



# **Meeting Packet**

## **Regular Meeting Agenda**

**April 25, 2013**

**7:00 PM**



## Regular Meeting Agenda

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

**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.

4/25/2013 7:00 PM

### I. CALL TO ORDER

(Vote)

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

### II. COMMENTS FROM THE AUDIENCE

(Information)

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

### III. VOLUNTEER APPRECIATION

(Presentation)

Presenter: Tom Johnston

SHSD Volunteer Program Briefing.pdf (p. 5)  
Proclamation.pdf (p. 19)

### IV. REPORTS

#### 1. Financial

(Information)

Presenter: Veronica Moore

March 2013 Cash Flow.pdf (p. 20)  
Budget Status Report.pdf (p. 21)

#### 2. Capital Projects

(Information)

Presenter: Bill Fritz

Capital Projects Update April 24.pdf (p. 26)

#### 3. Legislative Update

(Information)

Presenter: Don Denning

## **V. APPROVAL OF MINUTES**

**(Vote)**

Minutes 4.10.13.pdf (p. 27)

## **VI. CONSENT AGENDA**

**(Vote)**

*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 April 2013 Accounts Payable.pdf (p. 30)

Approval of April 2013 Payroll.pdf (p. 70)

Approval of Administrative Personnel Report.pdf (p. 73)

Approval of Classified Personnel Report.pdf (p. 75)

Approval of Coaching Personnel Report.pdf (p. 77)

## **VII. OLD BUSINESS**

### **1. Third Reading of Policy 5240, Evaluation of Staff**

**(Vote)**

Presenter: Kathi Weight

Policy 5240.pdf (p. 79)

### **2. Approval of Saltar's Point Modular Building Contract Amendment**

**(Vote)**

Presenter: Bill Fritz

Saltar's Pt. Modular Site Work Authorization.pdf (p. 85)

### **3. Approval of Saltar's Point Project Owners Request Change Order**

**(Vote)**

Presenter: Bill Fritz

SPT Change Order.pdf (p. 90)

## **VIII. NEW BUSINESS**

### **1. First Reading of Policy 6920, Construction**

**(Vote)**

Presenter: LeeRae Ball

First Reading of Policy 6920.pdf (p. 92)

### **2. Approval of Transportation Facility Architect Contract**

**(Vote)**

Presenter: Bill Fritz

Architect Contract.pdf (p. 95)

### **3. SHS Fastpitch Facility Report**

**(Information)**

Presenter: Susanne Beauchaine

Fast Pitch Softball Facilities - Status Update for Board.pdf (p. 126)

### **4. SHS Fastpitch Facility Dugout Purchase Approval**

**(Vote)**

Presenter: Susanne Beauchaine

Board Background Dugouts.pdf (p. 129)

### **5. Superintendent Selection Process**

**(Vote)**

## **IX. 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.

## **X. BOARD COMMUNICATION**

**(Information)**

## **XI. ANNOUNCEMENTS**

**(Information)**

## **XII. ADJOURNMENT**

**(Vote)**

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



# **Steilacoom Historical** **School District No. 1**



# **DISTRICT VOLUNTEER PROGRAM OVERVIEW**

***“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”***



# **Steilacoom Historical** **School District No. 1**



## **TOPICS**

- **INSIDE THE NUMBERS**
- **SUPPORT ORGANIZATIONS**
  - **FUTURE INITIATIVES**

***“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”***



# **Steilacoom Historical** **School District No. 1**



## **INSIDE THE NUMBERS**

**DISTRICT SCHOOL POPULATION – 3,034**

**DISTRICT VOLUNTEERS – 955**

**1 –VOLUNTEER FOR EVERY 3 –STUDENTS**

**VOLUNTEER PENDING LOSSES – 506 (53%)**

***“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”***



# **Steilacoom Historical** **School District No. 1**



## **INSIDE THE NUMBERS**

**STEILACOOM HISTORICAL  
EDUCATION FOUNDATION (SHEF)  
VOLUNTEER COORDINATOR  
TRISH LEWIS  
VOLUNTEERS – 9**

***“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”***

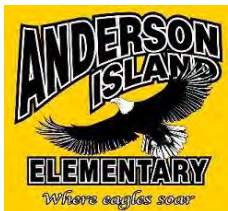




# **Steilacoom Historical** **School District No. 1**

**Celebrate**  
**Service**  
National Volunteer Week  
April 21 - 27, 2013

## **INSIDE THE NUMBERS**



**ANDERSON ISLAND ELEMENTARY**  
**VOLUNTEER COORDINATOR**  
**DANA-LYNN BALLOU**

**STUDENT POPULATION – 24**  
**VOLUNTEERS – 24**  
**1 – 1 RATIO (V – S)**  
**PENDING LOSSES: 4 (16%)**

***“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”***



# **Steilacoom Historical** **School District No. 1**

**Celebrate**  
**Service**  
National Volunteer Week  
April 21 - 27, 2013

## **INSIDE THE NUMBERS**



**CHERRYDALE PRIMARY**  
**VOLUNTEER COORDINATOR**  
**ELIZHALEE CUNNINGHAM**

**STUDENT POPULATION – 342**  
**VOLUNTEERS – 257**  
**1 – 1.3 RATIO (V – S)**  
**PENDING LOSSES: 89 (34%)**

*“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”*



# **Steilacoom Historical** **School District No. 1**

**Celebrate**  
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April 21 - 27, 2013

## **INSIDE THE NUMBERS**



**SALTAR'S POINT ELEMENTARY**  
**VOLUNTEER COORDINATOR**  
**KIM CORONADO**

**STUDENT POPULATION – 514**  
**VOLUNTEERS – 257**  
**1 – 2 RATIO (V – S)**  
**PENDING LOSSES: 97 (37%)**

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# **Steilacoom Historical** **School District No. 1**



## **INSIDE THE NUMBERS**



**CHLOE CLARK ELEMENTARY**  
**VOLUNTEER COORDINATOR**  
**JENNIFER McDONALD**

**STUDENT POPULATION – 598**

**VOLUNTEERS – 351**

**1 – 1.75 RATIO (V – S)**

**PENDING LOSSES: 120 (34%)**

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# **Steilacoom Historical** **School District No. 1**

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## **INSIDE THE NUMBERS**



**PIONEER MIDDLE SCHOOL**  
**VOLUNTEER COORDINATOR**  
**CHRISTINE MULLEN**

**STUDENT POPULATION – 737**

**VOLUNTEERS – 312**

**1 – 2.4 RATIO (V – S)**

**PENDING LOSSES: 110 (35%)**

*“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”*



# **Steilacoom Historical** **School District No. 1**



## **INSIDE THE NUMBERS**



**STEILACOOM HIGH SCHOOL**  
**VOLUNTEER COORDINATOR**  
**TOM JOHNSTON**

**STUDENT POPULATION – 813**

**VOLUNTEERS – 300**

**1 – 2.7 RATIO (V – S)**

**PENDING LOSSES: 86 (28%)**

***“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”***



# **Steilacoom Historical** **School District No. 1**



## **INTERNAL/EXTERNAL** **ORGANIZATIONS**

**PARENT TEACHERS ASSOCIATION (PTA)**  
**SCHOOL BOOSTER CLUB**  
**WATCH DOGS**  
**MILITARY TRANSITION CONSULTANT**  
**SHS SPORTS BOOSTER CLUB**

*“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”*



# **Steilacoom Historical** **School District No. 1**



## **FUTURE INITIATIVES**

### **WEB BASED SOFTWARE PROGRAM**

- ✓ **EVENT SING-IN/SIGN-OUT – MOBILE APP**
- ✓ **ACCURATE WORK HOURS TRACKING**
  - ✓ **ROSTER MANAGEMENT**
  - ✓ **EVENT PROMOTION**
- ✓ **EVENT RECRUITMENT AND SIGN-UP**
  - ✓ **EFFECTIVE COMMUNICATION**
  - ✓ **ON-LINE APPLICATION**
  - ✓ **AND MUCH MORE....**

*“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”*





# **Steilacoom Historical** **School District No. 1**



## **FUTURE INITIATIVES**

**IMPROVED RETENTION/RECRUITMENT**

**COMMUNITY OUTREACH**

**VOLUNTEER HANDBOOK**

**PRESIDENTIAL AWARDS PROGRAM**

**DISTRICT VOLUNTEER AWARDS PROGRAM**

***“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”***



# **Steilacoom Historical** **School District No. 1**

**Celebrate**  
**Service**  
National Volunteer Week  
April 21 - 27, 2013

# **QUESTIONS?**

*“Nobody can do everything, but everyone can do something – Become a Volunteer Today!”*

# Steilacoom Historical School District No.1



## PROCLAMATION

**WHEREAS**, Steilacoom Historical School District recognizes that parent and community involvement is a significant factor in the success of schools; and

**WHEREAS**, public school volunteers contribute unselfishly to the students, teaching and support staff towards the vision of the best education for every student, and:

**WHEREAS**, school volunteers are called upon to assist teachers and staff with the day-to-day activities involved in providing a balanced education for our students and are an important part of a team that strive to ensure that each and every one of our student succeeds; and

**WHEREAS**, during the school year, countless volunteers are spending innumerable hours serving schools in the District as chaperones, mentors, tutors, speakers, classroom helpers, athletic and academic boosters, role models and in countless other ways; and

**WHEREAS**, school volunteers stretch District resources to ensure that all students achieve a complete and well-rounded education;

**NOW THEREFORE**, we, William Fritz, Superintendent of the Steilacoom Historical School District, and the Board of Directors of Steilacoom Historical School District, do hereby proclaim April 2013 as

### SCHOOL VOLUNTEER RECOGNITION MONTH

We urge all to join us in recognizing the dedication and hard work of local volunteers who assist in the mission of educating and preparing our students to be responsible citizens who can contribute and adapt in a changing world.

Signed this 25<sup>th</sup> day of April, 2013

William Fritz, Superintendent

Samuel Scott, Board Chair

Kevin Callanan, Board Vice Chair

Yoshie Wong, Board Director

Michael Winkler, Board Director

Don Denning, Board Director

**2012-13 GENERAL FUND ACTUALS - CASH FLOW**  
**STEILACOOM HISTORICAL SCHOOL DISTRICT**

Months in Yellow are actual  
Months in Gray are projected

	12-13+ Proj	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Curr + Proj Ending FB Annual Total	Budgeted Ending FB	
	Begin Fund Balance	8,580,674	7,932,444	9,667,266	8,957,925	9,336,552	8,607,522	8,253,294	8,189,787	9,616,232	9,220,041	8,122,683	8,106,110	8,580,674	8,106,110	
	Revenue:															
1000	Local Property Tax	80,478	2,390,271	392,303	30,375	30,732	139,451	455,115	2,004,841	764,485	25,697	78,376	48,182	6,440,306	6,424,246	
2000	Local Non-Tax	115,765	70,162	86,088	68,624	396,023	73,360	72,683	70,000	69,000	50,000	35,000	38,317	1,145,023	1,533,850	359,000 less for erate prj
3000	State	1,228,834	1,298,378	882,421	1,244,233	1,407,250	1,308,918	1,330,015	1,282,223.61	783,581	854,815.74	1,424,692.90	1,424,693	14,470,056	14,246,929	based on apprt % paym schdl
4000	State Special	262,270	400,020	341,262	902,074	-241,174	249,596	426,771	248,527	137,694	168,202.00	250,170	250,170	3,395,582	4,396,052	
5000	Federal	-	-	127,971	-	13,070	-	4,464	-	-	-	115,443	65,166	326,114	355,000	sequestration website reduction antcip of 7.8% for impact aid only
6000	Federal Special	144,135	14,934	130,733	197,997	120,814	173,472	98,791	146,785	92,701	100,427	162,238	162,238	1,545,265	1,438,868	
8000	Other Resources (MAM & Energy Rebates)	-	131,114	-	-	-	-	17,278	-	-	-	16,648	51,000	216,040	-	
	<b>Total</b>	<b>1,831,482</b>	<b>4,304,879</b>	<b>1,960,778</b>	<b>2,443,303</b>	<b>1,726,715</b>	<b>1,944,797</b>	<b>2,405,118</b>	<b>3,752,377</b>	<b>1,847,461</b>	<b>1,199,142</b>	<b>2,082,568</b>	<b>2,039,766</b>	<b>27,538,387</b>	<b>28,394,945</b>	*Rev. Prj to be underbudget by \$856,559 = to 3.016%
OBJ	Expenditures:															
2000	Certificated Salaries	1,041,445	923,241	930,119	925,835	924,561	931,744	939,351	861,511	861,511	861,511	891,511	891,511	10,983,851	10,980,315	remng m divid by outstg encumbr; July/Aug incr - 2 asst. princ. Contr.
3000	Classified Salaries	261,598	313,167	338,843	300,083	308,690	321,083	324,302	287,150	287,150	287,150	287,150	287,150	3,603,516	3,703,582	
4000	Benefits	442,440	438,377	441,670	437,859	438,788	447,199	448,160	435,694	435,694	435,694	447,891	447,891	5,297,358	5,070,601	remng m divid by outstg encumbr; July/Aug incr - 2 asst. princ. Contr.
5-9'S	Supplies/Services/Travel	734,229	895,272	959,488	400,899	783,705	598,999	756,812	741,577	659,297	712,145	472,589	599,219	8,314,230	14,390,185	
	<b>Total</b>	<b>2,479,712</b>	<b>2,570,057</b>	<b>2,670,119</b>	<b>2,064,676</b>	<b>2,455,745</b>	<b>2,299,025</b>	<b>2,468,626</b>	<b>2,325,932</b>	<b>2,243,652</b>	<b>2,296,500</b>	<b>2,099,141</b>	<b>2,225,771</b>	<b>28,198,956</b>	<b>34,144,683</b>	*Exp. Prj to be underbudget by \$5,945,727 = to 17.41%
	<b>Monthly Ending Balance</b>	<b>7,932,444</b>	<b>9,667,266</b>	<b>8,957,925</b>	<b>9,336,552</b>	<b>8,607,522</b>	<b>8,253,294</b>	<b>8,189,787</b>	<b>9,616,232</b>	<b>9,220,041</b>	<b>8,122,683</b>	<b>8,106,110</b>	<b>7,920,104</b>	<b>7,920,104</b>	<b>2,356,372</b>	*Ending Fund Balance prj to be overbudget by \$5,563,733 = to 42.35%

\*Projections are based on current knowledge.

Due from other Governmental Entities	\$	157,675
<b>Fund Balance Prior to reserves</b>	\$	7,762,429
less Restricted Fund Balance	\$	474,132
less Committed Fund Balance*	\$	5,039,430
<b>equals Unassigned Fund Balance</b>	<b>\$</b>	<b>2,248,868</b>

REVENUE TYPE LEGEND			
1000 Local Property Taxes	4000 State Special	5000 Federal	
M&O Levy	Learning Assistance	Federal Forest	
	Special Education		
2000 Local Non-Tax	Food Service	6000 Federal Special	
Investment Earnings	Transportation	Title Grants	
Class Fees		IDEA Grants	
All Day Kindergarten			
3000 State Revenues		8000 Other Agencies	
Apportionment			
State Library			
Vocational Equip Grant			

Note: Redirection of apportionment occurred in January 2013 to allow transfer of funds from GF to CPF for SP Modular in amount of \$375,000 reducing GL 870 from \$729,000 to \$354,000

<b>*Committed Fund Balance:</b>		
Inventory GL 840	\$	18,000
Self Funded Insurance	\$	-
Assigned Fund Balance**GL 875	\$	-
Committed by Board Resolution**	\$	2,729,000
Committed to Minimum Fund Balance Policy GL 872	\$	1,969,771
Carryovers and Other Purposes	\$	22,659
Prior year corrections/restatements	\$	-
Assigned to Other Purposes GL 888	\$	300,000
Restricted F. B.	\$	5,039,430

<b>**Committed By Board Resolution</b>	
GL 870 SHS Chiller \$150k	
GL 870 HVAC Systems @ S.P. & C.C. \$500k	
GL 870 CD Roof Replacement \$500k	
GL 870 Modular Buildings @ S.P. & C.C. \$729k	
GL 870 E-Rate Projects \$250k	
GL 870 Grounds & other emergent items \$600k	
<b>***Assigned to Other Purposes</b>	
GL 875 N/A	

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2013

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	72,950	2,621.00	106,183.40		33,233.40-	145.56
2000 Athletics	114,600	8,669.30	53,601.19		60,998.81	46.77
3000 Classes	44,574	771.00	15,412.72		29,161.28	34.58
4000 Clubs	253,917	66,171.16	227,004.68		26,912.32	89.40
6000 Private Moneys	16,450	.00	428.07		16,021.93	2.60
<b>Total REVENUES</b>	502,491	78,232.46	402,630.06		99,860.94	80.13
<b>B. EXPENDITURES</b>						
1000 General Student Body	98,827	2,915.42	43,029.24	4,608.43	51,189.79	48.20
2000 Athletics	160,264	23,309.84	92,411.07	34,349.56	33,503.37	79.09
3000 Classes	52,941	1,146.62	13,577.18	2,829.81	36,534.01	30.99
4000 Clubs	370,185	29,839.20	169,679.28	27,173.81	173,331.91	53.18
6000 Private Moneys	10,800	.00	203.87	700.00	9,896.13	8.37
<b>Total EXPENDITURES</b>	693,017	57,211.08	318,900.64	69,661.61	304,455.21	56.07
<b>C. EXCESS OF REVENUES OVER(UNDER)EXPENDITURES (A-B)</b>						
	190,526-	21,021.38	83,729.42		274,255.88	143.95-
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	221,435		219,169.49			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE C+D + OR - E)</b>						
	30,909		302,898.91			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	30,909		302,898.91			
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			
<b>TOTAL</b>	30,909		302,898.91			

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2013

<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 Support Nontax	2,000	2,305.00	19,644.01		17,644.01-	982.20
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	312,000.00		312,000.00-	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	0	.00	1,661,238.24		1,661,238.24-	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>2,000</u>	<u>2,305.00</u>	<u>1,992,882.25</u>		<u>1,990,882.25-</u>	<u>&gt; 1000</u>
<u>B. EXPENDITURES</u>						
10 Sites	1,500,000	.00	1,508.75-	0.00	1,501,508.75	0.10-
20 Buildings	750,000	5,769.58	30,639.07	436,848.97	282,511.96	62.33
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	348.00	8,801.22	3,520.35	12,321.57-	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>	<u>2,250,000</u>	<u>6,117.58</u>	<u>37,931.54</u>	<u>440,369.32</u>	<u>1,771,699.14</u>	<u>21.26</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 OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	<u>2,248,000-</u>	<u>3,812.58-</u>	<u>1,954,950.71</u>		<u>4,202,950.71</u>	<u>186.96-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>2,833,587</u>		<u>2,691,527.39</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	<u>585,587</u>		<u>4,646,478.10</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 850 Restricted for Uninsured Risks	0	.00
G/L 861 Reserve Of Bond Proceeds	44,548	24,043.92
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 RES FROM STATE PROCEEDS	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	750,000-	8,692.47-
G/L 866 Restricted Impact Fees	70,565	13,982.82
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	1,220,474	4,617,143.83
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	585,587	4,646,478.10

30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2013

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	5,699,552	415,013.35	3,141,421.96		2,558,130.04	55.12
2000 Local Support Nontax	1,000	.00	43.60		956.40	4.36
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
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>5,700,552</b>	<b>415,013.35</b>	<b>3,141,465.56</b>		<b>2,559,086.44</b>	<b>55.11</b>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	2,416,763	.00	3,500,000.00	0.00	1,083,237.50-	144.82
Interest On Bonds	1,646,663	.00	1,374,130.00	0.00	272,532.50	83.45
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	20,500	.00	901.86	0.00	19,598.14	4.40
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>4,083,925</b>	<b>.00</b>	<b>4,875,031.86</b>	<b>0.00</b>	<b>791,106.86-</b>	<b>119.37</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</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)EXPENDITURES (A-B-C-D)</b>	<b>1,616,627</b>	<b>415,013.35</b>	<b>1,733,566.30-</b>		<b>3,350,193.30-</b>	<b>207.23-</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>5,078,643</b>		<b>2,739,693.28</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	<b>6,695,270</b>		<b>1,006,126.98</b>			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,284,318		1,733,566.30-			
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	3,410,952		2,739,693.28			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>6,695,270</b>		<b>1,006,126.98</b>			



90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2013

<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	100	.00	.00		100.00	0.00
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	11,600	.00	.00		11,600.00	0.00
5000 Federal, General 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>	11,700	.00	.00		11,700.00	0.00
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	11,700	.00	.00		11,700.00	0.00
<u>D. EXPENDITURES</u>						
Type 30 Equipment	0	.00	.00	0.00	.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>	0	.00	.00	0.00	.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 OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	11,700	.00	.00		11,700.00-	100.00-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	7,021		7,646.52			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	18,721		7,646.52			
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
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 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	13,721		7,646.52			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	13,721		7,646.52			
Differences	5,000		.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.

## **Capital Projects Update - April 25, 2013**

### **Saltar's Point Modular Addition**

- Public Hearing – April 22
- Preservation Review Board – April 24
- Town Council Agenda for Conditional Use – May 7 (tentative)
- Modifications to Design and Site Work Proposals being presented to Board tonight (April 25)
- Construction to begin (tentatively) mid-May

### **Transportation Facility**

- Architect Selection Process Complete (recommendation to Board tonight)
- Design from Architect in near future
- RFP process for transportation providers in process; proposals due April 24
- Superintendent met with propane providers
- Traffic Analysis complete and submitted to City of DuPont

### **District Office – 1918 Building**

- Meetings with users and advisory committee complete
- Design work continues on building plan and site layout
- Cost estimating underway
- Board presentation scheduled for Study Session on 5/1/13, 5:00 pm, PDC



## **Regular Meeting Agenda - Meeting Minutes**

4/10/2013

Pioneer Middle School DuPont, WA

### **I. CALL TO ORDER**

Meeting called to order by Chair Scott at 7:00 pm.

Coach Henderson led the Pledge of Allegiance.

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

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

### **II. COMMENTS FROM THE AUDIENCE**

- SHS Track Coach Henderson thanked Director Callanan for his help at the track and field events. He mentioned several student athletes' accomplishments. Tuesday April 16 will be a home meet and Senior Recognition. 13 athletes qualified for meet in Pasco that is on the Board Consent agenda.

### **III. PRESENTATION - Saltar's Point Science Fair Participants**

Saltar's Point Principal Lang introduced teachers Karen Parr and Joy Yoder who explained the Science Fair process and recognized students by name and project and each received a medallion.

### **IV. PROCLAMATION - Month of the Military Child**

Chair Scott read April as Month of the Military Child Proclamation into the record. Military Student Transition Consultant, Tami Johnson mentioned the various activities taking place in schools this month. Director Denning made a motion to adopt the proclamation; Director Winkler seconded the motion and the motion passed (4/0).

### **V. LEGISLATIVE UPDATE**

Director Denning reported his tracking of several legislative issues regularly. The Governor is supporting grading A-F system. New legislation been added in early April. Director Callanan expressed concerned about the Legislature moving toward taking away from CTE funding.

## **VI. APPROVAL OF MINUTES**

Director Winkler made a motion to approve the 3.28.13 minutes; Director Callanan seconded the motion and the motion passed (4/0).

## **VII. CONSENT AGENDA**

Director Winkler made a motion to approve the Consent Agenda which included personnel reports, a benefit resolution and one overnight field trip. Director Denning seconded the motion and the motion passed (4/0).

## **VIII. OLD BUSINESS**

### **a. Second Reading of Policy 3122, Excused/Unexcused Absences**

Executive Director Beauchaine made a change (word will to may) and added WAC references. Director Winkler made a motion to adopt the policy; Director Callanan seconded the motion and the motion passed (4/0).

### **b. Second Reading of Policy 5006, Certification Revocation**

Director Denning made a motion to approve Policy 5006; Director Winkler seconded the motion and the motion passed (4/0).

### **c. Second Reading of Policy 5201, Drug Free Schools, Community and Workplace**

Director Winkler made a motion to approve policy 5201; Director Denning seconded the motion and the motion passed (4/0)

### **d. Second Reading of Policy 5240, Evaluation of Staff**

Superintendent Team recommends moving this policy to a third reading due to modifications required. Director Winkler made a motion to move this policy to a third reading; Director Callanan seconded the motion and the motion passed (4/0).

### **e. Second Reading of Policy 5280, Termination of Employment**

Director Callanan made a motion to approve Policy 5280; Director Denning seconded the motion and the motion passed (4/0).

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

- Cyndi Mefford regarding raising awareness for autism in Autism Awareness Month

## **X. BOARD COMMUNICATION**

- Director Callanan thanked students in attendance.
- Superintendent Fritz received a communication regarding transportation and another regarding the fastpitch field, both were addressed.

## **XI. ANNOUNCEMENTS**

- Director Winkler reminder to wear purple on Friday for Purple Up! for military students

## **XII. ADJOURNMENT**

Director Denning made a motion to adjourn the meeting at 7:28 pm; Director Callanan seconded the motion and the motion passed (4/0).

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

As of April 25, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$131,293.71. The payments are further identified in this document.

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

Warrant Numbers 111868 through 111931, totaling \$131,293.71

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111868	*DRS PUBLIC EMP RETIRE SYSTEM	04/19/2013	982051	OLD AGE AND SURVIVORS INSURANCE INVOICE (OASI) TAX YEAR	0	119.52	119.52
111869	95 PERCENT GROUP INC	04/19/2013	11734	RTI CURRICULUM -- PHONOLOGICAL CDs (ENGQUIST)	1621213073	715.00	715.00
111870	ALBERTSONS	04/19/2013	6030 3751 0016 1345	SHS ALBERTSONS FOR FACSE. OPEN PO DO NOT EXCEED \$10,000.00	141213012	1,101.22	1,101.22
111871	BANK OF AMERICA	04/19/2013	13020080439/30080667	OPEN PO FOR SERVICE FEE. DO NOT FAX	81213082	105.26	105.26
111872	BATTERIES PLUS	04/19/2013	245-285222	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213002	608.83	608.83
111873	BROTHERTON, JEN	04/19/2013	DANIELSON TRAINING	JEN BROTHERTON TPEP TRAINER MARCH 8, 2013	81213181	1,150.00	1,150.00
111874	BUILDERS HARDWARE & SUPPLY	04/19/2013	S3200822-002	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213011	-442.07	342.25
			S3200822.001	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213011	445.73	
			S3214107	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213011	338.59	
111875	CAREER STAFF UNLMTD- SEATTLE	04/19/2013	28427 -168292	Open PO for contracted staff services for the 2012 - 2013	91213040	3,249.00	3,249.00



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111876	CDW-G, INC.	04/19/2013	BC15507	school year. Misc. Technology Supplies	111213024	128.51	12,592.13
			BD36337	Misc. Technology Supplies	111213024	76.81	
			BG83278	District Server Data Backup System	111213023	1,697.78	
			BH23903	Misc. Technology Supplies	111213024	178.08	
			BJ07778	District Server Data Backup System	111213023	9,007.86	
			BJ48188	District Server Data Backup System	111213023	1,503.09	
111877	CDWG	04/19/2013	BJ05980	Airwatch Mobile Device Management Software	111213025	834.18	834.18
111878	CENTURYLINK	04/19/2013	300493944	OPEN PO FOR POHNE SERVICES	81213078	287.03	287.03
111879	CHEVRON & TEXACO CARD SERVICES	04/19/2013	37721283	OPEN PO FOR FUEL. DO NOT FAX	81213050	20,619.50	20,619.50
111880	CLARK SECURITY PRODUCTS	04/19/2013	SE83612402	OPEN PURCHASE ORDER FOR 2012-2013 FOR DOOR PARTS	101213107	30.91	30.91
111881	CLAY ART CENTER INC	04/19/2013	143443	PARTS FIR SKUTT KM1018 KILN RELAYS-BLACK	0	69.91	69.91
111882	CLOVER PARK SCHOOL DISTRICT- P	04/19/2013	5935	COURSE CATALOGS FOR 2013-2014 SCHOOL YEAR	4311213120	744.19	744.19
111883	CONSOLIDATED ELECTRICAL DIST	04/19/2013	8541-739344	OPEN PURCHASE ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS	101213079	139.12	2,068.16
			8541-739803	OPEN PURCHASE ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS	101213079	155.05	
			8541-739902	OPEN PURCHASE ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS	101213079	10.44	
			8541-740539	OPEN PURCHASE ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS	101213079	47.16	
			8541-740541	OPEN PURCHASE	101213079	11.42	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS			
			8541-740556	OPEN PURCHASE	101213079	203.66	
				ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS			
			8541-740960	OPEN PURCHASE	101213079	317.33	
				ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS			
			8541-741036	OPEN PURCHASE	101213079	244.68	
				ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS			
			8541-741517	OPEN PURCHASE	101213079	32.18	
				ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS			
			8541-741640	OPEN PURCHASE	101213079	91.56	
				ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS			
			8541-741770	OPEN PURCHASE	101213079	10.88	
				ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS			
			8541-742880	OPEN PURCHASE	101213079	336.30	
				ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS			
			8541-742887	OPEN PURCHASE	101213079	468.38	
				ORDER 2012-2013 ELECTRICAL SUPPLIES & PARTS			
111884	CULLIGAN	04/19/2013	0023677	OPEN PO FOR WATER	81213039	43.65	116.98
				AT 511 CHAMBERS ST. DO NOT FAX TO VENDOR			
			201304380587	OPEN PURCHASE	101213009	33.84	
				ORDER 2012-2013 FOR WATER			
			201304400885	OPEN PO FOR WATER	81213163	39.49	
				AT 511 CHAMBERS ST - Add a cold water only unit to the HR/Student Services area			
111885	CURRICULUM ASSOCIATES INC	04/19/2013	90211664	S.P. Curriculum	1271213066	72.19	72.19
				Associates/Michell			



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111886	DANDE CO	04/19/2013	MA032813-2	e Hoedeman Open PO for Dande's	281213006	106.49	106.49
111887	DOLMAN, BEVERLY ANN	04/19/2013	MILAGE 3/19-4/12	MILAGE ALBERS & CO, ESD 113	0	112.10	112.10
111888	ELECTROCOM	04/19/2013	25824-1	Multi-purpose Room Intercom System Addition	1461213045	1,386.10	1,386.10
111889	ESD 112	04/19/2013	0000107283	Open P.O. for the SEEK (Special Educator Employment Konsortium for the 2012-2013 school year.	91213053	687.50	687.50
111890	GENERAL ELECTRIC CAPITAL CORP	04/19/2013	58651601	OPEN PO FOR COPIER AT SHS. DO NOT FAX	81213046	695.78	2,503.35
			58651602	OPEN PO FOR COPIER AT PIONEER. DO NOT FAX	81213047	743.10	
			58681799	OPEN PO FOR COPIER AT DISTRICT OFFICE. DO NOT FAX	81213045	529.50	
			58693636	OPEN PO FOR COPIER AT SALTAR'S POINT. DO NOT FAX	81213048	534.97	
111891	GRAINGER	04/19/2013	9036487503	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	26.47	889.92
			9067684192	OPEN PO 2011-2012 FOR SUPPLIES	101213015	49.34	
			9098304810	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	138.83	
			9098304828	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213110	159.89	
			9104403374	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	17.31	
			9110674083	OPEN PURCHASE ORDER FOR 2012-2013 FOR SUPPLIES	101213110	306.21	
			9111076551	OPEN PURCHASE	101213110	170.33	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ORDER FOR 2012-2013 FOR SUPPLIES			
			9112319117	OPEN PURCHASE	101213110	21.54	
				ORDER FOR 2012-2013 FOR SUPPLIES			
111892	GRAYBAR ELECTRIC	04/19/2013	965611329	Technology Supplies from Graybar INVOICE ONLY	111213020	169.99	169.99
111893	HENNESSEY, JENNIPHER SUE	04/19/2013	OFFICE DEPOT 3-9-13	OFFICE DEPOT MATH TIMINGS FILINGS 3-9-13	0	32.57	32.57
111894	JUNIOR LIBRARY GUILD	04/19/2013	183595	S.P. Junior Library Guild online order	1271213061	1,120.41	1,120.41
111895	KATHERINE O ALDERETE	04/19/2013	FRED MEYER 2/13/13	FRED MEYER 2/13/13 JUICE, WATER, PEPPERMINTS, PAIN RELIEVER	0	12.53	28.55
			FRED MEYER 3/15/13	FRED MEYER 3/15/13 CRACKERS, JUICE FOR NURSES OFFICE	0	16.02	
111896	KEYBANK NATIONAL ASSOCIATION	04/19/2013	13030000208	KEY BANK ANALYSIS FEE ANNUAL REQUIREMENT PER KEYBANK FOR 12/13 SY. DO NOT FAX PO	81213093	1,268.02	1,268.02
111897	KONE, INC	04/19/2013	221144339	OPEN PURCHASE ORDER 2012-2013 FOR ELEVATOR SERVICE	101213023	483.89	483.89
111898	LABORATORIES, COASTWIDE	04/19/2013	T2520338	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	128.65	513.80
			T2520338-1	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	101.52	
			T2535108	OPEN PURCHASE ORDER 2012-2013 FOR CUSTODIAL SUPPLIES	101213008	45.58	
			T2535108-1	OPEN PURCHASE ORDER 2012-2013	101213008	152.09	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			T2535506	FOR CUSTODIAL SUPPLIES OPEN PURCHASE ORDER 2012-2013	101213008	85.96	
111899	LAKEWOOD HARDWARE & PAINT	04/19/2013	347416	FOR CUSTODIAL SUPPLIES OPEN PURCHASE ORDER 2012-2013	101213025	23.56	28.48
			347438	FOR SUPPLIES OPEN PURCHASE ORDER 2012-2013	101213025	4.92	
111900	LEMAY MOBILE SHREDDING	04/19/2013	3744186	FOR SUPPLIES DISTRICT WIDE SHREDDING OPEN PO. DO NOT FAX	81213079	50.00	100.00
			3744190	DISTRICT WIDE SHREDDING OPEN PO. DO NOT FAX	81213079	50.00	
111901	MARGARET HEATER	04/19/2013	1001	MARGARET HEATER TPEP TRAINER MARCH 8, 2013	81213180	1,150.00	1,150.00
111902	MCCRIMMON, JAN	04/19/2013	DANIELSON BOOK STUDY	JAN MCCRIMMON DANIELSON BOOK STUDY	81213182	600.00	600.00
111903	NANCY ELIZABETH MCCLURE	04/19/2013	MILAGE/SAFWA/COST/OD	MILAGE BARGAINING @ UNIVERSE 3/15-19, JOB FAIR @ TACOMA DOME 3/12, BARGAINING UNIVERS 3/26, INTRO TO E VAL @ PSD 3/27, HIGHLY QUALIFIED TRAINING 4/9. SAFEWAY-STAFF RECOGNITION 4/9, COSTCO-STAFF RECOGNITION 4/8, OFFICE DEPOT-SIGN STAMP 4/10	0	144.34	144.34
111904	PIERCE COUNTY SEWER	04/19/2013	00858625	OPEN PO FOR SEWER CHARGES. DO NOT FAX	81213051	283.83	449.71
			01354221	OPEN PO FOR SEWER CHARGES. DO NOT FAX	81213051	165.88	
111905	PIERCE CO BUDGET AND FINANCE	04/19/2013	0119052002-1	SPECIAL ASSESSMENT FEES. DO NOT FAX	81213194	742.36	742.36
111906	POINT DEFIANCE ZOO & AQUARIUM	04/19/2013	74087	S.P. Point	1271213062	2,311.84	2,311.84



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111907	PRATER, SHEILA S	04/19/2013	MILAGE/COSTCO 3/19	Defiance Zoo Field Trip - 5th Grade MILAGE TO PURCHASE RECOMMENDED L&I LOSS PREV ITEMS/COSTCO BUSINESS CENTER CHAIRMAT	0	57.88	57.88
111908	PUGET SOUND ESD	04/19/2013	0000080048	OPEN PO FOR E-RATE SERVICE. DO NOT FAX	81213130	225.00	225.00
111909	PUGET SOUND ENERGY	04/19/2013	200002143960	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	12,130.07	21,275.65
			200023874882	OPEN PO FOR GAS AND ELECTRICITY CHARGES. DO NOT FAX PO.	81213053	9,145.58	
111910	REALLY GOOD STUFF	04/19/2013	4226594	S.P. Really Good Stuff - Helen Lynch	1271213065	113.35	151.64
			4226965	S.P. Really Good Stuff - Sarah Strong	1271213069	38.29	
111911	SCHOLASTIC BOOK FAIRS	04/19/2013	3643	Scholastic Warehouse Sale	1401213013	74.97	74.97
111912	SCHOLASTIC INC	04/19/2013	6275034	S.P. Scholastic online order for Kylie LaPlant - DO NOT FAX, FOR INVOICE PURPOSE ONLY	1271213055	142.36	142.36
111913	SCHOOL NURSE SUPPLY	04/19/2013	0431578-IN	S.P. School Nurse Supply- Health Room	1271213058	48.85	48.85
111914	SHUCKHART, MAUREEN	04/19/2013	MILAGE 3/4-3/28	INTERDISTRICT MILAGE FOR THERAPY	0	30.17	30.17
111915	SODEXO INC & AFFILIATES	04/19/2013	261941	OPEN PO FOR COURIOR SERVICES (ANTHONY ZUKOWSKI) THROUGH SODEXO. DO NOT FAX	81213131	374.58	374.58
111916	SOFTWARE	04/19/2013	258176	NETWORK LICENSE	81213185	799.00	799.00
111917	SPORTIME	04/19/2013	208109981937	S.P. Sportime - School	1271213053	171.08	171.08

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111918	STAPLES BUSINESS ADVANTAGE	04/19/2013	8024757331	Specialty/recess balls Microsoft Surface Pro tablets for Technology Testing.	111213014	4,292.40	4,715.07
			8024757331-1	Microsoft Surface Pro tablets for Technology Testing.	111213014	321.93	
			8024757331-2	Microsoft Surface Pro tablets for Technology Testing.	111213014	100.74	
111919	STATE AUDITOR'S OFFICE	04/19/2013	L97629	AUDIT CHARGES. DO NOT FAX.	81213193	10,797.36	10,797.36
111920	TACOMA COMMUNITY COLLEGE	04/19/2013	335	12/13 RUNNING START OPEN PO.DO NOT FAX	81213153	341.81	341.81
111921	TACOMA SCREW PRODUCTS	04/19/2013	30328108	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213046	21.87	1,093.23
			30346090	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213046	650.57	
			30349544	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213046	420.79	
111922	TANNER ELECTRIC	04/19/2013	72131000	ELECTRIC CHARGES FOR ANDERSON ISLAND FOR THE 12/13 SY. DO NOT FAX.	81213108	538.97	538.97
111923	TED BROWN MUSIC CO	04/19/2013	763947	OPEN PO FOR SUPPLIES AND REPAIRS	4311213074	96.63	379.16
			763955	Open PO for repair and supplies for band instruments	2371213043	89.79	
			769772	Open PO for repair and supplies for band instruments	2371213043	32.80	
			772279	Open PO for repair and supplies for band instruments	2371213043	25.61	
			794592	Open PO for repair and	2371213043	22.38	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				supplies for band instruments			
			805862	OPEN PO FOR SUPPLIES AND REPAIRS	4311213074	7.65	
			806621	OPEN PO FOR SUPPLIES AND REPAIRS	4311213074	25.84	
			814344	OPEN PO FOR SUPPLIES AND REPAIRS	4311213074	32.80	
			847685	OPEN PO FOR SUPPLIES AND REPAIRS	4311213074	45.66	
111924	TERI LITT	04/19/2013	COSTCO 2-28-13	SHS BATTERIES FOR LITT	141213053	101.76	101.76
111925	TERI YOSHIKAWA	04/19/2013	206	Open P.O. for Teri Yoshikawa for the 2012-2013 School Year.	91213030	4,278.00	4,278.00
111926	TOTALFUNDS BY HASLER	04/19/2013	7900 0110 0202 8325	POSTAGE FOR POSTAGE MACHINE 12/13 SY. DO NOT FAX.	81213110	2,000.00	2,000.00
111927	TRUSTEED PLANS SERVICE CORP	04/19/2013	0069963-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	8,610.77	8,610.77
111928	TYLER TECHNOLOGIES	04/19/2013	045-80375	MILESTONE SCHEDULE. CONTRACT AMOUNT \$16966.00. DO NOT FAX	81213190	6,543.57	12,483.57
			045-80376	MILESTONE SCHEDULE CONTRACT AMOUNT \$8330.00 DO NOT FAX	81213192	2,940.00	
			045-80386	ANNUAL SAAS-VERSATRANS E-LINK 2/1/13-1/31/14. CONTRACT AMOUNT \$3000.00. DO NOT FAX	81213191	3,000.00	
111929	US BANCORP	04/19/2013	226280527	OPEN PO FOR COPIER LEASES FOR SALTAR'S POINT, STEILACOOM H.S., AND CHLOE CLARK. DO NOT FAX PO.	81213058	1,058.94	1,058.94
111930	WELLS FARGO FINAN LEASING INC	04/19/2013	6765833230	OPEN PO FOR WELLS	81213042	269.71	1,745.99

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				FARGO COPIERS/ PRINTERS FOR STEILACOOM HIGH SCHOOL. DO NOT FAX			
			6765833234	OPEN PO FOR WELLS FARGO COPIERS/ PRINTERS FOR PIONEER. DO NOT FAX	81213041	711.56	
			6765834359	OPEN PO FOR WELLS FARGO COPIERS/ PRINTERS FOR SALTAR'S POINT, CHLOE CLARK, AND MAINTENANCE NOT TO EXCEED 9300.00 DO NOT FAX TO VENDOR	81213038	764.72	
111931	WINNING SEASON	04/19/2013	M2012640	SHS MASTERCARD CORP. SARA'S P-CARD FOR JASON RISE AT PIO.	141213033	142.22	142.22
64	Computer			Check(s) For a Total of			131,293.71

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	64	Computer	Checks For a Total of	131,293.71
Total For	64	Manual, Wire Tran, ACH & Computer	Checks	131,293.71
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	131,293.71



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

As of April 25, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,302.38. The payments are further identified in this document.

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

Warrant Numbers 401132 through 401140, totaling \$2,302.38

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401132	CASCADE BAGEL & DELI, INC	04/19/2013	122533	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	155.10
			122552	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
			122578	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
			122597	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
			122622	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
401133	COSTCO	04/19/2013	255827969	OPEN PO FOR THE STUDENT STORE SCHOOL YEAR 2012-2013	4061213007	275.83	275.83
401134	DEMCO INC	04/19/2013	4928818	LIBRARY SUPPLIES/SUDENT BOOKS: TINA RIDGE	4031213013	411.22	411.22
401135	EK BEVERAGES	04/19/2013	362451	OPEN PO FOR THE STUDENT STORE - EK BEVERAGES	4061213242	361.80	361.80
401136	ESD 113	04/19/2013	0000021275	Fingerprinting fees for 6th Grade Camp	4051213038	68.50	342.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				volunteers: Nina Brawley, Leonora Ellis, Starla Hunt, Daneille Kulman, Tracy Cassella, Gwen Miller, Miriam Snedecor, Beverly Beavers, Tilomai Aiolutepotea-Fisaga, Teresa Shird, Bahar Smith, Aja Roberts, Sylvia Watkins, Lindsey Hess, Collin Bernardoni, Scott Blackford, Andre Fallot, Steven Levine, Tony Estep, Jon Lemming, Andy Millard, Jeff Linzmaier, James Quigley, Chris Ferko, Drew Reeder, Tyler Rogers, Peter Olson, Louie Miranda, Sean Winegar			
			0000021306	fingerprinting fees for 6th grade camp, Jamie Pace, Shawn Winegar	4051213055	68.50	
			0000021433	Fingerprinting fees for 6th Grade Camp volunteers: Nina Brawley, Leonora Ellis, Starla Hunt, Daneille Kulman, Tracy Cassella, Gwen Miller, Miriam Snedecor, Beverly Beavers, Tilomai Aiolutepotea-Fisaga, Teresa Shird, Bahar Smith, Aja	4051213038	205.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Roberts, Sylvia			
				Watkins, Lindsey			
				Hess, Collin			
				Bernardoni, Scott			
				Blackford, Andre			
				Fallot, Steven			
				Levine, Tony			
				Estep, Jon			
				Lemming, Andy			
				Millard, Jeff			
				Linzmaier, James			
				Quigley, Chris			
				Ferko, Drew			
				Reeder, Tyler			
				Rogers, Peter			
				Olson, Louie			
				Miranda, Sean			
				Winegar			
401137	HALFON CANDY COMPANY	04/19/2013	498426	OPEN PO FOR 2013	4061213178	395.84	395.84
				SCHOOL YEAR NOT			
				TO EXCEED \$3,000			
				FOR STUDENT STORE			
401138	JANET ROSE BETTINGER	04/19/2013	POSTAGE REIMB	POSTAGE FOR	0	27.60	27.60
				STUDENT LETTERS			
401139	PACIFIC WELDING	04/19/2013	01126540	OPEN PO FOR	4061213034	10.67	10.67
				STUDENT			
				STORE-HELIUM TANK			
				NOT TO EXCEED			
				\$500.00			
401140	TED BROWN MUSIC CO	04/19/2013	826542	cymbal for jazz	4051213051	321.82	321.82
				band			
			9	Computer	Check(s) For a Total of		2,302.38

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	2,302.38
Total For	9	Manual, Wire Tran, ACH & Computer Checks		2,302.38
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,302.38

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

As of April 25, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$5,573.48. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200046 through 200047, totaling \$5,573.48

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200046	AHBL	04/19/2013	88037	CHERRYDALE PARCEL	2001213005	740.00	2,315.00
			88435	C PROPERTY			
				Land Surveying-	2001213001	1,575.00	
				Authorization for			
				Services			
200047	ESD 112	04/19/2013	0000107199	CONSTRUCTION	2000000005	1,400.98	3,258.48
				SERVICES W/ ESD			
				112			
			0000107200	CONSTRUCTION	2000000005	1,857.50	
				SERVICES W/ ESD			
				112			
				2	Computer	Check(s) For a Total of	5,573.48

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	5,573.48
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	5,573.48
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,573.48

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

As of April 25, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,167.80. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 111867 through 111867, totaling \$1,167.80

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111867	WASHINGTON DECA	04/15/2013	01137178-1	SHS WASHINGTON DECA ADVISOR REGISTRATION FEE AND HOUSING FOR THE ANAHEIM MARRIOTT	141213061	1,167.80	1,167.80
				1 Computer	Check(s) For a Total of		1,167.80



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	1,167.80
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,167.80
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,167.80

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

As of April 25, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$3,825.71. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 111865 through 111866, totaling \$3,825.71

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111865	HARRIS, MARCIA E	04/15/2013	6	Open PO for Professional Services - Fiscal System Analysis from 01/01/2013 to 06/30/2013	81213172	1,572.60	1,572.60
111866	THE SEATTLE RESTA	04/15/2013	188728	SHS THE SEATTLE RESTAURANT STORE FOR HAYDEN. PLEASE SEE ATTACHED QUOTE: PRICES GOOD UNTIL 3-22-13.	141213058	2,253.11	2,253.11
				2 Computer	Check(s) For a Total of		3,825.71

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	3,825.71
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	3,825.71
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,825.71

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

As of April 25, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$6,874.63. The payments are further identified in this document.

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

Warrant Numbers 401120 through 401131, totaling \$6,874.63

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401120	STEILACOOM SCHOOL DISTRICT	04/15/2013	CTAX41 20130401AAB	Comp Tax owed for Cash Account 41 through 04/01/2013	0	43.43	43.43
401121	CASCADE BAGEL & DELI, INC	04/15/2013	122246	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	93.06
			122276	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
			122297	OPEN PO FOR 2013 SCHOOL YEAR NOT TO EXCEED \$3,000.00	4061213183	31.02	
401122	CLOVER PARK SCHOOL DISTRICT	04/15/2013	861	POOL USAGE AT LAKES HS FOR BOY'S SWIMMING AND DIVE DO NOT FAX - INVOICE ATTACHED	4061213269	4,215.00	4,215.00
401123	GOLD MEDAL TIMING LLC	04/15/2013	504	MEET (TRACK) MANAGEMENT SERVICES FOR STEILACOOM HIGH V. ORTING 3/28/13 DO NOT FAX	4061213259	400.00	400.00
401124	JROTC	04/15/2013	44325	ENGRAVED DOG TAGS FOR THE FOOTBAL TEAM	4061213270	299.76	299.76
401125	NANCY ELIZABETH MCCLURE	04/15/2013	100% REC ASB	COSTCO, WALMART, DOLLAR TREE	0	72.63	72.63

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401126	NORTHWEST CASCADE INC	04/15/2013	1-629571	OPEN PO FOR THE 2012-2013 SCHOOL YEAR NOT TO EXCEED \$1,000.00	4061213056	124.50	309.00
			1-632308	OPEN PO FOR THE 2012-2013 SCHOOL YEAR NOT TO EXCEED \$1,000.00	4061213056	184.50	
401127	SHEREE KAY ENGQUIST	04/15/2013	MICHAEL'S PURCHASE	PAINT FOR ART PROJECT	0	7.01	7.01
401128	STEILACOOM SCHOOL DISTRICT	04/15/2013	CTAX41 20130401AAA	Comp Tax owed for Cash Account 41 through 04/01/2013	0	342.50	342.50
401129	STEILACOOM H.S. BOOSTER CLUB	04/15/2013	004	BASKETBALL TICKET SALES	4061213268	150.00	150.00
401130	TERI LITT	04/15/2013	COSTCO PURCHASE	DR SEUSS BIRTHDAY CAKE	0	71.96	71.96
401131	WINNING SEASON	04/15/2013	D2013001	basketballs for boys and girls teams	4051213023	722.04	870.28
			J2013026	soccer shorts	4051213033	148.24	
			12	Computer	Check(s) For a Total of		6,874.63

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	12	Computer	Checks For a Total of	6,874.63
Total For	12	Manual, Wire Tran, ACH & Computer	Checks	6,874.63
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,874.63



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

As of April 25, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$59,856.42. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 111819 through 111864, totaling \$59,856.42

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111819	3 WIRE GROUP INC	04/15/2013	INV2422335	OPEN PURCHASE ORDER 2012-2013 FOR KITCHEN EQUIPMENT REPAIRS	101213047	70.29	70.29
111820	ACE FIRE & SECURITY	04/15/2013	856217	Type K Fire Extinguisher for food lab at SHS	101213113	203.48	203.48
111821	ANDERSON ISLAND GENERAL STORE	04/15/2013	296203	FUEL FOR BUS AND CAR ON ANDERSON ISLAND 12/13 SY. DO NOT FAX PO	81213111	691.81	691.81
111822	BALL, LEERAE K	04/15/2013	MILAGE 3/21-26/13	BUDGETING SUPPLIES-LAKEWOOD, SHS, CD, SP MAM FOUM DISTRIB, CD BUDGET MTG, SOUNDVIEW-BARGAINI NG, CHLOE-BUDGET MTG, SOUNDVIEW	0	32.72	32.72
111823	BUCKEYE CLEANING CENTER	04/15/2013	722082	OPEN PURCHASE ORDER FOR CUSTODIAL SUPPLIES FOR 2012-2013	101213103	387.34	387.34
111824	BUILDING CONTROL SYSTEMS INC	04/15/2013	8039	STEILACOOM HIGH SCHOOL ENERGY MANAGEMENT SYSTEM PROGRAMMING CORRECTIONS	101213094	2,735.00	3,391.40
			8042	OPEN PURCHASE ORDER 2012-2013 FOR ENERGY MANAGEMENT	101213005	328.20	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			8079	SYSTEMS OPEN PURCHASE ORDER 2012-2013 FOR ENERGY MANAGEMENT SYSTEMS	101213005	328.20	
111825	CENTER FOR EDUCATION AND EMPLO	04/15/2013	06781820	Deskbook Encyclopedia of American School Law/Legal Notes for Education	2371213058	284.95	284.95
111826	CLASSROOM DIRECT	04/15/2013	208110083028	Fine Motor/Manipulative Toys for Student Enrollment Children's area.	281213023	43.69	43.69
111827	COMCAST	04/15/2013	24918552	OPEN PO FOR DISTRICT WIDE NETWORK. DO NOT FAX	81213043	6,306.27	6,306.27
111828	CTS	04/15/2013	2013030327	TELECOMMUNICATIONS SERVICES FOR THE 12/13 SY. OPEN PO. DO NOT FAX	81213077	28.72	28.72
111829	CUNNINGHAM, ABBY ROSE	04/15/2013	MICHAEL'S	MARKERS FOR BOOK PROJECT	0	24.06	24.06
111830	DEPARTMENT OF LICENSING	04/15/2013	BRIAN KOCH	OPEN PURCHASE ORDER FOR 2012-2013 FOR TYPE 2 DRIVING LICENSE RECORDS	101213072	13.00	13.00
111831	EMPLOYER ADMIN SERVICES INC	04/15/2013	419332013	TSA PLAN PAYMENT FOR 12/13 SY. DO NOT FAX	81213144	156.75	156.75
111832	FAIRFAX HOSPITAL	04/15/2013	1098	Open P.O. for Fairfax Hospital/NWSOIL for out of district students for the 2012-2013 School Year.	91213029	20,000.00	20,000.00
111833	GRAINGER	04/15/2013	9097187877	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	52.01	79.47
			9102247385	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213015	27.46	
111834	HAROLD LEMAY ENTERPRISES	04/15/2013	3722654	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT	81213052	1,200.89	4,768.43

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				FAX PO.			
			3723259	OPEN PO FOR	81213052	430.30	
				DISTRICT WIDE			
				GARBAGE. DO NOT			
				FAX PO.			
			3723345	OPEN PO FOR	81213052	306.74	
				DISTRICT WIDE			
				GARBAGE. DO NOT			
				FAX PO.			
			3723357	OPEN PO FOR	81213052	1,546.58	
				DISTRICT WIDE			
				GARBAGE. DO NOT			
				FAX PO.			
			3723412	OPEN PO FOR	81213052	436.17	
				DISTRICT WIDE			
				GARBAGE. DO NOT			
				FAX PO.			
			3723551	OPEN PO FOR	81213052	807.82	
				DISTRICT WIDE			
				GARBAGE. DO NOT			
				FAX PO.			
			3724498	OPEN PO FOR	81213052	39.93	
				DISTRICT WIDE			
				GARBAGE. DO NOT			
				FAX PO.			
111835	HEWLETT PACKARD	04/15/2013	52605017	HP ElitePad900	111213016	764.71	964.91
			52605344	HP ElitePad900	111213016	70.01	
			52608361	HP ElitePad900	111213016	130.19	
111836	IMMEDIA	04/15/2013	63851	Transportation	281213022	1,293.14	1,293.14
				Mailing			
111837	J W PEPPER	04/15/2013	14498871-1	OPEN PO FOR SHEET	4311213073	7.06	7.06
				MUSIC			
111838	KING COUNTY DIRECTORS ASSN	04/15/2013	3664653	Laminate	1401213015	72.17	509.00
			3669052	SHS KCDA FOR JODY	141213063	191.72	
				SNYDER SEE CART #			
				597489			
			3669898	S.P. KCDA order	1271213054	245.11	
111839	LABORATORIES, COASTWIDE	04/15/2013	T2535625	OPEN PURCHASE	101213008	762.00	762.00
				ORDER 2012-2013			
				FOR CUSTODIAL			
				SUPPLIES			
111840	LEE, JENNY	04/15/2013	MILAGE 2/28-3/12	Open PO for	91213077	106.94	267.35
				Parent			
				transporting			
				McKinney Vento			
				Student to and			
				from school. For			
				the remainder of			
				2012-2013 school			
				year.			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			MILAGE 3/13-25	Open PO for Parent transporting McKinney Vento Student to and from school. For the remainder of 2012-2013 school year.	91213077	106.94	
			MILAGE 3/26-29	Open PO for Parent transporting McKinney Vento Student to and from school. For the remainder of 2012-2013 school year.	91213077	53.47	
111841	LENNOX PARTS PLUS	04/15/2013	543611911	OPEN PURCHASE ORDER 2012-2013 FOR HVAC SUPPLIES	101213027	78.23	78.23
111842	MARK'S PLUMBING PARTS	04/15/2013	1202882	OPEN PURCHASE ORDER 2012-2013 FOR PLUMBING SUPPLIES	101213030	126.76	126.76
111843	NANCY ELIZABETH MCCLURE	04/15/2013	COSTCO 3-29-13	COSTCO-FOLDING PLASTIC TABLES	0	235.70	235.70
111844	NORTHWEST TEXTBOOK CO	04/15/2013	114-184-907	S.P. Northwest Textbook order	1271213056	67.38	67.38
111845	NORTHWEST TEXTBOOK DEPOSITORY	04/15/2013	114-184-921	FIRST GRADE CURRICULUM -- HM PHONICS (LEVCOVICH)	1621213072	701.78	701.78
111846	OFFICE DEPOT	04/15/2013	647902416001	PRINTER CARTRIDGES FOR TOM JOHNSTON AND SHARON SCHILLER	4311213109	274.96	274.96
111847	PIERCE COUNTY REFUSE	04/15/2013	3717761	OPEN PO FOR GARBAGE AND RECYCLING. DO NOT FAX PO.	81213056	153.46	330.79
			3718815	OPEN PO FOR GARBAGE AND RECYCLING. DO NOT FAX PO.	81213056	171.80	
			3719493	OPEN PO FOR GARBAGE AND RECYCLING. DO NOT FAX PO.	81213056	5.53	
111848	PRINT	04/15/2013	040220133000	Print Manager	111213026	1,165.50	1,165.50



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111849	RSD	04/15/2013	26127499-00	Software Maintenance 2 Year OPEN PURCHASE ORDER 2012-2013 FOR REFRIGERATION SUPPLIES	101213040	174.26	174.26
111850	RODRIGUEZ, WANDA	04/15/2013	MILAGE-PARKING 3-8-1	MILAGE WORKSHOP TBCEA TAC HILTON PARKING FOR WORKSHOP TBC	0	34.37	34.37
111851	SAYLOR, SUSAN KAY	04/15/2013	MILAGE 3/21/13	MILAGE TO CAREER FAIR 3/21/2013	0	16.50	16.50
111852	SCHOOL SPECIALTY	04/15/2013	208110036942	S.P. School Speciality	1271213059	109.20	109.20
111853	SCHOOL SPECIALTY	04/15/2013	208110036938	SHS SAX ARTS FOR BADER PLEASE SEE CART# 7773926826	141213054	51.13	51.13
111854	SHIFFLER EQUIP SALES	04/15/2013	1307802900	OPEN PURCHASE ORDER 2012-2013 FOR SUPPLIES	101213041	32.80	32.80
111855	SOUTHPAW ENTERPRISES	04/15/2013	0325196-IN	Student Therapy items for Mimi Shuckhart and Krista Ramstad from Southpaw Enterprises, Inc.	91213066	289.10	289.10
111856	STEILACOOM SCHOOL DISTRICT	04/15/2013	CTAX11 20130401AAA	Comp Tax owed for Cash Account 11 through 04/01/2013	0	143.35	778.80
			REV TRACK 3/1-31	REV TRACK FEES TO BE REIMBURSED BACK INTO THE GENERAL FUND. DO NOT FAX	81213121	635.45	
111857	TRUSTEED PLANS SERVICE CORP	04/15/2013	0069869-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81213037	9,771.79	9,771.79
111858	VERIZON WIRELESS	04/15/2013	9701752467	OPEN PO FOR PHONE SERVICE. THE ORIGINAL PO WAS ACCIDENTLY CLOSED. DO NOT FAX PO	81213127	2,281.56	2,281.56
111859	WASBO	04/15/2013	18262	WASBO MEMBERSHIP AND PAYROLL CLASSES- KATHY LITRELL	81213149	265.00	265.00
111860	WASWUG CONFERENCE REG	04/15/2013	420	WASWUG 2013	81213141	1,730.00	1,730.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111861	WEIGHT, KATHLEEN J	04/15/2013	MILAGE 3/12-28-13	MILAGE INTERDISTRICT SOUNDVIEW, TACOMA CAREER FAIR, PSED	0	91.53	91.53
111862	WELLS FARGO FINAN LEASING INC	04/15/2013	6765831024	OPEN PO FOR COPIER AT CHERRYDALE. DO NOT FAX	81213081	873.65	873.65
111863	WRIGHT, ERIN ELIZABETH	04/15/2013	MILAGE 03/1-30/2013	UPSD, ACCOUNTING CLASSES	0	38.92	53.79
			MILAGE 4/2/2013	MILAGE DANDE & CO -P/U BADGES, CLOVER PARK SD - P/U BUSSINESS CARDS	0	14.87	
111864	WSSDA	04/15/2013	45524	BETHEL REGIONAL MTG-FRITZ AND WONG	0	36.00	36.00
			46	Computer	Check(s) For a Total of		59,856.42

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	46	Computer	Checks For a Total of	59,856.42
Total For	46	Manual, Wire Tran, ACH & Computer	Checks	59,856.42
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	59,856.42

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

As of April 25, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$522.58. The payments are further identified in this document.

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

Warrant Numbers 111818 through 111818, totaling \$522.58

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
111818	MASTERCARD CORP. CLIENTS PAYME	04/09/2013	9997-1	PROFESSIONAL DEVELOPMENT WASWUG CONFERENCE MARCH 10-12 FOR SHARON SCHILLER AND WANDA BETENCOURT	4311213090	331.76	522.58
			9997-2	WASHINGTON SCHOOL COUNCIL, OFFICE DEPOT, QFC	0	190.82	
1	Computer			Check(s) For a Total of			522.58



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	522.58
Total For	1	Manual, Wire Tran, ACH & Computer Checks		522.58
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	522.58

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

As of April 25, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$945.90, and voids/cancellations, totaling \$15.00. The payments and voids are further identified in this document.

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

Warrant Numbers 401118 through 401119, totaling \$945.90

Voids/Cancellations, totaling \$15.00

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401118	KEMP, TONI	04/09/2013	REFUND T-SHIRT	REFUND OF LONG SLEEVE T-SHIRT SPIRIT WARE	0	15.00	15.00
401119	MASTERCARD CORP. CLIENTS PAYME	04/09/2013	9997	OFFICE MAX, LINE UP, HOEM DEPOT, THINGS REMEBERED, PAY PAL, DOLLAR TREE, APC DATA	0	697.75	930.90
			9997-3	CHECK DEPOSITED INTO BAND ACCOUNT FROM KADRIAN REEVES - SHOULD OF BEEN PAID DIRECTLY TO FORMAL IMAGE	4061213130	136.88	
			9997-4	THINGS REMEMBERED	0	96.27	
2	Computer			Check(s) For a Total of			945.90

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401115	TOP HAT FORMAL WEAR	04/04/2013	REFUND T-SHIRT	REFUND OF LONG SLEEVE T-SHIRT SPIRIT WARE	0	15.00	15.00
			1	Void	Check(s) For a Total of		15.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	945.90
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	945.90
Less	1	Voided	Checks For a Total of	15.00
			Net Amount	930.90

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

As of April 25, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$24,555.22. The payments are further identified in this document.

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

Warrant Numbers 200044 through 200045, totaling \$24,555.22

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200044	STEILACOOM SCHOOL DISTRICT	04/09/2013	REIMB G FUND FROM CP	REIMBURSEMENT OF CHARGES AGAINST GEN FUND FOR CP ITEMS	0	11,209.60	11,209.60
200045	TRANE COMMERCIAL SYSTEMS	04/09/2013	31817520	INVESTMENT GRADE AUDIT	0	13,345.62	13,345.62
			2	Computer	Check(s) For a Total of		24,555.22

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	24,555.22
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	24,555.22
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	24,555.22

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

As of April 10, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,505.16. The payments are further identified in this document.

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

Warrant Numbers 200041 through 200043, totaling \$4,505.16

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200041	ACM/ACL LLC DBA ALLIANCE CONST	04/02/2013	259-CP		0	195.75	195.75
200042	BARGHAUSEN CONSULTING ENGINEER	04/02/2013	015775	BARGAUSEN PROPOSAL	2001213002	4,256.97	4,256.97
200043	MASTERCARD CORP. CLIENTS PAYME	04/02/2013	9971	POSTAGE	0	52.44	52.44
			3	Computer	Check(s) For a Total of		4,505.16



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	4,505.16
Total For	3	Manual, Wire Tran, ACH & Computer Checks		4,505.16
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,505.16

PAYROLL HEADER PAGE

Steilacoom Historical School District No. 1

## GENERAL FUND

**FOR THE MONTH April, 2013**

WE, THE UNDERSIGNED BOARD OF DIRECTORS OF THE STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT SERVICES HAVE BEEN RECEIVED AND PERFORMED AND HAVE BEEN APPROVED FOR PAYMENT IN THE AMOUNT OF \$1,788,508.86.

## PAYROLL

Gross Pay	\$ 1,330,725.57
Benefits	\$ 457,783.29
Total Payroll Adjustment	\$ -

PAYROLL TOTAL	\$ 1,788,508.86
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DATED: April 25, 2013

Secretary to the Board

Board Chairperson

Board Member

Board Member

Board Member

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Board Member

CHECK DATE: 04/30/2013 PERIOD ENDING DATE: 04/30/2013

Pay Ded Ben Summary

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE</u> <u>HOURS</u>
	REPORT TOTAL	1310	533.3598	5570.6200	1330,725.57	47462.50

CHECK DATE: 04/30/2013 PERIOD ENDING DATE: 04/30/2013

## Pay Ded Ben Summary

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
M6adj	BC PPO 5 Adj		6	135.36
M7	BC Easy Choice		91	24,677.47
MHD	BC HDHP		6	1,772.07
TaxB+	Tax Ben +		6	475.40
TaxB-	Tax Ben -		6	-475.40
X0300	NO INSURANCE		123	
			11732	457,783.29

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

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: April 25, 2013

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

**ISSUE:** x ACTION Approval of Administrative Personnel Action

   **INFORMATION**

**BACKGROUND INFORMATION:**

The attached report includes the resignation of the current superintendent effective June 30, 2013 and the hiring of an Assistant Principal at Chloe Clark Elementary for the 2013-14 school year.

**RECOMMENDED DECISION:**

It is the request of the Superintendent that the Board approve the attached Administrative Personnel Action Report.

**Report prepared by:**

District Staff

Steilacoom Historical School District No.1  
Administrative Personnel Report

Personnel Report 4-25-13							
Name	Position	Hours	Location	Effective Date	Action	Stipend Amount	Comment
Fritz William	Superintendent		District Office	6/30/2013	Resignation		
Wyatt Casey	Assistant Principal		Chloe Clark	7/1/2013	New Hire		

**REGULAR BOARD MEETING**

ISSUE:   X   ACTION INFORMATION Adoption of Personnel Action - Classified



Steilacoom Historical School District No. 1  
Classified Personnel Report

<b>Personnel Report 4-25-13</b>							
<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Stipend Amount</b>	<b>Comment</b>
Johnson Laura	Health Room Assistant	3.5	Cherrydale	4/12/2013	Resignation		
Johnson Laura	Special Education Para Educator	3	Cherrydale	4/12/2013	Resignation		
Johnson Laura	Secretary	8	Cherrydale	4/15/2013	New Hire		

## REGULAR BOARD MEETING

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

<b>Personnel Report 4-25-13</b>						
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Stipend Amount</b>	<b>Comment</b>
Ruffin Armand	Track Coach Head	Pioneer	4/8/2013	Stipend	3,500.00	

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: April 25, 2013

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

**ISSUE:**   X   **ACTION** 3<sup>rd</sup> Reading Policy 5240– Evaluation of Staff  
       **INFORMATION**

**BACKGROUND INFORMATION:** Policy 5240 requires significant changes to align with Professional Growth and Evaluation of School Personnel Program (formally known as TPEP).

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to adopt Policy 5240 as presented.

**Report prepared by:**

**Kathi Weight-Executive Director Student Achievement/Human Resources**

## EVALUATION OF STAFF

### A. Evaluation of Non-administrative Certificated Staff

Evaluation of the performance and/or accomplishments of individual staff members is ~~an~~ important ~~to process in improving~~ improve the effectiveness and efficiency of the school district. Staff is expected to perform the duties identified in their job descriptions, in addition to any additional responsibilities that may be assigned by their ~~administrators~~ supervisor.

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### Evaluation of Certificated Classroom Teachers and Certificated Support Personnel

The superintendent ~~shall will~~ develop a system for evaluating certificated classroom teachers and certificated support personnel in accordance with state law and the duty to bargain in chapter 41.59 RCW, staff. Such a system shall provide for supervisory assignments for staff evaluation; observations; evaluation of new staff; criteria and related forms to be used for evaluating teachers, educational staff associates, and classified staff; observation and evaluation procedures; and probationary action; and non-renewal procedures. All principals and administrators with staff evaluation responsibilities shall be appropriately trained and shall be expected to demonstrate the necessary skills to implement the staff evaluation plan of the district. The district may require the teacher to take in-service training provided by the district in the area of teaching skills needing improvement. The superintendent shall annually assess the quality of evaluation that exists in each administrative unit.

The performance of staff shall be observed for a period of thirty (30) or more minutes at least twice per year for the purpose of evaluation except that new staff, certificated and classified, shall be at least observed for the purpose of evaluation once for a period of thirty (30) minutes or more within ninety calendar days after commencement of employment. Staff whose performance does not meet minimum requirements shall be informed of the deficiencies and afforded the opportunity to improve.

After a staff member has four (4) years of satisfactory evaluations in the district, the administrator may use a short form of evaluation, the locally bargained evaluation process emphasizing professional growth, a regular evaluation or any combination thereof. A short form evaluation includes either a thirty (30) minute observation during the school year with a written summary or a final annual written evaluation based on established criteria and based on at least two (2) observation periods totaling at least sixty (60) minutes without a written summary of such observations. At least once every three (3) years, unless extended by the local collective bargaining agreement, a regular evaluation shall be conducted except that in any given year the staff member or the supervisor may elect to conduct a regular evaluation be used as a basis for determining that a staff member's work is unsatisfactory or serve as the basis for determining that there is probable cause for non-renewal, unless the locally bargained evaluation process provides otherwise.

The evaluative criteria for certificated classroom teachers shall be:

1. Centering instruction on high expectations for student achievement;
2. Demonstrating effective teaching practices;
3. Recognizing individual student learning needs and developing strategies to address those needs;



4. Providing clear and intentional focus on subject matter content and curriculum;
5. Fostering and managing a safe and positive learning environment;
6. Using multiple student data elements to modify instruction and improve student learning;
7. Communicating and collaborating with parents and school community; and
8. Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning.

The evaluative criteria for certificated support personnel shall be:

1. Knowledge and scholarship in special field;
2. Specialized skills;
3. Management of special and technical environment;
4. Professional preparation and scholarship; and
5. Involvement in assisting students, parents, and staff.

Evaluation of Certificated Principals and Assistant Principals

The superintendent will develop and implement a system for evaluating certificated principals and assistant principals in accordance with state law.

The evaluative criteria for certificated principals and assistant principals shall be:

1. Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff;
2. Demonstrating commitment to closing the achievement gap;
3. Providing for school safety;
4. Leading the development, implementation and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements;
5. Assisting instructional staff with alignment of curriculum, instruction, and assessment with state and local school district learning goals;
6. Monitoring, assisting, and evaluating effective instruction and assessment practices;
7. Managing both staff and fiscal resources to support student achievement and legal responsibilities; and
8. Partnering with the school community to promote student learning.

Evaluation of Other Administrative Staff



The superintendent will develop and implement a system for evaluating administrative staff other than certificated principals and assistant principals as referenced in the section above.

The evaluative criteria for other administrative staff shall be:

1. Leadership;
2. Administration and management;
3. School finance;
4. Professional preparation and scholarship;
5. Effort toward improvement when needed;
6. Interest in students, staff, patrons and subjects taught in schools; and
7. Evaluation of staff.

#### Evaluation of Classified Staff

The superintendent will develop and implement a system for evaluating classified staff. Except as otherwise developed in accordance with the duty to bargain in chapter 41.56 RCW, the evaluative criteria for classified staff will be based upon the job description of the specific assignment.

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#### B. Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/ her assignment. Such evaluation shall be based on his/her job description, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The superintendent shall develop procedures for these evaluations. Prior to the beginning of the school year, the superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the district. Such criteria shall include: performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their respective records. The person being evaluated shall have the right to submit and attach a written disclaimer to his/her evaluation following the conference.

#### C. Evaluation of Classified Staff

Criteria for evaluating classified staff shall be based upon the job description of the specific assignment.

Policy No. 5240  
Personnel

Cross References: Board Policy 5230 Job Descriptions/Responsibilities  
Board Policy 5280 Termination of Employment  
Board Policy 5520 Staff Development

Legal References:

<del>RCW 28A.400.100</del>	<del>Principals and vice principals – Employment of—Qualifications— Duties.</del>
RCW 28A.405.100	Minimum criteria for the evaluation of certificated employees, including administrators—Procedure— Scope—Penalty—Revised four level evaluation systems for classroom teachers and for principals-Procedures-Steering committee-Models-Implementation- Reports
RCW 28A.405.110	Evaluations — Legislative findings
RCW 28A.405.120	Training for evaluators
RCW 28A.405.130	Training in evaluation procedures required
<del>WAC 392-191-010</del>	<del>Minimum evaluation criteria — certificated classroom teachers</del>
<del>WAC 392-191-020</del>	<del>Minimum evaluation criteria — certificated support personnel</del>
<del>WAC 392-191-035</del>	<del>Conduct of the Evaluation</del>
<del>WAC 392-191-045</del>	<del>Use of Evaluation Results</del>
<del>WAC 392-191A</del>	<del>Professional Growth and Evaluation of School Personnel</del>

Policy No. 5240  
Personnel

**Adoption Date: 2.27.08**

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

**Revised: 4.25.13**

**Steilacoom Historical School District  
Board of Directors**

**REGULAR BOARD MEETING**

Date: April 25, 2013

**TO:** Members, Steilacoom Board of Directors

**ISSUE:**   X       **ACTION**     Authorization of Site Work Contract with KCDA for site development work, including modular building installation, and utilities installation at Saltar's Point Elementary School

**INFORMATION**

**BACKGROUND INFORMATION:**

District staff and the project manager, Kelley Wilson (ESD 112 Construction Services Group) recommend that the Board authorize the District to engage in a contract with KCDA to perform site development and installation of utilities for two new classrooms at Saltar's Point Elementary.

The proposed amount is more than was initially budgeted for this portion of the project, but remains within projected board-approved contingencies.

By having KCDA perform this work, the District will save time, have a single point of accountability for work, and eliminate the cost of going to formal bid (since KCDA contracts are "pre-bid").

**FISCAL IMPACT:**

- REVENUE SOURCE: CAPITAL PROJECTS FUND

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent that the Board authorize the Superintendent to engage in a contract with KCDA in the amount of \$161,147.00 plus applicable taxes for construction and site work at Saltar's Point Elementary

**Report prepared by:** Bill Fritz, Superintendent  
Kelley Wilson, Project Manager, ESD 112 Construction Services Group







MIKON Construction Inc.  
PO BOX 857  
North Bend, WA 98045

# Estimate

Date	Estimate #
3/28/2013	3201

Name / Address
William Scotsman 16000 Christensen Rd Suite 250 Tukwila, WA 98188

Project
Saltar's Point Elementary Site Work Estimation

Item	Description	Total
	Attention: Mr. Kerry Schutz	
02 Site Work	To furnish labor and materials for site work as per plans and specifications dated 3/25/2013: <ul style="list-style-type: none"><li>- Perimeter Security Fence and Honey Bucket</li><li>- Erosion Control</li><li>- Asphalt and Concrete sawcut, demolition, and removal as per plans</li><li>- Tree Removal</li><li>- Earthwork - Excavation, Export, Import, Trenching (Includes Electrical Trenching). Trench Safety, Backfill, Grading</li><li>- Sewer Line installation and connection to existing sewer.</li><li>- Sewer Manifold installation under modular building and connection to new sewer line.</li><li>- Water Supply Line Installation - Includes boxed buildout to exterior of existing building</li><li>- Storm Lines Installation - Footing and Roof drains connected to existing catch basin.</li><li>- Concrete flat work, ramps, and steps</li><li>- Handrails</li><li>- Asphalt</li><li>- Striping</li><li>- Seeding and replanting</li><li>- Foundation Power Vent. Supply Only. Excludes Installation.</li><li>- Re-route and reinstall irrigation system around the building</li></ul> Soil export to 54 Sentinel Drive, Steilacoom WA as instructed.  Exclusions: Permits/Testing or Special Inspections/Inspection Fees/Geotechnical Services/Electrical/ WA state sales tax  Schedule of Values provided upon project award if requested by owner.  Thank you, Joe Miklai. If you have any questions please contact me at 206 501 7699	<del>95,650.00</del> 90,650 <sup>00</sup>
This price guaranteed for 30 days.		Total 90,650 <sup>00</sup> <del>95,650.00</del>



Labor and Material Breakdown for Estimate # 3201 Saltar's Elementary Site Work

	Labor	Material	Total
Perimeter Security Fence and Honey Bucket	955.	1097	2052
Erosion Control	512	750	1262
Asphalt and Concrete sawcut, demolition	1990	2854	4844
Earthwork - Excavation, Export, Import, ...	8864	10333	19197
Sewer Line Installation	2030	2954	4984
Water Line Installation	3690	3134	6824
Storm Line Installation	4958	5564	10522
Concrete Flatwork, Ramps, Steps	10320	13685	24005
Handrails	1,985 <sup>00</sup> <del>7100</del>	2800	<del>9900</del> 4,785 <sup>00</sup>
Asphalt	2610	1890	4500
Striping	1970	840	2810
Seeding and Replanting	830	645	1470
Foundation Power Vent Supply		480	480
Reroute and Reinstall Irrigation System	1850	950	2800

# ~~95650~~  
90,535<sup>00</sup>



Date: 3/28/2013

## RE: Saltar's Point Elementary School Modular Building

ATTN: Bruce Saario

McGann Electric is pleased to offer the following electrical proposal and we appreciate your consideration of this bid. Proposal is in accordance to the electrical drawings and specifications provided

### SCOPE OF WORK:

- Obtain and pay for electrical permits and inspections
- Provide and install meter base, disconnect, 480v/208v XFMR
- Provide and install pvc conduit from the existing Public Works Utility Transformer to the new meter base- conduit to be left outside of Transformer vault for PUD final connection, wire to be installed by PUD
- Provide and install pvc conduit and wire from new meter base to disconnect and transformer
- Provide conduit and wire to modular supplied electrical panel
- Provide and install designed and approved Fire Alarm system
- Provide and install additional 120v circuit for new Fire Alarm equipment in modular building
- Provide open air fire alarm cable installation above accessible ceilings in modular and in main building
- Provide and install underground voice and data pathways per the drawings- coring for main building included- conduits to stub up under new modular building
- Provide and install hand hole for communications conduits as required
- Unless otherwise noted in this proposal -all receptacles, light fixtures, and branch circuit wiring to be provided with modular building
- Test all new work performed

### PROPOSAL EXCLUSIONS:

Washington State Sales Tax, Utility Fees, trenching, back fill, back fill material

Proposal valid for 30days

**Bid Total: \$44,850.00**

Submitted by,

*Jack McGann*

President

PO Box 940 Black Diamond, WA 98010- Ph (360) 886-6656 Fax (360) 886-1023 MCGANEL901M2





March 1, 2013				4
<b>Steilacoom S/D, Salter's Point Elementary School</b>				
<b>Budget Quote for 28x80 Clear-Story Modular Classroom</b>				
<b>Attn: Kelley Wilson ESD 112 / Bill Fritz, Superintendent</b>				
<b>Change Order #1: March 15, 2013</b>				
The following changes represent the factory building modifications requested by district at time of plan review and approvals.				
<b>Description of Product:</b>	<b>Quantity</b>	<b>Price Each</b>	<b>Extended</b>	<b>RS Means</b>
<b>Factory Modifications:</b>				
Change Exterior Light Fixtures at Exits, Lithonia				
#WST 431RT MD 120 ELDWC PE DWHG LPI	3	\$ 425.00	\$ 1,275.00	Yes
Change Exterior Windows To Casement Type	2	\$ 625.00	\$ 1,250.00	Yes
Add 10/Lf of Upper Cabinets @ Base Cabinets	2	\$ 1,365.00	\$ 2,730.00	Yes
Add 16"x24"x12" Wall Cabinet with Adj Shelf	2	\$ 195.00	\$ 390.00	Yes
Dedicated Receptacle in Each End Wall Cabinet	2	\$ 165.00	\$ 330.00	Yes
Two Gang J-Box with 2-1" Conduits in Wall Cabinet	2	\$ 60.00	\$ 120.00	Yes
Shorten (14-Each) 72" Windows to 56" Tall	1	\$ (988.00)	\$ (988.00)	Yes
Siding @ Main Entry to Hardi-Plank 6" Exposure	1	\$ 160.00	\$ 160.00	Yes
One Additional Receptacle in Each Classroom	2	\$ 83.17	\$ 166.34	No
Add Floor Power/Data Box, 3-Gang Poly-Cover	2	\$ 935.00	\$ 1,870.00	Yes
Add Speaker Rough in to Front Wall, Each Room	2	\$ 80.00	\$ 160.00	Yes
Dedicated Receptacle for Smart Board/Projector	2	\$ 165.00	\$ 330.00	Yes
Rough in Data for Smart Board/Projector 2-Gang	2	\$ 80.00	\$ 160.00	Yes
Standard J-Box and Raceway, Stub Up & Down	2	\$ 53.48	\$ 106.96	No
Full Height x36" Fire Treated Board in Utility Closet	1	\$ 122.00	\$ 122.00	Yes
Add 3 - 2" PVC Conduits Thru Floor in Utility Closet	1	\$ 105.00	\$ 105.00	Yes
Add GFCI Dedicated Receptacle @ Phone Board	1	\$ 188.00	\$ 188.00	Yes
All J-Boxes to Two Gang with 2 - 3/4" Conduits	1	\$ 308.00	\$ 308.00	Yes
<b>Total for Factory Building Modifications:</b>			<b>\$ 8,783.30</b>	
<b>Installation of District Supplied Carpet:</b>				
Install District Provided C&A Carpet, 222/Syd	222	\$ 5.50	\$ 1,221.00	Yes
Floor Preparation Labor and Thin-Set, 2-Bags	1	\$ 179.00	\$ 179.00	Yes
Provide and Install 4" Rubber Base, Per Lf	360	\$ 1.50	\$ 540.00	Yes
Provide and Install Rubber Reducer, Per Lf	24	\$ 3.25	\$ 78.00	Yes
<i>Note: Primer provided by customer</i>				
Provide and Install 185/SF Armstrong VCT Tile	1	\$ 695.00	\$ 695.00	Yes
<i>Floor Prep Time and Material for Entry &amp; Work Area</i>				
<i>Armstrong Color 51942 Curried Caramel</i>				
<b>Total Estimate for Carpet Installation:</b>			<b>\$ 2,713.00</b>	
<b>Total for Factory Changes &amp; Carpet Install:</b>			<b>\$ 11,496.30</b>	
<b>Adjusted Performance and Payment Bond:</b>			<b>\$ 189.00</b>	
<b>Total for Change Order #1:</b>			<b>\$ 11,685.30</b>	

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: April 25, 2013

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

**ISSUE:**   x   **ACTION** First Reading of Policy 6920, Construction Design  
           **INFORMATION**

**BACKGROUND INFORMATION:**

Policy 6920 was originally adopted in February 2008. WSSDA has since updated the policy to recognize professional experience and judgment of staff be used in developing construction designs. Special attention will be given to accessibility to the education program by students of both sexes and those with disabilities.

Policy now recognizes and "crosswalks" to District Policies 3210 and 5010 Student Nondiscrimination and Nondiscrimination and Affirmative Action for reference.

Update of this policy aligns with WSSDA recommendations with added language regarding district Policies 3210 and 5010.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 6920 Construction Design to second reading.

**Report prepared by:**

**Superintendent Bill Fritz & Executive Director of Finance & Operations, LeeRae Ball**



## Construction Design

Facilities will be designed to accommodate the educational, instructional and operational needs of the district. The professional experience and judgment of staff will be used in developing such educational specifications. The law requires that special attention be given the accessibility to the education program by students of both sexes and those with disabilities. The superintendent will see that all construction projects comply with the requirements for accessibility to individuals with disabilities and comparability between the sexes.

After determining that a need for new or improved facilities exists, the board, with the guidance of its professional staff, will engage in the following processes:

- A. Engage construction management services if applicable;
- B. Select an architect;
- C. Review a site evaluation including an assessment of existing facilities, if any, on the site;
- D. Develop educational specifications recognizing instructional needs and available financial resources;
- E. Review and approve schematic design prepared by architect, assuring that the new or remodeled facility or part of a facility is readily accessible to and usable by individuals with disabilities;
- F. Review a value engineering study and constructability review, and approve construction design including construction estimates;
- G. Call for bids; and
- H. Review and approve final construction contract; and
- I. Engage construction management services.

The board will comply with the terms and conditions as specified in the contract between the architect and the school district.

Legal References:	Chapter 39.35 RCW	Energy conservation in design of public Facilities
	42 U.S.C. § 12101 et. seq.	Americans with Disabilities Act
	WAC 392-343-080	Value engineering studies, constructability reviews, and building commissioning — Requirements and definitions
	WAC 392-343-102	Construction management
	WAC 392-344-065	Value engineering contracts
	WAC 392-344-066	Constructability review contracts
	WAC 392-344-075	Contracts — Filing

### Management Resources:

Policy News, October 2011      Policy Manual Revisions  
District Policy #3210 Students Nondiscrimination  
District Policy #5010 Nondiscrimination & Affirmative Action



**Adoption Date:** 2.27.08  
**School District Name:** Steilacoom Historical School District  
**Revised:** 02.00; 2.06; 06.07; \_\_\_\_\_



# AIA<sup>®</sup> Document B101<sup>™</sup> – 2007

## Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the  
in the year Two Thousand Thirteen  
(In words, indicate day, month and year.)

day of April

BETWEEN the Architect's client identified as the Owner:  
(Name, legal status, address and other information)

Steilacoom Historical School District No. 1  
510 Chambers Street  
Steilacoom, Washington 98388

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

and the Architect:  
(Name, legal status, address and other information)

Harthorne Hagen Architects  
1725 8<sup>th</sup> Avenue North  
Seattle, Washington 98109

for the following Project:  
(Name, location and detailed description)

Project Name: School District Transportation Facility  
Project Location:  
Parcel No. 3000390282  
International Place  
Dupont, Washington

A building and associated site improvements for School District transportation operations and maintenance.

The Owner and Architect agree as follows.

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- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
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- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

### EXHIBIT A INITIAL INFORMATION

#### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

*(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)*

See attached Exhibit A: Initial Information.

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date: September 23, 2013
- .2 Substantial Completion date: March 7, 2014

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

Intt.

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## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

*(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)*

.1 General Liability

\$2M/\$4M

.2 Automobile Liability

\$2M

.3 Workers' Compensation

\$1M

.4 Professional Liability

\$1M/\$2M

## ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

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§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### § 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

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### § 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

### § 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### § 3.5 Bidding or Negotiation Phase Services

#### § 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

#### § 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by

- .1 procuring the reproduction of Bidding Documents for distribution to prospective bidders;
- .2 distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders;
- .3 organizing and conducting a pre-bid conference for prospective bidders;
- .4 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and

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- .5 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### § 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by

- .1 procuring the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors; and
- .3 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.

### § 3.6 Construction Phase Services

#### § 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2007, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

#### § 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.



§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### § 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

### § 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.



§ 3.6.4.4 Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

#### § 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

#### § 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

#### ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2.

*(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)*

Additional Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1 Programming (B202™-2009)	NP	
§ 4.1.2 Multiple preliminary designs	NP	
§ 4.1.3 Measured drawings	NP	

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Additional Services		Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.4	Existing facilities surveys	NP	
§ 4.1.5	Site Evaluation and Planning (B203™-2007)	NP	
§ 4.1.6	Building information modeling	NP	
§ 4.1.7	Civil engineering (off-site)	NP *	
§ 4.1.8	Landscape design (off-site)	NP *	
§ 4.1.9	Architectural Interior Design (B252™-2007)	NP	
§ 4.1.10	Value Analysis (B204™-2007)	NP	
§ 4.1.11	Detailed cost estimating	NP	
§ 4.1.12	On-site project representation (B207™-2008)	NP	
§ 4.1.13	Conformed construction documents	A	
§ 4.1.14	As-designed Record Drawings	NP	
§ 4.1.15	As-constructed Record Drawings	A	
§ 4.1.16	Post occupancy evaluation	NP	
§ 4.1.17	Facility Support Services (B210™-2007)	NP	
§ 4.1.18	Tenant-related services	NP	
§ 4.1.19	Coordination of Owner's consultants	NP	
§ 4.1.20	Telecommunications/data design	NP	
§ 4.1.21	Security Evaluation and Planning (B206™-2007)	NP	
§ 4.1.22	Commissioning (B211™-2007)	NP	
§ 4.1.23	Extensive environmentally responsible design	NP	
§ 4.1.24	LEED® Certification (B214™-2007)	NP	
§ 4.1.25	Fast-track design services	NP	
§ 4.1.26	Historic Preservation (B205™-2007)	NP	
§ 4.1.27	Furniture, Furnishings, and Equipment Design (B253™-2007)	NP	
§ 4.1.28	Other Geotech Investigation	O	
	SEPA/Land Use Approvals	O	

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document.

\* 4.1.7 Civil; 4.1.8 Landscape: If right-of-way (off-site) improvements are required by local jurisdiction, civil engineering or landscape design for such shall be compensated as additional services per Section 11.3

4.1.13 Conformed construction documents, if so requested by Owner: A/E consultants, after bidding and acceptance of alternates if any, will revise the project manual and drawings to conform to the contract documents incorporating work of all addenda and accepted alternates. Compensation shall be as additional services per Section 11.2.

4.1.15: As-constructed Record Drawings, if so requested by Owner: A/E consultants, after substantial completion of construction, will incorporate Contractor's as-built drawing and project manual notes into CAD-drafted drawings and word-processed project manual. Compensation shall be as additional services per Section 11.2.

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

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§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;
- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of bidders or persons providing proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction;
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule agreed to by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker;
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or
- .6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in Initial Information, whichever is earlier.

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor
- .2 Ten ( 10 ) visits to the site by the Architect over the duration of the Project during construction
- .3 Four ( 4 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two ( 2 ) inspections for any portion of the Work to determine final completion

§ 4.3.4 If the services covered by this Agreement have not been completed within twenty-four ( 24 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.



## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsail conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.7 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.9 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 5.11 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.12 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

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## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

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§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

### § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

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§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)*

☐ ~~Arbitration pursuant to Section 8.3 of this Agreement~~

☒ Litigation in a court of competent jurisdiction

☐ Other: *(Specify)* \_\_\_\_\_

### ~~§ 8.3 Arbitration~~

~~§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.~~

~~§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.~~

~~§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.~~

### ~~§ 8.3.4 Consolidation or Joinder~~

~~§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).~~

~~§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.~~

~~§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.~~



## ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

## ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

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§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

#### ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation.)

Lump Sum of \$76,696 for Architectural, Structural, Electrical, Mechanical Design. Plus  
Lump Sum of \$33,500 for Civil Engineering and Landscape Design on property.

Total: \$109,696. Compensation shall be adjusted during the course of the project should Owner's budget and Cost of the Work estimates vary by 10% or more, according to Article 6 Cost of the Work and Section 3.4.4, update of estimate at completion of Design Development phase.

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Hourly per rates in attached Schedule D, Consultants' Hourly Rates.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation.)

Hourly per rates in attached Schedule D, Consultants' Hourly Rates.

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus Ten percent ( 10 %), or as otherwise stated below:



§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Schematic Design Phase:	Thirteen	percent (	13	%)
Design Development Phase:	Twenty	percent (	20	%)
Construction Documents Phase:	Thirty-Six	percent (	36	%)
Bidding or Negotiation Phase:	Two	percent (	2	%)
Construction Phase:	Twenty-Nine	percent (	29	%)

Total Basic Compensation:	One hundred percent (100%)
---------------------------	----------------------------

§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. (If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category	Rate
----------------------	------

See attached Exhibit B, Consultants' hourly rates

#### § 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent ( 10 % ) of the expenses incurred.



**§ 11.9 Compensation for Use of Architect's Instruments of Service**

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

Article 11.9 is excluded from this agreement.

**§ 11.10 Payments to the Architect**

**§ 11.10.1** An initial payment of Zero Dollars (\$ 0 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

**§ 11.10.2** Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid sixty ( 60 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.  
(Insert rate of monthly or annual interest agreed upon.)

8.0% (Eight percent) annual rate

**§ 11.10.3** The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

**§ 11.10.4** Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

**ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

1. Metal building design and foundation structural design are to be "bidder-designed" as described in Exhibit A: Initial Information, Para. A1.6.
2. Fee for Basic Services, Para. 11.1, shall be amended if and when estimate of Cost of the Work increases, up through the Design Development phase estimate, based on 7.5% of the revised Cost of the Work.
3. Civil engineering and landscape design of work on property are part of Basic Services, to be provided by Barghausen Consulting Engineers, with separately identified fee per Section 11.1.

**ARTICLE 13 SCOPE OF THE AGREEMENT**

**§ 13.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

**§ 13.2** This Agreement is comprised of the following documents listed below:

1. AIA Document B101™-2007, Standard Form Agreement Between Owner and Architect
2. AIA Document E201™-2007, Digital Data Protocol Exhibit, if completed, or the following:
3. Other documents:  
(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)

Exhibits A, B, C, D

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This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*

Steilacoom Historical School District No. 1

*(Printed name and title)*

ARCHITECT *(Signature)*

HARTHORNE HAGEN ARCHITECTS

Robert D. Harthorne, President

*(Printed name and title)*

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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# AIA<sup>®</sup> Document B101<sup>™</sup> – 2007 Exhibit A

3p.

## Initial Information

for the following PROJECT:  
(Name and location or address)

**THE OWNER:**  
(Name, legal status and address)

Steilacoom Historical School District No. 1  
510 Chamber Street  
Steilacoom, Washington 98388

**THE ARCHITECT:**  
(Name, legal status and address)

Harthorne Hagen Architects  
1725 8<sup>th</sup> Avenue North  
Seattle, Washington 98109

This Agreement is based on the following information.

(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution," or "to be determined later by mutual agreement.")

### ARTICLE A.1 PROJECT INFORMATION

#### § A.1.1 The Owner's program for the Project:

(Identify documentation or state the manner in which the program will be developed.)

RFQ letter and attachments dated March, 2013.

#### § A.1.2 The Project's physical characteristics:

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

Early geotechnical report dated January 30, 2006, prior to site work completed since.

Extent of site work and size of building per drawings C1 and C2 by Barghausen Engineers dated

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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ACD44121410

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§ A.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:  
(Provide total, and if known, a line item break down.)

\$1,019,502 Ref. Exhibit C: Owner's cost estimates for building and site.

§ A.1.4 The Owner's other anticipated scheduling information, if any, not provided in Section 1.2:  
Ref. Exhibit D: Owner's schedule dated April 1, 2013

§ A.1.5 The Owner intends the following procurement or delivery method for the Project:  
(Identify method such as competitive bid, negotiated contract, or construction management.)  
Competitive bid.

§ A.1.6 Other Project information:  
(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)

General Contractor's scope is to include bidder-design preengineered metal building and structural design of building concrete including footings and foundations.

#### ARTICLE A.2 PROJECT TEAM

§ A.2.1 The Owner identifies the following representative in accordance with Section 5.3:  
(List name, address and other information.)

Kelley Wilson, Project Manager,  
Construction Services Group, ESD 112  
2500 NE 65<sup>th</sup> Avenue  
Vancouver, WA 98661

[kelly.wilson@esd112.org](mailto:kelly.wilson@esd112.org)  
Office: 360-750-7500 – Ext 308  
Mobile: 503-282-1400

§ A.2.2 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:  
(List name, address and other information.)

None

§ A.2.3 The Owner will retain the following consultants and contractors:  
(List discipline and, if known, identify them by name and address.)

Kelley Wilson, Project Manager  
Construction Services Group, ESD 112  
(see A.2.1. for address and contact numbers)

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§ A.2.4 The Architect identifies the following representative in accordance with Section 2.3.  
(List name, address and other information.)

Robert D. Harthorne

§ A.2.5 The Architect will retain the consultants identified in Sections A.2.5.1 and A.2.5.2.  
(List discipline and, if known, identify them by name, legal status, address and other information.)

§ A.2.5.1 Consultants retained under Basic Services:

- .1 Structural Engineer  
(Performance criteria spec only)  
Appia Engineering Consultants  
8817 27<sup>th</sup> Avenue NE  
Seattle, WA 98115
- .2 Mechanical Engineer  
H V Engineering  
7100 Linden Avenue N Suite 1  
Seattle, WA 98103
- .3 Electrical Engineer  
Travis Fitzmaurice & Associates  
1200 Westlake Avenue N Suite 509  
Seattle, WA 98109

- .4 Civil Engineering and Landscape Designer:  
Barghausen Consulting Engineers  
18215 72<sup>nd</sup> Avenue S  
Kent, WA 98032

§ A.2.5.2 Consultants retained under Additional Services:

§ A.2.6 Other Initial Information on which the Agreement is based:  
(Provide other Initial Information.)

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**APPENDIX B**

April 2013

2 pages total

**TO OWNER-ARCHITECT AGREEMENT FOR TRANSPORTATION CENTER FOR  
STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1****CONSULTANT HOURLY RATES****HARTHORNE HAGEN ARCHITECTS – ARCHITECTURAL**

Principal	\$125.00
Project Manager	\$110.00
Architect	\$ 98.00
CAD Drafter Level II	\$ 85.00
CAD Drafter Level I	\$ 70.00
Clerical	\$ 62.00

**APPIA ENGINEERING CONSULTANTS - STRUCTURAL**

Structural Engineer (PE)	\$115.00
CAD Drafter	\$ 80.00

**H V ENGINEERING – MECHANICAL**

Principal	\$140.00
Engineer Level 2	\$132.00
Senior Mechanical Designer	\$100.00
Engineer Level 1	\$ 90.00
Designer/Drafter	\$ 74.00

**TRAVIS FITZMAURICE & ASSOCIATES - ELECTRICAL**

Principal	\$125.00
Project Manager	\$105.00
Engineer	\$ 95.00
Designer	\$ 80.00
CAD Drafter	\$ 70.00

**BARGHAUSEN CONSULTING ENGINEERS - CIVIL**

See attached

**BARGHAUSEN CONSULTING ENGINEERS, INC.**  
**STANDARD INVOICING PROCEDURES**  
**Contract Addendum**

Consultant shall submit its invoices monthly, and each invoice shall be due and payable upon receipt by the client. Delinquent amounts shall earn interest, from the date of the unpaid invoice, at the rate of one and one-half percent (1 1/2%) per month if the amounts due are not received by Consultant within thirty (30) days of the date of the invoice. Retainers received will be deducted from final invoice at completion of contract services. Fixed fee contract tasks will be billed monthly on a percentage of completion. Hourly rate contract tasks will be billed monthly with an itemization of the services provided, according to the following fee schedules. It is assumed that the Consultant shall have the flexibility to spend more in one task and less in another, if the total budget is not exceeded. Contract budgets and fees shall be adjusted annually to reflect Consultant's increase in direct and indirect costs.

**FEE SCHEDULE**  
(Effective 4/1/2008)

**Professional Fees**

Principal Engineer.....	\$156.00/Hour
Senior Project Engineer.....	\$132.00/Hour
Project Engineer .....	\$124.00/Hour
Design Engineer .....	\$104.00/Hour
Engineering Technician.....	\$80.00/Hour
Senior Project Architect.....	\$132.00/Hour
Project Architect.....	\$100.00/Hour
Landscape Architect .....	\$100.00/Hour
Job Captain.....	\$96.00/Hour
Senior CADD Technician.....	\$90.00/Hour
CADD Technician.....	\$80.00/Hour
Survey Crew .....	\$148.00/Hour
Survey Manager .....	\$132.00/Hour
Professional Land Surveyor .....	\$116.00/Hour
Senior Survey Technician.....	\$96.00/Hour
Survey Technician .....	\$88.00/Hour
Planning Manager.....	\$132.00/Hour
Senior Planner.....	\$116.00/Hour
Project Planner.....	\$98.00/Hour
Assistant Planner.....	\$86.00/Hour
Senior Project Manager.....	\$132.00/Hour
Project Manager .....	\$116.00/Hour
Project Administrator.....	\$100.00/Hour
Project Coordinator.....	\$80.00/Hour
Expert Witness.....	\$300.00/Hour

**Reimbursable Expenses**

Administrative Support Services .....	\$52.00/Hour
Computer Administration Fee .....	3%
Diskettes.....	\$4.00/Each
CD-R .....	\$8.00/Each
CD-R Labeled .....	\$12.00/Each
CD-R Labeled with Case.....	\$16.00/Each
Zip Disk .....	\$10.00/Each
Outside Services/Subconsultants.....	Cost + 15%
Facsimile Transmissions .....	\$7.50/Each
Courier Services	
› Within 20-Mile Radius .....	\$40.00/Each
› Outside 20-Mile Radius.....	\$50.00/Each
Vehicle Mileage .....	\$0.40/Mile
Reprographic Services	
› Bond.....	\$0.25/SF
› Polyester Film .....	\$3.00/SF
› Color Bond .....	\$2.00/SF
› Color Presentation .....	\$2.00/SF
› Transparent Bond .....	\$1.10/SF
› Color Copy 8 1/2 x 11 .....	\$1.75/Each
› Color Copy 11 x 17 .....	\$2.60/Each
› Mounting Board .....	\$20.00/Each
Air Travel .....	Actual Cost
Overnight Accommodations .....	Actual Cost
Rental Car/Taxi.....	Actual Cost
Overnight/Express Deliveries .....	Actual Cost

In order to preserve our lien rights, the laws of the state of Washington require that you are advised that we are furnishing services and materials for use on your property and that we may claim a lien for the value of those services and materials. We do not anticipate the necessity of making such a claim of lien, and trust that you will not construe this notification as any reflection on you. It is sent only as a statutory requirement pursuant to R.C.W. 60.04.031. A fee of \$75.00 will be charged if it is necessary to place a lien when payment is not received within 90 days from the date last worked on the project.

**ACCEPTED BY:**



**CHARLES HANCOCK CONSULTING**

Steilacoom School District

Steilacoom Bus Facility 1/14/2013, revised 1/18/13

Estimated Cost

Division 1, General Conditions		\$73,500
Division 2, Site work and Civil		\$21,000
Division 3, Concrete		\$68,000
Division 4, Masonry		N/A
Division 5, Metals		\$3,500
Division 6, Carpentry and Plastics		\$11,500
Division 7, Thermal and Moisture Protection		\$9,000
Division 8, Doors and Windows		\$37,000
Division 9, Finishes		\$56,500
Division 10, Specialties		\$6,500
Division 11, Equipment		N/A
Division 12, Furnishings		\$6,000
Division 13, Special Construction		\$160,000
Division 14, Conveying Systems		NA
Division 15, Mechanical		\$38,000
Division 16, Electrical		\$55,500
Subtotal		\$546,000
Overhead at	3.0%	\$16,380
Subtotal		\$562,380
Profit at	3.0%	\$16,871
Total Cost to Construct		\$579,251
WSST + local	8.8%	excluded
<b>GRAND TOTAL (less site work and WSST)</b>		<b>\$579,251</b>

*Charles Hancock Consulting*

40 years of construction and property management expertise

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### Additional information related to budget assumptions on Steilacoom Bus Facility

#### By Division:

1. Liability insurance at .70 and bond at 1.0 %. Bond calculation includes WSST ¾ time supervision, 5 month project duration, OH at 3%, profit at 3%
2. Includes only work directly related to excavation of the building footings and slab prep. This budget does not include site work, UG utilities, landscaping or irrigation.
3. Includes 6" reinforced concrete SOG, all concrete 4000psi
4. N/A
5. Includes 8ea pipe bollards at OH doors
6. Includes 5/8 " plywood CCPTS wainscot at entire shop area to 8'
7. Includes 10mil vapor barrier at SOG, includes R-36 insulation at office roof, R-19 at Shop roof, R-30 at office walls, R-13 at shop walls, 2" with Vapor barrier at open roof. Note: all insulation per Washington State energy code requirements.
8. All exterior door are HM x HM, all interior doors are Timely x SC wood, windows are thermal break aluminum sash sliders with screens, OH doors are insulated standard lift with motor operators and cut in windows,
9. Walls at office are finished to level 4 smooth, 3 coat paint system at office area, office floors are VCT, restroom floors are SV, flush tile suspended acoustical ceiling at office with hard lids at restrooms, FRP wainscot at wet walls in restroom.
10. Includes 4 ea. Fire Extinguishers, interior signage, Know Box, mail box, standard toilet accessories
11. N/A Note: School District may want to include shop equipment later
12. Includes p-lam casework at reception and upper and base unit at lunch room area
13. Includes 26 ga wall panels and 24 ga double loc SS roof panels, Kynar Paint, gutters and DS, thermal block at roof insulation.
14. N/A
15. Includes plumbing package at restrooms and lunch room as well as 2 hose bibs at exterior walls, gas piping to two appliances, gas fired space heater in the shop, gas furnace with split outdoor AC unit including economizer.
16. 340 amp single phase electrical service, all lighting and outlets, fire alarm system. Note: excludes transformer or primary cost that may be borne by local utility.

**COST ESTIMATE FORM**

**Project Name:** Steilacoom School District Transportation Facility  
**Street Location:** International Place  
**Municipality:** DuPont  
**Developer:** Steilacoom Historic School District  
**Engineer:** Costa Philippides  
**Contractor:** \_\_\_\_\_

**Date:** 01/16/13  
**No. of Lots:** 1  
**Acreage:** 5.35  
**Sales Tax Rate:** 0.0%  
**Our Job No.:** 15775

**HARD COSTS**

ITEM DESCRIPTION	ESTIMATED BUDGET
A. CLEARING/GRADING/EARTHWORK	\$37,250
B. EROSION CONTROL	\$5,125
C. SANITARY SEWER SYSTEM	\$3,180
D. WATER SUPPLY SYSTEM	\$38,030
E. PUBLIC STORM DRAINAGE SYSTEM	\$1,940
F. PRIVATE STORM DRAINAGE SYSTEM	\$82,085
G. PUBLIC ROADWAY IMPROVEMENTS	\$0
H. PRIVATE ROADWAY IMPROVEMENTS	\$188,778
I. ON-SITE SPECIFIC CONSTRUCTION COSTS	\$2,000
J. LANDSCAPING/FENCING/PARKS/OPEN SPACE	\$41,840
<b>Subtotal Hard Costs</b>	<b>\$400,228</b>
<b>PLUS CONTINGENCY 10%</b>	<b>\$40,023</b>
<b>TOTAL SITE IMPROVEMENT COST</b>	<b>\$440,251</b>



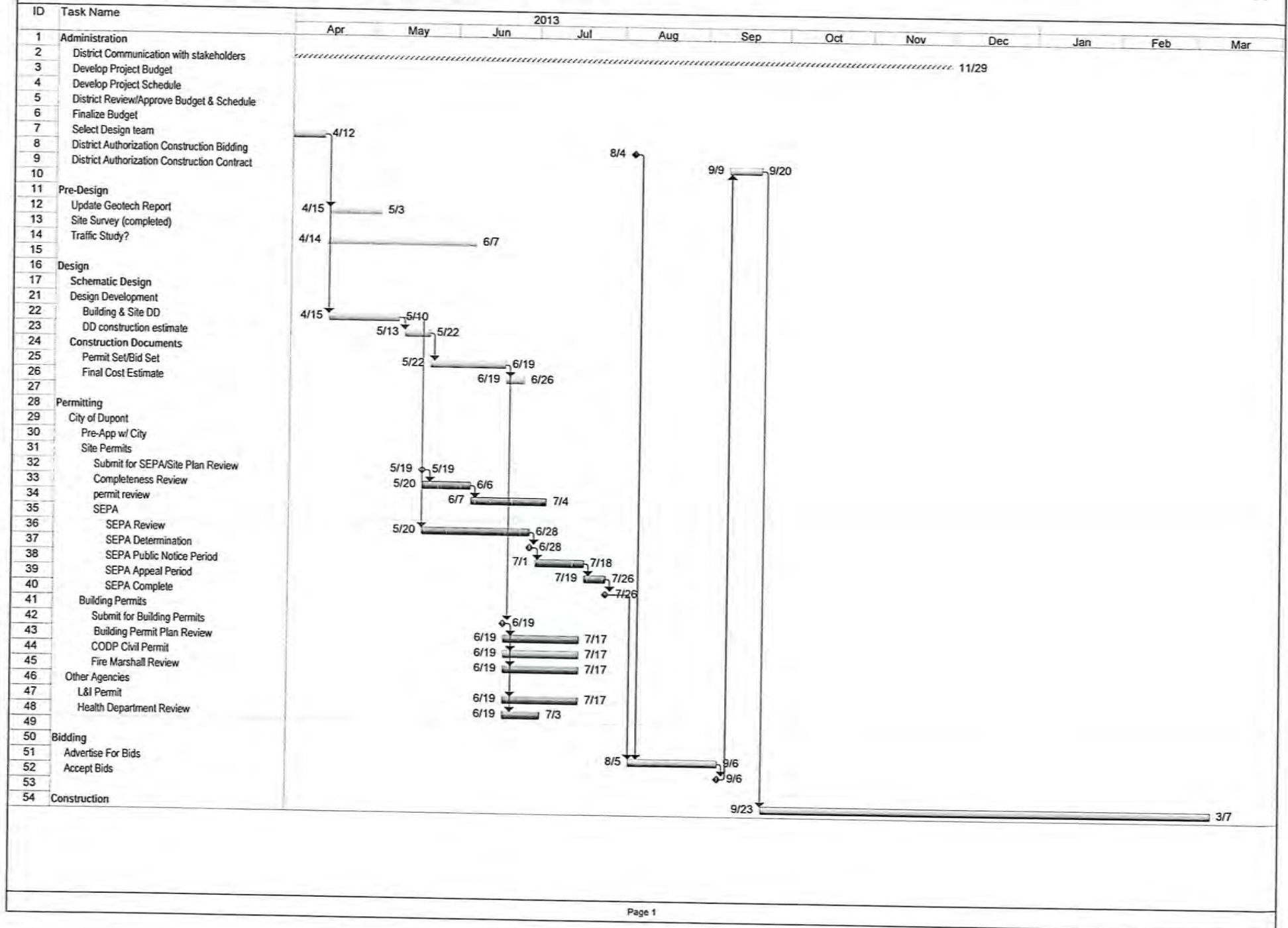
<b>HARD COSTS</b>				
<b>A. CLEARING/GRADING/EARTHWORK</b>				
DESCRIPTION	UNIT	UNIT COST	BUDGET	
			QTY	TOTAL
Mobilization	LS	\$10,000.00	1	\$10,000
Clearing and Chipping - Dispose of Chips Off Site	AC	\$5,000.00	1.9	\$9,250
Temporary Construction Entrance	EA	\$6,000.00	1	\$6,000
Balance On-Site Cut and Fill (no import/export)	CY	\$4.00	3,000	\$12,000
<b>TOTAL SECTION A</b>				<b>\$37,250</b>
<b>PLUS TAX 0.0%</b>				<b>\$0</b>
<b>TOTAL SECTION A</b>				<b>\$37,250</b>
<b>B. EROSION CONTROL</b>				
DESCRIPTION	UNIT	UNIT COST	BUDGET	
			QTY	TOTAL
Mirafi Silt Fence	LF	\$4.50	250	\$1,125
Temporary Catch Basin Protection (silt-sacs)	EA	\$100.00	3	\$300
Allowance for Other Erosion Control (not specified)	LS	\$1,500.00	1	\$1,500
Street Cleaning (budgeted hours)	HR	\$110.00	20	\$2,200
<b>TOTAL SECTION B</b>				<b>\$5,125</b>
<b>PLUS TAX 0.0%</b>				<b>\$0</b>
<b>TOTAL SECTION B</b>				<b>\$5,125</b>
<b>C. SANITARY SEWER SYSTEM</b>				
DESCRIPTION	UNIT	UNIT COST	BUDGET	
			QTY	TOTAL
6-Inch PVC Pipe (measure side sewers 10 feet into lots)	LF	\$24.00	70	\$1,680
Cleanouts with Concrete Collar	EA	\$350.00	2	\$700
Raise Sewer Casting to FINAL Grade	EA	\$400.00	2	\$800
<b>SUBTOTAL SECTION C</b>				<b>\$3,180</b>
<b>PLUS TAX 0.0%</b>				<b>\$0</b>
<b>TOTAL SECTION C</b>				<b>\$3,180</b>
<b>D. WATER SUPPLY SYSTEM</b>				
DESCRIPTION	UNIT	UNIT COST	BUDGET	
			QTY	TOTAL
12-Inch Ductile Iron Pipe	LF	\$42.00	440	\$18,480
12-Inch Fittings and Blocking	EA	\$500.00	3	\$1,500
Connect to Existing Water Main Stub	EA	\$1,500.00	1	\$1,500
Fire Hydrant Assembly (including tee and valve)	EA	\$3,800.00	1	\$3,800
Single Service with Box (no meter)	EA	\$1,100.00	1	\$1,100
Irrigation Service with Box (no meter)	EA	\$1,200.00	1	\$1,200
6-Inch Double Check Assembly including PIV and FDC	EA	\$10,000.00	1	\$10,000
Raise Water Valve to FINAL Grade	EA	\$300.00	1	\$300
Flush and Test Water System	LF	\$2.00	75	\$150
<b>SUBTOTAL SECTION D</b>				<b>\$38,030</b>
<b>PLUS TAX 0.0%</b>				<b>\$0</b>
<b>TOTAL SECTION D</b>				<b>\$38,030</b>
<b>E. PUBLIC STORM DRAINAGE SYSTEM</b>				
DESCRIPTION	UNIT	UNIT COST	BUDGET	
			QTY	TOTAL
8-Inch Ductile Iron Pipe	LF	\$32.00	55	\$1,760
Quarry Spalls (2"-6" size range)	TON	\$15.00	1	\$15
Clean Storm System (twice)	LF	\$3.00	55	\$165
<b>SUBTOTAL SECTION E</b>				<b>\$1,940</b>
<b>NON-TAXABLE</b>				<b>\$0</b>
<b>TOTAL SECTION E</b>				<b>\$1,940</b>



F. PRIVATE STORM DRAINAGE SYSTEM				
DESCRIPTION	UNIT	UNIT COST	BUDGET	
			QTY	TOTAL
12-Inch CMP/ADS/PVC Pipe	LF	\$22.00	962	\$21,164
Type 1 Catch Basins	EA	\$900.00	10	\$9,000
Storm Filter Cartridges and Vault	LS	\$37,500.00	1	\$37,500
Connect to Existing System	EA	\$3,000.00	1	\$3,000
Access Road to Retention/Detention Facility	SY	\$20.00	270	\$5,400
Clean Storm System (twice)	LF	\$3.00	962	\$2,886
6-Inch PVC/ADS Lot Drainage Piping	LF	\$13.00	195	\$2,535
Cleanouts	EA	\$150.00	4	\$600
SUBTOTAL SECTION F				\$82,085
PLUS TAX 0.0%				\$0
TOTAL SECTION F				\$82,085
G. PUBLIC ROADWAY IMPROVEMENTS				
DESCRIPTION	UNIT	UNIT COST	BUDGET	
			QTY	TOTAL
TOTAL SECTION G				\$0
NON-TAXABLE				\$0
TOTAL SECTION G				\$0
H. PRIVATE ROADWAY IMPROVEMENTS				
DESCRIPTION	UNIT	UNIT COST	BUDGET	
			QTY	TOTAL
Fine Grade Curbs, Crushed Rock Subgrade and Backfill	LF	\$3.00	1,115	\$3,345
Extruded Concrete Curb	LF	\$8.00	1,115	\$8,920
Fine Grade Sidewalk with 2-Inch Crushed Subgrade and Backfill	SF	\$2.50	3,026	\$7,565
Concrete Sidewalk (4-inch thick)	SF	\$2.00	3,026	\$6,052
Driveways (6-inch thick) (include walk and planter strip in measurement)	SF	\$3.00	400	\$1,200
ADA Curb Ramps (with truncated domes)	EA	\$600.00	1	\$600
Compact and Fine Grade Road Subgrade (to back of curbs)	SY	\$3.00	6,905	\$20,715
Base Course Crushed Rock (\$1.00 per inch thickness)	SY	\$4.00	6,905	\$27,620
Top Course Crushed Rock (\$1.20 per inch thickness)	SY	\$2.40	6,905	\$16,572
HMA Paving (Class B) (\$4.60 per inch thickness)	SY	\$13.80	6,905	\$95,289
Thickened AC Edge Curbing	LF	\$3.00	300	\$900
TOTAL SECTION H				\$188,778
PLUS TAX 0.0%				\$0
TOTAL SECTION H				\$188,778
I. ON-SITE SPECIFIC CONSTRUCTION COSTS				
DESCRIPTION	UNIT	UNIT COST	BUDGET	
			QTY	TOTAL
Utility Trenching, with Backfill (no bedding)	LF	\$14.00	120	\$1,680
Imported Sand Bedding for Utility Trenches	TON	\$16.00	20	\$320
SUBTOTAL SECTION I				\$2,000
PLUS TAX 0.0%				\$0
TOTAL SECTION I				\$2,000
J. LANDSCAPING/FENCING/PARKS/OPEN SPACE				
DESCRIPTION	UNIT	UNIT COST	BUDGET	
			QTY	TOTAL
Landscaping and Irrigation	LS	\$20,000.00	1	\$20,000
6-Foot Chain-Link Fence (WSDOT standard)	LF	\$26.00	840	\$21,840
SUBTOTAL SECTION J				\$41,840
PLUS TAX 0.0%				\$0
TOTAL SECTION J				\$41,840

Project Schedule - Transportation Facility  
Steitacoom Historical School District No. 1

Mon 4/1/13





## Fast-Pitch Softball Facilities – Status Update

	Concern	Solution	Status	Notes
1.	No enclosed dugouts	The district will purchase two modular dugouts. (3/22) Initial quote from vendor exceeded procurement threshold and required the district to seek out additional bids. (4/19) Five vendors were contacted (per procurement rules) and two initial quotes have been received.	Pending updated quote from preferred vendor which did not include unloading, assembly and installation. The scope of this project will also require permitting and a site plan. The district is also considering whether it can include a press box.	Request for purchase will be presented at to the School Board at the regular meeting scheduled on April 25.
2.	No full running benches			
3.	No dugout storage areas			
4.	No infield tarps	The district will purchase tarps.  Order was approved 3/8 (Fri) and submitted to TarpsPlus on 3/11 (Mon). Company initially stated it would be delivered in 7 days. (3/22) Company reported they were unable to complete the order for 8 weeks. Additional vendor was contacted and Tarp, Roller and Roller cover have been ordered.	Tarp, roller and roller cover will arrive May 10-15 per vendor. Order will arrive in two shipments.	Drainage has been identified as an issue. The district will address drainage issues through the Old Pioneer renovation site plan.
5.	No field tarps			
6.	No scoreboard	1. If electricity is available – AD Miller will provide a portable scoreboard. 2. Until electricity is available – AD Miller will find an alternative scoreboard. 3. The district will look to purchase a stationary scoreboard when the final field configuration is determined.	Team is currently using scorebook.	The Old Pioneer renovation site plan will address electricity at the field.
7.	No ball safety netting	The district will seek options which may include safety netting, or an expanded backstop.  (3/8)The district initially determined that safety netting will be purchased. AD Miller is working with maintenance to determine what type of safety netting will be purchased and installed.	AD Miller is determining options in visiting other facilities.	As the field configuration will remain the same, purchase was not made, as AD Miller and Mr. Parker are revisiting whether netting or additions to the fencing will be the solution.

	Concern	Solution	Status	Notes
8.	No foul poles	The district will seek options.  Parent volunteers have been identified who are willing to support the fabrication and installation of foul poles. The recent utility survey was reviewed to ensure that utility lines (as well as sprinkler lines) are identified.	Pending outcome of outreach meeting on April 25 <sup>th</sup> .	Foul poles will be scheduled for installation after neighborhood outreach meeting on April 25 <sup>th</sup> .
9.	No movable batting cages	AD Miller will solicit PLU for possible batting cages available for purchase.	Follow up calls are in process.	AD Miller continues to research this item.
10	No potable water source	While running water is available, this water is NOT potable. The district will continue to find alternative solutions for drinking water and communicate them as soon as possible.	Completed.* The Old Pioneer renovation site plan will include providing potable water at the field.	Water is available to maintain the field. Potable water is accessible at the Old Pioneer Building.
11	No access to electricity	Electricity will be accessible on the field as part of the on-going renovation plan for “Old Pioneer” building.	The Old Pioneer renovation site plan will address electricity at the field.	
12	No enclosed training cages	Enclosed training cages in the “Old Pioneer” gym are currently used.	Completed.*	
13	Only one set of bleachers	A set at the high school will be delivered to the field.	Completed.	
14	Inadequate storage facilities	The modular dugouts will include additional storage. If the team has immediate storage needs not satisfied by the current storage building, the “Old Pioneer” gym is being used.	Completed.* Old Pioneer gym is being utilized for storage.	Additional on-field storage will be addressed when modular dugouts are received.
15	Poorly maintained	A schedule has been developed regarding the maintenance of the field. Coach Norris will notify AD Miller if there are concerns related to this schedule.	Completed.	The grounds crew has been provided appropriate materials and techniques and has standardized maintenance to the field.
16	No public address system	The district will purchase a portable, battery-powered PA System	Completed.	Order was approved 3/8 (Fri) and submitted on 3/11 (Mon). Received 3/22.
17	No press box/scorers	A pop-up tent will serve as a designated area. The tent will be delivered to the	Completed.*	District is considering adding a press

4/21/2013 sb

	Concern	Solution	Status	Notes
	facility	"Old Pioneer" gym.	District will provide a permanent press/box for the 2014 season.	box along with dugout order.
18	No school markings or publicity	AD Miller will consider signage options, and make final decisions when the modular dugouts are received.	Parent volunteers have purchased banner.**	Permanent signage will be finalized after receipt of dugouts.
19	No pitcher warm-up areas	AD Miller, Mr. Parker and Ms. Beauchaine discussed possible options for location. AD Miller will work with Coach Norris and Mr. Parker to finalize options.	Work order has been placed for the installation.	Two pitcher's mounds and two home plates have been purchased and received.
20	No adequate safe parking	This continues to be an issue. For the short-term, participants and spectators will continue utilizing street parking, parking next to the Bus Lot, parking next to District Office (Chambers).	The Old Pioneer renovation site plan will address parking expansion.	
21	No bathroom facilities	The district will purchase a portable bathroom to be in closer proximity for athletes.	Completed* The Old Pioneer renovation site plan will include providing permanent bathroom facilities.	A portable potty has been rented. Currently the Old Pioneer site provides for full restroom access next to the field.
22	No indoor facilities	The district is in process of removing additional surplus from the Old Pioneer gym. The maintenance team has removed pallets almost daily.  Removal is still continuing, there are two 'rows' remaining.	Completed* The SHS athletic department will revisit practice facility schedule for all teams for the 13-14 SY, as the Old Pioneer renovation site plan includes the demolition of the gym currently being used.	There is not capacity for 100% removal of all surplus.

\*It is noted that when the process to demolish the "Old Pioneer" gym begins, this issue will be revisited.

\*\*Pending donation form.



**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: April 25, 2013

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

**ISSUE:**   X   **ACTION** Approval of Modular Dugout Purchase  
           **INFORMATION** \_\_\_\_\_

**BACKGROUND INFORMATION:**

The Steilacoom Historical School District is working to upgrade the Softball Facilities adjacent to the Old Pioneer Middle School. One upgrade will be to replace the current dugouts with enclosed modular dugouts. The two modular dugouts will include full running benches as well as storage areas. Should the softball field be relocated in the future, the dugouts will be able to be removed and installed at a new site.

**FISCAL IMPLICATIONS:**

The district anticipates the total cost of the purchase of the two modular dugouts to exceed \$50,000.

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent that the Board authorize purchase of two modular dugouts not to exceed \$60,000 plus tax from the general fund.

**Report prepared by:**

**Susanne Beauchaine-Executive Director Student Services**