



## Regular Meeting Agenda

**Steilacoom High School**

**54 Sentinel Drive**

**Steilacoom, Washington**

**STUDY SESSION:** The School Board normally convenes at 6:30 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.

Wednesday, May 22, 2019 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

#### a. Highly Capable Program Students

(Information)

Presenter: Sylvia Yoho

[Hi-Cap Presentation 5-22-19.pdf \(p. 4\)](#)

#### b. Steilacoom High School Percussion Ensemble

(Presentation)

Presenter: Matt Vegh

### IV. INTRODUCTIONS

(Information)

- 1. Executive Director of Student Services
- 2. Steilacoom High Assistant Principal

[Board Background EDSS and SHS AP .pdf \(p. 8\)](#)

### V. RECOGNITION - Retirees

Carol Davis - Pioneer Middle  
Vora Long - Pioneer Middle  
Amy Malkames - Pioneer Middle

Celeste Johnston - District Office  
Nancy McClure - District Office

## VI. RECESS TO RECEPTION

## VII. RECEPTION

## VIII. RETURN TO PUBLIC MEETING

## IX. 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 April and May 2019 Accounts Payable and April 2019 Payroll.PDF \(p. 9\)](#)

[Approval of Financial Reports.PDF \(p. 10\)](#)

[Approval of April 24, 2019 Regular Meeting Minutes.pdf \(p. 20\)](#)

[Approval May 8, 2019 Study Session Minutes.pdf \(p. 23\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 25\)](#)

[Approval of Classified Personnel Report.pdf \(p. 26\)](#)

[Approval of Resolution 851-05-22-19 Interdistrict Agreements SPED Services.pdf \(p. 27\)](#)

[Approval of Resolution 852-05-22-19 Granting Authority to WIAA.pdf \(p. 28\)](#)

[Approval of Cherrydale Primary Playground Donations.pdf \(p. 30\)](#)

## X. NEW BUSINESS

### a. Approval of 2019-20 School Year Student Fees

(Action)

Presenter: Melissa Beard

[Approval of 2019-20 School Year Fee Schedule.pdf \(p. 33\)](#)

### b. First Reading of Policy 6020 System of Funds and Accounts

(Action)

Presenter: Melissa Beard

[Policy 6020.pdf \(p. 35\)](#)

### c. First Reading of Policy 6100 Revenues from Local State Federal Sources

(Action)

Presenter: Melissa Beard

[Policy 6100.pdf \(p. 42\)](#)

### d. First Reading of 5253 Maintaining Professional Staff/Student Boundaries

(Action)

Presenter: Paul Harvey

[Policy 5253.pdf \(p. 48\)](#)

### e. First Reading of Policy 5281 Disciplinary Action & Discharge

(Action)

Presenter: Paul Harvey

[Policy 5281.pdf \(p. 52\)](#)

### f. Election of WIAA Representative

(Action)

## XI. 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.

## XII. BOARD COMMUNICATION

(Information)

## XIII. ANNOUNCEMENTS

(Information)

## XIV. ADJOURNMENT

(Action)

# K-5 Highly Capable Program Highlights

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2018-2019

# Referral Process Revised

- Kindergarten, 1st and 3<sup>rd</sup> through 5<sup>th</sup> Grade Students Considered by Referral
- Implementation of a Universal Screener for all SECOND GRADE Students
  - Administered the CogAT (Cognitive Abilities Test) SCREENING Form to All Second Graders, using the online option.
  - Those who scored at the 85<sup>th</sup> percentile or higher met criteria for further testing.
- Goals of the Universal Screener:
  - Expand the program and make it more inclusive
  - “Catch” more students who might otherwise not be considered



# Evaluation Process Revised

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- **CogAT SCREENING Form (Cognitive Ability)**
- **CogAT Full Battery Form (Cognitive Ability)**
- **Torrance Test of Creative Thinking (Creative Ability)**
- **i-Ready Reading and Math Diagnostics (Academic Achievement)**
- **Parent and Teacher Input (Student Characteristics)**
- **Goals:**
  - **Ensure use of Multiple Measures in Eligibility Criteria**
  - **Develop a point system to ensure fair and equitable process for eligibility**

# UNIVERSAL SCREENER: INITIAL FINDINGS

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- Total number of Second Graders Screened: 220
- Total number of Second Graders who met criteria for further testing: 29
- Of the 29 students: 2 qualify for Free/Reduced Lunch; 1 qualified for Special Education; 1 qualified for Special Education and Free/Reduced Lunch
- Of the 29 students: 3 identify as Hispanic/Latino, 4 identify as African-American, and 5 identify as Asian

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: May 22, 2019

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### **Executive Director Student Services – Gudrun Sullivan**

Gudrun Sullivan joins our administrative team as Executive Director of Student Services beginning July 1<sup>st</sup>.

Ms. Sullivan currently serves as the Assistant Director of Student Support for Yelm Community Schools. She also served as the Special Education Coordinator for Bethel School District for 5 years. During this time and while she was a Special Education Teacher for Lewiston School District she served as an Adjunct Instructor for Lewis-Clark State College.

Ms. Sullivan earned her Bachelor's degree from University of Idaho, her Master's degree in Curriculum & Instruction from University of Idaho and her principal and program administrator credentials from City University.

### **Steilacoom High Assistant Principal – Katherine Redman**

Katie Redman will be our new Assistant Principal of Steilacoom High to begin her duties July 1, 2019.

Ms. Redman currently serves as the College and Career Coordinator for Steilacoom High School while completing her principal certification program. She served as a teacher and advisor at the school since 2014. Prior to teaching at Steilacoom High School, Katie taught in the Franklin Pierce School District.

Ms. Redman earned her Bachelor's degree from Pacific Lutheran University, her Master's degree in Teaching Mathematics from Western Governor's University and her principal certification from Pacific Lutheran University.

**Report prepared by:**  
**Dr. Kathi Weight, Superintendent**

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# Steilacoom Historical School District

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

**DATE:** May 22, 2019

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

*Melissa Beard*

**Dr. Melissa Beard, Chief of Finance and Operations**

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

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
<b><u>GENERAL FUND:</u></b>					
			to		
			to		
	Payroll	800839	to	800841	\$ 5,132.60
April 25, 2019	Payroll A/P	125934	to	125956	\$ 804,484.81
	Payroll Taxes				\$ 472,113.08
	Direct Deposit				\$ 1,370,683.89
April 18, 2019	Accounts Payable	125856	to	125882	\$ 44,294.98
April 23, 2019	Accounts Payable	125883	to	125883	\$ 273.98
April 26, 2019	Accounts Payable	125884	to	125933	\$ 235,434.99
April 29, 2019	Accounts Payable	125957	to	125957	\$ 32,812.36
April 29, 2019	Accounts Payable	125958	to	125978	\$ 41,519.10
May 8, 2019	Accounts Payable	125979	to	126022	\$ 832,626.60
May 9, 2019	Accounts Payable	126023	to	126034	\$ 30,188.98
May 10, 2019	Accounts Payable	126035	to	126035	\$ 183.66
May 10, 2019	Accounts Payable	126036	to	126045	\$ 14,067.19
May 15, 2019	Accounts Payable	126046	to	126073	\$ 58,404.74
TOTAL GENERAL FUND:					\$ 3,942,220.96
<b><u>CAPITAL PROJECTS FUND:</u></b>					
April 25, 2019	Accounts Payable	200349	to	200349	\$ 4,800.00
TOTAL CAPITAL PROJECTS FUND:					\$ 4,800.00
<b><u>ASSOCIATED STUDENT BODY FUND:</u></b>					
April 19, 2019	Accounts Payable	404049	to	404049	\$ 1,318.80
April 23, 2019	Accounts Payable	404050	to	404050	\$ 20.70
April 24, 2019	Accounts Payable	404051	to	404073	\$ 162,424.84
April 29, 2019	Accounts Payable	404074	to	404074	\$ 1,200.00
April 29, 2019	Accounts Payable	404075	to	404075	\$ 8,310.24
May 2, 2019	Accounts Payable	404076	to	404086	\$ 3,160.59
May 8, 2019	Accounts Payable	404087	to	404096	\$ 11,468.01
May 11, 2019	Accounts Payable	404097	to	404097	\$ 124.19
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 186,708.57
<b><u>TRANSPORTATION VEHICLE FUND:</u></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*

**Steilacoom Historical School District No. 1**  
**Financial Report - April 30, 2019**  
**Budget/Year-End Projection/YTD Actual**

The following information is a summary of the financial position as of April 30, 2019 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

**General Fund Budget/YTD Actual:**

	Annual Budget	YTD Actual	
Revenues & Other Financing Sources	42,686,670	30,889,498	72.36%
Expenditures & Other Financing Uses	42,584,622	28,352,554	66.58%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	102,048	2,536,943
Transfer to Capital Projects		(100,000)
Net Change in Unassigned Fund Balance		2,436,943

Fund Balances	9/1/2018	4/30/2019	Variance
Restricted for Carryover		148,271	
Nonspendable Fund Balance-prepays		2,508	
Committed for Other Purposes	(74,631)	25,229	99,860
Unassigned Fund Balance	1,791,928	4,875,847	3,083,919
Unassigned Minimum Fund Balance	2,610,000	2,610,000	-
Fund Balance	4,327,297	7,661,855	3,334,558

**Capital Projects Fund:**

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

Beginning Fund Balance		1,856,813	
GF Transfer to Capital Projects	100,000		
Revenues	135,495		
Expenses	149,989		
		85,506	
Ending Fund Balance 4/30/2019			1,942,319

	9/1/2018 Beginning Fund Balance	4/30/2019 Ending Fund Balance	Variance
<b>Debt Service Fund*:</b>	<b>3,650,047</b>	<b>4,313,404</b>	<b>663,357</b>
<b>Transportation Fund:</b>	<b>105,362</b>	<b>106,706</b>	<b>1,344</b>
<b>ASB Fund:</b>	<b>280,669</b>	<b>421,458</b>	<b>140,789</b>

**\*12/1/2018 Principal and Interest - \$6,338,650; 6/1/2019 Interest payment - \$ 933,850**

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of April, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	5,745,095	1,822,571.25	5,640,627.73		104,467.27	98.18
2000 LOCAL SUPPORT NONTAX	994,500	73,446.55	640,708.35		353,791.65	64.43
3000 STATE, GENERAL PURPOSE	26,717,087	2,480,299.98	18,921,373.76		7,795,713.24	70.82
4000 STATE, SPECIAL PURPOSE	6,639,215	558,012.69	4,137,347.57		2,501,867.43	62.32
5000 FEDERAL, GENERAL PURPOSE	354,000	35,009.10	327,590.78		26,409.22	92.54
6000 FEDERAL, SPECIAL PURPOSE	2,210,273	157,077.17	1,207,561.94		1,002,711.06	54.63
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	21,500	.00	.00		21,500.00	0.00
9000 OTHER FINANCING SOURCES	5,000	.00	14,287.55		9,287.55	285.75
<u>Total REVENUES/OTHER FIN. SOURCES</u>	42,686,670	5,126,416.74	30,889,497.68		11,797,172.32	72.36
<u>B. EXPENDITURES</u>						
00 Regular Instruction	23,553,201	1,812,156.90	15,684,566.42	7,234,992.55	633,642.03	97.31
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,094,710	456,234.97	3,560,563.17	1,950,851.59	416,704.76	108.18
30 Voc. Ed Instruction	2,022,217	135,334.08	1,261,853.57	602,859.56	157,503.87	92.21
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,225,079	118,763.72	973,449.37	483,834.64	232,205.01	118.95
70 Other Instructional Pgms	1,468,426	42,124.94	386,896.31	120,830.30	960,699.39	34.58
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	9,220,991	985,440.30	6,485,225.58	2,651,350.43	84,414.99	99.08
<u>Total EXPENDITURES</u>	42,584,624	3,550,054.91	28,352,554.42	13,044,719.07	1,187,350.51	97.21
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	100,000	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	2,046	1,576,361.83	2,536,943.26		2,534,897.26	> 1000
F. <u>TOTAL BEGINNING FUND BALANCE</u>	5,250,369		5,124,911.73			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	5,252,415		7,661,854.99			



I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	148,271.49
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	2,507.50
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	74,631-	25,229.27
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	2,717,046	4,875,846.73
G/L 891 Unassigned Min Fnd Bal Policy	2,610,000	2,610,000.00
<u>TOTAL</u>	5,252,415	7,661,854.99

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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of April, 2019

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	105,000	30,471.88	135,494.58		30,494.58-	129.04
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	100,000	.00	.00		100,000.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	205,000	30,471.88	135,494.58		69,505.42	66.09
<u>B. EXPENDITURES</u>						
10 Sites	0	.00	670.77	0.00	670.77-	0.00
20 Buildings	850,000	53,266.32	141,317.82	346,995.70	361,686.48	57.45
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	10,000	.00	8,000.00	0.00	2,000.00	80.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	860,000	53,266.32	149,988.59	346,995.70	363,015.71	57.79
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	655,000-	22,794.44-	14,494.01-		640,505.99	97.79-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	1,900,000		1,856,813.27			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	1,245,000		1,842,319.26			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	11,900.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	250,000	474,771.80
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	200,000	200,000.00
G/L 889 Assigned to Fund Purposes	795,000	1,155,647.46
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,245,000	1,842,319.26

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of April, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	7,494,447	2,880,743.40	7,001,208.58		493,238.42	93.42
2000 Local Support Nontax	15,000	1,007.49	21,298.54		6,298.54-	141.99
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	7,509,447	2,881,750.89	7,022,507.12		486,939.88	93.52
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	5,425,000	.00	5,425,000.00	0.00	.00	100.00
Interest On Bonds	1,753,575	.00	933,850.00	0.00	819,725.00	53.25
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	300.00	0.00	2,200.00	12.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	7,181,075	.00	6,359,150.00	0.00	821,925.00	88.55
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	328,372	2,881,750.89	663,357.12		334,985.12	102.01
F. <u>TOTAL BEGINNING FUND BALANCE</u>	3,650,047		3,650,046.52			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	3,978,419		4,313,403.64			
<u>(E+F + OR - G)</u>						
I. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,978,419		4,313,403.64			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	3,978,419		4,313,403.64			



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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of April, 2019

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	201,100	5,887.71	134,999.18		66,100.82	67.13
2000 Athletics	261,404	4,552.50	48,574.55		212,829.45	18.58
3000 Classes	62,300	5,862.25	34,082.60		28,217.40	54.71
4000 Clubs	477,200	9,366.95	170,620.77		306,579.23	35.75
6000 Private Moneys	25,500	210.74	7,795.60		17,704.40	30.57
<b>Total REVENUES</b>	<b>1,027,504</b>	<b>25,880.15</b>	<b>396,072.70</b>		<b>631,431.30</b>	<b>38.55</b>
<b>B. EXPENDITURES</b>						
1000 General Student Body	214,007	4,656.14	28,049.36	4,514.55	181,443.09	15.22
2000 Athletics	227,183	8,936.42	64,833.41	16,385.42	145,964.17	35.75
3000 Classes	66,483	8,182.37	33,616.53	7,363.51	25,502.96	61.64
4000 Clubs	484,989	12,116.44	125,611.04	20,033.53	339,344.43	30.03
6000 Private Moneys	22,814	100.00	3,173.21	0.00	19,640.79	13.91
<b>Total EXPENDITURES</b>	<b>1,015,476</b>	<b>33,991.37</b>	<b>255,283.55</b>	<b>48,297.01</b>	<b>711,895.44</b>	<b>29.90</b>
<b>C. EXCESS OF REVENUES</b>						
<b>OVER(UNDER) EXPENDITURES (A-B)</b>	<b>12,028</b>	<b>8,111.22-</b>	<b>140,789.15</b>		<b>128,761.15</b>	<b>&gt; 1000</b>
<b>D. TOTAL BEGINNING FUND BALANCE</b>	<b>270,217</b>		<b>280,668.94</b>			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXXXX</b>		<b>.00</b>			
<b>F. TOTAL ENDING FUND BALANCE</b>	<b>282,245</b>		<b>421,458.09</b>			
<b>C+D + OR - E)</b>						
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	282,245		414,389.80			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		7,068.29			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>282,245</b>		<b>421,458.09</b>			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of April, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,000	200.92	1,343.72		343.72-	134.37
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	7,500	.00	.00		7,500.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	8,500	200.92	1,343.72		7,156.28	15.81
<u>B. 9900 TRANSFERS IN FROM GF</u>						
	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	8,500	200.92	1,343.72		7,156.28	15.81
<u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	10,000	.00	.00	0.00	10,000.00	0.00
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	1,500-	200.92	1,343.72		2,843.72	189.58-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	105,362		105,362.25			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	103,862		106,705.97			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	103,862		106,705.97			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	103,862		106,705.97			

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



**Regular Meeting Minutes**  
**Pioneer Middle School 1750 Bob's Hollow Lane DuPont, Washington**  
**Wednesday, 4/24/2019**

**STUDY SESSION:**

- Agenda review

**REGULAR MEETING:**

**I. CALL TO ORDER**

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

Executive Director Beauchaine led the Pledge of Allegiance.

All directors and Superintendent Weight present.

Director Scott made a motion to amend the agenda in two areas: Certificated Personnel Report amended to add Katherine Redman, SHS teacher resignation; Classified Personnel Report amended to remove Jordan Oden, SPT secretary new hire (rescinded prior to hire) and add Ruth Beyette secretary new hire; Administrative Personnel Report amended to add Katherine Redman, SHS Assistant Principal new hire; New Business - Contract List approval amended to remove Katherine Redman, teacher contract for 2019-20 school year. Director McDonald seconded the motion and the motion passed (5/0).

**II. COMMENTS FROM THE AUDIENCE**

SEA President Tanya Rontos thanked the Board for recognizing Certificated School Employees Recognition Month in May.

**III. PRESENTATION**

**a. Volunteer Appreciation**

Volunteer Coordinator Dana Ballou reviewed the 2018-19 school year volunteer program and suggested improvements. Superintendent Weight acknowledged Dana's commitment to improving the program. Each building principal introduced their Volunteer of the Year.

Steilacoom High - Teresa Shird; Pioneer Middle - Alex Chaney; Saltar's Point - Denise Isler; Cherrydale Primary - Kathy and Jesse Garza; Chloe Clark - Roberta Arif and Anderson Island - Annie Burg.

**b. Certificated School Employees Recognition**

Chair Forbes acknowledged the Certificated School Employees, who go above and beyond, not just one month, but all year. May is Certificated School Employees Recognition Month.

**IV. REPORTS**

**a. Legislative Update**

Director McDonald announced the recently signed bill assisting military families transferring between school districts and ease in enrollment processes. She also gave an update regarding Dyslexia screening tools.



## **V. CONSENT AGENDA**

Director Schenk made a motion to approve the amended Consent Agenda which includes attached personnel reports, accounts payable and payroll and March 27<sup>th</sup> and April 10<sup>th</sup> meeting minutes; Director Pierce seconded the motion and the motion passed (5/0).

## **VI. OLD BUSINESS**

### **a. Second Reading of Policy 5050 Contracts**

Director Scott made a motion to approve Policy 5050; Director McDonald seconded the motion and the motion passed (5/0).

## **VII. NEW BUSINESS**

### **a. Approval of Resolution 850-04-24-19 Certificated Staff Contracts 2019-20 School Year**

Director Pierce made a motion to approve Resolution 850-04-24-19; Director Scott seconded the motion and the motion passed (4/0/Schenk recuse)

### **b. First Reading of Policy 3520 Student Fees, Fines, Charges**

Director McDonald made a motion to approve Policy 3520; Director Scott seconded the motion and the motion passed (5/0).

## **VIII. COMMENTS FROM THE AUDIENCE**

No comments.

## **IX. BOARD COMMUNICATION**

No communications.

## **X. ANNOUNCEMENTS**

Director Pierce announced the Saltar's Point Elementary PTA Harlem Wizards Fundraiser to be held May 1, 2019.

## **XI. RECESS TO EXECUTIVE SESSION**

Chair Forbes recessed the meeting to Executive Session at 7:31 pm.

## **XII. EXECUTIVE SESSION**

per RCW 42.30.110(1)(g) to review the performance of a public employee

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public

No decisions made.

## **XIII. RETURN TO PUBLIC MEETING**

Chair Forbes resumed the public meeting at 8:47 pm.

## **XIV. ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 8:47 pm; Director Scott seconded the motion and the motion passed (5/0).

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(Chair)

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(Secretary/Superintendent)



**Study Session of the Board of Directors Meeting Minutes**  
**Steilacoom High School 54 Sentinel Drive Steilacoom, Washington**  
**Wednesday, 5/8/2019**

**1. CALL TO ORDER**

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

Chief of Finance & Operations Melissa Beard led the Pledge of Allegiance.

Chair Forbes announced Director Schenk would arrive late.

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

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

**2. TOPIC FOR BOARD DISCUSSION**

**a. ASB Fees & Budget 2019-2020**

Chief of Finance & Operations Beard commended high school staff for the work done on the SHS ASB Fees for the upcoming school year. The ASB card fee will be recommended at a reduction. After Board approval of fees, at the May 22 Board meeting, the SHS students will complete the reduced price ASB 2019-20 budget. Food Service fees will be announced later this summer.

**b. Summer Maintenance Projects**

Chief of Finance & Operations Beard presented an updated summer maintenance list and life cycle list for review and discussion. Summer maintenance projects may require Board action to transfer funds between accounts.

Director Schenk arrived at 6:19 pm.

**c. June 12, 2019 Study Session Agenda Items**

Superintendent Weight noted the upcoming June Study Session items. No topics added for this meeting, however policy governance and security/safety updates were suggested for July or August sessions.

**d. Superintendent Updates**

Superintendent Weight updated the board members on:

- Audit exit meeting and positive results
- Social Emotional Learning Calendar awarded Best in Category by Washington State Public Relations Association
- Superintendent Conference briefing
- Meet and greet event with DuPont City and Police Administration members

### 3. **ADJOURNMENT**

Director Schenk made a motion to adjourn the meeting at 6:40 pm; Director Scott seconded the motion and the motion passed (4/0).

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(Chair)

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(Secretary/Superintendent)



Steilacoom Historical School District No. 1  
Certificated Personnel Report

Personnel Report 5-22-19						
Name	Position	FTE	Location	Effective Date	Action	Comment
MARKS MATTIE	SLP	1.00	DISTRICT WIDE	8/29/2019	NEW HIRE	
SAYRE HAYLEY	TEACHER	1.00	HIGH SCHOOL	8/29/2019	NEW HIRE	
SLATER MICHAEL	TEACHER	1.00	SALTAR'S POINT	8/29/2019	NEW HIRE	
VAN WYHE JACQUELINE	TEACHER	1.00	HIGH SCHOOL	8/29/2019	NEW HIRE	
HICKERSON AMY	TEACHER	1.00	SALTAR'S POINT	6/14/2019	RESIGNATION	
VAN METER ANDREA	SLP	0.80	DISTRICT WIDE	6/14/2019	RESIGNATION	

# Classified Personnel Report

[illegible]

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

**Resolution No. 851-05-22-19**

**WHEREAS**, each school district of the State of Washington is authorized by RCW-13.030 to participate in the inter-district agreements, and secure appropriate educational opportunities for its students with disabilities;

**NOW, THEREFORE, BE IT RESOLVED** that the Superintendent of Steilacoom Historical School District No. 1 be authorized to enter into an inter-district agreement with the following school districts for the 2019-20 school year: Clover Park School District, Franklin Pierce Schools, North Thurston Public Schools, ReLife School and Tacoma Public School District, to receive educational services for students with disabilities ages 3 through 21.

Adopted by majority of the Board of Directors at the regular meeting held on May 22, 2019.

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

Attest:

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

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

**Resolution No. 852-05-22-19**

RESOLUTION, WASHINGTON, DELEGATING AUTHORITY TO WIAA

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. grants authority to each school district board of directors to control, supervise and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. authorizes school district boards of directors to delegate control, supervision and regulation of any of the aforesaid activities to any voluntary, nonprofit entity and to compensate any such entity for services provided subject to the satisfaction of certain conditions and approval by the State Board of Education.

WHEREAS the Washington Interscholastic Activities Association is a voluntary, nonprofit entity which has satisfied the conditions, expressly set forth in Chapter 32, Laws of 1975-76, 2nd Ex. Sess. and has further been approved by the State Board of Education in action taken on August 17, 1977.

WHEREAS the Board of Directors of the Steilacoom Historical School District No. 1 being otherwise fully informed of the rules and regulations of the Washington Interscholastic Activities Association as approved by the State Board of Education and recognizing that said rules and regulations provide for private sponsorship of post-season tournaments for extracurricular activities by WIAA, consent to abide by such rules and regulations.

NOW THEREFORE, the Board of Directors of the Steilacoom Historical School District No. 1 hereby delegates to the Washington Interscholastic Activities Association the authority to control, supervise and regulate interschool activities consistent with the rules and regulations of WIAA. The Board of Directors retains the right to establish eligibility standards that meet or exceed the rules and regulations of WIAA.

THE FOREGOING RESOLUTION was adopted at a regular meeting of the Board of Directors of the aforesaid School District on the 22<sup>nd</sup> day of May 2019 the following members being present and voting:

Board of Directors:  
Steilacoom Historical School District No. 1  
Pierce County, Washington

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

Attest to:

\_\_\_\_\_  
Dr. Kathi Weight  
Superintendent/Board Secretary

## **INTERSCHOLASTIC OFFICIALS L&I COVERAGE STATEWIDE**

Beginning July 1, 1988, interscholastic sports officials were covered by Washington State Labor and Industries via a common rate and payment system that eliminated game-by-game calculation and record keeping by school and/or district business offices. WIAA will guarantee payment of L&I premiums for WOA registered officials for all interscholastic activities under WIAA's jurisdiction and will assess WIAA member schools via classification rates at the same time service fees are billed. Officials L&I coverage is only in effect for activities authorized and offered by School Board approval and listed on the school's WIAA membership form.



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: May 22, 2019

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

Prior to the 2015 school year, the Cherrydale PTA and Cherrydale ASB have been working to raise money for playground improvements. The primary focus of the additional playground equipment proposal will be to provide an interactive exploration experience with musical instrument for students and the community at large. In the fall of this year, Helen Cushman (PTA member and preschool teacher) was informed of the Kaboom Let's play Grant Program by PTA President Ashley Waltrip. This specific grant requires a staff member to apply for the grant, as the PTA could not. In addition, this grant only adds to the existing equipment. Kaboom defines this grant as a community build model:

"The community build model refers to the engagement of stakeholders, volunteers, parents and community members in designing, planning and building the playground. The model enables and requires people to share their strengths and help communities to identify assets, including local companies and community groups that have resources to contribute."

Helen Cushman has reached out to the community for funding and partnership in making this playground dream become a reality. The Town of Steilacoom, Steilacoom Kiwanis, Cherrydale PTA, Cherrydale ASB and a private citizen have all contributed funding for this community project. Additionally, the Steilacoom Kiwanis has agreed to collaborate with Cherrydale and be a build partner.

The projects consists of three different types of drums, a metallophone, grandioso chimes and two embankment slides on the K-3 playground. Additionally, a Kundu drum and metallophone will be installed on the preschool playground.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to accept the donations.

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



## Donations

The Steilacoom Historical School District No. 1 (SHSD) is pleased to accept the following

donation from: Town of Steilacoom

Donation of: Cherrydale Playground Contribution

Donation Date: 4/16/2019

Amount: 5000

Deposit to Revenue Code (960): 20 R 960 0000 25 0000 162

Fund: (check one) ☐ GF ☐ ASB

Expend from Account Code (530): \_\_\_\_\_

Donation Approved By:

Chief of Finance and Operations

M. C. Beard

Date:

4/19/2019

Donations in the amount of \$5,000 or greater must be pre-approved by the Board of Directors prior to being used.

Board approval required? (check one) ☒ Yes ☐ No

Board Meeting date: \_\_\_\_\_

Routing:

☐ Accounting Clerk [accept funds / complete form / copy check & attach to form / deposit]

☐ Chief of Finance and Operations [review / approve / sign]

☐ Director of Finance to forward donation form & check copy (5,000 or greater) to Executive Assistant to the Superintendent for placement on next regularly-scheduled Board Meeting for review & approval



## Donations

The Steilacoom Historical School District No. 1 (SHSD) is pleased to accept the following

donation from: Steilacoom Kiwanis

Donation of: Cherrydale Musical Playground

Donation Date: 4/11/2019

Amount: 5900

Deposit to Revenue Code (960): 20 R 960 0000 25 0000 162

Fund: (check one) ☐ GF ☐ ASB

Expend from Account Code (530): \_\_\_\_\_

Donation Approved By:

Chief of Finance and Operations

Matt Bland

Date:

4/19/2019

Donations in the amount of \$5,000 or greater must be pre-approved by the Board of Directors prior to being used.

Board approval required? (check one) ☒ Yes ☐ No

Board Meeting date: \_\_\_\_\_

Routing:

☐ Accounting Clerk [accept funds / complete form / copy check & attach to form / deposit]

☐ Chief of Finance and Operations [review / approve / sign]

☐ Director of Finance to forward donation form & check copy (5,000 or greater) to Executive Assistant to the Superintendent for placement on next regularly-scheduled Board Meeting for review & approval

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: May 22, 2019

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

The Board discussed ASB Fees at the April 10, 2019 study session and reviewed a draft fee schedule at the May 8, 2019 study session. This fee schedule incorporates the changes requested by the Board.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve the 2019-20 School Year Fee Schedule.

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

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# Steilacoom Historical School District

## 2019-2020 Student Fee Schedule

### DISTRICTWIDE

School Field Trips	Price to be determined	Lost or Damaged Equipment	Replacement or Repair Cost
NSF Check Fee	20.00	Lost or Damaged Library or Textbook	Replacement Cost
Online Payment Convenience Fees	No Charge		

### PIONEER MIDDLE SCHOOL

Yearbook-subject to vendor pricing	approx. 35.00
Planner	5.00
Builder's Club	3.50

#### *Field Trips*

6th Grade Outdoor School	150.00
8th Grade Wild Waves	20.00

#### **ASB Card & Activity Fees**

ASB Card required for Sports and Clubs	15.00
Athletic Fee per sport, excluding football	45.00
Athletic Fee Football	75.00
Athletic Fee Football, multiple players	50.00
Choir Fee	15.00

### STEILACOOM HIGH SCHOOL

Yearbook-subject to vendor pricing	approx. 70.00
Edgenuity-Credit Retrieval	50.00
Parking	50.00
Transcript (certified only-each)	6.50
ASB Card for Sports and Clubs	25.00

#### **Athletic Event Prices**

Gate Ticket - Adults and Students w/o ASB Card	6.00
Gate Ticket - Visiting Students w/ASB Card	4.00
Gate Ticket - Students w/ASB Card	Free
Gate Ticket - All K-5 Students	2.00
Gate Ticket - Seniors (62+)	2.00
Family Pass	12.00
Steilly Pass*	Varies per season/sport

#### **Club/Activity Fees (ASB card purchase required)**

Anime Club	5.00
ASL Club	5.00
Band	25.00
Book Club	5.00
Cheer	50.00
Choir	25.00
Creative Writing	5.00
DECA	30.00
Digital Gaming	5.00
Drama Club	5.00
FCCLA	20.00
Key Club	15.00
Leadership	15.00
Math Team	5.00
Model UN	5.00
National Honor Society first year	10.00
National Honor Society subsequent years	5.00
Skills USA Film Club	8.00
Spanish Club	5.00

#### **Athletic Fees (ASB card purchase required)**

Football	100.00
Basketball	75.00
Soccer	75.00
Volleyball	75.00
Wrestling	75.00
Baseball/Fastpitch	75.00
Track	75.00
Swimming	50.00
Cross Country	50.00
Bowling	50.00
Golf	50.00
Tennis	50.00

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 5/22/19

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### **First Reading of Policy 6020 Revenues from Local, State and Federal Sources**

The revised policy incorporates the changes to the accounting of the enrichment levy revenue. It also adds language about how the Capital Projects Fund can be used.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 6020 to a second reading.

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

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## SYSTEM OF FUNDS AND ACCOUNTS

The district will maintain a system of funds with the county treasurer in accordance with state law and the accounting manual approved by the State Superintendent of Public Instruction. The funds are:

### General Fund

The General Fund (GF) is financed primarily from local taxes, state support funds, federal grants, and local receipts. These revenues are used specifically for financing the ordinary and legally authorized operations of the district for all grades. The GF includes money which has been segregated for the purpose of carrying on specific activities including, but not limited to, the basic and special education programs. The GF is managed in accordance with special regulations, restrictions and limitations and constitutes an independent fiscal and accounting entity.

As a part of its GF, the district has a local revenue subfund to account for the district's operations that are paid for with local revenues.

The following local revenues will be deposited in the district's local revenue subfund:

- Enrichment levies and transportation levies collected under RCW 82.52.053;
- Local assistance funding received under chapter RCW 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, and state and federal payment in lieu of taxes, or local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

The district will track expenditures from the subfund to account for the expenditures based on each of the streams of revenue described above.

### Capital Projects Fund

The Capital Projects Fund (CPF) contains:

- proceeds from the sale of voted bonds (unlimited tax general obligation bonds) and non-voted bonds (limited general obligation bonds),
- State of Washington financing assistance (state matching money),
- transfers from the district's basic education allotment
- the proceeds of special levies earmarked for building purposes,
- earnings from capital projects fund investments, growth management impact fees, state environmental protection act mitigation payments,
- rental or lease proceeds and proceeds from the sale of property.

The district may use proceeds from the sale of voted bonds, including the interest earnings thereof, for capital purposes including, but not limited to, the following purposes:

- Funding outstanding indebtedness or bonds already issued;
- Purchasing sites for buildings, playgrounds, physical education, and athletic facilities;
- Erecting buildings and furnishing those buildings with the necessary furniture, apparatuses, and equipment;
- Improving the energy efficiency of the district's buildings and/or installing systems and components to utilize renewable and/or inexhaustible energy resources; and
- Making major or minor structural changes and structural additions to buildings, structures, facilities, and sites.

All other money deposited into the CPF may be used for the following purposes:

- Making major renovations to and replacing facilities and systems where periodical repairs are no longer economical or to extend the useful life of the facility or system beyond its original planned useful life, including but not limited to replacing or refurbishing roofs, exterior walls, windows, heating and ventilating systems, floor covering in classrooms and public common areas, and electrical and plumbing systems;
- Renovating and rehabilitating playfields, athletic fields, and other district real property;
- Conducting preliminary energy audits and energy audits of district buildings and making energy capital improvements that are identified as being cost-effective in the audits;
- Purchasing or installing additional major items of equipment and furniture;
- Paying the costs associated with implementing technology systems, facilities, and projects—including acquiring hardware licenses, licensing software, and online applications—and paying the costs associated with training related to the installation of such systems, facilities, and projects;
- Paying the costs associated with the application and modernization of technology systems for operations and instruction—including, but not limited to, the ongoing fees for online applications, subscriptions, or software licenses, including upgrades and incidental services—and paying for ongoing training related to the installation and integration of such products and services (to the extent funds are used for this purpose, the district will transfer the portion of the capital project funds used to the district's GF); and
- Repairing major equipment, painting facilities, and performing other preventative maintenance (to the extent funds are used for this purpose, the district will transfer the portion of the capital project funds used to the district's GF).

After holding a public hearing, the board may determine by resolution to use any money from the sale of voted bonds and investment earnings thereon remaining after the authorized capital improvements have been completed to acquire, construct, install, equip and make other capital improvements to the district's facilities or to retire and/or defease a portion of voted bonds.

Permissible expenditures from the proceeds derived from the sale of voted bonds, including the investment earnings thereon, is governed expressly by state law and, may include the acquisition of land or existing buildings, improvements to buildings and/or grounds, design and construction

~~and/or remodeling of buildings, or initial equipment; provided that, the bond election resolution and ballot proposition approved by the voters authorizing the bonds includes these items. The Washington Constitution prohibits the use of voted bond proceeds to replace equipment.~~

~~Proceeds from other sources are also governed by state law and may be used for major renovation and replacement including but not limited to roofing, heating and ventilating systems, floor covering and electrical systems; renovation of play fields and other district real property; energy audits, capital improvements and major items of equipment, furniture and implementing technology systems, facilities and projects, including acquiring hardware, licensing software and on-line applications that are an integral part of the district's technology systems.~~

~~Any money from the sale of voted bonds and investment earnings thereon remaining after the authorized capital improvements have been completed may be used to: (a) acquire, construct, install, equip and make other capital improvements to the district's facilities; or (b) retire and/or defease a portion of voted bonds, all as the school board may determine by resolution after holding a public hearing pursuant to RCW 28A.530.020.~~

Investment earnings derived from other sources in the CPF should be retained in the CPF and used for statutorily authorized purposes. The district may transfer investment earnings in the CPF, which have not been derived from voted bond proceeds, to a different fund; provided that, such investment earnings may only be expended for instructional supplies, equipment or capital outlay purposes. The superintendent should consult the board and appropriate district staff prior to altering the use of voted bond proceeds and transferring investment earnings out of the CPF.

### **Debt Service Fund**

The Debt Service Fund (DSF) is for the payment of principal of and interest on outstanding voted and non-voted bonds. Disbursements are made by the county treasurer by means of treasurer's checks. Provision will be made annually for the making of a levy sufficient to meet the annual payments of principal and semiannual payments of interest. The district may transfer surplus investment earnings from the DSF to any other school district fund; provided that, such investment earnings are spent only for instructional supplies, equipment or capital outlay purposes. The district may transfer such investment earnings to other school district funds unless the resolution authorizing the voted bonds requires investment earnings to remain in the DSF to secure payment of voted bonds, thereby reducing future tax collections and the corresponding tax levy rate. The superintendent should consult with the board and appropriate staff prior to transferring interest earnings out of the DSF.

Non-voted bonds are required to be repaid from the school district's DSF, rather than the fund that actually received the non-voted bond proceeds. As a result, to pay principal of and interest on the non-voted bond, an operating transfer must be used from the CPF (or other fund) to the DSF. The school district should create a separate account within the DSF to repay the non-voted bond. The district should internally segregate the money pledged to repay the non-voted bond from any excess property taxes deposited in the DSF for the repayment of voted bonds.

Prior to the issuance of a non-voted bond the superintendent or a designee will review the repayment process with the board and the county treasurer. The proceeds from the sale of real property

may be placed in the DSF or CPF, except for the amount required to be expended for the costs associated with the sale of such property.

### **Associated Student Body Program Fund**

The board is responsible for the protection and control of student body financial resources just as it is for other public funds placed in its custody. The financial resources of the Associated Student Body Program Fund (ASB Fund) are for the benefit of students. Student involvement in the decision-making processes related to the use of this money is an integral part of the associated student body, except that the board may delegate the authority to a staff member to act as the associated student body for any school which contains no grade higher than grade six.

Money in the ASB Fund is public money and may not be used to support or oppose any political candidate or ballot measure. Money raised by students through recognized student body organizations will be deposited in and disbursed from the fund which is maintained by the county treasurer. The ASB Fund is subject to management and accounting procedures which are similar to those required for all other district moneys. ASB constitutions will provide for participation by ASB representatives in the decisions to budget for and disburse ASB Fund money. Private non-associated student body fund moneys raised for scholarships, student exchanges and charitable purposes will be held in trust by the district.

### **Transportation Vehicle Fund**

The transportation vehicle fund (TVF) includes:

- the proceeds from the sale of transportation vehicles;
- lease, rental, or occasional use of surplus buses;
- depreciation reimbursement for district-owned buses;
- proceeds of TVF levies; optional transfers from the GF;
- optional transfers from the GF; and
- ~~and~~ investment funds coming from the TVF.

The TVF may be used to purchase and/or rebuild buses on a contract or cash basis. Money may be transferred from the TVF to the DSF exclusively for the payment of ~~principal of debt~~ and interest ~~on non-voted debt incurred by the TVF. Such a transfer does not constitute a transfer of money from the TVF within the meaning of RCW 28A.160.130~~ associated with purchase agreements for school buses, including lease purchase agreements.

### **Bank Accounts**

~~The district will maintain a system of bank accounts as follows:~~

The district shall maintain a system of bank accounts as follows:

- A district depository and/or transmittal bank account;
- An associated student body imprest bank account for each school having an associated student body organization approved by the board; and
- Petty cash accounts in such numbers as are necessary to meet the petty cash needs of the schools and divisions of the district.

The board may authorize the establishment of such accounts. Each petty cash account will be approved by the board. A custodian will be appointed for these accounts who will be independent of invoice processing, check signing, general accounting and cash receipts functions. If this separation of functions is not feasible, another employee who is independent of those functions will be responsible for reviewing the management of each account.

Cross References:            [6030](#) - Financial Reports  
                                      [3510](#) - Associated Student Bodies

Legal References:	<a href="#">Wash.Const., Article VII, § 2</a>	Voted bond proceeds and capital levy proceeds — Uses
	<a href="#">RCW 28A.320.320</a>	Investment of funds of district
	<a href="#">RCW 28A.320.330</a>	School funds enumerated — Deposits — Uses
	<a href="#">RCW 28A.325.010</a>	Fees for optional noncredit extra curricular events— Disposition
	<a href="#">RCW 28A.325.020</a>	Associated student bodies — Powers and responsibilities affecting
	<a href="#">RCW 28A.325.030</a>	Associated student body program fund – Fund-raising activities – Nonassociated student body program fund moneys
	<a href="#">RCW 28A.335.060</a>	Surplus school property – Rental, lease or use of – disposition of moneys received from
	<a href="#">RCW 28A.505.140</a>	Rules and regulations for budgetary procedures — Review when superintendent [SPI] determines budget irregularity — Revised budget, state board's financial plan until adoption
	<a href="#">RCW 28A.530.010</a>	Purposes for use of voted bond proceeds
	<a href="#">RCW 28A.530.020</a>	Bond issuance — Election — Resolution to specify purposes
	<a href="#">RCW 28A.530.080</a>	Additional authority to contract indebtedness
	<a href="#">RCW 42.17.130</a>	Use of public office or agency facilities in campaigns — Prohibition — Exceptions
	<a href="#">RCW 43.09.200</a>	Division of municipal corporations — Uniform system of accounting
	<a href="#">RCW 43.09.210</a>	Division of municipal corporations — Separate accounts for each fund or activity
	<a href="#">RCW 84.52.053</a>	Levies by school districts authorized — When — Procedure
	<a href="#">RCW 84.52.056</a>	Excess levies for capital purposes authorized
	<a href="#">WAC 392-123</a>	Finance — School District Budgeting
	<a href="#">WAC 392-138</a>	Finance — ASB Moneys

[State Auditor Bulletin #301, III\(E\), Petty Cash](#)

[Cross References](#)

[6030 - Financial Reports](#)

[3510 - Associated Student Bodies](#)

[6100 - Revenues From Local, State and Federal Sources](#)

[Management Resources](#)

[2019 - March 2019 - March Policy Issue](#)

[2017 - July Issue](#)

**Adoption Date: 2.27.08**

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

**Revised: 9.24.14; 1.25.18; [05.22.19](#)**



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 5/22/2019

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### **First Reading of Policy 6100 Revenues from Local, State and Federal Sources**

The revised policy incorporates the changes to how the enrichment levy revenue can be used. They now can only be used for enrichment activities. It also adds language about federal impact funds related to educating Native American students. The district does not receive this funding at this time.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 6100 to a second reading.

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

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## REVENUES FROM LOCAL, STATE AND FEDERAL SOURCES

### Revenues from Local Resources

#### Use of Local Revenues for Enrichment

All local revenues will be used only for documented and demonstrated enrichment of the state's program of basic education.

Local revenues include the following:

- Enrichment levies collected under RCW 84.52.053;
- Local effort assistance funding received under chapter 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, state and federal payments in lieu of taxes, or any local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

Enrichment of the state's program of basic education includes supplementing the following:

- The minimum instructional offerings of RCW 28A.150.220 or 28A.150.260;
- The staffing ratios or program components of RCW 28A.150.260, including providing additional staff for class size reduction beyond class sizes allocated in the prototypical school model and additional staff beyond the staffing ratios allocated in the prototypical school formula;
- The program components of RCW 28A.150.200, 28A.150.220, or 28A.150.260; or
- The program of professional learning as defined by RCW 28A.415.430 beyond that allocated pursuant to RCW 28A.150.415.

The district can pay for the following with local revenues:

- Extracurricular activities;
- Extended school days;
- An extended school year;
- Additional course offerings beyond the minimum instructional program established in the state's statutory program of basic education;
- Activities associated with early learning programs;
- Any additional salary costs attributable to the provision or administration of permitted enrichment activities; and
- Additional activities or enhancements that the office of the superintendent of public instruction determines to be documented and demonstrated enrichment and for which the superintendent approves proposed expenditures during the preballot approval process required by RCW 84.52.053 and 28A.505.240.

### Enrichment Levies

As necessary, the district will consider requesting voter approval of an enrichment levy. Such a levy will be for an amount permitted by law. The board will solicit advice from staff and community members prior to establishing the amount and purposes of the levy. The levy will be presented by

program and expenditure in the district's annual descriptive guide for community members as required by law. OSPI must approve the district's expenditure plan for the enrichment levy before the district can submit the levy to the voters.

#### *Response to Audit Findings on the Use of Local Revenues*

As part of the state auditor's regular financial audit, it will review the district's expenditures to ensure they are in compliance with RCW 28A.150.176, the statute that limits the district's use of local revenues to supplementing the state's basic education program.

Within 30 days of receiving the auditor's findings, the board will hold a public hearing to review the findings.

#### **Revenues From Discretionary Local Taxes**

~~As necessary, the district will consider the necessity of requesting voter approval of an excess property tax to be collected in the year following voter approval. Such a levy, if any, will be in that amount permitted by law, which the board determines necessary to provide educational services beyond those provided by state appropriations. The board will solicit advice from staff and community members prior to establishing the amount and purposes of the special levy request. The special levy being collected will be presented by program and expenditure in the district's annual descriptive guide for community members as required by law. In addition, districts must report their planned usage of levy proceeds to OSPI prior to the levy going to ballot as required by law.~~

#### **Revenues From State Resources**

The responsibility for financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or excess property tax levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities and for such other programs as it deems appropriate to assist schools.

~~When If the superintendent or designee identifies an optional state grant where in the superintendent's or designee's reasonable professional judgment the benefits and advantages from accepting the grant and determines the benefits of accepting the grant outweigh the costs, he or she may provide a report to the board describing the benefits and the costs associated with accepting the grant. After reviewing the report, —the board will receive a report and may formally authorize participation accepting the grant.~~

#### **Revenues From The Federal Government**

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board will receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs and new obligations that the program may require. Before authorizing

participation in such a program, the board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The board agrees to comply with all applicable federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

1. Maintenance of fiscal records that show the receipt and disposition of federal funds;
2. Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs that are supported by federal funds;
3. Provision for testing to identify target students as well as to measure program results; and
4. Provision for staff and parent involvement, program planning, budget development and program evaluation.

The district agrees to comply with Title I requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures. The following controls are established for the Title I program:

1. All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to carry out the objectives of the current program effectively, and for the benefit of eligible participants;
2. Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or that benefit only eligible Title I participants;
3. Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title I program responsibilities and duties; and
4. Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.

The district further assures that a district-wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material will also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

### **Federal Impact Funds**

Federal impact funds are provided to the district as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the district. The district gives assurance that tribes and parents of Indian children will be afforded the opportunity to make recommendations regarding the needs of their children and will be involved in the planning and development of the basic education program, including those educational programs and services to be provided with federal impact funds. Indian students will have the equal opportunity to participate in the district's program with other students.

Recognizing that the board is the ultimate authority in defining the educational program of the district, the superintendent or designee will establish procedures to assure the involvement of the tribes and parents of Indian students in the development of the basic education program, including the education services to be provided with federal impact funds and the participation of Indian children in the program on an equal basis. The superintendent or designee will provide opportunities for parents and members of the tribal council to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Indian students.

#### Legal References

RCW 28A.150.230 District school directors' responsibilities

RCW 28A.150.250 Annual basic education allocation — Full funding — Withholding of funds for noncompliance

RCW 28A.300.070 Receipt of federal funds for school purposes — Superintendent of public instruction to administer

RCW 84.52.0531 Levies by school districts — Maximum dollar amount for maintenance and operation support — Restrictions — Maximum levy percentage — Levy reduction funds — Rules.

Chapter 180-16 WAC State Support of Public Schools

Public Law 81-874 Impact Aid

#### Cross References

6020 - System of Funds and Accounts

#### Management Resources

2019 - March 2019 - March Policy Issue

2018 - June Policy Alert

2017 - July Issue

Legal References:	<u>RCW 28A.300.070</u>	Receipt of federal funds for school purposes — Superintendent of public instruction to administer
	<u>28A.150.230</u>	Basic Education Act — District school directors as accountable for proper operation of district — Scope — Responsibilities — Publication of guide
	<u>28A.150.250</u>	Annual basic education allocation of funds according to average FTE student enrollment — Student/ teacher ratio standard
	<u>28A.150.370</u>	Additional programs for which legislative appropriations must or may be made
	<u>84.52.053</u>	Levies by school districts — Maximum dollar amount for maintenance and operation support — Restrictions — Maximum levy percentage — Levy reduction funds — Rules.
	<u>WAC 180-16</u>	Support of Public Schools

**Adoption Date: 2.27.08**

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

**Revised Dates: 02.06; 12.11; 10.22.14; 2.28.18; 10.24.18;**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 5/22/19

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

First Reading of Policy 5253 Maintaining Professional Staff/Student Boundaries

This policy updates the boundary invasion policy. There are small grammatical corrections. There is added language which adds emphasis on the responsibility to report observed behavior of other staff members. The policy revision clearly emphasizes that communication with students that does not have a legitimate school business purpose is prohibited. This includes prohibiting staff from friending or following students on social media. This prohibition protects the district and the staff member from liability.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move Policy 5253 to a second reading.

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

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## Maintaining Professional Staff/Student Boundaries

### Purpose

~~The purpose of T~~his policy ~~is to~~ provides all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms “district staff,” “staff member(s),” and “staff” also include volunteers.

### General Standards

The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff and students should be based upon mutual respect ~~and~~ trust, ~~an understanding of and commitment to~~ the appropriate professional boundaries between adults staff and students in and outside of the educational setting, and consistent with the educational mission of the ~~schools~~ district.

District staff will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve ~~an~~ demonstrated educational ~~or physical, mental and/or emotional health~~ purpose. An educational purpose is one that relates to the staff member’s duties in the district. Inappropriate boundary invasions can take various forms. Any type of sexual conduct with a student is an inappropriate boundary invasion.

Additionally, staff members are expected to be ~~sensitive to~~ aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member’s conduct is inappropriate or constitutes a violation of this policy.

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members ~~will~~ shall pro-actively discuss these circumstances with their building administrator or supervisor.

### Use of Technology

The board supports the use of technology to communicate for educational purposes. However, when the communication is unrelated to school work or other legitimate school business district staff are prohibited from ~~inappropriately~~ communicating with students ~~online or by phone, e-mail, text, instant messenger, or other forms of electronic or written communication.~~ District staff members are prohibited from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. ~~Staff whose conduct violates this policy may face discipline and/or termination, consistent with the district’s policies and procedures, acceptable use agreement and collective~~

bargaining agreements, as applicable. This prohibition includes prohibiting staff from “friending” and/or “following” students on social media.

Staff whose conduct violates this policy may face discipline and/or termination consistent with the district’s policies and nprocedures, acceptable use agreement, and collective bargaining agreements, as applicable.

The superintendent/designee will develop protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Legal References:	<a href="#">Title IX of the Education Amendments of 1972</a>	
	<a href="#">Chapter 9A.44, RCW</a>	– Sex offenses
	<a href="#">Chapter 9A.88, RCW</a>	– Indecent exposure – Prostitution
	<a href="#">RCW 28A.400.320</a>	Crimes against children – <u>Mandatory termination of classified employees – Appeal – Recovery of salary or compenstaion by district</u>
	<a href="#">RCW 28A.405.470</a>	Crimes against children - Mandatory termination of certificated employees — Appeal — Recovery of salary or compensation by district
	<a href="#">RCW 28A.405.475</a>	Termination of certificated employee based on guilty plea or conviction of certain felonies — Notice to superintendent of public instruction - Record of notices
	<a href="#">RCW 28A.410.090</a>	Revocation or suspension of certificate or permit to teach — Criminal basis — Complaints — Investigation – Process
	<a href="#">RCW 28A.410.095</a>	Violation or noncompliance — Investigatory powers of superintendent of public instruction — Requirements for investigation of alleged sexual misconduct towards a child — Court orders — Contempt — Written findings required
	<a href="#">RCW 28A.410.100</a>	Revocation of authority to teach — Hearings
	<a href="#">Chapter 28A.640, RCW</a>	Sexual Equality
	<a href="#">Chapter 28A.642, RCW</a>	Discrimination Prohibition
	<a href="#">Chapter 49.60, RCW</a>	– Washington State Law Against Discrimination
	<a href="#">Chapter 181-87 WAC</a>	Professional certification — Acts of unprofessional conduct
	<a href="#">Chapter 181-88 WAC</a>	Definitions of sexual misconduct, verbal and physical abuse - Mandatory disclosure — Prohibited agreement

**References:**                    3205 – Sexual Harrassment of Students Prohibited  
                                      3207 – Prohibition of Harassment, Intimidation and Bullying  
                                      3210 – Nondiscrimination  
                                      3241 – Child Abuse, Neglect and Exploitation Prevention

**Management Resources:**   2019 – March 2019- March Policy Issue  
    2015 – October Issue

**Adoption Date: 9:22.10**

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

**Revised: 2.12.14; 12.09.15;**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 5/22/19

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

First Reading 5281 Disciplinary Action and Discharge

This policy deals with reasons, actions, and cause for discipline or discharge of employees. The revision adds language that is specific to 'sufficient cause' for district action.

Adds language:

- specific to falsification or omission of records submitted by the employee;
- relative to obstruction of justice
- specific to behavior that is non-educational and harmful to students

Allows for designee to conduct suspension on behalf of superintendent

Language added (confusing, but necessary) that prohibits recommendations on behalf of employee who recommender knows has cause to believe the employee has engaged in sexual misconduct; and prohibits such recommendation if others who might provide recommendation know or believes the employee has engaged in sexual misconduct. Allows for normal documentation exchange (files, clock hours) but not recommendation.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent move Policy 5281 to second reading.

**Report prepared by:**

**Paul Harvey, Executive Director of Student Achievement**

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## DISCIPLINARY ACTION AND DISCHARGE

### Grounds for Disciplinary Action or Discharge

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job in ways that ~~effect~~affect their effectiveness on the job may be subject to disciplinary action or discharge. Behavior, conduct, or action that provides sufficient cause may warrant disciplinary action or discharge. Such behavior, conduct, or action may include, but is not limited to:

- A. Incompetence;
- B. Inefficiency;
- C. Misappropriation or misuse of district property;
- D. Neglect of duty;
- E. Insubordination;
- F. Conviction/guilty plea of any crime which adversely affects the employee's ability to perform a job including any felony crime involving:
  - 1. The physical neglect of a child;
  - 2. The physical injury or death of a child;
  - 3. Sexual exploitation of a child;
  - 4. Sexual offenses;
  - 5. Promotion of a minor for prostitution purposes; or
  - ~~—6.~~ 6. The sale or purchase of a minor child;

~~employees~~Employees are required to report in writing to the superintendent any conviction or guilty plea of the above referenced crimes (and of any other crimes that are workplace related) within five days of conviction or guilty plea~~;~~

G. Malfeasance;

H. Misconduct;

~~A.I.~~ I. Inability to perform job functions;

J. Willful violation of district policies and procedures, laws, or ~~laws and~~ regulations;

~~I.K.~~ K. Mistreatment, abuse or assault of fellow workers, students, or members of the public;

~~J.L.~~ Conflict of interest;

~~K.M.~~ Abuse of leave;

~~N. Sexual~~ Unlawful harassment, verbal abuse, physical abuse or sexual misconduct; ~~—toward staff, students, or members of the public;~~

~~N.O.~~ Manufacture, possession, distribution, sale or being under the influence of alcohol, controlled, illegal, addictive or harmful substances including anabolic steroids;

~~O.P.~~ Conduct (whether on the job or off the job) that has a substantial negative impact on performance;

~~K.Q.~~ Mental or physical inability to perform the essential job duties;

~~P.R.~~ Intemperance;

~~L.S.~~ Intentional discrimination; ~~— or harassment;~~

~~M.T.~~ Vulgar speech or actions;

~~N.U.~~ Use of habit forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington;

~~O.V.~~ Use of alcoholic beverages on district premises or at a district sponsored activity off the district premises; ~~—or~~

~~P.W.~~ Use of district supplies and equipment for personal betterment or financial gain or other improper purposes; ~~—;~~

X. Falsification or omission of material information from district records or any report or statement required of or submitted by the employee. This includes, but is not limited to, providing false information to the district (i.e., timesheets, application materials, during formal investigations);

Y. Engage in the obstruction of justice, which includes witness intimidation, retaliation, destruction of evidence, or engaging in conduct to compromise an investigation or inquiry of misconduct; or

Z. Engage in any other conduct that lacks educational value/legitimate professional purpose and harms students.

In the event that allegations or charges are made against a staff member for misconduct with minors, the superintendent may contact the Child Protective Services central registry for evidence regarding whether the staff member is an adjudicated or admitted perpetrator of child abuse or neglect. Appropriate reports will also be made to law enforcement, the Office of the Superintendent of Public Instruction, and the student's parents or guardians, as required by law.

## Abuse and Sexual Misconduct

The district will not enter into any contract that is contrary to law to suppress information about verbal or physical abuse or sexual misconduct by a present or former employee and will comply with all legal requirements regarding such misconduct.

The district, or an individual acting on behalf of the district, shall not provide a recommendation of employment for a current or former employee, contractor, or agent that the district or individual acting on behalf of district knows or has probable cause to believe has engaged in sexual misconduct with a student or minor in violation of the law. District/school employees, contractors, and agents are also prohibited from providing a recommendation of employment to a current or former employee, contractor, or agent that the employees, contractors, or agents know or has probable cause to believe engaged in sexual misconduct with a student or minor in violation of the law. This does not prohibit the routine transmission of administrative or personnel files, but does prohibit doing more than that to help the current or former employee obtain new employment.

## Suspension of Staff

The superintendent/designee is authorized to suspend a staff member immediately as deemed appropriate.

Cross 5006 - Certification Revocation

References:

5240 - Evaluation of Staff

5280 - Separation from Employment

Legal

References:

RCW 28A.400.300 Hiring and discharge of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers

RCW 28A.400.320 Crimes against children — Mandatory termination of classified employees — Appeal — Recovery of salary or compensation by district

RCW 28A.400.340 Notice of discharge to contain notice ~~or~~of right to appeal if available

RCW 28A.405.300 Adverse change in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for ~~hearings~~hearing

RCW 28A.405.310 Adverse change in contract status of certificated employee, including non-renewal of contract — Hearings — Procedure

RCW 28A.405.470 Crimes against children — Mandatory termination of certificated employees — Appeal — Recovery of salary or compensation by district



RCW 28A.410.090 Revocation or suspension of certificate or permit to teach  
— Criminal basis — Complaints — Investigation — Process

RCW 49.44.200 Personal social networking accounts – Restrictions on  
employer access - Definitions

Chapter 181-86 RCW Policies and procedures for administration of  
certification proceedings

WAC 181-87 Acts of Unprofessional Conduct

Adoption Date: 2.27.08

Revised Dates: 10.15;