



## 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.

Wednesday, February 28, 2018 07:00 PM

### I. CALL TO ORDER (Action)

- Pledge of Allegiance
- Roll Call
- 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. PRESENTATIONS (Presentation)

#### a. Pioneer Middle School Choir

**Presenter:** Katherine Elshire

#### b. Levy Committee Recognition

**Presenter:** Bob Forbes

### IV. REPORTS

#### a. Diversity Committee (Information)

**Presenter:** Mary Snyder

[Diversity Committee 2018.pdf \(p. 4\)](#)

#### b. Curriculum Adoption Update (Information)

**Presenter:** Paul Harvey

[Curriculum Adoption Update.pdf \(p. 9\)](#)

#### c. Legislative Update (Information)

**Presenter:** Jennifer McDonald

## V. 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 January & February 2018 Accounts Payable & January 2018 Payroll.PDF \(p. 10\)](#)

[Approval of Financial Reports.pdf \(p. 11\)](#)

[Approval of Regular Meeting Minutes 1.24.18.pdf \(p. 24\)](#)

[Approval of Study Session Minutes 2.14.18.pdf \(p. 27\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 29\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 30\)](#)

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

[Approval of SHS Trip To China.pdf \(p. 32\)](#)

[Approval of SHS Key Club Trip to Portland, OR.pdf \(p. 34\)](#)

[Approval of SHS FFCLA Trip To Kennewick, WA.pdf \(p. 35\)](#)

## VI. OLD BUSINESS

### a. Second Reading of Policy 3141 Nonresident Students

(Action)

Presenter: Susanne Beauchaine

[Second Reading of Policy 3141.pdf \(p. 37\)](#)

## VII. NEW BUSINESS

### a. First Reading of Policy 6100 Revenue from State, Local and Federal Sources

(Action)

Presenter: Jim Brittain

[First Reading of Policy 6100.pdf \(p. 45\)](#)

### b. First Reading of Policy 6220 Bid Requirements

(Action)

Presenter: Jim Brittain

[First Reading of Policy 6220.pdf \(p. 48\)](#)

### c. First Reading of Policy 3432 Emergencies

(Action)

Presenter: Nancy McClure

[First Reading of Policy 3432.pdf \(p. 54\)](#)

### d. First Reading of Policy 2025 Copyright Compliance

(Action)

Presenter: Kathi Weight

[First Reading of Policy 2025.pdf \(p. 58\)](#)

## VIII. 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.

## IX. BOARD COMMUNICATION

(Information)

## X. ANNOUNCEMENTS

(Information)

## XI. ADJOURNMENT

(Action)

The background of the slide features several horizontal, overlapping brushstrokes in various shades of blue and teal, creating a textured, artistic effect. The text is centered over these strokes.

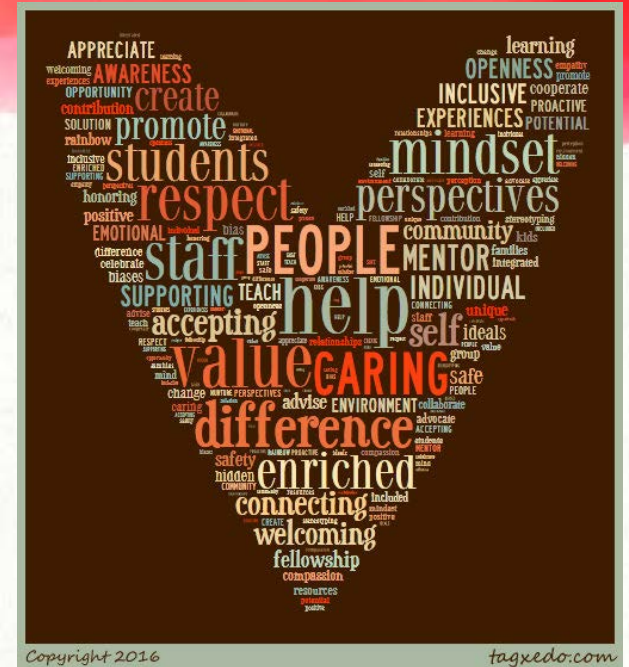
# Diversity Committee

## Steilacoom Historical School District

## A Connected and Caring Community

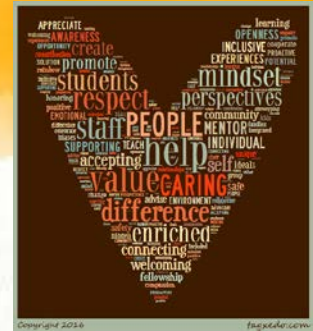
# Mission Statement

The SHSD Diversity Committee works to increase opportunities to share and value each other's stories through mentorship, education, and hiring practices with the goal of growing caring relationships.





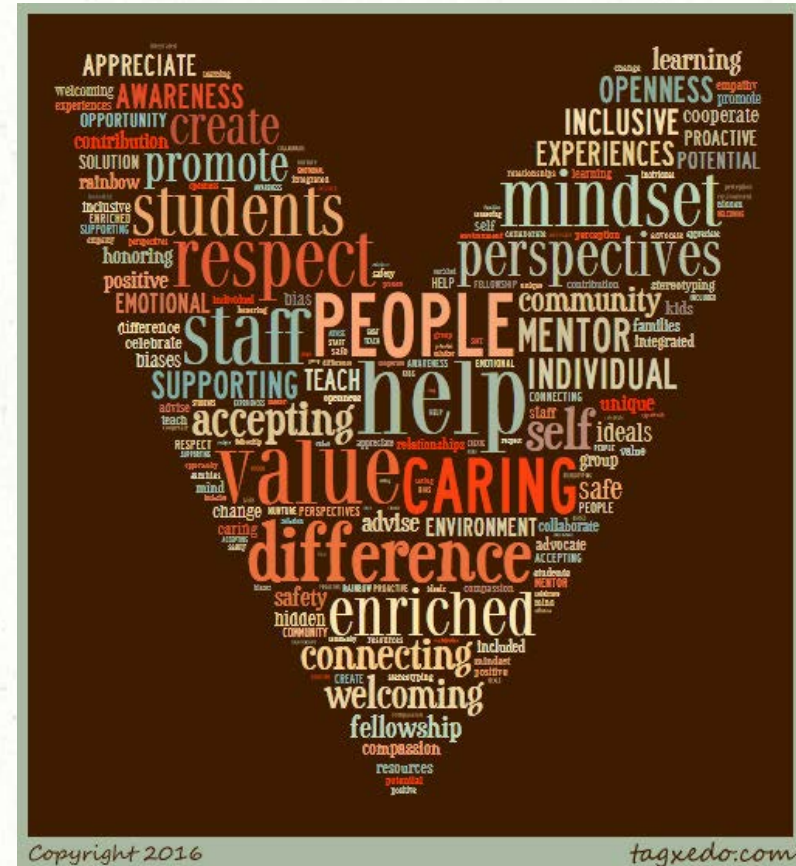
# Goals



Education	<ul style="list-style-type: none"><li>● District-wide diversity speaker</li><li>● Increase diversity grant awards to SHSD staff</li><li>● Produce a video highlighting students and their stories</li></ul>
Hiring Practices	<ul style="list-style-type: none"><li>● Interview panels include Diversity Committee representation</li><li>● Increase numbers of staff from diverse backgrounds</li></ul>

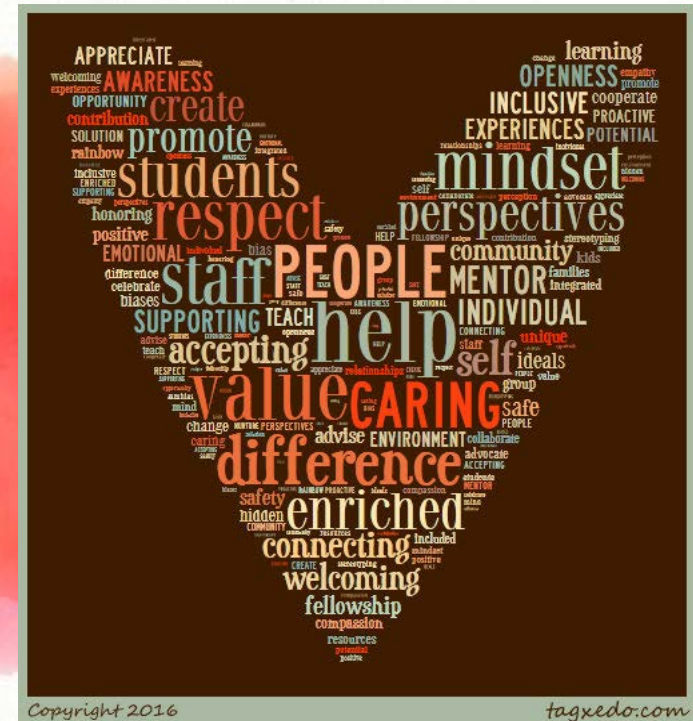
# Members

Cherrydale	Gail Clark Bettina Evans
Chloe Clark	Suzanne Schenck
Saltar's Point	Coley Fannin Bridget King Mary Snyder
Pioneer Middle School	Bruce Hayes Claudia Duenas JoAnne Fernandes Rosa Rosales
Steilacoom High School	Nancy Clapp



# District

# Community







511 Chambers Street  
Steilacoom, WA 98388

[www.steilacoom.k12.wa.us](http://www.steilacoom.k12.wa.us)  
Phone: 253.983.2200  
Fax: 253.584.7198

TO: Steilacoom School District Board of Directors  
FROM: Paul Harvey, Executive Director of Student Achievement  
RE: Report on Curriculum Activities in the School District  
DATE: February 28, 2018

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Following board Policy 2020 and Procedure 2020P, the Instructional Materials Committee (IMC) met throughout the 2017-2018 school year to review curricular needs and to make recommendations for action. Upon review of staff feedback, the IMC determined that English Language Arts (ELA) for grades Kindergarten through 8<sup>th</sup> grade (K-8) would be first for review. The process of piloting ELA materials began in August of this school year. Nineteen K-5 teachers are actively participating in a three-cycle pilot. Each cycle has the teachers using student and teacher materials for about four to six weeks in their classrooms, with their students, in order to assess the level of fit within the district criteria and usability from the teachers' perspectives. The three curricula selected by the IMC for pilot review are ReadyGEN (Pearson), Reach for Reading (National Geographic), and Wonders (McGraw-Hill). The remaining steps in the process include:

- A community open house to review the three pilot curricula and provide input set for March 13, from 6:00-7:30pm.
- The Pilot team will review all the pilot curricula and make recommendations to the IMC.
- The IMC will make recommendations to the school board for adoption in April.
- Following approval from the board, purchasing and training will occur in the summer and August prior to the start of school.

The middle school ELA teachers are meeting with curriculum publishers in March to look at materials for a similar process of pilot review. Following this year's ELA work, the recommendation of the IMC is to move on to K-5 mathematics for the next review and adoption recommendation after ELA is fully implemented.

We are close to achieving a one to one device to student ratio in our district. Our K-5 schools have provided formal and informal training on use of Chromebooks for instruction and learning tasks with students. The goal of professional learning activities is to help teachers gain confidence and competence with instructional technology. We value the use of technology in classes, and aim to balance the use of technology with other effective forms of instruction and activities. Our DoDEA grant, led by Nancy McClure, has been a great resource in this endeavor, allowing for the purchasing of 550 Chromebooks and paying for training for our staff.

# Steilacoom Historical School District

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

DATE: February 28, 2018

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 & 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>GENERAL FUND:</b>		
Payroll	800796 to 800799	\$ 9,100.62
Payroll A/P	123301 to 123326	\$ 725,621.28
Payroll Taxes	to	\$ 433,674.71
Direct Deposit	to	\$ 1,180,335.72
January 19, 2018	Accounts Payable 123253 to 123253	\$ 2,747.83
January 24, 2018	Accounts Payable 123254 to 123260	\$ 199.75
January 25, 2018	Accounts Payable 123261 to 123300	\$ 204,261.31
January 31, 2018	Accounts Payable 123327 to 123327	\$ 24,286.73
February 1, 2018	Accounts Payable 123328 to 123364	\$ 279,736.62
February 6, 2018	Accounts Payable 123365 to 123371	\$ 257.96
February 8, 2018	Accounts Payable 123372 to 123406	\$ 212,308.90
February 15, 2018	Accounts Payable 123407 to 123444	\$ 76,300.11
TOTAL GENERAL FUND:		\$ 3,148,831.54

## CAPITAL PROJECTS FUND:

Accounts Payable	to	
Accounts Payable	to	
TOTAL CAPITAL PROJECTS FUND:		\$ -

## ASSOCIATED STUDENT BODY FUND:

January 19, 2018	Accounts Payable	403555	to	403555	\$ 733.19
January 25, 2018	Accounts Payable	403556	to	403565	\$ 12,743.95
January 31, 2018	Accounts Payable	403566	to	403566	\$ 8,241.37
February 2, 2018	Accounts Payable	403567	to	403570	\$ 9,307.14
February 6, 2018	Accounts Payable	403571	to	403575	\$ 325.00
February 8, 2018	Accounts Payable	403576	to	403584	\$ 4,394.45
February 15, 2018	Accounts Payable	403585	to	403588	\$ 2,760.03
	Accounts Payable		to		
	Accounts Payable		to		
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 38,505.13

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

**Steilacoom Historical School District No. 1**  
**Financial Report - January 31, 2018**  
**Budget/Year-End Projection/YTD Actual**

The following information is a summary of the financial position as of January 31, 2018 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

**General Fund Budget/Year-End Projection/YTD Actual:**

	Annual Budget	Year-end Projection	Projected Variance	Projected Variance	YTD Actual
Revenues & Other Financing Sources	39,338,127	38,575,000	(763,127)	-1.94%	15,973,361
Expenditures & Other Financing Uses	40,509,700	39,525,000	(984,700)	-2.43%	16,083,023
Excess Revenues/Other Financing Sources Over (under) Expend & Other Financing Uses	(1,171,573)	(950,000)			(109,662)
			Transfer to Capital Projects		-
			Net Change in Unassigned Fund Balance		(109,662)

Fund Balances	9/1/2017	1/31/2018	Variance
Committed for Other Purposes	25,369	25,369	0
Unassigned Fund Balance	2,576,518	2,326,855	-249,662
Unassigned Minimum Fund Balance	1,985,000	2,125,000	140,000
Fund Balance	4,586,887	4,477,224	-109,662

## Capital Projects Fund:

Beginning Fund Balance 9/1/2017	1,881,516	
General Fund Transfer to Capital Projects	0	
Revenues	54,535	
Expenses	0	
	<u>54,535</u>	
Ending Fund Balance 1/31/2018		<u><u>1,936,051</u></u>

Fund Balance - Impact Fees \$293,221 - Turf Field Replacement \$100,000 - Unassigned Fund Balance \$1,542,830.

## Debt Service Fund:

9/1/2017 Beginning Fund Balance	1/31/2018 Ending Fund Balance	Variance
3,210,446	447,885	(2,762,561)

Variance from December 1, 2017 bond principal and interest payment of \$5,967,400. Received \$3 million in property tax payments in October and November.

Transportation Fund:	83,856	84,215	359
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ASB Fund:	282,284	381,262	98,978
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Anderson Island	575	863	288
Cherrydale	8,238	11,659	3,421
Chloe Clark	6,716	14,262	7,546
Salter's Point	5,886	8,931	3,045
Pioneer Middle	69,438	83,261	13,823
Steilacoom High	191,431	262,286	70,855
Total Ending ASB Fund Balance	<u>282,284</u>	<u>381,262</u>	<u>98,978</u>



10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	7,292,600	6,436.07	3,314,234.49		3,978,365.51	45.45
2000 LOCAL SUPPORT NONTAX	1,007,751	65,736.44	501,533.18		506,217.82	49.77
3000 STATE, GENERAL PURPOSE	22,578,376	2,119,275.57	9,457,033.14		13,121,342.86	41.89
4000 STATE, SPECIAL PURPOSE	5,713,652	435,878.56	1,882,278.12		3,831,373.88	32.94
5000 FEDERAL, GENERAL PURPOSE	353,244	161,185.91	161,185.91		192,058.09	45.63
6000 FEDERAL, SPECIAL PURPOSE	2,367,504	205,826.24	655,666.11		1,711,837.89	27.69
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	21,500	700.00	700.00		20,800.00	3.26
9000 OTHER FINANCING SOURCES	3,500	729.82	729.82		2,770.18	20.85
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>39,338,127</b>	<b>2,995,768.61</b>	<b>15,973,360.77</b>		<b>23,364,766.23</b>	<b>40.61</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	22,283,599	1,935,099.23	8,949,941.23	10,781,041.16	2,552,616.61	88.54
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	4,806,708	352,378.69	1,863,509.45	2,763,320.31	179,878.24	96.26
30 Voc. Ed Instruction	1,822,879	133,453.72	649,879.65	635,108.81	537,890.54	70.49
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,472,646	94,257.27	512,765.21	758,538.83	201,341.96	86.33
70 Other Instructional Pgms	1,138,264	194,533.06	342,574.38	138,860.66	656,828.96	42.30
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	8,985,647	870,338.56	3,764,352.94	4,181,969.88	1,039,324.18	88.43
<b>Total EXPENDITURES</b>	<b>40,509,743</b>	<b>3,580,060.53</b>	<b>16,083,022.86</b>	<b>19,258,839.65</b>	<b>5,167,880.49</b>	<b>87.24</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>100,000</b>	<b>.00</b>	<b>.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</b>	<b>1,271,616-</b>	<b>584,291.92-</b>	<b>109,662.09-</b>		<b>1,161,953.91</b>	<b>91.38-</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>4,440,500</b>		<b>4,586,886.77</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>	<b>XXXXXXXX</b>		<b>.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	<b>3,168,884</b>		<b>4,477,224.68</b>			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self Insur	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	74,500-	25,369.23
G/L 872 Committed to Econmc Stabilizatr	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,243,384	2,326,855.45
G/L 891 Unassigned Min Fnd Bal Policy	2,000,000	2,125,000.00
<u>TOTAL</u>	3,168,884	4,477,224.68

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2018

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	105,000	13,769.96	54,535.06		50,464.94	51.94
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	1,270,000	.00	.00		1,270,000.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	1,375,000	13,769.96	54,535.06		1,320,464.94	3.97
<u>B. EXPENDITURES</u>						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	2,845,000	.00	.00	0.00	2,845,000.00	0.00
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	100,000	.00	.00	0.00	100,000.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	2,945,000	.00	.00	0.00	2,945,000.00	0.00
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	1,570,000-	13,769.96	54,535.06		1,624,535.06	103.47-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	2,145,000		1,881,516.15			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	575,000		1,936,051.21			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	345,000	293,221.24
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	100,000	100,000.00
G/L 889 Assigned to Fund Purposes	130,000	1,542,829.97
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	575,000	1,936,051.21



30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2018

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	7,223,757	6,099.59	3,196,222.15		4,027,534.85	44.25
2000 Local Support Nontax	6,500	397.19	8,916.66		2,416.66-	137.18
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>7,230,257</u>	<u>6,496.78</u>	<u>3,205,138.81</u>		<u>4,025,118.19</u>	<u>44.33</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	4,940,000	.00	4,940,000.00	0.00	.00	100.00
Interest On Bonds	1,961,250	.00	1,027,400.00	0.00	933,850.00	52.38
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	5,000	.00	300.00	0.00	4,700.00	6.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>6,906,250</u>	<u>.00</u>	<u>5,967,700.00</u>	<u>0.00</u>	<u>938,550.00</u>	<u>86.41</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	<u>324,007</u>	<u>6,496.78</u>	<u>2,762,561.19-</u>		<u>3,086,568.19-</u>	<u>952.62-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>3,180,000</u>		<u>3,210,445.93</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE</u>	<u>3,504,007</u>		<u>447,884.74</u>			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted for Other Items	0	.00
G/L 830 Restricted for Debt Service	3,504,007	447,884.74
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 3,504,007	 447,884.74

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2018

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	160,380	1,069.65	120,035.52		40,344.48	74.84
2000 Athletics	135,750	3,728.16	23,515.14		112,234.86	17.32
3000 Classes	61,650	4,806.53	15,080.65		46,569.35	24.46
4000 Clubs	435,340	32,955.95	136,351.22		298,988.78	31.32
6000 Private Moneys	16,700	300.00	7,159.72		9,540.28	42.87
<u>Total REVENUES</u>	809,820	42,860.29	302,142.25		507,677.75	37.31
B. EXPENDITURES						
1000 General Student Body	160,236	591.33	25,651.92	2,149.59	132,434.49	17.35
2000 Athletics	165,910	4,460.17	54,143.95	6,222.45	105,543.60	36.39
3000 Classes	62,100	8,915.87	16,773.47	10,499.23	34,827.30	43.92
4000 Clubs	417,859	26,167.98	101,665.93	43,799.90	272,393.17	34.81
6000 Private Moneys	18,705	100.28	4,929.01	0.00	13,775.99	26.35
<u>Total EXPENDITURES</u>	824,810	40,235.63	203,164.28	62,671.17	558,974.55	32.23
C. <u>EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	14,990-	2,624.66	98,977.97		113,967.97	760.29-
D. <u>TOTAL BEGINNING FUND BALANCE</u>	276,180		282,283.57			
E. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
F. <u>TOTAL ENDING FUND BALANCE</u>	261,190		381,261.54			
<u>C+D + OR - E)</u>						

G. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted for Other Items	0	.00
G/L 819 Restricted for Fund Purposes	261,190	381,261.54
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 261,190	 381,261.54



90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2018

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	83.41	359.48		140.52	71.90
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	7,500	.00	.00		7,500.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	<u>8,000</u>	<u>83.41</u>	<u>359.48</u>		<u>7,640.52</u>	<u>4.49</u>
 <u>B. 9900 TRANSFERS IN FROM GF</u>	 0	 .00	 .00		 .00	 0.00
 <u>C. Total REV./OTHER FIN. SOURCES</u>	 8,000	 83.41	 359.48		 7,640.52	 4.49
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 10,000	 .00	 .00	 0.00	 10,000.00	 0.00
 <u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>F. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	 2,000-	 83.41	 359.48		 2,359.48	 117.97-
 <u>H. TOTAL BEGINNING FUND BALANCE</u>	 83,450		 83,856.07			
 <u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	 81,450		 84,215.55			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	81,450	84,215.55
G/L 830 RES FOR DEBT SERVICE	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 81,450	 84,215.55

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



**School Board Regular Meeting Minutes**  
**Steilacoom High School 54 Sentinel Drive Steilacoom, Washington**  
**Wednesday, January 24, 2018**

**STUDY SESSION**

- Board group photo
- Agenda review

**REGULAR MEETING**

**I. CALL TO ORDER**

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

Executive Director Beauchaine led the Pledge of Allegiance.

All Directors and Superintendent Weight present.

Director Schenk made a motion to approve the agenda; Director Pierce seconded the motion and the motion passed (5/0).

**II. COMMENTS FROM THE AUDIENCE**

No comments.

**III. PRESENTATION**

**a. National Board Certification Teacher Recognition**

Executive Director Harvey recognized Marilyn Wynn, Steilacoom High, and Shannon Schmitz, Chloe Clark Elementary, who recently completed the National Board Certificated Teacher (NBCT) process, a multi-year rigorous course of study. Twelve other District certificated staff have also attained NBCT status.

**b. School Board Recognition**

Superintendent Weight acknowledged School Board Recognition Month by reading a proclamation from Washington State Governor Inslee and thanking each Director for their commitment and service to the school community.

**IV. REPORTS**

**a. Legislative Update**

Director McDonald gave her first Legislative Report updating on local levy capacity, passing of the capital budget, McCleary decision and a variety of bills being introduced impacting education. She, Superintendent Weight and CFO Brittain will attend the Legislative Conference this coming weekend.



## **V. CONSENT AGENDA**

Director McDonald made a motion to approve the Consent Agenda which included December 2017 & January 2018 accounts payable, December payroll, attached personnel reports, 12.13.17 and 1.10.18 board minutes and two overnight field trips. Director Scott seconded the motion and the motion passed (5/0).

## **VI. OLD BUSINESS**

### **a. Approval of School Board Operating Protocol**

Director Pierce made a motion to approve the School Board Operating Protocol; Director Schenk seconded the motion and the motion passed (5/0).

## **VII. NEW BUSINESS**

### **a. First Reading of Policy 2320 Field Trips, Excursions & Outdoor Education and Policy 6620 Special Transportation**

Director Scott made a motion to approve Policy 2320 and Policy 6620; Director McDonald seconded the motion and the motion passed (5/0).

### **b. First Reading of Policy 3141 Non-resident Students**

Director Pierce made a motion to move Policy 3141 to a second reading; Director Schenk seconded the motion and the motion passed (5/0).

### **c. First reading of Policy 6905 Site Acquisition(Action)**

Director McDonald made a motion to approve Policy 6905; Director Scott seconded the motion and the motion passed (5/0).

## **VIII. COMMENTS FROM THE AUDIENCE**

No comments.

## **IX. BOARD COMMUNICATION**

Director McDonald received a communication from a parent regarding a procedure. Issue referred to the Superintendent.

## **X. ANNOUNCEMENTS**

Chair Forbes announced the high school wrestling meet being held in the high school tonight.

## **XI. RECESS TO EXECUTIVE SESSION**

Chair Forbes recessed the public meeting to Executive Session at 7:15 pm.

## **XII. 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

## **XIII. RETURN TO PUBLIC MEETING**

Chair Forbes resumed the public meeting at 7:35 pm.

**XIV.ADJOURNMENT**

Director Pierce made a motion to adjourn the meeting at 7:35 pm; Director Scott seconded the motion and the motion passed (5/0).

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(Chair)

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(Secretary/Superintendent)



**Study Session of the Board of Directors Meeting Minutes**  
**Pioneer Middle School 1750 Bob's Hollow Lane DuPont, WA 98327**  
**Wednesday, 2/14/2018**

**1. CALL TO ORDER**

Chair Forbes called the meeting to order at 6:02 pm.

Executive Director Harvey led the Pledge of Allegiance.

All Directors and Superintendent Weight present.

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

**2. TOPIC FOR BOARD DISCUSSION**

**a. Levy Update**

The February 13, 2018 Special Election Levy results reflect passing at nearly 70%.

**b. Board Self-Assessment**

All directors completed an on-line WSSDA Board Assessment tool. Discussion of the results followed:

- Board level communication regarding major items - budget, curriculum, technology
- Collaborate with colleagues across region, state, nation
- Professional development and/ or internal training
- Board role in Strategic Plan

**c. Data Analytics**

Superintendent Weight shared [OSPI Performance Indicators](#) to help identify opportunities to improve equity between student groups and state performance on:

- Kindergarten preparedness analytics
- 9th grade course failure rate
- Dual credit programs

Executive Director Harvey shared additional data filtering subgroups. The Administration at all schools use this data to identify areas of concern to meet student need.

**3. ADJOURNMENT**

Director Schenk made a motion to adjourn the meeting at 7:32 pm; Director Pierce seconded the motion and the motion passed (5/0).

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(Chair)

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(Secretary/Superintendent)

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Steilacoom Historical School District No. 1  
Certificated Personnel Report

<b>Personnel Report 2-28-18</b>						
<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
BOAGLIO RENE	TEACHER	1.00	SALTAR'S POINT	6/14/2018	RETIREMENT	
LANGE JENNIFER	TEACHER	1.00	PIONEER	6/14/2018	RESIGNATION	



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

<b>Personnel Report 2-28-18</b>					
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
REDMAN KATHERINE	EVENTS MANAGER	HIGH SCHOOL	11/27/2017	1,425.00	
BROWN, AIMEE	6TH GRADE CAMP	PIONEER	4/9/2018	600.00	
BYRD, MEGAN	6TH GRADE CAMP	PIONEER	4/9/2018	600.00	
BYRD, NATHAN	6TH GRADE CAMP	PIONEER	4/9/2018	600.00	
FOYIL, SAMANTHA	6TH GRADE CAMP	PIONEER	4/9/2018	600.00	
GALLIGAN, PAUL	6TH GRADE CAMP	PIONEER	4/9/2018	600.00	
GIDLEY, AMANDA	6TH GRADE CAMP	PIONEER	4/9/2018	600.00	
HALLER, KYLE	6TH GRADE CAMP	PIONEER	4/9/2018	600.00	
LOWE, LAURA	6TH GRADE CAMP	PIONEER	4/9/2018	600.00	
NIXON, JULIE	6TH GRADE CAMP	PIONEER	4/9/2018	600.00	
STEWART, CATHRYN	6TH GRADE CAMP	PIONEER	4/9/2018	600.00	
GIDLEY, AMANDA	6TH GRADE CAMP COORDINATOR	PIONEER	1/31/2018	300.00	SHARED STIPEND
HALLER, KYLE	6TH GRADE CAMP COORDINATOR	PIONEER	1/31/2018	300.00	SHARED STIPEND
CARMACK MAGGIE	6TH GRADE CAMP NURSE	PIONEER	4/11/2018	1,098.50	SHARED STIPEND

Steilacoom Historical School District No. 1  
Classified Personnel Report

<b>Personnel Report 2-28-18</b>						
<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
HESS SUSIE	LPN	7.00	CHERRYDALE	3/1/2018	NEW HIRE	

**Superintendent approval required for overnight or over Cascade Mountain travel; School Board for out-of-state trips.**

Date of Request: February 26, 2018 School: Steilacoom High School

Name of teacher(s) requesting field trip: Mike Miller/Gabe Van Wyhe

Proposed student group: n/a

Proposed date(s) of field trip: 3/28 - 4/8/18 Proposed destination(s): China

Departure time from School: 3/28 am Transportation by: ☐ Bus ☐ Private Car ☒ Air

Return time to School: 4/8 (spring break) Will students need meals: ☐ Yes ☒ No

Content area(s) addressed: History, Civics, Biology/Science

Description of proposed field trip and ASB fundraising efforts (please attach itinerary):  
see attached itinerary

Number of Students: 6 Number of Chaperones: 2

Revenue Source: ☐ General Fund (GF) ☐ ASB Is this in the ASB Budget? ☐ Yes ☒ No

Individual student cost to be used for: \_\_\_\_\_

Estimated individual student cost \$ 0

GF/ASB Funds: \$ 0

Total Cost \$ 0

Account code \_\_\_\_\_

Teacher Name: Gabe Van Wyhe Signature: \_\_\_\_\_

Teacher Name: Kathleen Eastman Signature: \_\_\_\_\_

Approve

Deny

Principal Name: Mike Miller Signature: Michael Miller

Steilacoom High, along with Lincoln High School, and a few other local youths have an opportunity to visit China and interact with their students and people.

6 SHS students and 2 SHS teachers will be traveling to China in March and April through a collaboration with Steilacoom Mayor Ron Lucas and Sichuan government officials. This exchange trip has been solely with the Tacoma School District since 2015, but the opportunity has now expanded to our district.

SHS students and teachers, along with students from Lincoln High School will be traveling on Hainan Air to Beijing China. Mayor Lucas will travel before to meet the group at the airport upon arrival and help the group through customs. During the trip the students will have the opportunity to visit a number of schools and mingle with Chinese students. They will also be fortunate to visit: Tienemen Square, The Forbidden City, Great Wall, and Panda Reserve. Students will also be treated to formal dinners on the trip with the Mianyang Party Secretary, and the Sichuan Government.

Mayor Lucas has met with the students and their families to discuss logistics.

There are no costs to the students, their families or the school district for this opportunity.

Upon return, Steilacoom and Lincoln High will host a delegation of Chinese students and adults.

#### China Itinerary:

Day 1 (March 28, 2018)	Depart Sea-Tac Airport
Day 2 (March 29, 30 2018)	Arrive Beijing
Day 3 (March 30, 31 2018)	Beijing....Depart Xian
Day 4 (April 1, 2 2018)	Xian.... Depart Chengdu
Day 5 (April 3, 2018)	Chengdu
Day 6 (April 4, 2018)	Chengdu
Day 7 (April 5, 2018)	Mianyang
Day 8 (April 6, 2018)	Mianyang ... Depart Chengdu
Day 9 (April 7, 2018)	Chengdu
Day 10 (April 8, 2018)	Depart Beijing..... Arrive Seattle

Superintendent approval required for overnight or over Cascade Mountain travel; School Board for out-of-state trips.

Date of Request: 02-02-2018 School: Steilacoom High School

Name of teacher(s) requesting field trip: Nancy Clapp, Christina Zimmerman

Proposed student group: Key Club Members

Proposed date(s) of field trip: March 16 -18, 2018 Proposed destination(s): Portland OR

Departure time from School: 03-16 10:00am Transportation by: ☒ Bus ☐ Private Car ☐ Air

Return time to School: 03-18 2:00pm Will students need meals: ☐ Yes ☒ No

Content area(s) addressed: Key Club Convention -- leadership

Description of proposed field trip and ASB fundraising efforts (please attach itinerary):

Teach and demonstrate leadership skills of over 2000 members from over 200 clubs in the Pacific Northwest while celebrating a year of service. Key Clubbers attend workshops, receive officer training, network, and elect district level officers.

Number of Students: 35 Number of Chaperones: 5

Revenue Source: ☐ General Fund (GF) ☒ ASB Is this in the ASB Budget? ☒ Yes ☐ No

Individual student cost to be used for: hotel, meals, convention registration

Estimated individual student cost \$ \$95.00

GF/ASB Funds: \$ Key Club Fund 12,730.00

Total Cost \$ \$ 12,730.00

Account code 4011

Teacher Name: Christina Zimmerman Signature: Christina Zimmerman

Teacher Name: Nancy Clapp Signature: Nancy Clapp

Approve

Deny

Principal Name: Mike Miller Signature: Michael Miller



Steilacoom Historical School District  
511 Chambers Street Steilacoom, WA 98388 (253) 983-2200

SUPERINTENDENT/ SCHOOL BOARD  
APPROVAL REQUIRED  
FIELD TRIP REQUEST FORM

Superintendent approval required for overnight or over Cascade Mountain travel; School Board for out-of-state trips.

Date of Request: 2/6/2018 School: Steilacoom High

Name of teacher(s) requesting field trip: K. Brace & K. Roddan

Proposed student group: Family, Career & Community Leaders of America

Proposed date(s) of field trip: 3/6/18-3/9/18 Proposed destination(s): Kennewick, WA

Departure time from School: 3:00p.m. via Van Transportation by: ☐ Bus ☐ Private Car ☐ Air

Return time to School: 5:00 p.m. Will students need meals: ☒ Yes ☐ No

Content area(s) addressed: Students will participate in FCCLA competitions and leadership activities.

Description of proposed field trip and ASB fundraising efforts (please attach itinerary):

The FCCLA club will be competing in the Students Taking Recognition With Action event at the state competition. They will also be participating in the leadership conference to incorporate leadership ideas into the SHS environment as well as increase leadership skills and opportunities for the students within the club.

Number of Students: 9 Number of Chaperones: 3

Revenue Source: ☐ General Fund (GF) ☒ ASB Is this in the ASB Budget? ☒ Yes ☐ No

Individual student cost to be used for: Part of the student registration fee.

Estimated individual student cost \$ 100 + some meals

GF/ASB Funds: \$ 3900

Total Cost \$ 3900

Account code FCCLA

Teacher Name: Keri Brace Signature: K Brace

Teacher Name: Kari Roddan Signature: K Roddan

Approve

Deny

Principal Name: K. Lallemand Signature: K Lallemand

## TENTATIVE AGENDA AT-A-GLANCE

*Subject to Change*

<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>8:00 – 10:00 p.m.</b> Conference Registration <b>Adviser sign in for STAR Events</b>	<b>8:00 – 10:00 a.m. - Required</b> Conference Registration <b>8:00 – 9:00 a.m.</b> <b>Adviser sign in for STAR Events</b>  <b>8:15 – 9:00 a.m. - Required</b> Lead Consultant Meeting  <b>8:30 – 9:00 a.m. - Required</b> Evaluator & Facilitator sign in  <b>9:15-10:00 a.m. -- Orientation Required</b> Participant Evaluator Facilitator  <b>10:30 a.m.</b> All STAR Events Begin  <b>5:00 – 6:45 p.m.</b> Dinner Buffet  <b>5:30 – 6:30 p.m.</b> Voting Delegates, State Officer Candidates – get dinner and bring to meetings  <b>6:15 p.m.</b> Chapter President's practice  <b>7:00 p.m.</b> Opening Session  <b>8:30 p.m.</b> Regional Meetings  <b>10:00 – 11:30 p.m.</b> Mixer  <b>11:40 p.m.</b> Make Your Intent 10% Private Party	<b>7:00 a.m.</b> New & Retiring Officer/Adv Board Brfst  <b>7:30 a.m.</b> STAR Events Call Backs -- Lead Consultants, Evaluators & Display Set Up  <b>7:45 a.m.</b> STAR Events Call Backs  <b>8:30 a.m. – 5:00 p.m.</b> 2018-19 At Large Leadership Training 2018-19 State VP Leadership Training  <b>9:00 – 9:40 a.m.</b> 2 <sup>nd</sup> General Session  <b>Workshops</b> I. 9:50 – 10:30 a.m. II. 10:40 – 11:20 a.m.  <b>10:40 – 11:20 a.m.</b> Adviser Session  <b>11:30 a.m. – 12:30 p.m.</b> President's Luncheon (Pre-purchased tickets) Lunch (on your own)  <b>Workshops</b> III. 1:05 – 1:45 p.m. IV. 1:50 – 2:30 p.m. V. 2:35 – 3:15 p.m.  <b>6:00 p.m.</b> Banquet & Recognition Session  <b>10:00 – 11:30 p.m.</b> Music & Dance	<b>7:00 – 8:30 a.m.</b> Breakfast and Check out of hotel  <b>8:45 – 9:45 a.m.</b> National Leadership Conference Information Meeting <b>Required for all 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Place STAR            Events chapters and all members            intending or considering attending            NLC</b>  <b>10:00 a.m. – 12:00 p.m.</b> WA-FCCLA Business Meeting  <b>12:00 p.m.</b> Conference Ends  <b>12:15 – 1:45 p.m.</b> 2018-19 State Officers & Advisers

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: February 28, 2018

### **Strategic Focus Area**

- ☐ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☒ Resource Management

### **BACKGROUND INFORMATION**

Policy 3141 Non-Resident Students is revised for clarity.

- Eliminates the need for Procedure 3141P Non-Resident Students;
- Clarifies the appeal process for applications that are denied; and
- Lists the conditions why attendance for nonresident students may be denied or revoked.

Since first reading, additional revisions were made (see page 3 – highlighted area)

- Clarifying both absences **and/or** tardies may be a reason to revoke;
- Providing an example of academic non-performance – lack of credit achievement; and
- Restating the process for appeal.

### **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve Policy 3141.

**Report prepared by:**  
**Susanne Beauchaine, Executive Director for Student Services**

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## NONRESIDENT STUDENTS

Consistent with Chapter 28A.225 RCW, any student who resides outside the district may apply to attend a school in the district or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance or home-based instruction will be considered on an equal basis.

The Steilacoom Board of Directors annually will inform parents of the interdistrict enrollment options and parental involvement opportunities. Information on interdistrict acceptance policies will be provided to nonresidents on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form. The district will not charge any transfer fees or tuition costs for enrolling eligible nonresident students.

A parent or guardian will apply for admission on behalf of his or her child by completing the appropriate district application. The superintendent will develop an application form which contains information including, but not limited to, the current legal residence of the child and the school district in which he or she is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district and the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

Secondary students who are admitted as nonresident students are subject to the Washington Interscholastic Activities Association's eligibility rules.

### Standards for accepting or rejecting an application

The superintendent's designee will accept or reject an application for nonresident admission based upon the following standards:

- A. Whether acceptance of a nonresident student would result in the district experiencing significant financial hardship; ~~("financial hardship" does not include routine programmatic costs associated with serving additional disabled or non-disabled students);~~
- B. Whether space is available in the grade level or class at the building in which the student desires to be enrolled ~~has the capacity for additional students;~~
- C. Whether space is available in the appropriate educational programs or services ~~are available to improve the student's condition as stated in requesting release from his or her district of residence to address the educational needs of the nonresident student;~~
- D. Whether the student's disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes);

~~D. Whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff;~~

~~E.~~

F. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district's policy for readmission and reengagement of suspended or expelled students;

G. Whether the parent/guardian can provide transportation for the nonresident student, except when it is a necessary related service.

### **Admission or denial: Notice of decision and appeal of decision**

The superintendent-~~or's~~ designee, in a timely manner will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application. If the student is to be admitted, the superintendent-~~or's~~ designee will notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent-~~or's~~ designee will notify the parent or guardian of the reason(s) for denial and the right to submit a written request for appeal~~petition~~ to the ~~board of directors~~superintendent, ~~upon~~within five school business ~~day's~~days from receipt of the denial. The superintendent will provide all applicants with written notification of the decision.

If the appeal is denied, the superintendent will notify the parent or guardian of the reason(s) for denial and the right to appeal to the board of directors within five school business days receipt of the denial. The board will notice, for review of thethe decision ~~and to have a hearing before the board~~ at its next regular meeting and. ~~Following the hearing by the board,~~ a final decision will be promptly communicated to the parent in writing. The final decision of the district to deny the admission of a nonresident student may be appealed to the superintendent of public instruction or his or her designee pursuant to the process detailed in RCW 28A.224.230(3).

### **Children of full-time employees**

1. Pursuant to RCW 28A.225.225, a nonresident student who is the child of a full-time certificated or classified employee will be permitted to enroll:
  - a. At the school to which the employee is assigned;
  - b. At a school forming the district's kindergarten through twelfth grade continuum which includes the school to which the employee is assigned; or
  - c. At a school in the district that provides early intervention services pursuant to RCW 28A.155.065 and/or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.
2. The district may reject the application of a student who is the child of a full-time employee if:
  - a. Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior or gang membership; or
  - b. The student has been expelled or suspended from a public school for more than ten consecutive



days in which case the student may apply for admission under the District's policy for readmission of expelled students.~~(however, the district's policies for allowing readmission of expelled or suspended students and the required reengagement procedures under this rule must apply uniformly to both resident and nonresident applicants seeking admission, pursuant to RCW 28A.225.225(2)(b)); or~~

c. Enrollment of the nonresident child would displace a child who is a resident of the district.

~~3. If a nonresident student is the child of a full-time employee and has been enrolled under Section 1 above, the student must be permitted to remain enrolled at the same school or in the district's kindergarten through twelfth grade continuum until:~~

~~a. The student completes their schooling; or~~

~~b. The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.~~

All nonresident students must reapply for admission for each school year and will be accepted based upon the same conditions as for other nonresident students applying to the District for the first time.

Continuing attendance for nonresident students is not assured and may be denied or revoked by the superintendent's designee if:

1. The resident student population increases to the point that there is insufficient capacity for nonresident students in the assigned school or program;

2. ~~Information~~Material information about the student's instructional needs, or academic or disciplinary records, were ~~unknown~~not provided to the District or were materially misrepresented on the application;

3. The student is suspended or expelled from the school or District under standard disciplinary procedures;

4. Excessive absences **and/or** tardies; or

5. Academic non-performance **(including but not limited to lack of credit achievement)**, or disruptive behavior on the part of the student.

In the event that the superintendent's designee revokes a nonresident student's enrollment pursuant to this policy, the parent or guardian may appeal that decision using the process set forth above for an application that is denied.

Students who move from the District must apply for nonresident application to remain in the District as outlined in this policy.

Cross References:	Board Policy 3120	Enrollment
Legal References:	RCW 28A.225.220	Adults, children from other districts, agreements for attending school — Tuition
	RCW 28A.225.225	Applications from nonresident students
	RCW 28A.225.230	Appeal from certain decisions to deny student's request to attend nonresident district — Procedure
	RCW 28A.225.290	Enrollment options information booklet
	RCW 28A.225.300	Enrollment options information to parents
	WAC 392-137	Finance — Nonresident attendance
Management Resources:	<i>Policy News</i> , September 1999	School safety bills impact policy
	<i>Policy News</i> , June 2003	Enrolling children of School Employees

**Adoption Date: 2.27.08**  
**Steilacoom Historical School District**  
**Revised: 4.14.10; 12.09.15**

## **NONRESIDENT STUDENTS**

Consistent with Chapter 28A.225 RCW, any student who resides outside the district may apply to attend a school in the district or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance or home-based instruction will be considered on an equal basis.

The Steilacoom Board of Directors annually will inform parents of the interdistrict enrollment options and parental involvement opportunities. Information on interdistrict acceptance policies will be provided to nonresidents on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form. The district will not charge any transfer fees or tuition costs for enrolling eligible nonresident students.

A parent or guardian will apply for admission on behalf of his or her child by completing the appropriate district application. The superintendent will develop an application form which contains information including, but not limited to, the current legal residence of the child and the school district in which he or she is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district and the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

Secondary students who are admitted as nonresident students are subject to the Washington Interscholastic Activities Association's eligibility rules.

### **Standards for accepting or rejecting an application**

The superintendent's designee will accept or reject an application for nonresident admission based upon the following standards:

- A. Whether acceptance of a nonresident student would result in the district experiencing significant financial hardship;
- B. Whether space is available in the grade level or class at the building in which the student desires to be enrolled;
- C. Whether space is available in the appropriate educational programs or services to address the educational needs of the nonresident student;
- D. Whether the student's disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes);
- E. Whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff;

- F. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district's policy for readmission and reengagement of suspended or expelled students;
- G. Whether the parent/guardian can provide transportation for the nonresident student, except when it is a necessary related service.

**Admission or denial: Notice of decision and appeal of decision**

The superintendent's designee, in a timely manner will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application. If the student is to be admitted, the superintendent's designee will notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent's designee will notify the parent or guardian of the reason(s) for denial and the right to submit a written request for appeal to the superintendent, within five school business days from receipt of the denial. The superintendent will provide all applicants with written notification of the decision.

If the appeal is denied, the superintendent will notify the parent or guardian of the reason(s) for denial and the right to appeal to the board of directors within five school business days receipt of the denial. The board will review the decision at its next regular meeting and a final decision will be promptly communicated to the parent in writing. The final decision of the district to deny the admission of a nonresident student may be appealed to the superintendent of public instruction or his or her designee pursuant to the process detailed in RCW 28A.224.230(3).

**Children of full-time employees**

1. Pursuant to RCW 28A.225.225, a nonresident student who is the child of a full-time certificated or classified employee will be permitted to enroll:
  - a. At the school to which the employee is assigned;
  - b. At a school forming the district's kindergarten through twelfth grade continuum which includes the school to which the employee is assigned; or
  - c. At a school in the district that provides early intervention services pursuant to RCW 28A.155.065 and/or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.
2. The district may reject the application of a student who is the child of a full-time employee if:
  - a. Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior or gang membership; or
  - b. The student has been expelled or suspended from a public school for more than ten consecutive days in which case the student may apply for admission under the District's policy for readmission of expelled students.
  - c. Enrollment of the nonresident child would displace a child who is a resident of the district.

All nonresident students must reapply for admission for each school year and will be accepted based upon the same conditions as for other nonresident students applying to the District for the first time.

Continuing attendance for nonresident students is not assured and may be denied or revoked by the superintendent's designee if:

1. The resident student population increases to the point that there is insufficient capacity for nonresident students in the assigned school or program;
2. Material information about the student's instructional needs, or academic or disciplinary records, were not provided to the District or were materially misrepresented on the application;
3. The student is suspended or expelled from the school or District under standard disciplinary procedures;
4. Excessive absences and/or tardies; or
5. Academic non-performance (including but not limited to lack of credit achievement), or disruptive behavior on the part of the student.

In the event that the superintendent's designee revokes a nonresident student's enrollment pursuant to this policy, the parent or guardian may appeal that decision using the process set forth above for an application that is denied.

Students who move from the District must apply for nonresident application to remain in the District as outlined in this policy.

Cross References:	Board Policy 3120	Enrollment
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	WAC 392-137	Finance — Nonresident attendance
Management Resources:	<i>Policy News</i> , September 1999	School safety bills impact policy
	<i>Policy News</i> , June 2003	Enrolling children of School Employees

**Adoption Date: 2.27.08**  
**Steilacoom Historical School District No. 1**  
**Revised: 4.14.10; 12.09.15; 2.28.18**



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: February 28, 2018

### **Strategic Focus Area**

- ☐ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☒ Resource Management

### **BACKGROUND INFORMATION**

Policy 6100 Revenues from State Local Federal Resources – First Reading

Revised due to the passage of School District Excess Levies (ESB 5023) as amended by Basic Education Funding HB 2242, during the 2017 legislative session. The update reflects the additional step of reporting planned usage of levy proceeds to OSPI.

### **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 6100 to a second reading.

**Report prepared by:**  
**Jim Brittain, Chief of Finance and Operations**

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## REVENUES FROM LOCAL, STATE AND FEDERAL SOURCES

### Revenues From Discretionary Local Taxes

As necessary, the district will consider the necessity of requesting voter approval of an excess property tax to be collected in the year following voter approval. Such a levy, if any, will be in that amount permitted by law, which the board determines necessary to provide educational services beyond those provided by state appropriations. The board will solicit advice from staff and community members~~patrons~~ prior to establishing the amount and purposes of the special levy request. The special levy being collected will be presented by program and expenditure in the district's annual descriptive guide for community members as required by law. In addition, districts must report their planned usage of levy proceeds to OSPI prior to the levy going to ballot as required by ESB 5023, Sec. 2 (14), amended by HB 2242, and in accordance with OSPI guidance through OSPI's "ESSB 5023 Frequently Asked Questions".

### Revenues From State Resources

The responsibility for financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or excess property tax levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities and for such other programs as it deems appropriate to assist schools. \_

When the superintendent identifies an optional state grant where in the superintendent's reasonable professional judgment the benefits and advantages from accepting the grant outweigh the costs - the board will receive a report and will formally authorize participation.

### Revenues From The Federal Government

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board will~~shall~~ receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs and new obligations that the program may require. Before authorizing participation in such a program, the board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The board agrees to comply with all federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

- A.1. Maintenance of fiscal records which show the receipt and disposition of federal funds;
-

- B.2. Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs which are supported by ECIA funds;
3. Provision for testing to identify target students as well as to measure program results; and
4. Provision for staff and parent involvement, program planning, budget development and program evaluation.

The district agrees to comply with Title 1 requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures.

The district further assures that a district-wide salary schedule is in effect and that the staff are is assigned equitably among schools. Instructional material will also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

Legal References:	RCW 28A.300.070	Receipt of federal funds for school purposes — Superintendent of public instruction to administer
	28A.150.230	Basic Education Act — District school directors as accountable for proper operation of district — Scope — Responsibilities — Publication of guide
	28A.150.250	Annual basic education allocation of funds according to average FTE student enrollment — Student/ teacher ratio standard
	28A.150.370	Additional programs for which legislative appropriations must or may be made
	<u>84.52.053</u>	<u>Levies by school districts — Maximum dollar amount for maintenance and operation support — Restrictions — Maximum levy percentage — Levy reduction funds — Rules.</u>
	<u>WAC 180-16</u>	<u>Support of Public Schools</u>

**Adoption Date: 2.27.08**

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

**Revised Dates: 02.06; 12.11; 10.22.14;**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 28, 2018

## **Strategic Focus Area**

- ☐ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☒ Resource Management

## **BACKGROUND INFORMATION**

### Policy 6220 Bid Requirements – First Reading

Revised to comply with SSB 5301, Responsible Bidder Criteria — Competitive Bidding Requirements, which amends RCWs 39.04.

The law amends bidder criteria and requirements. Adds sections on Rejection of Bids, Interlocal Cooperation Act and Crimes Against Children along with increasing the threshold to \$100,000 from \$75,000 for the need to competitively bid improvements and repairs.

## **RECOMMENDED ACTION:**

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

**Report prepared by:**  
**Jim Brittain, Chief of Finance and Operations**

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## BID REQUIREMENTS

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

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

### Procurement and Public Works Using State Funds

#### A. Furniture, Supplies, or Equipment

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

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

#### B. Exemptions

The board may waive bid requirements for purchases:

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

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

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

### **C. Rejection of Bids**

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. ~~The board reserves the right to purchase through an inter-local cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school districts.~~

### **D. Interlocal Cooperation Act**

~~The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.~~

### **E. Crimes Against Children**

The board will include in ~~any each~~ contract for services with an entity or individual other than an employee of the district a ~~provision provide~~ requiring the contractor to prohibit any employee of the contractor of its employees who has ever been convicted of or pled guilty to any of the child related felonies from working ~~at a where he/she would have contact with~~ public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. students. The contract ~~shall will~~ will also contain a provision provide that any failure to comply with this section shall will be ~~requirement is~~ grounds for the district immediately terminating the ~~immediate termination of the~~ contract.

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

### **F. Use of State Funds for Improvements or Repairs**

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

## **II. Procurement Using Federal Funds**

### **A. Goods**



- When federal funds are used for procurement of **goods** (furniture, supplies, equipment, and textbooks):

- Purchases of \$3,500 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$3,500 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids.

### **B. Services**

- When federal funds are used for procurement of **services**:

- Purchases of \$3,500 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$3,500 and \$150,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$150,000 or more must be publicly solicited using sealed bids.

### **C. Noncompetitive Proposals**

- Procurement by **noncompetitive** proposals may only be used when one of the following four circumstances applies:

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes a noncompetitive proposal in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

- The district must maintain documentation supporting the applicable ~~circumstance~~ circumstances for ~~noncompetitive~~ noncompetitive proposals.

### **D. Suspension and Debarment**

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

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

**E. Conflict of Interest**

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

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

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

Legal References:

	RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies
28A.400.330	Crimes Against Children — Contractor Employees — Termination of Contract
39.04.155	Small works roster contract procedures — Limited public works process Definition
39.04.280	Competitive Bidding Requirements — Exemptions
39.30.060	Bids on public works — Identification, substitution of contractors 2 CFR 200.318 – General Procurement Standards
34 CFR § 80.36	Procurement
34 CFR § 85	Debarment and Suspension

Management Resources:

*Policy News, July 2017*

*Policy News, June 2015*

*Policy News, June 2013*

*Policy News, April 2012*

*Policy News, February 2011*

*Policy News, October 2005*

*Policy News, June 2001*

Bid requirements policy revised to  
address audit concerns

Bid requirements

Competitive bid process changes

Legislation further simplifies bid  
compliance

**Adoption Date: 02.27.08**

**School District: Steilacoom Historical School District**

**Revised: 09.12.12; 12.10.14; 8.27.15; 4.27.16;**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: 2/28/2018

### **Strategic Focus Area**

- ☐ Teaching and Learning
- ☒ Safety, Service and Support
- ☐ Family & Community Involvement
- ☐ Resource Management

### **BACKGROUND INFORMATION**

#### **First Reading of Policy 3432: Emergencies**

- WSSDA policy update requires “at least one safety-related drill per month”
- Deletes the number of each drill required during the school year
- Deletes the Fire Evacuation section
- Adds fires in Evacuation section
- School mapping is now a process to be used with at least one drill, not an independent drill.

### **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent move Policy 3432 to a second reading.

**Report prepared by:**

**Nancy McClure, Executive Director of Assessment and Intervention**

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## EMERGENCIES

### Drills:

Each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. These drills will teach students the following three basic functional drill responses:

#### **Fire Evacuation**

~~Students will receive instruction so that in case of fire or sudden emergency they will be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic. Fire drills will be held three (3) times each year.~~

~~The superintendent is directed to develop emergency evacuation procedures for each building.~~

#### **Lockdowns**

~~Students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take positions in ~~secure enclosure~~ secure enclosures. Lockdown drills will be held at least three (3) times each school year.~~

#### **Evacuations**

~~Students will receive instruction so that in the event the school or district needs to be evacuated, due to threats, such as fires, oil train spills, or tsunamis, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.~~

#### **Shelter-in-Place**

~~Students will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard. ~~A shelter in place drill will be held at least once each school year.~~~~

The above safety-related drills will incorporate the following:

- a. Use of the school mapping information system in at least one of the drills; and
- b. A pedestrian evacuation drill for schools in mapped tsunami hazard zones.

These safety-related drills may also incorporate an earthquake drill using the state-approved earthquake safety technique "drop, cover, and hold."

The superintendent or designee will develop emergency evacuation procedures for each building.

~~Annually, at least one drill will be conducted using the school mapping system.~~

#### **~~Additional safety-related drill~~**

~~One additional safety-related drill to be determined by the school will be held each~~

~~year. Schools will consider earthquakes, tsunamis or other high risk local events.~~

### **Earthquakes**

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

The superintendent ~~will or designee will~~ establish guidelines and action taken by building principals should an earthquake occur while school is in session.

### **Bomb Threats**

The superintendent or designee will establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.

### **Emergency School Closure or Evacuation**

When weather conditions or other circumstances make it unsafe to operate schools the superintendent is directed to determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

### **Pandemic/Epidemic**

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or ~~a~~ designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent or designee will establish procedures for the emergency closure of a building or department.

Cross References: Policy 4310—District Relationships with Law Enforcement, and other  
Child Government Agencies

Legal References: ~~RCW 19.27.110~~—International Fire Code — Administration and  
Enforcement by Counties, other political subdivisions and  
municipal counties

RCW 28A.320.125—Safe school plans — Requirements —  
Duties of school districts, schools,

and educational service districts —  
Reports — Drills — Rules

Management Resources:

[Policy News, July 2017](#)

*Policy News*, June 2013

[June 2008 OSPI School Safety Planning Manual](#)

*Policy News*, August 2008 School Safety Plans

*Policy News*, October 2006 Pandemic Flu Planning for School  
Districts

*Policy News*, February 1999 Fire drills required Monthly

**Adoption Date: 2.27.08**

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

**Revised: 8.28.08; 8.28.14;**



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 28, 2018

## **Strategic Focus Area**

- ☒ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☐ Resource Management

## **BACKGROUND INFORMATION**

Policy 2025 Copyright Compliance – First Reading

After review of our current Copyright Compliance Policy and Procedure, changes have been made with assistance from our legal team to closely align with copyright law. Both the Policy and Procedure changes provide clearer guidance for district staff on use of copyright material.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 2025 to a 2<sup>nd</sup> Reading.

**Report prepared by:**  
**Kathi Weight, Superintendent**

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## COPYRIGHT COMPLIANCE

The board recognizes that federal law makes it illegal to ~~duplicate~~reproduce (i.e., copy), prepare derivative works based upon, distribute copies of, perform, or display copyrighted materials without authorization of the holder of the copyright, except for certain ~~exempt~~limited purposes:

~~Severe penalties may be imposed for unauthorized copying or using of audiovisual or printed materials and computer software, unless the copying or using conforms, including those considered to the "be "fair use" doctrine."~~

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. ~~If duplicating or changing a product is~~Four factors are relevant to fall whether reproduction of copyrighted materials falls within the bounds of fair use, ~~these four standards must be met for any of the foregoing purposes:~~

1. **THE PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship.
2. **THE NATURE OF THE COPYRIGHTED WORK.** ~~Staff may make single copies of: book chapters for use in research; instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines. This factor relates to the characteristics of the work being used. For example, use of factual works is more likely to fall within the bounds of fair use as compared to use of fictional works. In addition, use of published works is more likely to be fair use compared with use of unpublished works.~~
3. **THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** Copying the whole of a work ~~cannot~~most likely will not be considered fair use; ~~copying~~Copying a small portion may be fair use if ~~these guidelines are~~district procedure is followed.
4. **THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** ~~If resulting economic loss to the copyright holder can be shown, even~~Even making a single copy of certain materials may be an infringement, ~~and resulting in statutory damages, while~~

Federal copyright law authorizes district employees and students to display videos or films without prior authorization from copyright owners when shown as part of a face-to-face teaching activity in a classroom or instructional setting. When employees or students publicly display videos or films in other settings, such as during student-organized movie nights, such use must be with prior permission of the copyright holder, which may include seeking authorization from a building administrator or the person designated as the district's copyright compliance officer to purchase an appropriate site license.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district ~~staff to abide by the district's copying procedures and obey the requirements of the law~~ employees to obey the requirements of the law and the district's copyright-compliance policy/procedure. Violation of copyright law or policy/procedure may result in criminal or civil lawsuits against the district and/or individual employees or students, as well as employee or student discipline for those involved in the conduct. The legal or insurance protection of the district may not extend to employees who violate copyright law or the district's copyright-compliance policy/procedure.

To ensure compliance with the law and to protect employees and the district against legal redress for alleged violations of copyright law, any employee using copyrighted materials, or supervising student use of copyrighted materials, must ascertain that the action is within the law. Any ~~staff member~~ employee who is uncertain as to about whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law copyright law or district policy/procedure should contact the superintendent or the person designated as his or her supervisor or the district's copyright compliance officer. The latter will also assist staff in obtaining proper authorization to ~~copy~~ reproduce or use protected material when such authorization is required.

The superintendent or designee will ~~notify electronically register with the Federal Copyright Office of the federal copyright office and post the same information on the~~ district's website: the district's legal name and physical street address; the name of the agent ~~for receiving~~ designated to receive notifications of claimed infringement; and the contact information for that users of the district's Internet network have infringed copyright. —agent, including his or her address, phone number, and electronic mail address. This registration must be renewed every three years.

Cross References: 2022 - Electronic Resources

Legal References: P.L. 105-304, Digital Millennium Copyright Act of 1998  
P.L. 94-553, Federal Copyright Law of 1976 (U.S. Code, Title 17)

Management Resources: Policy News, October 2001 Copyright Information Update

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