



Meeting Packet

Steilacoom Historical School District #1 Regular Meeting Board of Directors

March 14, 2012

6:45 p.m.



Steilacoom Historical School District #1 Regular Meeting Board of Directors

Steilacoom High School 54 Sentinel Drive Steilacoom, WA

3/14/2012 6:45 p.m.

I. Public Information

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.

II. CALL TO ORDER

(Vote)

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda

III. EXECUTIVE SESSION

(Executive Session)

per RCW 42.30.110(1)(g) to review the performance of a public employee

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

per RCW 42.30.110(1)(i) Legal Issues

to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

IV. RETURN TO PUBLIC SESSION - 7:00 PM

V. CLASSIFIED EMPLOYEES APPRECIATION

(Information)

- Proclamation.pdf

(p. 5)

VI. 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.

VII. STEILACOOM HIGH PRINCIPAL RECOMMENDATION (Vote)

- SHS Principal Recommendation (p. 6)

VIII. REPORTS

1. Pioneer Middle School Data Driven Decisions (Information)

- Pioneer Data Driven Decisions.pdf (p. 8)

2. Legislative Update (Information)

IX. APPROVAL OF MINUTES (Approval of Minutes)

- 2.22.12 minutes2.pdf (p. 20)

X. CONSENT AGENDA (Vote)

- A. Approval of March 2012 Accounts Payable.pdf (p. 24)
- B. Approval of Certificated Personnel Actions.pdf (p. 37)
- C. Approval of Steilacoom High FCCLA Trip.pdf (p. 39)
- E. Second Reading and Approval of Policy 5315, Garnishment .pdf (p. 40)
- D. Second Reading and Approval of Policy 3231, Student Records pdf (p. 42)
- F. Second Reading and Approval of Policy 6212, Charge Cards.pdf (p. 46)

XI. OLD BUSINESS (Vote)

1. Energy Operational Savings Project Grant (Vote)

- Energy Operational Savings Project Grant (p. 48)

2. Amendment 10 to K12.com Agreement (Vote)

- Amendment 10 to K12 Agreement (p. 53)

XII. 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.

XIII. BOARD COMMUNICATION (Information)

XIV. ANNOUNCEMENTS**(Information)****XV. EXECUTIVE SESSION****(Executive Session)**

per RCW 42.30.140 (4) to discuss Collective Bargaining

(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

per RCW 42.30.110(1)(b)(c) to discuss Real Estate

(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

XVI. RETURN TO PUBLIC SESSION**XVII. ADJOURNMENT****(Vote)**

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.

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

Steilacoom Historical School District No. 1



PROCLAMATION

WHEREAS, Steilacoom Historical School District classified school employees are involved in nearly every aspect of education, including maintaining school buildings and grounds, providing secretarial and clerical assistance, keeping school facilities clean and orderly, assisting in the classroom, health room and playground, providing a secure environment, and many other specialized services; and

WHEREAS, contracted classified staff assist in the preparation and serving meals and providing safe transportation and

WHEREAS, these dedicated individuals deserve recognition and thanks for the outstanding work they are doing for this district, their communities and the children enrolled in public schools; and

WHEREAS, there are nearly 200 classified school employees working with and helping students in Steilacoom Historical School District schools; and

WHEREAS, classified school employees are instrumental in fulfilling the state's paramount duty to educate children; and

WHEREAS, by supporting the learning environment, classified school employees are crucial partners with teachers, parents, administrators, and the school board in our district;

NOW THEREFORE, we, William Fritz, Superintendent of the Steilacoom Historical School District, and the Board of Directors of Steilacoom Historical School District, do hereby proclaim March 2012 as

CLASSIFIED SCHOOL EMPLOYEES MONTH

in Steilacoom Historical School District #1 and I urge all citizens to join me in this special observance.

Signed this 14th day of March, 2012

William Fritz, Superintendent

Michael Winkler, Board Chair

Samuel Scott, Board Vice Chair

Yoshie Wong, Board Director

Don Denning, Board Director

Kevin Callanan, Board Director

RECOMMEDED DECISION:

It is the recommendation of the Superintendent that the Board approve issuance of a contract to Brian Hanson for the position of high school principal to commence on July 1, 2012. Additionally, the Superintendent recommends authorization for issuance of up to ten (10) transition days at per-diem rate this year for Mr. Hanson so that he may work closely with Principal McCrimmon and the staff in preparation for service in the 2012-13 school year.

Report prepared by:
Superintendent, Bill Fritz

Pioneer Data Driven Decisions 2011/2012



John Nystrom and Andre Stout
Board Meeting 3/14/12

Wednesday Academy

Is a Response To Intervention (RTI) strategy to address a systemic problem in secondary schools in SHSD.

John Nystrom and Andre Stout
Board Meeting 3/14/12

Wednesday Academy?

- Did we need it?
- Multiple Conferences
- Data suggests that missing assignments are major part of the problem.

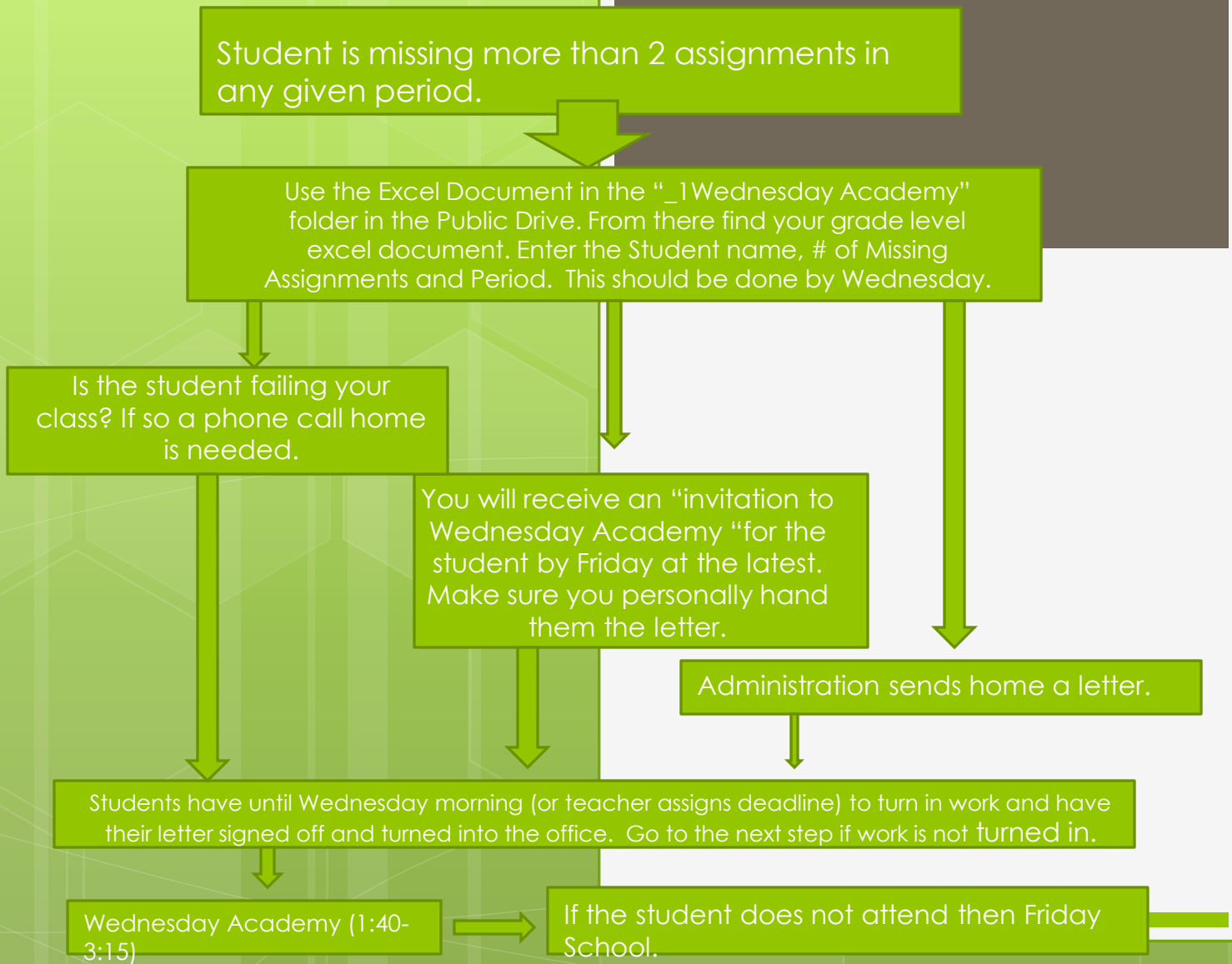
John Nystrom and Andre Stout
Board Meeting 3/14/12

Wednesday Academy Focus at Pioneer Middle School

- Create better work and study habits
- Reduce the number of missing assignments which results in failing grades
- Use proven communication strategies to contact parents (robo call and letters).
- Reduce the number of students who receive Wednesday Academy.
- Identify students who are frequently assigned to Wednesday Academy.
- Identify why they are frequently assigned
- Identify strategies to assist students and parents to correct the behavior/habit.

John Nystrom and Andre Stout
Board Meeting 3/14/12

Wednesday Academy Flow Chart



Reducing the Number of Students

- First week (220 students)
- Second week (160 students)
- Third Week (88 students)
- Forth Week (64 students)

These results are proof that the phone calls and letters are effective communication tools.

John Nystrom and Andre Stout
Board Meeting 3/14/12

The Target Group

- 70 students assigned to at least three of the first four Wednesday Academies.

Refine our focus for these students.

John Nystrom and Andre Stout
Board Meeting 3/14/12

Skyward Parent	Skyward Student	Gender	Ethnic*	Parents*	Intrnt	MSP '11 Reading	Math
0	64	m	B			375	375
0	4	m	B				
0	41	f	C			401	407
69	38	f	H			428	428
0	10	m	C			407	379
11	7	f	C			396	379
3	41	m	H			396	375
0	6	m	B			373	327
2	17	m	C			420	407
0	58	f	B			425	411
0	8	m	C			370	356
5	11	m	C			401	383
0	11	m	C			410	383
0	2	f	C			404	403
7	23	f	C			400	370
11	59	m	B			413	395
11	59	m	C			400	395
1	1	m	B			370	340
1	1	m	C			432	403
0	16	m	C			407	375
1	58	m	C				
0	2	m	B			361	351
20	11	m	C			432	428
9	5	f	B			400	415
10	20	m	B			375	361
19	35	m	H			400	407
0	2	f	C			401	370
0	44	m	C			407	391
Skyward Viewing				Sub Totals		10404	10014
Parent	Student				subtract	1595	1534
180	654						
		Female	10		Totals	Reading	Math
		Male	20			8809	8480
					MSP Average		
					(Minus top 2 and bottom 2)		
		Ethnic				Reading	Math
		Black (B)		9			
		Caucasian (C)		16		400.41	385.45
		Hispanic (H)		3			

[illegible]

- Date Subject
- Checking / Completing Homework
- Instruction Begins
- Direct Instruction
- Teacher Questioning
- Students Engaged
- Teacher Students Engaged
- Independent Practice

John Nystrom and Andre Stout
Board Meeting 3/14/12

4:11
1 0:09

4:10

4:10

4:14

11

Date Subject period	Checking/Completing Homework	Instruction Begins	Direct Instruction	Teacher Questioning	Students Engaged	Teacher Students Engaged	Independent Practice
2nd 4th	9:16 L.A.	9:16 (L.A.)	Math D 9:25				
	Science D 9:30		L.A. W 9:31		← 9:30 L.A. D L.A. W 9:32		Science D 9:34 - Testing
			L.A. W 9:33		L.A. W 9:35		
			Science W 9:40		Science W 9:40		
6th			Math W 9:41		Math W 9:41		
7th			6:5 W 9:44		6:5 W 9:44		Science W 9:42
				Math W 9:45		L.A. W 9:47	
				← P.L.T. W 10:00	Comp D 9:52		Comp D 9:52
					Math 9:57		PE Rhyth 9:55
8th					Math D 10:04	Math D 10:04	Science D 10:02
1st Period	Math W 9:19	Math W 9:21	L.A. W 9:24		L.A. W 9:25		
7th	6:22 Science D →		Math W 9:26		Math W 9:26		
			Science W 9:30		L.A. W 9:30		
			6:5 W 9:32		6:5 W 9:32		
					6:40 AFT		
6th			L.A. D 9:40		Science D 9:44	9:45 W Science Comp W 9:50	L.A. W 9:46
			Math 9:42 D				

- Classroom visits 3-5 minutes.
- Times are taken for what type of classroom activity is occurring during the visit.
- Gradual Release model of Instruction (Levy). I do, We do, You do.
- Aligned Curriculum through Data teaming (ACE Days).

John Nystrom and Andre Stout
Board Meeting 3/14/12

Where to go from here

Wednesday Academy

- Survey staff
 - Has this been an effective tool?...
- Survey Students
 - What do you think is keeping you from finishing your work.?
- Compare Data of one timers to frequent fliers

Classroom Visits Data

- Share results with staff and continue Professional Development on the Gradual Release Instruction Model and other Strategies.

John Nystrom and Andre Stout
Board Meeting 3/14/12

Thanks for Your Time

Andre Stout, Principal Pioneer Middle School

John Nystrom, Assistant Principal Pioneer Middle School

Special Thanks to the District Office Executive Team for Their Support

John Nystrom and Andre Stout
Board Meeting 3/14/12



Steilacoom Historical School District #1 Regular Meeting Board of Directors - Meeting Minutes

2/22/2012

Pioneer Middle School

1750 Bob's Hollow Lane, DuPont, WA

I. Public Information

II. CALL TO ORDER

Chair Winkler called the meeting to order at 7:00 pm

1. Director Callanan lead the Pledge of Allegiance.
2. Director Scott made a motion to excuse Director Denning. Director Callanan seconded the motion and the motion passed (4/0). All other Directors and Superintendent Fritz present.
3. Director Scott moved to approve the agenda with the addition of a new hire, Alia Felton, Student Services Secretary, to the Classified Personnel Report. Director Wong seconded the motion and the motion passed (4/0).

III. COMMENTS FROM THE AUDIENCE

No comments.

IV. REPORTS

1. Financial Report (Information)

Executive Director Ball reported the January 2012 enrollment and fund balances. She reported enrollment projections for the 2012-13 school year.

2. Legislative Update (Information)

Superintendent Fritz gave an update on pertinent legislative action.

V. APPROVAL OF MINUTES

1. 2.8.12 Regular Board Meeting Minutes (Vote)

Director Scott made a motion to approve the 2.8.12 minutes. Director Wong seconded the motion and the motion passed (4/0).

VI. CONSENT AGENDA

1. CONSENT AGENDA (Vote)

Director Scott made a motion to approve the Consent Agenda as modified. Director Callanan seconded the motion and the motion passed (4/0).

VII. OLD BUSINESS

1. Resolution 764-02-22-12 Bond Refunding (Vote)

Executive Director Ball introduced Annette Sommer of Securities NW who explained the resolution document and successful sale of bonds. The lower interest rates on the new bonds provide a savings to district tax payers. Director Scott moved to approve the resolution; Director Callanan seconded the motion and the motion passed (4/0).

2. Energy Efficiency Grant (Information)

Mr. Kershner and Mr. Mitchell of Trane explained the OSPI Energy Operational Savings Grant process and recommendations for projects in the school buildings. The Board asked for additional information to be presented at the next Board meeting.

3. Second Reading of Policy 2030, Service Animals (Vote)

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

4. Second Reading of Policy 3210, Nondiscrimination (Vote)

Director Scott made a motion to approve the revised policy. Director Callanan seconded the motion and the motion passed (4/0).

VIII. NEW BUSINESS

1. Approval of SHS Curriculum Adoption (Vote)

Teacher on Special Assignment Susan Greer and Steilacoom High English teacher Russell Rice presented the background, process and recommendation to adopt the SpringBoard curriculum at the high school. Director Scott moved; Director Callanan seconded the motion to approve the adoption of the SpringBoard grades 9- 12 curriculum. Motion passed (4/0).

2. Approval of 2012-2015 SCEA Collective Bargaining Agreement (Vote)

Director Scott moved to approve the 2012-2015 Collective Bargaining Agreement. Director Wong seconded the motion and the motion passed (4/0).

3. First Reading of Policy 3231, Student Records (Vote)

Director Callanan made the motion to move Policy 3231, Student Records, Policy 5315, Garnishment and Policy 6212, Charge Cards all to a second reading. Director Wong seconded the motion and the motion passed (4/0).

4. First Reading of Policy 5315, Garnishment (Vote)

5. First Reading of Policy 6212, Charge Cards (Vote)

6. Board Operating Protocol Summary (Vote)

Director Wong made the motion to approve the revised Board Operating Protocol Summary. Director Callanan seconded the motion and the motion passed (4/0).

7. Amendment 9 to Agreement with K12 LLC (Vote)

Director Scott made the motion to approve the amendment extending the deadline to renew the agreement with K12 LLC. Director Wong seconded the motion and the motion passed (4/0).

IX. COMMENTS FROM THE AUDIENCE

No comments.

X. BOARD COMMUNICATION

No Board communications.

XI. ANNOUNCEMENTS

No announcements.

XII. EXECUTIVE SESSION (Executive Session)

Chair Winkler called for a 6 minute recess at 9:04 pm. The Board went into Executive Session to discuss the performance of a public employee at 9:10 pm. No action taken.

XIII. RETURN TO PUBLIC SESSION

The Board returned to public session at 10:45 pm.

XIV. ADJOURNMENT

Director Scott moved to adjourn the meeting at 10:45 pm. Director Callanan seconded the motion and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)

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

As of March 14, 2012, the board, by a _____ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: GF WARRANTS OUTSTANDING
Check Number 108943 through 109044
in the total amount of \$324,584.02.

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
108943	3 WIRE GROUP INC	03/15/2012	inv2102114	OPEN PURCHASE ORDER 2011-2012 FOR KITCHEN EQUIPMENT REPAIRS	101112066	429.86	429.86
108944	ACE FIRE & SECURITY	03/15/2012	796746	Fire alarm board for Saltar's Point	101112091	443.69	443.69
108945	ACM/ACL LLC DBA ALLIANCE CONST	03/15/2012	246		0	2,146.25	2,146.25
108946	ALBERS & COMPANY INC	03/15/2012	740	ALBERS AND COMPANY OPEN PO	81112022	2,975.00	5,093.40
			745		0	2,118.40	
108947	ALBERTSONS	03/15/2012	xxx1345		0	609.05	622.16
			xxx7128		0	13.11	
108948	ANDERSON ISLAND PARKS AND REC.	03/15/2012	24	REIMBURSEMENT FOR ANDERSON ISLAND ELEM SCHOOL TREE TRIMMING FOLLOWING JANUARY STORM	101112100	655.80	655.80
108949	ASSOCIATION OF THE US ARMY	03/15/2012	membership		0	150.00	150.00
108950	AWSP	03/15/2012	95773-74	Breakthrough Coach -- Fannin & Thysens	1621112074	550.00	550.00
108951	B & B GLASS CO	03/15/2012	78742	OPEN PO 2011-2012 FOR GLASS REPAIRS	101112041	56.84	56.84
108952	BADER, TERRY A	03/15/2012	jewelry class supp supply reimb		0	72.00	151.25
					0	79.25	
108953	BALL, LEERAE K	03/15/2012	mil 2/16-2/26/12		0	270.64	270.64
108954	BANK OF AMERICA	03/15/2012	12010069391		0	111.17	111.17
108955	BARNES & NOBLE BOOKSTORE	03/15/2012	in 2265603	Katie Marquis Barnes & Noble order	181112058	328.53	328.53
108956	BUILDERS HARDWARE & SUPPLY	03/15/2012	s3141829.001	OPEN PO 2011-2012 FOR SUPPLIES	101112011	154.64	154.64

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108957	CABANIT, MARIA	03/15/2012	mil reimb feb 2012		0	379.65	379.65
108958	CARD SERVICES	03/15/2012	xxx0306		0	914.43	3,593.84
			xxx8904		0	2,679.41	
108959	CAROLINA BIOLOGICAL	03/15/2012	47949875ri	SHS CAROLINA BIOLOGICAL FOR E. MILLER HORTICULTURE	141112047	131.61	131.61
108960	CAROLINA BIOLOGICAL SUPPLY	03/15/2012	47962644ri	PIONEER MIDDLE SCHOOL ORDER FROM CAROLINA BIOLOGICAL - PLEASE SEE ATTACHMENT FOR DETAILED DESCRIPTION	181112062	83.63	342.59
			47964769ri	PIONEER MIDDLE SCHOOL ORDER FROM CAROLINA BIOLOGICAL - PLEASE SEE ATTACHMENT FOR DETAILED DESCRIPTION	181112062	179.90	
			4796969 RI	PIONEER MIDDLE SCHOOL ORDER FROM CAROLINA BIOLOGICAL PLEASE SEE ATTACHED FOR DETAILED DESCRIPTION	181112063	79.06	
108961	CDW-G, INC.	03/15/2012	f713813	SHS-CDW-G ORDER FOR JACOB PHILLIPS. PLEASE SHIP TO 511 CHAMBERS STEILACOOM WA 98388	141112036	432.53	535.82
			f801426	Logitech Wireless Presenter R400 for Raschke	2371112072	54.65	
			g442396	USB 3.0 Card for pirates2 server for external hard drives. StarTech.com 4 Port SuperSpeed USB 3.0 PCI Express Card with SATA Power	111112017	48.64	
108962	CENTURYLINK QCC	03/15/2012	1201659117		0	170.22	4,592.31

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			1204121793		0	256.68	
			xxx467b		0	4,165.41	
108963	CHARM GENETTE HARRIS	03/15/2012	mill11/11-11/30/11		0	52.38	95.27
			mileage 12/2-12/16/		0	42.89	
108964	CITY OF DUPONT	03/15/2012	see attached		0	4,542.52	4,542.52
108965	CONSOLIDATED ELECTRICAL DIST	03/15/2012	8541-717201	OPEN PURCHASE 2011-2012 FOR ELECTRICAL SUPPLIES	101112036	393.09	393.09
108966	CTS	03/15/2012	2012020318		0	61.51	61.51
108967	CULLIGAN	03/15/2012	201203380587	OPEN PO 2011-2012 FOR WATER	101112012	28.84	44.31
			8749		0	15.47	
108968	DEMCO INC	03/15/2012	4523879	LIBRARY SUPPLIES FOR TERI LITT (TERRY WILL BE ORDERING ON-LINE AS SOON AS I GET THE PO #)	4311112062	261.92	261.92
108969	DEPARTMENT OF REVENUE	03/15/2012	008		0	222.27	222.27
108970	DEPARTMENT OF LICENSING	03/15/2012	driver abstract	DRIVING RECORD ABSTRACT REQUEST- c. miller	101112099	10.00	10.00
108971	DICK BLICK ART MATERIALS	03/15/2012	508699	SHS DICK BLICK FOR TERRY BADER	141112041	360.61	360.61
108972	DIONNE & RORICK	03/15/2012	100108		0	184.00	184.00
108973	DOUBLE TREE SUITES SEATAC	03/15/2012	38270	Room Reservation for LeeRae- DoubleTree	81112036	267.52	267.52
108974	DYNAVONX MAYER-JOHNSON	03/15/2012	54463-om11-00004739	Dynavox Battery for Chloe Clark Student	91112097	198.80	198.80
108975	ELECTROCOM	03/15/2012	46576-rep	REPLACEMENT DISPLAY FOR RAULAND DIGITAL CLOCK, CHLOE CLARK ELEM CLASS ROOM 20	101112104	71.05	71.05
108976	EMPLOYER ADMIN SERVICES INC	03/15/2012	419322012		0	145.75	145.75
108977	ESD 113	03/15/2012	0000017698	Educational Service District #113 for fingerprinting parent volunteers for 6th grade camp	2371112075	142.50	142.50
108978	FAIRFAX HOSPITAL	03/15/2012	8500243-65	Open PO for Fairfax Hospital, Northwest School of Innovative	91112075	4,600.00	13,800.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
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				Learning. Tuition for 4 Students, 2011-2012 school year.			
			8500269-57	Open PO for Fairfax Hospital, Northwest School of Innovative Learning. Tuition for 4 Students, 2011-2012 school year.	91112075	4,600.00	
			8500348-34	Open PO for Fairfax Hospital, Northwest School of Innovative Learning. Tuition for 4 Students, 2011-2012 school year.	91112075	4,600.00	
108979	FERRELL GAS	03/15/2012	87822740		141112028	509.81	509.81
108980	FIRST STUDENT INC	03/15/2012	10639476		0	95,906.26	91,615.63
			10639476-credit		0	-4,290.63	
108981	FLEX-PLAN SERVICES INC	03/15/2012	190010		0	119.40	261.90
			191101		0	142.50	
108982	FLINN SCIENTIFIC	03/15/2012	1536058	SCIENCE SUPPLIES FOR MR. MCDONALD	4311112061	1,784.47	1,784.47
108983	GENERAL ELECTRIC CAPITAL CORP	03/15/2012	see attached		0	915.99	915.99
108984	GILBERT, KAREN M	03/15/2012	mil feb reimb		0	135.80	135.80
108985	GRAYBAR ELECTRIC	03/15/2012	958600751	Network Drop Cabling Supplies	111112016	878.08	878.08
108986	GREAT BOOKS FOUNDATION	03/15/2012	so-0024417	S.P. - JUNIOR GREAT BOOKS	1271112041	117.93	117.93
108987	HAROLD LEMAY ENTERPRISES	03/15/2012	see attached		0	3,344.67	3,344.67
108988	HOBART SALES & SERVICE	03/15/2012	8024148	DISHWASHER PARTS FOR CHLOE CLARK ELEMENTARY	101112095	158.05	158.05
108989	HORTICULTURE SERVICE INC	03/15/2012	1000519	SHS HORTICULTURAL SERVICES INC. FOR MR. E. MILLER. HORTICULTURE CLASS. PLEASE SEE 4 ATTACHED QUOTES!	141112019	203.40	493.14
			1000520	SHS HORTICULTURAL SERVICES INC. FOR MR. E. MILLER.	141112019	289.74	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				HORTICULTURE CLASS. PLEASE SEE 4 ATTACHED QUOTES!			
108990	INCIDENT ALERT SYSTEMS, LLC	03/15/2012	12-037		0	715.00	715.00
108991	JACLYN MICHELLE SHOPE	03/15/2012	title 1 conf reimb		0	236.80	236.80
108992	JOHNSON, PETER R	03/15/2012	poster reimb		0	26.71	26.71
108993	JOSEPH LINDQUIST	03/15/2012	mil 1/23-2/14/12 supply reimb		0 0	89.76 34.76	124.52
108994	JTEC EDUCATIONAL CONSULTANTS	03/15/2012	1112-9673	OPEN P.O. FOR JTEC	81112023	1,100.00	1,100.00
108995	K12 WASHINGTON LLC WAVA	03/15/2012	020712a		0	30,285.34	30,285.34
108996	KING COUNTY DIRECTORS ASSN	03/15/2012	3548395	Office/Art supplies	1401112009	56.97	1,198.83
			3550590	Misc. supplies/ Inkjet cartridges, pencil sharpeners, correction tape	1461112040	24.41	
			3551093	CUSTODIAL SUPPLIES	101112096	31.44	
			3553034	Workroom Supplies -- Hinton	1621112075	177.60	
			3553561	S.P. KCDA order for Kylie LaPlant	1271112040	157.48	
			3556608	OPEN PURCHASE ORDER 2011-2012 FOR CUSTODIAL/GROUNDS SUPPLIES	101112064	195.04	
			3556893	KCDA Science Kit Order (Lowe-Foyil)	181112037	3.17	
			3558047	SHS KCDA FOR JODY SNYDER. SEE CART # 510786	141112053	321.16	
			3558048	ITEMS FOR THE NURSE'S OFFICE	4311112066	85.74	
			3558049	SHS KCDA FOR TINA HAYDEN IN MARKETING PLEASE SEE CART # 509609	141112048	69.19	
			76.63	Color Paper order/Batteries	2371112071	76.63	
108997	KONE, INC	03/15/2012	220819137	2011-2012 ANNUAL ELEVATOR MAINTENANCE CONTRACT FOR SHS	101112053	439.60	439.60

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				& PMS-D			
108998	KRISTINE L HARPER	03/15/2012	supply reimb health		0	23.22	23.22
108999	L AUTOBODY & COLLISION CENTER	03/15/2012	00127	BODY REPAIRS TO VAN 9, LICENSE 94719C	101112092	2,667.89	2,667.89
109000	LAKEWOOD HARDWARE & PAINT	03/15/2012	300391	OPEN PO 2011-2012 FOR SUPPLIES	101112021	14.72	14.72
109001	LAKEWOOD MUSIC	03/15/2012	6655	MUSIC AND SUPPLIES	4311112049	18.75	18.75
109002	LISA MARIE SLATER	03/15/2012	supply reimb		0	8.30	8.30
109003	LOWES	03/15/2012	910308	OPEN PO 2011-2012 FOR SUPPLIES	101112022	45.24	448.63
			911725	SHS LOWES OPEN PO FOR ERIC MILLER \$1500.00	141112005	147.24	
			911900	OPEN PO 2011-2012 FOR SUPPLIES	101112022	43.61	
			912660	OPEN PO 2011-2012 FOR SUPPLIES	101112022	103.86	
			912779	OPEN PO 2011-2012 FOR SUPPLIES	101112022	41.47	
			912921	OPEN PO 2011-2012 FOR SUPPLIES	101112022	8.60	
			914310	SHS LOWES OPEN PO FOR ERIC MILLER \$1500.00	141112005	58.61	
109004	LRP PUBLICATIONS	03/15/2012	4096942	EDUCATION GRANTS ALERT SUBSCRIPTION- LEERAE	81112063	368.00	368.00
109005	MAILFINANCE	03/15/2012	h3135271		0	607.18	607.18
109006	MCCONKEY CO	03/15/2012	1165763	SHS MCCONKEY ORDER FOR E.MILLER HORTICULTURE SEE ATTACHED QUOTE FROM MCCONKEY	141112027	111.24	111.24
109007	MICRO COMPUTER SYSTEMS	03/15/2012	0438757-in	Projecotor lamp Order	111112015	434.40	434.40
109008	MVP PHYSICAL THERAPY, INC	03/15/2012	818	MVP PHYSICAL THERAPY	81112006	2,272.72	2,272.72
109009	NASCO	03/15/2012	550547	S.P. - NASCO - SCIENCE ORDER	1271112039	77.06	77.06
109010	OFFICE DEPOT	03/15/2012	596064273001		0	30.62	258.66
			598447183001		0	76.43	
			598566274001	REGISTRATION FORMS- DETTA	81112069	77.61	
			599171512001		0	38.61	
			600212608001		0	35.39	
109011	PIERCE COUNTY REFUSE	03/15/2012	2408316		0	145.30	2,285.51

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			2430845		0	2,140.21	
109012	PIERCE COUNTY SEWER	03/15/2012	1354221/858625		0	351.58	351.58
109013	PROGRESS PUBLICATIONS	03/15/2012	498945	Primary Planner	1621112073	66.75	66.75
109014	PUGET SOUND ESD	03/15/2012	0000053233	Puget Sound Educational Service District Open PO for Student Enrollment in ReLife Cooperative 2011-2012	91112083	15,000.00	15,000.00
109015	PUGET SOUND ENERGY	03/15/2012	see attached		0	28,772.43	28,772.43
109016	ROBERTS, MARYANN	03/15/2012	mutual benefits		0	2,062.38	2,062.38
109017	SCHOOL SPECIALTY	03/15/2012	208107743351	SHS SCHOOL SPECIALTY ORDER FOR BADER SEE CART #7770825273	141112029	78.91	3,336.01
			208107755789	SHS SAX ARTS AND CRAFTS FOR TERRY BADER SEE CART # 7771134947	141112039	257.08	
			208107774289	All-Day Kinder Supplies - Heying	1621112072	62.97	
			208107813573	SHS SCHOOL SPECIALTY ORDER FOR BADER SEE CART #7770825273	141112029	2,937.05	
109018	SEATTLE CHILDREN'S HOSPITAL	03/15/2012	cau7710212	Audiologist Services, FM Boot calibration. For High School Student.	91112099	256.50	256.50
109019	SHUCKHART, MAUREEN	03/15/2012	MIL REIB FEB 2012		0	31.75	132.75
			mil reimb dec 2011		0	33.90	
			MIL REIMB JAN 2012		0	33.42	
			MIL REIMB NOV 2011		0	33.68	
109020	SILVERDALE BEACH HOTEL	03/15/2012	228160	HOTEL ACCOMADATIONS FOR LEERAE- WSPA SPRING CONF.	81112049	328.47	328.47
109021	SOLIANI HEALTH	03/15/2012	4942233	Psychologist (2) and Speech Pathologist (1)	91112056	1,687.50	17,343.76
			4942277	Psychologist (2) and Speech Pathologist (1)	91112056	1,687.50	
			4946511	Psychologist (2) and Speech Pathologist (1)	91112056	2,578.13	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			4952952	Psychologist (2) and Speech Pathologist (1)	91112056	1,687.50	
			4952977	Psychologist (2) and Speech Pathologist (1)	91112056	1,687.50	
			4957145	Psychologist (2) and Speech Pathologist (1)	91112056	2,578.13	
			4964353	Psychologist (2) and Speech Pathologist (1)	91112056	2,062.50	
			4964354	Psychologist (2) and Speech Pathologist (1)	91112056	1,687.50	
			4964376	Psychologist (2) and Speech Pathologist (1)	91112056	1,687.50	
109022	SUNBELT STAFFING	03/15/2012	4944862	Speech Patholgist (1)	91112057	2,812.50	19,638.75
			4944983	Speech Patholgist (1)	91112057	2,040.00	
			4947944	Speech Patholgist (1)	91112057	2,625.00	
			4958767	Speech Patholgist (1)	91112057	1,893.75	
			4958799	Speech Patholgist (1)	91112057	2,040.00	
			4958827	Speech Patholgist (1)	91112057	1,837.50	
			4966791	Speech Patholgist (1)	91112057	2,250.00	
			4966794	Speech Patholgist (1)	91112057	2,040.00	
			4966795	Speech Patholgist (1)	91112057	2,100.00	
109023	SUZANNE T SCHENCK	03/15/2012	mutual benefits		0	97.25	97.25
109024	TACOMA COMMUNITY COLLEGE	03/15/2012	528		0	710.82	710.82
109025	TACOMA COMM HOUSE LANG BANK	03/15/2012	12415		0	35.00	35.00
109026	TACOMA SCHOOL DISTRICT	03/15/2012	in00000368	Out of district students for 2011/12 school year.	91112104	24,064.00	24,064.00
109027	TAGGART-ROSS, LINDA L	03/15/2012	mil reimb nov-jan		0	22.64	22.64
109028	TANNER ELECTRIC	03/15/2012	72131000		0	700.66	700.66
109029	THE BEAD FACTORY	03/15/2012	316900	SHS OPEN PO FOR THE BEAD FACTORY DO NOT EXCEED \$700.00 for Terry Bader	141112033	700.00	700.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
109030	TOTALFUNDS BY HASLER	03/15/2012	xxx8325		0	2,000.00	2,000.00
109031	TOWN OF STEILACOOM	03/15/2012	see attached		0	14,901.90	14,901.90
109032	TROXELL	03/15/2012	660341	Projector Lamp Order	111112014	262.32	262.32
109033	USA MOBILITY WIRELESS INC	03/15/2012	v3661889c		0	96.18	96.18
109034	VERIZON WIRELESS	03/15/2012	1058439207		0	1,052.95	1,052.95
109035	WA STATE DEPT PRINTING	03/15/2012	6227		0	157.46	320.07
			62271		0	162.61	
109036	WEIGHT, KATHLEEN J	03/15/2012	wspa and mil		0	90.87	90.87
109037	WELLS FARGO FINAN LEASING INC	03/15/2012	6765702028		0	612.03	612.03
109038	WENDY S HEYING	03/15/2012	supply reimb	holiday craft supplies	0	32.82	32.82
109039	WESTERN WASHINGTON UNIVERSITY	03/15/2012	rr0240	Career Fair Registration	91112098	80.00	80.00
109040	WHEATON, NICOLE MACSALKA	03/15/2012	mil reim1/27-1/31/12	home hospital mileage	0	22.95	22.95
109041	WITT COMPANY	03/15/2012	240818	OPEN PO FOR WITT CO.	81112008	213.03	4,022.46
			241203	ALL DISTRICT COPIERS-PLEASE SEE ATTACHEMENT FOR DETAILS	81112038	3,809.43	
109042	WOOD, MARY JANE JANE	03/15/2012	mututal benefits	para educator training	0	40.00	40.00
109043	WSPA	03/15/2012	4769	Human Resources in Education Leadership Program	181112060	1,125.00	1,200.00
			4784	WSPA Webinar - An Overview of FMLA	181112061	75.00	
109044	WSSDA	03/15/2012	43747		0	750.00	750.00
				102 Computer	Check(s) For a Total of		324,584.02

	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
	102	Computer	Checks For a Total of	324,584.02
Total For	102	Manual, Wire Tran, ACH & Computer	Checks	324,584.02
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	324,584.02

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

As of March 14, 2012, the board, by a _____ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: ASB WARRANTS OUTSTANDING
Check Number 400442 through 400462
in the total amount of \$25,722.24.

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
400442	CASCADE BAGEL & DELI, INC	03/15/2012	see attached	INV # 113720, 113748, 113777, 1138050, 113876, 113901, 113932, 113986, 114028	5980	241.20	241.20
400443	COSTCO	03/15/2012	242774989		5990	382.09	382.09
400444	CRANES CREATIONS	03/15/2012	172943-1		6146	19.13	19.13
400445	EK BEVERAGES	03/15/2012	339178/339531		5991	390.08	390.08
400446	FIRST STUDENT INC	03/15/2012	10639476-asb		0	1,286.83	1,286.83
400447	GIDLEY, AMANDA JOANN	03/15/2012	PIO BREAKFAST CLUB		0	37.86	224.99
			PIO COOKING CLASS	SUPPLIES	0	187.13	
400448	HALFON CANDY COMPANY	03/15/2012	401569/432586		5984	822.35	922.35
			429113/430885		5984	100.00	
400449	HESSELGRAVE INTERNATIONAL	03/15/2012	22839		6164	1,087.61	3,262.93
			22839- pio		1804	2,175.32	
400450	HOLIDAY INN DOWNTOWN EVERETT	03/15/2012	7715		6151	599.82	599.82
400451	LIDS TEAMS SPORTS	03/15/2012	141943		6062	485.02	2,713.26
			146127		6062	485.02	
			160966		6127	978.12	
			163684		6127	765.10	
400452	MIRABEAU PARK HOTEL	03/15/2012	203038		6172	397.68	1,491.30
			203039		1805	1,093.62	
400453	NORTHWEST CASCADE INC	03/15/2012	1-423564		5994	124.50	124.50
400454	OTIS SPUNKMEYER INC	03/15/2012	1135327		5985	308.50	308.50
400455	PIONEER MIDDLE SCHOOL ASB	03/15/2012	reimb check #3941		0	250.70	629.70
			reimb check #3942		0	379.00	
400456	RAINIER APPAREL	03/15/2012	1201211		6163	430.53	430.53
400457	STEILACOOM HIGH SCHOOL ASB	03/15/2012	reimbursement	check	0	1,235.38	1,235.38
				#6786, 88-96, 98-99			
400458	STEILACOOM KIWANIS FOUNDATION	03/15/2012	REGISTRATION		6158	5,210.00	5,210.00
400459	SUNRIVER DISTRIBUTORS	03/15/2012	P.O. 6156		6156	1,679.80	1,679.80
400460	TACOMA BASKETBALL BOARD	03/15/2012	2012-57		6159	2,544.00	2,544.00
400461	THE SCIENCE TEACHER	03/15/2012	208330		6165	187.85	187.85
400462	WIAA OFFICE	03/15/2012	9635		6162	1,838.00	1,838.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			21	Computer	Check(s) For a Total of		25,722.24

	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
	21	Computer	Checks For a Total of	25,722.24
Total For	21	Manual, Wire Tran, ACH & Computer	Checks	25,722.24
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	25,722.24

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
 CERTIFICATED PERSONNEL REPORT
 March 14, 2012

RESIGNATIONS

NAME	POSITION	BLDG	FTE
BARTLETT, Tyler	Head Coach (Girls' Bsktbl)	SHS	Stipend
HAYNES, Erik	Teacher	PIO	1.0

CERTIFICATED STIPENDS

NAME	ACTIVITY/POSITION	BLDG.	STIPEND AMOUNT	TIMELINE/ DATES
COLQUHOUN, Margaret	Lead Teacher	AI	\$5,000.00	9/1/2011 – 8/31/2012
FOYIL, Samantha	Head Coach (Track)	PIO	\$3,500.00	4/9/2012 – 6/8/2012
GIDLEY, Amanda	Breakfast Club	PIO	\$100.00	1 Hr/Week (12/1/2011 – 6/15/2012)
HALLER, Kyle	Breakfast Club	PIO	\$100.00	1 Hr/Week (12/1/2011 – 6/15/2012)
HALLER, Kyle	Head Coach (Volleyball)	PIO	\$2,985.00	4/9/2012 – 6/8/2012
HAYES, Bruce	Head Coach (Baseball)	PIO	\$2,985.00	4/9/2012 – 6/8/2012
HUNTER, Jane	Breakfast Club	PIO	\$150.00	1 Hr/Week (12/1/2011 – 6/15/2012)
MORIYAMA-Yoder, Joy	Science Fair	SP	\$500.00	2/20/2012 – 3/24/2012
MERRITT, Linda	Science Fair	SP	\$500.00	2/20/2012 – 3/24/2012
NIERMAN, Tishangela	Asst. Coach (Track)	PIO	\$2,618.00	4/9/2012 – 6/8/2012
PARR, Karen	Science Fair	SP	\$500.00	2/20/2012 – 3/24/2012
RASCHKE, Ragan	Breakfast Club	PIO	\$100.00	1 Hr/Week (12/1/2011 – 6/15/2012)
RASCHKE, Ragan	Asst. Coach (Volleyball)	PIO	\$2,618.00	4/9/2012 – 6/8/2012
RISE, Jason	Asst. Coach (Track)	PIO	\$2,618.00	4/9/2012 – 6/8/2012

Initiated by: Pat Jackson-Holley

BOARD APPROVAL DATE: 3/14/2012



STEILACOOM HIGH SCHOOL

54 Sentinel Drive • Steilacoom, Washington 98388-1699 • 253-983-2300 • FAX 253-983-2393

Janice McCrimmon
Principal

Michael Miller
Assistant Principal

Sara Graves
Assistant Principal

February 21, 2012

MEMORANDUM

TO: Mr. Bill Fritz

FROM: Jan McCrimmon

SUBJECT: 2012 State FCCLA Leadership Meeting

Board approval is requested for Keri Brace, Kari Kissel, Steilacoom High School Family and Consumer Sciences instructors/FCCLA Advisors, to accompany our qualifying FCCLA students to the 2012 Washington State FCCLA Leadership Meeting:

EVENT:	2012 State FCCLA Leadership Meeting & STAR Events Competition
DESTINATION:	Wenatchee, WA
DATE:	March 20-23, 2012
COST:	\$2400.00
FUNDING:	Instructor: CTE Budget Student: Fund-raisers through ASB (FCCLA Budget), plus student pay
STUDENTS:	Stephanie Huss, Paige Desmond, Mariah Rodocker, Andrew Lamb, Shane Wood, Maddie Lewis
CHAPERONE:	Keri Brace, Kari Kissel, Advisors
TRAVEL:	As Approved by District- District Van
LODGING:	To be provided by Washington-FCCLA Wenatchee Coast & Convention Center

We do not have a male chaperone going on the trip with us. I contacted Kahale Ahina, FCCLA advisor from Bonney Lake High School and asked him where he is staying so we can request the same hotel.

He said it would be no problem to check in on the boys in their rooms/do room checks.

Keri Brace and I will also be holding chapter meetings letting the students know when curfew is as well as lights out, etc.

"Steilacoom High School is a clean, safe, and caring environment where the community entrusts its young people to a capable staff. Work ethic values of responsible and dependable behavior and mutual respect are understood and embraced. A relevant, progressive curriculum prepares students to function intellectually, physically, and socially in a changing society."

Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date March 14, 2012

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: x **ACTION** Policy 5315, Garnishment, 2nd Reading
INFORMATION _____

BACKGROUND INFORMATION:

Policy 5315, Garnishment & Personal Credit Problems:

2nd reading, no changes from 1st reading.

FISCAL IMPLICATIONS:

None.

RECOMMEDED DECISION:

Superintendent Bill Fritz recommends adopting Policy 5315 Garnishment & Personal Credit Problems, as written.

Report prepared by:

Superintendent Bill Fritz & Executive Director Finance & Operations LeeRae Ball

GARNISHMENT AND PERSONAL CREDIT PROBLEMS

When so ordered by the Superior Court, the US Secretary of Education or the Secretary's Guaranty Agency (in the case of defaulted student loans), the district shall comply with the directives of a Write of Garnishment filed against a staff member of the district. Each garnishment or action for collection of debts will be reviewed by the superintendent, **and/or his/her designee** and such information will become a part of the record of the staff member.

Attempts will be made to counsel any such staff member with regard to the staff member's financial problems **by providing them with optional Employee Assistance Program resources contact information**. The district ~~shall~~ **may** not discharge a staff member for the reason that a creditor of the staff member has subjected or attempted to subject unpaid earnings of the employee to a write of wage garnishment directed to the district. This provision ~~shall~~ **may** not apply if the garnishments on three or more separate indebtednesses are served upon the district within any period of twelve (12) consecutive months by the Superior Court.

The Districts designated staff member(s) maintaining such records will keep known garnishment & personal credit problems as confidential information.

Legal References: RCW 6.27.040

6.27.170

State and public corporations subject
to garnishment

Garnished employee not to be
Discharged—Exception

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised:

STUDENT RECORDS

The district shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. All information related to individual students shall be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records in which they have legitimate educational interests. When information is released in compliance with state and federal law the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

Student records are the property of the district but shall be available in an orderly and timely manner to parents and students. "Parent" includes the state department of social and health services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student.

Student records shall be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student's transcript. Parental or adult student consent shall be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

A grades report, transcript, or diploma shall generally not be released until a student has made restitution for damages assessed as a result of the student losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be released to the enrolling school until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

Upon request, a parent shall be provided a set of unofficial student records if the student is transferring out of state and the student meets the definition of a child of a military family in transition. Such records shall be sent within ten days after receiving such request.

The superintendent shall establish procedures governing the content, management and control of student records.

Cross References: Board Policy 3520
4020

Legal References: 20 U.S.C. § 1232g

CFR 34, Part 99

Student Fees, Fines, Charges

Confidential Communications

Family Education Rights and Privacy
Act

Family Education Rights and Privacy
Act Regulations

Deleted:	Personally identifiable
Deleted:	from such records
Deleted:	such
Deleted:	for review and inspection by
Deleted:	or adult
Deleted:	, but no more than 45 calendar days after such request is received by the district
Deleted:	means the parent of the child and includes the natural parent, a guardian of a minor student,
Deleted:	, or an individual acting as a parent in the absence of a parent or guardian
Deleted:	request that the district amend
Deleted:	they
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Deleted:	The district shall decide whether to amend such record(s) within a reasonable time after receiving the request. If the district decides not to amend the record(s), it shall notify the parent or adult student of its decision and their appeal rights, as described in 34 CFR §§ 99.21-.22.
Deleted:	disclosed
Deleted:	officials or
Deleted:	without prior written consent of the parent or the adult student
Deleted:	Prior written
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Deleted:	personally identifiable information and/or
Deleted:	officials
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Deleted:	the property of the school district, its employees, contractors, or other students
Deleted:	Such damages shall be assessed only after providing the student the opportunity for due process through the district's disciplinary procedures. Restitution may be monetary payment and/or volunteer service.
Deleted:	,
Deleted:	, and history of violent behavior or behavior listed in RCW 13.04.155
Deleted:	school
Deleted:	and the parent or adult student
Deleted:	, and that failure to have an official ... [1]
Deleted:	under Article II of RCW 28A.705.010
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Policy No. 3231
Students

RCW 28A.225.330	Enrolling students from other districts - Requests for information and permanent records - Withheld transcripts, effect - Immunity from liability - Notification to teachers and security personnel - Rules	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
28A.230.120	High school diplomas - Issuance - Option to receive final transcripts - Notice	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
28A.230.180	Educational and career opportunities in the military, student access to information on, when	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
28A.635.060	Defacing or injuring school property - Liability of <u>pupil</u> , parent or guardian	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
40.24.050	Address Confidentiality Program Application - Certification	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
70.02 RCW	Medical records - health care information access and disclosure	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
WAC 392-500-025	Pupil tests and records - Pupil personnel records - School district policy in writing	Deleted: Ch.
<u>WAC 392-415</u>	Secondary education - standardized high school transcript	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
WAC 181-87-093	Failure to assure the transfer of student record information or student records	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
WAC 246-10 <u>5</u>	Immunization of child care and school children against certain vaccine-preventable diseases	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
		Deleted: Ch.
Management Resources: <i>Policy News</i> , April 2001	Compliance Office Provides FERPA Update	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
<i>Policy News</i> , December 2003	Updated Legal References for Catheterization, Facilities Planning and Student Records Policies	Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
<u><i>Policy News</i>, February 2010</u>	<u>Family Education Rights and Privacy Act Revisions</u>	Deleted: 0-166
		Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: 0", Relative to: Paragraph, Horizontal: 0.13", Wrap Around
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Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 5.12.10

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, and that failure to have an official transcript may result in exclusion from extracurricular activities or failure to graduate

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Steilacoom Historical School District Board of Directors

REGULAR BOARD MEETING

Date March 14, 2012

TO: Members, Steilacoom Historical School District Board of Directors

ISSUE: x **ACTION** Policy 6212, Charge Cards, 2nd Reading
 INFORMATION _____

BACKGROUND INFORMATION:

Policy 6212, Charge Cards:

2nd reading, no changes from 1st reading.

FISCAL IMPLICATIONS:

None.

RECOMMEDED DECISION:

Superintendent Bill Fritz recommends adopting Policy 6212, Charge Cards, as written.

Report prepared by:

Superintendent Bill Fritz & Executive Director Finance & Operations LeeRae Ball.

CHARGE CARDS

The board authorizes the issuance of charge cards **and/or procurement cards** to officers and staff for district purchases, acquisitions and authorized travel. The board shall approve any contract for the issuance of credit cards, including the credit limit. Credit cards may be issued to staff in the following positions: **Superintendent, Executive Directors, Maintenance Supervisor, Principals, Business Office, CTE Director, Assistant Principal, and Athletic Director.** The superintendent or his/her designee is responsible for the authorization and control of the use of credit card funds, subject to final board approval of payments.

Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card shall submit fully itemized ~~expense voucher including~~ receipts or invoices supporting purchases. Any charges not properly identified ~~on the expense voucher~~ or not allowed following review by the auditing officer shall be paid by the official or staff member. Any official or staff member who has been issued a charge card shall not use the card if any disallowed charges are outstanding.

The superintendent shall establish procedures for the issuance and use of charge cards.

Cross References:	Board Policy 6213	Reimbursement for Travel Expenses
Legal References:	RCW 42.24.115	Municipal corporations and political subdivisions — Issuance of charge cards to officers and employees for travel expenses
	43.09.2855	Local governments — Use of credit cards
Management Resources:	<i>Policy News</i> , April 2005	Credit Card Policy Updated

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

Narrative for Mar. 14th School Board 2012 Energy Grant Presentation

We actually started this grant process back in August 2011, looking at potential energy projects that would save the school district money, upgrade equipment from a maintenance point of view and provide a reasonable payback of any investment the School District would need to make. This overall list shows most of the items looked at as potential energy saving projects. One of the big advantages of this grant compared to some of the previous ones available is the small amount of School District required investment. Another change for this grant is a requirement that the school district use a Washington State selected ESCO (Energy Savings Company) to administer the grant. There are 14 companies currently qualified to fulfill this requirement in Washington. We selected Trane to work with on this project. One of the big advantages of working with an ESCO is they are required to provide the District with a guaranteed maximum project price (Gmax) and guaranteed minimum savings (Gmin). If these numbers are not met, the ESCO is responsible for the difference. In the past I have not been as excited about some of the energy savings programs that have been available because of the large investment required by us. I tended to see this as money I would rather spend on maintenance related improvements. This opportunity gives us a great payback of 2.9 years, and some significant maintenance improvements along with energy savings. It is our recommendation to the School Board that we proceed with this grant application.

In answer the board's question at the last meeting about adding more areas of old Pioneer middle School to the scope of this project, I am including Trane's answer:

"Regarding additional unit replacements at Old Pioneer MS; we were unable to get subcontractors out on short notice to walk the site, however Matt & I walked the site with Bruce and took several pictures of the units and emailed to a couple of subs for a budget pricing. We have not yet received any numbers at this time. It is my recommendation that no further scope be added to the project at this time for the following reasons:

- With this being an Energy Savings Performance Contract (ESPC) Trane has to provide the District with a guaranteed maximum project price (Gmax) and guaranteed minimum savings (Gmin), adding to the scope at this phase of the project does not allow Trane enough time to perform the due diligence required to provide such guarantees.
- Adding scope at this phase does not allow PSE enough time to evaluate the additional scope for estimated savings and incentives as is required for the grant application."

I am also including information that I presented to the Board last summer regarding some long term expenses that I foresee the School District needing to plan for in the future. We are presently having the conversation of how to best set aside money for this future needs.

Anticipated Large Expense Facilities Maintenance Needs

July 21, 2011

This list includes the items brought forth to the Steilacoom Historical School District board of directors in April 2011 during the School Building Asset Preservation presentation. This list covers needs that I foresee in the next ten years. I am including my suggestions and information of how to financially address some of these issues.

In considering many of our buildings equipment replacement needs, successfully passing a bond issue in the time period between 2017 and 2020 could address many of the replacement needs that will be anticipated.

Steilacoom High School:

1. Chiller. This piece of equipment sits on the roof of the High School and provides chilled water that is used for cooling most of the building. This machine was purchased in 1998 for \$70,000 and installed as part of the High School upgrades in that time period. The chiller has had a troubled repair history and currently is reduced to half its capacity with a failed compressor since 2009. We had a quote to repair at that time for \$26,000. During the last ten years this machine has already had approximately \$50,000 in repairs and upgrades done. These repair costs have been excessive and at this point a replacement chiller makes more sense to me. I am estimating the cost of replacement at \$150,000, installed. I hope to have a closer estimate by Aug. 4th. At this time OSPI is accepting applications for small repair grants up to \$100,000. I am in the process of submitting an application for the chiller replacement. If granted this would cut our cost to the remainder above \$100,000.

2. Football Field turf. This has an estimated life of ten to fifteen years and was installed in 2009. Estimated replacement cost is \$900,000. This would be best handled as part of a capital projects bond.

3. Heating Boilers. These date from 1998 and are performing fine. We would want to consider replacing them at 20 years of age or for energy savings. There are energy grants also available from the state at this time that I am looking into.

Pioneer Middle School- DuPont:

At this time I do not foresee repairs or replacement that are outside the scope of our levy supported maintenance programs.

Saltar's Point Elementary:

The rooftop HVAC is 12 years old and should be replaced by 20 years of age. This would be best handled as part of a capital projects bond. I would estimate this cost at \$250,000.

Chloe Clark Elementary:

Some of the HVAC equipment is 12 years old and should be replaced by 20 years of age. This would be best handled as part of a capital projects bond. I would estimate this cost at \$150,000.

Consideration would need to be given to replacing the 2006 heating equipment at a similar time. I would estimate this cost at \$250,000.

Cherrydale Elementary:

1. The rooftop HVAC is 12 years old and should be replaced by 20 years of age. This would be best handled as part of a capital projects bond. I would estimate this cost at \$250,000.
2. The Cherrydale roof is anticipated to need replacement during the next eight years. It is estimated that that would cost at least \$500,000

Anderson Island:

At this time I do not foresee repairs or replacement that are outside the scope of our levy supported maintenance programs.

Other possible needs:

1. The Shingled sections of roof on various buildings could have less than 30 year lives.
2. Our locknetics access system that we use for outside doors is no longer well supported by the manufacturer. We may need to look at another system. At this point we have still been able to purchase the parts we need. I have no estimated cost for this presently.

Bruce Parker

Steilacoom Historical School District

Supervisor of Facilities & Maintenance

253-405-3516

2012 Energy Grant Included and Excluded Projects

Description

Include	Building	
n	Cherrydale Primary	Retro Commissioning
yes	Cherrydale Primary	Lighting
n	Saltars Point Elementary	Retro Commissioning
yes	Saltars Point Elementary	Lighting
yes	Chloe Clark Elementary	Retro Commissioning
yes	Chloe Clark Elementary	Lighting
yes	Pioneer Middle School	Retro Commissioning
yes	Pioneer Middle School	Lighting
n	Steilacoom HS	Gymnasium Lighting
yes	Steilacoom HS	Exterior & Gymnasium Lighting
n	Steilacoom HS	Chilled Water Pump VFD
n	Steilacoom HS	Retro Commissioning
n	Steilacoom HS	Gymnasium AHU VFD
n	Steilacoom HS	Replace Failed Compressor on McQuay Chiller
n	Steilacoom HS	Replace McQuay Chiller w/Smardt Turbocor
yes	District Wide	Server Virtualization
yes	Old Pioneer MS	Install New High Efficiency Gas Furnaces
yes	District Wide	Water Conservation

Included Project Figures

	\$/kWh	\$/Therm
Cherrydale Primary	0.103	\$ -
Saltars Point Elementary	0.055	\$ -
Chloe Clark Elementary	0.100	\$ -
Pioneer Middle School	0.127	\$ 1.103
Steilacoom HS	0.056	\$ 1.169
Old Pioneer MS	0.055	\$ 1.169
District Wide	0.083	\$ 1.147

Description										Post-			
Include	Building		kWh	Therm	Water	Electric	Gas	Water		Total	Raw	Utility	Rebate/Grant
			Savings	Savings	(k- gallons)	Dollar Savings	Dollar Savings	Dollar Savings	Dollar Savings	Project Costs	Payback	Incentive	Project Cost
yes	Cherrydale Primary	Lighting	18,545	-	-	\$ 1,905	\$ -	\$ -	\$ 1,905	\$ 23,884	12.5	\$ 1,890	\$ 21,994
yes	Saltars Point Elementary	Lighting	19,930	-	-	\$ 1,096	\$ -	\$ -	\$ 1,096	\$ 30,487	27.8	\$ 2,455	\$ 28,032
yes	Chloe Clark Elementary	Retro Commissioning	93,132	-	-	\$ 9,341	\$ -	\$ -	\$ 9,341	\$ 54,600	5.8	\$ 28,850	\$ 25,750
yes	Chloe Clark Elementary	Lighting	34,011	-	-	\$ 3,411	\$ -	\$ -	\$ 3,411	\$ 70,851	20.8	\$ 5,193	\$ 65,658
yes	Pioneer Middle School	Retro Commissioning	73,848	2,619	-	\$ 9,408	\$ 2,889	\$ -	\$ 12,297	\$ 76,694	6.2	\$ 42,190	\$ 34,504
yes	Pioneer Middle School	Lighting	40,439	-	-	\$ 5,152	\$ -	\$ -	\$ 5,152	\$ 52,498	10.2	\$ 8,088	\$ 44,410
yes	Steilacoom HS	Exterior & Gymnasium Lighting	43,135	-	-	\$ 2,394	\$ -	\$ -	\$ 2,394	\$ 76,146	31.8	\$ 6,075	\$ 70,071
yes	District Wide	Server Virtualization	98,550	-	-	\$ 8,145	\$ -	\$ -	\$ 8,145	\$ 279,435	34.3	\$ -	\$ 279,435
yes	Old Pioneer MS	Install New High Efficiency Gas Furnaces	8,677	3,406	-	\$ 477	\$ 3,982	\$ -	\$ 4,459	\$ 304,358	68.3	\$ -	\$ 304,358
yes	District Wide	Water Conservation	5,686	345	1,293	\$ 470	\$ 396	\$ 8,649	\$ 9,515	\$ 94,575	9.9	\$ -	\$ 94,575
Totals:			435,953	6,370	1,293	\$ 41,800	\$ 7,266	\$ 8,649	57,715	1,063,528	18.4	94,741	968,787

Total Project Cost (incl Tax)	\$1,063,528
Total Estimated Rebate	\$94,741
Total Estimated Grant Funding	\$799,260
Customer's Investment	\$169,527
	0.18
Annual Energy Savings	\$57,715
Annual Maintenance Savings	\$0 57714.7471
Final Payback (yrs)	2.9

* Town of Steilacoom owes us incentive amounts still, so this area will increase before grant submission.

EDUCATIONAL, ADMINISTRATIVE, AND TECHNOLOGY SERVICES AGREEMENT

Among the Steilacoom Historical School District #1, K12 Washington L.L.C.
and, solely with respect to the provisions of Section 5.01 (e)(iii) (last sentence), Article VIII and
Section 9.04, K12 Inc.

Amendment #10

The Educational, Administrative, and Technology Services Agreement made and entered into as of April 24, 2006 ("Agreement"), by and among (i) K12 Washington L.L.C. ("K12 LLC"), a Delaware limited liability company, (ii) solely with respect, to the provisions of Section 5.01(e)(iii) (last sentence), Article VIII and Section 9.04, K12 Inc., a Delaware corporation ("K12"), and (iii) the Steilacoom Historical School District #1, a Washington public school district ("District"), as previously amended, is hereby amended as follows effective as of March 14, 2012:

1. Paragraph 7.01(c) is amended to read as follows:

(c) Termination for Convenience. Either party may terminate this Agreement for any reason, with or without cause, by giving written notice to the other party, not later than April 30, 2012 of the 2011-12 academic year or not later than March 1 of any other academic year, and such termination will be effective at the end of that academic year.

All other provisions of the Agreement shall remain in full force and effect.

K12 Washington L.L.C., a Delaware Limited
Liability Company

By: _____

Its: _____

Signature Date: _____

K12 Inc., a Delaware Corporation

By: _____

Its: _____

Signature Date: _____

Steilacoom Historical District #1, a
Washington Public School District

By: _____

Its: _____

Signature Date: _____