



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.

12/12/2018 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 School Band

(Presentation)

Presenter: Jenessa Stout

IV. REPORTS - Fall Sports Recap

(Information)

Presenter: Jake Tyrrell

[Steilly Athletics Fall 2018.pdf \(p. 3\)](#)

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 Financial Reports2.pdf \(p. 10\)](#)

[Approval of November and December 2018 Accounts Payable & November 2018 Payroll.pdf \(p. 16\)](#)

[Approval of 11.14.18 Minutes.pdf \(p. 17\)](#)

[Approval of Classified Personnel Report.pdf \(p. 20\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 21\)](#)

[Approval of 2018-2023 Affirmative Action Plan.pdf \(p. 22\)](#)

[Approval of Pioneer MS Choir Trip to Portland, OR.pdf \(p. 43\)](#)

[Approval of District Surplus.pdf \(p. 44\)](#)

VI. OLD BUSINESS

- a. **Second Reading of Policy 3143 District Notification of Juvenile Offenders** (Action)

Presenter: Susanne Beauchaine

[Policy 3143.pdf \(p. 89\)](#)

- b. **Second Reading of Policy 3144 Release of Information Concerning Student Sexual & Kidnapping Offenders** (Action)

Presenter: Susanne Beauchaine

[Policy 3144.pdf \(p. 92\)](#)

- c. **Second Reading of Policy 3241 Classroom Management, Discipline & Corrective Action** (Action)

Presenter: Susanne Beauchaine

[Policy 3241.pdf \(p. 95\)](#)

VII. NEW BUSINESS

- a. **Election of Board Chair** (Action)

Presenter: Dr. Paul Harvey

- b. **Election of Board Vice Chair** (Action)

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)



Steilly Athletics 2018



"What I love about playing sports at SHS is the feeling of family on each team. Everyone supports each other and it is really nice to know that your teammates and coaches will always be there for you."

-Saisha Morales, Junior
Volleyball, Track

1.

2018 Sportsmanship Award

Steilly Athletics was recognized by the
SPSL for their outstanding programs.

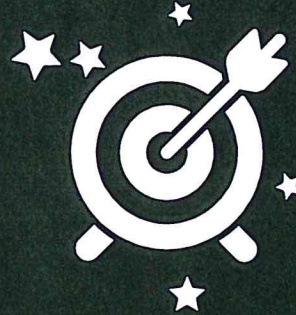
2.

SPSL Coaches of the Year

Erin Anderson (XC) & Colby Davies (FB)

3.4 GPA

Our fall athletes had an impressive combined GPA during the fall season.



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Cross Country



- Boys finished 1st in league and 7th in state
- Girls finished 2nd in league and sent two runners to state
- Zach Koivisto finished 15th overall at state as an individual and earned a spot on the podium
- Five athletes were honored with first team all league and three with second team all league

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Fall Sports 2018



Girls Soccer

Finished second in their division

Final record 7-11-2

Competed at districts

Four first team all league, two second team all league

Volleyball

Finished second in their division, final record 16-9

Finished 6th at districts

Finished 16th at state

Three first team all league selections, two second team, and two honorable mention

Golf

Finished 3-8 on the season

Defeated Foster, Lindbergh and Renton this season

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Football



- Finished first in the Sound division and second in league
- Played in the state tournament up until the quarterfinals, where they lost to the eventual state champion
- Honored with coach of the year, co-mvps, defensive player of the year, seven first team selections, five second team, and four honorable mention all league.

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Fall Sports 2018



Girls Swim & Dive

Finished 12-1 and second in the SPSL

Julie Burlingame finished fourth and Gretl Raschke sixth in dive at the state meet

The team placed 10th at the state meet

Two first team all league selections, two second team and three honorable mention

Tennis

Finished 9-3 for a fifth place finish in the SPSL

Sent a pair to the district tournament where they finished fifth

Four players were honorable mention all league

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TNT All Area



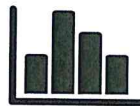
- Emeka Egbuka and Jaymason Willingham were selected to the TNT first team all area for football. JJ Lemming was selected to second team.
- Dani Faamausili was selected to second team all area for volleyball.

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Participation & Injuries



	<i>Total Registrants</i>	<i>Total Concussions</i>	<i>Concussions in 2017</i>
<i>Football (Boys)</i>	118	12	9
<i>Cross Country (Co-Ed)</i>	64	0	0
<i>Swim & Dive (Girls)</i>	56	0	0
<i>Soccer (Girls)</i>	48	1	2
<i>Volleyball (Girls)</i>	41	0	1
<i>Tennis (Boys)</i>	30	0	0
<i>Golf (Co-Ed)</i>	6	0	0



363 Student-Athletes

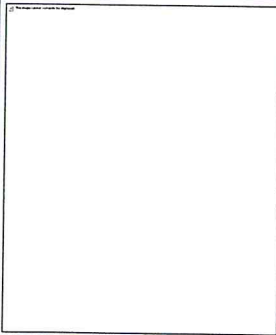
34% of our student population participated in a fall sport.



"I love playing sports at Steilacoom because all of my teammates, coaches and fans feel like one big family. I am always excited to compete with and for them in every sport that I play."

-Jaymason Willingham, Senior
Football, Basketball, Track

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Steilacoom Historical School District No. 1
Financial Report - November 30, 2018
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of November 30, 2018 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

General Fund Budget/YTD Actual:

	<u>Annual Budget</u>	<u>YTD Actual</u>	
Revenues & Other Financing Sources	42,686,670	11,225,075	26.30%
Expenditures & Other Financing Uses	42,584,622	10,229,231	24.02%
Excess Revenues/Other Financing Sources			
Over (under) Expend & Other Financing Uses	102,048	995,843	
	Transfer to Capital Projects	(100,000)	
Net Change in Unassigned Fund Balance		895,843	
Fund Balances	<u>9/1/2018</u>	<u>11/30/2018</u>	<u>Variance</u>
Restricted for Carryover		148,271	
Nonspendable Fund Balance-prepays		2,508	
Committed for Other Purposes	-74,631	25,229	99,860
Unassigned Fund Balance	4,401,930	5,944,747	1,542,817
Fund Balance	4,327,299	6,120,755	1,793,456

Capital Projects Fund:

Fund Balance - Impact Fees \$401,735 - Turf Field Replacement \$200,000 - Unassigned Fund Balance \$0.

Beginning Fund Balance		1,891,493	
General Fund Transfer to Capital Projects	100,000		
Revenues	32,993		
Expenses	(31,480)		
		164,472	
Ending Fund Balance 11/30/2018			<u>2,055,965</u>

	9/1/2018 Beginning Fund Balance	11/30/2018 Ending Fund Balance	Variance
Debt Service Fund*:	3,650,047	3,736,279	86,233
Transportation Fund:	105,362	105,484	122
ASB Fund:	280,669	420,511	139,842

*December 1, 2018 Principal and Interest - \$6,338,650 / June 1, 2019 Interest payment - \$ 933,850

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 for the Month of November, 2018

	<u>ANNUAL</u>	<u>ACTUAL FOR</u>	<u>ACTUAL FOR</u>			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>MONTH</u>	<u>YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	5,745,095	0.00	2,977,395.06		2,767,699.94	51.82
2000 LOCAL SUPPORT NONTAX	994,500	64,336.90	255,349.88		739,150.12	25.68
3000 STATE, GENERAL PURPOSE	26,717,087	1,461,615.90	6,226,444.56		20,490,642.44	23.31
4000 STATE, SPECIAL PURPOSE	6,639,215	351,592.06	1,330,064.38		5,309,150.62	20.03
5000 FEDERAL, GENERAL PURPOSE	354,000	0.00	160,347.95		193,652.05	45.3
6000 FEDERAL, SPECIAL PURPOSE	2,210,273	129,989.13	275,473.01		1,934,799.99	12.46
7000 REVENUES FR OTH SCH DIST	0	0	0		0.00	0
8000 OTHER AGENCIES AND ASSOCIATES	21,500	0	0		21,500.00	0
9000 OTHER FINANCING SOURCES	5,000	0	0		5,000.00	0
<u>Total REVENUES/OTHER FIN. SOURCES</u>	42,686,670	2,007,533.99	11,225,074.84		31,461,595.16	26.3
<u>B. EXPENDITURES</u>						
00 Regular Instruction	23,561,529	1,940,378.59	5,888,614.87	15,478,733.54	2,476,904.59	90.69
10 Federal Stimulus	0	0	0	0	0.00	0
20 Special Ed Instruction	4,998,608	457,232.77	1,298,930.89	3,833,680.83	149,433.28	102.68
30 Voc. Ed Instruction	2,022,217	185,081.52	549,652.68	1,190,607.60	371,473.72	86.06
40 Skills Center Instruction	0	0	0	0	0.00	0
50+60 Compensatory Ed Instruct.	1,279,523	92,884.05	305,491.19	841,306.49	243,473.32	89.63
70 Other Instructional Pgms	1,502,096	51,952.06	174,317.28	341,160.30	996,547.42	34.32
80 Community Services	0	0	0	0	0.00	0
90 Support Services	9,220,649	664,111.22	2,012,224.54	6,092,251.46	1,264,938.00	87.89
<u>Total EXPENDITURES</u>	42,584,622	3,391,640.21	10,229,231.45	27,777,740.22	5,502,770.33	89.25
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	100,000	0	0			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	0	0			
<u>E. EXCESS OF REVENUES/OTHER</u>						
<u>FIN.SOURCES OVER(UNDER) EXP/OTH FIN</u>						
<u>USES (A-B-C-D)</u>	2,048	-1,384,106.22	995,843.39		993,795.4	
<u>F. TOTAL BEGINNING FUND BALANCE</u>	5,250,369		5,124,911.73			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR XXXXXXXXX)</u>			0			
<u>H. TOTAL ENDING FUND BALANCE</u>						
<u>(E+F + OR - G)</u>	4,327,297		6,120,755.12			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		0			
G/L 815 Restric Unequalized Deduct Rev	0		0			
G/L 821 Restricted for Carryover	0		148,271.49			
G/L 825 Restricted for Skills Center	0		0			
G/L 828 Restricted for C/O of FS Rev	0		0			
G/L 830 Restricted for Debt Service	0		0			
G/L 835 Restrictd For Arbitrage Rebate	0		0			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		2,507.50			
G/L 845 Restricted for Self Insur	0		0			
G/L 850 Restricted for Uninsured Risks	0		0			
G/L 870 Committed to Other Purposes	74,631-		25,369.23			
G/L 872 Committd to Econmc Stabilizatr	0		0			
G/L 875 Assigned Contingencies	0		0			
G/L 884 Assigned to Other Cap Projects	0		0			
G/L 888 Assigned to Other Purposes	0		0			
G/L 890 Unassigned Fund Balance	4,401,930		5,944,746.86			
G/L 891 Unassigned Min Fnd Bal Policy	0		0			
<u>TOTAL</u>	4,327,297		6,120,755.12			

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	105,000	.00	32,992.57		72,007.43	31.42
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	100,000	.00	.00		100,000.00	0.00
Total REVENUES/OTHER FIN. SOURCES	205,000	.00	32,992.57		172,007.43	16.09
B. EXPENDITURES						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	850,000	.00	31,479.51-	164,566.17	716,913.34	15.66
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	10,000	.00	.00	8,000.00	2,000.00	80.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	860,000	.00	31,479.51-	172,566.17	718,913.34	16.41
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)	655,000-	.00	64,472.08		719,472.08	109.84-
F. TOTAL BEGINNING FUND BALANCE	1,900,000		1,856,813.27			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	1,245,000		1,921,285.35			

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 Restricted 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 from Impact Proceeds	250,000	401,735.00
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	200,000	200,000.00
G/L 889 Assigned to Fund Purposes	795,000	1,319,550.35
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,245,000	1,921,285.35

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)For the STELLACOOM SCHOOL DISTRICT #1 School District for the Month of November, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	201,100	10,843.60	93,071.12		108,028.88	46.28
2000 Athletics	261,404	4,677.00	23,129.60		238,274.40	8.85
3000 Classes	62,300	3,989.00	12,116.00		50,184.00	19.45
4000 Clubs	477,200	25,628.60	85,732.96		391,467.04	17.97
6000 Private Moneys	25,500	1,638.92	5,884.86		19,615.14	23.08
Total REVENUES	1,027,504	46,777.12	219,934.54		807,569.46	21.40
B. EXPENDITURES						
1000 General Student Body	214,007	11,693.74	13,594.24	559.37	199,853.39	6.61
2000 Athletics	227,183	9,545.49	17,673.03	6,117.36	203,392.61	10.47
3000 Classes	66,483	3,089.43	9,565.62	6,917.86	49,999.52	24.79
4000 Clubs	481,989	21,947.51	37,369.16	24,633.56	419,986.28	12.86
6000 Private Moneys	25,814	1,615.71	1,890.71	0.00	23,923.29	7.32
Total EXPENDITURES	1,015,476	47,891.88	80,092.76	38,228.15	897,155.09	11.65
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	12,028	1,114.76-	139,841.78		127,813.78	> 1000
D. TOTAL BEGINNING FUND BALANCE	270,217		280,668.94			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)	282,245		420,510.72			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	282,245		413,442.43			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		7,068.29			
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			
TOTAL	282,245		420,510.72			

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: **December 12, 2018**

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


Dr. Melissa Beard, Chief of Finance and Operations

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

FUND NAME	WARRANTS (INCLUSIVE)				AMOUNT
<u>GENERAL FUND:</u>					
	Payroll	800822	to	800827	\$ 8,123.64
	Payroll A/P	125152	to	125176	\$ 822,307.22
	Payroll Taxes				\$ 494,095.31
	Direct Deposit				\$ 1,441,360.94
November 15, 2018	Accounts Payable	125127	to	125149	\$ 66,793.50
November 21, 2018	Accounts Payable	125151	to	125151	\$ 850.20
November 29, 2018	Accounts Payable	125177	to	125208	\$ 95,383.85
December 3, 2018	Accounts Payable	125209	to	125209	\$ 43,469.00
December 3, 2018	Accounts Payable	125210	to	125211	\$ 146.59
December 6, 2018	Accounts Payable	125212	to	125229	\$ 522,626.49
December 7, 2018	Accounts Payable	125230	to	125254	\$ 70,106.54
TOTAL GENERAL FUND:					\$ 3,565,263.28

CAPITAL PROJECTS FUND:

TOTAL CAPITAL PROJECTS FUND: \$ -

ASSOCIATED STUDENT BODY FUND:

November 16, 2018	Accounts Payable	403882	to	403890	\$ 13,005.81
November 21, 2018	Accounts Payable	403891	to	403891	\$ 1,095.78
November 29, 2018	Accounts Payable	403892	to	403903	\$ 8,741.91
December 3, 2018	Accounts Payable	403904	to	403904	\$ 17,588.82
December 6, 2018	Accounts Payable	403905	to	403914	\$ 12,613.79
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 53,046.11

TRANSPORTATION VEHICLE FUND:

to
TOTAL TRANSPORTATION VEHICLE FUND: \$ -

Board of Directors of Steilacoom Historical School District No. 1

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

Kathi Weight, Secretary to the Board



Regular Meeting Minutes

Steilacoom High School 54 Sentinel Drive Steilacoom, Washington

Wednesday, 11/14/2018

STUDY SESSION:

- Agenda Review
- Resolution discussion
- Graduation Rate Data
- District Fees & ASB Budget
- Capital Facilities Plan

REGULAR MEETING

I. CALL TO ORDER

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

Executive Director Beauchaine led the Pledge of Allegiance.

All directors and Superintendent Weight present.

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

Chair Forbes acknowledged both Eric Corps, DuPont City councilmember and Antoinette Walker, JBLM Liaison in attendance.

II. COMMENTS FROM THE AUDIENCE

No comments.

III. REPORTS

Executive Director Beauchaine and Principal Miller presented on the Steilacoom High 2018 graduation rate.

IV. CONSENT AGENDA

Director Pierce made a motion to approve the Consent Agenda which included attached personnel reports, accounts payable and a donation to Chloe Clark Elementary; Director Schenk seconded the motion and the motion passed (5/0).

V. OLD BUSINESS

a. Approval of 2018 - 2024 Capital Facilities Plan

Director Schenk made a motion to approve the 2018 - 2024 Capital Facilities Plan; Director Pierce seconded the motion and the motion passed (5/0).

b. Draft 5-year Strategic Focus

Superintendent Weight presented the draft 5 year strategic focus for comment.

Regularly scheduled meetings of the Board of Directors are digitally recorded.

c. Approval of Resolution 849-11-14-18 Certification of 2019 Excess Property Taxes

Director Scott made a motion to approve Resolution 849-11-14-18; Director McDonald seconded the motion and the motion passed (5/0).

VI. NEW BUSINESS

a. District Fees and ASB Budget

Chief of Finance and Operations Beard presented a summary of the past three years district fees for questions and comment. Discussion of surrounding district fees, market analysis, fund balance and notification followed. The board is interested in continuing discussion of this topic and communication to families on fees and payment/assistance options.

b. First Reading of Policy 2180 Parent, Family & Community Partnerships

c. First Reading of Policy 4218 Communication with Parents of Limited English Proficiency

Director McDonald made a motion to approve revisions to Policy 2180 and 4218; Director Scott seconded the motion and the motion passed (5/0).

d. First Reading of Policy 3143 District Notification of Juvenile Offenders

e. First Reading of Policy 3144 Release of Information Concerning Student Sexual & Kidnapping Offenders

f. First Reading of Policy 3241 Classroom Management, Discipline & Corrective Action

Director Pierce made a motion to move Policies 3143, 3144 and 3241 to second reading; Director Schenk seconded the motion and the motion passed (5/0).

g. First Reading of Policy 3413 Student Immunization & Life Threatening Health Conditions

h. First Reading of Policy 3416 Medications at School

i. First Reading of Policy 3420 Anaphylaxis Prevention & Response

Director McDonald made a motion to approve Policies 3413, 3416 and 3420; Director Scott seconded the motion and the motion passed (5/0).

VII. COMMENTS FROM THE AUDIENCE

- Principal Miller announced attending the SHS Girls Swim Championship at King County Aquatic Center where they took 9th place at state competition.

VIII. BOARD COMMUNICATION

- Director Pierce received communication from a Steilacoom High alumni regarding a covered stadium.
- Director Schenk received communications regarding Pioneer Middle School and Center Drive school lights, and safe walking routes for Chloe Clark Elementary students.

IX. ANNOUNCEMENTS

- Director Schenk announced Mary Snyder, district Social Emotional Learning Coordinator named Lakewood Educator of the Month and thanked Superintendent Weight for budget talking points
- Chair Forbes announced the results of the SHS Girls swimming state competition; SHS XC competed at state competition; SHS Girls Volleyball, SHS Boys Tennis competed in post season play and SHS Football continues in post season play.

X. ADJOURNMENT

Director Schenk made a motion to adjourn the meeting at 7:30 pm; Director Pierce seconded the motion and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 12-12-18						
Name	Position	Hours	Location	Effective Date	Action	Comment
VO DUC	UTILITY CUSTODIAL WORKER	8.00	MAINTENANCE	12/13/2018	NEW HIRE	
LANGSHAW MARILYN	LPN	7.00	CHERRYDALE	12/13/2018	NEW HIRE	
FLETCHER LYNSDAY	PARAPROFESSIONAL	7.50	ANDERSON ISLAND	12/21/2018	RESIGNATION	

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

Personnel Report 12-12-18					
Name	Position	Location	Effective Date	Amount	
REDMAN KATHERINE	EDGENUITY COORDINATOR	HIGH SCHOOL	8/31/2018	2,400.00	
VEGH MATTHEW	BAND ADVISOR	HIGH SCHOOL	8/31/2018	6,000.00	
JOHNSON JOSHUA	CHOIR ADVISOR	HIGH SCHOOL	8/31/2018	5,000.00	
BOCHENEK KELSEY	CLASS ADVISOR	HIGH SCHOOL	8/31/2018	2,400.00	
SORTORE PATRICIA	CLASS ADVISOR	HIGH SCHOOL	8/31/2018	2,400.00	
JARNAGIN JAMES	CLASS ADVISOR	HIGH SCHOOL	8/31/2018	2,400.00	
BOCHENEK KELSEY	DEPT CHAIR	HIGH SCHOOL	8/31/2018	2,500.00	
EASTMAN KATHLEEN	DEPT CHAIR	HIGH SCHOOL	8/31/2018	2,500.00	
SCHULTZ-BRACE KERI	DEPT CHAIR	HIGH SCHOOL	8/31/2018	2,500.00	
STUTZ MIGUEL	DEPT CHAIR	HIGH SCHOOL	8/31/2018	2,500.00	
WUSTERBARTH GARY	DEPT CHAIR	HIGH SCHOOL	8/31/2018	2,500.00	
ZIMMERMAN CHRISTINA	DEPT CHAIR	HIGH SCHOOL	8/31/2018	2,500.00	
HAYDEN CHRISTINA	DRAMA CLUB ADVISOR PRODUCTION 2	HIGH SCHOOL	11/1/2018	2,400.00	
HAYDEN CHRISTINA	DRAMA CLUB ADVISOR PRODUCTION 1	HIGH SCHOOL	8/31/2018	2,400.00	
CHASE RENEE	GSA CLUB ADVISOR	HIGH SCHOOL	8/31/2018	1,200.00	
JOHNSON KENT	GSA CLUB ADVISOR	HIGH SCHOOL	9/19/7408	1,200.00	
HENDERSON SAMANTHA	CREATAIVE WRITING CLUB ADVISOR	HIGH SCHOOL	8/31/2018	2,400.00	
WILLIAMS LORIANN	SPANISH HONORS SOCIETY CLUB ADVISOR	HIGH SCHOOL	8/31/2018	2,400.00	
VAN WYHE GABRIEL	YEARBOOK CLUB ADVISOR	HIGH SCHOOL	8/31/2018	2,400.00	
BEAULIEU DEREK	DEPT CHAIR	PIONEER	4/1/2019	500.00	REPLACING SAMANTHA PERCEFULL LAST QUARTER

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 12/12/18

Strategic Focus Area

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

BACKGROUND INFORMATION

School districts in the state of Washington are required by WAC 392-190-0592 to establish and implement Affirmative Action programs. It is the purpose of the district's Affirmative Action Plan to promote, monitor, and maintain the district's Affirmative Action and Equal Employment Opportunity policies. This plan is designed to promote recruitment, training, and education efforts and to expand the pool of applicants without preferential treatment.

This plan was developed utilizing data collected and maintained by the Human Resources Department as well as data from the U.S. Census EEO tabulation for Pierce County. The district's Diversity Committee helped develop the goals and will serve as partners in monitoring progress toward our goals.

The plan will be reviewed periodically, and will be in place from December 2018 through December 2023.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve the 2018 – 2023 Affirmative Action Plan.

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



**Steilacoom Historical School District No. 1
Employment Affirmative Action Plan
2018-2023**

December 2018

INTRODUCTION AND REAFFIRMATION OF POLICY

The Steilacoom Historical School District No. 1 has established a firm commitment to providing equal employment opportunity to its staff and to applicants for positions in the district. We believe education enhancement requires consistently fair and equitable educational and employment practices without regard to race, creed, color, national origin, age, honorably-discharged veteran or military status, gender, sexual orientation, marital status, or qualified individuals with disabilities. The current Nondiscrimination and Affirmative Action Policy was adopted by the board of directors in 2008 and revised in 2017. The policy will be reaffirmed concurrent with the adoption of this five-year plan. The plan presented here is designed for the years 2018-2023. Although this plan covers a five-year period, it will be reviewed regularly and modified, if necessary, in accordance with applicable law.

The basis for analysis in the current plan involves a comparison of the district's minority staff in various job categories relative to the percentage of minorities in the available labor force. Similarly, the basis for the analysis relative to gender balance in this plan is the proportion of men to women in the available labor force for various job categories. The purpose of these affirmative action commitments remains the same as that of earlier plans, to ensure the absence of discrimination in employment practices.

Each employee of Steilacoom Historical School District involved in the recommendation of hiring or promotion is committed to ensuring that the recommendation is made without discrimination. It is the responsibility of each employee to promote a strong commitment to equal employment opportunity at his/her work site and throughout the district.

Dr. Kathi Weight, Superintendent

Bob Forbes, Chair, Board of Directors

Date of approval by board: _____

AUTHORITY

School districts in the state of Washington are required by WAC 392-190-0592 to establish and implement Affirmative Action programs that are designed to “eliminate discrimination on the basis of race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.”

PURPOSE

It is the purpose of the district’s Affirmative Action Plan to promote, monitor, and maintain the district’s affirmative action and equal employment opportunity policies. These policies provide for equal employment opportunities for all employees and applicants for employment and to promote diversity in the District’s workforce.

It is also the purpose of the district’s Affirmative Action Plan to identify at all levels of the workforce, areas of underutilization when planning and implementing recruitment efforts. This plan is designed to promote outreach, recruitment, training, and education efforts intended to expand the pool of applicants and to advance equal opportunity without preferential treatment.

RESPONSIBILITY FOR IMPLEMENTATION AND EVALUATION

The Superintendent will provide leadership and guidance to all administrators, supervisors, and personnel in the conduct of their employment practices to assure conformity with federal and state laws, regulations and district’s policies. The Human Resources Department will monitor and audit this plan and regularly update the Superintendent regarding efforts toward meeting goals. All staff will annually participate in a review of the district’s Nondiscrimination Policy and Procedure. The district’s Diversity Committee will participate and support this plan by working in partnership with the Human Resource Department to participate in interview committees and recruitment efforts. All publications which advertise employment opportunities will include the district’s nondiscrimination statement and contact information for the Affirmative Action Officer.

The Affirmative Action Officer is charged with responding to any questions or complaints concerning discrimination in employment and ensures that the district’s Nondiscrimination and Affirmative Action Policy and Procedure 5010 are available on the district’s website and communicated in new employee trainings

and professional development. All staff are required to review district policy and practices regarding non-discrimination each year.

Affirmative Action/Title IX/Section 504 Coordinator for Staff

Executive Director of Student Achievement/Human Resources

Steilacoom Historical School District No. 1

511 Chambers Street

Steilacoom, WA 98388

Phone: (253) 983-2220 Fax: (252) 584-7198

UTILIZATION ANALYSIS

This section summarizes an analysis of the district's workforce demographics. The following tables show the district's workforce diversity as measured by race and gender by the following job categories.

Job Group	Job Category
Certificated Administrators	Principals, Assistant Principals, District Administrators
Secondary Teachers	9-12 th grade teachers and counselors
Elementary and Middle School Teachers	Preschool – 8 th grade teachers and counselors
Certificated Support Personnel	Certificated staff whose job assignment is not teaching.
Classified Administrators and Professional Staff	Classified District Administrators and Managers
Office Personnel	Office Assistants, Secretaries, Clerks
Custodians	Custodians
Maintenance	Maintenance
Instructional Assistants	Para-Educators
Informational Technology	Technology

The term “underutilization” as used in this plan means having fewer members of an affected group in a specific job category than reasonably would be expected based upon their availability. The statistical comparisons in this section involve the use of workforce statistics for geographic areas relevant to Pierce County derived from the U.S. Census EEOC Tabulation for 2006-2010. At the time of development, the 2010 data is the most current available. These statistical comparisons do not have any independent legal or factual significance. The statistics and geographic areas have been selected and used in good faith with respect to this Affirmative Action Plan.

The availability study discussed above was used to generate theoretical availability (“TA”) figures, which indicate the percentage of workers in a given job category, or across all jobs, whose worksite is reported as Pierce County and identifying themselves as belonging to a particular protected class. The TA figure is a useful tool in approximating whether the District is underutilizing any such protected class in its employment practices, but it should be noted that true availability figures may be significantly higher or lower than the TA.

Steilacoom Historical School District
Utilization Analysis
Gender (September 2018)¹

Job Group²	Total Employee s³	Total Female	% Total Female	Theoretical Availability ⁴ (%)	Deviation from TA⁵ (%)
CERTIFICATED PERSONNEL					
Certificated Admins	16	9	56.2%	54.5%	1.7%
Cert. Support Personnel	24	19	79.1%	48.5%	30.6%
Elementary/Middle (P-8)	126	102	80.9%	63.0%	17.9%
Secondary Teachers (9-12)	43	24	55.8%	37.4%	18.4%
Total Certificated	209	154	73.6%		
CLASSIFIED PERSONNEL					
Class. Admin/Professional	10	9	90.0%	25.0%	65.0%
Office Personnel	25	28	89.2%	70.4%	18.8%
Custodians	25	11	44.0%	23.1%	20.9%
Maintenance	6	0	0	7.5%	-7.5%
Instructional Assistants	57	54	94.7%	71.5%	23.2%
Technology	4	0	0	16.9%	-16.9%
Total Classified	127	102	80.3%		
Grand Totals	336	256	76.1%		

¹ Does not include substitutes or athletic coaches.

² The occupational titles under which Census data is tracked to match job categories by the school district.

³ Total FTE reported September 2013

⁴ Total percentage of labor force identified by gender for Pierce County as reported in U.S. Census EEO tabulation 2006-2010.

⁵ Calculated by subtracting the utilization from the theoretical availability.

**Steilacoom Historical School District
Utilization Analysis
Minority (September 2018)¹**

Job Group²	Total Employees³	Total Minority⁴	% Total Minority	Theoretical Availability⁵ (%)	Deviation from TA⁶ (%)
CERTIFICATED PERSONNEL					
Certificated Admins	16	2	12.5%	19.0%	-6.5%
Cert. Support Personnel	24	3	12.5%	19.3%	-6.8%
Elementary/Middle (P-8)	126	12	9.5%	8.1%	1.4%
Secondary Teachers (9-12)	43	5	11.6%	12.4%	-.7%
Total Certificated	209	22	10.5%		
CLASSIFIED PERSONNEL					
Class. Admin/Professional	10	3	30.0%	17.5%	12.5%
Office Personnel	25	4	16.0%	26.3%	-10.3%
Custodians	25	12	48.0%	25.0%	23.0%
Maintenance	6	1	16.6%	17.2%	-0.5%
Instructional Assistants	57	13	22.8%	16.3%	6.5%
Technology	4	1	25.0%	15.4%	9.6%
Total Classified	127	34	26.7%		
Grand Totals	336	56	16.6%		

¹ Does not include substitutes or athletic coaches.

² The occupational titles under which Census data is tracked to match job categories by the school district.

³ Total FTE reported September 2018

⁴ Self-reported by employee

⁵ Total percentage of labor force identified by gender for Pierce County as reported in U.S. Census EEO tabulation 2006-2010.

⁶ Calculated by subtracting the utilization from the theoretical availability.

EXECUTIVE SUMMARY: PROGRESS SINCE THE LAST PLAN

Our school district has prioritized race and equity as one of the three professional learning topics for the 2018-2019 school year. Staff have already participated in August seminars and will continue to work on the topic through ACE day offerings at each building and at the optional professional development day in the spring.

Comparing the data from the 2013 plan to this current plan reveals progress toward diversifying our workforce. In particular, employment of individuals who identify as non-white increased by 4.8% for all staff; with an increase of 9.8% for classified employees and an increase of 1.6% for certificated employees.

Other accomplishments and current endeavors related to our Affirmative Action Plan:

- Our district has and will continue to partner with our Diversity Committee to include representation during interviews. We have also prioritized induction support for new staff.
- Our district has several partnerships with local universities and their respective teacher preparation programs including Pierce College, Pacific Lutheran University, University of Puget Sound, Saint Martin's University, and The Evergreen State College. Addressing equity and in recruiting and hiring a more diverse workforce are top priorities in these partnerships.
- Our district representatives at career fairs are encouraged to seek diverse candidates into the pool and we intend on reviewing this plan with the administrative team prior to career fairs and prior to staffing conferences. We also review and adjust our annual recruiting documents to attract interest from underrepresented candidates.
- Our district has ongoing partnerships with our JBLM School Liaison Office, the Washington Education Association (WEA), and the Washington State Association for Multicultural Education (WSAME).
- Our district will use annual hiring data to analyze progress toward this plan by September 30 of each year.
- Our district will analyze data regarding student to staff ratios along the same criteria of this report.

While we are proud of our progress, we recognize that the work needs to continue. We currently have no females in our technology department and the supervisor is the only female in our maintenance department. Also, there is a gap in utilization of available persons of color among our certificated administrators, certificated support staff, and our office staff. With these areas of growth in mind, we have created and revised goals within this plan.

GOALS AND ACTION STEPS

The goals of this Affirmative Action Plan are to promote equal employment opportunities in Steilacoom Historical School District No.1; to attract, promote, develop, and retain a high-performing diverse workforce to serve diverse student needs; and to encourage career advancement of all persons, including members of protected groups, once employed.

GOAL 1

Job Recruitment, Selection and Analysis

Actively seek a diverse pool of qualified applicants from all protected groups, as well as non-protected groups, for certificated and classified positions at all levels so that more members of under-represented groups are available for consideration as District employees.

- 1.1 Review outcomes the hiring process to make sure that a diverse pool of candidates is considered and that hiring reflects both the available workforce and also our student population.
- 1.2 In partnership with our district Diversity Committee and university programs, ensure that recruitment efforts include and actually reach all protected groups, as well as non-protected groups.
- 1.3 Partner with the district's Diversity Committee and university programs in developing and disseminating recruitment materials and job opportunities to organizations and outlets which have the opportunity to reach protected groups. Invite Diversity Committee participation on recruitment teams that participate in job fairs and other outreach efforts.
- 1.4 Continue the District's practice of inviting Diversity Committee members to participate in interview committees.

- 1.5 Increase the awareness of equal employment opportunity among all personnel involved in hiring; with the Superintendent and Human Resources Department monitoring all hiring.

GOAL 2

Education and Training

Promote a culture of respect and diversity in the workplace, and ensure that employees are aware of this plan and their roles and responsibilities in enforcing the district's Equal Employment Opportunity policy.

- 2.1 Continue to develop annual objectives and strategies at each building to increase work place diversity and multicultural opportunities in both the instructional and activities programs.
- 2.2 Continue to partner with the Diversity Committee to provide training and professional development at all schools and in all departments to promote cultural competency in conjunction with incorporating multicultural and gender equity concepts, awareness, and information into the curriculum.
- 2.3 Other means of promotion and information dissemination will be utilized as necessary to ensure that the community and district staff and students are informed of the goals and objectives of equal educational and employment opportunities.

GOAL 3

Preventing Employment Discrimination

Ensure that the district does not discriminate against any person on the basis of any protected status in employment, recruitment, promotion, or advancement.

- 3.1 Maintain credential requirements for relevant personnel.
- 3.2 Make no differentiation in pay scale on the basis of any protected status.
- 3.3 Make no differentiation in the assignment of school duties on the basis of any protected status, except where there is a compelling need for a lawful or bona fide occupational qualification based on the nature of duties.

- 3.4 Provide the same opportunities for advancement without regard to a protected status.
- 3.5 Make no differentiation in conditions of employment, including, but not limited to, hiring practices, leaves of absence, hours of employment, and assignment of, or pay for, instructional and non-instructional duties on the basis of any protected status.
- 3.6 Monitor hiring data and set objectives which address gaps in representation of protected classes among our employees.

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Nondiscrimination

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The board will designate a staff member to serve as the compliance officer.

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women, and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state law, racial minorities, and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.

Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

- A. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of

compensation.

- B. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.

- C. The District will not use any employment tests or criteria that screen out persons with disabilities unless the test or criteria is clearly and specifically job-related. Also, the District will not use such tests or criteria if alternative tests or criteria (that do not screen out persons with disabilities) are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Legal References: [RCW 28A.400.310](#) Law against discrimination applicable to districts' employment practices
[RCW 28A.640.020](#) Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
[RCW 28A.642](#) Discrimination prohibition
[RCW 49.60](#) Discrimination — Human rights commission
[RCW 49.60.030](#) Freedom from discrimination — Declaration of civil rights
Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)
[RCW 49.60.180](#) Unfair practices of employers
[RCW 49.60.400](#) Discrimination, preferential treatment prohibited
[RCW 73.16](#) Employment and Reemployment
[WAC 392-190](#) Equal Education Opportunity – Unlawful Discrimination Prohibited
[WAC 392-190-0592](#) Public school employment — Affirmative action program
[42 USC 2000e1](#) – 2000e10 Title VII of the Civil Rights Act of 1964
[20 USC 1681](#) - 1688 Title IX Educational Amendments of 1972
[42 USC 12101](#) – 12213 Americans with Disabilities Act
[8 USC 1324](#) (IRCA) Immigration Reform and Control Act of 1986
[38 USC 4301-4333](#) Uniformed Services Employment and Reemployment Rights Act
[29 USC 794](#) Vocational Rehabilitation Act of 1973
[34 CFR 104](#) Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance
[38 USC 4212](#) Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)

Management Resources: 2017 - April Issue
2014 - December Issue
2013 - June Issue
2011 - June Issue
2011 - February Issue
Policy News, August 2007 Washington's Law Against Discrimination
Policy News, June 2001 State Updates Military Leave Rights

Adoption Date: **2.27.08**

Revised Dates: **3.13.12; 1.28.15; 6.29.17**

School District Name: Steilacoom Historical School District No. 1

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Nondiscrimination

To ensure fairness and consistency, the following grievance procedure is to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district will be adversely affected in any way because the staff member utilized these procedures. As used in this procedure, "grievance" will mean a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws. A "complaint" will mean a charge alleging specific acts, conditions or circumstances which are in violation of the anti-discrimination laws. A "respondent" will mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint to this and the following steps will be taken:

Affirmative Action Plan

In order to secure an equitable solution to a justifiable complaint the district will:

- A. Make efforts to modify the composition of the future work force in order to work toward a full utilization of aged, persons with disabilities, ethnic minorities, women and Vietnam veterans in the various job categories.
- B. Ensure that all applicants and staff are considered on the basis of bona fide job-related qualifications. The purpose of the affirmative action plan is to actively include persons of under-utilized classes in the employment process, not to exclude others from it. The district will continue to emphasize in all recruitment contacts that nondiscrimination is a basic element in the district's personnel procedures.
- C. Be responsible for reviewing all employment procedures and programs to assure that there is no indication of discriminatory practices. The district will continue to use aged, persons with disabilities, ethnic minorities, women and Vietnam veterans in the recruitment and employment process. Job descriptions for classified staff will be sent to the Washington Employment Service and other organizations which are recruiting sources for groups that may be under-utilized in the district's work force. Recruitment from colleges and universities will include institutions with high percentages of students of various ethnic minorities.
- D. Contract and purchase all goods and services from persons, agencies, vendors, contractors and organizations who comply with the appropriate laws and executive orders regarding discrimination.
- E. Take appropriate action to attract and retain aged, persons with disabilities, ethnic minorities, women and Vietnam Veterans at all levels and in all segments of the district's work force. Criteria for selecting staff will be reviewed regularly to assure that such statements relate directly to the requirements for specific positions. However, pursuant to state law there will be no preferential employment practices based on race or gender.

- F. Upgrade present staff by providing management development training to assure that individuals of under-utilized groups are prepared for positions of new and increased responsibility.

Implementation of the affirmative action plan will be the responsibility of the superintendent. Administrators will assist in the attainment of the established goals and purposes of this affirmative action plan.

Dissemination

The district will disseminate information concerning employment and developments under the affirmative action plan on a planned basis to assist in achieving the goals set forth in this plan.

Affirmative action information will be disseminated by:

- A. Printing and distributing such information to staff, school libraries and offices;
- B. Publicizing such information in district newsletters;
- C. Conducting meetings with administrative staff to explain the intent and advantages of the policy and plan;
- D. Conducting faculty meetings and meetings with classified staff;
- E. Informing appropriate and interested recruiting and hiring sources; and
- F. Informing all representative staff groups in the district.

Internal Audit and Monitoring System

The superintendent's office, in compliance with [WAC 162-12, Pre-employment Inquiry Guide](#), will record by age, race, sex and other protected groups applicant flow, new hires, promotions, transfer requests, transfers, administrative internships and terminations. An analysis will be made of the internal and external work force availability of aged, persons without disabilities, ethnic minorities and women.

Grievance Procedure

To ensure fairness and consistency, the following review procedures are to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district will be adversely affected in any way because the staff member utilized these procedures.

- A. **Grievance** means a complaint which has been filed by an employee relating to alleged violations of any state or federal anti-discrimination laws.
- B. **Complaint** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under [WAC 392-190-065](#) or [WAC 392-190-005](#). Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating

discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

- C. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this procedure and from retaliating against an individual for filing such a grievance.

A. Informal Process for Resolution

When a staff member has an employment problem concerning equal employment opportunity, he/she will discuss the problem with the immediate supervisor, personnel director or superintendent within 60 days of the circumstances which gave rise to the problem. The staff member may also ask the compliance officer to participate in the informal review procedure. It is intended that the informal discussion will resolve the issue. If the staff member feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the compliance officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the staff member may proceed to the formal review procedures. During the course of the informal process, the district will notify complainant of their right to file a formal complaint.

B. Formal Process for Resolution

Level One: Complaint to District

The complaint must set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer will provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-

discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Level Two - Appeal to Board of Directors

If a complainant disagrees with the superintendent's or designee's written decision, , the complainant may file a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response. The board will schedule a hearing to commence by the twentieth (20) calendar day following the filing of the written notice of appeal unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the superintendent of public instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of

the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with [RCW 28A.642.010](#) or [Chapter 392-190](#), WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, [Chapter 34.05, RCW](#).

C. Mediation

At any time during the discrimination complaint procedure set forth in [WAC 392-190-065](#) through [392-190-075](#), a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

D. Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the district compliance officer for a period of 6 years.

Resources

1. District Contact
Human Resources
511 Chambers
Steilacoom, WA 98388
253.983.2220
2. State Contacts
Superintendent of Public Instruction
Equity and Civil Rights Office
P.O. Box 47200
Olympia, WA 98504-7200
360.725.6162

Washington State Human Rights Commission
711 South Capitol Way, Suite 402
P.O. Box 42490
Olympia, WA 98504-2490
360.753.6770

Office of Civil Rights
U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174
206.607.1600

Revised Dates: **12.00; 06.11; 12.14; 4.7.15**

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

**SUPERINTENDENT/ SCHOOL BOARD
APPROVAL REQUIRED
FIELD TRIP REQUEST FORM**

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

Date of Request: 11/9/2018 School: Pioneer Middle School

Name of teacher(s) requesting field trip: Katherine Elshire

Proposed student group: Advanced Girls Choir

Proposed date(s) of field trip: 2/14-15/2019 Proposed destination(s): Portland Oregon

Departure time from School: 7:00 pm Transportation by: ☒ Bus ☐ Private Car ☐ Air

Return time to School: 4:00 pm Will students need meals: ☐ Yes ☒ No

Content area(s) addressed: Performance

Description of proposed field trip and ASB fundraising efforts (please attach itinerary):
See the attached document.

Number of Students: 31 Number of Chaperones: 10

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

Individual student cost to be used for: Hotel, Transportation and DVD of performance

Estimated individual student cost \$ 162.00

GF/ASB Funds: \$ 5022

Total Cost \$ 5022

Account code 4004

Teacher Name: Katherine Elshire Signature: [Signature]

Teacher Name: _____ Signature: _____

Approve

Deny

Principal Name: Joanne Fernandez Signature: [Signature]

Steilacoom Historical School District Surplus Form -- Library / Text Books

Anderson Island Elementary

2018-2019

Location/Bldg.

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
		the never war			
		the rivers of zadaa			
		the meanist doll in the world			
		walking the edge			
		the doll people			
	2	just so stories			
		triss			
		the legend of luke			
		loamhedge			
d	1	pokemon now you see it!			

Form Prepared By

Date

Susan J. Greer
Building Administrator

11/9/18
Date

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District Surplus Form -- Library / Text Books

Location/Bldg.
anderson island

School Year
2018-2019

Code	Qty	Description	ISBN#	Publish Date	Publisher
d	1	kids myths	9.78055E+12		
s	1	Hattoe Big sky			
		everest: the summit			
		everest The contest			
		everest: the climb			
		juliet a dream takes flight			
		see you around sam			
		on the run 3			
		marre an invitation to dance			
		the chicken doesn't skate			
		island			
		the ghost in the mirror			
	2	the view from Saturday			
		rabbit hill			
		on the run 1			

Form Prepared By

Date

Susan J. Greer
Building Administrator

11/9/18
Date

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District

Surplus Form -- Library / Text Books

Location/Bldg.

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
		on the run 2			
		onion john			
		up from jericho tel			
		silent to the bone			
		kathrine's story			
		the scret in old lace			
		smoky the cowhouse			
		the crystal prison			
		mystery at moorsea manor			
		the trumpeter of krakow			
	2	kira-kira			
		the ghost's grave			
		the tale of emily windsnap			
		a mouse called wolf			
		martin the warrior			

Form Prepared By

Date

Building Administrator

Date

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District Surplus Form -- Library / Text Books

Location/Bldg.

School Year

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
		Salamandastron			
		the dark portal			
		journey to the river sea			
		taggerung			
		pearls of lutra			
		mariel of red wall			
		the outcast of redwall			
		mossflower			
		mattimeo			
		the long patrol			
		the bellmaker			
		lord brocktree			
		redwall			
		pearls of lutra			
		the legend of sleepy hollow			

Form Prepared By

Date

Building Administrator

Date

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District Surplus Form -- Library / Text Books

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
		the original freddie ackerman			
		dial-a-ghost			
		the secret of platform 13			
		one small dog			
		school's out			
		of two minds			
		the boy trap			
		ten ways to make my sister disappear			
		you be the jury			
		tippy lemmey			
		safety's angel			
		the lost flower children			
	2	strawberry girl			
		mr. revere and i			
		yung fu of the upper yangtze			

Form Prepared By

Date

Building Administrator

Date

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District Surplus Form -- Library / Text Books

Location/Bldg.

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
		stranded			
		rescue			
		run away home			
	2	the root cellar			
		underground man			
		us and uncle fraud			
		indigo's star			
		a picture of freedom			
		nystery of taboga island			
		the silverlake stranger			
		spirit of the west			
		the reality bug			
		the quillan games			
		the lost city of faar			
		the merchant of death			

Form Prepared By

Date

Building Administrator

Date

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District Surplus Form -- Library / Text Books

Chloe Clark

2018-19

Location/Bldg.

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
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Code	Qty	Description	ISBN#	Publish Date	Publisher
s	1	VHS Praying Mantis	cc10048	1996	Diamond Entert.
s	1	VHS Mammals-Tell Me Why	cc4059	1987	Tell Me WHY
s	1	VHS Dear America Color Me Dark	cc10240	2000	Scholastic
s	1	VHS Dear America Freedom	cc10239	1999	Scholastic
s	1	VHS Dear America So Far from Home	cc10241	1999	Scholastic
s	1	VHS Harriet Tubman	cc10245	1996	Schlessinger
s	1	VHS Dolphin Adventures	cc4049	1997	HBO Video
s	1	VHS Whitewash	cc10248	1998	First Run Features
s	1	VHS Magic School Bus Goes to Seed	cc10040	1999	Scholastic
s	1	VHS Magic School Bus Blows It's Top	cc1435	1996	Scholastic
s	1	VHS Look What I Grew	cc10036	1993	Intervideo, Inc
s	1	VHS Perfect Harmony	cc10243		Disney
s	1	VHS Children's Stories from Africa	cc10250	1998	Monterey Home Vid.
s	1	VHS Science as Inquiry	cc4121	2000	Schlessinger
s	1	VHS Human Body for Children	cc4108	2001	Schlessinger

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District Surplus Form -- Furniture/Equipment (Non IT)

Chloe Clark

2018-2019

Location/Bldg.

School Year

Code	Qty	Description	SHSD # (if applicable)	Model #	Serial #
s	1	Trapezoid table			
s	1	4 tier waterfall bookcase			

Form Prepared By

Date

Building Administrator

Date

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District

Surplus Form -- Furniture/Equipment (Non IT)

Chloe Clark

2018-2019

Location/Bldg.

School Year

Code	Qty	Description	SHSD # (if applicable)	Model #	Serial #
s	1	Double sided rolling easel			
s	2	U-shaped table			
s	2	Half Donut shaped table			
s	1	Round Table @ 54" adjustable			
s	31	Small student chairs			
s	1	3-drawer Teacher desk			
s	3	Single student desk			
s	1	3-drawer rolling metal filing cabinet (2-sm;1lg)			
s	1	Rolling file folder rack			
s	1	3 tier dowel shelf for bins			
s	1	3 drawer filing cabinet			
s	1	6 ft. ish 8 cubby shelf			
s	4	Intel Microscopes			
s	1	National Microscope			
s	1	Brain Model (half brain)			
s	1	Illuminated Ant Farm			

Form Prepared By Suzanne Schenck 11-1-18

Building Administrator

Date

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District Surplus Form -- Library / Text Books

Chloe Clark

2018-2019

Location/Bldg.

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
s	1	MC/K Ch 11 Resource Masters	978-0-02-107203-3		McGraw Hill
s	1	MC English Lang. Learners Guide	978-0-021-07978-0		McGraw Hill
s	1	MC K Problem Solving TG	978-02-107151-7		McGraw Hill
s	1	MC/K Teacher Reference Handbook	978-0-02-107521-8		McGraw Hill
s	1	MC/K Impact Mathamatics	978-0-02-112823-5		McGraw Hill
s	1	MC/K Hand-On Resources	978-0-02-107316-0		McGraw Hill
s	1	MC/K Ch 2 Resource Masters	978-0-02-1071937		McGraw Hill
s	1	MC/K Ch 5 Resouce Masters	978-0-02-107196-8		McGraw Hill
s	1	MC/K Ch 3 Resource Masters	978-0-02-107194-4		McGraw Hill
s	1	MC/K Ch 6 Resource Masters	978-0-02-107197-5		McGraw Hill
s	1	MC/K Ch 4 Resource Masters	978-0-02-107195-1		McGraw Hill
s	1	MC/K Ch 7 Resource Masters	978-0-02-107198-2		McGraw Hill
s	1	MC/K Teacher Guide V2	978-0-02-105736-8		McGraw Hill

Form Prepared By

Date

Building Administrator

Date

**** Classification Codes:** *S - Surplus* *D - Damaged*

SHSD Inventory Transfer Form

Chloe Clark

2018-19

Location/Bldg.

School Year

					From Location/Bldg.		To Location/Bldg.	
Description	Qty	SHSD # (if applicable)	Model #	Serial #	Physical Location	Room No.	Physical Location	Room No.
Old Science Materials					Chloe Clark		Anderson Island	

Eva Smith

Form Prepared By

Date

Received By Site / Bldg Administrator

Date

Originating Site / Bldg Administrator

Date

Maintenance Administrator

Date

Steilacoom Historical School District Surplus Form - Information Technology

IT Location/Bldg.			2017/2018 School Year	
Qty	Description	Serial Number	Model Number	Brand
1	Document Camera	44216 7090	300AF+	Avervision
1	VCR	810NCN289627	RC897T	LG
1	Printer	CNGB888698	Laserjet 2200	HP
1	Printer	CNL1D25830	Laserjet 1160	HP
1	Projector	U 7064115663	XG-PH50X	Sharp
1	Server	USE236E09L	ProLiant DL360 G7	HP
1	Server	USE236E09J	ProLiant DL360 G7	HP
1	Server	USE236E09E	ProLiant DL360 G7	HP
1	Server	USE236E09A	ProLiant DL360 G7	HP
1	Server	USE236E09H	ProLiant DL360 G7	HP
1	Computer	MXL118201S	6000 Pro SFF	HP
1	Computer	MXL2191YL4	6200 Pro SFF	HP
1	Computer	MXL2191YL8	6200 Pro SFF	HP
1	Computer	MXL2191YK6	6200 Pro SFF	HP

Agg F. Meyer

Qty	Description	Serial Number	Model Number	Brand
13	Word Processor	No Serial Number	11071-0818	Alpha Smart
1	Word Processor	AA 0897-1353	ALF-C01	Alpha Smart
1	Word Processor	ALF2000-0898-10932	Alph Smart 2000	Alpha Smart
1	Word Processor	AS3000B-0805-16605-AQ	Alpha Smart 3000	Alpha Smart
1	Word Processor	AS3000B-0805-16604-AQ	Alpha Smart 3000	Alpha Smart
1	Word Processor	NEO-AC-0704-09072-FC	NEO	Alpha Smart
1	Word Processor	NEO-AC-0704-09073-FC	NEO	Alpha Smart
1	Word Processor	ALF2000-0298-08982	Alph Smart 2000	Alpha Smart
1	Word Processor	AS3000B-0506-23033-AQ	Alpha Smart 3000	Alpha Smart
1	Word Processor	NEO-AD-0707-05877-FC	NEO	Alpha Smart
1	Document Camera	54375 08050P	300AF+	Avervision
1	Laptop	CNU0073MSF	4710s	HP
1	Computer	2UB5160F9C	dc7100	HP
1	Computer	MXL2191YM3	6200 Pro SFF	HP
1	Computer	2UA316229W	Z220 SFF	HP
1	Computer	2UA31621L8	Z220 SFF	HP
1	Computer	2UA31621N4	Z220 SFF	HP

Ant. Wey

Qty	Description	Serial Number	Model Number	Brand
2	Power Supply	AAL-P807	MCS 16-20	Pelco
1	Monitor	0183270209	PMCL217	Pelco
2	NVR	802KVVR000695	DX8100	Pelco
1	Security Camera	ABASJK9	IMS0C10-1	Pelco
1	Power Supply	AS0724322050	SUA750XL	APC
1	Power Supply	NA	WCS4-20	Pelco
1	Switch 3750G PoE-24	FOC1320W2ZE	WS-C3750G-24PS-S V06	Cisco
1	Switch 3750G PoE-48	FDO1207X0MH	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-48	FDO1207X0ND	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-48	FDO1207X0V7	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-48	FDO1207X0MX	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-48	FDO1207Z0HA	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-48	FDO1207X0PL	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-48	FDO1207X0WM	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-48	0025B4C2F880	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-48	FDO1207X0KC	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-48	FDO1149Y120	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-48	FDO1149Y10V	WS-C3750-48PS-S V06	Cisco

Ag F. Hone

Qty	Description	Serial Number	Model Number	Brand
1	Switch 3750G PoE-48	FDO1149Y12D	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-48	FDO1149Y12A	WS-C3750-48PS-S V06	Cisco
1	Switch 3750 48	FDO1212Z5RD	WS-C3750-48TS-S V05	Cisco
1	Switch 3750 48	FDO1212Z5SS	WS-C3750-48TS-S V05	Cisco
1	Switch 3750 48	FDO1212Z5TT	WS-C3750-48TS-S V05	Cisco
1	Switch 3750 48	FDO1212Z5UM	WS-C3750-48TS-S V05	Cisco
1	Switch 3750 48	FDO1138X0NE	WS-C3750-48TS-S V05	Cisco
1	Switch 3750 48	FDO1212Z52N	WS-C3750-48TS-S V05	Cisco
1	Switch 3750 48	FDO1328Y3FJ	WS-C3750-48TS-S V05	Cisco
1	Switch 3750 48	FDO1212Z547	WS-C3750-48TS-S V05	Cisco
1	Switch 3750 48	FDO1230X04X	WS-C3750-48TS-S V05	Cisco
1	Switch 3750 48	FDO1240Y2WW	WS-C3750-48TS-S V05	Cisco
1	Switch 3750 48	FDO1212Z53F	WS-C3750-48TS-S V05	Cisco
1	Switch 3750G PoE-24	FDO1205Z2XV	WS-C3750-24PS-S V06	Cisco
1	Switch 3750 PoE-48	FDO1207X0P6	WS-C3750-48PS-S V06	Cisco
1	Switch 3750 PoE-48	FDO1207X0NM	WS-C3750-48PS-S V06	Cisco
1	Switch 3750G PoE-24	FOC1320W2Z3	WS-C3750-24PS-S V06	Cisco
1	Switch 3750G PoE-24	FOC1320Y2FX	WS-C3750-24PS-S V06	Cisco

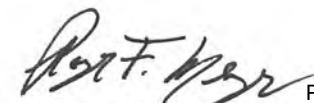
Ray F. May

Qty	Description	Serial Number	Model Number	Brand
1	Computer	MXL2191YLZ	6200 Pro SFF	HP
1	Computer	MXL2191YNK	6200 Pro SFF	HP
1	Computer	MXL2180MX4	6200 Pro SFF	HP
1	Computer	2UA3161JKX	6200 Pro SFF	HP
1	Monitor	CNK21307P5	LE1911	HP
1	Monitor	CNK21308XC	LE1911	HP
1	Monitor	CNK21307PJ	LE1911	HP
1	Projector	F8EU02641	CP-X206	Hitachi
1	Projector	H7IU01156	CP-X200	Hitachi
1	Projector	F5H001407	CP-X250	Hitachi
1	Projector	F8EU03825	CP-X206	Hitachi
1	Projector	F7IV01858	CP-X205	Hitachi
1	Projector	F8EU02674	CP-X206	Hitachi
1	Document camera	44270 7090	AF300AF+	Avervision
1	Document camera	AF15-000-3793	AFX-150	Recordex
1	Projector	F8EU03829	CP-X206	Hitachi
1	Computer	2UA31622B5	Z220	HP
1	Computer	2UA31621NX	Z220	HP

Qty	Description	Serial Number	Model Number	Brand
1	Monitor	CNC016RJCJ	LA1951g	HP
1	Monitor	CNC016NWS3	LE1911	HP
1	Monitor	CNC213P7JN	LE1911	HP
1	Monitor	CNC213P7PC	LE1911	HP
1	Monitor	CNC213P7PH	LE1911	HP
1	Monitor	CNC213P8WR	LE1911	HP
1	Monitor	6CM3122HRH	LV2311	HP
1	Monitor	6CM3122HCJ	LV2311	HP
1	Monitor	6CM3122HCS	LV2311	HP
1	Monitor	CNC311QQCN	LV2011	HP
1	Monitor	CNC309P4R2	LV2011	HP
1	Monitor	CNC311QR8X	LV2011	HP
1	Monitor	6CM3122HCX	LV2311	HP
1	Monitor	CNC309PZ11	LA2006x	HP
1	Computer	2UA31621NV	Z 220 SFF	HP
1	Computer	2UA3161GY6	Z 220 SFF	HP
1	Computer	2UA316228T	Z 220 SFF	HP
1	Computer	2UA316227Y	Z 220 SFF	HP

Robert F. Meyer

Qty	Description	Serial Number	Model Number	Brand
1	Document Camera	075981	TT-02s	Elmo
1	Document Camera	075976	TT-02s	Elmo
1	Computer	2ua316228k	Z 220 SFF	HP
1	Computer	2ua40111ms	Z 220 SFF	HP
1	Computer	2ua31621ls	Z 220 SFF	HP
1	Computer	2ua316228j	Z 220 SFF	HP
1	Computer	2ua3161jl5	Z 220 SFF	HP
1	Computer	2ua3161jl8	Z 220 SFF	HP
1	Computer	2ua31621nl	Z 220 SFF	HP
1	Computer	2ua3161jll	Z 220 SFF	HP
1	Computer	2ua316228g	Z 220 SFF	HP
1	Computer	2ua31621ly	Z 220 SFF	HP
1	Computer	2ua31621m8	Z 220 SFF	HP
1	Computer	2ua316227x	Z 220 SFF	HP
1	Computer	2ua31621kf	Z 220 SFF	HP
1	Computer	2ua31621p1	Z 220 SFF	HP
1	Computer	2ua316229b	Z 220 SFF	HP
1	Computer	2ua3161jm4	Z 220 SFF	HP



Qty	Description	Serial Number	Model Number	Brand
1	Computer	2ua3161jkz	Z 220 SFF	HP
1	Computer	2ua3161jlf	Z 220 SFF	HP
1	Computer	2ua31621nr	Z 220 SFF	HP
1	Computer	2ua31621n9	Z 220 SFF	HP
1	Computer	2ua31621l7	Z 220 SFF	HP
1	Computer	2ua3162291	Z 220 SFF	HP
1	Computer	2ua316228l	Z 220 SFF	HP
1	Computer	2ua31621nb	Z 220 SFF	HP
1	Computer	2ua31621nx	Z 220 SFF	HP
1	Computer	2ua316227w	Z 220 SFF	HP
1	Computer	2ua3161jlv	Z 220 SFF	HP
1	Computer	2ua316228s	Z 220 SFF	HP
1	Printer	CNBRL19412	Laserjet 1200	HP
1	Computer	2UA316229G	Z 220 SFF	HP
1	Computer	2UA3162289	Z 220 SFF	HP
1	Computer	2UA31621P0	Z 220 SFF	HP
1	Computer	2UA316228B	Z 220 SFF	HP
1	Computer	2UA31621P1	Z 220 SFF	HP

Robert F. Hays

Qty	Description	Serial Number	Model Number	Brand
1	Computer	2UA3161GXN	Z 220 SFF	HP
1	Computer	2UA316227V	Z 220 SFF	HP
1	Computer	2UA3162288	Z 220 SFF	HP
1	Computer	2UA31621P7	Z 220 SFF	HP
1	Computer	2UA40710V0	Z 220 SFF	HP
1	Computer	2UA3162292	Z 220 SFF	HP
1	Computer	2UA3161JKT	Z 220 SFF	HP
1	Computer	2UA31622B5	Z 220 SFF	HP
1	Computer	2UA40710V1	Z 220 SFF	HP
1	Computer	2UA31621KH	Z 220 SFF	HP
1	Computer	2UA316228X	Z 220 SFF	HP
1	Computer	2UA31621NP	Z 220 SFF	HP
1	Computer	2UA3161JM2	Z 220 SFF	HP
1	Computer	2UA31621NW	Z 220 SFF	HP
1	Computer	2UA31621LD	Z 220 SFF	HP
1	Computer	2UA31621P3	Z 220 SFF	HP
1	Computer	2UA31621N6	Z 220 SFF	HP
1	Computer	2UA5212GCV	Z 230 SFF	HP

Ag F. Hg

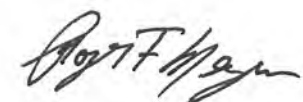
Qty	Description	Serial Number	Model Number	Brand
1	Computer	2UA31621NM	Z 220 SFF	HP
1	Computer	2UA31622B7	Z 220 SFF	HP
1	Computer	2UA31621KR	Z 220 SFF	HP
1	Computer	2UA316228F	Z 220 SFF	HP
1	Computer	2UA316228R	Z 220 SFF	HP
1	Computer	2UA316229M	Z 220 SFF	HP
1	Computer	MXL02202D7	6000 Pro SFF	HP
1	Computer	2UA3161JM6	Z 220 SFF	HP
1	Computer	2UA31621KJ	Z 220 SFF	HP
1	Computer	2UA316229S	Z 220 SFF	HP
1	Disk Player	S215038TV	CDC--585	Yamaha
1	Sound Mixer	OY02658	MX12\4	Yamaha
4	Speakers	88010689	N/A	Yamaha
1	Document camera	AF15-000-3561	AFX-150	Recordex
1	Document camera	AF15-000-3547	AFX-150	Recordex
1	CCTV Monitor	B5573VAPB00015V	SMC-150FN	Samsung
1	Monitor	CNC309P3ZM	LV2011	HP
1	Monitor	CNC311QR8J	LV2011	HP

Robert May

Qty	Description	Serial Number	Model Number	Brand
1	Monitor	CNC311QQ67	LV2011	HP
1	Monitor	6CM31223HCR	LV2311	HP
1	Document Camera	AF1500-000-3075	AFX-150	Recordex
1	Monitor	3Q1112893B	LV1711	HP
1	Monitor	6CM3122HDG	LV2311	HP
1	Monitor	6CM3122HQH	LV2311	HP
1	Monitor	CNC311QQXC	LV2011	HP
1	Monitor	CNC311QQDP	LV2011	HP
1	Monitor	CNC311QRB4	LV2011	HP
1	Monitor	CNC3112QQ5L	LV2011	HP
1	Monitor	6CM3122HQP	LV2311	HP
1	Monitor	6CM3122HQQ	LV2311	HP
1	Computer	2UA3161JLH	Z 220 SFF	HP
1	Computer	2UA3161JM1	Z 220 SFF	HP
1	Computer	2UA3161JKS	Z 220 SFF	HP
1	Computer	2UA31621ND	Z 220 SFF	HP
1	Computer	2UA31621MB	Z 220 SFF	HP
1	Computer	2UA316229V	Z 220 SFF	HP



Qty	Description	Serial Number	Model Number	Brand
1	Monitor	CNC309P4MX	LV2011	HP
1	Projector	F8EU02639	CP-X206	Hitachi
1	Monitor	6CM3122HCL	LV2311	HP
1	Monitor	6CM3122HD9	LV2311	HP
1	Monitor	CNC309P3ZJ	LV2011	HP
1	Monitor	3CQ111B93P	LE1711	HP
1	Monitor	CNC311QQX4	LV2011	HP
1	Monitor	CNC309P4LB	LV2011	HP
1	Monitor	3CQ111B93X	LE1711	HP
1	Monitor	CNC4430V4B	hp 1702	HP
1	Monitor	6CM3122HR3	LV2311	HP
1	Monitor	CNC311QQ5D	LV2311	HP
1	Monitor	CNC311QR8J	LV2011	HP
1	Monitor	CNC311QQ5L	LV2011	HP
1	Computer	2UA3161GXJ	Z 220 SFF	HP
1	Computer	2UA3161GY9	Z 220 SFF	HP
1	Monitor	CNC309PZ10	LV2011	HP
1	Monitor	CNC250PQX4	LV2011	HP



Steilacoom Historical School District Surplus Form -- Furniture/Equipment (Non IT)

Cherrydale

18/19

Location/Bldg.

School Year

Code	Qty	Description	SHSD # (if applicable)	Model #	Serial #
S	2	Lunch Tables			
S	32	Student chairs 14"			
S	2	Student computer desks (30x36)			
S	1	Luma Projection screen 51"			
S	1	Projection screen 76"			
S	1	desk/table (no drawers) 30x50			
S	3	48" round adjustable leg tables			
S	1	standard 4 drawer file cabinet (green)			

Laura Johnson 11/6/18
Form Prepared By Date

[Signature] 11-7-18
Building Administrator Date

Steilacoom Historical School District Surplus Form -- Furniture/Equipment (Non IT)

District Office / Warehouse (in bus lot)

2018-19

Location/Bldg.

School Year

Code	Qty	Description	SHSD # (if applicable)	Model #	Serial #
D	3	2-drawer metal filing cabinets	n/a	n/a	n/a
D	1	3-drawer metal filing cabinet	n/a	n/a	n/a
D	7	4-drawer metal filing cabinets	n/a	n/a	n/a
S	3	9-shelf metal industrial shelving	n/a	n/a	n/a
S	1	metal industrial storage unit w/ cubbies	n/a	n/a	n/a
D	3	wood storage unit w/ cubbies	n/a	n/a	n/a
S	1	aluminum folding table	n/a	n/a	n/a
S	1	E-Z Up Instant Shelter	n/a	n/a	n/a
D	1	chalkboard (3ft x 4ft)	n/a	n/a	n/a
D	1	wood ladder	n/a	n/a	n/a

Melissa McGann 11/29/2018

Form Prepared By

Date

Stacyann B... 11/29/2018

Building Administrator

Date

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District
Surplus Form -- Furniture/Equipment (Non IT)

Office Supply Room/Saltar's Point

2018/19

Location/Bldg.

School Year

[illegible]

Barb Granneth

11/2/18

Form Prepared By

Date _____

Mr C

Building Administrator

11-2-18

Date _____

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District Surplus Form -- Furniture/Equipment (Non IT)

Saltar's Point Elementary

2018-2019

Location/Bldg.

School Year

Code	Qty	Description	SHSD # (if applicable)	Model #	Serial #
S	8	small blue plastic desk chairs			
S	8	small red melamine desk chairs			
S	2	Projector screens			

K. LeCompte
Form Prepared By K. LeCompte November 6, 2018

[Signature]
Building Administrator

11-7-18
Date

Steilacoom Historical School District
Surplus Form -- Furniture/Equipment (Non IT)

Saltars


2018

Location/Bldg.

School Year

[illegible]

Form Prepared By **Lori Wilson**


Building Administrator

11-6-18
11/6/2018

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District
Surplus Form -- Furniture/Equipment (Non IT)

Saltar's Point Elementary

2018-2019

Location/Bldg.

School Year

[illegible]

K. LeCompte

Form Prepared By K. LeCompte November 6, 2018

Building Administrator Date 11-7-75

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District Surplus Form -- Furniture/Equipment (Non IT)

Saltar's Point - Room 6

2018-2019

Location/Bldg.

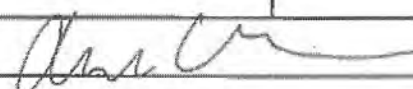
School Year

Code	Qty	Description	SHSD # (if applicable)	Model #	Serial #
S	1	Projector Screen Only			

Denise Isler 10/15/18

Form Prepared By

Date


Building Administrator

10-17-18
Date

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District
Surplus Form -- Furniture/Equipment (Non IT)

StaffRoom/Saltar's Point

18/19

Location/Bldg.

School Year

[illegible]

Kim Russell 10/10/18

Form Prepared By

Date _____

Building Administrator

Date _____

**** Classification Codes:** S - Surplus D - Damaged

Steilacoom Historical School District
Surplus Form -- Furniture/Equipment (Non IT)

Pioneer Middle School

2018-19

Location/Bldg.

School Year


[illegible]

Amy Malkames

10/23/19

Form Prepared By

Date _____


Building Administrator

10/29/18

Date _____

** Classification Codes: S - Surplus D - Damaged

Steilacoom Historical School District Surplus Form -- Library / Text Books

Steilacoom High School

Nov 2018-19

Location/Bldg.

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
S	1	A Nation for a Continent: the History of Australia 1901-1975	0-85859-098-0	1977	Heinemann Educational
S	1	America: 1870-1975	0-582-22292-3	1987	Longman Group
S	1	Beyond the Old Frontier: Adventures of Indian-Fighters, Hunters, and Fur-Traders	0-87928-069-7	1976	Corner House Publishers
S	1	Black West: A Documentary and Pictorial History	0-385-00380-3	1973	Anchor Books / Anchor Press
S	1	Contact with the Stars: The Search for Extraterrestrial Life	0-7167-1355-1	1982	W.H. Freeman & Co
S	1	Counsel to the President: A Memoir	0-394-56995-4	1991	Random House
S	1	Four Wagons West: The Story of Seattle	N/A	1931	Binfords & Mort
S	1	Framing of the Constitution of the United States	0-300-00079-0	1978	Yale University Press
S	1	Golden Door: The United States from 1865-1918	0-395-25798-0	1977	Houghton Mifflin Co
S	1	Kakadu: A Heritage for the Future	0-947116-49-4	1990	Weldon Publishing
S	2	Latin America 1999 (33rd Edition)	1-887985-20-4	1999, 2006	Stryker-Post Publications
S	1	Liberty: The Story of the Statue of Liberty & Ellis Island	N/A	1984	Doubleday & Co
S	1	Lone Star: A History of Texas and the Texans	0-517-402807	1983	American Legacy Press
S	1	Nation Comes of Age: A People's History of the Ante-Bellum Years	0-07-059018-4	1981	McGraw-Hill Book Company
S	1	Natural World: Oxford Illustrated Encyclopedia	0-19-869134-3	1985	Oxford University Press

Teri Jan

11-14-2018

Form Prepared By

Date

Michael J. Miller

11/14/2018

Building Administrator

Date

Steilacoom Historical School District

Surplus Form -- Library / Text Books

Steilacoom High School

Nov 2018-19

Location/Bldg.

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
S	1	New Westminster Dictionary of the Bible	0-664-21277-8	1970	Westminster Press
S	1	Pioneer Trails West: Great Stories of the Westering Americans and the Trails They Followed	0-87004-304-8	1985	Caxton Printers, Ltd.
S	1	The Alaskans (The Old West)	LOC #: 77-79673	1977	Time Life Books
S	1	The Alaskans (The Old West)	LOC #: 77-79673	1980	Time Life Books
S	1	The Cama-I Book	0-385-15522-0	1983	Anchor Press
S	1	The Chroniclers (The Old West)	LOC #:75-34961	1976	Time Life Books
S	1	The Cowboys (The Old West)	LOC 72-87680	1980	Time Life Books
S	1	The End and the Myth (The Old West)	0-8094-2314-6	1979	Time Life Books
S	1	The Far Western Frontier 1830-1860	0-06-133012-4	1956	Harper Torchbooks
S	1	The Forty-Niners (The Old West)	LOC #: 73-88997	1974	Time Life Books
S	1	The Frontiersmen (The Old West)	LOC #: 76-47101	1977	Time Life Books
S	1	The Great Chiefs (The Old West)	LOC #: 75744	1975	Time Life Books
S	1	The Indians (The Old West)	LOC #: 72-93991	1973	Time Life Books
S	1	The Indians (The Old West)	LOC #: 72-93991	1979	Time Life Books
S	1	The Miners (The Old West)	LOC #: 76-15917	1976	Time Life Books

Teri Litt

Form Prepared By

11-14-2018

Date

Richard J. Smith

Building Administrator

11/14/2018

Date

Steilacoom Historical School District Surplus Form -- Library / Text Books

Steilacoom High School

Nov 2018-19

Location/Bldg.

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
S	1	The Pioneers (The Old West)	LOC #: 73-94242	1974	Time Life Books
S	1	The Prairie Traveler: A Hand-book for Overland Expeditions	0-87928-001-8	1978	Corner House Publishers
S	1	The Ranchers (The Old West)	LOC #: 77-85283	1977	Time Life Books
S	1	The Scouts (The Old West)	0-8094-2306-5	1978	Time Life Books
S	1	The Spanish West (The Old West)	LOC #: 76-1423	1976	Time Life Books
S	1	The Sydney Scene: 1788-1960	0-86806-017-8	1982	Hale & Iremonger
S	1	The Texans (The Old West)	LOC #: 75-15450	1975	Time Life Books
S	1	The Townsmen (The Old West)	LOC #: 74-21780	1975	Time Life Books
S	1	Webster's New Explorer Desk Encyclopedia	1-892859-43-2	2003	Federal Street Press / Merriam-Webster
S	1	Welcome to Australia: Lifestyle and Culture	N/A	1982	Australian Tourist Commission

Teri Jett

11-14-2018

Form Prepared By

Date

Michael J. Miller

11/14/2018

Building Administrator

Date

Steilacoom Historical School District Surplus Form -- Library / Text Books

Steilacoom High School

Nov 2018-19

Location/Bldg.

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
D	1	Absolutely True diary of a Part-Time Indian	978-0-316-01369-7	2007	Little, Brown and Co
D	1	American Pageant	0-618-47940-6	2006	Houghton Mifflin
S	25	American Pageant: A History of the Republic	0-669-39728-8	1998	Houghton Mifflin
S	105	American Vision: Modern Times, 2 CDs/ea set	978-0-07-891758-5	N/A	McGraw Hill/Glencoe
S	48	Americans	0-395-85182-3	1998	McDougal Littell
S	10	Americans	0-395-74028-2	1996	McDougal Littell
D	1	Animal Farm	0-451-52634-1	1996	New American Library/Penguin
S	276	Biology	978-0-13-323574-6	2014	Pearson
S	2	Biology: Laboratory Manual Teacher Ed	0-13-064267-3	N/A	Pearson: Prentice Hall
S	2	Chemistry: Laboratory Manual	0-13-190359-4	N/A	Pearson: Prentice Hall
S	2	Chemistry: Laboratory Manual Teacher Ed	0-13-190363-2	N/A	Pearson: Prentice Hall
S	2	Earth Science: Laboratory Manual	0-13-125898-2	N/A	Pearson: Prentice Hall
S	2	Earth Science: Laboratory Manual Teacher Ed	0-13-125900-8	N/A	Pearson: Prentice Hall
S	2	Enduring Vision: A History of the American People (3rd Ed)	0-669-39771-7	1996	D. C. Heath
S	15	Health	978-0-07-875876-8	2009	McGraw Hill/Glencoe

Truitt

11-12-18

Richard J. Smith

11/14/2018

Form Prepared By

Date

Building Administrator

Date

**** Classification Codes: S - Surplus D - Damaged**

Steilacoom Historical School District Surplus Form -- Library / Text Books

Steilacoom High School

Nov 2018-19

Location/Bldg.

School Year

Code	Qty	Description	ISBN#	Publish Date	Publisher
S	3	In Cold Blood	0-679-74558-0	1993	Vintage Books
S	1	Jane Eyre	0-553-21140-4	1988	Bantam Books
D	1	Precalculus	0-13-227650-X	2007	Addison Wesley
D	1	Romeo and Juliet	978-0-7434-7711-6	2011	Simon & Schuster
D	3	To Kill a Mockingbird	0-06-093546-4	2002	Perennial Classics
D	79	To Kill a Mockingbird	0-446-31078-6	1982	Warner Books
S	90	Washington: In the Pacific Northwest	0-87905-988-5	2005	Gibbs-Smith
S	3	Western Civilizations: Their History & Their Culture 11th	0-393-95657-1	1988	W. W. Norton
S	18	Western Civilizations: Their History & Their Culture 15th	0-393-92493-9	2005	W. W. Norton
S	6	Western Civilizations: Their History & Their Culture 14th	0-393-97686-6	2002	W. W. Norton
S	1	Western Civilizations: Their History & Their Culture 9th	0-393-95074-3	1980	W. W. Norton
D	1	Western Civilizations: Their History & Their Culture 16th	978-0-393-93099-3	2008	W.W. Norton & Co
S	8	Western Civilizations: Their History & Their Culture 13th	0-393-97192-9	1998	W. W. Norton
S	72	World Geography and Cultures	978-0-07-874529-4	2008	McGraw Hill/Glencoe
D	3	World History: Modern Times	978-0-07-891003-6	2010	McGraw Hill/Glencoe

Peri Lett

11-12-18

Form Prepared By

Date

Michael J. Miller

11/14/2018

Building Administrator

Date

**** Classification Codes: S - Surplus D - Damaged**

SHSD Surplus Form -- Furniture

District

2018-2019

Location/Bldg.

School Year

Code	Qty	Description	SHSD # (if applicable)	VIN #	Mileage
	1	2005 INTL 78 Passenger		4DRBWAARX5A982272	201000+ odometer replaced about 12000 miles more

Eva Smith

11/13/18

M. Beard

11/14/2018

Form Prepared By

Date

Building Administrator

Date

** Classification Codes: S - Surplus D - Damaged









STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 12, 2018

Strategic Focus Area

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

BACKGROUND INFORMATION

Second Reading Policy 3143 District Notification of Juvenile Offenders
No changes since first reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 3143.

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

DISTRICT NOTIFICATION OF JUVENILE OFFENDERS

A court will notify the principal of a school in which a student is enrolled if the student has been convicted of, adjudicated for, or entered into a diversion agreement for any of the following offenses: a violent offense, a sex offense, a firearms offense, inhaling toxic fumes, a drug offense, liquor offense, assault, kidnapping, harassment, stalking, or arson. When the principal receives such notification, he or she must provide the information received about the student to every teacher of the student and to any other personnel who, in the judgment of the principal, supervises the student or for security purposes should be aware of the student's record. The information that the principal must provide is based on any written records that the principal maintains or receives from a juvenile court administrator or a law enforcement agency regarding the student.

Any information received by a principal or school personnel under this policy is confidential and may not be further disseminated except as allowed by [RCW 28A.225.330](#), other statutes and case law, or the Family and Educational and Privacy Rights Act, 20 U.S.C. Sec. 1232g et seq.

If a student is convicted of, adjudicated for, or has entered into a diversion agreement for assault, kidnapping, harassment, stalking, or arson against a teacher, then that student will never be assigned to that teacher's classroom. Additionally, if a student is convicted of, adjudicated for, or has entered into a diversion agreement for assault, kidnapping, harassment, stalking, or arson against another student, the offending student will never be assigned to the same class as the other student.

Convicted juvenile sex offenders will not attend a school attended by their victims or their victims' siblings. Offenders and their parents or guardians will be responsible for providing transportation or covering other costs related to the offenders' attendance at another school.

The department of social and health services (DSHS) will notify the board of directors in writing at least thirty days before a juvenile convicted of a violent offense, a sex offense, or stalking is discharged, paroled, given authorized leave, or otherwise released to reside in the district. The DSHS Sex Offender School Attendance Program assists with ensuring that juvenile sex offenders, committed to Juvenile Rehabilitation Administration (JRA), do not enroll in the same school as their victim or their victims' siblings. If there is a conflict in schools, DSHS program staff will work with JRA to have the offender moved to another school. A community residential facility to which an adjudicated juvenile is transferred will provide written notice of the offender's criminal history to the district if the juvenile is attending school in the district while residing at the community residential facility.

Cross References: [Board Policy 2161](#)
 [Board Policy 3140](#)
 [Board Policy 4315](#)

Special Education and Related Services
for Eligible Students
Release of Resident Students

Release of Information Regarding
Sexual Offenders

Legal References: [RCW 13.04.155](#)

[RCW 13.40.215](#)

Notification to school principal of conviction, adjudication, or diversion agreement-provision of information to teachers and other personnel — Confidentiality

Juveniles found to have committed violent or sex offense or stalking — Notification of discharge, parole, leave release, transfer, or escape — To whom given — Definitions2) [RCW 28A.600.460](#) Classroom discipline--policies--classroom placement of student offenders — data on disciplinary action

Management Resources:

August 2018
Policy News, October 2010
Policy News, August 1997
Policy News, June 1999

Release of Sex Offender Information
Legislature addresses student discipline
School safety bills impact policy

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 1.11.12; 12.12.18

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 12, 2018

Strategic Focus Area

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

BACKGROUND INFORMATION

Second Reading Policy 3144 Release of Information Concerning Student Sexual & Kidnapping Offenders

No changes since the first reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 3144.

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

RELEASE OF INFORMATION CONCERNING STUDENT SEXUAL AND KIDNAPPING OFFENDERS

The district recognizes its responsibility for the health and safety of all students, including students required to register as a sex or kidnapping offender enrolled within the district. Therefore, the board will take appropriate precautionary measures in situations where the building principal has been advised by law enforcement officials that a student required to register as a sex or kidnapping offender is enrolling or is attending a school within the district.

Principal Responsibilities

When a principal receives notice from law enforcement or a court that a sex or kidnapping offender will be attending the principal's school, the principal will provide the information received to every teacher of the student and to any other personnel who, in the judgment of the principal, supervises the student or for security purposes should be aware of the student's record.

Collaboration

The principal will work with law enforcement and courts to coordinate the receipt of notifications regarding students registered as sex or kidnapping offenders. The principal or designee will also consult and collaborate with department of corrections, juvenile justice staff, treatment providers, victim support groups, and families, as applicable, when working with students required to register as a sex or kidnapping offender.

Confidentiality

Any information received by a principal or school personnel as a result of a notification is confidential and may not be further disseminated except as provided in [RCW 28A.225.330](#), other statutes or case law, and the Family and Educational Privacy Rights Act (FERPA), 20 U.S.C. § 1232g et. seq.

Any school district employee who releases information under RCW 28A.225.330 is immune from civil liability for damages unless it is shown that the school district or district employee acted with gross negligence or in bad faith.

Inquiries by the Public

Inquiries by the public at large (including parents and students), regarding students required to register as a sex or kidnapping offender are to be referred directly to local law enforcement. Law enforcement agencies receive relevant information about the release of sex and kidnapping offenders into communities and decide when such information needs to be released to the public.

Student Rights and Responsibilities

All students, including those students required to register as a sex or kidnapping offender, have a constitutional right to a public education. A student required to register as a sex or kidnapping offender is also required to notify law enforcement of their intent to enroll in school.

Written Procedures

The Superintendent or his/her designee will adopt written procedures for school principals describing how they will disseminate information received about students who are sex or kidnapping offenders with appropriate school personnel.

Cross References: Board Policy [3143](#) - District Notification of Juvenile Offenders
Board Policy [3120](#) - Enrollment

Legal References: [RCW 4.24.550](#) Sex offenders and kidnapping offenders — Release of information to public — Web site
[RCW 9A.44.130](#) Registration of sex offenders and kidnapping offenders — Procedures — Definition — Penalties
[RCW 13.04.155](#) Notification to school principal of conviction, adjudication, or diversion agreement — Provision of information to teachers and other personnel — Confidentiality
[RCW 13.40.215](#) Juveniles found to have committed violent or sex offense or stalking — Notification of discharge, parole, leave, release, transfer, or escape — To whom given — School attendance — Definitions
[RCW 28A.225.330](#) Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules
[RCW 72.09.345](#) Sex offenders — Release of information to protect public — End-of-sentence review committee — Assessment — Records access — Review, classification, referral of offenders — Issuance of narrative notices
[20 U.S. C. 1232g et.seq](#) Family and Educational and Privacy Rights Act of 1994
[Art. IX, Section 1, Washington State Constitution](#)

Management Resources: 2018- August Issue
Policy News, December 2006 Student Sex and Kidnapping Offender Notice Requirements

Adoption Date: 2.27.08
School District Name: Steilacoom Historical School District
Revised: 6.26.14; 12.12.18

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 12, 2018

Strategic Focus Area

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

BACKGROUND INFORMATION

Second Reading Policy 3241 Classroom Management, Discipline & Corrective Actoin
No changes since first reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 3241.

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

CLASSROOM MANAGEMENT, DISCIPLINE AND CORRECTIVE ACTION

Rules of student conduct are essential for maintaining a safe and supporting learning environment for all students. A student's refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for disciplinary action.

Staff are responsible for supervising student behavior, employing effective classroom management methods, and enforcing the rules of student conduct in a fair, consistent, and non-discriminatory manner. Disciplinary action must be reasonable, culturally responsive, and necessary under the circumstances, while reflecting the district's priority to maintain a safe and positive learning environment for all students and staff. The district will administer disciplinary action in a way that responds to the needs and strengths of students, supports students in meeting behavioral expectations, and keeps them within the classroom to the maximum extent possible.

When administering discipline under this policy and the related procedure, district staff must not:

- Unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal;
- Deprive a student of constitutional rights to freedom of speech, press, peaceable assembly, petition the government and its representatives for a redress of grievances, free exercise of religion, free from sectarian control or influence, subject to reasonable time, place, and manner limitations on exercising such rights;
- Deprive a student of the constitutional right to be secure in the person, papers, and effects against unreasonable searches and seizures;
- Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
- Deprive a student of the right to an equal educational opportunity, in whole or in part, without due process of law.

The district will distribute its discipline policy and procedure to students, their parents/guardians, and the community on an annual basis. The district will provide students and/or their parents/guardians with all required substantive and procedural due process concerning grievances, hearings, and/or appeals of corrective action. The district will ensure that it provides such information with language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. The district will also strive to provide trainings regarding policies and procedures related to student discipline for appropriate school and district staff whose duties require them to interact with students and enforce or implement components of student discipline.

The district will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.

The District, however, may preclude a student from returning to the student's regular educational setting following the end date of a suspension or expulsion for the purpose of protecting victims of certain offenses, as follows:

- A student committing an offense under [RCW 28A.600.460 \(2\)](#), when the activity is directed toward the teacher, will not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned; and
- A student who commits an offense under [RCW 28A.600.460 \(3\)](#), when directed toward another student, may be removed from the classroom of the victim for the duration of the student's attendance at that school or any other school where the victim is enrolled.

The district will annually collect and review data on disciplinary actions taken against students within each school. The data will be disaggregated into subgroups as required by [RCW 28A.300.042](#) and will include students protected by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The review must include short-term suspensions, long-term suspensions, and expulsions. In reviewing the data, the district will determine whether it has disciplined a substantially disproportionate number of students within any of the disaggregated categories. If the district finds disproportionality, the district will take action to ensure that it is not the result of discrimination.

In consultation with school district staff, students, families, and the community, the district will periodically review and update this policy and its accompanying procedure.

Cross References:

[2121 - Substance Abuse Program](#)
[2161 - Special Education and Related Services for Eligible Students](#)
[2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973](#)
[3122 - Excused and Unexcused Absences](#)
[3210 - Nondiscrimination](#)
[3240 - Student Conduct Expectations and Reasonable Sanctions](#)
[3244 - Prohibition of Corporal Punishment](#)
[3520 - Student Fees, Fines, or Charges](#)
[4210 - Regulation of Dangerous Weapons on School Premises](#)
[4218 - Language Access Plan](#)

Legal References:

[RCW 9A.16.100 Use of force on children — Policy — Actions presumed unreasonable](#)
[RCW 9A.16.280 Possessing dangerous weapons on school facilities — Penalty — Exceptions](#)
[RCW 28A.150.240 Certificated teaching and administrative staff](#)

[as accountable for classroom teaching — Scope — Responsibilities — Penalty](#)

[Chapter 28A.225, RCW Compulsory school attendance and admission](#)

[Chapter 28A.320, RCW Provisions applicable to all districts](#)

[RCW 28A.400.100 Principals and vice principals — Employment of — Qualifications — Duties](#)

[RCW 28A.400.110 Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills](#)

[Chapter 28A.600 RCW, Students](#)

[WAC 392-190-048 Access to course offerings – Student discipline](#)

[Chapter 392-400, WAC Pupils](#)

[34 CFR Part 100.3 Regulations implementing Civil Rights Act of 1964](#)

[42 U.S.C. 2000d et seq. Civil Rights Act of 1964](#)

Management Resources:

- 2018 - August Issue
- 2016 - July Issue
- 2014 - December Issue
- 2014 - August Issue
- 2010 - June Issue

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised : 6.24.10; 10.26.11; 12.10.14; 9.28.16; 12.12.18