



## 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.

1/22/2014 7:00 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. SCHOOL BOARD RECOGNITION

**(Information)**

SBRM 2014 Proclamation.pdf (p. 4)

### IV. REPORTS

#### 1. Capital Projects Update

**(Information)**

Presenter: Jim Brittain

Steilacoom School District Capital Facilities Report 1222014.pdf (p. 5)

#### 2. Financial

**(Information)**

Presenter: Jim Brittain

1222014 Board Mtg Financial Report.pdf (p. 6)

#### 3. Legislative

**(Information)**

Presenter: Don Denning

### V. APPROVAL OF MINUTES

**(Action)**

Minutes1.8.14.pdf (p. 14)

## VI. 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 Estimated 2014 January Payroll.pdf (p. 17)  
Approval of January 2014 Accounts Payable.pdf (p. 18)  
Approval of Classified Personnel Report .pdf (p. 44)  
Approval of Certificated Personnel Report.pdf (p. 45)

## VII. NEW BUSINESS

### 1. First Reading of 5011/6590, 5253/6591, 5402, 5409

(Action)

Presenter: Kathi Weight

Board Background First Reading of multiple policies.pdf (p. 46)

### 2. First Reading of 5014, Harassment

(Action)

Presenter: Susanne Beauchaine

First Reading of 5014 Harrassment.pdf (p. 59)

### 3. First Reading of 3110, Qualifications of Attendance

(Action)

Presenter: Susanne Beauchaine

First Reading of 3110 Qualifications of Attendance.pdf (p. 63)

## 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. EXECUTIVE SESSION

(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

## XII. RETURN TO PUBLIC MEETING

## XIII. ADJOURNMENT

(Action)

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

# The State of Washington



## Proclamation

**WHEREAS**, the mission of Washington's public school system is to assure that all students achieve at high levels and possess the knowledge and skills to be responsible citizens and enjoy productive and satisfying lives; and

**WHEREAS**, Washington's 295 locally elected school boards are the core of the public education governance system in our state; and

**WHEREAS**, the districts they lead serve more than one million students, have a combined annual budget of nearly \$10 billion, and employ more than 160,000 people; and

**WHEREAS**, school directors play a crucial role in promoting student learning and achievement by creating a vision, establishing policies and budgets, and setting clear standards of accountability for all involved; and

**WHEREAS**, school directors are directly accountable to the citizens in their districts, serving as a vital link between members of the community and their schools; and

**WHEREAS**, school directors provide a passionate voice of advocacy for public schools and the welfare of school children; and

**WHEREAS**, it is appropriate to recognize school directors as outstanding volunteers and champions for public education;

**NOW, THEREFORE**, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim January 2014 as

### *School Board Recognition Month*

in Washington, and I urge all people in our state to join me in this special observance.



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

Governor Jay Inslee

Steilacoom School District No. 1  
Board Meeting  
January 22, 2014

Capital Facilities Report

**Land**

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**North High School Property:**

Purchase and Sale agreement in Escrow

**Chambers Field:**

Boundary line adjustment being completed with Town of Steilacoom

**Building and Remodel Projects**

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**1918 Remodel:**

1. Demolition of old buildings
2. Update on 1918 building and PDC progress
3. Project on schedule
4. Community Forum – 1918/Fast pitch

**Fast Pitch Field:**

1. Dugout foundations poured and framing started
2. Score Board being put in place – completed end of February
3. Trenching for power and water completed end of February
4. Storage Shed will remain

# **STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**

**Board Meeting  
January 22, 2014**

**Financial Report**

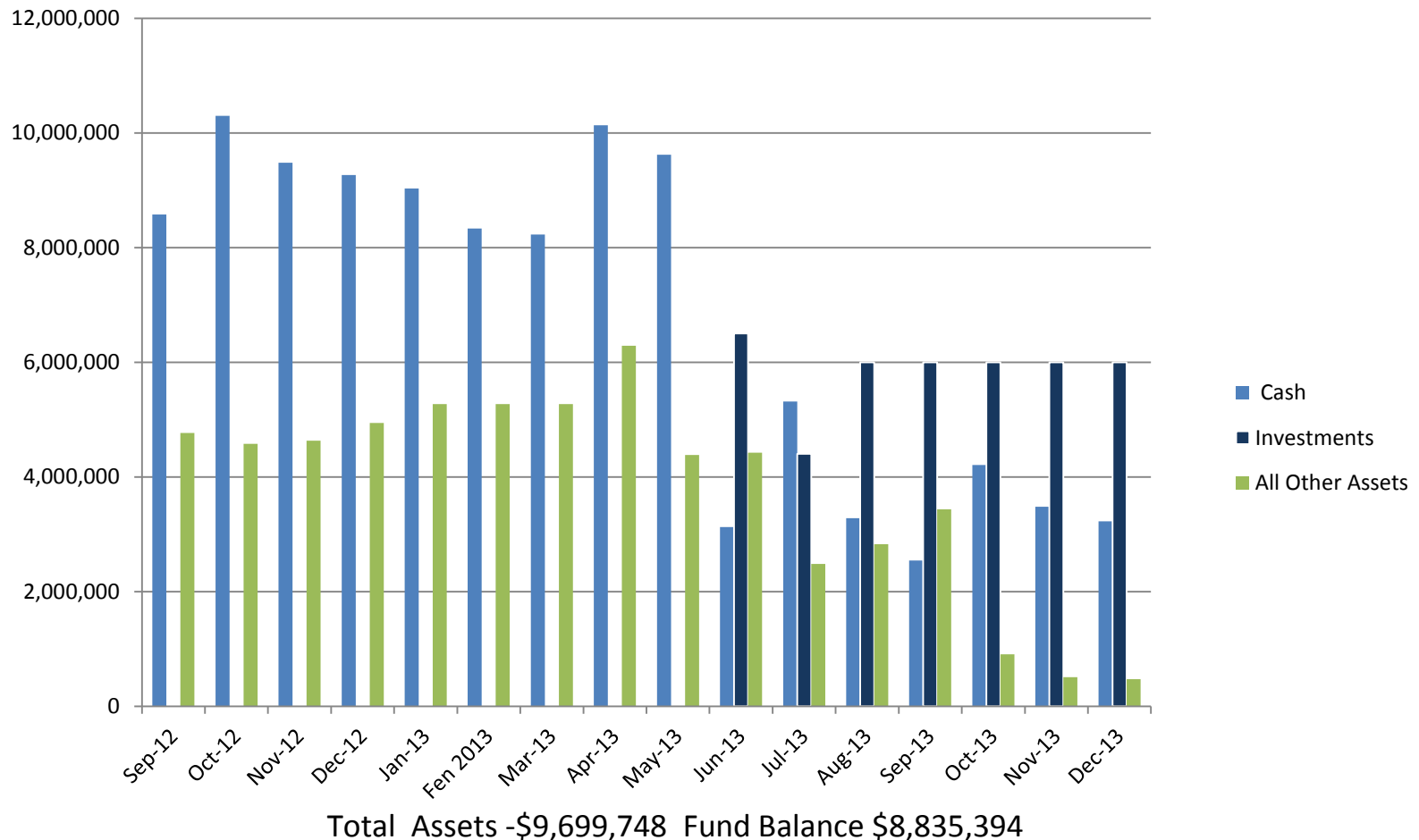
**Steilacoom Historical School District**  
**General Fund Budget Status Report**  
**December 31, 2013**

		Annual Budget	Actual December	Total for Year	Encumbrances	Balance	
<b>TOTAL BEGINNING FUND BALANCE</b>		7,702,768		7,970,171.25		Actual Beginning Fund Balance	
<b>REVENUES AND OTHER FINANCING SOURCES</b>							Percent
1000	Local Taxes	6,552,567	4,326.19	2,897,702.18		3,654,864.82	44.22%
2000	Local Non-Tax	1,024,475	60,656.88	442,256.25		582,218.75	43.17%
3000	State, General Purpose	16,199,557	1,455,521.15	5,363,778.49		10,835,778.51	33.11%
4000	State, Special Purpose	3,477,626	287,647.73	1,038,054.25		2,439,571.75	29.85%
5000	Federal, General Purpose	261,000	270,325.02	270,325.02		-9,325.02	103.57%
6000	Federal, Special Purpose	1,810,049	96,835.78	268,586.06		1,541,462.94	14.84%
7000	Revenues from Other District	-	-	-		-	0.00%
8000	Revenues from Other Agencies	20,000	-	-		20,000.00	0.00%
9000	Other Financing Sources	-	100.00	197.93		-197.93	0.00%
<b>Total Revenues &amp; Other Financing Sources</b>		<b>29,345,274</b>	<b>2,175,412.75</b>	<b>10,280,900.18</b>		<b>19,064,373.82</b>	
<b>EXPENDITURES</b>							
00	Regular Instruction	18,024,278	1,314,614.83	5,385,126.44	10,020,220.35	2,618,931.21	85.47%
20	Special Ed Instruction	3,831,895	298,533.50	1,118,601.73	2,731,329.21	-18,035.94	100.47%
30	Vocational Instruction	954,484	87,449.53	312,383.12	572,889.89	69,210.99	92.75%
50&60	Compensatory Education	884,286	67,561.37	252,490.02	460,644.70	171,151.28	80.65%
70	Other Instructional Pgms	763,162	12,860.87	53,275.92	101,381.73	608,504.35	20.27%
80	Community Services	12,000	0.00	0.00	0.00	12,000.00	0.00%
97	General Support	6,084,500	330,366.51	1,606,322.28	2,891,713.83	1,586,463.89	73.93%
98	Food Service	921,000	84,754.29	285,314.41	393,808.81	241,876.78	73.74%
99	Pupil Transportation	1,266,000	238,623.32	402,163.66	785,163.50	78,672.84	93.79%
<b>Total Expenditures</b>		<b>32,741,605</b>	<b>2,434,764.22</b>	<b>9,415,677.58</b>	<b>17,957,152.02</b>	<b>5,368,775.40</b>	<b>83.60%</b>
<b>Excess Revenues/Other Financing Sources Over (under) Expend &amp; Oth Financing Uses</b>		<b>-3,396,331</b>	<b>-259,351.47</b>	<b>865,222.60</b>			
<b>Total Ending Fund Balance</b>		<b><u>4,306,437.00</u></b>		<b><u>8,835,393.85</u></b>			
GL 840	Reserved For Inventory	18,000.00		-			
GL 870	Unreserved, Dsgntd-Oth Items	2,354,000.00		2,354,000.00			
GL 872	Comm't'd Min 6% Fund Bal Policy	1,969,771.00		1,969,771.00			
GL 890	Unreserved Undsgntd Fund Bal	-30,059.00		<b>4,511,622.85</b>			

# General Fund

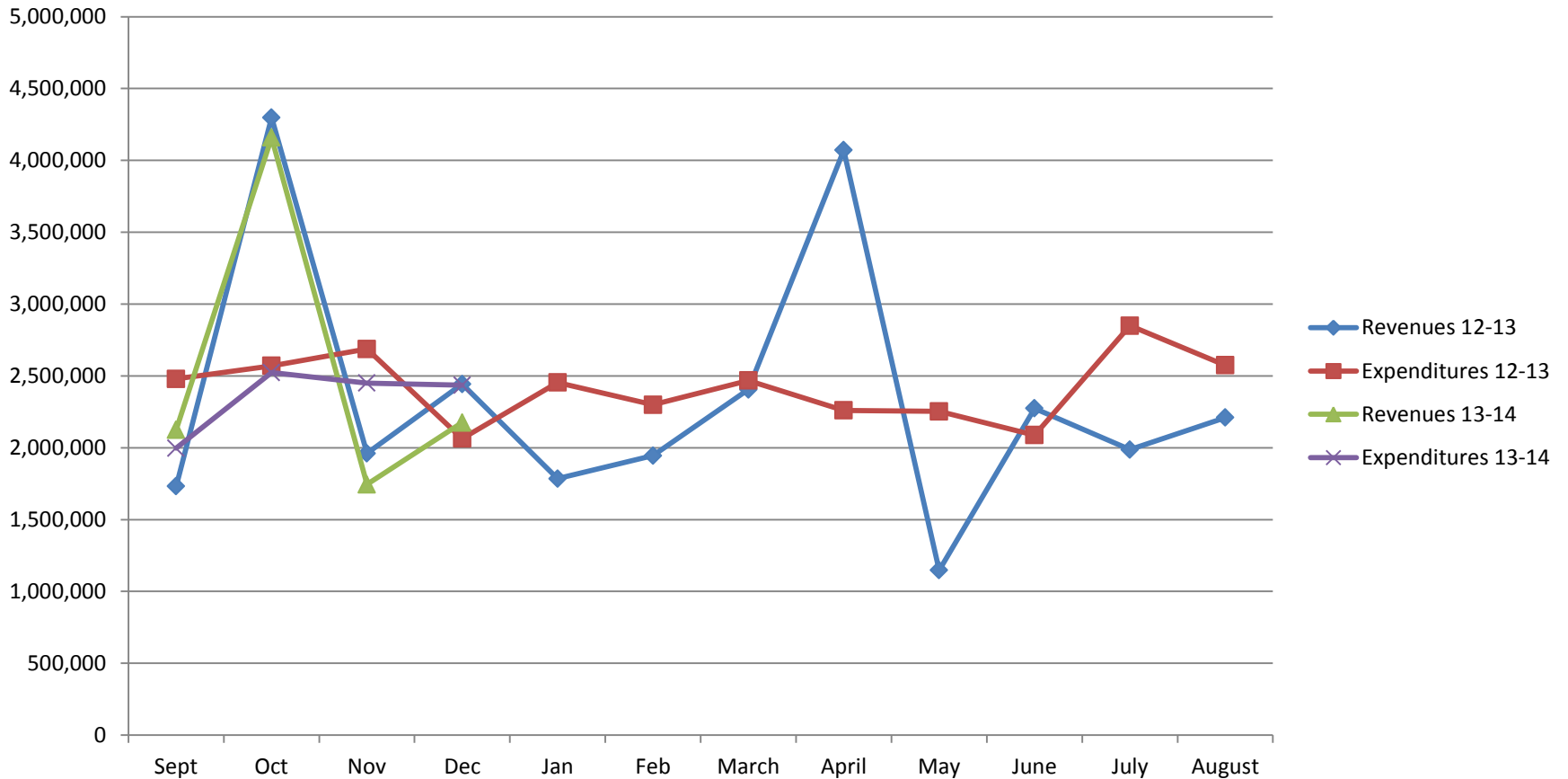
## Cash, Investments and Other Assets

### December 31, 2013





# General Fund Revenues and Expenses December 31, 2013



**Steilacoom Historical School District**  
**Capital Projects Fund Budget Status Report**  
**December 31, 2013**

		<b>Annual Budget</b>	<b>Actual For December</b>	<b>Total for Year</b>	<b>Encumbrances</b>	<b>Balance</b>
<b>TOTAL BEGINNING FUND BALANCE</b>		3,795,650		3,681,334.42	Actual Beginning Fund Balance	
<b>REVENUES AND OTHER FINANCING SOURCES</b>						
1000	Local Taxes	0		0		-
2000	Local Non-Tax	10,000	333.97	24,397.23		(14,397.23)
3000	State, General Purpose	0	0	0		-
4000	State, Special Purpose	0	0	0		-
5000	Federal, General Purpose	0	0	0		-
6000	Federal, Special Purpose	0	0	0		-
7000	Revenues from Other District	0	0	0		-
8000	Revenues from Other Agencies	0	0	0		-
9000	Other Financing Sources	2,600,000	0	0		2,600,000.00
<b>Total Revenues &amp; Other Financing Sources</b>		2,610,000	333.97	24,397.23		2,585,602.77
<b>EXPENDITURES</b>						
10	Sites	1,250,000	14,123.77	48,281.17	88,845.87	1,112,872.96
20	Buildings	3,980,000	193,301.17	370,390.74	2,028,959.55	1,580,649.71
30	Equipment	120,000	-	603.01	8,021.21	111,375.78
40	Energy	100,000	-	0	-	100,000.00
50	Sales & Lease Expenditures	-	169.51	169.51	-	(169.51)
60	Bond Issuance Expenditures	-	-	-	-	-
90	Debt	-	-	-	-	-
<b>Total Expenditures</b>		5,450,000	207,594.45	419,444.43	2,125,826.63	2,904,728.94
<b>Excess Revenues/Other Financing Sources Over (under) Expend. &amp; Oth Financing Uses</b>		-2,840,000	(207,260.48)	(395,047.20)		
<b>Total Ending Fund Balance</b>		955,650.00		3,286,287.22		
GL 861	Reserve, Bond Proceeds	-	-	-		
GL 863	Reserve of State Proceeds	-	-	-		
GL 865	Reserve, Other Items	-	-	-		
GL 866	Reserve, Impact Fees	-	-	-		
GL 889	Assigned to Special Purposes	955,650.00		3,493,288.81		

# Steilacoom Historical School District

## Debt Service Fund Budget Status Report

December 31, 2013

		Annual Budget	Actual For December	Total for Year	Balance
<b>TOTAL BEGINNING FUND BALANCE</b>		\$ 2,105,589		2,451,887.16	Actual Beginning Fund Balance
<b>REVENUES AND OTHER FINANCING SOURCES</b>					
1000	Local Taxes	6,065,737	4,237.99	2,642,696.85	3,423,040.15
2000	Local Non-Tax	20,000	89.06	757.93	19,242.07
3000	State, General Purpose	-	-	-	-
5000	Federal, General Purpose	-	-	-	-
6000	Federal, Special Purpose	-	-	-	-
9000	Other Financing Sources	-	-	-	-
<b>Total Revenues &amp; Other Financing Sources</b>		6,085,737	4,327.05	2,643,454.78	3,442,282.22
<b>EXPENDITURES</b>					
	Matured Bond Expenditures	2,940,000	-	-	2,940,000.00
	Interest on Bonds	2,575,148	-	-	2,575,148.00
	Interfund Loan Interest		-	-	-
	Bond Transfer Fees	10,000	-	-	10,000.00
	Arbitrage Rebate	-	-		-
	Underwriter's fees	-	-	-	-
<b>Total Expenditures</b>		5,525,148	-	-	5,525,148.00
<b>Excess Revenues/Other Financing Sources Over (under) Expend. &amp; Oth Financing Uses</b>		560,589	4,327.05	2,643,454.78	
<b>Total Ending Fund Balance</b>		\$ 2,666,178		5,095,341.94	
<b>Ending Fund Balance Accounts</b>					
GL 830	Reserved For Debt Service	<u>2,666,178.00</u>		<u>5,095,341.94</u>	

# Steilacoom Historical School District

## ASB Fund Budget Status Report

December 31, 2013

		Annual Budget	Actual For October	Total for Year	Encumbrances	Balance
TOTAL BEGINNING FUND BALANCE		\$ 160,478		\$ 188,302.67		
REVENUES AND OTHER FINANCING SOURCES						
1000	General Student Body	156,500	4,782.49	50,258.82		106,241.18
2000	Athletics	281,400	4,949.75	34,748.02		246,651.98
3000	Classes	42,326	776.75	6,923.75		35,402.25
4000	Clubs	406,883	13,728.22	108,108.38		298,774.62
6000	Private Moneys	10,600	-	-		10,600.00
Total Revenues & Other Financing Sources		897,709	24,237.21	200,038.97		697,670.03
EXPENDITURES						
1000	General Student Body	145,700	2,364.21	4,560.74	2,311.12	138,828.14
2000	Athletics	266,615	12,365.22	48,533.75	7,148.47	210,932.78
3000	Classes	38,110	829.96	2,600.91	536.06	34,973.03
4000	Clubs	390,415	10,393.06	76,111.65	16,886.53	297,416.82
6000	Private Moneys	10,600	-	-	-	10,600.00
Total Expenditures		851,440	25,952.45	131,807.05	26,882.18	692,750.77
Excess Revenues/Other Financing Sources Over (under) Expend. & Oth Financing Use		46,269	(1,715.24)	68,231.92		
Total Ending Fund Balance		206,747		256,534.59	Encumbrances not subtracted	
		Fund Balance By School				
				ASB Building Fund Balance November Balance	ASB Building Fund Balance December Balance	
		School Building				
		Steilacoom High School		153,940.56	157,046.06	
		Pioneer Middle School		59,288.85	59,079.67	
		Anderson Island K-5		114.41	114.41	
		Chloe Clark K-3		6,113.18	6,002.85	
		Cherrydale K-3		3,707.05	3,499.85	
		Saltar's Point 4 -5		4,990.15	3,909.57	
		Total		228,154.20	229,652.41	

# QUESTIONS



## Regular Meeting Minutes

1/8/2014

Steilacoom High School

54 Sentinel Drive

Steilacoom, WA

### I. CALL TO ORDER

Chair Scott called the meeting to order at 7:02 pm.

The Pledge of Allegiance was led by Director Pierce.

All Directors and Superintendent present.

The Board Chair recognized Antoinette Daniels, JBLM Education Liaison.

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

### II. COMMENTS FROM THE AUDIENCE

- Gary Yoho, Chloe Clark Principal, spoke in support of Superintendent Weight and encouraged the Board to consider her as the continuing superintendent. He spoke positively regarding her leadership in both curriculum/instruction and forging relationships.
- Nancy McClure, Cherrydale Principal, spoke regarding Superintendent Weight and her ability to provide trust and focus this year while staff are adjusting to major mandated changes. Due to her stable leadership the Administrative Team supports Kathi staying on as superintendent.
- Tanya Rontos, SEA President, spoke in support of Kathi Weight continuing in the superintendent role due in part to her effective collaborative problem solving role work in working on labor relations.

### III. PRESENTATION - Common Core State Standards Implementation Plan

Director of Teaching and Learning Wright showed a short video explaining the reasoning behind Common Core State Standards and presented on the district's progress and implementation plan.

#### **IV. REPORTS - Capital Facilities Update**

Executive Director Brittain reported on the District Administrative Offices remodel and fast pitch field progress.

#### **V. APPROVAL OF MINUTES**

Director Wong made a motion to approve the minutes of the December 11, 2013 meeting.

Director Denning seconded the motion and the motion passed (5/0).

#### **VI. CONSENT AGENDA**

Director Denning made a motion to approve the Consent Agenda which included accounts payable, payroll, attached personnel reports and Pioneer Middle and Steilacoom High Jazz Band field trip.

Director Pierce seconded the motion and the motion passed (5/0).

#### **VII. OLD BUSINESS**

##### **a. Purchase & Sale of HS North Property Parcel**

Director Denning made a motion to approve Resolution 811-01-08-14, authorizing the purchase and sale of a portion of the HS North property. Director Wong seconded the motion and the motion passed (5/0).

##### **b. School Board Meeting Schedule**

Superintendent Weight advised the Board that the April 9 meeting is during the Spring Break and to review schedules to ensure a quorum will be present or to reschedule the meeting.

#### **VIII. NEW BUSINESS**

##### **a. Superintendent Status**

Superintendent Weight communicated with the Board her thoughts and plans as she finishes her sixth month serving as interim superintendent. She stated she recently start a superintendent credential program through Seattle Pacific University last weekend; a two year program that she will finish spring 2015. She thanked the Board for giving her opportunity to service and is committed to the team, the district and the position. She is interested in continuing in the position.

**Put on January 22 agenda – put what on the agenda?**

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

- Antoinette Daniels commented on the impact that Common Core State Standards has on the military families that move nationally and internationally. Military families are excited for this change.

#### **X. BOARD COMMUNICATION**

- Director Denning received/sent emails regarding the Voter Pamphlet “Against Statement” regarding the upcoming M & O Levy election.

## **XI. ANNOUNCEMENTS**

- SHS Boys Basketball game Friday night will celebrate Coach Wusterbarth reaching the 500 win mark on December 30
- SHS Duel Wrestling meet this weekend
- SHS Boys Swim and Dive Team is undefeated

## **XII. ADJOURNMENT**

Director Forbes made a motion to adjourn the meeting at 8:17 pm; Director Denning seconded the motion and the motion passed (5/0).

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

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

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



# PAYROLL HEADER PAGE

Steilacoom Historical School District No. 1

GENERAL FUND

ESTIMATE for the January 31, 2014 paydate

WE, THE UNDERSIGNED BOARD OF DIRECTORS OF THE STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1, PIERCE COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT SERVICES HAVE BEEN RECEIVED AND PERFORMED AND HAVE BEEN APPROVED FOR PAYMENT IN THE AMOUNT OF \$1,856,350.00.

## PAYROLL

Gross Pay	\$ 1,355,000.00
Benefits	\$ 501,350.00
Total Payroll Adjustment	\$ -

PAYROLL TOTAL \$ 1,856,350.00

DATED: January 22, 2014

\_\_\_\_\_  
Secretary to the Board

\_\_\_\_\_  
Board Chairperson

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

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

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

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

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 January 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,474.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200139 through 200141, totaling \$2,474.50

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
200139	GREENEGASAWAY	01/08/2014	DECEMBER	Administrative Center Relocation Construction Management Services	2001213039	1,984.50	1,984.50
200140	PIERCE COUNTY ASSESSOR	01/08/2014	BOUNDARY ADJUSTMENT	BOUNDARY LINE ADJUSTMENT FOR THE CHAMBERS FOOTBALL/BUS BARN PROPERT	0	90.00	90.00
200141	TOWN OF STEILACOOM	01/08/2014	BOUNDRY ADJ	BOUNDARY LINE ADJUSTMENT TO CHAMBERS FOOTBALL/BUS BARN PROPERTY.	0	400.00	400.00
3	Computer	Check(s) For a Total of					2,474.50

	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	2,474.50
Total For	3	Manual, Wire Tran, ACH & Computer Checks		2,474.50
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,474.50

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 January 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,647.64. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401553 through 401569, totaling \$7,647.64

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
401553	BADGE-A-MINIT	01/10/2014	B6279	1000 ASB Badge-A- Mint	4061314127	192.95	192.95
401554	BOUND TO STAY BOUND	01/10/2014	837880	LIBRARY BOOKS	4021314005	879.09	879.09
401555	CALATA, ERIN	01/10/2014	9	4004 Choir Erin Calata Voice Lessons	4061314133	220.00	220.00
401556	CASCADE BAGEL & DELI, INC	01/10/2014	127785	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	68.60
			127803	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
401557	CENTRALIA HIGH SCHOOL	01/10/2014	TIGER CLASSIC TOURN	2016 Wrestling Centralia High School 2013 Centralia Tiger Classic	4061314136	250.00	250.00
401558	COSTCO	01/10/2014	257383411	4012 Student Store Costco Open PO for school year	4061314120	700.43	700.43
401559	EK BEVERAGES	01/10/2014	375852	4012 Student Store EK Beverage	4061314123	519.75	519.75
401560	KNOWBUDDY	01/10/2014	aru0140196	S.P. KnowBuddy -	4041314002	281.50	281.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401561	NORTHWEST CASCADE INC	01/10/2014	1-826047	DO NOT FAX, FOR INVOICE PURPOSE ONLY 2000 Athletic Department Northwest Cascade { Honey Bucket } Open PO for the School Year not to exceed \$1000.00	4061314033	124.50	124.50
401562	PACIFIC WELDING	01/10/2014	01182717	4012 Student Store Pacific Welding Supplies Open PO not to exceed \$1000.00 For 2013-14 School Year	4061314004	10.67	10.67
401563	PIERCE CO SOCCER REFEREE ASSN	01/10/2014	SHS1213	2000 Athletics Pierce County Soccer Referees	4061314132	1,934.33	1,934.33
401564	RAINIER APPAREL	01/10/2014	L2013463	4021 Book Club Rainier Apparel Book Club T-Shirts	4061314129	243.20	243.20
401565	SPECIALTY FROZEN DISTRIBUTING	01/10/2014	619005	4012 Student Store Specialty Frozen Distributing 2710 Hartford Rd. Lake Stevens, WA 98258 425-609-3664 425-397-7058 (FAX) ***** New Address **** ***** OPEN PO Not to exceed \$1,000 *****	4061314059	280.00	280.00
401566	STEILACOOM H.S. BOOSTER CLUB	01/10/2014	005	1005 Gate Receipts Steilacoom Booster Club Agreement for Gate Sales	4061314135	400.00	400.00
401567	TEXAS MARKER	01/10/2014	4890	1000 ASB General Texas Marker Markers for Leadership	4061314100	193.98	193.98
401568	TRUWEST	01/10/2014	0171958-IN	2012 Boys Swim	4061314112	1,273.64	1,273.64

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				and Dive Team			
				Tru West Boys			
				Swim and Dive			
				Suits			
401569	YELM COMMUNITY SCHOOLS	01/10/2014	01-ASB-13	JUMP ON IT	0	75.00	75.00
				TOURNAMENT			
				17 Computer	Check(s) For a Total of		7,647.64

	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
	17	Computer	Checks For a Total of	7,647.64
Total For	17	Manual, Wire Tran, ACH & Computer Checks		7,647.64
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	7,647.64

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 January 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$137,409.35. The payments are further identified in this document.

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

Warrant Numbers 113806 through 113835, totaling \$137,409.35

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
113806	ANDERSON'S	01/10/2014	8187409	student medals for Pride Ceremony	2371314038	245.34	245.34
113807	ANDERSON ISLAND GENERAL STORE	01/10/2014	9832218	FUEL FOR BUS AND CAR ON ANDERSON ISLAND-DO NOT FAX	81314128	668.03	668.03
113808	BATTERIES PLUS	01/10/2014	245-103694-01	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314005	987.69	987.69
113809	CAREER STAFF UNLMTD- SEATTLE	01/10/2014	28427 -195748	Open PO for Career Staff Unlimited. One OT position, 7.5 hrs. per day, for student contract days only.	91314008	4,677.00	9,247.00
			28427 -196429	Open PO for Career Staff Unlimited. One OT position, 7.5 hrs. per day, for student contract days only.	91314008	4,570.00	
113810	CENTURYLINK	01/10/2014	206-225-0055 467B	DISTRICT WIDE PHONE SERVICES FOR THE 13/14 SY. DO NOT FAX	81314016	2,694.66	2,694.66
113811	CITY OF DUPONT	01/10/2014	000419-000	Open PO for water in Dupont- DO NOT FAX	81314112	750.30	6,052.65
			000420-000	Open PO for water in Dupont- DO NOT FAX	81314112	171.00	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			000421-000	Open PO for water in Dupont- DO NOT FAX	81314112	639.90	
			000422-000	Open PO for water in Dupont- DO NOT FAX	81314112	46.30	
			001586-016	Open PO for water in Dupont- DO NOT FAX	81314112	1,014.80	
			103176-000	Open PO for water in Dupont- DO NOT FAX	81314112	2,858.45	
			103176-001	Open PO for water in Dupont- DO NOT FAX	81314112	46.30	
			103176-002	Open PO for water in Dupont- DO NOT FAX	81314112	262.80	
			103176-003	Open PO for water in Dupont- DO NOT FAX	81314112	262.80	
113812	COASTWIDE, LABORATORIES	01/10/2014	T2614597-2	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	16.34	525.65
			T2614849	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	509.31	
113813	CTS	01/10/2014	2013120212	OPEN PO FOR TELECOMMUNICATIONS SERVICES FOR THE 13-14 SY - DO NOT FAX	81314074	26.00	26.00
113814	FAIRFAX HOSPITAL	01/10/2014	1407	Open PO for Fairfax Hospital / Norhtwest School of Innovative Learning	91314011	17,100.00	17,100.00
113815	GENERAL ELECTRIC CAPITAL CORP	01/10/2014	59980104	Open PO for copier at Chloe Clark, Anderson Island and Maintenance - Do Not Fax	81314118	261.12	336.61
			59984839	MAINTENANCE DEPT. COPIER LEASE KYOCERA FS3140	81314015	75.49	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113816	GRAINGER	01/10/2014	9317006774	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314017	35.95	129.50
			9318235331	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314017	93.55	
113817	HAROLD LEMAY ENTERPRISES	01/10/2014	4639605	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	954.18	3,734.07
			4640203	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	429.47	
			4640289	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	306.14	
			4640299	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	780.58	
			4640350	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	423.61	
			4640485	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	800.24	
			4641339	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	39.85	
113818	KING COUNTY DIRECTORS ASSN	01/10/2014	3748629	Nierman/8th Grade supplies cart #658012	2371314035	211.63	575.94
			3749995	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314025	61.65	
			3753870	laminating film cart #660646	2371314037	124.92	
			3755437	SHS KCDA FOR ART/BADER PLEASE SEE CART#663151	141314032	163.32	
			3756439	SHS KCDA FOR ART/BADER PLEASE SEE CART#663151	141314032	14.42	
113819	KONE, INC	01/10/2014	221334118	OPEN PURCHASE ORDER 2013-2014	101314026	483.89	483.89

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113820	LAKEWOOD COUNTER TOPS	01/10/2014	29417	FOR ELEVATOR SERVICE CONSTRUCTION & INSTALLATION OF STORAGE UNITS FOR SHS HOME EC CLASSROOM PER PROPOSAL DATED 9/20/13	101314075	4,489.78	4,489.78
113821	LEMAY MOBILE SHREDDING	01/10/2014	4369421	CONFIDENTIAL SHREDDING FOR THE SCHOOL DISTRICT FOR THE 13/14 SY. DO NOT FAX PO.	81314023	50.00	50.00
113822	LINGUISYSTEMS	01/10/2014	2771816	SPED Supplies Dodd	2371314012	141.80	141.80
113823	MARK'S PLUMBING PARTS	01/10/2014	1274821	OPEN PURCHASE ORDER FOR 2013-2014 FOR PLUMBING SUPPLIES	101314094	90.50	90.50
113824	MCGANN, MELISSA MICHELLE	01/10/2014	REIMBURSEMENT	12/15/13 TARGET - HOOKS FOR NAMETAGS IN OFFICE	0	6.99	16.19
			REIMBURSEMENT USPS	12/19/13 USPS - STAMPS	0	9.20	
113825	MECHANICAL SALES	01/10/2014	662563	OPEN PURCHASE ORDER 2013-2014 FOR ANNUAL MAINTENANCE ON SHS BOILERS	101314033	286.40	286.40
113826	MEDCO	01/10/2014	41762999	SHS MEDCO FOR SPORTS MED. PLEASE SEE ATTACHED QUOTE #100366754 FOR THE ORDER.	141314031	524.70	531.96
			41763696	SHS MEDCO FOR SPORTS MED. PLEASE SEE ATTACHED QUOTE #100366754 FOR THE ORDER.	141314031	7.26	
113827	MVP PHYSICAL THERAPY, INC	01/10/2014	840	SHS MVP PHYSICAL THERAPY OPEN PO DO NOT EXCEED \$25000.00	141314022	2,462.50	2,462.50
113828	PIERCE COUNTY REFUSE	01/10/2014	4634707	OPEN PO FOR GARBAGE AND RECYCLING	81314049	153.46	1,045.69

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			4636345	OPEN PO FOR GARBAGE AND RECYCLING	81314049	892.23	
113829	PIERCE CO BUDGET AND FINANCE	01/10/2014	AR154284	Open PO for Pierce County Budget and Finance / Birth to Three Program.	91314012	37,996.37	37,996.37
113830	POLAR BEAR MECHANICAL	01/10/2014	4072-GMM	OPEN PURCHASE ORDER FOR REFRIGERATION FOR 2013-2014	101314080	166.68	500.05
			4142-VNA	OPEN PURCHASE ORDER FOR REFRIGERATION FOR 2013-2014	101314080	333.37	
113831	PUGET SOUND ENERGY	01/10/2014	200002143960	OPEN PO FOR GAS AND ELECTRICITY	81314045	11,249.61	23,363.31
			200023874882	OPEN PO FOR GAS AND ELECTRICITY	81314045	12,113.70	
113832	TANNER ELECTRIC	01/10/2014	72131000	ELECTRIC CHARGES FOR ANDERSON ISLAND FOR THE 13/14 SY - DO NOT FAX	81314051	836.86	836.86
113833	TOTALFUNDS BY HASLER	01/10/2014	7900 0110 0202 8325	Postage for Hasler	81314123	64.98	64.98
113834	TRUSTEED PLANS SERVICE CORP	01/10/2014	0074030-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81314047	8,575.27	22,113.92
			0074137-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81314047	11,980.60	
			45900 -001	OPEN PO TRUSTEED PLANS SERVICE CORPS	81314047	1,558.05	
113835	WELLS FARGO FINAN LEASING INC	01/10/2014	5000765463	Open PO for Cherrydaile - copiers - DO NOT FAX	81314115	612.01	612.01
30	Computer	Check(s) For a Total of					137,409.35

	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
	30	Computer	Checks For a Total of	137,409.35
Total For	30	Manual, Wire Tran, ACH & Computer	Checks	137,409.35
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	137,409.35

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 January 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$255,783.24. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 113836 through 113881, totaling \$255,783.24

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
113836	ANDERSON-GONZALEZ, BARBIE L	01/17/2014	MILEAGE DEC	MILEAGE REIMBURSEMENT FOR DEC	0	16.10	16.10
113837	BANK OF AMERICA	01/17/2014	13120078205	OPEN PO FOR SERVICE FEES - DO NOT FAX	81314057	111.46	111.46
113838	BUILDING CONTROL SYSTEMS INC	01/17/2014	8378	OPEN PURCHASE ORDER 2013-2014 FOR ENERGY MANAGEMENT SYSTEMS	101314008	574.35	1,714.45
			8379	OPEN PURCHASE ORDER 2013-2014 FOR ENERGY MANAGEMENT SYSTEMS	101314008	565.75	
			8387	OPEN PURCHASE ORDER 2013-2014 FOR ENERGY MANAGEMENT SYSTEMS	101314008	574.35	
113839	BURNS, BARBARA JANE	01/17/2014	MILEAGE DEC	MILEAGE REIMBURSEMENT DEC	0	98.88	98.88
113840	CAROLINA BIOG SERVICE	01/17/2014	48608709 RI	Carolina Biological - * Understanding Weather and Climate Upgrade Kits (x2) * Understanding Weather and Climate student guides (x32)	271314005	2,176.00	2,176.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				These items are carryover from PO number 0181112905. The items were never received.			
113841	CAROLINA BIOLOGICAL SUPPLY	01/17/2014	48577903 RI	AP Biology Carolina Biology P.O. Box 6010 Burlington, NC 27216 1-800-334-5551 *** Open P.O. Not to exceed \$1,000***	4311314033	427.16	427.16
113842	CENTURYLINK	01/17/2014	300493944	DISTRICT WIDE PHONE SERVICES FOR THE 13/14 SY. DO NOT FAX	81314016	317.31	317.31
113843	CHEVRON & TEXACO CARD SERVICES	01/17/2014	40205286	OPEN PO FOR FUEL, DO NOT FAX	81314035	12,081.39	12,081.39
113844	COASTWIDE, LABORATORIES	01/17/2014	T2612740	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	45.34	6,953.35
			T2614597-3	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	23.46	
			T2620562	Chariot 20" scrubber for Chloe Clark Custodial	101314097	6,884.55	
113845	CONSOLIDATED ELECTRICAL DIST	01/17/2014	8541-750480	OPEN PURCHASE ORDER 2013-2014 FOR ELECTRICAL SUPPLIES	101314012	388.73	1,810.46
			8541-750841	OPEN PURCHASE ORDER 2013-2014 FOR ELECTRICAL SUPPLIES	101314012	471.40	
			8541-751744	OPEN PURCHASE ORDER 2013-2014 FOR ELECTRICAL SUPPLIES	101314012	464.06	
			8541-755455	OPEN PURCHASE ORDER 2013-2014 FOR ELECTRICAL SUPPLIES	101314012	339.46	
			8541-755781	OPEN PURCHASE	101314012	38.37	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ORDER 2013-2014 FOR ELECTRICAL SUPPLIES			
			8541-75579	OPEN PURCHASE	101314012	4.69	
				ORDER 2013-2014 FOR ELECTRICAL SUPPLIES			
			8547-751902	OPEN PURCHASE	101314012	103.75	
				ORDER 2013-2014 FOR ELECTRICAL SUPPLIES			
113846	CULLIGAN	01/17/2014	201401380587	OPEN PURCHASE	101314015	49.60	54.93
				ORDER 2013-2014 FOR WATER			
			201401400885	OPEN PURCHASE	81314101	5.33	
				ORDER 2013-2014 FOR WATER			
113847	DEPARTMENT OF ENTERPRISE SERV	01/17/2014	8415869	LOCAL GOVERNMENT SELF-INSURANCE	81314133	700.00	700.00
113848	ENVIRONMENTAL CHEMICAL ENT INC	01/17/2014	E234G	ACRYLIC CONCRETE PATCH	101314084	2,216.58	3,081.49
			E234H	one case, 24 containers of emergency roof and gutter patch.	101314098	864.91	
113849	EPD GROUP INC	01/17/2014	9896	PROVIDE & INSTALL PULLEY FOR WRESTLING LIGHT PER PROPOSAL DATED 11/18/2013	101314090	2,019.52	2,019.52
113850	ESD 113	01/17/2014	0000024004	Services provided by CRISC for the 13/14 fiscal year - September 2013-May 2014	81314080	11,569.76	11,569.76
113851	FENCE SPECIALISTS	01/17/2014	0021103	OPEN PURCHASE ORDER FOR 2013-2014 FOR FENCING SUPPLIES	101314095	813.68	813.68
113852	FIRST STUDENT INC	01/17/2014	10899544	OPEN PO FOR BUS CHARGES - DO NOT FAX	81314062	103,789.21	103,452.32
			10899544-1	OPEN PO FOR BUS CHARGES - DO NOT FAX	81314062	-336.89	
113853	GENERAL ELECTRIC CAPITAL CORP	01/17/2014	60067415	Open PO for copier District Office - Do Not Fax	81314102	529.50	529.50
113854	HORIZON	01/17/2014	3N038937	OPEN PURCHASE	101314022	415.21	415.21



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113855	KING COUNTY DIRECTORS ASSN	01/17/2014	375271	ORDER 2013-2014 FOR SUPPLIES S.P. KCDA supply order	1271314015	358.22	603.31
			3755438	KCDA for Kris Harper Cart number 663201	4311314051	221.52	
			3755517	S.P. KCDA supply order	1271314015	23.57	
113856	LAKEWOOD HARDWARE & PAINT	01/17/2014	373305	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314027	10.62	10.62
113857	LEADER SERVICES	01/17/2014	WA07399	Open PO for Leader Services/ Medicaid Reimbursement	91314033	61.60	61.60
113858	LOWES	01/17/2014	9900 195933 9	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314031	1,383.95	1,383.95
113859	MASSEY'S PIANO TUNING	01/17/2014	286735	PIANO TUNING FOR 2 PIANOS AT STEILACOOM HIGH SCHOOL	101314083	120.00	120.00
113860	NORTHWEST TEXTBOOK DEPOSITORY	01/17/2014	114-202-203	3RD GRADE READING TEACHER THEME GUIDES	1621314033	97.43	97.43
113861	OFFICE DEPOT	01/17/2014	688989071001	desk calendars for staff order #688989071-001	2371314040	83.56	83.56
113862	OLSON, JOHN	01/17/2014	13-14 19	LEGAL SERVICES	81314134	667.33	667.33
113863	PIERCE COUNTY SEWER	01/17/2014	00858625	OPEN PO FOR SEWER CHARGES-DO NOT FAX	81314066	546.42	719.91
			01354221	OPEN PO FOR SEWER CHARGES-DO NOT FAX	81314066	173.49	
113864	PRINT SHOP OF LAKEWOOD, INC	01/17/2014	3340	SHS OPEN PO DO NOT EXCEED \$500.00 FOR PRINT SHOP OF LAKEWOOD	141314034	106.34	106.34
113865	PROJECT LEAD THE WAY	01/17/2014	PF026940	SHS PROJECT LEAD THE WAY FOR PIO. PTE PARTICIPATION.	141314030	750.00	750.00
113866	RSD	01/17/2014	26141204-00	OPEN PURCHASE ORDER FOR PARTS 2013-2014	101314099	990.73	1,315.71
			26141659-00	OPEN PURCHASE ORDER FOR PARTS 2013-2014	101314099	324.98	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113867	SHIFFLER EQUIP SALES	01/17/2014	1331708500	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314043	64.34	64.34
113868	SHUCKHART, MAUREEN	01/17/2014	Mileage DEC.	MILEAGE REIMBURSEMENT DEC.	0	42.38	42.38
113869	SIEMENS INDUSTRY, INC.	01/17/2014	5443086238	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314044	220.17	220.17
113870	SODEXO INC & AFFILIATES	01/17/2014	1000731453	OPEN PO FOR FOOD SERVICE - DO NOT FAX	81314061	67,112.69	68,406.94
			262017	OPEN PO FOR COURIER SERVICES - DO NOT FAX	81314108	701.38	
			262018	OPEN PO FOR COURIER SERVICES - DO NOT FAX	81314108	592.87	
113871	SPEEDY GLASS	01/17/2014	9185-1220935	OPEN PURCHASE ORDER 2013-2014 FOR VEHICLE GLASS REPAIRS	101314047	217.90	217.90
113872	STEILACOOM SCHOOL DISTRICT	01/17/2014	REVTRAK NOV. 2013	REV TRAK FEES TO BE REIMBURSED BACK	81314052	840.20	840.20
113873	TACOMA PIERCE CTY HEALTH DEPT	01/17/2014	IN0140465	Permit Renewal	81314132	320.00	3,190.00
			IN0140488	Permit Renewal	81314132	470.00	
			IN0140596	Permit Renewal	81314132	470.00	
			IN0140610	Permit Renewal	81314132	705.00	
			IN0140827	Permit Renewal	81314132	470.00	
			IN0141507	Permit Renewal	81314132	755.00	
113874	TACOMA SCREW PRODUCTS	01/17/2014	30456440	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314049	94.40	163.29
			30464186	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314049	68.89	
113875	TED BROWN MUSIC CO	01/17/2014	1084948	Ted Brown Music For Bruce Folmer Open P.O. for Repairs & Supplies Not to exceed \$700.00	4311314023	40.30	2,172.51
			1084950	Ted Brown for Band Attention : Jeffery Polleggrini	4311314052	2,132.21	
113876	TRANE COMMERCIAL SYSTEMS	01/17/2014	8659286R1	OPEN PURCHASE ORDER 2013-2014 FOR HVAC SUPPLIES	101314056	460.55	460.55

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
113877	TRUSTEED PLANS SERVICE CORP	01/17/2014	0074234-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81314047	4,520.68	4,520.68
113878	ULINE	01/17/2014	55920737	velcro dots for teachers	1461314028	91.83	91.83
113879	WA SCHOOL FOR THE BLIND	01/17/2014	QT12014-5	Open PO for WA School for the Blind. Itinerant teacher and Orientation and Mobility Instructor for vision impaired student.	91314018	20,115.00	20,115.00
113880	WASHINGTON LIBRARY MEDIA ASSOC	01/17/2014	02734	Washington Library Media Association Registration for WLMA State Library Conference for Teri Litt October 17th- 19th	4311314022	250.00	250.00
113881	WELLS FARGO FINAN LEASING INC	01/17/2014	5000795543	Open PO for copiers - Chloe Clark, Maintenance, and Saltar's Point.	81314116	764.72	764.72
46	Computer			Check(s) For a Total of		255,783.24	

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	46	Computer	Checks For a Total of	255,783.24
Total For	46	Manual, Wire Tran, ACH & Computer	Checks	255,783.24
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	255,783.24

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 January 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,009.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 113882 through 113882, totaling \$2,009.00

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
113882	STEILACOOM SCHOOL DISTRICT	01/17/2014	IMPREST REIMB	REIMB OF IMPREST ACCOUNT 4968-4976	0	2,009.00	2,009.00

1	Computer	Check(s) For a Total of	2,009.00
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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	2,009.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	2,009.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,009.00

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 January 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,042.04. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401570 through 401578, totaling \$2,042.04

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
401570	CALATA, ERIN	01/17/2014	5	Choir Voice Lessons	4051314023	220.00	220.00
401571	CASCADE BAGEL & DELI, INC	01/17/2014	127836	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	29.38	132.28
			127875	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
			127876	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
			127918	4012 Student Store Cascade Bagel OPEN PO not to exceed \$3000.00 for 2013-14 School Year	4061314009	34.30	
401572	CHOI, KATHRYN	01/17/2014	KEY CLUB SUPPLIES	REIMB FOR KEY CLUB SUPPLIES. WRAPPING PAPER,	0	32.88	32.88

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
401573	CLASS ACT PORTRAITS	01/17/2014	family portrait nigh	BLACK FABRIC AND CARDSTOCK FROM MICHAELS FOR INVOICING PURPOSES ONLY CLASS ACT PORTRAITS INVOICE: Family Portrait Night	4031314008	139.30	139.30
401574	COSTCO	01/17/2014	257465592	4012 Student Store Costco Open PO for school year	4061314120	330.94	330.94
401575	HALFON CANDY COMPANY	01/17/2014	535841	4012 Student Store Halfon Open PO for 2013-14 not to exceed \$3000.00	4061314006	387.77	387.77
401576	INK INC	01/17/2014	30914	2013 Girls Tennis Ink Inc.	4061314134	207.86	207.86
401577	LIM, MI	01/17/2014	KEY CLUB REIMB	ITEMS FROM JOANNS AND WALMART FOR KEY CLUB	0	54.95	54.95
401578	RAINIER APPAREL	01/17/2014	L2013348	3017 Class of 2017 Rainier Apparel Inc 8903 70th Ave Street Ct SW Lakewood, WA 98498 Class T-Shirts	4061314061	536.06	536.06
9	Computer			Check(s) For a Total of		2,042.04	



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	2,042.04
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	2,042.04
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,042.04

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 January 22, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$239,161.63. The payments are further identified in this document.

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

Warrant Numbers 200142 through 200142, totaling \$239,161.63

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

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

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200142	JONES AND ROBERTS CO.	01/17/2014	DEC WORK	Construction of the New Administration Center for the Steilacoom Historical School District	2001314016	239,161.63	239,161.63
1	Computer			Check(s) For a Total of			239,161.63

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	239,161.63
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	239,161.63
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	239,161.63

Steilacoom Historical School District No. 1  
Classified Personnel Report

<b>Personnel Report 1-22-14</b>							
<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Extra-Curricular Amount</b>	<b>Comment</b>
Lofgren Kimberly	Accounting Clerk	8	District Office	1/24/2014	Resignation		

Steilacoom Historical School District No. 1  
Certificated Personnel Report

<b>Personnel Report 1-22-14</b>							
<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Actions</b>	<b>Extra-Curricular Amount</b>	<b>Comment</b>
Brett Casey	Assistant Track Coach (Girls)		Pioneer Middle	4/14/2014	Stipend	2,625.00	
Garrow William	Assistant Basketball Coach (Boys)		Pioneer Middle	2/3/2014	Stipend	3,176.25	

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: January 22, 2014

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

**ISSUE:**   X   **ACTION** **Board Policies: 5011, 6590, 5253, 6591, 5402 and 5409**  
       **INFORMATION**

**BACKGROUND INFORMATION:** In the District's continual efforts to update policy and procedure in accordance with WSSDA model policy, it has been determined that the following policies are in need of minor revisions:

Policy 5011 - Sexual Harassment (formerly Policy 6590)

- Delete 6590 and create 5011 – Policy covered under "Personnel" series, instead of "Management Support" series
- Change in title and some content changes

Policy 5253 - Maintaining Professional Staff/Student Boundaries (formerly Policy 6591)

- Delete 6591 and create 5253 – Policy covered under "Personnel" series, instead of "Management Support" series
- Change in title and minor wording edits

Policy 5402 - Maternity Leave

- Delete – all content covered in policy 5404

Policy 5409 - Discretionary Leave

- Delete – all content covered in 5403

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policies 5011, 6590, 5253, 6591, 5402 and 5409 to a second reading.

**Report prepared by:** Kathi Weight-Superintendent



## SEXUAL HARASSMENT

### A. Prohibition Against Sexual Harassment

This district is committed to a positive and productive education and working environment free from ~~unlawful~~ discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

~~Submitting to the harasser's sexual demands~~ For purposes of this policy, sexual harassment means ~~unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:~~

- ~~A. 1. Submission to that conduct or communication is made a stated term or implied condition, either explicitly or implicitly, of obtaining an education or work opportunity or other benefit employment in the District;~~
- ~~B. 2. Submission to or rejection of sexual demands is that conduct or communication by an individual is used as a factor in an academic, work or other school-related decision affecting an individual; or~~
- ~~C. Unwelcome sexual or gender-directed~~ 3. ~~That~~ conduct or communication ~~interferes~~ has the purpose or effect of substantially interfering with an individual's ~~individual's educational or work performance~~; or ~~creates or creating~~ an intimidating, hostile or offensive ~~educational or work environment in the District.~~

~~Sexual harassment can occur~~ Sexual harassment may be difficult to recognize in certain circumstances. It may include a range of subtle or not so subtle behaviors and may involve individuals of the same or different gender. ~~Sexual harassment may include conduct or communication that involves~~ adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male ~~and female to female, and female to female.~~ While the following conduct may not necessarily constitute sexual harassment in a particular circumstance, it is nevertheless prohibited by this policy:

~~The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.~~

~~Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.~~

~~Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.~~



It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

- ~~Unwanted sexual advances or repeated requests for dates or sexual favors;~~
- ~~Sexual jokes or innuendo;~~
- ~~Verbal abuse of a sexual nature;~~
- ~~Commentary about an individual's body, sexual prowess, sexual or physical deficiencies;~~
- ~~Leering, catcalls, or wolf whistles;~~
- ~~Displaying or circulating sexually suggestive objects or pictures, including emails in the workplace;~~
- ~~Touching or other unwanted contact (even if such contact is not necessarily sexual);~~
- ~~Displaying or transmitting pornography; or~~
- ~~Using sexually vulgar or explicit language and gestures.~~
- ~~Electronically transmitted messages or images by wire, radio, optical cable, electromagnetic, or other similar means; i.e., cell phone, e-mail, text messaging or internet that contain offensive, hostile or denigrating images or content based on one or more of the categories protected by law, or that are used to effectuate stalking.~~

~~This is not an all-inclusive list of behaviors that may violate this policy.~~

#### B. — Complaint Procedures

~~The District will take all complaints of sexual harassment seriously and will act to investigate and resolve known violations of this policy. Any person who believes that he or she has been subjected to sexual harassment in the District's educational environment or in connection with his or her employment with the District, or believes another person is being sexually harassed, is expected to bring the alleged sexual harassment to the immediate attention of his or her supervisor (if applicable), or the District's Title IX/Affirmative Action Officer. The Title IX Affirmative Action Officer may also receive formal written complaints of harassment for investigation and response by the Superintendent.~~

The superintendent will~~shall~~ develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. ~~The~~These procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants ~~to unresolved informal complaints to the Title IX/Affirmative Action officer for resolution through~~ the formal complaint process.

#### C. — Remedies



~~The district will take prompt, equitable and remedial action within its authority to investigate and respond to reports and/or complaints alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services~~

~~Persons who violate this policy on school property, school transportation, in connection with any school-related activities, or through the use of any district resources or equipment, will be subject to such disciplinary and/or corrective measures as the District deems necessary and appropriate to end the offensive conduct or communications and to prevent its recurrence, which may include but is not limited to: denying or restricting access to school property and activities; referral to law enforcement or other legal action; discipline of students, up to and including suspension or expulsion from school; and discipline of staff, up to and including termination of employment, consistent with applicable collective bargaining agreements, District policies, and federal and state law.~~

D. — Retaliation Prohibited

~~The District prohibits and will not tolerate retaliation or reprisals against any person who, in good faith, makes a complaint of sexual harassment or is a witness in the investigation of such a complaint. Any such retaliation will result in appropriate discipline and/or corrective action.~~

E. — False Reporting Prohibited

~~It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons who are found to knowingly report or corroborate false allegations will be subject to appropriate discipline and/or corrective action.~~

F. — Information and Training; Annual Review

The superintendent ~~will~~shall develop procedures ~~or practices~~ to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment, recognition and prevention ~~of sexual harassment~~ and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy ~~will~~shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy ~~will~~shall be reproduced in each student, staff, volunteer and parent handbook.

~~This policy shall be reviewed annually by the Superintendent and the District's administrative cabinet.~~ The superintendent ~~will~~shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, ~~will~~shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross References:	<u>Model Policy 3207</u>	<u>Prohibition of Harrassment, Intimidation and Bullying</u>
	<u>ModelBoard Policy</u>	3210 Nondiscrimination
	<u>Model Policy 3240</u>	Student Conduct
	<u>3270</u>	<u>Prohibition of Harassment, Intimidation and Bullying (Students)</u>

	3421	Child Abuse, <del>and</del> Neglect <del>and</del> <del>Exploitation Prevention</del>
	<del>Model Policy</del> 5010	Nondiscrimination <del>and</del> Affirmative Action
	<del>Model Policy</del>	<del>5014</del> <del>Prohibition of Harassment</del>
	5281	Disciplinary Action and Discharge
Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope <del>Sexual</del> <del>harassment policies</del>
	WAC 392-190-056 <del>—</del> 058	Sexual harassment

Management Resources:

~~Policy News, October 2011~~ ~~Policy Manual Revisions~~  
~~Title VII of the Civil Rights Act of 1964~~

Adoption Date: ~~2.27.08~~

School District Name: ~~Steilacoom Historical School District~~

Revised: ~~7.29.10;~~



## Maintaining Professional Staff/Student Boundaries

### IDENTIFYING AND PROHIBITING BOUNDARY INVASIONS/MAINTAINING PROFESSIONAL STAFF/STUDENT CONDUCT

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

#### The board

~~The Steilacoom Historical School District Board of Directors~~ expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

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

Staff members will not intrude on a student's physical and/or emotional boundaries unless the intrusion is necessary and must make all decisions as related to serve an~~the~~ 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. Additionally, staff~~Staff~~ members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. -Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

The ~~board~~Steilacoom Historical School District Board of Directors supports the use of technology to communicate for educational~~education and school-related~~ purposes. -However, district employees are prohibited from inappropriate online~~on-line~~ socializing or from engaging in any conduct on social networking Web sites~~electronic communication~~ that violates the law, district policies/procedures or other generally recognized professional standards.- Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.

-The superintendent~~Superintendent~~ or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Cross Reference: ~~Policy 6590 Sexual Harassment~~  
~~Policy 3270 Prohibition of Harassment, Intimidation and~~  
~~Bullying~~  
~~Policy 3421 Child Abuse Reporting~~

Legal References:

RCW 28A.400.320 Crimes against children  
~~RCW 28A.405.470~~ Crimes against children -- Mandatory  
termination of certificated employees  
-- Appeal -- Recovery of salary  
or compensation by district  
~~RCW 28A.400.317 Physical abuse or sexual misconduct by school employees duty~~  
~~to report~~  
RCW 28A.405.475 Termination of certificated employee based on guilty plea or conviction of  
certain felonies -- Notice to  
superintendent of public instruction -  
- Record of notices  
~~RCW 28A.410.090~~ Revocation or suspension of certificate  
or permit to teach -- Criminal basis  
-- Complaints -- Investigation -  
Process



~~\_\_\_\_\_~~ RCW 28A.410.095

Violation or noncompliance ~~\_\_\_\_\_~~  
Investigatory powers of  
~~superintendents~~ **superintendent** of  
public instruction ~~\_\_\_\_\_~~ Requirements  
for investigation of alleged sexual  
misconduct towards a child ~~\_\_\_\_\_~~  
Court orders ~~\_\_\_\_\_~~ Contempt ~~\_\_\_\_\_~~  
Written findings required

~~\_\_\_\_\_~~ RCW 28A.410.100

Revocation of authority to teach ~~\_\_\_\_\_~~  
Hearings

~~\_\_\_\_\_~~ ~~Chapter~~ **WAC** 181-87 ~~WAC~~ ~~\_\_\_\_\_~~

Professional Certification ~~\_\_\_\_\_~~ Acts  
of Unprofessional Conduct

~~\_\_\_\_\_~~ ~~WAC~~ 181-88

Sexual Misconduct, Verbal and Physical  
Abuse ~~\_\_\_\_\_~~ Mandatory Disclosure ~~\_\_\_\_\_~~  
Prohibited Agreements

School District Name: Steilacoom Historical School District  
Revised:

## **MATERNITY LEAVE**

~~A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period of disability shall extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.~~

~~If the employee's accumulated sick leave is exhausted during the period of maternity disability, the district shall grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.~~

~~During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family, utilizing their Cobra benefit rights.~~

### **Notice Required**

~~A pregnant staff member is requested to notify her immediate supervisor and the superintendent by the beginning of the fifth month of pregnancy.~~

~~At the time of such notice the staff member shall submit a written request to her immediate supervisor and the superintendent for one or more of the following:~~

- ~~A. **Maternity leave** for the period of her actual disability due to pregnancy or childbirth;~~
- ~~B. **Family leave** for a period of up to 12 work weeks of maternity leave during any twelve (12) month period;~~
- ~~C. **Leave of absence** for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or~~
- ~~D. **Termination** of employment by resignation.~~

~~The notice to the district shall include the approximate beginning and ending dates for the leave.~~

### **Employment Conditions**

~~A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.~~

~~The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.~~

~~No later than 30 days after the date of birth, the staff member is requested to notify the superintendent of the specific date when she shall return to work. Unless the superintendent approves an earlier date of return, the employee shall give at least 14 days advance notice of the actual date of return.~~

~~The staff member shall return to her duties following an extended leave of absence on the date approved by the superintendent. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may~~



~~be approved at the discretion of the superintendent based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.~~

### **~~Assignment Upon Return~~**

~~An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave shall return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.~~

~~Upon return from an extended maternity leave, a staff member shall be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort shall be made to place the staff member in her original position or in a comparable position.~~

### **~~Right To Apply For Other Leave~~**

~~Nothing in this policy shall preclude a staff member's right to apply for any other applicable leave as provided by board policy.~~

Legal References:	<del>RCW 28A.400.300</del>	<del>Hiring and discharging employees—</del>
		<del>Leave for employees</del>
	<del>RCW 49.78</del>	<del>Family Leave</del>
	<del>WAC 162-30-020</del>	<del>Maternity</del>
	<del>WAC 296-134</del>	<del>Family Leave</del>
	<del>P.L. 103-3</del>	<del>Family and Medical Leave Act of 1993</del>

**~~Adoption Date: 2.27.08~~**

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

**~~Revised: 3.10.10~~**



## **~~DISCRETIONARY LEAVES~~**

### **~~Sabbatical Leaves~~**

~~The district may grant sabbatical leaves of absence for study and/or research upon application by certificated staff, the recommendation of the superintendent, and approval by the board, provided such a leave shall serve the best interest of the district and is within the fiscal parameters of the district. The district shall declare its intention by February 1. Certificated staff shall be eligible for sabbatical leave for study or research. Sabbatical leave shall be granted according to the following stipulations:~~

- ~~A. **Years to Qualify:** Staff shall have served 15 or more continuous years in the district.~~
- ~~B. **Limit on Number:** Sabbatical leaves may be granted up to one full year to not more than one percent of the total certificated staff of the district in any one year, the number granted to be subject to determination by the board upon the recommendation of the superintendent.~~
- ~~C. **Application Deadline:** Applications for sabbatical leave shall be filed with the superintendent not later than April 1st. The board may, at its discretion, extend this deadline.~~
- ~~D. **Proposed Plan to Accompany Application:** A proposed plan of study or research to which the time spent on leave shall be devoted must accompany the application.~~
- ~~E. **Criteria for Evaluation of Applications:** Applications shall be evaluated on the following three criteria:
  - ~~1. The merit of the proposed plan of study or research and its relationship of service to the district in terms of the individual's professional background.~~
  - ~~2. Proportionate representation of the different levels of district schools, such as elementary, middle school, senior high school, and administration.~~
  - ~~3. Seniority shall be considered.~~~~
- ~~F. **Final Approval by Board:** Applications approved by the superintendent shall be presented to the board for final approval. Once approved by the board, any change of sabbatical plan shall be presented in writing and approved by the superintendent in advance of the leave.~~
- ~~G. **Two Year Studies:** An applicant who is taking part in a two year study may, upon evaluation of his/her program, request one year of sabbatical leave and a preliminary commitment, subject to district staffing needs, for an additional one year leave of absence.~~
- ~~H. **Scholarship for Study or Research:** The staff member may be granted a sabbatical leave and receive a scholarship during the same year as the sabbatical.~~
- ~~I. **Stipend for Study or Research:** A staff member on sabbatical leave for study or research shall not receive a stipend.~~
- ~~J. **Maintenance of Tenure and Salary Standing:** A staff member granted sabbatical leave shall maintain standing in tenure and salary.~~
- ~~K. **Limit on Other Employment:** A staff member on sabbatical leave for study or research shall not seek employment for compensation during the period of sabbatical.~~
- ~~L. **Report Required Upon Return:** Within 30 days of a staff member's return from sabbatical leave, the staff member shall file with the superintendent a report giving the substance of the program of study or research in which he/she is engaged, indicating the value which he/she believes grew out of the experience.~~



~~M. **Leaves to Accept Scholarships:** Staff may at any time request leave to accept scholarships of up to one full year which would not involve the district in any financial obligations, in which case all other provisions of the sabbatical leave policy except the percentage limitation would apply.~~

~~N. **Return to Original Position:** An effort shall be made to replace a certificated staff member returning from sabbatical leave in his/her original position or in an appropriate comparable position.~~

### ~~**Leaves of Absence**~~

~~The district may grant leaves of absence for specific periods of time for up to one school year upon application by a staff member, the recommendation of the superintendent and the approval of the board. Such leaves shall be without pay or fringe benefits and, with the approval of the board, may be extended for one additional school year. During the leave the staff member may pay the district's share of any insurance benefits program in order to maintain those benefits. The needs of students and the district program warrant primary consideration. Leaves of absence shall be granted only when they shall not have an undesirable impact upon the educational program or business operations.~~

~~A staff member shall be entitled to return to a position in the district at the end of the leave of absence subject to the availability of a position for which the staff member is qualified. The staff member granted a leave of absence shall inform the board by April 1 as to his/her intentions to assume a position in the district for the ensuing school year. If said notification is not received, the individual's employment rights with the district shall be terminated.~~

~~Staff on leave of absence shall not earn any salary schedule experience credit or any sick leave credit or benefits during the leave of absence.~~

### ~~**Leaves to Attend Meetings/Conferences**~~

~~The district may grant leaves, subject to the recommendation of the superintendent and approval by the board, to staff for the purpose of attending meetings or conferences that are likely to be of value to the staff member's performance. (Meetings and conferences wherein bargaining unit activities are conducted are excluded.) Such leaves may be granted without pay and with or without travel expense reimbursement.~~

~~Cross Reference: — Board Policy 5021 — Applicability of Personnel Policies~~

~~Adoption Date: 2.27.08~~

~~School District Name: Steilacoom Historical School District~~

~~Revised: 3.10.10~~

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: January 22, 2014

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

**ISSUE:**   X   **ACTION First Reading Policy 5014 Harassment**  
           **INFORMATION** \_\_\_\_\_

**BACKGROUND INFORMATION:**

Policy 5014 is no longer needed. All elements of Policy 5014 are included in Policy 3207 Prohibition of Harassment, Intimidation and Bullying, Policy 5011 Sexual Harassment and Policy 5010 Nondiscrimination and Affirmative Action.

Policy 5014 no longer exists in WSSDA model policy.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 5014 to a second reading.

**Report prepared by:**

**Susanne Beauchaine-Executive Director Student Services**



## **Harassment**

### **A. Prohibition Against Harassment**

~~Unlawful harassment against any staff member, student, volunteer, parent, or guardian on the basis of such person's race, color, sex, creed, religion, sexual orientation, including gender expression or identity, ancestry, national origin, honorably discharged veteran or military status, the presence of any physical, sensory, or mental disability, the use of a trained dog guide or service animal, or for any other reason prohibited by law, will not be tolerated and is prohibited in the District's workplace and educational environment.~~

### **B. Harassment Defined**

~~Harassment is generally defined for purposes of this policy as any intentional conduct or communication that has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile or offensive educational or work environment, based on an individual's membership in one or more of the categories protected by law (race, color, sex, creed, religion, sexual orientation, including gender expression or identity, ancestry, national origin, honorably discharged veteran or military status, the presence of any physical, sensory, or mental disability, the use of a trained dog guide or service animal, or for any other reason prohibited by law). While the following conduct may not rise to the level of harassment in a particular circumstance, it is nevertheless prohibited by this policy:~~

- ~~• Graffiti, pictures, or photographs offensively depicting one or more of the categories protected by law.~~
- ~~• Disparaging remarks about or use of demeaning or offensive terms related to one or more of the categories protected by law.~~
- ~~• Deliberate and unwelcome touching, cornering, stalking, pinching, or pulling clothing.~~
- ~~• Offensive jokes or teasing related to one or more of the categories protected by law.~~
- ~~• Hazing, pranks, or other intimidating behavior directed toward an individual because of one or more of the categories protected by law.~~
- ~~• Electronically transmitted messages or images by wire, radio, optical cable, electromagnetic, or other similar means; i.e., cell phone, e-mail, text messaging or internet that contain offensive, hostile or denigrating images or content based on one or more of the categories protected by law, or that are used to effectuate stalking.~~

~~These are examples of the type of conduct that is prohibited by this policy. This is not an exhaustive list.~~



~~Sexual harassment is another specific type of prohibited harassment, which is addressed under District Policy 6590, the violation of which would also constitute a violation of this Policy 5014. Persons may use the complaint procedures under this Policy 5014, or the procedures set forth under Policy 6590 to address a complaint of sexual harassment.~~

~~C. — Complaint Process~~

~~The District will take all complaints of harassment seriously and will act to investigate and resolve known violations of this policy. Any person who believes that he or she has been subjected to harassment in the District's educational environment or in connection with his or her employment with the District, or believes another person is being harassed, is expected to bring the alleged harassment to the immediate attention of his or her supervisor (if applicable), or the District's Title IX/Affirmative Action Officer. The Title IX Affirmative Action Officer may also receive formal written complaints of harassment for investigation and response by the Superintendent.~~

~~The Superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of harassment, consistent with this policy. These procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff who receive an informal complaint or report of sexual harassment, or who believe that harassment is occurring, are responsible for informing their building administrator and/or the District's Title IX/Affirmative Action Officer, and/or the Superintendent for investigation and resolution.~~

~~D. — Disciplinary/Corrective Action~~

~~1. — Staff Members: The District will take such disciplinary action as it deems necessary and appropriate to end conduct by employees in violation of this policy and to prevent its reoccurrence, up to and including discharge from employment. Disciplinary action will be consistent with any applicable collective bargaining agreement, District policy, and state and federal law. Staff members violating this policy may also be referred to law enforcement and/or reported to the Office of Superintendent of Instruction, as appropriate.~~

~~2. — Volunteers: The District will take corrective measures as it deems necessary and appropriate to end conduct by volunteers in violation of this policy and to prevent its reoccurrence, up to and including discontinuing the volunteer's service to the District, and/or referral to law enforcement or other legal action.~~

~~3. — Parents/Community Members/Others: Any parent, community member, contractor or other person who violates this policy will be subject to District action as it deems necessary and appropriate to end conduct in violation of this policy and to prevent its reoccurrence, up to and including referral to law enforcement or other legal action.~~



### ~~E. False Accusations~~

~~It is also a violation of this policy to knowingly report false allegations. Persons who are found to knowingly report false allegations will also be subject to disciplinary and/or corrective action.~~

~~F. Non-Retaliation~~

~~The District prohibits and will not tolerate retaliation or reprisals against any person for making a report and/or complaint of harassment in good faith or for providing testimony or assisting in the investigation of such a report and/or complaint. Persons engaging in such retaliation will be in violation of this policy and subject to disciplinary and/or corrective action.~~

## ~~G. Dissemination of Policy and Annual Review~~

~~The Superintendent shall develop procedures to provide information and education to staff, students, parents and volunteers regarding this policy and the recognition and prevention of harassment. At a minimum, recognition and prevention of harassment and the elements of this policy will be included in staff and regular volunteer orientations. This policy shall be posted in each District building in a place available to students, staff, parents, volunteers and visitors. This policy shall be reproduced in each staff and volunteer handbook.~~

~~This policy shall be reviewed annually by the Superintendent and the District's administrative cabinet. The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.~~

<b>Cross-References:</b>	<b>Policy 3210</b>	<b>Nondiscrimination</b>
	<b>Policy 3270</b>	<b>Prohibition of Harassment, Intimidation and Bullying (Students)</b>
	<b>Policy 6590</b>	<b>Prohibition against Sexual Harassment</b>

### Legal References:

~~Title VII of the Civil Rights Act~~  
~~Title IX of the Education Amendments~~  
~~RCW Chapter 49.60~~  
~~RCW 28A.640.020~~  
~~WAC Chapter 392-190~~

~~Adoption Date: 7.29.10~~

~~School District Name: Steilacoom Historical School District~~

~~Revised:~~

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: January 22, 2014

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

**ISSUE:**   X   **ACTION First Reading Policy 3110 Qualifications of Attendance**  
 **INFORMATION** \_\_\_\_\_

**BACKGROUND INFORMATION:**

As part of the review of the 3000 Student Series, this policy is revised for clarity.

Revisions follow WSSDA's model policy language.

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 3110 to a second reading.

**Report prepared by:**

**Susanne Beauchaine-Executive Director Student Services**



## QUALIFICATIONS OF ATTENDANCE AND PLACEMENT

### A. Age of Admission

~~It is~~Attending the schools of the district shall be recognized as a right and responsibility ~~offer~~ those who meet the requirements prescribed by law ~~to attend the schools of the district~~. Every resident of the district who satisfies the minimum entry age requirement and is less than 21 years of age has the right to attend the district's schools until he/she completes high school graduation requirements.

Children of age 8 and less than age 18 are required by law to attend a public school, -an approved private school or educational center, unless they are receiving approved home-based instruction. Under certain circumstances children who are at least 16 and less than 18 years of age may be excused from further attendance at school.

The superintendent ~~will~~shall exercise his/her authority to grant exceptions when he/she determines that the student:

1. Is lawfully and regularly employed, and
2. Has permission of a parent, or,
3. Is emancipated pursuant to Chapter 13.64 RCW; or
4. Is subject to one of the other exceptions to compulsory attendance.
5. A resident student who has been granted an exception retains the right to enroll as a part-time student and ~~will~~shall be entitled to take any course, receive any ancillary services and take or receive any combination of courses and ancillary services which is offered by a public school to full-time students.

### B. Entrance Qualifications

To be admitted to a kindergarten program ~~that~~which commences in the fall of the year, a child must be not less than 5 years of age prior to September 1 of that school year. To be admitted to a first grade program ~~that~~which commences in the fall of the year a child must be not less than 6 years of age prior to September 1 of that school year. Any student not otherwise eligible for entry to the first grade who has successfully completed a state-approved, public or private, kindergarten program of 450 or more hours including instruction in the essential academic learning requirements and other subjects that the district determines are appropriate ~~will~~shall be permitted into the first-grade program. If necessary, the student may be placed in a temporary classroom assignment for the purposes of evaluation prior to making a final determination of the student's appropriate placement. Such determination ~~will~~shall be made no later than the 30th calendar day following the student's first day of attendance.

### Exemptions

Special exemptions may be made for younger pupils who appear to be sufficiently advanced to succeed in the educational program. The superintendent ~~will~~shall identify screening processes and instruments that ~~will~~shall provide reliable estimates of these skills and abilities, develop entry procedures for implementing this policy and establish fees to cover expenses incurred in the administration of preadmission screening processes. The district ~~will~~shall provide a fee waiver or a reduction in fees for low income students whose parents are unable to pay the full cost of preadmission screening.



### C. Admission of Students Aged Twenty-One or Older

A student aged 21 or older may enroll in a school in the district under the following conditions:

1. There is available space in the school and program which the student willshall attend;
2. Tuition is prepaid;
3. The student provides his/her own transportation;
4. The student resides in the state of Washington; and
5. In the judgment of the superintendent, no adult education program is available at reasonable costs and the district's program is appropriate to the needs of the student.

### D. Placement of Students on Admission

The decision of where to place a student seeking admission to the district rests with the principal. Generally students meeting the age of admission requirements or transferring from a public or approved private school willshall be placed in kindergarten or first grade, or the grade from which they transferred. -The principal willshall evaluate the educational record and assessments of all other students to determine their appropriate placement. -A temporary classroom assignment may be made for no more than thirty calendar days for the purpose of evaluation prior to making the final placement decision.

Cross References:	Board Policy 2121	Substance Abuse Program
	Board Policy 2140	Guidance and Counseling
	Board Policy 2108	Remediation Programs
	Board Policy 3114	Part-time, Home-based, or Off-campus Students
	Board Policy 3121	Compulsory Attendance
	Board Policy 3122	Excused and Unexcused Absences
	Board Policy 4220	Complaints Concerning Staff or Program

Legal References:	RCW -28A.225.010	Attendance mandatory — Age — <del>Exceptions</del> <del>Person having custody shall cause child to attend public school —</del> <del>When excused</del>
	RCW -28A.225.020	School's duties upon <u>child's</u> <del>juvenile's</del> failure to attend school
	RCW -28A.225.160	Qualification for admission to district's schools — Fees for preadmission screening
	RCW- 28A.225.220	Adults, children from other districts, agreements for attending school — Tuition
	<del>WAC 392-335</del>	<del>Uniform Entry Qualifications</del>
	WAC- 392-134-010	Attendance rights of part-time public school students
	WAC 392-137	Finance — Nonresident attendance
	<u>WAC 392-335</u>	<u>Uniform Entry Qualifications</u>

#### Management Resource:

<i>Policy News</i> , April 2006	Entrance to School Policy Changes
<i>Policy News</i> , August 1999	Districts may set KG-screening fees

**Adoption Date: 2.27.08**

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

**Revised:**