



Steilacoom Historical School District

February 19 2025 Regular Board Meeting

Date and Time

Wednesday February 19, 2025 at 6:00 PM PST

Location

Steilacoom Historical School District Professional Development Center

511 Chambers Street, Steilacoom, WA

<https://steilacoom-k12-wa-us.zoom.us/j/83636289569>

Agenda

	Purpose	Presenter
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I. Opening Items

A. Call the Meeting to Order

B. Pledge of Allegiance

C. Roll Call

D. Agenda Review

Discuss

E. Approval of Agenda

Vote

II. COMMENTS FROM THE AUDIENCE

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments from the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments**

	Purpose	Presenter
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to three (3) minutes. The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will not be heard outside of Executive Session. The Board reserves the right to terminate presentations containing personal attacks on individuals.

III. REPORTS

A.	Budget Status Report	FYI	Sarah Jahn
B.	Legislative Report	FYI	Director Rohrer
C.	Capital Facilities Committee Update	FYI	Superintendent Weight

IV. CONSENT AGENDA

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.

- A.** Approval of January and February 2025 Accounts Payable and January 2025 Payroll
 - B.** Approval of January 15 2025 Regular Board Meeting Minutes
 - C.** Approval of Personnel Reports
 - D.** Approval of Steilacoom High School Football Team Camp Field Trip
 - E.** Approval of Steilacoom High School Sports Boosters Donation
 - F.** Approval of Cherrydale PTA Playground Donation
 - G.** Approve Consent Agenda Vote
- This is the vote to approve all items included in the Consent Agenda.

V. NEW BUSINESS

	Purpose	Presenter
A. First Reading of Policy 3205 Sexual Harassment of Students	Vote	Susanne Beauchaine
B. First Reading of Policy 5011 Sexual Harassment of District Staff Prohibited	Vote	Susanne Beauchaine
C. First Reading of Policy 3210 Nondiscrimination	Vote	Susanne Beauchaine
D. First Reading of Policy 5010 Nondiscrimination and Affirmative Action	Vote	Susanne Beauchaine
E. First Reading of Policy 3420 Anaphylaxis Prevention and Response	Vote	Kari Terjeson
F. Board Goal - Professional Learning	Discuss	Chair Scott

VI. Closing Items

A. Board Communication	FYI
B. Announcements	FYI
C. Adjourn Meeting	Vote

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

Coversheet

Budget Status Report

Section:	III. REPORTS
Item:	A. Budget Status Report
Purpose:	FYI
Submitted by:	
Related Material:	Budget Status Report.pdf



February 2025

To: Dr. Kathi Weight, Superintendent

From: Sarah Jahn

Subject: Financial Update for January 2025

Attached are the Budget Status Reports for all funds as of the end of January 2025, along with charts and data showing our monthly attendance, general fund balance, and general fund cash balance.

February enrollment is slightly lower than January, but average enrollment is still above budgeted expectations. Running Start enrollment dropped a bit in the new semester and is slightly under budget.

General Fund balance as of the end of January was \$4,327,555 – which is about \$2.5 million better than last year at the same time, higher than projected. Our end of month cash balance is holding steady above \$4 million which will help us through the next two months before tax receipts in April.

The Capital Projects Fund has roughly \$1.2 million in fund balance. I am meeting with Shae Emery this month to discuss upcoming projects for the summer.

The Debt Service fund has roughly \$800,000 in fund balance.

Overall, cash flow remains fine at this point, with March continuing to be our projected low-point.

Steilacoom Historical School District No. 1

Monthly Budget Report

2024-25 Executive Summary

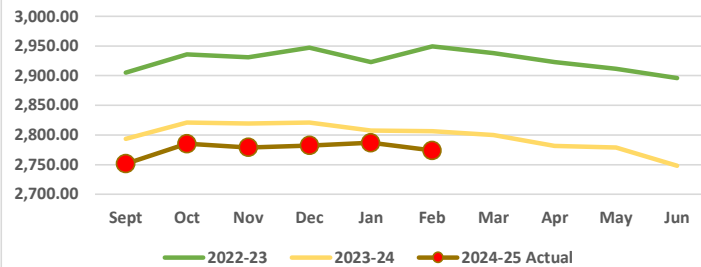
January 31, 2025

Enrollment

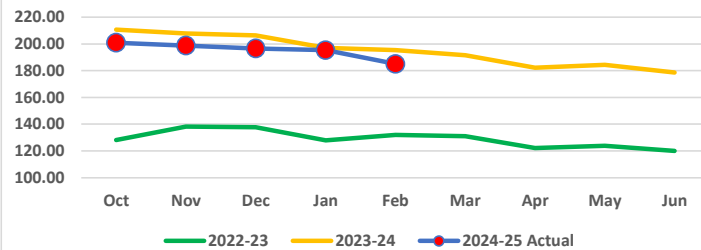
Current Month

Budgeted FTE (TK-12 w/RS)	2,960.00	
Actual Average Annual FTE	2,977.58	TK: 39.25
FTE Over/Under Budget	17.57	

Basic Enrollment TK-12



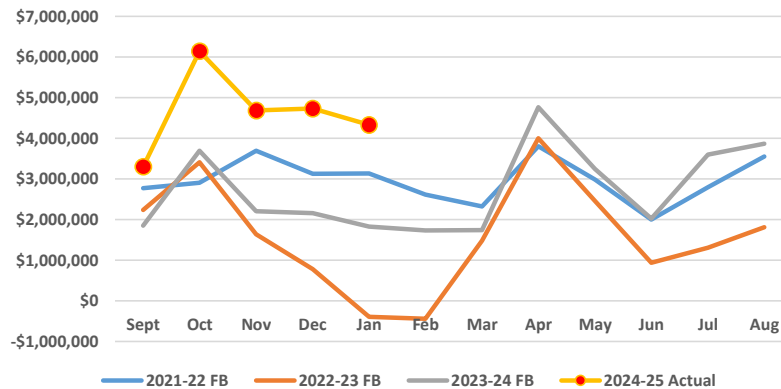
Running Start Enrollment

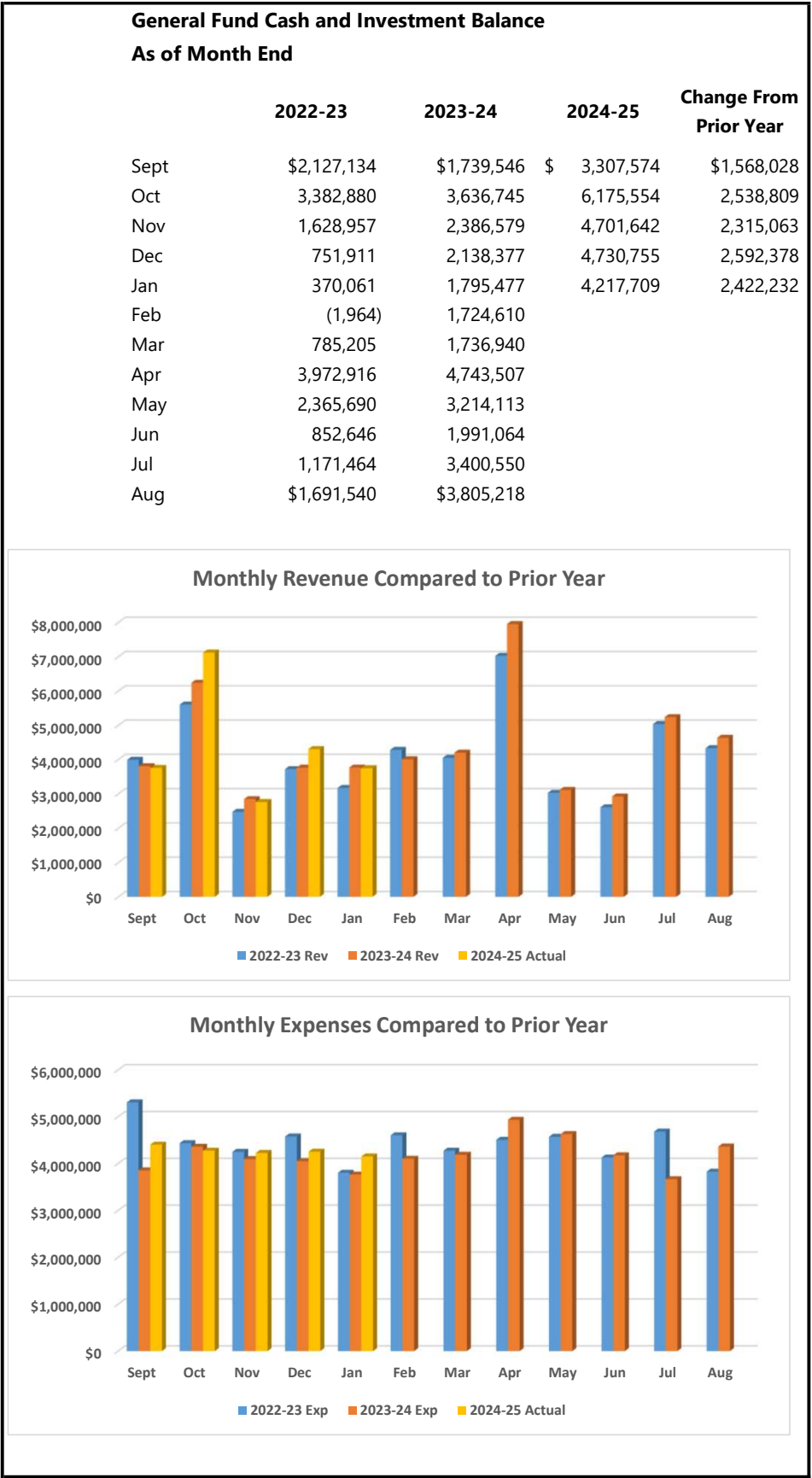


General Fund Balance

Actual as of Prior Month End	4,730,755
Actual as of Current Month End	4,327,555
Increase/Decrease in Fund Balance	(403,201)
Fund Balance as a % of Budgeted Expenditures	8.48%

Fund Balance by Month





10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2025

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	9,744,704	13,402.26	4,225,738.98		5,518,965.02	43.36
2000 LOCAL SUPPORT NONTAX	895,000	85,253.47	466,754.11		428,245.89	52.15
3000 STATE, GENERAL PURPOSE	31,155,093	2,527,056.13	12,183,671.49		18,971,421.51	39.11
4000 STATE, SPECIAL PURPOSE	9,390,774	923,651.08	3,663,807.37		5,726,966.63	39.01
5000 FEDERAL, GENERAL PURPOSE	508,000	.00	233,524.00		274,476.00	45.97
6000 FEDERAL, SPECIAL PURPOSE	2,741,500	198,791.34	934,253.36		1,807,246.64	34.08
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	54,435,071	3,748,154.28	21,707,749.31		32,727,321.69	39.88
B. EXPENDITURES						
00 Regular Instruction	29,287,387	2,133,465.57	11,255,601.97	15,597,898.87	2,433,886.16	91.69
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	7,676,402	633,293.57	3,126,726.12	4,338,697.37	210,978.51	97.25
30 Voc. Ed Instruction	2,642,820	211,817.02	970,906.40	1,230,388.73	441,524.87	83.29
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,605,288	110,804.54	564,107.90	771,543.28	269,636.82	83.20
70 Other Instructional Pgms	902,849	82,283.98	300,710.60	174,504.07	427,634.33	52.64
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	12,099,979	979,690.29	5,112,470.51	4,833,666.06	2,153,842.43	82.20
Total EXPENDITURES	54,214,725	4,151,354.97	21,330,523.50	26,946,698.38	5,937,503.12	89.05
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	220,346	403,200.69-	377,225.81		156,879.81	71.20
F. TOTAL BEGINNING FUND BALANCE	1,800,000		3,950,328.86			
G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	2,020,346		4,327,554.67			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	320,732.93
G/L 823 Restricted for Carryover of Tra	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	77,028.32
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	300,543.20
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Committed to Econmc Stabilizatn	0	.00
G/L 873 Committed to Depreciation Sub-F	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	2,020,346	608,042.70
G/L 891 Unassigned Min Fnd Bal Policy	0	3,021,207.52
<u>TOTAL</u>	2,020,346	4,327,554.67

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the
STEILACOOM SCHOOL DISTRICT #1
School District for the Month of
January
,
2025

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	5,999,999	8,213.57	2,633,599.23		3,366,399.77	43.89
2000 Local Support Nontax	170,000	17,485.46	81,973.01		88,026.99	48.22
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 6,169,999	 25,699.03	 2,715,572.24		 3,454,426.76	 44.01
 <u>B. EXPENDITURES</u>						
10 Sites	800,000	6,843.75	58,755.90	4,752.50	736,491.60	7.94
20 Buildings	1,900,000	.00	5,416.80	456.29	1,894,126.91	0.31
30 Equipment	200,000	30,080.31	267,189.56	103,488.36	170,677.92-	185.34
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	6,384.00	6,384.00	8,896.00	15,280.00-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 2,900,000	 43,308.06	 337,746.26	 117,593.15	 2,444,660.59	 15.70
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 3,000,000	 .00	 2,000,000.00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	269,999	17,609.03-	377,825.98		107,826.98	39.94
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 620,000		 843,060.40			
 <u>G. GLS 896, 897, 898 ACCOUNTING</u>	 XXXXXXXXX		 .00			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
 <u>H. TOTAL ENDING FUND BALANCE</u>	 889,999		 1,220,886.38			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	84,434.40
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	2,900,000-	420,642.50
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	270,000	51,773.05
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	3,519,999	664,036.43
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	889,999	1,220,886.38

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the
STEILACOOM SCHOOL DISTRICT #1
School District for the Month of
January,
2025

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	322.48	14,090.09		14,090.09-	0.00
2000 Local Support Nontax	50,000	2,922.88	15,433.60		34,566.40	30.87
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	3,000,000	.00	2,000,000.00		1,000,000.00	66.67
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 3,050,000	 3,245.36	 2,029,523.69		 1,020,476.31	 66.54
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	3,500,000	.00	3,462,000.00	0.00	38,000.00	98.91
Interest On Bonds	250,000	.00	94,483.75	0.00	155,516.25	37.79
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 3,750,000	 .00	 3,556,483.75	 0.00	 193,516.25	 94.84
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXPENDITURES</u> <u>(A-B-C-D)</u>	700,000-	3,245.36	1,526,960.06-		826,960.06-	118.14
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 2,500,000		 2,411,647.09			
 <u>G. GLS 896, 897, 898 ACCOUNTING</u>	 XXXXXXXXXX		 .00			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
 <u>H. TOTAL ENDING FUND BALANCE</u>	 1,800,000		 884,687.03			
<u>(E+F + OR - G)</u>						
 <u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	1,800,000		884,687.03			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
 <u>TOTAL</u>	 1,800,000		 884,687.03			

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2025

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	176,150	8,832.87	96,893.98		79,256.02	55.01
2000 Athletics	236,229	11,419.99	45,553.78		190,675.22	19.28
3000 Classes	62,272	4,057.00	13,012.00		49,260.00	20.90
4000 Clubs	607,089	28,489.39	108,470.85		498,618.15	17.87
6000 Private Moneys	5,700	.00	848.50		4,851.50	14.89
Total REVENUES	1,087,440	52,799.25	264,779.11		822,660.89	24.35
B. EXPENDITURES						
1000 General Student Body	170,151	1,400.00	10,702.11	2,210.49	157,238.40	7.59
2000 Athletics	297,932	1,223.93	88,307.13	76,000.95	133,623.92	55.15
3000 Classes	77,303	3,927.00	9,044.55	13,419.01	54,839.44	29.06
4000 Clubs	608,522	26,763.04	89,802.87	44,410.97	474,308.16	22.06
6000 Private Moneys	7,000	457.50	1,218.34	0.00	5,781.66	17.40
Total EXPENDITURES	1,160,908	33,771.47	199,075.00	136,041.42	825,791.58	28.87
C. EXCESS OF REVENUES						
OVER (UNDER) EXPENDITURES (A-B)	73,468-	19,027.78	65,704.11		139,172.11	189.43-
D. TOTAL BEGINNING FUND BALANCE	300,000		337,187.10			
E. GLS 896, 897, 898 ACCOUNTING	XXXXXXXXX		.00			
CHANGES AND ERROR CORRECTIONS (+OR-)						
F. TOTAL ENDING FUND BALANCE	226,532		402,891.21			
C+D + OR - E)						
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	226,532		402,891.21			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	226,532		402,891.21			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2025

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	6,000	515.39	2,719.74		3,280.26	45.33
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	6,000	515.39	2,719.74		3,280.26	45.33
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	6,000	515.39	2,719.74		3,280.26	45.33
D. EXPENDITURES						
Type 30 Equipment	0	.00	.00	0.00	.00	0.00
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	0	.00	.00	0.00	.00	0.00
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)	6,000	515.39	2,719.74		3,280.26-	54.67-
H. TOTAL BEGINNING FUND BALANCE	165,000		175,411.66			
I. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	171,000		178,131.40			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	171,000	178,131.40
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 171,000	 178,131.40

Coversheet

Capital Facilities Committee Update

Section:	III. REPORTS
Item:	C. Capital Facilities Committee Update
Purpose:	FYI
Submitted by:	
Related Material:	Capital Facilities Committee Update Presentation February 2025.pdf

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: Capital Facilities Committee Update

Strategic Focus Area

- ☐ Achieve
- ☒ Support
- ☐ Connect
- ☒ Plan

BACKGROUND INFORMATION

In late 2023, the Steilacoom Historical School District Board of Directors approved a comprehensive plan to engage the community in a collaborative process to develop strategic recommendations for the Superintendent and Board regarding future investments in our district's facilities. Our approach to capital facilities planning was both inclusive and forward-thinking, taking into account the needs of the entire district, while ensuring meaningful community participation and feedback throughout the process. The ultimate goal is to provide clear direction for the district's facility planning for years to come.

To guide this initiative, the School Board established the Capital Facilities Committee, tasked with making recommendations on the priority projects and funding strategies for upcoming bond and capital levy proposals, with the primary aim of addressing the evolving needs of Steilacoom Historical School District students.

At the Board's request, we actively sought volunteers to form a committee that would represent a broad cross-section of the community. The response was overwhelmingly positive, and we were committed to ensuring that all interested stakeholders had a role in this important process. As a result, 20 committee members were selected, with additional community members participating in focus groups and feedback sessions that will take place March through July.

The committee has met regularly since April 2024 and representatives from the committee will update the Board tonight, with formal capital levy recommendations presented to the Board in September. The committee's work represents the collective vision and input of our community, and we are confident their recommendations will lay a strong foundation for making thoughtful, impactful decisions that will benefit our students and shape the future of our facilities.

RECOMMENDED ACTION:

No action required.

Report prepared by:

Dr. Kathi Weight, Superintendent



CAPITAL FACILITIES COMMITTEE

February 19, 2025

COMMITTEE MEMBERS

ANDERSON, MATT

BLEIGNIER, NICHOLETTE

CABIGTING, SUE

EMERY, SHAE

ENFIELD, STARLENE

GARZA, TRACY

LAMPMAN, PATTY

MATEUS, STEPHANIE

PETERSON, LAUREN

QUICK, MARY

RYLANDER, TOM

SCOTT, SAM

TRUJILLO, MARYLIN

WALTRIP, ASHLEY

WEAVER, REBECCA

YORK, ADRIAN

ZUGER-CHENEY, NICHOLE

COMMITTEE CHARGE: OUR GOAL

(FROM APRIL 2024)

- Provide the Superintendent and School Board:
 - Recommendations for Capital Projects for future funding proposals
 - *What projects should be included in the next Bond Proposal?*
 - *What projects should be included in a future Capital Levy?*
 - Recommendations on timing for future funding proposals
 - *When should the district consider running a Bond Issue?*
 - *When should the district consider running another Capital Levy?*
- Parameters for Recommendations:
 - At least one recommendation should be “tax rate neutral” – meaning the estimated proposed tax rate for the bond and levies should be stable.

COMMITTEE WORK

- Conducted Site Visits
- Analyzed Capital Facilities Plan
- Analyzed District Demographics
- Analyzed District Operational Costs
- Consulted with an Architectural Firm For Project Cost Estimates
- Refined Project List
- Reached Consensus on Bond and Levy Timing
- Generated a Stakeholder Communication Plan

Tax Rate History

Historical Levy Rates						
Year	Bond Levy	Capital Projects Levy	Technology Levy	Transportation Vehicle Levy	EP&O Levy	Total
2003	\$1.67	\$--	\$--	\$--	\$2.87	\$4.54
2004	1.59	--	--	--	2.88	4.46
2005	1.48	--	--	--	2.75	4.23
2006	1.37	--	--	--	2.37	3.74
2007	2.51	--	--	--	1.92	4.43
2008	1.82	--	--	--	2.25	4.08
2009	2.54	--	--	--	2.57	5.11
2010	1.98	--	--	--	2.20	4.17
2011	2.23	--	--	--	2.46	4.69
2012	2.33	--	--	--	2.62	4.95
2013	2.64	--	--	--	2.90	5.54
2014	2.60	--	--	--	2.80	5.40
2015	2.23	--	--	--	2.70	4.93
2016	2.20	--	--	--	2.73	4.93
2017	2.52	--	--	--	2.61	5.14
2018	2.47	--	--	--	2.47	4.94
2019	2.37	--	--	--	1.50	3.87
2020	2.31	--	--	--	1.59	3.90
2021	2.25	--	--	--	1.52	3.77
2022	1.93	--	--	--	1.46	3.39
2023	1.63	--	--	--	1.31	2.94
2024	--	1.12	--	--	1.78	2.90

Current Tax Rate Does Not Include a Bond

Comparable Tax Rates

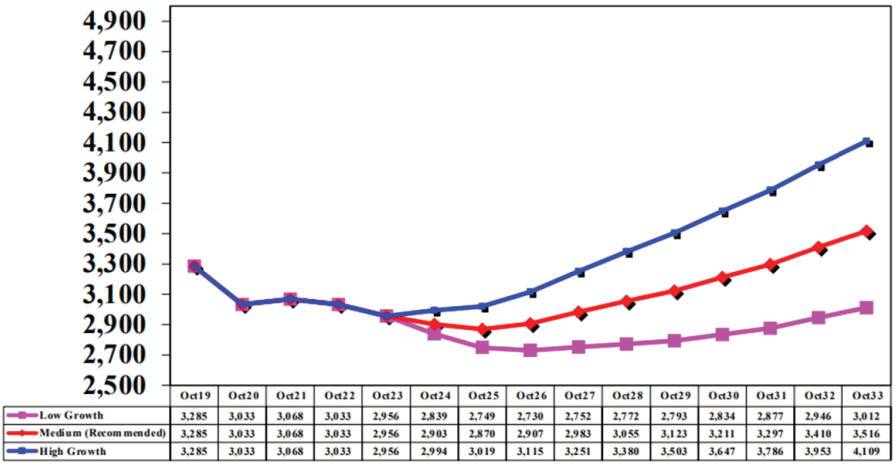
Pierce & Thurston County School Districts 2024 Total Tax Rates						
District	Assessed Value	Bonds	EP&O	Capital Projects	Trans.	Total
Bethel SD No. 403	\$ 22,334,943,767	\$ 2.20	\$ 1.91	\$ 0.27	\$ -	\$ 4.38
Franklin Pierce SD No. 402	7,792,022,855	1.35	2.50	0.44	-	4.29
Tacoma SD No. 10	44,789,365,336	1.70	1.77	0.70	-	4.16
Olympia SD No. 111	14,954,742,300	1.23	1.98	0.90	-	4.11
Tumwater SD No. 33	9,706,530,940	1.24	2.13	0.61	-	3.98
Sumner Bonney Lake SD No. 320	14,817,176,567	1.59	2.08	0.27	-	3.95
University Place SD No. 83	6,301,800,831	0.97	2.50	0.46	-	3.93
White River SD No. 416	5,899,937,362	1.19	2.05	0.48	-	3.72
Fife SD No. 417/888	6,749,062,340	1.69	1.64	0.31	-	3.64
Dieringer SD No. 343	3,888,525,683	0.15	1.54	1.73	-	3.42
North Thurston SD No. 3	22,753,157,753	1.33	2.08	-	-	3.40
Puyallup SD No. 3	28,673,976,085	1.05	2.28	-	-	3.33
Yelm SD No. 2	5,963,968,241	1.17	2.15	-	-	3.33
Clover Park SD No. 400	11,206,262,756	0.96	2.31	-	-	3.27
Eatonville SD No. 404	2,941,245,194	0.82	2.13	0.16	-	3.11
Rainier SD No. 307	1,013,803,570	0.75	2.35	-	-	3.10
Tenino SD No. 402	1,934,339,922	-	2.13	0.88	-	3.01
Carbonado SD No. 19	204,827,823	0.60	2.39	-	-	2.99
Steilacoom Historical SD No. 1	5,380,411,280	-	1.78	1.12	-	2.90
Rochester SD No. 401	2,162,998,266	-	2.34	-	-	2.34
Peninsula SD No. 401	23,986,616,425	0.52	1.13	0.25	-	1.90
Orting SD No. 344	3,464,807,324	-	1.89	-	-	1.89
Griffin SD No. 324	2,083,412,207	-	1.22	0.36	-	1.58

Piper Sandier

BOND FOR NEW SCHOOL NOT NEEDED FOR AT LEAST 5 YEARS

Low, Medium, and High Forecasts 2024-2033

The Forecast Excludes Full-Time Running Start Students



CAPITAL PROJECTS LEVY OPTION

- Maximum \$1.21 per thousand tax rate (target \$3.00 total rate)
- 4 year Capital Levy – total \$29 million (2026, 2027, 2028, 2029)
- Ballot Measure – November 2025

PROJECT - CATEGORIES

- Safety and Security
- Building Maintenance
- Technology
- Site Improvements

MAINTENANCE PROJECTS WERE PRIORITIZED

Along with necessary maintenance projects, the Committee considered the following “large” projects while creating the Capital Facilities Levy Plan:

- Saltar's Point Multi Purpose Room
- Cherrydale Multi Purpose Room
- Covered Grandstands w/Restrooms
- SHS Gym Addition
- SHS Practice Field

DRAFT CAPITAL FACILITIES LEVY PLAN

Projects Agreed Upon	Category	2025-26	2026-27	2027-28	2028-29	2029-30
Replace Classroom Wall Units	Building Maintenance			\$20,000		
Asphalt Repair	Building Maintenance		\$20,000			
Parking Lot Restriping	Site Improvements		\$2,500			
Roof Replacement	Building Maintenance			\$600,000		
Field Irrigation/Drainage	Site Improvements		\$100,000			
Parking Lot Restriping	Site Improvements	\$3,500				
Kitchen Maintenance (Grease Trap)	Building Maintenance	\$15,000				
Parking Lot Repair	Site Improvements		\$30,000			
Building Envelope	Building Maintenance				\$200,000	
Fire System	Safety and Security				\$300,000	
Flooring	Building Maintenance			\$100,000		
HVAC Replacement	Building Maintenance	\$35,000				
Flooring	Building Maintenance	\$15,000				
Building Envelope	Building Maintenance	\$70,000				
Flooring	Building Maintenance		\$30,000			
Tree Removal	Safety and Security	\$30,000		\$30,000		\$30,000
School Furniture Replacement	Building Maintenance		\$100,000		\$100,000	
Student and Classroom Devices	Technology	\$1,000,000	\$1,000,000	\$1,000,000	\$500,000	\$500,000
Security Cameras and Access Controls	Safety and Security	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Outdoor Walking Paths	Site Improvements	\$150,000				
Playground Surfaces (Remove/Replace)	Site Improvements			\$60,000		
Irrigation Renovation	Building Maintenance		\$10,000			
Covered Outside PE/Lunch Area/Dugouts	Site Improvements				\$50,000	
HVAC Replacement (3 Roof Top Units)	Building Maintenance			\$60,000		
Fire Panel Update	Safety and Security			\$20,000		
Parking Lot Restriping	Site Improvements	\$5,500				
Flooring	Building Maintenance			\$80,000		
Building Envelope	Building Maintenance					\$200,000
Replace Roof	Building Maintenance					\$650,000
Gym addition	Site Improvements				\$7,000,000	
Tennis Courts	Site Improvements		\$400,000			
Track	Site Improvements	\$100,000				
Flooring (Classrooms)	Building Maintenance				\$120,000	
Parking Lot Restriping	Site Improvements	\$5,500				
Fire System	Safety and Security					\$100,000
Gym Addition	Site Improvements			\$7,000,000		
		\$1,629,500	\$1,892,500	\$9,170,000	\$8,470,000	\$1,680,000
						\$22,842,000
Assuming All Above Projects						
Remaining Capacity within \$1.21 tax rate		\$2,010,500	\$5,216,700	-\$1,847,524	-\$937,850	\$2,001,563
						\$6,443,389
Total Collections by School Year		\$3,640,000	\$7,109,200	\$7,322,476	\$7,532,150	\$3,681,563
						\$29,285,389
Annual Balance		\$2,010,500	\$7,227,200	\$5,379,676	\$4,441,826	\$6,443,389
\$1.21 represents total tax rate under \$3.00						
Estimated increase from 2025 rate		\$0.15				
Tax Rate		\$1.21				
Total Amount for 4 years		\$29.3 million				
Large Project Capacity		\$20.4 million				

NEXT STEPS

- March-July: Focus Groups/Surveys
- September: Formal Recommendation to School Board

Coversheet

Approval of January and February 2025 Accounts Payable and January 2025 Payroll

Section: IV. CONSENT AGENDA
Item: A. Approval of January and February 2025 Accounts Payable and
January 2025 Payroll
Purpose:
Submitted by:
Related Material:
January and February 2025 Accounts Payable and January 2025 Payroll.pdf

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: **February 19, 2025**

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.


Sarah Jahn, Chief Financial Officer

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	800968	to	800968	\$ 2,275.59
	Payroll A/P	135228	to	135241	\$ 529,586.77
	Payroll ACH Payments	202400054	to	202400057	\$ 526,337.29
	Payroll Taxes	202400053	to	202400053	\$ 637,626.73
	Direct Deposit	900064744	to	900065151	\$ 1,769,483.86
January 23, 2025	Accounts Payable	135242	to	135279	\$ 824,197.27
February 6, 2025	Accounts Payable	135280	to	135280	\$ 59.75
January 30, 2025	Accounts Payable ACH	202400059	to	202400059	\$ 12,768.47
January 16, 2025	Accounts Payable void	135219	to	135219	\$ (1,054.32)
January 28, 2025	Accounts Payable void	135266	to	135266	\$ (603,469.99)
February 10, 2025	Accounts Payable	135281	to	135281	\$ 415.97
February 10, 2025	Accounts Payable	135282	to	135317	\$ 132,727.07
TOTAL GENERAL FUND:					\$ 3,830,954.46
CAPITAL PROJECTS FUND:					
January 23, 2025	Accounts Payable	200630	to	200630	\$ 1,104.00
February 10, 2025	Accounts Payable	200631	to	200631	\$ 2,478.04
January 30, 2025	Accounts Payable ACH	202400058	to	202400058	\$ 120.00
TOTAL CAPITAL PROJECTS FUND:					\$ 3,702.04
ASSOCIATED STUDENT BODY FUND:					
January 23, 2025	Accounts Payable	405566	to	405566	\$ 50.00
February 6, 2025	Accounts Payable	405567	to	405575	\$ 18,953.75
	Accounts Payable	405576	to	405576	\$ 38.25
January 30, 2025	Accounts Payable ACH	202400060	to	202400060	\$ 34,554.55
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 53,596.55
TRANSPORTATION VEHICLE FUND:					
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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$529,586.77. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 135228 through 135241, totaling \$529,586.77

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
135228	*CSIDENTITY CORPORATION	01/31/2025	20250131ADNWEXP	Payroll accrual	0	25.50	25.50
135229	*DVM INSURANCE AGENCY - DBA NA	01/31/2025	20250131ADNWPI	Payroll accrual	0	169.71	169.71
135230	*EMPLOY SEC DEPTS - WA LTC	01/31/2025	20241127BD1WLTC	Payroll accrual	0	-4.08	12,631.44
			20241231BD1WLTC	Payroll accrual	0	2.84	
			20250131AD1WLTC	Payroll accrual	0	12,632.68	
135231	*EMPLOYMENT SECURITY DEPARTMEN	01/31/2025	20241127BD1PFML	Payroll accrual	0	-3.72	23,943.74
			20241127BF1PFML	Payroll accrual	0	-1.49	
			20241231BD1PFML	Payroll accrual	0	2.59	
			20241231BF1PFML	Payroll accrual	0	1.04	
			20250131AD1PFML	Payroll accrual	0	17,126.09	
			20250131AF1PFML	Payroll accrual	0	6,819.23	
135232	*ESD UNEMPLOYMENT POOL	01/31/2025	20241127BF1UC	Payroll accrual	0	-1.69	5,964.52
			20241231BF1UC	Payroll accrual	0	1.18	
			20250131AF1UC	Payroll accrual	0	5,965.03	
135233	*LEGAL ACCESS CONSULTING LLC -	01/31/2025	20250131ADNWLE	Payroll accrual	0	97.72	97.72
135234	*PUGET SOUND WORKERS COMP TRUS	01/31/2025	20241127BD1WC	Payroll accrual	0	-2.58	20,705.92
			20241127BF1WC	Payroll accrual	0	-8.48	
			20241231BD1WC	Payroll accrual	0	1.51	
			20241231BF1WC	Payroll accrual	0	4.94	
			20250131AD1WC	Payroll accrual	0	3,976.74	
			20250131AF1WC	Payroll accrual	0	16,733.79	
135235	*TRANSWORLD SYSTEMS INC	01/31/2025	20250131ADZ1011	Payroll accrual	0	533.02	533.02
135236	*WEA PAYROLL DEDUCTIONS	01/31/2025	20250131ADC0UA	Payroll accrual	0	19,029.78	23,572.22
			20250131ADC0UB	Payroll accrual	0	292.89	
			20250131ADC0UC	Payroll accrual	0	63.74	
			20250131ADC1UB	Payroll accrual	0	971.49	
			20250131ADC1UC	Payroll accrual	0	458.57	
			20250131ADC1UD	Payroll accrual	0	953.28	
			20250131ADC1UE	Payroll accrual	0	1,311.12	
			20250131ADC1UF	Payroll accrual	0	38.13	
			20250131ADC1UG	Payroll accrual	0	23.21	
			20250131ADC3UB	Payroll accrual	0	43.00	
			20250131ADC4UC	Payroll accrual	0	319.25	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20250131ADCOUS	Payroll accrual	0	67.76	
135237	HCA-SEBB BENEFITS	01/31/2025	20250131AFSEBB	Payroll accrual	0	387,562.00	387,562.00
135238	HCA-SEBB BENEFITS	01/31/2025	20250131ADKP1CR	Payroll accrual	0	140.00	43,061.00
			20250131ADKP1ER	Payroll accrual	0	80.00	
			20250131ADKP2CR	Payroll accrual	0	600.00	
			20250131ADKP2ER	Payroll accrual	0	456.00	
			20250131ADKP2FR	Payroll accrual	0	684.00	
			20250131ADKP3ER	Payroll accrual	0	540.00	
			20250131ADKW1ER	Payroll accrual	0	138.00	
			20250131ADKW2CR	Payroll accrual	0	288.00	
			20250131ADKW2ER	Payroll accrual	0	330.00	
			20250131ADKW2FR	Payroll accrual	0	495.00	
			20250131ADKWSCR	Payroll accrual	0	1,712.00	
			20250131ADKWSER	Payroll accrual	0	2,343.00	
			20250131ADKWSFR	Payroll accrual	0	2,612.00	
			20250131ADKWSSR	Payroll accrual	0	1,464.00	
			20250131ADPHCR	Payroll accrual	0	1,180.00	
			20250131ADPHER	Payroll accrual	0	1,400.00	
			20250131ADPHFR	Payroll accrual	0	2,075.00	
			20250131ADPHSR	Payroll accrual	0	2,210.00	
			20250131ADPMCR	Payroll accrual	0	60.00	
			20250131ADPMER	Payroll accrual	0	51.00	
			20250131ADPMFR	Payroll accrual	0	153.00	
			20250131ADPSCR	Payroll accrual	0	966.00	
			20250131ADPSEER	Payroll accrual	0	1,659.00	
			20250131ADPSFR	Payroll accrual	0	2,632.00	
			20250131ADPSSR	Payroll accrual	0	973.00	
			20250131ADV1CR	Payroll accrual	0	364.00	
			20250131ADV1FR	Payroll accrual	0	624.00	
			20250131ADV2ER	Payroll accrual	0	624.00	
			20250131ADV2FR	Payroll accrual	0	936.00	
			20250131ADV2SR	Payroll accrual	0	624.00	
			20250131ADVACR	Payroll accrual	0	3,285.00	
			20250131ADVAER	Payroll accrual	0	1,875.00	
			20250131ADVAFR	Payroll accrual	0	3,750.00	
			20250131ADVASR	Payroll accrual	0	3,000.00	
			20250131ADVHSAC	Payroll accrual	0	37.00	
			20250131ADVHSAE	Payroll accrual	0	63.00	
			20250131ADVHSAF	Payroll accrual	0	189.00	
			20250131ADVHSAS	Payroll accrual	0	84.00	
			20250131ADVUCR	Payroll accrual	0	515.00	
			20250131ADVUER	Payroll accrual	0	585.00	
			20250131ADVUFR	Payroll accrual	0	1,105.00	
			20250131ADVUSR	Payroll accrual	0	160.00	
135239	HCA-SEBB FLEX SPEND	01/31/2025	20250131ADDCFSA	Payroll accrual	0	1,250.01	6,093.79
			20250131ADHCFSA	Payroll accrual	0	4,843.78	
135240	IDAHO CHILD SUPPORT RECEIPTING	01/31/2025	20250131ADCSIDS	Payroll accrual	0	295.00	295.00
135241	The Standard Insurance Company	01/31/2025	20250131ADLTD50	Payroll accrual	0	1,012.80	4,931.19
			20250131ADLTD60	Payroll accrual	0	3,895.12	
			20250131ADLTDEA	Payroll accrual	0	23.27	

05.24.10.00.00-010034

Check Summary

PAGE: 3

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			14	Computer	Check(s) For a Total of		529,586.77

	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
	14	Computer	Checks For a Total of	529,586.77
Total For	14	Manual, Wire Tran, ACH & Computer	Checks	529,586.77
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	529,586.77

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$1,163,964.02. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:
Wire Transfer Payments 202400053 through 202400057, totaling \$1,163,964.02

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
202400053	KEYBANK NATIONAL ASSOCIATION	01/31/2025	20250131AD1FIC	Payroll accrual	0	156,508.05	637,626.73
			20250131AD1FIT	Payroll accrual	0	236,154.63	
			20250131AD1FIT+	Payroll accrual	0	15,250.64	
			20250131AD1Med	Payroll accrual	0	36,602.68	
			20250131AF1FIC	Payroll accrual	0	156,508.05	
			20250131AF1Med	Payroll accrual	0	36,602.68	
202400054	*KEYBANK NA - OMNI	01/31/2025	20250131ADA101	Payroll accrual	0	1,400.00	24,726.40
			20250131ADA104	Payroll accrual	0	3,137.50	
			20250131ADA104R	Payroll accrual	0	78.90	
			20250131ADA105	Payroll accrual	0	1,538.00	
			20250131ADA105R	Payroll accrual	0	3,913.00	
			20250131ADA106	Payroll accrual	0	200.00	
			20250131ADA107	Payroll accrual	0	3,666.00	
			20250131ADA108	Payroll accrual	0	2,450.00	
			20250131ADA108R	Payroll accrual	0	3,325.00	
			20250131ADA109	Payroll accrual	0	4,668.00	
			20250131ADA109R	Payroll accrual	0	350.00	
202400055	*KEYBANK NA - DSHS	01/31/2025	20250131ADCS%50	Payroll accrual	0	1,657.44	1,657.44
202400056	*KEYBANK NA - DRS	01/31/2025	20250131AD1ReE0	Payroll accrual	0	0.00	473,610.48
			20250131AD1ReE2	Payroll accrual	0	29,077.52	
			20250131AD1ReE3	Payroll accrual	0	16,202.52	
			20250131AD1ReT0	Payroll accrual	0	0.00	
			20250131AD1ReT2	Payroll accrual	0	51,373.52	
			20250131AD1ReT3	Payroll accrual	0	98,462.38	
			20250131ADA81%3	Payroll accrual	0	1,728.25	
			20250131ADA8103	Payroll accrual	0	18,436.00	
			20250131ADA8113	Payroll accrual	0	2,141.00	
			20250131ADDCP R	Payroll accrual	0	3,600.00	
			20250131ADDCP%R	Payroll accrual	0	202.33	
			20250131AF1ReE0	Payroll accrual	0	0.00	
			20250131AF1ReE2	Payroll accrual	0	39,382.02	
			20250131AF1ReE3	Payroll accrual	0	22,350.51	
			20250131AF1ReT0	Payroll accrual	0	0.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20250131AF1ReT2	Payroll accrual	0	62,846.30	
			20250131AF1ReT3	Payroll accrual	0	127,808.13	
202400057	*KEYBANK NA - VEBA	01/31/2025	20250131ADV1119	Payroll accrual	0	2,500.00	26,342.97
			20250131ADV2119	Payroll accrual	0	5,000.00	
			20250131ADV3119	Payroll accrual	0	15,891.94	
			20250131ADV3ps	Payroll accrual	0	1,151.03	
			20250131ADV4119	Payroll accrual	0	1,500.00	
			20250131ADV4ps	Payroll accrual	0	300.00	

5 Wire Transfer Check(s) For a Total of 1,163,964.02

	0	Manual	Checks For a Total of	0.00
	5	Wire Transfer	Checks For a Total of	1,163,964.02
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	5	Manual, Wire Tran, ACH & Computer Checks		1,163,964.02
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,163,964.02

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$824,197.27. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 135242 through 135279, totaling \$824,197.27

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
135242	AMAZON.COM SALES, INC	01/23/2025	11NY-JLPM-D3V1	MAINTENANCE SUPPLIES FY2024-2025	102425006	53.31	5,186.16
			11VH-WR6T-JP7G	PIO - ELA DEPT. SUPPLIES TERM 1	2372425009	17.51	
			13C9-KHX4-CPD4	CC - HEALTH ROOM SUPPLIES	0	69.86	
			13NH-MHLQ-7FWF	CC - SNACKS FOR SBA TESTING	0	151.06	
			13T3-3QWN-MYKW	CTE - SCIENCE SUPPLIES HAUSER	0	39.76	
			141L-JD34-HTFQ	SP - KIWANIS BOOKS DONATION	0	173.37	
			14MX-KWGL-YGNY	STUDENT SRVCS - HEADPHONES	0	169.54	
			14MX-KWGL-YYF1	SUPT - FILE FOLDERS	0	16.01	
			14X1-6MM4-NHRP	SP - KIWANIS TEACHING SUPPLY DONATION	0	236.74	
			16PL-W69H-FJHC	T&L - IT SUPPLIES	0	29.72	
			171Q-D6KP-FN67	T&L - CD TEACHING SUPPLIES DODEA 2023	0	134.85	
			171Q-D6KP-GCD6	T&L - CD TEACHING SUPPLIES DODEA 2023	0	134.85	
			17FF-33CH-4FVM	SP - PRINCIPAL SUPPLIES	0	90.27	
			17GR-9L96-4YHW	MAINTENANCE SUPPLIES	102425006	37.42	
			17LD-RN1D-CH6T	SHS - CHESS AND CHECKERS SET	0	72.40	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			19CP-LKWW-46VF	Open PO for 2024-2025 Teaching Supplies	1622425010	311.46	
			19XX-Q73P-6J7M	CD - TEACHING SUPPLIES	0	21.24	
			1DGF-R6TK-7WC6	CTE - ARTS SUPPLIES	0	442.45	
			1FHG-NL9X-D3LL	T&L - IT SUPPLIES	0	8.75	
			1FYX-QLWY-366M	PIO - MATH DEPT. SUPPLIES TERM 1	2372425007	10.17	
			1GMR-1GL3-6PWH	SHS - TEACHING SUPPLIES	0	123.75	
			1GVD-XKCL-7N1C	AIE - COPY PAPER	0	19.70	
			1HP6-1TRK-391Y	CTE - ART SUPPLIES MOCK	0	27.98	
			1HYH-M94R-D1M4	CC - 2024-2025 Teaching Supplies	1622425010	15.32	
			1KDY-RCYN-DCG1	T&L - IT SUPPLIES	0	96.50	
			1KP7-HPWV-4JVK	Open PO for 2024-2025 Teaching Supplies	1622425010	280.96	
			1L7H-6XHL-449K	SHS - 1st Qtr Principals Budget not to exceed 5,000	4312425004	16.46	
			1LV6-P4F4-D77F	STUDENT SRVCS - HEALTH SRVCS SUPPLIES	0	52.63	
			1NJF-WFDN-H6XY	T&L - TEACHING SUPPLIES VALLIERES	0	74.78	
			1PQJ-CD71-6QXJ	PIO - ELA DEPT. SUPPLIES TERM 1	2372425009	67.00	
			1QWT-WQXF-39GY	SP - HEALTH ROOM SUPPLIES	0	105.38	
			1RG1-C6M1-39TR	PIO - PRINCIPAL SUPPLIES TERM 2	2372425020	1,078.25	
			1VFK-KJ7C-1WRK	SHS - BOYS BASKETBALL WATER BOTTLES	0	71.55	
			1VFK-KJ7C-3JVP	CD - PLAYGROUND EQUIPMENT	0	136.48	
			1VRQ-CJTL-N7WL	PIO - ELA DEPT. SUPPLIES TERM 1	2372425009	7.87	
			1VVV-MMHK-DNPX	CTE - ASL SUPPLIES	0	315.40	
			1VXP-J79C-GNMD	PIO - APPLY CREDIT MEMO 1FYW-7KJL-H9RY (\$25	2372425009	13.62	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				.94)			
			1W7W-17VM-D11W	CC - 2024-2025 Teaching Supplies	1622425010	291.68	
			1XFC-SHR4-FPP1	T&L - CC USB WIRELESS PRESENTER DODEA 2023	0	82.05	
			1XG7-PH4W-46FG	SP - PRINCIPAL SUPPLIES	0	88.06	
135243	ARTHUR J GALLAGHER RISK MGMT S	01/23/2025	5443131	25-26 SARAH JAHN PUBLIC OFFICIALS BOND	0	175.00	175.00
135244	BATTERIES PLUS	01/23/2025	F79484751	OPEN PURCHASE ORDER 2024-2025 for BATTERIES/BULBS	102425007	361.01	361.01
135245	BROCK'S ACADEMY, LLC	01/23/2025	9241	Compensatory Tutoring for LK at \$125/hr	92425008	375.00	375.00
135246	CAMFIL USA, INC.	01/23/2025	30524073	HVAC Filters District-Wide Ref Camfil Quote #QUO-249407-R0D5C0	102425070	7,953.97	7,953.97
135247	CAPITAL BUSINESS MACHINES INC	01/23/2025	IN244399	SHSD MAINT MOD BLDG 1100 DIGGS ST	0	13.63	2,337.77
			INV244392	SHSD ADMIN BLDG 511	0	224.41	
			INV244393	CHERRYDALE PRIMARY SCHOOL	0	392.28	
			INV244394	PIONEER MIDDLE SCHOOL	0	479.68	
			INV244395	STEILACOOM HIGH SCHOOL	0	392.81	
			INV244396	SALTAR'S POINT ELEMENTARY SCHOOL	0	327.06	
			INV244397	CHLOE CLARK ELEMENTARY SCHOOL	0	460.86	
			INV244398	SHSD ADMIN BLDG 510	0	7.51	
			INV244400	ANDERSON ISLAND ELEMENTARY SCHOOL	0	39.53	
135248	CITY OF TACOMA - TACOMA PUBLIC	01/23/2025	100683154__1.15.25	STEILACOOM HIGH SCHOOL READER BOARD	0	38.04	38.04
135249	CLOVER PARK SCHOOL DISTRICT	01/23/2025	2416	STEILACOOM HIGH SCHOOL SWIM TEAM FACILITY RENTAL	82425030	700.00	8,107.50
			2417	STEILACOOM HIGH SCHOOL SWIM TEAM	82425030	2,240.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			2418	FACILITY RENTAL STEILACOOM HIGH SCHOOL SWIM TEAM	82425030	1,995.00	
			2419	FACILITY RENTAL STEILACOOM HIGH SCHOOL SWIM TEAM	82425030	997.50	
			2420	FACILITY RENTAL STEILACOOM HIGH SCHOOL SWIM TEAM	82425030	700.00	
			2421	FACILITY RENTAL STEILACOOM HIGH SCHOOL SWIM TEAM	82425030	1,475.00	
135250	CONSOLIDATED ELECTRICAL DISTRI	01/23/2025	8541-1077033	FACILITY RENTAL OPEN PURCHASE ORDER 2024-2025 for ELECTRICAL/LIGHTS SUPPLIES	102425071	292.85	993.26
			8541-1077484	OPEN PURCHASE ORDER 2024-2025 for ELECTRICAL/LIGHTS SUPPLIES	102425071	700.41	
135251	CROSS CULTURAL COMMUNICATIONS	01/23/2025	53	INTERPRETING SERVICE INVOICES FOR 24-25	272425045	91.18	91.18
135252	ESD 113	01/23/2025	1002500495	NETWORK SUPPORT SERVICES 24-25 QUARTERLY INVOICES PER SIGNED CONTRACT 6105-IA-02206	272425068	3,136.50	6,373.00
			1002500496	NETWORK SUPPORT SERVICES 24-25 QUARTERLY INVOICES PER SIGNED CONTRACT 6105-IA-02206	272425068	3,136.50	
			7422500336	Employee Fingerprinting	182425009	100.00	
135253	FERGUSON ENTERPRISES, LLC	01/23/2025	3165493	OPEN PURCHASE 2024-2025 for PLUMBING SUPPLIES	102425010	279.47	2,434.30
			3262957	OPEN PURCHASE 2024-2025 for PLUMBING SUPPLIES	102425010	836.04	
			3306792	OPEN PURCHASE 2024-2025 for PLUMBING SUPPLIES	102425010	1,237.71	
			3349937	OPEN PURCHASE	102425010	81.08	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
135254	FLOHAWKS	01/23/2025	66261622	2024-2025 for PLUMBING SUPPLIES Replace Grease Trap at CD	102425002	4,578.69	4,578.69
135255	FOLLETT SOFTWARE, LLC	01/23/2025	1561067	CHERRYDALE PRIMARY SCHOOL POLYTHERMAL LABELS	0	124.23	124.23
135256	GRADUATION ALLIANCE, INC.	01/23/2025	GA77070	GRADUATION ALLIANCE INVOICES FOR 24-25 FROM SHS. (FIRST SEMESTER)	272425061	6,534.64	6,534.64
135257	JSTOR/ITHAKA	01/23/2025	IN0173057	STEILACOOM HIGH SCHOOL: Jstor Subscription	4312425017	1,560.00	1,560.00
135258	KCDA	01/23/2025	300827047	PIO MS - COPY PAPER FOR 2024-25SY	2372425002	715.98	715.98
135259	KEYBANK NATIONAL ASSOCIATION	01/23/2025	24120000106	ACCOUNT ANALYSIS SERVICES FY 2024-25	82425011	776.30	776.30
135260	LAKEWOOD HARDWARE & PAINT	01/23/2025	763027	OPEN PURCHASE ORDER 2024-2025 for SUPPLIES	102425018	32.68	32.68
135261	MARSHMEDIA	01/23/2025	48611	MARSHMEDIA DIGITAL LICENSE FOR PIONEER MIDDLE 24-25	272425069	200.00	200.00
135262	MICROK12	01/23/2025	0582644	C Hilen Microk12 Poster Printer and ink cartridges total with taxes \$10,058.04	142425018	7,572.68	15,527.41
			0582676	C Hilen Microk12 HP HP Z Book Power 16 inch G11 A Mobile Workstation PC AMD Ryzen TM 7 8840HS 16" WUXGA 32 GB DDR5-SDRAM 2 at \$2,395.00 each total with taxes \$5,273.79.	142425017	5,273.79	
			0582776	C Hilen Microk12 Poster Printer and ink cartridges total	142425018	2,680.94	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				with taxes			
				\$10,058.04			
135263	MILLER, KAMI	01/23/2025	reim_1.6.25	MILEAGE	0	7.97	7.97
				REIMBURSEMENT			
135264	ODP SOLUTIONS, LLC	01/23/2025	401921074001	SALTAR'S POINT	1272425005	451.30	1,123.87
				ELEMENTARY SCHLL:			
				10 boxes copy			
				paper			
			402954044001	SHS - Copy Paper	4312425015	672.57	
135265	PACIFIC PUBLISHING COMPANY INC	01/23/2025	24-069 CTE	STEILACOOM HIGH	0	300.00	300.00
				SCHOOL CTE			
				PAYMENT PORTION			
135266	PIERCE COLLEGE	01/23/2025	MSC-00000035077	RUNNING START	82425013	603,469.99	603,469.99
				FALL FY 2024-25			
135267	SARCO SUPPLY	01/23/2025	1160051	PIO OPEN PURCHASE	102425047	110.24	2,085.74
				ORDER 2024-2025			
				for CUSTODIAL			
				SUPPLIES			
			1160054	SHS OPEN PURCHASE	102425046	1,638.91	
				ORDER 2024-2025			
				for CUSTODIAL			
				SUPPLIES			
			1160116	PIO OPEN PURCHASE	102425047	282.77	
				ORDER 2024-2025			
				for CUSTODIAL			
				SUPPLIES			
			1160119	MAINT OPEN	102425025	53.82	
				PURCHASE ORDER			
				2024-2025 for			
				CUSTODIAL			
				SUPPLIES			
135268	SHEARER, ALLISON GRACE	01/23/2025	reim_1.14.25	SALTAR'S POINT	0	39.34	39.34
				TECHING SUPPLIES			
				PURCHASE			
				REIMBURSEMENT			
135269	SODEXO INC & AFFILIATES	01/23/2025	1002692709	FOOD SERVICE	82425014	124,287.36	124,287.36
				MANAGEMENT FALL			
				FY 2024-25			
135270	STATE AUDITOR'S OFFICE	01/23/2025	L165900	FEDERAL AND	82425015	278.20	278.20
				FINANCIAL AUDIT			
				FY 2024-25			
135271	TACOMA COMMUNITY COLLEGE	01/23/2025	PC-0000003661	RUNNING START	82425016	829.79	829.79
				FALL FY 2024-25			
135272	TACOMA SCHOOL DISTRICT NO.10	01/23/2025	15125	MCKINNEY VENTO	82425039	1,854.92	1,854.92
				TRANSPORTATION			
				SPRING FY			
				2024-25 (JAN -			
				MAY)			
135273	TOWN OF STEILACOOM	01/23/2025	2025-01-03-01	Town of	182425007	8,690.31	8,690.31
				Steilacoom SRO			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
135274	WEX BANK	01/23/2025	102187839	MOTOR VEHICLE FUEL SUPPLY SPRING 2024-2025 (JAN - MAY)	82425035	1,336.76	1,336.76
135275	WILSON, LORI JO	01/23/2025	reim_1.7.25	SALTAR'S POINT ELEMENTARY SCHOOL PRINCIPAL SUPPLIES PURCHASE REIMBURSEMENT	0	19.78	19.78
135276	WSIPC	01/23/2025	1002401243	New Student Online Enrollment	182425005	311.96	311.96
135277	WSRA, INC.	01/23/2025	1831	EVALUATION SERVICES FOR DR. LUMPE (4 QUARTERLY) FOR DODEA 2022	272425065	3,750.00	3,750.00
135278	WSSDA	01/23/2025	56317	WSSDA Annual Dues, Policy & Legal News, Model Policy Online	282425004	11,291.90	11,291.90
135279	YUCKERT, HEATHER R	01/23/2025	mileagereim_1.16.25	DISPROPORTIONALITY /STREET DATE TRAINING MILEAGE REIMBURSEMENT	0	43.26	43.26
				38 Computer	Check(s) For a Total of		824,197.27

	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
	38	Computer	Checks For a Total of	824,197.27
Total For	38	Manual, Wire Tran, ACH & Computer	Checks	824,197.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	824,197.27

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$59.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:

Warrant Numbers 135280 through 135280, totaling \$59.75

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
135280	SULLIVAN, SHAUN	02/06/2025	GFRR_1.27.25	FOOD SERVICE PM	0	59.75	59.75
				BALANCE REFUND			
				1 Computer	Check(s) For a Total of		59.75

05.24.10.00.00-010034

Check Summary

PAGE: 2

	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	59.75
Total For	1	Manual, Wire Tran, ACH & Computer Checks		59.75
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	59.75

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$12,768.47. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:

Wire Transfer Payments 202400059 through 202400059, totaling \$12,768.47

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
	Vendor on Invoice						
202400059	BMO FINANCIAL GROUP	01/31/2025		CREDIT CARD PAYMENT CHECK			12,768.47
	ANDERSON ISLAND GENERAL STORE		GFC250100019	Credit Card Payment AP Invoice.	0	373.86	
	BATTERIES PLUS		GFC250100026	Credit Card Payment AP Invoice.	0	177.80	
	BMO FINANCIAL GROUP		GFC250100000	Credit Card Payment AP Invoice.	0	357.67	
	BMO FINANCIAL GROUP		GFC250100005	Credit Card Payment AP Invoice.	0	1,938.56	
	CAROLINA BIOLOGICAL SUPPLY CO		GFC250100008	Credit Card Payment AP Invoice.	0	243.66	
	CENTURYLINK-PORTAL		GFC250100022	Credit Card Payment AP Invoice.	272425029	1,398.63	
	CENTURYLINK-PORTAL		GFC250100023	Credit Card Payment AP Invoice.	272425029	255.50	
	CLASS CREATOR LLC		GFC250100012	Credit Card Payment AP Invoice.	0	638.40	
	COMCAST		GFC250100025	Credit Card Payment AP Invoice.	272425026	1,865.06	
	JW PEPPER & SON INC		GFC250100011	Credit Card Payment AP Invoice.	0	56.17	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	KCDA		GFC250100010	Credit Card Payment AP Invoice.	0	823.18	
	MICHAELS - PCARD		GFC250100016	Credit Card Payment AP Invoice.	0	45.36	
	MOMENTUM TELECOM, INC		GFC250100024	Credit Card Payment AP Invoice.	272425028	793.49	
	PIERCE COUNTY FERRY		GFC250100001	Credit Card Payment AP Invoice.	102425004	23.75	
	PIERCE COUNTY FERRY		GFC250100002	Credit Card Payment AP Invoice.	102425004	31.50	
	PIERCE COUNTY FERRY		GFC250100003	Credit Card Payment AP Invoice.	102425004	23.75	
	PIERCE COUNTY FERRY		GFC250100004	Credit Card Payment AP Invoice.	102425004	23.75	
	RIVERSIDE INSIGHTS		GFC250100021	Credit Card Payment AP Invoice.	0	1,669.39	
	SAFEWAY, INC		GFC250100009	Credit Card Payment AP Invoice.	142425012	164.74	
	SAFEWAY, INC		GFC250100013	Credit Card Payment AP Invoice.	142425012	40.01	
	SAFEWAY, INC		GFC250100014	Credit Card Payment AP Invoice.	142425012	387.17	
	SAFEWAY, INC		GFC250100015	Credit Card Payment AP Invoice.	142425012	409.88	
	SAFEWAY, INC		GFC250100017	Credit Card Payment AP Invoice.	142425012	38.98	
	SAFEWAY, INC		GFC250100018	Credit Card Payment AP Invoice.	142425012	130.48	
	USPS - PCARD		GFC250100007	Credit Card Payment AP Invoice.	0	16.45	
	WASA		GFC250100020	Credit Card Payment AP Invoice.	0	693.75	
	WESTERN PSYCHOLOGICAL SERVICES		GFC250100006	Credit Card	0	147.53	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						

Payment AP

Invoice.

1	Wire Transfer Check(s) For a Total of	12,768.47
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	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	12,768.47
	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	12,768.47
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	12,768.47

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$1,054.32. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Voids/Cancellations, totaling \$1,054.32

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
135219	QUADIENT FINANCE USA, INC.	01/16/2025	12.15.24	Postage for 2024.25 school year	82425025	1,054.32	1,054.32
				1 Void	Check(s) For a Total of		1,054.32

	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	1,054.32
			Net Amount	-1,054.32

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$603,469.99. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Voids/Cancellations, totaling \$603,469.99

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
135266	PIERCE COLLEGE	01/28/2025	MSC-00000035077	RUNNING START FALL FY 2024-25	82425013	603,469.99	603,469.99
				1 Void	Check(s) For a Total of	603,469.99	

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	603,469.99
		Net Amount	-603,469.99

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$415.97. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 135281 through 135281, totaling \$415.97

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
135281	STEILACOOM HIST SCHOOL DIST #1	02/10/2025	CTAX11 20250210AAA	Comp Tax owed for Cash Account 11 through 01/31/2025	0.	315.37	415.97
			CTAXCTW 20250210AAA	Comp Tax owed for Cash Account CTW through 01/31/2025	0	100.60	
			1	Computer	Check(s) For a Total of		415.97

	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	415.97
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	415.97
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	415.97

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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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$132,727.07. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:

Warrant Numbers 135282 through 135317, totaling \$132,727.07

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
135282	AMAZON.COM SALES, INC	02/10/2025	11CF-LKG1-6HTK	CTE - ASL	0	29.67	7,337.98
				SUPPLIES WILLIAMS			
			139F-6YPW-4JWF	CD - TEACHING	0	84.29	
				SUPPLIES			
			13WX-VYVX-3KHL	PIO - ART	2372425026	794.12	
				CLASSROOM			
				SUPPLIES SEMESTER			
				2			
			19X9-3J36-WYL4	CTE - ART	0	142.97	
				SUPPLIES MOCK			
			19X9-3J36-XQLC	CTE - SCIENCE	0	262.10	
				SUPPLIES			
			1DK4-KWP3-46W7	STUDENT SRVCS -	0	32.01	
				TEACHING SUPPLIES			
			1DXH-LKFX-7C99	2024-2025	102425075	864.28	
				MAINTENANCE			
				SUPPLIES			
			1F9G-TXFD-7P3D	CTE - FOOD	0	189.45	
				SUPPLIES BRACE			
			1GFR-GY3X-4QD3	SHS - TEACHING	0	49.96	
				SUPPLIES			
			1JM9-H4W4-6C3R	CC - 2024-2025	1622425010	179.28	
				Teaching Supplies			
			1JTG-XC1Q-VLGQ	PIO - ELA DEPT.	2372425009	187.03	
				SUPPLIES TERM 1			
			1K4N-V3QR-9164	PIO - LIBRARY	2372425024	192.83	
				SUPPLIES - M.			
				HILTON			
			1K7T-HLWT-93Y1	SHS - MATH	0	115.27	
				TEACHING SUPPLIES			
			1KGP-QYCX-6K4F	CTE - ART	0	396.62	
				SUPPLIES MOCK			
			1KVG-4GH3-9W4L	CC - 2024-2025	1622425010	368.21	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Teaching Supplies			
			1LNQ-9GQ6-619H	PIO - PRINCIPAL	2372425020	16.43	
				SUPPLIES TERM 2			
			1M6N-FVHJ-C3RP	AIE - COPY PAPER	0	93.18	
			1NPN-4KW7-CLR7	CC - SBA TESTING	0	102.76	
				SNACKS			
			1QMM-DCMR-71LC	AIE - PRIMARY	0	62.68	
				JOURNALS			
			1QP6-JFKV-4DVK	PIO - PRINCIPAL	2372425020	1,502.62	
				SUPPLIES TERM 2			
			1TXR-16YD-4PVP	2024-2025	102425075	55.04	
				MAINTENANCE			
				SUPPLIES			
			1TXR-16YD-4TWJ	CTE - SCIENCE	0	33.02	
				SUPPLIES HAUSER			
			1W11-GK3X-6NQL	CTE - SCIENCE	0	281.41	
				SUPPLIES STUTZ			
			1W6J-7KYY-WJJK	FINANCE - SCANNER	0	88.70	
			1W6J-7KYY-WVPP	SP - TEACHING	0	103.73	
				SUPPLIES GAFFEY			
			1X1L-Q1VR-3R6L	CTE - OFFICE	0	27.50	
				SUPPLIES			
			1YHK-47K9-4GKLK	CC - DIVIDER	0	116.16	
				CURTAIN FOR			
				HEALTH ROOM			
			1YKG-TX11-7GVP	CTE - ART	0	833.86	
				SUPPLIES MOCK			
			1YKG-TX11-7ML3	SHS - CHESS CLUB	0	26.40	
				EQUIPMENT			
			1YNY-H7JH-9MKH	FINANCE - DESK	0	73.38	
				CALCULATORS			
			1YP6-1YPC-3TNT	CTE - ART	0	33.02	
				SUPPLIES MOCK			
135283	AMERGIS HEALTHCARE STAFFING SV	02/10/2025	E15119390294	Bethany DeSue,	92425006	1,643.72	13,374.92
				RBT Contract			
				weekly pay rate			
				24-25 SY			
			E15119420294	Contract nursing	92425014	1,705.00	
				services, Emily			
				Godfrey, LPN (1:1			
				CD student)			
			E15193230294	Catherine	92425007	2,240.00	
				Chilton, OT			
				Contract weekly			
				pay rate 24-25 SY			
			E15193470294	Catherine	92425007	1,556.14	
				Chilton, OT			
				Contract weekly			
				pay rate 24-25 SY			
			E15193530294	Contract nursing	92425014	2,170.00	

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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				services, Emily Godfrey, LPN (1:1 CD student)			
			E15239660294	Catherine Chilton, OT Contract weekly pay rate 24-25 SY	92425007	2,223.20	
			E15240660294	Bethany DeSue, RBT Contract weekly pay rate 24-25 SY	92425006	1,836.86	
135284	AWSP (ASSN OF WA SCHOOL PRINCI	02/10/2025	000042580	AWSP Conf Fees for Charles Hilen	4312425014	800.00	1,600.00
			000042581	AWSP Conf Fees for tRACY Garza	4312425014	800.00	
135285	BATTERIES PLUS	02/10/2025	P79712940	OPEN PURCHASE ORDER 2024-2025 for BATTERIES/BULBS	102425007	319.87	319.87
135286	BUILDER'S HARDWARE & SUPPLY CO	02/10/2025	S3859623.001	OPEN PURCHASE ORDER 2024-2025 for HARDWARE SUPPLIES	102425003	701.77	701.77
135287	CAPITAL BUSINESS MACHINES INC	02/10/2025	INV247536	SALTAR'S POINT ELEMENTARY SCHOOL TONER SUPPLY	0	77.84	77.84
135288	CODEWORK INC	02/10/2025	250119	SOFTWARE SUBSCRIPTION RENEWAL MARCH 2025 TO MARCH 2026	272425066	975.00	975.00
135289	CONSOLIDATED ELECTRICAL DISTRI	02/10/2025	8541-1080053	OPEN PURCHASE ORDER 2024-2025 for ELECTRICAL/LIGHTS SUPPLIES	102425071	384.34	384.34
135290	CORAL SALES COMPANY	02/10/2025	INV-79948	CORAL SALES JSF SOLAR BASE HEAD MOUNT AND PLATE	272425063	425.26	425.26
135291	DEPT OF LICENSING (WA STATE)	02/10/2025	L0257604813	OPEN PURCHASE ORDER 2024-2025 for TYPE 2 Driving Abstracts	102425038	90.00	90.00
135292	FERGUSON ENTERPRISES, LLC	02/10/2025	3377236	OPEN PURCHASE 2024-2025 for PLUMBING SUPPLIES	102425010	96.52	96.52
135293	FIRST-CITIZENS BANK & TRUST CO	02/10/2025	46414026	DISTRICT COPIER LEASE SPRING FY 2024-2025 (JAN - MAY)	82425032	7,537.80	7,537.80

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
135294	GRAINGER	02/10/2025	9382133073	OPEN PURCHASE ORDER 2024-2025 for SUPPLIES	102425011	150.10	150.10
135295	HARDCASTLE, EDUCATIONAL SERV	02/10/2025	1001	CTE REVIEW	82425026	15,000.00	15,000.00
135296	HAROLD LEMAY ENTERPRISES	02/10/2025	19343327S180	SHSD MAINTENANCE BLDG DIGGS 1100: LOC 18251-001	0	230.61	9,291.98
			19346038S180	CHERRYDALE PRIMARY SCHOOL: LOC 18251-003	0	578.30	
			19346039S180	SHSD ADMIN BLDG 510: LOC 18251-004	0	230.61	
			19346040S180	PIONEER MIDDLE SCHOOL: LOC 18251-006	0	1,233.72	
			19346041S180	PIONEER MIDDLE SCHOOL: LOC 18251-007	0	949.14	
			19346042S180	STEILACOOM HIGH SCHOOL: LOC 18251-008	0	2,120.48	
			19346043S180	STEILACOOM HIGH SCHOOL: LOC 18251-009	0	694.15	
			19346044S180	CHERRYDALE PRIMARY SCHOOL: LOC 18251-010	0	269.39	
			19346045S180	SHSD ADMIN BLDG 510: LOC 18251-011	0	155.41	
			19346046S180	SALTAR'S POINT ELEMENTARY SCHOOL: LOC 18251-013	0	1,067.99	
			19346047S180	SALTAR'S POINT ELEMENTARY SCHOOL: LOC 18251-014 3	0	155.41	
			19346048S180	CHLOE CLARK ELEMENTARY SCHOOL: LOC 18251-015	0	1,171.98	
			19346049S180	CHLOE CLARK ELEMENTARY SCHOOL: LOC 18251-016	0	279.38	
			19346050S180	SHSD MAINTENANCE BLDG DIGGS 1100: LOC	0	155.41	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
135297	J&I POWER EQUIPMENT INC	02/10/2025	802139	OPEN PURCHASE ORDER 2024-2025 for GROUNDS SUPPLIES/REPAIRS	102425014	107.55	173.42
			802141	OPEN PURCHASE ORDER 2024-2025 for GROUNDS SUPPLIES/REPAIRS	102425014	65.87	
135298	KCDA	02/10/2025	300828254	CD - KCDA: teaching supplies	1462425013	413.87	413.87
135299	LAKES BODY SHOP	02/10/2025	RO #23760	Accident Repairs to 2015 CHEV Silverado 2500 HD Work Truck Crew Cab - Approved WSRMP Insurance Claim	102425077	7,093.62	7,093.62
135300	LAKEWOOD HARDWARE & PAINT	02/10/2025	763305	OPEN PURCHASE ORDER 2024-2025 for SUPPLIES	102425018	18.61	18.61
135301	LANDES, BONNIE JEANETTE	02/10/2025	reim_1.23.25	KEEPRI CERTIFICATION EXAM COST REIMBURSEMENT	0	165.00	165.00
135302	LANGUAGE LINK	02/10/2025	290904	LANGUAGE LINK INTERPRETATION SERVICES FOR 24-25	272425044	17.49	17.49
135303	LEADER SERVICES	02/10/2025	WA12860	Medicaid Billing (transaction fee billed monthly, \$1.40/transaction)	92425015	11.20	11.20
135304	LEMAY MOBILE SHREDDING	02/10/2025	4872662S185	SALTAR'S POINT ELEMENTARY SCHOOL: LOC 814398	0	97.80	363.25
			4872663S185	SHSD ADMIN BLDG 511: LOC 814400-001	0	172.97	
			4872666S185	STEILACOOM HIGH SCHOOL: LOC 814426	0	92.48	
135305	MILLER, KAMI	02/10/2025	reim_1.31.25	JANUARY 2025 MILEAGE REIMBURSEMENT	0	15.19	15.19
135306	MURREYS DISPOSAL CO., INC.	02/10/2025	12696623S111	Monthly minimum charge for medical waste disposal	92425013	17.96	17.96
135307	ODP SOLUTIONS, LLC	02/10/2025	406238933001	WORKROOM/FINANCE	82425038	188.13	188.13

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
135308	PIERCE COUNTY REFUSE	02/10/2025	19350544S180	SUPPLIES ANDERSON ISLAND ELEMENTARY SCHOOL: LOC 18251-017	0	188.46	245.98
			19350545S180	ANDERSON ISLAND ELEMENTARY SCHOOL: LOC 18251-018	0	57.52	
135309	PIERCE COUNTY SEWER	02/10/2025	1354221_2.1.25	PIONEER MIDDLE SCHOOL	0	257.14	520.04
			858625_2.1.25	CHLOE CLARK ELEMENTARY SCHOOL	0	262.90	
135310	PUGET SOUND ENERGY	02/10/2025	200002143960_1.31.25	PIONEER MIDDLE SCHOOL	0	16,310.46	37,517.35
			200008146082_1.31.25	SHSD ADMIN BLDG 510	0	498.88	
			200018787412_1.31.25	STEILACOOM HIGH SCHOOL	0	5,786.79	
			200023874882_2.3.25	CHLOE CLARK ELEMENTARY SCHOOL	0	14,494.65	
			220005466069_1.31.25	SHSD ADMIN BLDG 511	0	426.57	
135311	QUADIENT FINANCE USA, INC.	02/10/2025	01152025	Postage for 2024.25 school year	82425025	60.58	60.58
135312	REFRIGERATION SUPPLIES DISTRIB	02/10/2025	26355068-01	OPEN PURCHASE ORDER 2024-2025 for SUPPLIES	102425023	159.22	159.22
135313	SARCO SUPPLY	02/10/2025	1160115	SHS OPEN PURCHASE ORDER 2024-2025 for CUSTODIAL SUPPLIES	102425076	29.34	29.34
135314	SIEMENS INDUSTRY, INC.	02/10/2025	5331718329	Fire Panel Repairs at SHS	102425072	1,888.98	1,888.98
135315	TANNER ELECTRIC	02/10/2025	72131000_2.1.25	ANDERSDON ISLAND ELEMENTARY SCHOOL	0	1,013.43	1,013.43
135316	TOWN OF STEILACOOM	02/10/2025	10777.0_1.16.25	SHSD MAINT MOD BLDG	0	388.50	23,801.07
			1199.1_1.16.25	SHSD ADMIN BLDG 511	0	1,493.89	
			1409.0_1.16.25	STEILACOOM HIGH SCHOOL	0	235.23	
			1409.1_1.16.25	STEILACOOM HIGH SCHOOL	0	10,183.71	
			1884.0_1.16.25	SHSD ADMIN BLDG 510	0	812.49	
			2075.0_1.16.25	SALTAR'S POINT ELEMENTARY SCHOOL	0	389.72	
			2456.0_1.16.25	SHSD MAINT BLDG	0	36.51	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			2456.1_1.16.25	SHSD MAINT BLDG	0	1,067.46	
			2662.0_1.16.25	SALTAR'S POINT ELEMENTARY SCHOOL	0	1,079.07	
			2662.1_1.16.25	SALTAR'S POINT ELEMENTARY SCHOOL	0	4,436.73	
			3181.0_1.16.25	STEILACOOM HIGH SCHOOL IRRIGATION	0	3.75	
			3533.0_1.16.25	CHERRYDALE PRIMARY SCHOOL	0	879.75	
			3533.1_1.16.25	CHERRYDALE PRIMARY SCHOOL	0	2,206.82	
			6571.0_1.16.25	SHSD PDC BLDG	0	377.68	
			9157.0_1.16.25	SALTAR'S ELEMENTARY SCHOOL	0	209.76	
135317	WEVIDEO, INC.	02/10/2025	CINV11152	D Beaulieu We Video 1 year subscription \$1498.60 for 125 licenses. This is not a recurring charge. The subscription of 125 licenses must be purchase each year.	142425011	1,649.96	1,649.96
36	Computer	Check(s) For a Total of					132,727.07

	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
	36	Computer	Checks For a Total of	132,727.07
Total For	36	Manual, Wire Tran, ACH & Computer	Checks	132,727.07
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		132,727.07

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$1,104.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 200630 through 200630, totaling \$1,104.00

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
200630	PACIFICA LAW GROUP, LLP	01/23/2025	94725	PROFESSIONAL SERVICES FY 2024-2025	2002425039	1,104.00	1,104.00
				1 Computer	Check(s) For a Total of		1,104.00

	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
	1	Computer	Checks For a Total of	1,104.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		1,104.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,104.00

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$2,478.04. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:

Warrant Numbers 200631 through 200631, totaling \$2,478.04

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
200631	STEILACOOM HIST SCHOOL DIST #1	02/10/2025	CTAX21 20250210AAA	Comp Tax owed for Cash Account 21 through 01/31/2025	0	2,478.04	2,478.04
			1	Computer	Check(s) For a Total of		2,478.04

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Check Summary

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	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	2,478.04
Total For	1	Manual, Wire Tran, ACH & Computer Checks		2,478.04
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		2,478.04

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$120.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:
Wire Transfer Payments 202400058 through 202400058, totaling \$120.00

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
	Vendor on Invoice						
202400058	BMO FINANCIAL GROUP	01/31/2025		CREDIT CARD PAYMENT CHECK			120.00
	SPACE EXPLORATION TECHNOLOGIES		CPFC250100000	Credit Card Payment AP Invoice.	2002425013	120.00	
				1	Wire Transfer Check(s) For a Total of		120.00

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	120.00
	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		120.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	120.00

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$50.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405566 through 405566, totaling \$50.00

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
405566	NOVELO, ARTESIA	01/23/2025	ASBRR220393	STELLACOOM HIGH SCHOOL CHEER NATIONALS PAYMENT REFUND	0	50.00	50.00
				1 Computer	Check(s) For a Total of		50.00

	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
	1	Computer	Checks For a Total of	50.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		50.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	50.00

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$18,953.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 405567 through 405575, totaling \$18,953.75

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
405567	AMAZON.COM SALES, INC	02/10/2025	11DQ-NWML-D341	SHS - BOYS BASKETBALL EQUIPMENT	0	275.72	1,471.13
			1LTM-XGJ4-6WPK	SHS - YEARBOOK CLUB SUPPLIES	0	43.98	
			1VKF-CNCM-C9JY	SHS - BOYS BASKETBALL EQUIPMENT	0	673.80	
			1VL4-43C1-6RYD	SHS - LITERATURE CLUB BOOK	0	65.28	
			1XQG-6K46-3RN4	PIO - BAND SUPPLIES	0	412.35	
405568	CROSSEN, SHELLEY MARIE	02/10/2025	reim_01072025	SALTAR'S POINT ELEMENTARY SCHOOL BOOKS PURCHASE REIMBURSEMENT	0	258.89	258.89
405569	KENTRIDGE HIGH SCHOOL	02/10/2025	2025-01-11	STEILACOOM HIGH SCHOOL: DIVER ENTRY FEES	0	50.00	50.00
405570	L.O.S. EMBROIDERY	02/10/2025	000187	STEILACOOM HIGH SCHOOL: 2000 Athletics senior banners	4062425032	462.42	462.42
405571	PACIFIC PUBLISHING COMPANY INC	02/10/2025	24-069 ASB	STEILACOOM HIGH SCHOOL ASB PAYMENT PORTION	0	617.22	617.22
405572	PIERCE, AARON M	02/10/2025	reim_1.9.2025	STEILACOOM HIGH SCHOOL JROTC WONDERSHARE REGISTRATION REIMBURSEMENT	0	70.45	70.45
405573	SCHENCK, SUZANNE T	02/10/2025	reim_12.18.2024	CHLOE CLARK ELEMENTARY SCHOOL	0	116.90	116.90

05.24.10.00.00-010034

Check Summary

PAGE:

2

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				LIBRARY BOOKS			
				PURCHASE			
				REIMBURSEMENT			
405574	STEILACOOM HIST SCHOOL DIST #1	02/10/2025	SHSASB2GF\$6120.89	SHS ASB TO	0	6,120.89	13,981.74
				REIMBURSE GF FOR			
				NOVEMBER 2024			
				ATHLETICS			
				TRANSPORTATION			
			SHSASB2GF\$7860.85	SHS ASB TO	0	7,860.85	
				REIMBURSE GF FOR			
				DECEMBER 2024			
				ATHLETICS			
				TRANSPORTATION			
405575	WASHINGTON OFFICIALS ASSN	02/10/2025	14855	STEILACOOM HIGH	4062425033	1,925.00	1,925.00
				SCHOOL: 2000			
				Athletics			
				volleyball			
				officials' fees			

Check Summary

	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	18,953.75
Total For	9	Manual, Wire Tran, ACH & Computer Checks		18,953.75
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	18,953.75

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$38.25. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:

Warrant Numbers 405576 through 405576, totaling \$38.25

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
405576	STEILACOOM HIST SCHOOL DIST #1	02/10/2025	CTAX41 20250210AAA	Comp Tax owed for Cash Account 41 through 01/31/2025	0	38.25	38.25
			1	Computer	Check(s) For a Total of		38.25

	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	38.25
Total For	1	Manual, Wire Tran, ACH & Computer Checks		38.25
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	38.25

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 February 19, 2025, the board, by a _____ vote, approves payments, totaling \$34,554.55. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:
Wire Transfer Payments 202400060 through 202400060, totaling \$34,554.55

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
	Vendor on Invoice						
202400060	BMO FINANCIAL GROUP	01/31/2025		CREDIT CARD PAYMENT CHECK			34,554.55
	BMO FINANCIAL GROUP		ASBC250100001	Credit Card	0	2,590.58	
				Payment AP			
				Invoice.			
	BROADWAY CENTER FOR THE PERFOR		ASBC250100000	Credit Card	4042425001	3,927.00	
				Payment AP			
				Invoice.			
	COSTCO BUSINESS CENTER - PCARD		ASBC250100002	Credit Card	0	670.96	
				Payment AP			
				Invoice.			
	GRADUATION AUTOBAHN I, INC.		ASBC250100006	Credit Card	0	1,400.00	
				Payment AP			
				Invoice.			
	SAFEWAY, INC		ASBC250100003	Credit Card	0	169.69	
				Payment AP			
				Invoice.			
	STEILACOOM HIST SCHOOL DIST #1		ASBC250100004	Credit Card	0	457.50	
				Payment AP			
				Invoice.			
	UNIVERSAL CHEERLEADERS ASSN		ASBC250100008	Credit Card	0	25,005.00	
				Payment AP			
				Invoice.			
	WALMART - PCARD		ASBC250100005	Credit Card	0	133.82	
				Payment AP			
				Invoice.			
	WSCCA		ASBC250100007	Credit Card	0	200.00	
				Payment AP			
				Invoice.			

1 Wire Transfer Check(s) For a Total of 34,554.55

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	34,554.55
	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		34,554.55
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	34,554.55

Coversheet

Approval of January 15 2025 Regular Board Meeting Minutes

Section:	IV. CONSENT AGENDA
Item:	B. Approval of January 15 2025 Regular Board Meeting Minutes
Purpose:	
Submitted by:	
Related Material:	January 15 2025 Regular Board Meeting Minutes.pdf



Regular Meeting Minutes
Steilacoom Historical School District Professional Development Center
January 15, 2025

I. CALL TO ORDER

Chair Scott called the meeting to order at 6:00 p.m.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

Director Rohrer made a motion to excuse Director McDonald, Director Tinsley seconded the motion, and the motion passed (4/0).

Directors Lewis, Rohrer, Scott, and Tinsley present.

Chair Scott asked if anyone had any questions about the agenda. No questions.

Director Tinsley made a motion to approve the agenda, Director Lewis seconded the motion, and the motion passed (4/0).

II. PRESENTATIONS

A. Cherrydale Mileage Club

Christine Firth, principal of Cherrydale Primary School, introduced Cherrydale's PE teacher, Mr. Brian Kirby, who shared this will be the 16th year Cherrydale has offered Mileage Club to their entire student population. On average, Cherrydale students run and log 4,000 miles during the time Mileage Club is open. Every 5 miles earns students a toe token, and at the end of the year, students who have consistently committed their time and effort into the Mileage Club receive a Mileage Club t-shirt. Several Cherrydale students were present and wore their Mileage Club t-shirts. Mr. Kirby explained this program has also helped student attendance at Cherrydale, and shared his goal of the club is for kids to have fun, and have great attitudes about being physically active that carry into adulthood.

B. Dyslexia Certification Recognition

Laurie Vallieres, Executive Director of Teaching & Learning, shared that through a partnership with Pacific University and funded by the DoDEA 23 Operation ELEVATE grant, SHSD is equipping teachers with the expertise to support students with dyslexia. The Dyslexia Certificate Program empowers district teachers to recognize, understand, and implement evidence-based instruction grounded in the science of reading. This initiative enables SHSD educators to become advocates and leaders, ensuring all students can access literacy and thrive.

The following teachers earned their Dyslexia Certificate from Pacific University: Buffie DeSalvo, Bianca Kirby, Melody Rae, Brittany Pruitt, Courtney Taylor, and Meleesa York from Cherrydale Primary School; Mindy Cinquars, Bonnie Landes, Laura Mercier, Denise Isler, Sandy Lee, Shelley Moritz, and Jennifer Reger from Chloe Clark Elementary School; and Danielle Asato, Michelle Tate, Katelyn Manglona, and Matt Rauschendorfer from Saltar's Point Elementary School.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

Page 1 of 4

Directors congratulated the educators on this accomplishment, and acknowledged the very high quality of teachers we have in the district.

Dr. Weight shared this is not typical - in fact it is unheard of – and she commended the amount of time and energy given by our teachers to receive this certification. She also shared the district does not receive enough state funding to fund these types of programs, and we could not have offered this without the efforts of Dr. Vallieres to acquire DoDEA grant funding that allows these types of programs to happen.

C. NBCT Recognition

Dr. Vallieres shared information regarding National Board Certification. Caroline Sanne from Cherrydale Primary School has earned a new NBCT Certificate. Ms. Sanne shared this program really helped her to fall in love with teaching again. She joins the following current SHSD National Board Certificate holders: Steilacoom High School - Rachel Axtelle, Renee Chase, Sarah Dorsch, Marilyn Wynn, and Meggan Zajac-Mattes Pioneer Middle School - Kristen Barton, Aimee Brown, Kylie Martin, Stephanie Mateus, Jenessa Stout, and Trina Swift Saltar's Point Elementary School - Deirdre Davis and Keane Hansen Chloe Clark Elementary School - Kaitlyn Almeida, Karen Antonowicz, Rod Enos, Bonnie Landes, and Shannon Schmitz Cherrydale Primary School - Lanae Olson and Meleesa York.

Board members congratulated all the exceptional district staff members who hold their National Board Certification.

D. School Board Appreciation

Dr. Weight acknowledged the all-volunteer SHSD Board of Directors and thanked them for their year-round dedicated service to the district's staff, students, and families. Each district school shared cards and notes of appreciation with the board members.

Director Tinsley shared it is a privilege to serve on the school board.

III. COMMENTS FROM THE AUDIENCE

David Bungert, DuPont resident, shared WIAA Representative Assembly will vote on 16 proposed amendments in April. Mr. Bungert shared his support of proposed amendments 7, 8, and 13. If these amendments are passed, he requested the district act quickly regarding amendments 7 and 8, and implement the girls' flag football program proposed in amendment 13 in the 2025-26 school year.

Regarding the Board Operating Protocol on tonight's agenda, Mr. Bungert referenced Item 4 and questioned the board's accountability to the community.

IV. REPORT - Budget Status Report

Dr. Weight introduced Sarah Jahn, the district's new Chief Financial Officer. Ms. Jahn will begin sharing the monthly Budget Status Report at next month's meeting.

Dr. Weight shared budget status reports for all funds as of the end of December 2024, along with charts and data showing monthly attendance, general fund balance, and general fund cash balance.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

No questions from the board.

V. CONSENT AGENDA

Director Lewis made a motion to approve the Consent Agenda, Director Rohrer seconded the motion, and the motion passed (4/0).

The Consent Agenda consisted of Approval of December 2024 and January 2025 Accounts Payable and December 2024 Payroll; Approval of the December 18, 2024 Regular Board Meeting Minutes; Approval of Personnel Reports; Approval of Resolution 930-01-15-25 Authorization to Invest Funds; Approval of Resolution 931-01-15-25 Designation of Auditing Officers; and Approval of SHS Cheer Donation.

VI. NEW BUSINESS

A. Adoption of Environmental Science for the AP Course(Action)

Dr. Vallieres shared information regarding the proposed adoption of Environmental Science for the AP Course, 4th Edition (2023). Dr. Vallieres explained the Instructional Materials Committee reviewed and approved the textbook on December 4, 2024. The district's Diversity Committee evaluated the textbook using OSPI's Bias Rubric during the week of January 6, 2025, and confirmed its alignment with district equity goals. Steilacoom High School hosted a community curriculum review night on Monday, January 13, providing an opportunity for public input and review of the proposed materials. She also shared the textbook adoption will be funded through Career and Technical Education (CTE) resources, reflecting the integration of AP Environmental Science within the CTE pathway.

Director Lewis made a motion to approve the adoption of Environmental Science for the AP Course, 4th Edition (2023), Director Tinsley seconded the motion, and the motion passed (4/0).

Director Rohrer inquired about the cost of the textbooks. Dr. Vallieres shared she will get that information for the board, and also shared it is not a very large class so the cost will not be significant.

B. Adoption of Math for Financial Literacy

Dr. Vallieres shared information regarding the proposed adoption of Math for Financial Literacy, 2nd Edition (2023). Dr. Vallieres explained the Instructional Materials Committee reviewed and approved the textbook on December 4, 2024. The district's Diversity Committee evaluated the textbook using OSPI's Bias Rubric during the week of January 6, 2025, and confirmed its alignment with district equity goals. Steilacoom High School hosted a community curriculum review night on Monday, January 13, providing an opportunity for public input and review of the proposed materials. She also shared the adoption will be funded through Career and Technical Education (CTE) resources, reflecting its integration into CTE Business and Marketing pathways.

Director Rohrer made a motion to approve the adoption of Math for Financial Literacy, 2nd Edition (2023), Director Tinsley seconded the motion, and the motion passed (4/0)

No questions from board directors.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

Page 3 of 4

C. Review and Approval of Board Operating Protocol

Director Tinsley made a motion to approve the 2025 Board Operating Protocol, Director Rohrer seconded the motion, and the motion passed (4/0).

D. Board Goal - Professional Learning

Director Lewis shared he is taking an AI for Business Strategy class, and how the class has benefited him.

Chair Scott reviewed a few more items in the WSSDA's FAQs for financial literacy. He would like the district to use this information when it is time to share levy/bond information with the community.

VII. BOARD COMMUNICATION

No communication received by the board.

VIII. ANNOUNCEMENTS

Director Rohrer shared the Legislative Session started January 13. The SHS Chamber Choir performed ahead of Governor-elect Ferguson's inaugural address, and they did an exceptional job representing the school and the district, receiving a standing ovation.

IX. ADJOURNMENT

Director Tinsley made a motion to adjourn the meeting at 6:51 p.m., Director Lewis seconded the motion, and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)

Coversheet

Approval of Personnel Reports

Section:	IV. CONSENT AGENDA
Item:	C. Approval of Personnel Reports
Purpose:	
Submitted by:	
Related Material:	Certificated Personnel Report 2.19.25.pdf Classified Personnel Report 2.19.25.pdf Co-Curricular Personnel Report 2.19.25.pdf

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CERTIFICATED PERSONNEL REPORT - FEBRUARY 19, 2025

Name	Position	FTE	Location	Effective Date	Action	Comment
FANNIN COLEY	COUNSELOR	1.00	SALTAR'S POINT	8/30/2025	RETIREMENT	
KADEL PATRICIA	MLL TEACHER	1.00	DISTRICT WIDE	8/30/2025	RETIREMENT	
CHIARENZA LAYNE	SLP	1.00	DISTRICT WIDE	8/30/2025	RESIGNATION	
TATE KIMBERLY	TEACHER	0.50	ANDERSON ISLAND	8/30/2025	RETIREMENT	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - FEBRUARY 19, 2025

Name	Position	Hours	Location	Effective Date	Action	Comment
FELLER ESTHER	PARAPROFESSIONAL	6.50	CHERRYDALE	1/31/2025	RESIGNATION	
JOHNSON LAURA	OFFICE COORDINATOR	8.00	CHERRYDALE	8/30/2025	RETIREMENT	
TATE KIMBERLY	PARAPROFESSIONAL	3.25	ANDERSON ISLAND	8/30/2025	RETIREMENT	
HUGGINS SYDNEY	PARAPROFESSIONAL	6.50	CHLOE CLARK	2/28/2025	RESIGNATION	
REDMOND ILEANA	PARAPROFESSIONAL	6.50	CHERRYDALE	2/28/2025	RESIGNATION	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - FEBRUARY 19, 2025

Name	Position	Location	Effective Date	Amount	Comment
BRADBURY MCKENNA	ASSISTANT FASTPITCH COACH	HIGH SCHOOL	03/03/2025	\$ 3,600.00	
BIDDINGER JOSHUA	ASSISTANT BOYS SOCCER COACH	HIGH SCHOOL	03/03/2025	\$ 3,600.00	
GILL FRANK	ASSISTANT TRACK COACH	HIGH SCHOOL	03/03/2025	\$ 3,600.00	
MILLER CAM	ASSISTANT TRACK COACH	HIGH SCHOOL	03/03/2025	\$ 4,500.00	
WIDMAN COURTNEY	LITERACY LAB STIPEND	CHLOE CLARK	01/13/2025	\$ 600.00	DODEA
WIDMAN COURTNEY	LITERACY LAB STIPEND	CHLOE CLARK	03/03/2025	\$ 600.00	DODEA
ZENNER WHITNEY	LITERACY LAB STIPEND	CHLOE CLARK	01/13/2025	\$ 600.00	DODEA
ZENNER WHITNEY	LITERACY LAB STIPEND	CHLOE CLARK	03/03/2025	\$ 600.00	DODEA
ELSHIRE KATIE	POKÉMON GO CLUB ADVISOR	PIONEER	02/01/2025	\$ 1,200.00	

Coversheet

Approval of Steilacoom High School Football Team Camp Field Trip

Section:	IV. CONSENT AGENDA
Item:	D. Approval of Steilacoom High School Football Team Camp Field Trip
Purpose:	
Submitted by:	
Related Material:	SHS Football Team Camp.pdf

Steilacoom Historical School District
511 Chambers Street Steilacoom, WA 98388 (253) 983-2200

SUPERINTENDENT / SCHOOL BOARD
APPROVAL REQUIRED
FIELD TRIP REQUEST FORM - A1

Superintendent approval required for overnight or over Cascade Mountain travel; School Board for out-of-state trips.

Date of Request: 1/27/2025 School: Steilacoom HS

Name of teacher(s) requesting field trip: Kyle Haller

Proposed student group: Steilacoom Football

Proposed date(s) of field trip: 6/15-6/18 Proposed destination(s): Linfield University

Departure time from School: 9:00AM Transportation by: ☒ Bus ☐ Private Car ☐ Air

Return time to School: 4:00PM Will students need meals: ☐ Yes ☐ No

Content area(s) addressed: Football Team Camp

Description of proposed field trip and ASB fundraising efforts (please attach itinerary):

SHS football team would like to return to Linfield for this optional overnight team camp.

Number of Students: 50 Number of Chaperones: 10

Revenue Source: ☐ General Fund (GF) ☐ ASB Is this in the ASB Budget? ☐ Yes ☒ No

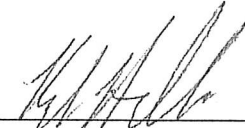
Individual student cost to be used for: _____

Estimated individual student cost \$ 290

Current GF/ASB Fund Balance: \$ _____

Total Cost \$ _____

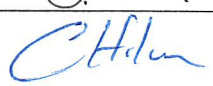
Account code _____

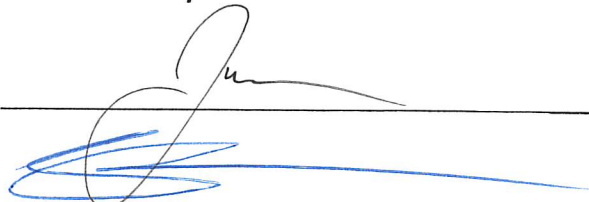
Teacher Name: Kyle Haller Signature: 

Teacher Name: _____ Signature: _____

Approve

Deny

Principal Name: J. Turner Signature: 



2025 Linfield TEAM Camp Schedule

Session 1- June 15-18

1/2 or Full Pads determined by HS team's scrimmage decision. Oregon teams only can scrimmage once per day. Camp Indy Session at least ½ Pads. Skelly is Helmets only.

DAY 1 Sun 6-15	Day 2 Mon 6-16	Day 3 Tues 6-17	Day 4 Weds 6-18
ARRIVAL 10AM - 2PM: Registration, Contact Beth Garcia for Time (Only 1 coach needed) 2:00 PM Head Coaches meet under Stadium. 1 Coach Please! 2:40 PM Camp Orientation MEET in STADIUM	MORNING 7:00 AM – 8:45 AM Strict on Meal Rotation Times 8:30 AM - HC's Check-In under stadium 8:45 AM - Teams warm up on own (Find space) 9:00 AM - Camp Indy Session 9:00- 40 min O/D 9:40- 10 min break 9:50- 40 min O/D 10:30 AM - Team Option Time Scrimmage/Skelly/Practice 11:30 - 1:30 Lunch Strict on Meal Rotation Times	MORNING 7:00 AM – 8:45 AM Strict on Meal Rotation Times 8:30 AM - HC's Check-In under stadium 8:45 AM - Teams warm up on own (Find space) 9:00 AM - Camp Indy Session 9:00- 40 min O/D 9:40- 10 min break 9:50- 40 min O/D 10:30 AM - Team Option Time Scrimmage/Skelly/Practice 11:30 - 1:30 Lunch Strict on Meal Rotation Times	MORNING 7:00 AM – 8:45 AM Strict on Meal Rotation Times FULL PADS 9:00 AM - Teams warm up on own (Find space) 9:15 AM - Final Scrimmages *See Scrimmage Schedule* 11:00 AM - Closing ceremony Teams Seated in Stadium 11:30 AM Check-Out & Depart
AFTERNOON 3:00 PM - Teams warm up on own (Find space) 3:30 PM - Camp Indy Session 3:30 - 40 min O/D 4:10 - 10 min break 4:20 - 40 min O/D 5:15 – 7:15 Dinner Strict on Meal Rotation Times	AFTERNOON 2:00 PM – All Teams @ Mid-field (Camp Announcements) 2:05 PM - Teams warm up on own (Find space) 2:20 PM - Camp Indy Session 2:20- 40 min O/D 3:00- 10 min break 3:10- 40 min O/D 3:50 PM - Team Option Time Scrimmage/Skelly/Practice 5:15- 7:15 Dinner Strict on Meal Rotation Times	AFTERNOON 2:00 PM – All Teams @ Mid-field (Camp Announcements) 2:05 PM - Teams warm up on own (Find space) 2:20 PM - Camp Indy Session 2:20- 40 min O/D 3:00- 10 min break 3:10- 40 min O/D 3:50 PM - Team Option Time Scrimmage/Skelly/Practice 5:15- 7:15 Dinner Strict on Meal Rotation Times	
EVENING 7:30 PM – Speaker/Stadium *Be on Time 7:45 PM – Team Warm-Ups (Find Space) 8:00 PM - Team Option Time Scrimmage/Skelly/Practice *See Scrimmage Schedule* 9:30 PM Wildcat Challenge- SUMO *1 Participant per team* Helmet with mouthpiece	EVENING 7:30 PM - Speaker/Stadium *Be On Time 7:45 PM – Team Warm-Ups (Find space) 8:00 PM - Team Option Time Scrimmage/Skelly/Practice 9:30 PM Wildcat Challenge- TUG O' WAR *6 participants- can use 1 coach* Teams Cheering in Stadium	EVENING 7:30 PM – Team Warm-ups (Find space) 7:45 PM – Skelly Tourney (Optional) 10:00 PM Wildcat Challenge – HIGH JUMP *10 participants* Teams Cheering in Stadium	



24-25

Overnight Field Trip Details

Name of Team	Steilacoom Football	
Number of students	TB D	Dependent on who pays to go. Estimation approximately 50.
Number of Chaperones	12	Names of Chaperones: Kyle Haller, Andy Macdonald, Matt Anderson, Cody Balogh, Brad Hofstetter, Justin Officer, Jack Lovell, Andrew Propes, Zach Miller, Anthony Crawford, Frank Gill, Chris Maxwell
Total Number in Group	Approx 60	
Event Name	Linfield Football Camp	
Dates of Event	June 15-18, 2025	
Venue Name & Address	Linfield University: 900 SE Baker St, McMinnville, OR 97128	
Hotel Name & Address	na	
Transportation Method Plane - Airline & Flight Details Bus - Transportation company name and departure/arrival times Van - Driver name and departure/arrival details	Bus - Durham Depart 9AM 6/15 Depart Linfield 11AM 6/18	
Requestor		

SHS Primary Contact Information Title, Name, Phone, Email	Kyle Haller, Head Coach 253-820-4145 khaller@steilacoom.k12.wa.us
--	---

Estimated Costs for Trip:	Entry Fees	\$290 per student athlete
	Hotel	na



24-25

Overnight Field Trip Details

	(number of rooms and nightly rate) (X Rooms; X Nights)	
	Transportation Cost & Detail	TBD - Boosters will pay bus cost
	Additional individual cost	
	Total estimated trip cost per individual	\$290
	Total cost for group	

Please provide each full daily Itinerary below: See attached

Day of week, Month, day, year	Daily Itinerary

Day of week, Month, day, year	Daily Itinerary

Day of week, Month, day, year	Daily Itinerary

Day of week, Month, day, year	Daily Itinerary

Day of week, Month, day, year	Daily Itinerary



24-25 Overnight Field Trip Details

Additional Notes:	
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Coversheet

Approval of Steilacoom High School Sports Boosters Donation

Section:	IV. CONSENT AGENDA
Item:	E. Approval of Steilacoom High School Sports Boosters Donation
Purpose:	
Submitted by:	
Related Material:	Sports Booster Donation.pdf



The best education for every student.

STEILACOOM
Historical School District No. 1

511 Chambers Street
Steilacoom, WA 98388
PH: 253-983-2206

Donations

The Steilacoom Historical School District No. 1 (SHSD) is pleased to accept the following

donation from: Sports Boosters / receipt 220433

purpose of: Helping with team expenses

Donation Date: 1-22-25 Amount: \$5,263.60 / ck #1485

Deposit to Revenue Code (960): Boys' basketball 2007

☐ GF or ☒ ASB

Expend from Account Code (530): _____

☐ Attach documentation such as Kiwanis Mini Grant, Admin Approval etc

Donation Approved By:

Chief of Finance and Operations

Date: 1/24/25

Donations in the amount of \$5,000 or greater must be pre- approved by the Board of Directors prior to being used.

Board approval required? ☒ Yes ☐ No

Board Meeting date: _____

☐ Purchase Coordinator [accept funds / complete form / copy check & attach to form /deposit]

☐ Chief of Finance and Operations [review / approve / sign]

☐ Finance to forward donation form with attachments & check copy (\$5,000 or greater) to Executive Assistant to the Superintendent for placement on next scheduled Board Meeting for review & approval

☐ Purchase Coordinator maintains all financial transaction records involving this donation to donor if requested

Coversheet

Approval of Cherrydale PTA Playground Donation

Section:	IV. CONSENT AGENDA
Item:	F. Approval of Cherrydale PTA Playground Donation
Purpose:	
Submitted by:	
Related Material:	Cherrydale PTA Playground Donation.pdf



The best education for every student.

STEILACOOM

Historical School District No. 1

511 Chambers Street
Steilacoom, WA 98388
PH: 253-983-2206

Donations

The Steilacoom Historical School District No. 1 (SHSD) is pleased to accept the following

donation from: Cherrydale PTA

purpose of: Kindergarten Playground Project

Donation Date: 2-5-25 Amount: \$7500

Deposit to Revenue Code (960): 960 0000 25 0000 0000 1466 0000 1

☒ SP GF or ☒ ASB

Expend from Account Code (530): _____

☐

Attach documentation such as Kiwanis Mini Grant, Admin Approval etc

Donation Approved By:

Chief of Finance and Operations

Date:

2/12/25

Donations in the amount of \$5,000 or greater must be pre- approved by the Board of Directors prior to being used.

Board approval required? ☒ Yes ☐ No

Board Meeting date: 2/19/2025

☐ Purchase Coordinator [accept funds / complete form / copy check & attach to form /deposit]

☐ Chief of Finance and Operations [review / approve / sign]

☐ Finance to forward donation form with attachments & check copy (\$5,000 or greater) to Executive Assistant to the Superintendent for placement on next scheduled Board Meeting for review & approval

☐ Purchase Coordinator maintains all financial transaction records involving this donation to donor if requested

Coversheet

First Reading of Policy 3205 Sexual Harassment of Students

Section:	V. NEW BUSINESS
Item:	A. First Reading of Policy 3205 Sexual Harassment of Students
Purpose:	Vote
Submitted by:	
Related Material:	Policy 3205 Sexual Harassment of Students.pdf

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 19, 2025

Strategic Focus Area

- ☐ Achieve
- ☒ Support
- ☐ Connect
- ☒ Plan

BACKGROUND INFORMATION

2024 Title IX legislation is no longer in effect. To comply with current law, all school districts must revert to their prior 2020 Title IX policies and procedures that were in effect until the start of the current school year.

Reinstated

- 3205- Sexual Harassment of Students (adopted 9.9.20)
- 5011- Sexual Harassment of District Staff Prohibited (adopted 9.21.22)

Retired

- 3205- Sex Discrimination and Sex-Based Harassment of Students Prohibited
- 5011- Sex Discrimination and Sex-Based Harassment of District Staff Prohibited

RECOMMENDED ACTION:

I move approval of reinstating Policy 3205 Sexual Harassment of Students and Policy 5011 Sexual Harassment of District Staff Prohibited

Report prepared by:
Susanne Beauchaine, Executive Director of HR

SEXUAL HARASSMENT OF STUDENTS PROHIBITED

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.

The term “sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.

Policy No. 3205

Students

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

District/school staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer, and parent

Policy No. 3205

Students

handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

Cross References: [Board Policy 3207](#) - Prohibition of Harassment, Intimidation and Bullying
[Board Policy 3210](#) –Nondiscrimination
[Board Policy 3211](#) – Transgender Students
[Board Policy 3240](#) - Student Conduct
[Board Policy 3421](#) - Child Abuse, Neglect and Exploitation Prevention
[Board Policy 5010](#) - Nondiscrimination and Affirmative Action
[Board Policy 5011](#) – Sexual Harassment of District Employees Prohibited

Legal References: [RCW 28A.640.020](#) Regulations, guidelines to eliminate discrimination —
 Scope — Sexual harassment policies
[WAC 392-190-058](#) Sexual harassment
[20 U.S.C. §§ 1681-1688](#)
[34 C.F.R. § 106](#)

Management
 Resources: 2020 – August Issue
 2019 – March Issue
 2015 – July Policy Alert
 2014 - December Issue
 2010 - October Issue

Adoption Date: 9.9.15

Steilacoom Historical School District No. 1

Revision Date: 8.28.19; 9.9.20

Coversheet

First Reading of Policy 5011 Sexual Harassment of District Staff Prohibited

Section:	V. NEW BUSINESS
Item:	B. First Reading of Policy 5011 Sexual Harassment of District Staff
Prohibited	
Purpose:	Vote
Submitted by:	
Related Material:	Policy 5011 Sexual Harassment of District Staff Prohibited.pdf

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 19, 2025

Strategic Focus Area

- ☐ Achieve
- ☒ Support
- ☐ Connect
- ☒ Plan

BACKGROUND INFORMATION

2024 Title IX legislation is no longer in effect. To comply with current law, all school districts must revert to their prior 2020 Title IX policies and procedures that were in effect until the start of the current school year.

Reinstated

- 3205- Sexual Harassment of Students (adopted 9.9.20)
- 5011- Sexual Harassment of District Staff Prohibited (adopted 9.21.22)

Retired

- 3205- Sex Discrimination and Sex-Based Harassment of Students Prohibited
- 5011- Sex Discrimination and Sex-Based Harassment of District Staff Prohibited

RECOMMENDED ACTION:

I move approval of reinstating Policy 3205 Sexual Harassment of Students and Policy 5011 Sexual Harassment of District Staff Prohibited

Report prepared by:
Susanne Beauchaine, Executive Director of HR

SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's employment performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Policy No. 5011
Personnel

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities. A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of [Policy 3205](#) and [Procedure 3205P](#).

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduce in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy No. 5011
Personnel

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers and parents in the review process.

Cross References:	Policy	3205	Sexual Harassment of Students
			Prohibited
	Policy	3207	Prohibition of Harrassment, Intimidation and Bullying
	Policy	3210	Nondiscrimination
	Policy	3240	Student Conduct
	Policy	3421	Child Abuse, Neglect and Exploitation
	Policy	5010	Nondiscrimination and Affirmative Action

Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope—Sexual harrassment policies
	WAC 392-190-058	Sexual harassment

Management Resources:

- 2022 June Issue
- Policy News*, October 2011
- Policy News*, December 2014
- 2015 – July Policy Alert

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 7.29.10; 2.12.14; 1.28.15; 8.27.15; 9.22.21; 9.21.22

Coversheet

First Reading of Policy 3210 Nondiscrimination

Section:	V. NEW BUSINESS
Item:	C. First Reading of Policy 3210 Nondiscrimination
Purpose:	Vote
Submitted by:	
Related Material:	Policy 3210 Nondiscrimination.pdf

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 19, 2025

Strategic Focus Area

- ☐ Achieve
- ☒ Support
- ☐ Connect
- ☒ Plan

BACKGROUND INFORMATION

Policy 3210 Nondiscrimination and Policy 5010 Nondiscrimination and Affirmative Action

OSPI publishes guidelines related to prohibiting discrimination in schools that align with district's requirements under 329-190 WAC. These policies are updated to align with current rules, address legal changes and to make both policies more user friendly.

Policy 3210 (students)

- These revisions include additional language related to the district's obligation to adopt the model student handbook language required by RCW 28A.300.286 (legal change).
- Language to describe discriminatory harassment and how the district should respond to potential discriminatory harassment.

Policy 5010 (staff)

- Revisions shift language from the procedure to the policy, simplifying the procedure to clearly outline how the district responds to complaints.
- Additional revisions clarify the district's commitments for nondiscrimination.

RECOMMENDED ACTION:

I move approval of the revisions to Policy 3210 Nondiscrimination and Policy 5010 Nondiscrimination and Affirmative Action

Report prepared by:
Susanne Beauchaine, Executive Director of HR

NONDISCRIMINATION

The district ~~is committed to complying with anti-~~~~will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without~~ discrimination laws.

Definition

~~“Protected status” is short for the phrase “sex, based on~~ race, creed, religion, ~~creed,~~ color, national origin, ~~age,~~ honorably ~~-~~discharged veteran or military status, ~~sex,~~ sexual orientation, gender expression, gender or identity, ~~marital status,~~ the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.”

Nondiscrimination Statement

~~—~~The district will adopt a nondiscrimination statement that must include the following:

- ~~1. Notice that the district may not discriminate in any programs or activities based on sex,~~ race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal.
- ~~2. provide~~The name or title, office address, and telephone number of the employee designated as the compliance officer under this policy, the Section 504 Coordinator, and the Title IX Coordinator.
- ~~4.3. Notice that the district provides equal access to school facilities to the Boy Scouts of America and anyall other designated youth groupgroups listed in Title 36 of the United States Code.~~District programs

The district will include this statement in written announcements, notices, recruitment materials, employment application forms, and other publications made available to all students, parents, or employees. The district may combine the statement described above with the notice described in Policy 3205.

Model Student Handbook Language

The district will adopt the model student handbook language described in RCW 28A.300.286 and include the language in any student, parent, employee, and volunteer handbook it or its schools publish and on its and its schools’ websites.

Discriminatory Harassment

Students have a right to be free from discriminatorysexual harassment. The district violates that right if the following conditions are met:~~Auxiliary aids and services will be provided upon request to individuals with disabilities.~~

The alleged conduct

1. Conduct against any student that is based on a student’s protected status.

2. The alleged conduct creates a hostile environment. A hostile environment is created if one of the alleged conduct categories listed above that is sufficiently severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the district's course offerings, including any educational programming or any activity. A hostile environment could impact a student's life in many ways. Physical illness, anxiety about going to school, or a decline in grades or attendance could signal a hostile environment.

3. After receiving notice of the alleged conduct, the district fails to take prompt and appropriate action to investigate it or fails to take prompt and effective steps employee knows, or reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects as appropriate. The district has notice of should know, that such discriminatory harassment if a reasonable employee knew or, in the exercise of reasonable care, should have known about the harassment. Employees may have notice of discriminatory harassment if they receive an oral report from a student, parent, or other individual; receive a written complaint; witness harassing conduct; or become aware of harassment by members of the community or the media.

Harassing conduct may include verbal acts and name-calling, graphic and written statements, or other conduct that may be physically threatening, harmful, or humiliating.

When the district receives notice of potential discriminatory harassment, it will take prompt and appropriate action to investigate and, as applicable, is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects. Examples of the steps the district might take include imposing discipline, separating individuals, developing a safety plan, offering counseling, and providing additional training and instruction. These steps will not penalize the student who was harassed prevent its recurrence and remedy its effects.

The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district's Section 504 and Title IX compliance officers.

The district will

Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC. Annually, the district will annually publish a notice of the complaint procedure in a way that is reasonably calculated to inform all students, students' parents, and employees of it. The district will provide the notice /guardians (in a language each parent that they can understand, which may

require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those with limited English proficiency), ~~and employees of the district's discrimination complaint procedure.~~

~~The district will not adopt any policy, procedure, or practice that would limit a person's right to file a complaint under the complaint procedure.~~

Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district's compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005. ~~The a staff member to serve as the compliance officer is for this policy. The compliance officer will be responsible for ensuring that all investigating any discrimination complaints filed under the complaint procedure are promptly investigated and resolved. communicated to the district.~~

Training

The district will train all ~~provide training to~~ administrators, ~~and~~ certificated personnel, and classroom personnel regarding their responsibilities under this policy and chapter 392-190 WAC. The training will aim to raise awareness of and eliminate bias and discrimination-based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under the protected classes identified in this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

Cross References:

[Policy 2020](#)

[Policy 2030](#)

[Policy 2140](#)

[Policy 2150](#)

[Policy 2151](#)

[Policy 4217](#)

[Policy 4260](#)

Curriculum Development and Adoption

Service Animals in Schools

Guidance and Counseling

Co-Curricular Program

Interscholastic Activities

Effective Communication

Use of School Facilities

Legal References:

[RCW 28A.640](#)

[RCW 28A.642](#)

[49.60](#)

Sexual Equality

Discrimination prohibition

Discrimination — Human rights commission

Policy No. 3210
Students

[20 U.S.C. 7905](#) Boy Scouts of American Equal Access Act
[42 U.S.C. §§ 12101-12213](#) Americans with Disabilities Act

[WAC 392-400-215](#)
[392-190-020](#)

[WAC 392-190-060](#)

Student rights
Training – Staff responsibilities –
Bias awareness
Compliance – School district
designation of responsible employee
Notification

Management Resources:

Policy News, March 2016
Policy News December 2014
Policy News, June 2011
Policy News, August 2007

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 2.22.12; 2.11.15; 10.26.16

Coversheet

First Reading of Policy 5010 Nondiscrimination and Affirmative Action

Section:	V. NEW BUSINESS
Item:	D. First Reading of Policy 5010 Nondiscrimination and Affirmative Action
Purpose:	Vote
Submitted by:	
Related Material:	Policy 5010 Nondiscrimination and Affirmative Action.pdf

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 19, 2025

Strategic Focus Area

- ☐ Achieve
- ☒ Support
- ☐ Connect
- ☒ Plan

BACKGROUND INFORMATION

Policy 3210 Nondiscrimination and Policy 5010 Nondiscrimination and Affirmative Action

OSPI publishes guidelines related to prohibiting discrimination in schools that align with district's requirements under 329-190 WAC. These policies are updated to align with current rules, address legal changes and to make both policies more user friendly.

Policy 3210 (students)

- These revisions include additional language related to the district's obligation to adopt the model student handbook language required by RCW 28A.300.286 (legal change).
- Language to describe discriminatory harassment and how the district should respond to potential discriminatory harassment.

Policy 5010 (staff)

- Revisions shift language from the procedure to the policy, simplifying the procedure to clearly outline how the district responds to complaints.
- Additional revisions clarify the district's commitments for nondiscrimination.

RECOMMENDED ACTION:

I move approval of the revisions to Policy 3210 Nondiscrimination and Policy 5010 Nondiscrimination and Affirmative Action

Report prepared by:
Susanne Beauchaine, Executive Director of HR

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Nondiscrimination

~~The district is committed to an educational and working environment free from discrimination and harassment based on a person's protected statuses described in this policy. This policy and accompanying procedure prohibits discrimination and harassment of any staff member, volunteers, and contractors who work on behalf of the district.~~

~~The district will not deny any person the benefit of, or subject any person to discrimination in employment, recruitment, promotion, advancement, consideration, or selection in connection with employment based on their protected status.~~

~~The district will make all employment decisions in a non-discriminatory manner and will not limit, segregate, or classify any person in a way that could adversely affect their employment opportunities or status based on their protected status.~~

~~The district will not enter into any contractual or other relationship that directly or indirectly results in the discrimination of any person in connection with employment based on their protected status.~~

~~The district will not grant preferential treatment to applications for employment based on an applicant's enrollment at any education institution or entity that only predominantly admits students based on sex, race, color, or national origin if the giving of such preferences has the effect of discriminating based on sex, race, color, or national origin.~~

Equal Employment Opportunity

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training.

~~Such equal employment opportunity will be provided without discrimination with respect to a legally protected characteristic, which include the following: race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, disability or the use of a trained dog guide or service animal by a person with a disability.~~

~~-~~

~~The board will designate a staff member to serve as the compliance officer.~~

Definition

"Protected status" is short for the phrase "age, sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability."

~~-~~

Discriminatory Harassment

The district prohibits discriminatory harassment in the workplace. Discriminatory harassment is unwelcome or offensive conduct directed that is:

Policy No. 5010
Personnel

- ~~1. Directed~~ toward a person based on ~~their~~ protected ~~status that is sufficiently characteristic,~~
- ~~2. Sufficiently~~ severe or pervasive ~~to create an ;~~
- ~~3. Unreasonably interferes with a person's work environment that a reasonable person would consider ability to perform job duties; and~~
- ~~4. The cause of an~~ intimidating, hostile, or offensive. Petty slights, annoyances, or isolated incidents, unless extremely serious, will not rise to the level of discriminatory harassment environment.

Examples of Employment Discrimination

Harassing conduct may discriminatory harassment include, but ~~is~~are not limited to:

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
- Disparaging remarks to or about a person's legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);
- Displaying negative or offensive ~~posters~~ or pictures about a legally protected characteristic;
- Physical conduct toward a person due to that person's legally protected characteristic;
- All communications, including those conveyed electronically, such as by e-mail, telephone or voicemail, text messaging, or social media or other internet use, that directly or indirectly implicates a legally protected characteristic; or
- Any other unwelcome conduct that implicated a legally protected characteristic.

These are examples of employment discrimination and are not an exhaustive list.

~~Affirmative Action~~

~~The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women, and Vietnam veterans who are under represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.~~

~~The~~

When the district becomes aware of potential discriminatory harassment, it will promptly investigate the conduct and, as appropriate, take reasonable steps to prevent and promptly correct the harassing conduct.

~~superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups—aged, persons with disabilities, ethnic~~

Policy No. 5010
Personnel

~~minorities and women and Vietnam veterans, although under state law, racial minorities, and women may not be treated preferentially in public employment.~~

~~This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.~~

Employment of Persons with Disabilities

~~To~~In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

~~The district will not discriminate against a~~

1. ~~No~~ qualified individual based on their person with disabilities will, solely by reason of a disability, ~~nor will be subjected to discrimination and~~ the district ~~will not~~ limit, segregate, or classify any applicants for employment or any staff member in any way that adversely affects ~~their~~his/her opportunities or status because of ~~their~~a disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation.

2. The district will ~~reasonably accommodate~~make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship. ~~on the operation of the district program. Such reasonable accommodations may include:~~

~~a.~~ Reasonable accommodations may include makingMaking facilities used by staff readily accessible and usable by persons with disabilities; and job restructuring; part-time or modified work schedules; acquisition or modification of equipment or devices; the provision of readers or interpreters; and other similar actions.

~~An undue hardship means an accommodation would be unduly costly, extensive, substantial or disruptive or would fundamentally alter the nature or operation of the district.~~

In determining whether ~~an~~or not accommodation would impose an undue hardship on the district, ~~the district may consider, among other things, the factors to be considered include the nature and~~ cost of the accommodation, ~~the district's size, the district's financial resources, and the nature and structure of its operations.~~

3. The ~~d~~District will not use any employment tests or criteria that screen out persons with disabilities unless the test or criteria is clearly and specifically job-related, ~~and. Also,~~ the ~~d~~District will not use such tests or criteria if alternative tests or criteria (that do not screen out persons with disabilities) are available.

Policy No. 5010 Personnel

~~4. 4.—While the district may not make pre-employment inquiries as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant’s ability to perform job-related functions.~~

~~5.—Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.~~

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member of, or performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of ~~their~~that participation in a uniformed service. This includes initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Affirmative Action Program

The district will develop an affirmative action employment plan or program that includes appropriate provisions designed to eliminate discrimination based on protected status.

Regarding sex discrimination, the district’s affirmative action employment plan or program must include the requirements to maintain credential requirements for all personnel without regard to sex; make no differentiation in pay scale based on sex; make no differentiation in the assignment of school duties based on sex except where an assignment would involve duty areas or situations such as, but not limited to, a shower room, where persons might be disrobed; provide the same opportunities for advancement for males and females; and make no differentiation in conditions of employment based on sex, including, but not limited to, hiring practices, leaves of absence, hours of employment, and assignment of or payment for instructional or non-instructional duties.

Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC. Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all employees of it. The district will provide the notice in a language each employee can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those with limited English proficiency.
The district will not adopt any policy, procedure, or practice that would limit a person’s right to file a complaint under the complaint procedure.

Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district’s compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.

The compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Policy No. 5010
Personnel

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Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

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Any person who retaliates will be subject to appropriate discipline.

Cross References:

[2030](#) - Service Animals in Schools

[5270](#) - Resolution of Staff Complaints

[5407](#) - Military Leave

5011 – Sexual Harassment of District Staff Members Prohibited

Policy No. 5010
Personnel

Legal References:

[RCW 28A.400.310](#) Law against discrimination applicable to districts' employment practices
[RCW 28A.640.020](#) Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
[RCW 28A.642](#) Discrimination prohibition
[RCW 49.60](#) Discrimination — Human rights commission
[RCW 49.60.030](#) Freedom from discrimination — Declaration of civil rights

[RCW 49.60.180](#) Unfair practices of employers
[RCW 49.60.400](#) Discrimination, preferential treatment prohibited
[RCW 73.16](#) Employment and Reemployment
[WAC 392-190](#) Equal Education Opportunity – Unlawful Discrimination Prohibited
[WAC 392-190-0592](#) Public school employment — Affirmative action program
[42 USC 2000e1](#) – 2000e10 Title VII of the Civil Rights Act of 1964
[20 USC 1681](#) - 1688 Title IX Educational Amendments of 1972
[42 USC 12101](#) – 12213 Americans with Disabilities Act
[8 USC 1324](#) (IRCA) Immigration Reform and Control Act of 1986
[38 USC 4301-4333](#) Uniformed Services Employment and Reemployment Rights Act
[29 USC 794](#) Vocational Rehabilitation Act of 1973
[34 CFR 104](#) Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance
[38 USC 4212](#) Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)

Management Resources: 2023 – July Issue

2018 May Issue

2017 - April Issue

2014 - December Issue

2013 - June Issue

2011 - June Issue

2011 - February Issue

Policy News, August 2007 Washington's Law Against Discrimination

Policy News, June 2001 State Updates Military Leave Rights

Adoption Date: 2.27.08

Steilacoom Historical School District No. 1

Revised: 3.13.12; 1.28.15; 6.29.17; 1.9.19; 10.18.23

Coversheet

First Reading of Policy 3420 Anaphylaxis Prevention and Response

Section:	V. NEW BUSINESS
Item:	E. First Reading of Policy 3420 Anaphylaxis Prevention and Response
Purpose:	Vote
Submitted by:	
Related Material:	Policy 3420 Anaphylaxis Prevention and Response.pdf

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 19, 2025

Strategic Focus Area

- ☐ Achieve
- ☒ Support
- ☐ Connect
- ☐ Plan

BACKGROUND INFORMATION

Policy 3420 Anaphylaxis Prevention and Response is being updated to add clarity and specificity to utilize the correct medical terminology. In addition, the updated policy includes the necessity to distribute the plan to the appropriate school staff based on the student's needs.

RECOMMENDED ACTION:

I recommend the Board approve Policy 3420, Anaphylaxis Prevention and Response

Report prepared by: Kari Terjeson

ANAPHYLAXIS PREVENTION AND RESPONSE

Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and may require follow-up care by an allergist/immunologist.

The Board of Directors expects school administrators, teachers, and support staff to be informed and aware of life threatening allergic reactions (anaphylaxis) and how to deal with the resulting medical emergencies. For students, some common life threatening allergens are peanuts, tree nuts, fish, dairy, bee or other insect stings, latex and some medications. Affected students require planned care and support during the school day and during school sponsored activities. Additionally, any student could potentially have a life threatening allergic reaction even without a history of such.

Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. The district will take reasonable measures to avoid allergens for affected students. The district will also train all staff in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel. The plan shall be distributed to appropriate staff based on the students' needs and the staffs' level of interaction with the student as determined in the health plan.

Even with the district's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the district will take reasonable precautions to reduce the risk of exposure to allergens for a-students with a-history of anaphylaxis coming into contact with the offending allergen in school.

The superintendent will establish procedures to support this policy and to ensure:

1. Rescue protocol in cases of suspected anaphylaxis —will follow OSPI's Guidelines for the Care of Students with Anaphylaxis (2009);
2. A simple and standardized format for emergency care plans is utilized;
3. A protocol is in place to ensure emergency care plans are current and completed and distributed to appropriate staff;
4. Medication orders are clear and unambiguous;
5. Training and documentation is a priority

Cross References: [Policy 3418](#)
[Policy 3416](#)
[Policy 3419](#)

Emergency Treatment
 Medication at School
 Self-Administration of Asthma and
 Anaphylaxis Medications

Legal References: [WAC 392-380](#)

Public School Pupils – Immunization
 Requirement and Life-Threatening Health
 Condition

Policy No. 3420
Students

[RCW 28A.210.383](#)

Anaphylaxis – Policy Guidelines –
Procedures – Reports

Management Resources:

Policy News, August 2018

Policy News, December 2013

Policy News, August 2012

Policy News, February 2009

Anaphylaxis Prevention and Response

Anaphylaxis Prevention Policy Required

OSPI, March 2009

Guidelines for the Care of Students with
Anaphylaxis

Adoption Date: 2.27.08

Steilacoom Historical School District No. 1

Revised: 9.25.13; 11.14.18