



Regular Meeting Agenda

Steilacoom High School, 54 Sentinel Drive, Steilacoom, WA

STUDY SESSION: The School Board normally convenes at 6:30 pm just prior to the start of the formal Board meeting to discuss the Board agenda.

No decision making is undertaken. These study sessions are open to the public.

Wednesday, January 26, 2022 07:00 PM

I. CALL TO ORDER

(Action)

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

II. COMMENTS FROM THE AUDIENCE

(Information)

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments from the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments to three (3) minutes.** The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will not be heard outside of Executive Session. The Board reserves the right to terminate presentations containing personal attacks on individuals.

III. PRESENTATIONS

A. School Board Recognition

(Presentation)

Presenter: Superintendent Weight

[School Board Recognition Month Proclamation.pdf \(p. 3\)](#)

B. NBCT Recognition

Presenter: Paul Harvey/Karen Antonowicz

[SHSD 2021-22 National Board Certified Teachers.pdf \(p. 4\)](#)

IV. CONSENT AGENDA

(Action)

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

[Approval of Financial Reports.PDF \(p. 14\)](#)

[Approval of December 2021 and January 2022 Accounts Payable and December 2021 Payroll.PDF \(p. 24\)](#)

[Approval of December 8 2021 Regular Meeting Minutes.pdf \(p. 25\)](#)

[Approval of January 12 2022 Study Session Minutes.pdf \(p. 29\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 30\)](#)

[Approval of Classified Personnel Report.pdf \(p. 31\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 32\)](#)

[Approval of Instructional Materials Committee Membership.pdf \(p. 33\)](#)

V. OLD BUSINESS

A. Approval of School Board Operating Protocol

(Action)

[Board Operating Protocol 1.26.22.pdf \(p. 35\)](#)

B. Approval of Resolution 887-01-26-22 Bond Refunding

(Action)

Presenter: Melissa Beard

[Resolution 887-01-26-22 Bond Refunding.pdf \(p. 39\)](#)

VI. NEW BUSINESS

A. First Reading of Policy 3116 Students in Foster Care

(Action)

Presenter: Shawn Lewis

[Policy 3116 Students in Foster Care.pdf \(p. 74\)](#)

B. First Reading of Policy 6605 Student Safety Walking to School and Riding Buses

(Action)

Presenter: Melissa Beard

[Policy 6605 Student Safety Walking to School and Riding Buses.pdf \(p. 80\)](#)

C. First Reading of Policy 6220 Bid Requirements

(Action)

Presenter: Melissa Beard

[Policy 6220 Bid Requirements.pdf \(p. 84\)](#)

VII. BOARD COMMUNICATION

(Information)

VIII. ANNOUNCEMENTS

(Information)

IX. ADJOURNMENT

(Action)

The State of Washington



Proclamation

WHEREAS, the mission of Washington's public school system is to assure that all students achieve at high levels and possess the knowledge and skills to be responsible members of a democratic society who enjoy productive and satisfying lives; and

WHEREAS, Washington's 295 locally elected school boards and nine elected educational service district boards are the core of the public education governance system in our state; and

WHEREAS, the districts and regions they lead serve more than one million students, have a combined annual budget of over \$15 billion, and employ approximately 120,000 people; and

WHEREAS, school directors play a crucial role in promoting student learning and achievement by creating a vision, establishing policies and budgets, and setting clear standards of accountability for all involved; and

WHEREAS, school directors are directly accountable to the residents in their districts and regions, serving as a vital link between members of the community and their schools; and

WHEREAS, school directors and educational service districts provide a passionate voice of advocacy for public schools and the welfare of school children; and

WHEREAS, it is appropriate to recognize school directors as outstanding volunteers and champions for public education;

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim January 2021 as

School Board Recognition Month

in Washington, and I encourage all people in our state to join me in this special observance.

Signed this 15th day of December, 2021

Governor Jay Inslee



About National Board Certification

- Washington State has the second highest number of NBCT's in the nation!
- The estimated time commitment is between 200 to 400 hours to complete the certification process.
- Certification is not a guarantee; the national certification rate hovers around 40% passing rate.
- Teachers improve their practice.
- Certification allows teacher to hone their practice, showcase their talent and demonstrate their dedication to their students and their profession.

Professional Career Continuum for Teaching



In Steilacoom Historical District, teachers are provided support through monthly cohort meetings and dedicated time on professional development days with an OSPI certified facilitator. Additionally, teachers who certify are reimbursed the cost of certification.

Current Steilacoom Historical School District National Board Certified Teachers

Chloe Clark	Cherrydale	Saltar's Point	Pioneer	S.H.S
Kaitlyn Almeida Karen Antonowicz Brett Bradshaw Rod Enos Keane Hansen Bonnie Landes Adriana Posada Shannon Schmitz	Lanae Olson Deirdre Davis	Kristen Barton	Aimee Brown Stephanie Mateus Scott Stugelmeyer Jenessa Stout	Kelsey Tretheway Renee Chase Marilyn Wynn Meggan Mattes

NATIONAL BOARD

for Professional
Teaching Standards®

Impact Brief

The Proven Impact of Board-Certified Teachers on Student Achievement

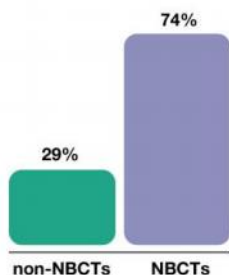
Through **National Board Certification**, teachers demonstrate that their teaching meets the profession's standards for accomplished practice through a rigorous, peer-reviewed and performance-based process, similar to professional certification in fields such as medicine. In achieving Board certification, teachers prove their ability to **advance student learning and achievement**.

More than a decade of research from across the country confirms:

Students taught by Board-certified teachers learn more than students taught by other teachers.

Estimates of the increase in learning are on the order of an **additional one to two months of instruction**. The positive impact of having a Board-certified teacher (NBCT) is even greater for minority and low income students. This improvement in student outcomes is mirrored by NBCTs achieving stronger results on leading measures of **teacher effectiveness**, including robust classroom observations and value-added scores. The compelling research on the effectiveness of Board-certified teachers is particularly noteworthy when compared to the lack of consistent research on the effectiveness of teachers with master's degrees.

Students of NBCTs demonstrate evidence of deeper learning nearly three times more frequently than their peers



Student work samples that reflect deeper learning, in the classrooms of NBCTs compared to the classrooms of non-NBCTs

Students of NBCTs gain one to two months of additional learning compared to their peers in other classrooms



National Board Certification is a voluntary advanced professional certification for PreK-12 educators that identifies teaching expertise through a performance-based, valid and reliable peer-reviewed assessment.

The National Board has advanced the teaching profession by establishing and maintaining the definitive standards of excellence in teaching and certifying more than 118,000 educators against those standards.

Schools with National Board Certified Teachers are characterized by better teacher morale and retention and increased community involvement.

Learn more at: Nbpts.org/policy

SHSD National Board Program '21-'22

Pursuit of excellence even during a pandemic!

Professional Career Continuum for Teaching



SHSD Program update

1. NB Core Propositions- foundation of the pursuit
2. Current program participants
3. Certification requirements for Initial and Maintenance
4. **Celebration** of Initial and MOC Teachers!
5. Current list of all SHSD NBCTs
6. Thank you!

National Board Five Core Propositions

- 1 Teachers Are **Committed to Students** and Their Learning
- 2 Teachers **Know the Subjects** They Teach and How to Teach Those Subjects to Students
- 3 Teachers Are Responsible for Managing and Monitoring **Student Learning**
- 4 Teachers **Think Systematically** About Their Practice and Learn from Experience
- 5 Teachers Are **Members of Learning Communities**

'21-'22 SHSD Cohort

Pursuing Initial Certification

Sarah Dorsch- SHS
Kyle Haller- PIO
Kylie Martin- PIO
Trina McJunkins- PIO
Melessa York- CD

Pursuing Maintenance of Certification

Keane Hansen, NBCT
Rod Enos, NBCT
Deirdre Davis, NBCT
Bonnie Landes, NBCT
Adriana Posada, NBCT
Scott Stugelmeyer, NBCT
Kelsey Tretheway, NBCT

Cohort Services:

- structured monthly mtg (3hrs)
- process, planning, constructing
- feedback, probing, clarifying
- resources, collaboration, deliberation
- encouragement, empowerment

OSPI Certified Cohort Facilitator:

Karen Antonowicz, NBCT

Initial Certification

Maintenance of Certification

4 Components

2 Components

Individual Component Evaluation

Holistic Evaluation

Clear, Consistent, Convincing Evidence

Sufficient Evidence

Numerical Score

Maintain/Not Maintain Decision (with feedback)

Assessment Center

No Assessment Center

Initial Cost \$1,975 (minimum)

MOC Cost \$495 + \$75 registration (\$570 total)

Estimated Hours 200+ hours

Estimated Hours 50+ hours

CONGRATULATIONS to Initial and MOC Teachers!

Initial Certification	Maintenance of Certification
<p>Jenessa Stout <i>Pioneer Middle School</i> NBCT-Music Early Adolescence Through Young Adulthood</p>	<p>Shannon Schmitz <i>Chloe Clark Elementary</i> NBCT- Generalist Early Childhood</p> <p>Aimee Brown <i>Pioneer Middle School</i> NBCT- English Language Arts Adolescence and Young Adulthood</p> <p>Renee Chase <i>Steilacoom High School</i> NBCT- Art Early Adolescence Through Young Adulthood</p> <p>Marilyn Wynn <i>Steilacoom High School</i> NBCT- Mathematics Adolescence Through Young Adulthood</p>

Current National Board Certified Teachers in SHSD

Steilacoom HS	Pioneer MS	Saltar's Point	Cherrydale	Chloe Clark
-Renee Chase	-Aimee Brown	-Kristen Barton	-Deirdre Davis	-Kaitlyn Almeida
-Megan Mattes	-Stephanie Matteus		-Lanae Olson	-Karen Antonowicz
-Kelsey Tretheway	-Scott Stuglemeyer			-Brett Bradshaw
-Marilyn Wynn	-Jenessa Stout			-Rod Enos
				-Keane Hansen
				-Bonnie Landes
				-Adriana Posada
				-Shannon Schmitz

Thank you SHSD School Board and Administration!

Your support of accomplished teaching promotes the National Board's mission to “advance the quality of teaching and learning through a voluntary advanced certification process” that puts students at the center of instruction and positively impacts student achievement.

Steilacoom Historical School District No. 1
Financial Report - December 31, 2021
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of December 31, 2021 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

General Fund Budget/YTD Actual:

	Annual Budget	YTD Actual	
Revenues & Other Financing Sources	47,399,394	16,044,244	33.85%
Expenditures & Other Financing Uses	48,571,407	18,062,290	37.19%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(1,172,013)	(2,018,046)

Transfer to Capital Projects	(700,000)
Net Change in Unassigned Fund Balance	(2,718,046)

Fund Balances	9/1/2021	12/31/2021	Variance
Unassigned Fund Balance	1,137,865	1,053,328	-84,537
Unassigned Minimum Fund Balance	2,770,000	2,770,000	0
Fund Balance	3,907,865	3,823,328	-84,537

Capital Projects Fund:

Fund Balance - Impact Fees \$811,149.94 - Turf Field Replacement \$500,000

Beginning Fund Balance	5,452,744	
GF Transfer to Capital Projects	0	
Revenues	728,516	
Expenses	767,356	
	(38,840)	
Ending Fund Balance 12/31/2021		5,413,904

	9/1/2021 Beginning Balance	12/31/2021 Ending Fund Balance	Variance
Debt Service Fund*:	5,517,203	1,600,183	(3,917,021)
ASB Fund:	336,896	364,383	27,487
Transportation Fund:	128,506	128,541	35

*12/1/2021 Principal and Interest - \$7,913,225; 6/1/2022 Interest payment - \$ 392,250

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2021

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	6,370,728	34,047.24	2,706,593.37		3,664,134.63	42.48
2000 LOCAL SUPPORT MONTAX	187,400	6,612.95	37,847.74		149,552.26	20.20
3000 STATE, GENERAL PURPOSE	27,213,528	2,537,360.99	8,739,798.96		18,473,729.04	32.12
4000 STATE, SPECIAL PURPOSE	6,800,004	607,391.67	2,103,131.48		4,696,872.52	30.93
5000 FEDERAL, GENERAL PURPOSE	282,000	.00	171,437.00		110,563.00	60.79
6000 FEDERAL, SPECIAL PURPOSE	6,545,734	547,365.66	2,285,435.51		4,260,298.49	34.91
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	47,399,394	3,732,778.51	16,044,244.06		31,355,149.94	33.85
<u>B. EXPENDITURES</u>						
00 Regular Instruction	26,797,965	2,044,561.82	9,074,020.46	15,464,973.63	2,258,970.91	91.57
10 Federal Stimulus	1,610,754	89,170.62	1,275,466.83	616,833.05	281,547.88	117.48
20 Special Ed Instruction	5,898,981	520,896.59	2,052,760.63	3,964,817.67	118,597.30	102.01
30 Voc. Ed Instruction	2,258,408	184,708.04	768,668.05	1,217,320.71	272,419.24	87.94
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	962,500	176,873.14	439,614.44	1,370,948.89	848,063.33	188.11
70 Other Instructional Pgms	502,101	93,848.84	222,016.27	110,945.59	169,139.14	66.31
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	10,540,698	1,008,220.79	4,229,741.25	7,436,321.67	1,125,364.92	110.68
<u>Total EXPENDITURES</u>	48,571,407	4,118,279.84	18,062,289.93	30,182,161.21	326,955.86	99.33
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	700,000	700,000.00	700,000.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN. SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	1,872,013-	1,085,501.33-	2,718,045.87-		846,032.87-	45.19
<u>F. TOTAL BEGINNING FUND BALANCE</u>	5,779,878		5,841,374.30			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	3,907,865		3,123,328.43			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	700,000-	700,000.00-
G/L 872 Committd to Econmc Stabilizatin	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,837,865	1,053,328.43
G/L 891 Unassigned Min Fnd Bal Policy	2,770,000	2,770,000.00
<u>TOTAL</u>	3,907,865	3,123,328.43

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December , 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Montax	170,000	4,218.38	28,515.74		141,484.26	16.77
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	350,000	.00	.00		350,000.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	8,700,000	700,000.00	700,000.00		8,000,000.00	8.05
<u>Total REVENUES/OTHER FIN. SOURCES</u>	9,220,000	704,218.38	728,515.74		8,491,484.26	7.90
<u>B. EXPENDITURES</u>						
10 Sites	7,440,000	.00	.00	0.00	7,440,000.00	0.00
20 Buildings	2,300,000	612.11	751,823.83	2,184,718.01	636,541.84-	127.68
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	300,000	.00	.00	0.00	300,000.00	0.00
50 Sales & Lease Expenditure	0	5,827.50	15,531.94	5,384.50	20,916.44-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	10,040,000	6,439.61	767,355.77	2,190,102.51	7,082,541.72	29.46
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	820,000-	697,778.77	38,840.03-		781,159.97	95.26-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	4,424,836		5,452,744.31			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	3,604,836		5,413,904.28			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	421,602.25-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	835,395	811,149.94
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	500,000	500,000.00
G/L 889 Assigned to Fund Purposes	2,269,441	4,524,356.59
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 3,604,836	 5,413,904.28

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	8,819,174	50,270.43	3,995,354.31		4,823,819.69	45.30
2000 Local Support Nontax	2,000	179.84	850.18		1,149.82	42.51
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	8,821,174	50,450.27	3,996,204.49		4,824,969.51	45.30
B. EXPENDITURES						
Matured Bond Expenditures	7,385,000	7,385,000.00	7,385,000.00	0.00	.00	100.00
Interest On Bonds	920,475	528,225.00	528,225.00	0.00	392,250.00	57.39
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	.00	0.00	2,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	8,307,975	7,913,225.00	7,913,225.00	0.00	394,750.00	95.25
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)	513,199	7,862,774.73-	3,917,020.51-		4,430,219.51-	863.26-
F. TOTAL BEGINNING FUND BALANCE	5,921,592		5,517,203.45			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (-OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	6,434,791		1,600,182.94			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	6,434,791		1,600,182.94			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	6,434,791		1,600,182.94			

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	203,800	3,535.75	54,866.10		146,933.90	26.92
2000 Athletics	150,709	2,320.59	10,863.01		139,845.99	7.21
3000 Classes	68,935	898.10	4,635.83		64,299.17	6.72
4000 Clubs	521,040	3,239.80	32,472.04		488,567.96	6.23
6000 Private Moneys	24,300	86.78	1,269.06		23,030.94	5.22
<u>Total REVENUES</u>	968,784	10,081.02	104,106.04		864,677.96	10.75
<u>B. EXPENDITURES</u>						
1000 General Student Body	230,800	3,194.90	15,471.31	4,943.18	210,385.51	8.85
2000 Athletics	222,270	9,386.83	24,453.15	16,185.44	181,631.41	18.28
3000 Classes	84,929	570.90	2,939.23	0.00	81,989.77	3.46
4000 Clubs	641,674	6,602.25	33,539.73	23,141.05	584,993.22	8.83
6000 Private Moneys	33,887	66.01	216.01	0.00	33,670.99	0.64
<u>Total EXPENDITURES</u>	1,213,560	19,820.89	76,619.43	44,269.67	1,092,670.90	9.96
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	244,776-	9,739.87-	27,486.61		272,262.61	111.23-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	366,565		336,895.92			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	121,789		364,382.53			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	121,789		364,382.53			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	121,789		364,382.53			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	9.21	34.78		465.22	6.96
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	6,500	.00	.00		6,500.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	7,000	9.21	34.78		6,965.22	0.50
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	7,000	9.21	34.78		6,965.22	0.50
<u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 Total EXPENDITURES	10,000	.00	.00	0.00	10,000.00	0.00
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	3,000-	9.21	34.78		3,034.78	101.16-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	128,506		128,506.03			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	125,506		128,540.81			
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	125,506		128,540.81			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
 TOTAL	125,506		128,540.81			

***** End of report *****

Steilacoom Historical School District

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

DATE: January 26, 2022

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

Melissa Beard
Dr. Melissa Beard, Chief of Finance and Operations

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

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
<u>GENERAL FUND:</u>					
December 8, 2021	Accounts Payable	130876	to	130910	\$ 420,585.58
December 10, 2021	Accounts Payable	130911	to	130911	\$ 118.10
December 15, 2021	Accounts Payable	130912	to	130941	\$ 131,496.86
	Payroll	-	to	-	\$ -
	Payroll A/P	130942	to	130951	\$ 452,612.48
	Payrol ACH Payments				\$ 565,716.93
	Payroll Taxes				\$ 581,589.64
	Direct Deposit				\$ 1,666,347.85
December 22, 2021	Accounts Payable	130952	to	130977	\$ 317,702.57
January 5, 2022	Accounts Payable	130978	to	131010	\$ 105,465.20
January 11, 2022	Accounts Payable	131011	to	131011	\$ 1,485.79
January 19, 2022	Accounts Payable	131012	to	131059	\$ 475,361.05
January 20, 2022	Accounts Payable	131060	to	131060	\$ 7.04
TOTAL GENERAL FUND:					\$ 4,718,489.09
<u>CAPITAL PROJECTS FUND:</u>					
December 21, 2021	Accounts Payable	200449	to	200450	\$ 6,055.40
January 20, 2022	Accounts Payable	200451	to	200453	\$ 58,969.85
TOTAL CAPITAL PROJECTS FUND:					\$ 65,025.25
<u>ASSOCIATED STUDENT BODY FUND:</u>					
December 10, 2021	Accounts Payable	404925	to	404925	\$ 72.83
December 15, 2021	Accounts Payable	404926	to	404937	\$ 4,338.65
December 22, 2021	Accounts Payable	404938	to	404938	\$ 11,033.18
January 6, 2022	Accounts Payable	404939	to	404942	\$ 10,300.71
January 13, 2022	Accounts Payable	404943	to	404947	\$ 2,631.63
January 20, 2022	Accounts Payable	404948	to	404950	\$ 1,370.70
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 29,747.70
<u>TRANSPORTATION VEHICLE FUND:</u>					
			to		
			to		
TOTAL TRANSPORTATION VEHICLE FUND:					\$ -

Board of Directors of Steilacoom Historical School District No. 1

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

Kathi Weight, Secretary to the Board



Regular Meeting Minutes
Pioneer Middle School · 1750 Bob's Hollow Lane · DuPont, WA
Wednesday, December 8, 2021

STUDY SESSION:

- Agenda Review

REGULAR MEETING:

I. CALL TO ORDER

Chair McDonald called the meeting to order at 7:00 pm.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

Director Forbes made a motion to approve the agenda, Director Rohrer seconded the motion, and the motion passed (5/0).

II. COMMENTS FROM THE AUDIENCE

No comments.

III. PRESENTATION - Pioneer Middle School Band

Pioneer Assistant Principal Ruth Erwin introduced Pioneer Band Director Jenessa Stout, who led the Pioneer Middle School band in two musical numbers.

IV. REPORT - SHS Fall Sports Recap

Katie Redman, Steilacoom High School Assistant Principal and Athletic Director, introduced Blair Suek, SHS Athletics Coordinator and Admin Intern, who updated the Board on SHS fall sports highlights, including recognition of outstanding student athletes and coaches.

V. RECOGNITION OF OUTGOING BOARD MEMBERS - Bob Forbes and Jason Pierce

Superintendent Weight introduced Susanne Beauchaine, Executive Director for Human Resources, and Melissa Beard, Chief of Finance and Operations, who recognized outgoing Board directors Bob Forbes and Jason Pierce. Directors Forbes and Pierce have each served on the Board for 8 years, and were recognized and thanked for their wisdom, service, and commitment to the school district staff, students, and community.

Director Pierce shared about his experiences starting the WatchDOGS program in our district, and how his time on the Board was always about the district's kids first and foremost. Director Pierce encouraged audience members to volunteer in the district, and thanked them for allowing him to serve.

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

Director Forbes shared fond memories of helping to facilitate the purchase and the sale of the International Place property. He is proud that the district has a larger fund balance now than when he started serving on the Board. Director Forbes thanked Superintendent Weight and her staff for all they do for the district and always keeping the kids at the center of everything. His challenge to the new Board directors is to always keep the kids first.

VI. RECEPTION

Chair McDonald called for a short recess reception in honor of Directors Bob Forbes and Jason Pierce at 7:28 pm. The public meeting resumed at 7:48 pm.

VII. SWEARING IN OF DIRECTOR POSITIONS 1, 2, AND 3 - Jennifer McDonald, Victor Hogan, and Melanie Tinsley

Superintendent Weight issued the Oath of Office, swearing in Jennifer McDonald to School Board Director Position 1, Victor Hogan to School Board Director Position 2, and Melanie Tinsley to School Board Director Position 3.

VIII. CONSENT AGENDA

Director Scott made a motion to approve the Consent Agenda, Director Rohrer seconded the motion, and the motion passed (5/0). The Consent Agenda included attached Financial Reports; November and December 2021 Accounts Payable including November 2021 Payroll; November 17, 2021 Regular Board Meeting Minutes; Personnel Reports; and District Surplus.

IX. OLD BUSINESS - Approval of 2021-2027 Capital Facilities Plan

Director Scott made a motion to approve the 2021-2027 Capital Facilities Plan, Director Rohrer seconded the motion, and the motion passed (5/0).

X. NEW BUSINESS

A. Election of Board Chair

Superintendent Weight called for nominations for Board Chair for the next 12 months. Director Tinsley nominated Director Rohrer. No other nominations. Roll call vote - Hogan, Rohrer; McDonald, Rohrer; Rohrer, Rohrer; Scott, Rohrer; Tinsley, Rohrer. Director Rohrer will serve as the Board Chair for one year.

B. Election of Board Vice Chair

Chair Rohrer called for nominations for Board Vice Chair for the next 12 months. Director Scott nominated Director McDonald. Director Hogan nominated Director Tinsley. Roll call vote - Hogan, Tinsley; McDonald, McDonald; Rohrer, McDonald; Scott, McDonald; Tinsley, McDonald. Director McDonald will serve as the Board Vice Chair for one year.

C. Election of Legislative Representative

Director Scott nominated Director Hogan for Legislative Representative. No other nominations. Director Hogan elected to serve a two-year term as Legislative Representative (5/0).

D. WSSDA Board of the Year Donation Allocation

Director Scott made a motion to allocate the WSSDA Board of the Year \$500 donation to the general fund to be used in the best interest of the students, Director Tinsley seconded the motion, and the motion passed (5/0).

E. Resolution 886-12-08-21 Proclaiming January 2022 as Steilacoom Historical School District Whole Child Month

Director McDonald made a motion to approve Resolution 886-12-08-21 proclaiming January 2022 as Steilacoom Historical School District Whole Child Month, Director Tinsley seconded the motion, and the motion passed (5/0).

F. Appointment of For/Against Statement Committees for the Education Levy Voters' Pamphlet

Director Scott made a motion to appoint Starlene Enfield and Patrick Lewis to the For Committee and notify the Pierce County Elections department that we were unable to find individuals for the Against Committee, Director McDonald seconded the motion, and the motion passed (5/0).

G. First Reading of Policy 1815 Ethical Conduct for School Directors

Director Scott made a motion to approve Policy 1815 Ethical Conduct for School Directors, Director Tinsley seconded the motion, and the motion passed (5/0).

H. First Reading of Policy 1822 Training and Development for Board Members

Director McDonald made a motion to approve Policy 1822 Training and Development for Board Members, Director Scott seconded the motion, and the motion passed (5/0).

I. First Reading of Policy 1825 Addressing School Director Violations

Director McDonald made a motion to approve Policy 1825 Addressing School Director Violations, Director Tinsley seconded the motion, and the motion passed (5/0).

XI. BOARD COMMUNICATION

Director Scott received communication from Coach Casey asking if he would help with swim meets; he's added it to his calendar.

XII. ANNOUNCEMENTS

Director Scott announced the SHS Choir concert tomorrow night at 7:00 pm. Additionally, SHS Drama will present A Christmas Carol on Thursday and Friday evenings at 6:30 pm. Boys' Basketball also has a home game on Friday night.

Director Hogan announced that Pioneer Middle School student Tyler Henson is being recruited by a college for football.

Chair Rohrer announced that Cherrydale Primary School earned a spot on US News & World Report's Best Elementary Schools list.

XIII. ADJOURNMENT

Director McDonald made a motion to adjourn the meeting at 8:15 pm, Director Scott seconded the motion, and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)



**Study Session of the Board of Directors
Meeting Minutes
Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA
Wednesday, January 12, 2022**

I. CALL TO ORDER

Chair Rohrer called the meeting to order at 6:00 pm.

Director Scott led the Pledge of Allegiance.

Director Scott made a motion to approve the agenda, Director Tinsley seconded the motion, and the motion passed (5/0).

II. TOPIC FOR BOARD DISCUSSION

A. Bond Refunding Presentation

Shawn Lewis, Director of Community Relations & Planning, introduced Trevor Carlson from Piper Sandler. Mr. Carlson shared the bond refunding presentation. Questions and discussion followed.

B. Redistricting

Dr. Weight opened the topic with a brief introduction on redistricting. Director Scott shared the history of the topic in the district. Director Lewis shared a presentation including pros and cons of transitioning to director districts and maps of possible redistricting options. Questions and discussion followed. The SHSD Board of Directors will notify Superintendent Weight if it is their desire to pursue redistricting in the district.

III. ADJOURNMENT

Director McDonald made a motion to adjourn the meeting at 6:49 pm, Director Hogan seconded the motion, and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)

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

Steilacoom Historical School District No. 1

Certificated Personnel Report

Personnel Report 1/26/2022						
Name	Position	FTE	Location	Effective Date	Action	Comment
EASLEY JOSHUA	TEACHER	1.00	SALTARS POINT	1/28/2022	RESIGNATION	
RAUSCHENDORFER MATTHEW	TEACHER	1.00	SALTARS POINT	1/31/2022	NEW HIRE	Non-Continuing Leave Replacement
KARIHA ARSHVIR	COUNSELOR	1.00	HIGH SCHOOL	2/25/2022	RESIGNATION	
JONES SHAWNA	TEACHER	1.00	PIONEER	1/28/2022	NEW HIRE	Non-Continuing Leave Replacement
VAN WYHE JACQUELINE	TEACHER	1.00	HIGH SCHOOL	8/30/2022	RESIGNATION	
VAN WYHE GABRIEL	TEACHER	1.00	HIGH SCHOOL	8/30/2022	RESIGNATION	

Steilacoom Historical School District No. 1

Classified Personnel Report

Personnel Report 1/26/2022						
Name	Position	Hours	Location	Effective Date	Action	Comment
BEESON KATHERINE	PARAPROFESSIONAL	6.50	PIONEER	1/22/2022	RESIGNATION	
OLSZEWSKI KAREN	SECRETARY	8.00	HIGH SCHOOL	2/3/2022	RESIGNATION	
BLANK NOAH	PARAPROFESSIONAL	6.50	SALTARS POINT	1/27/2022	NEW HIRE	
VIGIL AMI	PARAPROFESSIONAL	6.50	CHLOE CLARK	1/7/2022	RESIGNATION	
COOPER PRISCILDA	PARAPROFESSIONAL	6.50	CHLOE CLARK	1/27/2022	NEW HIRE	
FELLER ESTHER	PARAPROFESSIONAL	6.50	CHLOE CLARK	1/27/2022	NEW HIRE	
PICHETTE GINA	PARAPROFESSIONAL	6.50	CHERRYDALE	1/27/2022	NEW HIRE	
HOLYFIELD AUBREY	PARAPROFESSIONAL	6.50	PIONEER	1/27/2022	NEW HIRE	temporary for 2021-22 School Year
CAO HANH	CUSTODIAN	8.00	PIONEER	1/27/2022	NEW HIRE	
TRULL AMBER	DEPARTMENT SPECIALIST	8.00	DISTRICT OFFICE	2/7/2022	NEW HIRE	

Steilacoom Historical School District No. 1
Co-Curricular Personnel Report

Personnel Report 1/26/2022					
Name	Position	Location	Effective Date	Amount	Comment
HALLER KYLE	HEAD TRACK & FIELD COACH	HIGH SCHOOL	2/28/2022	\$4,927.50	
MCJUNKINS TRINA	HEAD GIRLS SOCCER COACH	PIONEER	1/31/2022	\$4,235.00	
WIDMAN COREY	HEAD BASEBALL COACH	HIGH SCHOOL	2/28/2022	\$4,841.50	
TAYLOR-SPARKS BROOKLYN	ASSISTANT FASTPITCH COACH	HIGH SCHOOL	2/28/2022	\$3,052.50	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 1/20/22

Strategic Focus Area

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

BACKGROUND INFORMATION

Instructional Materials Committee (IMC) Membership

The Instructional Materials Committee (IMC) is formed by direction of School Board Procedure 2020P. The primary duty of the IMC is to establish and monitor such procedures as may be necessary for the evaluation and recommendation of core materials used by the district in conformance to stated criteria.

Membership positions are defined by the procedure and represent multiple stakeholders.

The committee will consist of: Executive Director of Teaching and Learning, one principal or assistant principal, at least one librarian, a teacher and a parent.

The procedure requires that members be appointed by the superintendent or designee through the district's committee process. Membership must be approved by the Board of Directors. The chairman and the secretary will be permanent members of the committee. Other members will have three-year terms. Temporary appointments of one year or less may be made to fill vacancies.

The following page has a list of IMC members with the year of their term (3 maximum) and roles in the district included. The list of IMC members is submitted for board review and approval.

RECOMMENDED ACTION:

It is recommended that the board approve the roster of IMC members.

Report prepared by: Paul Harvey, Executive Director for Teaching and Learning

Instructional Materials Committee Membership List for 2021-2022

Name	Role	Building	Grade	Year of 3 year term
Paul Harvey	Chair	District	admin	Permanent
Sue Cabigting	Secretary	District	NA	Non-Voting
Tina Ridge	Teacher-Librarian	CD	K-3	1
Nuno Castro	Teacher	PIO	Math	1
Stefani James	Para-Library	SHS	Library	1
Sean Wood	Teacher	SHS	Spanish	1
Trina McJunkins	Teacher	PIO	SPED	1
Jessica Soete	Assistant Principal	SHS	9-12	1
Daisy Ashford	Parent	Parent	11	1
TBD	Parent	PIO	6-8	1
TBD	Parent	K-5	K-5	1
Susan Greer	Principal	AI	K-3	2
Mark Martinez	Technology	District	admin	Non-Voting

Steilacoom Historical School District No. 1
Board of Directors' Operating Protocol
Adopted January 26, 2022

The most effective way to operate and supervise a dynamic, growing school district is through close cooperation between the school board, the superintendent, and the administrative leadership team. Each group plays a different role, and each role is essential to the success of the entire system (staff and students). In order to allow each group to compliment and ensure the success of the others, there must be agreement on some philosophical ideas and practical ways of working together to achieve the common goal – quality education programs for each student. To achieve, within the legal and financial limits of the District, quality education programs for each student, the Board pledges to strive toward excellence in performance and expects the same from each individual who works in Steilacoom Historical School District.

Board directors and administrators have an obligation to provide educational leadership. The public expects the best in planning, decision-making, communication, and educational expertise. However, all decisions and policies of the Board-Administration Team must be gauged and tested against two fundamental beliefs: schools are for kids; and schools belong to the people.

For the purpose of enhancing teamwork among members of the Board and between the Board and the Administrative Team, we, the members of the Steilacoom School District Board of Directors, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

PRINCIPLES FOR BOARD-ADMINISTRATION RELATIONS

The following philosophical ideas, operating principles, and behaviors, when adhered to by all, will create an open, productive environment for a team approach to school leadership:

1. Positive Approach

Each member of the team is charged with the responsibility of working with the team to find the best way to meet the needs of the students and staff. An open, positive, and problem solving atmosphere toward designing, implementing, and assessing plans to achieve the goals of the organization is critical.

2. Judgment and Trust

To develop an effective team process, each group must support and cooperate with team members, collectively and individually.

3. Loyalty and Disagreement

Cooperation, support, and loyalty do not mean there will be agreement on every issue. Dialogue, divergent thinking, and debate will encourage the best decisions. To clarify this principle, a few ground rules must be covered:

- Each team member has the responsibility for being loyal to the District, to each member of the team, and to the primary goal -- a quality education for every child.
- Board Directors should not be contacting employees of the District on operational issues. Questions about operations, direction, etc., should be directed to the Superintendent.
- Board Directors are encouraged to offer praise for employees, but criticism must be channeled through the Superintendent's office.
- Debate the issues, not one another. Avoid personal slurs and snide comments.
- Information about employees, negotiations, and other confidential areas discussed in executive session will remain completely confidential. Information given in confidence, particularly when planning and exploring alternatives must also remain confidential. Team members should state in advance whatever they consider to be confidential information.
- When Board Directors or the superintendent find themselves in disagreement with another team member, a one-to-one meeting with that person should be arranged to resolve the disagreement. Once resolved, the disagreement will remain a private matter.
- Discussion at meetings and debate over issues should be open and honest. Once a final team decision is reached, each member has the responsibility to support the decision.
- Agendas must be open and on the table for meaningful dialogue to occur. Information upon which decisions are to be made, with accompanying alternatives, will be given to the Board in a timely manner so that appropriate input and analysis can take place prior to the time of the decision. Surprises at meetings are counterproductive.

4. Accountability to Community

The School Board, Superintendent, and administrative team are accountable to the public for the decisions made and for the quality of their work. Responsibility to the community is demonstrated by listening to them and by using effective systems of gathering information as assessment.

5. Communication

Effective interpersonal communication requires a healthy communication climate with high levels of trust and respect for individuals and for the mission of providing a quality education for all students. To achieve this, messages must be open, straightforward, and honest.

- The Superintendent and the Board will make deliberate attempts to share information and data with all team members. Team members shall utilize the chain of command as outlined by District policy/procedures.
- When an individual Board Director is contacted by a staff or community member, each member has agreed to the following procedures:
 - a. Hear out the individual's concern.
 - b. Ask if the issue has been discussed with the person immediately responsible.
 - c. Express concern about the issue and a desire to assist in resolution, while reinforcing the need to resolve the issue at the immediate local level. If unsuccessful, proceed to the next level(s) of responsibility.
- Only the Superintendent, his/her designee, or a Board-designated representative may contact the District's negotiator, should one be used, on current negotiations. If a Board Director feels a need to talk to District counsel or the negotiator, he or she is to contact the Superintendent who will arrange for all meetings. The Board president may contact the District's legal counsel in reference to the Superintendent's contract.
- It is important to keep the Superintendent and other Board members informed of unusual happenings as quickly as they occur.
- The Superintendent is responsible for communicating official district operational positions to the media. There will also be occasions when the Board president communicates the official District position. Board members may certainly state personal positions; as long as they make it known they are not speaking for the Board or the District.
- The Board will emphasize planning, policy making, and public relations rather than becoming involved in the daily operations of the schools.
- After reviewing the agenda, Board members agree to ask questions when clarification is needed so that the Board meetings can proceed smoothly and efficiently. Board members can also contact the Superintendent to discuss issues prior to the meetings. Members may also request addition of items to the agenda prior to its adoption.

- Each Board member will become conversant with matters on which the Board acts, reviewing all materials prior to meetings. They will attend essential Board training and inform themselves about important issues through individual readings.
- All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent.
- Members agree to operate as a team and employ appropriate group problem solving techniques. They agree to focus on issues rather than personalities, to propose viable alternatives to problems, to disagree constructively and communicate with each other in a respectful manner.

Signed this 26th day of January 2022;

Loujanna Rohrer, Board Chair

Jennifer McDonald, Board Vice Chair

Kathi Weight, Superintendent

Victor Hogan, Board Legislative
Representative

Sam Scott, Board Director

Melanie Tinsley, Board Director

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: January 26, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

At the board study session on January 12, 2022, Trevor Carlson from Piper Sandler made a presentation to the Board outlining the benefits of bond refunding. Refunding the district's bonds means the district would issue new bonds at an interest rate lower than the existing bonds. This savings would mean taxpayers would see a lower tax rate in 2023, the last year of the bonds.

This resolution allows the Superintendent to refund the district's 2012 bonds.

The resolution also authorizes the Superintendent to submit a request to the State Treasurer to use the state's credit enhancement program - where the state guarantees the bonds and allows the district to use the state's credit rating in the refunding process.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Resolution 887-01-26-22.

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
PIERCE COUNTY, WASHINGTON

UNLIMITED TAX GENERAL OBLIGATION REFUNDING BONDS, 2022

RESOLUTION NO. 887-01-26-22

A Resolution of the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, providing for the issuance and sale of general obligation bonds of the District in the aggregate principal amount of not to exceed \$17,500,000 for the purpose of providing funds necessary to refund certain outstanding unlimited tax general obligation bonds of the District; authorizing the District to submit a request for eligibility for the Washington State School District Credit Enhancement Program; providing for the redemption of the outstanding bonds to be refunded; authorizing the appointment of an escrow agent and the execution of an escrow agreement related to such refunding; providing for unlimited tax levies to pay the principal thereof and interest thereon; authorizing a preliminary official statement; and delegating to the Superintendent and Chief of Finance and Operations of the District the authority to determine the structure of the Bonds and approve the interest rates, maturity dates, call dates and principal maturities for the Bonds under the terms and conditions set forth herein.

APPROVED ON JANUARY 26, 2022

PREPARED BY:

PACIFICA LAW GROUP LLP
Seattle, Washington

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
PIERCE COUNTY, WASHINGTON

RESOLUTION NO. 887-01-26-22

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* This Table of Contents and the cover page are not a part of the following resolution and are included only for the convenience of the reader.

RESOLUTION NO. 887-01-26-22

A Resolution of the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, providing for the issuance and sale of general obligation bonds of the District in the aggregate principal amount of not to exceed \$17,500,000 for the purpose of providing funds necessary to refund certain outstanding unlimited tax general obligation bonds of the District; authorizing the District to submit a request for eligibility for the Washington State School District Credit Enhancement Program; providing for the redemption of the outstanding bonds to be refunded; authorizing the appointment of an escrow agent and the execution of an escrow agreement related to such refunding; providing for unlimited tax levies to pay the principal thereof and interest thereon; authorizing a preliminary official statement; and delegating to the Superintendent and Chief of Finance and Operations of the District the authority to determine the structure of the Bonds and approve the interest rates, maturity dates, call dates and principal maturities for the Bonds under the terms and conditions set forth herein.

WHEREAS, Steilacoom Historical School District No. 1, Pierce County, Washington (the “District”) has outstanding its Unlimited Tax General Obligation Refunding Bonds, 2012, issued under date of March 7, 2012 pursuant to Resolution No. 764-02-22-12 adopted by the Board of Directors of the District on February 22, 2012 (the “2012 Bond Resolution”), which remain outstanding as follows:

<u>Maturity Dates (December 1)</u>	<u>Principal</u>	<u>Interest Rates</u>
2022	\$ 2,500,000	3.00%
2022	5,495,000	5.00
2023	8,695,000	5.00

(the “2012 Bonds”); and

WHEREAS, the 2012 Bond Resolution provides that the District may call the 2012 Bonds maturing on and after December 1, 2022 (the “Refunding Candidates”) for redemption on and after June 1, 2022, in whole or in part on any date, at the price of par plus accrued interest, if any, to the date of redemption; and

WHEREAS, after due consideration it appears to this Board that all or a portion of the Refunding Candidates may be defeased and refunded by the proceeds of unlimited tax general obligation bonds authorized herein (the “Bonds”) at a substantial savings to the District and its taxpayers; and

WHEREAS, as authorized by RCW 39.46.040, the Board wishes to delegate authority to the Superintendent and the Chief of Finance and Operations of the District (each, a “Designated Representative”), for a limited time, to approve the sale date, interest rates, maturity dates, redemption terms and principal maturities under such terms and conditions as are approved by this resolution; and

WHEREAS, the District expects to receive an offer from Piper Sandler & Co. (the “Underwriter”) and now desires to issue and sell the Bonds to the Underwriter as set forth herein;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, as follows:

Section 1. Definitions. As used in this resolution, the following words shall have the following meanings:

Acquired Obligations means the Government Obligations acquired by the District under the terms of this resolution and the Escrow Agreement to effect the defeasance and refunding of the Refunded Bonds, but only to the extent that the same are acquired, valued and disposed of at Fair Market Value.

Beneficial Owner means the beneficial owner of all or a portion of a Bond while such Bond is in fully immobilized form.

Board of Directors or **Board** means the duly constituted Board of Directors as the general legislative authority of the District.

Bond Insurance Policy means the municipal bond insurance policy, if any, issued by the Insurer insuring the payment when due of the principal of and interest on all or a portion of the Bonds as provided therein.

Bond Register means the registration books maintained by the Bond Registrar setting forth the names and addresses of owners of the Bonds in compliance with Section 149 of the Code.

Bond Registrar means, with respect to the Bonds, the registrar appointed from time to time by the Treasurer, initially, the fiscal agent of the state of Washington, for the purposes of registering and authenticating the Bonds, maintaining the Bond Register, effecting transfer of ownership of the Bonds and paying principal of and interest on the Bonds.

Bond Year means each one-year period that ends on the date selected by the District. The first and last Bond Years may be short periods. If no day is selected by the District before the earlier of the final maturity date of the Bonds or the date that is five years after the date of issuance of the Bonds, Bond Years end on each anniversary of the date of issue and on the final maturity date of the Bonds.

Bonds mean the aggregate principal amount of not to exceed \$17,500,000 of Steilacoom Historical School District No. 1, Pierce County, Washington Unlimited Tax General Obligation Refunding Bonds, 2022 issued pursuant to this resolution.

Call Date means June 1, 2022.

Chief of Finance and Operations means the duly appointed and acting Chief of Finance and Operations of the District or the successor to the duties of such office.

Closing means the date of delivery of the Bonds to the Underwriter.

Code means the Internal Revenue Code of 1986 as in effect on the date of issuance of the Bonds or (except as otherwise referenced herein) as it may be amended to apply to obligations issued on the date of issuance of the Bonds, together with applicable proposed, temporary and final regulations promulgated, and applicable official public guidance published, under the Code.

Continuing Disclosure Certificate means the written undertaking for the benefit of the owners and Beneficial Owners of the Bonds as required by Section (b)(5) of the Rule.

Credit Enhancement Program means the program for guaranteeing voter-approved school district general obligation bonds established by Senate Joint Resolution 8206 of the 1999 State Legislature, codified as chapter 39.98 RCW.

Debt Service Fund means the special fund of the District of that name created in the office of the Treasurer pursuant to RCW 28A.320.330.

Designated Representative means the Superintendent and/or the Chief of Finance and Operations of the District. The signature of one Designated Representative shall be sufficient to bind the District.

District means Steilacoom Historical School District No. 1, Pierce County, Washington, a municipal corporation duly organized and existing under and by virtue of the laws of the State of Washington.

DTC means The Depository Trust Company, New York, New York, a limited purpose trust company organized under the laws of the State of New York, as the initial securities depository for the Bonds, or any successor depository for the Bonds, pursuant to Section 4 hereof.

Escrow Agent means U.S. Bank National Association, and its successors and assigns.

Escrow Agreement means the Escrow Deposit Agreement between the District and the Escrow Agent to be dated as of the date of Closing.

Fair Market Value means the price at which a willing buyer would purchase an investment from a willing seller in a bona fide, arm's length transaction, except for specified investments as described in Treasury Regulations § 1.148-5(d)(6), including United States Treasury obligations, certificates of deposit, guaranteed investment contracts, and investments for yield restricted defeasance escrows. Fair Market Value is generally determined on the date on which a contract to purchase or sell an investment becomes binding, and, to the extent required by the applicable regulations under the Code, the term "investment" will include a hedge.

Federal Tax Certificate means the certificate executed by the District setting forth the requirements of the Code for maintaining the tax exemption of interest on the Bonds, and attachments thereto.

Government Obligations means those obligations now or hereafter defined as such in chapter 39.53 RCW constituting direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America, as such chapter may be hereafter amended or restated.

Insurer means the provider of a Bond Insurance Policy, if any.

Issue Date means the first date on which the District receives the purchase price in exchange for delivery of the evidence of indebtedness representing any of the Bonds.

Letter of Representations means the Blanket Letter of Representations from the District to DTC.

MSRB means the Municipal Securities Rulemaking Board or any successors to its functions.

Net Proceeds, when used with reference to the Bonds, means the principal amount of the Bonds, plus accrued interest and original issue premium, if any, and less original issue discount.

Official Statement means the disclosure documents prepared and delivered in connection with the issuance of the Bonds.

Project means the capital projects financed or refinanced with proceeds of the 2012 Bonds.

Purchase Contract means the bond purchase agreement between the District and the Underwriter provided for in Section 12 of this resolution.

Record Date means the Bond Registrar's close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar's close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with this resolution.

Refunded Bonds mean all or a portion of the Refunding Candidates designated by a Designated Representative for refunding pursuant to Section 8 and Section 12.

Refunding Account means the account by that name established within the Debt Service Fund pursuant to Section 8 of this resolution.

Refunding Candidates mean the 2012 Bonds maturing on or after December 1, 2022.

Registered Owner means the person named as the registered owner of a Bond in the Bond Register. For so long as the Bonds are held in book-entry only form, DTC shall be deemed to be the sole Registered Owner.

Rule means the Commission's Rule 15c2-12 under the Securities Exchange Act of 1934, as the same may be amended from time to time.

State Treasurer means the Treasurer of the State of Washington, or any successor to the

functions thereof.

Superintendent means the duly appointed and acting Superintendent of the District or the successor to the duties of such office.

Treasurer means the Pierce County Office of Budget and Finance, as *ex officio* treasurer of the District, or any successor to the functions of the Treasurer.

2012 Bonds mean the Unlimited Tax General Obligation Refunding Bonds, 2012 of the District, issued as of March 7, 2012, pursuant to the 2012 Bond Resolution and presently outstanding in the principal amount of \$16,690,000.

2012 Bond Resolution means Resolution No. 764-02-22-12 adopted by the Board on February 22, 2012, authorizing the issuance of the 2012 Bonds.

Underwriter means Piper Sandler & Co., or its successors.

Rules of Interpretation. In this resolution, unless the context otherwise requires:

(a) The terms “hereby,” “hereof,” “hereto,” “herein,” “hereunder” and any similar terms, as used in this resolution, refer to this resolution as a whole and not to any particular article, section, subdivision or clause hereof, and the term “hereafter” shall mean after, and the term “heretofore” shall mean before, the date of this resolution;

(b) Words of the masculine or feminine gender shall mean and include correlative words of any genders, and words importing the singular number shall mean and include the plural number and vice versa;

(c) Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;

(d) Any headings preceding the text of the several articles and sections of this

resolution, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this resolution, nor shall they affect its meaning, construction or effect; and

(e) All references herein to “articles,” “sections” and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof.

Section 2. Authorization of Bonds. For the purpose of refunding the Refunded Bonds and thereby effecting a substantial savings to the District and its taxpayers, the District shall now issue and sell unlimited tax general obligation refunding bonds in the aggregate principal amount of not to exceed \$17,500,000.

The Bonds shall be designated as “Steilacoom Historical School District No. 1, Pierce County, Washington, Unlimited Tax General Obligation Refunding Bonds, 2022”, shall be dated as of the date of their initial delivery, shall be fully registered as to both principal and interest, shall be in the denomination of \$5,000 each or any integral multiple thereof within a single series and maturity, provided that no Bond shall represent more than one maturity, shall be numbered separately in such manner and with any additional designation as the Bond Registrar deems necessary for purposes of identification and control, and shall bear interest from their date payable semiannually at the rates set forth in the Purchase Contract, and shall mature on the dates and in the principal amounts set forth in the Purchase Contract. The Bonds of any maturities may be combined and issued as term bonds, subject to mandatory redemption as provided in the Purchase Contract.

Section 3. Registration.

(a) *Bond Registrar/Bond Register.* The District hereby requests that the Treasurer specify and adopt the system of registration and transfer for the Bonds approved by the

Washington State Finance Committee from time to time through the appointment of a state fiscal agent. The District shall cause a bond register to be maintained by the Bond Registrar. So long as any Bonds remain outstanding, the Bond Registrar shall make all necessary provisions to permit the exchange or registration or transfer of Bonds at its designated corporate trust office. The Bond Registrar may be removed at any time at the option of the Treasurer upon prior notice to the Bond Registrar, DTC, each entity entitled to receive notice pursuant to Section 15 of this resolution, and a successor Bond Registrar appointed by the Treasurer. No resignation or removal of the Bond Registrar shall be effective until a successor shall have been appointed and until the successor Bond Registrar shall have accepted the duties of the Bond Registrar hereunder. The Bond Registrar is authorized, on behalf of the District, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of such Bonds and this resolution and to carry out all of the Bond Registrar's powers and duties under this resolution. The Bond Registrar shall be responsible for its representations contained in the Certificate of Authentication on the Bonds.

(b) *Registered Ownership.* The District and the Bond Registrar, each in its discretion, may deem and treat the Registered Owner of each Bond as the absolute owner thereof for all purposes (except as provided in Section 14 of this resolution), and neither the District nor the Bond Registrar shall be affected by any notice to the contrary. Payment of any such Bond shall be made only as described in Section 3(h) hereof, but such Bond may be transferred as herein provided. All such payments made as described in Section 3(h) shall be valid and shall satisfy and discharge the liability of the District upon such Bond to the extent of the amount or amounts so paid.

(c) *DTC Acceptance/Letter of Representations.* To induce DTC to accept the Bonds as eligible for deposit at DTC, the District has executed and delivered to DTC a Letter of Representations. Neither the District nor the Bond Registrar will have any responsibility or obligation to DTC participants or the persons for whom they act as nominees (or any successor depository) with respect to the Bonds in respect of the accuracy of any records maintained by DTC (or any successor depository) or any DTC participant, the payment by DTC (or any successor depository) or any DTC participant of any amount in respect of the principal of or interest on Bonds, any notice which is permitted or required to be given to Registered Owners under this resolution (except such notices as shall be required to be given by the District to the Bond Registrar or to DTC (or any successor depository), or any consent given or other action taken by DTC (or any successor depository) as the Registered Owner. For so long as any Bonds are held in fully-immobilized form hereunder, DTC or its successor depository shall be deemed to be the Registered Owner for all purposes hereunder (except as provided in Section 15 of this resolution), and all references herein to the Registered Owners shall mean DTC (or any successor depository) or its nominee and shall not mean the owners of any beneficial interest in such Bonds.

If any Bond shall be duly presented for payment and funds have not been duly provided by the District on such applicable date, then interest shall continue to accrue thereafter on the unpaid principal thereof at the rate stated on such Bond until such Bond is paid.

(d) *Use of Depository.*

(1) The Bonds shall be registered initially in the name of “Cede & Co.”, as nominee of DTC, with one Bond maturing on each of the maturity dates for the Bonds in a denomination corresponding to the total principal therein designated to mature on such date.

Registered ownership of such immobilized Bonds, or any portions thereof, may not thereafter be transferred except (A) to any successor of DTC or its nominee, provided that any such successor shall be qualified under any applicable laws to provide the service proposed to be provided by it; (B) to any substitute depository appointed by a Designated Representative pursuant to subsection (2) below or such substitute depository's successor; or (C) to any person as provided in subsection (4) below.

(2) Upon the resignation of DTC or its successor (or any substitute depository or its successor) from its functions as depository or a determination by a Designated Representative to discontinue the system of book-entry transfers through DTC or its successor (or any substitute depository or its successor), a Designated Representative may hereafter appoint a substitute depository. Any such substitute depository shall be qualified under any applicable laws to provide the services proposed to be provided by it.

(3) In the case of any transfer pursuant to clause (A) or (B) of subsection (1) above, the Bond Registrar shall, upon receipt of all outstanding Bonds, together with a written request from a Designated Representative, issue a single new Bond for each maturity then outstanding, registered in the name of such successor or such substitute depository, or their nominees, as the case may be, all as specified in such written request of a Designated Representative.

(4) In the event that (A) DTC or its successor (or substitute depository or its successor) resigns from its functions as depository, and no substitute depository can be obtained, or (B) a Designated Representative determines that it is in the best interest of the beneficial owners of the Bonds that such owners be able to obtain such Bonds in the form of Bond certificates, the ownership of such Bonds may then be transferred to any person or entity as

herein provided, and shall no longer be held in fully-immobilized form. A Designated Representative shall deliver a written request to the Bond Registrar, together with a supply of physical Bonds, to issue Bonds as herein provided in any authorized denomination. Upon receipt by the Bond Registrar of all then outstanding Bonds together with a written request from the Designative Representative on behalf of the Board to the Bond Registrar, new Bonds shall be issued in the appropriate denominations and registered in the names of such persons as are requested in such written request.

(e) *Registration of Transfer of Ownership or Exchange; Change in Denominations.*

The transfer of any Bond may be registered and Bonds may be exchanged, but no transfer of any such Bond shall be valid unless such Bond is surrendered to the Bond Registrar with the assignment form appearing on such Bond duly executed by the Registered Owner or such Registered Owner's duly authorized agent in a manner satisfactory to the Bond Registrar. Upon such surrender, the Bond Registrar shall cancel the surrendered Bond and shall authenticate and deliver, without charge to the Registered Owner or transferee therefor, a new Bond (or Bonds at the option of the new Registered Owner) of the same date, maturity, redemption provisions and interest rate and for the same aggregate principal amount in any authorized denomination, naming as Registered Owner the person or persons listed as the assignee on the assignment form appearing on the surrendered Bond, in exchange for such surrendered and cancelled Bond. Any Bond may be surrendered to the Bond Registrar and exchanged, without charge, for an equal aggregate principal amount of Bonds of the same date, maturity, redemption provisions and interest rate, in any authorized denomination. The Bond Registrar shall not be obligated to register the transfer of or to exchange any Bond during the 15 days preceding any interest payment, principal payment, or redemption date.

(f) *Bond Registrar's Ownership of Bonds.* The Bond Registrar may become the Registered Owner of any Bond with the same rights it would have if it were not the Bond Registrar, and to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as member of, or in any other capacity with respect to, any committee formed to protect the right of the Registered Owners of the Bonds.

(g) *Registration Covenant.* The District covenants that, until all Bonds have been surrendered and cancelled, it will maintain a system for recording the ownership of each Bond that complies with the provisions of Section 149 of the Code.

(h) *Place and Medium of Payment.* Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America. Interest on the Bonds shall be calculated on the basis of a 360-day year and twelve 30-day months. For so long as all Bonds are held by a depository, payments of principal and interest shall be made as provided in accordance with the operational arrangements of DTC referred to in the Letter of Representations.

In the event that the Bonds are no longer held by a depository, interest on the Bonds shall be paid by check or draft mailed to the Registered Owners at the addresses for such Registered Owners appearing on the Bond Register on the 15th day of the month preceding each interest payment date, and principal of the Bonds shall be payable upon presentation and surrender of such Bonds by the Registered Owners at the designated office of the Bond Registrar; provided, however, that if so requested in writing by the Registered Owner of at least \$1,000,000 principal amount of Bonds, interest will be paid by wire transfer on the date due to an account with a bank located within the United States.

Section 4. Redemption and Purchase of Bonds.

(a) *Optional Redemption.* The Bonds shall not be subject to optional redemption

prior to maturity.

(b) *Mandatory Redemption.* In the event that the Underwriter specifies one or more maturities as term bonds, the term bonds will be redeemed in accordance with the maturity schedule set forth in the Purchase Contract.

(c) *Selection of Bonds for Redemption.* As long as the Bonds are held in book-entry only form, the selection of Bonds to be redeemed shall be made in accordance with the operational arrangements in effect at DTC. If the Bonds are no longer held in uncertificated form, the selection of such Bonds to be redeemed shall be made as provided in this subsection (c). If the District redeems at any one time fewer than all of the Bonds having the same maturity date, the particular Bonds or portions of Bonds of such maturity to be redeemed shall be selected by lot (or in such other manner determined by the Treasurer) in increments of \$5,000. In the case of a Bond of a denomination greater than \$5,000, the District and Bond Registrar shall treat each Bond as representing such number of separate Bonds each of the denomination of \$5,000 as is obtained by dividing the actual principal amount of such Bond by \$5,000. In the event that only a portion of the principal sum of a Bond is redeemed, upon surrender of such Bond at the designated office of the Bond Registrar there shall be issued to the Registered Owner, without charge therefor, for the then unredeemed balance of the principal sum thereof, at the option of the Registered Owner, a Bond or Bonds of like maturity and interest rate in any of the denominations herein authorized.

(d) *Purchase of Bonds.* The District also reserves the right to purchase any of the Bonds offered to the District at any time at a price deemed reasonable by the District.

(e) *Notice of Redemption.*

(1) Official Notice. Notice of redemption shall be given in accordance with

the operational arrangements of DTC as then in effect, and neither the District nor the Bond Registrar will provide any notice of redemption to any Beneficial Owners.

All official notices of redemption shall be dated and shall state: (A) the redemption date; (B) the redemption price; (C) if fewer than all outstanding Bonds are to be redeemed, the identification by series and maturity (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed; (D) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date; and (E) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal office of the Bond Registrar.

On or prior to any redemption date the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

(2) Effect of Notice; Bonds Due. The Bonds or portions of Bonds to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. All Bonds which have been redeemed shall be canceled by the Bond Registrar and shall not be reissued.

(3) Additional Notice. In addition to the foregoing notice, further notice may be given by the District as set out below, but no defect in said further notice nor any failure to

give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as above prescribed. Each further notice of redemption given hereunder shall contain the information required above for an official notice of redemption plus (A) the CUSIP numbers and series designation of all Bonds being redeemed; (B) the date of issue of the Bonds as originally issued; (C) the rate of interest, if any, borne by each Bond being redeemed; (D) the maturity date of each Bond being redeemed; and (E) any other descriptive information needed to identify accurately the Bonds being redeemed. Each further notice of redemption may be sent at least 20 days before the redemption date to each party entitled to receive notice pursuant to Section 15, and to such persons and with such additional information as a Designated Representative shall deem appropriate, but such mailings shall not be a condition precedent to the redemption of such Bonds.

(4) CUSIP Number. Upon the payment of the redemption price of Bonds being redeemed, each check or other transfer of funds issued for such purpose shall bear the CUSIP number identifying, by issue and maturity, the Bonds being redeemed with the proceeds of such check or other transfer.

(5) Amendment of Notice Provisions. The foregoing notice provisions of this Section 4, including but not limited to the information to be included in redemption notices and the persons designated to receive notices, may be amended by additions, deletions and changes in order to maintain compliance with duly promulgated regulations and recommendations regarding notices of redemption of municipal securities.

Section 5. Form of Bonds. The Bonds shall be in substantially the form set forth in Exhibit A, which is incorporated herein by this reference.

Section 6. Execution of Bonds. The Bonds shall be executed on behalf of the District

with the manual or facsimile signatures of the President and Secretary of its Board of Directors, and, if applicable, the seal of the District shall be impressed, imprinted or otherwise reproduced on each Bond.

Only such Bonds as shall bear thereon a Certificate of Authentication in the form hereinbefore recited, manually executed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this resolution. Such Certificate of Authentication shall be conclusive evidence that the Bonds so authenticated have been duly executed, authenticated and delivered hereunder and are entitled to the benefits of this resolution.

In case either of the officers who shall have executed the Bonds shall cease to be an officer or officers of the District before the Bonds so signed shall have been authenticated or delivered by the Bond Registrar, or issued by the District, such Bonds may nevertheless be authenticated, delivered and issued and upon such authentication, delivery and issuance, shall be as binding upon the District as though those who signed the same had continued to be such officers of the District. Any Bond also may be signed and attested on behalf of the District by such persons who are at the actual date of delivery of such Bond the proper officers of the District although at the original date of such Bond any such person shall not have been such officer of the District.

Section 7. Lost or Destroyed Bonds. If any Bonds are lost, stolen or destroyed, the Bond Registrar may authenticate and deliver a new Bond or Bonds of like amount, maturity and tenor to the Registered Owner upon the owner paying the expenses and charges of the Bond Registrar and the District in connection with preparation and authentication of the replacement Bond or Bonds and upon such individual's filing with the Bond Registrar and the District evidence satisfactory to both that the Bond or Bonds were actually lost, stolen or destroyed and

of such individual's ownership, and upon furnishing the District and the Bond Registrar with indemnity satisfactory to both.

Section 8. Refunding Plan; Application of Bond Proceeds.

(a) *Refunding Plan.* For the purpose of realizing a debt service savings and benefiting the taxpayers of the District, the Board proposes to issue the Bonds (in the amount directed by a Designated Representative in the Purchase Contract). The Refunded Bonds shall include those Refunding Candidates designated by a Designated Representative, in consultation with the Underwriter, when the Bonds are sold. Proceeds of the Bonds shall be deposited with the Escrow Agent pursuant to the Escrow Deposit Agreement to be used immediately upon receipt thereof to defease the Refunded Bonds as authorized by the 2012 Bond Resolution and to pay costs of issuance of the Bonds.

The net proceeds deposited with the Escrow Agent shall be used to defease the Refunded Bonds and discharge the obligations thereon by the purchase of certain Government Obligations (which obligations so purchased, are herein called "Acquired Obligations"), bearing such interest and maturing as to principal and interest in such amounts and at such times which, together with any necessary beginning cash balance, will provide for the payment of:

- (i) interest on the Refunded Bonds due and payable prior to and on the Call Date; and
- (ii) the redemption price of the Refunded Bonds on the Call Date.

Such Acquired Obligations shall be purchased at a yield not greater than the yield permitted by the Code and regulations relating to acquired obligations in connection with refunding bond issues.

- (b) *Escrow Agent/Escrow Agreement.* To carry out the refunding and defeasance of

the Refunded Bonds, the District hereby appoints U.S. Bank National Association, Seattle, Washington, to serve as Escrow Agent. A beginning cash balance, if any, and the Acquired Obligations shall be deposited irrevocably with the Escrow Agent in an amount sufficient to defease the Refunded Bonds. The proceeds of the Bonds remaining after acquisition of the Acquired Obligations and provision for the necessary beginning cash balance shall be utilized to pay expenses of the acquisition and safekeeping of the Acquired Obligations and costs of issuance of the Bonds.

In order to carry out the purposes of this section, the Designated Representative is authorized and directed to execute and deliver to the Escrow Agent, an Escrow Agreement in a form approved by Bond Counsel to the District.

(c) *Call for Redemption of Refunded Bonds.* The District hereby irrevocably sets aside sufficient funds out of the purchase of Acquired Obligations from proceeds of the Bonds to make the payments described in Section 8(a) of this resolution.

The District hereby irrevocably calls the Refunded Bonds for redemption on the Call Date in accordance with the provisions of the 2012 Bond Resolution authorizing the redemption and retirement of the Refunded Bonds prior to their fixed maturities.

Said defeasance and call for redemption of the Refunded Bonds shall be irrevocable after the issuance of the Bonds and delivery of the Acquired Obligations to the Escrow Agent.

The Escrow Agent is hereby authorized and directed to provide for the giving of notices of the redemption of the Refunded Bonds in accordance with the applicable provisions of the 2012 Bond Resolution. The costs of publication of such notices shall be an expense of the District.

The Escrow Agent is hereby authorized and directed to pay to the Treasurer, or, at the

direction of the Treasurer, to the paying agent for the Refunded Bonds, sums sufficient to pay, when due, the payments specified in Section 8 of this resolution. All such sums shall be paid from the moneys and Acquired Obligations deposited with the Escrow Agent, and the income therefrom and proceeds thereof. All such sums so paid shall be credited to the Refunding Account. All moneys and Acquired Obligations deposited with the Escrow Agent and any income therefrom shall be held, invested (but only at the direction of the Treasurer) and applied in accordance with the provisions of this resolution and with the laws of the State of Washington for the benefit of the District and owners of the Refunded Bonds.

The District will take such actions as are found necessary to see that all necessary and proper fees, compensation and expenses of the Escrow Agent for the Refunded Bonds shall be paid when due.

In lieu of purchasing Acquired Obligations to defease the Refunded Bonds, the District may irrevocably deposit cash with the Escrow Agent in an amount sufficient, without the necessity of investing such cash, to defease the Refunded Bonds.

Section 9. Pledge of Taxes and Credit. The District hereby irrevocably covenants that, unless the principal of and interest on the Bonds are paid from other sources, it will make annual levies of taxes without limitation as to rate or amount upon all of the property in the District subject to taxation in amounts sufficient to pay such principal and interest as the same shall become due. The full faith, credit and resources of the District are hereby irrevocably pledged for the annual levy and collection of such taxes and for the prompt payment of such principal and interest.

Section 10. Defeasance. In the event that money and/or Government Obligations maturing at such time or times and bearing interest to be earned thereon in amounts (together

with such money, if necessary) sufficient to retire part or all of the Bonds in accordance with their terms, are set aside in a special account of the District to effect such retirement, and such moneys and the principal of and interest on such Government Obligations are irrevocably set aside and pledged for such purpose, then no further payments need be made into the Debt Service Fund for the payment of the principal of and interest on the Bonds so provided for, and such Bonds shall cease to be entitled to any lien, benefit or security of this resolution except the right to receive the moneys so set aside and pledged, and such Bonds shall be deemed not to be outstanding hereunder.

The District shall cause the Bond Registrar to provide notice of defeasance of Bonds to Registered Owners and to each party entitled to receive notice in accordance with Section 14 of this resolution.

Section 11. Tax Covenants. The District will take all actions necessary to assure the exclusion of interest on the Bonds from the gross income of the owners of the Bonds to the same extent as such interest is permitted to be excluded from gross income under the Code as in effect on the date of issuance of the Bonds, including but not limited to the following:

(a) *Private Activity Bond Limitation.* The District will assure that the proceeds of the Bonds are not so used as to cause the Bonds to satisfy the private business tests of Section 141(b) of the Code or the private loan financing test of Section 141(c) of the Code.

(b) *Limitations on Disposition of Project.* The District will not sell or otherwise transfer or dispose of (i) any personal property components of the Project other than in the ordinary course of an established government program under Treasury Regulation 1.141-2(d)(4) or (ii) any real property components of the Project, unless it has received an opinion of nationally

recognized bond counsel to the effect that such disposition will not adversely affect the treatment of interest on the Bonds as excludable from gross income for federal income tax purposes.

(c) *Federal Guarantee Prohibition.* The District will not take any action or permit or suffer any action to be taken if the result of such action would be to cause any of the Bonds to be “federally guaranteed” within the meaning of Section 149(b) of the Code.

(d) *Rebate Requirement.* The District will take any and all actions necessary to assure compliance with Section 148(f) of the Code, relating to the rebate of excess investment earnings, if any, to the federal government, to the extent that such section is applicable to the Bonds.

(e) *No Arbitrage.* The District will not take, or permit or suffer to be taken, any action with respect to the proceeds of the Bonds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the date of issuance of the Bonds would have caused the Bonds to be “arbitrage bonds” within the meaning of Section 148 of the Code.

(f) *Registration Covenant.* The District will maintain a system for recording the ownership of each Bond that complies with the provisions of Section 149 of the Code until all Bonds have been surrendered and canceled.

(g) *Record Retention.* The District will retain its records of all accounting and monitoring it carries out with respect to the Bonds for at least three years after the Bonds mature or are redeemed (whichever is earlier); however, if the Bonds are redeemed and refunded, the District will retain its records of accounting and monitoring at least three years after the earlier of the maturity or redemption of the obligations that refunded the Bonds.

(h) *Compliance with Federal Tax Certificate.* The District will comply with the

provisions of the Federal Tax Certificate with respect to the Bonds, which are incorporated herein as if fully set forth herein. In the event of any conflict between this Section and the Federal Tax Certificate, the provisions of the Federal Tax Certificate will prevail.

(i) *No Designation under Section 265(b).* The District has not designated the Bonds as “qualified tax-exempt obligations” for the purposes of paragraph (3) of Section 265(b) of the Code for banks, thrift institutions and other financial institutions.

The covenants of this Section will survive payment in full or defeasance of the Bonds.

Section 12. Delegation; Sale of Bonds.

(a) *Delegation.* The Bonds shall be sold by negotiated sale to the Underwriter pursuant to the terms of this resolution and the Purchase Contract. The Board has been advised that market conditions are fluctuating and, as a result, the most favorable market conditions for the sale of the Bonds may occur on a day other than a regular meeting date of the Board of Directors. The Board has determined that it is in the best interest of the District to delegate to the Designated Representatives for a limited time the authority to approve the selection of the Refunded Bonds, approve the final interest rates, maturity dates, aggregate principal amount, terms of redemption and redemption rights and principal amounts of each maturity of the Bonds.

Subject to the terms and conditions set forth in this Section 12, each Designated Representative is hereby authorized to enter into the Purchase Contract with the Underwriter to issue and sell the Bonds upon such individual’s approval of the final interest rates, maturity dates, aggregate principal amounts, principal maturities, and redemption rights set forth therein for the Bonds in accordance with the authority granted by this section so long as:

- (i) the aggregate principal amount of the Bonds does not exceed \$17,500,000;
- (ii) the final maturity of the Bonds is no later than December 1, 2023;

(iii) the Bonds are sold (in the aggregate) at a price not less than 95% and not greater than 135%;

(iv) the true interest cost for the Bonds (in the aggregate) does not exceed 5.50%;

(v) the Bonds are sold for a price that results in a minimum net present value debt service savings over the Refunded Bonds of at least \$150,000; and

(vi) the Bonds conform to all other terms of this resolution.

To the extent that the aggregate principal amount of the Bonds exceeds the aggregate principal amount of the Refunded Bonds, such difference shall be counted as nonvoted debt for purposes of the District's debt capacity calculations and shall be allocated to the earliest maturities of the Bonds. In determining the final interest rates, maturity dates, aggregate principal amount, principal maturities, terms of redemption and redemption rights, the Designated Representatives, in consultation with District staff, shall take into account those factors that, in such individual's judgment, will result in the lowest true interest cost on the Bonds to their maturity, including, but not limited to current financial market conditions and current interest rates for obligations comparable in tenor and quality to the Bonds.

(b) *Bond Sale; Purchase Contract.* Subject to the terms and conditions set forth in this Section 12, each Designated Representative is hereby authorized to execute the final form of Purchase Contract, upon approval of the final interest rates, maturity dates, aggregate principal amount, principal maturities, terms of redemption and redemption rights, set forth therein. Following the execution of the Purchase Contract, a Designated Representative shall provide a report to the Board at the next regularly scheduled meeting, describing the final terms of the Bonds approved pursuant to the authority delegated in this section.

The authority granted to the Designated Representatives by this Section 12 shall expire 180 days after the effective date of this resolution. If a Purchase Contract for the Bonds has not been executed within 180 days after the effective date of this resolution, the authorization for the issuance of the Bonds shall be rescinded, and the Bonds shall not be issued nor their sale approved unless such Bonds shall have been re-authorized by resolution of the Board. The resolution re-authorizing the issuance and sale of such Bonds may be in the form of a new resolution repealing this resolution in whole or in part or may be in the form of an amendatory resolution approving a purchase contract or establishing new terms and conditions for the authority delegated under this Section 12.

The proper officials of the District are hereby authorized and directed to do everything necessary for the prompt execution and delivery of the Bonds to the Underwriter and for the proper application and use of the proceeds of sale thereof.

(c) *Preliminary and Final Official Statements.* Each Designated Representative is hereby authorized to review and approve on behalf of the District the preliminary and final Official Statements relative to the Bonds with such additions and changes as may be deemed necessary or advisable to such individuals. Each Designated Representative is hereby further authorized to deem final the preliminary Official Statement for purposes of the Commission's Rule 15c2-12.

Section 13. Bond Insurance. The Designated Representatives are hereby further authorized to solicit proposals from municipal bond insurance companies for the issuance of a Bond Insurance Policy. In the event that the Designated Representatives receives multiple proposals in response to a solicitation, a Designated Representative may select the proposal having the lowest cost and resulting in an overall lower interest cost with respect to the Bonds to

be insured. A Designated Representative may execute a commitment received from the Insurer selected by the Designated Representative. The Board further authorizes all proper officers, agents, attorneys and employees of the District to cooperate with the Insurer in preparing such additional agreements, certificates, and other documentation on behalf of the District as shall be necessary or advisable in providing for the Bond Insurance Policy.

Section 14. Further Authority. The District officials, their agents, and representatives are hereby authorized and directed to do everything necessary for the prompt issuance and delivery of the Bonds and for the proper use and application of the proceeds of such sale.

Section 15. Undertaking to Provide Ongoing Disclosure.

The District covenants to execute and deliver at the time of Closing a Continuing Disclosure Certificate. Each Designated Representative is hereby authorized to execute and deliver a Continuing Disclosure Certificate upon the issuance, delivery and sale of the Bonds with such terms and provisions as such Designated Representative shall deem appropriate and in the best interests of the District.

Section 16. Application to Credit Enhancement Program. Pursuant to chapter 39.98 RCW, which establishes a credit enhancement program (the “Program”) for voter-approved school district general obligation bonds and authorizes the State Treasurer to make a determination whether a school district is eligible for participation in the Program, the Board of Directors hereby requests that the State Treasurer issue a certificate of eligibility for the Bonds to the District in order to permit the District to participate in the Program with respect to the Bonds. The Superintendent is hereby authorized and directed to submit such applications, resolutions and certifications as shall be required by the State Treasurer in reviewing the District’s request for participation. The sale of the Bonds shall not occur until the State Treasurer has issued a

certificate of eligibility permitting the District to participate in the Credit Enhancement Program with respect to the Bonds. The 2012 Bonds were guaranteed through the State of Washington credit enhancement program.

Section 17. General Authorization and Ratification. The President and Secretary of the Board of Directors and other appropriate officers of the District are authorized to take any actions and to execute documents as in their judgment may be necessary or desirable in order to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified.

Section 18. Severability. If anyone or more of the covenants or agreements provided in this resolution to be performed on the part of the District shall be declared by any court of competent jurisdiction to be contrary to law, then such covenant or covenants, agreement or agreements, shall be null and void and shall be deemed separable from the remaining covenants and agreements of this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Bonds.

Section 19. Effective Date. This resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, at a regular meeting thereof held this 26th day of January, 2022.

STEILACOOM HISTORICAL SCHOOL
DISTRICT NO. 1, PIERCE COUNTY,
WASHINGTON

President and Director

Director

Director

Director

Director

ATTEST:

Secretary, Board of Directors

EXHIBIT A
FORM OF BOND

WASHINGTON STATE SCHOOL DISTRICT CREDIT ENHANCEMENT PROGRAM

*Payment of principal of and interest on this bond, when due, is guaranteed by the full faith,
credit and taxing power of the STATE OF WASHINGTON under the provisions of the
Washington State School District Credit Enhancement Program.*

UNITED STATES OF AMERICA

NO. _____

\$ _____

STATE OF WASHINGTON

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
PIERCE COUNTY

UNLIMITED TAX GENERAL OBLIGATION REFUNDING BOND, 2022

INTEREST RATE:

MATURITY DATE:

CUSIP NO.:

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT:

Steilacoom Historical School District No. 1, Pierce County, Washington (the “District”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns, on the Maturity Date identified above, the Principal Amount indicated above and to pay interest thereon from _____, 2022, or the most recent date to which interest has been paid or duly provided for until payment of this bond at the Interest Rate set forth above, payable on the first days of each June and December commencing on _____, 202_. Both principal of and interest on this bond are payable in lawful money of the United States of America. For so long as the bonds of this issue are held in fully immobilized form, payments of principal and interest thereon shall be made as provided in accordance with the operational arrangements of The Depository Trust Company (“DTC”) referred to in the Blanket Issuer Letter of Representations (the “Letter of Representations”) from the District to DTC. The fiscal agent of the state of Washington is acting as the registrar, authenticating agent and paying agent for the bond of this issue (the “Bond Registrar”).

This bond is one of an authorized issue of bonds of like date and tenor, except as to number, amount, rate of interest, redemption provisions and date of maturity, in the aggregate principal amount of \$_____, and is issued pursuant to Resolution No. 887-01-26-22 (the “Bond Resolution”) adopted by the Board of Directors of the District (the “Board”) on January 26, 2022, to provide funds to refund on a current basis certain outstanding obligations of the District as authorized by resolution of the Board. Capitalized terms used in this bond and not otherwise defined shall have the meanings given them in the Bond Resolution.

The bonds of this issue are not subject to optional redemption prior to their stated maturities.

The bonds of this issue are issued under and in accordance with the provisions of the Constitution and applicable statutes of the state of Washington and resolutions duly adopted by the Board of Directors.

The bonds of this issue are not “private activity bonds” as such term is defined in the Internal Revenue Code of 1986, as amended (the “Code”). The District has not designated the bonds of this issue as “qualified tax-exempt obligations” under Section 265(b) of the Code for banks, thrift institutions and other financial institutions.

The District has irrevocably covenanted that it, unless the principal of and interest on the Bonds is paid from other sources, will levy taxes annually upon all the taxable property in the District without limitation as to rate or amount and in amounts sufficient, with other money legally available therefor, to pay the principal of and interest on the bonds of this issue as the same shall become due. The full faith, credit and resources of the District are hereby irrevocably pledged for the annual levy and collection of such taxes and the prompt payment of such principal and interest. The pledge of tax levies may be discharged prior to maturity of the bonds by making provision for the payment thereof on the terms and conditions set forth in the Bond Resolution.

This bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication hereon shall have been manually signed by or on behalf of the Bond Registrar.

Reference is made to the Bond Resolution as more fully describing the covenants with and the rights of Registered Owners of the bonds or registered assigns and the meanings of capitalized terms appearing on this bond which are defined in such Bond Resolution.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the state of Washington to exist, to have happened, been done and performed precedent to and in the issuance of this bond have happened, been done and performed and that the issuance of this bond and the bonds of this issue does not violate any constitutional, statutory or other limitation upon the amount of bonded indebtedness that the District may incur.

IN WITNESS WHEREOF, Steilacoom Historical School District No. 1, Pierce County, Washington has caused this bond to be executed by the manual or facsimile signatures of the President and Secretary of its Board of Directors and a facsimile of the seal of the District to be reproduced, imprinted or impressed hereon as of this _____ day of _____, 2022.

STEILACOOM HISTORICAL SCHOOL
DISTRICT NO. 1, PIERCE COUNTY,
WASHINGTON

[SEAL]

By _____/s/ facsimile

President, Board of Directors

ATTEST:

/s/ facsimile
Secretary, Board of Directors

The Bond Registrar's Certificate of Authentication on the Bonds shall be in substantially the following form:

CERTIFICATE OF AUTHENTICATION

Date of Authentication: _____

This bond is one of the bonds described in the within-mentioned Bond Resolution and is one of the Steilacoom Historical School District No. 1, Pierce County, Washington, Unlimited Tax General Obligation Refunding Bonds, 2022, of the District, dated _____, 2022.

WASHINGTON STATE FISCAL AGENT
as Bond Registrar

By _____
Authorized Signer

CERTIFICATE

I, the undersigned, Secretary of the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington (the “District”), and keeper of the records of the Board of Directors (the “Board”), DO HEREBY CERTIFY:

1. That the attached resolution is a true and correct copy of Resolution No. 887-01-26-22 of the Board (the “Bond Resolution”), duly adopted at a regular meeting thereof held on January 26, 2022.

2. That said meeting was duly convened and held in all respects in accordance with law, including but not limited to Washington State Governor Inslee’s emergency proclamation No. 20-28 issued on March 24, 2020, as amended and supplemented, temporarily suspending portions of the Open Public Meetings Act (chapter 42.30 RCW), and to the extent required by law, due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Board voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of January, 2022.

Secretary, Board of Directors

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: January 26, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

In the 2021 Legislative Session, Senate Bill 5184 passes the legislature requiring each school in a district to establish a liaison for students and families in foster care. A district foster care liaison position was also established, with the responsibility to provide best practices and training to school level staff as developed by OSPI.

The policy revisions in 3116 that are proposed bring our policy into alignment with the changes to state law.

The district has already implemented these changes.

RECOMMENDED ACTION:

The superintendent recommends adoption of the revisions to Policy 3116 as provided by staff.

Report prepared by:

Shawn Lewis, Director of Community Relations and Planning

STUDENTS IN ~~OUT-OF-HOME CARE~~FOSTER CARE

The board recognizes that students in ~~out-of-home care~~foster care experience mobility in and out of these care systems and from one home placement to another that disrupts their education, thereby creating barriers to academic success and on-time graduation. Through collaboration with state, local and/or tribal child welfare agencies, the district will strive to minimize or eliminate educational barriers for students in out-of-home care, particularly with regard to enrollment, transfer of student records, and transportation to their school of origin. Pursuant to chapter [28A.225 RCW](#), the district's collaboration with the state department of children, youth, and families in compliance with [RCW 74.13.56](#) is mandatory. The superintendent or designee is authorized to establish procedures and/or practices for implementing this policy.

The District and its schools will work to improve systems to identify students in out-of-home care to ensure that each student has proper access to free school meals and that applicable accountability and reporting requirements are satisfied.

Point of Contact District and Building Level Points of Contact

The superintendent or designee will designate an appropriate staff member to serve as the ~~district's point of contact~~foster care liaison with local child welfare agencies if such agencies notify the District in writing that they have designated a point of contact for the District. The ~~point of contact~~district foster care liaison will work with appropriate state, local and/or tribal child welfare agencies to receive notifications and share information regarding the status and progress of students in out-of-home care. The ~~point of contact~~district foster care liaison will also work collaboratively with the district's Title I coordinator to provide supports for students in ~~out-of-home~~foster care that are enrolled or seeking to enroll in the district. The district's foster care liaison will train the building level points of contact.

Each school will establish a building point of contact for students who are in foster care. The principal of each district school will appoint the building point of contact for students in foster care in consultation with the district foster care liaison. The building level point of contact will be responsible for coordinating services and resources for students in foster care

Enrollment

~~Whenever practical and in the best interest of the child, students placed into out-of-home care~~Students in foster care must remain enrolled in the school ~~that~~ they were attending at the time they entered ~~out-of-home care~~foster care or changed foster placements, unless it is determined to be in their best interest to attend the neighborhood school. Best interest determinations should be made as quickly as possible in order to prevent educational discontinuity for the student, and should take into consideration the student-centered factors and input from the ~~availability of supports for the student's educational success. Such a determination should involve a district representative, a representative of the appropriate child welfare agency, the student, and the student's biological and out-of-home families, if reasonably feasible~~relevant and appropriate persons. The superintendent will identify appropriate persons as part of district procedures.

If remaining in the school of origin is determined not to be in the student's best interest, the district will immediately enroll that student in their new school. Enrollment may not be denied or delayed based on the fact that documents normally required for enrollment have not been provided.

A school may not prevent a student in ~~out-of-home~~foster care from enrolling based on incomplete information of any history of placement in special education, any past, current, or pending disciplinary action, any history of violent behavior, or behavior listed in [RCW 13.04.155](#), any unpaid fines or fees imposed by other schools, or any health conditions affecting the student's educational needs during the ten (10) day period that the Department of ~~Social and Health Services~~Children, Youth, and Families has to obtain that information. Upon enrollment, the district will make reasonable efforts to obtain and assess the child's educational history in order to meet the child's unique needs within two (2) school business days.

Records Transfer

When a student in ~~out-of-home~~foster care transfers schools, whether within the district or to another school district, the enrolling school will immediately contact the sending school to obtain academic and other records. The sending school will respond as soon as possible to requests it receives for records of students in ~~out-of-home~~foster care.

Additionally, upon receipt of a request for education records of a student in ~~out-of-home~~foster care from the Department of ~~Social and Health Services~~Children, Youth and Families, the district will provide the records to the agency within two (2) school days.

Transportation

By December 10, 2016, the district will collaborate with state, local or tribal child welfare agencies, as appropriate, to implement a written transportation procedure by which prompt, cost-effective transportation will be provided, arranged and funded for students to remain in their school of origin when in their best interest for the duration of their time in ~~out-of-home~~foster care.

The written procedure will ensure that if additional costs are incurred in providing transportation, the district will provide transportation to the school of origin if: 1) the child welfare agency agrees to reimburse the transportation; (2) the district agrees to pay for the cost of the transportation; or 3) the district and the child welfare agency agree to share transportation costs.

Dispute resolution

In the event that a caregiver or education decision-maker disputes a district decision regarding the best interest of the student in ~~out-of-home~~foster care ~~with regard to enrollment~~ or the ~~provision implementation~~ of any other ~~education-related service~~foster care provisions of the Every Student Succeeds Act of 2015, including transportation, the caregiver or education decision-maker may use the three-tiered appeals process outlined in the procedure that accompanies this policy. The district will make all reasonable efforts to collaborate with appropriate agencies and aggrieved parties to resolve the dispute at the local level.

~~In the event that a dispute occurs~~Disputes between the district and a child welfare agency ~~with~~

~~regard to issues that do not involve educational placement or the provision of educational services (e.g., transportation reimbursements, failure to collaborate), such disputes~~ that remain unresolved may be forwarded to the Office of Superintendent of Public Instruction for resolution.

Review of unexpected or excessive absences

A district representative or school employee will review unexpected or excessive absences of students in ~~out-of-home~~foster care and those awaiting placement with the student and adults involved with the student, including their caseworker, educational liaison, attorney if one is appointed, parent, guardian and ~~out-of-home~~foster parents. The purpose of the review is to determine the cause of the absences, taking into account: unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues and unavoidable appointments during the school day. The representative or employee will take proactive steps to support the student's school work so the student does not fall behind and to avoid suspension or expulsion based on truancy.

Facilitating on-time grade level progression

The district will: 1) waive specific courses required for graduation for students in ~~out-of-home~~foster care if similar coursework has been satisfactorily completed in another school district; or 2) provide reasonable justification for denial of the waiver. In the event the district denies a waiver and the student would have qualified to graduate from their sending school district, the district will provide an alternative process of obtaining required coursework so that the student may graduate on time.

The district will consolidate partial credit, unresolved or incomplete coursework and will provide students in out-of-home care with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the student.

For students who have been unable to complete an academic course and receive full credit due to withdrawal or transfer, the district will grant partial credit for coursework completed before the date of the withdrawal or transfer. When the district receives a transfer student in these circumstances, it will accept the student's partial credits, apply them to the student's academic progress or graduation or both, and allow the student to earn credits regardless of the student's date of enrollment in the district.

In the event a student is transferring at the beginning of or during their junior or senior year of high school and is ineligible to graduate after all alternatives have been considered, the district will work with the sending district to ensure the awarding of a diploma from the sending district if the student meets the graduation requirements of the sending district.

In the event a student enrolled in three or more school districts as a high school student, has met state requirements, has transferred to the district, but is ineligible to graduate from the district after all alternatives have been considered, the district will waive its local requirements and ensure that the student receives a diploma.

Legal References:

[RCW 28A.150.510](#) Transmittal of education records to department of social and health services – Disclosure of educational records – Data-sharing agreements – Comprehensive needs requirement document – Report

[RCW 28A.225.023](#) Youth dependent pursuant to Chapter 13.34 RCW - Review of unexpected or excessive absences – Support for youth’s school work

[RCW 28A.225.215](#) Enrollment of children without legal residences

[RCW 28A.225.330](#) Enrolling students from other districts—Requests for information and permanently records—Withheld transcripts-Immunity from liability—Notification to teachers and security personnel—Rules

[RCW 28A.320.192](#) On-time grade level progression and graduation of students who are dependent youth

[RCW 74.13.550](#) Child placement – Policy of educational continuity

[20 U.S.C. 6301 et seq. Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act \[ESSA\]](#)

Cross References:

[2418 - Waiver of High School Graduation Credits](#)
[3115 - Homeless Students- Enrollment Rights and Services](#)
[3120 - Enrollment](#)
[3122 - Excused and Unexcused Absences](#)
[3231 - Student Records](#)
[6100 - Revenues From Local, State and Federal Sources](#)

Management Resources:

2018 – May Issue
2017 – July Issue
2016 - November Issue

OSPI list of Foster Care Liaisons/DSHS Contacts

2021 – June Issue

Adoption Date: 1.25.17

Steilacoom Historical School District No. 1

Revised: 10.25.17; 7.25.18;

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 1/26/2022

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 6605 Student Safety Walking to School and Riding Buses

The revised policy aligns with changes in the Washington Administrative Code (WAC) which no longer requires or references a Safety Advisory Committee to create safe walking routes.

While the district no longer will have the Safety Advisory Committee for this purpose, the district will utilize a committee to discuss student transportation related opportunities and concerns, and seek feedback and advice on planned changes to student transportation. This would include any changes to bus route times to improve efficiency and effectiveness, changes in plans to address behavior challenges and safety issues on school buses, and possible changes to bell times in the future.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 6605.

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

STUDENT SAFETY WALKING TO SCHOOL AND RIDING BUSES

A comprehensive school trip safety program will address school walk routes, bus safety and route plans, vehicle access to the school, circulation and parking at the school, pedestrian circulation on and around the school campus and safety education and enforcement.

Safety Advisory Committee

The superintendent will establish a Safety Advisory Committee (SAC) to provide advice and feedback as needed on school transportation related issues. ~~to develop and maintain a comprehensive school trip safety program. The committee will also develop and maintain the school patrol program in compliance with RCW 46.61.385.~~ The superintendent will develop specific responsibilities and reporting relationships of the committee, ~~including how the SAC relates to individual school safety programs.~~

Bus Safety

The superintendent will develop written rules establishing the procedures for bus safety and emergency exit drills and for student conduct while riding on buses. The procedures for bus safety will include rules restricting bus access to students and those persons authorized by the superintendent and/or his or her designee(s) to ride the bus to and from any school activity.

The bus driver is responsible for the safety of his/her passengers, particularly for those who cross a roadway after leaving the bus. No bus driver will order or allow a student to disembark at other than his/her customary boarding or alighting place unless so authorized by the superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment. Bus drivers are expressly prohibited from allowing anyone to board the bus who is not a student or a person authorized to ride the bus by the superintendent and/or his or her designee(s).

Emergencies

In the event of an accident or other emergency, the bus driver will follow the emergency procedures in accordance with the School Bus Driver Handbook (SPI). A copy of the emergency procedures will be located in each bus. To insure the success of such emergency procedures, each bus driver will conduct an emergency evacuation drill within the first six weeks of each school semester. The district will conduct such other drills and procedures as may be necessary.

Student Conduct On Buses

The superintendent will establish written rules of conduct for students riding school buses. Such rules will include as a minimum the requirements of WAC 392-145-035 and will be reviewed annually by the superintendent and revised if necessary. If the rules are substantially revised, they will be submitted to the board for approval.

At the beginning of each school year, a copy of the rules of conduct for students riding buses will be provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver will review the rules with the students at or near the beginning of each school year. A copy of the rules will be available upon request at the district office.

Safe Routes To School Plan

Pursuant to [WAC 392-151-025](#), all elementary schools that have students who walk to and from school are required to develop a suggested route plan. ~~All schools are encouraged to have a walking/biking route plan in place. To develop the school walking/biking route plans, the superintendent will establish a Safe Routes to School committee.~~

~~The committee will conduct a walking and biking audit within a one mile radius of the school and develop a Safe Routes To School walking/biking map or plan.~~ The plan will recommend the best routes for students walking to and from school, as well as the best routes to and from school bus stops. In developing the plan, the committee will consider, at a minimum, the following:

1. traffic patterns;
2. existing traffic controls;
3. existing school patrols;
4. limits on the number of school crossings so that students have to move through the crossings in groups;
- ~~5. allowing only one entrance exit from each block to and from school;~~
- ~~6. routes that provide the greatest physical separation between walking children and traffic;~~
- ~~7. routes that expose students to the lowest speeds and volumes of moving vehicles; and~~
- ~~8. routes that include the fewest number of road or rail crossings;~~

The superintendent or designee will ~~review the plan with the Safety Advisory Committee and, upon its approval,~~ distribute the plan to all students ~~with instructions that it be taken home and discussed with parents. The plan will be routinely updated as conditions change. The superintendent or designee will include the plan in the district's School Wellness Plan to encourage parents and students who walk and bike to school to use the recommended routes.~~

Cross References: Board [Policy 3241](#)
Board [Policy 6700](#)

Classroom Management, Corrective
Actions or Punishment
Nutrition and Physical Fitness

Legal References: [RCW 28A.600.010](#)

[RCW 46.61.385](#)

[WAC 392-144](#)
[WAC 392-400-225](#)

[WAC 392-145](#)
[WAC 392-145-021](#)
[WAC 392-145-016](#)
[WAC 392-151-017](#)
[WAC 392-151-025](#)

Government of schools, pupils,
employees, rules and regulations for
— Due process guarantee —
Enforcement
School patrol — Appointment —
Authority — Finance — Insurance.
School Bus Driver Qualifications
School district rules defining misconduct
— Distribution of rules
Transportation — Operation rules
General operating regulations
Rules for students riding school buses
Safety Advisory Committee-Selection
Route Plans

Management Resources: 2014 - June Issue

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 01.28.15; 01.26.22

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 1/26/2022

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 6220 Bid Requirements

There are a number of changes in this policy but only two new ideas. The changes related to the low-risk auditee self-certification are stylistic. The district adopted similar language when WSSDA updated the policy last year, and these changes represent WSSDA's new changes. There are no changes to the dollar amounts.

Also, the section titled "Use of Non-Federal Funds for Improvements or Repairs" was moved up from section F to section B. No new language.

The Cost/Price Analysis language is new but a practice we have followed. For purchases over \$250,000, the district gathers independent estimates to compare to bids or proposals that are submitted. Basically, the district should do research prior to contracting for a large project.

The Interlocal Cooperation section is new language but also a practice we have followed. The district already participates in interlocal cooperative agreements to make purchases and the Finance department confirms purchasing procedures are followed by the governmental agency.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 6220 to a second reading.

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

BID REQUIREMENTS

The board of directors of the Steilacoom Historical School District No. 1 recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

I. Procurement and Public Works Using State Funds

A. Furniture, Supplies, or Equipment

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- over \$75,000, the board will follow the formal competitive bidding process by:
 1. preparing clear and definite plans and specifications for such purchases;
 2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
 3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
 4. providing the clear and definite plans and specifications to those interested in submitting a bid;
 5. require that bids be in writing;
 6. open and read bids in public on the date and in the place named in the notice; and
 7. file all bids for public inspection after opening.

B. Use of Non-Federal Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school

districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

B.C. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

Whenever bid requirements are waived, a document explaining the factual basis for the exception and the contract will be recorded and open for public inspection.

C.D. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

D.E. Interlocal Cooperation Act

The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, [Chapter 39.34 RCW](#). The board will ensure that the other governmental entities have followed their own procedures for procurement prior to making any purchases under this section.

E.F. Crimes Against Children

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under [RCW 28A.400.322](#). The contract will also contain a provision that any failure to comply with this section will be grounds for the district immediately terminating the contract.

~~The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state law.~~

~~F. Use of State Funds for Improvements or Repairs~~

~~The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.~~

II. Procurement Using Federal Funds

A. Goods

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. When the district uses federal funds for procurement of **goods, including** furniture, supplies, and equipment:

~~Each year, the Superintendent's designee will determine if the district qualifies as a low-risk auditee in accordance with the criteria 2 C.F.R. § 200.520.—~~

~~When the district qualifies as a low-risk auditee, the Superintendent's designee will provide the board with a certification statement and will use the following thresholds with procuring goods, including furniture, supplies, equipment and textbooks using federal funds:~~

- Purchases of \$140,000 or less do not require quotes. However, the district must consider the price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$140,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

~~In years where the Superintendent's designee does not provide the above certification, the following thresholds will be used when the district uses federal funds for procurement of goods, including furniture, supplies, equipment and textbooks:~~

- ~~• Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.~~
- ~~• Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.~~
- ~~• Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.~~

B. Services

~~Each year, the Superintendent's designee will determine if the district qualifies as a low-risk auditee in accordance with the criteria 2 C.F.R. § 200.520.~~

~~When the district qualifies as a low-risk auditee, the Superintendent's designee will provide the board with a certification statement and will use the following thresholds with services using federal funds:~~When the district uses federal funds for procurement of services:

- Purchases of \$150,000 or less do not require quotes. However, the district must consider the price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$150,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage

financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.]

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

~~In years where the Superintendent's designee does not provide the above certification, the following thresholds will be used when the district uses federal funds for procurement of services:~~

- ~~• Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.~~
- ~~• Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.~~
- ~~• Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.~~

C. Noncompetitive Proposals

Noncompetitive procurement may be used using federal funds only when one of the following five circumstances applies:

- Acquiring property or services that do not exceed \$10,000 or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000;
- ~~• or when the Superintendent's designee certifies that the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, \$40,000;~~
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Cost/Price Analysis

The district will perform a cost or price analysis in connections with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

E. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

E.F. Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal or removal.

G. Interlocal Cooperation

The board reserves the right to enter into interlocal cooperative agreements for purchases with other governmental agencies pursuant to 2 CFR 200.318(e) and the Interlocal Cooperation Act, Chapter 39.34 RCW. Prior to making any purchases through agreements entered into in this manner, the district will confirm the other governmental agency has followed its purchasing procedures.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Legal References: [RCW 28A.335.190](#)

[28A.400.330](#)

[39.04.155](#)

[39.04.280](#)

[39.26.160](#)

[39.30.060](#)

[39.34](#)

[2 CFR § 200](#)

[2 CFR § 200.67](#)

[2 CFR § 200.88](#)

[2 CFR § 200.318](#)

[2 CFR § 200.320](#)

[2 CFR § 3485](#)

[2 CFR § 200.520](#)

Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies
Crimes Against Children — Contractor Employees — Termination of Contract
Small works roster contract procedures — Limited public works process
Definition
Competitive Bidding Requirements — Exemptions
Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system

Bids on public works — Identification, substitution of contractors
Interlocal Cooperation Act
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
Micro-purchase
Simplified Acquisition Threshold
General Procurement Standards
Methods of Procurement to be Followed

Nonprocurement Debarment and Suspension

Criteria for a low-risk auditee

Management Resources:

Policy Alert, January 2019

Policy News, August 2018

Policy News, July 2017

Policy News, March 2016

Policy News, October 2015

Policy News, June 2015

Policy News, June 2013

Policy News, April 2012

Policy News, February 2011

Policy News, October 2005

Policy News, June 2001

Bid requirements policy revised to
address audit concerns

Bid requirements

Competitive bid process changes

Legislation further simplifies bid
compliance

Adoption Date: 02.27.08

School District: Steilacoom Historical School District

**Revised: 09.12.12; 12.10.14; 8.27.15; 4.27.16; 2.28.18;
10.24.18; 03.27.19; 01.27.21; 01.26.22**