.

## **APPROVAL OF MINUTES**

- December 10, 2020 Board Meeting



# Tumwater School District

Dr. Sean Dotson  
Superintendent

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

**Tumwater School District**  
**School Board Meeting Minutes**  
Zoom Meeting originating at District Office  
621 Linwood Avenue SW  
Tumwater, WA 98512  
December 10, 2020  
6:00 pm

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

Board Members Present: Melissa Beard, Casey Taylor, Stephanie Goebel, Darby Kaikkonen, Scott Killough, Superintendent Sean Dotson (Secretary)

President Melissa Beard called the meeting to order at 6:00pm 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. She then led us in the flag salute.

#### **Public Comment Reminder:**

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

#### **Agenda Discussion/Approval:**

- Agenda Changes: Superintendent Sean Dotson shared that there were no changes to the previously published version of the agenda.

#### **Election of Officers**

- **President Melissa Beard called for nominations to fill the Board President position. Scott Killough nominated Casey Taylor. Board President asked for other nominations. Darby Kaikkonen nominated Melissa Beard. Board President Beard as again for nominations. There were no additional nominations. Board President Beard asked for a vote. Scott Killough voted for Casey. Stephanie Goebel, Darby Kaikkonen and Casey Taylor voted for Melissa Beard. Motion passed with a vote of 3 to 1.**
- **President Melissa Beard called for nominations to fill the Board Vice-President position. Scott Killough nominated Casey Taylor. Melissa asked an additional two times if there were any other nominations. There were no other nominations. Stephanie Goebel, Darby Kaikkonen and Scott Killough voted for Casey Taylor. Motion passed unanimously.**

#### **Review of Minutes**

- **Scott Killough/Casey Taylor M/S to approve the minutes from the November 12, 2020 Regular Board Meetings. The motion passed unanimously.**

BOARD OF DIRECTORS  
MELISSA BEARD    STEPHANIE GOEBEL    DARBY KAIKKONEN    SCOTT KILLOUGH    CASEY TAYLOR

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

**Consent Agenda**

- **Stephanie Goebel/Darby Kaikkonen M/S to approve the Consent Agenda as presented. The motion passed unanimously. The Consent Agenda was approved as follows:**

- **Personnel Report:**

<b>Employment:</b>				
Debra Reich	Teacher	LRE	Continuing, Effective November 6, 2020	TEA
Aubrie Grant	Paraprofessional	THE	One Year Only (2020-2021)	TAP
Wendy Carter	Paraprofessional	THS	One Year Only (2020-2021)	TAP
<b>Adjusted:</b>				
Ayn Gore	Paraprofessional	TAP	6.0 hours per day Continuing	TAP
<b>Retirement:</b>				
Heidi Beattie	Campus Supervisor	Tumwater High School	Retirement effective November 30, 2020	Non-Rep
Monica Reed	Teacher	THS	Effective June 21, 2021	TEA
<b>Leaves:</b>				
Chanda Brigham	Teacher	MTS	LOA starting January 4, 2021, returning April 12, 2020	TEA
Laurie Wiedenmeyer	Director	DO	Intermittent LOA starting November 13, 2020 though the end of 2020-21 school year	ADMIN
Jordan Owen	Teacher	BMS	LOA starting January 25, 2021, returning September 1, 2021	TEA
Jacqueline Thornton	Paraprofessional	Transportation	LOA starting November 2, 2020, returning in January 2021	TAP
Julie Rohr	Bus Driver	Transportation	LOA starting November 16, 2020 - November 27, 2020	PSE
Gary Jacobson	Paraprofessional	THS	LOA starting December 11, 2020,	TAP

**Consent Agenda**

- **Stephanie Goebel/Darby Kaikkonen M/S to approve the Consent Agenda as presented. The motion passed unanimously. The Consent Agenda was approved as follows:**

- **Personnel Report:**

<b>Employment:</b>				
Debra Reich	Teacher	LRE	Continuing, Effective November 6, 2020	TEA
Aubrie Grant	Paraprofessional	THE	One Year Only (2020-2021)	TAP
Wendy Carter	Paraprofessional	THS	One Year Only (2020-2021)	TAP
<b>Adjusted:</b>				
Ayn Gore	Paraprofessional	TAP	6.0 hours per day Continuing	TAP
<b>Retirement:</b>				
Heidi Beattie	Campus Supervisor	Tumwater High School	Retirement effective November 30, 2020	Non-Rep
Monica Reed	Teacher	THS	Effective June 21, 2021	TEA
<b>Leaves:</b>				
Chanda Brigham	Teacher	MTS	LOA starting January 4, 2021, returning April 12, 2020	TEA
Laurie Wiedenmeyer	Director	DO	Intermittent LOA starting November 13, 2020 though the end of 2020-21 school year	ADMIN
Jordan Owen	Teacher	BMS	LOA starting January 25, 2021, returning September 1, 2021	TEA
Jacqueline Thornton	Paraprofessional	Transportation	LOA starting November 2, 2020, returning in January 2021	TAP
Julie Rohr	Bus Driver	Transportation	LOA starting November 16, 2020 - November 27, 2020	PSE
Gary Jacobson	Paraprofessional	THS	LOA starting December 11, 2020,	TAP

returning in January  
2021

**Co-Curricular:**

Danielle Bentow	School Psychologist Team Lead	SS	TEA
Amelia Lyman	OT/PT Team Lead	SS	TEA
Laura Jordan	SLP Team Lead	SS	TEA
Jasmine Stray	Elementary Resource Team Lead	SS	TEA
Sara Beezley	Elementary Self- Contained Team Lead	SS	TEA

**Recommend  
Approval Of:**

Recommend approval to update the NMSC certificated salary schedule, effective September 1, 2020, as approved by New Market's Administrative Council on December 4, 2020.

➤ Payroll and Vouchers

**GENERAL FUND:**

Payroll				
Payroll Taxes			\$	1,069,775.63
Direct Deposit			\$	3,145,407.57
Payroll Benefit Wire Transfer			\$	1,100,854.89
Accounts Payable -Payroll	72805592	to	72805602	\$ 24,628.95
Accounts Payable -Payroll	72805603	to	72805603	\$ 4,020.85
Accounts Payable	72217969	to	72217981	\$ 55,167.28
Accounts Payable	77217982	to	72217992	\$ 115,656.28
Accounts Payable	72217993	to	72218008	\$ 338,220.25
Accounts Payable	72218009	to	72218026	\$ 990,897.36
Accounts Payable	72218027	to	72218048	\$ 254,835.72
Accounts Payable ACH			\$	30,065.51
Accounts Payable ACII			\$	15,356.10
Accounts Payable ACH			\$	126,080.80
Accounts Payable ACH			\$	409,416.21
Accounts Payable ACH			\$	32,428.51
Accounts Payable ACH				
Accounts Payable ACH				
Voided Warrants			\$	(4,020.85)
Accounts Payable - COMP TAX			\$	526.97
<b>TOTAL GENERAL FUND:</b>			<b>\$</b>	<b>7,709,318.03</b>

**CAPITAL PROJECTS FUND:**

Accounts Payable	72012397	to	72012400	\$ 68,377.88
Accounts Payable ACH				\$ 307,807.89
Accounts Payable ACH				\$ 12,215.32
Accounts Payable ACH				\$ 9,708.79
Voided Warrants				
Accounts Payable - COMP TAX			\$	-

**TOTAL CAPITAL PROJECTS FUND: \$ 398,109.88**

**ASSOCIATED STUDENT  
BODY FUND:**

Accounts Payable	72441878	to	72441880	\$	3,340.00
Accounts Payable	72441881	to	72441881	\$	25.10
Accounts Payable	72441882	to	72441883	\$	11,416.08
Accounts Payable ACH				\$	600.00
Accounts Payable ACII				\$	589.47
Accounts Payable ACH				\$	32,078.28
Voided Warrants				\$	(900.00)
Accounts Payable - COMP TAX				\$	18.50
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>				<b>\$</b>	<b>47,167.43</b>

**PRIVATE  
PURPOSE FUND:**

Accounts Payable	72700554	to	72700554	\$	955.70
Accounts Payable	72700555	to	72700555	\$	500.00
Accounts Payable	72700556	to	72700556	\$	500.00
Accounts Payable	72700553	to	72700553		
Accounts Payable ACH				\$	267.99
Accounts Payable ACH				\$	505.22
Accounts Payable - COMP TAX					
<b>TOTAL PRIVATE PURPOSE FUND:</b>				<b>\$</b>	<b>2,728.91</b>

➤ Budget Status Report

**Student Reports**

The question posed to the student board reps for this meeting is what reopening advice would students give to teachers?

- Rebecca Allen-BHHS: She put out a survey to students and got quite a few responses. 45% of the students said they like the AB format with M/T and Th/F with a later start time of 8:20, keeping three periods instead of 6 each day. 22% of students said not to return until it is 100% safe. 18% said they didn't want to return even with masks and social distancing. 14% they want to go back as soon as possible and to please figure it out as soon as possible! There were suggestions of every other week as well as having teachers switch rooms instead of students. The cafeteria is too small to social distance so that is likely going to be an issue and a solution might be to put some tables outside. Hallways is an issue during passing and thought a longer passing period might be helpful to allow for staggering. She mentioned that maybe seniors and freshman could go back rather than all four levels. Multiple students brought up that mental health is valid reason for not participating and turning in assignments on time. Several students are of the opinion that sports should take priority over in-person learning. Also, teachers are not often able to respond to emails because they are receiving so many. This leaves questions unanswered, which is quite a problem for students.



- Natasha Bunce-CHS: Natasha was not able to be present but submitted a statement, which was read by Tami Collins. "we could possibly alternate every other day with last name. Like, Monday Wednesdays and Fridays could be A-M and the other days N-Z. Then switch it every week to where N-Z would get Monday, Wednesday and Friday.

### **Public Comment**

- Agenda and Non-Agenda Items: Tami Collins stated that 6 people signed up to address the Board. Tracey Sondgroth, Jenny Sanich, Donald Brewer, Shannon Duncan, Renee Terry and Jeff Pierce spoke on the topic of reopening schools. Tim Voie spoke on the topic of labor relations.

### **Reports to the Board**

- On-Line Learning-Staff/Student Experiences: Jeff Broome and Jody Halterman presented on this topic. Jeff began with outlining their school improvement planning goals. He shared that Marty Reid created a dashboard to identify how many Fs there are among the student population so that staff are always aware of where they are, helping everyone to remember why they are there! He identified some of their strengths, including using an equity lens when problem-solving, amazing growth in technology skills of staff and the number of As and Bs! Of course there are challenges, including staff and student mental health, reaching students furthers from educational justice, grading, rates of failing groups of students, challenges of getting students on campus and the stress of re-opening processes, details and time-lines.

Jody Halterman began by talking about how many Fs there were and how they began to address the issue. After conducting surveys they decided to put a pause on new learning, providing a week for students to get caught up. The number of Fs per student decreased considerably with the number of students with 4 or more Fs dropping from 100 to 84 and the number with 3 Fs dropping from 78 to 37. They surveyed students, asking "how helpful do you think Strong Start was in the following areas: Grades, Work Completion, Organizational Skills, Work Management, Amount of Stress, Overall well-being and Resilience" showed that most students felt the week was beneficial to them in all of those ways. They also asked "what was the most helpful thing a teacher did for you during this week?" and had of 350 students reply! There were some 1:1 conversations that took place and made a huge difference. They asked families what the benefits were for them in having the Strong Start and they said there was time to talk directly with teachers, less screen time and it was just a much needed break. Teachers were asked how they felt and they responded with some key words...engaging, successful, restorative, caring, powerful, needed to name just a few.

Jeff wrapped up by talking about what might be able to grow from the seeds they are planting. Increasing emphasis on equity, access and opportunity, centering the voice of students and families as central to change efforts, more options for students and parents to engage in learning, re-examining content standards, pacing and assessment and what will we never come back to are all things to consider!

- Grading: Tara Richerson presented on this topic. She began by talking about the number of Fs in the system with 3300 across the system in October. In December we are now at 2800. We are obviously decreasing there is still a lot of work being done. There was a change in the grading scale in the spring but it was only a band-aid for a larger issue. There is a committee that has really been digging into this problem and what can be done. They began by putting together a risk index, looking at absences, missing assignments, multiple Fs and SEL scores. With all this information in mind in addition to know that all students are dealing with the pandemic in different ways, a menu of responses is necessary. Developing and building relationships, providing choice and flexibility and leveraging options in Skyward are all strategies that can and will vary from student to student and offer support to students and families while focusing on the strengths of the student.
- HB 5395-Sex Education in Public Schools Measure: Shawn Batstone presented on this topic. He provided some background information and the fact that there was a lot of mis-information out there. Some of the confusion was because people did not necessarily have all the information, understand the Bill or have the knowledge of what schools were already being doing and what would be required.

The instruction that is required is age-appropriate and inclusive of all students and phased-in for grades 4-12. There is no sexual health content required for students in grades K-13. Students in those grades are to receive social-emotional learning, which is what Tumwater has been doing for a long time. In addition, there has always been an opt-out option. Curriculum is always available for parents to review and they can opt their child out of the days the curriculum is being taught in their classroom. He reviewed what is already in place in Tumwater School District and what we still need to do in order to be in compliance.

- Superintendent's Report: Sean Dotson began by reviewing some COVID data, sharing that our numbers were climbing pretty dramatically and are beginning to slowly fall. We do remain in the high range and looking at the Hybrid Opening Decision Framework shows that we are not yet ready to begin large in-person education in a hybrid model.

We are currently hiring for bus drivers so that we will be prepared when we do get to return to hybrid. We have many vacant positions, for a variety of reasons, and it takes 6-8 weeks to train a driver when we are not in a pandemic and so it is likely longer given staffing issues at agencies who provide training and licensing. He appreciates our Buildings and Grounds staff who have worked hard to get our PPE needs met!

The Board approved a hybrid recommendation in August. The Board asked for that to be considered again as there have been changes and more information available to consider. Administrators and staff took a lot of time in reviewing several different options. There was a lot of interest in an AM/PM model at the elementary and middle school level, however, this is not something that would work for high school. High

schools prefer AABB and then ABAB. AM/PM doubles the number of students on each bus because of the number of students vs number of buses, which does not allow us to meet social distancing requirements. AABB and ABAB are more practical for cleaning, on the buses and in the buildings. There is not a broad consensus for any one model amongst staff but in considering every aspect of the system, we are recommending an ABAB model.

We will be collecting data, framing it with parents as “registering” for moving to hybrid, staying remote or whichever option will keep my student(s) with their current teacher. Upon returning from winter break, secondary schools will need to get their master schedules ready for 2<sup>nd</sup> semester and the district will need to review MOUs that are currently in place with our different employee groups.

He wrapped up by reviewing data from the Institute for Disease Modeling Report, which is an arm of the Bill and Melinda Gates Foundation.

### **Action Items**

- Resolution 03-20-21, THE Modernization Final Acceptance of Project: Mel Murray presented. **Casey Taylor/Scott Killough, M/S to approve Resolution 03-20-21 as presented. The motion passed unanimously.**
- Resolution 04-20-21, THE Modernization Acceptance of Final Commissioning Report: Mel Murray presented on this topic. **Casey Taylor/Scott Killough, M/S to approve Resolution 04-20-21, THE Modernization Acceptance of Final Commissioning Report as presented. The motion passed unanimously.**

Board President Melissa Beard called for a short break and the meeting reconvened at 8:30pm.

### **Board Discussion**

- Legislative Update: Darby Kaikkonen presented. She listened in on a couple committees, Senate Ways and Means and the House Education. In Ways and Means they talked about COVID impacts on K12 funding. They talked a lot about the transportation formula and enrollment as well as the prototypical formula. There is a statewide decline in enrollment except for a couple districts that already had a very robust on-line component. Across the board, enrollment is down about 3.7% and kindergarten is down around 15% and talked about what the implications might be as well as ridership causing a problem. There was a panel of superintendents from different districts and private schools, who were very candid and shared their concerns. The private school leader shared how costly it is to open schools and it is worth it to do what is best for kids! In the House Education Committee they gave an overview of some updates since the Spring. There was a student rep who talked about a lot of the same things our students have talked about as barriers. There was talked about waivers, Pathways, instructional hours and what it really means, access to competency-based learning and the concept about school boards and local control. There was, however, a very clear acknowledgement that this is a health crisis and

school boards are not health experts. The overall takeaway is to remain completely student-focused when making decisions. She was part of a legislative rep 101 discussion on student voice and it reinforced how important it is to have all of our student reps present at every meeting. The hope is to have students participate in the WSSDA process.

- Equity Discussion: The Board listened to a podcast called Nice White Parents. Everyone shared their thoughts and feelings about what they heard and learned.
  - Melissa wondered how the reopening comments overlap with the equity work? They are not the same people but how can we bring them together?
  - Scott went into it thinking it would have nothing to do with Tumwater since it takes place in New York. He did find some correlation. His biggest takeaway was “who am I NOT hearing from?” Who does not feel they have a platform? Do they not know they can? Do they not feel they have the privilege to? Do they know how/where? When speakers say they have talked with others, he wonders, have you? Have you talked with people outside of your small group of friends?
  - Stephanie felt that there should be no assumptions about what is right or needed. It should be the voice of the people we are representing. She has been successful in getting things done and she has taken pride in it but this gave her a completely different lens to look at those accomplishments through. Is the work really wanted and needed?
  - Darby had a hard time relating to a public school system that required students to apply to attend but was still able to find some important reminders. We have to listen to voices but we want to hear from everyone because the loudest voices are not necessarily representative of what the majority want or need.
  - Casey had a hard time in the beginning relating to a New York middle school but quickly found a way! The voices we want to hear the most are the ones we don't often get to hear. He is not sure how we make that happen but it is incredibly important. Things are so complex now and so many voices and we need to think long and hard before we make decisions.
  - Sean agreed completely with Scott. What happened at the school in the podcast he has seen happen everywhere he has been an administrator. Is what we are hearing truly the right fix or do we need to step back before we make a move that is well-intended but a mistake because we need to hear those voices.
  
- Committees & Assignments: Darby will continue as the Legislative Rep and Military Rep, Casey would like to continue to serve on the Technology Committee and as the WIAA Representative, Scott would like to continue on the Graduation Committee, Stephanie would like to serve on the Budget Committee, Darby and Scott are serving as the representatives for the Equity Advisory Committee and Melissa will serve as the contact for Student Reps and New Board Members.

### **Board Member Comments**

- Stephanie Goebel: She wanted to compliment Rebecca for how well she represents our students. She brought her own voice and many others! She also wanted to extend appreciation for staff paying attention to the mental health needs of our students. She looks forward to the continued efforts to provide support in all capacities on that front.
- Scott Killough: Thank you to Tami Collins for always scanning his mail to him and he was happy to received a post card from a former student who is now an assistant principall! Inquired as to the district SWAG that was ordered many months ago. He has meetings with Dave Myers and Kim Doughty tomorrow that he is looking forward to. Thank you to Shawn for his presentation on HB 5395. He is please to hear that Tumwater has been doing some of these components for years! Thank you Sean Dotson for the swiss cheese analogy! He met with some teachers and could see it in their faces how tired they are and encouraged them to be off the grid during winter break and hopes that Tumwater staff does that as well!
- Darby Kaikkonen: In reflecting on the emotion shared during Public Comment. All of this is heartbreaking. She is an extremely realistic person and came to terms with everything back in the Spring and she cried and was depressed at that time. She sees it coming out with others now and she understands how devastating all this is. She appreciates that people come share their voices and it is impactful. She is starting to struggle with logic and things not lining up and wants to know what things look like in other districts and counties and wants to know more about issues such as our liability and WIAA.
- Casey Taylor: He hopes that parents reach out to teachers if they feel their student is demonstrating knowledge! If the teacher is not responding, please go to the principal. Shannon Duncan's public comment really hit him. We have proven that an on-line system works and does not work. He feels we will always allow our students to attend on line. He feels we need to open up and allow people to choose to come back and that we need to reexamine the framework previously agreed upon. We need to have a fall back plan and expect our teachers to teach on-line and in the classroom as the same time.
- Rebecca Allen: She will need to have a question sent to her for January. She would like to talk to someone about the sex ed presentation from tonight. She feels that there is not enough education and nothing preventative, only what to do if you get pregnant or contract an STD.
- Melissa Beard: There are a lot of students that are coming to school right now and it helps us test our procedures. There are some schools serving more than others and teachers are identifying kids who are the furthers away from educational justice. Coaches are meeting with small groups of athletes. She is very thankful for all of this work and thankful we have the necessary PPE.

The Regular Board meeting was recessed at 9:24pm. The Board entered into an Executive Session pursuant to RCW 42.30.110(1)(g) to discuss a personnel matter.

The Executive Session adjourned at 10:14pm. The Regular Board Meeting reconvened at 10:17pm.

With no further business coming before the Board, the Regular Board Meeting adjourned at 10:17pm

Recorded by:  
Tami L. Collins

Signed this 14th day of January, 2021.

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

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

## **CONSENT AGENDA**

- Personnel Report: Questions can be directed to Beth Scouler.
- Payroll and Vouchers: Questions can be directed to Jim Brittain.
- Budget Status Report: Questions can be directed to Jim Brittain.
- Capital Projects-Change Order: Questions can be directed to Mel Murray.
- Capital Projects-Acceptance of Contract as Complete: Questions can be directed to Mel Murray.
- Capital Projects-Authorization to Bid: Questions can be directed to Mel Murray.
- Capital Projects-Utilities Bill of Sale, Waterline Easement and Maintenance Agreements: Questions can be directed to Mel Murray.
- Donation(s) Acceptance:
  - \$1000 from BMS PIE to BMS Learning Hub (Kevan Hagen)
  - \$700 from TUMS to BMS Music (Peter Klinzman)



# Tumwater School District

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

Sean Dotson  
 Superintendent

January 14, 2021

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

*Preliminary*

<b>Employment:</b>				
Shannon Malone	Paraprofessional	MTS	2 hours Continuing, 4.5 hours One Year Only	TAP
Christina Berry	Office Professional 6	Special Services	One Year Only (2020-2021), effective November 16, 2020	TOPA
<b>Adjusted:</b>				
Lori Kanz	Office Professional 3	TVA	From Office Professional 1 to Office Professional 3, effective December 9, 2020	TOPA
Jacqueline Thornton	Paraprofessional	Transportation	New assignment at 10 hours per week, effective January 4, 2021	TAP
Wendy Carter	Paraprofessional	THS	From One Year Only to Continuing effective January 18, 2021	TAP
Kasey Gonzalez	Paraprofessional	THE	2.5 hours per day, Temporary, effective January 7, 2021	TAP
<b>Adjusted:</b>				
Amanda Winslow	Paraprofessional	THS	Effective January 15, 2021	TAP
Cindy Guffey	Bus Driver	Transportation	Effective January 4, 2021	PSE
Everett Gage	Temporary Custodian	Buildings & Grounds	Effective December 13, 2020	PSE
<b>Retirement:</b>				
Diane Cronin	Paraprofessional	BLE	Effective January 29, 2021	TAP
<b>Leaves:</b>				
Marcia Sizemore	Teacher	BHHS	0.2 LOA for the rest of the 2020-21 school year, starting February 8, 2021	TEA
Adi Khalsa	Teacher	BMS	Loa starting January 4, 2020, returning April 1, 2020	TEA
Nicole Deaton	Paraprofessional	MTS	LOA starting December 14, 2020, returning April 12, 2021	TAP

**BOARD OF DIRECTORS**

MELISSA BEARD CASEY TAYLOR SCOTT KILLOUGH DARBY KAIKKONEN STEPHANIE GOEBEL

"Continuous Student Learning in a Caring, Engaging Environment"



Fallon Kelly	Paraprofessional	BHHS	LOA starting January 4th, 2021, returning April 12, 2021	TAP
Danielle Baker	Teacher	MIS	LOA starting March 1, 2021, returning May 10, 2021	TEA
Alicia Estrada	Office Professional 6	Admin	LOA starting December 1, 2020 - December 28, 2020	TOPA
James Brigham	Custodian	PGS	LOA starting December 18, 2020 - January 28, 2021	PSE
Angela Foresta	Paraprofessional	LRF	Intermittent LOA starting December 17, 2020, returning January 12, 2021	TAP
DeeAnn Larsen	Paraprofessional	LRF	LOA starting December 7, 2020, returning December 14, 2020	TAP
Deborah (Starr) Wyatt	Teacher	SS	LOA for the 2020-21 school year, effective approximately February 1, 2021	TEA
Kelly McNeal	Teacher	BHHS	0.4 LOA for the 2020-21 school year; effective February 8, 2021	TEA

**Corrections:**

TOPA 2020/21 CBA and Covid Stipend approved at December 10th Board Meeting

# 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 December 2020.

2-13

DATE: **January 14, 2021**

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.

**James E. Brittain, CPA, Executive Director of Financial Services**

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

FUND NAME	WARRANTS (INCLUSIVE)	AMOUNT
<b>GENERAL FUND:</b>		
Payroll		
Payroll Taxes		\$ 1,055,651.27
Direct Deposit		\$ 3,110,125.90
Payroll Benefit Wire Transfer		\$ 1,075,220.53
Accounts Payable -Payroll	72805604 to 72805614	\$ 21,494.31
Accounts Payable	72218049 to 72218058	\$ 18,369.12
Accounts Payable	77218059 to 72218076	\$ 244,479.11
Accounts Payable	72218077 to 72218095	\$ 380,113.15
Accounts Payable	72218096 to 72218113	\$ 991,892.38
Accounts Payable	72218114 to 72218132	\$ 76,588.43
Accounts Payable	72218133 to 72218133	\$ 86.32
Accounts Payable ACH		\$ 30,077.13
Accounts Payable ACH		\$ 78,714.62
Accounts Payable ACH		\$ 73,863.01
Accounts Payable ACH		\$ 435,735.94
Accounts Payable ACH		\$ 55,591.80
Accounts Payable ACH		
Voided Warrants		
Accounts Payable - COMP TAX		\$ 488.98
<b>TOTAL GENERAL FUND:</b>		<b>\$ 7,648,492.00</b>

<b>CAPITAL PROJECTS FUND:</b>		
Accounts Payable	72012401 to 72012406	\$ 148,263.95
Accounts Payable	72012407 to 72012413	\$ 482,973.66
Accounts Payable ACH		\$ 272,048.12
Accounts Payable ACH		\$ 30,319.01
Accounts Payable ACH		
Voided Warrants		
Accounts Payable - COMP TAX		\$ -
<b>TOTAL CAPITAL PROJECTS FUND:</b>		<b>\$ 933,604.74</b>

<b>ASSOCIATED STUDENT BODY FUND:</b>		
Accounts Payable	72441884 to 72441884	\$ 144.80
Accounts Payable	72441885 to 72441886	\$ 300.00
Accounts Payable ACH		\$ 10,228.15
Accounts Payable ACH		
Accounts Payable ACH		
Voided Warrants		
Accounts Payable - COMP TAX		\$ 18.32
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>		<b>\$ 10,691.27</b>

<b>PRIVATE PURPOSE FUND:</b>		
Accounts Payable	72700557 to 72700557	\$ 1,671.50
Accounts Payable ACH		\$ 3,184.75
Accounts Payable ACH		\$ 6,000.00
Accounts Payable - COMP TAX		
<b>TOTAL PRIVATE PURPOSE FUND:</b>		<b>\$ 10,856.25</b>

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

Board of Directors of Tumwater School District No. 33
<div style="text-align: center;"> <p>_____ _____ _____ _____</p> </div>
<p>I, Sean Dotson, 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.</p> <p style="text-align: right;"><i>Sean Dotson, Secretary to the Board</i></p>



# Tumwater School District

Dr. Sean Dotson  
Superintendent

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

**TO: School Board  
Superintendent**

**FROM: Jim Brittain, Executive Director of Financial Services**

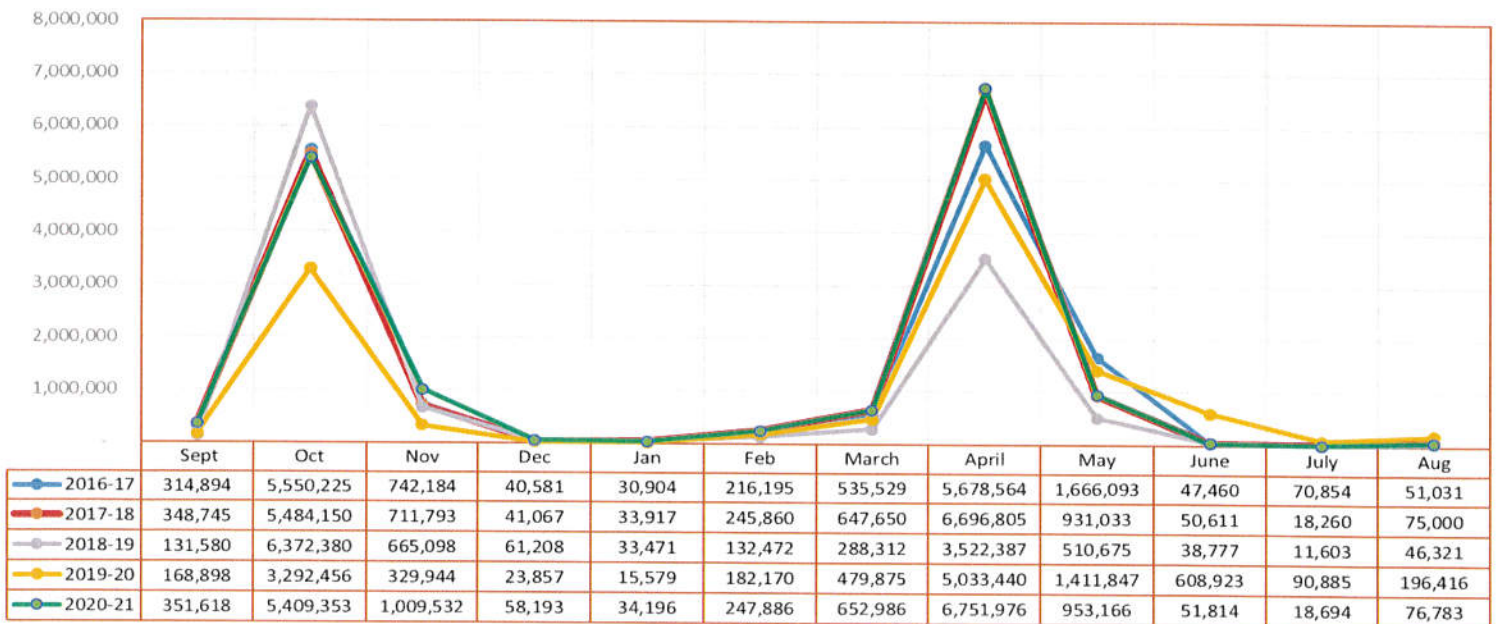
**RE: Budget Status Reports – December 2020**

**Budget Status Report** - Attached are the December 2020 Budget Status reports for all five operating funds (General Fund, Capital Projects Fund, Debt Service Fund, ASB Fund and Transportation Vehicle Fund).

The following provides General Fund information for levy collections, net cash balance and monthly ending fund balance.

**Levy Collections** - The following graph shows the actual levy collection for 2016-17 through 2020-2021 (September – December - Actual / January through August - Estimate). April 2021 will be the next large levy payment estimated to be \$6.7 million.

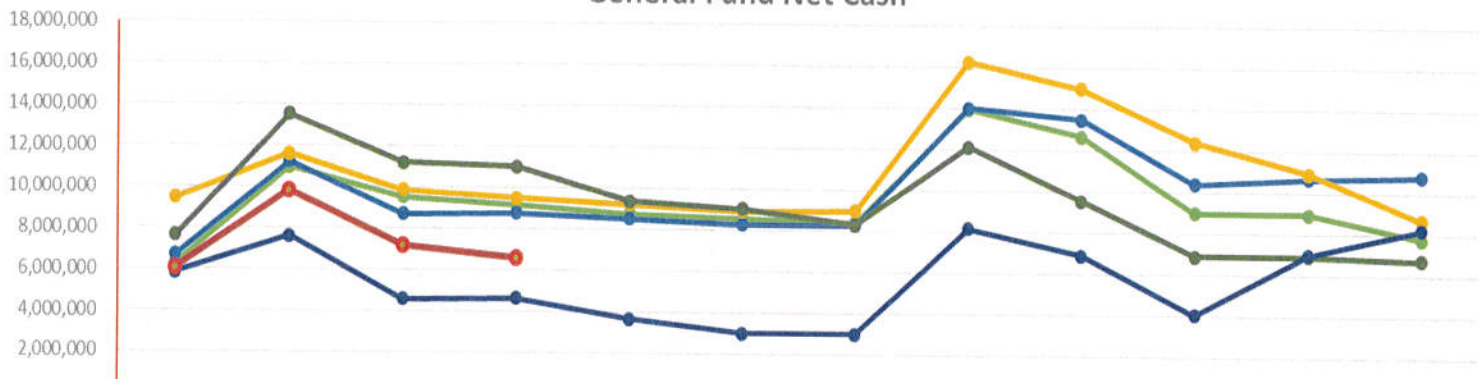
Levy Collection



2020-2021 – January through August levy collections are based on prior years collections

**General Fund Net Cash Balance** (cash less warrants outstanding): The following graph shows the district's net cash balance for the periods 2015-2016 through December 2020. The district overspent in December by \$670,657 (expenses over revenues).

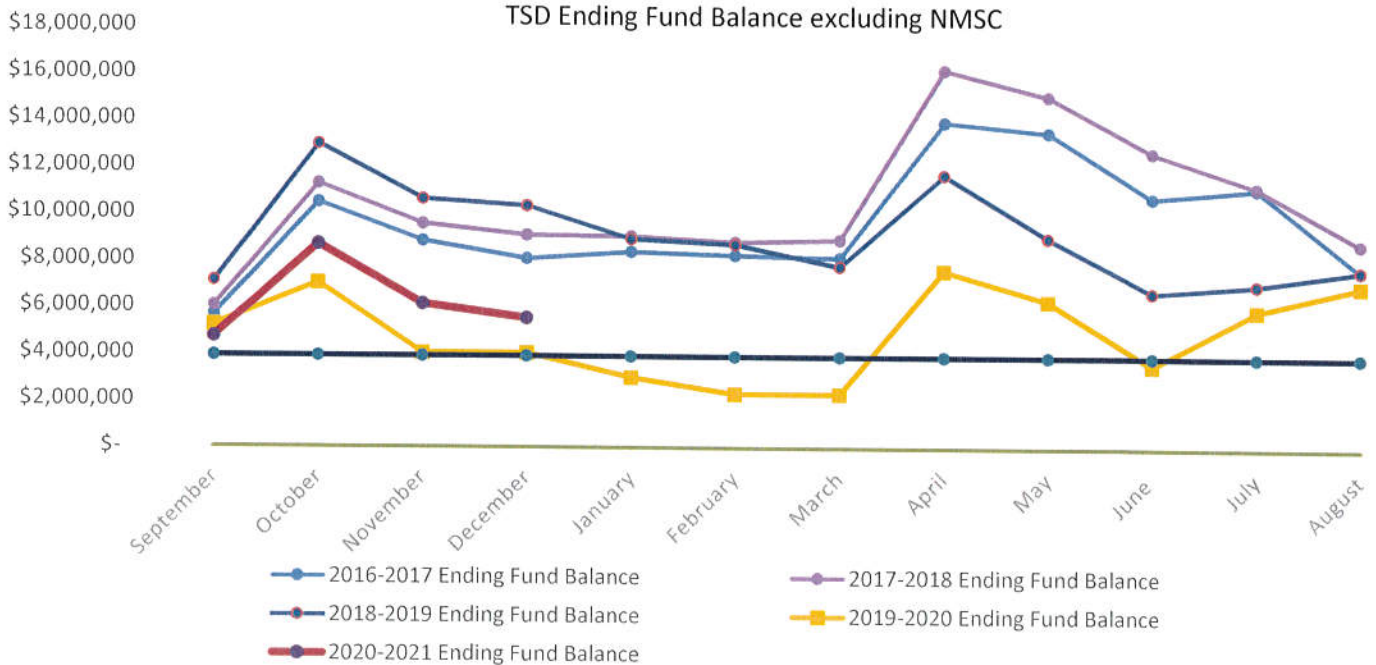
**General Fund Net Cash**



	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug
2015-16	6,271,237	10,978,812	9,521,901	9,140,403	8,762,258	8,557,512	8,408,200	13,982,854	12,672,184	8,993,946	8,972,127	7,785,121
2016-17	6,689,303	11,222,135	8,696,064	8,746,431	8,524,204	8,272,468	8,272,468	14,038,214	13,498,014	10,400,806	10,696,020	10,811,814
2017-18	9,451,171	11,623,378	9,888,055	9,486,441	9,227,803	8,927,394	8,984,750	16,277,858	14,996,399	12,427,148	10,965,540	8,687,325
2018-19	7,638,435	13,534,684	11,204,534	11,038,992	9,389,279	9,054,655	8,313,687	12,131,353	9,540,216	6,896,489	6,933,343	6,751,148
2019-20	5,828,690	7,619,029	4,567,616	4,617,032	3,656,592	2,997,629	3,021,285	8,180,948	6,896,829	4,046,207	6,999,283	8,238,775
2020-21	6,031,969	9,823,397	7,176,166	6,586,175								

**General Fund – Fund Balance:** The following chart provides General Fund TSD Fund Balance for the periods 2016-17 through December 2020. The straight line is the district's required 4% minimum fund balance. December ending fund balance is \$5,537,974 excluding New Market Skill Center of \$1.1 million. The total fund balance for the district is \$6.6 million. The district may drop below the minimum fund balance policy of 4% before the April 30<sup>th</sup> levy collection based on current spending patterns.

**TSD Ending Fund Balance excluding NMSC**



10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of December, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	15,061,458	60,013.85	6,710,646.06		8,350,811.94	44.56
2000 LOCAL SUPPORT NONTAX	2,913,955	26,087.82	188,955.57		2,724,999.43	6.48
3000 STATE, GENERAL PURPOSE	59,159,864	5,163,378.58	18,174,534.66		40,985,329.34	30.72
4000 STATE, SPECIAL PURPOSE	15,058,636	1,193,542.49	4,115,908.47		10,942,727.53	27.33
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	3,514,153	588,712.70	827,677.68		2,686,475.32	23.55
7000 REVENUES FR OTH SCH DIST	10,000	7,787.26	7,787.26		2,212.74	77.87
8000 OTHER AGENCIES AND ASSOCIATES	137,500	.00	.00		137,500.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>95,855,566</b>	<b>7,039,522.70</b>	<b>30,025,509.70</b>		<b>65,830,056.30</b>	<b>31.32</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	55,818,879	4,553,497.36	18,421,342.83	39,426,773.25	2,029,237.08-	103.64
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	10,970,386	991,309.57	3,725,797.38	9,895,462.35	2,650,873.73-	124.16
30 Voc. Ed Instruction	3,700,140	317,480.59	1,316,077.55	3,067,583.49	683,521.04-	118.47
40 Skills Center Instruction	3,611,193	259,487.78	1,079,508.05	1,415,898.91	1,115,783.04	69.10
50+60 Compensatory Ed Instruct.	4,786,883	208,262.26	843,430.62	2,038,047.00	1,905,405.38	60.20
70 Other Instructional Pgms	343,278	19,761.62	64,801.08	112,183.94	166,292.98	51.56
80 Community Services	578,485	46,860.86	184,046.64	579,327.49	184,889.13-	131.96
90 Support Services	17,869,483	1,256,366.89	6,150,742.52	10,442,740.73	1,275,999.75	92.86
<b>Total EXPENDITURES</b>	<b>97,678,724</b>	<b>7,653,026.91</b>	<b>31,785,746.67</b>	<b>66,978,017.16</b>	<b>1,085,039.83-</b>	<b>101.11</b>
<b>C. OTHER FIN. USES TRANS./OUT (GL 536)</b>						
	0	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</b>						
	1,823,158-	613,504.21-	1,760,236.97-		62,921.03	3.45-
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	8,843,934		8,398,559.61			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>						
	7,020,776		6,638,322.64			

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	.00
G/L 825 Restricted for Skills Center	1,100,000	1,100,349.05
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 RESERVE FOR DEBT SERVICE	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	1,000,000	.00
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 MIN FUND BALANCE F	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 ASSIGNED TO OTHER PURPOSES	86,034-	.00
G/L 890 Unassigned Fund Balance	4,951,880	1,625,894.59
G/L 891 Unassigned Min Frd Bal Policy	0	3,907,149.00
<u>TOTAL</u>	7,020,776	6,638,322.64

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of December, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	800,000	83,050.00	616,793.79		183,206.21	77.10
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	1,000,000	179,897.61	1,233,274.46		233,274.46	123.33
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
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>1,800,000</b>	<b>262,947.61</b>	<b>1,850,068.25</b>		<b>50,068.25</b>	<b>102.78</b>
<b>B. EXPENDITURES</b>						
10 Sites	375,000	.00	.00	21,985.89	353,014.11	5.86
20 Buildings	6,810,000	875,027.60	2,094,168.97	1,259,987.59	3,456,843.44	49.24
30 Equipment	2,065,000	58,577.14	203,735.16	906,809.40	954,455.44	53.78
40 Energy	0	.00	35,179.73	0.00	35,179.73	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	5,000	.00	.00	480.00	4,520.00	9.60
90 Debt	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>9,255,000</b>	<b>933,604.74</b>	<b>2,333,083.86</b>	<b>2,188,262.88</b>	<b>4,733,653.26</b>	<b>48.85</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	0	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</b>						
	7,455,000-	670,657.13-	483,015.61-		6,971,984.39	93.52-
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	11,322,000		11,625,729.72			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (4-OR-)</b>						
	XXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>						
	3,867,000		11,142,714.11			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	170,000	180,147.84
G/L 830 RESERVE 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	5,500,000-	.00
G/L 862 Committed from Levy Proceeds	2,675,000	480,461.35-
G/L 863 Restricted from State Proceeds	6,840,000	8,212,815.64
G/L 864 RESERVE FROM FEDERAL PROC	0	.00
G/L 865 Restricted from Other Proceeds	260,000	263,284.38
G/L 866 RESTRICTED-IMPACT PROCEEDS	630,000	1,509,617.41
G/L 867 RESTRICTED-MITIGATION FEES	715,000	764,012.62
G/L 869 Rsrvd Undistrib Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 ASSIGNED TO FUND PURPOSES	766,893	693,297.57
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	6,557,893	11,142,714.11
Differences	2,690,893-	.00

Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance. An activity for GL 898 will indicate an expected difference.



30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of December, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	13,215,877	77,510.96	7,387,497.56		5,828,379.44	53.90
2000 Local Support Nontax	75,000	9,498.09	36,342.42		38,657.58	48.46
3000 State, General Purpose	120,000	27,698.54	73,122.13		46,877.87	60.94
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	403,973	.00	403,973.00		.00	100.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>13,814,850</b>	<b>114,707.59</b>	<b>7,900,935.11</b>		<b>5,913,914.89</b>	<b>57.19</b>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	14,414,354	14,020,000.00	14,020,000.00	0.00	394,354.00	97.26
Interest On Bonds	4,317,337	2,311,818.39	2,311,818.39	0.00	2,005,518.61	53.55
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	100,000	.00	1,200.00	0.00	98,800.00	1.20
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>18,831,691</b>	<b>16,331,818.39</b>	<b>16,333,018.39</b>	<b>0.00</b>	<b>2,498,672.61</b>	<b>86.73</b>
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</b>						
	5,016,841-	16,217,118.80-	8,432,083.28-		3,415,242.28-	68.08
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	11,335,000		11,599,065.16			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>						
	6,318,159		3,166,981.88			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		929,869.09			
G/L 830 Restricted for Debt Service	6,198,159		1,169,408.84			
G/L 835 Restricted For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 ASSIGNED TO FUND PURPOSES	120,000		1,067,703.95			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>6,318,159</b>		<b>3,166,981.88</b>			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of December, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	716,593	1,472.32	18,045.36		698,547.64	2.52
2000 Athletics	359,835	970.50	15,601.09		344,233.91	4.34
3000 Classes	132,930	.00	.00		132,930.00	0.00
4000 Clubs	216,444	402.50	4,090.29		212,353.71	1.89
6000 Private Moneys	21,378	3,006.48	11,228.38		10,149.62	52.52
<b>Total REVENUES</b>	<b>1,447,180</b>	<b>7,851.80</b>	<b>48,965.12</b>		<b>1,398,214.88</b>	<b>3.38</b>
<b>B. EXPENDITURES</b>						
1000 General Student Body	661,600	351.40	35,311.87	1,456.74	624,831.39	5.56
2000 Athletics	409,551	8,821.86	58,125.20	7,009.12	344,416.68	15.90
3000 Classes	97,125	.00	.00	0.00	97,125.00	0.00
4000 Clubs	236,984	832.00	21,777.03	0.00	215,206.97	9.19
6000 Private Moneys	61,677	486.01	2,331.35	0.00	59,325.65	3.81
<b>Total EXPENDITURES</b>	<b>1,466,937</b>	<b>10,691.27</b>	<b>117,565.45</b>	<b>8,465.86</b>	<b>1,340,905.69</b>	<b>8.59</b>
<b>C. EXCESS OF REVENUES</b>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	19,757	2,839.47	68,600.33		48,843.33	247.22
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	597,126		703,435.60			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE</b>						
<u>(C+D + OR - E)</u>	577,369		634,835.27			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		16,075.00			
G/L 819 Restricted for Fund Purposes	581,569		582,080.14			
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			
<b>TOTAL</b>	<b>581,569</b>		<b>634,835.27</b>			
Differences	4,200-		.00			

Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance. An activity for GL 898 will indicate an expected difference.

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of December, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Montax	3,500	296.64	1,100.82		2,399.18	31.45
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	435,000	.00	.00		435,000.00	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	10,000	.00	.00		10,000.00	0.00
<b>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</b>	<b>448,500</b>	<b>296.64</b>	<b>1,100.82</b>		<b>447,399.18</b>	<b>0.25</b>
<b>B. 9900 TRANSFERS IN FROM GF</b>						
	0	.00	.00		.00	0.00
<b>C. Total REV./OTHER FIN. SOURCES</b>	<b>448,500</b>	<b>296.64</b>	<b>1,100.82</b>		<b>447,399.18</b>	<b>0.25</b>
<b>D. EXPENDITURES</b>						
Type 30 Equipment	600,000	.00	.00	0.00	600,000.00	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
<b>Total EXPENDITURES</b>	<b>600,000</b>	<b>.00</b>	<b>.00</b>	<b>0.00</b>	<b>600,000.00</b>	<b>0.00</b>
<b>E. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>403,973</b>	<b>.00</b>	<b>403,973.00</b>			
<b>F. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</b>	<b>555,473</b>	<b>296.64</b>	<b>402,872.18</b>		<b>152,600.82</b>	<b>27.47</b>
<b>H. TOTAL BEGINNING FUND BALANCE</b>	<b>570,350</b>		<b>569,999.34</b>			
<b>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXXXX</b>		<b>.00</b>			
<b>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</b>	<b>14,877</b>		<b>167,127.16</b>			
<b>K. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	14,877		167,127.16			
G/L 830 RESERVE 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			
<b>TOTAL</b>	<b>14,877</b>		<b>167,127.16</b>			



**DATE:** January 14, 2021  
**TO:** Tumwater School District Board of Directors  
**FROM:** Mel Murray, Director of Facilities  
**SUBJECT:** Consent Agenda  
Capital Projects Contract Change Order

\*\*\*\*\*

Change Order #3 for the New Market Skills Center Bldg. B Safety Security Upgrades construction contract is attached.

This change order is recommended for approval. Please contact me with any questions.

\*\*\*\*\*

**CHANGE ORDER**

OWNER X  
 ARCHITECT X  
 CONTRACTOR X  
 FIELD  
 OTHER

AIA Document G701

PROJECT: NMSC Bldg B Safety Security Upgrades 7299 New Market St SW Tumwater, WA 98501	CHANGE ORDER NO.: 3
TO CONTRACTOR: JAM Construction 12344 Brooks St SW Olympia, WA 98512 Attn: Josh McCoy	DATE: 12/29/2020
	ARCHITECT'S PROJECT NO.: 2018-013
	CONTRACT DATE: 06/17/2020
	CONTRACT FOR: Construction

The Contract is changed as follows:

**Building Accessibility:**

1 Incorporate credit for work described by AST#4	(\$500.00)
Sub-Total	(\$500.00)

**Total Change Order # 3** **(\$500.00)**


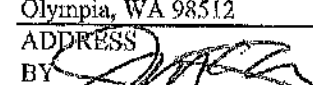
This change order provides for all compensation arising directly or indirectly for this work including money, time and impact compensation

**Not valid until signed by the Owner, Architect and Contractor.**

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was	\$545,000.00
Net change by previously authorized Change Orders	\$164,691.26
The (Contract Sum) ( <del>Guaranteed maximum Price</del> ) prior to this Change Order was	\$709,691.26
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be ( <del>increased</del> ) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order in the amount of	(\$500.00)
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be	\$709,191.26

The Contract Time will be (~~increased~~) (~~decreased~~) (~~unchanged~~) by zero calendar (0) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is: Friday, October 23, 2020

NOTE: This summary does not reflect changes in the Contract sum, Contract Time or Guaranteed Maximum Price which will have been authorized by Construction Change Directive.

Tovani Hart, PC ARCHITECT	JAM Construction CONTRACTOR	Tumwater School District OWNER
609 A Columbia St. SW ADDRESS	12344 Brooks St. SW ADDRESS	621 Linwood Ave SW ADDRESS
Olympia, WA 98501 ADDRESS	Olympia, WA 98512 ADDRESS	Tumwater, WA 98512 ADDRESS
BY 	BY 	BY
DATE 1/5/2021	DATE 1-5-2021	DATE



**DATE:** January 14, 2021  
**TO:** Tumwater School District Board of Directors  
**FROM:** Mel Murray, Director of Facilities  
**SUBJECT:** Consent Agenda:  
Acceptance of Contract as Complete

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

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

**BLE & MTS Security/Safety Upgrades 2019 Project  
Construct Inc.**

Initial Contract	\$1,409,600.00
Change Orders	\$ 149,608.00
<b>Contract Total</b>	<b>\$1,559,208.00</b>
Retainage 5%	\$ 77,960.40

\*\*\*\*\*



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

**DATE:** January 8, 2021  
**TO:** Tumwater School District Board of Directors  
**FROM:** Mel Murray, Director of Facilities  
**SUBJECT:** Consent Agenda:  
**Authorization to Bid: BHHS Interior Wall Finishes Construction Contract**

The interior of BHHS has not been painted since the school was built 22 years ago. As a result, the walls have gone through several cycles of damage repair and touch-up painting with colors that often do not match the original colors. Compared to THS, which has had several renovation projects that resulted in new paint, flooring and other finishes, BHHS is looking a little worn out.

The project will repaint all the hallway walls up to point about 12 feet above the floor in tall spaces and to the ceiling in lower ones. In addition, in Building A the main hallway and athletic lobby and hallways will have a durable laminate wainscot applied, similar to the type at the middle schools to protect these walls from future damage. The new paint and laminate colors will be brighter than, yet compatible, with the existing grays.

Over the next few years, if funding becomes available, the laminate wainscot can be added to other walls as budget allows.

The project budget is \$425,000 and is funded through the capital budget. Construction will start as soon as possible.

Authorization to bid this project is requested.

\*\*\*\*\*

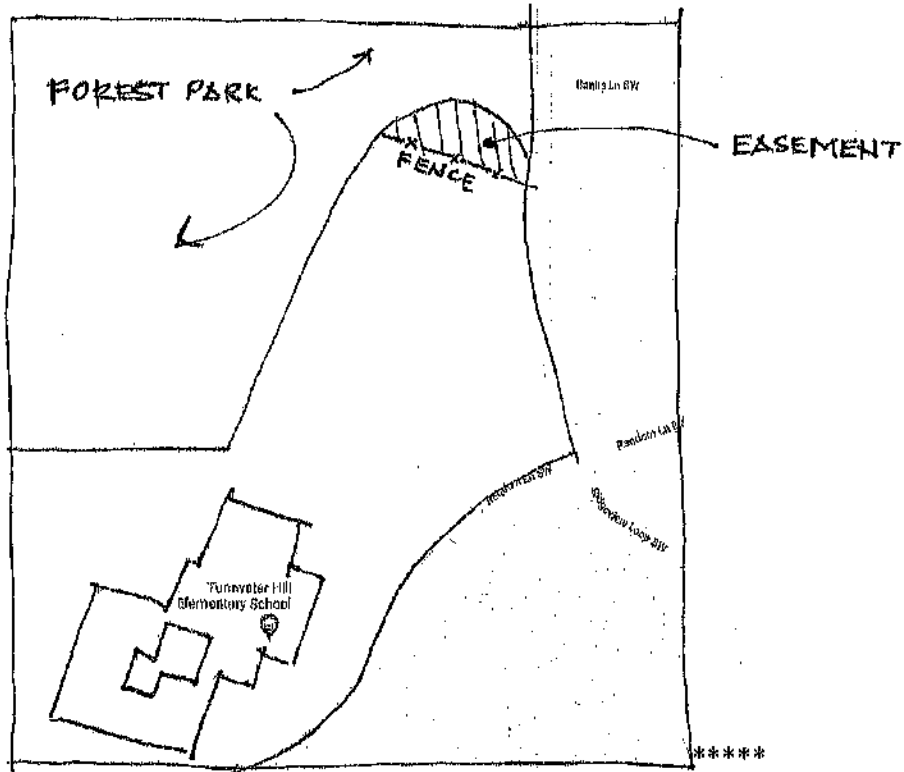


**DATE:** January 8, 2021  
**FROM:** Mel Murray, Facilities Director  
**SUBJECT:** Consent Agenda  
Tumwater Hill Elementary / Forest Park Landscape Easement  
Utilities Bill of Sale, Waterline Easement and Maintenance Agreements

\*\*\*\*\*

The Developer of the Forest Park Town Homes next to Tumwater Hill Elementary has requested an easement on the Tumwater Hill site for landscaping at the entry to their housing project. This would be on district property along the north property line of Tumwater Hill Elementary school. This area is a steep slope with unkempt brush outside the school fence line and is not used or maintained by the District. Landscaping this area will benefit both properties. The easement requires Forest Park to both install and maintain the landscaping. Furthermore, statues, fountains, retaining walls or other structures are not allowed.

Approval would allow Superintendent Dotson to sign the easement documents for the District.





After recording return to:

Mark Patterson  
Vandeberg Johnson & Gandara LLP  
1201 Pacific Avenue, Suite 1900  
Tacoma, WA 98401

Grantors: Tumwater School District
Grantees: Forest Park Townhomes, LLC
Reference Number(s) of Documents assigned or released: NA
Legal Description (abbreviated): NA
Additional legal(s) on page 3-5
Assessor's Property Tax Parcel/Account Number: 552022000000, 55201200000

### EASEMENT AGREEMENT

THIS AGREEMENT is entered into this \_\_\_\_ day of December, 2020, between TUMWATER SCHOOL DISTRICT ("TSD") and FOREST PARK TOWNHOMES, LLC, a Washington limited liability company ("Forest Park").

#### I. RECITALS

1. TSD owns real property legally described in Exhibit A attached hereto, commonly known as 3120 Ridgeview Loop SW, Tumwater, WA 98512, and designed as Thurston County Tax Parcel No. 5520-20-00000 ("TSD Parcel").
2. Forest Park owns real property legally described in Exhibit B attached hereto, as designated as Thurston County Tax Parcel No. 5520-12-00000 ("Forest Park Parcel").
3. By this Agreement, TSD and Forest Park wish to provide for a landscaping easement on the TSD Parcel benefiting Forest Park, all under the terms and conditions contained herein.

NOW, THEREFORE, in exchange of the mutual covenants and considerations contained herein, receipt and sufficiency which are hereby acknowledged, the parties agree as follows:

#### II. AGREEMENT

1. Grant of Easement to Forest Park. For good and valuable consideration, TSD hereby grants to Forest Park an easement over and across the area legally described and depicted in Exhibit C attached hereto ("Forest Park Easement").
2. Scope of Easement. The Forest Park Easement is an exclusive easement in perpetuity for planting of decorative landscaping plants, lawn and other landscaping activities over and across that portion of the TSD Parcel; provided, however, that such landscaping activity shall not include placement of statues, fountains, retaining walls or any other structure.

3. Forest Park Indemnification. Forest Park hereby agrees to indemnify, defend and hold TSD harmless from and against any claims of injury to persons or property, including costs and attorneys' fees, resulting from or related to Forest Park's use of the Forest Park Easement, including the acts or claims of Forest Park's guests, licensees or invitees.

4. Enforcement. Should either party be required to commence legal proceedings to enforce the terms of this Agreement, the prevailing party in any such proceeding shall be entitled to recover its costs and fees, including a reasonable attorneys' fee. Exclusive venue and jurisdiction for any such proceeding shall be in the Superior Court of Thurston County, Washington. The obligations of this Agreement may be enforced by injunctive relief or damages as allowed by law.

5. Entire Agreement. This Agreement embodies the entire understanding of the parties, and may only be modified by written document signed by Forest Park and TSD.

6. Successors and Assigns. Except as expressly limited herein, the terms of this Agreement shall be deemed to touch and concern the TSD Parcel and the Forest Park Parcel, and shall inure to the benefit of and be binding upon the successors and assigns of Forest Park and TSD. The rights of either party hereto may be enforced by that party's successors and assigns. The obligations of either party hereto may be enforced against that party's successors and assigns.

TUMWATER SCHOOL DISTRICT

FOREST PARK TOWNHOMES, LLC

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

**EXHIBIT A**

**TUMWATER SCHOOL DISTRICT PROPERTY**

That portion of Government Lots 4 and 6 in Section 27 and Nelson Barnes Donation Land Claim No. 65, in Township 18 North, Range 2 West, W.M., shown as Tract "E" on survey recorded January 18, 1989 under File No. 8901180077.

Thurston County Tax Parcel No. 5520-20-000000

## EXHIBIT B

### FOREST PARK TOWNHOMES PROPERTY

That portion of Government Lots 4 and 6, Section 27, Township 19 North, Range 2 West, W.M., in Thurston County, Washington, described as follows:

Beginning at the Northeast corner of Tract "K" of the Plat of Somerset Hill Division 2-A, according to plat recorded in Volume 23 of Plats at Page(s) 70 and 71;

Thence South  $88^{\circ}18'59''$  East along the East-West centerline of said Section 27 a distance of 805.12 feet;

Thence South  $01^{\circ}57'17''$  West 202.12 feet, to a point of curvature to the left, the radius point of which bears North  $88^{\circ}02'43''$  West 99.55 feet;

Thence Northwesterly along said curve through a central angle of  $89^{\circ}37'20''$  having a length of 155.72 feet to a point of compound curvature having a radius of 167.91 feet;

Thence Southwesterly along said curve through a central angle of  $67^{\circ}04'15''$  having a length of 196.56 feet;

Thence South  $25^{\circ}15'42''$  West 401.76 feet;

Thence North  $88^{\circ}18'59''$  West 503.24 feet to a point on the east line of said plat, said point being on a curve to the left, the radius point of which bears North  $86^{\circ}27'18''$  West 715.10 feet;

Thence Northerly along said curve and said east line through a central angle of  $04^{\circ}47'31''$  having a length of 59.81 feet to a point of curvature to the left, the radius point of which bears North  $57^{\circ}02'07''$  East 35.00 feet;

Thence Southeasterly along said curve through a central angle of  $54^{\circ}41'35''$  having a length of 33.41 feet to the East line of said Tract "K";

Thence North  $15^{\circ}43'19''$  East along said East line 367.28 feet and North  $00^{\circ}41'01''$  East 170.00 feet to the point of beginning;

Together with that portion of the Plat of Somerset Hill Division 2-A, according to plat recorded in Volume 23 of Plats at page(s) 70 and 71, said portion described as a strip of land 5 feet in width lying easterly of, and abutting the east right of way line of Crosby Boulevard, Southerly of Tract "K" of said plat, Northerly of Tract "R" of said plat, more particularly described as follows:

Beginning at the Southwest corner of Tract "R";

Thence Northerly along the easterly right of way line of Crosby Boulevard and a curve to the left having a radius of 710.10 feet through a central angle of  $6^{\circ}40'00''$  an arc length of 82.62 feet to the true point of beginning;

Thence Northerly along said easterly right of way and a tangent curve to the left having a radius of 710.10 feet through a central angle of  $10^{\circ}00'34''$  an arc length of 124.05 feet to a nontangent curve to the left, the radius point of which bears North  $87^{\circ}20'15''$  East 35.00 feet;

Thence Southeasterly along said curve through a central angle of  $30^{\circ}18'08''$  an arc length of 18.51 feet to a nontangent curve to the right, the radius point of which bears South  $88^{\circ}45'09''$  West 715.10 feet;

Thence Southerly along said curve through a central angle of  $7^{\circ}10'44''$  an arc length of 89.60 feet of a nontangent curve to the left, the radius point of which bears South  $52^{\circ}20'38''$  East 35.00 feet;

Thence Southwesterly along said curve through a central angle of  $30^{\circ}18'08''$  an arc length 18.51 feet to the true point of beginning.

Thurston County Tax Parcel No. 5520-12-00000

## EXHIBIT C

### FOREST PARK EASEMENT LEGAL DESCRIPTION

That portion of Tract E of the Large Lot Subdivision recorded under Recording No. 8901120077, Records of Thurston County, Washington, lying Northeasterly of the following described line:

Commencing at the East Quarter corner of Section 27, Township 18 North, Range 2 West, W.M., per said Large Lot Subdivision;

Thence South  $88^{\circ}18'59''$  East along the East-West centerline of said Section a distance of 1590.01 feet to the West margin of Ridge View Loop SW and the East line of Tract A of said Large Lot Subdivision;

Thence South  $01^{\circ}57'17''$  West along said West margin a distance of 202.12 feet to the Northeast corner of said Tract E;

Thence continuing South  $01^{\circ}57'17''$  West along said West margin a distance of 8.80 feet to the Point of Beginning;

Thence North  $67^{\circ}15'59''$  West a distance of 46.69 feet;

Thence North  $62^{\circ}08'42''$  West a distance of 29.35 feet;

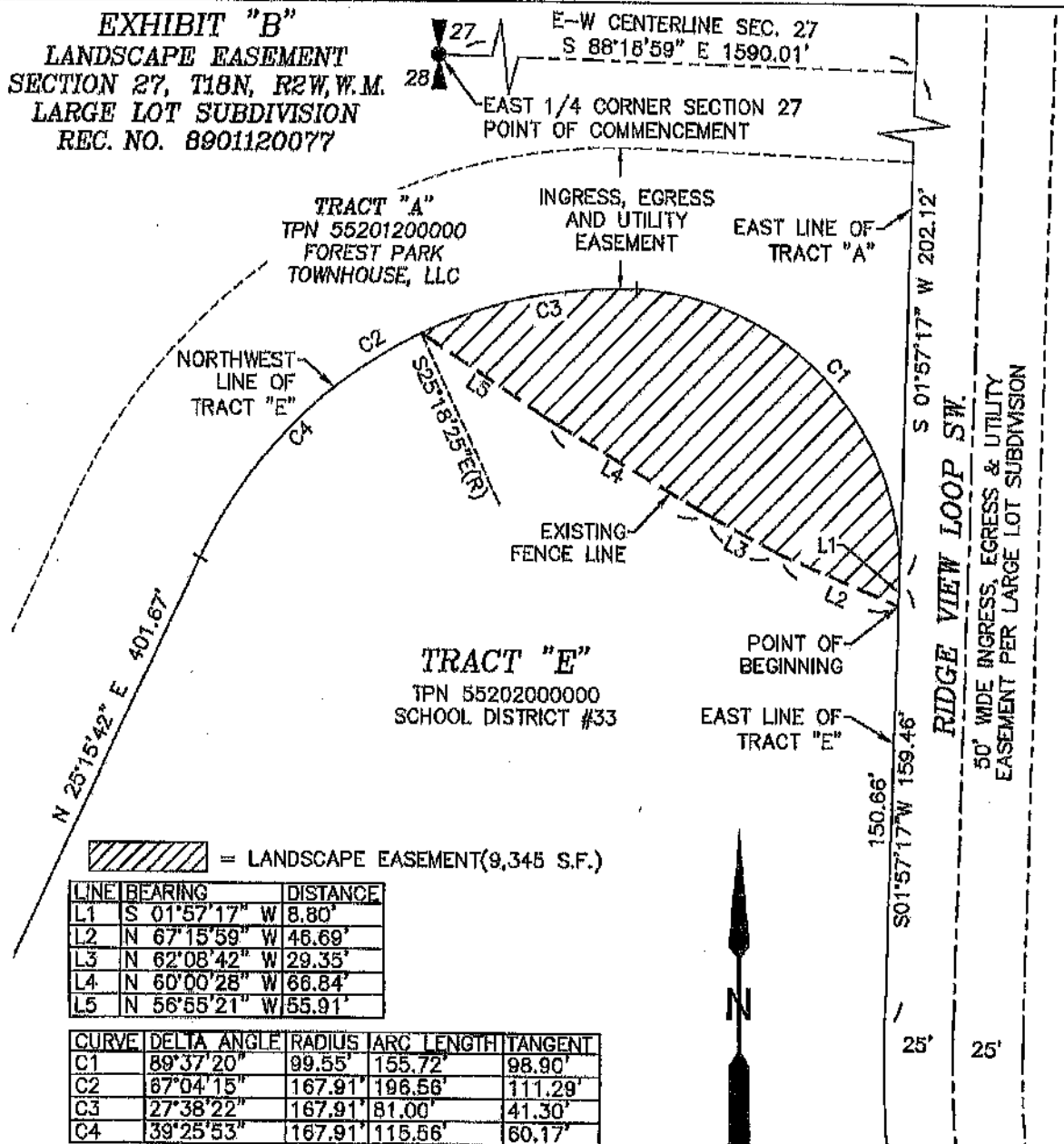
Thence North  $60^{\circ}00'28''$  West a distance of 66.84 feet;

Thence North  $56^{\circ}55'21''$  West a distance of 55.91 feet to the Northwest line of said Tract E and the terminus of said line.

Situate in the City of Tumwater, Thurston County, Washington.

Containing 9,345 square feet.

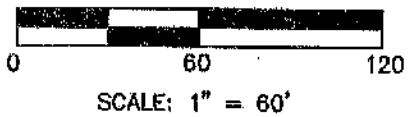
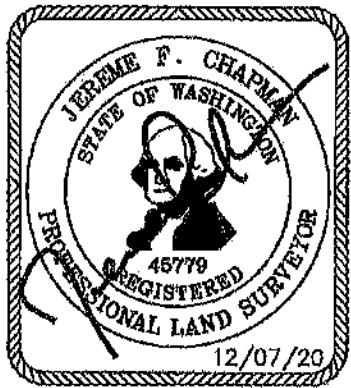
**EXHIBIT "B"**  
**LANDSCAPE EASEMENT**  
**SECTION 27, T18N, R2W, W.M.**  
**LARGE LOT SUBDIVISION**  
**REC. NO. 8901120077**



= LANDSCAPE EASEMENT(9,345 S.F.)

LINE	BEARING	DISTANCE
L1	S 01°57'17" W	8.80'
L2	N 67°15'59" W	46.69'
L3	N 62°08'42" W	29.35'
L4	N 60°00'28" W	66.84'
L5	N 56°55'21" W	55.91'

CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	TANGENT
C1	89°37'20"	99.55'	155.72'	98.90'
C2	87°04'15"	167.91'	196.56'	111.29'
C3	27°38'22"	167.91'	81.00'	41.30'
C4	39°25'53"	167.91'	115.56'	60.17'



**kpff**  
 612 Woodland Square Loop SE,  
 Suite 100  
 Lacey, WA 98503  
 360.292.7230  
 www.kpff.com  
 12/07/2020  
 JOB NO. 82000048

## Tami Collins

---

**From:** Kevan Hagen  
**Sent:** Monday, January 4, 2021 12:13 PM  
**To:** Tami Collins  
**Subject:** FW: Reconfiguration of Learning Hub

Tami –

Here is my original request email.

*Kevan*

Kevan Hagen  
Teacher Librarian  
G. W. Bush Middle School  
360-709-7427  
A.G. West Black Hills High School  
360-709-7830  
[kevan.hagen@tumwater.k12.wa.us](mailto:kevan.hagen@tumwater.k12.wa.us)

This e-mail may contain information protected under the Family Education Right and Privacy Act (FERPA). If this e-mail contains student information, and you are not entitled to access such information under FERPA, please notify the sender. Federal regulations require that you destroy this e-mail without reviewing it, and you may not forward it to anyone.

---

**From:** Darby Kaikkonen <dkaikkonen@outlook.com>  
**Sent:** Tuesday, November 24, 2020 11:28 AM  
**To:** Kevan Hagen <kevan.hagen@tumwater.k12.wa.us>; bmspie@partnersineducation.in  
**Cc:** Shawn Guthrie <shawn.guthrie@tumwater.k12.wa.us>; David Parascand <David.Parascand@tumwater.k12.wa.us>  
**Subject:** RE: Reconfiguration of Learning Hub

Hello Mr. Hagen,

Thank you for contacting us with this request. I will circle up with the PIE board after the holiday and get back to you as soon as possible with next steps.

Have a wonderful Thanksgiving!  
Darby

---

**From:** Kevan Hagen <[kevan.hagen@tumwater.k12.wa.us](mailto:kevan.hagen@tumwater.k12.wa.us)>  
**Sent:** Monday, November 23, 2020 10:00 AM  
**To:** 'bmspie@hotmail.com' <[bmspie@hotmail.com](mailto:bmspie@hotmail.com)>; 'dkaikkonen@outlook.com' <[dkaikkonen@outlook.com](mailto:dkaikkonen@outlook.com)>  
**Cc:** Shawn Guthrie <[shawn.guthrie@tumwater.k12.wa.us](mailto:shawn.guthrie@tumwater.k12.wa.us)>; David Parascand <[David.Parascand@tumwater.k12.wa.us](mailto:David.Parascand@tumwater.k12.wa.us)>  
**Subject:** Reconfiguration of Learning Hub

Mrs. Kaikkonen –

I hope this message finds you well, as we navigate this most unusual of school years.



I write to you with an ask. I am looking for monies to fund a project that I would like to accomplish before students are back in the building on a regular basis. Here is my story.

During this time, one of the things I have been able to do, because of the lack of students in the building, is to "tidy-up" the configuration of the Learning Hub. I have reorganized shelves to make them more navigable and accessible. I have added signage to make it easier for students to find things. I have rearranged some furniture to make the traffic flow more user-friendly.

My main emphasis as the teacher librarian, is to create a space that teachers can utilize as an extension of their classroom. We call it the Learning Hub, because the goal is for it truly to be a Hub of the learning that goes on in the building. It should be a space that both staff and students find appealing, engaging, and useful. When it was designed, I had a lot of input into the final architecture. I asked to have room for two different instructional areas; I asked for some casual seating; I asked for a flexible learning space.

While I love the space (it is a HUGE improvement over the library space before the remodel), there has been a couple of things over the past four years that I have found that could use some tweaking. 1. Although it is a useable space, there is still a need for an open area that could be utilized by teachers; a space for teachers to bring their classes to that give them some room to spread out that they don't currently have in their classrooms. It would be a space which would allow teachers to address learning styles that need more freedom and space. 2. I have learned over the past four years that there are too many shelves in the Learning Hub. I have empty shelf space – particularly on the floor in the middle of the Hub. I have come to realize that I can create the open space that the Hub needs by removing the two floor shelves nearest the entrance to the Hub, and replacing them with mobile furniture which would be used on a daily basis, and that can be easily moved to create the open space needed by teachers that want conduct class in a creative fashion. So, that is my goal. Remove the two floor shelves, and purchase furniture to put in their place. As a bonus, in addition to creating the open space for teachers to use, on a daily basis it would also make the entrance to the Hub a more inviting and welcoming space.

Removal of the shelves will be cost-free. They can be placed on dollies and repurposed somewhere else in the building. Carpet strips would then need to be put down where the shelves stood. That would also be cost-free. We have lots of carpet strips left over from the remodel to do the job. Both shelf removal and placement of the carpet strips can be done by our custodial staff, which is on board with both of those projects.

The cost involved here would be the purchase of mobile furniture. My initial goal is to purchase two lounge chairs and one lounge couch. Each lounge chair costs \$455, tax included (shipping is free). The lounge couch is \$1018, tax and shipping included. Here are descriptions of each of those items:

Lounge Chair: <https://www.vqvgroup.com/OFM-Reception-Club-Chairs-p/821.htm>

Lounge Couch: <https://www.walmart.com/ip/OFM-Social-Seating-Guest-Couch-with-Double-Tablet/19764035>

I see this as an opportune time to make these two tweaks to the space, because there are no students in the building. So, this is my ask - I would be humbled by any assistance the PIE group could give me to help make my project a reality. I can create the open space I desire by removing the shelves and placing the carpet strips at no cost. But I would love to fill the space on a daily basis with the comfortable, inviting furniture that can be utilized by students. And that requires funds. Anything you are willing to do to help out would be greatly appreciated. If you would like me to come to a PIE meeting to explain my project, I am willing. If there is a formal form for me to fill out to begin the process of requesting, please let me know.

I hope you and the board can envision the space I would like to create, and see the way forward to assist monetarily to make it happen.

*Kevan*

Kevan Hagen

Teacher Librarian

G. W. Bush Middle School

360-709-7427

A.G. West Black Hills High School

360-709-7830

[kevan.hagen@tumwater.k12.wa.us](mailto:kevan.hagen@tumwater.k12.wa.us)

This e-mail may contain information protected under the Family Education Right and Privacy Act (FERPA). If this e-mail contains student information, and you are not entitled to access such information under FERPA, please notify the sender. Federal regulations require that you destroy this e-mail without reviewing it, and you may not forward it to anyone.

## Tami Collins

---

**From:** Kevan Hagen  
**Sent:** Monday, January 4, 2021 10:27 AM  
**To:** Tami Collins  
**Subject:** FW: Funds Request

Tami –

I have received a \$1000 donation from our parent group (PIE).

I understand that a donation of this size needs to be approved by the school board. I am forwarding to you the email that I received that announced the award. I am checking with the PIE president about whether or not they would like to issue the check before or after the purchase of furniture that the monies will be used for. If they are comfortable issuing the check before we purchase, I will make sure you get a copy of the check also. My hope is that this can be addressed at the next school board meeting on January 14<sup>th</sup>.

If there is anything else you need from me, please let me know.

*Kevan*

Kevan Hagen  
Teacher Librarian  
G. W. Bush Middle School  
360-709-7427  
A.G. West Black Hills High School  
360-709-7830  
[kevan.hagen@tumwater.k12.wa.us](mailto:kevan.hagen@tumwater.k12.wa.us)

This e-mail may contain information protected under the Family Education Right and Privacy Act (FERPA). If this e-mail contains student information, and you are not entitled to access such information under FERPA, please notify the sender. Federal regulations require that you destroy this e-mail without reviewing it, and you may not forward it to anyone.

**From:** Darby Kaikkonen <bmspie@partnersineducation.in>  
**Sent:** Wednesday, December 9, 2020 7:02 PM  
**To:** Kevan Hagen <kevan.hagen@tumwater.k12.wa.us>  
**Cc:** Shawn Guthrie <shawn.guthrie@tumwater.k12.wa.us>; David Parascand <David.Parascand@tumwater.k12.wa.us>  
**Subject:** Re: Funds Request

Hello Mr. Hagen,

I am pleased to share with you that the PIE board has discussed your funds request, and came to a decision to award you **\$1,000** for your Learning Hub project. We thought it would be best to provide you with the funds and let you choose whichever route to take with it, either couch or two chairs.

I will check with our treasurer on the process for reimbursement and we should be able to get these funds disbursed to you prior to winter break.

Thank you for reaching out, hope this helps to move your project forward!

Best,  
Darby

On Mon, Nov 23, 2020 at 11:07 AM Kevan Hagen <[kevan.hagen@tumwater.k12.wa.us](mailto:kevan.hagen@tumwater.k12.wa.us)> wrote:



PIE Board –

Please find attached a funds request for a project I am engaged in in the BMS Learning Hub.

Thank you in advance for your consideration.

*Kevan*

Kevan Hagen

Teacher Librarian

G. W. Bush Middle School

360-709-7427

A.G. West Black Hills High School

360-709-7830


[kevan.hagen@tumwater.k12.wa.us](mailto:kevan.hagen@tumwater.k12.wa.us)

This e-mail may contain information protected under the Family Education Right and Privacy Act (FERPA). If this e-mail contains student information, and you are not entitled to access such information under FERPA, please notify the sender. Federal regulations require that you destroy this e-mail without reviewing it, and you may not forward it to anyone.

\*DONATION CAME FROM TUMWATER UNITED MUSIC SOCIETY (TUMS)  
TO ALLOW PETER KLINZMAN COVER THE COST OF CONTRACTING  
W/AUSTIN COOPER. AUSTIN IS HELPING W/MIDDLE SCHOOL PERCUSSIONISTS.

THIS CHECK IS VOID WITHOUT A COLORED BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW


**Cashier's Check**

 Timberland Bank  
Since 1915

Check #: 362785  
Date: 01/05/2021

EXACTLY \*\*\*700 AND 00/100 DOLLARS

Pay to the order of  
BUSH MIDDLE SCHOOL

Authorized Signature  
  
Authorized Signature

Remitter  
PETER KLINZMAN

RE:

\*\*Must be countersigned if over \$5,000\*\*

⑆ 362785 ⑆ ⑆ 325170754⑆ 650000236 ⑆