

AGENDA FOR BOARD OF DIRECTORS
AUBURN SCHOOL DISTRICT NO. 408
January 27, 2025

I. TIME AND PLACE

1. 7 p.m. at the James P Fugate Building

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. AUDIENCE PARTICIPATION

1. Written communications
2. Scheduled communications
3. Unscheduled communications
4. Community groups and organizations

V. SUPERINTENDENT UPDATE

VI. LEGISLATIVE UPDATE

VII. CONSENT AGENDA

1. Personnel report
2. Vouchers
3. Approval of minutes
4. Student travel

VIII. SCHOOL PROGRAMS AND STUDENT ACHIEVEMENT

1. Impact aid federal grant
2. Multilingual education

IX. FINANCE

1. Request for authorization to surplus equipment
2. Request for authorization to receive donated in-kind gifts
3. Financial statements

X. CAPITAL PROJECTS

1. Authorization to award general contractor/construction manager contract- Middle School No. 5 project

XI. DIRECTORS

1. Second reading of policies

2. Discussion

SUPERINTENDENT UPDATE

The Superintendent will give an update.

LEGISLATIVE UPDATE

The board will discuss legislative items.

CONSENT AGENDA

1. Personnel Report

Attached is the personnel report, for certificated and classified personnel, for the board's approval.

2. Vouchers

Vouchers will be presented.

3. Approval of Minutes

The minutes of the regular meeting of January 13, 2025, have been forwarded to the board.

4. Student Requests for Travel

a. Fourteen Auburn Riverside High School, Four Mt. Baker Middle School, Two Rainier Middle School, and Three Auburn Mountainview High School students request permission to travel to Spokane, Washington, Friday, February 14-16, 2025. The purpose of this trip is to attend the Northwest All State Music Conference. Lodging will be at the Fairfield Inn & Suites (Auburn Riverside), Spokane DoubleTree (Auburn Riverside), and Oxford Suites (Rainier/Auburn Mountainview/Mt. Baker), meals will be at local restaurants, and travel will be by airplane for one staff member and personal cars for remaining staff. Parents/Guardians will be transporting students on their own. All expenses will be paid by district funds. Jonathan Stenson and Meghan Wagner, Auburn Riverside High School Music teachers, Tony Paustian, Mt. Baker Middle School Music teacher, Dana Lede, Rainier Middle School Music teacher, Jon Heintz, Auburn Mountainview High School Music teacher, request permission to accompany the students as chaperones. Five substitutes will be needed for one day.

b. Thirty Auburn Riverside High School students request permission to travel to Seattle, Washington, Friday, March 28-30, 2025. The purpose of this trip is to attend the District Convention for Key Club. Lodging will be at the Sheraton Grand Seattle, meals will be at local restaurants, and travel will be by school bus. All expenses will be paid by ASB funds. Dawn Carlo and Kayla Daly, Auburn Riverside High School Key Club advisors request permission to accompany the students as chaperones. One additional volunteer chaperone will be attending. One substitute will be needed for one day.

Recommendation:

That the consent agenda be approved.

PERSONNEL REPORT - CERTIFICATED

1/27/2025

New Hire	Job Type	Location	Name	Hire Date	Contract Type
	TEACHER	AMHS	HANDER, KURT	1/9/2025	CONTINUING

Resignation	Job Type	Location	Name	Effective	Reason
	TEACHER	AMHS	HOSTETTER, JAYME	8/31/2025	RESIGNATION

PERSONNEL REPORT - CLASSIFIED

New Hire	Job Type	Location	Name	Hire Date
	BUS DRIVER	TRANSPORTATION	KELLY, AMY	1/17/2025
	HEALTH TECH	LAKE VIEW	KALCHIK, DASHA	1/15/2025
	PARA	AMHS	BARNES, JENNIFER	1/13/2025
	PARA	AJ	LEMUS, MAGNOLIA (SOFIA)	12/18/2024

Resignation	Job Type	Location	Name	Effective	Reason
	INTERPRETER	JPF	ATEHORTUA GARCES, MATEO	1/24/2025	RESIGNATION

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of January 27, 2025, the Board, by a _____ vote, approves payments, totaling \$859,535.57, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: Warrants US Bank

Check Numbers 478846 through 478923, totaling \$859,535.57

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 GF Warrant

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
478846	*Office of Financial Recovery	\$33.40
478847	*Sentry Credit Inc	\$1,924.66
478848	9 to 5 Computer	\$37,996.00
478849	Academy Schools	\$15,638.00
478850	ADI Global Distribution	\$444.74
478851	All Hands Community Interpreting Services LLC	\$170.00
478852	Apple Computer Inc	\$9,802.37
478853	AT & T	\$68.88
478854	Auburn Public Schools Foundation	\$37,500.00
478855	Be Glad LLC	\$25,550.00
478856	Bellevue Comm College	\$4,905.36
478857	Bellevue Lighting LLC	\$6,838.60
478858	Bryson Sales & Service	\$117.36
478859	BSN Sports LLC	\$6,529.04
478860	Bud Clary Of Auburn LLC	\$46.06
478861	Cedar Grove Organics Recycling	\$9,427.62
478862	Central Welding Supply	\$568.63
478863	Chess4life LLC	\$300.00
478864	Cintas Corp Loc 461	\$2,699.94
478865	City Of Auburn	\$30,996.61
478866	Core Collaborative Inc	\$54,000.00
478867	Cressy Door Company Inc	\$6,810.37
478868	Cummins Inc Sumner	\$5,026.85
478869	Dynamic Language Center Inc	\$1,737.52
478870	Educational Service Dist 113	\$2,050.00
478871	Edward Don & Company Holdings LLC	\$40,545.92
478872	EK Beverage Company	\$387.42
478873	Evelyn N Probert	\$13,956.25

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 GF Warrant

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
478874	Freightliner Northwest	\$2,119.60
478875	Goody Man Distributing Inc	\$11,418.78
478876	Gosney Motor Parts Inc	\$265.69
478877	Graduation Alliance Inc	\$11,222.38
478878	Grainger Dept 810392688	\$2,457.37
478879	Home Depot Pro	\$4,375.56
478880	L N Curtis & Sons	\$1,952.31
478881	Lakeshore Learning Materials	\$243.43
478882	Long Building Technologies	\$3,301.23
478883	Loomis	\$1,046.36
478884	Lowes HIW Inc	\$4,313.83
478885	Music & Arts Center	\$845.60
478886	Nuc02 LLC	\$478.47
478887	NW Textbook Depository	\$14,391.54
478888	ODP Business Solutions LLC Acct 4385290	\$13,281.78
478889	Overlake Hospital Medical Center	\$10,272.00
478890	Pacific Interpreters Inc	\$4,133.23
478891	Pacific Office Automation	\$102.52
478892	Petro Card	\$33,910.86
478893	Pierce County Budget & Finance	\$9,611.60
478894	Pitney Bowes Inc	\$8,000.00
478895	Pomp's Tire Service	\$225.00
478896	Pro Ed	\$192.74
478897	Propio LS LLC	\$150.00
478898	Puget Sound Educational Service District 121	\$2,400.00
478899	Puget Sound Energy Electric	\$202,914.90
478900	Refrigeration Unlimited LLC DBA Seatemp	\$581.83
478901	Riddell All American Sports Co	\$1,763.92

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 GF Warrant

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
478902	Romaine Electric Corporation	\$102.50
478903	RWC International Ltd Inc	\$521.17
478904	Six Robblees Inc	\$110.30
478905	Staples Business Advantage	\$1,947.77
478906	State Auditor's Office Legis B	\$1,009.20
478907	Tacoma Community College Ed	\$1,037.25
478908	Tacoma School District	\$102,448.49
478909	Teldata Systems Inc	\$28,142.46
478910	T-Mobile USA Inc	\$620.00
478911	Trace Behavior Support LLC	\$5,403.25
478912	Veritone Inc	\$3,033.25
478913	Verizon Wireless	\$669.27
478914	Vestis Services LLC	\$33.34
478915	Vivacity Tech PBC	\$4,841.05
478916	Walter E Nelson Company	\$6,798.78
478917	Wash Assn Of School Business Officials WASBO	\$5,625.00
478918	WASH OFFICIALS ASSN	\$2,069.75
478919	Wash State School Directors Assn	\$29,495.70
478920	Western Psychological Services	\$153.32
478921	Wilbur Ellis Company LLC	\$2,791.97
478922	Williams, Stephanie A	\$278.80
478923	World Wide Vinyl Repair System	\$358.82
Regular Checks:		78
Total:		78
		\$859,535.57

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Fund Summary

<u>Fund</u>	<u>Balance Sheet</u>	<u>Revenue</u>	<u>Expense</u>	<u>Total</u>
10 - General Fund	\$22,121.85	\$278.80	\$837,134.92	\$859,535.57

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of January 27, 2025, the Board, by a _____ vote, approves payments, totaling \$242,530.14, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: Warrants US Bank

Check Numbers 478924 through 478934, totaling \$242,530.14

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 CP Warrant

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
478924	Advanced Classroom Technologies	\$8,524.49
478925	Dicks Restaurant Supply	\$60,756.74
478926	Lenovo Inc	\$6,523.15
478927	Nadar Aerial Imaging	\$427.50
478928	Pacific Office Automation	\$97,853.27
478929	Performance Validation Inc	\$865.08
478930	PH Consulting LLC	\$9,127.50
478931	Semaphore Corp	\$239.25
478932	Shannon & Wilson Inc	\$1,888.00
478933	Teldata Systems Inc	\$3,413.96
478934	Terra Dynamics Inc	\$52,911.20
	Regular Checks:	<u>11</u> <u>\$242,530.14</u>
	Total:	11 \$242,530.14

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
20 - Capital Projects	\$0.00	\$0.00	\$242,530.14	\$242,530.14

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of January 27, 2025, the Board, by a _____ vote, approves payments, totaling \$32,956.42, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: Warrants US Bank

Check Numbers 478935 through 478954, totaling \$32,956.42

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 ASB Warrant

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
478935	BSN Sports LLC	\$6,064.29
478936	Cascade M S	\$22.00
478937	Childrens Dance Theater	\$62.25
478938	Costco Business Center	\$1,584.34
478939	Daquil, Sean Paul	\$50.00
478940	Decatur High School	\$90.00
478941	Fife High School	\$400.00
478942	Fifth Stone Collective Co	\$5,000.00
478943	Gig Harbor High School	\$230.00
478944	Henry Schein Inc	\$1,314.09
478945	KENMARK INC	\$6,095.00
478946	Lotzarama Inc Richs 5 Star Pizza	\$1,002.68
478947	Martinez, Brittany Ann	\$75.00
478948	Rainier M S	\$55.00
478949	Saville, Robin M	\$260.00
478950	Scholastic Book Fairs - 04	\$4,043.44
478951	Tumbleson, Melissa	\$35.00
478952	Universal Athletic LLC dba Game One	\$576.33
478953	Wash Activity Coordinator Assn	\$1,676.00
478954	WASH OFFICIALS ASSN	\$4,321.00
Regular Checks:		20
Total:		20
		\$32,956.42
		\$32,956.42

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Fund Summary

<u>Fund</u>	<u>Balance Sheet</u>	<u>Revenue</u>	<u>Expense</u>	<u>Total</u>
40 - ASB Fund	\$0.00	\$160.00	\$32,796.42	\$32,956.42

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of January 27, 2025, the Board, by a _____ vote, approves payments, totaling \$156,449.21, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: Wire Transfers US Bank

Wire Transfer Payments 202100737 through 202100743, totaling \$156,449.21

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 GF Wires

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
202100737	City Of Pacific	\$1,855.38
202100738	Comcast	\$1,988.52
202100739	Dishnetwork	\$98.48
202100740	Republic Services #176	\$697.88
202100741	US Bank Corp Procurement Card Payments	\$91,744.79
202100742	US Bank Travel Cards	\$17,154.38
202100743	Waste Management Recycle Company	\$42,909.78
Wire Transfers:		7
Total:		7
		\$156,449.21

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$0.00	\$0.00	\$156,449.21	\$156,449.21

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of January 27, 2025, the Board, by a _____ vote, approves payments, totaling \$2,590.45, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: Wire Transfers US Bank

Wire Transfer Payments 202100744 through 202100744, totaling \$2,590.45

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 CP Wires

Run Type: R - Regular

Payment Number	Payee		Net Payment Amount
202100744	US Bank Corp Procurement Card Payments		\$2,590.45
		Wire Transfers:	<u>1</u> \$2,590.45
		Total:	1 \$2,590.45

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
20 - Capital Projects	\$0.00	\$0.00	\$2,590.45	\$2,590.45

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of January 27, 2025, the Board, by a _____ vote, approves payments, totaling \$62,109.03, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: Wire Transfers US Bank

Wire Transfer Payments 202100745 through 202100746, totaling \$62,109.03

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 ASB Wires

Run Type: R - Regular

Payment Number	Payee		Net Payment Amount
202100745	US Bank Corp Procurement Card Payments		\$31,920.56
202100746	US Bank Travel Cards		\$30,188.47
		Wire Transfers:	<u>2</u> \$62,109.03
		Total:	2 \$62,109.03

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Fund Summary

<u>Fund</u>	<u>Balance Sheet</u>	<u>Revenue</u>	<u>Expense</u>	<u>Total</u>
40 - ASB Fund	\$0.00	\$0.00	\$62,109.03	\$62,109.03

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of January 27, 2025, the Board, by a _____ vote, approves payments, totaling \$450,852.95, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: AP Direct Dep Settlement Accou

AP ACH Numbers 9212210196 through 9212210280, totaling \$450,852.95

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 GF ACH

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9212210196	Allen, Jamie A	\$543.29
9212210197	Amazon Capital Services Inc	\$18,466.41
9212210198	Auburn School Dist Revolving Fund	\$3,451.85
9212210199	Bates, Sarah E	\$130.00
9212210200	Bock, Christina Marie	\$70.41
9212210201	Bucy, Jacob L	\$81.01
9212210202	Burns, Tracy A	\$66.38
9212210203	Choi, Sonia Sunhee	\$80.00
9212210204	Corsey, Geondray	\$13.94
9212210205	Dairy Fresh Farms Inc	\$42,965.63
9212210206	Decker, Louanne H	\$1.34
9212210207	Drug Free Business	\$3,708.00
9212210208	Fatbeam LLC	\$9,053.55
9212210209	Fitzgerald, Autumn Rachel	\$500.00
9212210210	Foster, Ryan Brent	\$298.82
9212210211	Gering, Trevor Brian	\$470.00
9212210212	Gibson-Myers, Elizabeth Ann	\$26.20
9212210213	GLM Charter Bus Service	\$1,970.00
9212210214	Goodwin, Ann Marie	\$71.89
9212210215	Goodwin, Eli	\$126.56
9212210216	Ha, Vivian	\$30.89
9212210217	Hardersen, Hannah Lee	\$69.00
9212210218	Hartness, Adriane Louise	\$10,200.00
9212210219	Havard Veit, Tanner Morgan	\$42.50
9212210220	Hentges, Liz	\$31.29
9212210221	Highline Community College	\$58,938.42
9212210222	Honeysett, Terrie Ann	\$3,535.37
9212210223	Houten, Darien Rose	\$5.09

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 GF ACH

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9212210224	Jackowski, Erin Andrews	\$28.21
9212210225	Jung, Sophie	\$39.26
9212210226	JW Pepper & Son Inc	\$464.34
9212210227	Karimi, Shahlo	\$234.44
9212210228	Kihara, Alison Kay Brannum	\$60.63
9212210229	King County Directors Assn	\$15,620.71
9212210230	Ladage, Adam Lynn	\$56.55
9212210231	Lake Tapps Construction Unltd	\$6,980.58
9212210232	Lam, Tan Van	\$20.10
9212210233	Lehman, David A	\$406.97
9212210234	MacDonald, Jillian	\$500.00
9212210235	Machynsky, Yaroslav	\$33.90
9212210236	Macias Rivera, Guadalupe Montserrat	\$68.18
9212210237	Mairs, Melanie R	\$117.92
9212210238	Marshallese Consultant	\$9,600.00
9212210239	Mattison, Sarah Elizabeth	\$116.99
9212210240	Mayer, Peggy S	\$383.42
9212210241	McCausland, Cynthia Maxine	\$420.34
9212210242	McDermott, Thomas J	\$185.33
9212210243	McKenzie, Julie Anne	\$500.00
9212210244	Merritt, Sunshine	\$39.46
9212210245	Merte, Jennifer	\$800.00
9212210246	Micro Computer Systems Inc	\$358.15
9212210247	Millard, Dennis B	\$130.00
9212210248	Nettland, Sandra Jayne	\$12.46
9212210249	Northwest Cascade Inc dba Honey Bucket	\$207.05
9212210250	Ostrander, Elise Stewart	\$92.80
9212210251	Owens, Kelsey L	\$78.52

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 GF ACH

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9212210252	Pacific Coast Fresh Company Inc	\$14,075.50
9212210253	Phillips, Kelly Marie	\$24.46
9212210254	Qasem, Abeer I	\$75.00
9212210255	Ridgeway, Leianna Elizabeth	\$455.00
9212210256	Rise, Allison Small	\$60.84
9212210257	Roberts, Madison Claire	\$10.79
9212210258	Roswell, Hannah Jewel	\$74.84
9212210259	Ryan, Richard R	\$150.00
9212210260	Sammalisto, Nanette Lee	\$66.11
9212210261	Schetky NW Sales Inc	\$2,109.08
9212210262	Smethers, Bryan D	\$17.69
9212210263	Superior Tire Service Inc	\$5,923.42
9212210264	Szymusiak, Jody Lynn	\$6.74
9212210265	Tamondong, Joy Marie	\$500.00
9212210266	Tarr, Josephine A	\$75.00
9212210267	Ted Brown Music Company	\$638.03
9212210268	Terpetska, Albina	\$500.00
9212210269	Thomas, Emily	\$33.03
9212210270	Universal Language Service Inc	\$685.00
9212210271	US Foods Inc	\$152,781.15
9212210272	Va, Tharor	\$96.75
9212210273	Valley Cities Counseling	\$24,000.00
9212210274	West, Rebekah Mae	\$37.01
9212210275	White, Evangeline Leonardo	\$69.48
9212210276	Williams, Joseph, III	\$250.00
9212210277	Willis, Hannah Elizabeth	\$500.00
9212210278	Woolery, Darea	\$316.09
9212210279	WSIPC NW ESD Fiscal Agent	\$54,768.21

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 GF ACH

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9212210280	Zifka, Chalea Christine	\$49.58
ACH Payments:		85
Total:		85
		\$450,852.95

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$17,312.18	\$0.00	\$433,540.77	\$450,852.95

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of January 27, 2025, the Board, by a _____ vote, approves payments, totaling \$18,901.53, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: AP Direct Dep Settlement Accou

AP ACH Numbers 9212210281 through 9212210284, totaling \$18,901.53

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 CP ACH

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9212210281	Amazon Capital Services Inc	\$153.11
9212210282	Auburn School Dist Revolving Fund	\$702.92
9212210283	King County Directors Assn	\$7,057.41
9212210284	Micro Computer Systems Inc	\$10,988.09
	ACH Payments:	4
	Total:	4
		\$18,901.53

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Fund Summary

<u>Fund</u>	<u>Balance Sheet</u>	<u>Revenue</u>	<u>Expense</u>	<u>Total</u>
20 - Capital Projects	\$702.92	\$0.00	\$18,198.61	\$18,901.53

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of January 27, 2025, the Board, by a _____ vote, approves payments, totaling \$7,954.06, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: AP Direct Dep Settlement Accou

AP ACH Numbers 9212210285 through 9212210289, totaling \$7,954.06

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Accounts Payable Run: January 27 2025 ASB ACH

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9212210285	Amazon Capital Services Inc	\$1,063.12
9212210286	Auburn Senior High Imprest	\$2,272.00
9212210287	DK Custom Ink	\$3,234.00
9212210288	Northwest Cascade Inc dba Honey Bucket	\$207.05
9212210289	US Foods Inc	\$1,177.89
	ACH Payments:	<u>5</u> \$7,954.06
	Total:	5 \$7,954.06

AP Check Register

Accounts Payable Run: 01/27/2025

AUBURN SCHOOL DISTRICT

Fund Summary

<u>Fund</u>	<u>Balance Sheet</u>	<u>Revenue</u>	<u>Expense</u>	<u>Total</u>
40 - ASB Fund	\$0.00	\$0.00	\$7,954.06	\$7,954.06

FINANCE

1. Request for Authorization to Surplus Equipment

Cindi Blansfield, Associate Superintendent of Business and Operations, requests authorization to surplus the attached list of equipment.

Copiers

Asset Number	Location	Item description	Serial Number
502404	CHINOOK ELEMENTARY	Konica Minolta BIZHUB 754e	A55V017003011
524185	CHINOOK ELEMENTARY	Konica Minolta BIZHUB 658E	AA6R011000621
524090	JPF ADMIN BUILDING	Konica Minolta BIZHUB C558	A79K011004088
17353	CASCADE MIDDLE SCHOOL	Konica Minolta BIZHUB 368	A9HJ011001306
524088	GILDO REY ELEMENTARY SCHOOL	Konica Minolta BIZHUB 654E	A5YN017012956
524087	HAZELWOOD ELEMENTARY SCHOOL	Konica Minolta BIZHUB 654E	A5YN017012993
524089	ILALKO ELEMENTARY SCHOOL	Konica Minolta BIZHUB 654E	A5YN017011515
524186	LAKELAND HILLS ELEMENTARY	Konica Minolta BIZHUB 658E	AA6R011000691
502480	LAKE VIEW ELEMENTARY SCHOOL	Konica Minolta BIZHUB 754E	A55V017002983
524086	LAKE VIEW ELEMENTARY SCHOOL	Konica Minolta BIZHUB 654E	A5YN017011365
524095	MT BAKER MIDDLE SCHOOL	Konica Minolta BIZHUB 654E	A5YN017011530
524084	TERMINAL PARK ELEMENTARY	Konica Minolta BIZHUB 654E	A5YN017011439
524218	AUBURN RIVERSIDE HIGH SCHOOL	Konica Minolta BIZHUB 808	A8KN011009607
524191	JPF ADMIN BUILDING	Konica Minolta BIZHUB C458	A79M011020976
524185	PIONEER ELEMENTARY SCHOOL	Konica Minolta BIZHUB 658E	AA6R011000183
524190	OLYMPIC MIDDLE SCHOOL	Konica Minolta BIZHUB 658E	AA6R011000631
524188	EVERGREEN HEIGHTS ELEMENTARY	Konica Minolta BIZHUB 658E	AA6R011000493
524226	LAKELAND HILLS ELEMENTARY	Konica Minolta BIZHUB 658E	AA6R011003534
524220	MT BAKER MIDDLE SCHOOL	Konica Minolta BIZHUB 658E	AA6R011004101
524219	AUBURN RIVERSIDE HIGH SCHOOL	Konica Minolta BIZHUB 808	A8KN011009183

524221	ARTHUR JACOBSEN ELEMENTARY	Konica Minolta BIZHUB 658E	AA6R011003513
524189	WASHINGTON ELEMENTRAY	Konica Minolta BIZHUB 658E	AA6R011000720

These items will be sold or dispositioned in accordance with existing board policy and statutes.

Recommendation: That the board authorize the surplus and sale of the listed items.

2. Request for Authorization to Receive Donated In-Kind Gifts (Equipment/Supplies/Materials)

Cindi Blansfield, Associate Superintendent of Business and Operations, requests authorization to receive donated stained-glass equipment/supplies from Colorado Glass, equaling a monetary value of \$2,200. Please see the attached list of donated items.

Recommendation: That the board authorize the donation of items from Colorado Glass in accordance with existing board policy and statutes.

3. Financial Statement for December 2024

Financial statements for December 2024 are attached for review.

Donation Agreement

Auburn School District No. 408

Auburn School District acknowledges and thanks Meggy Wilm, Colorado Glass
for the donation of stained-glass supplies (see attached list)
with a monetary value of two thousand, two hundred Dollars (\$2200.00) to the district.

This donation is for the sole and express purpose of AP Studio Art at ARHS, regardless
of instructor.

The School District agrees to maintain the above-described property at Auburn Riverside
High School for a period of not less than 5 years from the time of donation.

Date

Superintendent

Board Approval



Principal

Do you wish to be kept anonymous? () yes no

Whitney Egbert

Donation Agreement attached list

From Meggy Wilm, Colorado Glass

Items being donated:

(3) Stained Glass Starter Kits = \$600

Everything you need to begin with stained glass work: glass cutting, grinding, foiling & soldering; kit features quality Choice Hand Tools, the The Grinder 3 Grinder, and "Introduction to Stained Glass."

Full kit contents (one each):

- The Grinder 3 Grinder
- AM 5880B - Safety Glasses - Wrap Around
- CH CAP - Choice Glass Cutter
- CH MRP - Choice Metal Running Pliers
- CH BGP - Choice Breaker/ Grozer Pliers
- CH FS - Choice Foil Shear
- EDC C732 - Copper Foil Tape (7/32 in.) 1.25 mil
- IMP FF - Flat Fid/ Burnisher 8 in.
- CH IRON - Choice Solder Iron
- CH RHEO - Choice Rheostat Soldering Iron Controller
- CH SIS - Choice Soldering Iron Stand
- CHOICE 60/40 1 - Choice 60/ 40 Solder (1 lb. Spool)
- NOK 17 - Nokorode Paste Flux -1.7 oz
- CAN 144E - Flux Brush - Individual Brush
- WAR B0345 - Introduction to Stained Glass

(1) Online Beginner stained glass class (\$100 value)

(1) Bundle of sheet glass (\$300 value)

Total donation amount (\$2,200)



MONTHLY FINANCIAL REPORT
DECEMBER 2024

Submitted by:

Troy Dammel, Executive Director of Business Services

Barb Piguet, Assistant Director of Accounting

**AUBURN SCHOOL DISTRICT NO. 408
MONTHLY FINANCIAL REPORTS
TABLE OF CONTENTS**

- I. Budget Status Report**
(with Revenue & Expenditure Comparison)
 - A. General Fund
 - B. Capital Projects Fund
 - C. Debt Service Fund
 - D. ASB Fund
 - E. Transportation Vehicle Fund

 - II. General Fund Budget Status Summary**

 - III. Combined Balance Sheet**
 - A. Governmental Funds
 - B. Trust Funds and Account Groups

 - IV. ASB Fund Activity**
 - A. High Schools
 - B. Middle Schools

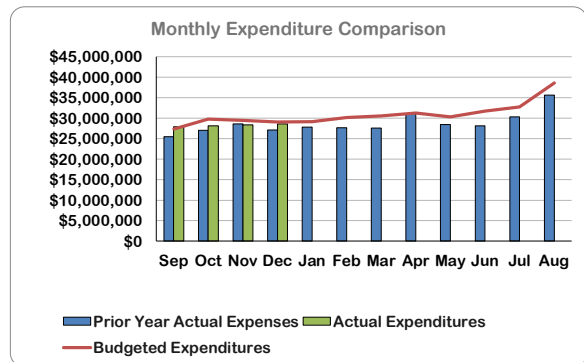
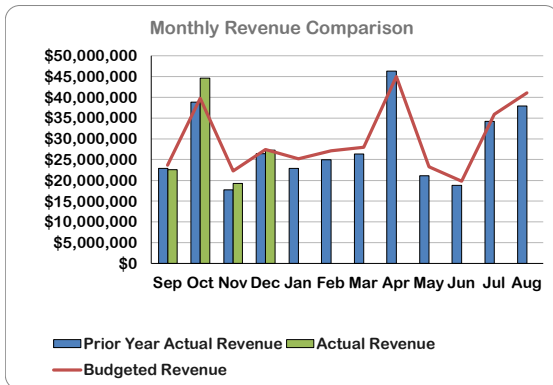
 - V. Scholarship, InvestED Activity**

 - VI. Trust Fund Activity**
 - A. Private Purpose Trust Fund Statement

 - VII. Local Grants**
-

**AUBURN SCHOOL DISTRICT NO. 408
GENERAL FUND BUDGET STATUS
FOR THE MONTH OF DECEMBER, 2024**

	Annual Budget	Actual For Month	Total For Year	Encumbrance	Balance	Percent
TOTAL BEGINNING FUND BALANCE	\$ 30,500,000		\$ 33,595,203			
REVENUES AND OTHER FINANCING SOURCES						
1000 Local Taxes	50,750,466	250,777	22,728,291		28,022,175	44.78%
2000 Local Non-Tax	3,254,500	379,770	1,184,639		2,069,861	36.40%
3000 State, General Purpose	200,294,672	17,632,168	61,440,447		138,854,225	30.68%
4000 State, Special Purpose	69,184,441	6,516,551	21,422,535		47,761,906	30.96%
5000 Federal, General Purpose	221,200	10,681	10,681		210,519	4.83%
6000 Federal, Special Purpose	33,069,791	2,220,984	6,234,306		26,835,485	18.85%
7000 Revenues from Other District	645,500	215,603	215,603		429,897	33.40%
8000 Revenues from Other Agencies	1,045,000	31,118	31,118		1,013,883	2.98%
9000 Other Financing Sources	-	-	406,254		(406,254)	0.00%
Total Revenues & Other Finance Sources	358,465,570	27,257,652	113,673,874	-	244,791,696	31.71%
EXPENDITURES						
00 Regular Instruction	192,085,970	14,887,636	59,077,026	108,847,011	24,161,933	87.42%
10 Federal Stimulus	9,393	(199)	7,607	-	1,786	80.98%
20 Special Ed Instruction	52,459,455	4,215,370	16,214,874	29,663,911	6,580,670	87.46%
30 Vocational Instruction	11,886,095	902,344	3,629,922	6,783,053	1,473,121	87.61%
50&60 Compensatory Education	34,744,698	2,595,372	9,963,815	18,721,241	6,059,642	82.56%
70 Other Instructional Pgms	5,444,486	321,301	703,727	907,190	3,833,569	29.59%
80 Community Services	4,743,305	369,438	1,366,984	2,283,542	1,092,779	76.96%
90 Support Services	68,868,636	5,293,320	22,031,116	34,303,762	12,533,758	81.80%
Total Expenditures	370,242,038	28,584,582	112,995,071	201,509,709	55,737,257	84.95%
Excess Revenues/Other Financing Sources Over (under) Expend & Oth Financing Uses	(11,776,468)	(1,326,931)	678,803			
Total Ending Fund Balance	18,723,532		34,274,006			
Ending Fund Balance Accounts						
GL 821 Restricted for Carryovers	5,000,000		5,058,565			
GL 828 Restricted for Food Services	-		3,008,808			
GL 840 Nonspendable Fund Bal - Inv	745,864		512,715			
GL 875 Unrsrvd Dsgntd-Conting	-		300,000			
GL 888 Assigned to Other Purposes	1,700,000		1,400,000			
GL 890 UnRsrvd Undsgntd Fnd Bal	11,277,668		23,993,918			
Total Ending Fund Balance	\$ 18,723,532		\$ 34,274,006			
Fund Balance % of Expenditures	5%		30%			

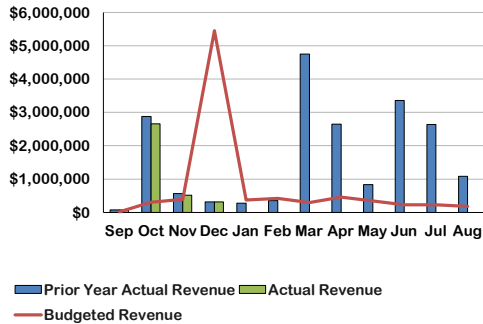


*A six year historical average has been used to calculate the monthly Budget for both tables above.

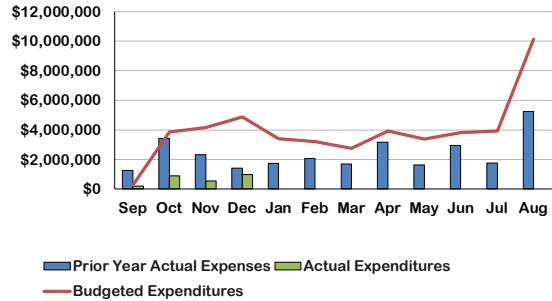
**AUBURN SCHOOL DISTRICT NO. 408
CAPITAL PROJECTS FUND BUDGET STATUS
FOR THE MONTH OF DECEMBER, 2024**

	Annual Budget	Actual For Month	Total For Year	Encumbrance	Balance	Percent
TOTAL BEGINNING FUND BALANCE	\$ 67,224,532		\$ 75,470,983			
REVENUES AND OTHER FINANCING SOURCES						
1000 Local Taxes	5,833,343	29,976	2,692,381		3,140,962	46.16%
2000 Local Non-Tax	2,571,898	281,540	857,034		1,714,864	33.32%
3000 State, General Purpose	-	-	-		-	0.00%
4000 State, Special Purpose	300,000	-	-		300,000	0.00%
5000 Federal, General Purpose	-	-	-		-	0.00%
6000 Federal, Special Purpose	-	-	-		-	0.00%
7000 Revenues from Other District	-	-	-		-	0.00%
8000 Revenues from Other Agencies	-	-	-		-	0.00%
9000 Other Financing Sources	-	-	-		-	0.00%
Total Revenues & Other Financing Sources	8,705,241	311,516	3,549,415	-	5,155,826	40.77%
EXPENDITURES						
10 Sites	77,446	-	816	26,627	50,003	35.44%
20 Buildings	40,279,866	779,334	1,716,263	10,463,666	28,099,938	30.24%
30 Equipment	7,339,862	199,195	884,403	452,671	6,002,787	18.22%
40 Energy	-	-	-	-	-	0.00%
50 Sales & Lease Expenditures	-	-	-	-	-	0.00%
60 Bond Issuance Expenditures	-	-	-	-	-	0.00%
90 Debt	-	-	-	-	-	0.00%
Total Expenditures	47,697,174	978,529	2,601,482	10,942,964	34,152,728	28.40%
Other Financing Uses		-	-			
Excess Revenues/Other Financing Sources Over (under) Expend. & Oth Financing Uses	(38,991,933)	(667,013)	947,933			
Total Ending Fund Balance	28,232,599		76,418,916			
Ending Fund Balance Accounts						
GL 861 Restricted from Bond Proceeds	(28,545,453)		(70,564)			
GL 862 Restricted from Levy Proceeds	2,577,020		8,984,381			
GL 863 Restricted from State Proceeds	-		-			
GL 864 Restricted from Fed Proceeds	-		-			
GL 865 Restricted from Other Proceeds	-		-			
GL 866 Restricted from Impact Fees	(801,283)		(245,664)			
GL 889 Assigned to Fund Purpose	55,002,315		67,750,763			
GL 890 UnRsrvd Undsgntd Fnd Bal	-		-			
Total Ending Fund Balance	\$ 28,232,599		\$ 76,418,916			

Monthly Revenue Comparison



Monthly Expenditure Comparison

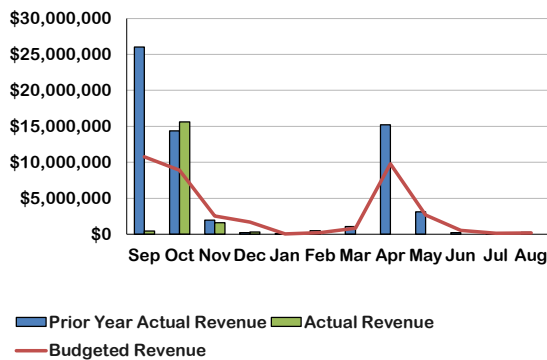


*A six year historical average has been used to calculate the monthly Budget for both tables above.

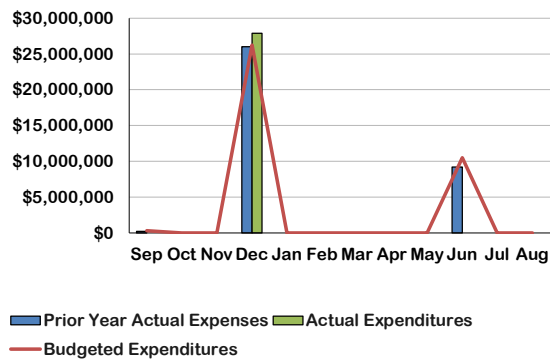
**AUBURN SCHOOL DISTRICT NO. 408
DEBT SERVICE FUND BUDGET STATUS
FOR THE MONTH OF DECEMBER, 2024**

	Annual Budget	Actual For Month	Total Year	Encumbrance	Balance	Percent
TOTAL BEGINNING FUND BALANCE	\$ 13,890,015		\$ 16,219,150			
REVENUES AND OTHER FINANCING SOURCES						
1000 Local Taxes	38,159,573	196,566	17,698,011		20,461,562	46.38%
2000 Local Non-Tax	100,000	119,685	251,224		(151,224)	251.22%
3000 State, General Purpose	-	-	-		-	0.00%
5000 Federal, General Purpose	-	-	-		-	0.00%
6000 Federal, Special Purpose	-	-	-		-	0.00%
9000 Other Financing Sources	-	-	-		-	0.00%
Total Revenues & Other Financing Sources	38,259,573	316,252	17,949,235		20,310,338	46.91%
EXPENDITURES						
Matured Bond Expenditures	18,685,000	18,685,000	18,685,000	-	-	100.00%
Interest on Bonds	17,925,075	9,196,100	9,196,100	-	8,728,975	51.30%
Interfund Loan Interest	-	-	-	-	-	0.00%
Bond Transfer Fees	400,000	-	-	-	400,000	0.00%
Arbitrage Rebate	-	-	-	-	-	0.00%
Underwriter's fees	-	-	-	-	-	0.00%
Total Expenditures	37,010,075	27,881,100	27,881,100	-	9,128,975	75.33%
Other Financing Uses	-	-	-			
Excess Revenues/Other Financing Sources Over (under) Expend. & Oth Financing Uses	1,249,498	(27,564,848)	(9,931,865)			
Total Ending Fund Balance	15,139,513		6,287,285			
Ending Fund Balance Accounts						
GL 810 Reserved For Other Items	-	-	-			
GL 830 Reserved For Debt Service	15,139,513		6,287,285			
GL 889 Assigned to Fund Purposes	-	-	-			
GL 890 UnRsrvd Undsgntd Fnd Bal	-	-	-			
Total Ending Fund Balance	\$ 15,139,513		\$ 6,287,285			

Monthly Revenue Comparison



Monthly Expenditure Comparison

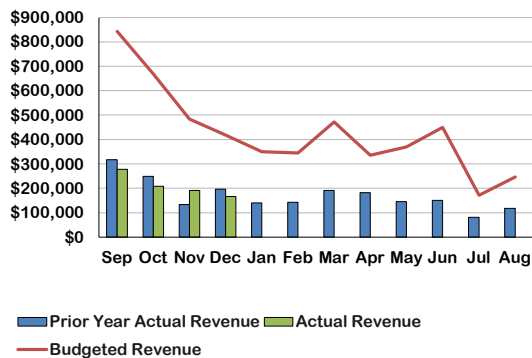


*A six year historical average has been used to calculate the monthly Budget for both tables above.

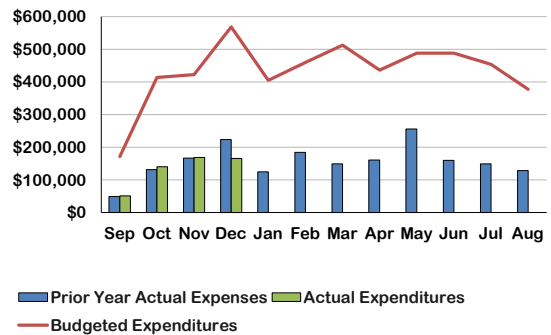
AUBURN SCHOOL DISTRICT NO. 408
ASB FUND BUDGET STATUS
FOR THE MONTH OF DECEMBER, 2024

	Annual Budget	Actual For Month	Total for Year	Encumbrance	Balance	Percent
TOTAL BEGINNING FUND BALANCE	\$ 2,302,192		\$ 2,843,625			
REVENUES AND OTHER FINANCING SOURCES						
1000 General Student Body	2,211,600	49,257	375,636		1,835,964	16.98%
2000 Athletics	209,800	35,835	139,650		70,150	66.56%
3000 Classes	219,064	652	17,030		202,034	7.77%
4000 Clubs	1,875,117	78,876	291,550		1,583,567	15.55%
6000 Private Moneys	638,351	1,319	19,828		618,523	3.11%
Total Revenues & Other Financing Sources	5,153,932	165,939	843,694	-	4,310,238	16.37%
EXPENDITURES						
1000 General Student Body	1,868,953	38,003	151,039	92,354	1,625,561	13.02%
2000 Athletics	270,995	17,529	100,412	26,265	144,318	46.75%
3000 Classes	269,060	1,083	19,858	1,777	247,424	8.04%
4000 Clubs	2,146,361	100,864	244,566	199,514	1,702,281	20.69%
6000 Private Moneys	639,521	7,618	10,045	-	629,476	1.57%
Total Expenditures	5,194,890	165,097	525,919	319,910	4,349,061	16.28%
Excess Revenues/Other Financing Sources Over (under) Expend. & Oth Financing Uses	(40,958)	842	317,775			
Total Ending Fund Balance	2,261,234		3,161,400			
Ending Fund Balance Accounts						
GL 819 Restricted for Fund Purpose	2,261,234		3,161,400			
GL 840 Nonspendable-Inven/Prepaid	-		-			
GL 889 Assigned to Fund Purposes	-		-			
Total Ending Fund Balance	\$ 2,261,234		\$ 3,161,400			

Monthly Revenue Comparison



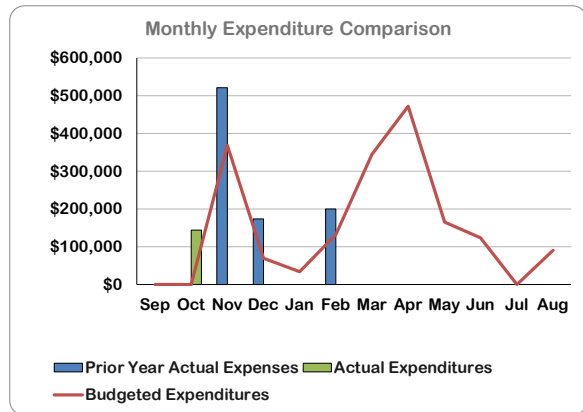
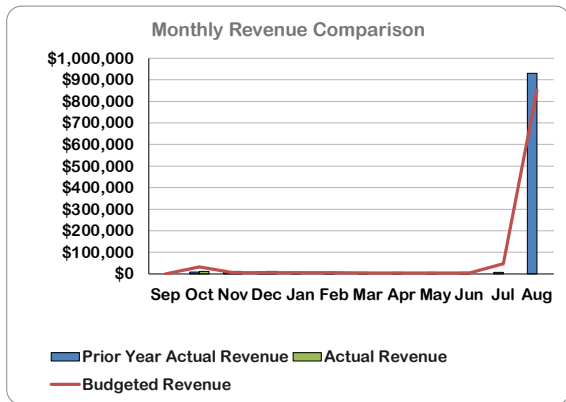
Monthly Expenditure Comparison



*A six year historical average has been used to calculate the monthly Budget for both tables above.

**AUBURN SCHOOL DISTRICT NO. 408
TRANSPORTATION FUND BUDGET STATUS
FOR THE MONTH OF DECEMBER, 2024**

	Annual Budget	Actual For Month	Total For Year	Encumbrance	Balance	Percent
TOTAL BEGINNING FUND BALANCE	\$ 2,711,088		\$ 3,055,663			
REVENUES AND OTHER FINANCING SOURCES						
1000 Local Taxes	-	-	-	-	-	0.00%
2000 Local Non-Tax	50,000	10,604	33,018		16,982	66.04%
3000 State, General Purpose	-	-	-	-	-	0.00%
4000 State, Special Purpose	920,000	-	-	-	920,000	0.00%
5000 Federal, General Purpose	-	-	-	-	-	0.00%
8000 Revenues from Other Agencies	-	-	-	-	-	0.00%
9000 Others Financing Sources	-	-	-	-	-	0.00%
Total Revenues & Other Financing Sources	970,000	10,604	33,018	-	936,982	3.40%
EXPENDITURES						
Type 30 Equipment	1,800,000	-	143,718	1,132,237	524,045	70.89%
Total Expenditures	1,800,000	-	143,718	1,132,237	524,045	70.89%
Excess Revenues/Other Financing Sources Over (under) Expend & Oth Financing Uses	<u>(830,000)</u>	10,604	<u>(110,700)</u>			
Total Ending Fund Balance	<u>1,881,088</u>		<u>2,944,963</u>			
Ending Fund Balance Accounts						
GL 819 Restricted for Fund Purposes	1,881,088		2,944,963			
GL 889 Assigned to Special Fund Purposes	-		-			
GL 890 UnRsrvd Undsgrntd Fnd Bal	-		-			
Total Ending Fund Balance	\$ <u>1,881,088</u>		\$ <u>2,944,963</u>			

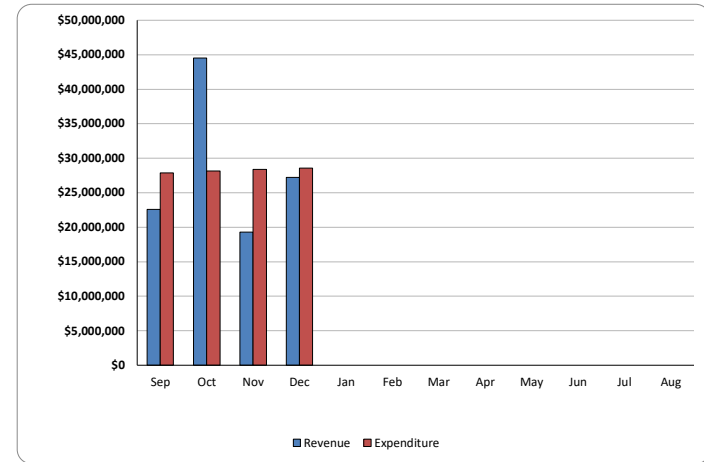


*A six year historical average has been used to calculate the monthly Budget for both tables above.

**AUBURN SCHOOL DISTRICT NO. 408
GENERAL FUND BUDGET STATUS SUMMARY
AS OF DECEMBER 31, 2024**

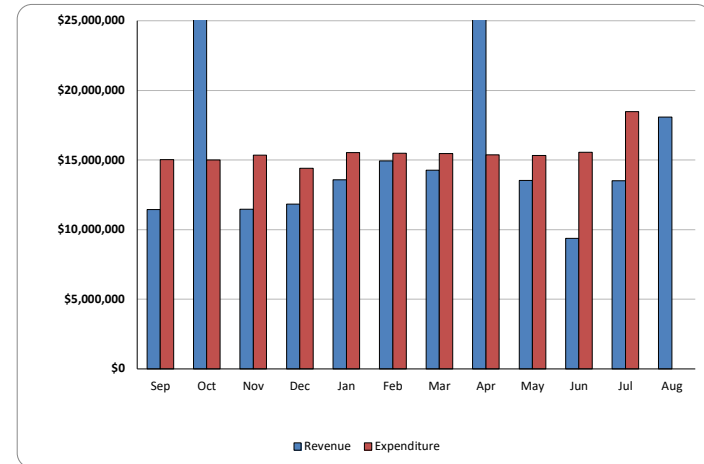
Fiscal Year 2024-25	REVENUE			EXPENDITURES			FUND BALANCE
	Average Cum %	Actual 0.00%	Actual Monthly	Average Cum %	Actual Cum %**	Monthly Amount	Beginning
September	6.30%	6.30%	22,575,289	7.53%	81.91%	27,882,403	28,288,089
October	18.72%	18.72%	44,543,643	15.13%	83.23%	28,126,138	44,705,593
November	24.11%	24.11%	19,297,292	22.80%	84.11%	28,401,947	35,600,937
December	31.71%	31.71%	27,257,652	30.52%	84.95%	28,584,582	34,274,006
January	31.71%			30.52%			34,274,006
February	31.71%			30.52%			34,274,006
March	31.71%			30.52%			34,274,006
April	31.71%			30.52%			34,274,006
May	31.71%			30.52%			34,274,006
June	31.71%			30.52%			34,274,006
July	31.71%			30.52%			34,274,006
August	31.71%			30.52%			34,274,006
Revenue				Expenditure			Fund Balance
Anticipated - First Budget			358,465,570			370,242,038	18,723,532
Actual - At Fiscal Year End							

** Includes encumbrances.



Fiscal Year 2023-24	REVENUE			EXPENDITURES			FUND BALANCE
	Average Cum %	Actual 0.00%	Actual Monthly	Average Cum %	Actual Cum %**	Monthly Amount	Beginning
September	6.77%	6.77%	22,837,871	7.17%	81.83%	25,463,684	37,413,266
October	18.28%	18.28%	38,806,497	14.78%	83.09%	27,076,090	49,143,673
November	23.55%	23.55%	17,765,833	22.85%	84.12%	28,656,351	38,253,156
December	31.37%	31.37%	26,381,598	30.49%	85.24%	27,147,095	37,487,659
January	38.16%	38.16%	22,885,770	38.31%	86.82%	27,793,646	32,579,784
February	45.56%	45.56%	24,957,646	46.10%	87.93%	27,687,551	29,849,879
March	53.36%	53.36%	26,311,308	53.86%	89.02%	27,570,372	28,590,815
April	67.08%	67.08%	46,287,611	62.61%	90.57%	31,114,084	43,764,342
May	73.35%	73.35%	21,125,897	70.62%	91.84%	28,452,864	36,437,374
June	78.92%	78.92%	18,773,992	78.54%	93.05%	28,164,218	27,047,148
July	89.06%	89.06%	34,211,798	87.08%	95.97%	30,341,760	30,917,186
August	100.29%	100.29%	37,879,481	97.10%	97.17%	35,593,399	33,203,269
Revenue				Expenditure			Fund Balance
Anticipated - First Budget			337,237,522			355,381,374	22,356,147
Actual - At Fiscal Year End			338,617,238			345,061,114	33,595,203

** Includes encumbrances.



AUBURN SCHOOL DISTRICT NO. 408
BALANCE SHEETS - GOVERNMENTAL FUNDS
DECEMBER 31, 2024

	GENERAL	TRANSPORT VEHICLE	CAPITAL PROJECTS	DEBT SERVICE	ASB
ASSETS					
Cash and cash equivalents	33,944,900	2,944,733	76,236,624	6,271,576	3,160,565
Restricted Cash	3,694		-	4,764	695
Property taxes receivable	1,131,922	-	126,893	846,046	
Accounts receivable	207,592	-	-		-
Interest receivable	-	-	-	-	-
Interfund loan receivable			-		
Due from other funds	45	-	1,286	8,321	-
Due from other governments	68,986		175,035		
Inventory of supplies	415,356				
Prepays	-				-
Total Assets	35,772,493	2,944,733	76,539,838	7,130,709	3,161,260
LIABILITIES and EQUITY					
Liabilities:					
Accounts payable	232,980	-	1,394		199
Estimated Unemployment Payable	-				
Due to other governments	(1,409)	(230)	(8,068)	(2,623)	(383)
Interfund loan payable				-	
Due to other funds	9,607		-	-	45
Deferred revenue	1,257,309		127,596	846,046	-
Total Liabilities	1,498,487	(230)	120,922	843,423	(139)
Equity:					
Non Spendable Fund Bal--Inven	512,715				-
Restricted for Carryovers	5,058,565				
Restricted for Food Services	3,008,808				
Restricted from Bond Proceeds			(70,564)		
Restricted from Levy Proceeds			8,984,381		
Restricted from State Proceeds			-		
Restricted from Federal Proceeds			-		
Restricted from Other Proceeds			-		
Restricted from Impact Fees			(245,664)		
Restricted for Fund Purpose		2,944,963			3,161,400
Restricted to Debt Service				6,287,285	
Assigned to Contingencies	300,000				
Assigned to Other Purposes	1,400,000				
Assigned To Fund Purposes		-	67,750,763		
Unassigned Fund Balance	23,993,918				
Total Equity	34,274,006	2,944,963	76,418,916	6,287,285	3,161,400
Total Liabilities and Equity	35,772,493	2,944,733	76,539,838	7,130,709	3,161,260

AUBURN SCHOOL DISTRICT NO. 408
BALANCE SHEETS - TRUST FUNDS AND ACCOUNT GROUPS
DECEMBER 31, 2024

	TRUST FUNDS		ACCOUNT GROUPS	
	PRIV PURP TRUST	NBN EMPLOYEE BENEFITS	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT
ASSETS	-			
Cash and cash equivalents	104,255	-		
Restricted Cash	323	-		
Due From Other Funds	-	-		
Accounts receivable	-			
Interest receivable	-	-		
Fixed assets			534,873,185	
Other debits:				
Amount available in Debt Service Fund				6,278,964
Amount to be provided for retirement of general long-term obligations				425,565,495
Total Assets	104,578	-	534,873,185	431,844,459
LIABILITIES and EQUITY				
Liabilities:				
Accounts Payable	-	-		
Compensated absences payable				6,899,459
Due to other governments	(178)	-		
Due To Other Funds	-			
General obligation bonds payable				424,945,000
Total Liabilities	(178)	-	-	431,844,459
Equity:				
Investment in general fixed assets			1,581,486	
Fund balances:				
Assigned To Fund Purposes	104,756	-	533,291,699	
Total Equity	104,756	-	534,873,185	-
Total Liabilities and Equity	104,578	-	534,873,185	431,844,459

**AUBURN SCHOOL DISTRICT NO. 408
ASB FUND ACTIVITY
DECEMBER 2024**

HIGH SCHOOLS

	Auburn High	Auburn Mountainview	Auburn Riverside	West Auburn	TOTAL
BEGINNING BALANCE	\$ 585,105.71	\$ 432,725.91	\$ 471,964.63	\$ 12,339.39	\$ 1,502,135.64
REVENUES	\$ 342,255.51	\$ 275,472.33	\$ 458,588.51	\$ 3,470.26	\$ 1,079,786.61
EXPENDITURES					
General	\$ 96,663.23	\$ 83,074.30	\$ 122,509.67	\$ 1,958.12	\$ 304,205.32
Athletics	73,018.33	48,439.21	81,645.56	-	203,103.10
Classes	36,958.20	35,834.63	28,309.71	-	101,102.54
Clubs	83,921.40	59,814.61	137,030.09	-	280,766.10
Private Monies	1,589.03	-	2,437.09	-	4,026.12
TOTAL EXPENDITURES	\$ 292,150.19	\$ 227,162.75	\$ 371,932.12	\$ 1,958.12	\$ 893,203.18
TRANSFERS					
General	\$ -	\$ -	\$ -	\$ -	\$ -
Athletics	-	-	-	-	-
Classes	-	-	-	-	-
Clubs	-	-	-	-	-
Private Monies	-	-	-	-	-
TOTAL TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
OVER/ (UNDER)	\$ 50,105.32	\$ 48,309.58	\$ 86,656.39	\$ 1,512.14	\$ 186,583.43
ENDING BALANCE	\$ 635,211.03	\$ 481,035.49	\$ 558,621.02	\$ 13,851.53	\$ 1,688,719.07

MIDDLE SCHOOLS

	Cascade	Mt. Baker	Rainier	Olympic	TOTAL
BEGINNING BALANCE	\$ 108,338.01	\$ 128,564.98	\$ 166,820.97	\$ 86,441.89	\$ 490,165.85
REVENUES	\$ 16,166.62	\$ 39,532.09	\$ 24,377.29	\$ 27,424.18	\$ 107,500.18
EXPENDITURES					
General	\$ 1,130.21	\$ 6,321.27	\$ 4,545.63	\$ 11,577.46	\$ 23,574.57
Athletics	-	264.00	-	-	264.00
Classes	-	100.00	2,132.81	-	2,232.81
Clubs	4,561.81	11,230.49	8,104.68	15,406.82	39,303.80
Private Monies	-	1,293.00	-	-	1,293.00
TOTAL EXPENDITURES	\$ 5,692.02	\$ 19,208.76	\$ 14,783.12	\$ 26,984.28	\$ 66,668.18
TRANSFERS					
General	\$ -	\$ -	\$ -	\$ -	\$ -
Athletics	-	-	-	-	-
Classes	-	-	-	-	-
Clubs	-	-	-	-	-
Private Monies	-	-	-	-	-
TOTAL TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
OVER/ (UNDER)	\$ 10,474.60	\$ 20,323.33	\$ 9,594.17	\$ 439.90	\$ 40,832.00
ENDING BALANCE	\$ 118,812.61	\$ 148,888.31	\$ 176,415.14	\$ 86,881.79	\$ 530,997.85

**AUBURN SCHOOL DISTRICT NO. 408
SPECIAL REVENUE FUND ACTIVITY
INVEST ED, SCHOLARSHIPS
DECEMBER 2024**

Name	Beginning Balance	Revenues	Transfers	Expenditures	Ending Balance
		\$ -			
INVEST ED					
INVEST ED-AHS	463.84	-		51.01	\$ 412.83
INVEST ED-CASC	5,096.04	382.90		396.00	\$ 5,082.94
INVEST ED-OLY	3,145.53	-		2,165.53	\$ 980.00
INVEST ED-AMHS	5,677.06	368.23		1,076.46	\$ 4,968.83
INVEST ED-RAI	545.23	-		129.50	\$ 415.73
INVEST ED-WAHS	174.81	-		-	\$ 174.81
INVEST ED-MTB	286.78	-		5.00	\$ 281.78
INVEST ED-ARHS	2,140.34	-		211.98	\$ 1,928.36
INVEST ED-MATCH	0.30	-		-	\$ 0.30
TOTAL	\$ 17,529.93	\$ 751.13	\$ -	\$ 4,035.48	\$ 14,245.58

SCHOLARSHIPS					
AMHS DRAMA	667.25	-		-	667.25
AMHS BOOSTER	3,903.97	-		-	3,903.97
ARHS BOOSTER	355.11	-		-	355.11
DAAN ANSINGH	35,423.54	-		-	35,423.54
LUDVIKSEN MEM	-	-		-	-
CULINARY ARTS	1,587.92	900.00		-	2,487.92
DAN BENEDETT	-	-		-	-
KUHLMAN FAMILY SCHOLARSHIP	30,928.83	1,000.00		-	31,928.83
AHS KOVACEVICH	381.58	-		-	381.58
JUDY JOHNSTON	5,668.30	-		-	5,668.30
AMHS ATTENDANCE	62.69	-		-	62.69
AHS K STRAND	-	-		-	-
AHS S LEONARD	600.00	-		-	600.00
ATHLETIC BOOSTE	985.60	-		-	985.60
MICHAEL JACKSON	7,303.20	-		-	7,303.20
DICK SCOBEE MEM	3,723.73	-		-	3,723.73
AUBURN COMMUNIT	31,558.09	-		-	31,558.09
ARHS CHEER SCHL	753.63	-		-	753.63
ARHS DECA SCHL	296.08	-		-	296.08
AMHS BAND	321.90	100.00		-	421.90
AUBURN WOMENS	41.92	-		-	41.92
ANDREW BONWELL	-	-		-	-
TEALS SCHOLARSH	4.21	-		-	4.21
OPTIMIST SCHOLA	8,190.91	-		-	8,190.91
AHS HANAN SCHOL	2,769.93	-		-	2,769.93
WAHS WILEY	501.54	-		-	501.54
TRAPPER	16,336.88	-		-	16,336.88
ALTA SHOEMAKER	46,557.18	-		-	46,557.18
AHS DECA	1,084.48	-		-	1,084.48
BOB JONES SERV	12,895.70	500.00		-	13,395.70
TERM PARK ALUMN	37.38	-		-	37.38
AMERICAN LEGION	804.03	-		-	804.03
ARHS CHOIR	-	-		-	-
AMHS ENGLISH	-	-		-	-
AAWP	788.79	-		-	788.79
PEO SCHOLARSHIP	512.94	-		-	512.94

SURGICAL ASSOC	8.63	-	-	8.63
BILL PROFIT	3,151.69	443.39	-	3,595.08
GILLMAN ROBINSO	917.82	-	-	917.82
ARHS ALUMNI SCHOLARSHIP	10,985.64	-	-	10,985.64
NEWCOMB FAMILY WORLD LANGUAGE	-	-	-	-
AHS FORMAN	596.70	-	-	596.70
KEVEN BHANDAL AVID	-	-	-	-
AHS MARCI KILLIAN	9,391.44	1,565.00	-	10,956.44
AHS PROFIT SCHO	1,881.63	336.48	-	2,218.11
RACHEL GIVES	95.52	-	-	95.52
ARHS RAVEN SCHO	165.00	-	-	165.00
ARHS SPORTS MED	50.00	-	-	50.00
ARHS VISCOM SCH	208.24	-	-	208.24
ARHS YEARBOOK	1,450.55	-	-	1,450.55
ARHS COUNSELING	70.30	-	-	70.30
AMHS COUNSELOR	44.98	-	-	44.98
ARHS ENGLISH SC	6.43	-	-	6.43
BURTON/MOBERG	16,179.62	-	-	16,179.62
EARL PRICE MEM	145.87	-	-	145.87
ARHS MUSIC	863.58	-	-	863.58
HIROSE MEMORIAL	1,882.40	-	-	1,882.40
AHS ALUMNI SCHOLARSHIP	300.00	-	-	300.00
JILL WILSON	85,260.63	-	-	85,260.63
JOE MCCUISTION	-	-	-	-
DAVE GOETHALS	9,441.13	-	-	9,441.13
JUAN HUSEBY	119.48	-	-	119.48
WALKER MEMORIAL	18,098.05	-	-	18,098.05
DIAMON IN THE	7,083.84	-	-	7,083.84
WATT MEMORIAL	321.22	-	-	321.22
REACHING OUT	-	-	-	-
AMHS CHEER	265.27	-	-	265.27
TOTAL	\$ 384,032.97	\$ 4,844.87	\$ -	\$ 388,877.84

*Due to the implementation of GASB 84, Scholarships, InvestED and Student Aid funds will be accounted for in Fund 40, Special Revenue Fund.

**AUBURN SCHOOL DISTRICT NO. 408
PRIVATE PURPOSE TRUST FUND ACTIVITY
SCHOLARSHIPS
DECEMBER 2024**

Name	Beginning Balance	Revenues	Transfers	Expenditures	Ending Balance
SCHOLARSHIPS					
KIMBERLY STROBEL MEMORIAL SCHOLARSHIP	2,245.52	1,000.00		-	3,245.52
DEB LANDIS MEMORIAL SCHOLARSHIP	1,664.72	-		-	1,664.72
PROF TECH/CLASS ADMIN	667.61	750.00		750.00	667.61
AHS JR MASONIC ACHIEVE	871.75	-		-	871.75
AHS TRIBUTE SCHOLARSHIP	269.47	-		-	269.47
ROTARY SCHOLARSHIP	9,496.66	2,000.00		-	11,496.66
ARHS MASONIC	386.24	-		-	386.24
AMHS MASONIC SCHOLARSHIP	128.28	-		-	128.28
AHS KIP HERREN WRESTLING	118.34	-		-	118.34
BONNIE OLSON SCHOLARSHIP	14.65	-		-	14.65
VOLNEY WOLTERS MEMORIAL	1,598.88	-		-	1,598.88
WATT MEMORIAL SCHOLARSHIP	8.84	-		-	8.84
LINDA COWAN SCHOLARSHIP FUND	1,993.02	-		-	1,993.02
MOLLY SERNA MEMORIAL SCHOLARS	6,004.30	-		-	6,004.30
AMHS MATHEW KWARTIN MEMORIAL	2,854.83	-		-	2,854.83
AHS LEIGH ANNE RASCHKOW	-	-		-	-
SHENNON SHELTON MEM	-	-		-	-
MACDONALD/MEAD WRESTLING	907.29	-		-	907.29
CAM CHRISTIAN SCHOLARSHIP	27,170.81	-		-	27,170.81
AMHS GARRETT RAPHAEL MEM	119.10	-		-	119.10
LAKEVIEW ALUMNI SCHOLARSHIP	17.85	-		-	17.85
AMHS BABST MEM SCHOLARSHIP	13,101.17	-		-	13,101.17
AHS STAFFORD FAM SCHOLARSHIP	1,291.95	-		-	1,291.95
KATE OVERMAN MEMORIAL	1,032.24	-		-	1,032.24
LEANNE EHNAT MEMORIAL	21.49	-		-	21.49
JANA THOMAS MEMORIAL	10,129.89	-		-	10,129.89
AUBURN NOON LIONS SCHOLARSHIP	972.16	-		-	972.16
AHS KIWANIS CLUB OF AUBURN	410.50	-		-	410.50
AMHS KIWANIS CLUB OF AUBURN	19.29	-		-	19.29
ARHS KIWANIS CLUB OF THE VALLE	4,071.64	-		-	4,071.64
AUBURN ASSOC OF ED OFFICE	546.42	-		-	546.42
AUBURN EDUCATION ASSOCIATION	3,135.49	8,000.00		-	11,135.49
PUBLIC SCHOOL EMPLOYEES ASSOC	1,201.76	-		-	1,201.76
MOLEN ORTHODONTICS SCHOLAR	0.57	-		-	0.57
WAHS BUS BARN BONANZA	-	-		-	-
NATE PRATT	-	-		-	-
INVESTMENT INTEREST	-	1,818.38		535.23	1,283.15
TOTAL	\$ 92,472.73	\$ 13,568.38	\$ -	\$ 1,285.23	\$ 104,755.88

*Due to the implementation of GASB 84, Scholarships, InvestED and Student Aid funds will be accounted for in Fund 40, Special Revenue Fund.

AUBURN SCHOOL DISTRICT NO. 408
 LOCAL GRANTS RECEIVED
 AS OF DECEMBER 31, 2024

Donor	Recipient	Amount
Anonymous	Alpac Elementary	\$2.00
Dorian Studios	Dick Scobee Elementary	\$517.53
PTA	Evergreen Heights Elementary	\$150.00
7th Day Adventist Church	Gildo Rey Elementary	\$50.00
7th Day Adventist Church	Gildo Rey Elementary	\$110.00
PTA	Gildo Rey Elementary	\$400.00
PTA	Hazelwood Elementary	\$551.50
PTA	Hazelwood Elementary	\$116.00
PTA	Lake View Elementary	\$800.00
Mary Jean Herda	Lea Hill Elementary	\$100.00
Peggy Mayer	Terminal Park Elementary	\$300.00
Furry Shelton Foundation	Washington Elementary	\$5,000.00
Shelton Foundation	Cascade Middle School	\$5,000.00
Nixie VanSelus	West Auburn High School	\$10,000.00

Total \$23,097.03

CAPITAL PROJECTS

1. Authorization to Award General Contractor/Construction Manager Contract - Middle School No. 5 Project

Jeffrey Grose, Executive Director of Capital Projects, is present to recommend the award of the GC/CM contract for preconstruction services.

Pursuant to RCW 39.10, Auburn School District has conducted a competitive process for selection of a General Contractor/Construction Manager (GC/CM) for the Three School GC/CM Program which includes Middle School No. 5, Cascade Middle School Replacement, and Alpac Elementary School Replacement projects. This process consisted of the submittal of proposals by GC/CM firms, evaluation of proposals, interviews of GC/CM firms, and the submittal of final proposals by BNBuilders and Cornerstone General Contractors.

The GC/CM firms' initial proposals, interviews and final proposals were evaluated by a Selection Committee and scored on a competitive basis. Cornerstone General Contractors earned the highest score, 175.56 out of 200 points, and has been determined to be the most-qualified GC/CM firm for this three-school program.

Auburn School District will execute separate GC/CM contracts with Cornerstone General Contractors for each of the three projects included in this program.

Auburn School District and Cornerstone General Contractors have successfully negotiated a GC/CM contract for "Construction Manager as Constructor" for the Middle School No. project. This contract would authorize Cornerstone General Contractors to provide preconstruction services for a not-to-exceed amount of \$400,000.00. After completion of the preconstruction phase, approval of construction funding, and successful negotiation of a Guaranteed Maximum Price, the Administration will seek approval of an amendment to this contract to authorize Cornerstone General Contractors to manage the construction work.

Recommendation:

That the GC/CM contract for preconstruction services for the Middle School No. 5 project be awarded to Cornerstone General Contractors for a not-to-exceed amount of \$400,000.00.

Federal Motor Carrier Safety Administration and Non-CDL Fleet Driver Mandated Drug and Alcohol Testing Program

The superintendent or designee will establish programs and procedures as mandated by the Federal Motor Carrier Safety Administration (FMCSA) controlled substances, including marijuana (cannabis), and alcohol testing rules.

Prohibited Alcohol and Controlled Substance-Related Conduct

The following alcohol and controlled substance-related activities are prohibited by the district for drivers required to possess a commercial driver's license (CDL) and/or a Washington State school bus authorization (WAC 392-144-120) as part of their job responsibilities.

- A. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the FMCSA.
- B. Being on duty or operating a vehicle while the driver possesses alcohol or controlled substances in any amount.
- C. Using alcohol while performing safety-sensitive functions.
- D. When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- E. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements.
- F. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a prescribing authority who has advised the driver and the district in writing that the substance does not adversely affect the driver's ability to safely operate a vehicle. Drivers are required to inform the district of any therapeutic drug use upon it being prescribed, although the specific medication that has been prescribed does not have to be provided. The use of any medication that could affect a driver's safe job performance is prohibited while working.
- G. Reporting for duty, remaining on duty, or driving if the driver tests positive or would test positive for controlled substances.

No supervisor having actual knowledge of the above violations will permit a driver to perform or continue to perform safety-sensitive functions.

Violations of this policy will result in appropriate corrective action ranging from removal from the performance of safety-sensitive functions up to and including discharge.

Cross References:	Board Policy 5201	Drug-Free Schools, Community and Workplace
	Board Policy 5203	Staff Assistance Program
	Board Policy 5281	Disciplinary Action and Discharge

Legal References:	49 CFR §§ 382.101-382.605	Controlled substances and alcohol use and testing
	49 CFR § 40	Procedures for transportation workplace drug and alcohol testing programs
Management Resources:	2015 - October Policy Issue	
	2012 – April Issue	
	Policy News, December 2001	Federal Government Amends Bus Driver Drug Testing Rules
	Policy News, February 1999	Bus drivers still tested for marijuana

Adoption Date: **05.09.11**
Classification: **Encouraged**
Revised Dates: **1.15.25, 01.27.25**

Leave Sharing

The district will establish and administer a leave sharing program through which eligible employees may donate excess leave for use by an eligible recipient who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition; who is a victim of domestic violence, sexual assault, or stalking; who is sick or temporarily disabled because of pregnancy disability; who is on parental leave; or who has been called to service in the uniform services.

Such a program is intended to extend leave benefits to an eligible recipient who otherwise would have to take leave without pay or terminate state employment.

The superintendent or designee is directed to develop a procedure for administering the leave sharing program in a manner consistent with state law and applicable collective bargaining agreements.

Cross References:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.400.380	Leave sharing program
	RCW 41.04.650 – 670	Leave sharing program – Intent
	WAC 392-136A-010 – 075	Finance – Shared Leave
Management Resources:	2018 – May Policy Issue	
	2010 – October Issue	
	Policy News, October 2004	Revisions to the State Leave Sharing Program
	Policy News, August 1999	Staff may share personal holiday

Adoption Date:

Classification: **Essential**

Revised Dates: **08.99; 10.04; 10.10; 12.11; 05.18, 01.27.25**

Video Cameras on School Buses and Other Student Transportation Vehicles

The board authorizes the use of video cameras on district operated school buses for the purpose of reducing discipline problems, thus providing a safer environment for students and staff. The reason for recording the transportation environment is to provide school officials, drivers and parents/guardians/custodians with documentation when dealing with inappropriate student behavior. Disciplinary action will be in accordance with policies and procedures on Student Responsibilities and Rights.

The superintendent shall prepare procedures for use of the video equipment on buses and other student transportation vehicles, the authorized review process for video surveillance recordings and the proper destruction of video surveillance recording.

Cross References:	Board Policy 3200	Rights and Responsibilities
	Board Policy 3241	Student Discipline
	Board Policy 6610	Video Surveillance, Cameras, and Recording Equipment on District Grounds or Property

Video Surveillance, Cameras, and Recording Equipment on District Grounds or Property

Protecting district property and the health, safety, and well-being of students and staff while on district property and attending district activities are important functions of the school district. Accordingly, the board authorizes the use of security recording equipment on district property and vehicles (see Board Policy 6608) for the sole purpose of the safety, health and welfare of all students, staff, community and visitors to district property, and to safeguard district facilities and equipment.

The superintendent or designee will develop and implement procedures concerning the access, use, and retention of video recordings and public notification concerning the installation and use of video equipment.

Cross References:	Board Policy 3200	Rights and Responsibility
	Board Policy 4020	Confidential Communications
	Board Policy 4040	Public Access to District Records
	Board Policy 5260	Personnel Records
	Board Policy 6608	Video Cameras on School Buse
Legal References:	RCW 42.56	Washington State Public Records Act
	RCW 28A.400.110	Principal to assure appropriate student discipline
	WAC 392-400-215	Student Rights
	20 U.S.C § 1232g	Family Education Rights and Privacy Act
	CFR 34, Part 99	Family Education Rights and Privacy Act Regulations
Management Resources:	2018 - August 2018 – August Policy Issue	

Adoption Date: **08.24.15**
Classification: **Encouraged**
Revised Dates: **01.27.25**

Private Vehicle Transportation

The board authorizes the use of private vehicles under the following circumstances:

Under unusual circumstances and upon written approval of the principal, the district may request parents, or a responsible adult to drive children to school in their own vehicles on a per-mile cost reimbursable basis. The transportation department determines when "in-lieu" transportation would be advantageous to the district and arranges its implementation. In cases where carpools are formed by families, reimbursement approved by transportation department administration will be provided only to the parent whose car is used to transport students to school; or

Upon written approval of the principal, staff may transport students when a student's welfare is involved or when due care dictates prompt action. The staff member assumes full responsibility for any liability or property damage, comprehensive or collision, made by or against the driver/owner of the vehicle. The district's liability insurance will cover the risk assumed by the district. The mileage of the staff member will be reimbursed by the district.

The superintendent shall establish procedures for the use of private auto transportation.

Legal References:	RCW 28A.160.030	Authorizing individual transportation or other arrangements
	WAC 392-143-070	Other vehicles used to transport students

Adoption Date: **07.11.11**
Classification: **Encouraged**
Revised Dates: **02.28.2022, 01.27.25**