



Regular Meeting Agenda

via Zoom

Wednesday, July 22, 2020 07:00 PM

I. CALL TO ORDER

(Action)

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

II. RECESS TO PUBLIC HEARING

III. PUBLIC HEARING - 2020-2021 Budget Hearing

(Information)

A. Presentation

Presenter: Melissa Beard

[Steilacoom Historical School District 2020_2021 Budget Public Hearing.pdf \(p. 3\)](#)

B. Comments from the Audience

IV. RETURN TO REGULAR MEETING

V. REPORT - Reopening Plan Update

(Information)

Presenter: Superintendent Weight

VI. CONSENT AGENDA

(Action)

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

[Approval of Financial Reports.PDF \(p. 16\)](#)

[Approval of June and July 2020 Accounts Payable and June 2020 Payroll.pdf \(p. 25\)](#)

[Approval of June 24 2020 Regular Board Meeting Minutes.pdf \(p. 27\)](#)

[Approval of July 8 2020 Study Session Minutes.pdf \(p. 29\)](#)

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

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

[Approval of Classified Personnel Report.pdf \(p. 32\)](#)

[Approval of Classified Exempt Personnel Report.pdf \(p. 33\)](#)

VII. OLD BUSINESS

A. EL Policies 1 and 2 - Budget Planning and Facilities/Asset Protection

(Action)

Presenter: Superintendent Weight

[EL Policies 1 and 2 - Budget Planning and Facilities and Asset Protection.pdf \(p. 34\)](#)

B. Approval of Resolution 866-07-22-20 2020-21 School Year Budget

(Action)

Presenter: Melissa Beard

[Resolution 866-07-22-20 2020-21 School Year Budget.pdf \(p. 37\)](#)

C. Approval of General Contractor Construction Manager for Maintenance Facility Project

(Action)

Presenter: Melissa Beard

[General Contractor Construction Manager for Maintenance Facility Project.pdf \(p. 40\)](#)

VIII. BOARD COMMUNICATION

(Information)

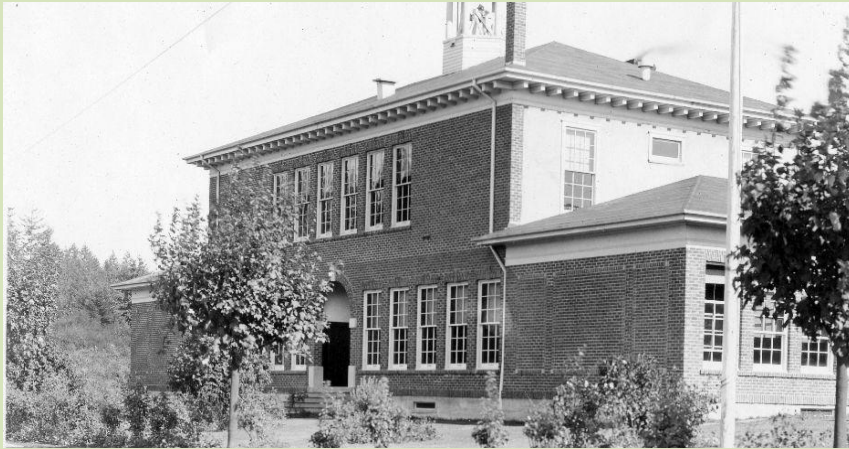
IX. ANNOUNCEMENTS

(Information)

X. ADJOURNMENT

(Action)

Steilacoom Historical School District



2020-2021
Budget Public Hearing
July 22, 2020

General Fund, Debt Service Fund, Capital Projects Fund,
ASB Fund, Transportation Vehicle Fund

Budget Timeline

- ~~● July 8th — Board Work Session~~
- ~~● July 10th — Budget Draft due to PSESD~~
- **July 22nd – Public Hearing for Budget/4-Year Forecast and Board adopts Budget/4-Year Forecast**
- By September 3rd – District files adopted Budget with PSESD

Summary of Legislative Changes 2020-2021

- Compensation

Staff Type	2020-21 SY Salary Allocation
Certificated Instructional	\$70,964
Certificated Administrative	\$105,337
Classified	\$50,907

- Inflation adjustment is 1.6%
- Regionalization decreases from 6% to 5%
- Special Ed multiplier increases for students in a general education setting more than 80%
 - 1.0075 vs 0.9950

Summary of Legislative Changes 2020-2021 (continued)

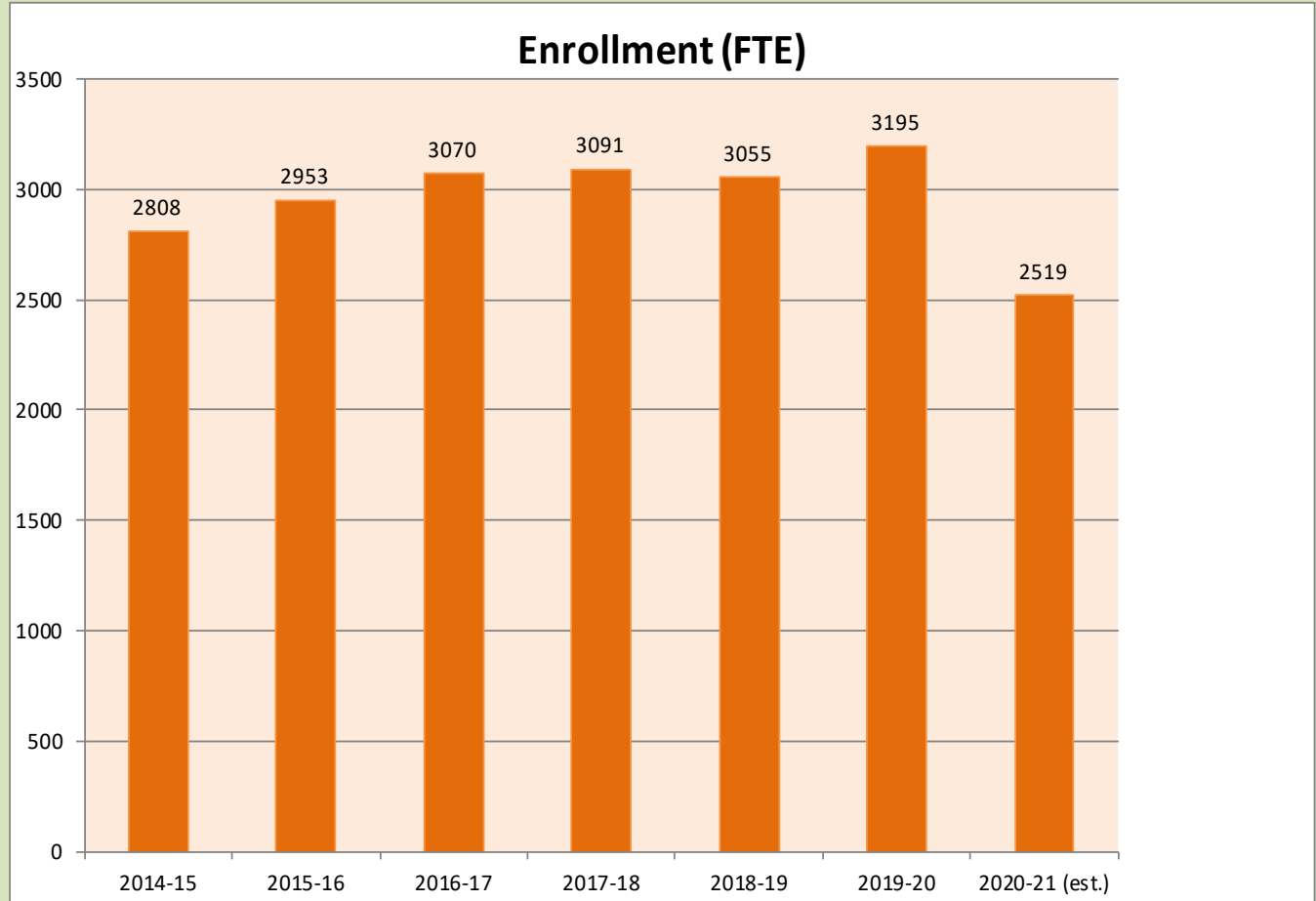
- General Education and Lab Science Materials, Supplies, and Operating Costs (MSOC) allocations are increased by inflation

MSOC Category	2019-2020	2020-2021
General Education	\$1,293.16	\$1,313.85
Lab Science	\$177.64	\$180.48

ENROLLMENT HISTORY

Enrollment (FTE) Final Annual Average

2014-15	2808
2015-16	2953
2016-17	3070
2017-18	3091
2018-19	3055
2019-20	3195
2020-21 (est.)	2519



FTE Enrollment

Grade	June 2017	June 2018	June 2019	March 2020	2020-2021 Budget
K	235	242	241	254	150
1	259	234	238	266	212
2	219	250	229	264	223
3	266	218	253	246	214
4	220	263	216	245	202
5	218	222	259	229	205
6	242	229	239	301	198
7	284	233	258	249	262
8	280	268	226	257	215
9	256	274	289	231	193
10	229	262	266	294	176
11	208	167	178	193	140
12	157	174	128	166	129
District Total	3073	3036	3021	3195	2519
Running Start	93	129	137	153	264

Enrollment for 4-Year Forecast

Grade	20-21	21-22	22-23	23-24
K	150	290	220	220
1	212	150	290	220
2	223	212	150	290
3	214	223	220	150
4	202	214	235	220
5	205	202	235	235
6	198	205	225	235
7	262	198	230	225
8	215	262	220	230
9	193	215	280	220
10	176	193	235	280
11	140	178	178	178
12	129	130	130	130
District Total	2519	2672	2848	2833
Running Start	264	130	130	130

Assumptions:

- Back to in-person instruction in 2021-22
- Kindergarten bubble in 2021-22

General Fund

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021
Beginning Fund Balance	4,586,887	5,124,903	5,079,168	4,597,747
Revenues	38,406,504	43,180,935	43,279,587	41,027,995
Expenditures	38,068,487	43,127,774	43,661,008	41,527,571
Transfer Capital Project Fund	100,000	100,000	100,000	100,000
Ending Fund Balance	5,124,903	5,079,168	4,597,747	4,098,171
Change in Fund Balance	238,017	(46,839)	(481,421)	(599,576)

- Board Policy 6% prior expenditures of 2,770,000
- 4-Year Forecast assumes similar Revenues and Expenditures because staffing will be similar to current staffing

General Fund

Materials, Supplies and Operating Costs

MSOC Allocation from State (F-203)	
Regular Instruction - Program 01	\$ 2,994,264
High School CTE - Program 31	\$ 326,437
Middle School CTE - Program 34	\$ 46,634
Total	\$ 3,367,335

District's MSOC Budgeted Expenditures	Totals	Prg 01,31,34	Prg 97 District Support
Supplies and Materials - Object 5	\$ 660,365	\$ 390,865	\$ 269,500
Purchased Services - Object 7	\$ 3,044,509	\$ 508,809	\$ 2,535,700
Travel - Object 8	\$ 16,465	\$ 16,465	\$ -
Capital Outlay - Object 9	\$ 890,800	\$ 868,800	\$ 22,000
Total	\$ 4,612,139		

Difference	\$ (1,244,804)
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Debt Service Fund

Beginning Fund Balance		\$	4,439,298
Local Excess Levy	\$	8,458,176	
Timber Excise Tax	\$	1,498	
Investment Earnings	\$	5,000	
	Total	\$	8,464,674
Matured Bond Expenditures	\$	7,000,000	
Interest on Bonds	\$	1,400,000	
Bond Transfer Fee	\$	2,500	
	Total	\$	8,402,500
Ending Fund Balance		\$	4,501,472

September 1, 2020 outstanding bond debt = \$30,630,000

Capital Projects Fund

Beginning Fund Balance		\$	1,317,669
Revenues and Other Financing Sources:			
Sale of DuPont property	\$	4,584,377	
Impact Fees/Investment Earnings	\$	20,000	
General Fund Transfer In	\$	100,000	
	Total		\$ 4,704,377
Funds Available for Capital Projects		\$	6,022,046
Expenditures for Capital Projects:			
Maintenance Facility	\$	4,000,000	
District/Building Projects	\$	400,000	
	Total		\$ 4,400,000
Ending Fund Balance-includes \$400,000 for Turf field		\$	1,622,046

ASB and Transportation Funds

	Associated Student Body	Transportation
Beginning Fund Balance	\$344,473	\$121,615
Revenues Budgeted	\$923,199	\$7,000
Expenditures Budgeted	\$1,101,115	\$10,000
Ending Fund Balance	\$166,557	\$118,615
Change in Fund Balance	-\$177,916	-\$3,000

Questions/Comments

Steilacoom Historical School District No. 1
Financial Report - June 30, 2020
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of June 30, 2020 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

General Fund Budget/YTD Actual:

	Annual Budget	YTD Actual	
Revenues & Other Financing Sources	43,279,587	37,390,157	86.39%
Expenditures & Other Financing Uses	43,661,008	38,552,227	88.30%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(381,421)	(1,162,070)

Transfer to Capital Projects	(100,000)
Net Change in Unassigned Fund Balance	(1,262,070)

Fund Balances	9/1/2019	6/30/2020	Variance
Restricted for Carryover	200,000	0	-200,000
Committed for Other Purposes	25,369	(100,000)	-125,369
Prior Year Adjustment	0	(1,104)	
Unassigned Fund Balance	2,600,094	1,307,098	-1,292,996
Unassigned Minimum Fund Balance	2,610,000	2,610,000	0
Fund Balance	5,435,463	3,815,994	-1,619,469

Capital Projects Fund:

Fund Balance - Impact Fees \$615,602 - Turf Field Replacement \$300,000

Beginning Fund Balance		1,499,927	
GF Transfer to Capital Projects	100,000		
Revenues	114,935		
Expenses	97,111		
		117,824	
Ending Fund Balance 6/30/2020			1,617,751

	9/1/2019 Beginning Balance	6/30/2020 Ending Fund Balance	Variance
Debt Service Fund*:	3,950,862	4,439,298	488,435
ASB Fund:	341,714	376,401	34,687
Transportation Fund:	114,263	115,417	1,154

***12/1/2019 Principal and Interest - \$6,784,725; 6/1/2020 Interest payment - \$ 676,100**

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- WORKING -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of June, 2020

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	5,239,334	207,040.40	5,292,323.01		52,989.01-	101.01
2000 LOCAL SUPPORT NONTAX	909,950	5,726.88	591,508.30		318,441.70	65.00
3000 STATE, GENERAL PURPOSE	28,564,251	1,763,818.78	23,323,910.51		5,240,340.49	81.65
4000 STATE, SPECIAL PURPOSE	6,243,599	468,740.95	5,861,214.22		382,384.78	93.88
5000 FEDERAL, GENERAL PURPOSE	281,500	.00	269,779.08		11,720.92	95.84
6000 FEDERAL, SPECIAL PURPOSE	2,038,453	457,154.33	2,033,285.72		5,167.28	99.75
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	2,500	.00	.00		2,500.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	18,136.00		18,136.00-	0.00
Total REVENUES/OTHER FIN. SOURCES	43,279,587	2,902,481.34	37,390,156.84		5,889,430.16	86.39
B. EXPENDITURES						
00 Regular Instruction	24,537,988	2,128,606.22	21,167,633.92	4,138,371.21	768,017.13-	103.13
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,833,090	532,230.01	4,943,563.05	1,048,481.20	158,954.25-	102.73
30 Voc. Ed Instruction	2,253,471	181,178.55	1,668,675.50	382,779.46	202,016.04	91.04
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,076,705	101,278.85	871,572.76	163,391.15	41,741.09	96.12
70 Other Instructional Pgms	517,692	136,980.72	866,973.23	262,761.01	612,042.24-	218.23
80 Community Services	0	193,841.26	225,872.20	185,034.78	410,906.98-	0.00
90 Support Services	9,442,062	862,193.11	8,807,936.41	1,737,119.13	1,102,993.54-	111.68
Total EXPENDITURES	43,661,008	4,136,308.72	38,552,227.07	7,917,937.94	2,809,157.01-	106.43
C. OTHER FIN. USES TRANS. OUT (GL 536)	100,000	.00	100,000.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	481,421-	1,233,827.38-	1,262,070.23-		780,649.23-	162.16
F. TOTAL BEGINNING FUND BALANCE	4,585,369		5,079,168.05			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		1,104.00-			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	4,103,948		3,815,993.82			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	200,000	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	25,369	100,000.00-
G/L 872 Committd to Econmc Stabilizatn	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	1,368,579	1,307,097.82
G/L 891 Unassigned Min Fnd Bal Policy	2,610,000	2,610,000.00
<u>TOTAL</u>	4,203,948	3,817,097.82
Differences	100,000-	1,104.00

Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance. An activity for GL 898 will indicate an expected difference.

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- WORKING -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of June, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	100,000	8,074.72	114,934.91		14,934.91-	114.93
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	100,000	.00	100,000.00		.00	100.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	200,000	8,074.72	214,934.91		14,934.91-	107.47
<u>B. EXPENDITURES</u>						
10 Sites	50,000	19,800.00	42,126.42	59,606.43	51,732.85-	203.47
20 Buildings	800,000	28,580.70	49,950.48	46,462.20	703,587.32	12.05
30 Equipment	0	.00	.00	8,846.95	8,846.95-	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	10,000	82.00	5,034.50	0.00	4,965.50	50.35
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>	860,000	48,462.70	97,111.40	114,915.58	647,973.02	24.65
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	660,000-	40,387.98-	117,823.51		777,823.51	117.85-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,000,000		1,499,927.25			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	1,340,000		1,617,750.76			

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	3,812.50-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	150,000	635,312.39
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	300,000	326,761.00
G/L 889 Assigned to Fund Purposes	890,000	659,489.87
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,340,000	1,617,750.76

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- WORKING -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of June, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	7,670,120	295,226.27	7,942,723.87		272,603.87-	103.55
2000 Local Support Nontax	20,000	836.67	6,536.21		13,463.79	32.68
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>	7,690,120	296,062.94	7,949,260.08		259,140.08-	103.37
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	6,000,000	.00	5,965,000.00	0.00	35,000.00	99.42
Interest On Bonds	1,500,000	676,100.00	1,495,825.00	0.00	4,175.00	99.72
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	.00	0.00	2,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	7,502,500	676,100.00	7,460,825.00	0.00	41,675.00	99.44
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	187,620	380,037.06-	488,435.08		300,815.08	160.33
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,914,157		3,950,862.47			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	4,101,777		4,439,297.55			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	4,101,777		4,439,297.55			
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>	4,101,777		4,439,297.55			

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- WORKING -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of June, 2020

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	191,000	2,464.14-	109,321.94		81,678.06	57.24
2000 Athletics	169,300	2,863.00-	31,508.93		137,791.07	18.61
3000 Classes	96,100	493.00-	20,333.99		75,766.01	21.16
4000 Clubs	476,600	1,291.56	137,532.20		339,067.80	28.86
6000 Private Moneys	15,700	610.00	6,838.90		8,861.10	43.56
<u>Total REVENUES</u>	948,700	3,918.58-	305,535.96		643,164.04	32.21
<u>B. EXPENDITURES</u>						
1000 General Student Body	231,326	357.18	29,808.11	13,387.68	188,130.21	18.67
2000 Athletics	220,902	1,005.54	98,790.26	16,843.40	105,268.34	52.35
3000 Classes	86,823	.00	18,727.08	1,500.00	66,595.92	23.30
4000 Clubs	514,768	238.08-	117,749.04	7,296.14	389,722.82	24.29
6000 Private Moneys	16,968	2,393.38	5,774.73	0.00	11,193.27	34.03
<u>Total EXPENDITURES</u>	1,070,787	3,518.02	270,849.22	39,027.22	760,910.56	28.94
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	122,087-	7,436.60-	34,686.74		156,773.74	128.41-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	270,217		341,714.41			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	148,130		376,401.15			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	148,130		376,401.15			
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>	148,130		376,401.15			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- WORKING -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of June, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,000	33.18	1,154.44		154.44-	115.44
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
A. <u>TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	8,500	33.18	1,154.44		7,345.56	13.58
 B. <u>9900 TRANSFERS IN FROM GF</u>	 0	 .00	 .00		 .00	 0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	8,500	33.18	1,154.44		7,345.56	13.58
 <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
 E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	1,500-	33.18	1,154.44		2,654.44	176.96-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	105,362		114,262.74			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	103,862		115,417.18			
 K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	103,862		115,417.18			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
 <u>TOTAL</u>	 103,862		 115,417.18			

Steilacoom Historical School District

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

DATE: July 22, 2020

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

Melissa Beard

Dr. Melissa Beard, Chief of Finance and Operations

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

FUND NAME		WARRANTS (INCLUSIVE)		AMOUNT
GENERAL FUND:				
June 19, 2020	Accounts Payable	128192	to 128192	\$ 15.37
	Payroll	800884	to 800884	\$ 4,983.61
	Payroll A/P	128193	to 128213	\$ 993,141.75
	Payroll Taxes			\$ 528,898.61
	Direct Deposit			\$ 1,489,842.34
June 24, 2020	Accounts Payable	128214	to 128217	\$ 215.95
June 25, 2020	Accounts Payable	128218	to 128219	\$ 1,766.25
June 25, 2020	Accounts Payable	128220	to 128251	\$ 382,112.50
June 30, 2020	Accounts Payable	128252	to 128252	\$ 36,004.12
July 2, 2020	Accounts Payable	128253	to 128255	\$ 1,564.48
July 6, 2020	Accounts Payable	128256	to 128285	\$ 1,564.98
July 8, 2020	Accounts Payable	128286	to 128313	\$ 296,718.49
July 16, 2020	Accounts Payable	128314	to 128329	\$ 75,672.67
TOTAL GENERAL FUND:				\$ 3,812,501.12
CAPITAL PROJECTS FUND:				
June 26, 2020	Accounts Payable	200379	to 200379	\$ 7,230.00
July 2, 2020	Accounts Payable	200380	to 200382	\$ 9,705.65
July 16, 2020	Accounts Payable	200383	to 200384	\$ 27,784.99
TOTAL CAPITAL PROJECTS FUND:				\$ 44,720.64
ASSOCIATED STUDENT BODY FUND:				
June 24, 2020	Accounts Payable	404712	to 404764	\$ 4,345.00
June 26, 2020	Accounts Payable	404765	to 404765	\$ 83.69
June 30, 2020	Accounts Payable	404766	to 404766	\$ 763.09
July 9, 2020	Accounts Payable	404767	to 404768	\$ 12,600.38
TOTAL ASSOCIATED STUDENT BODY FUND:				\$ 17,792.16
TRANSPORTATION VEHICLE FUND:				
			to	
			to	
TOTAL TRANSPORTATION VEHICLE FUND:				\$ -

Board of Directors of Steilacoom Historical School District No. 1



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

Kathi Weight, Secretary to the Board

Signature Certificate

Document Ref.: 7X2HH-PMDEV-7FPA2-FYCB9

Document signed by:

	<p>Melissa Beard</p> <p>Verified E-mail: mbeard@steilacoom.k12.wa.us</p>	<p><i>Melissa Beard</i></p> 
IP: 169.204.230.246	Date: 17 Jul 2020 18:25:40 UTC	

Document completed by all parties on:
17 Jul 2020 18:25:40 UTC

Page 1 of 1



Signed with PandaDoc.com

PandaDoc is the document platform that boosts your company's revenue by accelerating the way it transacts.





**Regular Meeting Minutes
via Zoom
Wednesday, June 24, 2020**

I. CALL TO ORDER

Chair Forbes called the meeting to order at 7:00 pm. Due to COVID-19 restrictions, this Regular Board Meeting is held via Zoom with a public link shared on the SHSD website.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

All Directors and Superintendent Weight present.

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

II. CONSENT AGENDA

Director Scott made a motion to approve the Consent Agenda; Director Rohrer seconded the motion, and the motion passed (5/0). The Consent Agenda included attached Financial Reports, May and June 2020 Accounts Payable and May 2020 Payroll, May 27, 2020 Regular Meeting Minutes, June 10, 2020 Study Session Minutes, and Certificated and Classified Personnel Reports.

III. NEW BUSINESS

A. Approval of 2020-21 School Board Meeting Schedule

Director Pierce made a motion to approve the Steilacoom Historical School District 2020-21 School Board Meeting Schedule; Director McDonald seconded the motion, and the motion passed (5/0).

B. First Reading of Policy 3413 Student Immunizations and Life-Threatening Health Conditions

Director Rohrer made a motion to approve Policy 3413 Student Immunizations and Life-Threatening Health Conditions; Director Scott seconded the motion, and the motion passed (5/0).

C. First Reading of Policy 6106 Allowable Costs for Federal Programs

Director McDonald made a motion to approve Policy 6106 Allowable Costs for Federal Programs; Director Pierce seconded the motion, and the motion passed (5/0).

D. First Reading of Policy 6225 Use of Electronic Signature

Director Scott made a motion to approve Policy 6225 Use of Electronic Signature; Director Rohrer seconded the motion, and the motion passed (5/0).

E. Approval of Highly Capable Program

Executive Director Paul Harvey presented the Highly Capable Program Annual Report and discussion followed. Director Pierce made a motion to approve the Highly Capable Program; Director McDonald seconded the motion, and the motion passed (5/0).

F. Approval of English Language Learners Program

Executive Director Paul Harvey presented the English Language Learners Program Annual Report and discussion followed. Director Rohrer made a motion to approve the English Language Learners Program; Director Scott seconded the motion, and the motion passed (4/0). (Director McDonald had to leave the meeting at 7:24 pm.)

IV. BOARD COMMUNICATION

- Director Scott noted communication he has seen on social media regarding an uncertainty of what the reopening of schools will look like. Director Scott recommended that the sooner we can let parents know, the better.
- Director Rohrer also noted questions on social media regarding health screening, etc. She acknowledged these are all topics the workgroups are in the process of discussing and planning. Director Rohrer participated in the WSSDA conference call regarding fall guidelines, and found it to be helpful. She also referenced WIAA guidelines for sports.

V. ANNOUNCEMENTS

- Director Scott noted that WIAA guidelines will make fall sports very difficult.
- Director Rohrer noted that Governor Inslee had released guidelines on the reopening of community colleges and universities.
- Chair Forbes thanked SHSD staff at both the district office and school buildings for all their efforts around planning for the reopening of schools. He encouraged the district to plan carefully, and then inform our families when ready to execute the plans. The Board will back the district's plans, and those plans need to be maintained with no last-minute changes.
- Dr. Weight stated that we should have scheduling plans available soon. The district is also creating a timeline process with steps taken and decisions made.

VI. ADJOURNMENT

Director Pierce made a motion to adjourn the meeting at 7:32 pm; Director Scott seconded the motion, and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)



**Study Session of the Board of Directors
Meeting Minutes
via Zoom
Wednesday, July 8, 2020**

I. CALL TO ORDER

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

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

Director Scott made a motion to excuse Director Pierce and Director McDonald; Director Rohrer seconded the motion, and the motion passed (3/0).

Director Rohrer made a motion to approve the agenda; Director Scott seconded the motion, and the motion passed (3/0).

II. TOPIC FOR BOARD DISCUSSION

A. Budget and 4-Year Budget Forecast

Chief of Finance and Operations Melissa Beard shared the Steilacoom Historical School District 2020-21 draft budget presentation. Questions and discussion followed.

B. Return to School Workgroup Updates

Superintendent Weight presented updates on the four reopening workgroups: Teaching & Learning, Operations, Whole Child, and Family/Community. Questions and discussion followed.

C. August 12, 2020 Study Session Agenda Items

1. Return to School Plan

Discuss Return to School Plan for Board approval at August meeting.

2. Other Topics

D. Superintendent Updates

The only superintendent updates are the Return to School plan as previously discussed.

III. ADJOURNMENT

Director Rohrer made a motion to adjourn the meeting at 7:12 pm; Director Scott seconded the motion, and the motion passed (3/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District No. 1 Admin Personnel Report

[illegible]

Steilacoom Historical School District No. 1
Certificated Personnel Report

Personnel Report 7/22/2020						
Name	Position	FTE	Location	Effective Date	Action	Comment
NITZ MACKENZIE	COUNSELOR	1.00	HIGH SCHOOL	9/3/2020	NEW HIRE	

Classified Personnel Report

[illegible]

Steilacoom Historical School District No. 1
Classified Exempt Personnel Report

Personnel Report 7/22/2020						
Name	Position	Hours	Location	Effective Date	Action	Comment
EMERY SHAE	MAINTENANCE & FACILITIES MANAGER	8.00	DISTRICT OFFICE	9/1/2020		
FLORES RICHARD	PAYROLL MANAGER	8.00	DISTRICT OFFICE	9/1/2020		
HILES PAMELA	HUMAN RESOURCES MANAGER	8.00	DISTRICT OFFICE	9/1/2020		
MARTINEZ MARK	NETWORK & INSTRUCTIONAL TECHNOLOGY MANAGER	8.00	DISTRICT OFFICE	9/1/2020		
MCGANN MELISSA	STUDENT RECORDS MANAGER	8.00	DISTRICT OFFICE	9/1/2020		
MEYER ROGER	COMPUTER HARDWARE MANAGER	8.00	DISTRICT OFFICE	9/1/2020		
MILLER GWEN	EXECUTIVE ASSISTANT TO THE SUPERINTENDENT	8.00	DISTRICT OFFICE	9/1/2020		
SMITH EVA	ACCOUNTING MANAGER	8.00	DISTRICT OFFICE	9/1/2020		

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 22, 2020

EL Policies 1 and 2 – Budget Planning and Facilities/Asset Protection

Strategic Focus Area

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

BACKGROUND INFORMATION

As discussed at the Study Session on March 11, we worked to create two new “Policy Governance” documents to address the Board’s priorities and executive limitations for Budget Planning and Facilities/Asset Protection.

Both EL Policy 1 and EL Policy 2 are designed to be monitored annually and capture the Board’s priorities around these two important topics.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve EL Policy 1 and EL Policy 2.

Report prepared by:

Dr. Kathi Weight, Superintendent

Budget Planning

EL-1

Financial planning for any fiscal year will not deviate materially from the Board's spending priorities, deviate from statutory requirements, risk fiscal jeopardy to the district, or fail to be derived from a multi-year plan.

Accordingly, the Superintendent will present to the Board a recommended budget which:

1. Is consistent with the board's established priorities (funding classroom needs first);
2. Is in a comprehensive summary format understandable to the Board and community;
3. Adequately describes major budget initiatives and funding sources (including sustainable grants);
4. Discloses major budget development assumptions, including anticipated changes in state funding;
5. Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be received or appropriated during the year unless otherwise approved by the Board in a multi-year projection;
6. Keep general fund balance at 6.0 percent minimum of total expenditures;
7. Utilizes comparables in compensation analyses;
8. Maintains a consistent tax rate for community members;

Adopted:

Monitoring Method: Internal Report

Monitoring Frequency: Annually in JULY

Facilities and Asset Protection

EL-2

The Superintendent is expected to protect the district's assets and limit exposure to risk and liability. Furthermore, the Superintendent will not allow district facilities to be in a condition that is inadequate, unsafe, unclean, uninviting or is not conducive to teaching and learning.

Therefore, the Superintendent will:

1. Maintain a continual five-year plan for managing and developing facilities;
2. Prohibit actions that violate or materially deviate from voter-approved building and renovation projects, state law, state regulations, procurement code, or building codes;
3. Take steps to ensure that a program of preventive maintenance is in place for district facilities and equipment;
4. Plan for district growth;
5. Protect the district's facility assets and limits exposure to risk and liability;
6. Create safe district facilities with employment of construction management professionals.

Adopted:

Method:

Monitoring Frequency:

Monitoring

Internal Report

Annually in JULY

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: July 22, 2020

Strategic Focus Area

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

BACKGROUND INFORMATION

A public hearing was advertised and held on July 22, 2020 for public comment on the 2020-2021 school year draft budget.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Resolution 866-07-22-20 Budget Adoption for the 2020-2021 school year.

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

Steilacoom Historical School District No. 1
511 Chambers
Steilacoom, WA 98388

Resolution 866-07-22-20
BUDGET ADOPTION 2020-2021 SCHOOL YEAR

A RESOLUTION of the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, fixing and determining fund appropriations; adopting the 2020-21 budget, the four year budget plan summary and the four-year enrollment projection; approving certain fund transfers; and providing for other related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, AS FOLLOWS:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of Steilacoom Historical School District No. 1, Pierce County, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

(a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2020-21 fiscal year and published electronic notice of the same on its website. The 2020-21 budget includes, among other things, a transfer from General Fund to the Capital Projects Fund in the amount of \$100,000, a complete financial plan of the District for the ensuing 2020-21 fiscal year and a summary of the four-year budget plan that includes a four-year enrollment projection.

(b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2020-21 budget on or before September 1, 2020. Prior to adoption of the 2020-21 budget, the Board shall meet and conduct a public hearing to allow any person to be heard for or against any part of the 2020-21 budget, the four year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 (a/k/a educational programs and operation levy).

(c) The Board, following notice thereof being published in a newspaper of general circulation within the District, conducted a public hearing on July 22, 2020, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2020-21 budget.

Section 2. Certification of 2021 Excess Property Taxes, Fixing and Determining Fund Appropriations; Adoption of 2020-21 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

(a) The Board certifies to the Board of County Commissioners of Pierce County, Washington and the Superintendent of Puget Sound ESD, the excess levies for the calendar year 2021, as follows:

Educational Programs and Operations	\$6,025,000
Debt Service Fund	\$8,900,000

(b) The Board hereby fixes and determines the appropriation from each fund contained in the 2020-21 Budget, as follows:

General Fund	\$41,527,571
Capital Projects Fund	\$4,400,000
Transportation Vehicle Fund	\$10,000
Debt Service Fund	\$8,402,500
Associated Student Body Fund	\$1,101,115

(c) The Board hereby adopts the 2020-21 Budget that includes certified General Fund educational programs and operation excess property taxes and Debt Service Fund excess property taxes to pay debt service, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

Section 3. Fund Transfers. The Board approves and adopts the fund transfer of \$100,000 from the General Fund to the Capital Projects Fund for the purpose of replacing the turf field at Steilacoom High School.

Section 4. General Authorization and Ratification. The Secretary to the Board, the Chair of the Board, the District's Business Manager and other appropriate officers of the District are hereby further authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution, and all actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

Section 5. Certification of General Fund Excess Property Tax Levy; Assessor Authorization. The Assessor of Pierce County, Washington is authorized and directed, without further Board action, to reduce the General Fund excess property tax levy amount to be extended upon the tax rolls and collected in calendar year 2021 to be consistent with the limitations imposed by RCW 84.52.0531.

ADOPTED by the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington, at a regular open public meeting thereof, held this 22nd day of July, 2020, the following Directors being present and voting in favor of the resolution.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO.1
PIERCE COUNTY, WASHINGTON

Chair

Vice-Chair

Superintendent/Secretary

SCHOOL BOARD ACTION REPORT

DATE: July 22, 2020

From: Melissa Beard, CFO / Kasey Wyatt, Project Manager

Re: Steilacoom Historical School District New Maintenance Facility
Approval of GCCM for Preconstruction Services

Description:

Steilacoom Historical School District utilized a three-step competitive negotiation process to procure the highest qualified GCCM contractor with the strongest management team. The process used was in conjunction with the selection requirements of RCW 39.10.360: General Contractor/Construction Manager Procedure – Contract Award Process.

The first step consisted of a Statement of Qualifications submittal. Scoring of the SOQ was based on the following criteria:

- Staff Qualifications
- Firm Past Performance on Relevant Projects
- Self-performed Work, Location, and Current Workload
- Accident Prevention, Safety, and Claims
- Project Approach
- Community Outreach

The District received seven (7) Statements of Qualifications. Following scoring of the SOQ's three (3) firms were short-listed to advance to the interviews stage of the process. Those firms were: Forma, Korsmo and WA Patriot. The interviews were structured as a formal interview including a 20-minute presentation by the GCCM's with a 15-minute question and answer period. The scoring criterion for interviews was; who exhibited the strongest management, leadership and communication during the presentation and approach/experience during the Q&A period.

The committee scored both the SOQ and Interviews using a collaborative scoring approach (scored as a group).

Following interviews all three shortlisted firms were invited to provide a fee proposal. Fee proposals were opened and read aloud on Tuesday, July 14, 2020. The GCCM method allows the District to select a contractor on factors other than just low bid. Forma Construction Company earned the highest points possible in all categories, including fee proposals. Therefore, we recommend award of the GCCM contract for preconstruction services and negotiations of a Guaranteed Maximum Price (GMP) to Forma Construction Company.