



## Regular Meeting Agenda

**Steilacoom High School 54 Sentinel Drive Steilacoom, 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.

11/9/2016 07:00 PM

### I. CALL TO ORDER (Action)

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

### II. COMMENTS FROM THE AUDIENCE (Information)

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

### III. PRESENTATION - Facility Dog (Information)

**Presenter:** Jim Seefelt

### IV. APPROVAL OF MINUTES (Action)

[Minutes 10.26.16.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 October 2016 Payroll and October and November 2016 Accounts Payable \(p. 6\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 54\)](#)

[Approval of SHS Chamber Choir Trip to NYC April 2017.pdf \(p. 55\)](#)

## VI. OLD BUSINESS

### a. Capital Facilities Plan 2016-2022 - Final Draft

(Information)

Presenter: Kathi Weight

[Draft Capital Facilities Plan - 2016-22 Final.pdf \(p. 58\)](#)

### b. Second Reading of Policy 2121 Library Information and Technology

(Action)

Presenter: Paul Harvey

[Second Reading of Policy 2021.pdf \(p. 92\)](#)

## VII. NEW BUSINESS

### a. 2015 - 2016 Year End Financial Report

(Information)

Presenter: Jim Brittain

[2015-2016 Year End Report.pdf \(p. 97\)](#)

### b. Maintenance and Operations Renewal Levy 2019 - 2022

(Information)

Presenter: Jim Brittain

[Steilacoom Historical School District Levy 2019 thru 2022 Timeline.pdf \(p. 111\)](#)

## 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)



**Regular Meeting Minutes**  
**Steilacoom Historical School District Board of Directors**  
**Pioneer Middle School 1750 Bob's Hollow Lane DuPont, Washington**  
**Wednesday, 10/26/16**

**STUDY SESSION**

- Agenda Discussion

**REGULAR MEETING**

**I. CALL TO ORDER**

Chair Scott called the meeting to order at 7:00 pm. Executive Director Beauchaine led the Pledge of Allegiance. All Directors and Superintendent Weight present. Director Denning made a motion to approve the agenda; Director Pierce seconded the motion and the motion passed (5/0).

**II. COMMENTS FROM THE AUDIENCE**

No comments. Chair Scott recognized Penny Coffey, DuPont Council member, in the audience.

**III. INTRODUCTION OF SCHOOL RESOURCE OFFICER**

Steilacoom High Principal Miller introduced Steilacoom Police Chief Rodriguez who introduced the newly hired School Resource Officer Justin Hamrick.

**IV. PRESENTATION - Steilacoom Historical Education Foundation (SHEF)**

Scholarship Chair Linda Evanson presented the mission and accomplishments of SHEF, supporting the staff and students of the District. Support is provided in four areas: grants, scholarships, Promise Scholars and Distinguished Alum.

**V. REPORTS - Advanced Placement Exam Scores**

Assistant Principal Krista Lallemand and teacher Eric Garrett presented 2015-16 Advanced Placement scores and comparison across the years as well as an overview of the AP teacher development.

**VI. APPROVAL OF MINUTES**

**a. Approval of 9.28.16 Regular Board Meeting Minutes**

Director Forbes made a motion approve the 9.28.16 minutes and both 10.12.16 session minutes; Director Denning seconded the motion and the motion passed (5/0).

**b. Approval of 10.12.16 Special Meeting Minutes**

**c. Approval of 10.12.16 Study Session Minutes**

## **VII. CONSENT AGENDA**

Director Pierce made a motion to approve the Consent Agenda which included personnel reports, September and October accounts payable and September payroll, 2016-17 School Improvement Plans and SHS field trips; Director Schenk seconded the motion and the motion passed (5/0).

## **VIII. OLD BUSINESS**

### **a. Approval of 2016 - 2017 School Year District and Board Goals**

Director Denning made a motion to approve the 2016-17 Board and District Goals; Director Pierce seconded the motion and the motion passed (5/0).

### **b. Second Reading of Policy 3210 Nondiscrimination**

Director Forbes made a motion to approve Policy 3210; Director Denning seconded the motion and the motion passed (5/0).

### **c. Second Reading of Policy 3246 Restraint, Isolation and Other Uses of Reasonable Force**

Director Schenk made a motion to approve Policy 3246; Director Pierce seconded the motion and the motion passed (5/0).

### **d. Second Reading of Policy 3115 Homeless Students Enrollment Rights and Services**

Director Denning made a motion to approve Policy 3115; Director Pierce seconded the motion and the motion passed (5/0).

### **e. Second Reading of Policy 4217 Effective Communication**

Director Pierce made a motion to approve Policy 4217; Director Schenk seconded the motion and the motion passed (5/0).

### **f. Second Reading of Policy 4218 Communication with Parents of Limited English Proficiency**

Director Forbes made a motion to approve Policy 4218; Director Denning seconded the motion and the motion passed (5/0).

### **g. Second Reading of Policy 2027 Ownership of Staff Created Work**

Director Schenk made a motion to approve Policy 2027; Director Pierce seconded the motion and the motion passed (5/0).

### **h. Second Reading of Policy 2255 Alternative Learning Environment**

Director Denning made a motion to approve Policy 2255; Director Forbes seconded the motion and the motion passed (5/0).

**IX. NEW BUSINESS**

**a. First Reading of Policy 2021 Library Information and Technology Programs**

Director Denning made a motion to move Policy 2021 to a second reading; Director Pierce seconded the motion and the motion passed (5/0).

**b. Draft Capital Facilities Plan 2016 – 2022**

Superintendent Weight presented the draft Capital Facilities Plan. Directors should send comments directly to Superintendent Weight. Final plan will be approved at a future meeting.

**X. COMMENTS FROM THE AUDIENCE**

No comments.

**XI. BOARD COMMUNICATION**

Director Pierce received a communication from parents regarding the district security and safety process.

**XII. ANNOUNCEMENTS**

Director Forbes announced the Steilacoom High Girls Swim League Championship meet at Foss High School, this coming Saturday.

**XIII. ADJOURNMENT**

Director Forbes made a motion to adjourn the meeting at 7:49 pm; Director Denning seconded the motion and the motion passed (5/0).

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(Chair)

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(Secretary/Superintendent)

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# Steilacoom Historical School District

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

DATE: November 9, 2016

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

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

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

FUND NAME		WARRANTS (INCLUSIVE)	AMOUNT
<b>GENERAL FUND:</b>			
October 21, 2016	Accounts Payable	120329 to 120329	\$ 45.35
October 24, 2016	Accounts Payable	120330 to 120330	\$ 3,413.98
	Payroll	800736 to 800742	\$ 15,507.11
	Payroll A/P	120331 to 120354	\$ 679,623.73
	Payroll Taxes		\$ 398,910.92
	Direct Deposit		\$ 1,095,494.73
October 26, 2016	Accounts Payable	120355 to 120357	\$ 55.85
October 26, 2016	Accounts Payable	120358 to 120381	\$ 32,469.11
October 27, 2016	Accounts Payable	120382 to 120382	\$ 53,655.22
November 3, 2016	Accounts Payable	120383 to 120434	\$ 111,286.89
<b>TOTAL GENERAL FUND:</b>			<b>\$ 2,390,462.89</b>

## **CAPITAL PROJECTS FUND:**

October 27, 2016	Accounts Payable	200315 to 200315	\$ 970.00
<b>TOTAL CAPITAL PROJECTS FUND:</b>			<b>\$ 970.00</b>

## **ASSOCIATED STUDENT BODY FUND:**

October 19, 2016	Accounts Payable	402946 to 402947	\$ 203.75
October 24, 2016	Accounts Payable	402948 to 402948	\$ 20.00
October 24, 2016	Accounts Payable	402949 to 402949	\$ 317.21
October 27, 2016	Accounts Payable	402950 to 402950	\$ 10,936.30
October 27, 2016	Accounts Payable	402951 to 402960	\$ 15,465.19
November 3, 2016	Accounts Payable	402961 to 402970	\$ 540.00
November 3, 2016	Accounts Payable	402971 to 402978	\$ 11,441.76
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>			<b>\$ 38,924.21</b>

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**

<b>Payroll</b>	<b>Pay</b>		<b>Benefits</b>		<b>Total</b>	<b>%Inc/Dec</b>
Sep 2016	\$	1,806,439.02	\$	641,786.45	\$ 2,448,225.47	
Oct 2016	\$	1,623,146.25	\$	606,675.60	\$ 2,229,821.85	-8.92%
Nov 2016	\$	-	\$	-	\$ -	
Dec 2016	\$	-	\$	-	\$ -	
Jan 2017	\$	-	\$	-	\$ -	
Feb 2017	\$	-	\$	-	\$ -	
Mar 2017	\$	-	\$	-	\$ -	
Apr 2017	\$	-	\$	-	\$ -	
May 2017	\$	-	\$	-	\$ -	
Jun 2017	\$	-	\$	-	\$ -	
Jul 2017	\$	-	\$	-	\$ -	
Aug 2017	\$	-	\$	-	\$ -	
	\$	<b>3,429,585.27</b>	\$	<b>1,248,462.05</b>	\$ <b>4,678,047.32</b>	

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

As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$45.35. The payments are further identified in this document.

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

Warrant Numbers 120329 through 120329, totaling \$45.35

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120329	KEMP, NAKIEYA	10/21/2016	REFUND FOOD SERVICE	REFUND FOOD SERVICE -- \$7.10 FOR LUCY, \$38.25 FOR MADELINE	0	45.35	45.35

1	Computer	Check(s) For a Total of	45.35
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	45.35
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	45.35
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	45.35

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As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$3,413.98. The payments are further identified in this document.

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

Warrant Numbers 120330 through 120330, totaling \$3,413.98

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120330	STEILACOOM HIST SCHOOL DIST #1	10/25/2016	comp adj gf	Comp Tax adjustment for Sep 2016	0	-0.02	3,413.98
			CTAX11 20161024AAA	Comp Tax owed for Cash Account 11 through 10/24/2016	0	3,414.00	
			1	Computer	Check(s) For a Total of		3,413.98

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	3,413.98
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	3,413.98
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,413.98

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As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$55.85. The payments are further identified in this document.

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

Warrant Numbers 120355 through 120357, totaling \$55.85

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120355	HAYES, SAMANTHA	10/26/2016	REFUND FOOD SERVICE	REFUND FOOD SERVICE- LUCY	0	7.10	7.10
120356	OLSEN, SHAUNA	10/26/2016	REFUND FOOD SERVICE	REFUND FOOD SERVICE - CHANDLER	0	10.35	10.35
120357	PALSER, AMANDA	10/26/2016	REFUND FOOD SERVICE	REFUND FOOD SERVICE - RAINA DRAKE, SHANE DRAKE, BRISA PALSER	0	38.40	38.40
				3 Computer	Check(s) For a Total of		55.85

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	55.85
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	55.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	55.85

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As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$32,469.11. The payments are further identified in this document.

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

Warrant Numbers 120358 through 120381, totaling \$32,469.11

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120358	ACCO BRANDS USA LLC	10/26/2016	2560463	EDUC LAMINATOR SPECIAL-ULTIMA	0	265.00	265.00
120359	AUDIOLOGY TECHNOLOGY INC	10/26/2016	1539	ANNUAL CALIBRATION OF AUDIOMETERS (HEARING TESTING MACHINES)	0	300.85	300.85
120360	BUILDING CONTROL SYSTEMS INC	10/26/2016	9636	OPEN PURCHASE ORDER 2016-2017 FOR HVAC SYSTEM CONTROL PARTS & SERVICE	101617005	270.78	270.78
120361	CAREER CRUISING	10/26/2016	C1026907	K-12 ELEMENTARY, K-12 MIDDLE SCHOOL, AND K-12 HIGH SCHOOL FEES	271617030	3,148.80	3,148.80
120362	CAREERSTAFF UNLIMITED - TACOMA	10/26/2016	28427-300318	Jackie Muir, Contracted OT position	91617002	2,556.00	2,556.00
120363	CENTURYLINK #300493944	10/26/2016	300493944 OCT	ACCOUNT NO. 300493944: MONTHLY CHARGES, USAGE, AND ADJUSTMENTS	81617077	293.38	293.38
120364	CHEVRON & TEXACO CARD SERVICES	10/26/2016	48670906	CHEVRON AND TEXACO CARD SERVICES FUEL SUPPLY FY 2016-17 OPEN PO	81617036	1,560.30	1,560.30
120365	COPE, BRIANNA MARIE	10/26/2016	REIMBURSE SUPPLIES	REIMBURSE SUPPLIES	0	26.89	53.18
			REIMBURSE SUPPLIES 2	REIMBURSE SUPPLIES	0	26.29	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120366	DEPT OF LICENSING (WA STATE)	10/26/2016	OCTOBER	OPEN PURCHASE ORDER 2016-2017 FOR DRIVERS ABSTRACTS FOR TYPE 2 LICENSES	101617024	234.00	234.00
120367	JOHNSON, PETER R	10/26/2016	REIMBURSE TRAVEL	REIMBURSE TRAVEL - AT&T FILM INVITATIONAL AND ALL AMERICAN HIGH SCHOOL FILM FESTIVAL -- NEW YORK	0	472.48	472.48
120368	JOURNALISM EDUCATION ASSOCIATI	10/26/2016	2016 RENEWAL	SHS Annual Membership for Brenda Weyhrauch to the Journalism Education Assoc.	141617015	60.00	60.00
120369	JUNIOR LIBRARY GUILD	10/26/2016	330767	E CATEGORY - EASY READING, NONFICTION EARLY ELEMENTARY	0	382.20	382.20
120370	KCDA	10/26/2016	300086635	KCDA: 42" round table pre-school	1461617010	90.08	90.08
120371	KELLER, AIRICA C	10/26/2016	REIMBURSE SUPPLIES	REIMBURSE SUPPLIES - ART SUPPLIES	0	18.24	18.24
120372	LORI K POLLETT	10/26/2016	SEPT 2016	Development of new Functional Skills and Academic Class at SHS	91617008	1,687.50	1,687.50
120373	MCCLURE, NANCY ELIZABETH	10/26/2016	REIMBURSE TRAVEL	REIMBURSE TRAVEL - DODEA GRANT POST AWARD MEETING	0	387.11	387.11
120374	OFFICE DEPOT	10/26/2016	870261316001	SHS BUILDING SUPPLIES OPEN PO NTE \$1500.00	4311617003	225.23	225.23
120375	PACIFICA LAW GROUP	10/26/2016	31897	PROFESSIONAL SERVICES FY 2016-17 OPEN PO	81617049	1,554.00	1,554.00
120376	RIO GRANDE JEWELRY	10/26/2016	91700214	SHS- Rio Grande for Jewelry Art supplies for Airica Keller	141617001	801.08	801.08
120377	SCHOLASTIC INC	10/26/2016	M6005844	Magazines for Art Class - Kallay	2371617010	303.75	303.75
120378	TED BROWN MUSIC CO	10/26/2016	2237433	GF BAND - TED BROWN REPAIR OPEN PO NTE \$1200.00	4311617008	129.42	597.60

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			2237446	GF BAND - TED BROWN REPAIR OPEN PO NTE \$1200.00	4311617008	219.39	
			2266498	GF BAND - TED BROWN REPAIR OPEN PO NTE \$1200.00	4311617008	146.29	
			2279978	GF BAND - TED BROWN REPAIR OPEN PO NTE \$1200.00	4311617008	102.50	
120379	THOMAS, ALISSA TAYLOR	10/26/2016	REIMBURSE SUPPLIES	REIMBURSE CLASSROOM SUPPLIES	0	33.50	33.50
120380	TRUSTEED PLANS SERVICE CORP	10/26/2016	0088484-IN	TRUSTEED PLANS SERVICE CORPORATION SERVICES FY 2016-17 OPEN PO	81617040	2,748.22	12,069.32
			0088572-IN	TRUSTEED PLANS SERVICE CORPORATION SERVICES FY 2016-17 OPEN PO	81617040	5,346.38	
			0088666-IN	TRUSTEED PLANS SERVICE CORPORATION SERVICES FY 2016-17 OPEN PO	81617040	3,974.72	
120381	TUFF SHED #170	10/26/2016	FINAL	PURCHASE FOR 3EA PREMIER TUFF SHEDS PLUS TAX PER SALES ORDER #1054221	81617021	5,104.73	5,104.73
			24	Computer	Check(s) For a Total of		32,469.11



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	24	Computer	Checks For a Total of	32,469.11
Total For	24	Manual, Wire Tran, ACH & Computer	Checks	32,469.11
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	32,469.11

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As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$53,655.22. The payments are further identified in this document.

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

Warrant Numbers 120382 through 120382, totaling \$53,655.22

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
	Vendor on Invoice						

120382 MASTERCARD CORP. CLIENTS PAYME 10/27/2016

CREDIT CARD PAYMENT CHECK

53,655.22

AMAZON.COM - PCARD	PCGFOCT00008	Credit Card Payment AP Invoice.	0	307.99
COSTCO BUSINESS CENTER - PCARD	PCGFOCT00006	Credit Card Payment AP Invoice.	0	93.78
EVERYDAY LANYARDS	PCGFOCT00007	Credit Card Payment AP Invoice.	0	115.30
LOWE'S / CREDIT SERVICES	PCGFOCT00003	Credit Card Payment AP Invoice.	0	22.56
MASTERCARD CORP. CLIENTS PAYME	PCGFOCT00000	Credit Card Payment AP Invoice.	0	12,061.48
MASTERCARD CORP. CLIENTS PAYME	PCGFOCT00001	Credit Card Payment AP Invoice.	0	39,709.98
MASTERCARD CORP. CLIENTS PAYME	PCGFOCT00005	Credit Card Payment AP Invoice.	0	296.00
OFFICE DEPOT	PCGFOCT00009	Credit Card Payment AP Invoice.	0	144.01
PIERCE COUNTY FERRY SYSTEM - P	PCGFOCT00002	Credit Card Payment AP Invoice.	0	144.40
SPECIALTY WIPERS, INC.	PCGFOCT00010	Credit Card Payment AP Invoice.	0	470.42

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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	53,655.22
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	53,655.22
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	53,655.22

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As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$111,286.89. The payments are further identified in this document.

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

Warrant Numbers 120383 through 120434, totaling \$111,286.89

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120383	ANDERSON ISLAND GENERAL STORE	11/03/2016	704920	ANDERSON ISLAND GENERAL STORE DIESEL FUEL SUPPLY FY 2016-17 OPEN PO	81617050	115.48	919.48
			706083	ANDERSON ISLAND GENERAL STORE DIESEL FUEL SUPPLY FY 2016-17 OPEN PO	81617050	131.06	
			707907	ANDERSON ISLAND GENERAL STORE DIESEL FUEL SUPPLY FY 2016-17 OPEN PO	81617050	109.50	
			709676	ANDERSON ISLAND GENERAL STORE DIESEL FUEL SUPPLY FY 2016-17 OPEN PO	81617050	130.15	
			710821	ANDERSON ISLAND GENERAL STORE DIESEL FUEL SUPPLY FY 2016-17 OPEN PO	81617050	143.99	
			712922	ANDERSON ISLAND GENERAL STORE DIESEL FUEL SUPPLY FY 2016-17 OPEN PO	81617050	150.40	
			714745	ANDERSON ISLAND GENERAL STORE DIESEL FUEL	81617050	138.90	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SUPPLY FY 2016-17			
				OPEN PO			
120384	BATTERIES PLUS	11/03/2016	245-394709	OPEN PURCHASE	101617003	39.29	255.65
				ORDER 2016-2017			
				FOR BATTERIES			
			245-398519	OPEN PURCHASE	101617003	216.36	
				ORDER 2016-2017			
				FOR BATTERIES			
120385	BETHEL SCHOOL DISTRICT	11/03/2016	1000058549	90 COPIE OF	0	700.68	700.68
				STUDENT WORKBOOKS			
				FOR SHS BAND			
120386	BSN SPORTS	11/03/2016	98340547	Cross-Over Zone	81617041	1,100.77	1,100.77
				Track Protector			
				Item# 1248302			
120387	BUCKMISTER, AMANDA NICOLE	11/03/2016	REIMBURSE SUPPLIES	REIMBURSE	0	21.88	21.88
				SUPPLIES -			
				CLASSROOM			
				SUPPLIES			
120388	BUILDER'S HARDWARE & SUPPLY	11/03/2016	S3483216.001	Replace/Install 2	101617066	2,895.82	3,862.65
				gym doors @ SHS			
			S3483216.002	SHS GYM DOOR	0	966.83	
				INSTALL			
120389	CABIGTING, SUSAN KAY	11/03/2016	REIMBURSE SUPPLIES	REIMBURSE	0	10.10	10.10
				SUPPLIES			
120390	CAREERSTAFF UNLIMITED - TACOMA	11/03/2016	28427-301045	Jackie Muir,	91617002	2,700.00	2,700.00
				Contracted OT			
				position			
120391	CENTURYLINK #78245209	11/03/2016	1390445697	PHONE SERVICES	81617069	346.57	346.57
				FOR ACCT			
				#78245209 FY			
				2016-17			
120392	COASTWIDE LABORATORIES	11/03/2016	NT2914327	OPEN PURCHASE	101617009	97.67	189.51
				ORDER 2016-2017			
				FOR CUSTODIAL			
				SUPPLIES			
			NT2915389	OPEN PURCHASE	101617009	13.01	
				ORDER 2016-2017			
				FOR CUSTODIAL			
				SUPPLIES			
			NT2917482	OPEN PURCHASE	101617009	78.83	
				ORDER 2016-2017			
				FOR CUSTODIAL			
				SUPPLIES			
120393	DAGAN, SHAWN	11/03/2016	REIMBURSE TRAVEL	REIMBURSE TRAVEL	0	26.87	26.87
				- UWTAC COLLEGE			
				CAMPUS TOUR DAY			
				AND U OF PUGET			
				SOUND COLLEGE			
				FAIR			
120394	DANDE COMPANY	11/03/2016	MA101116-1	NAME BADGE FOR	0	12.60	12.60

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120395	GIDLEY, AMANDA JOANN	11/03/2016	REIMBURSE TRAVEL	KRIS HARPER REIMBURSE TRAVEL MILEAGE & EXPENSES / LIEFSKILLS TEACHER TRAINING ESD 113	0	48.60	248.14
			REIMBURSE TRAVEL 2	REIMBURSE TRAVE - SHAPE CONFERENCE	0	199.54	
120396	GK INDUSTRIAL REFUSE SYSTEMS	11/03/2016	0096341-IN	GK Refuse to Remove/Repair/Retu rn Pioneer Trash Compactor	101617060	930.19	930.19
120397	GRAINGER	11/03/2016	9252068300	OPEN PURCHASE ORDER 2016-2017 FOR SUPPLIES	101617013	171.76	171.76
120398	HOEDEMAN, MICHELLE RENE	11/03/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE - HOME HOSPITAL TEACHING	0	46.98	46.98
120399	J&I POWER EQUIPMENT INC	11/03/2016	343234	OPEN PURCHASE ORDER 2016-2017 FOR SUPPLIES	101617018	317.65	317.65
120400	JOHNSTONE SUPPLY	11/03/2016	11-S100277770.001	OPEN PURCHASE ORDER 2016-2017 FOR SUPPLIES	101617019	1,605.71	1,763.89
			11-S100277776.001	OPEN PURCHASE ORDER 2016-2017 FOR SUPPLIES	101617019	117.82	
			11-S100278212.001	OPEN PURCHASE ORDER 2016-2017 FOR SUPPLIES	101617019	40.36	
120401	JW PEPPER & SON INC	11/03/2016	14632575	band supplies/music/J Stout	2371617007	124.02	124.02
120402	KCDA	11/03/2016	300029046	SHS ENGLISH DEPT BUTCHER PAPER	0	197.40	1,121.46
			300094325	80 cases Copy paper--on demand	1461617001	311.76	
			300094326	monthly shipments of copy paper for 2016-17 school year	2371617004	612.30	
120403	KEYBANK NATIONAL ASSOCIATION	11/03/2016	16090000147	ANALYSIS FEE OPEN PO FY 2016-17	81617078	1,975.35	1,975.35
120404	KIWANIS CLUB OF STEILACOOM	11/03/2016	10/27/16	NEW MEMBERS DUES FOR RYAN DOUGLAS	0	80.00	80.00
120405	LAKEWOOD HARDWARE & PAINT	11/03/2016	487490	OPEN PURCHASE ORDER 2016-2017 FOR SUPPLIES	101617022	65.08	68.36
			488522	OPEN PURCHASE	101617022	3.28	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120406	MARK'S PLUMBING PARTS	11/03/2016	INV001544167	ORDER 2016-2017 FOR SUPPLIES OPEN PURCHASE	101617026	479.57	479.57
120407	MCCLURE, NANCY ELIZABETH	11/03/2016	REIMBURSE SUPPLIES	ORDER 2016-2017 FOR PLUMBING SUPPLIES	0	431.51	431.51
120408	NASCO MODESTO	11/03/2016	201700	SHS-Nasco for Foods Supplies for 16-17sy. Please see attached cart#244760942	141617003	862.79	862.79
120409	NATIONAL GEOGRAPHIC SOCIETY	11/03/2016	62878889	National Geographic Explorer Magazine: 2nd grade/Trailblazer National Geographic Explorer Magazine: 3rd grade/Pioneer	1461617004	891.00	891.00
120410	NORTHWEST DOOR, INC	11/03/2016	0715485	REPAIRS TO KITCHEN ROLLING DOOR AT CHLOE CLARK ELEM	101617048	7,235.20	7,235.20
120411	PSA HEALTHCARE	11/03/2016	CLAIM # 5247881	1:1 Nurse Services for Student at Chloe Clark	91617005	1,126.12	5,605.35
			CLAIM # 5251779	1:1 Nurse Services for Student at Chloe Clark	91617005	1,052.95	
			CLAIM # 5265058	1:1 Nurse Services for Student at Chloe Clark SERVICE DATES 9-6-16 -- 10-7-16	91617005	1,158.96	
			CLAIM# 5256143	1:1 Nurse Services for Student at Chloe Clark	91617005	978.12	
			CLAIM# 5260680	1:1 Nurse Services for Student at Chloe Clark	91617005	1,289.20	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120412	PSAT/NMSQT	11/03/2016	Oct 19 Order	STEILACOOM HIGH SCHOOL PSAT/NMSQT FALL 2016 FEES	271617033	4,020.00	4,020.00
120413	PUGET SOUND ESD 121	11/03/2016	0000083853	RENEWAL OF PROQUEST DATABASES 2016-17 SCHOOL YEAR	0	761.75	761.75
120414	PUGET SOUND ENERGY	11/03/2016	200008146082 OCT	DISTRICT WIDE PSE OPEN PO FOR 2016-17	81617065	213.64	2,386.13
			200018787412	ELECTRICITY AND NATURAL GAS UTILITIES FY 2016-17 OPEN PO	81617065	1,999.53	
			200022057323 OCT	ELECTRICITY AND NATURAL GAS UTILITIES FY 2016-17 OPEN PO	81617065	120.59	
			220005466069 OCT	ELECTRICITY AND NATURAL GAS UTILITIES FY 2016-17 OPEN PO	81617065	52.37	
120415	QBSI	11/03/2016	IN945280	DISTRICT WIDE PRINT MANAGEMENT SERVICE FY2016-17 OPEN PO: CONTRACT NO. CN15686-01	81617076	295.85	1,215.24
			IN958017	DISTRICT WIDE PRINT MANAGEMENT SERVICE FY2016-17 OPEN PO: CONTRACT NO. CN15686-01	81617076	234.86	
			IN963451	DISTRICT WIDE PRINT MANAGEMENT SERVICE FY2016-17 OPEN PO: CONTRACT NO. CN15686-01	81617076	11.15	
			IN994969	DISTRICT WIDE PRINT MANAGEMENT SERVICE FY2016-17 OPEN PO: CONTRACT NO. CN15686-01	81617076	245.60	
			IN994970	DISTRICT WIDE PRINT MANAGEMENT SERVICE FY2016-17 OPEN PO: CONTRACT NO. CN15686-01	81617076	404.78	
			IN997089	DISTRICT WIDE PRINT MANAGEMENT SERVICE FY2016-17	81617076	23.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120416	RSD	11/03/2016	26198699-00	OPEN PO: CONTRACT NO. CN15686-01 OPEN PURCHASE ORDER 2016-2017 FOR SUPPLIES	101617030	1,020.76	1,094.68
			26199288-00	OPEN PURCHASE ORDER 2016-2017 FOR SUPPLIES	101617030	73.92	
120417	SCHOOLDUDE.COM, INC.	11/03/2016	R-56767	ANNUAL FEE FOR SCHOOL DUDE MAINTENANCE DIRECT/PM DIRECT/MYSCHOOLDUD E SERVICE (12/1/16 TO 11/30/17)	101617063	2,743.24	2,743.24
120418	SEATTLE CENTRAL COLLEGE	11/03/2016	3752	SHS Seattle Central College, ASL Consortium Membership for District and Teacher, Nancy Clapp	141617014	500.00	500.00
120419	SHELL FLEET PLUS CARD	11/03/2016	65169526610	SHELL FUEL SUPPLY FY 2016-17 OPEN PO	81617051	57.91	57.91
120420	SIEMENS INDUSTRY, INC.	11/03/2016	5444297204	Siemens to trouble shoot Fire Panel trouble "Watch-Dog" indicator	101617067	1,074.34	1,074.34
120421	SOLIANT HEALTH	11/03/2016	8262922	2 Contracted Speech Language Pathologist	91617006	2,700.00	10,545.00
			8262949	2 Contracted Speech Language Pathologist	91617006	2,660.00	
			8279181	2 Contracted Speech Language Pathologist	91617006	2,700.00	
			8279211	2 Contracted Speech Language Pathologist	91617006	2,485.00	
120422	SPEEDY GLASS	11/03/2016	9185-1612388	OPEN PO for Auto Glass Repairs 2016/2017	101617064	497.38	497.38
120423	SUNBELT STAFFING, LLC	11/03/2016	8264999	Jacqueline Diaz, Contracted Psychologist	91617001	2,625.00	2,625.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120424	T.E. WALRATH TRUCKING, INC	11/03/2016	67665	position. OPEN PURCHASE ORDER 2016-2017 FOR GROUNDS SUPPLIES	101617044	660.50	660.50
120425	THOMAS, ALISSA TAYLOR	11/03/2016	REIMBURSE SUPPLIES	REIMBURSE CLASSROOM SUPPLIES	0	33.80	33.80
120426	TOWN OF STEILACOOM	11/03/2016	1199.1	UTILITIES FY 2016-17 OPEN PO	81617071	1,177.83	18,936.16
			1409.0	UTILITIES FY 2016-17 OPEN PO	81617071	138.37	
			1409.1	UTILITIES FY 2016-17 OPEN PO	81617071	10,653.39	
			1884.0	UTILITIES FY 2016-17 OPEN PO	81617071	249.16	
			2075.0	UTILITIES FY 2016-17 OPEN PO	81617071	118.02	
			2456.0	UTILITIES FY 2016-17 OPEN PO	81617071	113.64	
			2456.1	UTILITIES FY 2016-17 OPEN PO	81617071	177.04	
			2662.0	UTILITIES FY 2016-17 OPEN PO	81617071	2,142.03	
			2662.1	UTILITIES FY 2016-17 OPEN PO	81617071	1,644.30	
			3181.0	UTILITIES FY 2016-17 OPEN PO	81617071	15.19	
			3533.0	UTILITIES FY 2016-17 OPEN PO	81617071	672.50	
			3533.1	UTILITIES FY 2016-17 OPEN PO	81617071	1,495.44	
			6359.0	UTILITIES FY 2016-17 OPEN PO	81617071	88.45	
			6571.0	UTILITIES FY 2016-17 OPEN PO	81617071	250.80	
120427	TRANE U.S. INC.	11/03/2016	1557118	OPEN PURCHASE ORDER 2016-2017 FOR HVAC SUPPLIES	101617039	374.24	441.91
			1569764	OPEN PURCHASE ORDER 2016-2017 FOR HVAC SUPPLIES	101617039	67.67	
120428	TRUSTEED PLANS SERVICE CORP	11/03/2016	0088770-IN	TRUSTEED PLANS SERVICE CORPORATION SERVICES FY 2016-17 OPEN PO	81617040	6,263.33	8,159.03
			45900-001 10-1-16	TRUSTEED PLANS SERVICE CORPORATION	81617040	1,895.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120429	VEGH, MATTHEW BENJAMIN	11/03/2016	REIMBURSE SUPPLIES	SERVICES FY 2016-17 OPEN PO REIMBURSE SUPPLIES - BANDWORLD, WIBC DIRECTOR REGISTRATION	0	210.00	210.00
120430	VERIZON WIRELESS	11/03/2016	9773901180	PHONE SERVICES FY 2016-17 OPEN PO: ACCT#971255422-000 01	81617066	1,109.20	1,109.20
120431	VEX ROBOTICS INC	11/03/2016	180945	SHS Vex Robotics for Jones-*Jones will fax or e-mail the PO to the vendor.* Please see attached quote #11176776	141617013	15,890.44	15,890.44
120432	WASHINGTON TRACTOR INC	11/03/2016	1092902	OPEN PURCHASE ORDER 2016-2017 FOR SUPPLIES & REPAIRS	101617040	241.99	241.99
120433	WEIGHT, KATHLEEN J	11/03/2016	REIMBURSE MILEAGE	REIMBURSE MILEAGE	0	89.21	89.21
120434	WSRA, INC.	11/03/2016	OCT 7, 2016	OPEN PO FOR MATH SCIENCE EVALUATION NOT TO EXCEED \$22,000.00	271617031	5,494.00	5,494.00
				52 Computer	Check(s) For a Total of		111,286.89

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	52	Computer	Checks For a Total of	111,286.89
Total For	52	Manual, Wire Tran, ACH & Computer Checks		111,286.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	111,286.89

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

As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$45.35. The payments and voids are further identified in this document.

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

Voids/Cancellations, totaling \$45.35

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120329	KEMP, NAKIEYA	10/28/2016	REFUND FOOD SERVICE	REFUND FOOD SERVICE -- \$7.10 FOR LUCY, \$38.25 FOR MADELINE	0	45.35	45.35
		1	Void	Check(s) For a Total of			45.35

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer	Checks	0.00
Less	1	Voided	Checks For a Total of	45.35
			Net Amount	-45.35

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

As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$970.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200315 through 200315, totaling \$970.00

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200315	HABITAT TECHNOLOGIES	10/28/2016	K 16269	WETLANDS/CRITICAL AREAS RECONNAISSANCE ASSESSMENT	2001617001	970.00	970.00
			1	Computer	Check(s) For a Total of		970.00



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	970.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	970.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	970.00

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

As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$203.75. The payments are further identified in this document.

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

Warrant Numbers 402946 through 402947, totaling \$203.75

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402946	SOUTH PUGET SOUND LEAGUE - 2A	10/20/2016	25	STEILACOOM HIGH SCHOOL ENTRY FEE: 2016 SPSL SUB-DISTRICT CROSS COUNTRY MEET	0	40.00	55.00
			40	STEILACOOM HIGH SCHOOL: 2A SPSL GOLF SUB-DISTRICT TOURNAMENT FEE	0	15.00	
402947	STEILACOOM HIST SCHOOL DIST #1	10/20/2016	REIM\$148.75	SHS ASB TO REIMBURSE GF FOR S2S CATERING	0	148.75	148.75
			2	Computer	Check(s) For a Total of		203.75

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	203.75
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	203.75
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	203.75

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

As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$20.00. The payments are further identified in this document.

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

Warrant Numbers 402948 through 402948, totaling \$20.00

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402948	SKINNER, AMY	10/24/2016	REFUND PRIDEWEAR	REFUND PRIDEWEAR	0	20.00	20.00
				1 Computer	Check(s) For a Total of		20.00

	0	Manual	Checks For a Total of	0.0
	0	Wire Transfer	Checks For a Total of	0.0
	0	ACH	Checks For a Total of	0.0
	1	Computer	Checks For a Total of	20.0
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	20.0
Less	0	Voided	Checks For a Total of	0.0
			Net Amount	20.0

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

As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$317.21. The payments are further identified in this document.

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

Warrant Numbers 402949 through 402949, totaling \$317.21

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402949	STEILACOOM HIST SCHOOL DIST #1	10/25/2016	CTAX41 20161024AAA	Comp Tax owed for Cash Account 41 through 10/24/2016	0	317.21	317.21
			1	Computer	Check(s) For a Total of		317.21

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	317.21
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	317.21
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	317.21

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

As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$10,936.30. The payments are further identified in this document.

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

Warrant Numbers 402950 through 402950, totaling \$10,936.30

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402950	MASTERCARD CORP. CLIENTS PAYME	10/27/2016	PCASBOCT00000	Credit Card Payment AP Invoice.	0	6,520.32	10,936.30
			PCASBOCT00001	Credit Card Payment AP Invoice.	0	4,415.98	
				1 Computer	Check(s) For a Total of		10,936.30



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	10,936.30
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	10,936.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,936.30

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

As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$15,465.19. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 402951 through 402960, totaling \$15,465.19

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402951	AWSP WA STUDENT LEADERSHIP/WAS	10/28/2016	2016-17 DUES	Pioneer Middle School 2016-17 Membership Dues	4051617014	65.00	65.00
402952	CORNING WEAR SCREENPRINT	10/28/2016	402313	STEILACOOM HIGH SCHOOL 2011 GIRLS SWIM - CORNING WEAR GEAR PURCHASE	4061617036	1,529.59	1,529.59
402953	CUSTOMINK	10/28/2016	8025309	S2S TEAM T-SHIRTS: STEILACOOM HIGH SCHOOL	4061617025	276.87	2,551.12
			8137528	STEILACOOM HIGH SCHOOL1000 GENERAL ASB - PRIDE T-SHIRTS	4061617031	2,274.25	
402954	EATONVILLE HIGH SCHOOL	10/28/2016	2017-0008	STEILACOOM HIGH SCHOOL 2016-17 SPLASC FEE	0	200.00	200.00
402955	JOSTENS INC	10/28/2016	1053296	Payment for the remaining balance owing for 2015-16 Pioneer Middle School Yearbooks.	4051617011	3,728.64	7,322.64
			1st Deposit	Pioneer Middle School first deposit for 2016-17 yearbooks.	4051617012	3,594.00	
402956	OVERGAARD, ERIC	10/28/2016	01	STEILACOOM HIGH SCHOOL HOMECOMING DANCE DJ FEES	0	395.00	395.00
402957	PAPA JOHN'S PIZZA	10/28/2016	S2208-16-3308	STEILACOOM HIGH	4061617003	50.27	100.54

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SCHOOL STUDENT STORE - PAPA JOHNS			
			S2208-16-3318	STEILACOOM HIGH	4061617003	50.27	
				SCHOOL STUDENT STORE - PAPA JOHN'S			
402958	SORTORE, PATRICIA R	10/28/2016	REIM\$34.56	HOMECOMING	0	34.56	76.70
				SUPPLIES PURCHASE FROM MICHAEL'S AND LOWE'S REIMBURSEMENT			
			REIM\$42.14	HOMECOMING FLOAT	0	42.14	
				SUPPLIES PURCHASE REIMBURSEMENT			
402959	STEILACOOM HIST SCHOOL DIST #1	10/28/2016	REIM\$73.95	SHS ASBF TO	0	73.95	73.95
				REIMBURSE GF FOR PLU YEARBOOK TRANSPORTATION			
402960	WIAA	10/28/2016	20810	STEILACOOM HIGH	4061617052	3,150.65	3,150.65
				SCHOOL 2000 ATHLETICS - WIAA ANNUAL FEES			
				10 Computer	Check(s) For a Total of		15,465.19

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	10	Computer	Checks For a Total of	15,465.19
Total For	10	Manual, Wire Tran, ACH & Computer	Checks	15,465.19
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,465.19

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

As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$540.00. The payments are further identified in this document.

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

Warrant Numbers 402961 through 402970, totaling \$540.00

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402961	BOYD, KIMBERLY	11/03/2016	REFUND HOMECOMING	REFUND HOMECOMING	0	25.00	25.00
402962	BURLINGAME, MATTHEW	11/03/2016	REFUND HOMECOMING	REFUND HOMECOMING	0	25.00	25.00
402963	CHARFAUROS, JASEN	11/03/2016	REFUND CHEER CAMP	REFUND CHEER CAMP	0	350.00	350.00
402964	DILLEY, COLIN	11/03/2016	REFUND HOMECOMING	REFUND HOMECOMING	0	25.00	25.00
402965	GALVAN, CAROL	11/03/2016	REFUND HOMECOMING	REFUND HOMECOMING	0	15.00	15.00
402966	MCDANIEL, JOHN D	11/03/2016	REFUND HOMECOMING	REFUND HOMECOMING	0	10.00	10.00
402967	ROMINE, DON	11/03/2016	REFUND HOMECOMING	REFUND HOMECOMING	0	25.00	25.00
402968	STARR, MANDY	11/03/2016	REFUND HOMECOMING	REFUND HOMECOMING	0	25.00	25.00
402969	SWARNER, KEN	11/03/2016	REFUND HOMECOMING	REFUND HOMECOMING	0	25.00	25.00
402970	TATUM, TODD	11/03/2016	REFUND HOMECOMING	REFUND HOMECOMING	0	15.00	15.00

10 Computer Check(s) For a Total of 540.00

	0	Manual	Checks For a Total of	0.0
	0	Wire Transfer	Checks For a Total of	0.0
	0	ACH	Checks For a Total of	0.0
	10	Computer	Checks For a Total of	540.0
Total For	10	Manual, Wire Tran, ACH & Computer	Checks	540.0
Less	0	Voided	Checks For a Total of	0.0
			Net Amount	540.0

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

As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$11,441.76. The payments are further identified in this document.

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

Warrant Numbers 402971 through 402978, totaling \$11,441.76

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
402971	BSN SPORTS, LLC	11/04/2016	98340548	STEILACOOM HIGH SCHOOL CROSS-OVER ZONE TRACK PROTECTOR	4061617038	1,100.77	1,100.77
402972	FORMAL FASHIONS INC	11/04/2016	241988	STEILACOOM HIGH SCHOOL 4004 CHOIR - TUX & DRESS ORDER	4061617039	3,063.96	3,063.96
402973	JOSTENS (JACKIE MERCURIO)	11/04/2016	FW16-1000	PIONEER MIDDLE SCHOOL REGISTRATION FOR 17 PARTICIPANTS - 2016 JOSTENS FALL WORKSHOP TO BE HELD AT PACIFIC LUTHERAN UNIVERSITY MONDAY, 9/18/2016	4051617006	255.00	435.00
			FW16-1013	STEILACOOM HIGH SCHOOL STUDENT REGISTRATIONS FOR SEPTEMBER 19TH FALL YEARBOOK WORKSHOP	0	180.00	
402974	MANNING, ERNEST W	11/04/2016	REIM\$6.00	TOLL REIMBURSEMENT SILVERDALE TOURNAMENT	0	6.00	6.00
402975	PAPA JOHN'S PIZZA	11/04/2016	S2208-16-3319	STEILACOOM HIGH SCHOOL 4012 SS - PAPA JOHNS OPEN PO NTE \$3000.00	4061617003	50.27	302.09
			S2208-16-3320	STEILACOOM HIGH	4061617003	50.27	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SCHOOL 4012 SS - PAPA JOHNS OPEN PO NTE \$3000.00			
			S2208-16-3321	STEILACOOM HIGH	4061617003	50.27	
				SCHOOL 4012 SS - PAPA JOHNS OPEN PO NTE \$3000.00			
			S2208-16-3329	STEILACOOM HIGH	4061617003	50.27	
				SCHOOL 4012 SS - PAPA JOHNS OPEN PO NTE \$3000.00			
			S2208-16-3331	STEILACOOM HIGH	4061617003	50.74	
				SCHOOL 4012 SS - PAPA JOHNS OPEN PO NTE \$3000.00			
			S2208-16-3350	STEILACOOM HIGH	4061617003	50.27	
				SCHOOL 4012 SS - PAPA JOHNS OPEN PO NTE \$3000.00			
402976	ROBI'S CAMERA CENTER	11/04/2016	R2001106	PIONEER MIDDLE SCHOOL; CAMERA, CAMERA BAG AND INSURANCE FOR YEARBOOK	4051617007	2,599.21	2,599.21
402977	TACOMA TENT & AWNING	11/04/2016	43278	STEILACOOM HIGH SCHOOL 2015 TRACK - NEW POP UP TENT	4061617028	1,375.48	1,375.48
402978	WESTERN WA FOOTBALL OFFICIALS	11/04/2016	468	STEILACOOM HIGH SCHOOL 2000 ATHLETICS - 2016-17 OFFICIALS - FOOTBALL FEES	4061617051	2,559.25	2,559.25

8 Computer Check(s) For a Total of 11,441.76



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	8	Computer	Checks For a Total of	11,441.76
Total For	8	Manual, Wire Tran, ACH & Computer	Checks	11,441.76
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	11,441.76

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As of November 9, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00. The payments are further identified in this document.

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

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
0	MASTERCARD CORP. CLIENTS PAYME	10/20/2016	10202016adj	Credit Card Payment AP invoice.	0	-113.23	0.00
			10202016ADJNEW	Credit Card Payment AP Invoice	0	113.23	
1	Manual			Check(s) For a Total of			0.00

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

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

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
0	MASTERCARD CORP. CLIENTS PAYME	10/20/2016	10202016ADJNEW	Credit Card Payment AP Invoice	0	227.95	0.00
			9282016ADJ	Credit Card Invoice	0	-227.95	
			1	Manual	Check(s) For a Total of		0.00

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

Steilacoom Historical School District No. 1  
Certificated Personnel Report

<b>Personnel Report 11-9-16</b>						
<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
Cornish Megan	Social Worker	1.00	District Wide	11/14/2016	New Hire	

## FIELD TRIP REQUEST FORM

**Complete at least ONE MONTH before proposed date of Field Trip**

Date of Request: 9/22/16

School: SHS

Name of teacher(s) requesting field trip: Eck

Proposed date(s) of field trip: 4/3 - 4/7 2017 (spring break)

Proposed destination(s): Carnegie Hall, NYC

Departure time from School:

Transportation by: ☐ Walking ☐ Bus ☐ Private Car

Return time to School:

Will students need lunch: ☐ Yes ☒ No

Content area(s) addressed: Performanc

Description of proposed field trip:

Chamber Choir trip to Carnegie Hall to perform John Rutter's "Requiem"

Number of Students: 17

Number of Chaperones: 10 - perhaps more

Learning Objectives (please attach itinerary):


Itinerary attached

Source of Funds:

Building Budget Account # \_\_\_\_\_ Cost \$ \_\_\_\_\_

ASB Account # 40040000004310000 Cost \$ ~\$45,000(airfare,etc TBD)

Individual Students Cost \$ ~\$1700.00 to be used for: airfare/hotel/music fees/etc.

Teacher Name: Kasey Eck Signature: 

Teacher Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Approve

Deny

Administrator Name: KRISTA LAUEMAND Signature: 

Board approval required for overnight, Eastern Washington or Out of State field trips.

Steilacoom High School Chamber Choir  
Carnegie Hall, NYC  
Spring Break - April 3<sup>rd</sup>-7<sup>th</sup>, 2017

The SHS Chamber Choir trip to New York City, was planned with an estimated ASB budget of ~\$45,000. While all common trip expenses and arrangements (e.g. airfare, lodging, concert fee, music fee, etc.) will be paid through the ASB account for each student, they will be responsible for their individual portion to be deposited into the ASB account for the NYC trip. Each individual student's expense responsibility will be reduced by fundraising efforts, with proceeds going directly to the ASB account for the choir trip.

SHS staff expenses will also be paid through ASB, approximately \$1,000 to cover flight and lodging. The music directors will not be charged the \$800 rental fee for Carnegie Hall.

Chaperone will write a check to ASB for their expenses. The chaperones expenses will then be paid through the ASB account to ensure all common reservations are consistent. Chaperones are responsible for their expenses and student fundraising efforts will not be used to reduce chaperone costs.

Details of the estimated trip costs for students and chaperones as well as fundraising activities are as follows:

Expenses per Student (Paid for by students):

- **Music Fee:** \$800.00 - Includes 3 rehearsals, performance, facility use of Carnegie Hall, post-concert cruise, and guest conductor
- **Hotel:** \$350.00 – Includes 4-night stay at the Grand Hyatt Manhattan (Grand Hyatt is the location of rehearsals, minimizes travel expense)
- **Flight:** \$425.00 – Round-trip airfare through Alaska Airlines (SEA – JFK)
- **Meals:** \$150.00-\$175.00 – Includes 5 lunches and 4 dinners (Breakfast included at hotel)

**Total:** \$1,725.00

- **Potential Extra Sight-Seeing Cost:** \$100.00

**Total including potential sight-seeing costs:** \$1,825.00

Expenses per Chaperone (Paid for by chaperones)

- **Hotel:** \$350.00
- **Flight:** \$425.00
- **Meals:** \$150.00-\$175.00
- **Ticket to Carnegie Concert:** \$110.00
- **Ticket to Post-Concert Cruise:** \$119.00
- **Potential Extra Sight-Seeing Cost:** \$100.00

**Total:** \$1,254.00



**17 students x \$1,825.00= \$31,025.00**

**8 chaperones (number may change) x \$1,254.00= \$10,032.00**

**Future Fundraisers:**

Students will be participating in a number of fundraising activities for the remainder of the year, including; Coffee/Hot Chocolate Sale, Pancake Breakfasts, A Dinner Concert Theatre, T-Shirt and Coffee sales at our Red Ribbon Bazaar.

These funds will not only reduce what ASB will fund, but they will also go towards reducing the amount paid by students participating. Student sales will be individually totaled and then subtracted from the total amount owed.

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: November 9, 2016

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

**ISSUE:**      **ACTION** 2016-2022 SHSD Capital Facilities Plan FINAL DRAFT  
  X   **INFORMATION**

**BACKGROUND INFORMATION:**

The first draft of the Capital Facilities Plan was presented to the Board at the October 26<sup>th</sup> Board meeting. Board members made suggested edits and this version is our final draft and ready for adoption at the December 14<sup>th</sup> Board meeting, following the 14 day SEPA notice requirements.

School district capital facilities plans are adopted by reference as a part of the local jurisdiction's Comprehensive Plan for purposes of identifying whether school facilities are adequate to serve existing and proposed new development. The Growth Management Act identifies schools as a part of the public infrastructure needed to serve growth.

The primary need for the Capital Facilities Plan is to establish a basis for school impact fee eligibility. The information required for a Capital Facilities Plan is dictated by the GMA and the statutory authority for collecting impact fees. School districts are not required to prepare Capital Facilities Plans if they are not collecting school impact fees. The following language is from the Pierce County Code:

**4A.30.010 School District Capital Facilities Plan**

A. Prior to the collection of impact fees for a School District and on regular basis thereafter, a School District seeking imposition by the County of an impact fee shall submit according to the established Comprehensive Plan amendment process in Chapter 19C.10, a Capital Facilities Plan adopted by the District's Board of Directors.

B. School Districts must update their Plans regularly so that the adopted Plans, submitted to the County, maintain at least a six-year forecast of needs and a six-year plan for funding, and provide at a minimum the information required by RCWs 36.70A.070(3), 82.02.050, 82.02.060, and this Title, including but not limited to:

- a. An inventory of existing capital facilities, showing locations and capacities of the facilities.
- b. District service standards.
- c. Identification of additional facility improvements required to serve new development.
- d. Identification of existing deficiencies and the means by which existing deficiencies will be eliminated within a reasonable time.
- e. The proposed locations and capacities for expanded or new capital facilities.
- f. At least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes.

g. Based on the preceding information, the Impact Fee Calculations for the District, for single-family and multi-family dwelling units, using the formula and definitions in this Title (Table 4A-1), with information required by Chapter 82.02 RCW.

C. In conjunction with the process for review of the Capital Facilities Plan Element of the County Comprehensive Plan, the County shall review the School District's Capital Facilities Plans and Plan amendments, and any County implementing fee ordinances to ensure that the Plan element and fee schedules reflect current conditions and address at least the minimum requirements of Chapters 36.70A and 82.02 RCW.

D. The County shall adopt the School District's adopted Capital Facilities Plan and Plan amendments as part of the Capital Facilities Plan element of the County Comprehensive Plan prior to the imposition of an impact fee.

(Ord. 2001-93s § 3, 2001; Ord. 96-105S2 § 1 (part), 1996)

**FISCAL IMPLICATIONS:** Future school impact fee collection.

**RECOMMENDED DECISION:**

None at this time. The legal notice for publication will take place early next week. The CFP will come to the Board as an approval item at the December 14<sup>th</sup> Board meeting.

Report prepared by: Kathi Weight-Superintendent

# *Steilacoom Historical School District No. 1*



## **CAPITAL FACILITIES PLAN**

**2016 - 2022**

*December 2016*

**Steilacoom Historical School  
District No. 1**  
511 Chambers Street  
Steilacoom, WA 98388  
(253) 988-2200

**Board of Directors**

Mr. Donald Denning

Mr. Robert Forbes

Mr. Jason Pierce

Mr. Steve Schenk

Mr. Samuel Scott

Ms. Kathi Weight, Superintendent

Prepared by the  
Steilacoom Historical School District No. 1

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# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BUILDING SITES

ADMINISTRATIVE OFFICE

511 CHAMBERS STREET

STEILACOOM, WA 98388

WEB SITE: [www.steilacoom.k12.wa.us](http://www.steilacoom.k12.wa.us)

### DISTRICT OFFICE

511 Chambers Street  
Steilacoom, WA 98388

(253) 983-2200

(253) 584-7198 (fax)

**Ms. Kathi Weight - Superintendent**

**Mr. Jim Brittain - Executive Director of  
Finance and Operations**

**Ms. Susanne Beauchaine- Executive  
Director of Student Services**

**Mr. Paul Harvey-Executive Director of  
Teaching and Learning**

### CHERRYDALE PRIMARY SCHOOL

1201 Galloway  
Steilacoom, WA 98388

(253) 983-2500

(253) 583-8478 (fax)

**Mr. Ryan Douglas - Principal**

**Ms. Laura Johnson - Office Coordinator**

### CHLOE CLARK ELEMENTARY SCHOOL

1700 Palisades Blvd  
DuPont, WA 98327

(253) 583-7100

(253) 964-0935 (fax)

**Mr. Gary Yoho - Principal**

**Ms. DeAnn Thysens- Office Coordinator**

### SALTAR'S POINT ELEMENTARY SCHOOL

908 Third Street  
Steilacoom, WA 98388

(253) 983-2600

(253) 581-9083 (fax)

**Mr. Alex Clauson - Principal**

**Ms. Rita Gorman – Office Coordinator**

### ANDERSON ISLAND ELEMENTARY SCHOOL

13005 Camus Road  
Anderson Island, WA 98303

(253) 884-4901

(253) 884-7835 (fax)

**Ms. Susan Greer - Principal**

**Ms. Dana Ballou - Secretary**

### PIONEER MIDDLE SCHOOL

1750 Bob's Hollow Lane  
DuPont, WA 98327

(253) 583-7200

(253) 583-7292 (fax)

**Ms. JoAnne Fernandes- Principal**

**Mr. John Nystrom - Assistant Principal**

**Ms. Amy Malkames - Office Coordinator**

### STEILACOOM HIGH SCHOOL

54 Sentinel Drive  
Steilacoom, WA 98388

(253) 983-2300

(253) 983-2393 (fax)

**Mr. Michael Miller - Principal**

**Mr. Jake Tyrell - Assistant Principal**

**Ms. Krista Lallemand - Assistant Principal**

**Ms. Sharon Larson - Office Coordinator**

## **TAB 1 INTRODUCTION**

This Capital Facilities Plan (CFP) has been developed for Steilacoom Historical School District No. 1 in response to the provisions of the Growth Management Act (GMA). This report assesses the following:

- The anticipated growth within the District's boundaries;
- The anticipated school enrollment growth through the **2016-2022** planning period;
- The new school facilities required to meet the needs of this expanding student enrollment; and
- As applicable, the school impact fee calculations based on the capacity projects necessary to address growth needs.

Residential development has historically preceded any school construction and has never progressed in an orderly and coordinated manner. Selection of school sites and the construction of schools have generally followed the construction of new homes. This historic process of school construction following residential growth has left a gap between available space and the student population. As a result, schools have commonly become overcrowded. Compounding the situation is the required time to acquire property, design facilities, acquire all necessary permits, and to construct facilities.

In the past, relief for overcrowded schools has primarily come from local residents who have supported tax levies and bond issues. Voter approval of school levies and bond issues is becoming more difficult as other interests vie for property tax dollars. In addition, many existing residents are questioning the equity of having to pay the full costs of the educational facilities needed to serve new residents. In an effort to overcome the perceived inequity of property tax supported levies and bond issues, school districts have sought conditions upon development activity to provide a share of the local financial support needed for the construction of school facilities.

This Capital Facilities Plan is designed to support the use of school impact fees as provided for under the 1990 Growth Management Act. Therefore, this Plan consists of:

- An inventory of the existing schools, support facilities and properties owned by Steilacoom Historical School District No.1;
- An enrollment history and projection for the **2016-2022** time frame;
- An identification of the District's current "level of service" with respect to capital facilities;
- A forecast of the District's need for new construction, modernization, and new construction-in-lieu-of modernization; and
- A plan that will finance the proposed construction projects within projected funding capacities and clearly identify sources of public money for such purposes. The CFP is designed to support school impact fees authorized by Pierce County, as implemented by Steilacoom Historical School District No. 1 and other municipalities that may collect school impact fees on behalf of the District.

In addition, the CFP will also provide a basis for mitigation under the State Environmental Protection Act (SEPA) or the State Subdivision Act.



## **TAB I DISTRICT STATEMENTS AND CORE VALUES**

### **DISTRICT VISION STATEMENT**

“The best education for every student.”

### **DISTRICT MISSION STATEMENT**

The mission statement for the Steilacoom Historical School District No.1, in partnership with our communities, is to educate and prepare responsible citizens who can contribute and adapt in a changing world.

### **DISTRICT CORE VALUES**

#### **Academics**

We commit to engage all students by using effective instructional practices, challenging students to reach their fullest potential.

#### **Collaboration**

We practice purposeful, professional, student-centered collaboration.

#### **Climate**

We ensure a positive, respectful and safe learning climate, responsive to students' individual needs.

#### **Integrity**

We commit to act with honesty and integrity, respecting all diversities.

#### **Community**

We welcome and encourage family and community involvement, where each member of the school community is a valued partner.

#### **Accountability**

We, the SHSD learning community, share in the responsibility for attaining academic and fiscal goals by providing educators with the necessary tools and resources for success.

## **TAB I DISTRICT STRATEGIC PLAN AND GOALS**

A new strategic plan was implemented in the 2013-14 school year with a focus on four areas as priority:

### **Teaching and Learning**

- Coordinate curriculum, teaching and assessment to strengthen instructional programs that reflect state and national standards.
- Ensure early learning success through ongoing interventions, pre-K through 3<sup>rd</sup> grade.
- Relevant and accessible professional development focused on data and student achievement.

### **Safety, Service and Support**

- Promote safe learning environments that support academic achievement.
- Identify achievement gaps and target interventions to specific needs.
- Maximize learning and enrichment opportunities.
- Customer service focus.

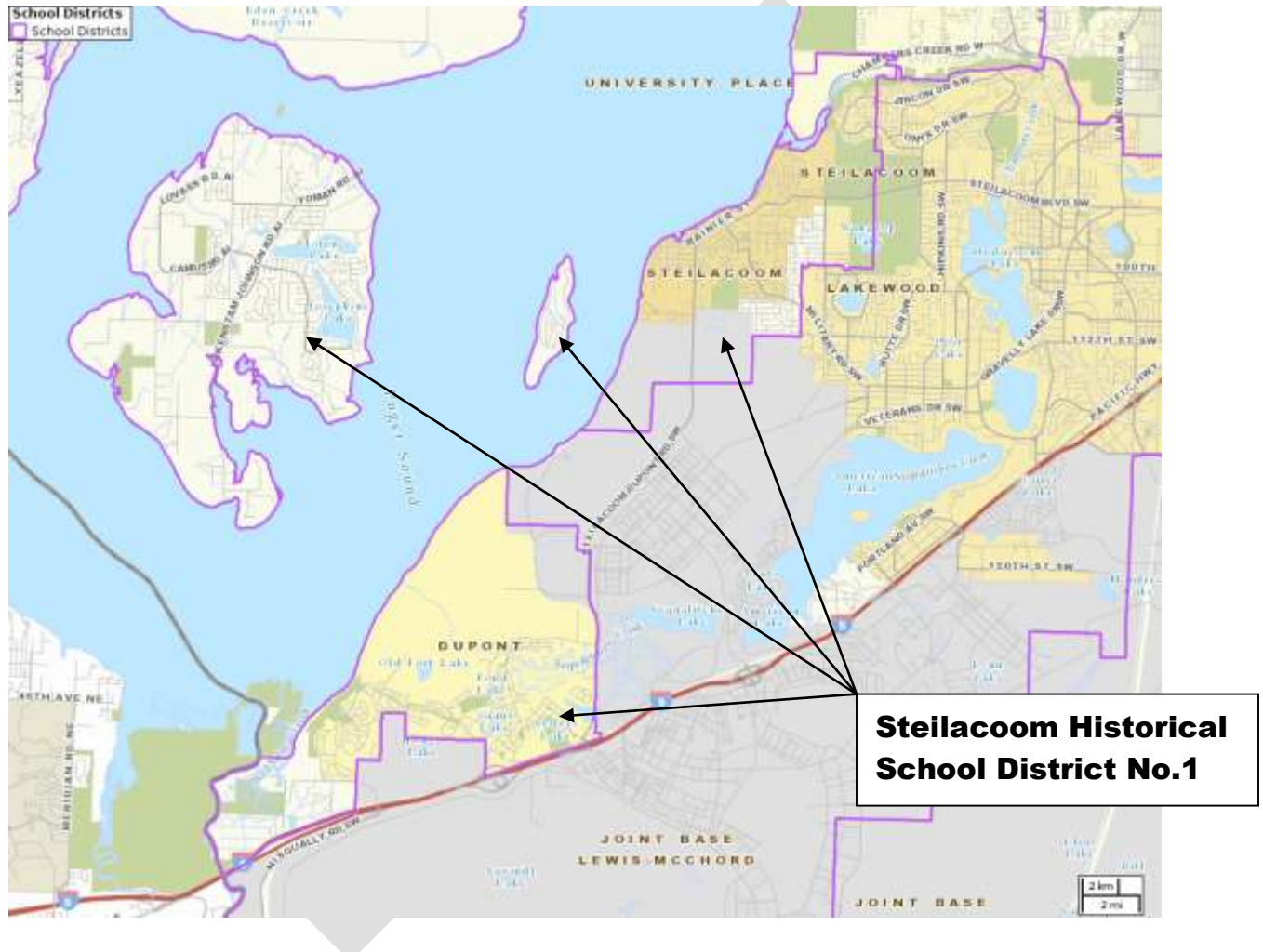
### **Family and Community Involvement**

- Commitment to ongoing family and community outreach strategies.
- Fully engage our parents, community and staff in the education of our children.
- Gather and use community input for regular planning and decision making.

### **Resource Management**

- Maximize instructional resources.
- Maintenance and preservation of district facilities.
- Ensure fiscal integrity and stability district-wide.
- Technology planning that supports student learning and staff productivity.

## TAB I DISTRICT MAP



## TAB II LOCATION AND DESCRIPTION OF SCHOOL FACILITIES

The chart below lists and describes each school facility site within the District. This represents the most accurate inventory of SF areas for the individual facilities within the District as reviewed by District staff. The numbers below do not include SF areas for portable buildings but do include covered outdoor play areas. The Washington State's Office of the Superintendent for Public Instruction's School Facility Inventory of Permanent School Facilities Report will be updated per the numbers listed below.

2016 Steilacoom Historical School District Facility Inventory						
School	Location	Grades	SF as of 2006	Added/New SF	Year SF added	2016 Total SF
Anderson Island ES	Anderson Island	K-5	1,680	2,865	2007	4,545
Cherrydale Primary	Steilacoom	K-3w/full day K and pre-K	40,487	0		40,487
Salter's Point ES	Steilacoom	4-5 (all district)	53,039	2,240	2012	55,279
Chloe Clark ES	DuPont	K-3 w/full day K and pre-K	22,100	37,734	2006	59,835
Pioneer Middle School	DuPont	6-8 (all district)	3,017	104,707	2008	104,707
Steilacoom High School	Steilacoom	9-12 (all district)	112,800	23,091	2009	135,891

## **TAB II HISTORY OF FACILITIES**

### **1. School District Building Data**

<b><u>Date</u></b>	<b><u>Building</u></b>	<b><u>Cost</u></b>	<b><u>Location</u></b>
1851	Log Building	Unknown	Main & Commercial
1858	First Public School	\$450	Starling & Frederick
		Contributions/Partial Payment	
1892	Second Public School	\$10,000.00	Chambers & Sequalish
1916-17	Third Public School	\$15,000.00	Chambers & Sequalish
1952	All Purpose School	\$133,953.00	Chambers & Nisqually
1962	Cherrydale School	\$183,597.00	Galloway and C
1966	Cherrydale Addition	\$175,646.00	Galloway and C
1968	Pioneer Addition	\$405,422.00	Chambers & Nisqually
1969	Silver Beach Site	\$42,000.00	<b>SOLD</b>
1972	Saltar's Point School	\$605,860.00	Third & Beech
1976	Oakbrook Site	\$42,500.00	<b>SOLD</b>
	Consolidation with Anderson Island and DuPont School Districts		
1979	Acquisition of Laughbon Jr./Sr. High School; Anderson Island and Harriet Taylor schools		
1981	Steilacoom High School		Sentinel Drive
1986	District Office		Steilacoom, WA
2000	Chloe Clark Elementary	\$1.7 million	Palisade Boulevard
2006	Chloe Clark Elementary	\$6.0 million	DuPont, WA
	School Addition/Modernization		
2007	Anderson Island Elementary	\$951,460	Anderson Island, WA
	New Multipurpose Room		
2008	New Pioneer Middle School	\$34.0 million	DuPont, WA
2008-2009	Steilacoom HS Addition	\$27.0 million	Steilacoom, WA
	/Modernization		
2011	Pioneer Middle School	\$461,967	DuPont, WA
	Classroom Air Conditioning		
2012	Saltar's Point Modular	\$724,000	Steilacoom, WA
	Classrooms		
2015	Remodel of SHS Classrooms	\$710,972	Steilacoom, WA

### **2. Land/Parcel Holdings and Disposition**

Until 2012, the District owned a 30 acre parcel located in the City of DuPont at the intersection of Center Drive and International Place. The District sold this property and used a portion of the sale proceeds to acquire a 14.71 acre site located on Manchester Place within the City of DuPont and a 5.3 acre site located on International Place within the City of DuPont.

This 14.71 acre site in DuPont is intended to serve as the location for a planned new elementary school. The 5.3 acre site on International Place is ideally suited for transportation and maintenance facilities.

In its long range planning, the District's Board of Directors regularly analyzes smaller parcels owned by the District that cannot support the size of facilities at any grade level and considers the sale of those parcels to fund the District's long range capital facility or future land acquisition funding strategies. Most recently, the District declared Parcel C, a vacant parcel at Cherrydale Primary School, as surplus and sold the property to the Town of Steilacoom.

In 2010, the District purchased a 13.5 acre parcel directly north of Steilacoom High School. It is the intent of the District and the Board to utilize a portion of this site for a future addition to the high school, additional parking and athletic fields. As part of the Board's 2016-17 goals, this will be analyzed and discussed for future expansion.

In 2011, the District sold to Pierce County two parcels totaling 3.0 acres as part of a land conservation grant program. This area is commonly referred to as the Cherrydale Woods. This land is adjacent to Cherrydale Elementary School. In 2012, the District sold the remaining 1.64 parcel, referred to as Parcel C, to the Town of Steilacoom.

The structure known as the "Yellow House" (Tax Parcel Identification No. 2305000640) located to the east of the District Office at the SE corner of Chambers and Sequash Street was sold in late 2012.

In November 2013, the board passed Resolution 810-11-13-13 to approve the surplus of 3.77 acre portion of Tax Parcel Identification No. 761500022 located immediately north of Steilacoom High School. A sale agreement was initiated but the deal fell through.

The Board passed in May 2014 Resolution 813-05-14-14 to surplus 2.76 acres of property located on Chambers Street, in Steilacoom, commonly known as "Chambers Field" (Tax Parcel Identification No. 66555200311). Chambers Field is located directly behind the District's existing bus garage at Sequash Street. The property is for sale.

### **3. History of Capital Facility Planning and Construction**

To meet increasing population and provide a sturdier building, the Town of Steilacoom approved in 1913 the construction of a new brick structure at the cost of \$15,000.

During the early part of the 1990's, about a dozen portable classrooms were placed to accommodate the growing enrollment at Cherrydale Primary School, Saltar's Point Elementary, and Pioneer Middle School. After the Town of Steilacoom placed a moratorium on the number of portables that could be sited, the District held public information meetings designed to inform residents about the critical situation. When the bond election was held in 1996 to approve general obligation bonds of \$38,000,000, voters rejected it. A second election, held in the following year was approved.

In 1997, voters approved by over 60%, a proposition for construction and improvements to the District's elementary schools and high school but rejected a second proposition to build a new middle school.

Instead, the old Steilacoom School serving as Pioneer Middle School underwent an extensive retro-fit to make the building earthquake safe. In addition, the cafeteria was remodeled and

enlarged and the gymnasium floor was replaced. The results of that retro-fit were demonstrated during the February 28, 2001 earthquake. A portion of Proposition #1, or \$2,003,000, was designated for technology—computers, software and related equipment.

Following approval of the 1997 Capital Facilities Bond, plans were started for work on Cherrydale Primary School, Saltar's Point Elementary School, and Anderson Island Elementary School. To accommodate school-age students in the DuPont community, ground was broken in fall 2000 for a new elementary school. Chloe Clark Elementary School was dedicated in August 2001 and 180 students were enrolled for the following school year.

On May 17, 2005, District voters approved Steilacoom Historical School District No. 1 to issue \$55.9 million dollars in general obligation bonds to finance a 6-year construction program. The District received approximately \$17.1 million dollars in state match dollars to assist in funding.

The 2005 bond projects included:

- Completing Phase II of Chloe Clark Elementary School
- Building a new middle school
- Building an addition to Steilacoom High School
- Modernizing the existing portion of Steilacoom High School
- Building a new multi-purpose room at Anderson Island Elementary School
- Completing other priority renovations/modernization projects

Bond sales were executed in two phases: June 2005, \$22 million dollars and July 2006, \$33.9 million dollars. The 2005 bond projects are complete.

The board passed in November 2012 Resolution 787-10-24-12 to approve the addition of a modular building containing two classrooms to be placed at Saltar's Point Elementary to accommodate enrollment growth. The two classrooms are now in place.

In 2008, the Board of Directors gave the Citizens Advisory Committee the task of exploring options regarding the buildings that make up the old Pioneer Middle School site. The Committee's recommendation included consolidation of all SHSD administrative offices into the 1918 building. The District converted the 1918 Building into an administrative building in August of 2014 which has enabled all of the District's administrative staff to be housed in one building.

#### **4. Future Capital Facility Plans**

The District's projected enrollment growth will continue to be focused in the near term at the elementary grade levels. In 2010, the Washington State Legislature passed Substitute House Bill 2776, which requires implementation of full day kindergarten by the school year 2017-18. Anderson Island Elementary began full day kindergarten in 2014, Cherrydale Primary in 2015, and Chloe Clark Elementary implemented full day kindergarten at the beginning of the 2016-17 school year. (SHB 2776 identifies the potential of reduced class sizes for grades K-3. The District will closely monitor actions related to class size reductions and make adjustments as necessary in future updates to the Capital Facilities Plans.) Existing capacity in elementary

schools is also impacted by increased special education needs, increases in other programs such as ELL classes, and potential development on Anderson Island.

To meet these capacity needs, the Board envisions the need for another elementary school in DuPont. Chloe Clark Elementary School's Phase II & III projects have been completed. If a new elementary school is not constructed, the District would need to add additional classrooms at Chloe Clark. The Board of Directors and the District have explored options for the location of a new elementary school and find the acquired 14.71 acres in DuPont to be very well suited as the location for a future elementary school. The District plans to construct this school during the six year planning period of this Capital Facilities Plan.

In addition, the District has reviewed options to increase capacity at all of the primary and elementary schools to allow for future expansion of existing programs such as special education and other programs. Two modular classrooms were added at Saltar's Point Elementary School. The District may add modular classrooms at Chloe Clark to address capacity needs.

The Board of Directors expressed the need to relocate and build a facility to house maintenance and transportation staff and equipment for the District. With the sale of the 30 acre parcel in DuPont and the consequential acquisition of 5.3 acres on International Place in DuPont, conceptual design has been completed for utilizing the 5.3 acre site for a transportation facility.

The District's 2005 Capital Improvement Program and the approved conditional use permit for Steilacoom High School made provisions for the addition of four future classrooms onto the new design of Steilacoom High School. The project was completed in January of 2015. The District purchased a 13.50 acre parcel adjacent to SHS in 2010. It is the intent of the District to consider using a portion of this site for a future addition to the high school, additional parking and athletic fields. This process may begin during the 2016-17 school year.

At Pioneer Middle School, four additional classrooms can be added, but a separate conditional use permit will be required before any construction. These potential build-outs could accommodate up to 125 additional students at the middle and high school levels. The District will consider adding modular classrooms at Pioneer Middle School as well as other schools within the district.



## TAB II PARCEL SUMMARY BY LOCATION

The following tab contains information on the District's current property holdings.

The list of parcels and approximate square feet data is from Pierce County Assessor-Treasurer online database files:

School/Facility/Parcel Description	Address City	Pierce County Tax ID parcel #	Approximate acreage	Notes
Steilacoom High School	54 Sentinel Steilacoom	7615000681	32.50	With two easements from DSHS. 13.50 acres were purchased north of the HS in late 2010
Old Pioneer Middle School Site	511 Chambers Steilacoom	2305000600	3.26	Converted into administrative building in 2014
Bus Barn and Upper Field	710 Chambers Steilacoom	6655200311 6655200161	2.76 .76	Currently for sale
Saltar's Point Elementary School	908 3 <sup>rd</sup> St Steilacoom	7260000072	7.69	2008 New parcel number 7260000072
Cherrydale Primary School	1201 Galloway Steilacoom	0219052048	7.24	Parcels 0219052045 and 0219052046 were sold to Pierce County in 2011; parcel 0219052047 was sold in 2012
Chloe Clark Elementary School	1700 Palisades Blvd DuPont	0119264010	10.01	
Anderson Island Elementary School	13005 Camas Rd Anderson Island	0119052002	N/A	Parcel is owned by the AI Park Board and is leased to SHSD
District Office Annex	510 Chambers St Steilacoom	2305000651	0.20	
Vacant Undeveloped Parcel	N/A Steilacoom	7615000022	13.5	Purchased in 2010
Vacant Undeveloped Parcel	Williamson Place DuPont	3001000010- 3001000050	14.71	Purchased in 2012
Vacant Undeveloped Parcel	International Place DuPont	3000390282	5.34	Purchased in 2012

## **TAB III STUDENT ENROLLMENT TRENDS**

### **1. DISTRICT GROWTH**

Steilacoom Historical School District No. 1 has reviewed historical demographic trends and actual enrollments. The combined student population from the Town of Steilacoom, the City of DuPont, and Pierce County is expected to result in an overall increase in student enrollment due to increased residential growth within these communities. In addition, the implementation of full day kindergarten resulted in increased overall student enrollment.

Using brick and mortar enrollment figures, the District's elementary school enrollment (grades K-5) grew from 966 students in 2003 to 1,388 students in 2015. During that same period, the Middle School (grades 6-8) student enrollment grew from 529 students to 799 students in 2015. Overall student enrollment for grades 9-12 increased from 675 students in 2003 to 904 students in 2015. Preliminary fall 2016 enrollment figures show continued growth at all grade levels.

The actual and projected growth of the elementary school student population within the District led the District to develop and implement a three year, phased grade/school realignment plan. This plan as outlined below was implemented at the beginning of the 2009-2010 school year.

- |                                       |                                            |
|---------------------------------------|--------------------------------------------|
| a. Anderson Island Elementary School: | Grades K to 5 <sup>th</sup>                |
| b. Cherrydale Primary School:         | Grades Pre-K to 3 <sup>rd</sup>            |
| c. Chloe Clark Elementary School:     | Grades Pre-K to 3 <sup>rd</sup>            |
| d. Saltar's Point Elementary School:  | Grades 4 <sup>th</sup> to 5 <sup>th</sup>  |
| e. Pioneer Middle School:             | Grades 6 <sup>th</sup> to 8 <sup>th</sup>  |
| f. Steilacoom High School:            | Grades 9 <sup>th</sup> to 12 <sup>th</sup> |

### **2. ENROLLMENT AND PROJECTIONS**

The Washington State Superintendent of Public Instruction (OSPI) provides enrollment projections based on the "Cohort Survival" method. This method of enrollment projection uses historic patterns of student progression by grade level to measure the portion of students moving from one grade level up to the next cohort or grade. This ratio or survival rate is used in conjunction with current birth rates as a base for statewide enrollment projections. The OSPI system is useful, but has obvious inadequacies in representing the unique growth conditions of individual school districts. Historically, OSPI projections in growing school districts tend to underestimate the actual student enrollment growth. Furthermore, the OSPI projections do not anticipate new students from new development within the District. As such, the OSPI projections are considered conservative.

In previous years, the OSPI projections for the District were skewed by the Washington State Virtual Academy enrollment numbers (which was discontinued in 2012) and did not reflect accurately the brick and mortar student enrollment. This was particularly true following the termination of the program in the District when the cohort projections dramatically declined in a manner that did not reflect reality. However, the OSPI projections now accurately reflect the brick and mortar student enrollment history and provide a basis for enrollment projections over the six year planning period.

School enrollment growth and distribution over the next six years in Steilacoom School District will be influenced by several factors. A primary factor will be overall population growth in the District. Lower rates of residential development are anticipated than in years past.

The District is using the OSPI cohort projections for purposes of this Capital Facilities Plan. The following tables provide the District's historical enrollment data and the projections by grade level through 2022.

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**HISTORICAL STUDENT ENROLLMENT 2005-2016**  
**ACTUAL ENROLLMENTS ON OCTOBER 1st\***

GRADES	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
K**	182	168	220	204	224	206	217	244	255	212	237
1 <sup>st</sup> Grade	169	200	192	235	232	224	223	231	234	256	223
2 <sup>nd</sup> Grade	191	187	211	199	238	240	255	234	214	229	271
3 <sup>rd</sup> Grade	198	208	196	231	211	241	242	249	227	207	243
4 <sup>th</sup> Grade	167	202	226	216	226	214	257	263	238	196	206
5 <sup>th</sup> Grade	184	171	206	236	219	234	244	246	264	252	208
6 <sup>th</sup> Grade	194	189	178	244	240	221	253	241	265	268	269
7 <sup>th</sup> Grade	183	185	200	194	242	227	238	261	236	247	277
8 <sup>th</sup> Grade	198	182	174	218	203	227	248	230	266	228	253
9 <sup>th</sup> Grade	180	208	202	199	232	205	242	226	224	247	231
10 <sup>th</sup> Grade	171	178	194	188	210	223	201	225	221	217	258
11 <sup>th</sup> Grade	158	167	152	197	187	219	223	204	226	212	215
12 <sup>th</sup> Grade	124	104	127	119	160	159	179	189	190	208	200
<b>Total Enrollment</b>	<b>2,299</b>	<b>2,349</b>	<b>2,478</b>	<b>2,680</b>	<b>2,824</b>	<b>2,840</b>	<b>3,022</b>	<b>3,043</b>	<b>3,060</b>	<b>2,979</b>	<b>3,091</b>

\*Reflects brick and mortar only.

\*\*Converted to full-day K for purposes of comparison with enrollment projections.

## PROJECTED ENROLLMENT BY GRADE SPAN

Enrollment by Grade Span	Sept. 2016*	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Elementary (K-5)	1,410	1,445	1,501	1,526	1,526	1,574	1,603
Middle School (6-8)	802	771	721	714	790	815	823
High School (9-12)	916	922	971	982	966	941	934
<b>TOTAL</b>	<b>3,128</b>	<b>3,138</b>	<b>3,193</b>	<b>3,222</b>	<b>3,282</b>	<b>3,330</b>	<b>3,360</b>

Source: OSPI (October 2016)

\*Actual September 2016 Enrollment.

## **TAB IV LEVEL OF SERVICE**

### **1. INTRODUCTION**

The Growth Management Act (GMA) requires that school districts provide “level of service” or “school capacity” data as a component of their Capital Facilities Plan (CFP). The GMA was developed, in part, to help ensure public services, including schools, necessary to support development shall be adequate to serve said development at the time the development is available for occupancy and use, without decreasing current service levels below locally established minimum standards. In other words, each public service needs to clearly define their service level so that service level can be maintained in the face of new development.

### **2. DEFINITION**

The “level of service” is based on the number of classrooms available at each school and the desired average class load. Inherent in the level of service are the types and amounts of space required to accommodate the District’s adopted educational program. The educational program standards which typically drive facility space needs include grade configuration, optimal facility size, class size, educational program offerings, as well as classroom utilization and scheduling requirements.

In addition to factors that affect the amount of space required, government mandates and community expectations may affect how classroom space is used. For example, State requirements related to full day kindergarten and reduced class sizes impact the level of service. In addition, traditional educational programs offered by school districts are often supplemented by non-traditional or special programs such as special education, bilingual education, remediation, alcohol and drug education, AIDS education, preschool programs, computer labs, music programs, etc. These special or non-traditional educational programs can have a significant impact on the available student capacity of school facilities. For example, the District currently has approximately 398 students (approximately 12% of its total student population) participating in Special Education Programs. The District just expanded special education programming in the 2016-17 school year to implement a 7<sup>th</sup>-12<sup>th</sup> grade Life Skills special needs classroom, which is housed at the high school.

Variations in student capacity between schools often result in special or non-traditional programs offered at specific schools. These special programs require classroom space, which can reduce the permanent capacity of some of the buildings housing these programs. Some students, for example, leave their regular classroom for a short period of time to receive instruction in these special programs. Newer schools within the District have been designed to accommodate many of these programs. However, older schools often require space modifications to accommodate special programs, and in some circumstances, these modifications may reduce the overall classroom capacities of the buildings.

District educational program standards will undoubtedly change in the future as a result of changes in the program year, special programs, class sizes, grade span configurations, use of new technology, and other physical aspects of the school facilities. The school space inventory will be reviewed periodically and adjusted for any changes to the educational program standards. These changes will also be reflected in future updates of this Capital Facilities Plan (CFP).

The District seldom considers portables as being ideal instructional space for students and/or staff members. By design, portable classrooms separate their occupants from the rest of a school's student body and/or staff members. In addition, the increased enrollments that portables afford serve to tax the "core" facilities of the permanent building(s); such spaces as the gymnasium, the library, the restrooms, the main office, and the food service facilities.

### **3. SUMMARY**

The Growth Management Act (GMA) requires that school districts provide "level of service" or "school capacity" data to support requests for impact fees from residential developers. With respect to public schools, the "level of service" is a quantifiable measure of the capacity available to support the instruction of students.

Steilacoom Historical School District No. 1 has elected to define its "level of service" in terms of each student's share of the District's permanent school facilities, with reference to the District's standard for average class load and identification of classrooms available for regular instruction.

Steilacoom Historical School District No. 1 has adopted an organization that houses kindergarten through fifth grade in elementary schools, sixth, seventh, and eighth grade in middle schools, and ninth through twelfth grade in high schools.

The District has adopted a traditional calendar beginning in early September and ending in mid-June, and a traditional daily schedule with academic classes beginning between 7:35 a.m. and 9:05 a.m. and ending mid-afternoon. Although the District continues to study alternate organizations, calendars, and schedules, the District believes the adopted organization is educationally sound and reflects community values.

The District's educational program includes individual and small group work as well as full class activities. Portable classrooms, which are neither intended for nor function as long term educational space, are excluded from the level of service calculation. Portables are considered adequate only for supplemental programs and interim housing.

The capacity for each facility is established by multiplying the regular classrooms available by the District's standard for average class load (the "Standard of Service"). Spaces used for special program needs are excluded from the definition of regular classrooms. Core facilities and special use facilities are compared to classroom capacity to confirm that facility capacity is not limited by limitations in core facilities.

<b>Grade Level</b>	<b>Standard of Service</b>
High School	25 students/classroom
Middle School	25 students/classroom
Elementary	19.6 students/classroom

Using the Standard of Service and updated information regarding classroom utilization, the District's current facility capacity is as follows:

Facility	Area (SF)	Actual Building Classrooms	Capacity (Classroom Per Student FTE)	Actual September 2016 Enrollment
Steilacoom High School	135,891	35	875	916
Pioneer Middle School	104,707	33	825	802
Saltar's Point Elementary*	53,039	18	450	427
Anderson Island Elementary	4,545	2	34	33
Cherrydale Elementary	40,487	17	289	361
Chloe Clark Elementary	59,835	24	408	592
Total Elementary			1,181	1,413

\*Does not include modular classroom capacity.

The level of service is dictated by the amount of space required to accommodate the District's adopted educational program. The LOS will change as the District changes its educational program and it must be reviewed and modified periodically.

### **School District Cost Per Student**

Each year Steilacoom School District provides to Pierce County the costs expended per student as an update to the Capital Facilities Plan. Building and equipment costs at each educational facility are rounded up and reflect the District's capital improvement campaign costs as completed in 2010.

School Facility	Building Costs	Equipment Costs	Total Costs
Anderson Island Elementary School	\$ 946,000	\$ 50,000	\$ 996,000
Cherrydale Primary School	\$ 9,457,000	\$ 400,000	\$ 9,857,000
Chloe Clark Elementary School	\$ 9,727,000	\$ 450,000	\$10,177,000
Saltar's Point Elementary School	\$ 6,765,000	\$ 350,000	\$ 7,115,000
New Pioneer Middle School	\$34,244,000	\$1,800,000	\$36,044,000
Steilacoom High School	\$30,597,000	\$ 630,000	\$31,227,000

The current cost per student based upon capacity enrollment figures is as follows:

- Elementary Student \$18,101
- Middle School Student \$42,405
- High School Student \$36,738



## **TAB V THE DISTRICT'S CONSTRUCTION PLAN**

### **1. INTRODUCTION**

From district to district, it is common to find variations in the grade level configurations, class size requirements and instructional programs depending upon a local community's educational philosophy and the needs of the students to be served. Such variations between districts do impact the design and the cost of newly constructed school facilities.

In 2017, the district plans to begin the establishment of a Capital Facilities Advisory Committee made up of community members, staff, district officials, students, Town of Steilacoom and City of DuPont representatives and design professionals. The purpose of the Steilacoom Historical School District's Facilities Advisory Committee (FAC) will be:

- Establish a long-term Capital Projects Plan
- Recommend short- and long-term solutions related to the District's deferred maintenance, educational adequacy of schools, safety and security, future plans and use of district property; and
- Consider a future capital bond proposition.

The FAC will be presented data to study and evaluate the overall condition of district facilities to identify and prioritize potential facility modifications, replacements, additions and/or closures to best enhance student achievement opportunities, and support the ongoing economic development and a healthy community. This data will include:

- Facility Condition Assessment - Deferred Maintenance;
- Educational Standards;
- Safety and Security Standards;
- Technology;
- School Capacity;
- Enrollment;
- Demographics; and
- Financial Data.

### **2. THE NEW CONSTRUCTION PROGRAM**

The ability to move forward on the construction of any new school facility in the Steilacoom Historical School District hinges on many factors. First, the District needs to have local funding available to pay for the cost of new school facilities. Normally, school districts secure the majority of their local funds through the sale of general obligation bonds, as approved by the qualified voters of their districts. The authority to issue and sell such bonds rests in the Constitution and laws of the State of Washington, including RCW 28A.530.010 and RCW 84.52.056.

The State of Washington has set forth site size standards, as defined in WAC 392-342-020. Specifically, for an elementary school, the minimum standard is five (5) acres plus an additional one (1) acre for each one hundred (100) pupils of a school's maximum enrollment. For junior and senior high schools, the minimum standard is ten (10) acres plus an additional one (1) acre for each one hundred (100) pupils of a school's maximum enrollment. These recommended

acreages provide space for the school building(s) and the appropriate support facilities such as play fields, athletic facilities and parking.

Of particular importance to Steilacoom Historical School District No. 1, is the eligibility for State School Construction Assistance. Such State assistance is used along with local funds to pay for the cost of new school facilities. However, State monies cannot be used to purchase school sites, to make off-site improvements and/or fund those specific items spoken to in WAC 392-343-120. The formula for determining the exact amount of State funding assistance a district can receive is set forth in WAC 392-27-020.

To address capacity needs, the District plans to construct Phase I of a new elementary school in the City of DuPont. The District is in early planning stages for this school but expects that it will be available for occupancy by 2021. The District's voters will need to approve a bond measure to fund the construction of this school. The District may also consider adding modular classrooms at Chloe Clark Elementary and Pioneer Middle School. In addition, the District plans to construct a new Transportation Facility in the City of DuPont, perform field improvements, and address additional parking and sports requirements at Steilacoom High School.

### **3. SUMMARY**

To accommodate enrollment growth, Steilacoom Historical School District No. 1 completed the 2005 Capital Improvement Program which benefitted four schools. The completion of Phases II and III to Chloe Clark Elementary School resulted in a student capacity increase from 175 to 656 students. The 2,865 square foot multipurpose building at Anderson Island Elementary was added to accommodate up to 50 students. Pioneer Middle School, which can hold 825 students, opened in August 2008. The addition and modernization of the existing Steilacoom High School was completed in 2009. Steilacoom High School can now hold 875 students.

To address projected long term growth in the District, the District plans to construct a new elementary school in DuPont and may add modular classrooms at Chloe Clark and Pioneer, all within the six year planning period of this Capital Facilities Plan.

## **TAB VI THE DISTRICT'S FINANCE PLAN**

### **1. INTRODUCTION**

The Steilacoom Historical School District No. 1 clearly recognizes the long-term value of capital facilities planning. The execution of the 2005 Capital Improvement Program, discussed earlier in this report, helped address the District's need for permanent facilities to accommodate students from new housing developments.

The District's long-planned modernization of its older facilities (Cherrydale, Saltar's Point, and Anderson Island Elementary Schools), construction of a future elementary school in DuPont, and the addition of modular classrooms is dependent on a means of financing modernization or new construction. The costs associated with new construction and modernization identified in the District's Construction Plan and anticipated state and local funding are presented in Tab 5. The District uses an impact fee methodology that is based upon the Pierce County school impact fee ordinance.

In this CFP, based on current enrollment projections and the need to construct a new elementary school to meet capacity needs related to growth, the District is requesting school impact fees.

The District's Funding Plan identifies the specific funding sources, amounts of funding, and the unique relationships that exist between funding sources for the projects spelled out in the District's Comprehensive Plan.

### **2. COST FACTORS**

**Factors:** A number of factors influence the total cost and, specifically, the local share of any new school construction project. The major factors that impact the cost of new school construction are as follows:

1. The per acre cost of school sites will vary considerably from district to district. In general, the more urban the district tends to be, the more costly the school sites.
2. The acreage of available property and the use ability of acreage will not always match the preferred school site sizes.
3. The proximity of needed utilities (i.e., water, sewer, electricity, etc.) and roadways to a new school site are oftentimes a significant cost variable.
4. The nature of the instructional programs housed in school facilities drastically impact the cost of those facilities. The square foot cost of senior high schools is almost always higher than elementary and middle schools. The square footage costs of middle schools are usually higher than elementary schools. Specialized facilities for Vocational and Special Education programs can also increase construction costs.

5. The posture of the local governmental planning agencies (i.e., City or County) will affect such items as off-site street improvements, landscaping, street signaling, and signage, etc.
6. The “bidding climate” at the time a new school project comes on line is terribly important. Normally, the less construction work available the more competitive the general contractors become and vice-versa.
7. The experiences and competence of the lowest bidding and general contractor and their major subcontractors can also impact the final cost of any new school project.
8. The State’s “funding assistance percentage”, as determined in accordance with the formula set forth in RCW 28A.525.166, establishes the relationship between the local and state funding of any new school construction project.
9. The enrollment projection provisions of the State’s “space allocations” determine just how much area of a new school facility will be eligible for State School Construction Funding Assistance. Building a new school (i.e., elementary, middle, senior high) without full “unhoused” eligibility increases the amount of local funds that have to go into a project.
10. The State funding assistance formula also impacts the level of state financial assistance. See WAC 392-343-060.

**Site Acquisition:** The first major expense of any new school construction project is the cost to purchase the site. Property acquisition cannot be funded with State School Construction Funding Assistance. Land costs are strictly a local school district expense.

In addition to the location, site size and availability to utilities, other factors can also impact the cost of school sites. For example, the general condition of the real estate market, zoning and the overall construction suitability of a site do influence the price.

**Construction Estimates:** The second major expense of any new school construction project is the cost of actually developing the site and constructing the buildings(s). Such costs include payment for planning, designing, engineering, constructing, furnishing, and equipping new school facilities. In addition, at times, new portable classrooms are purchased and sited at new schools and/or existing portable classrooms are moved to new school sites.

### **3. FUNDING SOURCES**

School districts utilize budgets consisting of a number of discrete funds. However, for the most part, the capital needs of any school system are addressed with the Capital Projects Fund and the Debt Service Fund.

- The Capital Projects fund is used for purposes such as: (a) to finance the purchase and development of school sites; (b) the construction of new facilities and the modernization of existing facilities; and (c) the purchase of initial equipment, library books and textbooks for new facilities. Revenues accruing to the Capital Project Fund come

primarily from bond sale proceeds, capital levy collections, and state matching funds. However, Revenues from the General Fund, the sale of property and contributions can also be accrued to the Capital Projects Fund. School impact fees and mitigation fees are maintained in segregated accounts.

- The Debt Service Fund is used as a mechanism to pay for bonds. When a bond issue passes, a school district sells bonds that have a face value and an interest rate. Local property taxes are adjusted to provide the funds necessary to meet the approved periodic payments on sold bonds. The proceeds from the taxes collected for this purpose are deposited in the Debt Service Fund and drawn out for payments at the appropriate times.

As noted earlier, school districts receive funds for capital program purposes from a variety of sources. Those sources are described as follows:

**Bonds:** Bonds are financial instruments having a face value and an interest rate, which is determined at the time and by the conditions of their sale. Bonds are backed by the “full faith and credit” of the issuing school district and may be paid from proceeds derived from a specific increase in the property taxes for that purpose. The increase in the taxes results in an “excess levy” of taxes beyond the constitutional limit, so the bonds must be approved by a vote of the people in the jurisdiction may not exceed five (5) percent of the assessed value of the property within that jurisdiction at the time of issuance. Bonds are multi-year financial instruments, generally issued for 10-20 years. Because of their long-lasting impact, they require both an extraordinary plurality of votes and a specific minimum number of voters for validation. The positive votes must equal or exceed 60 percent of the total number of voters in the school district who cast ballots in the last general election.

Proceeds from bond sales are limited by bond covenants and must be used for the purpose(s) for which the bonds are issued. They cannot be converted to a non-capital or operating purpose. The life of the improvement resulting from the bonds must meet or exceed the term of the bonds themselves.

**Capital Levies:** Capital Levies differ from bonds in that they do not result in the issuance of a financial instrument and, therefore, do not affect the “bonded indebtedness” of a school district. This method of financing is a straight increase in property tax rates to produce a voter-approved dollar amount. The amount generated from the capital levy is then available to a district in the approved year. The actual levy rate itself is determined by dividing the number of dollars approved by the assessed valuation of the total district at the time the taxes are set by the County Council. While a typical period for capital levies is one or two years, they can be approved for up to a six-year period at one election. The amounts to be collected are identified for each year separately and the tax rates set for each individual year. Like bond issues, capital levies must be used for the specific capital purpose(s) that they were passed. They cannot be converted to a non-capital or operating purpose.

**State Funding Assistance:** The State of Washington has a Common School Construction Fund. The State Board of Education is responsible for administration of the funds and the establishment of matching ratios. The Office of the Superintendent of Public Instruction (OSPI), on behalf of the State Board of Education, has determined that Steilacoom School District’s 2016 funding assistance ratio is 50.66% percent for those expenses that are defined as eligible for state funding

assistance. However, the District's planned capacity project included in this six-year plan, a new elementary school, will not qualify for state funding.

The base to which the percent is applied is the cost of construction, as determined by the Construction Cost Allocation (formerly, the "Boeckh Index"). The Construction Cost Allocation is an index of construction costs that is used by the state to hold, define, or limit their level of support. This particular construction cost index rarely matches the actual cost of school construction in districts across Washington State. Nevertheless, the Construction Cost Allocation for school construction costs for July 2016 was \$213.23 per square foot.

The formula for determining the amount of state matching support can be expressed as  $A \times B \times C = D$ , where

- A= eligible area (determined by OSPI's student square footage allowances)
- B= The Construction Cost Allocation (in dollars per square foot)
- C= A school district's applicable state funding assistance rate
- D= the amount of state fiscal assistance to which a district will be entitled. Qualification for state matching funds involves an application process. Districts may submit information for consideration by the State Board of Education, which meets once every two months during the year. Once approved, the district qualifies for matching funds in a sequence, which recognizes the existing approvals of previous submittals. Failure of a school district to proceed with a project in a timely manner can result in loss of a district's "place in line".

New construction projects are eligible for a state reimbursement at 100% of the Construction Cost Allocation for matchable construction costs. At this time, the Washington State Legislature have approved that Modernization of new-in-lieu-of replacement projects are eligible for state reimbursement at 100% of the Construction Cost Allocation.

Funds for the state match come from the Common School Construction Fund using revenues accruing predominately from the sale of renewable resources, primarily timber, from state school lands being set aside by the Enabling Act of 1889. If these sources are insufficient to meet current needs, the legislature can appropriate additional funds or the State Board of Education can establish a moratorium on certain projects (Chapter 392, Sections 341-344 of the Washington Administrative Code).

Market demand for timber and wood products has been declining over the past decade, resulting in a substantial decrease in state matching revenues. Efforts in the State Legislature to supplement timber-generated revenues with general fund monies have been only partially successful. As noted in WAC 392-343-057, in the event that state matching monies are not available to fund a specific school project, then school districts may proceed at their own financial risk. At such time state monies do become available, reimbursement will be made to the district for the state's share of said project.

**Impact Fees:** According to RCW 82.02.050, the definition of an impact fee is "... a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development. "Impact fee" does not include a reasonable permit or application fee."

Impact Fees can be collected where a District demonstrates an “un-housed student need” as determined by applying the district’s level of service to projected growth from new residential development. The amounts to be charged are calculated based on the costs for providing the space for the projected number of students in each residential unit.

The District determines the cost per unit by using a student generation rate. The Pierce County School Impact Fee Ordinance, Table 4A-1 of Chapter 4A.30 of the Pierce County Code, identifies the school impact fee formula and defines the “Student Factor” as follows:

**"Student Factor"** is the number derived by a School District to describe how many students of each grade span are expected to be generated by development activity. Student factors shall be based on District records of average actual student generated rates for new developments constructed over a period of not more than five years prior to the date of the fee calculation; provided that, if such information is not available in the District or if there are no developments in the District similar to that being proposed, the District may use data from districts with similar demographics, or, if no other data sources are reasonably available, county-wide averages. For purposes of this year’s CFP, the District is relying on a 2014 student generation rate study prepared by an independent consultant.

The student factors are as follows:

<b>Single Family Dwelling Units:</b>	
Elementary – K through 5:	.436
Middle School – 6 through 8:	.204
High School – 9 through 12:	.204
<b>Total:</b>	<b>.844</b>
<b>Multi-Family Dwelling Units:</b>	
Elementary – K through 5:	.034
Middle School – 6 through 8:	.034
High School – 9 through 12:	.011
<b>Total:</b>	<b>.080</b>

Source: Michael McCormick (2014 study on file with District).

For impact fees, the District’s Board of Directors must first adopt a Capital Facilities Plan with recommended fees and then, the towns, cities, and counties located within the District boundaries must then adopt a school impact fee ordinance and adopt or update the District’s recommended fee. Within the Steilacoom Historical School District, those general government jurisdictions include the Town of Steilacoom, the City of DuPont and Pierce County.

Furthermore, developers may contribute properties which will have value to a district. In such cases, the developer is entitled to a credit for the actual cost of the provided property. This credit can reduce or eliminate the mitigation or impact fee that would be chargeable under the mitigation/impact fee calculation.

The District collects school impact fees from new residential development in unincorporated Pierce County and the Town of Steilacoom. The City of DuPont must adopt a school impact fee ordinance for the City to collect school impact fees on behalf of the District. The Pierce County school impact fee ordinance requires that the calculated fee be discounted by 50% and, in addition, artificially caps fees and updates the capped fee each year based upon an escalation factor. The Town of Steilacoom generally uses the District's recommended fee as a basis for the fee amount.

As noted above, the District utilized an independent consultant to research the student generation rate specific to the District. The District plans to update the student generation study going forward. The District will make decisions regarding any future adjustment to the impact fee as the CFP is updated annually.

Enclosures 1 through 2 to this tab include the District's 2016 impact fee calculations and data.

## **5. THE DISTRICT FUNDING PLAN**

The District's Funding Plan is designed to identify the specific funding resources, the amounts of funding needed and the unique relationships that exist between funding sources for each of the capital projects set forth in the District's Construction Plan. The District does not expect to receive state matching funds for construction of the new elementary school. The District anticipates that the new elementary school will cost approximately \$15,045,008 (hard construction costs only). The District's voters will need to approve a bond measure to fund construction of the new school. Impact fee revenue will also be used to fund the planning and construction of any new school or additions to existing schools identified as growth related projects.

The District's excess assessed value is \$2,682,780,757 and the timber assessed value is \$299,831.

Other minor sources of funding include grants, bequests, and proceeds from the sales of excess property. They are usually a small part of the total financing package.



## ENCLOSURE 1 (Impact Fee Planning Factors) to TAB VI District Finance Plan

### Student Factors-Single/Multi-Family

Elementary	.436/.034
Middle School	.204/.034
High School	.204/.011

### Temporary Facilities Costs

Elementary
Middle School
High School

### Student Capacity Per Facility

Elementary	300-500
Middle School	500-600
High School	1,300

### Permanent/Temporary Square Footage

Elementary	154,769/1,927
Middle School	104,707
High School	135,891
Total	398,553/1,927

### Site Acreage Site

Elementary	15 acres
Middle School	25 acres
High School	40 acres

### State Funding Assistance

Rate: 50.66% (currently not eligible)

### Construction Cost Allocation

\$213.23

### Site Cost per Acre

Elementary
Middle School
High School

### Gen. Obligation Bond Interest Rate

Current Bond Buyer Index 3.20%

### New Facility Construction Cost

Elementary Phase 1 (475) \$15,045,008

### District Debt Service Tax Rate

Current \$/1,000 \$2.199

### SPI Square Footage per Student

Elementary (K-5)	90
Middle School (6-8)	117
High School (9-12)	130
Special Education	144

### Average Assessed Value

Single Fam. Res.	\$286,350
Multi-Family Res.	\$295,140
P.C. Assessor-Treasurer	

**ENCLOSURE 2 (Impact Fee Single/Multi-Family Dwelling Unit) to TAB VI District Finance Plan**

DRAFT

<b>STEILACOOM HISTORICAL SCHOOL DISTRICT</b>							
<b>SCHOOL IMPACT FEE CALCULATION</b>							
2016							
<b>School Site Acquisition Cost:</b>							
[(AcresxCost per Acre)/Facility Capacity]xStudent Factor							
	Facility	Cost/	Facility	Student	Student	Cost/	Cost/
	Acreage	Acre	Capacity	Factor	Factor	SFR	MFR
Elementary	12.00	\$ -	175	0.436	0.034	\$0	\$0
Middle	25.00	\$ -	600	0.204	0.034	\$0	\$0
High	40.00	\$0	1,200	0.204	0.011	\$0	\$0
						\$0	\$0
<b>School Construction Cost:</b>							
[(Facility Cost/Facility Capacity)xStudent Factor]x(Permanent/Total Sq Ft)							
	%Perm/	Facility	Facility	Student	Student	Cost/	Cost/
	Total Sq.Ft.	Cost	Capacity	Factor	Factor	SFR	MFR
Elementary	99.57%	\$ 15,045,008	475	0.436	0.034	\$13,750	\$1,072
Middle	99.57%	\$ -	600	0.204	0.034	\$0	\$0
High	99.57%		1,200	0.204	0.011	\$0	\$0
						\$13,750	\$1,072
<b>Temporary Facility Cost:</b>							
[(Facility Cost/Facility Capacity)xStudent Factor]x(Temporary/Total Square Feet)							
	%Temp/	Facility	Facility	Student	Student	Cost/	Cost/
	Total Sq.Ft.	Cost	Size	Factor	Factor	SFR	MFR
Elementary	0.43%	\$ -	20	0.436	0.034	\$0	\$0
Middle	0.43%	\$ -	25	0.204	0.034	\$0	\$0
High	0.43%	\$ -	25	0.204	0.011	\$0	\$0
					<b>TOTAL</b>	\$0	\$0
<b>State Funding Assistance Credit:</b>							
CCA x OSPI Square Footage x Funding Assistance % x Student Factor							
	Current	OSPI Square	District	Student	Student	Cost/	Cost/
	CCA	Footage	Funding %	Factor	Factor	SFR	MFR
Elementary	\$ 206.76	90	0.00%	0.436	0.034	\$0	\$0
Junior	\$ 206.76	117	0.00%	0.204	0.034	\$0	\$0
Sr. High	\$ 206.76	130	0.00%	0.204	0.011	\$0	\$0
					<b>TOTAL</b>	\$0	\$0
<b>Tax Payment Credit:</b>							
						SFR	MFR
Average Assessed Value						\$286,350	\$295,140
Capital Bond Interest Rate						3.20%	3.20%
Net Present Value of Average Dwelling						\$2,417,880	\$2,492,101
Years Amortized						10	10
Property Tax Levy Rate						\$2.20	\$2.20
Present Value of Revenue Stream						\$5,317	\$5,480
<b>Fee Summary:</b>				Single	Multi-		
				Family	Family		
Site Acquisition Costs				\$0	\$0		
Permanent Facility Cost				\$13,750	\$1,072		
Temporary Facility Cost				\$0	\$0		
State Funding Credit				\$0	\$0		
Tax Payment Credit				(\$5,317)	(\$5,480)		
FEE (AS CALCULATED)				\$8,433	(\$4,408)		
REQUIRED LOCAL SHARE ADJUSTMENT				\$4,216.72	(\$2,204)		
(PER ORDINANCE)							
<b>FINAL FEE</b>				<b>\$4,217</b>	<b>\$0</b>		

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: November 9, 2016

2nd Reading of Policy 2021-Library Information and Technology Programs

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

Slight grammatical change in first paragraph of Policy 2012. Context did not change since first reading.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve Policy 2021.

Report prepared by:  
Paul Harvey, Executive Director Student Achievement

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## **LIBRARY INFORMATION AND TECHNOLOGY PROGRAMS**

The ~~Library Information and Technology Programs exist purpose of the Steilacoom Historical School District library information and technology programs is to~~ -support student mastery of the essential academic learning requirements and state standards in all subject areas. The programs will provide a broad, flexible array of services, resources and instruction.

The Teacher-Librarian and the library staff, through the library information and technology programs, will collaborate as an instructional partner and information specialist to help all students meet the content goals in all subject areas and to assist high school students in completing their High School and Beyond Plans.

Additionally, the Teacher-Librarian's duties may include, but are not limited to, integrating information and technology into curriculum and instruction; providing instruction to students and staff regarding use of emerging learning technology; providing instruction to students as to appropriate use of computers and mobile devices at school; helping teachers and staff access and use information ethically; instructing students in digital citizenship; promoting a culture of reading within the school community; and providing individual support and guidance for students.

The superintendent will establish procedures for the selection of materials. Citizens who wish to express a concern about specific material included in the collection may do so according to the procedures outlined in Procedure 2021P, with the understanding that the criteria and rationale for reconsideration of library resources differs from the criteria and rationale for reconsideration of classroom/curricular instructional materials.

Cross References:                   2020 - Curriculum Development and Adoption of Instructional Materials  
                                              2020P - Procedure Curriculum Development and Adoption of Instructional Materials

Legal References:                   RCW 28A.320.230 - Instructional Materials — Instructional materials committee  
                                              RCW 28A.320.240 - School Library Media Programs — Stocking of libraries — Teacher - Librarians  
                                              WAC 392-204-005, 009, 020, 025, 055 Library Media Centers:  
                                              WAC 392-204-005 Purpose and authority  
                                              WAC 392-204-009 Definitions  
                                              WAC 392-204-020 School library media program  
                                              WAC 392-204-025 Services  
                                              WAC 392-204-055 Other sources

Management Resources:      2015 - December Issue  
                                         2011 - April Issue  
                                         Policy News, October 2007 Elimination of Outdated and  
                                         Obsolete Policies  
                                         Policy News, April 2005 State Board of Education Revises  
                                         Library Media Rules

**Adoption Date: 2.27.08**

**Revised: 9.9.15; 11.9.16**

**Steilacoom Historical School District No. 1**

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Library Media Rules

**Adoption Date: 2.27.08**  
**Revised: 9.9.15; 11.9.16**  
**Steilacoom Historical School District No. 1**



# Steilacoom Historical School District 2015-2016 Year-End Financial Report

Jim Britain  
Executive Director of Finance and Operations

# General Fund Overall Summary

	Budget	Year To Date	Variance	Variance
Revenues & Other Financing Sources	33,408,852	33,606,955	198,103	-0.59%
Expenditures & Other Financing Uses	34,357,931	33,087,403	(1,270,528)	3.70%
Excess Revenues/Other Financing Sources Over (under) Expend & Other Financing Uses	(949,079)	519,552		
Final Ending Fund Balances:	Beginning Balance	Ending Balance	Variance	
Committed for Other Purposes	525,293	525,438	145	
Restricted for Carryover	109,413	0	-109,413	
Unassigned Fund Balance	2,164,720	2,908,311	743,591	
Unassigned Minimum Fund Balance	1,969,771	1,855,000	-114,771	
Fund Balance	4,769,197	5,288,749	519,552	Increase

# General Fund – Fund Balance

❖ Ending Fund Balance 2014-2015	\$4,769,197	(15.26%)
❖ Ending Fund Balance 2015-2106	\$5,288,748	(15.98%)
❖ Committed for Other Purposes	\$ 525,438	
❖ Unassigned Fund Balance	\$2,908,311	
❖ Committed for Minimum Fund Balance	\$1,855,000	

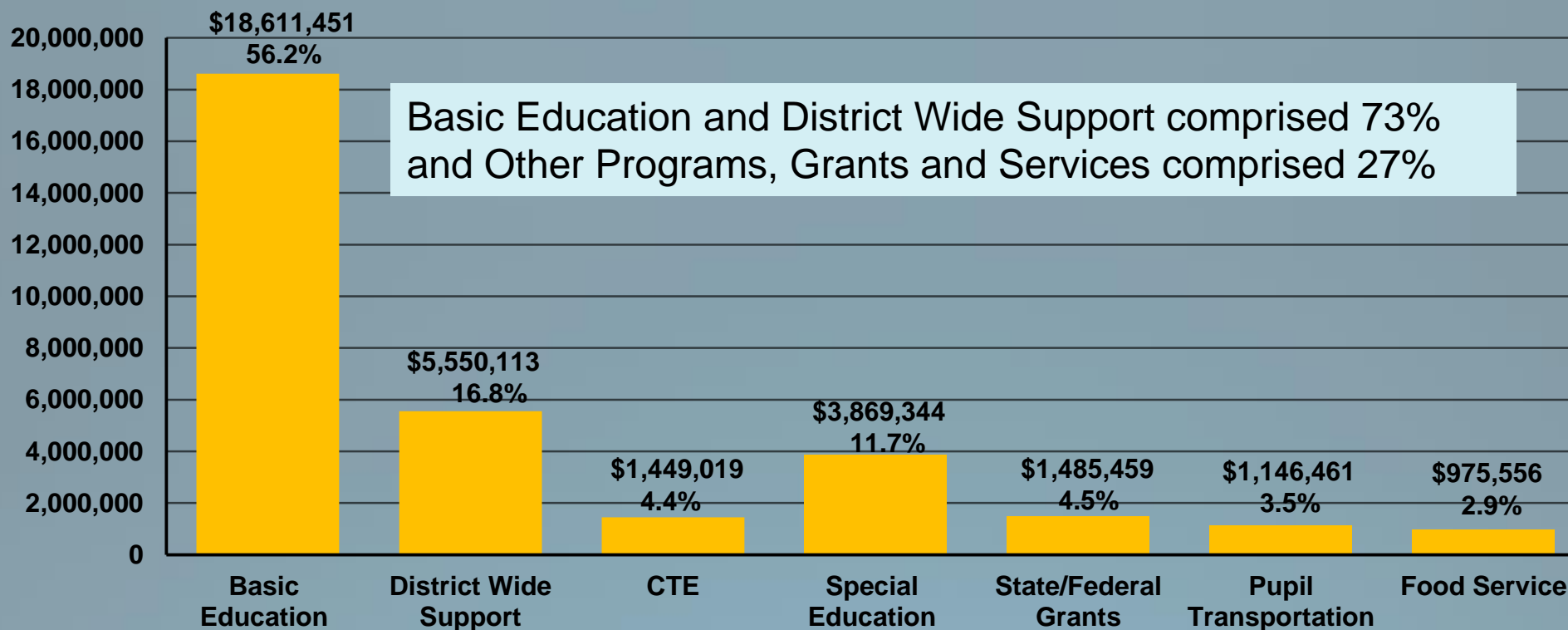
## Note:

- \$600,000 will be transferred to Capital Projects Fund in 2016-2017
- \$25,438 is for the worker's compensation pool

# General Fund Revenues By Sources

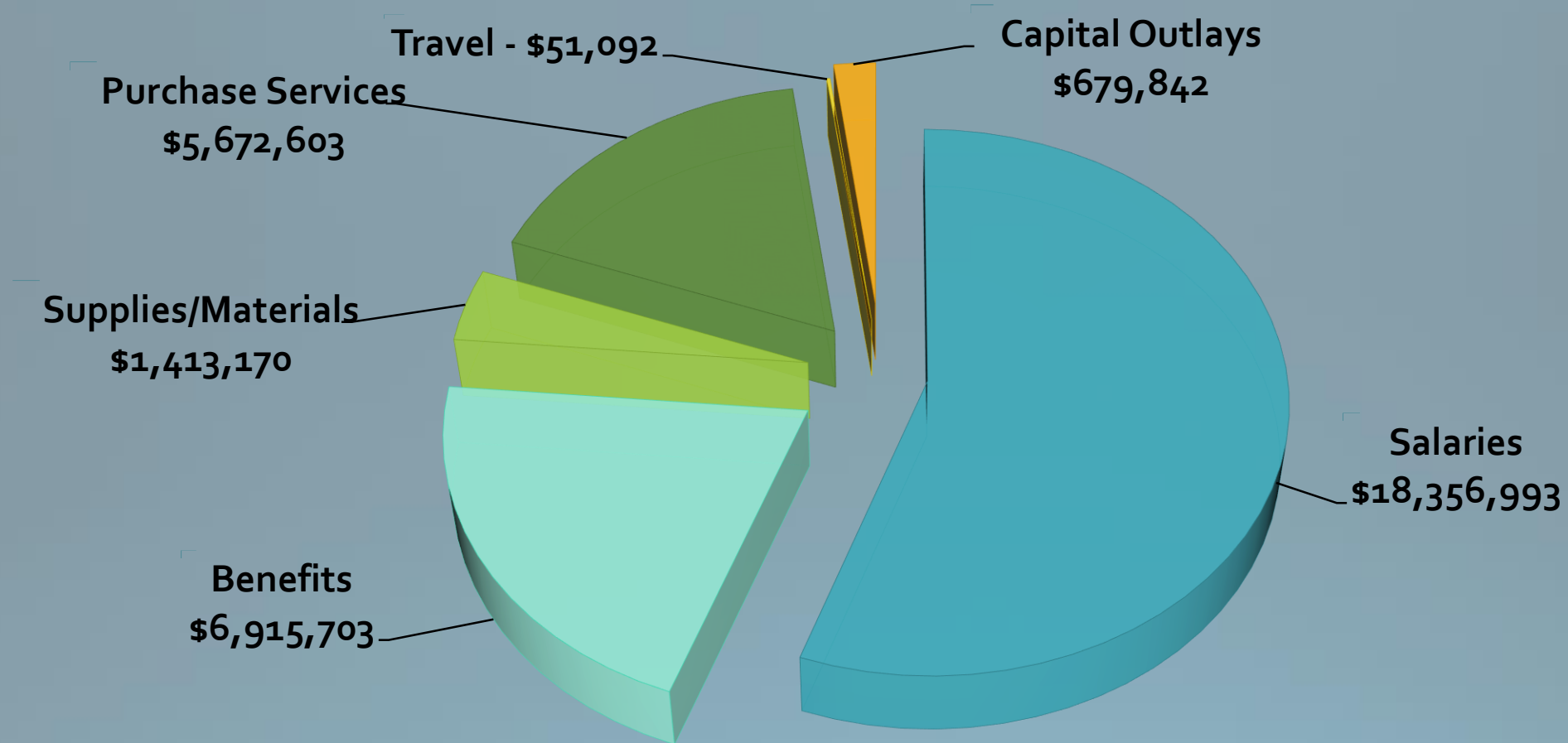
Source of Revenues	Funding Level	
Local Tax (Levy)	7,015,526	20.88%
Local Receipts	1,043,980	3.11%
State Apportionment	18,846,151	56.08%
State Special Purpose	4,294,666	12.78%
Federal General/Special	2,353,874	7.00%
Other Entities	50,342	0.15%
Other Financing Sources	2,416	0.01%
Total Revenues	\$ 33,606,955	100.00%

# Expenditure By Program



Total Expenditures \$33,087,403

# Expenditure By Object



Total Expenditures \$33,087,403

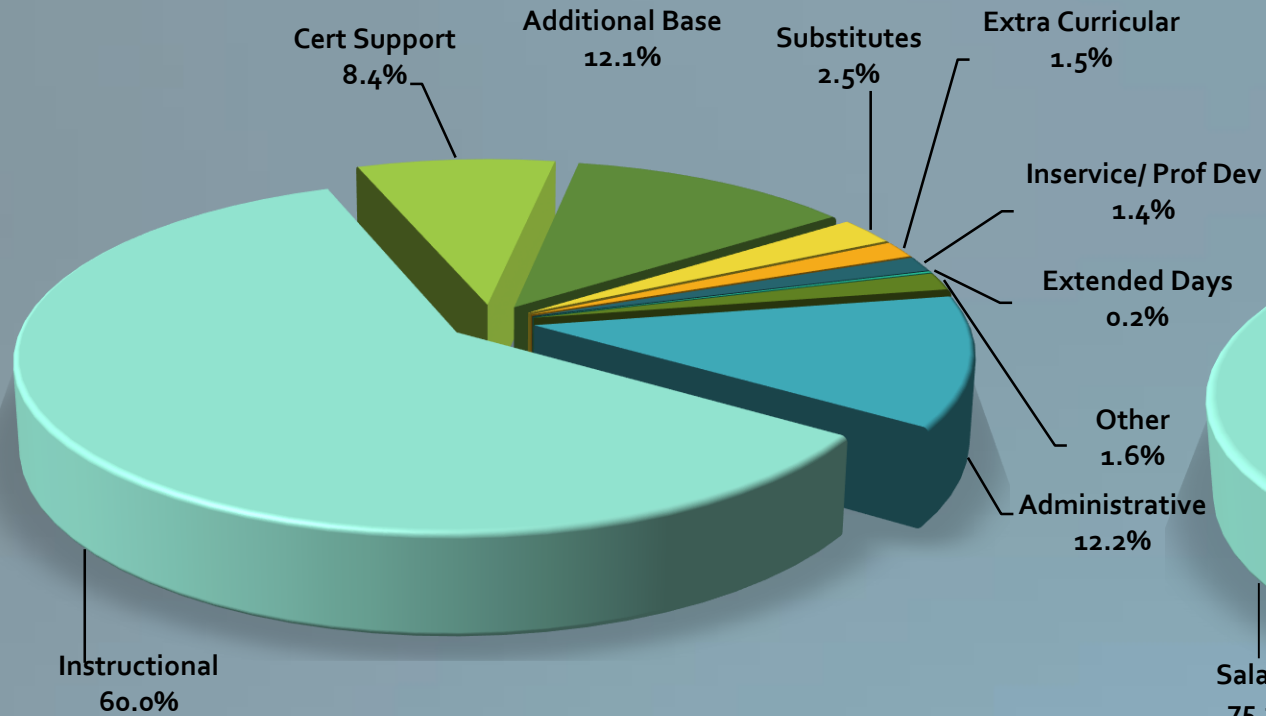
# General Basic Education Activities

Activity	Level of Expenditures (\$)	Percent
Supervision Instruction	207,070	1.1%
Learning Resources	393,911	2.1%
Building Budgets	2,536,203	13.6%
Guidance & Counseling	851,461	4.6%
Pupil Safety & Management	164,173	0.9%
Health Services	279,255	1.5%
Teaching	12,588,850	67.6%
Extra Curricular	682,500	3.7%
Professional Development	272,398	1.5%
Instruction Technology	354,380	1.9%
Curriculum	281,250	1.5%
Total Basic Education	18,611,451	100.0%

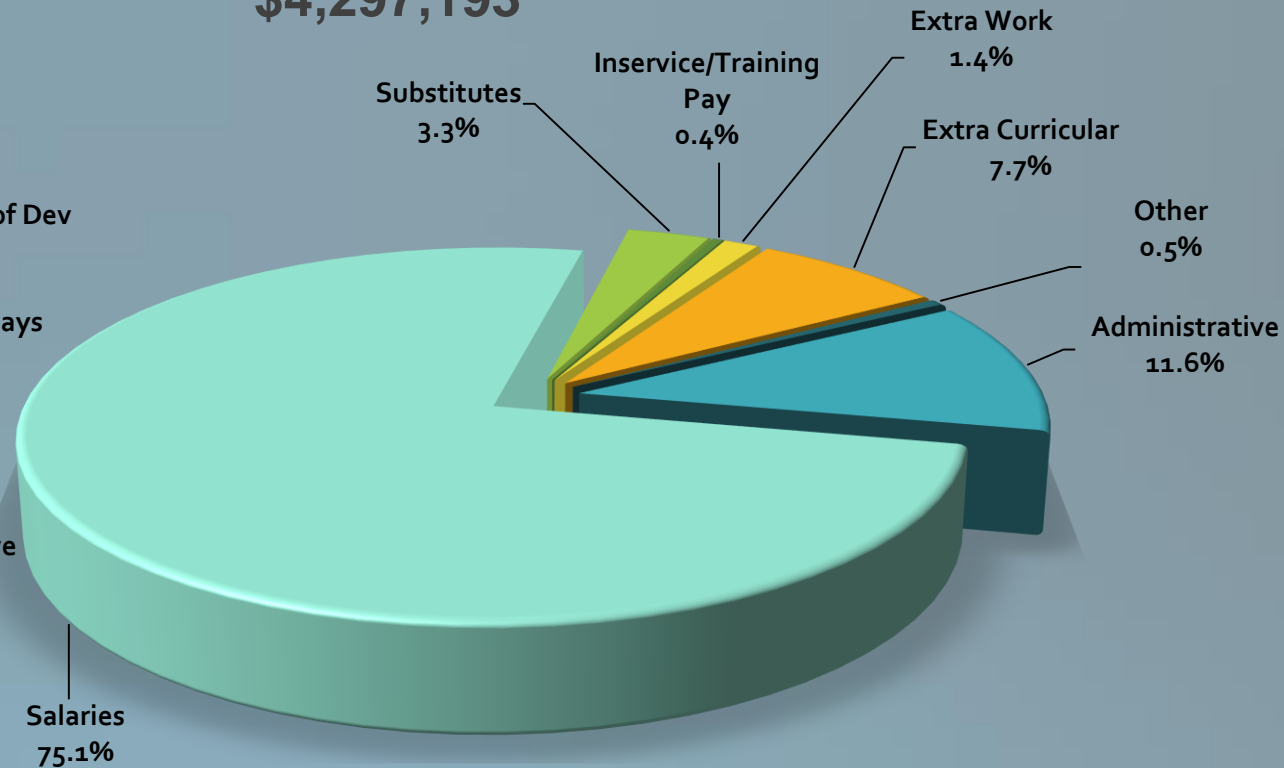
*Expenditures in the table are for Basic Education Program 01 only*

# District Salaries

## Certificated Salaries \$14,059,800



## Classified Salaries \$4,297,193



Administrative	Instructional	Cert Support
Additional Base	Substitutes	Extra Curricular
Inservice/ Prof Dev	Extended Days	Other

Administrative	Salaries	Substitutes
Inservice/Training Pay	Extra Work	Extra Curricular
Other		

**Employee Benefits - \$6,915,703**



# Transportation and Food Service

## Transportation

- ❑ Total Students Transported = 3,148 Per Day  
To and From (Basic Ed and SPED)
- ❑ Total Mileage Per Day 1,869 To and From
- ❑ Total Direct Expenditures = \$ 1,146,461
- ❑ Total Direct Revenue = \$1,253,494
- ❑ School Activity Buses = \$82,565
- ❑ Western State Fuel Costs:
  - 2016 = \$ 85,394 – All Western State
  - 2015 = \$117,324 – Half a year
  - 2014 = \$182,143 – No Western State

## Food Service

- ❑ Total Meals Served = 308,914
- ❑ Total Revenue = \$943,179
- ❑ Total Expenditures = \$975,556
- ❑ Capital Outlays = \$19,355
  - New Hot Wells at Pioneer
  - Double Oven at Cherrydale
  - Hand Sanitize Sink at Steilacoom High School

# Other Funds

Capital Projects

Debt Service

ASB

Transportation

# Capital Projects

<b>Beginning Fund Balance</b>	<b>\$1,564,219</b>
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<b>Revenues</b>	<b>\$ 122,541</b>
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<b>Expenditures</b>	<b><u>(\$395,040)</u></b>
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<b>Ending Fund Balance</b>	<b>\$1,291,720</b>
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Restricted for Impact Fees	\$ 124,020
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Assigned for Fund Purpose	\$1,167,701
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## Projects

AI Roof – \$50,198    Cherrydale Front Office - \$16,301    Keyless System - \$28,257    SHS HVAC - \$25,563  
Chloe Clark HVAC – \$14,346    Cherrydale HVAC - \$8,203    SHS Overflow Parking - \$ 184,758  
SHS Gym Improvements \$ 46,286    SHS Tennis Courts - \$ 19,388    1918 Bldg \$1,739

# Debt Service Fund

Fund is used to pay principal and interest on outstanding bonds.

December Principal and Interest - June Interest Payment

Beginning Fund Balance	\$3,213,328
Revenues	\$5,720,668
Expenditures	<u>(\$5,978,801)</u>
Ending Fund Balance	\$2,955,195

## Expenses:

Principal Payment \$ 3,685,000  
Interest Payments \$2,292,275  
Bond Transfer Fee \$1,526

Bond Principal Outstanding as of August 31, 2016  
\$51,090,000 – Interest \$10,295,150  
12/1/2023 Final Principal and Interest payments of  
\$8,695,000 and \$217,375

# ASB Fund

ASB funds are for the extracurricular activities for students. The decision-making process by the students is an integral part of Associated Student Body Government.

Beginning Fund Balance	\$281,588
Revenues	\$542,434
Expenditures	<u>(\$513,787)</u>
Ending Fund Balance	\$310,234

## Building Ending Fund Balances

Anderson Island \$575	Cherrydale \$6,782	Chloe Clark \$4,469
Saltar's Point \$5,606	Pioneer Middle \$66,042	Steilacoom High \$226,760

# Transportation Vehicle Fund

The transportation fund is to replace buses the district owns. Revenue is received from the State (annual depreciation of the buses) and generated from interest earned from Pierce County.

Beginning Fund Balance	\$52,247
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Revenues	\$15,393
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Expenditures	<u>\$ 0.00</u>
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Ending Fund Balance	\$67,640
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## **Steilacoom Historical School District**

### **Maintenance and Operations Renewal Levy (2019 to 2022) Information**

Board Resolution 810-11-13-13 was adopted by the Board on November 11, 2013 for the 2015-2018 Maintenance and Operations Renewal Levy. The levy was passed on February 11, 2014. The levy amounts were:

- ✓ \$7,001,525 to be made in 2014 for collection in 2015;
- ✓ \$7,125,000 to be made in 2015 for collection in 2016;
- ✓ \$7,280,450 to be made in 2016 for collection in 2017;
- ✓ \$7,380,250 to be made in 2017 for collection in 2018.

#### **August 2016-Present**

- Comprehensive District Communication Plan put into place
- District Budget Advisory Committee established
- Weekly Principal Briefings
- Weekly stakeholder communication (Community Connections)
- Updated website
- Superintendent Advisory Committee established
- Researching strategies for communication to provide to community on how levies work
- Currently waiting for legislative decisions on levy issues

#### **November 2, 2016**

- Kathi, Jim and Sam met with Lenore Rogers and Mike Winkler (Co-Chairs of Citizen Committee) to establish initial plan

#### **November 9, 2016 Board Meeting**

- Share information with the board on the levy limits issue
- Current M&O tax rates

#### **April/May/June/July 2017**

- Begin distribution of informational publications on levy dollars
- Legislative update on levy cliff and impact
- Levy Committee meetings
- June – Board sets levy amount and makes decision on November 2017 or February 2018 ballot

<b><u>Option A – November 2017 Ballot</u></b>	<b><u>Option B – February 2018 Ballot</u></b>
<u>August 1, 2017</u> Deadline for Explanatory Statement to Pierce County Elections	<u>Date Not Yet Determined by Pierce County</u> Deadline for Explanatory Statement to Pierce County Elections
<u>August 4, 2017</u> Statement “For” and “Against” to Pierce County (written by committee)	<u>Date Not Yet Determined by Pierce County</u> Statement “For” and “Against” to Pierce County (written by committee)
<u>August 8, 2017</u> Rebuttal Statement (written by committee)	<u>Date Not Yet Determined by Pierce County</u> Rebuttal Statement (written by committee)
<u>November 7, 2017</u> Election Date	<u>Date Not Yet Determined by Pierce County</u> Election Date