



## Regular Meeting Agenda

**Pioneer Middle School 1750 Bob's Hollow Lane DuPont, Washington**

**STUDY SESSION:** The School Board normally convenes at 6:00 pm just prior to the start of the formal Board meeting, to discuss the Board agenda and to have a brief dinner. No decision making is undertaken. These study sessions are open to the Public; however, food is not provided for the general public.

2/11/2015 7:00 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 be heard in executive session following the business meeting. The Board reserves the right to terminate presentations containing personal attacks on individuals.

### III. PRESENTATION

**(Presentation)**

Presenter: Paul Harvey and School Data Teams  
Data Teams Presentation.pdf (p. 4)

### IV. REPORTS

#### 1. Legislative Update

**(Information)**

Leg\_Update-2015-Issue3.pdf (p. 34)

#### 2. Pierce County Skills Center Visit

**(Information)**

Presenter: Kathi Weight

### V. APPROVAL OF MINUTES

**(Action)**

1.28.15 Minutes.pdf (p. 48)

## **VI. 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 February 2015 Accounts Payable and January 2015 Payroll.pdf (p. 52)  
Approval of Co-Curricular Personnel Report.pdf (p. 94)  
Approval of Classified Personnel Report.pdf (p. 95)  
Approval of Certificated Personnel Report.pdf (p. 96)

## **VII. OLD BUSINESS**

### **1. Second Reading of Management Series Policies 6620, 6625, 6630, 6640 and 6690**

**(Action)**

Presenter: Jim Brittain

Second Reading Management Series Policies 6620,6625,6630,6640,6690.pdf (p. 97)

### **2. Second Reading of Policy 2161, Special Education and Related Services for Eligible Students**

**(Action)**

Presenter: Susanne Beauchaine

Second Reading Policy 2161 SPED and Related Services for Eligible Students.pdf (p. 105)

### **3. Second Reading of Policy 3207 Prohibition of Harassment, Intimidation and Bullying**

**(Action)**

Presenter: Susanne Beauchaine

Second Reading Policy 3207 Prohibition of Harassment, Intimidation and Bullying.pdf (p. 108)

### **4. Second Reading of Policy 3210, Nondiscrimination**

**(Action)**

Presenter: Susanne Beauchaine

Second Reading Policy 3210 Nondiscrimination.pdf (p. 112)

## **VIII. NEW BUSINESS**

### **1. First Reading of Policy 6700, Nutrition and Physical Fitness**

**(Action)**

Presenter: Jim Brittain

First Reading Policy 6700.Nutrition and Physical Fitness.pdf (p. 115)

### **2. First Reading of Management Series Policies 6800 and 6801**

**(Action)**

Presenter: Jim Brittain

First Reading Management Series Policies 6800, 6801.pdf (p. 120)

### **3. First Reading of Management Series Policies 6810 and 6882**

**(Action)**

Presenter: Jim Brittain

First Reading Management Series Policies 6810, 6882.pdf (p. 125)

### **4. First Reading of Policy 3115 Homeless Students Enrolling Rights & Services**

**(Action)**

Presenter: Susanne Beauchaine

First Reading Policy 3115 Homeless Students Enrollment Rights and Services.pdf (p. 130)

## **5. First Reading of Policy 3417 Catheterization**

**(Action)**

Presenter: Susanne Beauchaine

First Reading Policy 3417 Catheterization.pdf (p. 134)

## **6. First Reading of Policy 2145, Suicide Prevention**

**(Action)**

Presenter: Susanne Beauchaine

First Reading Policy 2145 Suicide Prevention.pdf (p. 138)

## **IX. COMMENTS FROM THE AUDIENCE**

**(Information)**

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## **X. BOARD COMMUNICATION**

**(Information)**

## **XI. ANNOUNCEMENTS**

**(Information)**

## **XII. ADJOURNMENT**

**(Action)**

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District are digitally recorded.

# Teaming in Steilacoom

Reports from grade and content level data teams

# Chloe Clark - 2<sup>nd</sup> Grade Team

Courtney Widman, Debbie Shaffer,  
Katie Daugherty, Melissa Guyles,  
Holly Kay, Mike Slater



## Math Data

# How our team works

- Meet weekly
- Norms
- Facilitator,
- Minutes/note-taker
- Sends the minutes out to all members and admins

# Our Focus

- Double digit addition/subtraction (with/without re-grouping)
- Use multiple sources/types for data collection to influence/adjust instruction and for fluid leveling.

# Our Math Data

- Pre-test on double digit +/-, which established a baseline of skill level.
- Established leveled groups for targeted instruction.
- *Formative* data were gathered and implemented, including
  - quizzes scheduled at specific intervals
  - on-demand exit tickets
  - white-board check-in
  - specific curriculum assessments.



Name \_\_\_\_\_

### Exit Ticket

- *2NBT.5 Fluently add and subtract with 100 using strategies based on place value, properties of operations, and/or the relationship between addition and subtraction.*
- We are using place value to help us understand how addition and subtraction are related and learning different strategies to add and subtract.

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# Sample Exit Ticket

Name \_\_\_\_\_

### Exit Ticket

- *2NBT.5 Fluently add and subtract with 100 using strategies based on place value, properties of operations, and/or the relationship between addition and subtraction.*
- We are using place value to help us understand how addition and subtraction are related and learning different strategies to add and subtract.

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# What we are seeing

- The number of students proficient in this particular skill has significantly increased.
- For those students still not proficient, they receive interventions such as small group instruction.

Teacher	Student Nam	Pretest		Quiz 1		Quiz 2		Quiz 3		Posttest		Growth
Slater	KA	0.52	Not Proficient	0.30	Not Proficient	1.00	Proficient	moved	Proficient			-1.00
Slater	AB	0.04	Not Proficient	0.75	Near Proficient	1.00	Proficient	0.65	Not Proficient			-1.00
Slater	DB	0.76	Near Proficient	0.75	Near Proficient	0.90	Proficient	0.90	Proficient			-1.00
Slater	BD	0.76	Near Proficient	0.75	Near Proficient	0.95	Proficient	0.90	Proficient			-1.00
Slater	ZD	0.36	Not Proficient	0.70	Near Proficient	1.00	Proficient	0.85	Proficient			-1.00
Slater	LF	0.56	Not Proficient	0.70	Near Proficient	0.95	Proficient	1.00	Proficient			-1.00
Slater	LG	0.52	Not Proficient	0.70	Near Proficient	0.95	Proficient	0.90	Proficient			-1.00
Slater	MH	0.00	Not Proficient	0.10	Not Proficient	0.60	Not Proficient	0.80	Proficient			#DIV/0!
Slater	CJ	0.68	Not Proficient	0.90	Proficient	0.75	Near Proficient	0.90	Proficient			-1.00
Slater	SL	0.00	Not Proficient	0.10	Not Proficient	0.55	Not Proficient	0.35	Not Proficient			#DIV/0!
Slater	JL	0.48	Not Proficient	0.75	Near Proficient	0.75	Near Proficient	0.80	Proficient			-1.00
Slater	ZM	0.32	Not Proficient	0.75	Near Proficient	1.00	Proficient	0.95	Proficient			-1.00
Slater	NM	0.40	Not Proficient	0.55	Not Proficient	1.00	Proficient	1.00	Proficient			-1.00
Slater	JM	0.16	Not Proficient	0.75	Near Proficient	0.95	Proficient	0.95	Proficient			-1.00
Slater	SP	0.12	Not Proficient	0.75	Near Proficient	0.95	Proficient	1.00	Proficient			-1.00
Slater	MR	0.44	Not Proficient	0.40	Not Proficient	0.75	Near Proficient	0.75	Near Proficient			-1.00
Slater	PR	0.04	Not Proficient	0.50	Not Proficient	0.80	Proficient	0.40	Not Proficient			-1.00
Slater	ES	0.16	Not Proficient	0.16	Not Proficient	0.65	Not Proficient	0.70	Near Proficient			-1.00
Slater	VT	0.08	Not Proficient	0.75	Near Proficient	0.90	Proficient	1.00	Proficient			-1.00
Slater	OT	0.68	Not Proficient	0.75	Near Proficient	1.00	Proficient	1.00	Proficient			-1.00
Slater	DV	0.44	Not Proficient	0.70	Near Proficient	0.90	Proficient	0.85	Proficient			-1.00
Slater	MW	0.16	Not Proficient	0.75	Near Proficient	1.00	Proficient	1.00	Proficient			-1.00
Slater	MY	0.52	Not Proficient	0.75	Near Proficient	0.95	Proficient	1.00	Proficient			-1.00



*“The best education for every student.”*

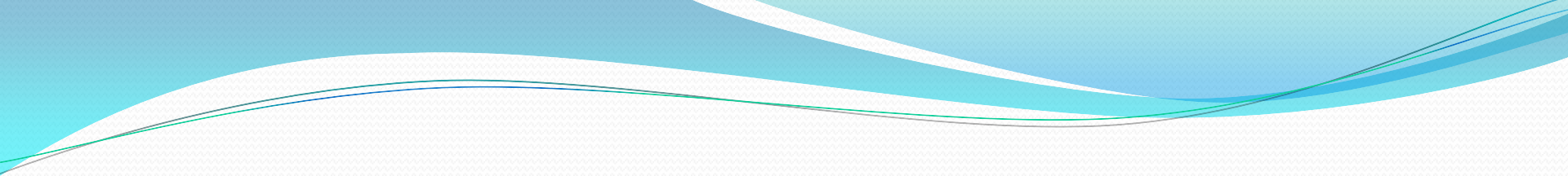
- We provide higher-level learning opportunities in both classroom and our levelled instruction.

# Why We Love Our Team!

- A very cohesive supportive group
  - respect each other
  - enjoy working together.
- Everything is based on what is best for each student.
- Accountable to each other
- Focused on helping students reach their highest potential.
- We have healthy snacks😊

# What would help take teachers and students to the next level?

- More time to collaborate.
- Assessments
  - more authentic
  - aligned with Common Core State Standards



# PIONEER Social Studies Team

Derek Beaulieu



# What work does the team do?

What protocols and routines?

What are the goals of the team work?

# What data?

## 8<sup>TH</sup> GRADE SOCIAL STUDIES STUDENT GROWTH TABLE

ASSESSMENTS	POINT EARNED	POINTS POSSIBLE
U.S. History Pre-Test		210
Unit 1 – Revolution DBQ Pre-Test		140
Unit 1 – Revolution DBQ Final Assessment		140
Unit 1 – Colonization/Revolution Portfolio Assessment		100
Unit 2 – Constitution Test Pre-Test - (U.S. Citizenship Test)		60
Unit 2 – Constitutional Issues CBA		200
Unit 2 – Constitution Final Assessment - (U.S. Citizenship Test)		60
Unit 2 – Constitution Portfolio Assessment		100
Unit 3 – Westward Expansion Timed Write Pre-Test		100
Unit 3 – Westward Expansion Timed Write Final Assessment		100
Unit 3 – Westward Expansion Portfolio Assessment		100
Unit 4 – Civil War Performance Assessment Pre-Test		100
Unit 4 – Civil War Performance Assessment Post-Test		100
Unit 4 – Civil War Portfolio Assessment		100
U.S. History Final Assessment		210

# Improvements in data

ASSESSMENTS	PRE-TEST AVE. SCORE	POST-TEST AVE. SCORE
U.S. History Pre-Test & Final Assessment	30/210	TBD
Unit 1 – Revolution DBQ	12/140	127/140
Unit 1 – Colonization/Revolution Portfolio Assessment	7/100	85/100
Unit 2 – Constitution Test - (U.S. Citizenship Test)	18/60	TBD
Unit 2 – Constitutional Issues CBA	N/A	TBD
Unit 2 – Constitution Portfolio Assessment	TBD	TBD
Unit 3 – Westward Expansion Timed Write	TBD	TBD
Unit 3 – Westward Expansion Portfolio Assessment	14/100	100
Unit 4 – Civil War Performance Assessment	TBD	100
Unit 4 – Civil War Portfolio Assessment	8/100	100

# What makes the team work?

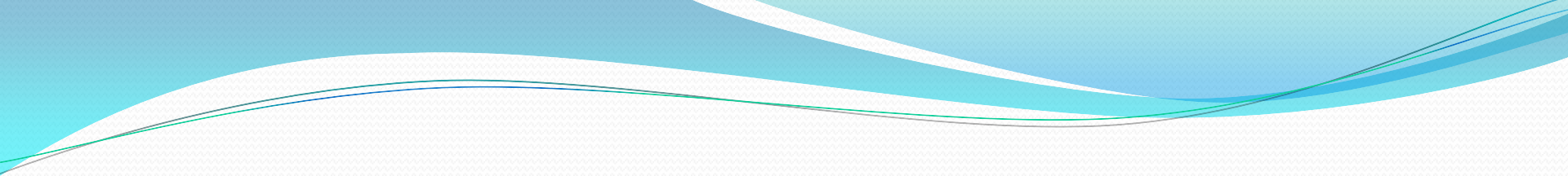
- Providing time to collaborate has given us time to...
  - Learn and implement Washington State Social Studies Standards (WSSS)
  - Learn and implement the CCSS for Social Studies in Reading and Writing
  - Create Social Studies curriculum maps for each grade level
  - Create grade level common assessments
  - Create rubrics for common assessments
  - Analyze data that teachers have collected from common assessments
  - Discuss with other teachers and find out how they reaching struggling learners
  - Create re-teaching activities for students that didn't meet standard
  - Create "Norms of Collaboration"

# What makes the team work?

- Setting up Norms of Collaboration
  - Pausing
  - Paraphrasing
  - Posing Questions
  - Putting Ideas on the Table
  - Providing Data
  - Paying attention to Self and Others
  - Presuming Positive Intentions
- Leadership Training on Team building

# What would help take teachers to the next level?

- Support for teachers
  - More time for collaboration with grade level teachers
  - More time for collaboration with content level teachers
  - Additional training on CCSS
- Support for students
  - Create more interventions
  - Classroom laptops



# SHS Science Department

Krista Lallemand  
Kelly McClellan



# Team Protocols and Routines

- PLC Meetings (Contract time= 1 hour/month + additional teacher voluntary time = around 3 hours per month)
- Common learning targets and shared instructional methods
- Common course exams
  - Pretest
  - Unit Tests
  - Final Exams
- Exams given on the same day to all classes
- Common quizzes and formative checkpoints

# What work does the team do?

## Goals

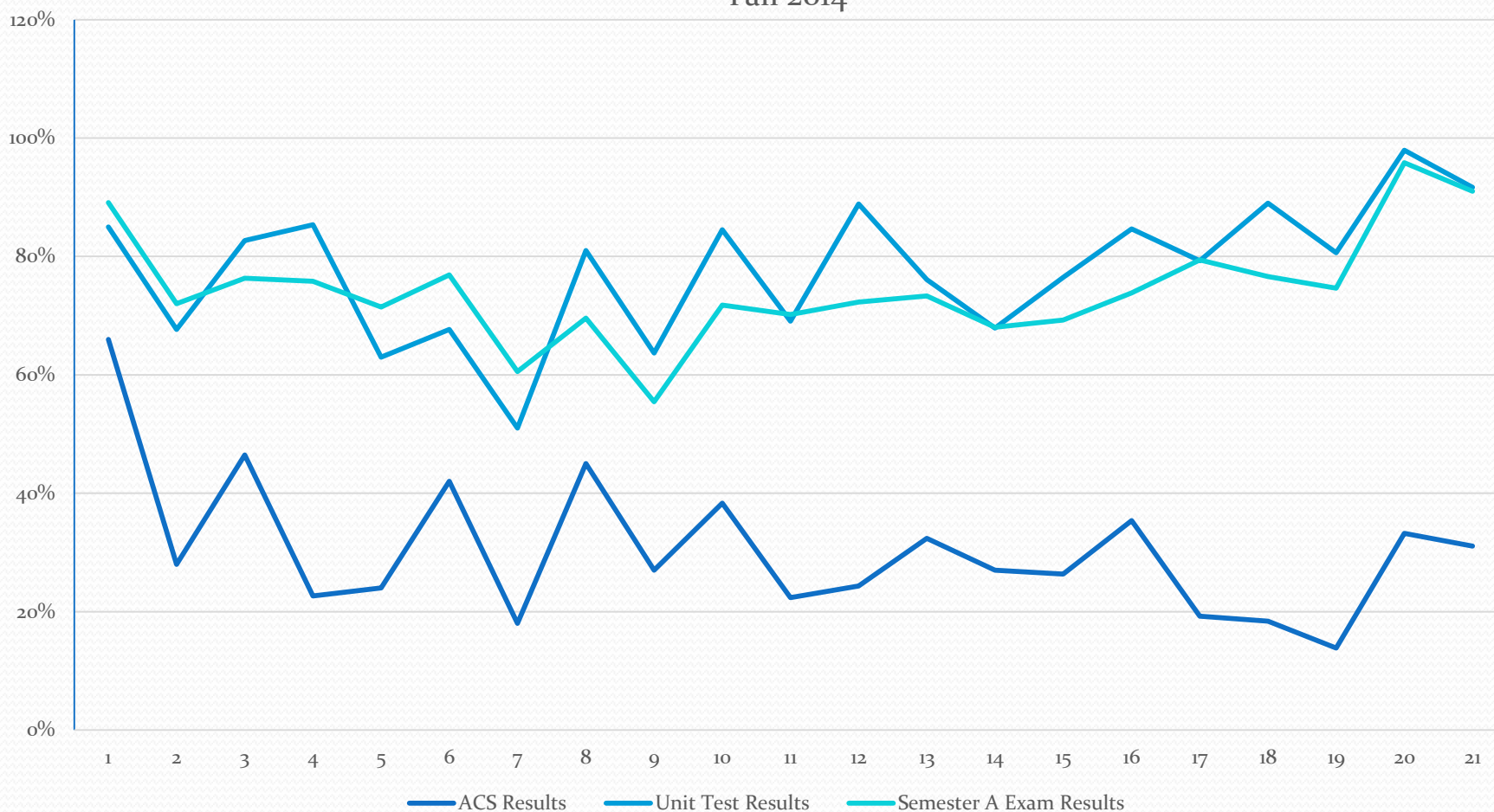
- Establish common language, strategies, and goals for students
- Create exams and quizzes that reflect the most recent standards (NGSS, CCSS)
- Compare student feedback
- Conversations centered around increasing Student Engagement

# What data?

- During the year and between years
- Course pretest and exams
  - Questions are given as a pretest
  - Given again after content is covered
  - Given at the end to measure growth overall

# What differences/gains are you seeing?

Chemistry Common Exam Question Performance  
Fall 2014

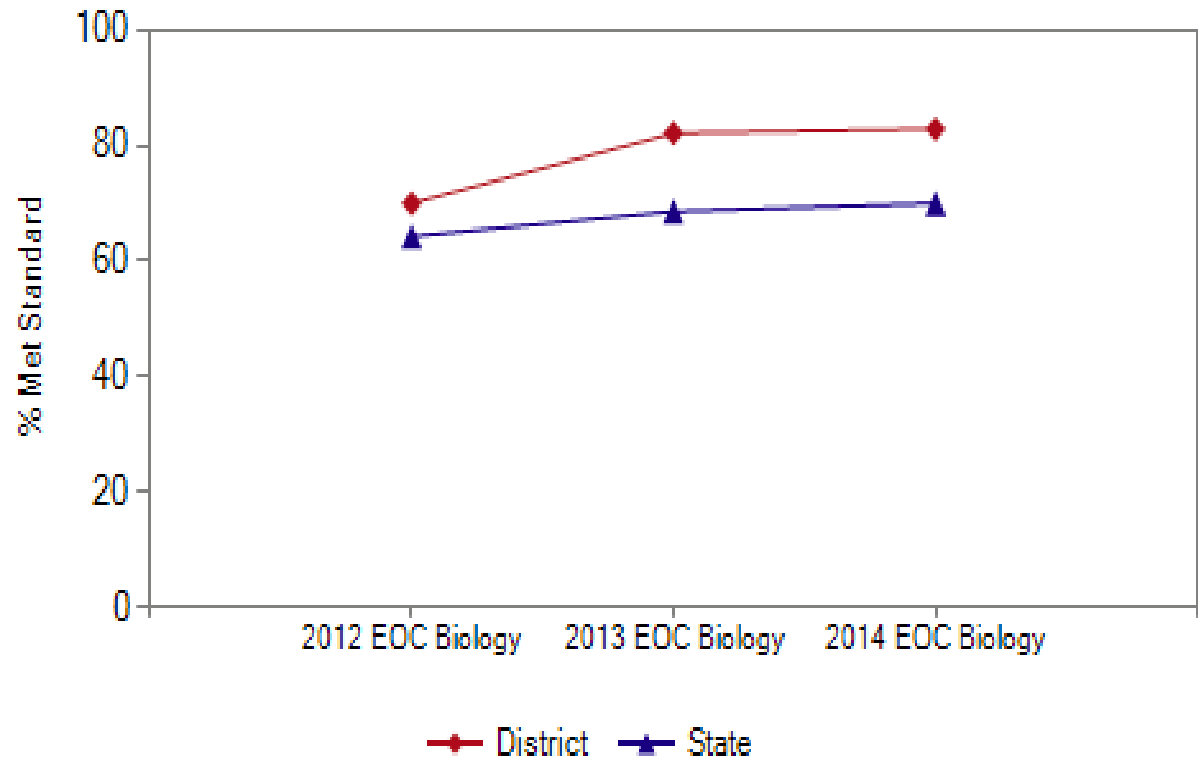


# EOC Biology

## All Grades EOC Biology

Year	District	State
<u>2011-12 EOC Biology</u>	70.0%	64.3%
<u>2012-13 EOC Biology</u>	82.2%	68.6%
<u>2013-14 EOC Biology</u>	82.9%	70.0%

## All Grades EOC Biology Trend



# What makes the team work?

- Time for Collaborative Work
  - Two ACE days
  - Additional time donated during ACE or Mondays
  - Biology – every two weeks for planning

# What makes the team work?

- Treating each member as a contributor to a common goal
- Team planning
- Commitment to introducing new standards (NGSS, CCSS)
- Norms
- Each individual in the PLC contributes expertise (lab design, organization, knowledge of standards)

# What would help take teachers to the next level?

- Additional time for common planning would allow for:
- Job embedded quality professional learning





# Questions from the Board?

28th Legislative District

28th District Senator



Steve O'Ban

28th District Senator e-mail

(360) 786 - 7654

28th District House Rep. 1



Dick Muri

28th District Position 1 e-mail

(360) 786 - 7890

28th District House Rep. 2



Christine Kilduff

28th District Position 2 e-mail

(360) 786-7958

Scheduled Legislative Session

Started 12 January 2015

House Legislation

See WSSDA bill list for all bills. (Attached) With the increased number of bills being reviewed in committee I am just providing the attachment this week.

Senate Legislation

With the increased number of bills being reviewed in committee I am just providing the attachment this week.

Other Education Notes

None

<b>Senate Early Learning &amp; K-12 Education Committee</b>
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The Senate Early Learning & K-12 Education Committee considers policy and finance issues related to schools and learning from birth through twelfth grade and preparation for later learning experiences.

Link to Senate Website	<a href="http://leg.wa.gov/Senate/Committees/EDU/Pages/default.aspx">http://leg.wa.gov/Senate/Committees/EDU/Pages/default.aspx</a>
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Republican 5

Democrat 4

Name	Email	P	LD		Title other notes
Steve Litzow	<a href="#">Chair e-mail Link</a>	R	41		Chair
Bruce Dammeier	<a href="#">Vice Chair e-mail Link</a>	R	25		Vice Chair
Rosemary McAuliffe	<a href="#">Ranking Member e-mail Link</a>	D	1		Ranking Member
Andy Billig	<a href="#">Committee Member e-mail Link</a>	D	3		Democratic Whip
Joe Fain	<a href="#">Committee Member e-mail Link</a>	R	47		
Andy Hill	<a href="#">Committee Member e-mail Link</a>	R	45		
Mark Mullet	<a href="#">Committee Member e-mail Link</a>	D	5		
Ann Rivers	<a href="#">Committee Member e-mail Link</a>	R	18		
Christine Rolfes	<a href="#">Committee Member e-mail Link</a>	D	23		

<b>House Education Committee</b>
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The House Education Committee considers issues relating to kindergarten through twelfth grade (K-12) education.

Link to House Website	<a href="http://leg.wa.gov/House/committees/ED/Pages/default.aspx">http://leg.wa.gov/House/committees/ED/Pages/default.aspx</a>
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Democrat 11

Republican 10

Name	Email	P	LD	P	Title other notes
Sharon Tomiko Santos	<a href="#">Chair E-Mail link</a>	D	37	1	Chair
Lillian Ortiz-Self	<a href="#">Vice Chair E-Mail link</a>	D	21	2	Vice Chair
Chris Reykdal	<a href="#">Vice Chair E-Mail link</a>	D	22	1	Vice Chair
Chad Magendanz	<a href="#">Ranking Minority E-Mail link</a>	R	5	2	Ranking Minority
Dick Muri	<a href="#">Asst Ranking Minority Member E-Mail link</a>	R	28	1	Asst Ranking Minority Member
Melanie Stambaugh	<a href="#">Asst Ranking Minority Member E-Mail link</a>	R	25	1	Asst Ranking Minority Member
Steve Bergquist	<a href="#">Committee Member E-mail Link</a>	D	11	2	
Carol Gregory	<a href="#">Committee Member E-mail Link</a>	D	30	2	
Sam Hunt	<a href="#">Committee Member E-mail Link</a>	D	22	2	
Christine Kilduff	<a href="#">Committee Member E-mail Link</a>	D	28	2	
Kristine Lytton	<a href="#">Committee Member E-mail Link</a>	D	40	1	
Tina Orwall	<a href="#">Committee Member E-mail Link</a>	D	33	1	
Gerry Pollet	<a href="#">Committee Member E-mail Link</a>	D	22	1	
Larry Springer	<a href="#">Committee Member E-mail Link</a>	D	45	1	
Michelle Caldier	<a href="#">Committee Member E-mail Link</a>	R	46	2	
Susan Fagan	<a href="#">Committee Member E-mail Link</a>	R	9	1	
Dan Griffey	<a href="#">Committee Member E-mail Link</a>	R	35	1	
Mark Hargrove	<a href="#">Committee Member E-mail Link</a>	R	47	1	
Dave Hayes	<a href="#">Committee Member E-mail Link</a>	R	10	2	
Brad Klippert	<a href="#">Committee Member E-mail Link</a>	R	8	1	
Bob McCaslin	<a href="#">Committee Member E-mail Link</a>	R	4	1	

<b>Bill Watch List</b> <b>As of February 5, 2015</b>		
<b>Bill number</b> <b>Primary sponsor</b> <b>Topic</b>	<b>Status</b>	<b>Summary</b> <b>*Indicates an amendment passed</b>
<b>House Bills</b>		
<a href="#">HB 1003</a> Hawkins (R), Lytton (D) Infrastructure recovery policy	House Floor Calendar	Directs WSSDA to lead a workgroup and then develop a model policy for natural disaster infrastructure recovery.
<a href="#">SHB 1031</a> Johnson (R), Santos (D) College in the high school (CHS) program expansion	House Rules	Allows 10 <sup>th</sup> grade students to participate in CHS programs. Requires participating school districts to provide info about CHS to students in 9 <sup>th</sup> grade. *CHS course credit must apply toward degree requirements at Evergreen.
<a href="#">HB 1120</a> Wilcox (R), Reykdal (D) Bus driver immunity w/CDL  <a href="#">SB 5548</a> – Companion bill Lias (D), Pearson (R)	Vote Scheduled: House Judiciary 2/5 1:30 pm  Heard: Senate EL & K-12	Gives school bus drivers with CDLs immunity for acts they think are necessary to help another person in imminent danger of injury.
<a href="#">SHB 1121</a> Parker (R), Santos (D) Financial education  <a href="#">SB 5202</a> – Companion bill Mullet (D), Fain (R)	House Rules  Passed: Senate EL & K-12	Adds the state treasurer to the financial education partnership established in 2011. Allows travel expenses for teachers in the partnership. Directs the partnership to work with OSPI to integrate financial education into common core standards and career and college readiness standards. Directs school districts to offer 9 <sup>th</sup> -12 <sup>th</sup> graders a course they can take at school or at home. School districts are encouraged to grant credit. *Allows partnership to seek federal and private funds.
<a href="#">HB 1240</a> Pollet (D), Santos (D) Concerning the use of restraint and isolation in public schools	Heard: House Education	Eliminates treatment intervention plans in IEPs and 504 that require restraint or isolation. Limits use of restraint or isolation with all students. Directs WSSDA to develop a model policy limiting use of restraint and isolation.
<a href="#">HB 1293</a> Bergquist (D), Magendanz (R) Paraeducators  <a href="#">SB 5179</a> : Companion bill Hill (R), McAuliffe (D)	Heard: House Education  Heard: Senate EL & K-12	Establishes minimum employment standards for LAP, Title 1 and ELL paras. Creates Paraeducator Board administered by PESB. PB administers rules for new para cert program and distributes state grants to field test para cert and ELL endorsement. In 2017, districts must begin implementing para certification. Paras will have 3 years to get certified and must renew every 5 years.

<a href="#">HB 1295</a> Hudgins (D), Magendanz (R) Breakfast after the bell  <a href="#">SB 5437</a> – Companion bill Litzow (R), McAuliffe (D)	Passed: House Education  Heard: Senate EL & K-12	Requires state assistance for Breakfast after the Bell (BAB) in high-needs schools (70%). Schools must offer BAB unless 70% of students are on both school breakfast and lunch. If all students are engaged in supervised educational activity, BAB time counts as instructional time. OSPI shall develop and distribute BAB guidelines, offer training and assistance, to all districts.
<a href="#">HB 1331</a> Muri (R), Reykdal (D) Library and tech program  <a href="#">SSB 5294</a> – Companion bill McAuliffe (D), Litzow (R)	Heard: House Education  Passed: Senate EL & K-12	Changes the name of "the school-library media program" to "the school library information and technology program." Expands the duties of the program and the teacher-librarian. *Clarifies that duties are not limited to the listed duties.
<a href="#">HB 1345</a> Lytton (D), Magendanz (R) Professional Learning	Heard: House Education	Provides a statewide definition of “effective professional learning” to be used by districts as they design and deliver professional learning for teachers and principals aligned to state and district goals.
<a href="#">HB 1363</a> S. Hunt (D), Haler (R) HS certificates and graduation  <a href="#">SB 5327</a> – Companion bill McCoy (D), Hasegawa (D)	Heard: House Education  Referred: Senate EL & K-12	Eliminates the certificate of academic achievement or certificate of individual achievement needed to graduate from high school.
<a href="#">HB 1386</a> Magendanz (R), Muri (R) School Employee Reductions	Heard: House Education	Provides a process for school employee workforce reductions. Expedited dismissal and RIF streamlining. Uses TPEP results as the #1 criteria for RIFs, instead of seniority.
<a href="#">HB 1420</a> Wilcox (R), Springer (D) School citing and const. costs	Vote Scheduled: House Local Government 2/5 1:30	Authorizes counties with populations of over 500,000 and which about 5 counties that are required to plan under the Growth Management Act (GMA), to permit schools outside of Urban Growth Areas (UGA).
<a href="#">HB 1495</a> Reykdal (D), Magendanz (R) Student user privacy in Ed Act  <a href="#">SB 5419</a> – Companion bill Litzow (R), McAuliffe (D)	Hearing Scheduled: House Education 2/5 8:00  Heard: Senate EL & K-12	Establishes the student user privacy in education rights act or SUPER act. Requires school service providers to: provide information about the types of student personal information they collect and how they use and share the information and maintain a comprehensive information security program to protect students’ personal information.

<a href="#">HB 1497</a> Pettigrew (D) School director appointments	Heard: House Education	First class school districts in cities with over 400K residents shall have a school board with 7 members, 5 elected and 2 appointed by the mayor. The district shall redraw its boundaries to encompass 5 districts.
<a href="#">HB 1511</a> Ortiz-Self (D), Hurst (D) Tribal history and culture	Vote scheduled: Community Dev, Housing & Tribal Affairs 2/9 1:30	Requires the state's tribal history, culture, and government to be taught in all public schools.
<a href="#">SSB 5433</a> – Companion bill Litzow (R), Rolfes (D)	Passed: Senate EL & K-12	*Directs districts to free, existing K-20 curriculum on the OSPI website with PD and grade level appropriate instructional modules.
<a href="#">HB 1541</a> Santos (D), Ortiz-Self (D) Educational opportunity gap strategies	Hearing scheduled: House Education 2/10 1:30	Adopts policies and programs to implement the six recommendations of the Education opportunity gap oversight and accountability committee. 1) Decrease the disproportionate representation of students of color in disciplinary actions in schools; 2) Enhance the cultural competence of educators; 3) Provide ELL and ESL endorsements for all educators; 4) Create new ELL accountability benchmarks; 5) Provide tools for deeper analysis and disaggregation of student demographic data; and, 6) Invest in the recruitment and retention of educators of color.
<a href="#">HB 1684</a> Takko (D), Nealey (R) Charging for electronic public records requests	Heard: House State Government	Creates a \$0.15/megabyte (first 10 mb free) charge for transmitting records that have been requested electronically under the Public Records Act. A deposit of up to 10% of the estimated costs of providing electronically transmitted records may be required. Media are exempt. Agencies may charge up to \$.02 per page to scan paper copies or to use agency equipment to make scanned electronic copies if necessary to comply with the request.
<a href="#">HB 1703</a> Santos (D), Pollet (D) Modifying high school assessment testing	Heard: House Education	Modifies the high school assessment system while maintaining the requirement to demonstrate achievement of the standards. Outlines the adjusted requirements for the common core standards. Maintains and phases out the end of course exams in math and provides for 12 <sup>th</sup> grade transition courses to be developed as an alternative pathway to proficiency.
<a href="#">SB 5520</a> – Companion bill Rolfes (D), Billig (D)	Referred: Senate EL & K-12	

<a href="#">HB 1709</a> Springer (D), Kretz (R) Payment of impact fees	Hearing scheduled: House Local Government 2/10 10:00	Local jurisdictions, when collecting impact fees, must adopt a permanent system that includes a process for putting liens on titles for unpaid fees and additional relevant processes for removal of liens upon payment.
<a href="#">HB 1714</a> Manweller (R), Bergquist (D) Achievement Index Rating System	Hearing scheduled: House Education 2/9 1:30	Requires SBE to revise its annual school rating system for the Washington achievement index to weigh various performance indicators. The definitions outline “college and career readiness indicators” and a “growth indicator” (combo of student growth data in reading and math).
<a href="#">HB 1745</a> Moscoso (D), Bergquist (D) Voting rights act  <a href="#">SB 5668</a> – Companion bill Habib (D), Hasegawa (D)	Vote scheduled: House State Government 2/12 1:30  Hearing scheduled: Gov Ops & Security 2/10 10:00	Creates a new cause of action under which a new protected class of voters (members of a race, color or language minority group) could sue local governments (including school districts) if they believe they have been denied an equal opportunity to elect candidates of their choice or an equal opportunity to influence the outcome of a local election. Proof of intent to discriminate is not required. Multiple claims are not precluded. Plaintiffs must notice districts of their allegations with a proposed remedy prior to bringing a lawsuit. If a local government does not redistrict according to the plaintiff’s proposed remedy within 90 days, it is subject to litigation, which could eliminate at-large seats in favor of all district-based elections. If the local government invokes its authority to change its electoral system to remedy violations of the WVRA or is ordered to do so by the court, anyone elected in the prior election must run for their seat again, if they have more than two years remaining in their terms. A safe harbor provision is provided in the event that the local government adopts a proposed remedy or a court-ordered remedy, they may not be sued under the WVRA for four years.
<a href="#">HB 1760</a> Senn (D), Magendanz (R) Student Skills  <a href="#">SB 5688</a> – Companion bill Litzow (R), Rolfes (D)	Hearing scheduled: House Education 2/12 8:00  Heard: Senate EL & K-12	Directs OSPI to convene a work group to recommend social emotional benchmarks for K-12, including at a minimum: Self management, self awareness, social awareness, relationship skills, responsible decision making. Group shall provide guidance to schools for promoting social emotional learning.

<a href="#">HB 1770</a> Berquist (D), Magendanz (R) Alternative teacher certification PESB request  <a href="#">SB 5496</a> – Companion bill Litzow (R), McAuliffe (D)	Hearing scheduled: House Education 2/12 8:00  Heard: Senate EL & K-12	Replaces existing competitive alt route teacher preparation program. Reduces the prescriptive nature of the program and allows more flexibility for colleges to enter into partnerships with district based on “workforce needs.”
<b>New House Bills this Week</b>		
<a href="#">HB 1860</a> Santos (D) Breaking up large school districts	Hearing scheduled: House Education 2/9 1:30	School districts may serve no more than 35,000 students. Would break Seattle into two districts.
<a href="#">HB 1862</a> Ortiz-Self (D) Counselors professional development	Referred: House Education	Requires first-class school districts to provide at least one hour of professional development per month for school counselors, social workers, and psychologists. PD to focus on recognizing signs of emotional or behavioral distress, indicators of possible substance abuse, violence, and youth suicide.
<a href="#">HB 1867</a> Berquist (D) Frequency of teachers evals	Referred: House Education	Requires a comprehensive summative evaluation every six years for classroom teachers with national board certification and a rating of 3 or above in their last evaluation; and every four years for teachers who have obtained professional certification and received a rating of 3 or above in their last evaluation. Brings back the short form evaluation.
<a href="#">HB 1899</a> Otiz-Self (D) Consideration of equity and social justice in education decisions  <a href="#">SB 5718</a> Jayapal (D)	Referred: House Education   Hearing scheduled: Senate EL & K-12 2/9 1:30	Creates a workgroup including DEL, WSAC, SBE, SBCTC, PESB, every tribe and 4 appointees from the governor. Group must analyze education funding and admin. rules for equitable impacts, positive or negative, to make recommendations on avoiding negative impacts or enhancing positive ones. Called equity impact reviews.
<a href="#">HB 1937</a> Magendanz (R) School Employee Insurance	Referred: House Appropriations	School employees’ benefits board created to design and approve health insurance benefit programs for school employees. All health insurance programs merged into one pool.
<a href="#">HB 1941</a> Gregorson (D) Simple Majority for bonds in November	Referred: House Education	Allows for simple majority passage of bonds for schools during the general election in November; 60% passage continues to be required in special elections.



<a href="#">HB 1947</a> Pollet (D) SPED	Referred: House Education	Establishes a commission to create plan and give reports on expanding learning opportunities and improve educational outcomes for students with disabilities and special needs students.
<a href="#">HB 1950</a> Lytton (D) HS Science Assessment	Referred: House Education	Changes the certificate of academic achievement requirement by eliminating the high school science assessment requirement.
<a href="#">SB 5825</a> Mullet (D)	Referred: Senate EL & K12	
<a href="#">HJR 4210</a> Gregorson (D) Constitutional amendment	Referred: House Education	Constitutional amendment for local school bonds if HB 1941 passes.
<a href="#">HB 1981</a> Pollet (D) Elementary science ed pilot program	Referred: House Education	Creates an elementary science pilot program with three sites. Schools submit applications to OSPI. Participating districts must have a local board that advises on the program. Programs must be evaluated by third parties.
<a href="#">HB 1983</a> Pollet (D) Pilot program to support teachers	Referred: House Education	Creates the teacher endorsement and certification help (TEACH) pilot project to develop an expandable program that provides grants to teachers taking basic skills and content tests for teacher certification programs. Requires WSAC and PESB to make financially needy students aware of the pilot.
<a href="#">HB 1999</a> Carlyle (D) Educational outcomes for foster kids	Referred: House Early Learning & Human Services	Requires OSPI to contract with a nongovernmental entity to administer a program of education coordination for K-12 foster children and improve their educational outcomes at two sites by providing individualized education services and monitoring. Requires WSAC, with input from OSPI and DSHS to contract with at least one nongovernmental entity to develop, implement, and administer a program of supplemental educational transition planning for youth in foster care in the state.
<b>Senate Bills</b>		
<a href="#">SSB 5063</a> Hill (R), Benton (R) Revenue growth for education	Senate Rules	Requires 2/3 of new revenue in excess of the previous biennium, be spent on P-20 education. Excludes new court rulings and extraordinary caseload growth in non-education programs. *Excludes negative growth in state spending that results from federal stimulus funds during the recession.
<a href="#">HB 1385</a> – Companion bill Magendanz (R), Muri (R)	Referred: House Appropriations	

<a href="#">SB 5065</a> Frockt (D), Lias (D) Homeless students  <a href="#">HB 1682</a> – Companion bill Fey (D), Stambaugh (R)	Heard: Senate EL & K-12  Hearing scheduled: House Education 2/12 8:00	Adds an average of .233 homeless student liaisons per 1,000 students in K-12 to prototypical school staffing – for districts with at least 50 homeless students. A maximum of five FTE may be allocated to any one district. Creates 15 partnership grants of 500K per year for school districts and local housing authorities to identify families that need housing support.
<a href="#">SSB 5080</a> Dammeier (R), Rolfes (D) CHS in 9 <sup>th</sup> & 10 <sup>th</sup> ; Books and transportation for Running Start	Passed: Senate EL & K-12	Funds CHS for 9 <sup>th</sup> -12 <sup>th</sup> grade students at \$70/credit. Clarifies that CHS happens on high school campuses and RS happens on college campuses.
<a href="#">SB 5082</a> McAuliffe (D), Litzow (R) STEM CTE in elementary schools	Passed: Senate EL & K-12	Funds STEM CTE classes in elementary at the same rate as middle and high. Creates a grant program for K-12 STEM start-up costs, run by OSPI. Low income schools (70%) get priority.
<a href="#">SSB 5083</a> McAuliffe (D), Litzow (R) Sudden cardiac arrest awareness  <a href="#">HB 1750</a> Ortiz-Self (D)	Senate Rules  Referred: House Education	Directs WSSDA to make available an existing online pamphlet and program about sudden cardiac arrest (SCA) prevention. Districts must disseminate information about the pamphlet to students engaged in athletic activity, their parents and coaches. Districts shall hold a meeting to review risks, warning signs, and treatment once per year. Districts shall have parents acknowledge that they have reviewed the online pamphlet. Coaches shall complete the online program once every four years. *Add private schools and athletic programs. Private schools must hold informational meetings and their coaches must complete online program every 3 years. Athletes and parents must sign off every year.
<a href="#">SB 5086</a> Litzow (R), McAuliffe (D) OFM Request CHS for low-income; RS clarification  <a href="#">HB 1546</a> – Companion bill Reykdal (D), Pollet (D)	Heard: Senate EL & K-12  Heard: House Education	Subsidizes CHS for low-income students. Districts apply to OSPI for subsidy. Clarifies that CHS happens on high school campuses and RS happens on college campuses.
<a href="#">SB 5110</a> Brown (R) Requires school citing permits outside UGA in some cases	Referred: Senate Govt Ops and Security	Requires counties with a population of 150K-200K that share borders with 5 counties that plan under GMA, to allow schools construction outside the UGA under certain circumstances.

<a href="#">SB 5148</a> Parlette (R), Dammier (R) Early retirees as subs	Referred: Senate Ways & Means	Allows early retirees to work as substitute teachers and continue receiving retirement, with no cap on hours.
<a href="#">SSB 5163</a> Hobbs (D), Roach (R) Data students of military families	Senate Rules	Directs the K-12 data governance group to develop guidelines for the collection of data on students from military families. *Excludes schools with fewer than ten SPED students from military families.
<a href="#">SB 5229</a> Litzow (R), McAuliffe (D) OSPI request; Technological literacy  <a href="#">HB 1492</a> – Companion bill Magendanz (R), Walkinshaw (D)	Passed: Senate EL & K-12  Heard: House Education	Directs districts to require students in elementary, middle and high school to demonstrate technological literacy using OSPI-developed assessments, culminating projects or equivalent methods. Districts shall submit annual implementation verification reports.
<a href="#">SB 5252</a> Dammeier (R), McAuliffe (D) Regional schools safety center pilot program  <a href="#">HB 1974</a> Stambaugh (R), Sells (D)	Referred: Senate Ways & Means  Referred: House Education	Creates three ESD pilot programs that shall include: a network of school safety coordinators; collaboration with the ESD that developed this center model; a technology-based system for effective communication between schools and first-responders; technology support for same; ongoing training for school personnel and first-responders; and, PD for school employees to act as first-responders until emergency personnel arrive.
<a href="#">SB 5303</a> Litzow (R), Frockt (D) Creating the AIM program	Referred: Senate Ways & Means	Establishes the Washington Academic, Innovation, and Mentoring (AIM) program to enable eligible neighborhood youth development entities to provide out-of-school time programs for youth ages six to 18 years of age. Requires the department of commerce to administer the program.
<a href="#">SB 5312</a> Litzow (R), McAuliffe (D) Governor request Educator Retooling Scholarship  <a href="#">HB 1570</a> – Companion bill Gregory (D), Bergquist (D)	Passed: Senate EL & K-12  <b>Hearing scheduled: House Education 2/9 1:30</b>	Changes the name of "the retooling to teach mathematics and science conditional scholarship program" to "the educator retooling conditional scholarship program." Addresses requirements related to SPED, bilingual education, ELL, computer science, and environmental education.
<a href="#">SB 5316</a> Dammeier (R), Rolfes (D) Identifiable student information	Heard: Senate EL & K-12	Prohibits collection, retention, or use of student biometric information by: OSPI and ESD boards, employees and contractors; and school district boards, employees, and contractors. Biometric information includes

		but is not limited to: a fingerprint or hand scan, retina or iris scan, voice print, or facial geometry scan. Requires the K-12 data governance group to: develop a detailed data security plan and procedures to govern the use and maintenance of certain data systems; and develop a model plan for school districts to use to safeguard personally identifiable student-level data.
<a href="#">SB 5334</a> Mullet (D) Basic Education/Local Levies	Referred: Senate EL & K-12	Lowers reliance on local levies to fund basic education. Increases the state property tax and reduces local school levies by the same amount. (\$1 per \$1000 of assessed value). Redistributes the increased state levy back to the school district from which it came. Adjusts property tax exemptions so they are not affected by this act. (Straight swap, no cap.)
<a href="#">SB 5391</a> Litzow (R), Rolfes (D) Teacher cert degree programs	Heard: Senate EL & K-12	Requires the state board for community and technical colleges to submit to the professional educator standards board up to five proposals from community and technical colleges to offer applied baccalaureate degrees in education, leading to teacher certification via a professional educator standards board-approved alternative route program.
<a href="#">SB 5392</a> Litzow (R), McAuliffe (D) Eliminating the QEC	Senate Rules	Eliminates the quality education council.
<a href="#">SB 5415</a> McAuliffe (D), Mullet (D) Prof educator learning days	Referred: Senate EL & K-12	Requires the legislature to provide additional time and resources for high-quality, content-specific, professional learning days for each state-funded certificated instructional staff person and building-based administrators.
<a href="#">SB 5478</a> Dammeier (R), Keiser (D) Facilities financing grants	Heard: Senate Ways & Means	Creates two new grant programs at OSPI for modernizing STEM facilities and for state-funded all-day K facilities.
<a href="#">SB 5533</a> Hobbs (D), Rivers (R) Charges for electronic data	Referred: Senate Govt Ops and Security	Creates a \$0.15 per megabyte (first 10 mb free) charge for transmitting records that have been requested electronically under the Public Records Act. A deposit of up to 10% of the estimated costs of providing requested information may be charged.

<a href="#">SB 5657</a> Mullet (D), Litzow (R) Extending school day for homework assistance	Heard: Senate EL & K-12	Establishes a pilot program for schools to provide an extra hour of school time for middle school students to work with teachers on homework. Teachers earn extra pay for assistance.
<a href="#">SB 5675</a> Roach (R), Jayapal (D) Expanding bilingual and dual language instruction	Referred: Senate EL & K-12	Creates a grant program to build dual language programs with plans and infrastructure for expansion, overseen by OPSI. Includes early learning and K-12 students.
<a href="#">SB 5679</a> McAuliffe (D), Litzow (R) Special Ed transition services	Heard: Senate EL & K-12	Establishes Special Education Transition planning for students with disabilities (beginning at age 14-21). Directs interagency agreements with the Workforce Board, DSHS, Department. of services for the blind and any other state agency that provides high school transition service for special education students. Transition planning shall not interfere with existing IEPs, but should be included in IEPs. Addresses postsecondary goals and courses of study.
<a href="#">SB 5690</a> Dammeier (R), Billig (D) School-community learning assistance program action plans  <a href="#">HB 1795</a> – Companion bill Sullivan (D), Magendanz (R)	Hearing Scheduled: Senate EL & K-12 2/12 8:00  Referred: House Education	Requires schools and districts to develop a detailed plan for how they will use the 5% of their LAP funds allowed for partnerships with ESDs, CBOs and local agencies to support at risk students. Removes the requirement that OPSI approve community partners.
<a href="#">SB 5668</a> Habib/Hasegawa WA voting rights act  <a href="#">HB 1745</a> Moscoso (D), Bergquist (D)	Hearing scheduled: Senate Gov Ops & Security 2/10 10:00  Vote Scheduled: House State Government 2/12 1:30	Creates a new cause of action under which a new protected class of voters (members of a race, color or language minority group) could sue local governments (including school districts) if they believe they have been denied an equal opportunity to elect candidates of their choice or an equal opportunity to influence the outcome of a local election. Plaintiffs are required to notice local governments with a proposed remedy prior to bringing a lawsuit. If a local government does not respond according to the plaintiff's proposed remedy within 90 days, a law suit could follow. Litigation could result in the elimination of at-large seats in favor of district-based elections; sitting officials would have to run for their seat again, unless they have at least two years remaining in their terms. A four year safe harbor provision is included in the bill.

New Senate Bills this Week		
<a href="#">SB 5744</a> Litzow (R) Reductions in force (RIFs)	Hearing scheduled: Senate EL & K-12 2/9 1:30 pm	Addresses certificated classroom teachers with regard to: (1) Performance-based reduction in force due to enrollment decline or revenue loss; and (2) Teacher and principal agreement on staffing placements.
<a href="#">SB 5748</a> Litzow (R), Mullet (D) Student Growth in evaluations	Hearing scheduled: Senate EL & K-12 2/10	Changes language regarding state tools for a teacher or principal's evaluation process. For teachers who teach reading/Language Arts or mathematics in a grade in which the federally mandated statewide assessments are administered, evaluators must use relevant state-level assessment information as one of multiple measures. For principals assigned to a school in which federally mandated statewide assessments are administered, they must use relevant state-level assessment information as one of multiple measures. Office of the Superintendent of Public Instruction shall provide each school district relevant state-level data.
<a href="#">SB 5749</a> Litzow (R), Dammeier (R) Student Data Growth Elements OSPI request	Hearing scheduled: Senate EL & K-12 2/10 1:30	Requires the use of student assessment results, when relevant, in teacher and principal evaluation, and in RIF decisions, beginning in 2016-17.
<a href="#">SB 5765</a> Jayapal (D), Angel (R) Nurses in schools  <a href="#">HB 1790</a> Springer (D), Muri (R)	Referred: Senate EL & K-12  Hearing scheduled: House Education 2/10 1:30	Allows only a registered nurse or advanced registered nurse practitioner to supervise, direct, or evaluate a licensed nurse working in a school setting with respect to the practice of nursing.
<a href="#">SB 5805</a> Rivers (R) , Rolfes (D) Conflict resolution programs  <a href="#">HB 1840</a> Magendanz (R), Caldier (R)	Hearing scheduled: Senate EL & K-12 2/10 1:30  Referred: House Education	Includes statewide dispute resolution organizations in developing a volunteer-based conflict resolution program for use in community groups such as neighborhood organizations and the public schools.
<a href="#">SB 5791</a> Darnielle (D) Charter Schools  <a href="#">HB 1971</a> Fey (D)	Referred: Senate EL & K-12  Referred: House Education	Adds a performance audit and a moratorium on adding charters when there are already more than three charter schools in a district. Changes membership and terms for commission members. Vacancies will be appointed by governor instead of by appointing authority.

<a href="#">SB 5803</a> Dammeier (R) 3rd grade English assessment	Referred: Senate EL & K-12	Requires teachers of students in third grade, to inform parents or guardians of students who are below grade-level in reading of the intensive reading improvement strategies available to students before fourth grade; and about the school district's grade placement policy.
<a href="#">SB 5807</a> Litzow (R) Educator PD	Referred: Senate EL & K-12	Modifies requirements related to the targeted professional development for teachers and principals. Provides for two additional PD days for teachers and principals. Focuses the PD days on TPEP and CCSS.
<a href="#">SB 5814</a> Dammeier (R), Litzow (R) WA community learning center  <a href="#">HB 1960</a> Sullivan (D), Hunt (D)	Hearing scheduled: Senate EL & K-12 2/12 8:00  Referred: House Education	Directs community learning centers to target rural, minority and low-income communities. Advisory council created to study issues related to the grants.
<a href="#">SB 5850</a> Rivers (R) Restraint and isolation	Referred: Senate EL & K-12 Education	Clarifies that restraint or isolation may only be used when absolutely necessary to avoid physical harm. Schools must create their own policies and report of incident.
<a href="#">SB 5851</a> Froct (D) Changes to college bound	Referred: Senate Higher Education	Addresses the comprehensive review of the CBS program in 2014 that resulted in unanimous recommendations to improve and enhance certain components of the program, including data collection, outreach, and program outcomes. Requires that College Bound Scholarship recipients enroll in college no later than fall of one academic year after HS graduation.
<a href="#">SB 5856</a> Froct (D), Litzow (R) College bound scholarship grants	Referred: Senate EL & K-12 Education	Appropriates \$5 million for competitive grants (administered by OSPI) to improve graduation rates for students who have signed-up for the College Bound Scholarship program.



## Regular Meeting Minutes

Wednesday, 1/28/2015

Steilacoom High School 54 Sentinel Drive Steilacoom, WA

### I. CALL TO ORDER

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

Executive Director Brittain led the Pledge of Allegiance.

Director Pierce made a motion to excuse Director Denning; Director Forbes seconded the motion and the motion passed (4/0).

Director Wong made a motion to approve the agenda; Director Pierce seconded the motion and the motion passed (4/0).

Director Wong introduced Bouchaib Mifdal visiting from El Jadida, Morocco. Mr. Mifdal is a teacher visiting Pierce County.

### II. COMMENTS FROM THE AUDIENCE

- Soren Witter, Pioneer Middle School student, commented on the possibility of dodge ball returning as a PE activity and a request for more advanced classes at the middle school.

### III. PRESENTATION - School Board Appreciation

Each school individually thanked the School Board members for their dedication and commitment.

- Anderson Island Principal Vallieres presented student created poster and calendars
- Cherrydale Primary PTA Co-president Mary Glestin presented a framed school wide artwork
- Chloe Clark PTA President Katherine Adler presented handmade student artwork posters and thank you cards
- Saltar's Point teacher LeCompte presented student artwork calendars and PTA President Diane Henderson thanked the Board with cookies and bookmarks
- Pioneer Asst. Principal Nystrom and 6th grade class President, Payson Danielson, presented the Board with a school poster and key chains
- Steilacoom High Booster Club Co-presidents Beth Agnew and Krista Yearwood presented SHS goody bags filled with T-shirts and bookmarks
- Superintendent Weight presented Washington State School Directors Association certificates to each director



## **IV. REPORTS**

### **a. Financial Report**

Executive Director Brittain reported on period ending December 31, 2014 general, capital projects, debt service, ASB and transportation funds.

### **b. Facilities and Operations Update**

Executive Director Brittain reported on DuPont school flashers; Grounds Crew getting outdoor fields ready at high and middle school; 100% bus inspection from State Patrol; District Administration building nearly ready for closeout.

### **c. Legislative Update**

Director Denning provided a report, attached to the agenda packet, of recent Legislative actions.

## **V. APPROVAL OF MINUTES**

Director Forbes made a motion to approve the January 14, 2015 minutes; Director Pierce seconded the motion and the motion passed (4/0).

## **VI. CONSENT AGENDA**

Director Wong made a motion to approve the Consent Agenda which included January accounts payable, attached personnel reports and the SHS DECA trip; Director Pierce seconded the motion and the motion passed (4/0).

## **VII. OLD BUSINESS**

### **a. Second Reading of Management Series Policies 6530 and 6570**

Director Pierce made a motion to approve Policies 6530 Insurance and 6570 Property and Data Management; Director Forbes seconded the motion and the motion passed (4/0).

### **b. Second Reading of Management Series Policies 6600, 6605 and 6608**

Director Wong made a motion to approve Policies 6600 Transportation, 6605 Student Safety Walking to School and Riding Buses and 6608 Video Cameras on Buses; Director Forbes seconded the motion and the motion passed (4/0).

### **c. Second Reading of Policy 3418, Response to Student Injury or Illness**

Director Pierce made a motion to approve Policy 3418; Director Forbes seconded the motion and the motion passed (4/0).

### **d. Second Reading of Personnel Series Policies 5010, 5011 and 5281**

Director Wong made a motion to approve Policies 5010 Nondiscrimination and Affirmative Action, 5011 Sexual Harassment and 5281 Disciplinary Action and Discharge; Director Forbes seconded the motion and the motion passed (4/0).

#### **e. Update on District Safety and Security Measures**

Executive Director Brittain updated the Board on the safety site assessment recommendations. A grant was received to purchase new radios to improve communication; re-cabling of the buildings is being researched to improve communication processes; JBLM soldiers will assist the Grounds Crew with trimming and removing shrubs and trees on February 18 at Chloe Clark, Cherrydale and the high school; School Alert system was successfully tested at Chloe Clark Elementary. Surveillance cameras need updating and training and drills will continue. Jesus Villahermosa, Crisis Reality, will update the Board February 25, 2015.

### **VIII. NEW BUSINESS**

#### **a. First Reading of Management Series Policies 6620, 6625, 6630, 6640 and 6690**

Director Pierce made a motion to move policies 6620, 6625, 6630 6640 and 6690 to a second reading; Director Forbes seconded the motion and the motion passed (4/0).

#### **b. First Reading of Policy 2161, Special Education and Related Services for Eligible Students**

Director Forbes made a motion to move Policy 2161 to a second reading; Director Wong seconded the motion and the motion passed (4/0).

#### **c. First Reading of Policy 3207, Prohibition of Harassment, Intimidation and Bullying**

Director Pierce made a motion to move Policy 3207 to a second reading; Director Forbes seconded the motion and the motion passed (4/0).

#### **d. First Reading of Policy 3210, Nondiscrimination**

Director Wong made a motion to move Policy 3210 to a second reading; Director Pierce seconded the motion and the motion passed (4/0).

#### **e. Steilacoom Historical Register**

Superintendent Weight researched the processes for Town, State and National registry of the 1918 building (District Administration Center). Future action will be taken at an upcoming Board retreat.

### **IX. COMMENTS FROM THE AUDIENCE**

- Soren Witter commented on a Pioneer Middle School bus route being overcrowded and a concern for the safety of students.

### **X. BOARD COMMUNICATION**

- Director Pierce received a communication regarding the Highly Capable program at Saltar's Point Elementary.

## **XI. ANNOUNCEMENTS**

- Director Scott will be touring the Pierce County Skills Center with Director Wong and guest, Superintendent Weight and high school administrators.
- Director Scott announced the SHS Boys Swim Team is undefeated this season.

## **XII. ADJOURNMENT**

Director Forbes made a motion to adjourn the meeting at 8:01 pm; Director Pierce seconded the motion and the motion passed (4/0).

\_\_\_\_\_  
(Secretary/Superintendent)

\_\_\_\_\_  
(Chair)

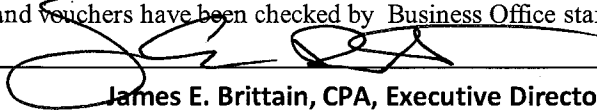
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# Steilacoom Historical School District

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

**DATE: February 11, 2015**

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.



**James E. Brittain, CPA, Executive Director 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
<b><u>GENERAL FUND:</u></b>					
January 22, 2015	A/P - Void	116141	to	116141	\$ (510.00)
January 23, 2015	A/P - Void	116257	to	116257	\$ (984.66)
January 30, 2015	Payroll A/P	116258	to	116282	\$ 549,965.15
January 28, 2015	Accounts Payable	116283	to	116283	\$ 23,811.91
January 29, 2015	Accounts Payable	116284	to	116311	\$ 83,366.27
January 29, 2015	Accounts Payable	116312	to	116312	\$ 1,567.75
January 30, 2015	Payroll	800597	to	800604	\$ 13,047.71
January 30, 2015	Payroll Taxes				\$ 337,424.57
January 30, 2015	Direct Deposit				\$ 932,126.34
February 4, 2015	Accounts Payable	116313	to	116317	\$ 98.35
February 4, 2015	Accounts Payable	116318	to	116350	\$ 256,977.15
<b>TOTAL GENERAL FUND:</b>					<b>\$ 2,196,890.54</b>

## **CAPITAL PROJECTS FUND:**

January 29, 2015	Accounts Payable	200245	to	200245	\$ 1,855.60
<b>TOTAL CAPITAL PROJECTS FUND:</b>					<b>\$ 1,855.60</b>

## **ASSOCIATED STUDENT BODY FUND:**

January 28, 2015	A/P - Void	402045	to	402045	\$ (600.00)
January 29, 2015	Accounts Payable	402088	to	402088	\$ 1,626.34
January 29, 2015	Accounts Payable	402089	to	402101	\$ 2,640.43
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>					<b>\$ 3,666.77</b>

## **TRANSPORTATION VEHICLE FUND:**

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**

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of ~~January 20, 2015~~ *February 11, 2015*, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$510.00. The payments and voids are further identified in this document.

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

Voids/Cancellations, totaling \$510.00

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
116141	BCB INTERNATIONAL, INC.	01/22/2015	SHAE 11/21/2014	SWI003 - KEY SWITCH ASSEMBLY	0	510.00	510.00

1 Void Check(s) For a Total of 510.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer	Checks	0.00
Less	1	Voided	Checks For a Total of	510.00
			Net Amount	-510.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of ~~January 23~~ <sup>February 11</sup>, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$984.66. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 116257 through 116257, totaling \$984.66

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
116257	STEILACOOM SCHOOL DISTRICT	01/26/2015	CTAX11 20150122AAA	Comp Tax owed for Cash Account 11 through 01/22/2015	0	1,069.84	984.66
			CTAX41 20150122AAA	Comp Tax owed for Cash Account 41 through 01/22/2015. Paying out of GF to offset amount due. Will charge GF \$85.18 next month to reimburse ASB	0	-85.18	
1	Computer			Check(s) For a Total of			984.66

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	984.66
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	984.66
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	984.66



The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 11, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$23,811.91. The payments are further identified in this document.

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

Warrant Numbers 116283 through 116283, totaling \$23,811.91

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

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

<b>116283</b>	<b>MASTERCARD CORP. CLIENTS PAYME</b>	<b>01/30/2015</b>		<b>CREDIT CARD PAYMENT CHECK</b>			<b>23,811.91</b>
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4IMPRINT - PCARD	PC201501GF00047	Credit Card Payment AP Invoice.	0	510.64
ACE HARDWARE - PCARD	PC201501GF00030	Credit Card Payment AP Invoice.	0	26.21
ALBERTSONS - CTE ADVANTAGE CAR	PC201501GF00051	Credit Card Payment AP Invoice.	0	9.76
ALBERTSONS - PCARD	PC201501GF00029	Credit Card Payment AP Invoice.	0	137.94
AMAZON MARKETPLACE - PCARD	PC201501GF00001	Credit Card Payment AP Invoice.	0	301.89
AMAZON MARKETPLACE - PCARD	PC201501GF00010	Credit Card Payment AP Invoice.	0	617.13
AMAZON.COM - PCARD	PC201501GF00000	Credit Card Payment AP Invoice.	0	699.84
AMAZON.COM - PCARD	PC201501GF00065	Credit Card Payment AP Invoice.	0	286.96
ARTCO CRAFTS	PC201501GF00006	Credit Card Payment AP Invoice.	0	32.82
BEST BUY - PCARD	PC201501GF00007	Credit Card Payment AP Invoice.	0	21.89

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	BOOKS ARE FUN - PCARD		PC201501GF00021	Credit Card Payment AP Invoice.	0	13.00	
	CAROLINA BIOLOGICAL		PC201501GF00052	Credit Card Payment AP Invoice.	0	365.66	
	CDWG		PC201501GF00013	Credit Card Payment AP Invoice.	0	82.36	
	CDWG INC.		PC201501GF00014	Credit Card Payment AP Invoice.	0	411.24	
	CHEGG INC - PCARD		PC201501GF00034	Credit Card Payment AP Invoice.	0	137.35	
	COSTCO BUSINESS CENTER - PCARD		PC201501GF00049	Credit Card Payment AP Invoice.	0	996.34	
	DECKER EQUIPMENT		PC201501GF00061	Credit Card Payment AP Invoice.	0	109.08	
	DECKER EQUIPMENT		PC201501GF00062	Credit Card Payment AP Invoice.	0	106.61	
	DOLLAR TREE - PCARD		PC201501GF00005	Credit Card Payment AP Invoice.	0	4.38	
	FORZA - PCARD		PC201501GF00064	Credit Card Payment AP Invoice.	0	32.82	
	FRED MEYER - PCARD		PC201501GF00044	Credit Card Payment AP Invoice.	0	21.11	
	GODADDY.COM - PCARD		PC201501GF00008	Credit Card Payment AP Invoice.	0	16.60	
	GOPHER		PC201501GF00042	Credit Card Payment AP Invoice.	0	82.25	
	HOME DEPOT		PC201501GF00004	Credit Card Payment AP Invoice.	0	70.23	
	HOUSE OF DONUTS OF LAKEWOOD LL		PC201501GF00040	Credit Card Payment AP Invoice.	0	38.95	
	JONES SCHOOL SUPPLY		PC201501GF00035	Credit Card Payment AP Invoice.	0	299.25	
	JW PEPPER		PC201501GF00015	Credit Card	0	1,061.29	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
				Payment AP			
				Invoice.			
	KING COUNTY DIRECTORS ASSN		PC201501GF00018	Credit Card	0	611.31	
				Payment AP			
				Invoice.			
	LEADERSHIP RESOURCES		PC201501GF00022	Credit Card	0	462.00	
				Payment AP			
				Invoice.			
	LOWES		PC201501GF00003	Credit Card	0	64.12	
				Payment AP			
				Invoice.			
	MAGNATAG VISIBLE SYSTEMS		PC201501GF00058	Credit Card	0	1,408.05	
				Payment AP			
				Invoice.			
	MASTERCARD CORP. CLIENTS PAYME		PC201501GF00002	Credit Card	0	258.27	
				Payment AP			
				Invoice.			
	MASTERCARD CORP. CLIENTS PAYME		PC201501GF00039	Credit Card	0	141.00	
				Payment AP			
				Invoice.			
	MICRO COMPUTER SYSTEMS		PC201501GF00036	Credit Card	0	202.37	
				Payment AP			
				Invoice.			
	MINUTEKEY - PCARD		PC201501GF00012	Credit Card	0	5.45	
				Payment AP			
				Invoice.			
	MUSIC AND ARTS - PCARD		PC201501GF00023	Credit Card	0	19.05	
				Payment AP			
				Invoice.			
	NASCO		PC201501GF00031	Credit Card	0	113.56	
				Payment AP			
				Invoice.			
	OFFICE DEPOT		PC201501GF00016	Credit Card	0	1,896.10	
				Payment AP			
				Invoice.			
	PANERA BREAD - PCARD		PC201501GF00055	Credit Card	0	37.15	
				Payment AP			
				Invoice.			
	PAYPAL - PCARD (DON'T USE)		PC201501GF00050	Credit Card	0	369.00	
				Payment AP			
				Invoice.			
	PEARSON EDUCATION		PC201501GF00028	Credit Card	0	1,104.82	
				Payment AP			
				Invoice.			
	PIERCE COUNTY FERRY SYSTEM		PC201501GF00024	Credit Card	0	2,144.10	
				Payment AP			
				Invoice.			
	PRO-ED		PC201501GF00032	Credit Card	0	61.60	
				Payment AP			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	PSESD-TECHNOLOGY SERVICES		PC201501GF00046	Invoice. Credit Card Payment AP	0	120.00	
	QUALITY BUSINESS SYSTEMS INC		PC201501GF00059	Invoice. Credit Card Payment AP	0	133.97	
	SAARS MARKETPLACE - PCARD		PC201501GF00057	Invoice. Credit Card Payment AP	0	13.07	
	SAFEWAY - PCARD		PC201501GF00025	Invoice. Credit Card Payment AP	0	18.82	
	SCHOOL HEALTH		PC201501GF00027	Invoice. Credit Card Payment AP	0	408.79	
	SCHOOL NURSE SUPPLY		PC201501GF00037	Invoice. Credit Card Payment AP	0	37.10	
	SCHOOL SPECIALTY, INC.		PC201501GF00060	Invoice. Credit Card Payment AP	0	186.06	
	SHAPE AMERICA - PCARD		PC201501GF00017	Invoice. Credit Card Payment AP	0	1,285.00	
	SHAPE WASHINGTON PROFESSIONAL		PC201501GF00053	Invoice. Credit Card Payment AP	0	340.00	
	SPEAKABOOS - PCARD		PC201501GF00026	Invoice. Credit Card Payment AP	0	249.95	
	TED BROWN MUSIC CO		PC201501GF00011	Invoice. Credit Card Payment AP	0	70.96	
	THE MARKERBOARD PEOPLE		PC201501GF00054	Invoice. Credit Card Payment AP	0	129.00	
	THE POGIL PROJECT		PC201501GF00043	Invoice. Credit Card Payment AP	0	1,497.00	
	ULINE		PC201501GF00063	Invoice. Credit Card Payment AP	0	75.85	
	USPS - PCARD		PC201501GF00067	Invoice. Credit Card Payment AP	0	19.99	
	VIMEO LLC		PC201501GF00009	Invoice. Credit Card Payment AP	0	59.95	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	WALMART - PCARD		PC201501GF00019	Credit Card	0	249.08	
				Payment AP			
				Invoice.			
	WASBO		PC201501GF00066	Credit Card	0	400.00	
				Payment AP			
				Invoice.			
	WASH EDUCATIONAL RESEARCH ASSO		PC201501GF00056	Credit Card	0	500.00	
				Payment AP			
				Invoice.			
	WASHINGTON MUSIC EDUCATORS ASS		PC201501GF00045	Credit Card	0	190.00	
				Payment AP			
				Invoice.			
	WORTHINGTON DIRECT		PC201501GF00038	Credit Card	0	1,465.77	
				Payment AP			
				Invoice.			
	WSIPC		PC201501GF00033	Credit Card	0	280.00	
				Payment AP			
				Invoice.			
	WSPA		PC201501GF00048	Credit Card	0	50.00	
				Payment AP			
				Invoice.			
	WSSAAA		PC201501GF00020	Credit Card	0	55.00	
				Payment AP			
				Invoice.			
	WSSDA		PC201501GF00041	Credit Card	0	585.00	
				Payment AP			
				Invoice.			

1 Computer Check(s) For a Total of 23,811.91

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	23,811.91
Total For	1	Manual, Wire Tran, ACH & Computer Checks		23,811.91
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	23,811.91

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 11, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$83,366.27. The payments are further identified in this document.

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

Warrant Numbers 116284 through 116311, totaling \$83,366.27

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
116284	ACE FIRE & SECURITY	01/30/2015	950104	SEMI-ANNUAL KITCHEN HOOD FIRE INSPECTIONS AT STEILACOOM HIGH & PIONEER MIDDLE SCHOOLS	101415083	246.15	490.95
			950105	SEMI-ANNUAL KITCHEN HOOD FIRE INSPECTIONS AT STEILACOOM HIGH & PIONEER MIDDLE SCHOOLS	101415083	244.80	
116285	BANK OF AMERICA	01/30/2015	507	OPEN PO FOR SERVICE FEES - DO NOT FAX	81415079	63.90	63.90
116286	BARCLAY DEAN ARCHT PROD LLC	01/30/2015	20994	FURNISH & INSTALL OF A COMPLETE TRANSFER GEAR WITHIN THE MOTOR OF THE PARTITION WALL IN THE MULTI-PURPOSE ROOM; PRICE INCLUDES SERVICE PERFORMED 12-4-14;WORK SCHEDULED 1-8-15	101415093	2,182.53	2,182.53
116287	BUILDERS HARDWARE & SUPPLY	01/30/2015	\$3380150.001	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415008	34.85	34.85
116288	DAUGHERTY, KATHRYN R	01/30/2015	REIMBURSE	REIMBURSE CLASSROOM SUPPLIES	0	75.87	75.87

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
116289	DSHS:ACCOUNTS RECEIVABLE CIBS	01/30/2015	0975-81780	BUS FUEL SUPPLY FOR FY1415 OPEN PO / November 2014	81415055	7,850.17	7,850.17
116290	EDNETICS INC	01/30/2015	INV-64172	Saltar's Point Network Switch Replacement	111415017	36,005.16	36,005.16
116291	GK INDUSTRIAL REFUSE SYSTEM	01/30/2015	0089124-IN	PARTS & LABOR TO REPLACE THE DOOR SEAL ON TRASH COMPACTOR AT PIONEER MIDDLE SCHOOL	101415092	477.64	477.64
116292	GOMEZ-BUCKLEY, MARTA CRISTINA	01/30/2015	REIMBURSE	REIMBURSE MILEAGE	0	41.81	41.81
116293	HAROLD LEMAY ENTERPRISES	01/30/2015	21080-579587-001	DISTRICT WIDE GARBAGE/RECYCLING SVCS FY 1415 HAROLD LEMAY ENTERPRISES OPEN PO	81415047	1,397.48	1,397.48
116294	HUMANUS CORPORATION	01/30/2015	2015-2258	Jonathan Golle, Contracted Psychologist position.	91415002	2,960.00	5,328.00
			2015-2301	Jonathan Golle, Contracted Psychologist position.	91415002	2,368.00	
116295	ISLAND PROPANE INC	01/30/2015	14606	PROPANE DELIVERY OPEN PO AT ANDERSON ISLAND	81415085	324.87	324.87
116296	JW PEPPER	01/30/2015	14566837	SHS BAND JW PEPPER SHEET MUSIC OPEN PO	4311415024	171.78	171.78
116297	LITT, TERESA ANN	01/30/2015	REIMBURSE	REIMBURSE MILEAGE	0	50.85	50.85
116298	MCGANN, MELISSA MICHELLE	01/30/2015	REIMBURSE	REIMBURSE MILEAGE	0	25.43	25.43
116299	NORTHWEST TEXTBOOK CO	01/30/2015	114-223-839	GRADE 7 RED ACCEL TEXTBOOKS	271415020	5,024.66	5,024.66
116300	OFFICE MINORITY/WOMENS BUS. EN	01/30/2015	303122	Local OMWBE Fee 07/01/2011 - 06/30/2013	0	150.00	263.50
			3031347	Local OMWBE Fee 07/01/2013 - 06/30/2015	0	113.50	
116301	OLYMPIC PHARMACY & HEALTH SERV	01/30/2015	435973	Toilet system for student at SHS.	91415015	1,848.86	1,848.86
116302	RSD	01/30/2015	26162199-00	OPEN PURCHASE ORDER 2014-2015 FOR REFRIGERATION PARTS	101415041	201.38	201.38



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
116303	SIGNS OF SEATTLE	01/30/2015	27133	SIGNS OF SEATTLE - SALTAR'S POINT 45 VINYL SIGNS FOR DOORS - PLEASE PAY ON INVOICE	81415128	259.32	259.32
116304	SUNBELT STAFFING	01/30/2015	6801464	Jacqueline Diaz, Contracted Psychologist position.	91415003	2,800.00	2,800.00
116305	SUTCLIFF, JODI KAYE	01/30/2015	REIMBURSE	REIMBURSE CLASSROOM SUPPLIES	0	27.22	27.22
116306	TACOMA-PIERCE CO HEALTH DEPT	01/30/2015	IN0151127	ROUTINE HEALTH DEPARTMENT SCHOOL INSPECTIONS FOR SALTAR'S POINT AND CHERRYDALE ELEMENTARY	81415129	390.00	780.00
			IN0151132	ROUTINE HEALTH DEPARTMENT SCHOOL INSPECTIONS FOR SALTAR'S POINT AND CHERRYDALE ELEMENTARY	81415129	390.00	
116307	TOWN OF STEILACOOM	01/30/2015	01-00720.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO	81415043	762.54	762.54
116308	TRAILER BOSS	01/30/2015	F1000009	MAINTENANCE FABFORM DUMP TRAILER PURCHASE	101415099	6,823.25	6,823.25
116309	WASA	01/30/2015	REFUND	REFUNDING CHECK AMOUNT THAT WAS DEPOSITED BY SHSD	0	1,172.44	1,172.44
116310	WASHINGTON DECA	01/30/2015	2013-01-23	SHS WASHINGTON DECA ADVISOR REGISTRATION FEE FOR THE STATE CONFERENCE FOR TINA HAYDEN	141415028	130.00	130.00
116311	WSSDA	01/30/2015	47464	2015 WSSDA ANNUAL DUES BILLING	81415127	8,751.81	8,751.81

28 Computer Check(s) For a Total of 83,366.27

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	28	Computer	Checks For a Total of	83,366.27
Total For	28	Manual, Wire Tran, ACH & Computer	Checks	83,366.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	83,366.27

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 11, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,567.75. The payments are further identified in this document.

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

Warrant Numbers 116312 through 116312, totaling \$1,567.75

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
116312	TRUSTEED PLANS SERVICE CORP	01/30/2015	45900-001	TRUSTEED PLANS SERVICE CORP SVCS FY 1415 OPEN PO	81415050	1,567.75	1,567.75

1	Computer	Check(s) For a Total of	1,567.75
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	1,567.75
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,567.75
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,567.75

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 11, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$98.35. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 116313 through 116317, totaling \$98.35

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
116313	FARSTAD, COLLEEN	02/05/2015	REFUND PARKING	REFUND PARKING / F. FARSTAD	0	30.00	30.00
116314	HELEAN (HARMAN), JESSICA	02/05/2015	REFUND FOOD SVC	REFUND FOOD SVC / S. HARMAN	0	13.75	13.75
116315	HOPPER III, JOHN	02/05/2015	REFUND FOOD SVC	REFUND FOOD SVC / D. HOPPER	0	28.60	28.60
116316	MIRANO, MICHELLE	02/05/2015	REFUND PE UNIFORM	REFUND PE UNIFORM SHIRT & SHORTS / P. MESTER	0	18.00	18.00
116317	NIUSULU, HOLLY	02/05/2015	REFUND LIBRARY	REFUND FOR RETURNED LIBRARY BOOK / A. GARRITY	0	8.00	8.00
5	Computer			Check(s) For a Total of			98.35

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	98.35
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	98.35
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	98.35

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 11, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$256,977.15. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 116318 through 116350, totaling \$256,977.15

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
116318	CAREERSTAFF UNLMTD - SEATTLE	02/05/2015	28427-235264	Jackie Muir, Contracted OT position for the 2014-2015 school year.	91415004	2,088.00	4,338.00
			28427-235910	Jackie Muir, Contracted OT position for the 2014-2015 school year.	91415004	2,250.00	
116319	COASTWIDE LABORATORIES	02/05/2015	GT2741126	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	488.47	1,506.23
			NT2741091	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	65.20	
			NT2741126	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	941.29	
			NT2741329	OPEN PURCHASE ORDER 2014-2015 FOR CUSTODIAL SUPPLIES	101415011	11.27	
116320	COMCAST	02/05/2015	33670230	OPEN PO FOR DISTRICT WIDE NETWORK	81415009	6,377.30	6,377.30
116321	CONSOLIDATED ELECTRICAL DIST	02/05/2015	8541-783467	OPEN PURCHASE ORDER FOR 2014-2015 FOR ELECTRICAL	101415057	539.65	539.65

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
116322	DEPARTMENT OF ENTERPRISE SERVI	02/05/2015	8417917	SUPPLIES LOCAL GOVERNMENT SELF INSURANCE (1/1/2015 TO 6/30/2015)	0	700.00	700.00
116323	ECK, KASEY LEIGH	02/05/2015	REIMBURSE	REIMBURSE REGISTRATION, AIR & TRAVEL FOR ACDA CONFERENCE	0	770.25	770.25
116324	EDNETICS INC	02/05/2015	INV-64271	Wireless Access Points for Testing and later use in load balancing	111415044	9,619.55	9,619.55
116325	FOLLETT SCHOOL SOLUTIONS	02/05/2015	579055	**please do not fax-we will order once PO is processed**	1461415022	678.63	826.48
			579055F-5	**please do not fax-we will order once PO is processed**	1461415022	147.85	
116326	GENERAL ELECTRIC CAPITAL CORP	02/05/2015	62107345	GE CAPITAL CORP OPEN PO FOR COPIERS AT CHLOE CLARK	81415066	261.12	2,839.96
			62112264	GE CAPITAL CORP OPEN PO FOR MAINTENANCE COPIER KYOCERA FS140	81415069	75.49	
			90136068109	GE CAPITAL CORP OPEN PO FOR DISTRICT OFFICE COPIER	81415068	529.50	
			90136151415	GE CAPITAL CORP OPEN PO FOR SHS COPIER	81415063	695.78	
			90136151454	GE CAPITAL CORP OPEN PO FOR PIONEER MIDDLE SCHOOL COPIER	81415064	743.10	
			90136152404	GE CAPITAL CORP OPEN PO FOR SALTAR'S COPIER	81415065	534.97	
116327	HEALTH CARE AUTHORITY	02/05/2015	HCASBH1967	Medicaid Reimbursement	81415094	91.97	91.97
116328	HERITAGE FOOD SERVICE GROUP	02/05/2015	0002924491-IN	OPEN PURCHASE ORDER 2014-2015 FOR KITCHEN PARTS	101415089	25.97	25.97



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
116329	HUMANUS CORPORATION	02/05/2015	2015-2276	& SUPPLIES Health Services - For LPN position at Pioneer	91415018	1,200.00	2,400.00
			2015-2291	Health Services - For LPN position at Pioneer	91415018	1,200.00	
116330	IMMEDIA	02/05/2015	65810	POSTAGE FOR 6 VERSION REPORT CARD LETTERS	81415132	1,671.29	1,671.29
116331	JOHNSTON, CELESTE L	02/05/2015	REIMBURSE	REIMBURSE MILEAGE	0	20.80	20.80
116332	JT EDUCATIONAL CONSULTANTS (JT	02/05/2015	1415-550	JTEC ADMIN MATCH CONSULTING & PROCESSING FEE	81415024	1,100.00	1,100.00
116333	K&L GATES	02/05/2015	3048440	PROFESSIONAL LEGAL SERVICES FOR 14-15 SY	81415080	121.00	121.00
116334	LOWES	02/05/2015	9900 195933 9	OPEN PURCHASE ORDER 2014-2015 FOR SUPPLIES	101415031	343.07	343.07
116335	NORTHWEST CASCADE INC	02/05/2015	2-1116680	HONEY BUCKET RENTAL	81415060	124.50	124.50
116336	PIERCE COLLEGE	02/05/2015	86288	RUNNING START PIERCE COLLEGE FY 1415 OPEN PO / Fall 2014	81415037	154,327.95	154,327.95
116337	PUGET SOUND ENERGY	02/05/2015	200008146082	PUGET SOUND ENERGY FY 1415 ELECTRICITY OPEN PO / 511 Chambers Street	81415039	631.46	7,445.36
			200018787412	PUGET SOUND ENERGY FY 1415 ELECTRICITY OPEN PO / 54 Sentinel Drive	81415039	5,934.19	
			200022057323	PUGET SOUND ENERGY FY 1415 ELECTRICITY OPEN PO / 601 Chambers Street	81415039	625.22	
			220005466069	PUGET SOUND ENERGY FY 1415 ELECTRICITY OPEN PO / 511 Chambers Street #B	81415039	254.49	
116338	SAXTON BRADLEY	02/05/2015	14-01061A	Smart Board for SHS	111415028	2,757.97	10,048.39
			14-01182	LCD Smart Board for District	111415034	7,290.42	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
116339	SHUCKHART, MAUREEN	02/05/2015	REIMBURSE	Office REIMBURSE MILEAGE	0	43.87	43.87
116340	SUNBELT STAFFING	02/05/2015	6814286	Jacqueline Diaz, Contracted Psychologist position.	91415003	2,800.00	5,040.00
			6826557	Jacqueline Diaz, Contracted Psychologist position.	91415003	2,240.00	
116341	TOTALFUNDS BY HASLER	02/05/2015	7900 0110 0202 8325	HASLER POSTAGE MACHINE SERVICES AND SUPPLY	81415100	2,000.00	2,000.00
116342	TOWN OF STEILACOOM	02/05/2015	01-00722.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / Saltar's Point Modular	81415043	214.17	15,063.95
			01-00727.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / Saltar's Point	81415043	3,396.16	
			04-00360.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / Cherrydale	81415043	516.14	
			04-00361.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / Cherrydale	81415043	1,212.99	
			04-01690.1	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / SHSD	81415043	216.87	
			04-01692.0	1100 Diggs Street TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / SHSD	81415043	136.96	
			05-00010.0	1100 Diggs Street TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 511 Chambers Street Furnace	81415043	306.18	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			05-00020.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 511 Chambers Street	81415043	610.80	
			05-00025.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 510 Chambers Street	81415043	345.26	
			05-00030.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 511 Chambers Street	81415043	291.50	
			05-00040.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / 611 Chambers Street Shed	81415043	155.26	
			08-01800.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / High School	81415043	138.37	
			08-01810.0	TOWN OF STEILACOOM FY 1415 ELECTRICITY OPEN PO / High School	81415043	7,523.29	
116343	TRANE COMMERCIAL SYSTEMS	02/05/2015	10316138R1	OPEN PURCHASE ORDER 2014-2015 FOR HVAC PARTS & SERVICE	101415051	478.25	478.25
116344	TRUSTEED PLANS SERVICE CORP	02/05/2015	0079731-IN	TRUSTEED PLANS SERVICE CORP SVCS FY 1415 OPEN PO	81415050	8,318.88	8,318.88
116345	US BANK EQUIP. FINANCE/US BANK	02/05/2015	270120884	US BANK EQUIPMENT FINANCE FY1415 OPEN PO FOR RISOGRAPH COPIERS AT CHLOE, SALTAR'S, AND SHS - DO NOT FAX	81415058	1,058.94	1,058.94
116346	VERIZON WIRELESS	02/05/2015	9739105989	VERIZON WIRELESS PHONE SERVICES OPEN PO	81415070	956.86	956.86
116347	WA SCHOOL FOR THE BLIND	02/05/2015	314	Services for Visually Impaired	91415017	12,495.00	12,495.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Students / September-December of thh 2014-2015 school year			
116348	WASBO	02/05/2015	200001020	Registration for Eva and Bev to attend School Accounting 1 course (WASBO)	81415133	395.00	790.00
			200001022	Registration for Eva and Bev to attend School Accounting 1 course (WASBO)	81415133	395.00	
116349	WELLS FARGO FINAN LEASING INC	02/05/2015	5001826330	WELLS FARGO FINANCE LEASE OPEN PO FOR PIONEER NURSE'S OFFICE COPIER	81415073	173.00	785.01
			5001872862	WELLS FARGO FINANCE LEASE OPEN PO FOR CHERRYDALE COPIER	81415074	612.01	
116350	WITT COMPANY	02/05/2015	385922	OPEN PO FOR WITT COMPANY 14/15 ALL DISTRICT COPIER SERVICE AGREEMENT	81415028	4,708.67	4,708.67

33 Computer Check(s) For a Total of 256,977.15

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	33	Computer	Checks For a Total of	256,977.15
Total For	33	Manual, Wire Tran, ACH & Computer	Checks	256,977.15
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	256,977.15

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 11, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,855.60. The payments are further identified in this document.

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

Warrant Numbers 200245 through 200245, totaling \$1,855.60

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

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

200245 MASTERCARD CORP. CLIENTS PAYME 01/30/2015

CREDIT CARD PAYMENT CHECK

1,855.60

MICHAELS - PCARD

PC201501CP00000

Credit Card

0

1,678.24

Payment AP

Invoice.

SCHOOL OUTFITTERS

PC201501CP00001

Credit Card

0

177.36

Payment AP

Invoice.

1

Computer

Check(s) For a Total of

1,855.60

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	1,855.60
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,855.60
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,855.60

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 11, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$600.00. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Voids/Cancellations, totaling \$600.00

Secretary \_\_\_\_\_

Board Member \_\_\_\_\_

Board Member \_\_\_\_\_

Board Member \_\_\_\_\_

Board Member \_\_\_\_\_

Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402045	STEILACOOM HS SPORTS BOOSTERS	01/28/2015	006	1005 - Gate Receipts to SHS Booster	4061415099	600.00	600.00
				1	Void	Check(s) For a Total of	600.00



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer	Checks	0.00
Less	1	Voided	Checks For a Total of	600.00
			Net Amount	-600.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 11, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,626.34. The payments are further identified in this document.

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

Warrant Numbers 402088 through 402088, totaling \$1,626.34

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

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

**402088 MASTERCARD CORP. CLIENTS PAYME 01/30/2015**

**CREDIT CARD PAYMENT CHECK**

**1,626.34**

ALBERTSONS - PCARD	PC201501ASB00003	Credit Card Payment AP Invoice.	0	67.77
AMAZON MARKETPLACE - PCARD	PC201501ASB00002	Credit Card Payment AP Invoice.	0	33.98
AMAZON.COM - PCARD	PC201501ASB00007	Credit Card Payment AP Invoice.	0	8.75
AMERICAN PARKS COMPANY - PCARD	PC201501ASB00008	Credit Card Payment AP Invoice.	0	441.60
APPLE STORE - PCARD	PC201501ASB00006	Credit Card Payment AP Invoice.	0	-764.71
BOUND TO STAY BOUND	PC201501ASB00000	Credit Card Payment AP Invoice.	0	962.57
CASH N CARRY - PCARD	PC201501ASB00015	Credit Card Payment AP Invoice.	0	90.19
DHARMA TRADING CO - PCARD	PC201501ASB00001	Credit Card Payment AP Invoice.	0	47.25
DOLLAR TREE - PCARD	PC201501ASB00014	Credit Card Payment AP Invoice.	0	21.88
HAYNEEDLE.COM - PCARD	PC201501ASB00010	Credit Card Payment AP Invoice.	0	65.98

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						
	ITUNES - PCARD		PC201501ASB00005	Credit Card Payment AP Invoice.	0	8.74	
	KING COUNTY DIRECTORS ASSN		PC201501ASB00011	Credit Card Payment AP Invoice.	0	235.69	
	KRISPY KREME		PC201501ASB00012	Credit Card Payment AP Invoice.	0	208.25	
	MICHAELS - PCARD		PC201501ASB00004	Credit Card Payment AP Invoice.	0	17.30	
	MIDAMERICA BOOKS - PCARD		PC201501ASB00009	Credit Card Payment AP Invoice.	0	83.75	
	STRIDELINE.COM - PCARD		PC201501ASB00013	Credit Card Payment AP Invoice.	0	97.35	
			1	Computer	Check(s) For a Total of		1,626.34

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	1,626.34
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,626.34
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,626.34

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 11, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,640.43. The payments are further identified in this document.

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

Warrant Numbers 402089 through 402101, totaling \$2,640.43

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402089	AUBURN RIVERSIDE WRESTLING	01/30/2015	01-10-2015	2016 WRESTLING - Auburn Riverside Invitational	4061415135	150.00	150.00
402090	BARGREEN ELLINGSON- TACOMA	01/30/2015	007021371	1000 ASB GENERAL - MICROWAVE PURCHASE FOR STUDENT LUNCH	4061415128	411.07	411.07
402091	COSTCO	01/30/2015	259668129	OPEN PO FOR STUDENT STORE COSTCO FY1415 EXPENDITURE	4061415019	490.75	490.75
402092	EASTBAY INC	01/30/2015	26959	2000 - Baseball Uniforms DECORATION FEES TS PRODUCTION FEES	4061415083	121.44	121.44
402093	KELSO HIGH SCHOOL ASB	01/30/2015	12-09-2015	2016 WRESTLING - Kelso Girls Open-entry fee	4061415133	60.00	60.00
402094	NORTH MASON HIGH SCHOOL	01/30/2015	12-26-2014	2016 WRESTLING - North Mason Classic - Hawkins Memorial	4061415134	272.00	272.00
402095	PAPA JOHN'S PIZZA	01/30/2015	S2208-15-1067	4012 STUDENT STORE *OPEN PO* PAPA JOHNS	4061415111	51.45	205.80
			S2208-15-1086	4012 STUDENT STORE *OPEN PO* PAPA JOHNS	4061415111	51.45	
			S2208-15-1087	4012 STUDENT STORE *OPEN PO* PAPA JOHNS	4061415111	51.45	
			S2208-15-1102	4012 STUDENT	4061415111	51.45	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				STORE *OPEN PO*			
				PAPA JOHNS			
402096	RAINIER APPAREL	01/30/2015	L2014389	1000 - ASB GEAR	4061415085	250.18	250.18
402097	ROOSEVELT HIGH SCHOOL	01/30/2015	12-29-2014	2016 WRESTLING -	4061415136	112.00	112.00
				Roosevelt			
				Takedown Jamboree			
402098	SOWARDS, JEFF	01/30/2015	10-11-2014	31ST HOLE IN THE	0	30.00	30.00
				WALL REGISTRATION			
				LATE ENTRY FEE			
402099	SPECIALTY FROZEN DISTRIBUTING	01/30/2015	624133	SPECIALTY FROZEN	4061415041	240.00	240.00
				DISTRIBUTING			
				FY1415 OPEN PO			
				FOR STUDENT STORE			
402100	TRUWEST	01/30/2015	0175281-IN	BOYS' SWIM AND	4061415077	22.19	22.19
				DIVE TEAM CUSTOM			
				SWIM SUITS			
402101	TUMWATER HIGH SCHOOL	01/30/2015	12-20-2014	2016 WRESTLING -	4061415137	275.00	275.00
				Pat Alexander			
				Invitational Team			
				Entry Fee			
				13 Computer	Check(s) For a Total of		2,640.43

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	13	Computer	Checks For a Total of	2,640.43
Total For	13	Manual, Wire Tran, ACH & Computer	Checks	2,640.43
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,640.43

STELLACOOM SCHOOL DISTRICT #1  
PAY SUMMARY FOR MTHLY / MONTHLY PAYROLL - AFTER CALCS  
CHECK DATE: 01/30/2015 PERIOD ENDING DATE: 01/31/2015  
Pay/Ded/Bens Summary Totals

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE
						HOURS
A215	FOOTBALL	1	1.0000		420.55	
A234	SWIMMING	1	1.0000		1,232.50	82.30
A234a	SWIMMING	1	1.0000		1,643.34	82.30
A285	SOCCER	1	1.0000		368.55	
A314	BASKETBALL	1	1.0000		1,137.47	82.70
A315	BASKETBALL	4	4.0000		4,258.28	
A354	CHEER ADVISOR	1	1.0000		892.23	36.20
A444	WRESTLING	5	5.0000		7,393.99	398.40
B013	BASE	194	181.0000		751,115.95	24752.60
B013a	BASE	1	1.0000		520.26	28.50
B023	TRI	194	181.0000		131,444.95	183.00
B023a	TRI	1	1.0000		91.05	
B103	SUPERINTENDENT	1	1.0000		12,583.33	168.00
B113	ADMINISTRATOR	4	3.0000		28,000.01	504.00
B123	PRINCIPAL	5	5.0000		46,601.17	760.00
B133	ASST PRINCIPAL	8	5.0000		40,894.16	760.00
B203	EXEMPT	7	5.0000		26,250.01	840.00
B213	UNION EXEMPT	1	1.0000		4,916.67	168.00
B303a	FAC OP MANAGER	1	1.0000		2,085.93	88.20
B314	LEAD GROUNDS	1	1.0000		4,004.00	168.00
B324	GROUNDS	2	2.0000		5,782.40	336.00
B334	LEAD CUSTODIAN	5	5.0000		17,049.08	840.00
B344	CUSTODIAN	14	14.0000		36,629.75	2142.00
B344a	CUSTODIAN	1	1.0000		283.23	
B364	MAINT TECH I	1	1.0000		3,288.13	168.00
B374	MAINT TECH II	2	2.0000		9,689.34	336.00
B403	SPEC ED ASST	20	18.0000		31,807.53	2414.20
B403a	SPEC ED ASST	1	1.0000		208.86	21.00
B413	PRESCHOOL ASST	4	4.0000		3,663.57	318.70
B413a	PRESCHOOL PARA	1	1.0000		618.61	55.30
B423	TEACHER ASST	16	16.0000		27,822.56	2147.20
B433	TITLE 1/LAP	6	6.0000		10,513.41	803.30
B443	BILINGUAL ASST	1	1.0000		1,688.44	136.50
B453	HEALTH ASST	2	2.0000		3,240.00	294.00
B463	VOLUNTEER COORD	1	1.0000		622.80	52.50



STEILACOOM SCHOOL DISTRICT #1  
PAY SUMMARY FOR MTHLY / MONTHLY PAYROLL - AFTER CALCS  
CHECK DATE: 01/30/2015 PERIOD ENDING DATE: 01/31/2015  
Pay/Ded/Bens Summary Totals

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE</u> <u>HOURS</u>
B483	LIBRARY TECH	6	5.0000		7,808.79	598.50
B493	SP/LA/ASST	1	1.0000		281.52	22.00
B504	CAMPUS SUPERVIS	2	2.0000		4,680.78	336.00
B513	SPED PARA Ion1	2	2.0000		2,711.56	273.00
B523	LPN	2	2.0000		3,874.17	294.00
B603	OFFICE COORD	5	5.0000		12,578.44	745.50
B613	SECRETARY	3	2.0000		3,228.52	215.30
B623	SECRETARY 201	11	11.0000		16,360.28	1249.50
B633	SECRETARY 211	3	2.0000		4,380.54	336.00
B643	SECRETARY 221	1	1.0000		3,094.00	168.00
B653	SUB CALLER	1	1.0000		609.88	63.00
B713	PAYROLL CLERK	1	1.0000		1,895.83	105.00
B733	ACCT CLERK	3	3.0000		9,503.09	504.00
B753	STU SVCS CLERK	1	1.0000		2,988.27	168.00
B763	HR CLERK	1	1.0000		2,927.27	168.00
B763b	HR Clerk	1	1.0000		624.92	33.60
B773	STUDENT ENROLLM	1	1.0000		3,336.67	168.00
B783	CAREER COUNS CL	1	1.0000		2,310.00	168.00
B803	COMPUTER TECH	2	2.0000		5,222.37	336.00
B813	IT TECH I	1	1.0000		3,288.13	168.00
E115	GSA ADVISOR	2	2.0000		266.66	
E135	GAME ADVISOR	1	1.0000		266.67	
E175	CTE LEAD	1	1.0000		218.18	
E185	BUILDERS CLUB	1	1.0000		300.00	
E195	KEY CLUB	2	2.0000		436.36	
E255	DANCE CLUB	1	1.0000		225.00	
E265	FCA	1	1.0000		218.18	
E275	MATH CLUB	1	1.0000		240.00	
E285	ANIME	1	1.0000		218.18	
E295	BOOK CLUB	1	1.0000		218.18	
E305	POETRY CLUB	1	1.0000		218.18	
E315	YOUTH LEADING	1	1.0000		218.18	
E335	YEARBOOK	1	1.0000		218.18	
E365	CLASS ADVISOR	4	4.0000		872.72	
E385	ASB ADVISOR	2	2.0000		686.87	

STEILACOOM SCHOOL DISTRICT #1  
PAY SUMMARY FOR MTHLY / MONTHLY PAYROLL - AFTER CALCS  
CHECK DATE: 01/30/2015 PERIOD ENDING DATE: 01/31/2015  
Pay/Ded/Bens Summary Totals

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE
						HOURS
E395	DEPARTMENT HEAD	13	11.0000		2,023.73	
E405	BAND	1	1.0000		409.09	
E415	JAZZ	1	1.0000		409.09	
E415a	JAZZ	1	1.0000		277.78	
E515	FCCLA	2	2.0000		218.18	
E565	DECA ADVISOR	1	1.0000		218.18	
E575	DRAMA	1	1.0000		218.18	
E575a	DRAMA	1	1.0000		218.18	
E605	HONOR SOCIETY	1	1.0000		218.18	
E615	CHOIR	2	2.0000		700.00	
E685	CLASS/LAB SETUP	6	6.0000		562.89	
E755	DATA COORD	1	1.0000		545.46	
E765	TCHR INSTR LDR	7	7.0000		933.34	
E775	S2S ADVISOR	2	2.0000		518.18	
E795	SCI EQUIP PUR	1	1.0000		54.55	
E815	MUSIC DIR-PRIM	1	1.0000		133.33	
E825	APEX	1	1.0000		218.18	
E855	Video Manager	1	1.0000		181.82	
E875	StrPln Couns Cu	1	1.0000		218.18	
E885	Newspaper Adv	1	1.0000		218.18	
E895	Fashion Club	1	1.0000		218.18	
E905	Youth Mentrship	1	1.0000		218.18	
E915	Doodle Club	1	1.0000		266.67	
E925	Safety Coord	1	1.0000		277.78	
E935	Leadership Club	1	1.0000		150.00	
LWOP3	Leave w/o Pay	2	-23.5200		-351.32	-23.50
LWPB3	LWOP - Base	1	-16.0000		-430.10	-16.00
LWPT3	LWOP - TRI	1	-16.0000		-75.27	
T314	BASKETBALL	4		150.2500	3,783.99	150.30
T453	HEALTH ASST	1		-3.3300	-48.42	-3.30
T793	TEACHER ASST	1		-14.0000	-228.48	-14.00
T803	SPEC ED ASST	1		-7.5000	-103.80	-7.50
TAE3	Alternative Ed	1		5.5000	168.15	5.50
TCC5X	CLASS CVG	27	35.7500		1,376.02	
TEX3	EXTRA HOURS	11		122.5000	4,335.71	122.60

STEILACOOM SCHOOL DISTRICT #1  
PAY SUMMARY FOR MTHLY / MONTHLY PAYROLL - AFTER CALCS  
CHECK DATE: 01/30/2015 PERIOD ENDING DATE: 01/31/2015  
Pay/Ded/Bens Summary Totals

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE</u> <u>HOURS</u>
TEX4	EXTRA HOURS	1		4.0000	77.00	4.00
THH3	HOME HOSPITAL	2		22.0000	1,031.65	22.00
TO153	OVERTIME 1.5	2		10.5000	289.49	10.50
TO154	OVERTIME 1.5	4		15.5000	491.02	15.50
TO254	OVERTIME 2.5	6		26.5000	1,411.62	26.50
TSP3	SUB CLASSIFIED	39		501.0000	5,170.32	501.10
TSP3y	Sub Classified	1		79.0000	1,452.02	79.00
TSP4	SUB CLASSIFIED	15		261.0000	3,498.38	261.00
TST3	SUB TEACHER	100		1163.6900	20,882.81	1164.30
	REPORT TOTAL	851	572.2300	2336.6100	1367,644.98	47584.30

STEILACOOM SCHOOL DISTRICT #1  
BENEFIT SUMMARY FOR MTHLY / MONTHLY PAYROLL - AFTER CALCS  
CHECK DATE: 01/30/2015 PERIOD ENDING DATE: 01/31/2015  
Pay/Ded/Bens Summary Totals

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	851	81,620.40
1Med	Medicare	MEDICARE	851	19,088.66
1ReE0	SERS Plan 0	RETIREMENT	87	
1ReE2	SERS Plan 2	RETIREMENT	97	14,273.82
1ReE3	SERS Plan 3	RETIREMENT	92	15,560.60
1ReP1	PERS Plan 1	RETIREMENT	1	184.20
1ReT0	TRS Plan 0	RETIREMENT	127	
1ReT1	TRS Plan 1	RETIREMENT	9	2,568.25
1ReT2	TRS Plan 2	RETIREMENT	171	24,467.26
1ReT3	TRS Plan 3	RETIREMENT	391	75,649.87
1UC	Unemployment 00	UNEMPLOY COMP	851	3,581.08
1WC	Workers' Comp	WORKERS' COMP	851	16,097.89
B5	LTD-Cert		211	1,779.46
B6	LTD-Classified		138	1,106.40
B9227	BROKERS FEES		349	4,125.34
CALPS	CALP-Sick Leave		253	
CALPV	CALP-Vacation		30	
H1187	HCA-100-87.5		278	16,660.00
H2187	HCA-12.5-37.49		44	616.42
H3187	HCA-62.5-87.49		21	999.60
H4187	HCA-37.5-62.49		6	199.92
K0	DENTAL- TPSC		285	30,609.45
K1	DENTAL-WILLAMET		63	4,828.15
K1adj	Dent-Willam-Adj		1	158.30
L0	Life Ins - SCEA		127	246.40
L2	Life Ins - Cert		196	398.20
L3	Life Ins-Princi		13	22.00
L4	Life Ins-Exempt		13	22.00
M0	VISION - TPSC		349	6,191.14
M1	GROUP HEALTH		61	48,664.26
M2	BC PPO 2		36	27,186.86
M2adj	BC PPO 2 Adj		3	1,659.04
M5	BC PPO 3		60	40,884.33
M6	BC PPO 5		27	19,321.74
M7a	BC EasyChoice A		49	29,299.77
M7b	BC EasyChoice B		20	10,611.83

CHECK DATE: 01/30/2015 PERIOD ENDING DATE: 01/31/2015

Pay/Ded/Bens Summary Totals

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
M7c	BC EasyChoice C		4	2,817.19
MHD	BC HDHP		7	4,344.89
TaxB+	Tax Ben +		3	339.59
TaxB-	Tax Ben -		3	-339.59
X0300	MEDICAL WAIVED		84	
			7113	505,844.72

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



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

Personnel Report 2-11-15				
Name	Action	Location	Effective Date	Stipend Amount
Kallay Zelma	TPEP Lead	Pioneer	9/1/2014	500.00
Lallemant Krista	TPEP Lead	High School	9/1/2014	500.00
Landes Bonnie	TPEP Lead	Chloe Clark	9/1/2014	500.00
Lyons Jill	TPEP Lead	Cherrydale	9/1/2014	500.00
McClellan Kelly	TPEP Lead	High School	9/1/2014	500.00
Nierman Tishangela	TPEP Lead	Pioneer	9/1/2014	500.00
Pruitt Brittany	TPEP Lead	Cherrydale	9/1/2014	500.00
Slater Ryan	TPEP Lead	Saltar's Point	9/1/2014	500.00
Wong Rebecca	TPEP Lead	Saltar's Point	9/1/2014	500.00
Lane Richard	Head Football Coach	High School	6/1/2015	6,168.00
Brett Casey	Leadership	Pioneer	10/5/2015	625.00
Litt Teresa	Strategic Plan Leader	High School	1/12/2015	1,200.00
Rodgers Courtney	Assitant Basketball Coach Girls	High School	11/17/2014	4,079.25

Steilacoom Historical School District No. 1  
Classified Personnel Report

<b>Personnel Report 2-11-15</b>						
<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
Clark Michael Ryan	Paraeducator	6.5	Cherrydale	2/12/2015	New Hire	

Steilacoom Historical School District No. 1  
Certificated Personnel Report

<b>Personnel Report 2-11-15</b>						
<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
Watkins Misty	Teacher	1.00	Pioneer	6/10/2015	Resignation	
Jefferys Teresa	Teacher	1.00	Chloe Clark	6/10/2015	Retirement	



**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: February 11, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION** Second Reading of Management Series Policies: 6620, 6625, 6630, 6640, and 6690  
           **INFORMATION**

**BACKGROUND INFORMATION:** In the District's continual efforts to update policy and procedure in accordance with WSSDA model policy, it has been determined that the following transportation policies are in need of minor revisions:

Policy 6620 – Special Transportation

- Minor wording edits (shall to will)
- Reference to students with disabilities

Policy 6625 – Private Vehicle Transportation

- Minor wording edits (shall to will)
- Removal of procedure reference

Policy 6630 – Driver Training and Responsibility

- Minor wording edits (shall to will)
- Addition of cross reference

Policy 6640 – School Owned Vehicles

- Minor wording edits (shall to will)
- Addition of phrase regarding telecommunication device law

Policy 6690 – Contracting for Transportation Services

- Minor wording edits (shall to will)
- Addition of cross reference

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to approve Policy 6620, 6625, 6630, 6630 and 6690.

**Report prepared by:** Jim Brittain – Executive Director of Finance and Operations

## **SPECIAL TRANSPORTATION**

The following uses of district transportation are a privilege, not a right, and, except where bound by the terms of a lease, the district may revoke that privilege through official board action at a regularly scheduled and legally advertised meeting. The superintendent will have the authority to modify transportation services for school and extracurricular activities when the available fuel supply for regular transportation services appears to fall below the required level. Any staff member may deny transportation to any student who violates the district's written rules and regulations.

### **School Activities**

Transportation may be provided by the district for all activities which have been officially designated by the board as school activities. Activities may include, but not be limited to:

- A. Educational field trips growing out of regular classroom activity which are planned by the teacher, approved by the principal and supervised by school staff and
- B. Athletics, debate, drama or music programs or other board-approved co-curricular programs.

Participants in any other activity who feel such activity should be considered an official school activity may petition the board, through the superintendent, to have it considered as a school activity.

Board approval is required for any out of state trip or any overnight trip. The superintendent will approve and inform the Board of any trip beyond the Cascade Mountains or requiring boat travel (excepting Pierce County ferries).

### **Extracurricular Activities**

The superintendent may authorize the use of district transportation vehicles transporting nonparticipating students to extracurricular activities. Such vehicles may be so used when the users pay an amount sufficient to reimburse the district for the complete cost of such use. District drivers will be used on all such trips. Participants will be supervised by staff.

### **Leasing of Buses**

The board may enter into a written lease agreement with any of the following:

- A. A nonprofit organization transporting children with disabilities and/or persons at least 60 years of age to and from the site of activities or programs deemed beneficial to such persons by such organizations, provided that commercial bus service is not reasonably available for such purpose;
- B. A governmental agency transporting personnel, supplies and/or evacuees in the event of a major forest fire, flood or other natural disaster; or
- C. A user conducting an educational recreation program supported wholly or in part by tax funds.

Such a lease agreement will contain a clause absolving the district of any and all liability arising from the lessee's use and operation of the district's buses and a clause requiring the lessee to maintain adequate insurance to recompense the district for the potential loss of the buses leased. Potential users will stipulate in writing that commercial or charter bus service is not reasonably available to provide the services for which a school bus is needed. The user will reimburse the

district for the actual costs plus a reasonable fee for use of the bus. Funds derived from the lease of a surplus bus will be deposited in the transportation vehicle fund. If a bus is a part of the regular fleet, the funds derived from a rental or lease agreement may be deposited in the general fund.

## Cooperative Programs

The board may enter into cooperative transportation agreements with other districts when it is economically advantageous to the cooperating districts and when it does not impair the quality of educational programs available to students.

Cross Reference:	Board Policy 2320 Board Policy 6112 Board Policy 6605	Field Trips Rental or Lease of District Property Student Safety Walking to School and Riding Buses)
Legal References:	RCW 28A.160.010  28A.160.040 28A.160.070  28A.160.080 28A.160.100 28A.160.120  28A.335.060	Operation of student transportation program — Responsibility of local district — Transporting of elderly — Insurance Lease of buses to transport children with disabilities and elderly — Limitation Lease of buses to transport handicapped children and elderly — Elderly persons defined — Program limitation School buses, rental or lease for emergency purposes-Authorization School buses, transportation of general public to interscholastic activities— Limitations Agreements with other governmental entities for transportation of public or other noncommon school purposes — Limitations Surplus school property, rental, lease or use of — Disposition of moneys received from

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised: 10.27.10; 02.11.15**

## **PRIVATE VEHICLE TRANSPORTATION**

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

- A. Under unusual circumstances, the district may request parents, or a responsible adult, to drive children to school in their own vehicles on a per-mile cost reimbursable basis. The transportation department determines when "in-lieu" transportation would be advantageous to the district and arranges its implementation. In cases where car pools are formed by families, reimbursement will be provided only to the parent whose car is used to transport the students to school; or
- B. Upon written approval of the principal, staff may transport students when a student's welfare is involved; when due care dictates prompt action, when engaged in occasional field trip activity or when engaged in an occasional extracurricular activity. The staff member will acknowledge that he/she agrees to assume full responsibility for any liability or property damage, comprehensive or collision, made by or against the driver/owner of the vehicle. The district's liability insurance will cover the risk assumed by the district. The mileage of the staff member will be reimbursed by the district.

Legal References:      RCW 28A.160.030

Authorizing individual transportation or  
other arrangements

WAC 392-143-070

Other vehicles used to transport students

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised: 02.11.15**

## **DRIVER TRAINING AND RESPONSIBILITY**

School bus operators will observe all state statutes and administrative rules governing traffic safety and school bus operation. The district will, at the beginning of each school year, verify that each school bus driver has been provided a copy of the OSPI School Bus Driver Handbook, the district's policy and procedure on the Prohibition of Harassment, Intimidation and Bullying, any additional laws and/or rules which apply to school bus drivers, and the district's written rules for student conduct on buses.

### **Bus Driver Qualifications**

Prior to on-the-road training, the district will verify that each driver holds a commercial driver's license instruction permit and a valid Department of Transportation (DOT) medical examiner's certificate, and the district will conduct a pre-employment drug screening pursuant to federal regulations. The school district will verify a negative result of such test prior to allowing the driver to operate a school bus on public roads, regardless of whether or not students are on board.

#### **A. Initial Authorization**

Prior to transporting students, each school bus driver must have a school bus driver's authorization issued by the Superintendent of Public Instruction; a commercial drivers license appropriate for the size vehicle they will drive, including a passenger endorsement; and a school bus endorsement (with the air brake restriction removed if they drive a bus with air brakes). A school bus driver will also hold a valid and current first-aid card (unless the driver has a temporary school bus driver authorization). A school bus driver is required to maintain and carry a valid Department of Transportation (DOT) medical examiner's certificate and to demonstrate annually their continued ability to pass the Superintendent of Public Instruction school bus driver physical certification requirement. The school district retains the right to request more frequent medical examinations or demonstration of the physical ability requirement.

#### **B. Continuing Compliance**

At least once each school year, school bus drivers must submit to his or her supervisor a photocopy of the following: a valid commercial drivers license indicating the appropriate endorsements, a valid DOT medical examiner's certificate and a current first-aid card. Annually school bus drivers will make a written disclosure verifying that he or she meets the continuing requirements for school bus drivers and verifying that his or her driving and criminal records do not indicate any disqualifying conditions.

At least annually, the district will obtain an original, current and complete school bus driver abstract directly from the Department of Licensing verifying that each school bus driver is in compliance with all continuing bus driver qualifications and that his or her driving record does not indicate any disqualifying conditions.

Employees are responsible for reporting any potentially disqualifying offenses to the school district or their supervisor within 20 days. Within 20 days of receiving notice, the district will notify OSPI in writing of the disqualifying offense.

The district will comply with all drug testing requirements under federal law, which include random, reasonable suspicion and post-accident testing. Failure to submit to a drug test will result in termination.

### **Transportation by a School Employee**

Any district employee, other than a school bus driver, who transports students for school activities in a district or private vehicle, must have a valid driver's license issued by the State Department of Li-

censing (or their state of residence), and proof of insurance. Such drivers may only operate vehicles with a manufacturer's rated seating capacity of 10 or less including the driver. Such drivers are required to be authorized school bus drivers if they drive students on scheduled routes between home and school.

In addition, for any employees whose job assignment or supplemental contract requires the regularly scheduled transportation of students in vehicles with a manufacturer's rated seating capacity of 10 or fewer, the district will obtain a certified abstract of the driving record of the employee before the employee transports students. This requirement is not necessary for persons transporting students in an emergency affecting health and/or safety.

### **Supervision of Students**

When a teacher, coach or other certificated staff member is assigned to accompany students on a bus, such person will be primarily responsible for the behavior of the students in his/her charge and will ensure that student behavior complies with state regulations and district policy. The bus driver will have final authority and responsibility.

### **Charter buses or Excursion Carriers**

When the district utilizes charter buses or excursion carriers, the driver will not have unsupervised access to children, and children will be supervised by a responsible employee of the district. Every contract between the school district and a charter bus or excursion carrier will contain a carrier profile from the Washington Utilities and Transportation Commission indicating a satisfactory safety rating.

Cross References: 6690 – Contracting for Transportation Services

Legal References: RCW 28A.160.210 School bus drivers, training and qualifications — Rules  
46.25 Uniform Commercial Drivers Act

WAC 392-144 School bus driver qualifications  
392-145-015 General operating regulations  
392-145-020 Rules for school bus drivers; Rules for  
through 030 students riding school buses

49CFR382 FMCSA CDL Controlled substances and alcohol use and  
testing

Management Resources: *Policy News*, April 2007 School Bus Driver Qualifications  
*Policy News*, October 2006 OSPI Updates Bus Driver Rules

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised: 02.11.15**

## **SCHOOL-OWNED VEHICLES**

The district may provide for the necessary transportation and expenses that are incurred in the course of performing services for the district, whether within or outside the district. All such vehicles will be properly marked with letters of contrasting color at least 1-1/4" in height in a conspicuous place on both sides of the vehicle. A district may use a distinctive insignia which shall be at least six (6) inches in diameter across its narrowest dimension.

Staff members operating district owned vehicles must comply with all state and federal laws including laws relating to the use of telecommunications devices. Unless otherwise specified, all travel must be approved in advance by the staff member's immediate supervisor.

The superintendent is directed to establish procedures for the use of school-owned vehicles. At the beginning of each school year, the superintendent will provide the board with a list of staff members who are assigned a school-owned vehicle on a 24-hour basis. The district will comply with IRS regulations pertaining to the use of district-provided vehicles for personal commuting.

Cross References:     Board Policy 6213

Reimbursement for Travel Expenses

Legal References:     RCW 46.08.065

Publicly-owned vehicles to be marked  
— Exceptions

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised: 02.11.15**

## CONTRACTING FOR TRANSPORTATION SERVICES

If the board enters into a contract for transportation services, the contractor will operate such equipment according to district policy and the rules and regulations of the State Board of Education. The contract will be in effect for no more than five years. Prior to entering into such a contract the district will determine that the cost of contracting will not exceed the projected cost of operating its own system. Such assurances will be submitted to the Superintendent of Public Instruction for approval.

### Cross References

6630 - Driver Training and Responsibility

Legal References: RCW 28A.160.010

Operation of student transportation  
program — Responsibility of local  
district — Scope — Transporting of  
elderly — Insurance

28A.160.140

Contract for pupil transportation services  
with private nongovernmental entity  
— Competitive bid procedures

28A.335.170

Contracts to lease building space and  
portable buildings, rent or have  
maintained security systems,  
computers and other equipment, and  
provide pupil transportation services

WAC 392-144

School Bus Driver Qualifications

392-141

Transportation — State Allocation for  
Operations

392-143

Transportation — Specifications for  
School Buses

392-145

Transportation — Operation Rules

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised: 02.11.15**



## REGULAR BOARD MEETING

**TO:** Members, Steilacoom Historical School District Board of Directors

### BACKGROUND INFORMATION:

**FISCAL IMPLICATIONS:** None

It is the recommendation of the Superintendent to approve Policy 2161.

**Susanne Beauchaine-Executive Director Student Services**

## **SPECIAL EDUCATION AND RELATED SERVICES FOR ELIGIBLE STUDENTS**

The board recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. The district adopts the state's full educational opportunity goal to provide students in need of special education services with a free appropriate public education.

Special education programs for eligible students will be an integral part of the general educational programs of this district, and will be operated in compliance with federal and state requirements governing special education. The district will provide a continuum of placement options, which may include services within and outside the district depending on the student's needs.

Not all students with disabilities are eligible for special education services. The needs of those students will be addressed individually and if, appropriate, the student will be provided accommodations or modifications required under Section 504 of the Rehabilitation Act in accordance with district policy and procedures.

### **Mediation or Resolution Agreements**

The board authorizes the superintendent or a designee to bind the district to a mediation or resolution agreement.

### **Commencement Exercises/Certificate of Attendance**

In order to participate in commencement exercises, students must have met the minimum criteria for graduation prior to the date of the exercise and otherwise be in good standing with their school through the commencement date. Minimum criteria for participation may be adjusted for students with an IEP whose disabilities have impacted their opportunity to accumulate credits. Each student's IEP team will determine the student's graduation plan, including graduation date. IEP students who have attended four years of high school and need additional time to complete IEP goals and/or credits may request participation in commencement exercises. IEP students will receive a certificate of attendance until they complete their credits for graduation.

The district superintendent will develop and maintain special education procedures necessary to implement this policy. This policy and the procedures will be available to the public.

Cross-References: Board Policy 2162		Education of Students with Disabilities under Section 504
	3231	Student Records
	3241	Classroom Management, Corrective Actions or Punishment
Legal References:	RCW 28A.155	Special Education
	RCW 49.60	Law against Discrimination
	WAC 392-172A	Rules for the Provision of Special Education
	20 U.S.C. 1400 et seq.	Individuals with Disabilities Education Improvement Act of 2004
	42 U.S.C. 12131-12133	Americans with Disabilities Act of 1990
	28 CFR Part 35	Nondiscrimination on the Basis of Disability in State and Local Government Services
	34 CFR Part 99	Family Education Rights and Privacy Act (FERPA)
	29 U.S.C. 794	Section 504 of the Rehabilitation Act of 1973, as amended by the Rehabilitation Act Amendments of 1974, Pub. L. 93-516, 29 U.S.C. 794
	34 CFR Part 104	Nondiscrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance
	34 CFR Part 300	Assistance to States for the Education of Children With Disabilities and Preschool Grants for Children With Disabilities
	34 CFR Part 303	Early Intervention Program for Infants and Toddlers with Disabilities
Management Resources:		
	<i>Policy News</i> , December 1999	Rule Adoption Leads to Special Education Policy
	<i>Policy News</i> , June 2007	Graduation Ceremonies for Special Education Students
	<i>Policy News</i> , December 2007	Updated Special Education Policy and Procedure

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised 12.15.10; 2.11.15**

## REGULAR BOARD MEETING

**TO:** Members, Steilacoom Historical School District Board of Directors

ISSUE:   X   ACTION Second Reading Policy 3207 Prohibition of Harassment,  
Intimidation and Bullying  
INFORMATION

This policy is revised for clarity based on recent OSPI revisions to Chapter 392-190 WAC, regarding discrimination in schools (updates to legal citation and protected class clarification). Revisions also includes additional language clarifying the district's responsibility to students with IEPs and Section 504 plans. This language is from the U.S. Department of Education's Office of Civil Rights Dear Colleague Letter which provided direction in how a schools must respond to bullying incidents of students with disabilities.

**FISCAL IMPLICATIONS:** None

It is the recommendation of the Superintendent to approve Policy 3207.

**Susanne Beauchaine-Executive Director Student Services**

## **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- A. Physically harms a student or damages the student’s property;
- B. Has the effect of substantially interfering with a student’s education;
- C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- D. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

### **Training**

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Students with Individual Education Plans or Section 504 Plans**

If allegations are made that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting will occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide all necessary additional services and supports, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3211	Transgender Students
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
Legal Reference:	Policy 5011	Sexual Harassment
	RCW 28A.300.285	Harassment, intimidation and bullying prevention policies

RCW. 28A.640  
WAC 392-190

Sexual Equality  
Equal Educational Opportunity – Unlawful  
Discrimination Prohibited

Management Resources:    *Policy News*, December 2014  
                                      *Policy News*, December 2010  
                                      *Policy News*, April 2008  
                                      *Policy News*, April 2002

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 6.11.08; 6.24.10, 1.26.11; 02.11.15**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: February 11, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION Second Reading Policy 3210, Nondiscrimination**  
           **INFORMATION** \_\_\_\_\_

**BACKGROUND INFORMATION:**

In December 2014, OSPI revised Chapter 392-190 WAC, regarding discrimination in schools. Policy 3210 is revised to include these updated changes in law, specifically:

1. Clarification of protected classes;
2. Defining harassment which can be discriminatory;
3. Requirement of nondiscrimination statement in district publication; and
4. Requirement of annual notice to students and parents/guardians of the district's discrimination complaint procedure.

Revisions follow WSSDA's model policy.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to approve Policy 3210 Nondiscrimination.

**Report prepared by:**

**Susanne Beauchaine-Executive Director Student Services**



## NONDISCRIMINATION

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code. District programs will be free from sexual harassment.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings, educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

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

The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.

Cross References:	Board Policy 2020	Curriculum Development and
		Adoption
	2030	Service Animals in Schools
	2140	Guidance and Counseling
	2150	Co-Curricular Program
Legal References:	RCW 28A.640	Sexual Equality
	RCW 28A.642	Discrimination prohibition
	49.60	Discrimination — Human rights
		commission

WAC 392-400-215  
392-190-020

WAC 392-190-060

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

Management Resources:

*Policy News* December 2014  
*Policy News*, June 2011  
*Policy News*, August 2007

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised: 2.22.12; 2.11.15**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: February 11, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION First Reading Board Policy: 6700 – Nutrition and Physical Fitness**  
       **INFORMATION**

**BACKGROUND INFORMATION:** In the District's continual efforts to update policy and procedure in accordance with WSSDA model policy, it has been determined that the following transportation policies are in need of minor revisions:

Policy 6670 – Nutrition and Physical Fitness

- Updated to include new requirements of Healthy and Hunger-Free Kids Act of 2010 resulting in significant changes to policy. Inclusion physical fitness content.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 6700 to a second reading.

**Report prepared by:** Jim Brittain – Executive Director of Finance and Operations

## **NUTRITION ~~STANDARDS~~ AND PHYSICAL FITNESS**

The board recognizes that childhood obesity has reached epidemic levels in Washington and throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to provide students:

- Students access to nutritious food;
- Opportunities for physical activity and developmentally appropriate exercise; and
- Accurate information related to these topics.

It is the policy of the Steilacoom Historical School District that:

- ~~• All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime.~~
- ~~• Qualified child nutrition professionals will provide access to a variety of nutritious and appealing meals that accommodate the health and nutrition needs of students; that accommodate the cultural diversity of the students; and that are provided in pleasant settings with adequate time to eat; and~~
- ~~• Foods and beverages served at school meet applicable recommendations of the U.S. Dietary Guidelines for Americans and the National School Lunch, Breakfast and Snack Programs to support healthy eating and children's health.~~

The superintendent will develop and implement a comprehensive district-wide nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and the School Breakfast Program. To implement the program, the superintendent will adopt and implement a comprehensive curriculum on health, fitness and nutrition consistent with the Essential Academic Learning Requirements (EALRs). The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents and public health professions in the development of the curriculum is encouraged.

Nutrition, health and fitness topics will be integrated within the sequential, comprehensive health education curriculum taught at every grade level, kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

The district will take a proactive effort to encourage students to make nutritious food choices. The superintendent will ensure that:

- A variety of healthy food choices are available whenever food is sold or served on district property or at district-sponsored events;

- Schools will regulate the sale or serving of foods or snacks high in fat, sodium or added sugars; and
- Nutritious meals served by the school nutrition and food services operation complies with state and federal law.

### **Nutrition Standards**

~~The Steilacoom Historical School District supports the philosophy of the Dietary Guidelines for Americans and the National School Lunch, Breakfast and Snack Programs in making available nutritious meals and snacks so students are ready to learn.~~

~~The superintendent shall establish rules for the sale of food during the school day to encourage the eating of nutritious breakfasts and lunches. Foods and beverages of minimal nutritional value, as defined by the U.S. Department of Agriculture, shall not be sold or served on school premises until 30 minutes after the end of the last lunch period.~~

~~Any food sales of an occasional nature must have the prior approval of the principal. Vending machines shall be limited to only those that dispense items which are nutritionally healthful. No food or drink items shall be offered in vending machines unless they have been approved by the principal.~~

The district will provide school breakfasts and lunches which meet the nutritional standards required by state and federal school breakfast and lunch programs. Meals served in school before the end of the last lunch period will conform to the U.S. Dietary Guidelines for Americans.

All foods sold on campus during the school (e.g., vending machines, bake sales, school stores) must meet USDA Smart Snacks in Schools standards. No food or drink items will be offered in vending machines unless they have been approved by the principal.

### **Food Services Program**

The district supports the philosophy of the National School Lunch and Breakfast programs and ~~shall will~~ provide wholesome and nutritious meals for children that meet USDA guidelines in the district's schools. The Board authorizes the ~~Superintendent~~ superintendent to administer the food services program, provided that any decision to enter into a contract with a private food service agency ~~shall will~~ require the approval of the Board. Expenditures for food supplies ~~shall will~~ not exceed the estimated revenues.

Because of the potential liability of the district, the food services program ~~shall will~~ not accept donations of food other than as provided in this policy without the expressed approval of the board. Should the board approve a food donation, the superintendent ~~shall will~~ establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

### **Free And Reduced-Price Food Services**

The district ~~shall will~~ provide free and reduced-price breakfasts, lunches and milk to students according to the terms of the National School Lunch and Breakfast programs and the laws and rules of the state. The district ~~shall will~~ inform parents of the eligibility standards for free or reduced price meals. Reasonable efforts ~~shall will~~ be made to protect the identity of students receiving such meals. A parent has the right to appeal any decision with respect to his/her application for free or reduced-price food services to the superintendent or designee.

On Test days the district may provide free, nutritious meals to all students, including those who do not qualify for free or reduced priced federal school meal benefits. However, the district is responsible for the cost of providing meals to students who are ineligible for free and reduced priced meals.

The board of directors may establish a program whereby school meals may be provided to anyone other than students of the district at the greatest price charged any student plus an amount representing the portion of the lunch cost paid for from local, state and federal assistance (cash and food).

### **USDA Foods**

The district will use USDA Foods made available under the Federal Food Distribution Program for school meal programs.

### **Physical Education - Health and Fitness Curriculum**

The superintendent will adopt and implement a comprehensive health and fitness curriculum consistent with the EALRs. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12. Evaluation procedures will utilize classroom-based assessments or other strategies.

All students in grades one through eight are required to complete an average of one hundred instructional minutes per week of physical education. This includes instruction and practice in basic movement and fine motor skills, progressive physical fitness, and wellness activities through age-appropriate activities. All high school students are required to complete two credits of health and fitness. The district encourages all high schools to offer a variety of health and fitness classes for each grade in the high school.

Suitable adapted physical education will be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such student's participation in regular physical education instruction or activities.

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The district will provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play. The district is encouraged to provide adequate co-curricular physical activity programs, including fully inclusive intramural programs and physical activity clubs; and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours.

### **Surplus Commodities**

The district shall use food commodities made available under the Federal Food Commodity Program for school menus.

### **Cross References:**

4260 - Use of School Facilities

2410 - High School Graduation Requirements

### **Legal References:**

## RCW 28A.230.040 Physical Education – Grades 1-8

## RCW 28A.230.050 Physical Education in High Schools

RCW 28A.235.120 Meal Programs — Establishment and Operation — Personnel — Agree-  
ments

RCW 28A.235.130 Milk for children at school expense

RCW 28A.623.020 Nonprofit program for elderly — Authorized — Restrictions

## RCW 69.04 Intrastate Commerce in Food, Drugs and Cosmetics

RCW 69.06.010 Food and beverage service worker's permit — Filing, duration — Minimum training requirements

RCW 69.06.020 Permit exclusive and valid throughout state — Fee

~~RCW 69.06.030 Diseased persons — May not work — Employer may not hire~~

RCW 69.06.050 Permit to be secured within fourteen days from time of employment.

## RCW 69.06.070 Limited duty permit

WAC 392-410-135 Physical Education – Grade school and high school requirement.

WAC 392-410-136 Physical Education Requirement-Excuse

7 CFR, Parts 210 and 220

7 CFR, Part 245.5

~~28A.235~~ ~~Food Services~~

~~28A.235.120 Meal Programs Establishment and  
Operation Personnel  
Agreements~~

~~28A.235.130 Milk for children at school expense~~

Management Resources:

2014 - February Issue

## OSPI, January 2013 Wellness Policy Best Practices

Policy News, February 2005 Nutrition and Physical Fitness Policy

## Policy News, December 2004 Nutrition and Physical Fitness Update

~~www. <http://www.fns.usda.gov/cnd/guidance/default.htm>~~

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised: 2.23.11;**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: February 11, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION First Reading of Board Policies: 6800 – Safety, Operations and Maintenance of School Property and 6801 – Capital Assets and Theft Sensitive Assets**

**BACKGROUND INFORMATION:** In the District's continual efforts to update policy and procedure in accordance with WSSDA model policy, it has been determined that the following transportation policies are in need of minor revisions:

Policy 6800 – Safety, Operations and Maintenance of School Property

- Addition of Safety to title
- Addition of language to include playground equipment and chemical and laboratory safety
- Minor wording edits

Policy 6801– Capital Assets and Theft Sensitive Assets

- Minor wording edits

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policies 6800 and 6801 to a second reading.

**Report prepared by:** Jim Brittain – Executive Director of Finance and Operations



## **SAFETY, OPERATIONS AND MAINTENANCE OF SCHOOL PROPERTY**

### **A. Facilities Maintenance**

The superintendent ~~shall~~will provide for a program to maintain the district physical plant and grounds by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations ~~shall~~will be made each year to meet these needs and any such needs arising from an emergency.

### **B. Infrastructure Management**

The Steilacoom Historical School District ~~board~~Board of ~~directors~~Directors also desires to maintain the infrastructure of district facilities.

In order to assure state funding, for facilities constructed new or new in lieu after 1994, the board of directors will adopt an asset preservation program (APP). The APP will preserve the district facilities by employing a system of predictive, preventative, and proactive processes. Annually, the superintendent will report to the ~~board~~Board on the condition of the facilities and the effectiveness of the APP. Every sixth year an independent assessment will be conducted and reported to the ~~board~~Board and the Office of Superintendent of Public Instruction.

Additionally, the superintendent will develop a process to evaluate all pre-1994 facilities for possible participation in the asset preservation program.

For initial participation in the APP, the board will submit a resolution to the Office of Superintendent of Public Instruction committing the district to implement the program.

The superintendent will develop procedures for the asset preservation program.

### **C. Playground Equipment**

The board recognizes that playground equipment is an essential part of a complete school facility. All playground equipment, whether purchased by the district or donated by a community or school-related group, should be assessed in terms of suitability and durability and for possible health or safety hazards. Consideration will also be given to potential hazards when the playground is unsupervised during non-school hours.

The superintendent will develop specifications for playground equipment and related play surfaces. These specifications shall serve as criteria for the selection of playground equipment. Selection and installation of playground equipment will be based upon safety and contribution to child development.

### **D. Chemical and Laboratory Safety**

The board recognizes the potential health and safety hazards that exist as a result of chemical storage and handling. Instruction will be emphasized in the safe and proper use of chemicals and substances and proper laboratory techniques. All students and staff are to wear safety glasses or goggles whenever they are working under potentially hazardous conditions. Laboratories should be ventilated sufficiently enough to provide a healthful, nonhazardous environment.

The superintendent is directed to establish safety guidelines and procedures which will minimize the hazards inherent in the science classes and laboratories in the schools.

~~C.~~ E. Destruction of School Property

Staff ~~shall will insure ensure~~ that buildings, grounds, equipment and furniture are not abused. Students or non-students who abuse school property may be disciplined and required to pay for the damage incurred.

The superintendent ~~shall will~~ establish procedures for the investigation and reporting of damage or loss and ~~shall will~~ initiate action to collect for damages. A student's grades, transcript or diploma may be withheld until restitution is made.

Cross References: ~~Board Policy 3520~~ ~~Student Fees, Fines, Charges~~  
6605 - Student Safety Walking to School and Riding Buses  
6511 - Staff Safety  
3520 - Student Fees, Fines, or Charges  
2151 - Interscholastic Activities

Legal References: RCW 28A.635.060 Defacing or injuring school property —  
Liability of pupil, parent, or guardian  
— Withholding grades, diploma, or transcripts — Suspension and restitution — voluntary work program as alternative — Rights protected  
WAC 392.347.023 State Assistance in Post 1993 Facilities  
RCW 28A.335.300 Playground Matting

Management Resources:

2011 - October Issue  
2009 - June Issue  
~~Policy News, June 2009 — New Rules for Asset Preservation Program~~

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised:**

## CAPITAL ASSETS/THEFT-SENSITIVE ASSETS

### Capital Assets

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

For purpose of this policy, "capital assets" shall will mean land, improvements to land, easements, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible and intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period which:

- A. Retains its shape and appearance with use;
- B. Is nonexpendable, meaning if the item is damaged or some of its parts are lost or worn out, it may be more feasible to repair it than to replace it with an entirely new item.
- C. It does not lose its identity when incorporated into a more complex unit;
- D. Is valued no less than \$5,000 unless a lesser amount is set by the district; and
- E. Has a life expectancy of at least one year.

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

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

### Theft-Sensitive Assets

For purposes of this policy, "theft-sensitive" are those items identified by the district as most subject to loss (e.g., audio-visual equipment, laptop computers, digital cameras or other electronic devices). The District should establish procedures for internal controls and conduct an annual inventory of theft-sensitive assets.

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

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

Cross References: Board Policy 6570

Legal References: RCW 28A.335.090

34 CFR § 80.32

~~Property and~~ Data ~~and Records~~  
Management

Conveyance and acquisition of property  
— Management — Appraisal  
Uniform Administrative requirements  
for grants and cooperative

7 CFR § 3015, 3016  
45 CFR § 92.32

agreements to state and local  
governments – Equipment  
Agriculture  
Health and Human Services

Office of Management and Budget (OMB) Circular A-87, Cost Principles  
for State, Local, and Indian Tribal Governments, Attachment B(19)

Management Resources: 2012 – June Issue  
~~Policy News, June 2008 – June Issue~~ Capital Assets/Theft Sensitive  
~~Assets~~  
~~Policy News, April 2006 – April Issue~~ Fixed Assets

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised:**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: February 11, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION** First Reading of Board Policy: 6810-Energy Management,  
Education and Conservation and Board Policy: 6882- Sale of Real  
Property

**BACKGROUND INFORMATION:** In the District's continual efforts to update policy and procedure in accordance with WSSDA model policy, it has been determined that the following transportation policies are in need of minor revisions:

Policy 6810 – Energy Management, Education and Conservation

- Addition of language regarding energy conservation
- New legal reference
- Minor wording edits

Policy 6882 – Sale of Real Property

- Minor wording edits
- Additions regarding proceeds from the sale of property

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 6810 and 6882 to a second reading.

**Report prepared by:** Jim Brittain – Executive Director of Finance and Operations

## **ENERGY MANAGEMENT, ~~EDUCATION~~ and CONSERVATION**

The board recognizes the responsibility to develop and maintain programs to support the conservation of energy and natural resources. In recognition of this leadership responsibility, the district ~~shall~~ will strive to (a) institute effective energy management and (b) provide information and develop conservation attitudes and skills for the students it serves. To achieve the objectives of energy management, the board ~~shall~~ will appoint a team representing the board, administration, staff, students, parents and utility representatives to develop and review plans for efficient energy management in the daily operation of the district's facilities. The committee ~~shall~~ will have the responsibility to:

- A. Assess past and present energy consumption practices;
- B. Review current operational and maintenance practices;
- C. Study operation changes designed to reduce consumption and related costs;
- D. Examine the feasibility of retrofitting alternatives for existing facilities as a result of engineering studies and reports;
- E. Provide periodic reports and/or recommendations to the superintendent and board;
- F. Monitor the energy management measures which are implemented;
- G. ~~Insure~~ Ensure, through a monitoring process, that instruction in energy use and conservation is incorporated into the district's program.

The board, as part of its educational mission, desires to foster the conservation ethic among the students. To achieve the objectives of the energy education program, instructional activities ~~shall~~ will be designed to change the student's perceptions of the supply and costs of natural resources which, in turn, will stimulate skill building to effect responsible conservation behavior in students. As part of the educational process, students will be encouraged to assess the energy consumption policies of the school as a means of applying knowledge and skill.

The superintendent is authorized to establish annual energy management goals, annual energy education goals, and extrinsic rewards to school buildings in recognition of conservation accomplishments. The superintendent will make periodic and annual evaluation reports to the board.

### **Energy Conservation**

In light of the increasing cost and dwindling supply of conventional energy sources, a life cycle cost analysis will be required of each major construction project. A life cycle cost analysis will include a description of:

- A. Insulation and heat retention factors;
- B. Variable occupancy and operating conditions to be incurred by the facility;
- C. Overall supply and demand of the facility's energy system and actual or potential utilization of outside energy sources, such as climate;
- D. Initial cost of energy plant; and
- E. An energy consumption analysis comparing alternative energy systems.

As part of its commitment to energy conservation, the district will consider the use of at least one renewable energy system such as solar energy, wind or wood or wood waste, geothermal, or other nonconventional fuels in any construction or renovation project.

Cross Reference: Board Policy 2020 Curriculum Development and adoption  
of instructional materials

~~Board Policy 6923 Energy conservation~~

Legal References: Chapter 39.35 RCW Energy conservation in design of public fa-  
cilities

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised:**

## SALE OF REAL PROPERTY

The board has exclusive control of the acquisition and disposal of all district property. This power ~~shall~~will be exercised only when the board determines by resolution that such property is or is not necessary for school purposes.

Once the board has considered all the factors relating to a proposed sale of real property, it ~~shall~~will comply with all requirements of the law, including:

- A. A market value appraisal by a professionally designated real estate appraiser or by a general real estate appraiser certified under ~~C~~chapter 18.140 RCW, selected by the board ~~shall~~will be secured.
- B. No sale of real property is to take place if the sale price would be less than 90 percent of the appraisal made by the appraiser unless the property has been on the market for one year, in which case it may be reappraised and sold for not less than 75 percent of the reappraisal value if the sale is approved by the unanimous consent of the board.
- C. If the appraised value exceeds \$70,000 notice that such a sale is being considered is to be published in a newspaper of general circulation within the district for at least two consecutive weeks. The notice ~~shall~~will describe the property and specify the date, time and place of a public hearing scheduled to consider the property specified for sale. Evidence concerning the proposed sale along with the advisability of selling the parcel is to be taken into account by the board at such a hearing.
- D. Bids may be secured or a licensed real estate broker may be engaged. If the latter, the commission ~~shall~~will not exceed 7 percent. Any appraiser selected by the board to appraise the market value of a parcel of property may not be a party to any contract with the district to sell the parcel for a period of three years after the appraisal. No bid award ~~shall~~will be made within a forty-five day period following publication of notice of the intended sale in a newspaper of general circulation in the district.

Receipts from the sale of real property ~~shall~~will be placed into the debt service fund or in the capital projects fund. ~~However, after an evaluation of the sufficiency of the capital projects fund, receipts may be deposited into the district's general fund to be used exclusively for nonrecurring costs related to operating school facilities. Proceeds from the sale of the property may be used to reimburse district funds for costs associated with the sale. The reimbursements may be deposited back into the fund from which the sale-related expenditure occurred.~~

Legal References:	RCW 28A.335.090	Conveyance and acquisition of property — Management — Appraisal
	RCW 28A.335.120	Real property — Sale — Notice of and hearing on — Appraisal required — Broker or real estate appraiser services — Real estate sales contracts, limitations
	RCW 39.33.010	Sale, exchange, transfer, lease of public property authorized — Section deemed alternative
	Ch. 18.140 RCW	Certified Real Estate Appraiser Act
	RCW 28A.335.060	Surplus school property — Rental, Lease or use of — Disposition of Moneys Received From



Management Resources: June 2011  
~~Policy News~~, June 2001 ~~Use of Real Estate Appraisers Modified~~  
~~Policy News~~, February 2005 ~~Surplus Property~~

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised:**

## REGULAR BOARD MEETING

**TO:** Members, Steilacoom Historical School District Board of Directors

ISSUE:   X   ACTION First Reading Policy 3115 Homeless Students Enrollment  
Rights and Services  
 INFORMATION

This policy is updated due to the passage of SSB 6074 from the 2014 regular session. The new law requires additional efforts by districts to identify students who qualify under the McKinney Vento Act (homeless).

**FISCAL IMPLICATIONS:** None

It is the recommendation of the Superintendent to move Policy 3115 to a Second Reading.

**Susanne Beauchaine-Executive Director Student Services**

## **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including those students who are:

- A. Sharing the housing of other persons due to loss of housing or economic hardship;
- B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Abandoned in hospitals;
- E. Awaiting foster care placement;
- F. Living in public or private places not designed for or ordinarily used as regular sleeping accommodation;
- G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
- H. Migratory children living in conditions described in the previous examples.

The superintendent will designate an appropriate staff person to be the district's liaison for homeless students and their families.

According to the child's or youth's best interest, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area the student is actually living.

Attendance options will be made available to homeless families on the same terms as families who reside in the district, including attendance rights acquired by living in attendance areas, other student assignment policies, and intra and inter-district choice options.

If there is an enrollment dispute, the student will be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian will be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school will immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation. If the student does not have immediate access to immunization records, the student will be admitted under a personal exception.

Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school will be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. However, emergency contact information cannot be demanded in a form or manner that creates a barrier to enrollment and/or attendance at school.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families will coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

The superintendent will:

- Strongly encourage district staff, including substitute and regular bus drivers to annually review the video posted on the OSPI website on identification of student homelessness;
- Strongly encourage every district-designated homeless student liaison to attend trainings provided by the state on identification and serving homeless youth.
- Ensure that the district includes in materials provided to all students at the beginning of the school year or at enrollment, information about services and support for homeless students.
- Use a variety of communications each year to notify students and families about services and support available to them if they experience homelessness.

Cross References: Board Policy 3120  
Board Policy 3231  
Board Policy 3413

Enrollment  
Student Records  
Student Immunization and Life-  
Threatening Conditions

Legal References: RCW 28A.225.215  
20 U.S.C. 6301 et seq.  
42 U.S.C. 11431 et seq.

Enrollment of children without legal  
residences  
No Child Left Behind Act  
McKinney-Vento Homeless  
Assistance Act

Management Resources: *Policy News, December 2014*  
*Policy News, October 2002*

*Policy News, October 2004*

DRAFT

**Adoption Date: 2.27.08**  
**Steilacoom Historical School District**  
**Revised: 10.23.2013;**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: February 11, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION First Reading Policy 3417 Catheterization**  
           **INFORMATION** \_\_\_\_\_

**BACKGROUND INFORMATION:**

This policy is updated to mirror language specifically outlined in RCW 28A.210.280 - which provides a distinction that an employee who is not a licensed nurse may opt out of performing catheterizations of students if their job description does not require them to perform the procedure.

Revisions follow WSSDA's model policy.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 3417 to a Second Reading.

**Report prepared by:**

**Susanne Beauchaine-Executive Director Student Services**

## CATHETERIZATION

The board authorizes qualified staff to provide clean, intermittent bladder catheterization (CIC) of students or assisted self-catheterization according to rules adopted by the State Board of Nursing.

~~Employees who are not licensed nurses and whose job descriptions do not require performing catheterizations may file a written statement of refusal to perform catheterizations. Refusal will not adversely affect the employee's job status or be grounds for dismissal.~~

Catheterization is ~~permitted~~authorized under the following conditions:

- ~~A.~~ A parent, legal guardian or other person having legal control over the student files a written, current and unexpired request that the district provide for the catheterization of the student;
- ~~B.~~ A licensed physician of the student files a written, current and unexpired request that catheterization of the student be provided for during the hours when school is in session or the hours when the student is under the supervision of school officials;
- ~~C.~~ A registered nurse provides written, current and unexpired instructions regarding catheterization that states which staff members are designated to provide for catheterization and a description of the nature and extent of any supervision that is required; and
- ~~D.~~ AAny staff member who is authorized to provide for catheterization must receive training from a registered nurse consistent with the rules of the State Board of Nursing. Licensed practical nurses (LPNs) are trained to provide catheterization as part of their professional preparation and are not subject to this training requirement.

Employees (except licensed nurses) who have not previously agreed in writing to perform clean, intermittent bladder catheterization as a specific part of their job description may file a written letter of refusal to perform catheterization. The employee's refusal may not serve as grounds for discharge, nonrenewal or any other action adversely affecting the employee's contract status.

The district and its staff and the staff member who provides for catheterization in substantial compliance with this policy and the rules of the state board of nursing will not be liable in any criminal action or for civil damages arising from providing catheterization. The district may discontinue catheterization service for a student without being liable so long as the affected parents/guardians are given advance oral/written notice.

Cross References: Board Policy 2161

Special Education and Related Services  
for Eligible Students

Legal References: RCW 28A.210.290

Catheterization of School Students  
— Immunity from liability

28A.210.255 Provision of health services in public  
and private schools — Employee job  
description

28A.210.280 Catheterization of public and private  
school students

WAC 246-840-820 Provision for clean, Intermittent  
Catheterization in schools

Management Resources: *Policy News*, June 2003 Catheterization Policy Update  
*Policy News*, December 2003 Updated Legal References for  
Catheterization, Facilities Planning  
and Student Records Policies

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District**

**Revised 7.24.14**



Students

Policy 3417  
Students

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: February 11, 2015

**TO:** Members, Steilacoom Historical School District Board of Directors

**ISSUE:**   X   **ACTION First Reading Policy 2145 Suicide Prevention**  
           **INFORMATION** \_\_\_\_\_

**BACKGROUND INFORMATION:**

This policy is presented in response to the new state law requiring districts to have a plan in place for recognizing, screening, referring and responding to students in emotional and behavioral distress.

The new law, RCW 28A.320.127, requires each district's plan to address at a minimum seven key components: 1) staff training; 2) how to utilize trained staff; 3) staff response to warning signs; 4) development of community partnerships; 5) communications with parents; 6) response when a student is in imminent danger to himself or herself or others; and 7) post-event support to students and staff.

This new policy tracks WSSDA's recommendations.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 2145 to a Second Reading.

**Report prepared by:**

**Susanne Beauchaine-Executive Director Student Services**

## SUICIDE PREVENTION

The Steilacoom School District Board of Directors recognizes that suicide is a leading cause of death among youth and that suicidal indicators such as substance abuse and violence are complex issues that should be taken seriously. While district staff may recognize potentially suicidal youth and the district can make an initial risk assessment, the district cannot provide in-depth mental health counseling. Instead, the board directs district staff to refer students who exhibit suicidal behaviors to an appropriate service for further assessment and counseling.

District staff who have knowledge of a suicide threat must take the proper steps to support the student and to report this information to the building principal or designee who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.

The board also recognizes the need for youth suicide prevention procedures. The district will adopt and, at the beginning of each school year, provide to all district staff, including substitute and regular bus drivers, a plan for recognizing, screening, referring and responding to students in emotional or behavioral distress. At a minimum, the plan will:

- Identify training opportunities for staff on recognizing, screening and referral of students in emotional or behavioral distress, including those who exhibit indicators of substance abuse, violence or suicide;
- Describe how to utilize the expertise of district staff trained in recognition, screening and referral;
- Provide guidelines, based on staff expertise, for responding to suspicions, concerns or warning signs of emotional or behavioral distress;
- Address development of partnerships with community organizations and agencies for referral of students to support services, to include development of at least one memorandum of understanding between the district and one such entity;
- Contain procedures for communication with parents;
- Describe how staff should respond to a crisis situation where a student is in imminent danger to himself or herself or others;
- Describe how the district will provide support to students and staff after an incident of violence or student suicide.

The superintendent will develop and implement the plan and a staff training schedule to achieve the board's goals and objectives.

Cross References:                    3211 - Transgender Students  
    3207 - Prohibition of Harassment, Intimidation and Bullying  
    2140 - Guidance and Counseling

Legal References:

RCW 28A.410.226 Washington professional educator standards board — Training program on youth suicide screening — Certificates for school nurses, social workers, psychologists, and counselors — Adoption of standards.

RCW 28A.410.043 School Counselor Certification

RCW 28A.320.1271 Model school district plan for recognition, initial screening, and response to emotional or behavioral distress in students.

RCW 28A.320.127 Plan for recognition, screening, and response to emotional or behavioral distress in students.

Management Resources:

2014 - December Issue

2011 - April Issue

Adoption Date:

Steilacoom Historical School District No. 1