



Regular Meeting Agenda

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

STUDY SESSION: The School Board normally convenes at 6:00 pm just prior to the start of the formal Board meeting, to discuss the Board agenda and to have a brief dinner.

No decision making is undertaken. These study sessions are open to the Public; however, food is not provided for the general public.

2/24/2016 07:00 PM

I. CALL TO ORDER

(Action)

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

II. COMMENTS FROM THE AUDIENCE

(Information)

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

III. PRESENTATION - Pioneer Middle Choral

(Presentation)

Presenter: Katherine Elshire and Choral Group

IV. APPROVAL OF MINUTES

(Action)



[Minutes 2.10.16.pdf \(p. 4\)](#)

V. CONSENT AGENDA

(Action)

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



[Approval of 1.31.16 Financial Report.pdf \(p. 8\)](#)



[Approval of February 2016 Accounts Payable.pdf \(p. 21\)](#)







[Approval of Co-Curricular Personnel Report.pdf \(p. 45\)](#)



[Approval of Certificated Personnel Report.pdf \(p. 46\)](#)

VI. OLD BUSINESS

- a. Chloe Clark Portable Project Update** (Information)
Presenter: Jim Brittain
- b. Approval of Revised 2015-16 School Board Meeting Schedule** (Action)
 [Approval of Revised 2015-16 School Board Meeting Schedule.pdf \(p. 47\)](#)
- c. Second Reading of Policy 2107 Comprehensive Early Literacy Program** (Action)
Presenter: Paul Harvey
 [Second Reading of Policy 2107.pdf \(p. 49\)](#)
- d. Second Reading of Policy 2140 Guidance Counseling** (Action)
Presenter: Paul Harvey
 [Second Reading of Policy 2140.pdf \(p. 53\)](#)
- e. Second Reading of Policy 1225 School Director Legislative Program** (Action)
Presenter: Kathi Weight
 [Second Reading Policy 1225.pdf \(p. 56\)](#)
- f. Second Reading of Policies 1400 Meeting Conduct, Order of Business and Quorum and 1420 Proposed Agenda and Consent Agenda** (Action)
Presenter: Kathi Weight
 [Second Reading Policies 1400 and 1420.pdf \(p. 59\)](#)

VII. NEW BUSINESS

- a. First Reading of Policy 1610 Conflicts of Interest** (Action)
Presenter: Kathi Weight
 [First Reading Policy 1610.pdf \(p. 64\)](#)
- b. First Reading of 1805 Open Government Trainings** (Action)
Presenter: Kathi Weight
 [First Reading Policy 1805.pdf \(p. 67\)](#)
- c. First Reading of Policy 2125 Sexual Health Education** (Action)
Presenter: Paul Harvey
 [First Reading of Policy 2125.pdf \(p. 69\)](#)
- d. First Reading of Policy 2126 HIV/AIDS Prevention Education** (Action)
Presenter: Paul Harvey
 [First Reading of Policy 2126.pdf \(p. 72\)](#)
- e. First Reading of Policy 2150 Co-Curricular Program** (Action)
Presenter: Paul Harvey
 [First Reading Policy 2150.pdf \(p. 75\)](#)
- f. First Reading of Policy 2151 Interscholastic Activities** (Action)
Presenter: Paul Harvey
 [First Reading of Policy 2151.pdf \(p. 79\)](#)

g. First Reading of Policy 4060 Publication Information From Outside SHSD (Action)

Presenter: Andre Stout

 [First Reading of Policy 4060.pdf \(p. 85\)](#)

h. First Reading of Policy 4110 Citizen's Advisory Committees Task Forces (Action)

Presenter: Andre Stout

 [First Reading of Policy 4110.docx.pdf \(p. 87\)](#)

i. First Reading of Policy 4120 School Support Organizations (Action)

Presenter: Andre Stout

 [First Reading of Policy 4120.pdf \(p. 89\)](#)

j. Spring WSSDA Regional Meeting - April 21, 2016 (Information)

VIII. COMMENTS FROM THE AUDIENCE (Information)

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

IX. BOARD COMMUNICATION (Information)

X. ANNOUNCEMENTS (Information)

XI. ADJOURNMENT (Action)



Meeting Minutes

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

Wednesday, February 10, 2016

STUDY SESSION

- Agenda review
- Discussion of Policy 1225, Board meetings and study sessions, field trip approval template

REGULAR MEETING

1. CALL TO ORDER

Chair Scott called the meeting to order at 7:04 pm. Assistant Principal Tyrrell led the Pledge of Allegiance. Director Denning made a motion to excuse Director Pierce; Director Schenk seconded the motion and the motion passed (4/0). Director Forbes made a motion to approve the agenda; Director Denning seconded the motion and the motion passed (4/0).

2. COMMENTS FROM THE AUDIENCE

Krista Lallemand, SHS teacher, announced that AP Night will be held at the high school, tomorrow 6:30 - 7:30 pm.

Jaimie Garrett, Steilacoom, concerned that new SHS Master Schedule is adding leadership classes. Does this take away from CTE or other electives and who will be in these classes? Also concern about Master Schedule and the budget, social studies vs. math and numbers in classes. Frustrated with the master schedule creation. SRO position as action item - could this be postponed? Does this fit our district?

3. PRESENTATION - SPSL Changes

Assistant Principal Jake Tyrrell presented the proposed changes to the 2A SPSL structure for 2016-17 school year. The league will move from 8 to 16 schools, split into two divisions. Considerations are being given to driving distance and newer schools to the league.

4. REPORTS - Legislative Review

Director Denning, Superintendent Weight and Principal Stout attended the Legislative Conference in early February. Legislative issues in education are the McCleary decision full funding, EOC Biology assessment, substitute teacher shortage and supplemental capital budget. They met with Representatives Dick Muri and Christine Kilduff and Senator Steve O'Ban.

5. APPROVAL OF MINUTES

Director Forbes made a motion to approve the 1.27.16 regular school board meeting minutes with minor corrections in the Announcements section; Director Schenk seconded the motion and the motion passed (4/0).

6. **CONSENT AGENDA**

Director Denning made a motion to approve the Consent Agenda which included January and February 2016 accounts payable and January 2016 payroll, personnel reports and three student overnight trips; Director Schenk seconded the motion and the motion passed (4/0).

7. **OLD BUSINESS**

- a. **Second Reading of Policies 5211 Transfers, 5215 Assignment Transfer of Admin Staff, 5221 Part time Staff and 5230 Job Descriptions Responsibilities**

Director Forbes made a motion to approve the deletion of policies 5211, 5215, 5221, and 5230; the approval of policies 5201, 5240, 5280, 5281, 2106, 2108, 4315 and 4320; Director Denning seconded and the motion passed (4/0).

- b. **Second Reading of Policies 5201 Drug Free Workplace, 5240 Evaluation of Staff, 5280 Separation from Employment and 5281 Disciplinary Action Discharge**
- c. **Second Reading of Policies 2106 Program Compliance and 2108 Remediation Programs**
- d. **Second Reading of Policies 4315 Release of Information Concerning Sexual and Kidnapping Offenders and 4320 Cooperative Program with Other Districts and Public Agencies**
- e. **Approval of Interlocal Agreement Between Town of Steilacoom and Steilacoom Historical School District For School Resource Officer Services**

Director Schenk made a motion to table the item for further discussion and a possible community forum; Director Denning seconded the motion and the motion passed (4/0).

8. **NEW BUSINESS**

- a. **Approval of Funding - District wide Telephone System**

Executive Director Brittain gave a presentation on the current and proposed district-wide telephone system. Director Denning made a motion to approve the funding to purchase a new district wide telephone system upgrade; Director Schenk seconded the motion and the motion passed (4/0).

- b. **Approval of Funding - Steilacoom High CTE Computer Equipment**

Director Forbes made a motion to approve the funding for CTE computer equipment purchase not to exceed \$115,000; Director Denning seconded the motion and the motion passed. (4/0).

- c. **First Reading of Policy 2107 Comprehensive Early Literacy Plan**

Director Denning made a motion to move policy 2107 to a second reading and approve policy 2121; Director Schenk seconded the motion and the motion passed (4/0).

- d. **First Reading of Policy 2121, Substance Abuse Program**
- e. **First Reading of Policy 2140, Guidance Counseling**

Director Forbes made a motion to move policy 2140 to a second reading; Director Denning seconded the motion and the motion passed (4/0).

- f. **First Reading of Policies 1225 School Director Legislative Program and 1230 Secretary**

Director Denning made a motion to move policy 1225 to second reading and delete policy 1230; Forbes seconded the motion and the motion passed (4/0).

g. First Reading of Policies 1400 Meeting Conduct, Order of Business and Quorum and 1420 Proposed Agenda and Consent Agenda

Director Denning made a motion to move policies 1400 and 1420 to a second reading; Director Schenk seconded the motion and the motion passed (4/0).

h. Monthly Study Sessions

Chair Scott shared that in the past the Board met twice monthly with the first meeting being a study session and the second a regular board meeting with action items. Capital Projects in 2005 created a change to two regular meetings a month. He proposed a discussion to return to the previous format. A Board meeting schedule change for the remainder of the 15-16 school year will be on the 2.24.16 agenda for review and action.

9. COMMENTS FROM THE AUDIENCE

No comments.

10. BOARD COMMUNICATION

Director Denning received a communication regarding teaching cursive writing.

11. ANNOUNCEMENTS

Chair Scott announced the John Anderson memorial service at 11 am at Cherrydale Primary School, Saturday, 2/13/16.

Post season sports announcements - SHS Boys Basketball will compete at Foss High School Friday night; SHS Girls Basketball will compete at Port Angeles tomorrow. SHS Boys Swim and Dive won league their meet and will compete in the district meet this Friday and Saturday at Hazen High School, followed by state competition the following weekend. SHS wrestlers - 7 boys and 2 girls made regional and will compete this weekend.

Director Schenk announced that on February 20, 2016, the Republican Party Caucus will meet at Pioneer Middle School. Last night Pioneer Middle hosted their 55 word story night.

Chair Scott met with Wendi Kilga's class at Pioneer Middle School as a guest speaker and was impressed with their questions about government.

Mr. Tyrell announced that the SHS Girls Bowling team resulted in a 6th & 8th place individual winners at state competition and SHS Cheer won 15th in the nation at Nationals.

Superintendent Weight announced that the Pioneer Advanced Women's Chorus will perform at WMEA conference this Friday, February 12th.

12. ADJOURNMENT

Director Forbes made a motion to adjourn the meeting at 8:43 pm; Director Denning seconded the motion and the motion passed (4/0).

(Secretary/Superintendent)

(Chair)

Steilacoom Historical School District No. 1
Financial Report - January 31, 2016
General Fund Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of January 31, 2016 for the district's five operating funds. It provides the School Board fiscal information to evaluate each month the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

General Fund Budget/Year-End Projection/YTD Actual

	Annual Budget	Year-end Projection	Projected Variance	Projected Variance	YTD Actual
General Fund					
Revenues & Other Financing Sources	33,408,852	33,050,000	(358,852)	1.07%	13,578,256
Expenditures & Other Financing Uses	34,357,931	33,925,000	(432,931)	1.26%	13,306,339
Excess Revenues/Other Financing Sources Over (under) Expend & Oth Financing Uses	(949,079)	(875,000)			271,917

General Fund Actual Ending Fund Balances:

Committed for Other Purposes	525,293	
Restricted for Carryover	0	
Unassigned Fund Balance	2,660,821	
Unassigned Minimum Fund Balance	1,855,000	
Ending Unassigned Fund Balance		<u><u>5,041,114</u></u>

2015-2016 Beginning Unassigned Fund Balance - 2,164,720

Capital Projects Actual Fund Ending Fund Balances:

Beginning Committed for Other Purposes		1,564,219	
General Fund Transfer to Capital Projects	0		
Revenue	31,808		
Expenses	(248,992)		
		(217,184)	
Ending Committed Assigned Fund Balance			<u>1,347,035</u>

Other Funds Actual Ending Fund Balances:

	Beginning Balance	Ending Balance	Variance
Debt Service Fund	3,213,328	847,022	(2,366,306)
December 1, 2015 Principal and Interest Payment - 4,871,975			
Transportation Fund	52,252	52,281	29
ASB Fund	281,588	348,137	66,549
Anderson Island	354	354	0
Cherrydale	4,903	3,317	(1,586)
Chloe Clark	7,529	6,271	(1,258)
Saltar's Point	10,546	9,130	(1,416)
Pioneer Middle	59,325	79,384	20,059
Steilacoom High	198,931	249,681	50,750
Total Ending ASB Fund Balance			<u>348,137</u>

10--GENERAL FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2015 (September 1, 2015 - August 31, 2016)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	7,040,134	8,791.46	3,036,514.98		4,003,619.02	43.13
2000 LOCAL SUPPORT NONTAX	1,335,800	76,646.68	447,071.91		888,728.09	33.47
3000 STATE, GENERAL PURPOSE	18,054,637	1,946,538.78	7,808,946.38		10,245,691.10	43.25
4000 STATE, SPECIAL PURPOSE	4,534,385	407,427.14	1,757,328.23		2,777,056.50	38.76
5000 FEDERAL, GENERAL PURPOSE	406,000	.00	.00		406,000.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,989,896	121,366.26	520,868.16		1,469,027.84	26.18
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	40,500	331.57	7,526.41		32,973.59	18.58
9000 OTHER FINANCING SOURCES	7,500	.00	.00		7,500.00	0.00
Total REVENUES/OTHER FIN. SOURCES	33,408,852	2,561,101.89	13,578,256.07		19,830,596.14	40.64
B. EXPENDITURES						
00 Regular Instruction	18,427,619	1,566,437.28	7,705,280.53	9,855,967.04	866,371.53	95.30
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	4,034,160	271,497.30	1,430,637.68	2,371,019.64	232,503.09	94.24
30 Voc. Ed Instruction	1,500,641	94,308.75	559,082.70	627,406.33	314,151.63	79.07
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,522,584	72,600.44	494,535.77	494,074.29	533,973.98	64.93
70 Other Instructional Pgms	729,608	10,790.24	64,135.13	79,021.77	586,450.89	19.62
80 Community Services	2,500	.00	.00	0.00	2,500.00	0.00
90 Support Services	8,140,819	742,461.06	3,052,667.11	3,907,549.04	1,180,603.27	85.50
Total EXPENDITURES	34,357,931	2,758,095.07	13,306,338.92	17,335,038.11	3,716,554.39	89.18
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)	949,079-	196,993.18-	271,917.15		1,220,996.36	128.65-
F. TOTAL BEGINNING FUND BALANCE	4,340,280		4,769,196.62			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,391,201		5,041,113.77			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self Insur	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	525,280	525,292.73
G/L 872 Committd to Econmc Stabilizatr	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,025,921	2,660,821.04
G/L 891 Unassigned Min Fnd Bal Policy	1,840,000	1,855,000.00
<u>TOTAL</u>	3,391,201	5,041,113.77

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2015 (September 1, 2015 - August 31, 2016)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2016

<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	76,000	163.26	31,808.18		44,191.82	41.85
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	1,250,000	.00	.00		1,250,000.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	1,326,000	163.26	31,808.18		1,294,191.82	2.40
<u>B. EXPENDITURES</u>						
10 Sites	374,480	93,724.90	168,902.68	102,840.44	102,736.88	72.57
20 Buildings	2,165,520	7,653.65	80,089.57	11,499.00	2,073,931.43	4.23
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	25,000	.00	.00	0.00	25,000.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	2,565,000	101,378.55	248,992.25	114,339.44	2,201,668.31	14.16
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	1,239,000-	101,215.29-	217,184.07-		1,021,815.93	82.47-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	1,310,475		1,564,219.11			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	71,475		1,347,035.04			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	75,000	62,010.00
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	3,525-	1,285,025.04
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 71,475	 1,347,035.04

30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2015 (September 1, 2015 - August 31, 2016)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	5,831,322	7,410.53	2,504,215.82		3,327,106.18	42.94
2000 Local Support Nontax	1,500	81.62	1,452.86		47.14	96.86
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	5,832,822	7,492.15	2,505,668.68		3,327,153.32	42.96
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	3,685,000	.00	3,685,000.00	0.00	.00	100.00
Interest On Bonds	2,292,275	.00	1,186,975.00	0.00	1,105,300.00	51.78
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	10,000	.00	.00	0.00	10,000.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	5,987,275	.00	4,871,975.00	0.00	1,115,300.00	81.37
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXPENDITURES (A-B-C-D)</u>	154,453-	7,492.15	2,366,306.32-		2,211,853.32-	> 1000
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,116,264		3,213,328.21			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	2,961,811		847,021.89			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted for Other Items	0	.00
G/L 830 Restricted for Debt Service	2,961,811	847,021.89
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 2,961,811	 847,021.89

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2015 (September 1, 2015 - August 31, 2016)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2016

	<u>ANNUAL</u> <u>BUDGET</u>	<u>ACTUAL</u> <u>FOR MONTH</u>	<u>ACTUAL</u> <u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
<u>A. REVENUES</u>						
1000 General Student Body	132,699	5,112.99	90,179.04		42,519.96	67.96
2000 Athletics	172,495	2,431.50	24,225.86		148,269.14	14.04
3000 Classes	58,265	3,136.00	14,747.81		43,517.19	25.31
4000 Clubs	519,458	15,906.93	107,291.04		412,166.96	20.65
6000 Private Moneys	8,700	.00	6,320.46		2,379.54	72.65
 <u>Total REVENUES</u>	 891,617	 26,587.42	 242,764.21		 648,852.79	 27.23
 <u>B. EXPENDITURES</u>						
1000 General Student Body	123,150	1,768.43	16,482.10	2,761.08	103,906.82	15.63
2000 Athletics	167,055	4,403.73	46,069.81	15,285.26	105,699.93	36.73
3000 Classes	49,015	1,698.86	12,583.38	9,036.98	27,394.64	44.11
4000 Clubs	493,268	9,237.92	99,713.42	28,764.26	364,790.32	26.05
6000 Private Moneys	8,700	445.20	1,365.86	0.00	7,334.14	15.70
 <u>Total EXPENDITURES</u>	 841,188	 17,554.14	 176,214.57	 55,847.58	 609,125.85	 27.59
 <u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u> <u>(A-B)</u>	50,429	9,033.28	66,549.64		16,120.64	31.97
 <u>D. TOTAL BEGINNING FUND BALANCE</u>	 277,271		 281,587.50			
 <u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>F. TOTAL ENDING FUND BALANCE</u>	 327,700		 348,137.14			
<u>C+D + OR - E)</u>						

G. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted for Other Items	0	.00
G/L 819 Restricted for Fund Purposes	327,700	348,050.77
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 327,700	 348,050.77
 Differences	 0	 86.37-

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.

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2015 (September 1, 2015 - August 31, 2016)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2016

<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	8.49	33.62		66.38	33.62
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	15,000	.00	.00		15,000.00	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>	15,100	8.49	33.62		15,066.38	0.22
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	15,100	8.49	33.62		15,066.38	0.22
D. <u>EXPENDITURES</u>						
Type 30 Equipment	50,000	.00	.00	0.00	50,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	50,000	.00	.00	0.00	50,000.00	0.00
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER)EXP/OTH FIN USES(C-D-E-F)</u>	34,900-	8.49	33.62		34,933.62	100.10-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	51,553		52,247.21			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	16,653		52,280.83			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	34,900-	52,280.83
G/L 830 RES FOR DEBT SERVICE	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	51,553	.00
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	16,653	52,280.83

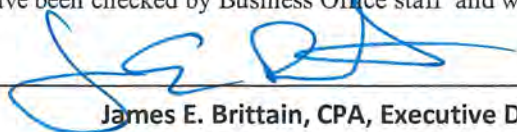
***** End of report *****

Steilacoom Historical School District

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

DATE: February 24, 2016

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



James E. Brittain, CPA, Executive Director of Finance & Operations

Pierce County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
GENERAL FUND:					
February 10, 2016	Accounts Payable	118665	to	118667	\$ 116.00
February 10, 2016	Accounts Payable	118668	to	118698	\$ 54,187.52
February 17, 2016	Accounts Payable	118699	to	118731	\$ 292,528.69
February 17, 2016	Accounts Payable	118732	to	118737	\$ 130.20
TOTAL GENERAL FUND:					\$ 346,962.41

CAPITAL PROJECTS FUND:					
February 11, 2016	Accounts Payable	200306	to	200306	\$ 476.25
TOTAL CAPITAL PROJECTS FUND:					\$ 476.25

ASSOCIATED STUDENT BODY FUND:					
February 5, 2016	Accounts Payable	402596	to	402607	\$ 8,469.22
February 11, 2016	Accounts Payable	402608	to	402610	\$ 212.67
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 8,681.89

Board of Directors of Steilacoom Historical School District No. 1

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

Kathi Weight, Secretary to the Board

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

As of February 24, 2016, the board, by a _____ vote, approves payments, totaling \$116.00. The payments are further identified in this document.

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

Warrant Numbers 118665 through 118667, totaling \$116.00

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
118665	CELMER, JENNIFER	02/10/2016	REFUND FOOD SERVICE	REFUND FOOD SERVICE	0	36.00	36.00
118666	COOPER-HAAMID, CARLA	02/10/2016	REFUND LIBRARY BOOK	REFUND LIBRARY BOOK	0	25.00	25.00
118667	FOSTER, GENESIA	02/10/2016	REFUND LIBRARY BOOK	REFUND LOST LIBRARY BOOK FINE	0	55.00	55.00
			3	Computer	Check(s) For a Total of		116.00

	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
	3	Computer	Checks For a Total of	116.00
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	116.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	116.00

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

As of February 24, 2016, the board, by a _____ vote, approves payments, totaling \$54,187.52. The payments are further identified in this document.

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

Warrant Numbers 118668 through 118698, totaling \$54,187.52

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
118668	ACE FIRE & SECURITY SYSTEMS	02/10/2016	1004847	BI-ANNUAL INSPECTION OF FIRE/ANSIL HOOD SYSTEMS AT STEILACOOM HIGH AND PIONEER MIDDLE SCHOOLS	101516064	266.56	266.56
118669	ACTION PUBLISHING INC	02/10/2016	105428	STUDENT PLANNER SUPPLEMENTAL ORDER #105428	4311516025	144.22	144.22
118670	CDW-G	02/10/2016	BXF7108	ChromeBook Purchase	111516032	3,489.55	3,489.55
118671	CED	02/10/2016	8541-408896	OPEN PURCHASE ORDER 2015-2016 FOR ELECTRICAL PARTS	101516025	956.35	956.35
118672	CENTURYLINK #206-225-0055-467B	02/10/2016	206-225-005 467B	JAN DISTRICT WIDE CENTURY LINK SERVICES OPEN PO FY 2015-16 / ACCT #206-225-0055-467B	81516020	2,843.77	2,843.77
118673	COASTWIDE LABORATORIES	02/10/2016	GT2848171	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	27.82	2,642.42
			GT2848354	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	273.76	
			GT2848435	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	27.03	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			GT2848437	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	345.22	
			NT2848171	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	42.43	
			NT2848353	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	9.75	
			NT2848354	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	728.85	
			NT2848435	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	624.03	
			NT2848437	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	404.29	
			NW2843529	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	159.24	
118674	CRICKET VENTURES	02/10/2016	3042295	Radios for WatchDog and spares	111516031	1,115.55	1,115.55
118675	EDNETICS INC	02/10/2016	70327	CPI/Wireless Network System storage capacity increase and redundant power supply. This is a necessary expenditure.	111516023	1,301.86	1,301.86
118676	HAROLD LEMAY ENTERPRISES	02/10/2016	7143475	DISTRICT WIDE GARBAGE & RECYCLING SERVICES OPEN PO 2015-16 - 1100 DIGGS ST	81516054	99.77	5,217.73
			7144017	DISTRICT WIDE GARBAGE & RECYCLING SERVICES OPEN PO 2015-16 -- 1201	81516054	436.91	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			7144095	GALLOWAY ST DISTRICT WIDE GARBAGE & RECYCLING SERVICES OPEN PO 2015-16 -- 510	81516054	66.23	
			7144103	CHAMBERS ST DISTRICT WIDE GARBAGE & RECYCLING SERVICES OPEN PO 2015-16 -- 54	81516054	1,599.46	
			7144151	SENTINEL DR DISTRICT WIDE GARBAGE & RECYCLING SERVICES OPEN PO 2015-16 -- 908	81516054	436.91	
			7144264	3RD ST DISTRICT WIDE GARBAGE & RECYCLING SERVICES OPEN PO 2015-16 -- 1700	81516054	885.02	
			7144908	PALISADE BLVD DISTRICT WIDE GARBAGE & RECYCLING SERVICES OPEN PO 2015-16 -- 601	81516054	99.77	
			7145248	CHAMBERS DISTRICT WIDE GARBAGE & RECYCLING SERVICES OPEN PO 2015-16 -- 511	81516054	132.44	
			7177570	CHAMBERS ST DISTRICT WIDE GARBAGE & RECYCLING SERVICES OPEN PO 2015-16-- 1100 DIGGS, 13005 CAMUS, 1201 GALLOWAY, 510 CHAMBERS, 601 CHAMBERS	81516054	1,461.22	
118677	HAY, DEBRA ANN	02/10/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE STATE CHEER	0	54.10	234.66
			REIMBURSE MILEAGE 2	REIMBURSE MILEAGE	0	39.09	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				AWSP PL COMMITTEE			
			REIMBURSE MILEAGE 3	REIMBURSE MILEAGE	0	42.22	
				JOSTENS			
				CONFERENCE			
			REIMBURSE MILEAGE 4	REIMBURSE MILEAGE	0	36.07	
				BOYS BASKETBALL			
			REIMBURSE MILEAGE 5	REIMBURSE MILEAGE	0	39.96	
				TPEP ROUND TABLE			
			REIMBURSE MILEAGE 6	REIMBURSE MILEAGE	0	23.22	
118678	JOHNSTON, CELESTE L	02/10/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	19.66	19.66
118679	KCDA	02/10/2016	3998737	classroom	2371516038	298.35	483.93
				supplies/M			
				Martin/math/cart#8			
				59351			
			3999358	workroom	2371516039	185.58	
				supplies/cart			
				#860065			
118680	LOWE'S / CREDIT SERVICES	02/10/2016	99001959339 JAN	OPEN PURCHASE	101516016	463.38	463.38
				ORDER 2015-2016			
				FOR SUPPLIES			
118681	MARK'S PLUMBING PARTS	02/10/2016	INV001487365	OPEN PURCHASE	101516052	206.86	206.86
				ORDER FOR			
				PLUMBING SUPPLIES			
				FOR 2015-2016			
118682	MCADAMS, IAN	02/10/2016	IEP FULFILLMENT	COMPENSATION FOR	0	2,231.40	2,231.40
				SERVICES NOT			
				PROVIDED IN			
				STUDENT IEP			
118683	PIERCE COUNTY REFUSE	02/10/2016	7138972	DISTRICT WIDE	81516057	158.31	158.31
				GARBAGE &			
				RECYCLING			
				SERVICES OPEN PO			
				2015-16			
118684	PIERCE COUNTY SEWER	02/10/2016	00858625 FEB	DISTRICT WIDE	81516036	162.61	333.44
				SEWER SERVICES			
				OPEN PO 2015-16			
			01354221 FEB	DISTRICT WIDE	81516036	170.83	
				SEWER SERVICES			
				OPEN PO 2015-16			
118685	RSD	02/10/2016	1246.70	OPEN PURCHASE	101516037	1,246.70	1,246.70
				ORDER 2015-2016			
				FOR HVAC PARTS			
118686	SCHENCK, SUZANNE T	02/10/2016	REIMBURSE SUPPLIES	REIMBURSE	0	191.04	191.04
				SUPPLIES			
118687	SCHOCK LOGISTICS, INC.	02/10/2016	66538	Return of Leased	111516035	1,451.00	1,451.00
				Copiers			
118688	SHAFFER, DEBBEE R	02/10/2016	REIMBURSE SUPPLIES	REIMBURSE	0	65.62	65.62
				SUPPLIES			
118689	SIEMENS INDUSTRY, INC.	02/10/2016	5443965829	Work	101516070	504.32	504.32
				Authorization for			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118690	SMITH, RACHEL MAE	02/10/2016	REIMBURSE MILEAGE	SHS Fire Panel REIMBURSE MILEAGE CSPAP PARTNER MEETING	0	64.80	64.80
118691	STALDER, H LOUANN	02/10/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	245.16	245.16
118692	STEILACOOM HIGH SCHOOL	02/10/2016	FOOD REIMB ANIME FEB	GF FOOD SERVICE TO REIMBURSE SHS ASB ANIME CLUB (4027-430) FOR FUNDRAISING WORK JAN 25-29 AND FEB 1-5	0	320.37	320.37
118693	TANNER ELECTRIC	02/10/2016	72131000 JAN	OPEN PO FOR ANDERSON ISLAND ELECTRICITY 2015-16 / ACCT #72131000	81516060	902.54	902.54
118694	TRUSTEED PLANS SERVICE CORP	02/10/2016	0085143-IN	TPSC SERVICES OPEN PO 2015-16	81516042	5,852.45	5,852.45
118695	VERIZON WIRELESS	02/10/2016	9759085885	VERIZON WIRELESS OPEN PO 2015-16/ACCT #971255422-00001	81516044	940.02	940.02
118696	WELLS FARGO FINANCIAL LEASING	02/10/2016	5002805307	CD COPIER FINANCING OPEN PO 2015-16 / ACCT #603-0040399-042 TO -044	81516064	612.01	612.01
118697	WESTERN STATE HOSPITAL	02/10/2016	1465-81754 NOV2	DHSH / WESTERN STATE FUEL OPEN PO 2015-16	81516069	9,173.75	16,597.79
			A 19-1A	DHSH / WESTERN STATE FUEL OPEN PO 2015-16	81516069	7,424.04	
118698	WITT COMPANY	02/10/2016	433028	Open Purchase Order for 2015-16 School Year. Service Contract for equipment listed on attached document SC2051-10 09-01-2015 thru 08-31-2015.	81516047	3,084.05	3,084.05
31	Computer	Check(s) For a Total of					54,187.52

	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
	31	Computer	Checks For a Total of	54,187.52
Total For	31	Manual, Wire Tran, ACH & Computer	Checks	54,187.52
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	54,187.52

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

As of February 24, 2016, the board, by a _____ vote, approves payments, totaling \$292,528.69. The payments are further identified in this document.

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

Warrant Numbers 118699 through 118731, totaling \$292,528.69

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
118699	ALLSPORTS	02/17/2016	FIRST PAYMENT	SHS BASEBALL/SOFTBALL NETTING MAINTENANCE PROJECT	81516097	2,107.50	2,107.50
118700	ANDERSON ISLAND GENERAL STORE	02/17/2016	610567	FUEL FOR BUS & CARS ON AI OPEN PO 2015-16	81516050	140.99	546.57
			611925	FUEL FOR BUS & CARS ON AI OPEN PO 2015-16	81516050	122.13	
			613008	FUEL FOR BUS & CARS ON AI OPEN PO 2015-16	81516050	152.98	
			614465	FUEL FOR BUS & CARS ON AI OPEN PO 2015-16	81516050	130.47	
118701	ASCD (ASSOC FOR SUPERVISION &	02/17/2016	26353	MEMBERSHIP DUES RENEWAL FOR KATHI WEIGHT	0	50.00	50.00
118702	BOWLERO LANES	02/17/2016	GIRLS BOWLING	GIRLS BOWLING MATCHES AND PRACTICE	0	500.00	500.00
118703	CAREERSTAFF UNLIMITED - TACOMA	02/17/2016	28427-272664	Jackie Muir, Contracted OT position	91516010	2,070.00	5,814.00
			28427-273350	Jackie Muir, Contracted OT position	91516010	2,178.00	
			28487-274055	Jackie Muir, Contracted OT position	91516010	1,566.00	
118704	CDW-G	02/17/2016	BZP1365	Airwatch Mobile	111516038	2,429.78	2,429.78

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118705	CENTURYLINK #300493944	02/17/2016	300493944 JAN	Device Management Renewal DISTRICT WIDE CENTURY LINK SERVICES OPEN PO FY2015-16 / ACCT #300493944	81516021	728.83	728.83
118706	COASTWIDE LABORATORIES	02/17/2016	GT2848842	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	554.69	1,980.65
			GW2844798	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	186.10	
			NT2848842	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	919.10	
			NT2848842-1	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	42.51	
			NT2848842-2	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	145.03	
			NT2849871	OPEN PURCHASE ORDER 2015-2016 FOR CUSTODIAL SUPPLIES	101516003	133.22	
118707	CULLIGAN	02/17/2016	201602400885	WATER FOR ADMIN & MAINTENANCE OPEN PO 2015-16	81516071	88.61	88.61
118708	DELL COMPUTER CORPORATION	02/17/2016	1000485870	vRanger Server Backup software support renewal	111516030	3,148.86	3,148.86
118709	DEPT OF LICENSING (WA STATE)	02/17/2016	007	OPEN PURCHASE ORDER 2015-2016 FOR TYPE 2 DRIVING LICENSE ABSTRACTS	101516055	13.00	13.00
118710	ESD 113	02/17/2016	0000031587	CRISC SERVICES FOR FY15/16 SEP-JUL	81516016	11,552.14	11,552.14
118711	FIRST STUDENT INC	02/17/2016	11180429	FIRST STUDENT BUS TRANSPORTATION OPEN PO 2015-16	81516072	86,727.72	86,727.72
118712	FRANKLIN PIERCE SCHOOL DISTRIC	02/17/2016	8880006125	Tuition for students served	91516005	22,852.00	22,852.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118713	GILLEY, HAZEL	02/17/2016	54624	by Franklin Pierce Schools HIGH ENGAGEMENT STRATEGIES IN WORLD LANGUAGE CLASSROOMS SESSION ID# 54624 COURSE # ABE-412	0	165.00	165.00
118714	GRAINGER	02/17/2016	9015167274	OPEN PURCHASE ORDER 2015-2016 FOR SUPPLIES	101516006	65.43	65.43
118715	HAY, DEBRA ANN	02/17/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	23.22	234.66
			REIMBURSE MILEAGE 2	REIMBURSE MILEAGE 2	0	39.96	
			REIMBURSE MILEAGE 3	REIMBURSE MILEAGE 3	0	36.07	
			REIMBURSE MILEAGE 4	REIMBURSE MILEAGE 4	0	42.22	
			REIMBURSE MILEAGE 5	REIMBURSE MILEAGE 5	0	39.09	
			REIMBURSE MILEAGE 6	REIMBURSE MILEAGE 6	0	54.10	
118716	HUX, DANIELLE MARIE	02/17/2016	REIMBURSE SUPPLIES	REIMBURSE SUPPLIES - READING GROUP ACTIVITY MATERIALS	0	22.72	22.72
118717	KONE INC	02/17/2016	949204409	OPEN PURCHASE ORDER 2015-2016 FOR ELEVATOR SERVICE	101516026	656.18	656.18
118718	LEMAY MOBILE SHREDDING	02/17/2016	4464884	DISTRICT WIDE SHREDDING SERVICES OPEN PO 2015-16	81516055	51.50	80.88
			4466494	DISTRICT WIDE SHREDDING SERVICES OPEN PO 2015-16	81516055	29.38	
118719	LES SCHWAB TIRES	02/17/2016	30500308042	OPEN PURCHASE ORDER 2015-2016 FOR SUPPLIES	101516014	146.05	146.05
118720	MICROK12	02/17/2016	0465727-IN	Document Cameras for Classrooms	111516034	1,949.73	1,949.73
118721	MVP PHYSICAL THERAPY INC	02/17/2016	#188	SHS PHYSICAL THERAPY ATHLETIC TRAINING SERVICES OPEN PO 2015-16	81516056	2,368.75	2,368.75
118722	O'REILLY AUTO PARTS	02/17/2016	155089 FEB	OPEN PURCHASE ORDER 2015-2016	101516019	135.06	135.06

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118723	OLYMPIC PHARMACY & HEALTHCARE	02/17/2016	526068	FOR SUPPLIES Rental of a Hoyer patient lift and purchase of a small sling. Student Specific	91516011	216.80	650.40
			526069	LIFT PATIENT MEDLINE	0	216.80	
			526070	LIFT PATIENT MEDLINE	0	216.80	
118724	PORTER FOSTER RORICK LLP	02/17/2016	104776	SEMI-ANNUAL RETAINER FOR LEGAL SERVICES 2015-16	81516037	12,500.00	12,500.00
118725	PUGET SOUND ENERGY	02/17/2016	200002143960 FEB	DISTRICT WIDE PSE OPEN PO FOR 2015-16	81516067	15,724.02	27,587.31
			200023874882 FEB	DISTRICT WIDE PSE OPEN PO FOR 2015-16	81516067	11,863.29	
118726	SLATER, LISA MARIE	02/17/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	48.60	48.60
118727	SODEXO INC & AFFILIATES	02/17/2016	1000936770	SODEXO FOOD SERVICES OPEN PO 2015-16	81516059	92,687.85	92,687.85
118728	SUNBELT STAFFING	02/17/2016	7105683	Megan Lindale RN Pioneer Middle School	91516012	1,400.00	10,990.00
			7405710	Jacqueline Diaz, Contracted Psychologist position.	91516009	2,625.00	
			7473376	Megan Lindale RN Pioneer Middle School	91516012	1,120.00	
			7473383	Jacqueline Diaz, Contracted Psychologist position.	91516009	2,100.00	
			7650673	Jacqueline Diaz, Contracted Psychologist position.	91516009	2,625.00	
			7650862	Megan Lindale RN Pioneer Middle School	91516012	1,120.00	
118729	TRUSTEED PLANS SERVICE CORP	02/17/2016	0085239-IN	TPSC SERVICES OPEN PO 2015-16	81516042	3,446.85	3,446.85
118730	WELLS FARGO FINANCIAL LEASING	02/17/2016	5002838010	PIO COPIER FINANCING OPEN PO 2015-16 / ACCT	81516063	173.00	173.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
118731	WITT COMPANY	02/17/2016	433559	#603-0012327-000 SUPPLIES FOR D.O. COPY MACHINES 2015-16	81516049	80.56	80.56
33	Computer			Check(s) For a Total of			292,528.69

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	33	Computer	Checks For a Total of	292,528.69
Total For	33	Manual, Wire Tran, ACH & Computer	Checks	292,528.69
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	292,528.69

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

As of February 24, 2016, the board, by a _____ vote, approves payments, totaling \$130.20. The payments are further identified in this document.

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

Warrant Numbers 118732 through 118737, totaling \$130.20

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
118732	ARMSTEAD-UWAEZUOKE, CHARLENE	02/17/2016	REFUND LIBRARY BOOK	REFUND LIBRARY BOOK	0	13.00	13.00
118733	BONG, SONGJIN	02/17/2016	REFUND LIBRARY BOOK	REFUND LIBRARY BOOK	0	8.00	8.00
118734	BRANDON, RACHEL	02/17/2016	REFUND FOOD SERVICE	REFUND FOOD SERVICE	0	8.20	8.20
118735	CRISOLO, MICHAEL	02/17/2016	REFUND LIBRARY BOOK	REFUND LIBRARY BOOK	0	14.00	14.00
118736	HOGUE, LESLEY	02/17/2016	REFUND LIBRARY BOOK	REFUND LIBRARY BOOK	0	12.00	12.00
118737	SENTINELS BOOSTER CLUB OF STEI	02/17/2016	REFUND	GF TO REUND BOOSTER CLUB FOR OVERPAYMENT FOR RED RIBBON BAZAAR	0	75.00	75.00
6	Computer			Check(s) For a Total of			130.20

	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
	6	Computer	Checks For a Total of	130.20
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	130.20
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	130.20

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

As of February 24, 2016, the board, by a _____ vote, approves payments, totaling \$476.25. The payments are further identified in this document.

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

Warrant Numbers 200306 through 200306, totaling \$476.25

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
200306	AHBL	02/12/2016	97034	STEILACOOM HIGH SCHOOL OVERFLOW PARKING PROJECT	2001516004	476.25	476.25
			1	Computer	Check(s) For a Total of		476.25

	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	476.25
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	476.25
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	476.25

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

As of February 24, 2016, the board, by a _____ vote, approves payments, totaling \$8,469.22. The payments are further identified in this document.

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

Warrant Numbers 402596 through 402607, totaling \$8,469.22

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
402596	BUDD BAY	02/08/2016	LG3505	4003 CHEER - T-SHIRT ORDER	4061516162	622.77	622.77
402597	EUROSPORT/SOCCER.COM	02/08/2016	57240780*1	SOCCER EQUIPMENT/APPAREL	4051516042	808.38	808.38
402598	JOSTENS INC	02/08/2016	INV\$4513.60	4013 YEARBOOK - JOSTENS DEPOSIT JOB 17501	4061516167	4,513.60	4,513.60
402599	LAKEWOOD PARKS DEPARTMENT	02/08/2016	INV\$200.00	3018 CLASS OF 2018 - FORT STEILACOOM RENTAL FOR 2ND ANNUAL 5K	4061516166	200.00	200.00
402600	OLYMPIC LEAGUE	02/08/2016	INV\$61.75	1A/2A SUB DISTRICT BOWLING TOURNAMENT	0	61.75	61.75
402601	ORTING HIGH SCHOOL	02/08/2016	32562	2015 TRACK - CARDINAL MEET ENTRY FEE	4061516158	150.00	150.00
402602	PACIFIC WELDING SUPPLIES LLC	02/08/2016	01348069	4012 STUDENT STORE 2015-16 OPEN PO - PACIFIC WELDING	4061516003	12.85	12.85
402603	PRO DJ'S - PCARD	02/08/2016	10152015336332516	DJ for Valentines Day Social	4051516049	345.00	345.00
402604	SPECIALTY FROZEN DISTRIBUTING	02/08/2016	629225	4012 STUDENT STORE 2015-16 OPEN PO - SPECIALTY FROZEN DISTRIBUTION	4061516006	480.00	480.00
402605	STEILACOOM HIST SCHOOL DIST #1	02/08/2016	REIMB\$390.22	ASB TO REIMBURSE GF FOR CC FIELD TRIPS	0	390.22	784.11
			REIMB\$393.89	ASB TO REIMBURSE GF FOR SALTAR'S	0	393.89	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				POINT DONKEY			
				CREEK FIELD TRIP			
402606	TED BROWN MUSIC CO	02/08/2016	1839610	Snare Stand	4051516020	116.06	116.06
402607	WINNING SEASONS	02/08/2016	T2016109	1000 GENERAL ASB	4061516170	374.70	374.70
				- SPARKING UP BIG			
				IDEAS T-SHIRTS			
				12 Computer	Check(s) For a Total of		8,469.22

	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
	12	Computer	Checks For a Total of	8,469.22
Total For	12	Manual, Wire Tran, ACH & Computer Checks		8,469.22
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,469.22

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 February 24, 2016, the board, by a _____ vote, approves payments, totaling \$212.67. The payments are further identified in this document.

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

Warrant Numbers 402608 through 402610, totaling \$212.67

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
402608	FLORES, RICHARD MATTHEW	02/12/2016	REIMB2/8/2016	MILEAGE REIMBURSEMENT FOR GIRLS WRESTLING MEETING AT WHITE RIVER HS	0	33.59	33.59
402609	PAPA JOHN'S PIZZA	02/12/2016	S2208-16-2531	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	143.15
			S2208-16-2532	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	50.27	
			S2208-16-2533	4012 STUDENT STORE 2015-16 OPEN PO - PAPA JOHNS PIZZA	4061516004	42.61	
402610	PERMA-BOUND BOOKS	02/12/2016	1658643-02	FINAL BOOK PURCHASE FOR PO4021516009	0	35.93	35.93
			3	Computer	Check(s) For a Total of		212.67

	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	212.67
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	212.67
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	212.67

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

Personnel Report 2-24-16					
Name	Position	Location	Effective Date	Amount	Comment
Nixon Julie	Game Club Advisor	Pioneer	11/25/2015	600.00	
Nixon Julie	Art Club Advisor	Pioneer	11/18/2015	600.00	
Nixon Julie	GSA Advisor	Pioneer	11/23/2015	600.00	
Redman Katherine	Events Manager	High School	12/2/2015	1,575.00	
Carmack Margaret	Outdoor Education Nurse	Pioneer	4/11/2016	2,197.00	

Steilacoom Historical School District No. 1
Certificated Personnel Report

Personnel Report 2-24-16						
Name	Position	FTE	Location	Effective Date	Action	Comment
McDougall Briana	Teacher	1.00	Chloe Clark	6/15/2016	Resignation	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
BOARD MEETING SCHEDULE 2015-2016 SCHOOL YEAR

Meeting Date	Meeting Type	Location	Time
Wednesday, 9/9/2015	Regular Business Meeting	Anderson Island Elementary Multi-purpose Room	6:30 P.M.
Wednesday 9/23/2015	Study Session	Steilacoom High School Library	6:00 P.M.
Wednesday, 9/23/2015	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday 10/14/2015	Study Session	Pioneer Middle School Commons Conference Room	6:00 P.M.
Wednesday, 10/14/2015	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 10/21/2015	Study Session	Steilacoom High School Library	6:00 P.M.
Wednesday 10/28/2015	Study Session	Pioneer Middle School Commons Conference Room	5:30 P.M.
Wednesday, 10/28/2015	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 11/18/2015	Study Session	Steilacoom High School Library	5:30 P.M.
Wednesday, 11/18/2015	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 12/9/2015	Study Session	Pioneer Middle School Commons Conference Room	6:00 P.M.
Wednesday, 12/9/2015	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 1/13/2016	Study Session	Steilacoom High School Library	6:00 P.M.
Wednesday, 1/13/2016	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 1/27/2016	Study Session	Steilacoom High School Library	6:00 P.M.
Wednesday, 1/27/2016	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 2/10/2016	Study Session	Pioneer Middle School Commons Conference Room	6:00 P.M.
Wednesday, 2/10/2016	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 2/24/2016	Study Session	Pioneer Middle School Commons Conference Room	6:00 P.M.
Wednesday, 2/24/2016	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 3/9/2016	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 3/23/2016	Study Session	Steilacoom High School Library	6:00 P.M.
Wednesday, 3/23/2016	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 4/13/2016	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 4/27/2016	Study Session	Pioneer Middle School Commons Conference Room	6:00 P.M.

Wednesday, 4/27/2016	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 5/11/2016	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 5/26/2016	Study Session	Steilacoom High School Library	6:00 P.M.
Wednesday, 5/25/2016	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 6/8/2016	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Thursday, 6/23/2016	Study Session	Pioneer Middle School Commons Conference Room	6:00 P.M.
Thursday, 6/23/2016	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Thursday, 7/14/2016	Study Session Only	Steilacoom High School Library	6:00 P.M.
Thursday, 7/28/2016	Study Session	Steilacoom High School Library	6:00 P.M.
Thursday, 7/28/2016	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Thursday, 8/11/2016	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Thursday, 8/25/2016	Study Session	Pioneer Middle School Commons Conference Room	6:00 P.M.
Thursday, 8/25/2016	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.

DRAFT

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

Second Reading of Policy 2107 Comprehensive Early Literacy Plan

No changes from the first reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 2107.

Report prepared by:
Paul Harvey, Executive Director of Student Achievement

COMPREHENSIVE EARLY LITERACY PLAN

The district recognizes that early literacy is fundamental to students' development of listening, speaking, reading, writing and critical thinking skills. The district will develop and implement reading and early literacy services to kindergarten through fourth grade students based on student need for additional support so that every student has the opportunity to build a strong foundation for academic success.

General requirements

The plan will include:

1. Use of annual screening assessments and other tools (e.g., Washington kindergarten inventory of developing skills, Washington state early learning and development guidelines for birth through third grade, the second grade reading assessment under RCW 28A.300.310, local assessments) to identify at-risk readers; and
2. Research-based family involvement and engagement strategies, including those that help families and guardians learn to assist student reading and early literacy skills at home.

In order to keep parents informed and engaged in their student's reading progress, the district will require that report cards for students in kindergarten through fourth grade report the student's progress toward reading skill acquisition and whether the student is reading at grade level.

If the student is not reading at grade level, the teacher and other appropriate school personnel will: 1) Advise the parent or guardian as to which interventions and/or strategies the district will use to help improve the student's reading skills; and 2) Provide strategies for parents or guardians to use at home to assist their student in improving their reading skills.

Requirement specific to third grade students

Prior to the return of the results of the statewide student assessment in English language arts, teachers and parents of students in third grade who are reading below grade-level or who, based on formative or diagnostic assessment and other indicators are likely to score in the below basic level (level one in a four-level scoring system on the statewide student assessment) on the third grade statewide student assessment in English language arts will meet to discuss the student's progress. Teachers may use a regularly scheduled parent-teacher conference to satisfy this meeting requirement.

At the meeting, the teacher will inform the parents/guardians of:

- The requirements of this policy;
- The intensive reading improvement strategies that will be available to their student before fourth grade; and
- The school district's grade placement policy for the following year.

If a third grade student scores below grade level on the third grade statewide student assessment in English language arts and no meeting took place prior to the return of the results as indicated above, the principal or designee will notify the student's parents/guardians of:

- The fact that their student scored below basic;
- The requirements of this policy with regard to such a score;
- The intensive improvement strategy options available;
- The school district's grade placement policy;
- Contact information for a school district employee who can respond to questions and provide additional information; and
- A reasonable deadline for obtaining the parent's consent regarding the student's improvement strategies that will be implemented and the student's grade placement.

The district must obtain parent/guardian consent regarding appropriate grade placement and the intensive improvement strategy to be implemented. For students to be placed in fourth grade, the strategies discussed must include one provided, supported or contracted by the school district that includes a summer program or other options developed to meet the needs of students to prepare for fourth grade. The strategy must be implemented in consultation with the parents/guardians.

If the district does not receive a response from a parent/guardian by the deadline or within a reasonable time thereafter, the principal or designee will make a decision on the student's grade placement for the following year and the intensive improvement strategies that will be implemented during the following school year. If the principal and parent cannot agree on the appropriate grade placement and improvement strategies from the list of available options, the district will honor the parent's request.

If a student does not have a score in English language arts on the third grade statewide assessment but the district determines or is able to anticipate (using district or classroom-based formative or diagnostic assessments or another standardized assessment), that that student is below basic, the district will follow the same process for third grade students listed in this policy.

Students in the transitional bilingual instruction program are exempt from this process, unless the student has participated in the program for three school years and receives a score of below basic on the third grade statewide student assessment in English language arts. Students with disabilities whose individualized education program (IEP) includes specially designed instruction in reading or English language arts are exempt from this process.

Intensive reading and literacy improvement strategies

The district will choose and implement intensive reading and literacy improvement strategies from a state menu of best practices established by the Office of the Superintendent of Public Instruction (OSPI).

The district may use a practice or strategy not present on the state menu of best practices for two years initially. If the district is able to demonstrate that it has achieved improved outcomes for students over the previous two school years at a level commensurate with best practices on the state menu, OSPI must approve use of the strategy for one additional school year. Subsequent approval is dependent on continuing improvement.

Students with disabilities whose individualized education program (IEP) includes specially designed instruction in reading or English language arts will be provided reading and literacy improvement strategies as provided in the IEP.

In any school where more than forty percent of tested students received a score of basic (level two on a four-level scoring system) or below basic on the third grade statewide student assessment in English language arts in the previous school year, the school district will implement an intensive reading and literacy improvement strategy from the state menu or an alternative strategy as referenced above for all students in grades kindergarten through four at the school.

Reporting requirement

The district will require each school to report the number of students in kindergarten through fourth grade who are reading below grade level and the interventions being provided to those students to improve their reading. The information will be disaggregated by subgroups of students. The district will aggregate the information and provide reports to the office of the superintendent of public instruction for delivery to the education committees of the legislature and the educational opportunity gap oversight and accountability committee.

Cross References: 2421 - Promotion/Retention

Legal References: RCW 28A.320.202 – Comprehensive system of instruction and services in reading and early literacy
RCW 28A.320.203 – Reading skills –report cards
RCW 28A.655.230 Reading skills — Meeting for grade placement and strategies for student improvement — Exemptions.
RCW 28A.655.235 Reading skills — Intensive reading and literacy improvement strategy — Calculation of tested students at or below basic on third grade student assessment — State menu of best practices.

Management Resources: 2015 - October Policy Issue
OSPI's Comprehensive Literacy Plan [DRAFT]

Adoption Date: 2.24.16
Steilacoom Historical School District No.1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

Second Reading of Policy 2140 Guidance and Counseling

No changes since first reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve policy 2140.

Report prepared by:

Paul Harvey, Executive Director of Student Achievement
Lanae Olson, SHSD Administrative Intern, 2015-16

GUIDANCE AND COUNSELING

The Steilacoom Historical School District board of directors recognizes that guidance and counseling is an important part of the district's total program of instruction and is integral in achieving the district's mission of academic excellence and success for all students. The district will provide counseling and guidance services in accordance with state laws and regulations, school improvement plans, ethical standards, and district policies and procedures.

The board believes school counselors serve a vital role in maximizing student achievement and supporting a safe, compassionate learning environment. In the Steilacoom Historical School District, the purpose and role of the school counselor is to plan, organize, and deliver a comprehensive school guidance and counseling program that personalizes education and supports, promotes, and enhances the academic, personal, social, and career development of all students, based on the national standards for school counseling programs of the American School Counselor Association.

It is the goal of the Steilacoom Historical School District board of directors that the district's comprehensive school guidance and counseling program will assist every student in acquiring the knowledge, skills and attitudes needed to become an effective student, responsible citizen, productive worker and a lifelong learner. To that end, the district will develop and use materials, orientation programs and counseling techniques that encourage participation in all school programs and courses of study, including career and vocational technical programs and employment opportunities, based on factors other than sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression or identity, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal.

The district will not deny any student the ability to participate in or benefit from its any of its course offerings based on any of the categories listed in this policy, whether they take place on or off school grounds or are offered as part of the district's online or alternative learning programs;

Annually, the district will review student enrollment data within courses and programs disaggregated by sex, race, limited-English proficiency and disability, including students protected under Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act. In reviewing the data, the district will determine whether a substantially disproportionate number of students within these categories are enrolled in a particular course or program. If disproportionality is found, the district will take prompt action to ensure that it is not the result of discrimination in 1) the identification and selection of students; 2) course and program enrollment criteria; 3) tests and appraisal instruments; 4) academic, career and vocational guidance materials; 5) work-study programs and opportunities; 6) educational scheduling or placement by counselors; or 7) other factors related to course or program enrollment.

The Board will provide resources to support the foundation, content, and continuous improvement of a comprehensive K-12 school counseling program, consistent with best practices described in state and national models. All school counseling programs will include the following elements: guidance curriculum, individual student planning, responsive services, and systems support for the counseling program. The superintendent or a designee will develop procedures to implement this policy.

Cross References: 2170 - Career and Technical Education
 3123 - Withdrawal Prior to Graduation
 3210 - Nondiscrimination

Legal References: RCW 28A.410.043 School counselor certification
 WAC 392-190-010 Agency filings affecting this section
 Counseling and guidance services-Course and program
 Enrollment

Management Resources 2014 - December Issue
 2008 – December Issue

Adoption Date: 2.27.08
Revision Date: 2.24.16
Steilacoom Historical School District No.1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

Second Reading of Policies 1225

Policy 1225 – School Director Legislative Program (Brand new Policy for SHSD)

No changes since first reading

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 1225.

Report prepared by:

Kathi Weight, Superintendent

SCHOOL DIRECTOR LEGISLATIVE PROGRAM

The board will represent the district's interests in legislative action to promote the welfare of public education in the state of Washington or will direct those interests to be represented through its executive officer, the superintendent or designee.

As a public entity, the board must operate within the bounds of state and federal laws affecting public education. To effectively meet these responsibilities to the public and students of the district, the board will work vigorously for the passage of new laws designed to advance the cause of effective schools and for the repeal or modification of existing laws that impede this cause. The board also supports a legislative program that fosters the maintenance of local control in decision making and governance within the district.

To achieve these goals, the board will periodically study, discuss and weigh the merits of pending legislation for the purpose of establishing its official position through board action. When established, these official positions will be the position of the district in the legislative process.

Board Legislative Activities

The board will:

- A. Designate one of its members to serve as legislative representative with the Washington State School Directors' Association (WSSDA);
- B. Develop an annual legislative program through conferences with the WSSDA and the National School Boards Association;
- C. Support and work for legislation that promotes the quality of education within the Steilacoom Historical School District, the region and the state of Washington;
- D. Commit to sending a team to the WSSDA/WASA Legislative Conference held each February;
- E. Stay informed of pending legislation and actively communicate concerns and make its position known to elected representatives at both the state and national levels by regular contact with their legislators in-district, in Olympia and in Washington D.C.;
- F. Seek adequate funding for schools and full funding for state and federally mandated programs;
- G. Set aside board meeting time to discuss legislative issues, using resources such as WSSDA's Legislative Updates;

- H. Respond appropriately to requests for legislative proposals, comments on legislative proposals, and development of priority positions;
- I. Ensure that local media representatives and legislators are invited to board meetings and school activities;
- J. Work for the achievement of common legislative objectives with WSSDA and with other concerned groups; and
- K. Inform the public of its legislative priorities and outcomes of its legislative efforts. Board members, individually or as members of professional organizations, will not represent positions conflicting with the district's positions on legislative matters unless it is made clear that such representation is not the official position of the district.

WSSDA Legislative Representative

The board's Washington State School Directors' Association legislative representative serves as the contact person and acts as the coordinator of the board's state legislative activities. The legislative representative also serves as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative will assume office July 1 in an even year for a two-year period. The legislative representative will:

- A. Attend Washington State School Directors' Association Legislative Assemblies conveying local views and concerns to that body and participating in the formulation of state legislative programs;
- B. Monitor proposed education legislation; and
- C. Inform the board of pending legislative issues and existing or proposed WSSDA legislative positions.

Cross References: 1220 - Board Officers and Duties of Board Members

Legal References: Chapter 28A.345 RCW Washington State School Directors' Association

Management Resources: 2009 - August Issue

Adoption Date: 2.24.16
Steilacoom Historical School District

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

Second Reading of Policies 1400 and 1420

No changes since first reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policies 1400 and 1420.

Report prepared by:

Kathi Weight, Superintendent

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

Board meetings will be scheduled in compliance with the law and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

Regular Meetings

Regular meetings are usually preceded by a short study session held at 6:00 p.m. Regular meetings shall be held at 7:00 p.m. on the 2nd and 4th Wednesday of each month or at other times and places as determined by the presiding officer or by majority vote of the board. An agenda of business to be transacted must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting.

If regular meetings are adjourned to times other than a regular meeting time, notice of the meeting will be made in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries.

Special Meetings

Special meetings may be called by the chair or at the request of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally or by mail, facsimile or electronic mail. The notice must be posted on the district's website. The district must also prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

The written notice requirement will be deemed waived if a member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes.

Final disposition will not be taken on any matter other than those items stated in the meeting notice.

Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

Public Notice

Public notice will be properly given for any special meeting; whenever a regular meeting is adjourned to another time or meeting location changed. All meetings will be open to the public with the exception of executive or closed sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, will be the office of the board. The district's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum

Three board members will be considered as constituting a quorum for the transaction of business.

Meeting Conduct and Order Of Business

All board meetings will be conducted in an orderly and business-like manner using *Roberts Rules of Order (Revised)* as a guide, except when such rules are superseded by board bylaws or policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent or a board member and must be approved by majority vote of the board members present. At a special meeting final action may be taken only on that business contained in the notice of the special meeting.

Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform—including videoconference or teleconference-- that provides, at a minimum, simultaneous aural communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate and 4) the communication platform is generally known and accessible to the public.

The board will establish its regular order of business, but may elect to change the order by a majority vote of the members present. All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by a member of the board. No action shall be taken by secret ballot at any meeting required to be open to the public. An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.

During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

Public Comment

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting during which visitors may present to the board. If possible, such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require or will benefit from public comment. Written and oral comment will be accepted by the board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district. Individuals wishing to be heard by the board will first be recognized by the chair.

Individuals, after identifying themselves, will proceed to make comments within the time limits established by the board. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The chair/president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The board as a whole has the final decision in determining the appropriateness of all such rulings.

Cross Reference:	1420	Proposed Agenda and Consent Agenda
	1220	Board Officers and Duties of Board Members
	1410	Executive or Closed Sessions
Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required
	RCW 28A.320.040	Bylaws for board and school government
	RCW 28A.330.070	Office of board — Records available for public inspection
	RCW 28A.343.370	Vacancies
	RCW 28A.343.380	Meetings
	RCW 28A.343.390	Quorum — Failure to attend meetings may result in vacation of office
	RCW 42.30.030	Meetings declared open and public
	RCW 42.30.050	Interruptions - Procedure
	RCW 42.30.060	Ordinances, rules, resolutions, regulations, etc., adopted at public meetings – Notice - secret voting prohibited
	RCW 42.30.070	Times and places for meetings –
		Emergencies – Exception
	RCW 42.30.080	Special Meetings
	Ch.42 U.S.C. §§ 12101-12213,	Americans with Disabilities Act

Management Resources:
2014 – June Issue
2005 – *June Issue*

Adoption Date: 2.27.08
School District Name: Steilacoom Historical School District
Revised: 5.28.08, 5.25.11; 2.24.16

PROPOSED AGENDA AND CONSENT AGENDA

Proposed Agenda

The board secretary will be responsible for preparing the proposed agenda for each meeting, in accordance with the board chair. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each board member at least three (3) business days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting. The proposed agenda for regular and special meetings will be posted to the district website not less than twenty-four (24) hours prior to the start time of the meeting, unless the district does not have a website or has less than ten full time equivalent employees.

At a special meeting, final action may be taken only on that business contained in the original notice of the special meeting and agenda.

Consent Agenda

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).

Any item which appears on the consent agenda may be removed on request by a member of the board. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Cross Reference:	6215	Voucher Certification and Approval
	6020	System of Funds and Accounts
	1420	Meeting Conduct, Order of Business and Quorum

Legal References:	SHB 2105	
	RCW 42.30.080	Special Meetings
Management Resources:	2014	June Issue

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 5.28.08, 5.25.11; 2.24.16

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

1st Reading of Policy 1610 – Conflicts of Interest

Policy 1610 – Conflicts of Interest

- Minor wording edits
- Inclusion of disclosures in recorded minutes

RECOMMENDED ACTION:

It is the recommendation of the Superintendent move Policy 1610 to a 2nd Reading.

Report prepared by:
Kathi Weight, Superintendent

CONFLICTS OF INTEREST

No school director or the superintendent ~~shall will benefit~~~~be beneficially interested~~, directly or indirectly, in any contract made by, through or under the supervision of the director or superintendent, except as provided below:

- Any contract, purchase of materials or activity paid for from school funds if the total volume received by the district officer or his or her business does not exceed \$1,500.00 in any calendar month. The district ~~shall will~~ maintain a list of all contracts covered under this paragraph and the list ~~shall will~~ be available for public inspection and copying;
- An individual director may be designated as clerk and/or purchasing agent at the prevailing hourly wage;
- The spouse of a director or the superintendent may be employed as a substitute teacher on the same terms and at the same compensation as other substitute teachers in the district. The superintendent must find that the number of qualified substitute teachers in the district is insufficient to meet the anticipated needs for short-term and one-day substitute teachers, and the superintendent must ensure that substitute teachers are assigned to available positions in a fair and impartial manner;
- Prior to approval of the employment of a director or spouse of a school director or superintendent, the board of directors ~~shall will~~ be advised of the number of other individuals who are qualified for and interested in the position(s) to be filled. The district ~~shall will~~ not discriminate in any way against any applicant for a certified position or any certificated employee on the basis of a family relationship with a school director or the superintendent. All employment decisions ~~shall will~~ be made on the basis of choosing the applicant which furthers the best interest of the school district;
- If a person is employed by the district under contract as a classified or certificated employee before his or her spouse becomes a director or superintendent, the contract can be renewed for further employment, provided that the terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district for that position; or
- The director or officer has only a remote interest in a contract and the interest is disclosed prior to board action and recorded in the official minutes.

A director may not vote on the authorization, approval or ratification of a contract in which he or she is beneficially interested and to which one of the exemptions described above applies.

Whenever a director, or his or her spouse or dependent is employed by the district, the director ~~shall will~~ refrain from participating in or attempting to influence any board action affecting the employment status of the director, spouse or dependent. Actions affecting employment status include, but are not limited to, hiring, establishing compensation and fringe benefits, setting working conditions, conducting performance evaluations, considering or imposing discipline and

termination.

The superintendent ~~shall~~will maintain a log of any contract(s) subject to this policy and annually or when a new director assumes office, ~~shall~~will inform the board of the existence of all such contracts.

Legal References:	RCW 28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against
	RCW 28A.635.050	Certain corrupt practices of school officials — Penalty
	RCW 42.23.030	Interest in contracts prohibited--Excepted cases
	RCW 42.23.040	Remote interests

Adoption Date: 2.27.08
School District Name: Steilacoom Historical School District
Revised: 8.28.08
Reviewed: 4.30.11;

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

1st Reading of Policy 1805 – Open Government Trainings

Policy 1805 – Open Government Trainings

This is a new policy for the District that became a WSSDA model policy in 2014. Our school board directors have all completed this required training in compliance with open government law.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent move Policy 1805 to a 2nd Reading.

Report prepared by:
Kathi Weight, Superintendent

OPEN GOVERNMENT TRAININGS

The board recognizes the value of meaningful, informed public participation in district deliberations and the need to conduct its affairs in a transparent manner. All board directors will participate in trainings regarding: 1) the Open Public Meetings Act; 2) the Public Records Act; and 3) Public Records Retention, within ninety (90) days of taking the oath of office following election or appointment. After the initial trainings, board directors will participate in refresher trainings on these subjects every four years that they hold office in order to remain current with new developments in open government law.

Board directors will document their completion of required trainings. The Superintendent or designee will file and maintain the documentation in the district.

Legal References: ESSB 5964, Open Government Trainings Act
 RCW 28A.343.360, Oath of Office
 RCW 40, Public Documents, Records, and Publications
 RCW 40.14, Preservation and Destruction of Public Records
 RCW 42.30, Open Public Meetings Act
 RCW 42.56, Public Records Act
 RCW 42.56.580, Public Records Officers

Management Resources: 2014 - June Issue
 2014 Open Government Training Act (Q&A)
 Attorney General's Model Rules

Adoption Date:

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 2125 Sexual Health Education

- Removes reference to 2005 from guide with Guidelines for Sexual Health Information and Disease Prevention
- 2 shalls to wills

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 2125 to a second reading.

Report prepared by:
Paul Harvey, Executive Director of Student Achievement

SEXUAL HEALTH EDUCATION

The Board of Directors is authorized by law to determine whether sexual health education instruction will be offered in the district. The board has determined that such a program will be offered to students, consistent with state law.

Sexual health education instruction offered by the district ~~shall~~will be medically and scientifically accurate, age appropriate, appropriate for students regardless of gender, race, disability status, or sexual orientation and include information about abstinence and other methods of preventing unintended pregnancy and sexually transmitted diseases. Abstinence will not be taught to the exclusion of other instruction on contraceptives and disease prevention. The district's sexual health education program ~~shall~~will be consistent with the [Guidelines for Sexual Health Information and Disease Prevention](#)~~2005-Guidelines for Sexual Health Information and Disease Prevention~~ developed by the Department of Health and the Office of Superintendent of Public Instruction.

The superintendent will provide parents/guardians an opportunity to review the materials to be used and provide information on excluding their child from sexual health education instruction.

Cross References:

[2126 - HIV-AIDS Prevention Education](#)
[2020 - Curriculum Development and Adoption of Instructional Materials](#)

Legal References:

[RCW 28A.300.475 Medically accurate sexual health education — Curricula — Participation excused — Parental review](#)
[RCW 28A.600.480\(2\) Reporting of harassment, intimidation, or bullying-- Retaliation prohibited — Immunity](#)
[WAC 392-410-140 Sexual health education — Definition — Optional course or subject matter — Excusal of students](#)

Management Resources:

[2009 - February Issue](#)
[Policy News, August 2007 Sex Education Curriculum and Instruction](#)

Adoption Date: 2.27.08

Revised Dates:

Steilacoom Historical School District No.1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of 2126 HIV/AIDS Prevention Education

- Amends grammar, but keeps requirement for weekend and evening hours presentations for parents and guardians to include “for the benefit of parents..”
- One medical semantic removing with HIV and replacing it “from” HIV
- Removes reference to 2005 from guide with Guidelines for Sexual Health Information and Disease Prevention
- 10 shalls to wills

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 2126 to a second reading.

Report prepared by:
Paul Harvey, Executive Director of Student Achievement

HIV/AIDS PREVENTION EDUCATION

The life-threatening dangers of HIV (human immunodeficiency virus) and AIDS (acquired immune deficiency syndrome) and its prevention ~~shall~~will be taught in the district. HIV/AIDS prevention education ~~shall~~will be limited to the discussion of the life-threatening dangers of the disease, its transmission and prevention. Students ~~shall~~will receive such education at least once each school year beginning no later than the fifth grade.

The HIV/AIDS prevention education program ~~shall~~will be developed in consultation with teachers, administrators, parents, and other community members including, but not limited to, persons from medical, public health, and mental health organizations and agencies. The curricula and materials used in the HIV/AIDS education program may be the model curricula and resources available through OSPI or, if developed by the school district, be approved for medical accuracy by the State Department of Health, HIV/AIDS Prevention and Education Services (Office on AIDS). District-developed curricula ~~shall~~will be submitted to HIV/AIDS Prevention and Education Services accompanied by an affidavit of medical accuracy stating that the material in the district-developed curricula has been compared to the model curricula for medical accuracy and that in the opinion of the district the district-developed materials are medically accurate. Upon submission of the affidavit and curricula, the district may use these materials until the approval procedure to be conducted by HIV/AIDS Prevention and Education Services has been completed.

At least one month before teaching HIV/AIDS prevention education in any classroom, the district will conduct ~~during weekend and evening hours for the parents and guardians of students~~, at least one presentation concerning the curricula and materials that will be used for such education. The ~~presentation will be held during weekend and evening hours for the benefit of parents and guardians~~ ~~shall~~of students. The parents and guardians will be notified of the presentation and that the curricula and materials are available for inspection. No student may be required to participate in HIV/AIDS prevention education if the student's parent or guardian, having attended one of the district presentations, objects in writing to participation.

The curriculum for HIV/AIDS prevention education ~~shall~~will be designed to teach students which behaviors place a person dangerously at risk of infection ~~with~~from the human immunodeficiency virus (HIV) and methods to avoid such risk including, at least:

- A. The dangers of drug abuse, especially ~~that involving~~ the use of hypodermic needles; and
- B. The dangers of sexual intercourse, with or without condoms.

The program of HIV/AIDS prevention education ~~shall~~will stress the life-threatening dangers of contracting HIV/AIDS and ~~shall~~will stress that abstinence from sexual activity is the only certain means for preventing the transmission of HIV through sexual contact. The instruction ~~shall~~will also stress that condoms and other artificial means of birth control are not a certain means of preventing the transmission of HIV ~~and~~, and ~~reliance~~ on condoms puts an individual at risk for exposure to the disease.

Cross References: 3414 - Infectious Diseases
 2125 - Sexual Health Education

Legal References: RCW 28A.230.070 AIDS Education in public schools —
 Limitations — Program adoption — Model curricula —
 Student's exclusion from participation
 RCW 28A.300.475 Medically accurate sexual health education
 — Curricula — Participation excused — Parental review
 RCW 70.24.250 Office on AIDS — Repository and
 clearinghouse for AIDS education and training material —
 University of Washington duties

Management Resources: Policy News, December 2008 HIV/AIDS Prevention Education

Adoption Date: 2.27.09

Revised Dates: 12.08; 12.11;

Steilacoom Historical School District No.1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 2150 Co-Curricular Program

- Inserts proper title of ASB program, retaining board approval of all activities.
- Adds clause of non-discrimination; references district's non-discrimination policy.
- Updates gender language from boys and girls to male and female students.
- to Removes reference to 2005 from guide with Guidelines for Sexual Health Information and Disease Prevention
- 10 shalls to wills

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 2150 to a second reading.

Report prepared by:
Paul Harvey, Executive Director of Student Achievement

CO-CURRICULAR PROGRAM

The board recognizes that the goals and objectives of the district can best be achieved by providing a broad offering of purposeful learning experiences, some of which are more appropriately conducted outside of the approved curriculum of the district. Such activities shall will ordinarily be conducted wholly or partly outside the regular school day and shall will be available to all students who voluntarily elect to participate. The co-curricular program encompasses approved curriculum-related activities.

The board shall will approve all activities included within the Associated Student Body (ASB) program. The principal is authorized to approve curriculum-related activities that are not part of the ASB program and shall will make school facilities available for them and designate staff members to support and supervise them.

The district will not exclude any person from participation in the co-curricular program, deny any person the benefits of such a program or otherwise discriminate against any person in any co-curricular program on the basis of the categories identified in the district's Nondiscrimination policy.

The criteria to be used by the principal for approving curriculum-related activities are:

- A. The purposes and/or objectives shall will be part of a specific program or course offering;
- B. The participating students shall will be currently enrolled in a related course or program or possess the entry level knowledge and/or skills to successfully participate in the activity;
- C. The group shall will be supervised by a qualified staff member;
- D. The cost of the activity must not be prohibitive to student or district;
- E. The activity must comply with Title IX requirements;
- F. All activity must take place on school premises unless approved in advance by the school principal; and
- G. The activity must not be secretive in nature.

Curriculum related activities, whether approved by the board as part of the ASB or by the principal, must meet at least one of the following criteria:

- A. The subject matter of the activity is actually taught or will soon be taught in a regularly offered course;

- B. The subject matter of the activity concerns the body of courses as a whole;
- C. Participation in the activity is required for a particular course; or
- D. Participation in the activity results in academic credit.
- E. The board directs the superintendent to develop appropriate procedures for proper planning, funding, approval and implementation of all activities offered within the above guidelines.

The principal shall will be responsible for administering the co-curricular program in the school. An opportunity will be made available in each school for students, including those with disabilities, to participate in some aspect of the program. A survey shall will be conducted at least once every three (3) years to assure that the recreational and athletic activities program accurately responds to the needs and desires of both boysmale and girlsfemale students.

The district shall will evaluate its intramural and interscholastic program at least once each year to ensure that equal opportunities are available to members of both sexes with respect to participation in interscholastic and/or intramural programs.

Cross References:

2151 - Interscholastic Activities
3210 - Nondiscrimination
3510 - Associated Student Bodies
4260 - Use of School Facilities

Legal References:

20 U.S.C 4071 et seq. Equal Access Act
RCW 28A.325.020 Associated student bodies — Powers and responsibilities affecting
RCW 28A.600.200 Interschool athletic and other extracurricular activities for students — Authority to regulate and impose penalties — Delegation of authority — Conditions
RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
WAC 392-138-010 Definitions
WAC 392-190-025 Recreational and athletic activities

WAC 392-190-030 Recreational and athletic activities—Annual athletic evaluation

WAC 392-190-040 Recreational and athletic activities—Student athletic interest survey

WAC 392-190-045 Recreational and athletic activities—Facilities

Management Resources: 2014 - December Issue

Adoption Date: 2.27.08

Revised Dates:

Steilacoom Historical School District

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 2151 Interscholastic Activities

-
- Adds section for non-discrimination
- Describes within non-discrimination the factors for considering equal athletic opportunities
- Adds annual athletic evaluation
- Adds tri-ennial student interest survey
- Provides for separate, equitable, and accessible facilities
- 17 shalls to wills

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 2151 to a second reading.

Report prepared by:
Paul Harvey, Executive Director of Student Achievement

INTERSCHOLASTIC ACTIVITIES

The board recognizes the value of a program of interscholastic activities as an integral part of the total school experience to all students of the district and to the community. The program of interscholastic activities ~~shall~~will include all activities relating to competitive sport contests, games or events, or exhibitions involving individual students or teams of students of this district when such events occur between separate schools within this district or with any schools outside this district.

The board expects that:

- A. All interscholastic activities and events ~~shall~~will be in compliance with the rules and regulations of the Washington Interscholastic Activities Association (WIAA). The schools of the district ~~shall~~will not participate in any out-of-season athletics that are not sanctioned by the WIAA. The district ~~shall~~will not be responsible or liable for nonschool-sponsored programs or for programs that are organized, promoted or participated in by staff members without school approval. The district ~~shall~~will not be responsible for or control and incur liability for summer and/or out-of-season activities unless specifically sponsored by the school district. The superintendent ~~shall~~will establish rules defining the circumstances under which school facilities may be used and under which announcements of summer sports leagues and/or clinics may be channeled to students.
- B. An athletic coach must be properly trained and qualified for an assignment as described in the coach's job description.
- C. A syllabus ~~which~~that outlines the skills, techniques and safety measures associated with a coaching assignment will be distributed to each coach. A coach must secure permission in advance if he/she wishes to deviate from the syllabus.
- D. Coaching stipends and all gifts to a coach that exceed five hundred dollars (\$500.00) in a season ~~shall~~will be approved by the board of directors.
- E. In-service training opportunities will be afforded each coach so that he/she is trained to attend to the health care needs of participants. Prior to a sports season, the coach will prepare a plan for handling medical emergencies at practice sessions and games (home and away).
- F. Participants will be issued equipment that has been properly maintained and fitted.
- G. All facilities and equipment utilized in the interscholastic activity program, whether or not the property of the district, ~~shall~~will be inspected on a regular basis.

- H. Nonprescribed medications, including such items as analgesic balms, vitamins and salt tablets, must be approved by the superintendent before they may be available for use by coaches and/or athletic trainers. After athletic training medications have been approved, the coach and/or trainer must secure authorization from the parent and the student's doctor before the medications may be used during the athletic season. If such release is not on file, the nonprescribed medications may not be used. This provision does not preclude the coach and/or trainer from using approved first aid items. _

A sign will be posted that warns students that eligibility to participate may be denied if anabolic steroids are used for the purpose of enhancing athletic ability.

1. The board recognizes that certain risks are associated with participation in interscholastic sports. While the district will strive to prevent injuries and accidents to students, each participant and his/her parent(s) or guardian(s) will be required to sign a statement which indicates that the parent(s) and the student acknowledge the risks of injuries resulting from such participation and give assurance that the student will follow the instructions of the coach.
2. Each participant shall will be required to furnish evidence of physical fitness prior to becoming a member of an interscholastic team. A written report shall will be completed when a student is injured while participating in a school-supervised activity. A participant shall will be free of injury and shall will have fully recovered from illness before participating in any activity.
3. Each student participating in interscholastic athletic activities is required to have or obtain medical insurance for expenses incurred as a result of injuries sustained while participating in the extracurricular activity. Students shall will provide evidence of coverage with a minimum limit of ~~(\$insert amount)~~ in medical expenses or shall will obtain such coverage through the insurance plan offered to all students participating in activities in the district. No student will be denied the ability to participate solely because the student's family, by reason of low income, is unable to pay the entire amount of the premium for such insurance. The superintendent or his or her designee may approve partial or full waiver of premiums to permit all students to obtain the required medical insurance.

The superintendent shall will annually prepare, approve and present to the board for its consideration a program of interscholastic activities for the school year. The superintendent shall will prepare rules for the conduct of student activities including, but not limited to, use of alcoholic beverages; use of tobacco; use or possession of illegal chemical substances (including marijuana/cannabis) or opiates not prescribed by a physician; physical appearance; curfew; unsportsmanlike conduct; absence from practice; gambling; or any infraction of civil law. Notice of rules and disciplinary actions related to rule violations shall will be distributed to each participant and his/her parents prior to the beginning of an interscholastic activity season.

Nondiscrimination

The district will not exclude any person from participation in the interscholastic program, deny

any person the benefits of such a program or otherwise discriminate against any person in any interscholastic program on the basis of the categories identified in the district's Nondiscrimination policy.

The district will provide necessary funds for recreational and athletic activities for both sexes, although the aggregate expenditures are not required to be equal for members of each sex and expenditures for separate male and female teams are not required to be equal.

When individual students with disabilities are unable to participate in existing activities even when offered reasonable modifications and necessary accommodations, aids or services, the district may offer opportunities for students with disabilities to participate in separate or different recreational or athletic activities.

The district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, when the district operates or sponsors a team in a particular sport for members of one sex but not the other, and athletic opportunities for members of the other sex have previously been limited, members of the excluded sex will be allowed to try out for the team offered. For the purposes of this policy, contact sports include boxing, wrestling, rugby, ice hockey, football, basketball and other sports in which the major activity involves bodily contact.

The district will provide equal athletic opportunities for both sexes within each school for interscholastic, club or intramural athletics. In determining whether equal athletic opportunities for both sexes are being provided, the district will consider the following factors:

1. Whether the selection of sports and levels of competition effectively accommodate the interests and abilities of members of both sexes;
2. Provision of equipment and supplies;
3. Scheduling of games and practice time, including the use of playfields, courts, gyms and pools;
4. Travel and per diem allowances, if any;
5. Opportunity to receive coaching and academic tutoring;
6. Assignment and compensation of coaches, tutors, and game officials;
7. Provision of locker rooms and practice and competitive facilities;
8. Provision of medical and training facilities and services, including the availability of insurance;
9. Provision of housing and dining facilities and services, if any; and

10. Publicity and awards.

Annual athletic evaluation

The district will evaluate its intramural and interscholastic program in each school at least once each year to ensure that equal opportunities are available to members of both sexes with respect to participation in interscholastic and/or intramural programs. The evaluation will include consideration for the factors listed in the above paragraph, Nondiscrimination.

Student athletic interest survey

Every three years, the district will administer to each school that operates interscholastic, intramural and other athletics the survey developed by the office of the superintendent of public instruction to determine male and female student interest in participation in specific sports. The district will consider the survey results when planning and developing recreational and athletic activities offered by the district and when determining whether equal opportunities are available to members of both sexes.

Facilities

The district will provide separate facilities (e.g., showers, toilets, training rooms) for male and female students or schedule the facilities equitably for separate use.

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Cross References:

3210 - Nondiscrimination
6512 - Infection Control Program
4260 - Use of School Facilities
3418 - Response to Student Injury or Illness
3416P - Procedure Medication at School
3414 - Infectious Diseases
3413 - Student Immunization And Life Threatening Health Conditions
2121 - Substance Abuse Program

Legal References:

RCW 28A.400.350 Liability, life, health, health care, accident, disability, and salary insurance authorized — Health savings accounts — Premiums — Noncompliance
RCW 28A.600.200 Interscholastic athletic and other extracurricular activities for students — Authority to regulate and impose penalties — Delegation of authority — Conditions
RCW 69.41.330 Public Warnings — School districts
RCW 69.41.340 Student athletics — Violations — Penalty
WAC 392-190-025 Recreational and athletic activities

Management Resources:

WIAA Handbook

2014 - December Issue

2013 - April Issue

2007 - October Issue

Adoption Date: 2.27.08

Revised: 2.24.09;

Steilacoom Historical School District No.1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

Firs Reading of Policy 4060 Publication Information From Outside SHSD

The revisions to this policy is to clarify what type of information can be distributed to school districts from outside entities. The information has to be in material form and has to be approved by the superintendent/designee and building principal. These revisions were added to prevent the exploitation of students by outside groups.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 4060 to a second reading.

Report prepared by:

Andre Stout, Principal Pioneer Middle School & Superintendent Intern

PUBLICATION OF INFORMATION FROM OUTSIDE STEILACOOM HISTORICAL SCHOOL DISTRICT #1

The board recognizes that nonprofit organizations may want to distribute materials in the ~~information to~~ school district ~~patrons~~ that are non-curricular ~~in nature~~ but that have social, recreational or educational value for students.

Any nonprofit group wishing to distribute informational material ~~must~~may first submit, to the superintendent or ~~his/her~~ designee, ~~an electronic~~ copy of the material and a statement of the educational/~~social~~ value the program provides to students. ~~If the nonprofit group provides print copies of the information, they will be made available to students.~~

~~Accepted~~ Informational materials ~~to~~will be distributed ~~must also, electronically, in the Community Involvement portion of the District Web site and must~~ be approved by the building principal and meet certain standards prior to distribution. The primary purpose of the standards is to prevent the exploitation of students by individuals or groups.

It is the responsibility of the superintendent, in conjunction with the building principals, to draft procedures regarding this policy.

Cross References: 3220 - Freedom of Expression
 2340 - Religious-Related Activities and Practices

Management Resources: Policy News, April 2005 Distribution of Materials

Adoption Date: 2.27.08
Steilacoom Historical School District
Revised: 5.25.11

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 4110 Citizen's Advisory Committee Task Force

The revisions to this policy are a few minor terminology changes. The term "will" replaces "shall" and school "matters" is replaced by school "topics." Prior to the revision, the advisory committee studied school matters: They will now study school and district topics.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 4110 to a second reading.

Report prepared by:

Andre Stout, Principal Pioneer Middle School & Superintendent Intern

CITIZENS' ADVISORY COMMITTEES AND TASK FORCES

The superintendent and/or board may appoint a ~~citizen~~^{citizens} advisory committee or task force as necessary to gather public input and/or establish interaction with the community about selected issues. The committee ~~will~~^{shall} study ~~district~~/school ~~topics~~^{matters} and submit their findings and recommendations to the superintendent and/or board. This committee ~~will~~^{shall} be formed by authorization of the board. Such authorization ~~will~~^{shall} include a description of the responsibilities and reporting ~~relationships~~^{relationships} and ~~will~~^{shall} specify the duration of the committee's existence.

Adoption Date: 2.27.08
Steilacoom Historical School District
Revised Dates: 3.11.09;

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 24, 2016

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 4120

The revision to this policy is the addition of a legal reference that states, "No License required" for bingo, raffles, and amusement games.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 4120 to a second reading.

Report prepared by:

Andre Stout, Principal Pioneer Middle School & Superintendent Intern

SCHOOL-SUPPORT ORGANIZATIONS

The board encourages the formation of a parent-teacher-student association or similar ~~organization~~~~organiza-tion~~ at each school building for the purpose of providing an opportunity through which parents, teachers and students may unite their efforts and interests to enhance the school program. In schools where no such organization exists, another parent group can be recognized by the school principal as the official body through which parents, staff and students may unite their efforts for similar purposes.

Booster clubs and/or special interest organizations may be formed to support and strengthen ~~specifics~~~~pe-cifie~~ activities conducted within the school or district. All such groups must receive the approval of the school principal or superintendent in order to be recognized as a booster organization. Staff participation, cooperation and support are encouraged in such recognized organizations.

Legal References:

RCW 9.46.0321 Bingo, raffles, amusement games - No license required, when