

Regular Meeting Agenda

Zoom Webinar

https://steilacoom-k12-wa-us.zoom.us/j/88252822778

or call 253-215-8782 and enter Webinar ID: 882 5282 2778

Wednesday, July 17, 2024 06:00 PM

I. CALL TO ORDER (Action)

A. Pledge of Allegiance
B. Roll Call
C. Agenda Review
D. Approval of Agenda

II. COMMENTS FROM THE AUDIENCE (Information)

Community members wishing to provide testimony may send comments (limited to 3 minutes) in writing to the Executive Assistant to the Superintendent at gmiller@steilacoom.k12.wa.us prior to 3:00 p.m. on the meeting day. The Board will share these comments during the Comments from the Audience portion of the agenda. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will not be heard outside of Executive Session.

III. CONSENT AGENDA (Action)

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

Approval of June and July 2024 Accounts Payable and June 2024 Payroll.pdf (p. 3)

Approval of June 12 2024 Regular Board Meeting Minutes.pdf (p. 90)

Approval of Classified Personnel Report.pdf (p. 98)

IV. NEW BUSINESS - Approval of 2024-2026 Steilacoom Education Association Collective Bargaining Agreement (Action)

Presenter: Susanne Beauchaine

2024-2026 Steilacoom Education Association Collective Bargaining Agreement.pdf (p. 99)

V. BOARD COMMUNICATION (Information)

VI. ANNOUNCEMENTS (Information)

VII. ADJOURNMENT (Action)

Steilacoom Historical School District

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

DATE: **July 17, 2024**

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

Shawn Lewis, Assistant Superintendent

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

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
GENERAL FUND:					
	Payroll	800952	to	800953	$ 2,249.24
	Payroll A/P	134499	to	134512	$ 518,827.07
	Payroll ACH Payments		to		$ 487,739.83
	Payroll Taxes		to		$ 625,787.95
	Direct Deposit		to		$ 1,790,195.82
June 6, 2024	Accounts Payable	134461	to	134462	$ 155.30
June 6, 2024	Accounts Payable	134463	to	134498	$ 121,276.81
June 21, 2024	Accounts Payable	134513	to	134553	$ 585,429.68
June 21, 2024	Accounts Payable	134554	to	134560	$ 30,097.38
June 24, 2024	Accounts Payable	134561	to	134562	$ 101.75
June 28, 2024	Accounts Payable	134563	to	134564	$ 107.00
July 1, 2024	Accounts Payable	134565	to	134565	$ 136.09
July 2, 2024	Accounts Payable	134566	to	134570	$ 32,104.34
July 2, 2024	Accounts Payable	134571	to	134603	$ 118,997.20
June 24, 2024	Accounts Payable ACH	202300152	to	202300152	$ 55,267.74
June 26, 2024	Accounts Payable void				$ (8,144.42)
				TOTAL GENERAL FUND:	$ 4,360,328.78
CAPITAL PROJECTS FUND:					
June 6, 2024	Accounts Payable	200572	to	200573	$ 3,187.00
June 21, 2024	Accounts Payable	200574		200575	$ 4,039.18
June 28, 2024	Accounts Payable	200576		200577	$ 59,557.02
				TOTAL CAPITAL PROJECTS FUND:	$ 66,783.20
ASSOCIATED STUDENT BODY FUND:					
June 6, 2024	Accounts Payable	405438	to	405440	$ 90.50
June 6, 2024	Accounts Payable	405441	to	405454	$ 22,178.01
June 21, 2024	Accounts Payable	405455	to	405467	$ 34,068.26
June 21, 2024	Accounts Payable	405468	to	405469	$ 1,729.00
July 1, 2024	Accounts Payable	405470	to	405470	$ 97.77
July 2, 2024	Accounts Payable	405471	to	405479	$ 14,321.31
June 10, 2024	Accounts Payable void				$ (65.00)
June 24, 2024	Accounts Payable ACH	202300151	to	202300151	$ 15,445.63
				TOTAL ASSOCIATED STUDENT BODY FUND:	$ 87,865.48
TRANSPORTATION VEHICLE FUND:					
			to		
				TOTAL TRANSPORTATION VEHICLE FUND:	$ -

Board of Directors of Steilacoom Historical School District No. 1

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

Kathi Weight, Secretary to the Board

PAYROLL

A/P

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $518,827.07. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 134499 through 134512, totaling $518,827.07

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134499	*CSIDENTITY CORPORATION	06/28/2024	20240628ADNWEXP	Payroll accrual	0	33.00	33.00
134500	*DVM INSURANCE AGENCY - DBA NA	06/28/2024	20240628ADNWPI	Payroll accrual	0	165.06	165.06
134501	*EMPLOY SEC DEPTS - WA LTC	06/28/2024	20240628AD1WLTC	Payroll accrual	0	12,539.19	12,539.19
134502	*EMPLOYMENT SECURITY DEPARTMEN	06/28/2024	20240628AD1PFML	Payroll accrual	0	13,663.25	19,127.54
			20240628AF1PFML	Payroll accrual	0	5,464.29	
134503	*ESD UNEMPLOYMENT POOL	06/28/2024	20240628AF1UC	Payroll accrual	0	5,991.92	5,991.92
134504	*LEGAL ACCESS CONSULTING LLC -	06/28/2024	20240628ADNWLE	Payroll accrual	0	139.60	139.60
134505	*PUGET SOUND WORKERS COMP TRUS	06/28/2024	20240628AD1WC	Payroll accrual	0	3,579.48	19,296.66
			20240628AF1WC	Payroll accrual	0	15,717.18	
134506	*TRANSWORLD SYSTEMS INC	06/28/2024	20240628ADZ1011	Payroll accrual	0	533.02	533.02
134507	*WEA PAYROLL DEDUCTIONS	06/28/2024	20240628ADC0UA	Payroll accrual	0	18,593.44	22,996.47
			20240628ADC0UB	Payroll accrual	0	186.20	
			20240628ADC0UC	Payroll accrual	0	60.80	
			20240628ADC1UB	Payroll accrual	0	960.57	
			20240628ADC1UC	Payroll accrual	0	453.32	
			20240628ADC1UD	Payroll accrual	0	1,060.38	
			20240628ADC1UE	Payroll accrual	0	1,295.19	
			20240628ADC1UG	Payroll accrual	0	27.08	
			20240628ADC3UB	Payroll accrual	0	28.00	
			20240628ADC4UC	Payroll accrual	0	266.75	
			20240628ADCOUS	Payroll accrual	0	64.74	
134508	HCA-SEBB BENEFITS	06/28/2024	20240628AFSEBB	Payroll accrual	0	383,900.00	383,900.00
134509	HCA-SEBB BENEFITS	06/28/2024	20240628ADKP1CR	Payroll accrual	0	350.00	42,882.00
			20240628ADKP1ER	Payroll accrual	0	100.00	
			20240628ADKP2CR	Payroll accrual	0	750.00	
			20240628ADKP2ER	Payroll accrual	0	429.00	
			20240628ADKP2FR	Payroll accrual	0	479.00	
			20240628ADKP3ER	Payroll accrual	0	237.00	
			20240628ADKP3FR	Payroll accrual	0	711.00	
			20240628ADKW1CR	Payroll accrual	0	252.00	
			20240628ADKW1ER	Payroll accrual	0	288.00	
			20240628ADKW1FR	Payroll accrual	0	144.00	
			20240628ADKW2CR	Payroll accrual	0	172.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20240628ADKW2ER	Payroll accrual	0	490.00	
			20240628ADKW2FR	Payroll accrual	0	882.00	
			20240628ADKW2SR	Payroll accrual	0	196.00	
			20240628ADKWSCR	Payroll accrual	0	2,010.00	
			20240628ADKWSER	Payroll accrual	0	2,555.00	
			20240628ADKWSFR	Payroll accrual	0	2,465.00	
			20240628ADKWSSR	Payroll accrual	0	1,890.00	
			20240628ADPHCR	Payroll accrual	0	804.00	
			20240628ADPHER	Payroll accrual	0	1,430.00	
			20240628ADPHFR	Payroll accrual	0	2,810.00	
			20240628ADPHSR	Payroll accrual	0	1,840.00	
			20240628ADPMCR	Payroll accrual	0	35.00	
			20240628ADPMER	Payroll accrual	0	80.00	
			20240628ADPMFR	Payroll accrual	0	180.00	
			20240628ADPSCR	Payroll accrual	0	1,008.00	
			20240628ADPSER	Payroll accrual	0	1,216.00	
			20240628ADPSFR	Payroll accrual	0	1,611.00	
			20240628ADPSSR	Payroll accrual	0	921.00	
			20240628ADV1CR	Payroll accrual	0	302.00	
			20240628ADV1ER	Payroll accrual	0	86.00	
			20240628ADV1FR	Payroll accrual	0	774.00	
			20240628ADV2CR	Payroll accrual	0	151.00	
			20240628ADV2ER	Payroll accrual	0	688.00	
			20240628ADV2FR	Payroll accrual	0	824.00	
			20240628ADV2SR	Payroll accrual	0	516.00	
			20240628ADVACR	Payroll accrual	0	2,970.00	
			20240628ADVAER	Payroll accrual	0	1,582.00	
			20240628ADVAFR	Payroll accrual	0	3,051.00	
			20240628ADVASR	Payroll accrual	0	2,712.00	
			20240628ADVHSAE	Payroll accrual	0	63.00	
			20240628ADVHSAF	Payroll accrual	0	252.00	
			20240628ADVHSAS	Payroll accrual	0	84.00	
			20240628ADVUCR	Payroll accrual	0	462.00	
			20240628ADVUER	Payroll accrual	0	773.00	
			20240628ADVUFR	Payroll accrual	0	1,081.00	
			20240628ADVUSR	Payroll accrual	0	176.00	
134510	HCA-SEBB FLEX SPEND	06/28/2024	20240628ADDCFSA	Payroll accrual	0	951.39	5,021.43
			20240628ADHCFSA	Payroll accrual	0	4,070.04	
134511	IDAHO CHILD SUPPORT RECEIPTING	06/28/2024	20240628ADCSIDS	Payroll accrual	0	295.00	295.00
134512	The Standard Insurance Company	06/28/2024	20240628ADLTD50	Payroll accrual	0	1,132.29	5,906.18
			20240628ADLTD60	Payroll accrual	0	4,773.89	

14 Computer Check(s) For a Total of 518,827.07

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	14	Computer	Checks For a Total of	518,827.07
Total For	14	Manual, Wire Tran, ACH & Computer Checks		518,827.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	518,827.07

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $1,113,527.78. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:
Wire Transfer Payments 202300145 through 202300150, totaling $1,113,527.78

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
202300145	*STEILACOOM IMPREST FUND	06/28/2024	20240628ADRSad0	Payroll accrual	0	106.57	106.57
202300146	KEYBANK NATIONAL ASSOCIATION	06/28/2024	20240628AD1FIC	Payroll accrual	0	155,607.61	625,787.95
			20240628AD1FIT	Payroll accrual	0	225,020.56	
			20240628AD1FIT+	Payroll accrual	0	16,767.91	
			20240628AD1Med	Payroll accrual	0	36,392.13	
			20240628AF1FIC	Payroll accrual	0	155,607.61	
			20240628AF1Med	Payroll accrual	0	36,392.13	
202300147	*KEYBANK NA - OMNI	06/28/2024	20240628ADA101	Payroll accrual	0	1,400.00	22,625.40
			20240628ADA104	Payroll accrual	0	3,137.50	
			20240628ADA104R	Payroll accrual	0	1,953.90	
			20240628ADA105R	Payroll accrual	0	3,100.00	
			20240628ADA106	Payroll accrual	0	200.00	
			20240628ADA107	Payroll accrual	0	2,666.00	
			20240628ADA108	Payroll accrual	0	2,325.00	
			20240628ADA108R	Payroll accrual	0	2,175.00	
			20240628ADA109	Payroll accrual	0	5,368.00	
			20240628ADA109R	Payroll accrual	0	300.00	
202300148	*KEYBANK NA - DSHS	06/28/2024	20240628ADCS%50	Payroll accrual	0	1,958.44	1,958.44
202300149	*KEYBANK NA - DRS	06/28/2024	20240628AD1ReE0	Payroll accrual	0	0.00	439,127.15
			20240628AD1ReE2	Payroll accrual	0	24,507.49	
			20240628AD1ReE3	Payroll accrual	0	15,209.01	
			20240628AD1ReT0	Payroll accrual	0	0.00	
			20240628AD1ReT2	Payroll accrual	0	46,967.13	
			20240628AD1ReT3	Payroll accrual	0	94,425.53	
			20240628ADA81%3	Payroll accrual	0	1,262.85	
			20240628ADA8103	Payroll accrual	0	19,821.00	
			20240628AF1ReE0	Payroll accrual	0	0.00	
			20240628AF1ReE2	Payroll accrual	0	34,518.79	
			20240628AF1ReE3	Payroll accrual	0	23,346.64	
			20240628AF1ReT0	Payroll accrual	0	0.00	
			20240628AF1ReT2	Payroll accrual	0	56,532.71	
			20240628AF1ReT3	Payroll accrual	0	120,600.00	
			20240628AFZ457n	Payroll accrual	0	1,936.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
202300150	*KEYBANK NA - VEBA	06/28/2024	20240628ADV1119	Payroll accrual	0	2,100.00	23,922.27
			20240628ADV2119	Payroll accrual	0	4,400.00	
			20240628ADV3119	Payroll accrual	0	15,172.58	
			20240628ADV3ps	Payroll accrual	0	1,049.69	
			20240628ADV4119	Payroll accrual	0	900.00	
			20240628ADV4ps	Payroll accrual	0	300.00	

6 Wire Transfer Check(s) For a Total of 1,113,527.78

	0	Manual	Checks For a Total of	0.00
	6	Wire Transfer	Checks For a Total of	1,113,527.78
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	6	Manual, Wire Tran, ACH & Computer Checks		1,113,527.78
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,113,527.78

GENERAL FUNDS

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of June 12, 2024, the board, by a _____ vote, approves payments, totaling $155.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 134461 through 134462, totaling $155.30

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134461	DORGLER, JUDY	06/07/2024	GFRR060624-1	Remaining food service balance refund	0	128.85	128.85
134462	GOINES, CATRIN	06/07/2024	GFRR060624-2	Remaining food service balance refund	0	26.45	26.45

2 Computer Check(s) For a Total of 155.30

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	155.30
Total For	2	Manual, Wire Tran, ACH & Computer Checks		155.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	155.30

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $121,276.81. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 134463 through 134498, totaling $121,276.81

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134463	AGPARTS WORLDWIDE, INC.	06/07/2024	096993	ADDITIONAL CHROMEBOOK BATTERIES (2ND ORDER IN A MONTH DUE TO BATTERY BLOATING)	82324052	570.32	570.32
134464	AMAZON.COM SALES, INC	06/07/2024	11XH-CKHD-PMMH	CTE - MATTES SUPPLIES	0	257.23	6,372.25
			16L6-GVXQ-JL4V	SHS - Open PO for Amazon Purchases	4312324015	804.12	
			19GD-HKGT-PRF4	SHS - Open PO for Amazon Purchases	4312324015	569.32	
			1CRJ-MY6W-PJKM	CD - Amazon: Open purchase order for Amazon purchases	1462324016	488.20	
			1GMH-RM4R-6LQQ	T&L - APPLY CREDIT MEMO 1YL3-PGM1-KG3H($117.82) IT SUPPLIES	0	10.04	
			1GNN-VYYX-PQY6	CTE - PLTW SCIENCE SUPPLIES SORTORE	0	291.17	
			1H79-WKVD-MGRN	SP - PRINCIPAL SUPPLIES BEYETTE	0	113.31	
			1HD1-X3JT-NN76	PIO - Amazon - teaching supplies/general purchases	2372324022	376.03	
			1JC1-443H-MMJM	PIO - AMAZON-LIBRARY SUPPLIES MARY HILTON	2372324021	580.17	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			1KFN-MPRY-JX6R	CD - Open purchase order for Amazon purchases	1462324016	108.45	
			1KK1-FNWF-PJL4	PIO - AMAZON - Principal Supplies Term 2 - End of Semester 1 December2023 - February 2024	2372324017	427.55	
			1MGJ-9H7T-P3KT	CC - Open PO for Amazon Teaching supplies orders	1622324014	933.41	
			1N43-HMDC-P3WQ	CTE - SCIENCE SUPPLIES WEBSTER	0	70.20	
			1P37-FQV6-P7CV	CTE - SCIENCE SUPPLIES HAUSER	0	457.58	
			1T1D-WFMC-LQVT	PIO MS - Amazon - teaching supplies/general purchases	2372324022	246.30	
			1TG4-PNQK-NCKV	SP - APPLY CM 1LWR-L9DX-N4JT($0.01) - LIBRARY & HEALTH SUPPLIES	0	87.74	
			1YG7-16Y6-LXYX	PIO MS - AMAZON - ELA DEPT. CLASSROOM SUPPLIES TERM 2-3	2372324019	425.98	
			1YXR-1YVY-PTHGT	SP - LIBRARY SUPPLIES	0	125.45	
134465	AMERGIS HEALTHCARE STAFFING SV	06/07/2024	E13249740294	Psychologist Michael Austin	92324001	1,029.00	1,029.00
134466	BRIGHAM YOUNG UNIVERSITY	06/07/2024	DCE-00016687	BYU OPEN PO FOR 23-24 SHS INVOICING (ORIGINAL CREDIT AND CREDIT RECOVERY)	272324025	1,120.00	1,120.00
134467	CARDCONNECT LLC	06/07/2024	90409992	CREDIT CARD SERVICES SPRING 2023-24 (JAN-APR)	82324036	1,940.66	1,940.66
134468	CENTURYLINK #78245209	06/07/2024	688644551	COMMUNICATION SERVICES FY 2023-24	0	3.07	3.07
134469	CENTURYLINK #206-Z25-0055-467B	06/07/2024	Z250055467_5.25.24	COMMUNICATION SERVICES FY 2023-24	0	1,532.31	1,532.31
134470	CITY OF TACOMA - TACOMA PUBLIC	06/07/2024	100683154_5.14.24_$4	SHS READER BOARD	0	40.71	40.71

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				UTILITIES			
134471	CONSOLIDATED ELECTRICAL DISTRI	06/07/2024	8541-1069015	OPEN PURCHASE ORDER 2023-2024 for ELECTRICAL/LIGHTS SUPPLIES	102324129	94.58	94.58
134472	CRUZ, REBEKAH MORRIS CARGILL	06/07/2024	reim_5.29.24_$84.92	SALTAR'S POINT ELEMENTARY SCHOOL: TEACHING SUPPLIES PURCHASE REIMBURSEMENT	0	84.92	84.92
134473	DURHAM SCHOOL SERVICES	06/07/2024	00001401	STUDENT TRANSPORTATION: 2ND SEMESTER 2023-24	82324040	467.77	467.77
134474	FERGUSON ENTERPRISES, LLC	06/07/2024	2661062	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	119.88	119.88
134475	FIRST-CITIZENS BANK & TRUST CO	06/07/2024	44866203	QUARTERLY COPIER LEASE FY 2023-24 (MAY-AUG)	82324055	7,537.80	7,537.80
134476	GAFFEY, SCOTT MICHAEL	06/07/2024	reim_5.30.24_$127.91	SALTAR'S POINT ELEMENTARY TEACHING SUPPLIES PURCHASE REIMBURSEMENT	0	127.91	127.91
134477	GRAINGER	06/07/2024	9094605673	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324135	18.82	246.24
			9096682332	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324135	227.42	
134478	HAROLD LEMAY ENTERPRISES	06/07/2024	18381622S180	SHSD MINT BLDG 1100 DIGS: LOC 18251-001	0	226.50	9,603.90
			18384453S180	CHERRYDALE PRIMARY SCHOOL: LOC 18251-003	0	567.99	
			18384454S180	SHSD ADMIN BLDG 510: LOC 18251-004	0	226.50	
			18384455S180	PIONEER MIDDLE SCHOOL: LOC 18251-006	0	1,701.45	
			18384456S180	PIONEER MIDDLE SCHOOL: LOC 18251-007	0	920.46	
			18384457S180	STEILACOOM HIGH SCHOOL: LOC 18251-008	0	2,082.66	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			18384458S180	STEILACOOM HIGH SCHOOL: LOC 18251-009	0	673.18	
			18384459S180	CHERRYDALE PRIMARY SCHOOL: LOC 18251-010	0	261.25	
			18384460S180	SHSD ADMIN BLDG 510: LOC 18251-011	0	150.71	
			18384461S180	SALTAR'S POINT ELEMENTARY SCHOOL: LOC 18251-013	0	1,048.86	
			18384462S180	SLATAR'S POINT ELEMENTARY SCHOOL: LOC 18251-014	0	150.71	
			18384463S180	CHLOE CLARK ELEMENTARY SCHOOL: LOC 18251-015	0	1,171.98	
			18384464S180	CHLOE CLARK ELEMENTARY SCHOOL: LOC 18251-016	0	270.94	
			18384465S180	SHSD MAINT BLDG 1100 DIGGS: LOC 18251-019	0	150.71	
134479	LEMAY MOBILE SHREDDING	06/07/2024	4841810S185	SALTAR'S POINT ELEMENTARY SCHOOL: LOC 814398	0	92.00	158.00
			4842719S185	CHLOE CLARK ELEMENTARY SCHOOL: LOC 961556	0	66.00	
134480	LES SCHWAB TIRES	06/07/2024	30500833139	OPEN PURCHASE ORDER 2023-2024 for VEHICLE SUPPLIES/MAINTENAN CE/REPAIRS	102324141	22.02	22.02
134481	LOWE'S / CREDIT SERVICES	06/07/2024	972089	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324143	17.75	704.79
			972990	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324143	224.74	
			975139	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324143	186.10	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			976835	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324143	104.78	
			981280	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324143	-36.18	
			981383	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324143	48.37	
			984224	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324143	37.57	
			990445	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324143	95.07	
			991408	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324143	26.59	
134482	MCCLATCHY COMPANY LLC	06/07/2024	252757	TACOMA NEWS TRIBUNE ADVERTISING FEES FY 2023-2024	82324019	295.54	295.54
134483	MURREY'S DISPOSAL CO., INC.	06/07/2024	12140966S111	SHSD ADMIN BLDG 511: LOC 11075000	0	17.96	17.96
134484	O'REILLY AUTO PARTS	06/07/2024	2863-299614	OPEN PURCHASE ORDER 2023-2024 for VEHICLE PARTS/SUPPLIES	102324145	16.94	63.15
			3626-474377	OPEN PURCHASE ORDER 2023-2024 for VEHICLE PARTS/SUPPLIES	102324145	46.21	
134485	ODP SOLUTIONS, LLC	06/07/2024	365465541001	CD - ODP: open p.o. for 3rd quarter copy paper	1462324011	627.57	1,009.03
			365575086001	AIE - Copy Paper	1402324009	176.12	
			365575341001	SHSD WORKROOM SUPPLIES	82324050	205.34	
134486	PERFORMANCE SYSTEMS INTEGRATIO	06/07/2024	12606428	OPEN PURCHASE ORDER for 2023-2024 Fire Alarm, Sprinklers and Extinguishers Inspections, Maintenance and Service Repairs	102324111	315.00	315.00
134487	PETROCARD, INC.	06/07/2024	C472907	MOBILE FLEET FUEL SUPPLY: 2ND SEMESTER FY	82324038	24,518.78	24,518.78

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				2023-24			
134488	PIERCE COUNTY REFUSE	06/07/2024	18389031S180	ANDERSON ISLAND ELEMENTARY SCHOOL: LOC 18251-017	0	187.40	215.29
			18389032S180	ANDERSON ISLAND ELEMENTARY SCHOOL: LOC 18251-018	0	27.89	
134489	PIERCE COUNTY SEWER	06/07/2024	1354221_6.1.24	PIONEER MIDDLE SCHOOL UTILITIES	0	224.87	466.36
			858625_6.1.24	CHLOE CLARK ELEMENTARY SCHOOL UTILITIES	0	241.49	
134490	PUGET SOUND ENERGY	06/07/2024	200002143960_5.31.24	PIONEER MIDDLE SCHOOL ELEC & GAS UTILITIES	0	11,031.28	21,130.53
			200008146082_5.31.24	SHSD ADMIN BLDG NATURAL GAS SUPPLY	0	167.33	
			200018787412_5.31.24	STEILACOOM HIGH SCHOOL NATURAL GAS SUPPLY	0	2,294.01	
			200023874882_5.31.24	CHLOE CLARK ELEMENTARY ELECTRIC UTILITIES	0	7,528.18	
			220005466069_5.31.24	SHSD ADMIN BLDG 510 NATURAL GAS SUPPLY	0	109.73	
134491	RIDDELL ALL AMERICAN SPORTS CO	06/07/2024	952066965	SHS FOOTBALL HELMET RECONDITIONING FY 2023-24: INVOICE 952066965	82324054	7,614.67	7,614.67
134492	SARCO SUPPLY	06/07/2024	1155937	CD OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324121	23.62	4,187.13
			1155945	SHS OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324118	729.92	
			1155948	PIO OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324119	84.47	
			1156027	SHS OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL	102324118	66.02	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SUPPLIES			
			1156028	SP OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324117	39.32	
			1156029	CD OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324121	27.54	
			1156031	PIO OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324119	246.26	
			1156092	CD OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324121	955.75	
			1156093	DAC/DO OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324123	450.40	
			1156094	SP OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324117	663.56	
			1156095	CC OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324120	57.70	
			1156096	CC OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324120	842.57	
134493	SARGENT, RICK D	06/07/2024	reim_5.17.24_$49.96	SALTAR'S POINT ELEMENTARY SCHOOL: STEAM GALA DISPLAY BOARDS PURCHASE REIMBURSEMENT	0	49.96	49.96
134494	TANNER ELECTRIC	06/07/2024	72131000_6.1.24	ANDERSON ISLAND ELEMENTARY ELECTRIC UTILITIES	0	514.05	514.05
134495	THE HOME DEPOT PRO	06/07/2024	801055146	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324151	1,015.34	1,015.34
134496	TK ELEVATOR CORPORATION	06/07/2024	3007928159	OPEN PURCHASE ORDER 2023-2024 for ELEVATOR	102324152	727.28	727.28

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				MONITORING/SERVICE @ DAC			
134497	TOWN OF STEILACOOM	06/07/2024	10777.0_5.22.24	SHSD MOD BLDG UTILITIES	0	333.43	26,122.44
			1199.1_5.22.24	SHSD ADMIN BLDG 511	0	1,458.95	
			1409.0_5.22.24	STEILACOOM HIGH SCHOOL WATER UTILITIES	0	235.23	
			1409.1_5.22.24	STEILACOOM HIGH SCHOOL UTILITIES	0	14,133.08	
			1884.0_5.22.24	SHSD ADMIN BLDG 510	0	672.16	
			2075.0_5.22.24	SALTAR'S POINT ELEMENTARY SCHOOL MOD ELECTRIC UTILITIES	0	237.45	
			2456.0_5.22.24	SHSD MAINT BLDG WATER UTILITIES	0	36.51	
			2456.1_5.22.24	SHSD MAINT BLDG UTILITIES	0	736.37	
			2662.0_5.22.24	SALTAR'S POINT ELEMENTARY SCHOOL WATER UTILITIES	0	1,068.21	
			2662.1_5.22.24	SALTAR'S POINT ELEMENTARY SCHOOL ELECTRIC UTILITIES	0	3,437.99	
			3181.0_5.22.24	STEILACOOM HIGH SCHOOL IRRIGATION	0	0.00	
			3533.0_5.22.24	CHERRYDALE PRIMARY SCHOOL UTILITIES	0	893.92	
			3533.1_5.22.24	CHERRYDALE PRIMARY SCHOOL UTILITIES	0	2,176.73	
			6571.0_5.22.24	SHSD ADMIN BLDG ELECTRIC UTILITIES	0	363.52	
			9157.0_5.22.24	SALTAR'S POINT ELEMENTARY SCHOOL WATER UTILITIES	0	338.89	
134498	VERIZON WIRELESS	06/07/2024	9962011564 - 1	PHONE SERVICES: FIRST SEMESTER FY 2023-2024 (FEB 19 - MAR 18)	82324015	619.40	1,238.17
			9964517181	PHONE SERVICES: FIRST SEMESTER FY 2023-2024 (APR 19 - MAY 18)	82324015	618.77	

Check Nbr	Vendor Name	Check Date	Invoice Number		Invoice Desc	PO Number	Invoice Amount	Check Amount
				36	Computer	Check(s) For a Total of		121,276.81

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	36	Computer	Checks For a Total of	121,276.81
Total For	36	Manual, Wire Tran, ACH & Computer Checks		121,276.81
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	121,276.81

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $585,429.68. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 134513 through 134553, totaling $585,429.68

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134513	AMAZON.COM SALES, INC	06/24/2024	11D3-47KL-Y44C	SHS - Open PO for Amazon Purchases	4312324015	1,647.87	13,966.46
			11NY-LX7Y-LJT9	CTE - SECRETARY SUPPLIES	0	145.96	
			13TM-CFGD-Y1V9	PIO - Kiwanis Grant for 6th grade ELA	2372324026	317.96	
			14DY-HP1M-M6QK	MAINT - OPEN PURCHASE ORDER 2023-2024 for MAINTENANCE SUPPLIES	102324106	146.86	
			14DY-HP1M-MXPT	CTE - SCIENCE SUPPLIES HAUSER/COOPER	0	38.40	
			16TM-LWHW-YNWM	CD - Amazon: Open purchase order for Amazon purchases	1462324016	238.16	
			16X1-7FXV-KQW4	CTE - SUPPLIES WEBSTER	0	35.66	
			17Q9-JXFV-6J9Q	T&L - DODEA 2023 BOOK VALLIERES	0	655.84	
			17YX-WTDR-1V9T	HR - OFFICE SUPPLIES	0	105.13	
			1CPN-MPVM-Y7GQ	PIO - AMAZON - teaching supplies- ART 1st quarter AUG-NOV	2372324008	171.42	
			1CVD-HQD4-YFL6	PIO - AMAZON - ELA DEPT. CLASSROOM SUPPLIES TERM 2-	2372324019	365.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				3			
			1FF9-PJYX-M3LQ	CTE - SUPPLIES WEBSTER	0	216.98	
			1KY9-CYCV-M7L3	STUDENT SVCS - Special Education Teaching Supplies	92324006	229.18	
			1LVV-J6Q6-LJ9D	CC - Open PO for Amazon Teaching supplies orders	1622324014	1,005.40	
			1LYY-YKMQ-4PPY	T&L - DODEA 2023 CD SUPPLIES	0	1,492.83	
			1M4N-LNLY-XDWV	CC - Open PO for Amazon Teaching supplies orders	1622324014	567.20	
			1MGX-Y7TN-DJYG	SSVCS - Special Education Teaching Supplies	92324006	105.67	
			1MLN-JK6R-D9TV	SP - LIBRARY SUPPLIES CROSSEN	0	20.75	
			1MMJ-FWND-JWW3	CTE - TEXTILE SUPPLIES MATTES	0	249.94	
			1MXK-QNQT-LVR9	PIO - TEACHING SUPPLIES	0	425.69	
			1MY6-CNV1-XMFG	CTE - SCIENCE SUPPLIES JELLISON	0	185.53	
			1MY7-NVWQ-YXCD	CTE - ACER NITRO 27" MONITOR	0	440.38	
			1NMR-Q6HN-MRXL	CD - TEACHING SUPPLIES; KIWANIS GRANT, SEATBELT SAFETY LOCK	0	311.19	
			1PWR-V43X-64C7	T&L - DODEA 2019 SCIENCE KIT REFILLS VALLIERES	0	23.78	
			1QHP-TWVL-Y4QL	CTE - PHOTO/JOURNALISM SUPPLIES WEBSTER	0	440.38	
			1RFH-YDWN-YN1X	PIO - Amazon - teaching supplies/general purchases	2372324022	83.86	
			1RRC-Q6RP-K43J	CTE - SCIENCE SUPPLIES JELLISON	0	177.84	
			1RT6-7XYW-Q34R	CTE - SUPPLIES WEBSTER	0	174.99	
			1RXX-7FH4-PPG4	SHS - Open PO for Amazon Purchases	4312324015	456.87	
			1TMP-N7QQ-MDNX	CTE - ART SUPPLIES MOCK	0	968.64	
			1VL4-7Q4Y-FCD1	CC - Open PO for	1622324014	229.86	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Amazon Teaching supplies orders			
			1VND-FCXM-6TCP	PIO - Kiwanis Grant for 6th grade ELA	2372324026	264.74	
			1VPJ-HQ3P-XKKN	SP - LIBRARY SUPPLIES	0	87.78	
			1W3X-7QLP-XP7H	CTE - ART SUPPLIES MOCK	0	142.60	
			1W3X-7QLP-YDCL	CTE - PHOTOGRAPHY SUPPLIES WEBSTER	0	69.38	
			1WWW-JQRV-MLGY	SHS - Open PO for Amazon Purchases	4312324015	1,233.90	
			1X6H-9LDF-Y3Q3	HR - BEST GRANT	0	151.20	
			1Y7L-4LJG-LCKR	PIO - AMAZON - ELA DEPT. CLASSROOM SUPPLIES TERM 2-3	2372324019	55.18	
			1Y7L-4LJG-LHXR	SP - TEACHING SUPPLIES GAFFEY	0	285.71	
134514	AMERGIS HEALTHCARE STAFFING SV	06/24/2024	E13314360294	Psychologist Michael Austin	92324001	2,744.00	5,488.00
			E13380750294	Psychologist Michael Austin	92324001	2,744.00	
134515	APPLE INC	06/24/2024	MA83613421	DIGITAL EQUITY GRANT: 5 BRENTHAVEN BOUNCE CS IPADS	0	164.87	164.87
134516	B&H PHOTO - VIDEO	06/24/2024	224854343	D Beaulieu Tech Supplies for Pioneer Middle School: Quote Number 1105773224 total $10,861.56 Quote Number 1105774334 total $9,307.78 Quote Number 1105938564 total $5,686.69 Total for all three quotes $25,856.03	142324022	10,738.31	25,806.76
			224858187	D Beaulieu Tech Supplies for Pioneer Middle School: Quote Number 1105773224 total $10,861.56 Quote Number	142324022	5,686.69	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				1105774334 total $9,307.78 Quote Number 1105938564 total $5,686.69 Total for all three quotes $25,856.03			
			224858440	D Beaulieu Tech Supplies for Pioneer Middle School: Quote Number 1105773224 total $10,861.56 Quote Number 1105774334 total $9,307.78 Quote Number 1105938564 total $5,686.69 Total for all three quotes $25,856.03	142324022	9,258.51	
			224999459	D Beaulieu Tech Supplies for Pioneer Middle School: Quote Number 1105773224 total $10,861.56 Quote Number 1105774334 total $9,307.78 Quote Number 1105938564 total $5,686.69 Total for all three quotes $25,856.03	142324022	123.25	
134517	BALLOON MASTERS	06/24/2024	2024-1-SHS	STEILACOOM HIGH SCHOOL SENIOR NIGHT AWARDS BALLOONS	0	874.50	874.50
134518	BUILDER'S HARDWARE & SUPPLY CO	06/24/2024	S3855696.001	OPEN PURCHASE ORDER 2023-2024 for HARDWARE SUPPLIES	102324127	407.79	503.14
			S3855780.001	OPEN PURCHASE ORDER 2023-2024 for HARDWARE SUPPLIES	102324127	95.35	
134519	CAPITAL BUSINESS MACHINES INC	06/24/2024	INV211039	SHSD BLDG 511 COPIER USAGE	0	346.32	3,064.42
			INV211040	CHERRYDALE	0	405.43	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				PRIMARY SCHOOL COPIER USAGE			
			INV211041	PIONEER MIDDLE SCHOOL COPIER USAGE	0	477.88	
			INV211042	STEILACOOM HIGH SCHOOL COPIER USAGE	0	439.77	
			INV211043	SALTAR'S POINT ELEMENTARY SCHOOL COPIER USAGE	0	360.98	
			INV211044	CHLOE CLARK ELEMENTARY SCHOOL COPIER USAGE	0	435.72	
			INV211045	SHSD BLDG 510 COPIER USAGE	0	10.25	
			INV211046	SHSD MAINTENANCE COPIER USAGE	0	9.00	
			INV211047	ANDERSON ISLAND ELEMENTARY SCHOOL COPIER USAGE	0	91.23	
			INV213318	SALTAR'S POINT ELEMENTARY TONER SUPPLIES	0	282.85	
			INV213321	SALTAR'S POINT ELEMENTARY TONER SUPPLY	0	102.50	
			INV213334	STEILACOOM HIGH SCHOOL TONER SUPPLY	0	102.49	
134520	CARNEGIE LEARNING INC	06/24/2024	1039909	LIVE VIRTUAL IMPLEMENTATION WORKSHOP FOR GERMAN PD FOR GERMAN CURRICULUM	272324075	800.00	800.00
134521	CENTURYLINK #300493944	06/24/2024	300493944_6.1.24	SHSD COMMUNICATION SERVICES	0	247.12	247.12
134522	CLOVER PARK SCHOOL DISTRICT	06/24/2024	7746	STEILACOOM HIGH SCHOOL CERTIFICATES	0	37.75	1,480.33
			7752	STEILACOOM HIGH SCHOOL: YEARBOOK TICKETS	0	139.66	
			7753	STEILACOOM HIGH SCHOOL: CLASS 2024 GRADUATION PROGRAMS	0	1,302.92	
134523	COMCAST	06/24/2024	203301908	COMMUNICATION SERVICES	0	8,144.42	8,144.42

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134524	CONSOLIDATED ELECTRICAL DISTRI	06/24/2024	8541-1069713	OPEN PURCHASE ORDER 2023-2024 for ELECTRICAL/LIGHTS SUPPLIES	102324129	166.43	166.43
134525	DAIKIN APPLIED	06/24/2024	3446921	Chiller Maintenance at SHS	102324159	975.49	975.49
134526	DURHAM SCHOOL SERVICES	06/24/2024	00001504	SUMMER STUDENT TRANSPORTATION (MAY - AUG 2024)	82324056	328,318.50	328,318.50
134527	ESD 113	06/24/2024	5712400644	AUDIOLOGY SERVICES (OCT2023 -MAR2024) CONTRACT # 6105-IA-01922	0	1,300.00	1,300.00
134528	EVERDRIVEN TECHNOLOGIES, LLC	06/24/2024	55171	Student Transportation in accordance with IEP	92324007	1,041.45	1,041.45
134529	FERGUSON ENTERPRISES, LLC	06/24/2024	2527444-1	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	159.49	1,707.13
			2555307	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	230.93	
			2577525	GRANT: Water LEAD Testing Repair Parts	102324157	790.12	
			2678388	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	5.15	
			2678524	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	163.94	
			2678544	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	115.42	
			2678585	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	242.08	
134530	G12 COMMUNICATIONS, LLC	06/24/2024	143282	COMMUNICATION SERVICES FY 2023-24	0	740.79	740.79
134531	GRADUATION ALLIANCE, INC.	06/24/2024	GA72528	GRAD ALLIANCE INVOICES FOR THE 23-24 SCHOOL YEAR	272324037	2,665.86	2,665.86
134532	HOFBAUER, EMILY GRACE	06/24/2024	reim_01/2024_$26.00	JANUARY 2024 MILEAGE REIMBURSEMENT	0	26.00	276.62

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			reim_12/2023_$37.34	DECEMBER 2023 MILEAGE REIMBURSEMENT	0	37.34	
			reim_3/2024_$34.00	MARCH 2024 MILEAGE REIMBURSEMENT	0	34.00	
			reim_4/2024_$138.93	APRIL 2024 MILEAGE REIMBURSEMENT	0	138.93	
			reim_5/2024_$23.06	MAY 2024 MILEAGE REIMBURSEMENT	0	23.06	
			rei_2/2004_$17.29	JANUARY 2024 MILEAGE REIMBURSEMENT	0	17.29	
134533	HP, INC.	06/24/2024	9018514609	HP ZBOOK 15U G6 LAPTOP BATTERY(TT03056XL-PL)	0	94.69	94.69
134534	KCDA	06/24/2024	300775443	PIONEER MIDDLE SCHOOL COPY PAPER	0	1,148.40	1,148.40
134535	LAKE JOSEPHINE RIVIERA WATER	06/24/2024	100811_6.1.24	ANDERSON ISLAND ELEMENTARY WATER USAGE	0	353.72	397.72
			100812_6.1.24	ANDERSON ISLAND ELEMENTARY WATER USAGE	0	44.00	
134536	LAKEWOOD HARDWARE & PAINT	06/24/2024	745075	OPEN PURCHASE ORDER 2023-2024 for SUPPLIES	102324139	114.75	114.75
134537	LECOMPTE, KAREN E	06/24/2024	reim_6.12.24_$21.31	SALTAR'S POINT ELEMENTARY SCHOOL: POSTAGE COST REIMBURSEMENT	0	21.31	21.31
134538	MOUNTAIN MIST	06/24/2024	006044797	PIONEER MIDDLE SCHOOL SPRING WATER SUPPLY	0	58.24	58.24
134539	ODP SOLUTIONS, LLC	06/24/2024	367896364001	SP - Copy Paper X 10 Various manila envelopes White letter envelopes	1272324007	657.89	709.55
			367896368001	SP - Copy Paper X 10 Various manila envelopes White letter envelopes	1272324007	15.81	
			367896369001	SP - Copy Paper X 10 Various manila envelopes White letter envelopes	1272324007	7.24	
			367896378001	SP - Copy Paper X	1272324007	28.61	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				10 Various manila envelopes White letter envelopes			
134540	PORTER FOSTER RORICK	06/24/2024	119820	SHSD HR LEGAL SERVICES MAY2024	0	650.00	650.00
134541	SARCO SUPPLY	06/24/2024	1156132	SHS OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324118	34.33	6,934.44
			1156211	CD OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324121	56.04	
			1156212	CC OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324120	220.27	
			1156215	SHS OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324118	117.52	
			1156218	SP OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324117	280.09	
			1156298	PIO OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324119	43.39	
			1156377	PIO OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324119	97.50	
			1156378	SP OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324117	541.24	
			1156379	CD OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324121	1,848.85	
			1156380	APPLY CREDIT MEMO 1156424 ($-122.70)	102324118	1,045.89	
			1156381	SHS OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324118	58.76	
			1156385	PIO OPEN PURCHASE ORDER 2023-2024	102324119	1,646.35	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				for CUSTODIAL SUPPLIES			
			1156386	PIO OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324119	944.21	
134542	SODEXO INC & AFFILIATES	06/24/2024	1002249397	FOOD SERVICE MANAGEMENT SERVICES: 2ND SEMESTER FY 2023-24	82324044	151,899.05	151,899.05
134543	ST. MARTINS UNIVERSITY	06/24/2024	CS395324	GRADUATION VENUE FEE	272324076	3,225.00	3,225.00
134544	TACOMA COMMUNITY COLLEGE	06/24/2024	PC-0000003348	RUNNING START MAY 2024	0	1,319.01	1,319.01
134545	THOMAS, ALISSA TAYLOR	06/24/2024	reim_6.10.24_$49.45	CC - TEACHING SUPPLIES PURCHASE REIMBURSEMENT	0	49.45	49.45
134546	TOWN OF STEILACOOM	06/24/2024	2024-6-07-01	Town of Steilacoom SRO	182324005	9,521.59	9,521.59
134547	WEX BANK	06/24/2024	97687853	MOTOR VEHICLE FUEL SUPPLY: SUMMER FY 2023-24	82324053	2,946.75	2,946.75
134548	WILLIAMS, LORIANN	06/24/2024	reim_6.10.24_$108	APR 2024 LTI WEB PROCTOR COST REIMBURSEMENT	0	108.00	216.00
			reim_6.10.24_$108.00	MAY 2024 LTI WEB PROCTOR COST REIMBURSEMENT	0	108.00	
134549	WSIPC	06/24/2024	1002302163	WSIPC NEW Student Online Enrollment	182324002	319.65	319.65
134550	WSRA, INC.	06/24/2024	1825	WSRA EVALUATION SERVICES FOR DODEA 2022 3RD QUARTER	272324077	3,750.00	7,500.00
			1826	EVALUATION SERVICES FOR DODEA 2022 4TH QUARTER - INVOICE 1826	272324078	3,750.00	
134551	WSSAAA	06/24/2024	1675821758	2024-25 DUAL WSSAAA/NIAAA MEMBERSHIP FEE FOR TRACY GARZA	0	155.00	155.00
134552	YI, JINSHIL	06/24/2024	2406151	PIONEER MIDDLE SCHOOL PIANO ACCOMPANIMENT SERVICES	0	375.00	375.00
134553	YUCKERT, HEATHER R	06/24/2024	reim_5.23.24_$41.79	PIO MS - STAFF DISRUPTING	0	41.79	41.79

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				DISPROPORTIONALITY TRAINING MILEAGE REIMBURSEMENT			
			41	Computer	Check(s) For a Total of		585,429.68

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	41	Computer	Checks For a Total of	585,429.68
Total For	41	Manual, Wire Tran, ACH & Computer Checks		585,429.68
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	585,429.68

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $30,097.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 134554 through 134560, totaling $30,097.38

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134554	AMAZON.COM SALES, INC	06/24/2024	11K1-HQNL-LDPT	CC - Open Amazon PO for health supplies for the 24/25 school year	1622425004	372.96	2,622.02
			1H9M-XCYG-FJJ4	CC - Open PO Amazon for 24/25 teaching supplies	1622425003	2,249.06	
134555	COOLE SCHOOL	06/24/2024	CS-20909	Coole School: planners for 2nd and 3rd grade	1462425001	369.45	767.80
			CS-20910	Coole School: planners for 2nd and 3rd grade	1462425001	398.35	
134556	ESGI, LLC	06/24/2024	INVES000802	CHLOE CLARK ELEMENTARY SCHOOL: ESGI 12month subscription for the 24/25 school year	1622425005	441.00	441.00
134557	LEXIA LEARNING SYSTEMS, LLC	06/24/2024	7903697	ELA LICENSES FOR GRADES 6-8 PIONEER MIDDLE	272425001	14,809.30	14,809.30
134558	PANDADOC, INC.	06/24/2024	14484141	ENTERPRISE PLAN SUBSCRIPTION FY 2024-25 (06/05/2024 - 06/05/2025)	82425001	9,570.85	9,570.85
134559	SCHOOL DATEBOOKS	06/24/2024	S24-0278179	SALTAR'S POINT ELEMENTARY SCHOOL: 450 Student Planners 24/25	1272425001	1,621.78	1,621.78

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134560	STARFALL EDUCATION FOUNDATION	06/24/2024	1602-3803-7902	CHLOE CLARK ELEMENTARY SCHOOL: Starfall Journal for kindergarten 24/25 school year	1622425008	155.73	264.63
			8418-8253-8026	CHLOE CLARK ELEMENTARY SCHOOL: Starfall Journal for kindergarten 24/25 school year	1622425008	108.90	

7 Computer Check(s) For a Total of 30,097.38

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	7	Computer	Checks For a Total of	30,097.38
Total For	7	Manual, Wire Tran, ACH & Computer Checks		30,097.38
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	30,097.38

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $101.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 134561 through 134562, totaling $101.75

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134561	MILLER, APRIL	06/24/2024	GFRR_6.18.24_$63.25	CHLOE CLARK ELEMENTARY FOOD SERVICE FUND REIMBURSEMENT	0	63.25	63.25
134562	TIMBROOK, MEGHAN	06/24/2024	GFRR_6.12.24_$38.50	CHERRYDALE PRIMARY FOOD SERVICE FUND REIMBURSEMENT	0	38.50	38.50

2 Computer Check(s) For a Total of 101.75

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	101.75
Total For	2	Manual, Wire Tran, ACH & Computer Checks		101.75
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	101.75

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $107.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 134563 through 134564, totaling $107.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134563	HANNERS, LEYNA	06/28/2024	GFRR_0625_$62	Refund remaining food service balance	0	62.00	62.00
134564	TIMBROOK, MEGHAN	06/28/2024	GFRR_0625_$45	Refund remaining food service balance	0	45.00	45.00

2 Computer Check(s) For a Total of 107.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	107.00
Total For	2	Manual, Wire Tran, ACH & Computer Checks		107.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	107.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $136.09. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 134565 through 134565, totaling $136.09

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134565	STEILACOOM HIST SCHOOL DIST #1	07/08/2024	CTAX11 20240701AAA	Comp Tax owed for Cash Account 11 through 06/30/2024	0	136.09	136.09
				1 Computer Check(s) For a Total of			136.09

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	136.09
Total For	1	Manual, Wire Tran, ACH & Computer Checks		136.09
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	136.09

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $32,104.34. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 134566 through 134570, totaling $32,104.34

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134566	AMAZON.COM SALES, INC	07/08/2024	1CJT-RCVM-JVRP	CC - Open PO Amazon for 24/25 teaching supplies	1622425003	1,436.00	2,722.76
			1R7V-K369-FM7Y	PIO - PO32372324008 - SUPPLIES FOR 24-25	0	1,286.76	
134567	FRONTLINE EDUCATION	07/08/2024	INVUS198822	Absence and Substitute management	182425001	12,761.51	12,761.51
134568	HID GLOBAL CORPORATION	07/08/2024	13402019238	Fingerprinting yearly maintenance	182425003	1,159.35	1,159.35
134569	LAMINATION DEPOT	07/08/2024	161771	CC - Lamination Depot - laminate for the 24/25 school year	1622425002	460.72	460.72
134570	LARSEN, MARY J	07/08/2024	300	DODEA 2023 EVALUATION SERVICES FOR ALL OF 24-25 SCHOOL YEAR	272425007	15,000.00	15,000.00

5 Computer Check(s) For a Total of 32,104.34

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	32,104.34
Total For	5	Manual, Wire Tran, ACH & Computer Checks		32,104.34
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	32,104.34

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $118,997.20. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 134571 through 134603, totaling $118,997.20

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134571	AMAZON.COM SALES, INC	07/08/2024	111D-F777-JCL4	OPEN PURCHASE ORDER 2023-2024 for MAINTENANCE SUPPLIES	102324106	708.53	2,693.51
			13LP-XVLX-4VVQ	T&L - CC SCIENCE KIT REFILL	0	409.94	
			171Y-JKT9-9DFC	IT - PARTS/SUPPLIES	0	100.95	
			17MM-V47K-4P1M	T&L - DODEA 2023 CC FOAM DICE	0	83.93	
			19FX-7FTY-K79F	PIO - Amazon - teaching supplies/general purchases	2372324022	6.89	
			1KKT-LGL9-67P3	T&L - PD SUPPLIES	0	21.13	
			1KKT-LGL9-7MCH	T&L- DODEA 2023 CD TEACHER KIT SUPPLIES	0	103.46	
			1MC9-DVWT-7YKG	T&L - CC KIT REFILL MAT'L	0	92.00	
			1NGT-ND9H-JX4H	PIO - AMAZON - teaching supplies- ART 1st quarter AUG-NOV	2372324008	3.82	
			1PXQ-DWGF-KKC7	STUDENT SVCS - Special Education Teaching Supplies	92324006	134.25	
			1QCD-PQG7-4TGT	MAINT - OPEN PURCHASE ORDER 2023-2024 for MAINTENANCE SUPPLIES	102324106	85.07	
			1QCD-PQG7-7WL7	T&L - CC AAA	0	40.49	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				BATTERIES			
			1QHP-TWVL-XMHR	AMAZON - Principal Supplies Term 2 - End of Semester 1 December2023 - February 2024	2372324017	613.16	
			1R6L-NWCJ-C41R	T&L - OFFICE SUPPLIES	0	22.78	
			1VFX-MMFX-7N67G	T&L - DODEA 2023 LIT LAB SUPPLIES	0	152.21	
			1Y66-YM4H-9DNL	HR - OFFICE SUPPLIES	0	48.86	
			1YLT-3D4R-K6GX	CD - Open purchase order for Amazon purchases	1462324016	66.04	
134572	AMERGIS HEALTHCARE STAFFING SV	07/08/2024	E13470450294	Psychologist Michael Austin	92324001	3,430.00	5,831.00
			E13523320294	Psychologist Michael Austin	92324001	2,401.00	
134573	BRIGHAM YOUNG UNIVERSITY	07/08/2024	DCE-0001650	BYU OPEN PO FOR 23-24 SHS INVOICING (ORIGINAL CREDIT AND CREDIT RECOVERY)	272324025	880.00	880.00
134574	BUCKHOLZ, SARAH R	07/08/2024	MILEAGEREIM_7_2_24	MILEAGE REIMBURSEMENT THERAPY SERVICES SP	0	19.39	19.39
134575	CARDCONNECT LLC	07/08/2024	92079299	CREDIT CARD SERVICES SPRING 2023-24 (May-JUL)	82324058	2,984.78	2,984.78
134576	CENTURYLINK #78245209	07/08/2024	692634231	STEILACOOM HISTORICAL	0	3.42	3.42
134577	CITY OF DUPONT	07/08/2024	000419-000 6.30.24	CHLOE CLARK ELEMENTARY	0	979.70	10,800.31
			000420-000 6.30.24	CHLOE CLARK ELEMENTARY	0	2,730.03	
			000421-000 6.30.24	CHLOE CLARK ELEMENTARY	0	938.19	
			000422-000 6.30.24	CHLOE CLARK ELEMENTARY	0	61.49	
			103176-000 6.30.24	PIONEER MIDDLE SCHOOL	0	3,790.48	
			103176-001 6.30.24	PIONEER MIDDLE SCHOOL	0	62.71	
			103176-002 6.30.24	PIONEER MIDDLE SCHOOL	0	439.66	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			103176-003 6.30.24	PIONEER MIDDLE SCHOOL	0	1,798.05	
134578	DIAZ, JACQUELINE	07/08/2024	MILEAGEREIM7_1_2024	MILEAGE REMBURSEMENT EVAL DISTRICTWIDE	0	34.98	34.98
134579	EVERDRIVEN TECHNOLOGIES, LLC	07/08/2024	51012 - 1	Student Transportation in accordance with IEP Double credit - invoices 51012 and 50235 (only one credit issued)	92324007	180.00	4,287.35
			54433	Student Transportation in accordance with IEP	92324007	1,179.15	
			55373	Student Transportation in accordance with IEP	92324007	1,553.85	
			55523	Student Transportation in accordance with IEP	92324007	999.35	
			55643	Student Transportation in accordance with IEP	92324007	375.00	
134580	FERGUSON ENTERPRISES, LLC	07/08/2024	2527444-2	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	58.77	720.09
			2661062-1	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	273.03	
			2678388-1	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	15.46	
			2703624	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	13.15	
			2726156	OPEN PURCHASE 2023-2024 for PLUMBING SUPPLIES	102324131	359.68	
134581	FIRST-CITIZENS BANK & TRUST CO	07/08/2024	45064150	QUARTERLY COPIER LEASE FY 2023-24 (MAY-AUG)	82324055	7,537.80	7,537.80
134582	FLOHAWKS	07/08/2024	66247512	OPEN PURCHASE ORDER 2023-2024 for	102324133	2,370.65	3,466.49

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Service/Repairs			
			66254614	OPEN PURCHASE ORDER 2023-2024 for Service/Repairs	102324133	1,095.84	
134583	HAROLD LEMAY ENTERPRISES	07/08/2024	18450334S180	SHSD MAINT BLDG 1100 DIGGS SERVICE LOCA ACCT#18251-001	0	226.50	7,902.45
			18453147S180	CHERRDALE 1201 GALLOWAY SERVICE LOCATION ACCT #18251-003	0	567.99	
			18453148S180	SHSD ADMIN 510 CHAMBERS SERVICE LOCATION ACCT #18521-004	0	226.50	
			18453150S180	PIONEER MIDDLE SCHOOL SERVICE LOCA ACCT#18251-007	0	920.46	
			18453151S180	SHS SERVICE LOCATION ACCT #18251-008	0	2,082.66	
			18453152S180	SHS SERVICE LOCATION ACCT #18251-009	0	673.18	
			18453153S180	CHERRDALE SERVICE LOCATION ACCT#18251-010	0	261.25	
			18453154S180	SHSD ADMIN BLDG SERVICE LOCATION ACCT#18251-011	0	150.71	
			18453155S180	SALTAR'S POINT SERVICE LOCATION ACCT#18251-013	0	1,048.86	
			18453156S180	SALTAR'S POINT SERVICE LOCATION ACCT#18251-014	0	150.71	
			18453157S180	CHLOE CLARK SERVICE LOCATION ACCT318251-015	0	1,171.98	
			18453158S180	CHLOE CLARK SERVICE LOCATION ACCT #18251-016	0	270.94	
			18453159S180	SHSD MAINT BLDG SERVICE LOCATION ACCT#18251-019	0	150.71	
134584	HILEN, CHARLES JOHN	07/08/2024	Reim6.21.24	Class Photo 2024 reimbursement	0	22.01	92.39

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			REIM7.2.24	REIMBURSEMENT FOR PIZZA - 40 STUDENTS TO JOIN NEW PROGRAM	0	70.38	
134585	HONEY BUCKET	07/08/2024	0554213940	Standard Unit Weekly Services for Baseball Field at SHS	102324105	190.50	190.50
134586	J&I POWER EQUIPMENT INC	07/08/2024	774750	OPEN PURCHASE ORDER 2023-2024 for GROUNDS SUPPLIES/REPAIRS	102324112	197.60	197.60
134587	LAKE JOSEPHINE RIVIERA WATER	07/08/2024	100811_JUN_2024	Water Usage June 2024	0	353.72	353.72
134588	LEADER SERVICES	07/08/2024	WA12696	LEADER SERVICE FEE @ $1.40 PER TRANSACTION - MAY 2024	0	25.20	25.20
134589	LEMAY MOBILE SHREDDING	07/08/2024	4841809S185	CHERRYDALE SERVICE LOCATION ACCT #814396	0	176.61	701.61
			4845699S185	SALTAR'S POINT SERVICE LOCATION ACCT #814387	0	92.00	
			4845701S185	SHS SERVICE LOCATION ACCT#814426	0	367.00	
			4846610S185	CHLOE CLARK SERVICE LOCATION ACCT#961556	0	66.00	
134590	MURREY'S DISPOSAL CO., INC.	07/08/2024	121972305111	SHSD ADMIN BLDG 511 SERVICE LOCATION ACCT #11075000	0	17.96	17.96
134591	PACIFIC NW PATINA	07/08/2024	1105	CHLOE CLARK MONUMENT BRONZE CARE/MAINTENANCE 6/5/24	0	470.85	470.85
134592	PIERCE COUNTY REFUSE	07/08/2024	184577415180	ANDERSON ISLAND SERVICE LOCATION ACCT#18251-017	0	187.40	215.29
			184577425180	ANDERSON ISLAND SERVICE LOCATION ACCT#18251-018	0	27.89	
134593	PIERCE COUNTY SEWER	07/08/2024	134221_7_1_24	PIONEER MIDDLE SCHOOL	0	224.87	466.36
			858625_7.1.24	CHLOE CLARK ELEMENTARY SEWER CHARGES	0	241.49	
134594	PIERCE COUNTY WACTA	07/08/2024	STEIL SD CTE SHS	2023-2024 PC	0	500.00	500.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				WACTA DUES - C. HILEN			
134595	PROJECT LEAD THE WAY	07/08/2024	455760	P Sortore PLTW Science Supplies for school year 2024-2025 Total amount $17,545.75	142324017	17,990.89	17,990.89
134596	PUGET SOUND ENERGY	07/08/2024	200002143960_7.1.24	PIONEER MIDDLE SCHOOL ELECTRIC & NATURAL GAS	0	8,835.13	16,865.48
			200008146082_7.1.24	SHSD ADMIN BLDG 510 NATURAL GAS	0	112.67	
			200018787412_7.1.24	STEILACOOM HIGH SCHOOL NATURAL GAS	0	1,833.40	
			200023874882_7.1.24	CHLOE CLARK ELEMENTARY ELECTRIC	0	6,041.33	
			220005466069_7.1.24	SHSD ADMIN BLDG 511 NATURAL GAS	0	42.95	
134597	QUADIENT LEASING USA, INC.	07/08/2024	Q1356385	COVERAGE PERIOD 01-JUL-24 TO 30-SEP-24	0	515.70	515.70
134598	SARCO SUPPLY	07/08/2024	1156474	PIO OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324162	1,407.84	1,746.86
			1156475	SHS OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324161	187.17	
			1156535	MAINT OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324168	68.81	
			156553	CD OPEN PURCHASE ORDER 2023-2024 for CUSTODIAL SUPPLIES	102324165	83.04	
134599	TACOMA COMMUNITY COLLEGE	07/08/2024	PC-0000003397	RUNNING START JUNE 2024	0	654.54	654.54
134600	TACOMA PUBLIC SCHOOLS	07/08/2024	13777	Hopskip Dec 2023-Feb 2024 and Mar 2024-May 2024	82324057	3,781.34	6,973.04
			14143	Hopskip Dec 2023-Feb 2024 and Mar 2024-May 2024	82324057	3,191.70	
134601	TANNER ELECTRIC	07/08/2024	72131000_JUN24	ANDERSON ISLAND ELEMENTARY	0	439.87	439.87

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134602	TOWN OF STEILACOOM	07/08/2024	10777.0_6.19.24	SHSD MAINT MOD BLDG	0	292.71	22,798.89
			1199.1_06.19.24	SHSD ADMIN BLDG UTILITIES	0	1,390.18	
			1409.0_6.19.24	SHSD STEILACOOM HIGH SCHOOL	0	235.23	
			1409.1_6.19.24	SHSD STEILACOOM HIGH SCHOOL UTILITIES	0	10,692.31	
			1884.0_6.19.24	SHSD ADMIN BLDG 510	0	565.45	
			2075.0_6.19.24	SHSD SALTARS POINT ELEMENTARY	0	264.01	
			2456.0_6.19.24	SHSD MAINT BLDG	0	36.51	
			2456.1_6.19.24	SHSD MAINT BLDG UTILITIES	0	461.93	
			2662.0_6.19.24	SHSD SALTARS POINT ELEMENTARY SCHOOL	0	1,473.65	
			2662.1_6.19.24	SHSD SALTARS POINT ELEMENTARY SCHOOL	0	3,889.03	
			3533.0_6.19.24	SHSD CHERRYDALE PRIMARY SCHOOL UTILITIES	0	901.63	
			3533.1_6.19.24	SHSD CHERRYDALE PRIMARY SCHOOL UTILITIES	0	2,066.71	
			6571.0_6.19.24	SHSD ADMIN BLDG 511	0	292.69	
			9157.0_6.19.24	SHSD SALTARS POINT ELEMENTARY SCHOOL	0	236.85	
134603	VERIZON WIRELESS	07/08/2024	9966971900	PHONE SERVICES: FIRST SEMESTER FY 2023-2024	82324015	618.88	618.88

33 Computer Check(s) For a Total of 118,997.20

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	33	Computer	Checks For a Total of	118,997.20
Total For	33	Manual, Wire Tran, ACH & Computer Checks		118,997.20
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	118,997.20

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $55,267.74. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:
Wire Transfer Payments 202300152 through 202300152, totaling $55,267.74

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name / Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
202300152	**BMO FINANCIAL GROUP**	**06/28/2024**		**CREDIT CARD PAYMENT CHECK**			**55,267.74**
	ANDERSON ISLAND GENERAL STORE		GFC062400001	Credit Card Payment AP Invoice.	82324041	72.53	
	ANDERSON ISLAND GENERAL STORE		GFC062400032	Credit Card Payment AP Invoice.	82324041	208.75	
	ANDERSON ISLAND GENERAL STORE		GFC062400033	Credit Card Payment AP Invoice.	82324041	182.80	
	ANDERSON ISLAND GENERAL STORE		GFC062400034	Credit Card Payment AP Invoice.	82324041	196.00	
	ANDERSON ISLAND GENERAL STORE		GFC062400035	Credit Card Payment AP Invoice.	82324041	203.70	
	B&H PHOTO - VIDEO		GFC062400041	Credit Card Payment AP Invoice.	0	776.87	
	BARNES & NOBLE		GFC062400025	Credit Card Payment AP Invoice.	0	441.79	
	BENCHMARK EDUCATION COMPANY LL		GFC062400038	Credit Card Payment AP Invoice.	0	454.16	
	BLICK ART MATERIALS		GFC062400031	Credit Card Payment AP Invoice.	0	1,287.23	
	BMO FINANCIAL GROUP		GFC062400002	Credit Card Payment AP Invoice.	0	2,674.64	

Check Nbr	Vendor Name / Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	BMO FINANCIAL GROUP		GFC062400010	Credit Card Payment AP Invoice.	0	6,639.77	
	BMO FINANCIAL GROUP		GFC062400039	Credit Card Payment AP Invoice.	0	272.00	
	CAROLINA BIOLOGICAL SUPPLY CO		GFC062400007	Credit Card Payment AP Invoice.	0	142.08	
	COLLEGE BOARD		GFC062400018	Credit Card Payment AP Invoice.	4312324018	30,851.00	
	COLLEGE BOARD		GFC062400021	Credit Card Payment AP Invoice.	0	575.00	
	COSTCO BUSINESS CENTER - PCARD		GFC062400016	Credit Card Payment AP Invoice.	0	343.83	
	DEMCO INC		GFC062400024	Credit Card Payment AP Invoice.	0	529.88	
	FLINN SCIENTIFIC		GFC062400020	Credit Card Payment AP Invoice.	0	478.38	
	GREEN RIVER COMMUNITY COLLEGE		GFC062400006	Credit Card Payment AP Invoice.	0	770.00	
	KCDA		GFC062400023	Credit Card Payment AP Invoice.	0	1,248.03	
	LAKEWOOD IRON WORKS		GFC062400004	Credit Card Payment AP Invoice.	0	226.62	
	LAMINATION DEPOT		GFC062400036	Credit Card Payment AP Invoice.	0	98.93	
	ODP SOLUTIONS, LLC		GFC062400019	Credit Card Payment AP Invoice.	0	1,494.89	
	PENWORTHY COMPANY		GFC062400028	Credit Card Payment AP Invoice.	0	255.10	
	PIERCE COUNTY FERRY		GFC062400000	Credit Card Payment AP Invoice.	102324099	30.75	
	PIERCE COUNTY FERRY		GFC062400003	Credit Card Payment AP Invoice.	102324099	30.75	
	PIERCE COUNTY FERRY		GFC062400005	Credit Card	102324099	30.75	

Check Nbr	Vendor Name / Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Payment AP Invoice.			
	PIERCE COUNTY FERRY		GFC062400014	Credit Card Payment AP Invoice.	92324005	830.25	
	PIERCE COUNTY FERRY		GFC062400015	Credit Card Payment AP Invoice.	92324005	22.50	
	PROJECT LEAD THE WAY		GFC062400011	Credit Card Payment AP Invoice.	0	1,161.00	
	REALLY GOOD STUFF INC		GFC062400040	Credit Card Payment AP Invoice.	0	379.82	
	SAFEWAY, INC		GFC062400008	Credit Card Payment AP Invoice.	142324013	945.09	
	SAFEWAY, INC		GFC062400009	Credit Card Payment AP Invoice.	142324013	362.58	
	SAFEWAY, INC		GFC062400012	Credit Card Payment AP Invoice.	142324013	409.13	
	SAFEWAY, INC		GFC062400013	Credit Card Payment AP Invoice.	142324013	-3.99	
	SAFEWAY, INC		GFC062400017	Credit Card Payment AP Invoice.	142324013	156.60	
	SAFEWAY, INC		GFC062400022	Credit Card Payment AP Invoice.	0	158.32	
	TEACHERS PAY TEACHERS		GFC062400029	Credit Card Payment AP Invoice.	0	216.81	
	USPS - PCARD		GFC062400030	Credit Card Payment AP Invoice.	0	68.00	
	VISTAPRINT NETHERLANDS B.V.		GFC062400037	Credit Card Payment AP Invoice.	0	21.44	
	WALMART - PCARD		GFC062400026	Credit Card Payment AP Invoice.	0	0.00	
	WEX BANK		GFC062400027	Credit Card Payment AP Invoice.	0	23.96	

Check Nbr	Vendor Name / Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			1	Wire Transfer Check(s) For a Total of			55,267.74

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	55,267.74
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		55,267.74
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	55,267.74

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $0.00, and voids/cancellations, totaling $8,144.42. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Voids/Cancellations, totaling $8,144.42

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
134523	COMCAST	06/26/2024	203301908	COMMUNICATION SERVICES	0	8,144.42	8,144.42

1 Void Check(s) For a Total of 8,144.42

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	1	Voided	Checks For a Total of	8,144.42
			Net Amount	-8,144.42

CAPITAL PROJECTS FUND

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $3,187.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 200572 through 200573, totaling $3,187.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200572	CAPITAL HEATING AND COOLING, I	06/07/2024	8901-Sales Tax	CD HVAC Replacement: Sales Tax for Invoice #8901	2002324016	2,323.00	2,323.00
200573	STEILACOOM HIST SCHOOL DIST #1	06/07/2024	CPF2GF_$864	CPF TO REIMBURSE GF FOR INVOICE # 8994: CAPITAL FACILITIES PLAN AND SCHOOL IMPACT FEES	0	864.00	864.00

2 Computer Check(s) For a Total of 3,187.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	3,187.00
Total For	2	Manual, Wire Tran, ACH & Computer Checks		3,187.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,187.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $4,039.18. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 200574 through 200575, totaling $4,039.18

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200574	EDNETICS INC	06/24/2024	129644	SECURITY CAMERA LICENSING (ALL)	2002324018	1,735.18	1,735.18
200575	PACIFICA LAW GROUP, LLP	06/24/2024	90501	REF 40008.5 CAPITAL FACILITIES PLAN AND SCHOOL IMPACT FEES	0	384.00	2,304.00
			90502	REF 50008.14 MANCHESTER PLACE	0	864.00	
			90503	REF 40008.15 OLD FORT LAKE MASTER PLAN	0	1,056.00	

2 Computer Check(s) For a Total of 4,039.18

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	4,039.18
Total For	2	Manual, Wire Tran, ACH & Computer Checks		4,039.18
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,039.18

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $59,557.02. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 200576 through 200577, totaling $59,557.02

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200576	FINALSITE	06/28/2024	INV068729	FINALSITE CORE PLATFORM DISTRICT WEBSITE COMMUNICATION SYSTEM 24-25 SCHOOL YEAR	2002425003	15,775.75	15,775.75
200577	TRAFERA LLC	06/28/2024	I001059717	PIONEER MIDDLE SCHOOL HARDWARE PURCHASE OF STAFF LAPTOPS/DOCKING STATIONS	2002425002	8,719.92	43,781.27
			I001064205	PIONEER MIDDLE SCHOOL HARDWARE PURCHASE OF STAFF LAPTOPS/DOCKING STATIONS	2002425002	35,061.35	

2 Computer Check(s) For a Total of 59,557.02

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	59,557.02
Total For	2	Manual, Wire Tran, ACH & Computer Checks		59,557.02
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	59,557.02

ASSOCIATED STUDENT BODY FUND

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $90.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405438 through 405440, totaling $90.50

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405438	ALEFAIO, GLADINE	06/07/2024	ASBRR060624	Zoo Chaperone Refund	0	15.50	15.50
405439	NUMETRICS	06/07/2024	ASB060624-1	Prom ticket refund - purchased two	0	65.00	65.00
405440	WILMOT, TABATHA	06/07/2024	ASBRR0606214	Zoo Chaperone Refund	0	10.00	10.00

3 Computer Check(s) For a Total of 90.50

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	90.50
Total For	3	Manual, Wire Tran, ACH & Computer Checks		90.50
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	90.50

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $22,178.01. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405441 through 405454, totaling $22,178.01

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405441	AMAZON.COM SALES, INC	06/07/2024	16D9-YY1J-MR9F	SHS - YEARBOOK SENIOR NIGHT SUPPLIES	0	353.22	1,989.14
			1JC1-443H-NKJM	SHS - CLASS OF 2024 SUPPLIES	0	137.56	
			1JKM-K9R1-M4NL	SHS - CLASS OF 2025 PROM SUPPLIES	0	387.37	
			1NF9-M9WK-MPYY	PIO - 8TH GRADE DECORATIONS	0	194.06	
			1NTK-MXPL-M36Q	SHS - CLASS OF 2025 SUPPLIES	0	286.45	
			1NTK-MXPL-MX14	CC - Amazon order for incoming Kindergarten Registration	4022324014	68.42	
			1Q46-V1VQ-P9PX	SHS - SUNGLASSES	0	240.57	
			1T1D-WFMC-LYJF	SHS - YEARBOOK CLUB SUPPLIES	0	14.14	
			1TP9-6GQ1-MLT7	SHS - YEARBOOK CLUB SUPPLIES	0	153.33	
			1XJK-JH43-NPTL	SHS - CLASS OF 2024 SUPPLIES	0	154.02	
405442	BSN SPORTS, LLC	06/07/2024	925210851	SHS - 2001 Football jerseys & pants	4062324030	4,758.53	4,758.53
405443	FAIRBRIDGE INNS - STUDIO 1	06/07/2024	225	SHS - 4002 Band jazz lodging purchase	4062324049	2,987.52	2,987.52
405444	HUDL	06/07/2024	H00071205	STEILACOOM HIGH SCHOOL: Football HUDL assist & sideline	4062324063	1,651.50	1,651.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405445	L.O.S. EMBROIDERY	06/07/2024	000164	subscription STEILACOOM HIGH SCHOOL BOYS TENNIS SHORTS	0	356.72	356.72
405446	NASSP	06/07/2024	05082024	STEILACOOM HIGH SCHOOL ASB MEMBERSHIP FEE(JUL2024 - JUN2025)	0	95.00	95.00
405447	NORRIS, LAURIE ANNE	06/07/2024	reim_10.23.23_$220	REISSUE REIMBURSEMENT CHECK FOR APPLE SQUEEZE PURCHASE REIMBURSEMENT	0	220.00	220.00
405448	PACIFIC PUBLISHING COMPANY INC	06/07/2024	24-261	STEILACOOM HIGH SCHOOL: MAY ISSUE SENTINEL SOUND	0	478.00	478.00
405449	STEILACOOM HIST MUSEUM ASSOC	06/07/2024	05292024	SALTAR'S POINT ELEMENTARY SCHOOL: ENTRY FEE 2024 SPRING 4TH GRADE VISIT	0	394.00	394.00
405450	SWIMOUTLET.COM	06/07/2024	SO-23641610	STEILACOOM HIGH SCHOOL: Girls swim backpacks & caps	4062324053	4,948.89	4,948.89
405451	THOMAS, ALISSA TAYLOR	06/07/2024	reim_6.5.24$467.05	CHLOE CLARK ELEMENTARY BOOKS PURCHASE REIMBURSEMENT	0	467.05	467.05
405452	WIDMAN, COREY L	06/07/2024	reim_5.28.243	STEILACOOM HIGH SCHOOL BASEBALL FOOD PURCHASE REIMBURSEMENT AT STATE GAME	0	108.06	108.06
405453	WINNING SEASONS	06/07/2024	S2024110	PIONEER MIDDLE SCHOOL BASEBALL GEAR	0	923.60	923.60
405454	YI, JINSHIL	06/07/2024	2405211	PIONEER MIDDLE SCHOOL REHEARSAL AND PERFORMANCE ACCOMPANIMENT FEES	4052324013	2,800.00	2,800.00

14 Computer Check(s) For a Total of 22,178.01

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	14	Computer	Checks For a Total of	22,178.01
Total For	14	Manual, Wire Tran, ACH & Computer Checks		22,178.01
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	22,178.01

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $34,068.26. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405455 through 405467, totaling $34,068.26

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405455	AMAZON.COM SALES, INC	06/23/2024	11GL-K6MX-Y9HH	PIO - DANCE CLUB APPAREL	0	361.24	639.48
			1NDK-GRFP-Y7KD	CC - KINDERGARTEN REGISTRATION	0	123.27	
			1TLQ-LNGL-YNR9	PIO - GAME CLUB SUPPLIES	0	154.97	
405456	CHEETAH CONSERVATION FUND	06/23/2024	CDdon_4.8.24	CHERRYDALE PRIMARY SCHOOL DONATION	0	1,026.75	1,026.75
405457	FENCE SPECIALISTS	06/23/2024	0059877	STEILACOOM HIGH SCHOOL: 3024 Class of 2024 outdoor fence	4062324057	4,816.88	4,816.88
405458	FERGUSON ENTERPRISES, LLC	06/23/2024	2671900	CHLOE CLARK ELEMENTARY: Filling Station paid for by PTA	4022324016	1,806.04	1,806.04
405459	HEYING, WENDY S	06/23/2024	reim_6.10.24_$218.30	CHLOE CLARK ELEMENTARY EOY CELEBRATION PIZZA PURCHASE REIMBURSEMENT	0	218.30	218.30
405460	JAMES 360 PHOTO LLC	06/23/2024	000002	STEILACOOM HIGH SCHOOL PROM PHOTO	0	547.50	547.50
405461	MATEUS, STEPHANIE	06/23/2024	reim_5.28.24_$321.48	PIONEER MIDDLE SCHOOL VOLLEY BALL PARTY PIZZA PURCHASE REIMBURSEMENT	0	321.48	321.48
405462	PACIFIC PUBLISHING COMPANY INC	06/23/2024	24-305	STEILACOOM HIGH SCHOOL: THE SENTINEL JUNE ISSUE	0	490.00	490.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405463	PRINT NW	06/23/2024	W40549401	STEILACOOM HIGH SCHOOL: 1000 Gen ASB senior town banners	4062324039	2,945.99	2,945.99
405464	RADIO PARTIES	06/23/2024	1277572	STEILACOOM HIGH SCHOOL DANCE PROM	0	695.00	695.00
405465	STEILACOOM HIST SCHOOL DIST #1	06/23/2024	ASBPIO2GF_$3628.44	PIONEER MS ASB TO REIMBURSE GF FOR MAY ATHLETICS TRIPS	0	3,628.44	19,206.84
			CCASB2GF_$830.70	CHLOE CLARK ASB TO REIMBURSE GF FOR KINDER POINT DEFIANCE ZOO TRANSPORTATION MAY2024	0	830.70	
			CDASB2GF_$510.52	CHERRYDALE ASB TO REIMBURSE GF FOR KINDER POINT DEFIANCE ZOO TRANSPORTATION	0	510.52	
			CDASB2GF_$750.06	CHERRYDALE ASB TO REIMBURSE GF FOR 3RD GRADE POINT DEFIANCE ZOO TRANSPORTATION	0	750.06	
			PIOASB2GF_$1940.43	PIONEER MS ASB TO REIMBURSE GF FOR ATHLETICS TRANSPORTATION APRIL 2024	0	1,940.43	
			PIOASB2GF_$2714.69	PIONEER MS ASB TO REIMBURSE GF FOR CAMP COLEMAN TRANSPORTATION APRIL2024	0	2,714.69	
			SHSASB2GF_$6690.74	STEILACOOM HIGH SCHOOL ASB TO REIMBURSE GF FOR ATHLETICS TRANSPORTATION APRIL 2024	0	6,690.74	
			SPASB2GF_$193.56	SALTAR'S POINT ELEMENTARY ASB TO REIMBURSE GF FOR SCIENCE DOME FIELD TRIP TRANSPORTATION MAY 2024	0	193.56	
			SPASB2GF_$1947.70	SALTAR'S POINT	0	1,947.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ELEMENTARY ASB TO REIMBURSE GF FOR WA STATE HISTORY MUSEUM FIELD TRIP TRANSPORTATION MAY 2024			
405466	WASHINGTON OFFICIALS ASSN	06/23/2024	13229	PIONEER MIDDLE SCHOOL BASEBALL & VOLLEYBALL GAME FEES 2024(APR-JUN)	0	1,249.00	1,249.00
405467	WEST CENTRAL DIST III	06/23/2024	2024-171	STEILACOOM HIGH SCHOOL FEES FOR GIRLS GOLF/TENNIS, & BOYS GOLF	0	105.00	105.00

13 Computer Check(s) For a Total of 34,068.26

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	13	Computer	Checks For a Total of	34,068.26
Total For	13	Manual, Wire Tran, ACH & Computer Checks		34,068.26
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	34,068.26

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $1,729.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405468 through 405469, totaling $1,729.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405468	NUON, RITH	06/24/2024	ASBRR_Nuon_$65.00	STEILACOOM HIGH SCHOOL PROM TICKET PURCHASE REIMBURSEMENT	0	65.00	65.00
405469	STEILACOOM CHEERLEADING BOOSTE	06/24/2024	ASBRR_6.9.24_$1664.0	STEILACOOM HIGH SCHOOL CHEER DONATION REFUND	0	1,664.00	1,664.00

2 Computer Check(s) For a Total of 1,729.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	1,729.00
Total For	2	Manual, Wire Tran, ACH & Computer Checks		1,729.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,729.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $97.77. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405470 through 405470, totaling $97.77

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405470	STEILACOOM HIST SCHOOL DIST #1	07/08/2024	CTAX41 20240701AAA	Comp Tax owed for Cash Account 41 through 06/30/2024	0	97.77	97.77
				1 Computer Check(s) For a Total of			97.77

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	97.77
Total For	1	Manual, Wire Tran, ACH & Computer Checks		97.77
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	97.77

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $14,321.31. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405471 through 405479, totaling $14,321.31

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405471	A STITCH ABOVE LLC	07/08/2024	7854	STEILACOOM HIGH SCHOOL: CLASS OF 2024 BANNER	0	1,200.00	1,200.00
405472	AMAZON.COM SALES, INC	07/08/2024	1WMH-EDTP-KDMD	CC - Amazon order for incoming Kindergarten Registration	4022324014	65.67	65.67
405473	BIG GAME USA	07/08/2024	224714	STEILACOOM HIOGH SCHOOL: 2000 Athletics footballs	4062324068	2,196.54	2,196.54
405474	CUMMINGS, ROBERT	07/08/2024	06262024	PIONEER MIDDLE SCHOOL DANCE AWARD PLAQUES	0	150.00	150.00
405475	MAGAWAY, ALAN	07/08/2024	reim_6.4.24_$94.83	STEILACOOM HIGH SCHOOL GIRLS AND BOYS STATE TENNIS CHAMPIONSHIPS TRAVEL REIMBURTSEMENT	0	94.83	94.83
405476	PERLER PHOTOGRAPHY	07/08/2024	06112024	STEILACOOM HIGH SCHOOL PROM SERVICES	0	1,430.30	1,430.30
405477	STEILACOOM HIST SCHOOL DIST #1	07/08/2024	SHSASB2GF_$4558.34	STEILACOOM HS ASB TO REIMBURSE GF FOR MAY 2024 ATHLETICS TRIPS	0	4,558.34	4,558.34
405478	TACOMA TROPHY	07/08/2024	94144	STEILACOOM HIGH SCHOOL GIRLS TENNIS WARD PLAQUES	0	149.13	149.13
405479	WASHINGTON OFFICIALS ASSN	07/08/2024	12777	PIONEER MIDDLE SCHOOL DEC - MAR	4052324015	4,476.50	4,476.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				2024 GAME FEES			
			9	Computer	Check(s) For a Total of		14,321.31

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	14,321.31
Total For	9	Manual, Wire Tran, ACH & Computer Checks		14,321.31
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	14,321.31

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $0.00, and voids/cancellations, totaling $65.00. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Voids/Cancellations, totaling $65.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
405439	NUMETRICS	06/10/2024	ASB060624-1	Prom ticket refund - purchased two	0	65.00	65.00
			1	Void	Check(s) For a Total of		65.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	1	Voided	Checks For a Total of	65.00
			Net Amount	-65.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 17, 2024, the board, by a _____ vote, approves payments, totaling $15,445.63. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:
Wire Transfer Payments 202300151 through 202300151, totaling $15,445.63

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name / Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
202300151	**BMO FINANCIAL GROUP**	**06/28/2024**		**CREDIT CARD PAYMENT CHECK**			**15,445.63**
	BMO FINANCIAL GROUP		ASBC062400002	Credit Card Payment AP Invoice.	0	3,399.38	
	BMO FINANCIAL GROUP		ASBC062400009	Credit Card Payment AP Invoice.	0	247.70	
	DAVE & BUSTER'S		ASBC062400001	Credit Card Payment AP Invoice.	0	312.91	
	JOSTENS INC		ASBC062400006	Credit Card Payment AP Invoice.	0	245.00	
	PORTLAND AVENUE NURSERY		ASBC062400008	Credit Card Payment AP Invoice.	4062324061	1,525.23	
	SAFEWAY, INC		ASBC062400007	Credit Card Payment AP Invoice.	0	310.67	
	TACOMA RAINIERS		ASBC062400004	Credit Card Payment AP Invoice.	4022324015	3,710.50	
	TED BROWN MUSIC CO		ASBC062400003	Credit Card Payment AP Invoice.	4052324012	2,882.97	
	WALMART - PCARD		ASBC062400005	Credit Card Payment AP Invoice.	0	1,453.27	
	WASHINGTON STATE HISTORICAL SO		ASBC062400000	Credit Card Payment AP Invoice.	0	1,358.00	

Check Nbr	Vendor Name / Vendor on Invoice	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				1 Wire Transfer Check(s) For a Total of			15,445.63

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	15,445.63
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		15,445.63
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,445.63

Regular Meeting Minutes
Steilacoom Historical School District Professional Development Center
511 Chambers Street, Steilacoom, WA
June 12, 2024

I. CALL TO ORDER

Chair Scott called the meeting to order at 6:00 p.m.
Pioneer Principal JoAnne Fernandes led the Pledge of Allegiance.
Directors Lewis, McDonald, Rohrer, Scott, and Tinsley all present.
Chair Scott asked if anyone had any questions about the agenda. No questions.
Director Tinsley made a motion to approve the agenda, Director McDonald seconded the motion, and the motion passed (5/0).

II. COMMENTS FROM THE AUDIENCE

Dave Bungert requested information for Agenda Item III.C. Budget & 4-Year Budget Forecast - How will the 2024-25 budget improve student test scores? How will the 2024-25 budget ensure employee safety? Regarding Agenda Item IV Consent Agenda Approval of May 15, 2024, Minutes, Mr. Bungert questioned why there was no detailed information regarding Ms. Updegraff's statement. Mr. Bungert requested the May 15, 2024, minutes be removed from the agenda and presented at a later date. Regarding Agenda Item V.B. Old Business Capital Facilities Plan, Mr. Bungert requested the district not build an elementary school on McNeil Street, and instead sell the property on McNeil Street.

III. REPORTS

A. Steilacoom High School Athletics Recap and Spring Student Athlete Recognition

Tracy Garza, SHS Assistant Principal and Athletic Director, shared a presentation recapping the spring sports season highlighting the success of the school's baseball, fast-pitch, track & field, girls' tennis, and boys' soccer teams. Ms. Garza also congratulated the college-bound athletes receiving athletic scholarships from the following schools:: Micah Bujacich - Baseball - University of Washington Brooke Robbins - Softball - Bellevue College James Jenner - Soccer - Bellevue College Alivia Kehn - Soccer - Green River Community College Ethan Durham - Football - UPS Kevin Rasquinah - Track - Green River Community College The SHSD Directors all thanked the school for their excellent athletic programs, and commended the incredible student athletes.

B. **Budget Status Report**

Shawn Lewis, Assistant Superintendent, shared budget status reports for all funds as of the end of May 2024, along with charts and data showing monthly attendance, general fund balance, and general fund cash balance. The district had a larger than normal decrease in enrollment in June in both Running Start and non-Running Start categories. As shared previously, a budget extension for the current year will be necessary to address the higher Running Start costs. The district will transfer some of the capital projects levy funding to the debt service fund in anticipation of paying off the bonds next December. The money will be fully invested to ensure it grows in value to allow for full repayment of the LGO.

Directors Scott and Rohrer inquired about the cause of the enrollment decrease. Mr. Lewis explained the district has not seen an increase in private school enrollment or home schooled students. Families are/have moved out of the district and new families are not moving in. Demographers suggest this is due to interest rates, housing costs, etc., as well as changes in military movements.

Director Tinsley inquired regarding school district enrollment in other districts. As a realtor, she is selling more homes in areas like Yelm where housing is less expensive. Mr. Lewis shared that is true, and where there is middle-priced housing, enrollment is increasing. In more expensive housing areas, enrollments are decreasing.

Director McDonald asked what the necessary lead time would be for the district if enrollment does begin to increase again. Mr. Lewis explained the necessary timing the district could estimate, and shared the medium estimate prepared by a demographer projected enough growth to need additional facilities could potentially not be until the 2030-31 school year.

Director Rohrer asked about the current maximum student capacity of our school district. Mr. Lewis shared the projected enrollment for next year is 2947, and 1220 is the maximum student capacity for elementary schools and 1800 is the maximum for secondary schools.

C. **Budget & 4-Year Budget Forecast**

Mr. Lewis shared the 2024-25 Draft SHSD Budget and 4-year outlook. He shared overall budget information; enrollment assumptions; general fund budget summary; and information regarding Materials, Supplies and Operating Costs He also shared information regarding the debt budget, ASB budget, and capital budget. Mr. Lewis concluded his presentation with the F-195F 4-Year Forecast.

A Public Hearing regarding the 2024-25 budget is scheduled during the August 21 Regular Board Meeting. Community members will have the opportunity to make public comments regarding the budget during the Public Hearing.

Overall projected budget for next year is 54.2 million dollars, with anticipated revenue of 54.4 million dollars, with the difference being applied to the fund balance. Mr. Lewis shared enrollment is the big determining driver for the budget. Mr. Lewis explained how roughly 10% of the General Education MSOC funds are used to fund special education, MLL, and HiCap programs due to the severe under funding of these programs by the state.

The 2024-25 Draft SHSD Budget and F-195F can be viewed here.

Director Rohrer asked for a 2024-25 chart compared to the 2023-24 chart to look at totals in order to have a comparison to see differences. Chair Scott shared it makes the most sense to view forecast to forecast. Mr. Lewis shared this data is already in the information shared, but it is not on the same page. He will provide that information combined into one chart to Dr. Weight by the end of the week. Director Rohrer thanked Mr. Lewis for his great work to get the district back on track.

Director Tinsley asked what should they have been looking at 2 years ago that would have indicated a problem to them? Mr. Lewis shared one of the largest things is that the expenditures shown were not growing while the district was increasing the number of staff. He shared the tools he and Dr. Weight are now using on a monthly basis dig into each of the accounts to a much greater degree. Mr. Lewis and Dr. Weight are providing many more reports to the board than is normal, to provide transparency and ensure the work is accurate.

IV. CONSENT AGENDA

Director Lewis made a motion to approve the Consent Agenda, Director Tinsley seconded the motion, and the motion passed (5/0). The Consent Agenda consisted of Approval of April and May 2024 Accounts Payable and April 2024 Payroll; Approval of May 15, 2024 Regular Board Meeting Minutes; Approval of Personnel Reports; Approval of MLL Annual Report for 2023-24; Approval of Highly Capable Program Annual Report; Approval of Resolution 926-06-12-24 Cancellation of Outstanding Warrants; Approval of MOU between SHSD and ACTS; and Approval of Sodexo Contract Amendment for 2024-25 School Year.

Director Rohrer asked a question about the May 15, 2024, meeting minutes. Chair Scott shared meeting minutes are not a transcript of the meeting, but are a summary. The board recording is available if anyone wants to hear the complete meeting in full.

V. OLD BUSINESS

A. Second Reading of Policy 5161 Civility in the Workplace

Superintendent Weight shared the first reading of Policy 5161 Civility in the Workplace at the May 15, 2024, Regular Board Meeting, and the board was asked to review and provide suggestions. Some language from the policy was recognized as being procedural in nature so portions of the policy will be moved to a new procedure to accompany Policy 5161.

Director Rohrer made a motion to approve Policy 5161 Civility in the Workplace, Director Tinsley seconded the motion, and the motion passed (5/0).

B. Approval of 2025-2030 Capital Facilities Plan

Mr. Lewis shared the draft update of the 2025 Capital Facilities Plan was reviewed by the board meeting on May 15, 2024.

The plan was submitted and published by the Department of Ecology on May 2 and the comments were due by May 31. In addition, the district published notice as required in the Tacoma News Tribune and invited comments.

No comments were received by the district during the SEPA review period. No other comments have been received to date.

The plan this year incorporates new studies on student generation rates and enrollment projections. This year's updated plan also includes impact fee calculations that address statutory changes regarding impact fees.

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

Director McDonald made a motion to approve the 2025-2030 Capital Facilities Plan, Director Lewis seconded the motion, and the motion passed (5/0).

Director Lewis asked about any potential future plans for building around Old Fort Lake in DuPont. Mr. Lewis shared the Capital Facilities Plan is a living, breathing document that is changed every year, and the data is updated every year. The plan will be updated when and if additional building happens in the district.

VI. **NEW BUSINESS**

A. **First Reading of Policy 2022 Electronic Resources and Internet Safety**

Mr. Lewis shared concerning Policies 2022 and 2023 - in 2016 and 2017, the Legislature passed new laws concerning digital citizenship, internet safety, and media literacy. As part of those changes, WSSDA was charged with reviewing and revising its model policy and procedures.

Since that time, many new issues and concerns have emerged in the areas of digital citizenship, media literacy, artificial intelligence, and safety/security. To respond to these changes, policy 2022 has a minor revision but a new policy 2023 has been created specifically to address the needs presented by this changing landscape.

Specifically, the new policy 2023: Defines Digital Citizenship Defines Media Literacy Outlines the Elements of Successful Digital Citizenship and Media Literacy in the areas of Student Instruction Professional Development, Policy and Practice Review, and Communications and Engagement. The District will issue updated procedures this summer as necessary to provide more details for implementation in the 2024-25 school year.

Director Rohrer made a motion to approve Policy 2022 Electronic Resources and Internet Safety and Policy 2023 Digital Citizenship and Media Literacy, Director Tinsley seconded the motion, and the motion passed (5/0).

Director Rohrer shared it is important it is to include parents in the conversation, communication, and education.

Director McDonald brought up the wisdom of keeping students off social media for as long as

possible and asked if the district had a policy around that? Mr. Lewis shared we do not have a specific policy or practice around that, but the district can engage in that conversation. He mentioned the great progress the middle school has had in this area, but acknowledged there is certainly room for improvement.

B. **First Reading of Policy 2023 Digital Citizenship and Media Literacy**
Director Rohrer made a motion to approve Policy 2022 Electronic Resources and Internet Safety and Policy 2023 Digital Citizenship and Media Literacy, Director Tinsley seconded the motion, and the motion passed (5/0).

C. **First Reading of Policy 2124 Physical Education and Health Class(Action)**
Mr. Lewis shared regarding Policies 2124, 6700, 6701, and 6702:

Policy 6700 has historically included the district policies associated with Student Nutrition and Food Service, Recess, Physical Education, and Staff and Student Wellness. This policy has increased in scope significantly over the past several years based on new laws and new state and federal guidance.

Recently, WSSDA provided new model policies that divides policy 6700 into several separate policies, each covering distinct areas. Staff reviewed the new WSSDA model policy structure and agrees that it makes sense to divide up the policies into new policies:
- 2124 Physical Education and Health Class
- 6701 Recess and Physical Activity
- 6702 Wellness

Policy 6700 will be retained with only the Nutrition portion of the existing policy.

While there were minor changes in the policy language, there are no changes that are substantive or impact existing practice.

Director McDonald made a motion to approve Policy 2124 Physical Education and Health Class, Policy 6700 Nutrition, Policy 6701 Recess and Physical Activity, and Policy 6702 Wellness; Director Lewis seconded the motion, and the motion passed (5/0).

Director McDonald asked about taking away recess from students as a discipline procedure. Mr. Lewis shared that is in the discipline policy. Director McDonald noticed it is not cross-referenced, and asked if that would be possible. Mr. Lewis responded the district can include the additional cross-reference without going to the board for a second reading.

Director McDonald also commented how Cherrydale offers fruit-infused water, and the students use it and love it. She commended the Food Service team for offering this option.

D. **First Reading of Policy 6700 Nutrition**
Director McDonald made a motion to approve Policy 2124 Physical Education and Health Class, Policy 6700 Nutrition, Policy 6701 Recess and Physical Activity, and Policy 6702 Wellness; Director Lewis seconded the motion, and the motion passed (5/0).

E. **First Reading of Policy 6701 Recess and Physical Activity**

Director McDonald made a motion to approve Policy 2124 Physical Education and Health Class, Policy 6700 Nutrition, Policy 6701 Recess and Physical Activity, and Policy 6702 Wellness; Director Lewis seconded the motion, and the motion passed (5/0).

F. **First Reading of Policy 6702 Wellness**

Director McDonald made a motion to approve Policy 2124 Physical Education and Health Class, Policy 6700 Nutrition, Policy 6701 Recess and Physical Activity, and Policy 6702 Wellness; Director Lewis seconded the motion, and the motion passed (5/0).

G. **Approval of 2024-2025 School Board Meeting Schedule**

Dr. Weight shared the draft schedule includes a longer visit to Anderson Island Elementary in June to allow more quality time with stakeholders on Anderson Island. Anderson Island Elementary staff are very excited about this option.

Director Rohrer made a motion to approve the 2024-2025 School Board Meeting Schedule, Director Tinsley seconded the motion, and the motion passed (5/0).

H. Family & Student Handbook Review

In Executive Director Susanne Beauchaine's absence, Assistant Superintendent Shawn Lewis shared a presentation regarding the district student handbook review. Mr. Lewis shared the purpose of the student handbook, the development process, and the implementation and communication process. The district will be moving to an online website version of the handbook for the 2024-25 school year. Mr. Lewis also shared the timeline for these processes.

I. **Board Calendar**

Dr. Weight shared the only agenda item on the July 17 Regular Board Meeting agenda is the Consent Agenda with two items, and recommended a Zoom meeting in order to save the district tech team from setup time, as well as board travel time.

Director Lewis made a motion to move the July 17 Regular Board Meeting to a Zoom format at 6:00 p.m., Director Tinsley seconded the motion, and the motion passed (5/0).

J. **Board Goal - Professional Learning**

The Board established professional learning goals for the 2023-24 school year based on the most recent Board self-evaluation process. This agenda item is a “standing” item at our Regular Board Meetings to provide an opportunity for Board members to discuss their goals.

Chair Scott shared information he received from the WSSDA regional meeting he attended in Carbonado regarding a board self-assessment at the end of each board meeting. One board member would be in charge of completing an assessment for each meeting. He asked board members their thoughts.

Director McDonald shared it is an interesting accountability tool.

Director Rohrer shared this would be helpful if they were a problematic board, but said she could take it or leave it.
Director Lewis shared he likes the idea.

Director Tinsley stated they should try it beginning next year.

Chair Scott shared it would be from the perspective of whichever board member is completing the survey, and suggested they give it a try. He asked board members to look at the format and suggest any changes they would like to see.

VII. **BOARD COMMUNICATION**

- From Cherrydale Principal Ryan Douglas - As a first-year principal, Laura Johnson was my rock. That support has continued over the last eight years, and my debt of gratitude toward her cannot be overstated. She is a consummate professional - kind, caring, detail-oriented, and compassionate. You will not find a harder worker. Laura always wanted to be a teacher, but life got in the way and she never earned her credentials. Instead, as I've told her before, she skipped teaching and went right to assistant principal. Thank you, Laura. Professionally and personally, I'll forever be grateful.

- From Saltar's Point Principal Alex Clauson - Every year we have visitors come through our buildings. Parents, admin, other districts and even students. The other day, a student asked me how old the building is. I did the math and said, "Wow. It's 25 years old this year." The student was quiet for a second and said, "it sure doesn't look that old." I hear this all the time and it is because of the quality of work our head custodian does. Lori Wilson is amazing. I've never seen her be idle in her job and she is always looking for ways to improve our building. She stocks our window boxes each spring, scrapes debris out of the cement cracks (which she loves doing), checks the field to see if it's too muddy and keeps the classrooms and building clean throughout the day. I walked in to my office the other day and the video camera was on my screen. I could see Lori was sweeping wood chips off of the sidewalk. This is the dedication to our building and students that makes her such an amazing individual Lori's work does not go unrecognized. Every time I hear how great this building looks I immediately give her the credit. Thank you, Lori, for all you do for our kids!

VIII. **ANNOUNCEMENTS**

- Director Rohrer said she will miss the SHSD staff moving on.
- DIrector Tinsley congratulated the high school on a great graduation celebration, and shared she really enjoyed the St. Martin's University venue.
- Director McDonald shared she loves the staff ownership of district employees of where they are and working to create a better place. She shared we are saying goodbye to staff who have created a better place here in the district.

IX. **ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 7:30 p.m., Director Rohrer seconded the motion, and the motion passed (5/0).

_____
(Chair)

_____

_____

_____ _____
(Secretary/Superintendent)

_____

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - JULY 17, 2024

Name	Position	Hours	Location	Effective Date	Action	Comment
FRYE ANTONIA	PARAPROFESSIONAL	2.50	ANDERSON ISLAND	8/29/2024	NEW HIRE	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS

Board Meeting Date: July 17, 2024

Strategic Focus Area

☒ Achieve

☒ Support

☒ Connect

☒ Plan

BACKGROUND INFORMATION

2024-2026 Steilacoom Education Association Collective Bargaining Agreement

The Steilacoom Education Association (SEA) represents certificated employees in the school district. Association and district representatives have engaged in productive and collaborative bargaining, culminating in a tentative agreement on the terms of a new two-year contract on June 11, 2024. On June 26, 2024 SEA members ratified the agreement.

Highlights of the agreement include:

- Two-year contract (2024-2026)
- Salary (year one) IPD, (Year two) .75% plus IPD
- Increase in Special Education staff stipends and additional (optional) day to meet prior to the start of the school year
- Additional paraeducator support for Special Education programs
- Additional day for Kindergarten teachers for WA Kids assessments
- Four ACE days allocated for conference and report card preparation
- Updated language that confirm mutual agreements of existing practice or policies

The conversations were collaborative, and the district looks forward to our continued partnership with SEA to enhance processes and practices that support our students, families, and staff.

RECOMMENDED ACTION:

The Superintendent recommends the Board approve the 2024-2026 Agreement with Steilacoom Education Association.

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



COLLECTIVE BARGAINING AGREEMENT
between the

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
and the

STEILACOOM EDUCATION ASSOCIATION

September 1, 2024 – August 31, 2026

Table of Contents

ARTICLE I - AGREEMENT CONDITIONS 5
1.1 Preamble 5
1.2 Recognition 5
1.3 Compliance of Agreement 5
1.4 Status of Agreement 5
1.5 Conformity to Law 5
1.6 Agreement Administration 5
1.7 Printing-Distribution of Agreement 6
1.8 No Strike-No Lock-Out 6
1.9 Complete Agreement 6
1.10 Management Rights 6
1.11 Labor Management Meetings 6
ARTICLE II - ASSOCIATION RIGHTS AND RESPONSIBILITIES 7
2.1 Access 7
2.2 Equipment and Facilities Use 7
2.3 Member Communication 7
2.4 Availability of Information 7
2.5 Association Leave 7
2.6 Payroll Reduction 8
ARTICLE III – EMPLOYEE RIGHTS AND RESPONSIBILITIES 9
3.1 Non-Discrimination and Equity 9
3.2 Individual Teacher Contract 9
3.3 Classroom Visitation 9
3.4 Controversial Topics 9
3.5 Student Discipline 10
3.6 Employee Responsibilities 12
3.7 Personnel Files 12
3.8 Instructional Materials 13
3.9 Employee Protection 13
3.10 Due Process 14
3.11 Assignments, Transfers, and Vacancies 14
ARTICLE IV - GRIEVANCE PROCEDURE 17
4.1 Definition 17
4.2 Procedure for Processing Grievances 17

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

4.3 Time Limits 19
4.4 Accelerated Grievance Filing 19
4.5 Reprisals 19
ARTICLE V - EVALUATION AND PROBATION 19
5.1 General Provisions 19
5.2 Definitions 20
5.3 Summative Evaluation 20
5.4 Formative Evaluation 21
5.5 TPEP Provisions 22
5.6 Definitions 23
5.7 Evaluation 23
5.8 Comprehensive Evaluation 25
5.9 Focused Evaluation 26
5.10 Probation 26
ARTICLE VI - WORKING CONDITIONS 27
6.1 Work Year 27
6.2 Professional Learning Stipend 28
6.3 Work Day 29
6.4 Class Coverage 29
6.5 Staff Development 29
6.6 Class Size 30
6.7 After School Activities 33
6.8 Planning Time 33
6.9 Calendar 33
6.10 Academic Collaboration Enhancement (ACE) Days 34
6.11 Parent Conferences 35
6.12 WaKIDS 35
6.13 Grading 35
ARTICLE VII - ECONOMIC PROVISIONS 35
7.1 Salary 35
7.2 Employee Benefits 36
7.3 Extracurricular Salary Schedule (Attachment #8) 37
7.4 Travel and Reimbursement 38
7.5 Substitute Pay 38
7.6 Payroll Deductions 38
7.7 National Teacher Certification 38

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

ARTICLE VIII – LEAVES 38
8.1 Sick Leave 38
8.2 Personal Leave 39
8.3 Bereavement Leave 39
8.4 Leave of Absence 40
8.5 Parenting Leave (Attachment #9) 40
8.6 Leave Sharing 40
8.7 Jury Duty Leave 41
8.8 Military Leave 41
8.9 Family and Medical Leave Act 41
8.10 Family Care Leave 41
8.11 Domestic Violence Leave for Victims and Family Members 41
8.12 Washington State Paid Family and Medical Leave (PFML) 42
ARTICLE IX – REDUCTION IN FORCE 42
9.1 Staff Reduction 42
9.2 Procedures 42
9.3 Preparation and Experience 43
9.4 Employment Pool 43
ARTICLE X- DURATION 44
Attachment #1 Preliminary Staffing 45
Attachment #2 – Grievance Form 46
Attachment #3- Evaluation of Certificated Support Personnel 47
Attachment #4 – Short Form Evaluation 49
Attachment #5 - Class/Caseload Size Form 50
Attachment #6 2024-2025 Salary Schedule 51
Attachment #7 2025-2026 Salary Schedule 52
Attachment #8 – Extra-Curricular Stipends 53
Attachment #9 – Parenting Leave 54
Attachment #10 – Family and Medical Leave 55
Attachment #11 – Just Cause/Seven Key Tests 57
Attachment # 12a 2024-2025 Calendar 58
Attachment # 12b 2025-2026 Calendar 59

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

ARTICLE I - AGREEMENT CONDITIONS

1.1 Preamble

This agreement is by and between the Steilacoom Historical School District No. 1, hereinafter called the "District," and the Steilacoom Education Association, hereinafter called the "Association," pursuant to RCW 41.59.

1.2 Recognition

The District recognizes the Association as the sole and exclusive bargaining representative for all professional certified personnel who hold a valid contract with the District or who are on leave by Board action, but not currently under contract. Such representation shall exclude the superintendent, administrative assistants to the superintendent, executive directors, assistant superintendents, business manager, principals, vice principals, assistant principals, supervisors including deans of students, aides, substitutes serving for less than twenty (20) consecutive days, or thirty (30) accumulative days in the previous school year, and consultants employed to assist with specific projects on a part-time basis. The term "teacher" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the bargaining unit as defined above.

The following provisions of this Agreement shall apply to substitutes covered under this agreement:

Article I:	Section 1.7, 1.8, 1.9, 1.10
Article II:	Section 2.3, 2.4, 2.5
Article III:	Section 3.1, 3.6.1, 3.6.2, 3.6.3, 3.6.4
Article IV	Grievance (for long term substitutes only)
Article VI:	Section 6.4 and 6.8 (for long term substitutes only)
Article VII:	Section 7.5
Article VIII:	Section 8.1 (for long term substitutes only)

1.3 Compliance of Agreement

All individual regular personal service contracts shall be consistent with the terms and conditions of this Agreement or are subject to amendment and adjustment to conform to the immediate successor Agreement.

1.4 Status of Agreement

The language of this Agreement shall supersede language in any rules, regulations, policies, or resolutions of the District which is contrary to or inconsistent with its terms.

1.5 Conformity to Law

This agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement, or any application of this Agreement to any teacher or group of teachers covered hereby shall be found contrary to law by a tribunal of competent jurisdiction, such provision or application shall have effect only to the extent permitted by law, and all other applications of the agreement shall continue in full force and effect. If any provision of this Agreement is held to be contrary to the law, the Parties shall commence negotiations on said provision within thirty (30) days.

1.6 Agreement Administration

An Association representative(s) shall meet with the Superintendent or his designee at a scheduled

monthly meeting to discuss matters covered by this Agreement. Such meetings may be postponed by either party. These meetings are not intended to bypass administrative channels, the negotiations or the grievance procedures. At the discretion of either party, additional meetings may be scheduled, at a mutually agreeable time, but not later than five (5) working days from the date the request is made. Such requests will be in writing and will contain the items of concern.

1.7 Printing-Distribution of Agreement

Within thirty (30) days following the ratification and signing of this Agreement by the Association and the District, the District shall print twenty five (25) copies of this Agreement. The Association will accept the Agreement on behalf of the employees and will be responsible for distribution. The cost of printing will be shared equally between the District and the Association. The Agreement shall be published on the District website within thirty (30) days of ratification. The District shall provide newly hired employees with instructions on how to access the Agreement.

1.8 No Strike-No Lock-Out

The Association agrees that during the terms of this Agreement, it will not cause or encourage its members to engage in any strike, slowdown or other work stoppage. The District agrees it will not lockout its employees. During the term of this agreement, employees, while acting in the course of their employment, shall not honor any picket line against the District when called upon to cross such picket line in the course of their employment.

1.9 Complete Agreement

This written Agreement is the entire agreement between the Parties and no oral or written statement may add to, subtract from, or modify it.

1.10 Management Rights

The Association recognizes that the Board and Superintendent reserve and retain full rights, authority and discretion for the proper discharge of their duties and responsibilities to direct, supervise and manage the District to the full extent authorized by law. The exercise of these legally authorized rights, authorities, duties and responsibilities by the Board and Superintendent and the adoption of policies under relevant or applicable statutes shall be limited only by specific and expressed terms of this Contract and any District policy.

1.11 Labor Management Meetings

The District and the Association shall meet on a regular basis for the purpose of discussing emerging issues for either party. Monthly meetings shall be scheduled by mutual agreement of the parties.

In addition, building representatives and building administrators will meet no less than monthly to ensure open communication regarding emerging building issues.

1.12 Staff Input

The District will annually conduct a survey or listening session at each work site. In person listening sessions will occur within or adjacent to the workday to encourage and facilitate staff participation. Results shall be analyzed be the District and presented to staff. The results shall be used to develop management strategies to improve organizational transparency.

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

ARTICLE II - ASSOCIATION RIGHTS AND RESPONSIBILITIES

2.1 Access

Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that it does not interrupt normal school operations or assigned duties. It is the responsibility of the above mentioned Association representative to report to or contact the building principal's/program administrator's office prior to contacting members' individual buildings.

2.2 Equipment and Facilities Use

2.2.1 The Association may use school district equipment, provided that such equipment shall not be removed from school property. The building/program administrator's office will be notified prior to use of school equipment. The use shall be for internal business. Materials produced on school equipment shall be limited to internal Association communications. Expendable supplies, in connection with such equipment use, will be furnished or paid for by the Association.

2.2.1 School facilities may be used for Association meetings at reasonable times during non-duty hours, provided that such meetings shall not interfere with normal school operations.

2.2.2 The Association will give prior notice for any such activity or property use. The District has the right to require a reasonable rental of the use of School District facilities and equipment. The Association shall be responsible for claims arising from accidents, theft, and loss or damage resulting from the use of facilities and equipment.

2.3 Member Communication

2.3.1 Inter-school mail facilities may be used for distribution of Association communications so long as communications contain the name of the authorizing Association official, are not for political purposes, and are not defaming to any individual or group.

2.3.2 The Association may post notices of activities and matters of Association concern on designated teacher bulletin boards, one of which shall be provided in each faculty room; provided, that such notices are labeled as Association materials and contain the name of the authorizing Association official.

2.4 Availability of Information

The District agrees to furnish to the Association, in response to reasonable requests, all information which is of public record within ten (10) working days. The Association agrees to pay for the materials.

2.5 Association Leave

2.5.1 In order to provide proper representation of members of the bargaining unit and/or to confer with the District or its representative(s), leave shall be granted to the Association. Up to 75 days of absence each year will be allotted for professional meetings and business of the National, State, Regional and Local

Education Association. The allotted days may be used by any officer, the bargaining committee, and other members designated by the Association president. Whenever possible, the Association will give three (3) days advance notice to the District.

2.5.2 In any bargaining year, the Association will be allowed a reasonable amount of absences for the purpose of preparing to bargain, attending bargaining training and participating in bargaining sessions with the District. Association leave not related directly to bargaining will be subject to the limits outlined above.

2.5.3 Upon written application, the District will grant a leave for length of term for any employee who can show evidence that he or she has been duly elected or appointed to any office in the Association or its affiliate organizations which requires release time, up to fulltime release.

While on leave, the employee will be entitled to the same wages and benefits as if he/she were working in the District. The Association will reimburse the dollar amount equal to the salary and benefits paid to the employee while on leave.

Upon return from Association leave, the employee will be returned to the same position he/she held prior to the leave, provided such position is still available and the leave did not exceed three (3) school years, subject to any applicable District policies or collective bargaining agreement provisions, including those pertaining to reductions in programs, services and personnel. If the position is no longer available or the leave exceeds three (3) school years, the employee will be placed in similar position.
Leave under this provision may be extended upon official notification from the employee and the organization or association involved.

2.5.4 The Association will reimburse the District at the substitute teacher pay rate if a substitute is required. Billing for the leave shall be made to the Association by the District in accordance with current practices, as well as the following:

2.5.4.1 District scheduled meetings such as labor management and grievance processing shall not be billed.

2.5.4.2 Political activities such as lobbying shall be billed to provide full reimbursement to the District for salaries and employer costs paid.

2.6 Payroll Reduction

The District will make a payroll deduction for Association dues and assessments upon receipt of a written authorization executed by an individual employee. Any deductions for political contributions subject to RCW 42.17A.495 shall be separately authorized in writing by the employee on forms that comply with WAC 390-17-100, and be revocable by the employee at any time. The District shall provide all employees annual notice of their rights regarding payroll deductions for political contributions under WAC 390-17-110.

Prior to the beginning of each school year, the Association will give written notice to the District of the dollar amount of dues and assessments required of an Association member. The amount for deductions shall not be subject to change during the school year. The deductions authorized by the above provisions will be made in twelve (12) equal amounts from each paycheck beginning the pay period of September through the pay period in August of each year.

Employees who commence employment after September or terminate employment before June shall

have their deductions prorated. Each month during the school year, the District will send the Association all money deducted for dues accompanied by a list of names of those employees for whom payroll deductions were made. The Association will refund any amounts paid to it in error.

The Association and its affiliates will defend, indemnify, and hold the District harmless against all liability, including allegations, claims, actions, suits, demands, damages, obligations, losses, settlements, judgments, costs and expenses (including attorneys' fees) that arise out of any action taken or not taken by the District in implementation of this section.

ARTICLE III – EMPLOYEE RIGHTS AND RESPONSIBILITIES

3.1 Non-Discrimination and Equity

The parties to this Agreement shall not discriminate against any employee with regard to domicile, race, creed, religion, color, age, sex, gender expression or identity, sexual orientation, national origin/language, or ancestry, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, familial or marital status, honorably discharged veteran or military status, and HIV/Hepatitis C status, except in accordance with this Agreement, or as otherwise provided by law.

The District and Association commit to enhancing and improving our collective efforts to provide equitable and inclusive working and learning environments for all students, families, staff and communities. The parties share an intent to promote successful practices, policies and procedures in support of these commitments and goals.

3.2 Individual Teacher Contract

3.2.1 The District shall provide each teacher a contract in conformity with Washington State Law, State Board of Education regulations, and this Agreement.

3.2.2 Individual contracts for employees of the District, if issued prior to the completion of negotiations, shall contain a rider allowing adjustments as per the negotiated agreement.

3.3 Classroom Visitation

3.3.1 All visitors to a school and/or classroom shall obtain the approval of the principal, and if the visit is to a classroom, the time will be arranged after the principal has conferred with the teacher. The District will attempt to afford an opportunity for the teacher to confer with the classroom visitor before and/or after the visitation. All unannounced visitors shall be reported to the principal's office. The intent of this provision is to encourage rather than discourage parent participation.

3.3.2 No electronic listening or electronic viewing of employees shall occur without prior notification.

3.4 Controversial Topics

3.4.1 The District and the Association believe that controversial issues are a part of the District's instructional

program when related to subject matter in a given grade level or specific curricular field. Employees will use professional judgment in determining the appropriateness of the issue to the curriculum and the maturity of the students. All instructional activities shall comply with the District Instructional Materials Policy. Clearly questionable matters concerning the appropriateness of the issue to the curriculum and the maturity of the students shall be referred to the principal for consultation and action.

2.6.1 In the presentation of all controversial issues, the employee shall make every effort to present a balance of biases, divergent points of view, and afford an opportunity for exploration by the student into all sides of the issue. The teacher's responsibility shall be to show objectivity in order that various sides of controversial issues are given. To carry out this responsibility, a teacher shall be well informed in the areas being studied. The teacher shall present the issues in a manner in which the objectives of the study are clear.

3.4.2 In discussing controversial issues, the employee shall encourage students to express their own views, assuring that it be done in a manner that gives due respect to one another's rights and opinions. When discussing controversial issues, the employee shall respect positions other than his/her own. Students shall be encouraged, after class discussions and independent inquiry, to reach their own conclusions regarding controversial issues.

3.5 Student Discipline

3.5.1 In compliance with state law and regulations, The School Board will adopt a strong, simple, concise policies on the following:

a. Guns, weapons, and drugs
b. Suspension and expulsion
c. Accepting out-of-district students

3.5.2 The District will provide training in each individual building for employees regarding the content and intent of policies, in addition to general violence, safety issues, and responsibility, consistent with RCW 28A.415.410, RCW 28A.600.200 and WAC 392-400-110. Consistent with the district initiatives, training will also include training on implicit bias and explicit equity practices, especially as it relates to student discipline.

3.5.3 In the maintenance of a sound learning environment, the District shall expect acceptable behavior on the part of all students who attend school in the District. Discipline shall be enforced fairly and consistently. The Board and the Superintendent shall support and uphold employees in their efforts to maintain discipline in the district and shall give expeditious responses to all employee requests regarding discipline problems, provided the employee has followed established District policy. Copies of District policies and procedures shall be available to employees through the District website. Copies of student handbooks shall be available on the District website.

3.5.4 In emergency situations regarding the exercise of authority by an employee to control and maintain order and discipline, the employee shall use reasonable and professional judgment concerning matters not provided for by specific policies adopted by the Board and not inconsistent with Federal and State laws and regulations. Copies of State and Federal rules and regulations can be accessed through the Superintendent's office.

3.5.5 Employees shall maintain good order and discipline in their classrooms and common areas of the building.

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Any neglect of this requirement shall constitute sufficient cause for disciplinary action. Each employee shall be entitled to appropriate assistance, support, and enforcement from building or program administrators in connection with discipline problems relating to students. The building or program administrator and staff will be responsible for the monitoring and follow-through of disciplinary actions.

3.5.5.1 The District will take reasonable efforts to ensure that there is appropriate flow of information regarding necessary information to support the social, emotional and learning needs of each student. Employees assigned to work directly with a student with a safety support plan will be provided appropriate information regarding such plan. Employees shall have access to students' disciplinary records when educationally appropriate

3.5.5.2 In accordance with WAC 392-400-330 and RCW 28A.600.020, a teacher may, in appropriate circumstances, exclude a student from the teacher's classroom for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision. In no event without the consent of the teacher may an excluded student return to the class during the balance of that class or activity period or up to the following two days, or until the principal or his or her designee and the teacher have conferred. Such exclusion must be consistent with all legal requirements.

The "conferring" between the principal or designee and staff member should include an opportunity, if requested by the staff member, for a genuine dialogue at an educationally-appropriate time about the student's unexpected behavior and the steps already taken, and those necessary to be taken, to successfully restore positive educational relationships within the classroom. Restoring relationships may, in appropriate circumstances, require the inclusion of the student and/or other facilitators in the dialogue. Restorative practices will also include, where appropriate, responsive measures aimed at reinforcing district and building expectations for student behavior consistent with the district continuum of discipline responses. In all cases, the parties have a joint goal to minimize the loss of instructional activity and content due to the classroom exclusion.

3.5.5.3 The District shall ensure that appropriate behavioral supports and Social Emotional Learning (SEL) instruction are provided for students who exhibit behaviors that interfere with their learning or the learning of other students. Instructional support for SEL and restorative practices may be provided to the student in a supportive learning space that will not impact the classroom setting.

3.5.6 The principal shall be responsible for ensuring each school has documented plans for responding to unanticipated and reasonably-anticipated situations in which a student needs to be deescalated and other students are removed from the classroom or instructional area in order to protect them and facilitate de-escalation of the student. Such plans shall be responsive to the possibly evolving needs and patterns of particular students; accommodating to the physical and emotional needs of staff members involved in such incidents; and thoughtful about the potential need to communicate with staff and the families of students witnessing such incidents. All staff members shall respect the legal confidentiality of student records and information related to the behavior.

3.5.7 Each employee shall be promptly advised on any complaint made to the principal, program, or other School District administrators regarding the employee's discipline of students. The employee shall be given the opportunity to present his or her version of the incident.

3.5.8 In the case of misconduct when the employee deems it necessary, he or she may recommend to the principal a student's suspension or expulsion from school.

3.5.9 Possession or use of dangerous weapons or facsimile, explosives, firecrackers, or other items capable of inflicting bodily harm is prohibited. Students in possession of, or using, any weapons or dangerous devices specified as a deadly weapon RCW 9A.04.110 or local ordinances may be placed on emergency expulsion, according to State law and regulations. The parties recognize that schools are gun free zones and agree that firearm possession will result in emergency expulsion (RCW 9.41.280).

3.5.10 Employees may use reasonable physical force as necessary to maintain order or prevent a student from harming themselves, other students, school personnel or property (WAC 392-400- 825). A staff member may and should request available assistance if circumstances necessitate the bodily removal of a disruptive student in order to safeguard the health and safety of others.

3.5.11 The District will promptly initiate an investigation of reports and rumors regarding weapons, explosives, and firecrackers and take prompt and reasonable action to protect all students and employees and their property.

3.5.12 No student who has been suspended as a result of a physical or explicit threat to a staff person, and is found to have committed the offense shall be reinstated to the classroom of the threatened or attacked staff person.

3.6 Employee Responsibilities

3.6.1 The employee shall care for instructional materials and equipment and shall promptly report damage, loss, theft of equipment, furniture or fixtures to his/her supervisor.

3.6.2 It shall be the responsibility of the teacher to follow the prescribed courses of study and to enforce the rules and regulations of the school district, the State Superintendent of Public Instruction, and the State Board of Education, maintaining and rendering the appropriate records and reports.

3.6.3 Teachers shall have the right, and it shall be their duty, to direct and control within reasonable limits the studies of their students, taking into consideration individual differences among students, provided, that all students shall receive instruction in such prescribed courses of study as are required by law and regulations.

3.6.4 Teachers shall be responsible for the evaluation of each student's educational growth and development and for making periodic reports to parents or guardians and to the designated school administrator.

3.7 Personnel Files

3.7.1 Employees shall have the right to review the contents of their personnel file and will be provided, upon request, copies of the material in their personnel file. Employees shall review the file during regular administration office hours in the presence of a District representative. Anyone, at the employee's request, may be present at the review of the personnel file. Such file shall be the only official file whose contents may be used as evidence in the grievance process or any formal written disciplinary action.

3.7.2 An employee shall have the right to provide written comment on any material placed in the personnel file

and then to have such written comments attached to the material in question.

3.7.3 Derogatory information will be entered into an employee's file under the following conditions:

a. The employee will be notified in writing, within ten (10) working days, after such information has been placed in the file.
b. The employee will be provided a copy of the derogatory information.
c. The employee will be given an opportunity to challenge the accuracy or appropriateness of such information.
d. The employee will be provided an opportunity to enter a written statement of clarification or explanation of such information.

3.7.4 Any derogatory material will be expunged after three (3) years, upon written request of the employee, except that evaluations shall not be removed from the file. In accordance with WAC 181-88 and RCW 28A.400.301, no information related to substantiated verbal or physical abuse or sexual misconduct shall be removed from any employee personnel file.

3.8 Instructional Materials

The District shall determine the need and provide to each employee instructional materials including technology and consumables appropriate for the number of students for each course the employee teaches. No employee shall be charged with the duty of providing their own curriculum. Each employee shall be responsible for getting prior approval for such purchases from the building principal or program director and will follow District approved purchasing procedures.

3.8.1 Facilities and Usage

Students will have access to the school library. The library will be staffed to check out books to students, reshelve books, and order books each year.

3.9 Employee Protection

3.9.1 The District shall provide employees insurance protection while engaged in the maintenance of order and discipline and the protection of school personnel and students and the property thereof. Such insurance protection must include, as a minimum, liability insurance covering injury to person and property and insurance protecting employees from loss or damage of their personal property incurred while so engaged.

3.9.2 Any case of assault upon an employee shall be promptly reported to their immediate supervisor and in the case of an emergency, the District will contact first responders for support. The employee and administrator will immediately report the incident to the Puget Sound Workers Compensation Trust.

Incidental expenses for broken or damaged personal property (glasses, torn clothing, etc.) shall be covered by the District on a reimbursement basis up to a maximum of $500 per incident.

3.9.3 The District shall provide a safe and healthy work environment for all employees.

3.9.4 The District and Association recognize that poor indoor environmental quality can be a hazard to the health and safety of students, teachers, and other school employees. All worksites shall be built and maintained in a way that meets environmental, health and safety standards as required by the Washington State Departments of Health, Labor and Industries, Pierce County Department of Health, and

in accordance with applicable state and local building codes. The District will follow best practices recommended in The School Indoor Air Quality Best Management Practices K-12 Manual whenever feasible.

The District shall take appropriate steps to respond to environmental health and safety concerns. Association members who have concerns regarding indoor environmental conditions shall report their concerns to their building administrator. This section does not limit the employee's right to discuss a concern with the Association. The Association has the right to advocate for the employee and to collaborate with the District on resolutions to indoor environmental quality concerns.

3.9.5 The District will comply with federal and state requirements regarding lactation breaks and the provision appropriate space for employee nursing needs.

3.10 Due Process

3.10.1 No employee shall be disciplined (including verbal and written reprimands, suspensions, reductions in rank or professional advantage, discharge, non-renewals, terminations or other actions that would adversely affect the teacher) without just cause.

3.10.2 The specific grounds forming the basis for disciplinary action to be added to an employees' personnel file will be sent to the certificated employee in writing within ten (10) working days.

3.10.3 An employee shall be entitled to have a representative of the Association present during any disciplinary action. The District will notify employees of their right to Association representation.

3.10.4 When a request for such Association representation is made, no action shall be taken with respect to the employee until such representative of the Association is present or until two (2) working days have passed after such a request. In cases where the health, safety, and well- being of students, other employees, or district patrons necessitate immediate disciplinary action, the District will notify the Association as soon as reasonably possible that action has been taken.

3.11 Assignments, Transfers, and Vacancies

3.11.1 Responsibility
The assignment and transfer of teachers in accordance with adopted District policies and in accordance with the terms and conditions of this Agreement shall be the responsibility of the Superintendent's office.

3.11.2 Intent
The intent of this section is to facilitate requests for changes in teaching positions within the District.

3.11.3 Definition of Terms

a. Assignment - An assignment shall mean the placement of an employee to a position within the bargaining unit. A position shall include the grade level and/or subject taught, or specialty (i.e., special education or librarian) and the building in which the employee is stationed.
b. Vacant Position - A position requiring the addition of a staff member from outside that building.
c. Transfer - A change from an employee's current building to a different building.
    1. Voluntary Transfer - initiated by the employee for a change between buildings.
    2. Involuntary Transfer - Administratively initiated change between buildings.

d. Seniority - Years of completed service in the District.
e. Qualifications - Valid Washington State Certification for the subjects/grade levels to be taught and the appropriateness of training and experience related to the assignment, except temporary assignments made for good cause, and in accordance with WAC 181-82-110.
f. Interview Team - shall include, at a minimum: grade level/department member(s), and a building administrator/program director. An Association member of the Diversity Committee will be invited to participate on each interview team.
g. Long Term Substitute – substitute teacher who holds a position longer than twenty (20) consecutive work days in the same assignment. After the 20th day, the Long Term Substitute shall be placed on the SEA salary schedule, retroactive to the first day of the position.
h. Leave Replacement – a substitute for an employee who is on an approved, contractual leave of more than thirty (30) consecutive work days. A leave replacement employee shall receive full salary, retroactive to the first day of the position, and benefits beginning the thirtieth (30th) work day.
i. Emergency Certification – a teacher/substitute with an emergency certificate who fills a position when no other qualified individual is available. The District will use the hiring process to find a qualified replacement. An emergency certificate is only good for one (1) year. Washington certified substitutes do not need an endorsement.

3.11.4 Assignments

a. To assure that students are taught by employees working within their areas of competence, employees shall be assigned in accordance with the regulations of the Professional Educator Standards Board, to subjects, grades, and/or other classes under their teaching certificates and/or their major fields of study or qualification in special areas, except temporarily and for good cause, and in accordance with WAC 181-82-110.
b. Any changes in assignment shall consider all staff input, student enrollment, and program needs. Building administration shall meet with staff during the spring to receive input regarding the master schedule. The preliminary master schedule shall be made available to staff by June 1st of each school year. If changing enrollment or programs will necessitate reassignment within a building the principal will ask for volunteers prior to reassigning staff and staff will be considered for reassignment.
c. After making assignments for the subsequent school year, the building administrator shall make staff aware of any remaining building openings by sending an email to all certificated staff. If two or more employees from within a building request a reassignment to a remaining open position within that same building, the criteria listed in 3.11.5.b shall apply.
d. Written notification of school assignment, grade level and /or subject, shall be submitted to all employees by the last day of school. In the event it becomes necessary to reassign employees following said notification, the District shall inform the affected employee.

3.11.5 Voluntary Transfer

a. After all changes in assignment have taken place, remaining vacancies are determined and posted by the District, with in-district employee applicants making up a pool to be considered first. In-district and out-of-district applications for a posted vacancy may be received by the district at the same time. Out-of-district applications will not be considered or reviewed until the in-district transfer process has been completed. If no in-district applicants for the open position have been selected, out-of-district applicants for that position can be considered.
b. In-district voluntary transfers shall be determined by the building principal, in conjunction with the program manager, based on staff input, student enrollment, and program needs, and the criteria for transfer shall be as follows:
    1. Qualifications

2. Seniority
3. Successful completion of the interview process
4. The program needs for the open position

c. In-district employees who are not selected for their requested transfer shall receive, in writing, reasonable and demonstrable reasons for the denial within the five (5) days of the interview.
d. The District and Association agree to promote the Affirmative Action Plan.

3.11.6 Vacant Positions

a. Vacant Positions, which exist after buildings have provided written notification of the school assignment year to all employees, will be filled by the voluntary transfer process first.
b. Vacant Positions - Notice of vacancies and new positions within the bargaining unit shall be posted electronically for not less than five (5) working days during the school year, and 5 weekdays during summer break. The District shall email all Association members notice of the vacancy. Association members will be responsible for checking the district website for openings. Such postings must include the qualifications required for the position as determined by the District. In-district and out-of-district applications for a vacant position may be received by the district at the same time.
c. Employees who wish to apply for a transfer to a posted vacancy shall respond to the district office prior to the posted deadline.
d. Current employees who desire a transfer to a vacant position shall be eligible for selection on the basis of the District's job description.
e. Any vacancy created by an employee on a Board approved leave shall be filled by an employee with a leave replacement contract. Other vacancies shall be filled by a substitute while the District undertakes the regular and normal hiring process to fill the vacancy.

3.11.7 Involuntary Transfer

a. The District shall seek a pool of volunteers for voluntary transfers and provide a list of vacant positions before making an involuntary transfer. If there are no volunteers, the process shall move to the involuntary transfer process.
b. Notice of an involuntary transfer shall be given to the affected employee as soon as such decision to transfer is determined. The employee with the least seniority in the District will be selected, as long as academic program requirements can be met.
c. An involuntary transfer shall be made after the affected employee has been personally contacted by the building principal(s), or the superintendent, stating the specific reason(s) for the employee being selected for such a transfer. The transferred employee is entitled to discuss his/her professional interests at that time.
d. When requested, an employee chosen to be transferred during the school year shall be released from teaching for three (3) days, at the employee's option, to prepare for the new assignment. The preparation time must be scheduled within one (1) week of the transfer date.
e. The affected employee who is required to transfer during the school year may request the assistance of the maintenance department to help move the transferee's instructional materials.
f. A notation of involuntary transfer shall be placed on the employee's evaluation form.

3.11.8 Moving

Employees who are involuntarily transferred to another building or who are required to move classrooms will be paid the equivalent of a day at the substitute rate for packing their instructional materials, if done during non- instructional hours. The District shall provide boxes for packing and will have materials delivered to the new classroom.

ARTICLE IV - GRIEVANCE PROCEDURE

4.1 Definition

4.1.1 A grievance is an alleged misinterpretation of, misapplication of, or violation of terms and/or provisions of this Agreement. A grievant shall mean an individual, a group of individuals, and/or the Association.

4.1.2 Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter informally with any appropriate member of the administration. Every effort must be made to resolve the grievance at the lowest level possible.

4.2 Procedure for Processing Grievances

4.2.1 Step One – Informal Process
The employee may first discuss the grievance with his/her immediate supervisor. If the employee wishes, he/she may be accompanied by an Association representative at such discussion.

4.2.2 Step Two – Immediate Supervisor
If the grievance is not settled informally, a written statement of grievance shall be presented to the immediate supervisor within thirty (30) working days after the occurrence of the grievance.

4.2.2.1 The "Statement of Grievance" shall name the grievant(s) involved, the facts giving rise to the grievance, and provision(s) of the Agreement alleged to be violated, and the remedy (specific relief) requested.

4.2.2.2 The immediate supervisor, upon receipt of the written grievance, shall sign and date the grievance form (Attachment #2) and forward copies to the grievant(s), Association representative, and the Superintendent.

4.2.2.3 The immediate supervisor shall answer the grievance in writing within seven (7) working days of receiving the grievance and shall concurrently send a copy of the grievance, with his or her decision to the grievant(s), Association representative, and the Superintendent. The immediate supervisor's answer shall include the reasons upon which the decision was based.

4.2.3 Step Three – Superintendent
If no satisfactory settlement is reached at Step Two, the grievance may be appealed to Step Three, Superintendent, or designated representative, within seven (7) working days of the receipt of the decision rendered in Step Two.

4.2.3.1 The Superintendent or designated representative shall arrange for a grievance meeting with the grievant(s) and/or Association representative, and such meeting shall be scheduled within seven (7) working days of the receipt of the Step Three appeal. The purpose of this meeting shall be to affect a resolution of the grievance.

4.2.3.2 The Superintendent or designated representative shall provide a written decision, incorporating the reasons upon which the decision was based to the grievant(s), Association representative, and immediate supervisor within seven (7) working days from the conclusion of the meeting.

4.2.4 Step Four – Grievance Mediation
The District and the Association must mutually agree to submit a grievance to mediation. The Association must notify the District in writing within ten (10) working days of the conclusion of Step Three of the

Association's interest to refer the grievance to mediation. The District shall respond to the Association no later than five (5) working days after receipt of the Association's written request.

4.2.4.1 Within ten (10) working days following the agreement of the District and the Association to mediate the grievance, the Association shall so notify Mediation Research and Education Project, Inc. (MERP), the Dispute Resolution Center of Pierce County, The American Arbitration Association (AAA), or any other outside neutral agency. The selected agency shall schedule a mediation conference at the earliest possible date. Mediation conferences will take place at a mutually convenient location and time.

4.2.4.2 There shall be one (1) person from each party designated as their spokesperson at the mediation conference.

4.2.4.3 The mediator will have the authority to meet separately with either party, but will not have authority to compel the resolution of a grievance.

4.2.4.4 The presentation of facts and considerations shall not be limited to those presented at Step Three of the grievance procedure. Proceedings before the mediator shall be informal. There shall be no formal rules of evidence. No transcript or recording of the mediation conference shall be made. The mediator shall attempt to assure that all necessary facts and considerations are revealed to him/her.

4.2.4.5 Written material presented to the mediator shall be returned to the party presenting that material at the termination of the mediation conference, except that the mediator may retain one (1) copy of the written grievance solely for the purpose of statistical analysis.

4.2.4.6 The fees and expenses of the mediator shall be shared equally by the parties.

4.2.5 Step Five – Arbitration

If no satisfactory settlement is reached at Step Three or Four, the Association, within fifteen (15) working days of the receipt of the Step Three or Four decision, may appeal the final decision of the District to the American Arbitration Association for arbitration under the voluntary rules, or to the Federal Mediation and Conciliation Service. The arbitrator shall be selected from a list provided by either of the agencies listed above. The parties shall separately rank and strike the names of arbitrators on the list, and return their list to the appropriate agency for final selection. Hearings shall be conducted in accordance with the rules of the agency that has been selected. Any grievance arising out of, or relating to the interpretation or application of the terms and/or provisions of this Agreement, may be submitted to arbitration unless specifically and expressly excluded within this Article.

4.2.5.1 The Arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issue submitted to him/her. The decision of the Arbitrator shall be final and binding upon the District, the Association, and the grievant(s).

4.2.5.2 Costs: The fees and expenses of the Arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them.

4.2.6 Jurisdiction of Arbitrator

The Arbitrator shall be without power or authority to add to, subtract from, or alter any of the terms of this Agreement or award damages. (Make whole remedies, including interest, shall not be considered damages.) The Arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law. The Arbitrator shall have no power or authority to rule on any of the following:

a. Failure to re-employ any provisional employee.
b. The termination of services or failure to re-employ an employee to a position on a supplemental

contract.

c. Any matter involving employee evaluation, provided the re-evaluation procedure shall be subject to the Arbitrator's review.

4.3 Time Limits

Time limits provided in this procedure may be extended by mutual agreement when signed by the parties.

4.3.1 Failure on the part of the District at any step of this procedure to communicate the decision on a grievance within the specific time limit shall permit the Association to lodge an appeal at the next step of this procedure.

4.3.2 Any grievance not initiated and/or advanced by the grievant from one step to the next within the time limits of that step shall be deemed moot and/or resolved by the District answer at the previous step.

4.4 Accelerated Grievance Filing

In order to expedite grievance adjudication, the parties agree that any Association grievances or class action grievances may be lodged at Step Three of this procedure. In any case, the grievance must be filed within thirty (30) working days after the occurrence of the grievance. Any grievance that has been filed prior to the termination date of this contract will be processed to conclusion even if the contract has expired.

4.5 Reprisals

No reprisal of any kind will be taken by any party against any party because of participation in any grievance.

ARTICLE V - EVALUATION AND PROBATION

5.1 General Provisions

The purposes of evaluation are to promote professional growth and to promote effective teaching practices. Observations shall be conducted openly and with the knowledge of the employee. Consistent with the following evaluation procedures, employees shall be placed in one of five tracks: Summative, Formative, Comprehensive, Focused, or Probation.

5.1.1 Each employee shall be evaluated in accordance with the state designated criteria appropriate to the employee's position and track in the evaluation cycle. The criteria are set forth in this Agreement. Observations required or permitted hereunder shall be documented on the observation and evaluation report appropriate to the employee's position. Evaluation report forms for Certificated Support Personnel are found in Attachments 3 and 4 of this Agreement.

5.1.2 Teachers and support personnel assigned to special education shall be evaluated cooperatively by the supervisor of special education or designee and the building principal or designated administrator.

5.1.3 An employee may request a different evaluator to be assigned. The request will be made to the site supervisor and to the Director of Human Resources. If denied, the employee may make the request to the superintendent. All requests shall be made and responded to prior to September 15th of each year. Teachers and support personnel assigned to more than one building shall be evaluated cooperatively by the principal or designated administrator of each building where they are assigned.

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

5.1.4 If, during the school year, an employee is transferred to another position not under the supervisors' jurisdiction, a summary evaluation, if observations are complete, shall be made at the time of such transfer.

5.2 Definitions

5.2.1 Provisional Employee - An employee having no more than three years of experience in the education profession, or an experienced employee in his/her first year of employment in the District.

5.2.2 Evaluator - a principal or his/her designee. No employee within the bargaining unit shall evaluate any other employee.

5.3 Summative Evaluation

Summative observations and documentation assure minimum criteria for effective teaching are met.

5.3.1 All continuing employees shall be evaluated annually. They shall be observed twice annually. Such observations are to be completed on or before January 15 and June 1 of the year in which the evaluation takes place.

5.3.2 Total observation time for each employee for each school year shall be not less than sixty (60) minutes, including a minimum of one observation of at least thirty (30) minutes.

5.3.3 Prior to the first observation in a given year, a pre-observation conference shall be held between the employee and the observing administrator in which the employee will be provided with a copy of the evaluation criteria to be used and a review of objectives, methods, and materials which relate directly to the evaluation criteria.

5.3.4 Following each observation, or series of observations, the employee shall be provided with a copy of the observation summary within three (3) working days.

5.3.5 Within ten (10) working days following the observation, or series of observations, the administrator shall hold a post observation conference with the employee. A copy of the completed draft post-observation report shall be provided to the employee prior to the post- observation conference. A final copy of the post observation report shall be provided to employee three days after the post-observation conference.

5.3.6 If the administrator finds that the employee has not met the levels of expectation, he or she shall set forth the specific areas of performance deficiencies. An identification of the specific ways in which the employee is to improve and the types of assistance that may be given by the administrator and other staff members shall also be specified.

5.3.7 The employee found to have deficiencies shall have at least ninety (90) days to improve prior to a final decision regarding future employment.

5.3.8 The final evaluation will be completed and a copy made available to the employee on or before June 1.

5.3.9 Within fifteen (15) working days following the conference or receipt of the final evaluation, the employee may submit signed comments concerning his or her observation or evaluation report which shall be attached to the report in his or her personnel file.

5.4 Formative Evaluation

Employees selecting the formative track must have successfully completed the summative track for three years and have the approval of the building administrator. Employees may remain in the formative track for a maximum of two (2) years before returning to evaluation under the summative track.

5.4.1 Fall Collaborative Meeting

During September and October of any year, employees on the formative track will meet with the evaluator and develop annual goals. This collaboration in determining areas of investigation, resources needed, colleagues to be involved, methods for collecting data, and the methods for evaluating growth toward the goals will contribute to the professional growth of the individual(s) and improve instruction. The supervisor shall act as an advisor in developing data collection methods and ways to evaluate. He/she shall discuss resources needed and allocate such resources.

Depending on the complexity of the goal, employees will choose three to four goals from the following categories:

1. Employee goals: these are directly related to the teaching act and have the longest lasting effects.
2. Program goals: these relate to curriculum development and committee involvement to improve program.
3. Professional goals: these relate to growth in professional areas.

5.4.2 Mid-year Collaborative Meeting

During January or February, a second meeting will occur in order to discuss the progress on goal attainment and to refine and update any need for resources.

5.4.3 Final Collaborative Meeting

Prior to June 1, a final meeting will be held to analyze data and to evaluate the success of the goals. At this meeting, a report on early goal investigation shall be compiled collaboratively. At this meeting, the supervisor will confirm that the employee has met State statute requirements by completing the Short Form and forwarding it for placement in the personnel file.

5.4.4 Outcomes

Although some goal setting in the formative cycle may be based on information gathered in the summative cycle, information may not pass from the formative to the summative in order to ensure that employees take risks and try new things. It is conceivable that all stated goals may also be a learning experience. Some goal attainment may take more than one year.

5.4.5 Itinerant Involvement

Itinerant personnel may be involved in the formative cycle and set goals to encourage professional growth. During the formative cycle itinerant staff will consult with their primary supervisor. Itinerant personnel will informally make their goals known to any other supervisor with whom they have contact. The purpose of this contact will be to facilitate any resource or assistance a supervisor may wish to provide.

5.4.6 An employee in the formative cycle who transfers shall take his/her goals to the new building if the goals are appropriate to the new position. New goals shall be written if, as a result of transfer, the goals are no longer appropriate.

5.5 TPEP Provisions

5.5.1 The evaluation procedures set forth herein shall be to improve the educational program by improving the quality of instruction. The evaluation process shall recognize strengths, identify areas needing improvement, and provide support for professional growth. The evaluation system will encourage respect in the evaluation process by the persons conducting the evaluations and the persons subject to the evaluation by recognizing the importance of objective standards and minimizing subjectivity. Within the selected instructional framework teachers will be allowed to exercise their professional judgment and will be evaluated on their own practice, skills, and knowledge.

The parties agree that the following evaluation system is to be implemented in a manner consistent with good faith and mutual respect, and as defined in RCW 28A.405.110 "(1) An evaluation system must be meaningful, helpful, and objective; (2) an evaluation system must encourage improvements in teaching skills, techniques, and abilities by identifying areas needing improvement; (3) an evaluation system must provide a mechanism to make meaningful distinctions among teachers and to acknowledge, recognize, and encourage superior teaching performance; and (4) an evaluation system must encourage respect in the evaluation process by the persons conducting the evaluations and the persons subject to the evaluations through recognizing the importance of objective standards and minimizing subjectivity."

Additionally, the parties agree that the evaluation process is one which will be implemented with collaboration between the evaluator and the bargaining unit member, as described in WAC 392-191-025: "To identify in consultation with classroom teachers and certificated support personnel observed, particular areas in which their professional performance is satisfactory or outstanding, and particular areas in which the classroom teacher or support person needs to improve his or her performance."

5.5.2 The purposes of evaluation are: to promote professional growth; and to promote effective teaching practices. Observations shall be conducted openly and with the knowledge of the employee. Consistent with the following evaluation procedures, employees shall be placed in one of two tracks: Comprehensive or Focused.

5.5.3 Each employee shall be evaluated in accordance with the state designated criteria appropriate to the employee's position and track in the evaluation cycle. The criteria are set forth in this Agreement. Observations required or permitted hereunder shall be documented on the observation and evaluation report appropriate to the employee's position.

5.5.4 Classroom teachers assigned to special education shall be evaluated cooperatively by the supervisor, the building principal or designated administrator.

5.5.5 Classroom teachers assigned to more than one building shall be evaluated by the principal or designated administrator of the building where they are assigned for the majority of their position.

5.5.6 If during the school year an employee is transferred to another position not under the evaluator's jurisdiction, a summative evaluation, if observations are complete, shall be made at the time of such transfer.

5.6 Definitions

5.6.1 Provisional Employee - An employee having no more than three years of experience in the education profession, or an experienced employee in his/her first year of employment in the District, or an employee who has been judged Level 1 (Unsatisfactory) in his/her third year will remain in provisional status.

5.6.2 New employees must be observed at least once during their first 90 calendar days of employment for a total observation time of at least 30minutes.

5.6.3 An employee in their third year of provisional status must be observed at least three times for a total of not less than 90minutes.

5.6.4 Evaluator – An administrator. No employee within the bargaining unit shall evaluate any other employee.

5.6.5 Comprehensive Evaluation – All Washington state eight (8) criteria must contribute to the overall summative evaluation and must be completed at least once every six (6) years. The evaluation must include an assessment of the criteria using the instructional framework rubrics and student growth.

5.6.6 Focused Evaluation – One of the Washington state eight (8) criteria must be assessed in every year that a comprehensive evaluation is not required. The selected criteria must use the approved instructional framework. If criterion 3, 6 or 8 is selected, those student growth rubrics will be used. If criterion 1, 2, 4, 5 or 7 is selected, student growth rubrics from criteria 3 or 6 will be used.

5.6.7 Student Growth Data – Shows change in student achievement over two points in time during the same school year, using multiple measures.

5.6.8 Student Growth Goal: A description of the change in student achievement between two points in time within the current school year, as determined by the teacher. Assessments used to demonstrate growth must predominately originate at the classroom level and be initiated by the classroom teacher. Assessments used to demonstrate growth must be appropriate, relevant, and may include both formative and summative measures.

5.6.9 Gathering of Evidence: Evaluators and evaluatees should assume competence and positive intent. If both the teacher and the evaluator agree on the score for a criterion, no evidence other than observation notes is required for that criterion. When there is a disagreement on a scoring criterion, it is the responsibility of the teacher and the evaluator to provide evidence.

5.6.10 Not Satisfactory - Level 1 (Unsatisfactory) for all teachers; or Level 2 (Basic) if the classroom teacher is on a continuing contract with more than five years of teaching experience and if the Level 2 has been received two years in a row or two years within a consecutive three year period.

5.7 Evaluation

5.7.1 Observations and documentation assure minimum criteria for effective teaching are met.

5.7.2 All employees shall be evaluated annually. They shall be observed at least twice annually. Such observations are to be completed on or before January 15 and May 15 of the year in which the evaluation

takes place.

5.7.3 Total observation time for each employee for each school year shall be not less than sixty (60) minutes, including a minimum of one observation of at least thirty (30) minutes.

5.7.4 Prior to the first observation in a given year, a planning conference will be held between the employee and the evaluator. During this conference the employee and evaluator will discuss the employee's self-assessment. The employee and evaluator will review the Washington state 8 criteria for a comprehensive evaluation or discuss the selected criteria if the employee is on the focused evaluation.

5.7.5 Following each observation, or series of observations, the employee shall be provided with a copy of the component aligned observation notes within three (3) working days.

5.7.6 Within ten (10) working days following the observation, or series of observations, the evaluator shall hold a reflective conference with the employee. At the employee's request, this conference will be held in the classroom in order to facilitate accessibility to evidence and artifacts. A draft of the completed observation report shall be provided to the employee prior to the reflective conference. A final copy of the observation report shall be provided to employee three days after the reflective conference.

5.7.7 **Criterion Scoring Rubrics** - The Summative score, including the student growth impact rating, must be determined by an analysis of evidence and artifacts. This analysis will be based on a holistic assessment of the teacher's performance over the course of the year. A preponderance of the evidence will be used to develop the overall criterion scores. No scores will be given to individual components. Employees will be encouraged to use the Evidence Menu as a guide. Criterion scores will be added to reach a Summative score. The OSPI approved Summative scoring band is shown below.

OSPI Approved Summative Scoring Band			
8-14	15-21	22-28	29-32
1 Unsatisfactory	2 Basic	3 Proficient	4 Distinguished

5.7.8 **Student Growth Impact Rating** - Embedded in the State Criteria are five (5) student growth requirements. These requirements are SG 3.1, SG 3.2, SG 6.1, SG 6.2, and SG 8.1. Employees will be placed into summative rating categories based on the OSPI approved student growth impact scoring bands shown below. An employee who receives a 4, Distinguished, preliminary summative score and a Low student growth impact rating score will receive an overall 3, Proficient rating.

OSPI Approved Student Growth Impact Rating Scoring Band		
5-12	13-17	18-20
Low	Average	High

5.7.9 If an employee receives a Low student growth score, the employee and evaluator will mutually select and

engage in one of the student growth inquiries required by law.

5.7.10 The Summative evaluation will be completed and a copy made available to the employee on or before June 1.

5.7.11 Within fifteen (15) working days following the conference or receipt of the Summative evaluation, the employee may submit signed comments concerning his or her observation or evaluation report which shall be attached to the report in his or her personnel file. Employee comments become permanently attached to the Summative evaluation. Artifacts, evidence and observation reports are not placed in the employee's personnel file.

5.7.12 If the employee's overall Summative evaluation is not satisfactory, the evaluator shall set forth the specific areas of performance deficiencies. An identification of the specific ways in which the employee is to improve and the types of assistance that may be provided by the evaluator shall be specified.

5.8 Comprehensive Evaluation

5.8.1 All provisional employees and any employee with a Summative evaluation of Level 1 (unsatisfactory) will be evaluated using the comprehensive evaluation. Any employee with more than five years of experience with a Summative score of Level 2 (basic) shall be evaluated the following year on the comprehensive evaluation. Other employees will be transitioned on and off the comprehensive system on a six (6) year rotation. All classroom teachers must be evaluated at least once every six (6) years using the comprehensive evaluation.

5.8.2 The Comprehensive evaluation will include all eight (8) state criteria, including student growth.

5.8.3 Comprehensive Process:

a. Teacher Self-Assessment
b. First Observation Cycle
   - Planning conference
   - Formal Classroom observation
   - Reflective Conference
c. Formative Collaboration Conference
   - Strengths of practices (proficient or distinguished components at this time)
   - Areas for growth or evidence expansion (components that are below proficient at this time, or needed additional evidence with specific guidance for improvement)
   - Student growth (data collected to date)
d. Subsequent Observation Cycle
   - Collaboration conference (optional)
   - Formal Classroom observation(s)
   - Reflective Conference
e. Summative Evaluation - On or before June 1
   - Teacher Self-Assessment and Reflection Preparation
   - Collaborative Assessment Conference(s), during which the employee and evaluator will review evidence and artifacts related to the evaluation
   - Final Summative Sign-Off

5.9 Focused Evaluation

5.9.1 The Focused evaluation will include student growth rubrics of the selected criterion. Selected criterion must be approved by the teacher's evaluator. If criterion 3, 6, or 8 is selected, evaluators will use those student growth rubrics. If criterion 1, 2, 4, 5 or 7 is selected, the evaluation will include student growth criterion 3 or 6. All classroom teachers must be evaluated at least once every ~~four (4)~~ six (6) years using the comprehensive evaluation.

5.9.2 Focused Process:

a. Teacher Self-Assessment
b. Criterion selection meeting
   - Observation Cycles
   - Planning/Reflection Conferences (optional)
   - Classroom observations
c. Formative Collaboration Conference
   - Strengths of practices (proficient or distinguished components at this time)
   - Areas for growth or evidence expansion (components that are below proficient at this time, or needed additional evidence with specific guidance for improvement)
   - Student growth (data collected to date)
d. Summative Evaluation - On or before June 1
   - Teacher Self-Assessment and Reflection Preparation
   - Collaborative Assessment Conference(s), during which the employee and evaluator will review evidence and artifacts related to the evaluation
   - Final Summative Sign-Off

5.10 Probation

5.10.1 Employees who are evaluated "not satisfactory" shall be placed on probation. For teachers on the comprehensive evaluation track "not satisfactory" will mean Level 1 (Unsatisfactory) for all teachers or Level 2 (Basic) if the classroom teacher is on a continuing contract with more than five years of teaching experience and the Level 2 has been received two years in a row or two years within a consecutive three year period.

5.10.2 Probation is a program of remediation assistance, required by State law, for teachers who have not met minimum teaching criteria.

5.10.3 Evaluator's Report: If at any time after October 15 an evaluator determines, on the basis of the evaluation criteria, that the performance of an employee is not judged satisfactory, the evaluator shall report the same in writing to the Superintendent. The report shall include the following:

a. The evaluation report prepared pursuant to the provisions for evaluation provided elsewhere in this Agreement.
b. A recommended specific and reasonable program designed to assist the employee in improving his or her performance.

5.10.4 Probationary Period: If the Superintendent concurs with the evaluator's judgment that the performance of the employee is not judged satisfactory, the Superintendent shall place the employee in a probationary status. The Superintendent shall notify the employee in writing of their probationary status. This notice

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

shall contain:

a. Specific areas of instructional deficiency
b. A statement of the minimum sixty (60) school day duration of the probationary period
c. A statement indicating that the purpose of the probationary period is to provide the employee with an opportunity to demonstrate improvement in his/her areas of deficiency and to offer the employee assistance and resources as may be utilized in the improvement of performance.
d. A set of expectations delineating specific criteria that would constitute acceptable performance in the areas defined.

5.10.5 Within five (5) school days from the receipt of the probationary letter, the employee may request, and will be given, a hearing with the Superintendent. The hearing will be held within five (5) school days of receipt of the request from the employee.

5.10.6 **Evaluation during the Probationary Period**: During the probationary period, the evaluator shall meet with the probationary employee at least twice monthly to supervise and make a written evaluation of the progress made by the employee. The evaluation form (attached) shall be used for documentation of evaluation reports during the probationary period.

5.10.6.1 For the TPEP process, the employee will be removed from probation if they have demonstrated improvement that results in a new comprehensive summative evaluation performance rating of "satisfactory". "Satisfactory" will mean Level 2 (Basic), or higher, for employees with less than five years of experience or Level 3 (Proficient), or higher, if the classroom teacher is on a continuing contract with more than five years of teaching experience.

5.10.6.2 For the formative and summative track, the probationary employee may be removed from probation at any time if he/she has demonstrated improvement to the satisfaction of the evaluator in those areas specifically detailed in his/her initial notice of deficiency and subsequently detailed in the specific improvement program.

5.10.7 **Evaluator's Post-Probation Report:** The evaluator shall submit a written report to the superintendent and the employee at the end of the probationary period. The report shall recommend one of the following to the superintendent:

5.10.7.1 That the employee has demonstrated necessary improvement in the stated areas of deficiency to justify the removal of the probationary status.

5.10.7.2 That the employee has not demonstrated necessary improvement in the stated areas of deficiency, and action should be taken to non-renew the employment contract of the employee.

5.10.8 **Action by the Superintendent**: Following a review of the Post-Probation Report, the Superintendent shall determine whether the employee is non-renewed.

ARTICLE VI - WORKING CONDITIONS

6.1 **Work Year**

The employee work year shall be one hundred eighty (180) days plus the number of professional learning days funded by the state. As a result, per Diem pay shall be computed by dividing the employee's base salary by the number of days in the employee work year.

An employee's base contract includes the instructional duties that occur within the student day as well as other duties that are part of the basic program of education which may include:

- preparation for school opening
- work connected with the conclusion of the school year
- conferencing/communicating with students or parents
- supporting school/student activities, providing individual help to students
- self- directed professional development
- improving and maintaining professional skills
- preparation and revision of materials
- planning with other employees in areas of instruction and curriculum
- educational use of technology

6.2 Professional Learning Stipend

The District will provide to employees a supplemental contract to be provided for the duties related to professional learning referred to as the "professional learning stipend (PLS)." For the 2024-2025 school year, the PLS shall equal 10.975% of the base salary on each cell of the salary schedule.

The PLS is provided as an incentive for the fulfillment of responsibilities related to the District's program of professional learning under RCW 28A.415.430. In consideration of this stipend, each employee shall commit to the full and meaningful participation in the District's comprehensive, sustained job- embedded and collaborative approach to improving employee's effectiveness in raising student achievement. This includes a commitment to work collaboratively with others as a member of one or more professional learning communities (PLCs) on an ongoing basis to accomplish this goal.

This is in addition to the two (2) district directed Professional Development days. Attendance is voluntary and employees in attendance will be paid in the following pay period. Leaves may not be used on these district directed Professional Development days not part of the employee's base contract.

6.2.1 Special Education Teachers, OT/PTs, SLPs, Nurses, Developmental Preschool Teachers, School Psychologists and Teacher on Special Assignment with Special Education shall receive the equivalent of six (6) additional paid days, pro rata to the identified assignment herein. These days shall be issued to employees on a supplemental contract.

6.2.2 High School counselors shall receive the equivalent of ten (10) additional paid days, pro rata to the identified assignment herein, and middle school counselors shall receive the equivalent of five (5) additional paid days, pro rata to the identified assignment herein. These days will be worked either before or after the student school year. Counselors will be issued a supplemental contract for these days and will coordinate with their building principal regarding the scheduling of these days.

In addition, all counselors and social workers who are responsible for scheduling and coordinating 504 plans shall receive the equivalent of two (2) additional paid days, pro rata to the identified assignment herein.

6.2.3 All special education and ESA personnel who are asked to work over the summer for the purpose of conducting Birth to Three transition evaluations and IEPs including report writing and who are required members of a student's team should be paid at the per diem rate.

6.3 Work Day

6.3.1 The normal workday shall not exceed seven (7) hours and thirty (30) minutes, including the thirty (30) minutes before and the thirty (30) minutes after the student day and to include a duty-free thirty (30) minute lunch period.

6.3.2 Employees working on Anderson Island, when required to attend an assigned activity beyond the normal work day, shall receive $30 per activity as approved by the building principal.

6.3.3 The thirty (30) minutes before and after school shall be used for student and parent conferences, email communication, team meetings, collaboration or other tasks that are not possible during student contact time. Exceptions are allowed for clubs or before or after school activities as scheduled by the employee.

6.3.4 Employees are not required to perform monitoring duties outside of his/her classroom except in the case of student disputes or other emergencies.

6.4 Class Coverage

The District will make every effort to place substitutes at the elementary level first. If the District is unable to provide a substitute for any employee absence, the District may assign an employee to cover a class. Prior to assigning an employee to cover a class, the administrator will first seek to cover the class with an employee who requests to be assigned class coverage. If no employee volunteers, the administrator may direct an employee to cover, but will do so on a rotational basis within the building.

The classroom teacher directed by the building administrator to cover the class for the absent employee shall be paid for lost planning time at per diem. Non-classroom teachers directed by a building administrator to cover the class of absent employee will be assigned no more than one period per day and will be paid at per diem. Coverage of less than ten (10) minutes in duration shall not be compensated; however, coverage beyond ten (10) minutes in duration shall be compensated retroactive to the start of the coverage, at a minimum of thirty (30) minutes, with additional time paid in increments of fifteen (15) minutes. Employees who cover for a class for more than 20 hours in a school year shall be paid at 1.5 times per diem beginning with the twenty-first hour.

Dividing classes shall be used as an emergency coverage model only when necessary and shall require pre-approval from the Executive Director of Human Resources. If classes are divided to provide coverage the impacted staff shall be paid a prorated portion of the class coverage cost required for such coverage period.

6.5 Staff Development

6.5.1 Purpose

The purpose of the employee-centered district staff development program is to foster continued professional growth. The Association and District believe in providing opportunities to enhance teaching and learning through professional development program(s). The District and Association agree that professional development should be comprehensive, sustained and collaborative.

The District will provide clock hours for time spent working on District-sponsored activities and will notify the Association of this prior to the occurrence of the activities or professional development days.

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

In recognition of variations in staff experience and training needs, every effort will be made to provide a menu of training choices. To facilitate choices that are relevant at each site or job role, employees are encouraged to propose relevant trainings for administrative approval. The intent of this section is to facilitate specialist employee groups receiving approval to attend training specific to their job role that might not be offered by the District in lieu of on-site training or activities that might not relate to the role of the employee.

The professional development program shall be reviewed and modified yearly for effectiveness, relevance, and its relationship to this section.

6.5.2 Acceptance of University Credit

The District agrees to accept all university credits that comply with O.S.P.I. rules and regulations toward advancement on the salary schedule.

6.5.3 Acceptance of Clock Hours/In-service Credits

The District shall accept all clock hours or in-service credits that meet State Board of Education approval standards for clock hour and in-service credit. The credits shall count toward advancement on the salary schedule. Ten (10) clock hours of in-service shall be equal to one quarter university credit and shall be recognized for salary schedule placement.

6.5.4 Support for General Education/Special Education

General education teachers providing specially designed instruction required by a student's IEP will receive opportunities' for professional development. Similarly, all staff will be provided opportunities for professional development in inclusionary practices and de-escalation strategies to assist in the support of student needs. These professional development opportunities will, whenever possible, be offered during the work day and year. Examples include ACE time and professional development days or release time for groups to receive specific training.

All staff who are working with medically fragile students or students requiring substantial SEL support shall receive appropriate training.

6.5.5 Special Education Support

Each year special education staff will be provided one day of paid time prior to the start of the school year to review special education legal updates, review budgets and caseload, changes in staffing and responsibilities or other necessary information. At this training day, the District will provide the special education staffing for the school year and provide continual updates in labor management regarding modifications to special education staffing, if any.

The District shall provide necessary training and on-boarding for new employees, including specific information concerning special education processes and procedures. This shall occur during paid time.

6.6 Class Size

The District recognizes the value of low class size and will attempt to keep the class numbers as low as possible. Any employee who has class size concerns, but whose numbers are below the class size/load number listed below may meet with the principal at any time to seek resolution.

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

6.6.1 Overload Levels

	Maximum
Transitional Kindergarten	20 students per class with one paraeducator
Grade K	22 students per class
Grade 1	24 students per class
Grades 2	25 students per class
Grades 3	26 students per class
Grade 4-5	27 students per class
Grades 6-12	32 students in any single class, except as listed below.

Any split grade level classes will have two less students than the maximum listed above. A K-1 split will have a maximum of 20 students and a 1-2 split will have a maximum of 22 students.

Physical Education will have no more than one hundred seventy (170) students total for the day and no more than 35 students in a single class. Performing music classes will be exempt from these overload levels.

6.6.2 Procedure for Filing an Overload Claim

No overload claims shall be filed during the first two weeks of the semester in order to allow time for the review and balancing of class size(s). Any employee who has class size(s) that exceed the numbers listed shall initiate the following procedure:

Step 1: The teacher shall complete the class size form (Attachment 5) and give it to the building principal. The building principal and employee will meet within five (5) working days to discuss the class size issue.
Step 2: The building principal will initiate a mutually agreed to plan of action to resolve the overload within five (5) working days of the conference. This action may involve one or more of the following solutions and will be implemented in a timely manner as defined below.

6.6.3 Overload Options

a. Hire additional certificated staff
b. Create additional sections
c. Provide para-professional time for the classes that are overloaded
d. Provide a substitute to assist teacher or give release time as long as the need exists
e. Any other creative solution agreeable to the affected teacher and principal
f. Provide additional pay at one hour per diem per week per student, starting on the first day the overload began.

Should a-e not be implemented by the thirtieth work day after the form is submitted, option f will be implemented.

6.6.4 Special Ed Caseload:

The District will take into consideration state and national guidelines when assigning caseloads for Psychologists, Counselors, Social Workers, and Nurses. School counselors and other ESA staff implementing the comprehensive school counseling program will spend no less than 80% of their contracted time on direct and indirect supports to students and no more than 20% of their contracted time on program planning and school support activities.

The district will monitor the ratio of staff to students in special education programs, including those staff

assigned students who may need additional support to meet education goals identified in the student's IEP or who may require physical assistance. Based on student need, the District may assign additional staffing which may be certificated or classified.

The District will set the following caseload goals:

1.	Occupational Therapists	35:1
2.	Physical Therapists	35:1
3.	Resource Room	30:1 at least one paraeducator per building to support program need
4.	Developmental Pre-School Program	12: 1 per session or 24 per day, and one paraeducator
5.	Self-Contained Programs	12:1 and one paraeducator
6.	Speech Language Pathologists	47:1

This section does not refer to 1:1 paraeducators

If any of the above, or any other specialist, face challenges in meeting IEP or evaluation responsibilities because of workload, they shall first explore options for assistance from professional colleagues within the district, which may include building teams when appropriate. These challenges could include additional students on the teacher's caseload, unique needs of particular students, travel between multiple buildings, special assignments, or the due dates of IEP or evaluation documents.

If the caseload issue cannot be solved within the group of colleagues, a conference shall be held with building administrator/district administrator within five (5) working days to discuss the issue(s). The parties will initiate a mutually agreed to plan of action to resolve the overload within five (5) working days of the conference.

In cases of overload, this action may involve one or more of the following solutions and will be implemented in a timely manner as mutually agreed, after consideration of the nature of the student needs and overall employee assignment:

Options include, but are not limited to the following:

a. Reallocation of responsibilities for particular students
b. Hire additional certificated staff
c. Additional para educator or COTA/SLPA time
d. Additional release time for planning, IEPs, or evaluations
e. Provide additional paid time at one hour per diem per week per student, starting on the f first day the overload began.

Should a-d not be implemented by the thirtieth work day, option e will be implemented. If the selected option requires adding staff, option e will be implemented if the position is not filled within thirty (30) days.

6.6.4.1 WA-AIM, the Washington Access to Instruction and Measurement may be required by the IEP. Employees shall be provided two days of release for the purpose of development of the WA-AIM assessment. If the employee determines that additional days may be necessary to fulfill this work, the employee will consult with the Student Services Department to discuss available options.

6.6.5 Should the District face a significant financial loss (such as double levy failure) or other catastrophe, this class size provision shall be renegotiated.

6.6.6 The overload remedies in Section 6.6.3 shall be in place only so long as the teacher is in overload status.

6.7 After School Activities

6.7.1 Principals and staff of the building are to meet and determine the list of activities. Assignments are on a voluntary basis by seniority and/or assigned if sufficient numbers do not volunteer; provided, however, that such assignment shall not exceed one (1) activity in any school year. Any succeeding assignment shall be paid at per diem in half hour increments.

6.7.2 The following voluntary, optional activities shall not be compensated:

a. Elementary Carnivals
b. Science Fairs

6.7.3 Assignments as used above shall not include committee work, and therefore, committee work shall not be compensated.

6.8 Planning Time

6.8.1 Planning time shall be provided during the student day as follows:

6.8.2 Secondary teachers shall have one (1) class period per day for planning and conferencing or a portion thereof if less than 1.0FTE. In order to facilitate equitable planning times, secondary periods will be reasonably equal in length and building administrators will attempt to rotate planning periods at reasonable intervals.

6.8.3 Elementary teachers, including special education teachers, shall be provided a minimum of two hundred (280) minutes per week within the student day for planning. Such time may include periods when a specialist has taken over the class, recess time, or any other release time within the student day. No planning time shall be less than fifteen (15) minutes in length. Transitional time to deliver/pick up students from specialists, lunch and recess will be part of the master schedule and will be separate from planning time minutes.

6.8.4 Employees working at Anderson Island shall not count time on the ferry as planning time.

6.9 Calendar

The following formula shall be used to determine the school calendar for each of the years of this agreement:

6.9.1 The Tuesday before Labor Day shall be a District directed Professional Development day. The Wednesday before Labor Day shall be a District directed morning and a teacher directed afternoon. The Monday before Labor Day, the second Friday in October, and the second Friday in March shall be District directed Professional Development days and will be part of the employee's base contract, if funded by the state. If the days are not funded by the state, the days will become District directed Professional Development days.

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

6.9.2 The first student day shall be the Thursday before Labor Day.

6.9.3 Labor Day, Veteran's Day, Martin Luther King Day, Presidents Day, and Memorial Day shall be non-student, non-contracted days. If Veteran's Day falls on a Saturday, it shall be observed the Friday before. If Veteran's Day falls on a Sunday, it shall be observed on the Monday after. Beginning in the 2025-26 school year, the Friday before Presidents Day will be a non-student, non-contracted day.

6.9.4 The Wednesday before Thanksgiving shall be a half day for students and staff. Thanksgiving Day and the Friday following shall be non-student, non-contracted days.

6.9.5 The last student day before Winter Break shall be the 3rd Friday in December, unless the 1st of December falls on a Friday, in which case the last student day shall be the 4th Friday of December. Winter break shall be three (3) weekends and two (2) full weeks.

6.9.6 Spring Break shall be the first full week of April.

6.9.7 The Friday occurring in the week containing the ninetieth (90th) student day shall be a teacher directed half day for the purpose of completing semester grades.

6.9.8 Monday of the third full week of October shall be a teacher half day. Tuesday through Thursday of that week shall be half days for conferences. The Friday of the conference week shall be a half day for students and staff in recognition of staff conducting evening conferences.

6.9.9 The Wednesday and Thursday before spring break shall be student half days for conferences. The Friday before spring break shall be a half day for students and staff in recognition of staff conducting evening conferences.

6.9.10 The fourth Friday in March shall be a scheduled snow day. The Friday before Memorial Day shall be a scheduled snow day. In the event that more than two (2) days are needed to make-up for inclement weather the District and Association shall meet to determine the placement of subsequent days.

6.9.11 The 180th student day shall be the last day of school and a half day for employees. Employees are responsible for complying with all grading deadlines and end of year checkout procedures.

6.9.12 The calendar for the next school year shall be added as Attachments #12a and12b.

6.10 Academic Collaboration Enhancement (ACE) Days

6.10.1 Every Wednesday students will be released one hour early, except for those Wednesdays that are already designated as half days. This time within the normal employee work day shall be known as ACE time. Building or District meeting ACE days shall not exceed one hour.

6.10.2 The first ACE day of any month shall be teacher directed ACE time for classroom/curriculum planning. Required building or District meetings will not be scheduled on these teacher directed days.

In addition, the Wednesdays prior to a half-day conference week and the Wednesday prior to the semester preparation day will also be teacher directed.

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Finally, elementary ACE days in June shall be teacher directed to allow sufficient time for end of the year grading and reporting.

6.10.3 The second ACE day in any given month shall be administratively directed and designed to meet building or program needs, including staff meetings.

6.10.4 Subsequent ACE days in any given month shall be building directed for the purpose of collaborative team planning and implementation. Teams may include grade level, department, vertical, special education (including paraeducators) or other student support team structures. The District may offer optional professional development opportunities during this time.

6.11 Parent Conferences

6.11.1 Regularly scheduled building-wide or grade-wide parent conferences will be held on half day early student release days per the District calendar.

6.11.1.1 Teachers shall be assured four (4) one-half days in the fall and two (2) one-half days in the spring for conferencing.

6.11.1.2 Each one-half day shall be counted as one (1) full day.

6.12 WaKIDS

The District will work together with staff assigned to implement the WaKIDS assessment. The District will pay for the employee to attend the training required for the assessment. The two (2) Success Conference days and the first student day (3 days total) shall be set aside for WaKIDS testing for Kindergarten classrooms. Additionally, each kindergarten teacher will receive one (1) additional day of pay or for the input of the assessment data prior to October 31st. Additional paid day will be paid in the November pay warrant.

6.13 Grading

The grading window at quarter and semester break shall be no less than (2) weeks, not inclusive of any break period, such as Spring Break.

ARTICLE VII - ECONOMIC PROVISIONS

7.1 Salary

7.1.1 The Salary Schedule for the 2024-2025 and the 2025-2026 school years are shown as Attachments #6 and 7. For the 2025-2026 school year, the base salaries on Attachment 7 shall be increased by state funded inflationary adjustment plus .75%.

7.1.2 Salary Schedule Provisions

Employee Placement: An employee will move across the salary schedule as his/her education permits in accordance with the following:

7.1.2.1 Increments for experience, Master's and Doctorate degrees will be in accordance with the index shown on the salary schedule.

Credit hours earned toward advanced degrees in education, standard certification, or area of specialization will be allowed and shall be in accordance with appropriate OSPI rules and

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

regulations regarding approval and accumulation of credits (to include, but be not limited to, in-service clock hours) toward placement on the Salary Schedule.

7.1.2.2 Credit for education experience and verification of previous employment shall be given automatically when evidence of such credit is filed with the District Human Resources Department by October 31. Such evidence should be in the form of an official college or OSPI approved agency transcript, letter, or report for credit in-service or clock hours.

7.1.2.3 Credit for SLP, OT/PT, Nurses and School Psychologists placement on the salary schedule shall be based on WAC 392-121-264 and OSPI guidance with the exception that the employee may receive experience credit for up to 16 years on the salary schedule.

7.1.2.4 The District and Association recognize that the JROTC program requires special considerations and agree that the District shall establish salaries for this position pursuant to its normal regulation notwithstanding any other provisions of this Agreement.

7.2 Employee Benefits

All of the provisions of this Section shall be interpreted consistent with the rules and regulations of SEBB and are intended to be a summary of the legal requirements and agreements of the parties

Employer Contribution:

The District shall pay the full portion of the employer contribution as adopted in the School Employees Health Care Coalition agreement for all employees who meet the eligibility requirements as defined by SEBB. For purposes of benefits provided under SEBB, school year shall mean September through August, and shall be referred to as the eligibility year. If the eligibility year is specifically redefined by the HCA, the parties agree to comply with that definition.

The District will provide benefits to employees through SEBB, to include but not be limited to:

- Basic Life and accidental death and dismemberment insurance (AD&D)
- Basic Long-Term Disability
- Vision
- Dental including orthodontia
- Medical Plan

Employees will be able to utilize payroll deduction for any supplemental insurance that they choose to enroll in through SEBB (e.g. increased Life, AD&D, long-term disability, etc.) Employees will also have the option of enrolling in a Health Savings Account (HSA) when a qualifying High Deductible Plan (HDHP) is selected for their medical insurance. In addition, employees will be able to utilize payroll deduction for any supplemental insurance that they choose to enroll in through SEBB (e.g. increase Life, AD&D), Long-term Disability, etc.).

Eligibility:

All employees, including substitute employees, shall be eligible for full insurance coverage under the SEBB program if they work, or are anticipated to work 630 hours or more in an eligibility year, so long as they maintain an employee/employer relationship.

Should an employee who previously was not expected to be eligible for benefits under SEBB work 630 hours in one year, the employee will become eligible for benefits to begin the month after attaining 630 hours.

When an employee is hired into a position that would qualify for benefits if filled for the full eligibility

year, there are not enough days remaining in the year to achieve 630 hours and the employee is anticipated to work at least six hundred thirty hours the next school year, that employee will be provided with benefits coverage.

All compensated hours in any position within the district shall count for purposes of establishing eligibility.

Benefit Enrollment and Continuity of Coverage:
In the month of September, benefit coverage for eligible employees begins their first day of work, so long as the employee works on or before the first day of school. For all other eligible employees, benefit coverage will begin the first day of the month which follows the employee's first day of work.

When a new employee was previously employed by a SEBB employer and was eligible for SEBB coverage, that employee will have uninterrupted benefit coverage if the employee is anticipated to work 630 hours in a school year.

Leaves:
Paid leave hours shall count toward eligibility for benefits under this section. Unpaid leave will be assessed on a case by case basis.

Benefit Termination:
Any employee eligible for benefits who terminates the employee/employer relationship shall continue to receive benefits through their final month of employment.
In cases where separation occurs after completion of the student year, benefit coverage will continue through August 31. Any exception shall be requested by the employee and confirmed by the District.

7.3 Extracurricular Salary Schedule (Attachment #8)

7.3.1 The purpose of extra-curricular stipends is to compensate certificated employees for work with students outside the regular work day. The District and Association agree to review, during Labor/Management meetings, the stipends provided at each building to ensure fairness and equity.

7.3.2 A complete list of all allocated stipends will be given to staff each year by September 1st. Staff will be notified of vacant club positions or stipend availability throughout the school year. Any certificated staff member who is interested in any position should notify the principal of said interest. The principal will make decisions surrounding the filling of stipend positions. Stipends, if allocated, and if offered, must be filled by certificated staff.

7.3.3 Department chair positions are subject to a yearly application and selection process. The principal will make the final decision based upon the specific job criteria, incorporating staff input.

7.3.4 The teaching contract status of a certificated employee shall not be affected by the performance of the extracurricular employment.

7.3.5 Performance in extracurricular assignments will be evaluated at the end of the activity or the school year by the building principal.

7.3.6 The District and Association recognize the additional requirements of CTE classes and programs. CTE instructors shall receive stipends through their program budget that are appropriate to the work and

approved by the CTE Director. CTE stipends shall be reviewed at Labor Management each year.

7.4 Travel and Reimbursement

Reimbursement for approved use of a private vehicle is to be at the rate paid by the State of Washington to State employees. Reimbursement is restricted to employees who are required by their assignment to visit more than one school district facility.

7.5 Substitute Pay

Substitutes shall be paid at the rate of two hundred dollars ($200) per day. Substitutes employed by the District for twenty (20) or more consecutive work days shall be placed on the teacher's salary schedule at the appropriate step as if they were a full time employee. The Superintendent or designee and the president(s) of the Association shall meet to agree on any increase in substitute pay that may be necessary for hiring and/or maintaining of a substitute for an unusual staffing situation.

Retired certificated teachers who worked for the District at the time of retirement shall be paid two hundred and ten dollars ($210) per full day.

7.6 Payroll Deductions

7.6.1 All salaries are subject to mandatory state and federal payroll deductions. Additionally, the following deductions shall be made if authorized by the individual:

a. Additional withholding tax
b. Approved medical plans
c. Salary insurance
d. Employee Initiated and Board approved tax-sheltered annuities

7.7 National Teacher Certification

The district shall reimburse the employees for required fees, tuition, and books, not to exceed three thousand dollars ($3000) when they successfully completes the National Board Certification. Employees shall notify the District of their enrollment in a National Board Cohort and intention to collect reimbursement no less than one year prior to the anticipated date of completion.

7.7.1 The District will provide an additional stipend of $2000 for school psychologists who receive national certification and $2000 for those OT, PT, and SLP who earn and maintain state licensure. The district will continue the practice of reimbursing OT, PT, and SLP for fees associated with renewal of state licensure.

ARTICLE VIII – LEAVES

8.1 Sick Leave

8.1.1 The sick leave provision shall apply In the case of absences necessitated by personal illness, temporary disability or injury of the employee or immediate family member, which includes spouse or state registered domestic partner, biological, adopted, or foster child, stepchild, or other dependent relatives, if living in the household or because of quarantine in the immediate family. Disabilities immediately related to childbearing shall be considered temporary disabilities.

8.1.1.1 Each employee shall be furnished an accounting of their sick leave at the beginning of the year.

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

The sick leave provisions are as follows:

a. Every person under contract for a full school year one hundred eighty (180) days in a position requiring certification shall be entitled to twelve (12) days annual sick leave. Such sick leave not taken during the year shall be accumulated from year to year. A certificated employee under contract as a part-time employee for a period less than the full school year shall be entitled to that proportion of twelve (12) days leave as the total number of full days prorated to one hundred eighty (180) days.
b. Pay for any period of absence shall be the same as the pay the employee would have received by contract for regular services.
c. Employees claiming sick leave benefits for more than three (3) consecutive days may be required to submit a written statement from a regularly licensed physician in accordance with the FMLA.

8.1.1.2 Whenever an employee is absent from employment or unable to perform currently contracted duties as a result of assault sustained in the course of employment, such absence will not be charged to accumulated sick leave.

8.1.1.3 Whenever an employee is absent from employment and unable to perform duties as a result of personal injury sustained in the course of employment, the employee may choose between using sick leave benefits or Puget Sound Educational Service District Workers' Compensation Trust. In the event the employee chooses to use the benefits of the Trust, the time absent will not be charged against annual or accumulated sick leave. Employees may use accumulated sick leave to offset the difference between their regular compensation and the benefit provided by the Puget Sound Educational Service District Workers' Compensation Trust.

8.1.2 Annual Sick Leave Cash-Out Program

Employees are allowed to cash in unused sick leave days above an accumulation of sixty (60) days at a ratio of one (1) full day's monetary compensation for four (4) accumulated sick leave days. At the employees' option, they can cash-out their unused sick leave days in January of the school year following any year in which a minimum of sixty (60) days of sick leave is accrued and each January thereafter.

8.1.3 Sick Leave Cash-Out at Retirement or Death

At the time of separation from school district employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) days current monetary compensation of the employee for each four (4) full days accrued sick leave.

8.2 Personal Leave

Employees shall be granted up to three (3) days personal leave annually, and may accumulate up to five (5) days. Employees are encouraged, when foreseeable, to schedule personal leave in a manner that avoids critical usage periods, including days immediately preceding or following school breaks.

8.3 Bereavement Leave

Absence owing to death in the immediate family shall be granted with full pay for up to five (5) days to be used within 30 days. Requests to use one or more of the five days outside of the 30 day timeline may be submitted to HR for approval. Immediate family shall be defined as the following family relationships to either the employee or their spouse/domestic partner: father and mother, parent surrogate,

spouse/domestic partner, children, siblings, grandparents, grandchildren, aunts and uncles, nephews and nieces, and any relative or significant other residing in the employee's household. One (1) day of bereavement leave will be allowed for a close friend. At the discretion of the superintendent, two (2) additional days of bereavement leave may be granted for close friends for the purposes of extended travel and/or extenuating circumstances.

8.4 Leave of Absence

Discretionary leave of absence (for example: furthering educational objective, child care or child rearing, sabbatical, foreign teaching, exchange teacher, or other such leaves) will be evaluated on its own merit and not detrimental to the District's instructional program. Requests for leaves will be subject to the Superintendent's recommendation and Board approval. Upon completion of the leave, the returning employee shall return to the same position whenever possible or employment at nearly equal to their former position, as determined by the administration. Employees on leave of absence shall notify the District of their intent to return no later than March 1.

8.5 Parenting Leave (Attachment #9)

8.5.1 The request for Parenting Leave is to be made on Parenting Leave Form appended to this agreement and submitted to the Superintendent or designee. Such request, when possible, will be made at least thirty (30) calendar days in advance of the proposed starting date of the leave and will clearly state the intended purpose and duration of the leave.

8.5.1.1 Maternity Leave: At the time the leave is requested, the duration of the leave shall be established, subject to mutually agreed upon modification for unforeseen circumstances and subject to the rules of law.

8.5.1.2 Parenting Leave: The employee shall be allowed use of sick leave to attend to the birth of their child. The employee, if qualified, shall be allowed leave as regulated under the Family and Medical Leave Act. The leave may be extended by the superintendent or his/her designee.

8.5.1.3 Any employee who used up accumulated sick leave under this subsection may apply for leave of absence without pay provided elsewhere in this Agreement.

8.5.2 Adoption Leave

An employee shall be granted his or her request for leave of up to six (6) weeks for adoption for parent/child bonding. The leave may, at the employee's option, be taken from:

a. Leave for illness or emergencies provided under RCW 28A.58.100,or
b. Unpaid leave of absence provided in this Agreement, or
c. Leave provided under the qualifications of the Family and Medical Leave Act, as well as all other rules of law.

8.6 Leave Sharing

8.6.1 Employees are granted the right to donate sick leave to come to the aid of another employee who is suffering from an extraordinary or serious health condition, which has caused, or is likely to cause, the employee to take leave without pay or terminate his or her employment.

8.6.2 An employee who has an accrued sick leave balance or more than twenty two (22) days is allowed to transfer sick leave to another employee.

8.6.3 An employee cannot donate sick leave days that would result in his/her sick leave account going below twenty two (22) days.

8.6.4 While an employee is on leave, he/she shall be classified as an employee and receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued personal leave or sick leave.

8.7 Jury Duty Leave

In the event an employee is summoned to serve as a juror, or is subpoenaed to appear as a witness in court, or is named as a co-defendant with the District, such employee shall receive a normal day's pay for each day or required presence in court. Upon receipt of a jury summons or subpoena, the employee shall immediately notify the immediate supervisor and the superintendent/designee. The employee shall be required to furnish a signed statement from a responsible office of the court as proof of jury service or as a witness. If an employee is a party to a case, the employee may use personal leave or request leave without pay.

8.8 Military Leave

A member of the Washington National Guard, the Army, Navy, Air Force, Coast Guard, or Marine Reserve of the United States shall be granted military leave of absence from his/her teaching assignment for a period no less than the amount guaranteed by state or federal law. The employee shall receive his/her normal District pay, and there shall be no loss of efficiency rating, privileges, or illness, injury, and emergency leave to which s/he might otherwise be entitled (RCW 38.40. See also Uniformed Services Employment and Reemployment Rights Act).

8.9 Family and Medical Leave Act

Employees may qualify for up to twelve (12) weeks of job-protected leave for certain family and medical reasons. Employees will be required to substitute accrued paid leave as part of family medical leave. To be eligible for consideration, an employee must have worked within the district for at least one (1) year and for 1,250 hours over the previous twelve (12) months. Leave, as called for by FMLA, may be taken for any of the following reasons:

a. For a serious health condition that renders the employee unable to perform the essential function of their job.
b. To care for a child after birth or placement for adoption or foster care.
c. To care for a spouse, son, daughter, or parent who has a serious health condition.

FMLA will be governed in accordance with the Federal Family Medical Leave Act. For coverage, process, and procedures contact Human Resources. See Attachment #10, Family and Medical Leave Act.

8.10 Family Care Leave

The employee shall be allowed to use all available sick leave or other paid time off to care for the employee's spouse, parent, parent-in-law, or grandparent, in addition to a sick child.

8.11 Domestic Violence Leave for Victims and Family Members

Employees shall be allowed to use accrued sick leave or reasonable unpaid leave for legal or law enforcement needs, medical treatment, social services assistance, or mental-health counseling as provided by law in relation to cases of domestic violence.

8.12 Washington State Paid Family and Medical Leave (PFML)

Employees shall be eligible to receive Paid Family and Medical Leave (PFML) under the Washington State Family and Medical Leave and Insurance Act. To be eligible for this leave, employees must have worked a minimum of 820 hours in accordance with state law. Employees may initiate the use of this leave prior to exhausting all accumulated leave. Employees may elect to use other leaves consecutively or concurrently with PFML. If paid leave is used concurrently with PFML, it will be considered a supplemental benefit. The District shall maintain employee benefits while employees are on approved PFML leave subject to the rules of regulations of SEBB. The employer shall pay the employer portion of the premium and the employee shall pay the employee's portion.

ARTICLE IX – REDUCTION IN FORCE

9.1 Staff Reduction

In the event the District adopts a reduced educational program by reason of financial necessity, including but not limited to, levy failure and/or decreased State or Federal support, certificated employees who will be retained to implement the District's reduced or modified program and those certificated employees who will be non-renewed from employment or adversely affected in contract status shall be identified by the provisions contained in this Article. If the District is only reducing provisional employees, the following procedures do not need to be implemented.

9.2 Procedures

9.2.1 Determination of Vacant Positions

The District will determine, as accurately as possible, the total number of certificated staff known as of May 1 to be leaving the District for reasons of retirement, family transfer, normal resignations, leaves, discharge, nonrenewal or other reasons. All reasonable efforts shall be made to fill the resulting vacancies with returning certificated employees.

9.2.2 Certification

Determination shall be made of an employee's possession of a valid Washington State certificate for the position(s) to be filled. This certificate shall be a prerequisite for employee retention.

9.2.3 Employment Categories

Employees shall be placed in all categories for which they qualify. The following categories and specialties are established to ensure the qualifications of personnel assigned to retain positions:

9.2.3.1 Elementary teachers:

a. Grades K through five
b. Elementary Music
c. Elementary Physical Education
d. Special Education

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

9.2.3.2 Secondary teachers (6-12) will be considered for retention by teaching specialties such as:

a. Science
b. Mathematics
c. Social studies
d. English/Language Arts
e. Visual Arts
f. Physical Education and Health
g. Specific Foreign Languages
h. Career and Technical, by field of specialty
i. Special Education
j. Performing Arts

9.2.3.3 Certificated employees who hold only special certificates which restrict them to placement in special assignments only.

9.3 Preparation and Experience

9.3.1 Length of Service: When more than one person qualifies for a particular position under the criteria listed above, the employee who has the greatest length of teaching service in the State of Washington shall be given the position. Length of teaching service is defined as years of teaching service and/or fractions of said years. If candidates for the position have equal experience in the State of Washington, total years of teaching service shall be the deciding factor.

9.3.2 When more than one person still qualifies for a particular position under the foregoing criteria, the position shall be given to the person who has the greater number of college credits. Beyond that, the flip of a coin shall be used.

9.3.3 Action by the District: The provisions of this Article shall be implemented on or before May 15 of the school year prior to the school year in which staff reductions may be necessary. The District shall take such action as may be required by statute to non- renew or adversely affect the employment contracts of affected employees.

9.4 Employment Pool

9.4.1 All certificated employees who are not recommended for retention in accordance with these procedures shall be terminated from employment and placed in an employment pool for a period of up to two (2) years. Employment pool personnel shall be given the opportunity to fill open positions for which they are qualified under Section 9.3.1. If more than one such employee is qualified for an open position, the criteria set forth in Section 9.3.1 shall be applied in inverse order to determine who shall be offered such position.

9.4.2 A certificated employee placed in the employment pool shall notify the Superintendent or his/her designee in writing between March 1 and March 15 of each year if the employee wishes to remain in the pool and eligible for re-employment. If the Superintendent is not so notified, the person shall be dropped from the employment pool.

9.4.3 When a vacancy occurs for which an individual in the employment pool qualifies, the District shall so notify the person by certified mail at the employee's last known address or by personal delivery. The teacher shall have ten (10) working days from the receipt of notice of such vacancy to accept the position.

If the individual fails to accept the position offered, he/she shall be dropped from the employment pool, except that an employee enrolled in graduate work at the time of notification may refuse one offer without being dropped from the employment pool.

9.4.4 While in the employment pool, a person may continue in the District fringe benefit programs for which legally qualified. Such continuance shall require reimbursement to the District of the District's cost of the program(s) in advance by the first day of each month.

9.4.5 During the period the employee is in the employment pool, any credits completed shall be used in determining the employee's position on the salary schedule.

9.4.6 Employees whose names are in the employment pool shall be given, upon request, preferred consideration in the District's day-to-day employment of substitutes.

ARTICLE X- DURATION

10.1 This Agreement is effective September 1, 2024 through August 31, 2026.

10.2 The collective bargaining agreement may not be altered, added to, or deleted from, except through the voluntary, mutual consent of the employer and the Association.

10.3 The Association or District may reopen the salary schedules in Attachment 7a and 7b prior to any school year if (1) the legislature changes the District's qualification for regionalization funding below 2%; (2) the legislature revises the salary base for funded certificated instructional units and/or the inflationary factor applied to such base; (3) the legislature changes the District's levy authority, or changes how levy funds may be used; or (4) the District fails to pass an enrichment levy. Nothing bargained may violate compensation limitations imposed by state law or subject the District to a state funding penalty.

ATTEST

Stephanie Mateus 07 / 15 / 2024

Stephanie Mateus, SEA President Date

Dr. Kathi Weight, Superintendent Date

Sam Scott, School Board Chair Date

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Attachment #1 Preliminary Staffing

Preliminary Staffing Projections

Form will be sent and submitted electronically

_____

Full Name

_____

Building

For the 20xx – 20xx School Year:

_____I plan to return

_____I will not be returning

_____I am undecided at this time

Are you anticipating meeting the credit qualifications and moving on the salary schedule?

_____Yes

_____No

_____Maybe

Anticipated Salary Placement

If you are planning on earning credit to move on the salary schedule, please indicate your anticipated placement below. Evidence should be filed with the District's HR Department no later than October 31st. Evidence should be in the form of an official college or OSPI approved agency transcript, letter, or report for credit in-service or clock hours.

Anticipated New Salary Placement:

_____BA+0 _____MA +0

_____BA +15 _____MA +45

_____BA +30 _____MA +90/PhD

_____BA+90

Attachment #2 – Grievance Form

This form is to be used by a certificated employee when filing a grievance review according to ARTICLE IV of the current Collective Bargaining Agreement. This same form must be used at each step and submitted in duplicate.

TO_____
Name Title

FROM _____
Grievant Name Position

PLACE _____
School Building Department

1. State the specific grievance. (Include Article and Section of the Collective Bargaining Agreement.)

2. State the grievance. (Include time, place, parties involved, and witnesses.)

3. The relief sought.

Grievant signature_____Date_____

Supervisor signature_____Date_____

Supportive documents may be attached.

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Attachment #3- Evaluation of Certificated Support Personnel

Name:
Assignment/Location:
Pre-Observation Conference Date:
Observation Dates:
Evaluator:

INSTRUCTIONS: Any rating other than satisfactory will require written justification. All criteria will be rated in any one school year.

Categories: O = Outstanding; S = Satisfactory; N = Needs Improvement; U = Unsatisfactory	O	S	N	U
CRITERION I. Knowledge and Scholarship in Special Field Each certificated support person demonstrates a depth and breadth of knowledge theory and content in their special field. He/she demonstrates an understanding of and knowledge about common school education and the education milieu grades K-12 and demonstrates the ability to integrate their area of specialty into total school milieu. COMMENTS:				
CRITERION II. Specialized Skills Each certificated support person demonstrates in his/her performance a competent level of skill and knowledge in designing and conducting specialized programs of prevention, instruction, remediation and evaluation. COMMENTS:				
CRITERION III. Management of Special and Technical Environment Each certificated support person demonstrates an acceptable level of performance in managing and organizing the special materials, equipment and environment essential to the specialized programs. COMMENTS:				
CRITERION IV. The Support Person as a Professional Each certificated support person demonstrates awareness of his/her limitations and strengths and demonstrates continues professional growth. COMMENTS:				
CRITERION V: Involvement in Assisting Students, Parents and Educational Personnel. Each certificated support person demonstrates an acceptable level of performance in offering specialized assistance in identifying those needing specialized programs. COMMENTS:				

Evaluation of Support Personnel

EVALUATION:

It is my judgment that this employee's overall performance has been (Satisfactory/Unsatisfactory) during the evaluation period.

_____

Evaluator's Signature Date

My signature below indicates my receipt of this evaluation report at my evaluation conference. My signature does not, however, imply that I agree with the contents of this evaluation report.

_____

Employee's Signature Date

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Attachment #4 – Short Form Evaluation

SHORT FORM EVALUATION
Certificated Support Personnel
Steilacoom Historical School District No. 1

Name_____**School Year**_____

Building/Location _____

Grade/Level_____

Supervisor_____

Through routine observation_____ meets or exceeds minimum competency as defined by state statute.

_____

Evaluator's Signature Date

_____

Employee's Signature Date

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Attachment #5 - Class/Caseload Size Form

Employee Name:_____ Grade Level/Position: _____

Building: _____

As of_____I am_____over my maximum class/caseload level of _____.

A meeting was held with the Principal on_____. We mutually agreed on the following overload option:

- ☐ Hire additional certificated staff
- ☐ Create additional sections
- ☐ Provide para-professional time for the classes that are overloaded
- ☐ Provide a substitute to assist teacher or give release time as long as the need exists
- ☐ Any other creative solution agreeable to the affected teacher and principal
- ☐ Provide additional pay at one hour per diem per week, per student, starting on the first day the overload began (complete section below)

CLAIM FOR EXTRA PAY

Claims for extra pay should be submitted to Payroll by the first Monday of a month for the preceding month

Week of:	Total # Of Students	# of Students over Max

_____ _____

Employee Signature Date

_____ _____

Principal/Supervisor Signature Date

Copy to Payroll & HR
Copy to SEA President

Attachment #6 2024-2025 Salary Schedule

Step	BA	BA+15	BA+30	BA+45	BA+90	MA	MA+45	MA+90
0	$ 60,678	$ 62,316	$ 64,013	$ 65,717	$ 71,177	$ 72,747	$ 78,208	$ 81,728
1	$ 61,494	$ 63,156	$ 64,876	$ 66,652	$ 72,169	$ 73,555	$ 79,072	$ 82,568
2	$ 62,272	$ 63,950	$ 65,689	$ 67,601	$ 73,104	$ 74,368	$ 79,870	$ 83,405
3	$ 63,073	$ 64,768	$ 66,525	$ 68,499	$ 73,990	$ 75,142	$ 80,628	$ 84,250
4	$ 63,861	$ 65,629	$ 67,396	$ 69,439	$ 74,963	$ 75,951	$ 81,474	$ 85,122
5	$ 64,674	$ 66,449	$ 68,235	$ 70,389	$ 75,892	$ 76,773	$ 82,278	$ 85,996
6	$ 65,507	$ 67,244	$ 69,091	$ 71,356	$ 76,831	$ 77,616	$ 83,094	$ 86,830
7	$ 66,976	$ 68,739	$ 70,606	$ 72,995	$ 78,552	$ 79,194	$ 84,750	$ 88,594
8	$ 69,122	$ 70,984	$ 72,898	$ 75,480	$ 81,115	$ 81,678	$ 87,312	$ 91,294
9		$ 73,306	$ 75,316	$ 77,992	$ 83,758	$ 84,188	$ 89,955	$ 94,076
10			$ 77,764	$ 80,635	$ 86,475	$ 86,832	$ 92,676	$ 96,928
11				$ 83,352	$ 89,321	$ 89,549	$ 95,519	$ 99,859
12				$ 85,985	$ 92,242	$ 92,376	$ 98,439	$ 102,913
13					$ 95,237	$ 95,300	$ 101,434	$ 106,037
14					$ 98,244	$ 98,311	$ 104,638	$ 109,283
15					$ 100,802	$ 100,866	$ 107,359	$ 112,124
16					$ 102,816	$ 102,883	$ 109,504	$ 114,367

Professional Learning Stipend (PLS)

Step	BA	BA+15	BA+30	BA+45	BA+90	MA	MA+45	MA+90
0	$ 6,660	$ 6,839	$ 7,026	$ 7,212	$ 7,812	$ 7,984	$ 8,583	$ 8,970
1	$ 6,749	$ 6,931	$ 7,120	$ 7,315	$ 7,921	$ 8,073	$ 8,679	$ 9,062
2	$ 6,834	$ 7,018	$ 7,209	$ 7,420	$ 8,023	$ 8,162	$ 8,766	$ 9,154
3	$ 6,922	$ 7,109	$ 7,302	$ 7,518	$ 8,121	$ 8,247	$ 8,849	$ 9,247
4	$ 7,009	$ 7,203	$ 7,397	$ 7,621	$ 8,228	$ 8,335	$ 8,942	$ 9,342
5	$ 7,098	$ 7,293	$ 7,489	$ 7,726	$ 8,329	$ 8,426	$ 9,030	$ 9,438
6	$ 7,190	$ 7,380	$ 7,583	$ 7,831	$ 8,432	$ 8,518	$ 9,119	$ 9,530
7	$ 7,350	$ 7,544	$ 7,750	$ 8,011	$ 8,621	$ 8,691	$ 9,301	$ 9,723
8	$ 7,587	$ 7,790	$ 8,000	$ 8,284	$ 8,903	$ 8,964	$ 9,583	$ 10,019
9		$ 8,045	$ 8,266	$ 8,559	$ 9,192	$ 9,240	$ 9,872	$ 10,324
10			$ 8,535	$ 8,850	$ 9,491	$ 9,530	$ 10,171	$ 10,638
11				$ 9,148	$ 9,803	$ 9,828	$ 10,483	$ 10,959
12				$ 9,437	$ 10,123	$ 10,139	$ 10,803	$ 11,295
13					$ 10,452	$ 10,459	$ 11,132	$ 11,637
14					$ 10,783	$ 10,790	$ 11,484	$ 11,994
15					$ 11,063	$ 11,070	$ 11,782	$ 12,305
16					$ 11,284	$ 11,291	$ 12,018	$ 12,552

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Attachment #7 2025-2026 Salary Schedule

(Published in spring 2025)

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Attachment #8 – Extra-Curricular Stipends

The purpose of extra-curricular stipends is to compensate certificated employees for work with students outside the regular work day. The District and Association agree to review, during Labor/Management meetings, the stipends provided at each building to ensure fairness and equity.

High School	
Band	$6,000
Choir	$5,000
ASB	$4,500
Dept. Chair/Data Team Leader	$2,500 (7 positions)
Class Advisor	$2,400
Drama	$2,400 per production
Year Book	$2,400
S2S	$2,400
Key Club	$2,400
DECA	$2,400
Club Stipend	$600 per quarter
Chemical Hygiene Officer	$400
Middle School	
Band	$2,500
Choir	$2,500
ASB	$2,500
Dept. Chair/Data Team Leader	$2,000 (6 positions)
6th Grade Camp	$600 per session
6th Grade Camp Coordinator	$600
JS2S	$2,400
Builders Club	$2,400
Club Stipend	$600 per quarter
Chemical Hygiene Officer	$400
Elementary	
Intermediate Music Director	$2,500
Primary Music Director	$2,500
Data Team Leader	$2,000 (Up to 5 positions at each site)
Club Stipend	$600 per quarter

It is the understanding of the parties that clubs shall meet one hour per week over the course of one quarter or the equivalent as determined by the advisor and administrator.

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Attachment #9 – Parenting Leave

Parenting Leave

NAME: _____ BLDG: _____

ASSIGNMENT: _____ DATE: _____

Leave Requested:
Maternity Leave ☐
Parenting Leave ☐
Adoption Leave ☐

Estimated Date for Start_____

Estimated Return Date_____

Accumulated Sick Leave_____ Amount of Sick Leave Requested _____

Amount of Leave without Pay_____

Total Leave Days Requested _____

_____
Employee's Signature Date

_____
Administrator's Signature Date

_____
Superintendent's Signature Date

Comments:

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Attachment #10 – Family and Medical Leave

Employee Eligibility

To be eligible for FMLA leave, an employee ***must***:

1. Have worked for that employer for at least 12 months; and
2. Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave

Leave Entitlement

A covered employer must grant an eligible employee up to a total of ***12 workweeks of unpaid leave*** in a 12 month period for one or more of the following reasons:

- for the birth of a son or daughter, and to care for the newborn child;
- for the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- to care for an immediate family member (spouse, child, or parent -- but not a parent "in-law") with a serious health condition; and
- when the employee is unable to work because of a serious health condition.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement. (See CFR Section 825.201)

Spouses employed by the same employer may be limited to a ***combined*** total of 12 workweeks of family leave for the following reasons:

- birth and care of a child;
- for the placement of a child for adoption or foster care, and to care for the newly placed child; and
- to care for an employee's parent who has a serious health condition.

Intermittent/Reduced Schedule Leave - The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. CFR Section 203)

- Intermittent/reduced schedule leave may be taken when medically necessary to care for a seriously ill family member, or because of the employee's serious health condition.
- Intermittent/reduced schedule leave may be taken to care for a newborn or newly placed adopted or foster care child only with the employer's approval.

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with their employers to schedule the leave so as not to unduly disrupt the employer's operations, subject to the approval of the employee's health care provider. In such cases, the employer may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Substitution of Paid Leave - Employees must use accrued **paid** leave to cover some or all of the FMLA leave taken.

Serious Health Condition - "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or

- Continuing treatment by a health care provider with includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities).

This could include, but is not limited to, pregnancy, prenatal care, chronic health conditions such as asthma or diabetes, and permanent or long-term conditions such as Alzheimer's, stroke, or cancer.

Medical Certification - An employer may require that the need for leave for a serious health condition of the employee or the employee's immediate family member be supported by a certification issued by a health care provider. The employer must allow the employee at least **15 calendar days** to obtain the medical certification.

An employer may, at its own expense, require the employee to obtain a second medical certification from a health care provider.

Maintenance of Health Benefits

A covered employer is required to maintain group health insurance coverage, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work.

Job Restoration

Upon return from FMLA leave, an employee must be restored to his or her original job, or to an **"equivalent"** job, which means virtually identical to the original job in terms of pay, benefits, and other employment terms and conditions.

Notice

Employee Notice - Eligible employees seeking to use FMLA leave should request leave as soon as possible.

Other Provisions

Teachers may not be able to take intermittent or reduced-scheduled leave for planned medical treatment that may take them out of the classroom for more than 20 % of the time. In such cases, the employee may be required to take continuous leave for the entire treatment period depending on the nature of the medical condition and classroom needs.

Teachers and educational assistants also may not be able to return from leave near the end of the school term. Depending on the timing and the reason for the leave, the district can require the employee to extend their leave and return at the beginning of the next term, rather than in the closing days of the current term.

Nothing contained above shall be construed to deny or restrict to either party such rights as they may have under applicable laws and regulations. FMLA will be governed in accordance with the Federal Family Medical Leave Act. For coverage, process, and procedures contact human resources.

Attachment #11 – Just Cause/Seven Key Tests

The basic elements of just cause, which different arbitrators have emphasized, have been reduced by Arbitrator Carrol R. Daugherty to seven tests. These tests, in the form of questions, represent the most specifically articulated analysis of the just cause standard as well as an extremely practical approach.

A "no" answer to one or more of the questions may mean that just cause either was not satisfied or at least was seriously weakened in that some arbitrary, capricious or discriminatory element was present.

Notice: "Did the employer give to the employee forewarning or foreknowledge of the possible or probable consequences of the employee's disciplinary conduct?"

Reasonable Rule or Order: „Was the employer's rules or managerial order reasonably related to a) the orderly, efficient, and safe operation of the employer's business and b) the performance that the employer might properly expect of the employee?"

Investigation: "Did the employer before administering the discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?"

Fair Investigation: "Was the employer's investigation conducted fairly and objectively?"

Proof: "At the investigation, did the judge' obtain substantial evidence or proof that the employee was guilty as charged?"

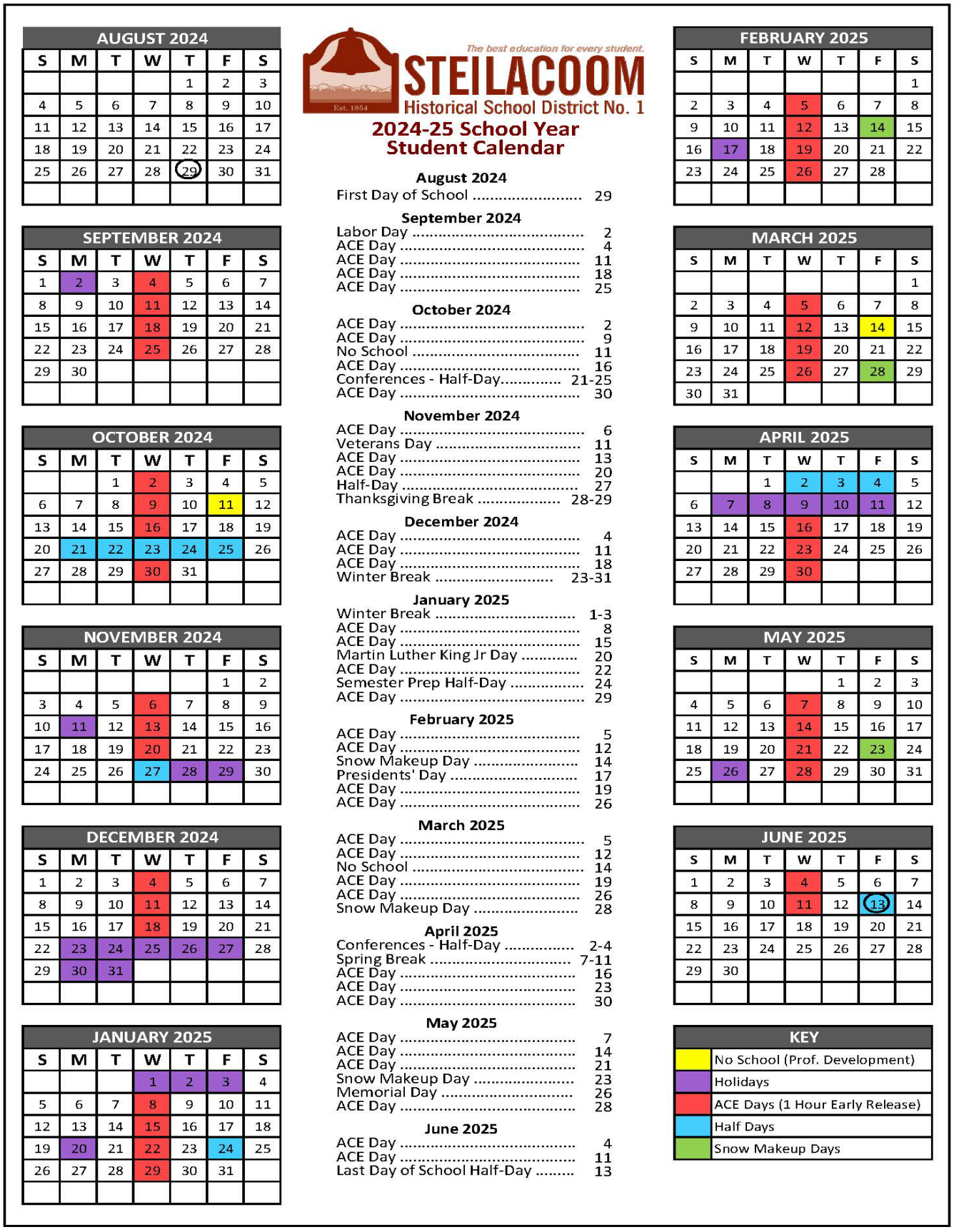
Equal Treatment: "Has the employer applied its rules, orders, and penalties even-handedly and without discrimination to all employees?"

Penalty: "Was the degree of discipline administered by the employer in a particular case reasonably related to the following?

a) the seriousness of the employee's proven offense,and
b) the record of the employee in his service with the Employer?

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Attachment # 12a 2024-2025 Calendar



AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

The best education for every student.

STEILACOOM Historical School District No. 1

Est. 1854

2024-25 School Year
Student Calendar

August 2024
First Day of School 29

September 2024
Labor Day 2
ACE Day 4
ACE Day 11
ACE Day 18
ACE Day 25

October 2024
ACE Day 2
ACE Day 9
No School 11
ACE Day 16
Conferences - Half-Day..... 21-25
ACE Day 30

November 2024
ACE Day 6
Veterans Day 11
ACE Day 13
ACE Day 20
Half-Day 27
Thanksgiving Break 28-29

December 2024
ACE Day 4
ACE Day 11
ACE Day 18
Winter Break 23-31

January 2025
Winter Break 1-3
ACE Day 8
ACE Day 15
Martin Luther King Jr Day 20
ACE Day 22
Semester Prep Half-Day 24
ACE Day 29

February 2025
ACE Day 5
ACE Day 12
Snow Makeup Day 14
Presidents' Day 17
ACE Day 19
ACE Day 26

March 2025
ACE Day 5
ACE Day 12
No School 14
ACE Day 19
ACE Day 26
Snow Makeup Day 28

April 2025
Conferences - Half-Day 2-4
Spring Break 7-11
ACE Day 16
ACE Day 23
ACE Day 30

May 2025
ACE Day 7
ACE Day 14
ACE Day 21
Snow Makeup Day 23
Memorial Day 26
ACE Day 28

June 2025
ACE Day 4
ACE Day 11
Last Day of School Half-Day 13

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

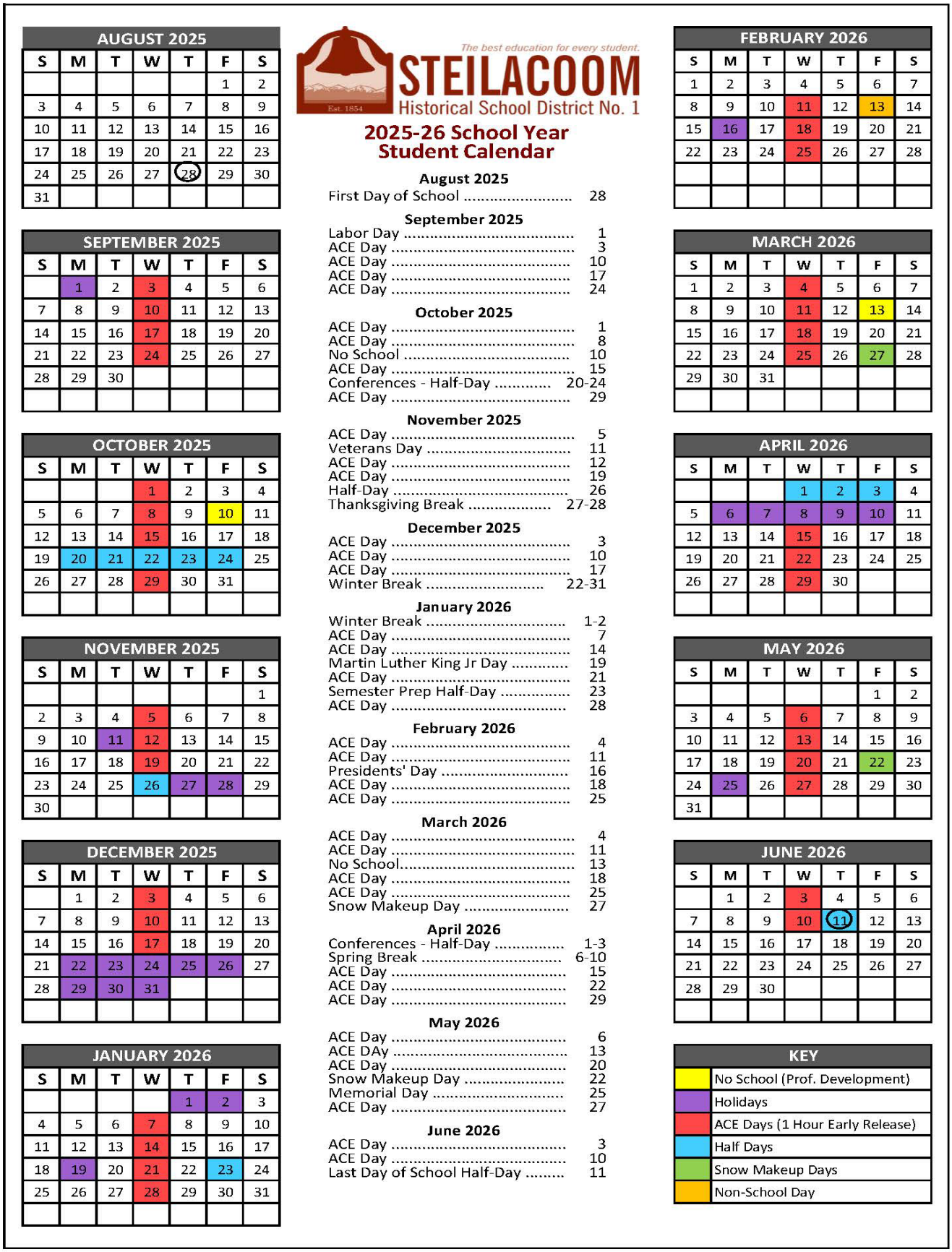
MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

KEY	
	No School (Prof. Development)
	Holidays
	ACE Days (1 Hour Early Release)
	Half Days
	Snow Makeup Days

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Attachment # 12b 2025-2026 Calendar



AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The best education for every student.

STEILACOOM
Historical School District No. 1
Est. 1854

2025-26 School Year Student Calendar

August 2025
First Day of School 28

September 2025
Labor Day 1
ACE Day 3
ACE Day 10
ACE Day 17
ACE Day 24

October 2025
ACE Day 1
ACE Day 8
No School 10
ACE Day 15
Conferences - Half-Day 20-24
ACE Day 29

November 2025
ACE Day 5
Veterans Day 11
ACE Day 12
ACE Day 19
Half-Day 26
Thanksgiving Break 27-28

December 2025
ACE Day 3
ACE Day 10
ACE Day 17
Winter Break 22-31

January 2026
Winter Break 1-2
ACE Day 7
ACE Day 14
Martin Luther King Jr Day 19
ACE Day 21
Semester Prep Half-Day 23
ACE Day 28

February 2026
ACE Day 4
ACE Day 11
Presidents' Day 16
ACE Day 18
ACE Day 25

March 2026
ACE Day 4
ACE Day 11
No School 13
ACE Day 18
ACE Day 25
Snow Makeup Day 27

April 2026
Conferences - Half-Day 1-3
Spring Break 6-10
ACE Day 15
ACE Day 22
ACE Day 29

May 2026
ACE Day 6
ACE DAy 13
ACE Day 20
Snow Makeup Day 22
Memorial Day 25
ACE Day 27

June 2026
ACE Day 3
ACE Day 10
Last Day of School Half-Day 11

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

KEY
No School (Prof. Development)
Holidays
ACE Days (1 Hour Early Release)
Half Days
Snow Makeup Days
Non-School Day

Document Ref: HVBX3-A4XX4-JMZO4-REKTA

Signature Certificate

Reference number: HVBX3-A4XX4-JMZO4-REKTA

Signer	Timestamp	Signature
Stephanie Mateus Email: smateus@steilacoom.k12.wa.us		
Sent:	11 Jul 2024 19:17:45 UTC	
Viewed:	15 Jul 2024 17:48:23 UTC	
Signed:	15 Jul 2024 17:49:07 UTC	
Recipient Verification:		IP address: 68.106.15.100
✔Email verified	15 Jul 2024 17:48:23 UTC	Location: Peoria, United States

Document completed by all parties on:
15 Jul 2024 17:49:07 UTC

Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 50,000+ companies worldwide.