YELM Community Schools

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

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

AGENDA

Regular School Board Meeting

Thursday, August 13, 2026
6 p.m.
District Office
107 First Street N • Yelm, WA

Regular School Board Meeting

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

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

A. Superintendent's Report

B. Community Comments

A **3.** **School Board Minutes**
July 16, 2026 – Regular Business Meeting
August 3, 2026 – Special Board Meeting

4. **New Business**

A **A. Human Resources**

1. New Hires:
   Carrie Baldwin, Transportation Bus Driver
   Madissen Clement, YES ESA School Counselor
   Miguel Gonzalez Oseguera, YHS Coach Assnt. Girls Soccer Split Position
   Sierra Guzman, SW OP II Attendance
   Carl Ludders, Transportation Bus Driver
   Kody Martinez, YHS Coach Assnt. Football
   Dan Monta, LK Teacher SPED LRC
   Phil Perry, YHS Coach Assnt. Girls Soccer — Split Position
   Laura Pride, SW Teacher SPED CLC/Self
   Ruben Reyes, Transportation Supervisor
   Shannon Strozyk, SW Interim Assistant Principal — One-Year Only
   David Temple, YHS Coach Head Girls Soccer
   Alicia Weiser, YHS Teacher SPED CLC/Self — Resignation Revoked
   Kylee White, Human Resources HR Coordinator
   Corey Whitfield, Transportation Bus Driver
2. Leaves of Absence:
   No Report
3. Resignation/Retirements/Terminations:

Braden Castleberry Taylor, YHS Coach Assnt. Football — Resignation
Kennedy Davis, YHS Coach Assnt. Girls Football — Resignation
Katie Del Toro, SW Teacher Kindergarten — Resignation
Courtney Hickman, YHS Coach Assnt. Football — Resignation
Jessica Hicks, OSS LPN — Resignation
Kevin Lefevre, Transportation Bus Driver — Resignation
Daryn Walter, RMS Teacher ELA/AVID — Resignation

4. Staffing Changes:
   No Report
5. Reduction in Force/Non-Renewal:
   Connie Hopkins, OSS ESA School Nurse — Non-renewal
6. Request for Waivers for Teaching out of Endorsement:
   Lester Colburn, YES, Math, ELA, Science, PE/Health, Visual Arts 26-27
   Robert Daubert, YES, Math, Science, PE/Health, Visual Arts 26-27
   Gordon Kenny, YES, Math, Science, History, Social Studies, PE/Health, Visual Arts 26-27
   Sarah Mulkey, YES, Math, Science, History, Social Studies, PE/Health, Visual Arts 26-27
   Michael Munro, YES, Math, Science, History, Social Studies, PE/Health, Visual Arts 26-27

A **B. Policy Revision**
5310 Compensation Schedules

A **C. Policy Revisions**
Second Reading – For Approval

Category	Policy	Action
Important	6881 Disposal of Surplus Equipment and/or Materials	Revisions
Important	6881 Procedure	Revisions
Critical	6801 Capital Assets/Theft-Sensitive Assets	Revisions
Critical	6801 Procedure	Revisions

I **5. Board Comments**

I **6. Superintendent's Comments**

A **7. Adjourn**

Next Board Meeting: August 27, 2026 – 6:00 p.m. – Regular Business Meeting
Location: District Office

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, July 16, 2026

BOARD MEMBERS PRESENT

Bill Hauss, Denise Hendrickson, Ryan Jewell, Frank King

ADMINISTRATION PRESENT

Veronica Birdsong, Kaiya Burgess, Teri Melone, Chris Woods

CALLED TO ORDER

Vice President Bill Hauss called the Regular Board Meeting to order at 6:01 p.m.

AUDIENCE

Superintendent's Comments

Superintendent Chris Woods introduced Veronica Birdsong, the district's new Director of Finance. Birdsong most recently served as Director of Financial Services for Tacoma Public Schools and previously served as Chief Financial Officer for the Tukwila School District. Woods shared that references provided highly positive feedback about Birdsong and noted that she has already demonstrated initiative and has been a strong addition to the district team. He expressed appreciation for her willingness to join the district during a challenging financial period and noted that her appointment will provide needed support to staff who have been covering multiple responsibilities.

Woods also followed up on questions raised during community comments at the June 25 Board meeting regarding a former transportation employee. He confirmed that the Board received a timeline of the investigation on June 26, as requested, as well as the comprehensive third-party investigation conducted by Clear Risk, the district's risk management provider. Woods stated that when the district became aware of the allegations, the employee was immediately placed on administrative leave and Clear Risk was contacted to conduct an investigation, which also involved notification to law enforcement and Child Protective Services.

Finally, Woods shared that he plans to meet with representatives from local media and community members to discuss ways they may support the district if it moves forward with a future levy.

Community Comments

Comments were presented by E. Wyatt Mendel and Angela Taylor.

SCHOOL BOARD MINUTES - APPROVED

June 25, 2026 – Regular Business Meeting
M/Ryan Jewell; S/Frank King; Motion carried unanimously.

NEW BUSINESS

INDIVIDUAL CONTRACTS – APPROVED

New Hires		
Name	**Position**	**Effective Date**
Jacob Nolan	YHS Coach Head Strength & Cond.	6/19/2026 Split Position
LEAVE OF ABSENCE		

Name	Position	Effective Date
No Report		
RESIGNATIONS/RETIREMENTS/TERMINATIONS		
Name	**Position**	**Effective Date**
Julie Cook	OSS Program Coordinator	6/30/2026 Resignation
Lisa Crowell	FS Principal	6/30/2026 Resignation
Kristi Eckroth	MP Teacher Music	8/31/2026 Resignation
Tara Longfellow	LK Teacher Special Education LRC	8/31/2026 Resignation
William Warren	RMS Teacher History	8/31/2026 Resignation
STAFFING CHANGES:		
Rhondalee Maher	RMS Para to MP Teacher Special Education	9/9/2026
Bryant Mettler	YHS SPED Case Manager to PR Principal	7/1/2026
Teresa Schultz	SW Assistant Principal to FS Principal	7/1/2026 One-Year Only 2026-2027
REQUESTS FOR WAIVERS FOR TEACHING OUT OF ENDORSEMENT		
No Report		
STIPENDS/SUPPLEMENTAL CONTRACTS		
$84,682.00		

M/Frank King; S/Denise Hendrickson; Motion carried unanimously.

ACCEPTANCE OF GIFTS – APPROVED

Sharon Gordon, Raising Girls – 60 Hygiene Bags.....FMV $900.00
M/Denise Hendrickson; S/Ryan Jewell; Motion carried unanimously.

OUT-OF-DISTRICT TRAVEL - APPROVED

1. YHS FFA to Yakima, WA, July 29-31, 2026, for district officer training, 1 student and 1 chaperone.
   M/Frank King; S/Denise Hendrickson; Motion carried unanimously.

YAEOP CONTRACT 2026-2029 – APPROVED

M/Denise Hendrickson; S/Frank King; Motion carried unanimously.

POLICY REVISION – INFORMATION/DISCUSSION

5310 Compensation Schedule

2026-27 MISSING ASSETS FROM INVENTORY – APPROVED

M/Denise Hendrickson; S/Frank King; Motion carried unanimously.

2026-27 MEAL PRICES – APPROVED

M/Frank King; S/Denise Hendrickson; Motion carried unanimously.

LEAD TESTING ACTION PLAN – APPROVED

M/Frank King; S/Ryan Jewell; Motion carried unanimously.

POLICY REVISIONS – FIRST READING – FOR REVIEW

Category	Policy	Action
Important	6881 Disposal of Surplus Equipment and/or Materials	Revisions
Important	6881 Procedure	Revisions
Critical	6801 Capital Assets/Theft-Sensitive Assets	Revisions
Critical	6801 Procedure	Revisions

VOUCHERS AND PAYROLL - APPROVED

A. General Fund	# 70154394 – 70154534	$1,129,347.72
B. ASB Fund	# 70410123 - 70410155	$60,016.06
C. Capital Projects Fund	# 70501879 - 70501879	$37,069.56
D. ACH	#9000000183 – 9000000249	$65,459.01
E. Comp Tax	# 112300031 – 202100177	$211.54
F. June Payroll		$7,255,677.24

M/Denise Hendrickson; S/Ryan Jewell; Motion carried unanimously.

OPERATIONS UPDATE

Director of Operations Teri Melone provided an update on summer maintenance and construction projects throughout the district. Custodial staff are completing extensive summer cleaning, including classroom and floor maintenance, despite reduced staffing and limited schedules. She recognized the maintenance, grounds, and custodial teams for their continued dedication and efforts to prepare schools for students and staff.

Several facility projects have been completed, including repairs at Fort Stevens and roofing and ventilation improvements at Yelm High School. Work is also underway on the YHS 400 Building indoor air quality project, funded through an OSPI grant. The project includes replacement of gas furnaces, installation of heating and air conditioning equipment, new controls and related infrastructure, with construction targeted for completion by mid-August. Additional monitoring will continue to ensure compliance with grant requirements for air quality and energy efficiency.

Melone also reported that demolition of the fire-damaged portable is scheduled to begin, and a replacement portable has been ordered, although an installation timeline has not yet been determined.

PUBLIC WORKS: APPROVED

Project #	Amount	Vendor/Reason
80.25	$642.22	SME Solutions LLC – Fuel Pump Diagnostic & Repair – TRANS
101.25	$1,801.28	Pye-Barker Fire & Security (formerly known as Cascade Fire & Security) – Dry System Service Call – TRANS
115.25	$3,119.11	Pye-Barker Fire & Security – Emergency Dry System Service Call – YMS
122.25	$1,459.35	Drain Pro – Float Replacement – MK
123.25	$789.50	Hermanson Co LLP - RM32 HVAC Unit & Thermostat Troubleshoot – MP
124.25	$438.00	WA Fire Protection LLC - Troubleshoot FA Panel in Supervisory Alarm – YMS
130.25	$892.39	Hermanson Co LLP - Warm Daikin VRF System Troubleshoot & Repair – PR
131.25	$1,673.24	Hermanson Co LLP - No AC in C-POD Troubleshoot & Repair – PR
134.25	$2,190.00	Drain Pro - Annual Grease Pump Service – YHS
135.25	$2,193.08	Drain Pro - Annual Grease Pump Service – LK
	Correction of Project Amount reported on June Board Report Memo:	
117.25	$1,682.85*	Hermanson Co LLP - Thermostat Kit & Transmission Wire Replacement – SW *Amount previously reported was $1,536.85 pretax. Total cost of project is $1,682.85 with tax.

M/Frank King; S/Ryan Jewell; Motion carried unanimously.

FINANCIAL REPORTS
No additional report.

STUDENT ENROLLMENT REPORT
No Report

BOARD COMMENTS
Board members thanked community members who attended the Community Feedback Forum and expressed appreciation for the respectful exchange of differing perspectives. Members emphasized the value of face-to-face conversations, community participation, and open dialogue in helping the district move forward.

Board members also recognized district staff whose work often occurs behind the scenes, including maintenance, custodial, food service, and transportation employees, and expressed appreciation for their continued work throughout the summer. The Yelm Booster Club was recognized for its successful Eye of the Storm golf tournament.

Discussion also included plans to gather and share financial and operational information regarding potential graduation venues, including the Tacoma Dome, Saint Martin's University, and Yelm High School, to provide the community with a clearer understanding of the costs and considerations associated with each option. Board members also welcomed new Director of Finance Veronica Birdsong to the district.

SUPERINTENDENT'S REPORT
Superintendent Chris Woods emphasized the value of face-to-face communication and encouraged community members to participate in future forums and discussions. He stated that the district will not engage in discussions or respond to comments on social media but remains committed to sharing information and having productive conversations in person. He welcomed differing viewpoints and noted that respectful discussion, even when participants disagree, is important to strengthening the district and community.

Superintendent Woods also expressed appreciation for year-round staff working throughout the summer to prepare facilities for the return of students and staff. He acknowledged the challenges facing operations staff due to reduced staffing and financial resources and thanked David Fox for highlighting the important work performed behind the scenes.

ADJOURNMENT – 6:57 p.m.

Respectfully submitted by: Approved by:

Secretary to the Board Board Vice President

Yelm Community Schools, District No. 2

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MINUTES

of a Special Meeting of the Board of Directors

Monday, August 3, 2026

BOARD MEMBERS PRESENT
Bill Hauss, Denise Hendrickson, Ryan Jewell, Frank King (attended virtually), Casey Shaw (attended virtually)

ADMINISTRATION PRESENT
DeeDee Buckingham, Teri Melone, Chris Woods

CALLED TO ORDER/PLEDGE OF ALLEGIANCE
Vice President Bill Hauss called the Special Board Meeting to order at 6:01 p.m.

RESOLUTION 09-25-26 – EP&O LEVY – APPROVED
The Board reviewed and approved Resolution 09-25-26 authorizing placement of an Educational Programs and Operations (EP&O) Levy on the November 3, 2026, ballot at a rate of $1.50 per $1,000 of assessed property value.
M/Denise Hendrickson; S/ Bill Hauss; motion carried, 4-1

"FOR" AND "AGAINST" COMMITTEES – APPROVED
The Board appointed Judson Willis, Debbie Edwards, and Kathryn Cullum to serve on the committee to prepare the statement in support of the levy. No volunteers were identified to serve on the committee to prepare the statement opposing the levy.
M/Denise Hendrickson; S/Frank King; motion carried unanimously.

ADJOURNMENT
The meeting was adjourned at 6:26 p.m.

Respectfully submitted by: Approved by:

Secretary to the Board Board Vice President

Personnel Action for Board Approval

Doyla Buckingham
Director of Human Resources

DATE OF BOARD MEETING:			August 13, 2026		
NEW HIRES:					
First Name	**Last Name**	**Location**	**Title**	**Date**	**Comments**
Carrie	Baldwin	Transportation	Bus Driver	9/9/2026	
Madissen	Clement	YES	ESA-School Counselor	9/9/2026	
Miguel	Gonzalez Oseguera	Yelm HS	Coach-Assnt Girls Soccer	9/1/2026	Split Position
Sierra	Guzman	Southworth	OP II-Attendance	9/9/2026	
Carl	Ludders	Transportation	Bus Driver	9/9/2026	
Kody	Martinez	Yelm HS	Coach-Assnt Football	9/1/2026	
Dan	Monta	Lackamas	Tchr-SpEd LRC	9/9/2026	
Phil	Perry	Yelm HS	Coach-Assnt Girls Soccer	9/1/2026	Split Position
Laura	Pride	Southworth	Tchr-SpEd CLC/SELF	9/9/2026	
Ruben	Reyes	Transportation	Transportation Supervisor	8/3/2026	
Shannon	Strozyk	Southworth	Interim Assistant Principal	8/3/2026	One-Year-Only
David	Temple	Yelm HS	Coach-Head Girls Soccer	9/1/2026	
Alicia	Weiser	Yelm HS	Tchr-SpEd CLC/SELF	9/9/2026	Resignation Revoked
Kylee	White	Human Resources	Human Resources Coordinator	7/27/2026	
Corey	Whitfield	Transportation	Bus Driver	9/9/2026	
LEAVES OF ABSENCE:					
First Name	**Last Name**	**Location**	**Title**	**Date**	**Comments**
RESIGNATIONS/RETIREMENTS/TERMINATIONS:					
First Name	**Last Name**	**Location**	**Title**	**Date**	**Comments**
Braden	Castleberry Taylor	Yelm HS	Coach-Assnt Football	8/3/2026	Resignation
Kennedy	Davis	Yelm HS	Coach-Assnt Girls Soccer	7/15/2026	Resignation
Katie	Del Toro	Southworth	Tchr-Kindergarten	8/31/2026	Resignation
Courtney	Hickman	Yelm HS	Coach-Assnt Football	8/4/2026	Resignation
Jessica	Hicks	OSS	LPN	7/8/2026	Resignation
Kevin	Lefevre	Tranportation	Bus Driver	7/21/2026	Resignation
Daryn	Walter	Ridgeline MS	Tchr-ELA/AVID	8/31/2026	Resignation
REDUCTION IN FORCE/NON RENEWAL:					
First Name	**Last Name**	**Location**	**Title**	**Date**	**Comments**
Connie	Hopkins	OSS	ESA-School Nurse	8/31/2026	Non-renewal

Personnel Action for Board Approval

Doyla Buckingham
Director of Human Resources

STAFFING CHANGES:					
First Name	**Last Name**	**From**	**To**	**Date**	**Comments**
Keith	McLaren	Yelm MS	Yelm HS	9/9/2026	SpEd LRC to SpEd FLC

REQUESTS FOR WAIVERS FOR TEACHING OUT OF ENDORSEMENT:					
First Name	**Last Name**	**Location**	**Out of Endorsement Subject**	**Date**	**Comments**
Lester	Colborn	Yelm Ext. School	Math, ELA, Science, PE/Health, Visual Arts	9/9/2026	26-27 School Year
Robert	Daubert	Yelm Ext. School	Math, Science, PE/Health, Visual Arts	9/9/2026	26-27 School Year
Gordon	Kenny	Yelm Ext. School	Math, Science, History, Social Studies, PE/Health, Visual Arts	9/9/2026	26-27 School Year
Sarah	Mulkey	Yelm Ext. School	Math, Science, History, Social Studies, PE/Health, Visual Arts	9/9/2026	26-27 School Year
Michael	Munro	Yelm Ext. School	Math, Science, History, Social Studies, PE/Health, Visual Arts	9/9/2026	26-27 School Year

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MEMORANDUM

TO: Board of Directors

FROM: Doyla Buckingham, Director of Human Resources

DATE: August 13, 2026

SUBJECT: Recommendation to Approve Out-of-Endorsement Teaching Assignment

Background Information:

The state Professional Educator Standards Board requires school board approval for out-of-endorsement teaching assignments.

Robert Daubert is assigned to teach at the Alternative School for the 2026-27 school year. Robert is endorsed to teach Social Studies, and ELA. Due to the nature of the program, he will be teaching out of endorsement.

We will provide him the opportunities to attend conferences and work with other secondary teachers, both in and out of the district, to assist in his education.

We are requesting the Yelm School Board approve Robert Daubert out of endorsement assignments to teach Math, Science, Visual Arts, English/Language Arts, PE/Health, Civics/Government, Geography, Economics, for the 2026-27 school year.

Recommended Motion

I move that the Board of Directors approve Robert Daubert out-of-endorsement teaching assignments for the 2026-27 school year.

Action Required

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MEMORANDUM

TO: Board of Directors

FROM: Doyla Buckingham, Director of Human Resources

DATE: August 13, 2026

SUBJECT: Recommendation to Approve Out-of-Endorsement Teaching Assignment

Background Information:

The state Professional Educator Standards Board requires school board approval for out-of-endorsement teaching assignments.

Michael Munro is assigned to teach at the Alternative School for the 2026-27 school year. Michael is endorsed to teach ELA. Due to the nature of the program, he will be teaching out of endorsement.

We will provide him the opportunities to attend conferences and work with other secondary teachers, both in and out of the district, to assist in his education.

We are requesting the Yelm School Board approve Michael Munro out of endorsement assignments to teach Math, Science, Visual Arts, English/Language Arts, PE/Health, Civics/Government, Geography, Economics, for the 2026-27 school year.

Recommended Motion

I move that the Board of Directors approve Michael Munro out-of-endorsement teaching assignments for the 2026-27 school year.

Action Required

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MEMORANDUM

TO: Board of Directors

FROM: Doyla Buckingham, Director of Human Resources

DATE: August 13, 2026

SUBJECT: Recommendation to Approve Out-of-Endorsement Teaching Assignment

Background Information:

The state Professional Educator Standards Board requires school board approval for out-of-endorsement teaching assignments.

Sarah Mulkey is assigned to teach at the Alternative School for the 2026-27 school year. Sarah is endorsed to teach ELA, and ELL. Due to the nature of the program, she will be teaching out of endorsement.

We will provide her the opportunities to attend conferences and work with other secondary teachers, both in and out of the district, to assist in her education.

We are requesting the Yelm School Board approve Sarah Mulkey out of endorsement assignments to teach Math, Science, Visual Arts, English/Language Arts, PE/Health, Civics/Government, Geography, Economics, for the 2026-27 school year.

Recommended Motion

I move that the Board of Directors approve Sarah Mulkey out-of-endorsement teaching assignments for the 2026-27 school year.

Action Required

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MEMORANDUM

TO: Board of Directors

FROM: Doyla Buckingham, Director of Human Resources

DATE: August 13, 2026

SUBJECT: Recommendation to Approve Out-of-Endorsement Teaching Assignment

Background Information:

The state Professional Educator Standards Board requires school board approval for out-of-endorsement teaching assignments.

Gordon Kenny is assigned to teach at the Alternative School for the 2026-27 school year. Gordon is endorsed to teach Economics, K-8 Elem Ed, Math, 4-12 Poli Science, 4-12 Social Studies, and K-12 SPED. Due to the nature of the program, he will be teaching out of endorsement.

We will provide him the opportunities to attend conferences and work with other secondary teachers, both in and out of the district, to assist in his education.

We are requesting the Yelm School Board approve Gordon Kenny out of endorsement assignments to teach Math, Science, Visual Arts, English/Language Arts, PE/Health, Civics/Government, Geography, Economics, for the 2026-27 school year.

Recommended Motion

I move that the Board of Directors approve Gordon Kenny out-of-endorsement teaching assignments for the 2026-27 school year.

Action Required

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MEMORANDUM

TO: Board of Directors

FROM: Doyla Buckingham, Director of Human Resources

DATE: August 13, 2026

SUBJECT: Recommendation to Approve Out-of-Endorsement Teaching Assignment

Background Information:

The state Professional Educator Standards Board requires school board approval for out-of-endorsement teaching assignments.

Lester Colborn is assigned to teach at the Alternative School for the 2026-27 school year. Lester is endorsed to teach 4-12 Social Studies, History, and Psychology. Due to the nature of the program, he will be teaching out of endorsement.

We will provide him the opportunities to attend conferences and work with other secondary teachers, both in and out of the district, to assist in his education.

We are requesting the Yelm School Board approve Lester Colborn out of endorsement assignments to teach Math, Science, Visual Arts, English/Language Arts, PE/Health, Civics/Government, Geography, Economics, for the 2026-27 school year.

Recommended Motion

I move that the Board of Directors approve Lester Colborn out-of-endorsement teaching assignments for the 2026-27 school year.

Action Required

YELM COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER AND FOLLOWS TITLE IX REQUIREMENTS.

2026-27 School Year - July 1, 2026-June 30, 2027

Position	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
High School Principal	$146,500	$150,895	$155,422	$160,084	$164,887	$169,834	$174,929
Middle School Principal	$135,058	$139,110	$143,283	$147,582	$152,009	$156,570	$161,267
Elementary School Principal	$128,382	$132,234	$136,201	$140,287	$144,495	$148,830	$153,295
High School Assistant Principal	$128,382	$132,234	$136,201	$140,287	$144,495	$148,830	$153,295
Middle School Assistant Principal	$122,208	$125,874	$129,651	$133,540	$137,546	$141,673	$145,923
Elementary Assistant Principal	$111,607	$114,955	$118,404	$121,956	$125,615	$129,383	$133,265
Secondary Dean of Students	$107,531	$110,757	$114,079	$117,502	$121,027	$124,658	$128,397

2026-27 School Year - July 1, 2026-June 30, 2027

Position	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Director of Student Support	$136,851	$140,956	$145,185	$149,540	$154,026	$158,647	$163,407
Director of Assessment	$128,824	$132,689	$136,670	$140,770	$144,993	$149,343	$153,823
Director of Student Learning	$127,931	$131,769	$135,722	$139,793	$143,987	$148,307	$152,756
Assistant Director of Student Support	$122,638	$126,317	$130,106	$134,009	$138,030	$142,171	$146,436
Program Coordinator	$110,219	$113,526	$116,931	$120,439	$124,052	$127,774	$131,607

2026-27 School Year - July 1, 2026-June 30, 2027

Position	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Director of Finance	$151,502	$156,047	$160,728	$165,550	$170,516	$175,632	$180,901
Director of Human Resources/Payroll	$144,669	$149,009	$153,480	$158,084	$162,827	$167,711	$172,743
Director of Operations	$144,669	$149,009	$153,480	$158,084	$162,827	$167,711	$172,743
Director of Information Technology	$124,027	$127,748	$131,581	$135,528	$139,594	$143,782	$148,095
Maintenance/Grounds Supervisor	$81,199	$83,635	$86,144	$88,728	$91,390	$94,132	$96,956
Custodial Supervisor	$81,199	$83,635	$86,144	$88,728	$91,390	$94,132	$96,956
~~Director of Transportation~~ Transportation Supervisor	$92,956	$95,745	$98,617	$101,576	$104,623	$107,762	$110,995
Food Services Supervisor	$90,918	$93,646	$96,455	$99,349	$102,329	$105,399	$108,561
~~Transportation Supervisor~~	~~$74,364~~	~~$76,595~~	~~$78,893~~	~~$81,260~~	~~$83,697~~	~~$86,208~~	~~$88,795~~

2026-27 School Year - September 1, 2026-August 31, 2027

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Executive Assistant to the Supt.	$39.47	$40.65	$41.87	$43.13	$44.42	$45.75	$47.12
Fiscal Coordinator	$39.47	$40.65	$41.87	$43.13	$44.42	$45.75	$47.12
Payroll Coordinator	$36.07	$37.15	$38.26	$39.41	$40.59	$41.81	$43.06
Human Resources Coordinator	$36.07	$37.15	$38.26	$39.41	$40.59	$41.81	$43.06
Purchasing	$33.73	$34.74	$35.78	$36.85	$37.96	$39.10	$40.27
Accounts Payable	$33.73	$34.74	$35.78	$36.85	$37.96	$39.10	$40.27
Athletic Trainer	$33.16	$34.15	$35.18	$36.23	$37.32	$38.44	$40.33
Assessment Support Coordinator (OSL)	$37.14	$38.25	$39.40	$40.58	$41.80	$43.05	$44.35

2026-27 School Year - July 1, 2026-June 30, 2027

Position	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Superintendent	$199,357	$205,338	$211,498	$217,843	$224,379	$231,110	$238,044
Asst. Superintendent	$153,778	$158,392	$163,144	$168,037	$173,079	$178,270	$184,868

6801 Capital Assets/Theft-Sensitive Assets

Capital Assets

The district will maintain a ~~comprehensive~~ capital assets record-keeping system. The goal of the capital assets program is to protect the district against losses that would significantly affect the district's students, staff, property, budget or the ability of the district to continue to fulfill its stewardship responsibilities.

For purpose of this policy, "fixed capital assets" will mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles land, improvements to land, easements, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible and intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period which:

1. Retains its shape and appearance with use;

2. Is nonexpendable, meaning if the item is damaged or some of its parts are lost or worn out, it may be more feasible to repair it than to replace it with an entirely new item;

3. Does not lose its identity when incorporated into a more complex unit;

4. Is valued no less than ~~$5,000~~ $10,000 unless a lesser amount is set by the district; and

5. Has a life expectancy of at least one year.

Federal law requires a physical inventory of federally funded assets at least once every two years. Reconciled inventory reports will be provided to the board. Such report will identify lost, damaged, or stolen capital assets. Missing capital assets will be removed from district property records by a vote of the board.

No equipment will be removed for personal or non-school use.

Theft-Sensitive Assets

For purposes of this policy, "theft-sensitive" are those items identified by the district as most subject to loss. A list of theft-sensitive assets will be maintained by the district. The district should establish procedures for internal controls and conduct an annual inventory of theft-sensitive assets.

The board will be provided a report identifying assets not accounted for in the annual inventory. These assets will be removed from the district property records through school board action annually.

The superintendent will develop procedures to implement this policy, including maintenance requirements and sales procedures to ensure the highest possible return.

Cross References:
Board Policy 6570 Property and Data Management

Legal References:
RCW 28A.335.090 Conveyance and acquisition of property – Management – Appraisal
34 CFR § 80.32 Uniform Administrative requirements for grants and cooperative agreements to state and local governments – Equipment
7 CFR § 3015, 3016 Agriculture
45 CFR § 92.32 Health and Human Services

Management Resources:
Policy News, June 2012 Auditor Raises Concerns Regarding Theft-Sensitive Assets
Po*licy News*, June 2008 Capital Assets/Theft-Sensitive Assets
Policy New,s April 2006 Fixed Assets

ADOPTED: 05/25/2006
REVISED: 09/25/08; 09/27/12

Procedure No. 6801P Capital Assets/Theft-Sensitive Assets

The ~~district's Deputy Superintendent of Business and Operations~~ Superintendent or designee is responsible for inventories of district property. Inventory will be conducted at least once every other fiscal year for all capital assets, except land; infrastructure; buildings; and improvements other than buildings and leasehold improvements. A theft-sensitive assets inventory will be conducted annually. The individual(s) conducting each inventory will have no direct responsibility for assets subject to the inventory count.

District assets will be marked with a unique identification number (e.g. bar code, property tag) and identified as district property. All capital assets and theft-sensitive assets over $500 in value will be identified and marked upon purchase or receipt.

When placing a capital asset on the inventory, the ~~Deputy Superintendent of Business and Operations~~ Superintendent or designee will record:

1. Description of the item;

2. Serial number or other identification number (bar code, tag number, etc.);

3. Source of the property;

4. Who holds title;

5. Acquisition date;

6. Cost of the property;

7. Percentage of federal participation in the cost of the property and the federal program charged;

8. Location of the asset;

9. Use and condition of the property; and

10. Ultimate disposition data including the date of disposal and sale price, if applicable. Federally purchased items with a per unit fair market value over $5,000 must reimburse the federal program proportionately. Disposed items with a per unit fair market value of less than $5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.

The district will maintain an inventory identifying theft-sensitive assets. This inventory will be reviewed and updated annually. When placing a theft-sensitive asset on the inventory the ~~Deputy Superintendent of Business and Operations~~ Superintendent or designee will record the information needed by the district. This should include, at a minimum, a description of the item and identification number, location and federal participation, if any.

At the conclusion of the physical inventory, the building principals and department administrators will be provided with a written copy of the inventory that lists all the assets that have been assigned to that site. The inventory will clearly identify all assigned items, including those that were not found, not used, or were in obviously unserviceable condition.

Principals and department administrators are required to attempt to locate items that have been listed as missing. Within 25 working days, the principals and department administrators are expected to return a copy of the inventory report to the purchasing department showing which items have been located and which are still missing.

The missing items will be consolidated on a report of potential write-offs. The ~~Deputy Superintendent of Business and Operations~~ Superintendent or designee will review the report and approve the total amount of assets to be written off. Only write-off items will be removed from the capital assets inventory system.

Items not being used or in an obviously unserviceable condition will be identified during the

inventory and the Facilities/Maintenance Department will be contacted to pick up the items for auction or disposal.

ADOPTED: 04/23/1998

REVISED: 07/18/02; 05/25/06; 09/25/08; 09/27/12

6881P - Disposal of Surplus Equipment and/or Materials Procedure

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other district personal property are as follows:

1. The principal or department supervisor shall supply a written rationale which supports the obsolescence of the item using 6881F1.
2. All other departments and/or buildings shall have the opportunity to view the item during a two-~~week~~ month period.
3. If the item is not claimed during the two-~~week~~ month period, a value shall be placed on the item by ~~two staff members~~ program administrators ~~who are familiar with items of a similar nature.~~
4. If the item is broken and determined to have no value, the item will be marked as trashed for disposal or to be recycled.
5. The value of textbooks shall be established as follows:

New Books Purchased During Current Term	Full Cost
2 years old	80%
3 years old	60%
4 years old	40%
Over 4 years old	20%

6. Interested students, public and private schools shall be advised ~~in writing~~ using the website and other publishing mediums of a two-day period in which they shall have an opportunity to view and/or purchase the obsolete and/or surplus item.
7. The remaining item shall be available for purchase by the general public using Gov Deals.
8. The district shall publicize this sale which shall be open to the general public.
9. When obsolete materials cannot be disposed of by selling to interested parties, then the facilities department shall contact salvage organizations or recycling programs for final disposition of remaining materials.
10. The board shall specify the nature and conduct of any sale of property which exceeds the limits specified in policy 6881.

ADOPTED: 02/25/1993
REVISED: 10/23/97; 04/23/98; xx/xx/xx

Policy 6881 - Disposal of Surplus Equipment and/or Materials

The board has the authority to declare equipment, supplies, furniture, vehicles and other district personal property obsolete and/or surplus. The superintendent shall establish procedures for their sale, trade or disposal except that the board must approve of any sales where:

1. A single unit item has a current value in excess of $10,000~~.00~~ and/or
2. Multiple items have a total unit value in excess of $15,000~~.00~~.

Obsolete textbooks shall be disposed of as outlined in 6881P.

~~Surplus or obsolete books or other reading materials shall be disposed of as follows:~~

~~1. If the reading materials are estimated to have value as reading materials in excess of $l,000, they shall be sold at public auction to the person submitting the highest reasonable bid following publication of notice of the auction in a newspaper with a general circulation in the district;~~
~~2. If no reasonable bids are submitted or if the reading materials are estimated to have value as reading materials of $l,000.00 or less, the district may directly negotiate the sale of the reading materials to a public or private entity; or~~
~~3. If the reading materials are determined to have no value as reading materials or if no purchaser is found, the reading materials may be recycled or destroyed.~~

Prior to disposing of any surplus texts, other books, equipment, vehicles, materials or relocatable facilities, the superintendent shall serve written notice in a newspaper of general circulation in the school district and to any public school district or private school in Washington State annually requesting such notice. All schools on the list shall be notified in writing of the materials and equipment that is available. The material or equipment shall be sold to any interested public or private school at its depreciated cost or fair market value, whichever is greater. Students shall have priority in the purchase of texts. Disposition of such surplus property to parties other than public or private schools may take place thirty days after written notice is served.

In lieu of the disposal processes outlined above, the district may elect to grant surplus personal property to a federal, state or local government entity, or to indigent persons at no cost, provided the property is used for preschool through twelfth grade educational purposes. Or the district may elect to loan surplus personal property to a nonreligious, nonsectarian private entity on the condition that the property is used for preschool through twelfth grade educational purposes.

The preceding notice requirements do not apply to the loan, lease, sale or transfer of assistive devices for the use or benefit of children with disabilities, their parents, or any public or private nonprofit agency providing education, health or rehabilitation services to individuals with

disabilities. Such devices do not need to be declared surplus. The sale or transfer of such devices shall be recorded and based on the item's depreciated value. The district shall establish and maintain an inventory of assistive technology devices whose value exceeds ~~$100~~ $500.~~, and for each device shall establish a value that shall be adjusted annually to reflect depreciation.~~ "Assistive device" means any item, piece of equipment, or product system, whether acquired commercially off-the-shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of children with disabilities.

Funds derived from the rental, sale or lease of student transportation equipment shall be placed into the transportation vehicle fund. Funds derived from the sale of personal property shall be placed into the general fund.

Legal References:

RCW 28A.155.160 Assistive devices – Transfer for benefit of children with disabilities – Record inventory
28A.335.060 Surplus school property, rental, lease or use of –Disposition of moneys received from
28A.335.090 Conveyance and acquisition of property – Management – Appraisal
28A.335.180 Surplus texts and other educational aids, notice of availability – Student priority as to texts
28A.335.205 Assistive devices – Transfer for benefit of children with disabilities – Record, inventory
39.33.070 School districts and libraries – Disposal of obsolete or surplus reading materials – Procedures
WAC 392-143-050 Resold School Buses

ADOPTED: 10/23/1997
REVISED: 04/23/98; 03/23/06; xx/xx/xx