YELM Community Schools

360.458.1900
FAX: 360.458.6178
107 First Street North
PO Box 476
Yelm, WA 98597-0476

SCHOOL BOARD MEMBERS: Denise Hendrickson, President ● Casey Shaw, Vice President
Bill Hauss ● Frank King ● Casey Shaw

AGENDA

Regular School Board Meeting

Thursday, February 27, 2025
6 p.m.
District Office Board Room
107 First Street North • Yelm, WA

Regular School Board Meeting

A **1.** **Call to Order**
Flag Salute

I **2.** **Audience**

A. Board Recognition
1. Career and Technical Education Excellence Award
2. Excellence in Food Services Award

B. Superintendent's Comments

C. Community Comments

A **3.** **School Board Minutes**
January 9, 2025 – Regular Board Meeting
January 24, 2025 – Regular Board Meeting

4. **New Business**

A **A. Individual Contracts**

1. New Hires
   Kristal Detert, Transportation Bus Driver
   Jacqueline Hawkins, YHS Coach Assistant FastPitch
   Jurell Johnson, YMS Para SPED Program 1:1
   Chrystyne Martin, SW Teacher SPED Program SELF
   Aly Prohim, YHS Coach Assistant Soccer
   Jason Ronquillo, YHS Coach Assistant Track
   Jonathan Shimabukuro, YHS Coach Assistant Baseball
   Kaitlin Woods, SW Para SPED Program SELF
2. Leave of Absence
   No Report
3. Resignations/Retirements/Terminations
   Chelsea Caramandi, YMS Teacher Art — Resignation

Sandra Conradi, Food Service Director	Resignation
Chris Hansen, Director of Facilities	Retirement
Jacqueline Hawkins, RMS Coach Assistant Track	Resignation
Jennifer Hoke, YHS Coach Assistant Fastpitch	Resignation
Jessica Keyes, PR Para SPED Program FLC K2	Resignation
Katlyn Stewart, Facilities Custodian	Resignation
Kasey Wyatt, Director of Facilities	Resignation

4. Staffing Changes

Jimmie Evans, OSS OP II to OP III	Reclassification

5. Requests for Waivers for Teaching Out of Endorsement

Helena Gonzalez, PR Special Education	LT Substitute
Taylor Pease, MP 1st Grade	LT Emerg. Substitute
Jill Barber, MP 5th Grade	LT Emerg. Substitute
Sandra Long, MK Special Education	LT Emerg. Substitute
Cassidy Foster, YMS Special Education	LT Emerg. Substitute
Kelcey Rhodes, YMS Art	LT Emerg. Substitute
Ashlie Hutzell, PR Elementary Art	LT Emerg. Substitute
Ashlie Hutzell, SW Elementary Art	LT Emerg. Substitute
Braden Hill, YHS Physical Education	LT Substitute

6. Stipends/Supplemental Contracts

A **B. Acceptance of Gifts**

Donor	Amount
TLS Agency LLC, YHS Choir NY Trip	$500.00
Olympia Federal Savings, YHS Graduation	$5,000.00
Box Tops for Education, PR ASB	$110.90
Gamer Graph-X, YHS Girls Wrestling	$513.40
B Jill Sauneuf/John L Scott Realty, YHS Boys Wrestling	$300.00
Lynne A Taylor, FS Supplies	$500.00
Community Members, YHS Boys Wrestling	$185.00

A **C. Out-of-District Travel**

1. YHS FFA Ag Mech Team to Perry Technical Institute in Yakima, WA, March 26-27, 2025, to explore post-secondary options, 5-7 students and 1 chaperone.
2. YHS FFA Floral Team to Chelan High School in Chelan, WA, March 14-15, 2025 to attend the State FFA Floral contest, 6 students and 1 chaperone.
3. YHS Sports Medicine to Las Vegas, NV, May 28-31, 2025, to participate in the National Anatomage Tournament, 4 students and 1 chaperone.
4. YHS Sports Medicine to Spokane, WA April 24-26, 2025, to participate in the WCTSMA State Competition & Symposium, 16 students and 1 chaperone.
5. YHS FFA Environmental & Natural Resources Team to Chelan County Fairgrounds, April 13-14, 2025, to demonstrate and their practical and technical skills, 5 students and 1 chaperone.

A **D. Continuous School Improvement Plans**

Yelm High School

I **E. Policy Revisions**

First Reading

3205 Sexual Harassment of Students Prohibited
3205 Procedure
5011 Sexual Harassment of Staff Prohibited
5011 Procedure
4210 Regulation of Dangerous Weapons on School Premises

I **F. Assessment Update**

A **5.** **Vouchers and Payroll**

A.	General Fund	#70151468 – 70151639	$1,338,726.95
B.	ASB Fund	#70409755 - 70409788	$63,298.43
C.	Capital Projects Fund	#70501794 - 70501798	$160,967.94
D.	Comp Tax	#112300014 – 202100164	$559.39
E.	January Payroll		$6,122,403.64

A **6.** **Facilities Report:**

Public Works:

Project #	Amount	Vendor / Reason
146.23	$2,036.64	CCI Solutions – Stage Lighting Service Call – YHS PAC
11.24	$898.72	Electrocom – Intercom/Speaker Service Call – YHS
12.24	$4,004.42	Cascade Fire & Security – Sprinkler Head Service – DO
13.24	$3,038.63	Cascade Fire & Security – Sprinkler System Drain & Replacement – FS
14.24	$3,234.35	Cascade Fire & Security – Sprinkler Head Service – MK
16.24	$4,073.40	Cascade Fire & Security – Sprinkler Head Service – MP
18.24	$2,157.34	Cascade Fire & Security – Sprinkler Head Service – PR
19.24	$3,024.35	Electrocom – Intercom System Addition Call Switch – PR Preschool
25.24	$1,717.02	Electrocom – Critical Communication System Repair – RMS
44.24	$695.33	Evergreen Fire & Security – Smoke Beam Detector Repair – YHS 500BLDG
50.24	$1,681.96	Hermanson Co LLP – RM213 VRF System Troubleshoot & Repair – SW
54.24	$1,467.30	Drain Pro – Lift Station Pump Chamber Pumping – YHS
59.24	$1,713.68	Security Solutions – Main Door Reader/Keypad Repair – YMS/PR
60.24	$1,331.52	Drain Pro – Emergency Clogged Drain Service Call – YES
61.24	$546.92	Cascade Fire & Security – Dry System Troubleshoot – LK
62.24	$848.90	Cascade Fire & Security – Dry System Low Air Service Call – RMS
64.24	$3,577.54	Hermanson Co LLP – New VFD AHU 6 – YHS
65.24	$1,328.61	Hermanson Co LLP – Chiller Service Call – YHS
66.24	$6,775.28	Hermanson Co LLP – Boiler Teardown/Rebuild – YHS
67.24	$479.34	Hermanson Co LLP – HRU1/VFD Service Call – YHS
68.24	$874.08	Hermanson Co LLP – VRF System Communication Issues – MP
69.24	$676.71	Hermanson Co LLP – No Heat Service Call – YHS
70.24	TBD	Sare Electric – Urgent Repair to Electrical Panels – YMS

I **7.** **Financial Reports**

I **8.** **Student Enrollment Report**

Feb 2025	5549 HC	5415.11 FTE (94.89 < 5510.00)
Jan 2025	5586 HC	5455.74 FTE (54.26 < 5510.00)
Jan 2024	5658 HC	

I 9. Board Comments

I 10. Superintendent's Report

A 11. Adjourn

Next Board Meeting: March 13, 2025 – 6:00 p.m. – Regular Board Meeting

Location: McKenna Elementary School

Individuals with disabilities who may need a modification to participate in a meeting should contact the Superintendent's Office no later than three days before a meeting so that arrangements for the modification can be made.

A= Action **I= Information** **D= Discussion**

Yelm Community Schools, District No. 2

107 First Street North • Yelm, WA 98597 • (360) 458-1900 • *www.ycs.wednet.edu*

MINUTES

of a Regular Meeting of the Board of Directors

Thursday, January 9, 2025

BOARD MEMBERS PRESENT
Debbie Edwards, Bill Hauss, Denise Hendrickson, Frank King, Casey Shaw

STUDENT REPRESENTATIVES PRESENT
Mason Embrey, Lucia Mohrweis, Kailey Slevin

ADMINISTRATION PRESENT
Lisa Cadero-Smith, Teri Melone, Chris Woods

CALLED TO ORDER/PLEDGE OF ALLEGIANCE
President Denise Hendrickson called the Regular Meeting to order at 6:00 p.m.

AUDIENCE
Community Comments
No Comments

NEW BUSINESS

INDIVIDUAL CONTRACTS – APPROVED

NEW HIRES	POSITION	EFFECTIVE
Khristian Brant	YHS Para SPED Program FLC	12/16/2024
Jurell Johnson	YMS Coach Head Boys Basketball	2/3/2025
Hanna Lawlor	OSS ESA Speech, Language Pathologist	1/6/2025
Pyrenees Loertcher	YHS Coach Assistant Track Pole Vault	12/20/2024
Vickie Skeesick	MP Para Instructional One Year Only	12/16/2024
Emileigh Wilhelme	MP Para SPED Program 1:1 LRC	1/6/2025

LEAVE OF ABSENCE

Bethany Cleghorn	SW/PR Teacher Art	LOA 1/13/2025-3/28/2025
Kimberly Gosney	RMS Office Professional V	LOA Ext. 10/15/2024-1/31/2025

RESIGNATIONS/RETIREMENTS/TERMINATIONS

Valerie Greenup	YES Office Professional III	Resignation 1/3/2025
Erin Hervey	Transportation Bus Driver	Resignation 1/6/2025
Mary Roden	Facilities Custodian	Resignation 1/5/2025
Jodie Rothwell	Food Service Office Professional III	Retirement 12/31/2024
Arik Ward	YHS Para SPED Program SELF	Resignation 12/18/2024

STAFFING CHANGES

Deanna Lopez	FS Para SPED Prog. to YHS Para SPED Prog. SITE	1/6/2025

M/Debbie Edwards; S/Bill Hauss; Motion carried unanimously.

POLICY REVISIONS AND REPLACEMENTS
Second Reading – For Approval – Replacements
3205 Sex Discrimination and Sex-Based Harassment of Students Prohibited

3205 Procedure One
3205 Procedure Two
5011 Sex Discrimination and Sex-Based Harassment of Staff Prohibited
5011 Procedure

Second Reading – For Approval – Revisions
3211 Procedure – Gender Inclusive Schools
3420 Anaphylaxis Prevention and Response
3420 Procedure
3520 Student Fees, Fines, Charges
3520 Procedure
4200 Procedure- Safe and Orderly Learning Environment

STUDY SESSION

FORT STEVENS ELEMENTARY SCHOOL SPOTLIGHT

Fifth-grade teacher Cindi Larsen, along with two Eagle Leaders, presented what leadership students are doing at Fort Stevens.

BOARD COMMENTS

Board members commented on:

- Thank you, Fort Stevens, for hosting, and thank you, Eagle Leaders!
- Great job, students!
- Members appreciated that the program involves all 5th-grade students.

SUPERINTENDENT'S REPORT

Superintendent Chris Woods commented on:

- Great job, Eagle Leaders!
- Levy Forums continue. Please see the website for upcoming dates
- Boys and Girls Club Thurston Youth of the Year event is February 7
- Thank you, Jennie Hendrickson, who was the catalyst for us to begin to fundraise to keep Graduation at the Tacoma Dome. It is confirmed that graduation will be at the Tacoma Dome on June 15, 2025.
- In our newsletter tomorrow, we will include information on why Pierce County will be running the levy election and a picture of what the envelope will look like.
- We will be able to share costs with another district that has a measure on the ballot.

ADJOURNMENT – 6:27 p.m.

Respectfully submitted by: Approved by:

Secretary to the Board Board President

Yelm Community Schools, District No. 2

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MINUTES

of a Regular Meeting of the Board of Directors

Thursday, January 23, 2025

BOARD MEMBERS PRESENT

Debbie Edwards, Bill Hauss, Denise Hendrickson, Frank King

ADMINISTRATION PRESENT

Holly Ackerman, Erin Bayer, Mark Bowden, Dee Dee Buckingham, Jennifer Carrougher, Ellen Cavanaugh, Curtis Cleveringa, Charles Cook, Lisa Crowell, Kurt Fourre, Becky Fowler, Jodi Jarmin, Kendall McNutt, Teri Melone, Shannon Powell, Traci Schultz, Chris Woods, Kasey Wyatt

CALLED TO ORDER/PLEDGE OF ALLEGIANCE

President Denise Hendrickson called the Regular Business Meeting to order at 6:01 p.m.

AUDIENCE

Board Recognition

School Board Recognition Month

Superintendent Chris Woods thanked the board for their time and dedication to the students, staff, and families of Yelm Community Schools.

Outstanding Operational Excellence Award

Honoring district office staff who provide exceptional support, ensuring seamless operations, accuracy, and a positive, efficient workplace for the entire district.

Shelly Fredback – Business Office	Jennifer Brownell – Business Office
Erin Bayer – Office of Student Support	Ashley Lindsay – Human Resources/Payroll Office
Kula Pixler – Office of Student Learning	Debbie Stillwell – Superintendent's Office

VFW Teachers of the Year

Southworth Principal Charles Cook and members of the local VFW presented to award winners:
2023-24 Shayna Shankle
2024-25 Kim Holmes

Superintendent's Report

Superintendent Chris Woods updated the board on the following:

- Levy Update:
  - 1475 unique visits to the Levy Information website
  - 1500-2200 views of the Weekly Newsletter
  - 9 Levy Forums completed
  - 7 community presentations
  - Numerous one-on-one conversations
  - Ballots are due Tuesday, February 11, 2025
- Gave a brief legislative update

Community Comments

No Comments

SCHOOL BOARD MINUTES – APPROVED

December 19, 2024 – Regular Business Meeting
M/Debbie Edwards; S/Bill Hauss; Motion carried unanimously.

NEW BUSINESS

INDIVIDUAL CONTRACTS – APPROVED

NEW HIRES	POSITION	EFFECTIVE
Erica Coble	YHS Para SPED Program FLC	1/16/2025
Erin Connally	OSS Para SPED LRC	One Year Only 1/8/2025
Kennedy Davis	Food Service Office Professional V	One Year Only 1/17/2025
Marianna Kemp	PR Para SPED Preschool	1/9/2025

LEAVE OF ABSENCE
No Report

RESIGNATIONS/RETIREMENTS/TERMINATIONS

Todd Cordova	YHS Coach Assistant Football	Resignation 1/6/2025
Jay Dorhauer	YHS Coach Head Girls Soccer	Resignation 1/8/2025
Bryan Hooper	YHS Coach Assistant Football	Resignation 1/9/2025

STAFFING CHANGES

Laurie Shackelford	YHS to YES Para SPED Program	1/10/2025

RECALL

Charles Confer	Facilities LK Custodian	1/6/2025

M/Bill Hauss; S/Frank King; Motion carried unanimously.

ACCEPTANCE OF GIFTS – APPROVED

Russell & Pauline Icenoggle, YHS Choir NY Trip $1,000.00
Sue Strong, YHS Choir NY Trip $1,800.00
Cascades Camp, LK Elementary ASB $250.00
M/Denise Hendrickson; S/Bill Hauss; Motion carried unanimously.

OUT-OF-DISTRICT TRAVEL – APPROVED

1. YHS Cross Country to Trego, MT, June 17-21, 2025, to participate in a team camp with 15-20 students and 3 chaperones.
2. YHS FFA Floral Team to Yakima, WA, Jan 31-Feb 1, 2025, to participate in a FFA Floral contest with 7 students and 1 chaperone.
3. YHS Varsity Cheer Team to Battle Ground, WA, Jan 24-25, 2025, to participate in the State Cheerleading Championships with 22 students and 2 chaperones.
4. YHS Educators Rising to Tempe, AZ, March 19-21, 2025, to participate in Arizona's State Educators Rising contest and conference with 5 students and 1 chaperone.

M/Debbie Edwards; S/Frank King; Motion carried unanimously.

INTERLOCAL COOPERATIVE AGREEMENT FOR EDUCATIONAL SERVICES 2025-26 BATES TECHNICAL COLLEGE - APPROVED

M/Bill Hauss; S/Frank King; Motion carried unanimously.

VOUCHERS AND PAYROLL - APPROVED

A. General Fund	# 70151310 - 70151432 # 70151430 – 70151447	$1,056,985.25
B. ASB Fund	# 70409736 - 70409754	$40,664.11
C. Capital Projects Fund	# 70501791 - 70501793	$63,118.85
D. Comp Tax	# 112300013 – 202100163	$1,538.52
E. December Payroll		$6,145,055.91

M/Bill Hauss; S/Frank King; Motion carried unanimously.

FACILITIES REPORT – APPROVED

Director of Facilities Kasey Wyatt presented the public works voucher for board approval.

Public Works:

Project #	Amount	Vendor/Reason
125.23	$4,276.35	Refrigeration Unlimited - Food Service Walk-In Freezer Repair – YMS
145.23	$2,744.83	South Sound Fire & Security – Fire Alarm Repairs – PR
156.23	$1,615.13	Weber Pros Inc. – Audio Visual Display Relocation – YMS
08.24/09.24	$13,592.23	NWAP – Annual Service on Operable Walls, Bleachers, Basketball Backboards, Divider Curtains, Mat Lift – YMS & RMS NWAP – Stadium Inspection & Seating/Handrail Repairs – YHS
23.24	$2,824.88	Hermanson Co LLP – Emergency HVAC Repair – RMS
24.24	$1,629.92	INSI – RM103 Cable Drop Installation – LK
33.24	$1,656.74	INSI – Library Cable Drop Installation – RMS
34.24	$1,496.83	INSI – RM22 Cable Drop Installation – MP
52.24	$3,279.53	Hermanson Co LLP – Boiler Teardown – YHS

M/Debbie Edwards; S/Frank King; Motion carried unanimously.

FINANCIAL REPORTS

No Additional Report

STUDENT ENROLLMENT REPORT

Jan 2025	5586 HC	5455.74 FTE (54.26 < 5510.00)
Dec 2024	5592 HC	5462.62 FTE (47.38 < 5510.00)
Jan 2024	5658 HC	

BOARD COMMENTS

Board members commented on:

- Thank you for all the gifts, cards and emails!
- Congratulations to the VFW Teachers of the Year!
- Several attended the CTE Winter Advisory and were impressed by our students' opportunities.

Student Representatives commented on:

- Thank you, board members – you do so much for the community.
- Leadership students had a table at YHS lunch where they could register to vote.

SUPERINTENDENT'S REPORT

Superintendent Chris Woods commented on:

- Graduation rates and test scores are a measure of how we're doing but not the full picture. We have excellent staff preparing our students for what comes after high school. We have very successful students doing great things.

ADJOURNMENT – 7:04 p.m.

Respectfully submitted by: Approved by:

Secretary to the Board Board President

Personnel Action for Board Approval

Doyla Buckingham
Director of Human Resources

DATE OF BOARD MEETING:			February 27, 2025		
NEW HIRES:					
First Name	**Last Name**	**Location**	**Title**	**Date**	**Comments**
Kristal	Detert	Transportation	Bus Driver	2/18/2025	
Jacqueline	**Hawkins**	**Yelm HS**	**Coach-Assistant FastPitch**	**3/3/2025**	
Jurell	Johnson	Yelm MS	Para-SPED Program 1:1	2/10/2025	
Chrystyne	Martin	Southworth	Tchr-SPED Program SELF	3/3/2025	
Aly	**Prohim**	**Yelm HS**	**Coach-Assistant Soccer**	**3/3/2025**	
Jason	Ronquillo	Yelm HS	Coach-Assistant Track	2.5/2025	
Jonathan	**Shimabukuro**	**Yelm HS**	**Coach-Assistant Baseball**	**3/3/2025**	
Kaitlin	Woods	Southworth	Para-SPED Program SELF	2/24/2025	
LEAVES OF ABSENCE:					
First Name	**Last Name**	**Location**	**Title**	**Date**	**Comments**
RESIGNATIONS/RETIREMENTS/TERMINATIONS:					
First Name	**Last Name**	**Location**	**Title**	**Date**	**Comments**
Chelsea	Caramandi	Yelm MS	Tchr-Art	2/5/2025	Resignation
Sandra	Conradi	Food Service	Food Service Director	2/28/2025	Resignation
Chris	Hansen	Facilities	Director of Facilities and Maintenance	3/1/2025	Retirement
Jacqueline	**Hawkins**	**Ridgeline MS**	**Coach-Assistant Track**	**2/20/2025**	**Resignation**
Jennifer	Hoke	Yelm HS	Coach-Assistant Fastpitch	2/11/2025	Resignation
Jessica	Keyes	Prairie	Para-SPED Program FLC K2	2/28/2025	Resignation
Katlyn	Stewart	Facilities	Custodian	2/28/2025	Resignation
Kasey	Wyatt	Facilities	Director of Facilities and Maintenance	3/10/2025	Resignation
STAFFING CHANGES:					
First Name	**Last Name**	**From**	**To**	**Date**	**Comments**
Jimmie	Evans	OP II- Student Suppor	OP III - Student Support	9/2/2024	Reclassification
REQUESTS FOR WAIVERS FOR TEACHING OUT OF ENDORSEMENT:					
First Name	**Last Name**	**Location**	**Out of Endorsement Subject**	**Date**	**Comments**
Helena	Gonzalez	Prairie Elementary	Special Education	1/13/2025	Long Term Substitute
Taylor	Pease	Mill Pond Elementary	1st Grade	11/19/2024	Long Term Emergency Substitue
Jill	Barber	Mill Pond Elementary	5th Grade	11/1/2024	Long Term Emergency Substitue

Personnel Action for Board Approval

Doyla Buckingham

Director of Human Resources

Sandra	Long	McKenna Elementary	Special Education	1/6/2025	Long Term Emergency Substitue
Cassidy	Foster	Yelm Middle School	Special Education	2/10/2025	Long Term Emergency Substitue
Kelcey	Rhodes	Yelm Middle School	Art	1/27/2025	Long Term Emergency Substitue
Ashlie	Hutzell	Prairie Elementary	Elementary Art	1/13/2025	Long Term Emergency Substitue
Ashlie	Hutzell	Southworth Elementar	Elementary Art	1/13/2025	Long Term Emergency Substitue
Braden	Hill	Yelm High School	Physical Education	1/6/2025	Long Term Substitute

Authorization to Pay Stipends/Supplemental Contracts

2024-25 School Year

February 2025

Name	*Location*	*Activity*	*Total Pay*	*Pay in*
Bassett, Kristine	Ridgeline MS	Coach-Assistant Basketball	$4,081.00	Feb 2025-Aug 2025
Fahoum, Kari	Office of Student Support	Mentor-SLP Intern	$2,500.00	Feb 2025-Aug 2025
Johnson, Emma	Yelm MS	Coach-Assistant Soccer	$3,361.00	Feb 2025-Aug 2025
Kerrigan, Christian	Ridgeline MS	Coach-Head Soccer	$4,537.00	Feb 2025-Aug 2025

TOTAL CERTIFICATED **$14,479.00**

Diaz, Dennis	Yelm MS	Coach-Head Soccer	$4,115.00	Feb 2025-Mar 2025
Elisalda, Jesse	Ridgeline MS	Coach-Assistant Soccer	$3,530.00	Feb 2025-Mar 2025
Flores, Richard	Yelm MS	Coach-Assistant Basketball	$3,706.00	Feb 2025-Aug 2025
Hominda, Ryan	Ridgeline MS	Coach-Head Basketball	$4,115.00	Feb 2025-Mar 2025
Johnson, Jurell	Yelm MS	Coach-Head Basketball	$4,115.00	Feb 2025-Aug 2025

TOTAL CLASSIFIED **$ 19,581.00**

GRAND TOTAL STIPENDS/SUPPLEMENTAL PAY **$ 34,060.00**

YELM Community Schools

MEMORANDUM

TO: Board of Directors

FROM: Jennifer Carrougher, Chief of Finance and Operations

DATE: February 18, 2025

SUBJECT: Donations

DONOR	ITEM/PURPOSE	AMOUNT
TLS Agency LLC	YHS Choir NY Trip	$500.00
Olympia Federal Savings	YHS Graduation	$5,000.00
Box Tops for Education	PR ASB	$110.90
Gamer Graph-X	YHS Girls Wrestling	$513.40
Bill Sauneuf/John L Scott Realty	YHS Boys Wrestling	$500.00
Lynne A Taylor	Ft. Stevens Supplies	$500.00
Community Members	YHS Boys Wrestling	$185.00

Action Required
Recommend to approve.

Student Travel Request Form

Overnight and Out of State Travel Require Board Approval

Board Policy 2320

School: Yelm High School

Class/Group: Yelm FFA Environmental & Natural Resources Team

*Date of Trip 4/13/25-4/14/25

Number of Students: 5

Trip Supervisor: Jordan Hummel

Cell Phone: 360 584-8936

*Destination: Chelan County Fairgrounds

Phone:

Address of Destination: Chelan County Fairgrounds 5700 Wescott Dr Cashmere, WA 98815

Depart from: Yelm High School

Departure time: 12:00pm 4/13/25

Return to: Yelm High School

Return time: 6:00pm 4/14/25

Chaperones/Advisors: Jordan Hummel

Method of Travel: ☐ District Bus (how many) ____ ☐ Chartered/Rented Vehicle(s) ____

☒ School Auto/Van (how many) 1 ☐ Commercial Airline ☐ Personal Vehicle

Estimated Costs: Registration $30 Lodging $240 Cashmere Inn Travel $100 (gas)

Meals $60.00 Misc. ____ Student Fees ____

Funding Source: ☒ ASB ☐ General Education ☒ Other: CTE

Acct/Dept Budget Code(s): 4040

Prior to Leaving the Trip Supervisor:

- ☐ *Submits list of students going on the trip to nurse one week prior for review of medical needs and to attendance office day of trip.*
- ☐ *Inform Food Service of number of students that may impact meal preparations.*
- ☐ *Must take a signed parental permission slip on the trip and return the original form to the office for record retention after trip.*
- ☐ *Remind staff/chaperones to arrange a sub prior to the trip.*
- ☐ *Ensure all non-staff chaperones are approved volunteers.*
- ☐ *Remind chaperones they must adhere to Policy 5201 during the entire trip.*

Educational Objective:

1. Purpose of the trip: For students to demonstrate their practical & technical skills in different areas related to environmental & natural resources (water quality testing, soil analysis, etc.)

2. How have you prepared the students for the field trip? Weekly practices & in-class learning activities

3. What educational activities will you use to follow up on this impact of the trip? Class review (to determine how coursework ties in to the contest) and analysis of their scores at the conclusion of the event

Signatures for Approval

JH
Jordan Hummel
Trip Supervisor

ASB Approval

Dept Budget Approval

Building Approval

Superintendent Approval

*All overnight and out of state travel requests must be to the Superintendent's Office nine (9) days prior to the board meeting.

Revised 10.20.23

Student Travel Request Form

Overnight and Out of State Travel Require Board Approval
Board Policy 2320

Yelm Community Schools

School: YHS
Class/Group: Yelm FFA Agricultural Mechanics Team
*Date of Trip 03/26-03/27/2025
Number of Students: 5-7
Trip Supervisor: Lorraine Wikoff
Cell Phone: 2082491222
*Destination: FFA State Ag Mech- Perry Technical Institute
Phone: (509) 453-0374
Address of Destination: 2011 West Washington Avenue Yakima, WA 98902
Depart from: Yelm High School
Departure time: 8 am 3/26
Return to: Yelm High School
Return time: 7 pm 3/27
Chaperones/Advisors: Lorraine Wikoff

Method of Travel: ☐ District Bus (how many) ____ ☐ Chartered/Rented Vehicle(s) ____
☒ School Auto/Van (how many) 1 ☐ Commercial Airline ☐ Personal Vehicle

Estimated Costs: Registration n/a Lodging 452.00 ASB 171.00 CTE Travel gas = 40.00
Meals 60.00 Misc. ____ Student Fees ____

Funding Source: ☒ ASB ☐ General Education ☒ Other: CTE

Acct/Dept Budget Code(s): 4040 ASB = 2 student rooms CTE = 1 Advisor room

Prior to Leaving the Trip Supervisor:

- ☐ *Submits list of students going on the trip to nurse one week prior for review of medical needs and to attendance office day of trip.*
- ☐ *Inform Food Service of number of students that may impact meal preparations.*
- ☐ *Must take a signed parental permission slip on the trip and return the original form to the office for record retention after trip.*
- ☐ *Remind staff/chaperones to arrange a sub prior to the trip.*
- ☐ *Ensure all non-staff chaperones are approved volunteers.*
- ☐ *Remind chaperones they must adhere to Policy 5201 during the entire trip.*

Educational Objective:

1. Purpose of the trip: Students will be competing at the State Ag Mech Contest for FFA and will explore post secondary options by visiting Perry Technical Institute
2. How have you prepared the students for the field trip? Students have attended regular practices and are showcasing their skills learned accors many CTE courses.
3. What educational activities will you use to follow up on this impact of the trip? Students will give a presentation to the FFA Alumni talking about what they have learned through this experience.

Signatures for Approval

Trip Supervisor | ASB Approval | Dept Budget Approval | Building Approval

Superintendent Approval

*All overnight and out of state travel requests must be to the Superintendent's Office nine (9) days prior to the board meeting.

Revised 10.20.23

YELM Community Schools

Student Travel Request Form

Overnight and Out of State Travel Require Board Approval
Board Policy 2320

School: Yelm High School
Class/Group: FFA Floral Team
*Date of Trip: March 14-15, 2025
Number of Students: 6
Trip Supervisor: Dusti Nash
Cell Phone: 360.481.4242
*Destination: Chelan High School / Lakeside Lodge & Suites
Phone: Hotel 509 682 4396
Address of Destination: 215 Webster Ave, Chelan WA 98816 / 2312 West Woodin Ave Chelan
Depart from: YHS
Departure time: 2pm
Return to: YHS
Return time: 7pm
Chaperones/Advisors: Dusti Nash

Method of Travel: ☐ District Bus (how many) ____ ☐ Chartered/Rented Vehicle(s) ____
☒ School Auto/Van (how many) 1 ☐ Commercial Airline ☐ Personal Vehicle

Estimated Costs: Registration ____ Lodging $500.00 2 student rooms Travel ____
Meals 160.00 Misc. ____ Student Fees ____

Funding Source: ☒ ASB ☐ General Education ☒ Other: CTE
Acct/Dept Budget Code(s): 4040

Prior to Leaving the Trip Supervisor:
- ☐ *Submits list of students going on the trip to nurse one week prior for review of medical needs and to attendance office day of trip.*
- ☐ *Inform Food Service of number of students that may impact meal preparations.*
- ☐ *Must take a signed parental permission slip on the trip and return the original form to the office for record retention after trip.*
- ☐ *Remind staff/chaperones to arrange a sub prior to the trip.*
- ☐ *Ensure all non-staff chaperones are approved volunteers.*
- ☐ *Remind chaperones they must adhere to Policy 5201 during the entire trip.*

Educational Objective:

1. Purpose of the trip: Attend the State FFA Floral contest.

2. How have you prepared the students for the field trip? Students have been attending weekly practices to prepare for the contest.

3. What educational activities will you use to follow up on this impact of the trip? ____

Signatures for Approval

Dusti Nash — Trip Supervisor
ASB Approval
Dept Budget Approval
Building Approval
Superintendent Approval

*All overnight and out of state travel requests must be to the Superintendent's Office nine (9) days prior to the board meeting.

Revised 10.20.23

YELM Community Schools

Student Travel Request Form

Overnight and Out of State Travel Require Board Approval
Board Policy 2320

School: Yelm HS
Class/Group: Sports Medicine
*Date of Trip: 5/28/25 - 5/31/25
Number of Students: 4
Trip Supervisor: Gary Clinton
Cell Phone: (360) 704-0402
*Destination: Las Vegas, NV
Phone:
Address of Destination: UNLV campus
Depart from: Yelm
Departure time: 11:45 AM
Return to: Yelm
Return time: 11:30 PM
Chaperones/Advisors: N/A

Method of Travel: ☐ District Bus (how many) ____ ■ Chartered/Rented Vehicle(s) 1 car in NV
■ School Auto/Van (how many) 1 ■ Commercial Airline ☐ Personal Vehicle

Estimated Costs: Registration 0 Lodging $880 Travel $800
Meals $800 Misc. $1,300 Student Fees 200

Funding Source: ■ ASB ☐ General Education ■ Other: CTE for travel & instructor costs
Acct/Dept Budget Code(s): 4090 ASB & CTE

Prior to Leaving the Trip Supervisor:
- ☐ *Submits list of students going on the trip to nurse one week prior for review of medical needs and to attendance office day of trip.*
- ☐ *Inform Food Service of number of students that may impact meal preparations.*
- ☐ *Must take a signed parental permission slip on the trip and return the original form to the office for record retention after trip.*
- ☐ *Remind staff/chaperones to arrange a sub prior to the trip.*
- ☐ *Ensure all non-staff chaperones are approved volunteers.*
- ☐ *Remind chaperones they must adhere to Policy 5201 during the entire trip.*

Educational Objective:

1. Purpose of the trip: Students will be participating in the National Anatomage tournament @ UNLV

2. How have you prepared the students for the field trip? Students have been preparing this year during class & after school to compete & place in the tournament.

3. What educational activities will you use to follow up on this impact of the trip? We'll discuss successes & struggles to help guide next years team.

Signatures for Approval

Trip Supervisor | ASB Approval | Dept Budget Approval | Building Approval

Superintendent Approval

*All overnight and out of state travel requests must be to the Superintendent's Office nine (9) days prior to the board meeting.

Revised 10.20.23

YELM Community Schools

Student Travel Request Form

Overnight and Out of State Travel Require Board Approval

Board Policy 2320

School: Yelm HS

Class/Group: Sports Medicine

*Date of Trip 4/24/25 - 4/26/25

Number of Students: 16

Trip Supervisor: Gary Clinton

Cell Phone: (360) 704-0402

*Destination: Spokane, WA

Phone: _____

Address of Destination: Spokane Convention Center

Depart from: Yelm

Departure time: 7 AM

Return to: Yelm

Return time: 11 PM

Chaperones/Advisors: Linda Miera

Method of Travel: ☐ District Bus (how many) _____ ■ Chartered/Rented Vehicle(s) 1 bus

☐ School Auto/Van (how many) _____ ☐ Commercial Airline ☐ Personal Vehicle

Estimated Costs: Registration $ 200 Lodging $1,600 Travel $2,000

Meals 1,500 Misc. _____ Student Fees $400

Funding Source: ■ ASB ☐ General Education ■ Other: CTE for transportation & instructor costs and chaperone + Bus driver

Acct/Dept Budget Code(s): ASB 4090 & CTE/Perkins

Prior to Leaving the Trip Supervisor:

- ☐ *Submits list of students going on the trip to nurse one week prior for review of medical needs and to attendance office day of trip.*
- ☐ *Inform Food Service of number of students that may impact meal preparations.*
- ☐ *Must take a signed parental permission slip on the trip and return the original form to the office for record retention after trip.*
- ☐ *Remind staff/chaperones to arrange a sub prior to the trip.*
- ☐ *Ensure all non-staff chaperones are approved volunteers.*
- ☐ *Remind chaperones they must adhere to Policy 5201 during the entire trip.*

Educational Objective:

1. Purpose of the trip: Students will participate in the WCTSMA State Competition & Symposium

2. How have you prepared the students for the fieldtrip? Through our CTSO students have been preparing for individual & team events.

3. What educational activities will you use to follow up on this impact of the trip? We will reflect on individual & team outcomes to help guide students in the future.

Signatures for Approval

Trip Supervisor | ASB Approval | Dept Budget Approval | Building Approval

Superintendent Approval

*All overnight and out of state travel requests must be to the Superintendent's Office nine (9) days prior to the board meeting.

Revised 10.20.23

OSPI School Improvement Plan 2024–2025

Step-by-Step School Improvement Planning and Implementation Guide

Note: For schools operating a Title I, Part A, Targeted Assistance and Schoolwide Program, please use the Consolidated School Improvement Template to satisfy the appropriate Components.

Building data

Please provide your school district and building name below.

School District: Yelm Community Schools
Building Name: Yelm High Schools
School Code: 2633
Date: Click or tap here to enter text.
Does your school share a building with another school? Yes ☐ No X If yes, which one? (Please note each school with a school code must submit a separate School Improvement Plan)Click or tap here to enter text.

School Leadership Team Members and Parent-Community Partners

Please list by (Name, Title/Role)

Carol McKay, Dee Olson, Bailee Whalen, Avery Brookshore Curtis Cleveringa Chris Clark, Ali Jacobson.	Sip Teaching Team Principal Assistant Principal

WSIF Cycle Identification and Report Card Data

Please use the 2023 WSIF Cycle 3 data from the Washington State Report Card to complete the table below. School Improvement Plans for schools identified for tiered support under WSIF are required to align their goals with their WSIF Cycle Identification. The data included in the table below will help align the focus on the Comprehensive Needs Assessment, SMARTIE Goals, and evidence-based practices used in this plan.

Use the 2023 Washington School Improvement Report Card Data to identify and maintain focus on student groups and SMARTIE Goals.	2023 WSIF Cycle Identification Foundational
WSIF Data Measures	2023 WSIF Identification Score (indicate Not Applicable with N/A)
Comprehensive (All Student Group)	5.70
Comprehensive Graduation Rate	85.7%

Use the 2023 Washington School Improvement Report Card Data to identify and maintain focus on student groups and SMARTIE Goals.	2023 WSIF Cycle Identification Foundational
Student Group	
American Indian/Alaska Native	N/A
Asian	N/A
Black/African American	N/A
Hawaiian/Other Pacific Islander	N/A
Hispanic/Latino	4.47
Two or more races	4.92
White	6.18
English Learner	2.4
Low Income	4.1
Special Education	4.0

Summary of Comprehensive Needs Assessment (CNA):

A Comprehensive Needs Assessment (CNA) is required of all schools identified for improvement under the Washington School Improvement Framework. In this section, please summarize data and information gathered from conducting your CNA including all relevant areas of the WSIF (Academic Achievement (ELA and Math Proficiency), Other Academic Achievement (Student Growth Percentile), Graduation Rate, (4-Year Adjusted Cohort) (if applicable), School Quality and Student Success SQSS (Regular Attendance, Ninth Grade on Track, Dual Credit) (if applicable), English Learner Progress).

What areas of strength has your team identified through the needs assessment process? What data supported them and how can they be leveraged for areas of improvement?
Culture of Belonging, Continued Improvement in SBA Math Scores, Maintaining at or above state average in SBA ELA
Describe resource inequities (funding, staffing, materials, resources, etc.) identified through conducting the Comprehensive Needs Assessment that will be addressed in this plan. Team Meets regularly to address belonging outcomes, Aath and ELA Interim assessment data to ensure continued growth on SBA outcomes, A-read and A-math assessments are areas that are not driving curriculum choices at this time. Our teaching team has put greater value in looking at interim outcomes to drive individual and whole class instruction.
What possible root causes has your team identified to account for these inequities, especially disproportionalities among student groups? Attendance and Student Engagement
Describe the highest priority focus areas for improvement (funding, staffing, materials, resources, etc.) identified through WSIF data and by conducting the Comprehensive Needs Assessment that will be addressed in this plan. We are currently looking at the initial data from the WSIF data that was published in January. Our team will analyze this data to develop a more comprehensive plan finishishing the year.

2024-25 School Improvement Plan

Using the guiding questions and tables below, identify your highest priority continuous school improvement goals that you plan to accomplish through evidence-based practices (interventions, activities, or strategies) for SY 2024–25. These goals should be based off WSIF and additional school-level data compiled in your Comprehensive Needs Assessment and evaluation and identification of resource inequities. Please refer to the Step-by-Step School Improvement Planning and Implementation Guide for more details and examples of SMARTIE Goals, short- and long-term data sources that may be used in the "Data Measures" column for support, and other helpful planning aids. Add more tables or lines as needed.

SMARTIE Goals

What specifically are you trying to accomplish? Do your goals meet the criteria of a SMARTIE Goal? Are the evidence-based practices (interventions, activities, or strategies) being used to achieve the SMARTIE Goal?

A SMARTIE Goal is specific, measurable, attainable, realistic, time-bound, inclusive, and equitable and should answer the questions:

- What will be improved?
- By how much?
- By when?
- And, for whom/what?
- How will we know if progress toward the goal is being made?
- When and how often will data be checked for progress?

Questions to ask and answer when addressing inclusion and equity:

- Will achieving this goal build success and/or shrink disparity gaps for specific student groups in our learning community?
- Does the goal ensure that traditionally marginalized students have equitable access, and is there an element of fairness and justice inherent in the goal?
- If the outcome specified in this goal isn't specifically promoting equity and inclusion, is the process of achieving this goal going to improve equity and inclusion for all students? How?
- Who have we consulted to check for unintended negative consequences? Who needs to be consulted?

SY 2024–2025 SMARTIE Goal #1: Academics

Teachers will use best practices to create action plans and content specific strategies in all areas to create opportunities for students to monitor and reflect on their own progress throughout the school year to increase student success.

90% of all students, including those who qualify for multilingual or special education services, will make that minimum targeted scale score growth from fall 2024 to Spring 2025 as shown in the table below on the district benchmark aRead/aMath screening assessments.

Grades	Subject	Assessment	Target Scale Score Growth Fall to Spring
9-10	Math	aMath	2 Pts.
9-10	ELA	aRead	4 pts.

What data will be used to determine the extent to which the school is on track to meet this overarching goal? What does the school expect to see mid-year to know if they are on track to meet the overarching goal?

The CSIP team will collect data from each content area's strategies and individual plans as well as class grade averages to determine goal progress. We will compare data in multiple intervals

The CSIP team will monitor collected data while individual educators will do the data collecting.

When/how often will they monitor progress toward this overarching goal?

Quarterly.

Instructions: Use the empty rows in the table below to detail evidence-based practices (interventions, activities, or strategies) supporting your SMARTIE Goal #1: answer all prompts in each column for each evidence-based practices (intervention, activity, or strategy) described.
*Each evidence-based practice (intervention, activity, or strategy) needs to support the larger SMARTIE Goal. (Data + Evidence-based Practice = Support of SMARTIE Goal)

Evidence-based practice (intervention, activity, or strategy) to support SMARTIE Goal	Data Measures	Timeframe	Lead	Resources
What evidence-based practice (intervention, activity, or strategy) will you implement to support achieving this overarching improvement goal? What student groups will benefit and why?	What short- and long-term data will be collected to measure the impact of implementing this evidence-based practice (intervention, activity, or strategy)? How will the impact on equitable learning or behavior change be measured?	When will this evidence-based practice (intervention, activity, or strategy) occur? What was/is the projected length of time? When or how often (please be as specific as possible) will progress be monitored or data reviewed?	Who (what team or individual) will be responsible for implementing, measuring, and adjusting the evidence-based practice (intervention, activity, or strategy)? Who else will be involved?	What resources will be used to implement this evidence-based practice (intervention, activity, or strategy) (for example, professional development, extended time, curriculum, materials, etc.)?
ELA Department : C.E.R and C.E.R.E.R: Argumentative writing strategies Analyze other model texts Peer review Goal Setting and Personal Reflections	Formative and summative assessments Student evaluations	Year-long timeframe Progress will be monitored post-assessment and post unit	Teachers in each grade level PLC will implement, measure, and adjust the activities.	Curriculum Peer resources Consistency within rubrics. Time to create and calibrate. Creating student friendly objectives and rubrics.
Social Studies: a research-based product (such as an essay, presentation, or project) that uses social studies content to support a specific claim.	Student progress will be assessed through a rubric that evaluates the strength of the claim, the use of evidence, and the appropriateness of the presentation format.	They will present their product in a manner suited to the audience (e.g., teachers, peers, community members, or online platforms).	Teachers in each grade level PLC will implement, measure, and adjust the activities.	Curriculum Peer Resources Consistency within rubrics. Time to create and calibrate.
Math: Student rating of understanding and perseverance Charting student progress and understanding toward goal Written self reflections on summative assessments	Analysis of connection of student ratings and performance on assessments Analysis of connection of student ratings and performance on assessments Analysis of connection of student ratings and performance on assessments	Weekly Throughout each specified unit At least once or twice per unit (varies by unit, includes quizzes and tests)	Jeremiah will share a document with the department, and all teachers can implement Al will create and share a document with the department, and all teachers can implement Each PLC will add to their common assessments	Entry tasks and Exit tickets Tracking document to be created Quizzes and Tests
CTE: Ag All courses will use a pre-test and post-test data tracking sheet to determine student learning. Business - Technology Communications Teachers will use the Microsoft	Pre- and Post-Test data; standards tracking Pre- and Post-Test data; standards tracking Assessment using a rubric with a scale rating from 0-4. Pre-assessment using	Throughout the Course 6 Weeks Throughout the Course (September - end of May)	Individual by course Individual Teachers Students will track their data Individual Teacher	Progress reports, missing assignment sheets, intervention days Certiport Testing, Microsoft PowerPoint, Learning Activities designed for Instruction, Testing data from Certiport Progress reports (turned in assignments), missing assignments (check google

PowerPoint Certification Test to measure data from Pre and Post Tests. ASL ACTFL Standards 2.1 Relating Cultural Practices to Perspectives: ASL students will understand and demonstrate some of the cultural aspects of the Deaf Community by getting others' attention and maintaining a clear sightline, and avoid using voice when using ASL to communicate in the classroom and outside the classroom. Singletons	(rating from 0 with no skills to 4 at the highest) with room for improvement. Post assessments (quarterly) but grade is finalized when the semester is over. Assessments	Students will see if there's any change or growth by the end of every month until the end of May. Course of the semester	Students will track their data as well (using a handout to track their growth) and keep it in their portfolio. Program instructor	classroom), intervention day/make-up (Fridays) if needed. Precision Exam, Work Readiness Evals, Qmaltiv, OSHA, SP2
Science Provide examples of different types of graphs utilized in science. Teach students how to create a graph from a data set, including labeling, scaling, and type. Teach students how to analyze and interpret a data set and graph.	Bell ringer/exit ticket questions Summative Summative	First 2 weeks of school First 4 weeks of school, repeat instruction as needed First semester, repeat instruction as needed.	Science department Science department Science department	Curriculum Curriculum Curriculum
Music Daily warm up Rehearsal Sight reading	All year All year All year	All department members All department members All department members	Standard warm up for either band or choir introducing concepts and vocabulary Music that we are performing Sight reading factory, new music	reflection Concerts, reflection, Daily refinement Daily refinement and reflection

Funding: List and describe funding amount(s) and source(s) associated with the activities described above. Be specific about which funds will come from OSSI School Improvement Grants and what expenses they will cover, these funds are expressly intended for school-level implementation of district and school improvement planning (i.e., School Improvement Plans (SIPs), LEA-Consolidated Accountability Plans (L-CAPs), Required Action Plans (RAPs), etc.), and must be focused on the closure of educational equity gaps, specifically those driving identification through WSIF data.
1. Click or tap here to enter text.
2. Click or tap here to enter text.

SY 2024–2025 SMARTIE Goal #2: BELONGING

Yelm HS will establish and maintain a culture of dignity to increase student belonging

- as measured on the YCS Student Belonging Survey Specific Domain: Students feel appreciated
  - for all students from 78%(fall baseline) to 80%,
  - for students with disabilities from 80%(fall baseline) to 82%, and for
  - multilingual learners from 88%(fall baseline) to 90%

by June, 2025

What data will be used to determine the extent to which the school is on track to meet this overarching goal? Belonging Data What does the school expect to see mid-year to know if they are on track to meet the overarching goal? Empathy Interview this Winter, Belonging Survey Spring 2025
Who will monitor the progress of this overarching goal? Admin and CSIP team
When/how often will they monitor progress toward this overarching goal? Twice a year

Instructions: Use the empty rows in the table below to detail evidence-based practices (interventions, activities, or strategies) supporting your SMARTIE Goal #2: answer all prompts in each column for each evidence-based practices (intervention, activity, or strategy) described.
*Each evidence-based practice (intervention, activity, or strategy) needs to support the larger SMARTIE Goal. (Data + Evidence-based Practice = Support of SMARTIE Goal)

Evidence-based practice (intervention, activity, or strategy) to support SMARTIE Goal	Data Measures	Timeframe	Lead	Resources
What evidence-based practice (intervention, activity, or strategy) will you implement to support achieving this overarching improvement goal? What student groups will benefit and why?	What short-and long-term data will be collected to measure the impact of implementing this evidence-based practice (intervention, activity, or strategy)? How will the impact on equitable learning or behavior change be measured?	When will this evidence-based practice (intervention, activity, or strategy) occur? What was/is the projected length of time? When or how often (please be as specific as possible) will progress be monitored or data reviewed?	Who (what team or individual) will be responsible for implementing, measuring, and adjusting the evidence-based practice (intervention, activity, or strategy)? Who else will be involved?	What resources will be used to implement this evidence-based practice (intervention, activity, or strategy) (for example, professional development, extended time, curriculum, materials, etc.)?
Kagan cooperative learning (partnering and grouping) Classroom meetings	Student evaluations Dependant on assessments	Year-long Progress will be monitored after assessments	PLC grade bands will measure, adjust, and implement Individual teachers will be responsible.	Kagan resources (book, website, instructional coach) SEL-based questions. Peer resources

Community circle Weekend Recap SEL focused check-ins Peer reviewing	Informal observation of participation and engagement Student feedback Student evaluations Dependant on assessments			Peer resources Consistency within rubrics. Time to create and calibrate. Creating student friendly objectives and rubrics.
Stand outside the door and greet students by name before class. Do classroom activities to ensure that students know each other's names by the end of September.	Belonging Survey	Daily	History Dept	Post seating charts Discussions in different groups
Greet students at the door Learn student names and preferred pronouns Student input to class norms Get to know students	Fist bumps, eye contact, smiles, handshakes, Self Reflect Document of Norms	Daily Within 1st month of school Within 1st month of school Throughout the year	All department members	Seating Charts or class lists Seating charts Publish to classes (poster, Google Classroom, Family email, etc) Ice breakers, individual conversations, surveys, class activities
Inviting students to CTSO Concentrated effort to build meaningful relationships with students in our classrooms Teach relevant real-world skills	Increase engagement of CTSO activities and meetings by 10% Survey results Engagement and participation in class; CTE Work-Readiness Grades	Beginning of School year Ongoing throughout school year	Individual	CTSO Websites Fliers Invitation Get to know you activities Greeting at the door 21st Century Skills

Great students in their location. Within the room Learn student names. Or nicknames. Getting to know the students	High fives, fist bumps, smiles, how are you? And more. Self Reflections	Daily One Month All Year	All department members	Location within the room changes often. Skyward setting chart/pictures Individual conversations, Listening to their music. Class activities

Funding: List and describe funding amount(s) and source(s) associated with the activities described above. Be specific about which funds will come from OSSI School Improvement Grants and what expenses they will cover, these funds are expressly intended for school-level implementation of district and school improvement planning (i.e., School Improvement Plans (SIPs), LEA-Consolidated Accountability Plans (L-CAPs), Required Action Plans (RAPs), etc.), and must be focused on the closure of educational equity gaps, specifically those driving identification through WSIF data.
1. CSIP Team is compensated for time of meetings outside of contracted hours
2. Click or tap here to enter text.

SEXUAL HARASSMENT OF STUDENTS PROHIBITED

The 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 that constitutes sexual harassment under Title IX or Chapter 28A.640 RCW. The term "sexual harassment" under this policy relates to certain legal definitions, which are described below. The district will refer to those legal definitions when responding to potential sexual harassment.

The district prohibits sexual harassment of students by other students, employees, or third parties involved in district activities. Sexual harassment can occur adult-to-student, can occur student-to-student, or can be carried out by a group of students or adults. The district will respond to sexual harassment even if the alleged harasser is not a part of the school staff or student body.

Under Chapter 28A.640 RCW, the term "sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature if:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
- that conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

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.

Under regulations implementing Title IX, the term "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

- an employee of the district conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- conduct that creates a "hostile environment," meaning unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or

- "sexual assault," as defined in 20 U.S.C. § 1092(f)(6)(A)(v); "dating violence," as defined in 34 U.S.C. § 12291(a)(10); "domestic violence," as defined in 34 U.S.C. § 12291(a)(8); or "stalking," as defined in 34 U.S.C. § 12291(a)(30).

District's Response
If the district knows, or reasonably should know, about sexual harassment, it will promptly take (1) appropriate action to investigate, and (2) effective steps reasonably calculated to end harassment, eliminate any hostile environment, prevent its recurrence, and remedy its effects as appropriate.

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 respond to sexual harassment to the extent that the response does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to respond to 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 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 timelines 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 Coordinator/designee. 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 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, will 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/guardians, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At 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/guardians, 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 handbook. Such notices will identify the district's Title IX Coordinator/designee and provide contact information, including the Coordinator/designee's email address.

Policy Review

The superintendent or designee shall review the use and efficacy of this policy and its related procedures a minimum of once every three years and report recommended changes, if applicable, to the board.

Cross References:	3207 - Prohibition of Harassment, Intimidation, and Bullying
	3210 - Nondiscrimination
	3211 - Gender-Inclusive Schools
	3241 - Student Discipline
	5010 - Nondiscrimination and Affirmative Action
	5011 - Sexual Harassment of District Staff Prohibited
Legal References:	20 U.S.C. §§ 1681 *et seq.*
	34 C.F.R. Part 106
	RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
	Chapter 392-190 WAC
Management Resources:	2020 - August Issue
	2015 - July Policy Alert
	2014 - December Issue
	2010 - October Issue

Sexual Harassment of Students Prohibited

The procedure is intended to set forth the requirements of Policy 3205, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees, or third parties involved in district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640 RCW, and Chapter 392-190 WAC.

SECTION I. TITLE IX COORDINATOR, INVESTIGATOR, AND DECISION-MAKER

The district will designate and authorize one employee to act as "Title IX Coordinator" with the support of trained designees to coordinate the district's state and federal sex discrimination and sexual harassment regulation compliance efforts. The decision-maker who reaches the final determination of responsibility for alleged Title IX sexual harassment will be the superintendent's designee. The decision-maker cannot be the same person who serves as the Title IX Coordinator/designee or the investigator of the Title IX complaint.

The Title IX coordinator's name, title, office address, telephone number, and email address must be available on the district website; in handbooks/catalogs that are made available to staff, students, and parents; and in the district's nondiscrimination statement.

Any individual designated as Title IX Coordinator/designee, an investigator, or decision-maker, and any person who facilitates an informal resolution process, must not have a conflict of interest or bias for or against the individual(s) who made the complaint ("complainant(s)") or the individual(s) reported to be the perpetrator of the conduct that could constitute sexual harassment ("respondent(s)"), in general or individually. Such persons must also receive training on the following:

- The definition of sexual harassment under Title IX and state law;
- The scope of the district's education program or activity;
- How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, as applicable;
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- Their responsibilities under Chapter 392-190 WAC; and

- How to raise awareness of and eliminate bias 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.

District investigators must also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

District decision-makers must also receive training on any technology to be used during live hearings if the district provides for a hearing. Decision-makers must also receive training on issues of relevance of questions and evidence, including the requirement that questions and evidence about a complainant's sexual predisposition or prior sexual conduct are not relevant unless (1) such questions and evidence are offered to prove that someone other than the respondent committed the alleged conduct, or (2) questions and evidence concerning specific incidents of the complainant's prior sexual behavior with respect to the respondent are offered to prove consent.

Any training materials used to train Title IX Coordinators/designees, investigators, decision-makers, and any person who facilitates an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of complaints. Such training materials will be publicly available via the district's website.

SECTION II. NOTICE OF SEXUAL HARASSMENT POLICY AND PROCEDURE

Information about the district's sexual harassment policy and complaint procedure will be easily understandable and conspicuously posted throughout each school building. Such information will also be reproduced in each student, staff, volunteer, and parent handbook. This notice will be provided in a language that each parent and guardian can understand.

In addition to the posting and reproduction of this procedure and Policy 3205, the District will provide annual notice to employees that complaints pursuant to this procedure may be filed at 107 First Street North, PO Box 476, Yelm, WA 98597

SECTION III. RESPONDING TO NOTICE OF SEXUAL HARASSMENT, INCLUDING INFORMAL COMPLAINTS

The district is on notice and required to take action when any employee knows, or in the exercise of reasonable care should know, about possible sexual harassment. This includes (1) informal (i.e., verbal) reports of sexual harassment, referred to in this procedure as "informal complaints," and (2) formal, written complaints made to the Title IX Coordinator, as described in Section VII, below.

Upon notice of possible sexual harassment, staff will always notify the Title IX Coordinator/designee. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

In the event of an alleged sexual assault, the school principal will immediately: (1) inform the Title IX Coordinator/designee; (2) inform law enforcement; and (3) notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Once the district is on notice of possible sexual harassment, the Title IX Coordinator/designee will promptly contact the complainant to discuss the availability of supportive measures (as described in Section IV, below), consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

When an informal complaint of sexual harassment is made, the Title IX Coordinator/designee may inquire of the complainant regarding the report of sexual harassment to determine whether a formal complaint is warranted. The Title IX Coordinator/designee will inform the complainant that imposition of disciplinary sanctions or other actions that are not supportive measures against a respondent will not be available unless a formal complaint occurs.

A complainant may file a formal complaint at any time while receiving supportive measures. A complainant, their parent/guardian, or the Title IX Coordinator may file a formal complaint because, for example, they feel the complaint needs to be more thoroughly investigated or discipline may be warranted for the individual(s) alleged to have engaged in sexually harassing conduct.

SECTION IV. SUPPORTIVE MEASURES

Supportive measures must be offered to the complainant, before or after the filing of a formal complaint, or where no formal complaint has been filed. Supportive measures may also be provided to the respondent. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the district's education program or activity without unreasonably burdening the other party.

Supportive measures may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive, or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;

- Modifications of work or class schedules;
- Mutual restrictions on contact between the parties;
- Increased security and monitoring of certain areas of the campus or school building; or
- Providing staff and/or student training.

SECTION V. CONFIDENTIALITY OF COMPLAINTS

The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.

If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX Coordinator. The Title IX Coordinator/designee should inform the complainant that honoring the request may limit the district's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

SECTION VI. RETALIATION PROHIBITED

Title IX and state law prohibit retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

SECTION VII. FORMAL COMPLAINTS

A. Filing of Formal Complaints

Anyone may file a formal complaint of sexual harassment. All formal complaints will be in writing and will set forth the specific acts, conditions, or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator/designee may draft the complaint based on the report of the complainant for the complainant to review and approve. The Title IX Coordinator may also conclude that the district needs to conduct an investigation based on

information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

The time period for filing a formal complaint to which Title IX does not apply is one year from the date of the occurrence that is the subject matter of the complaint. However, this complaint filing deadline may not be imposed if the complainant was prevented from filing due to: (1) specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or (2) withholding of information that the district was required to provide under Chapter 392-190 WAC or guidelines supplementing that chapter issued by the Office of Superintendent of Public Instruction ("OSPI").

Complaints may be submitted by mail, fax, email, or hand-delivery to the district Title IX Coordinator. Any district employee who receives a complaint that meets these criteria will promptly notify the Title IX Coordinator/designee.

B. Title IX Coordinator Review of Formal Complaints

The Title IX Coordinator will assess whether a formal complaint of sexual harassment meets the criteria for a Title IX complaint. If so, the district will implement investigation and response procedures under state law and follow additional procedures as required by Title IX regulations.

Under Title IX, the term "sexual harassment" means:

- An employee of the district conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;

- Conduct that creates a "hostile environment," meaning unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or

- "Sexual assault," as defined in 20 U.S.C. § 1092(f)(6)(A)(v); "dating violence," as defined in 34 U.S.C. § 12291(a)(10); "domestic violence," as defined in 34 U.S.C. § 12291(a)(8); or "stalking," as defined in 34 U.S.C. § 12291(a)(30).

The district will implement additional Title IX procedures in response to a sexual harassment complaint when the alleged conduct constitutes sexual harassment as defined by Title IX regulations and:

- The written complaint is filed by the complainant of the alleged sexual harassment, by the complainant's legal guardian, or by the Title IX Coordinator;

- The complaint requests that the district investigate the allegation(s) of sexual harassment, as defined under Title IX regulations;

- The complaint is against a named respondent who, at the time of the alleged harassment, was under the control of the district (such as a student, employee, or volunteer);

- The alleged sexually harassing conduct occurred in the United States; and
- The complainant is participating in or attempting to participate in the district's educational program or activity at the time.

If the formal complaint is determined not to meet the criteria for a Title IX complaint, the district will conduct the investigation without implementing additional Title IX procedures and will investigate in accordance with Section VII.C, below.

If the formal complaint is determined to meet the criteria for a Title IX complaint, the district will conduct the investigation by implementing additional Title IX procedures and investigate in accordance with Section VII.D, below**.**

C. Formal Complaint Process

1. Acknowledging a Formal Complaint

Upon receipt of a formal complaint, the Title IX Coordinator/designee will provide the complainant a copy of this procedure in a language that the complainant can understand.

In response to notice of sexual harassment, the district will take prompt and appropriate action to investigate and take prompt and effective steps reasonably calculated to end harassment, eliminate the hostile environment, prevent its recurrence, and as appropriate, remedy its effects. To that end, the Title IX Coordinator/designee will receive and investigate all formal, written complaints of sexual harassment or information in his or her possession that the Coordinator believes require further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest.

2. Investigating a Formal Complaint

Investigations will be carried out in a manner that is prompt, thorough, reliable, and impartial. During the investigation process, the complainant and respondent(s), if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants, respondents, and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The district and complainant may also agree to resolve the complaint in lieu of an investigation.

When the investigation is completed, the investigator will compile a full written report of the complaint and the results of the investigation.

3. Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through -075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: (a) be an employee of any district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or (b) have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing, or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

4. Response of the Superintendent's Designee to a Formal Complaint

The superintendent's designee will respond in writing to the complainant within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the parties in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to OSPI.

The response of the superintendent's designee to the complainant will include: (1) a summary of the results of the investigation; (2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; (3) if sexual harassment is found to have occurred, the corrective measures or remedies for the complainant the district will take (e.g., sources of counseling, advocacy, and academic support), including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; (4) notice of the right to appeal to the superintendent or designee and the necessary filing information; and (5) a statement concerning whether the district has failed to comply with Chapter 392-190 WAC or guidelines supplementing that chapter issued by OSPI and, in the event of noncompliance, the corrective measures deemed necessary to correct the noncompliance.

The response of the superintendent's designee will be provided in a language that the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

If the complaint alleges harassment by a named respondent or respondents, the district will provide the respondent(s) with notice of the outcome of the investigation, notice of any

discipline or corrective action imposed by the district on the respondent, and notice of their right to appeal any discipline under relevant policies and procedures.

Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the mailing of the written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

The complainant and the district may agree to resolve the complaint in lieu of an investigation. If the complaint is resolved to the satisfaction of the parties involved, no further action is necessary.

The decision of the superintendent's designee may be appealed as provided in Section VIII.

D. Formal Complaint Process with Additional Title IX Requirements

The following sections outline the process the district will take to respond to complaints of sexual harassment when state law and Title IX both apply.

1. Acknowledging a Title IX Formal Complaint

The Title IX Coordinator/designee will receive and investigate all formal, written complaints of sexual harassment or information in his or her possession that the Coordinator believes require further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator or designee will offer supportive measures to the complainant and may offer such measures to the respondent(s).

The district will acknowledge receipt of the formal complaint by providing the following written notice to the respondent(s) and complainant:

- A copy of the district's discrimination complaint procedure in a language the parties can understand.

- Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Such sufficient detail includes the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

- Notice that the parties may have an advisor of their choice, who may be an attorney or non-attorney and who may inspect and review evidence of the alleged sexual harassment.

- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility for alleged sexual harassment is made at the conclusion of the grievance process.

- Notice of any provision in student conduct policies and procedures that prohibits false statements or submitting false information.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the initial notice described above, the district must provide notice of the additional allegations to the parties whose identities are known.

2. Investigating a Title IX Formal Complaint

The district must investigate allegations contained in a formal complaint. If the conduct alleged would not constitute sexual harassment under Title IX regulations even if proven, did not occur in the district's education program or activity, or did not occur against a person in the United States, then the district must dismiss the formal complaint under Title IX. Such dismissal does not preclude action under another provision of district policy or procedure or under sexual harassment investigation procedures as required by state law (see Section VII.C of this procedure). The district may dismiss a Title IX formal complaint when: (1) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled in or employed by the district; or (3) specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. Upon dismissal for any of the above reasons, the district must promptly send written notice of dismissal and the reason(s) therefore simultaneously to the parties.

The district adopts a "preponderance of the evidence" as the standard of proof it will use in reaching decisions regarding complaints.

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

The district's investigation of a Title IX complaint must:

- Include a prompt and thorough investigation into the allegations in the complaint.

- Ensure that the district bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility for the alleged sexual harassment. The district may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in their professional

capacity and made and maintained in connection with the provision of treatment to the party unless the district obtains the party's voluntary, written consent to do so.

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be an attorney or non-attorney. The district will apply any restrictions regarding the extent to which an advisor may participate equally to both parties.
- Provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, interviews, or other meetings, with sufficient time for the parties to prepare to participate.
- Include an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence.
- Ensure that credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g., the attorney-client privilege), unless the person holding such privilege has waived the privilege.

Prior to the completion of an investigative report, the investigator must provide an equal opportunity for the parties to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes evidence that the district does not intend to rely on in reaching a determination of responsibility for the alleged sexual harassment, regardless of the source of the evidence. The parties will have at least ten (10) days to submit a written response for the investigator to consider prior to completion of the investigative report.

At least ten (10) days prior to a determination regarding responsibility, the investigator must create an investigative report that fairly summarizes relevant evidence and send the investigative report in an electronic or hard copy format to each party and each party's advisor for their review and written response.

After transmitting the investigative report to the parties, but before reaching a final determination regarding responsibility, the decision-maker must give each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party

with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless they are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or unless they concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

The district's Title IX investigative and grievance process is not required to include investigative hearings.

Temporary delay of the investigation process and/or limited extension of timeframes described in this Section VII.D are allowed for good cause with written notice to the complainant and the respondent of the delay or extension and the reason for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

3. Discipline and Emergency Removals for Alleged Sexual Harassment under Title IX

A respondent who is accused of sexual harassment under Title IX is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The district may not impose any disciplinary sanctions, or other actions that are not supportive measures, against the respondent until the district has determined the respondent was responsible for the sexual harassment at the conclusion of the grievance process.

These additional Title IX sexual harassment procedures do not preclude a district from removing a student from school on an emergency basis consistent with Policy 3241 and Procedure 3241P ("Student Discipline") and the associated OSPI regulations for emergency expulsion.

4. Title IX Informal Resolution Process

At any time prior to a determination in a formal Title IX complaint, the district may permit a complainant to waive the formal complaint grievance process in favor of an informal resolution process not involving a full investigation and adjudication, provided that the district obtains the parties' voluntary, written consent. The district must not offer informal resolution of sexual harassment allegations against a respondent who is an employee of the district.

When facilitating an informal resolution process, the district will provide the parties with written notice disclosing: (1) the allegations; (2) the requirements for the informal resolution process; (3) the circumstances in which the parties would be precluded from continuing with a formal resolution process for the same allegations; (4) a party's right to withdraw from the informal resolution process and resume the formal Title IX grievance process at any time prior to agreeing to a resolution; and (5) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The district may not require the waiver of the right to an investigation and adjudication of formal complaints of sexual harassment under Title IX as a condition of enrollment, employment, or enjoyment of any other right, nor may the district require the parties to participate in an informal resolution process. The district will not offer an informal resolution process unless a formal complaint is filed.

The Title IX informal resolution process will conclude within forty-five (45) calendar days of the complainant's decision to waive the formal complaint process, unless good cause exists for extension of the timeframe. If the informal resolution process has not concluded by that time and the complainant has not withdrawn the complaint, the Title IX Coordinator will proceed with the investigation of the formal complaint in accordance with this procedure.

5. Response of the Superintendent's Designee to a Title IX Formal Complaint

The superintendent's designee will respond to the Title IX formal complaint as the decision-maker. If the superintendent selects a designee, the designee will not be the Title IX Coordinator/designee or the investigator. At the conclusion of the investigation, the decision-maker must issue a written determination of responsibility regarding the alleged sexual harassment within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the parties in writing of the reason for the extension and the anticipated response date.
The written determination of the decision-maker must be issued to the parties simultaneously and must include the following:

- Identification of the allegations potentially constituting sexual harassment under Title IX regulations;
- A description of the procedural steps taken from the time of the district's receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings supporting the determination;
- A summary of the results of the investigation;
- Conclusions regarding the application of the district's code of conduct policies to the facts;
- A statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary or other sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant;

- If sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate;

- A statement concerning whether the district has failed to comply with Chapter 392-190 WAC or guidelines supplementing that chapter issued by OSPI; and

- Notice of the parties' right to appeal to the district's superintendent or designee and the necessary filing information.

The response of the decision-maker will be provided in a language the complainant and respondent can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

At the time the district responds to the parties, the district must send a copy of the response to OSPI.

Disciplinary sanctions and remedies for students that may be implemented following any determination of responsibility include those corrective actions described in Policy 3241 and Procedure 3241P including, without limitation, short- and long-term suspension, expulsion, and emergency expulsion. Disciplinary sanctions and remedies for employees that may be implemented following any determination of responsibility include, without limitation, written reprimands, suspensions without pay, demotion, transfer, nonrenewal, and termination consistent with any relevant collective bargaining agreement and district policy and procedure.

Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

The decision of the superintendent's designee may be appealed as provided in Section VIII.

SECTION VIII. APPEALS

A. Appeal to the Superintendent or Designee

1. Notice of Appeal and Hearing

If the complainant disagrees with the written decision of the superintendent's designee, the complainant may appeal the decision by filing a written notice of appeal with the superintendent within ten (10) calendar days following the date upon which the complainant received the response. If the additional Title IX requirements are used under Section VII(D), both the complainant and the respondent will have an equal opportunity to appeal under this procedure, and the district will implement appeal procedures equally for both parties and provide written notice to the other party when an appeal is filed.

A party who is permitted to appeal under this procedure may appeal due to one or more of the following reasons, which are not exclusive: (1) the sufficiency of the factual findings made during the investigation; (2) the validity of the conclusions of the superintendent's designee regarding whether there have been violations of law or district policy and procedure; (3) the appropriateness of the corrective actions or other remedies determined by the designee; (4) procedural irregularity that affected the outcome of the matter; (5) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and (6) the Title IX Coordinator/designee, investigator, or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The appealing party will be allowed a reasonable opportunity to submit a written statement for the appeal. If the additional Title IX requirements are used under Section VII(D), the other party will be allowed an equal opportunity to submit a written statement. The written statement should clearly identify the reason(s) for the appeal, explain the party's arguments in support of or challenging the outcome of the initial determination, and set forth the party's desired remedy (if any). The written statement must be submitted to the decision-maker within twenty (20) calendar days following the filing of the notice of appeal, unless good cause exists for extension of the timeframe.

2. Appeal Decision

The decision-maker for the appeal will be the superintendent or the superintendent's designee. The decision-maker who reached the determination regarding responsibility or dismissal, the investigator, and the Title IX Coordinator/designee will not be the decision-maker for purposes of an appeal under this procedure. The district will ensure that any individual serving as a decision-maker for an appeal under this procedure has received the training required for decision-makers as described by this procedure.

The decision-maker for the appeal will review any written statements by the parties, the investigative report and associated evidence, the decision regarding responsibilities, and other material deemed relevant and material. The decision-maker will provide a written appeal decision to the appealing party within thirty (30) calendar days following the filing of the notice of appeal, unless good cause exists for extension of the timeframe. If the additional Title IX requirements are used under Section VII(D), the written appeal decision will be simultaneously sent to both parties.

The written appeal decision will describe the result of the appeal and the rationale for the result. The decision will include notice of the complainant's right to file a complaint with OSPI and will identify where and to whom the complaint must be filed. The district will send a copy of the appeal decision to OSPI.

The decision will be provided in a language that the parties receiving the decision can understand, which may require language assistance for parties with limited English proficiency in accordance with Title VI of the Civil Rights Act.

B. Complaint to OSPI

1. Filing of Complaint

If a complainant disagrees with the appeal decision of the district's superintendent or designee, or if the district fails to comply with the procedures in WAC 392-190-065 through -070, the party may file a complaint with OSPI.

A complaint must be received by OSPI on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the appeal decision of the superintendent or designee, unless OSPI grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

A complaint must be in writing and include: (1) a description of the specific acts, conditions, or circumstances alleged to violate applicable anti-sexual harassment laws; (2) the name and contact information, including address, of the complainant; (3) the name and address of the district subject to the complaint; (4) a copy of the district's complaint and appeal decision, if any; and (5) a proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information, and the name of the school district that the student attends.

2. Investigation, Determination, and Corrective Action

Upon receipt of a complaint, OSPI may initiate an investigation, which may include conducting an independent onsite review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or designee.

Following an investigation, OSPI will make an independent determination as to whether the district has failed to comply with Chapter 392-190 WAC or the guidelines supplementing that chapter issued by OSPI and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including, but not limited to, referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

3. Administrative Hearing

A complainant or the district desiring to appeal the written decision of OSPI may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of OSPI's written decision. OSPI will conduct a formal administrative hearing in conformance with the Washington Administrative Procedures Act, Chapter 34.05 RCW.

SECTION IX. OTHER COMPLAINT OPTIONS

The following complaint options exist in addition to the procedures described above.

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws that prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (Chapter 49.60 RCW), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

SECTION X. INVESTIGATION RECORDKEEPING

The district will maintain for a period of seven years records of:

- Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript required by federal law, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity.
- Any appeal and the result therefrom.
- Any informal resolution and the result therefrom.
- Records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX.
- All materials used to train Title IX Coordinators/designees, investigators, decision-makers, and any person who facilitates an informal resolution process.

Investigative records will be stored by the district office located at 107 First Street North, Yelm, WA 98597.

SECTION XI. TRAINING AND ORIENTATION

A fixed component of all district orientation sessions for staff, students, and regular volunteers will introduce the elements of this procedure and the corresponding policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of their responsibilities when on notice of sexual harassment, the formal complaint procedures, and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will receive the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents/guardians.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students, and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive, or inappropriate sexually suggestive remarks, comments, gestures, or jokes, or remarks of a sexual nature about a person's appearance, gender, or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering, or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

SECTION XII. POLICY AND PROCEDURE REVIEW

The superintendent or designee shall review the use and efficacy of this policy and its related procedures a minimum of once every three years and report recommended changes, if applicable, to the board.

4210 Regulation of Dangerous Weapons on School Premises

Unless authorized by this policy, ~~I~~it is a violation of district policy ~~and state law~~ for any person to knowingly carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities ~~unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.~~, or areas of facilities being used for official meetings of the school board. The term "school premises, includes property, or portions (s) of property, owned, rented or leased by the District when the property, or portions(s) of property, is being used exclusively for school district activities.

The District superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction. The District superintendent will post signs providing notice of the restrictions on possessing dangerous weapons at each facility being used for official meetings of the board.

Note: The Board is not required to adopt the next paragraph with two enumerated provisions but has the option to add this stricter requirement.

It is the policy of this District that the presence of firearms and other dangerous weapons in the workplace or educational environment is to be minimized as much as possible. As such, the following activities are prohibited by this policy regardless of whether such possession would violate state law, and regardless of whether the weapon is secured in a vehicle or possessed by a person with a concealed weapons permit:

1. No District employee may bring any firearm or dangerous weapon onto any District property without prior authorization of the superintendent.
2. No person or entity renting, leasing, or otherwise being granted the right to temporary use of District property may possess, or allow its guests to possess, firearms or dangerous weapons on District premises. This provision does not extend to a property rented or leased as a personal domicile

Dangerous Weapons

The term "dangerous weapons" under state law includes:

- Any firearm;
- Any device commonly known as "nun-chu-ka sticks," consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are

attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;

- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
    - Any dirk or dagger;
    - Any knife with a blade longer than three inches;
    - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
    - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
    - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

Reporting Dangerous Weapons

Students

If District staff believe that a student has violated this policy, an appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.

Students who ~~violate this policy will be subject to discipline. Students who~~ have possessed a firearm on any school premises, school-provided transportation, ~~or~~ school-sponsored activities at any facility, or in areas of facilities while being used for official school board meetings shall be

expelled for not less than one year pursuant to RCW 28A.600. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

Further, t~~T~~he district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

All expulsion and/or suspension and all other discipline of students who violate this policy will be subject to District Policy 3241 – Student Discipline adjust number of policy as accurate

~~No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.~~

Staff

If a District employee believes that another District employee has violated this policy, the employee will report his or her concerns to an appropriate school or District authority for further inquiry. Any disciplinary action of an employee who willfully violates this policy will be subject to District Policy 5281 – Disciplinary Action and Discharge adjust number of policy as accurate.

Exceptions ~~to State Law and this Policy~~

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

1. Persons engaged in military, law enforcement, or school district security activities;

2. Persons involved in an s~~chool~~ authorized convention, showing, demonstration, lecture or firearm safety course authorized by the Superintendent;

3. Persons competing in ~~school authorized~~ firearm or air gun competitions authorized by the Superintendent; and

4. Any federal, state or local law enforcement officer.

The following persons who are over eighteen years of age, not employed by the District and not enrolled as students may have firearms in their possession on school property outside of school buildings only under the following limited circumstances:

1. Persons ~~with~~ who have a concealed weapons permit~~s~~ issued pursuant to RCW 9.41.070 and are (1) ~~who are~~ picking up or dropping off students at school or (2) attending official meetings of the school board held off District owned or leased property; and

2. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle. Under RCW 9.41.050, no one may lawfully possess a loaded handgun in a vehicle unless the person has a valid concealed pistol permit.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized activity or class such as a martial arts class.

Personal Protection Spray

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

Cross References:

Board Policy 3240	Student Conduct, Expectations and Reasonable Sanctions
Board Policy 3241	Classroom Management, Discipline and Corrective Action
Board Policy 4260	Use of School Facilities
Board Policy 5281	Disciplinary Action and Discharge

Legal References:

RCW 9A.16.020	Use of Force – when lawful
RCW 9.41.250	Dangerous weapons - Penalty
RCW 9.41.280	Dangerous Weapons on facilities – Penalty – Exceptions
RCW 9.91.160	Personal protection spray devices
RCW 9.94A.225	Deadly weapon special verdict – definition
RCW 28A.600.420	Firearms on school premises, transportation or facilities – Penalty – Exemptions

Management Resources:

Policy News	Oct. 1997; Aug. 1998; Aug. 2006
Policy & Legal News	July 2016; June 2022; April 2023

ADOPTED: 12/12/1996
REVISED: 11/24/98; 10/26/06; 12/15/16; new date

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 that constitutes sexual harassment under Title IX or Chapter 28A.640 RCW. The term "sexual harassment" under this policy relates to legal definitions, which are described below. The district will refer to legal definitions when responding to potential sexual harassment.

The district prohibits sexual harassment of staff by students, other employees, or third parties involved in district activities. Sexual harassment can occur adult-to-student, student-to-student or can be carried out by a group of students or adults. The district will respond to sexual harassment even if the alleged harasser is not a part of the school staff or student body.

Under Chapter 28A.640 RCW, the term "sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature if:

A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;

B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or

C. That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile or offensive educational or work environment.

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 intimidating, hostile, or abusive.

Under Title IX, the term "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

A. An employee of the district conditioning the provision of an aid, benefit or service on an individual's participation in unwelcome sexual conduct;

B. Conduct that creates a "hostile environment," meaning unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the education program or activity; or

C. "Sexual assault," as defined in 20 U.S.C. § 1092(f)(6)(A)(v); "dating violence," as defined in 34 U.S.C. § 12291(a)(10); "domestic violence," as defined in 34 U.S.C. 12291(a)(8); or "stalking," as defined in 34 U.S.C. § 12291(a)(30).

District's Response
If the district knows, or reasonably should know, about sexual harassment, it will promptly take:

A. Appropriate action to investigate, and

B. Effective steps reasonably calculated to end harassment, eliminate any hostile environment, prevent its recurrence and remedy its effects as appropriate.

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.

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 respond to sexual harassment to the extent that the response does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to respond to sexual harassment.

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 timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX Coordinator/designee. 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 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/designee and provide contact information, including the Title IX Coordinator/designee’s email address.

Policy Review
The superintendent or designee shall review the use and efficacy of this policy and its related procedures a minimum of once every three years and report recommended changes, if applicable, to the board.

Cross References: 3205 - Sexual Harassment of Students Prohibited
3207 - Prohibition of Harassment, Intimidation, and Bullying

	3210 - Nondiscrimination 3211 - Gender-Inclusive Schools 3421 - Child Abuse, Neglect, and Exploitation Prevention 5010 - Nondiscrimination and Affirmative Action
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
Management Resources:	2015 - July Policy Alert 2014 - December Issue 2010 - October Issue 2022 - June June

Adoption Date:
Classification: **Essential**
Revised Dates:

Procedure - Sexual Harassment of District Staff Prohibited

The procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by students, other employees, or third parties involved in school district activities. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

A formal complaint 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.

Title IX Coordinator, Investigator and Decision-Maker

Any individual designated as Title IX Coordinator/designee, an investigator, or a decision-maker for purposes of a Title IX formal complaint must meet the qualifications and training requirements described in Procedure 3205P for those roles.

Notice of Sexual Harassment Policy and Procedure
Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5013, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at 107 First Street North, PO Box 476, Yelm, WA 98597

Responding to Notice of Sexual Harassment, Including Informal Complaints
The district is on notice and required to take action when any employee knows, or in the exercise of reasonable care should know, about possible sexual harassment.

This includes:

> A. Informal (i.e., verbal) reports of sexual harassment, referred to in this procedure as "informal complaints" and
> B. Formal, written complaints made to the Title IX Coordinator/designee, as described in the Formal Complaint Process section below.

Upon notice of possible sexual harassment, staff will always notify the Title IX Coordinator/designee. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX Coordinator/designee so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Once the district is on notice of possible sexual harassment, the Title IX Coordinator/designee will promptly contact the complainant to discuss the availability of supportive measures (as described in the Supportive Measures section below), consider the complainant's wishes with respect to supportive measures, inform the

complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

When an informal complaint of sexual harassment is made, the Title IX Coordinator/designee may inquire of the complainant regarding the report of sexual harassment to determine whether a formal complaint is warranted. The Title IX Coordinator/designee will inform the complainant that imposition of disciplinary sanctions or other actions that are not supportive measures against a respondent will not be available unless a formal complaint occurs.

A complainant may file a formal complaint at any time while receiving supportive measures. A complainant or the Title IX Coordinator may file a formal complaint because, for example, they feel the complaint needs to be more thoroughly investigated or discipline may be warranted for the individual(s) alleged to have engaged in sexually harassing conduct.

Supportive Measures
Supportive measures must be offered to the complainant, before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may also be provided to the respondent. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the district's education program or activity without unreasonably burdening the other party.

Supportive measures may include:

A. An opportunity for the complainant to explain to the alleged harasser that their conduct is unwelcome, offensive or inappropriate either in writing or face-to-face;

B. A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;

C. A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;

D. Mutual restrictions on contact between the parties;

E. Modifications of work or class schedules;

F. Mutual restrictions on contact between the parties;

G. Increased security and monitoring of certain areas of the campus or school building; or

H. Providing staff and/or student training.

Confidentiality of Complaints
The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.

If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX Coordinator/designee for evaluation. The Title IX Coordinator/designee should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

Retaliation Prohibited
Title IX and state law prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

Formal Complaint Process

Anyone may file a formal complaint of sexual harassment. All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. Complaints may be submitted by mail, fax, email or hand-delivery to the district Title IX Coordinator. Any district employee who receives a complaint that meets these criteria will promptly notify the Title IX Coordinator/designee.

All formal complaints in which an employee is the complainant (i.e., the individual who is alleged to be the victim of conduct that could constitute sexual harassment) shall be subject to the procedure and requirements for formal complaints under Procedure 3205P.

Other Complaint Options
Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Training and Orientation
A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;

- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Policy and Procedure Review
The superintendent or designee shall review the use and efficacy of this policy and its related procedures a minimum of once every three years and report recommended changes, if applicable, to the board.

Management Resources: 2015 - July Policy Alert
2014 - March Issue

Adoption Date:
Classification:
Revised Dates:

YELM COMMUNITY SCHOOLS

Board Date: FEBRUARY 27, 2025

Fund: GENERAL

Vouchers audited and certified by the auditing officer as required by R.C.W. 42.24.080 and those expense reimbursement claims certified as required by R.C.W. 42.24.090, have been recorded on a listing which has been made available to the board.

As of FEBRUARY 27, 2025 the Board does approve for payment those vouchers included in the following list and further described as follows:

VOUCHER NUMBER 70151468 THROUGH 70151639

IN THE TOTAL AMOUNT OF $ 1,338,726.95

SECRETARY _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

Voucher Auditor's Statement

I, the undersigned do hereby certify that I have reviewed each of the vouchers listed above, and that the claims are just, due and unpaid obligations against the school district, and that I am authorized to authenticate and certify to said claim.

SIGNATURE OF AUDITING OFFICER _____

AP Check Register

AP Run: GENERAL 1-7-25 — Post Date: 2025-01-07 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/07/2025	70151468	Check	ADAMS, JEFFREY DELL	136.00
01/07/2025	70151469	Check	APPLE COMPUTER INC	4,861.80
01/07/2025	70151470	Check	CAPITAL BUSINESS MACHINES INC	456.62
01/07/2025	70151471	Check	CAVANAUGH, ELLEN	159.06
01/07/2025	70151472	Check	CENTRAL WELDING SUPPLY CO INC	604.10
01/07/2025	70151473	Check	CENTRALIA COLLEGE	10,735.75
01/07/2025	70151474	Check	CINTAS CORP	153.04
01/07/2025	70151475	Check	COMPHEALTH MEDICAL STAFFING	13,139.91
01/07/2025	70151476	Check	DRAIN PRO	229.53
01/07/2025	70151477	Check	ESD #113	102,034.22
01/07/2025	70151478	Check	FIRST CITIZENS BANK & TRUST CO	10,152.57
01/07/2025	70151479	Check	FIRST STUDENT	2,772.60
01/07/2025	70151480	Check	FRANZ FAMILY BAKERIES	310.74
01/07/2025	70151481	Check	GORDON TRUCK CENTERS	120.34
01/07/2025	70151482	Check	GUBSER, SHANNON MARIE	9.38
01/07/2025	70151483	Check	HD SUPPLY INC	4,916.70
01/07/2025	70151484	Check	HUMMEL, MADISON MAE	101.84
01/07/2025	70151485	Check	IML SECURITY SUPPLY	1,016.56
01/07/2025	70151486	Check	INTERWEST METALS INC	2,166.96
01/07/2025	70151487	Check	JACKSON THERAPY PARTNERS	7,901.25
01/07/2025	70151488	Check	LINGUALINX INC	630.00

AP Check Register

AP Run: GENERAL 1-7-25 — Post Date: 2025-01-07 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/07/2025	70151489	Check	MATHEMATICALLY MINDED	13,369.00
01/07/2025	70151490	Check	MAXIM HEALTHCARE SERVICES INC	6,779.00
01/07/2025	70151491	Check	MCMURRAY, KIMBERLY BRELAND	20.10
01/07/2025	70151492	Check	MICRO COMPUTER SYSTEMS INC	16,604.58
01/07/2025	70151493	Check	MILLER, NANCY MICHELE	58.89
01/07/2025	70151494	Check	NISQUALLY VALLEY NEWS	52.00
01/07/2025	70151495	Check	NORTHWEST ARCHITECTURAL PRODUCTS INC	13,592.23
01/07/2025	70151496	Check	NORTHWEST WATER SYSTEMS INC	969.56
01/07/2025	70151497	Check	OBC NORTHWEST INC	2,998.59
01/07/2025	70151498	Check	ORG FOR EDUCATION TECH & CURRICULUM	18,976.35
01/07/2025	70151499	Check	OWEN, KARI	1,935.00
01/07/2025	70151500	Check	POLZIN, KARI JO	182.00
01/07/2025	70151501	Check	PORTER FOSTER RORICK LLP	11,005.00
01/07/2025	70151502	Check	RAINIER LIGHTING & ELECTRICAL SUPPLY	240.43
01/07/2025	70151503	Check	RWC GROUP	1,017.13
01/07/2025	70151504	Check	SAFETY KLEEN CORP	330.93
01/07/2025	70151505	Check	SCHETKY NORTHWEST SALES INC	1,795.18
01/07/2025	70151506	Check	SPRAGUE PEST SOLUTIONS	167.52
01/07/2025	70151507	Check	SUPERINTENDENT OF PUBLIC INSTR	7,510.85
01/07/2025	70151508	Check	THE PART WORKS INC	140.75
01/07/2025	70151509	Check	TSE, KA KI	41.81

AP Check Register

AP Run: GENERAL 1-7-25 — Post Date: 2025-01-07 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/07/2025	70151510	Check	US FOODS	51,140.98
01/07/2025	70151511	Check	WASHINGTON FLORAL SERVICE INC	629.03
01/07/2025	70151512	Check	WELLS FARGO FINANCIAL LEASING	376.79
01/07/2025	70151513	Check	YELM PHYSICAL THERAPY	4,000.00
			Total:	**$316,542.67**

GENERAL 1-7-25 Summary

Type	Count	Amount
Regular	46	316,542.67
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**46**	**$316,542.67**

Fund	Total
10 - GENERAL FUND	316,542.67
	$316,542.67

AP Check Register

AP Run: GENERAL 2 1-7-25 — Post Date: 2025-01-07 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/07/2025	70151514	Check	US BANK - CORPORATE PAYMENT SYSTEMS	23,038.68
			Total:	**$23,038.68**

GENERAL 2 1-7-25 Summary

Type	Count	Amount
Regular	1	23,038.68
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**1**	**$23,038.68**

AP Check Register

YELM COMMUNITY SCHOOLS

Fund	Total
10 - GENERAL FUND	23,038.68
	$23,038.68

AP Check Register

AP Run: GENERAL 1-14-25 — Post Date: 2025-01-14 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/14/2025	70151515	Check	AALONA, THADDEUS PAUL	156.38
01/14/2025	70151516	Check	AMPLIFY EDUCATION INC	2,442.54
01/14/2025	70151517	Check	BLAZERWORKS	11,367.20
01/14/2025	70151518	Check	CAPITAL BUSINESS MACHINES INC	666.65
01/14/2025	70151519	Check	CINTAS CORP	229.56
01/14/2025	70151520	Check	CITY OF YELM	14,650.11
01/14/2025	70151521	Check	COMPHEALTH MEDICAL STAFFING	6,384.51
01/14/2025	70151522	Check	CRYSTAL SPRINGS	31.73
01/14/2025	70151523	Check	DAIRY FRESH FARMS INC	13,459.71
01/14/2025	70151524	Check	DEPT OF LICENSING	15.00
01/14/2025	70151525	Check	DRAIN PRO	279.00
01/14/2025	70151526	Check	DRAIN PRO	1,257.70
01/14/2025	70151527	Check	ESD #113	27,654.40
01/14/2025	70151528	Check	FOSSUM, MICHELLE RENEE	51.19
01/14/2025	70151529	Check	FRESHWORKS INC	11,833.89
01/14/2025	70151530	Check	GORDON TRUCK CENTERS	1,820.56
01/14/2025	70151531	Check	GOSHEN EDUCATION CONSULTING INC	5,000.00
01/14/2025	70151532	Check	HAND2MIND INC	198.21
01/14/2025	70151533	Check	HD SUPPLY INC	2,803.14
01/14/2025	70151534	Check	HERMANSON CO LLP	6,104.41
01/14/2025	70151535	Check	HILL, ROBERT ANDREW	201.13

AP Check Register

AP Run: GENERAL 1-14-25 — Post Date: 2025-01-14 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/14/2025	70151536	Check	HONEY BUCKET	335.00
01/14/2025	70151537	Check	HOPSKIPDRIVE INC	1,736.43
01/14/2025	70151538	Check	IML SECURITY SUPPLY	863.96
01/14/2025	70151539	Check	JACKSON THERAPY PARTNERS	3,963.75
01/14/2025	70151540	Check	JSF TECHNOLOGIES	885.00
01/14/2025	70151541	Check	K C D A	2,898.09
01/14/2025	70151542	Check	LEGO EDUCATIONAL DIVISION	1,015.92
01/14/2025	70151543	Check	LES SCHWAB	257.30
01/14/2025	70151544	Check	MASCOT JUNCTION	228.00
01/14/2025	70151545	Check	MAXIM HEALTHCARE SERVICES INC	9,627.15
01/14/2025	70151546	Check	MCCARTHY, MARY	414.57
01/14/2025	70151547	Check	MCKENNA WATER DISTRICT	822.40
01/14/2025	70151548	Check	MICRO COMPUTER SYSTEMS INC	15,899.40
01/14/2025	70151549	Check	MOUNTAIN LUMBER & HARDWARE INC	818.35
01/14/2025	70151550	Check	NAPA AUTO PARTS	1,290.59
01/14/2025	70151551	Check	NORTHWEST CHEVROLET	236.57
01/14/2025	70151552	Check	OCCUPATIONAL HEALTH CENTERS OF WA	408.00
01/14/2025	70151553	Check	PETROCARD	28,536.47
01/14/2025	70151554	Check	PUGET SOUND ENERGY	107,201.67
01/14/2025	70151555	Check	RAINIER LIGHTING & ELECTRICAL SUPPLY	1,613.26
01/14/2025	70151556	Check	SCHETKY NORTHWEST SALES INC	244.44

AP Check Register

AP Run: GENERAL 1-14-25 — Post Date: 2025-01-14 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/14/2025	70151557	Check	SILVER SPRINGS ORGANICS	77.80
01/14/2025	70151558	Check	SOUTH PUGET SOUND COMM COLLEGE	115,648.61
01/14/2025	70151559	Check	SOUTH SOUND FIRE & SECURITY	744.30
01/14/2025	70151560	Check	T & P AUTOMOTIVE	2,016.03
01/14/2025	70151561	Check	TACOMA SCHOOL DISTRICT #10	68,364.48
01/14/2025	70151562	Check	THE PART WORKS INC	2,206.73
01/14/2025	70151563	Check	THURSTON COUNTY CPED	1,280.00
01/14/2025	70151564	Check	WA SCHOOL RESEARCH ASSOC INC	2,343.75
01/14/2025	70151565	Check	WALSWORTH PUBLISHING CO	3,792.60
01/14/2025	70151566	Check	WASANKARI, DAVID P	157.05
01/14/2025	70151567	Check	WASHINGTON OFFICIALS ASSOCIATION	2,007.20
01/14/2025	70151568	Check	WEST MUSIC CO	110.87
01/14/2025	70151569	Check	YELM PHYSICAL THERAPY	4,000.00
01/14/2025	70151570	Check	YELM SCHOOLS REVOLVING FUND	3,023.92
			Total:	**$491,676.68**

GENERAL 1-14-25 Summary

Type	Count	Amount
Regular	56	491,676.68
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**56**	**$491,676.68**

Fund	Total
10 - GENERAL FUND	491,676.68
	$491,676.68

AP Check Register

AP Run: GENERAL 2 1-14-25 — Post Date: 2025-01-14 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/14/2025	70151571	Check	US BANK - CORPORATE PAYMENT SYSTEMS	7,551.96
			Total:	**$7,551.96**

GENERAL 2 1-14-25 Summary

Type	Count	Amount
Regular	1	7,551.96
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**1**	**$7,551.96**

AP Check Register

Fund	Total
10 - GENERAL FUND	7,551.96
	$7,551.96

AP Check Register

AP Run: GENERAL 1-21-25 — Post Date: 2025-01-21 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/21/2025	70151572	Check	BEIERLE, JEANNIE LOURIA	26.60
01/21/2025	70151573	Check	BILL'S TOWING	383.25
01/21/2025	70151574	Check	BLAZERWORKS	23,378.96
01/21/2025	70151575	Check	CAPITAL BUSINESS MACHINES INC	4,911.94
01/21/2025	70151576	Check	CASCADE ALARM	6,221.71
01/21/2025	70151577	Check	CCI SOLUTIONS	2,036.64
01/21/2025	70151578	Check	CENTRAL WELDING SUPPLY CO INC	1,745.67
01/21/2025	70151579	Check	COLE, SKYLAR S	33.03
01/21/2025	70151580	Check	COMMERCIAL BRAKE CLUTCH INC	78.31
01/21/2025	70151581	Check	DEPT OF HEALTH	1,666.77
01/21/2025	70151582	Check	DEPT OF LABOR AND INDUSTRIES	2,766.00
01/21/2025	70151583	Check	ELECTROCOM	2,615.74
01/21/2025	70151584	Check	ESD #113	80,400.00
01/21/2025	70151585	Check	FLASHALERT NEWSWIRE	779.41
01/21/2025	70151586	Check	FRANZ FAMILY BAKERIES	566.48
01/21/2025	70151587	Check	HARRIS, GARY	506.88
01/21/2025	70151588	Check	HD SUPPLY INC	651.23
01/21/2025	70151589	Check	HEARTSPRING INC	36,588.00
01/21/2025	70151590	Check	INTRACOMMUNICATION NETWORK SYS	37,411.92
01/21/2025	70151591	Check	KING COUNTY FINANCE	900.00
01/21/2025	70151592	Check	LANGUAGE LINE SERVICES	249.47

AP Check Register

AP Run: GENERAL 1-21-25 — Post Date: 2025-01-21 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/21/2025	70151593	Check	MCMURRAY, KIMBERLY BRELAND	49.18
01/21/2025	70151594	Check	MORNINGSIDE	800.00
01/21/2025	70151595	Check	NISQUALLY VALLEY NEWS	52.00
01/21/2025	70151596	Check	PIERCE COLLEGE	14,244.83
01/21/2025	70151597	Check	PUGET SOUND ENERGY	11,368.27
01/21/2025	70151598	Check	PUGET SOUND ESD	29,244.00
01/21/2025	70151599	Check	RIVERSIDE INSIGHTS	3,177.21
01/21/2025	70151600	Check	SCHETKY NORTHWEST SALES INC	741.78
01/21/2025	70151601	Check	SPRAGUE PEST SOLUTIONS	687.74
01/21/2025	70151602	Check	SPROUT THERAPY SOLUTIONS LLC	28,232.75
01/21/2025	70151603	Check	TED BROWN MUSIC CO	623.87
01/21/2025	70151604	Check	TYLER TECHNOLOGIES	340.00
01/21/2025	70151605	Check	WA SCHOOL INFO PROCESSING COOP	588.92
01/21/2025	70151606	Check	WASHINGTON FLORAL SERVICE INC	1,733.43
			Total:	**$295,801.99**

GENERAL 1-21-25 Summary

Type	Count	Amount
Regular	35	295,801.99
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**35**	**$295,801.99**

AP Check Register

Fund	Total
10 - GENERAL FUND	295,801.99
	$295,801.99

AP Check Register

AP Run: GENERAL 2 1-21-25 — Post Date: 2025-01-21 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/21/2025	70151607	Check	US BANK - CORPORATE PAYMENT SYSTEMS	10,755.58
			Total:	**$10,755.58**

GENERAL 2 1-21-25 Summary

Type	Count	Amount
Regular	1	10,755.58
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**1**	**$10,755.58**

AP Check Register

Fund	Total
10 - GENERAL FUND	10,755.58
	$10,755.58

AP Check Register

AP Run: GENERAL 1/28/25 — Post Date: 2025-01-28 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/28/2025	70151608	Check	ANDERSON, KAREN	1,596.39
01/28/2025	70151609	Check	AUTO GLASS PROFESSIONALS	668.13
01/28/2025	70151610	Check	BLAZERWORKS	13,969.98
01/28/2025	70151611	Check	BRYSON SALES & SERVICE	918.21
01/28/2025	70151612	Check	CAPITAL BUSINESS MACHINES INC	344.46
01/28/2025	70151613	Check	CASCADE ALARM	12,707.99
01/28/2025	70151614	Check	COLE, SKYLAR S	47.30
01/28/2025	70151615	Check	DISA GLOBAL SOLUTIONS	61.80
01/28/2025	70151616	Check	DRAIN PRO	1,248.30
01/28/2025	70151617	Check	DUGAN REPAIR & ALIGNMENT LLC	629.63
01/28/2025	70151618	Check	ESD #112	200.00
01/28/2025	70151619	Check	EVERGREEN FIRE & SECURITY	695.33
01/28/2025	70151620	Check	FIRST CITIZENS BANK & TRUST CO	10,152.57
01/28/2025	70151621	Check	FLORES, RICHARD M	238.83
01/28/2025	70151622	Check	FRANZ FAMILY BAKERIES	358.63
01/28/2025	70151623	Check	HARRIS, GARY	215.50
01/28/2025	70151624	Check	HD SUPPLY INC	3,375.12
01/28/2025	70151625	Check	HERMANSON CO LLP	11,681.43
01/28/2025	70151626	Check	HOMINDA, RYAN JACKSON	227.02
01/28/2025	70151627	Check	LINGUALINX INC	630.00
01/28/2025	70151628	Check	MATHEMATICALLY MINDED	294.50

AP Check Register

AP Run: GENERAL 1/28/25 — Post Date: 2025-01-28 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/28/2025	70151629	Check	MAXIM HEALTHCARE SERVICES INC	17,929.76
01/28/2025	70151630	Check	NORTHWEST WATER SYSTEMS INC	824.53
01/28/2025	70151631	Check	OCCUPATIONAL HEALTH CENTERS OF WA	136.00
01/28/2025	70151632	Check	PUGET SOUND ENERGY	6,874.99
01/28/2025	70151633	Check	SCHETKY NORTHWEST SALES INC	1,228.03
01/28/2025	70151634	Check	SECURITY SOLUTIONS NW INC	882.65
01/28/2025	70151635	Check	TACOMA-PIERCE COUNTY HEALTH DEPT	633.00
01/28/2025	70151636	Check	US FOODS	74,093.33
01/28/2025	70151637	Check	WA STATE SCHOOL DIRECTORS ASSN	14,780.50
01/28/2025	70151638	Check	WASHINGTON OFFICIALS ASSOCIATION	2,288.80
			Total:	**$179,932.71**

GENERAL 1/28/25 Summary

Type	Count	Amount
Regular	31	179,932.71
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**31**	**$179,932.71**

AP Check Register

Fund	Total
10 - GENERAL FUND	179,932.71
	$179,932.71

AP Check Register

AP Run: GENERAL 2 1-28-25 — Post Date: 2025-01-28 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/28/2025	70151639	Check	US BANK - CORPORATE PAYMENT SYSTEMS	13,426.68
			Total:	**$13,426.68**

GENERAL 2 1-28-25 Summary

Type	Count	Amount
Regular	1	13,426.68
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**1**	**$13,426.68**

AP Check Register

Fund	Total
10 - GENERAL FUND	13,426.68
	$13,426.68

YELM COMMUNITY SCHOOLS

Board Date: FEBRUARY 27, 2025

Fund: ASB

Vouchers audited and certified by the auditing officer as required by R.C.W. 42.24.080 and those expense reimbursement claims certified as required by R.C.W. 42.24.090, have been recorded on a listing which has been made available to the board.

As of FEBRUARY 27, 2025 the Board does approve for payment those vouchers included in the following list and further described as follows:

VOUCHER NUMBER 70409755 THROUGH 70409788

IN THE TOTAL AMOUNT OF $ 63,298.43

SECRETARY _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

Voucher Auditor's Statement

I, the undersigned do hereby certify that I have reviewed each of the vouchers listed above, and that the claims are just, due and unpaid obligations against the school district, and that I am authorized to authenticate and certify to said claim.

SIGNATURE OF AUDITING OFFICER _____

AP Check Register

AP Run: ASB 1-7-25 — Post Date: 2025-01-07 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/07/2025	70409755	Check	HUDL	1,969.91
01/07/2025	70409756	Check	SNAP! MOBILE INC	286.80
01/07/2025	70409757	Check	US BANK - CORPORATE PAYMENT SYSTEMS	3,151.52
			Total:	**$5,408.23**

ASB 1-7-25 Summary

Type	Count	Amount
Regular	3	5,408.23
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**3**	**$5,408.23**

Fund	Total
40 - ASSOCIATED STUDENT BODY FUND	5,408.23
	$5,408.23

AP Check Register

AP Run: ASB 01-14-25 — Post Date: 2025-01-14 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/14/2025	70409758	Check	4THROWS LLC	666.84
01/14/2025	70409759	Check	HARDING GREENS INC	1,316.80
01/14/2025	70409760	Check	HARRIS, GARY	781.83
01/14/2025	70409761	Check	LAKES HIGH SCHOOL	150.00
01/14/2025	70409762	Check	MIDAMERICA PRODUCTIONS INC	21,150.00
01/14/2025	70409763	Check	MOUNT TAHOMA HIGH SCHOOL	400.00
01/14/2025	70409764	Check	THURSTON COUNTY HEALTH DEPT	847.52
01/14/2025	70409765	Check	T-WOLVES DANCE TEAM BOOSTERS	125.00
01/14/2025	70409766	Check	US BANK - CORPORATE PAYMENT SYSTEMS	825.50
01/14/2025	70409767	Check	WALSWORTH PUBLISHING CO	9,777.90
01/14/2025	70409768	Check	WASHINGTON OFFICIALS ASSOCIATION	1,785.00
01/14/2025	70409769	Check	YELM COMMUNITY SCHOOLS	138.10
			Total:	**$37,964.49**

ASB 01-14-25 Summary

Type	Count	Amount
Regular	12	37,964.49
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**12**	**$37,964.49**

AP Check Register

YELM COMMUNITY SCHOOLS

Fund	Total
40 - ASSOCIATED STUDENT BODY FUND	37,964.49
	$37,964.49

AP Check Register

AP Run: ASB 1-21-25 — Post Date: 2025-01-21 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/21/2025	70409770	Check	GRABOW, ROB	1,621.00
01/21/2025	70409771	Check	Hailey Marie Rivera	332.90
01/21/2025	70409772	Check	HALF MOON SANITATION	1,390.00
01/21/2025	70409773	Check	HARRIS, GARY	1,017.90
01/21/2025	70409774	Check	SUNSHINE ENTERPRISE INC	392.00
01/21/2025	70409775	Check	TAGS AWARDS & SPECIALTIES	79.06
			Total:	**$4,832.86**

ASB 1-21-25 Summary

Type	Count	Amount
Regular	6	4,832.86
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**6**	**$4,832.86**

AP Check Register

Fund	Total
40 - ASSOCIATED STUDENT BODY FUND	4,832.86
	$4,832.86

AP Check Register

AP Run: ASB 2 1-21-25 — Post Date: 2025-01-21 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/21/2025	70409776	Check	US BANK - CORPORATE PAYMENT SYSTEMS	1,592.92
			Total:	**$1,592.92**

ASB 2 1-21-25 Summary

Type	Count	Amount
Regular	1	1,592.92
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**1**	**$1,592.92**

AP Check Register

Fund	Total
40 - ASSOCIATED STUDENT BODY FUND	1,592.92
	$1,592.92

AP Check Register

AP Run: ASB 01/28/25 — Post Date: 2025-01-28 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/28/2025	70409777	Check	CAPITAL HIGH SCHOOL	50.00
01/28/2025	70409778	Check	CLOUD 9 SPORTS	4,597.25
01/28/2025	70409779	Check	Dorian Stuido, Inc	500.00
01/28/2025	70409780	Check	DUVALL, SANDRA L	415.48
01/28/2025	70409781	Check	LITANIA SPORTS GROUP INC	826.73
01/28/2025	70409782	Check	UNION DANCE BOOSTERS	150.00
01/28/2025	70409783	Check	US BANK - CORPORATE PAYMENT SYSTEMS	2,462.55
01/28/2025	70409784	Check	VARSITY PIZZA	46.92
01/28/2025	70409785	Check	YELM COMMUNITY SCHOOLS	925.00
			Total:	**$9,973.93**

ASB 01/28/25 Summary

Type	Count	Amount
Regular	9	9,973.93
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**9**	**$9,973.93**

AP Check Register

Fund	Total
40 - ASSOCIATED STUDENT BODY FUND	9,973.93
	$9,973.93

AP Check Register

AP Run: ASB 1-29-25 — Post Date: 2025-01-29 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/29/2025	70409786	Check	ALEX ZERBE ENTERTAINMENT LLC	1,200.00
01/29/2025	70409787	Check	Dorian Stuido, Inc	500.00
01/29/2025	70409788	Check	HARRIS, GARY	1,826.00
			Total:	**$3,526.00**

ASB 1-29-25 Summary

Type	Count	Amount
Regular	3	3,526.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**3**	**$3,526.00**

AP Check Register

YELM COMMUNITY SCHOOLS

Fund	Total
40 - ASSOCIATED STUDENT BODY FUND	3,526.00
	$3,526.00

YELM COMMUNITY SCHOOLS

Board Date: FEBRUARY 27, 2025

Fund: CAP PROJ

Vouchers audited and certified by the auditing officer as required by R.C.W. 42.24.080 and those expense reimbursement claims certified as required by R.C.W. 42.24.090, have been recorded on a listing which has been made available to the board.

As of FEBRUARY 27, 2025 the Board does approve for payment those vouchers included in the following list and further described as follows:

VOUCHER NUMBER 70501794 THROUGH 70501798

IN THE TOTAL AMOUNT OF $ 160,967.94

SECRETARY _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

Voucher Auditor's Statement

I, the undersigned do hereby certify that I have reviewed each of the vouchers listed above, and that the claims are just, due and unpaid obligations against the school district, and that I am authorized to authenticate and certify to said claim.

SIGNATURE OF AUDITING OFFICER _____

AP Check Register

AP Run: CAP PROJ 1-7-25 — Post Date: 2025-01-07 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/07/2025	70501794	Check	TOVANI HART	10,644.37
			Total:	**$10,644.37**

CAP PROJ 1-7-25 Summary

Type	Count	Amount
Regular	1	10,644.37
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**1**	**$10,644.37**

AP Check Register

Fund	Total
20 - CAPITAL PROJECTS FUND	10,644.37
	$10,644.37

AP Check Register

AP Run: CAP PROJ 1-14-25 — Post Date: 2025-01-14 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/14/2025	70501795	Check	TOVANI HART	5,388.12
01/14/2025	70501796	Check	VELOCITY BUILDING TECHNICAL SERVICES LLC	5,953.20
01/14/2025	70501797	Check	WAYNE'S ROOFING INC	133,024.27
			Total:	**$144,365.59**

CAP PROJ 1-14-25 Summary

Type	Count	Amount
Regular	3	144,365.59
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**3**	**$144,365.59**

AP Check Register

YELM COMMUNITY SCHOOLS

Fund	Total
20 - CAPITAL PROJECTS FUND	144,365.59
	$144,365.59

AP Check Register

AP Run: CAP PROJ 1-21-25 — Post Date: 2025-01-21 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
01/21/2025	70501798	Check	INTRACOMMUNICATION NETWORK SYS	5,957.98
			Total:	**$5,957.98**

CAP PROJ 1-21-25 Summary

Type	Count	Amount
Regular	1	5,957.98
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**1**	**$5,957.98**

AP Check Register

YELM COMMUNITY SCHOOLS

Fund	Total
20 - CAPITAL PROJECTS FUND	5,957.98
	$5,957.98

YELM COMMUNITY SCHOOLS

Board Date: FEBRUARY 27, 2025

Fund: COMP TAX

Vouchers audited and certified by the auditing officer as required by R.C.W. 42.24.080 and those expense reimbursement claims certified as required by R.C.W. 42.24.090, have been recorded on a listing which has been made available to the board.

As of FEBRUARY 27, 2025 the Board does approve for payment those vouchers included in the following list and further described as follows:

VOUCHER NUMBER 11230014 GENERAL THROUGH 202100164 ASB

IN THE TOTAL AMOUNT OF $ 559.39

SECRETARY _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

Voucher Auditor's Statement

I, the undersigned do hereby certify that I have reviewed each of the vouchers listed above, and that the claims are just, due and unpaid obligations against the school district, and that I am authorized to authenticate and certify to said claim.

SIGNATURE OF AUDITING OFFICER _____

AP Check Register

AP Run: GENERAL FUND COMP TAX — Post Date: 2025-02-03 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
02/03/2025	11230014	Wire Transfer	DEPARTMENT OF REVENUE	384.87
			Total:	**$384.87**

GENERAL FUND COMP TAX Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	384.87
Epayables:	0	0.00
Total:	**1**	**$384.87**

AP Check Register

Fund	Total
10 - GENERAL FUND	384.87
	$384.87

AP Check Register

AP Run: ASB FUND COMP TAX — Post Date: 2025-02-03 — AP Run Type: R **YELM COMMUNITY SCHOOLS**

Check Date	Check Number	Payment Type	Name	Check Amount
02/03/2025	202100164	Wire Transfer	DEPARTMENT OF REVENUE	174.52
			Total:	**$174.52**

ASB FUND COMP TAX Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	174.52
Epayables:	0	0.00
Total:	**1**	**$174.52**

Fund	Total
40 - ASSOCIATED STUDENT BODY FUND	174.52
	$174.52

YELM Community Schools

360.458.1900
FAX: 360.458.6178
107 First Street North
PO Box 476
Yelm, WA 98597-0476
www.ycs.wednet.edu

MEMORANDUM

TO: Board of Directors

FROM: Kasey Wyatt, Director of Facilities

DATE: February 27, 2025

SUBJECT: Recommendation to Approve Public Works Projects

The following Public Works Projects were completed for acceptance by the Board:

Project #	Amount	Vendor / Reason
146.23	$2,036.64	CCI Solutions – Stage Lighting Service Call – YHS PAC
11.24	$898.72	Electrocom – Intercom/Speaker Service Call – YHS
12.24	$4,004.42	Cascade Fire & Security – Sprinkler Head Service – DO
13.24	$3,038.63	Cascade Fire & Security – Sprinkler System Drain & Replacement – FS
14.24	$3,234.35	Cascade Fire & Security – Sprinkler Head Service – MK
16.24	$4,073.40	Cascade Fire & Security – Sprinkler Head Service – MP
18.24	$2,157.34	Cascade Fire & Security – Sprinkler Head Service – PR
19.24	$3,024.35	Electrocom – Intercom System Addition Call Switch – PR Preschool
25.24	$1,717.02	Electrocom – Critical Communication System Repair – RMS
44.24	$695.33	Evergreen Fire & Security – Smoke Beam Detector Repair – YHS 500BLDG
50.24	$1,681.96	Hermanson Co LLP – RM213 VRF System Troubleshoot & Repair – SW
54.24	$1,467.30	Drain Pro – Lift Station Pump Chamber Pumping – YHS
59.24	$1,713.68	Security Solutions – Main Door Reader/Keypad Repair – YMS/PR
60.24	$1,331.52	Drain Pro – Emergency Clogged Drain Service Call – YES
61.24	$546.92	Cascade Fire & Security – Dry System Troubleshoot – LK
62.24	$848.90	Cascade Fire & Security – Dry System Low Air Service Call – RMS
64.24	$3,577.54	Hermanson Co LLP – New VFD AHU 6 – YHS
65.24	$1,328.61	Hermanson Co LLP – Chiller Service Call – YHS
66.24	$6,775.28	Hermanson Co LLP – Boiler Teardown/Rebuild – YHS
67.24	$479.34	Hermanson Co LLP – HRU1/VFD Service Call – YHS
68.24	$874.08	Hermanson Co LLP – VRF System Communication Issues – MP
69.24	$676.71	Hermanson Co LLP – No Heat Service Call – YHS
70.24	TBD	Sare Electric – Urgent Repair to Electrical Panels – YMS

I will be available to answer any questions you may have.

YELM Community Schools

360.458.1900
FAX: 360.458.6178
107 First Street North
PO Box 476
Yelm, WA 98597-0476
www.ycs.wednet.edu

TO: Chris Woods, Superintendent

FROM: Jennifer Carrougher, Chief of Finance and Operations

RE: **Monthly Budget Report for January 2024**

DATE: February 27, 2025

A Budget Status Report for each fund is also provided as supporting documentation.

General Fund

	Budget	Actual	% To Date
Beginning Fund Balance	$ 5,900,000	$ 4,979,114	
Revenues	$ 88,617,555	$ 38,673,303	43.6%
Expenditures	$ 95,553,818	$ 38,235,521	40.0%
Transfer to Other Funds	$ 276,323	$ 276,323	100%
Ending Fund Balance	$ (1,312,586)	$ 5,140,573	

Revenues by Major Source	Annual Budget	2024-2025 Revenues to Date	% Collected	Prior Year Comparison
Local Taxes	$ 5,437,902	$ 5,423,314	99.7%	$ 5,198,550
Local Nontax (e.g. lunch receipts, donations, investments)	$ 709,900	$ 448,363	63.2%	$ 283,688
Apportionment, Levy Equalization	$ 58,106,386	$ 23,084,655	39.7%	$ 22,568,027
State Special Purpose (e.g. SPED)	$ 18,106,179	$ 7,830,217	43.2%	$ 6,835,561
Federal	$ 6,257,188	$ 1,886,755	30.2%	$ 2,531,389
Total	$ 88,617,555	$ 38,673,303	43.6%	$ 37,417,215

Expenditures by Program	Annual Budget	2024-2025 Expenditures to Date	% Expended	Prior Year Comparison
Regular Instruction	$ 49,472,525	$ 19,348,782	39.1%	$ 21,332,638
Federal Stimulus	$ -	$ -	0.0%	$ 329,083
Special Ed	$ 17,511,322	$ 6,950,765	39.7%	$ 6,974,385
Vocational	$ 4,514,972	$ 1,586,972	35.1%	$ 1,808,947
Compensatory	$ 4,393,324	$ 1,443,281	32.9%	$ 1,614,559
Other Instructional	$ 202,481	$ 46,868	23.1%	$ 184,882
Support Services	$ 19,459,194	$ 8,858,853	45.5%	$ 9,362,298
Total	$ 95,553,818	$ 38,235,521	40.0%	$ 41,606,792

Capital Projects Fund

	Budget	Actual	% To Date
Beginning Fund Balance	$ 17,913,501	$ 16,916,651	
Revenues			
Investment Earnings	$ 250,000	$ 217,550	87.0%
Impact & Mitigation Fees	$ 1,000,000	$ 171,090	17.1%
Other	$ -	$ -	
Total Revenues	$ 1,250,000	$ 388,640	31.1%
Expenditures			
Safety & Security Projects	$ 35,000	$ 30,344	86.7%
Technology Upgrades	$ 100,000	$ 7,564	7.6%
HB 1257 - Energy Efficiency	$ 40,000	$ 5,953	14.9%
Building Painting	$ 300,000	$ -	0.0%
Roof Replacements	$ 550,000	$ 391,868	71.2%
Parking Lot Improvements	$ 150,000	$ -	0.0%
Capital Projects - Unassigned/Contingency	$ 3,000,000	$ 229	0.0%
Growth Capacity Projects	$ 3,500,000	$ 44,568	1.3%
Transportation Bldg Remodel	$ 1,800,000	$ 49,620	2.8%
Total Expenditures	$ 9,475,000	$ 530,146	5.6%
Ending Fund Balance	$ 9,688,501	$ 16,775,144	

Transportation Vehicle Fund

	Budget	Actual	% To Date
Beginning Fund Balance	$ 1,026,858	$ 1,021,277	
Revenues			
Local Non-Tax	$ 1,000	$ 11,680	1168.0%
Bus Depreciation (received in August)	$ 508,000	$ -	0.0%
Total Revenues	$ 509,000	$ 11,680	
Expenditures			
New Buses	$ 689,799	$ -	0.0%
Total Expenditures	$ 689,799	$ -	
Ending Fund Balance	$ 846,059	$ 1,032,957	

Associated Student Body Fund

	Budget	Actual	% To Date
Beginning Fund Balance	$ 437,979	$ 575,455	
Revenues	$ 1,028,057	$ 428,033	41.6%
Expenditures	$ 1,066,544	$ 244,410	22.9%
Ending Fund Balance	$ 399,492	$ 759,077	

Debt Service Fund

	Budget	Actual	% To Date
Beginning Fund Balance	$ 3,722,425	$ 3,819,717	
Revenues			
Local Taxes	$ 6,861,489	$ 3,141,752	45.8%
Investment Earnings	$ 45,000	$ 40,915	90.9%
General Fund Transfer (Non-Voted Debt)	$ 276,323	$ 276,323	100.0%
Total Revenues	$ 7,182,812	$ 3,458,989	
Expenditures			
Voted Debt	$ 3,125,000	$ 3,125,000	100.0%
Non-Voted Debt	$ 255,000	$ 255,000	100.0%
Interest Payments	$ 3,708,099	$ 1,894,516	51.1%
Underwriter & Bond Transfer Fees	$ 1,500	$ -	0.0%
Total Expenditures/Financing Uses	$ 7,089,599	$ 5,274,516	
Ending Fund Balance	$ 3,815,638	$ 2,004,190	

Series	Purpose	Original Issue	Current Balance	Final Payment
Voted Debt				
2019	Replace YMS & Southworth / Safety Security Projects	$ 88,400,000	$ 82,430,000	12/01/2038
Non Voted Debt				
2009B	Purchase & Renovate Transportation Facility	$ 2,000,000	$ 145,000	12/16/2025
2009A / 2015 Refunding	Replace Roofs at Mill Pond & Fort Stevens / Repair YHS Stadium Roof	$ 1,685,000	$ 625,000	12/01/2029
		Total Outstanding Debt	$ 83,200,000	

Budget Status Report

2024-2025 **YELM COMMUNITY SCHOOLS**

Basis of Accounting: Fund Balance **Account Codes:** State **Fund Code:** 10

Reporting Month: January **Budget Type:** Revised **Fund Description:** General Fund - LEA

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 LOCAL TAXES	5,437,902	24,433.90	5,423,313.57		14,588.43	99.73
2000 LOCAL SUPPORT NONTAX	709,900	81,934.84	448,363.16		261,536.84	63.16
3000 STATE - GENERAL PURPOSE	58,106,386	4,706,240.62	23,084,654.74		35,021,731.26	39.73
4000 STATE - SPECIAL PURPOSE	18,106,179	1,951,012.93	7,830,216.64		10,275,962.36	43.25
5000 FEDERAL - GENERAL PURPOSE	165,000	18,740.00	59,522.00		105,478.00	36.07
6000 FEDERAL - SPECIAL PURPOSE	6,092,188	545,156.36	1,827,233.23		4,264,954.77	29.99
7000 REVENUES FR OTH SCH DIST	0	0.00	0.00		0.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	0.00	0.00		0.00	0.00
9000 OTHER FINANCING SOURCES	0	0.00	0.00		0.00	0.00
Total	**88,617,555**	**7,327,518.65**	**38,673,303.34**		**49,944,251.66**	**43.64**

B. EXPENDITURES						
00 Regular Instruction	49,472,525	3,654,479.06	19,348,782.14	765,010.11	29,358,732.75	40.66
10 Federal Stimulus	0	0.00	0.00	0.00	0.00	0.00
20 Special Ed Instruction	17,511,322	1,571,499.77	6,950,764.99	2,672,954.38	7,887,602.63	54.96
30 Voc. Ed Instruction	4,514,972	298,178.23	1,586,971.99	71,985.82	2,856,014.19	36.74
40 Skills Center Instruction	0	0.00	0.00	0.00	0.00	0.00
50+60 Compensatory Ed Instruct.	4,393,324	332,846.94	1,443,281.44	94,632.59	2,855,409.97	35.01
70 Other Instructional Pgms	202,481	16,656.17	46,867.93	0.00	155,613.07	23.15
80 Community Services	0	0.00	0.00	0.00	0.00	0.00
90 Support Services	19,459,194	1,582,902.12	8,858,852.93	2,701,418.28	7,898,922.79	59.41
Total	**95,553,818**	**7,456,562.29**	**38,235,521.42**	**6,306,001.18**	**51,012,295.40**	**46.61**

C. OTHER FIN. USES TRANS. OUT (GL 536)	**276,323**	**276,323.00**	**276,323.00**			
D. OTHER FINANCING USES (GL 535)	**0**	**0.00**	**0.00**			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	**(7,212,586)**	**(405,366.64)**	**161,458.92**		**7,374,044.92**	**(102.**
F. TOTAL BEGINNING FUND BALANCE	**5,900,000**		**4,979,113.93**			
G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			**0.00**			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	**(1,312,586)**		**5,140,572.85**			

Budget Status Report

Basis of Accounting: Fund Balance **Account Codes:** State **Fund Code:** 20

Reporting Month: January **Budget Type:** Revised **Fund Description:** Capital Projects Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	0	0.00	0.00		0.00	0.00
2000 Local Support Nontax	1,250,000	62,159.55	388,639.51		861,360.49	31.09
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
4000 State - Special Purpose	0	0.00	0.00		0.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
6000 Federal - Special Purpose	0	0.00	0.00		0.00	0.00
7000 Revenues Fr Oth Sch Dist	0	0.00	0.00		0.00	0.00
8000 Other Agencies and Associates	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	0	0.00	0.00		0.00	0.00
Total	**1,250,000**	**62,159.55**	**388,639.51**		**861,360.49**	**31.09**

B. EXPENDITURES						
10 Sites	150,000	0.00	0.00	0.00	150,000.00	0.00
20 Buildings	9,255,000	149,056.76	441,432.25	866,866.86	7,946,700.89	14.14
30 Equipment	30,000	5,957.98	82,761.00	270,545.06	(323,306.06)	1,177.69
40 Energy	40,000	5,953.20	5,953.20	(5,953.20)	40,000.00	0.00
50 Sales & Lease Expenditure	0	0.00	0.00	0.00	0.00	0.00
60 Bond Issuance Expenditure	0	0.00	0.00	0.00	0.00	0.00
90 Debt	0	0.00	0.00	0.00	0.00	0.00
Total	**9,475,000**	**160,967.94**	**530,146.45**	**1,131,458.72**	**7,813,394.83**	**17.54**

C. OTHER FIN. USES TRANS. OUT (GL 536)	**0**	**0.00**	**0.00**			
D. OTHER FINANCING USES (GL 535)	**0**	**0.00**	**0.00**			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	**(8,225,000)**	**(98,808.39)**	**(141,506.94)**		**8,083,493.06**	**(98.28)**
F. TOTAL BEGINNING FUND BALANCE	**17,913,501**		**16,916,651.34**			
G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			**0.00**			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	**9,688,501**		**16,775,144.40**			

Budget Status Report

Basis of Accounting: Fund Balance **Account Codes:** State **Fund Code:** 30

Reporting Month: January **Budget Type:** Revised **Fund Description:** Debt Service Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	6,861,489	19,864.03	3,141,751.38		3,719,737.62	45.79
2000 Local Support Nontax	45,000	0.00	40,914.56		4,085.44	90.92
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	276,323	276,323.00	276,323.00		0.00	100.00
Total	**7,182,812**	**296,187.03**	**3,458,988.94**		**3,723,823.06**	**48.16**
B. EXPENDITURES						
Matured Bond Expenditures	3,380,000	0.00	3,380,000.00	0.00	0.00	100.00
Interest On Bonds	3,708,099	0.00	1,894,515.75	0.00	1,813,583.25	51.09
Interfund Loan Interest	0	0.00	0.00	0.00	0.00	0.00
Bond Transfer Fees	1,500	0.00	0.00	0.00	1,500.00	0.00
Arbitrage Rebate	0	0.00	0.00	0.00	0.00	0.00
Underwriter's Fees	0	0.00	0.00	0.00	0.00	0.00
Total	**7,089,599**	**0.00**	**5,274,515.75**	**0.00**	**1,815,083.25**	**74.40**
C. OTHER FIN. USES TRANS. OUT (GL 536)	**0**	**0.00**	**0.00**			
D. OTHER FINANCING USES (GL 535)	**0**	**0.00**	**0.00**			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	**93,213**	**296,187.03**	**(1,815,526.81)**		**(1,908,739.81)**	**(2,047.**
F. TOTAL BEGINNING FUND BALANCE	**3,722,425**		**3,819,716.60**			
G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			**0.00**			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	**3,815,638**		**2,004,189.79**			
I. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted for Other Items	0		0.00			
G/L 830 Restricted for Debt Service	3,815,638		2,004,189.79			
G/L 835 Restrictd For Arbitrage Rebate	0		0.00			
G/L 870 Committed to Other Purposes	0		0.00			
G/L 889 Assigned to Fund Purposes	0		0.00			
G/L 890 Unassigned Fund Balance	0		0.00			
Total	**3,815,638**		**2,004,189.79**			
Differences	**0**		**0.00**			

Budget Status Report

2024-2025 **YELM COMMUNITY SCHOOLS**

Basis of Accounting: Fund Balance **Account Codes:** State **Fund Code:** 40

Reporting Month: January **Budget Type:** Revised **Fund Description:** Associated Student Body Fund

A. REVENUES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 General Student Body	422,781	14,281.29	189,483.15		233,297.85	44.82
2000 Athletics	440,348	18,546.52	189,489.75		250,858.25	43.03
3000 Classes	26,750	0.00	11,263.28		15,486.72	42.11
4000 Clubs	135,898	2,386.00	36,936.81		98,961.19	27.18
6000 Private Moneys	2,280	0.00	860.00		1,420.00	37.72
Total	**1,028,057**	**35,213.81**	**428,032.99**		**600,024.01**	**41.64**
B. EXPENDITURES						
1000 General Student Body	423,770	39,303.31	110,350.85	57,383.28	256,035.87	39.58
2000 Athletics	481,559	18,511.13	90,407.77	34,408.85	356,742.38	25.92
3000 Classes	18,650	332.90	4,472.33	11,300.00	2,877.67	84.57
4000 Clubs	140,288	5,327.61	39,080.20	4,886.92	96,320.88	31.34
6000 Private Moneys	2,277	0.00	99.00	0.00	2,178.00	4.35
Total	**1,066,544**	**63,474.95**	**244,410.15**	**107,979.05**	**714,154.80**	**33.04**
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	**(38,487)**	**(28,261.14)**	**183,622.84**		**222,109.84**	**(577.**
D. TOTAL BEGINNING FUND BALANCE	**437,979**		**575,454.53**			
E. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			**0.00**			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)	**399,492**		**759,077.37**			
G. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted for Other Items	9,000		9,000.00			
G/L 819 Restricted for Fund Purposes	390,492		750,077.37			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		0.00			
G/L 850 Restricted for Uninsured Risks	0		0.00			
G/L 870 Committed to Other Purposes	0		0.00			
G/L 889 Assigned to Fund Purposes	0		0.00			
G/L 890 Unassigned Fund Balance	0		0.00			
Total	**399,492**		**759,077.37**			
Differences	**0**		**0.00**			

Budget Status Report

2024-2025 **YELM COMMUNITY SCHOOLS**

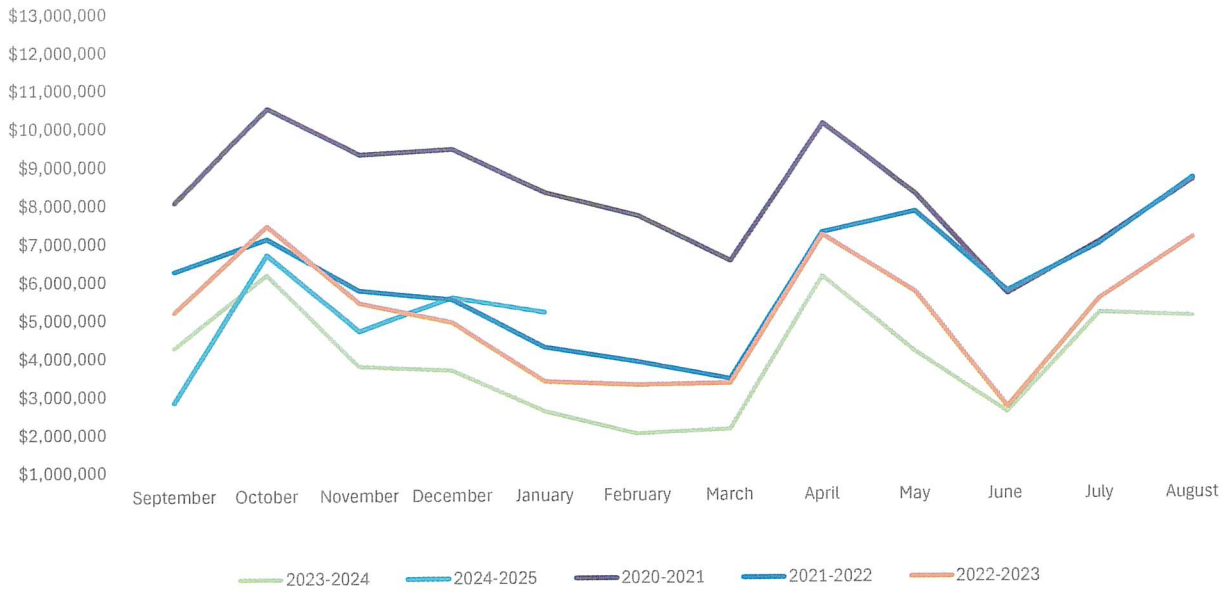
Basis of Accounting: Fund Balance **Account Codes:** State **Fund Code:** 90

Reporting Month: January **Budget Type:** Revised **Fund Description:** Transportation Vehicle Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	0	0.00	0.00		0.00	0.00
2000 Local Nontax	0	2,336.28	11,680.13		(11,680.13)	0.00
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
4000 State - Special Purpose	508,000	0.00	0.00		508,000.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
6000 Federal - Special Purpose	0	0.00	0.00		0.00	0.00
8000 Other Agencies and Associates	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	1,000	0.00	0.00		1,000.00	0.00
Total	**509,000**	**2,336.28**	**11,680.13**		**497,319.87**	**2.29**
B. 9900 TRANSFERS IN FROM GF	**0**	**0.00**	**0.00**		**0.00**	**0.00**
C. Total REV./OTHER FIN. SOURCES	**509,000**	**2,336.28**	**11,680.13**		**497,319.87**	**2.29**
D. EXPENDITURES						
Type 30 Equipment	689,799	0.00	0.00	0.00	689,799.00	0.00
Type 40 Energy	0	0.00	0.00	0.00	0.00	0.00
Type 60 Bond Levy Issuance	0	0.00	0.00	0.00	0.00	0.00
Type 90 Debt	0	0.00	0.00	0.00	0.00	0.00
Total	**689,799**	**0.00**	**0.00**	**0.00**	**689,799.00**	**0.00**
E. OTHER FIN. USES TRANS. OUT (GL 536)	**0**	**0.00**	**0.00**			
F. OTHER FINANCING USES (GL 535)	**0**	**0.00**	**0.00**			
G. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)	**(180,799)**	**2,336.28**	**11,680.13**		**192,479.13**	**(106.**
H. TOTAL BEGINNING FUND BALANCE	**1,026,858**		**1,021,277.13**			
I. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			**0.00**			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	**846,059**		**1,032,957.26**			

Yelm Community Schools
General Fund
Ending Fund Balance

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
September	$ 8,052,992	$ 6,254,167	$ 5,180,158	$ 4,253,606	$ 2,825,717
October	$ 10,493,543	$ 7,094,017	$ 7,431,578	$ 6,160,915	$ 6,686,018
November	$ 9,273,776	$ 5,731,449	$ 5,400,202	$ 3,752,049	$ 4,674,433
December	$ 9,409,926	$ 5,492,020	$ 4,887,315	$ 3,645,404	$ 5,545,939
January	$ 8,279,283	$ 4,244,125	$ 3,340,443	$ 2,566,382	$ 5,140,573
February	$ 7,670,813	$ 3,849,046	$ 3,242,302	$ 1,968,852	
March	$ 6,473,717	$ 3,382,927	$ 3,270,945	$ 2,074,365	
April	$ 10,049,379	$ 7,212,254	$ 7,142,804	$ 6,067,835	
May	$ 8,212,646	$ 7,757,440	$ 5,636,210	$ 4,091,400	
June	$ 5,595,940	$ 5,658,708	$ 2,614,255	$ 2,489,995	
July	$ 6,942,314	$ 6,885,161	$ 5,459,804	$ 5,067,527	
August	$ 8,566,879	$ 8,611,802	$ 7,037,900	$ 4,979,114	



February 2025

Yelm Community Schools Monthly Enrollment Report (P223)

	Southworth		McKenna		Prairie		Fort Stevens		Mill Pond		Lackamas		YMS		RMS		YHS		YES/ALE		DISTRICT TOTAL		
	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	
TK							17	17.00	17	17.00											34	34.00	TK
K	102	102.00	72	71.49	68	65.92	57	56.68	47	47.00	40	40.00									386	383.09	K
1	112	108.05	61	61.00	58	57.49	74	73.63	70	69.02	42	41.08									417	410.27	1
2	112	112.00	71	71.00	71	70.68	69	68.65	59	59.00	46	46.00									428	427.33	2
3	122	121.06	58	58.00	81	81.00	75	74.45	62	62.00	56	56.00									454	452.51	3
4	125	125.00	70	70.00	62	62.00	72	71.40	57	57.00	49	48.02									435	433.42	4
5	115	112.11	75	75.00	81	81.00	82	81.66	58	58.00	48	48.00									459	455.77	5
6													229	227.34	186	185.17					415	412.51	6
7													218	217.17	196	193.85					414	411.02	7
8													198	197.17	191	190.17					389	387.34	8
9																	440	438.85	5	5.00	445	443.85	9
10																	407	406.04	18	16.98	425	423.02	10
11																	397	341.70	38	37.30	435	379.00	11
12																	337	288.93	76	73.05	413	361.98	12
TTL	688	680.22	407	406.49	421	418.09	446	443.47	370	369.02	281	279.10	645	641.68	573	569.19	1581	1475.52	137	132.33	5549	5415.11	TTL
																			*TOTAL W/RUNNING START:		5749	5542.74	+RS

TBIP TK												
TBIP K-6	30	29	19	27	9	5	13	11				
TBIP 7-12							23	9	51	6		
Transitioned	2	1	2	1	1		3	3	1			

Bilingual TBIP	
TBIP TK	0
TBIP K-6	143
TBIP7-12	89
Transitioned/Monitoring	14

RUNNING START / VOCATIONAL / PRE-K					
	YES	YHS	RMS	YMS	TTL
RUNNING START HC	2	151			153
College Only RS HC	0	47			47
Non Voc RS FTE	0	111.04			111.04
Voc RS FTE	1.2	15.39			16.59
VOC 9TH-12TH FTE		392.70			392.70
VOC 7TH-8TH FTE					0.00
Gravity					20.00

Budgeted vs. Actual FTE (excluding RS, SC, OD)	
BUDGETED FTE*	5510.00
ACTUAL FTE	5415.11
DIFFERENCE	(94.89)

*NOTE: NO RUNNING START REPORTED IN SEPTEMBER

MONTHLY ACTUAL & ANNUAL AVERAGE											
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	AVG
HC	5582	5599	5579	5592	5586	5549					5581
FTE	5457.11	5467.56	5450.40	5462.62	5455.74	5415.11					5451.42

ENROLLMENT COMPARED TO LAST MONTH

	HEAD COUNT				FTE COUNT		
	Jan-25	Feb-25	Difference		Jan-25	Feb-25	Difference
Southworth	677	688	11.00		669.22	680.22	11.00
McKenna	403	407.00	4.00		402.49	406.49	4.00
Prairie	423	421	(2.00)		420.09	418.09	(2.00)
Fort Stevens	454	446.00	(8.00)		451.84	443.47	(8.37)
Mill Pond	371	370	(1.00)		370.02	369.02	(1.00)
Lackamas	274	281.00	7.00		272.10	279.10	7.00
YMS	652	645	(7.00)		649.36	641.68	(7.68)
RMS	575	573.00	(2.00)		573.36	569.19	(4.17)
YHS	1616	1581	(35.00)		1510.21	1475.52	(34.69)
YES	141	137.00	(4.00)		137.05	132.33	(4.72)
SUB TOTAL	5586	5549	(37.00)		5455.74	5415.11	(40.63)
Running Start	45	47	2.00		123.43	127.63	4.20
TOTAL	5631	5596	(35.00)		5579.17	5542.74	(36.43)

ENROLLMENT COMPARED TO LAST YEAR

	HEAD COUNT				FTE COUNT		
	February-24	February-25	Difference		February-24	February-25	Difference
	5866	5749	(117.00)		5535.79	5542.74	6.95