



Regular Meeting Agenda

Steilacoom High School, 54 Sentinel Drive, Steilacoom, WA

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.

No decision making is undertaken. These study sessions are open to the public.

Wednesday, November 17, 2021 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 not be heard outside of Executive Session. The Board reserves the right to terminate presentations containing personal attacks on individuals.

III. REPORT - Class of 2021 Graduation Data

(Information)

Presenter: Mike Miller

[Steilacoom High School Graduation Data.pdf \(p. 4\)](#)

IV. CONSENT AGENDA

(Action)

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

[Approval of Financial Reports.PDF \(p. 5\)](#)

[Approval of October and November 2021 Accounts Payable and October 2021 Payroll.PDF \(p. 15\)](#)

[Approval of October 27 2021 Regular Meeting Minutes.pdf \(p. 16\)](#)

[Approval of Classified Personnel Report.pdf \(p. 18\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 19\)](#)

V. OLD BUSINESS - Resolution for Fostering an Inclusive Environment **(Discussion)**

Presenter: Sam Scott

VI. NEW BUSINESS

A. Resolution 883-11-17-21 Surplus of Bus Garage Property **(Action)**

Presenter: Shawn Lewis

[Resolution 883-11-17-21 Surplus of Bus Garage Property.pdf \(p. 20\)](#)

B. Resolution 884-11-17-21 Authorizing the Superintendent to Pursue Non-Voted Debt **(Action)**

Presenter: Shawn Lewis

[Resolution 884-11-17-21 Authorizing the Superintendent to Pursue Non-Voted Debt.pdf \(p. 24\)](#)

C. Resolution 885-11-17-21 Approval of Purchase and Sale Agreement of McNeil Street Property **(Action)**

Presenter: Shawn Lewis

[Resolution 885-11-17-21 Resolution for Approval of Purchase and Sale Agreement of McNeil Street Property.pdf \(p. 27\)](#)

D. Approval of Maintenance Facility Bid **(Action)**

Presenter: Shawn Lewis

[Maintenance Facility Bid.pdf \(p. 34\)](#)

E. First Reading of Policy 3411 Accommodating Students with Seizure Disorders or Epilepsy **(Action)**

Presenter: Gudrun Sullivan

[Policy 3411 Accommodating Students with Seizure Disorders or Epilepsy.pdf \(p. 37\)](#)

F. First Reading of Policy 6225 Use of Electronic Signature **(Action)**

Presenter: Melissa Beard

[Policy 6225 Use of Electronic Signature.pdf \(p. 40\)](#)

G. First Reading of Policy 6970 Naming Facilities **(Action)**

Presenter: Melissa Beard

[Policy 6970 Naming Facilities.pdf \(p. 43\)](#)

VII. BOARD COMMUNICATION (Information)

VIII. ANNOUNCEMENTS (Information)

IX. RECESS TO EXECUTIVE SESSION

X. 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.

XI. RETURN TO REGULAR MEETING

XII. ADJOURNMENT (Action)



STEILACOOM HIGH SCHOOL

Class of 2021 Graduation Report

INTRODUCTION

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) requires a uniform and accurate measure of high school graduation rate that is comparable across states. The Office of the Superintendent of Public Instruction (OSPI) requires all school districts to track their adjusted cohort graduation rate for each high school, and for the school district overall.

HOW ARE GRADUATION RATES CALCULATED?

Beginning 9th Graders + Transfers In - Transfers Out = **Adjusted Cohort**

Graduates ÷ Adjusted Cohort = **Adjusted Cohort Graduation Rate**



CLASS OF 2021 (Steilacoom High School)
4-Year Cohort Adjusted Graduation Rate

92.5%

255 (9th Graders) + 61 (Transfers In) - 61 (Transfers Out) = 255
236 Graduates ÷ 255 = **92.5%**
Continuing Students in 2021 Cohort: 10
Students earning Associate Degree (AA): 29



CLASS OF 2020 (Steilacoom High School)
5-Year Cohort Adjusted Graduation Rate

97.5%

241 (9th Graders) + 69 (Transfers In) - 71 (Transfers Out) = 239
233 Graduates ÷ 239 = **97.5%**
(2020 Grad Rate Report in October 2021 = 220 Grads/91.3%)

KEY TERMS



ADJUSTED COHORT: The group enters 9th grade for the first time, adjusted by adding students who transfer in, and deleting students who transfer out

ADJUSTED COHORT GRADUATION RATE: Percent of students in a cohort who graduate in 4 or 5 years

ASSIGNMENT TO COHORTS: Students who transfer into the district are assigned to the cohort in which the student started 9th grade for the first time

CONTINUING STUDENT: A student who "continues" attending the high school but did not graduate within four years. This may include a student whose Individual Education Program (IEP) requires the student continue attending until they age out of public school at 21 years, or who has enrolled in the Graduation Alliance Open Doors (1418) program



Steilacoom Historical School District No. 1
Financial Report - October 31, 2021
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of October 31, 2021 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	47,399,394	6,560,010	13.84%
Expenditures & Other Financing Uses	48,571,407	9,497,116	19.55%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(1,172,013)	(2,937,105)

Transfer to Capital Projects	(700,000)
Net Change in Unassigned Fund Balance	(3,637,105)

Fund Balances	9/1/2021	9/30/2021	Variance
Unassigned Fund Balance	1,137,865	134,269	-1,003,596
Unassigned Minimum Fund Balance	2,770,000	2,770,000	0
Fund Balance	3,907,865	2,904,269	-1,003,596

Capital Projects Fund:

Fund Balance - Impact Fees \$892,188.45 - Turf Field Replacement \$500,000

Beginning Fund Balance		5,452,744	
GF Transfer to Capital Projects	0		
Revenues	12,251		
Expenses	528,760		
		(516,509)	
Ending Fund Balance 10/31/2021			4,936,235

	9/1/2021 Beginning Balance	10/31/2021 Ending Fund Balance	Variance
Debt Service Fund*:	5,517,203	5,652,938	135,734
ASB Fund:	336,896	383,417	46,521
Transportation Fund:	128,506	128,514	8

*12/1/2021 Principal and Interest - \$7,913,225; 6/1/2022 Interest payment - \$ 392,250

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of October, 2021

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	6,370,728	.00	91,911.09		6,278,816.91	1.44
2000 LOCAL SUPPORT NONTAX	187,400	4,310.75	14,357.13		173,042.87	7.66
3000 STATE, GENERAL PURPOSE	27,213,528	2,269,298.99	4,806,659.98		22,406,868.02	17.66
4000 STATE, SPECIAL PURPOSE	6,800,004	589,471.07	1,137,605.61		5,662,398.39	16.73
5000 FEDERAL, GENERAL PURPOSE	282,000	171,437.00	171,437.00		110,563.00	60.79
6000 FEDERAL, SPECIAL PURPOSE	6,545,734	251,966.72	338,039.59		6,207,694.41	5.16
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	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	47,399,394	3,286,484.53	6,560,010.40		40,839,383.60	13.84
<u>B. EXPENDITURES</u>						
00 Regular Instruction	26,797,965	2,139,094.27	4,819,110.83	20,144,194.92	1,834,659.25	93.15
10 Federal Stimulus	1,610,754	61,797.22	761,546.70	606,700.40	242,506.90	84.94
20 Special Ed Instruction	5,898,981	484,864.25	1,019,848.83	4,685,028.74	194,103.43	96.71
30 Voc. Ed Instruction	2,258,408	172,198.66	380,252.54	1,607,270.76	270,884.70	88.01
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	962,500	86,290.35	176,707.87	777,736.87	8,055.26	99.16
70 Other Instructional Pgms	502,101	11,743.61	111,475.50	213,601.37	177,024.13	64.74
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	10,540,698	1,098,406.20	2,228,173.46	9,021,791.22	709,266.68	106.73
<u>Total EXPENDITURES</u>	48,571,407	4,054,394.56	9,497,115.73	37,056,324.28	2,017,966.99	95.85
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	700,000	.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>	1,872,013-	767,910.03-	2,937,105.33-		1,065,092.33-	56.90
F. <u>TOTAL BEGINNING FUND BALANCE</u>	5,779,878		5,841,374.30			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	3,907,865		2,904,268.97			
<u>(E+F + OR - G)</u>						

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	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 826 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	700,000-	.00
G/L 872 Committd to Econmc Stabilizatr	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,837,865	134,268.97
G/L 891 Unassigned Min Fnd Bal Policy	2,770,000	2,770,000.00
<u>TOTAL</u>	3,907,865	2,904,268.97

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of October, 2021

	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 Support Montax	170,000	8,252.00	12,251.04		157,748.96	7.21
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	350,000	.00	.00		350,000.00	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	8,700,000	.00	.00		8,700,000.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	9,220,000	8,252.00	12,251.04		9,207,748.96	0.13
<u>B. EXPENDITURES</u>						
10 Sites	7,440,000	.00	.00	0.00	7,440,000.00	0.00
20 Buildings	2,300,000	525,114.63	525,114.63	521,699.37	1,253,186.00	45.51
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	300,000	.00	.00	0.00	300,000.00	0.00
50 Sales & Lease Expenditure	0	3,645.50	3,645.50	0.00	3,645.50-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	10,040,000	528,760.13	528,760.13	521,699.37	8,989,540.50	10.46
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	820,000-	520,508.13-	516,509.09-		303,490.91	37.01-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	4,424,836		5,452,744.31			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	3,604,836		4,936,235.22			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	421,602.25-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	835,395	892,188.45
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	500,000	500,000.00
G/L 889 Assigned to Fund Purposes	2,269,441	3,965,649.02
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	3,604,836	4,936,235.22

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of October, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	8,819,174	.00	135,705.44		8,683,468.56	1.54
2000 Local Support Nontax	2,000	.00	28.65		1,971.35	1.43
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>	8,821,174	.00	135,734.09		8,685,439.91	1.54
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	7,385,000	.00	.00	0.00	7,385,000.00	0.00
Interest On Bonds	920,475	.00	.00	0.00	920,475.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	.00	0.00	2,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	8,307,975	.00	.00	0.00	8,307,975.00	0.00
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	513,199	.00	135,734.09		377,464.91-	73.55-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	5,921,592		5,517,203.45			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	6,434,791		5,652,937.54			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	6,434,791		5,652,937.54			
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>	6,434,791		5,652,937.54			

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of October, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	203,800	7,661.00	40,621.08		163,178.92	19.93
2000 Athletics	150,709	1,441.50	8,084.42		142,624.58	5.36
3000 Classes	68,935	642.73	3,449.73		65,485.27	5.00
4000 Clubs	521,040	14,031.10	25,513.95		495,526.05	4.90
6000 Private Moneys	24,300	.00	1,106.78		23,193.22	4.55
<u>Total REVENUES</u>	968,784	23,776.33	78,775.96		890,008.04	8.13
<u>B. EXPENDITURES</u>						
1000 General Student Body	230,800	739.25	10,516.09	5,250.98	215,032.93	6.83
2000 Athletics	222,270	6,864.53	9,920.78	12,171.56	200,177.66	9.94
3000 Classes	84,929	12.80	127.20-	0.00	85,056.20	0.15-
4000 Clubs	641,674	8,316.77	11,795.46	15,595.51	614,283.03	4.27
6000 Private Moneys	33,887	150.00	150.00	0.00	33,737.00	0.44
<u>Total EXPENDITURES</u>	1,213,560	16,083.35	32,255.13	33,018.05	1,148,286.82	5.38
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	244,776-	7,692.98	46,520.83		291,296.83	119.01-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	366,565		336,895.92			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (-OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	121,789		383,416.75			
<u>(C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	121,789		383,416.75			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	121,789		383,416.75			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of October, 2021

	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	500	.00	8.24		491.76	1.65
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	6,500	.00	.00		6,500.00	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>	7,000	.00	8.24		6,991.76	0.12
<u>B. 9900 TRANSFERS IN FROM GF</u>						
	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	7,000	.00	8.24		6,991.76	0.12
<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>	3,000-	.00	8.24		3,008.24	100.27-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	128,506		128,506.03			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	125,506		128,514.27			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	125,506		128,514.27			
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>	125,506		128,514.27			

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

Steilacoom Historical School District

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

DATE: November 17, 2021

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


Dr. Melissa Beard, Chief of Finance and Operations

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

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
<u>GENERAL FUND:</u>					
	Payroll	800904	to	800905	\$ 2,589.03
	Payroll A/P	130675	to	130683	\$ 423,949.71
	Payrol ACH Payments				\$ 560,102.99
	Payroll Taxes				\$ 582,566.80
	Direct Deposit				\$ 1,638,981.39
October 27, 2021	Accounts Payable	130684	to	130702	\$ 99,535.34
November 2, 2021	Accounts Payable	130703	to	130742	\$ 434,614.87
November 9, 2021	Accounts Payable	130743	to	130783	\$ 185,749.40
TOTAL GENERAL FUND:					\$ 3,928,089.53
<u>CAPITAL PROJECTS FUND:</u>					
October 28, 2021	Accounts Payable	200441	to	200441	\$ 2,837.50
November 2, 2021	Accounts Payable	200442	to	200442	\$ 1,900.00
November 2, 2021	Accounts Payable	200443	to	200443	\$ 250.00
TOTAL CAPITAL PROJECTS FUND:					\$ 4,987.50
<u>ASSOCIATED STUDENT BODY FUND:</u>					
October 27, 2021	Accounts Payable	404908	to	404908	\$ 11,603.85
November 4, 2021	Accounts Payable	404909	to	404909	\$ 253.20
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 11,857.05
<u>TRANSPORTATION VEHICLE FUND:</u>					
TOTAL TRANSPORTATION VEHICLE FUND:					\$ -

Board of Directors of Steilacoom Historical School District No. 1

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

Kathi Weight, Secretary to the Board



Regular Meeting Minutes
Pioneer Middle School · 1750 Bob's Hollow Lane · DuPont, WA
Wednesday, October 27, 2021

STUDY SESSION:

- Agenda Review

REGULAR MEETING:

I. CALL TO ORDER

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

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

Director Forbes made a motion to excuse Director McDonald and Director Pierce, Director Rohrer seconded the motion, and the motion passed (3/0).

Director Rohrer made a motion to approve the agenda, Director Forbes seconded the motion, and the motion passed (3/0).

II. COMMENTS FROM THE AUDIENCE

Noah Tchobanoff, Steilacoom resident, commented on the effects of COVID-19 requirements on our students. Director Scott responded that the district does not have local control over these areas.

Director Forbes explained that school district funding from the state would be withheld if the district does not follow these rules set by DOH and OSPI. Director Rohrer encouraged Mr. Tchobanoff to reach out to school administration when necessary.

III. WSSDA Board of Distinction Award

Superintendent Weight congratulated the Board on receiving a 2021 WSSDA Board of Distinction award. Dr. Weight then introduced Tricia Lubach, WSSDA Director of Leadership Development, who congratulated the Board on their selection as the medium-sized 2021 Board of the Year.

IV. REPORT - Steilacoom High School Advanced Placement Scores

Steilacoom High School Assistant Principal, Jessica Soete, shared a presentation on the high school's advanced placement scores for the 2020-21 school year. Questions and discussion followed.

V. CONSENT AGENDA

Director Forbes made a motion to approve the Consent Agenda, Director Rohrer seconded the motion, and the motion passed (3/0). The Consent Agenda included attached Financial Reports, September and October 2021 Accounts Payable including September 2021 Payroll, September 22 2021 Regular Meeting Minutes, October 13 2021 Study Session Minutes, Personnel Reports, Interdistrict Agreement with University Place School District, and Interlocal Agreement with OSPI.

VI. NEW BUSINESS

A. Approval of Resolution 882-10-27-21 2022 Levy

Director Rohrer made a motion to approve Resolution 882-10-27-21 for 2022 Levy, Director Forbes seconded the motion, and the motion passed (3/0).

B. First Reading of Policy 3220 Freedom of Expression

Director Forbes made a motion to approve Policy 3220 Freedom of Expression, Director Rohrer seconded the motion, and the motion passed (3/0).

VII. BOARD COMMUNICATION

Director Rohrer had parents reach out who were looking for increased opportunities for their students to feel connected.

VIII. ANNOUNCEMENTS

Director Forbes thanked Dr. Weight and staff for fighting through all the bureaucracy, and keeping the focus on the kids. Director Scott shared that he appreciated the parents and community in the audience tonight, and shared that the Board of Directors is always striving to keep the focus on the students in the district.

IX. ADJOURNMENT

Director Rohrer made a motion to adjourn the meeting at 7:39 pm, Director Forbes seconded the motion, and the motion passed (3/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 11/17/2021						
Name	Position	Hours	Location	Effective Date	Action	Comment
SHAMLEY HOLLY	PARAPROFESSIONAL	6.50	SALTAR'S POINT	11/18/2021	NEW HIRE	
PEREZ SELENA	PARAPROFESSIONAL	6.50	CHLOE CLARK	11/12/2021	RESIGNATION	
ROEBUCK PAMELA	PARAPROFESSIONAL	6.50	SALTAR'S POINT	1/3/2022	RETIREMENT	
POE JACQUELINE	PARAPROFESSIONAL	6.50	CHLOE CLARK	11/18/2021	NEW HIRE	
RADLIFF GARY	LEAD CUSTODIAN	8.00	CHERRYDALE	11/19/2021	RESIGNATION	

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

Personnel Report 11/17/2021					
Name	Position	Location	Effective Date	Amount	Comment
IVY RUSSELL	HEAD GIRLS BASKETBALL COACH	HIGH SCHOOL	11/15/2021	\$ 6,066.50	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: November 17, 2021

Strategic Focus Area

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

BACKGROUND INFORMATION

The board has had an interest for several years in selling the property where the existing bus garage is located, along with the parcel that has already been declared surplus, known commonly as Chambers Field.

In September of this year, the District's transportation contractor moved its operations and buses to a location in Lakewood, which will allow the district to pursue the option to sell this property - if declared surplus by the school board.

The parcel to be declared surplus is 0.76 acres and, when combined with the Chambers Field property, the total acreage that would be available for sale is a little over 3.5 acres. Based on previous conversations with the board, district staff has already submitted an application to the Town of Steilacoom to rezone both these parcels from public/quasi-public to residential 7.2. If the rezoning application is approved by the Town, the Town updates their comprehensive plan, and the Board declares the existing bus garage property surplus – the school district would be able to offer the land for sale as residential property.

Based on prior interest in the property, the rezoning and combination of the two properties for sale will drastically increase the pool of potential buyers and likely increase the sales price of the property.

RECOMMENDED ACTION:

Staff recommends the board adopt the resolution declaring the existing bus garage parcel surplus and take additional actions as required by laws and policy to sell the property.

Report prepared by:
Shawn Lewis, Director of Community Relations and Planning

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

Resolution No. 883-11-17-21

Surplus of Bus Garage Property

A RESOLUTION of the Board of Directors of the Steilacoom Historical School District No. 1 to surplus certain District-owned property located at 511 Chambers Street, Steilacoom, Pierce County, Washington, consisting of approximately 0.76 acres, having a tax parcel identification number 6655200161, and legally described on Exhibit A attached hereto (the “Property”), and to authorize the District to proceed under RCW 28A.335.120 regarding the disposition of the Property.

WHEREAS, the Board of Directors has the statutory responsibility to find property surplus or not, and the authority to dispose of property that it determines is no longer required for school purposes; and

WHEREAS, the Board of Directors upon review of current information and future planning needs has determined that the Property is no longer required for school purposes; and

WHEREAS, the Board of Directors desires to commence the process to consider sale of all or a portion of the Property.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Steilacoom Historical School District No. 1 does hereby declare that the Property is no longer needed for school purposes and that the Property is surplus; and

BE IT FURTHER RESOLVED THAT, having declared the Property as surplus, the Board of Directors of the Steilacoom Historical School District No. 1 does hereby authorize the District to publish notices, hold a public hearing, and take such other actions as are required under RCW 28A.335.120 and Board Policy 6882 regarding the disposition of the Property.

Adopted by the Board of Directors of the Steilacoom Historical School District No. 1 at its Regular Board Meeting on November 17, 2021.

BOARD OF DIRECTORS

Chair

Director

Director

Director

Director

ATTESTED TO BY:

Secretary, Board of Directors

Exhibit A

Legal Description of the Property

Section 06 Township 19 Range 02 Quarter 12 PALMERS 2ND PARCEL "A" OF BLA 2014-02-07-5001 DESC AS L 1 THRU 5 B 4 TOG/W ALL VAC ALLEY IN SD B AS VAC BY TOWN OF STEILACOOM ORD 366 REC UNDER AFN 2214570 EASE OF RECORD OUT OF 016-0 SEG 2014-0393 4/3/14 BB

Situate in the Town of Steilacoom, County of Pierce, State of Washington

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: November 17, 2021

Strategic Focus Area

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

BACKGROUND INFORMATION

The District has been in negotiations with representatives of Careage Construction for the acquisition of at least 10 acres of land adjacent to McNeil Street in the City of DuPont for several months. The District also has an existing purchase and sale agreement to sell the land it owns at Manchester Place in the City of DuPont to a developer for industrial purposes.

The District is interested in using the proceeds from the sale of Manchester Place to fund the land purchase at McNeil Street, but it is unclear if the timeline regarding the land sales will line up in a manner to allow that to happen efficiently and effectively. The ultimate goal is to ensure the district can close on both properties, while ensuring that the district maintains ownership of a parcel that can be used as an elementary school.

This resolution authorizes the superintendent to pursue options for short term financing that would ensure the district could meet its interests with the multiple land transactions. The final financing instruments would be subject to board approval if they were deemed necessary.

RECOMMENDED ACTION:

Staff recommends the board adopt the resolution authorizing the Superintendent to pursue non-voted debt for the purchase of property adjacent to McNeil Street.

Report prepared by:
Shawn Lewis, Director of Community Relations and Planning

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

Resolution No. 884-11-17-21

Authorizing the Superintendent to Pursue Non-Voted Debt

A RESOLUTION of the Board of Directors of Steilacoom Historical School District No. 1, Pierce County, Washington (the “District”), authorizing the Superintendent to pursue non-voted debt options for the Capital Projects Fund to purchase a school site.

WHEREAS, the District has authorized the Superintendent to pursue a purchase and sale agreement to purchase property in the City of DuPont adjacent to McNeil Street to accommodate a future Elementary School; and

WHEREAS, the District has entered into a purchase and sale agreement for the sale of property on Manchester Place in the City of DuPont; and

WHEREAS, the District anticipates using proceeds from the sale of the Manchester Place property to fund the purchase of new property within the City of DuPont, but the timing of the closing of the sale may not occur early enough to provide funding for the new school site; and

WHEREAS, in order to provide short term financing in the District’s Capital Projects Fund for the purchase of new property prior to the receipt of proceeds from the sale of Manchester Place, the Board of Directors has determined it may be required to borrow funds on a short term basis;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors hereby authorizes the Superintendent to evaluate options for short-term bridge financing, including utilizing the LOCAL Program offered by the Washington State Treasurer’s Office, a non-voted limited obligation bond, or other legally authorized debt instruments. The Board anticipates that any short term borrowing would (1) be solely for the purpose of purchasing property adjacent to McNeil Street in the City of DuPont, (2) not exceed \$4,500,000, (3) be for no longer than five (5) years and (4) be repaid from the proceeds of the sale of Manchester Place.

If deemed to be necessary and in the best interests of the District, any short term borrowing will be subject to Board approval at a subsequent meeting.

Adopted by a majority of the Board of Directors of Steilacoom Historical School District No. 1 at the Regular Board Meeting held on November 17, 2021.

BOARD OF DIRECTORS

Chair

Director

Director

Director

Director

ATTESTED TO BY:

Secretary, Board of Directors

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: November 17, 2021

Strategic Focus Area

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

BACKGROUND INFORMATION

As stated in the District's 2021-27 Capital Facilities Plan, long term growth projections will require the District to construct a new elementary school in the DuPont area within the next few years. Currently Cherrydale Primary, Chloe Clark Elementary, and Saltar's Point Elementary Schools are all in excess of existing capacity based on adopted service standards of the District. Our elementary schools are crowded.

District staff have been in negotiations with representatives from Careage Construction regarding the acquisition of a 10-acre parcel of land on McNeil Street that is well suited for an elementary school. Earlier this year, the district entered into an agreement to sell land on Manchester Place – contingent on the purchase of a new elementary school site within DuPont. This new Purchase and Sale Agreement for McNeil Street property ensures the district will have land to build an elementary school if approved as part of the next bond election.

The attached resolution authorizes the superintendent to sign the negotiated purchase and sale agreement on the 10-acre McNeil Street site and to take other actions necessary to finalize the sale.

Earlier this week, the district requested qualifications from architects to begin the conceptual planning process on the site, which will allow the district to work with other developers to finalize a masterplan for the property and expedite future construction permits and processes.

RECOMMENDED ACTION:

Staff recommends the board adopt the resolution authorizing the Superintendent to execute a Purchase and Sale Agreement and take other necessary actions to purchase the property at McNeil Street for \$4,800,000.

Report prepared by:
Shawn Lewis, Director of Community Relations and Planning

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

Resolution No. 885-11-17-21

Approval of Purchase & Sale Agreement of McNeil Street Property

THIS RESOLUTION of the Board of Directors of the Steilacoom Historical School District No. 1 is in accordance with RCW 28A.335.090(1) which provides that “the board of directors of each school district may purchase, lease, receive, and hold real and personal property in the name of the district.”

WHEREAS, Patriot’s Landing Investment II, LLC, a Washington limited liability company (the “Seller”), is the owner of property located in the City of DuPont, Pierce County, Washington, having a tax parcel number of 0119341004 (the “Patriot’s Landing Property”); and

WHEREAS, the Patriot’s Landing Property contains approximately 24.60 acres of real estate; and

WHEREAS, the Board has determined that additional property is required to service the District's school purposes and needs; and

WHEREAS, the Board has determined that the Patriot’s Landing Property would be suitable for the District’s school purposes but desires only an approximately 10.00 acre portion of the larger 24.60 acre site; and

WHEREAS, the Seller has committed to securing, prior to any closing of a purchase, a boundary line adjustment to create an approximately 10 acre school site (the “McNeil Street School Property”) from the Patriot’s Landing Property, as depicted on Exhibit A attached hereto; and

WHEREAS, the District, acting at the direction of the Board, obtained from McKee Appraisal, Scott Biethan, MAI, CRE, FRICS, a market value appraisal of the McNeil Street School Property portion of the Patriot’s Landing Property; and

WHEREAS, the District has offered the property owner \$4,800,000.00 (the “Proposed Purchase Price”), subject to certain contingencies, for the purchase of the McNeil Street School Property.

NOW, THEREFORE, BE IT RESOLVED that the Superintendent, or her designee, is authorized to enter into a Real Estate Purchase Agreement with Patriot’s Landing Investment II, LLC, for the purchase of the McNeil Street School Property at the Proposed Purchase Price and to take any and all actions necessary to consummate and close the transaction set forth in the Purchase Agreement.

Adopted by a majority of the Board of Directors of Steilacoom Historical School District No. 1
at the Regular Board Meeting held on November 17, 2021.

BOARD OF DIRECTORS

Chair

Director

Director

Director

Director

ATTESTED TO BY:

Secretary, Board of Directors



Careage - Patriot's Landing Village
Job No. 845-001-011-0001
October 7, 2021

EXHIBIT A

LEGAL DESCRIPTION

That portion of Lot C of City of DuPont Boundary Line Adjustment File No. PLNG2017-044 as recorded under Recording No. 201804105001, situate in Section 34, Township 19 North, Range 1 East, W.M., City of DuPont, Pierce County, Washington, being more particularly described as follows:

BEGINNING at the most northerly corner of said Lot C, being a point on the southerly margin of McNeil Street;

THENCE along said northeasterly line, being coincident with said southerly margin of McNeil Street, the following courses:

S 64°34'46" E, 184.48 feet to a point of curvature;

Southeasterly 40.06 feet along the arc of a tangent curve to the right, having a radius of 25.00 feet, through a central angle of 91°49'11";

THENCE S 62°45'35" E, 49.00 feet to a point of curvature;

Northeasterly 2.95 feet along the arc of a non-tangent curve to the left, having a radius of 374.50 feet, the radius point of which bears N 62°45'35" W, through a central angle of 00°27'04" to a point of reverse curvature;

Northeasterly 38.67 feet along the arc of a tangent curve to the right, having a radius of 25.00 feet, through a central angle of 88°37'53" to a point of tangency;

S 64°34'46" E, 459.35 feet to a point of curvature;

Southeasterly 28.53 feet along the arc of a tangent curve to the right, having a radius of 35.00 feet, through a central angle of 46°41'47" to a point of reverse curvature;

Southeasterly 7.61 feet along the arc of a tangent curve to the left, having a radius of 60.50 feet, through a central angle of 07°12'37" to a point of reverse curvature on the line common to said Lot C and Lot E (AKA a private road known as Marshall Circle) of said boundary line adjustment;

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Land Planning
Landscape Architecture
GIS

THENCE along said common line, the following courses:

Southerly 21.93 feet along the arc of a tangent curve to the right, having a radius of 24.50 feet, through a central angle of $51^{\circ}17'47''$ to a point of compound curvature;

Southwesterly 161.47 feet along the arc of a tangent curve to the right, having a radius of 570.50 feet, through a central angle of $16^{\circ}13'01''$ to a point of tangency;

S $42^{\circ}25'12''$ W, 12.79 feet to a point of curvature;

Westerly 21.52 feet along the arc of a tangent curve to the right, having a radius of 14.50 feet, through a central angle of $85^{\circ}02'24''$ to a point of reverse curvature;

Northwesterly 7.39 feet along the arc of a tangent curve to the left, having a radius of 573.50 feet, through a central angle of $00^{\circ}44'18''$;

S $36^{\circ}43'18''$ W, 47.00 feet to a point of curvature;

Southerly 24.22 feet along the arc of a non-tangent curve to the right, having a radius of 14.50 feet, the radius point of which bears S $36^{\circ}43'18''$ W, through a central angle of $95^{\circ}41'54''$ to a point of tangency;

S $42^{\circ}25'12''$ W, 54.31 feet to a point of curvature;

Southwesterly 164.49 feet along the arc of a tangent curve to the right, having a radius of 570.50 feet, through a central angle of $16^{\circ}31'11''$ to a point of compound curvature;

Westerly 22.81 feet along the arc of a tangent curve to the right, having a radius of 14.50 feet, through a central angle of $90^{\circ}07'19''$ to a point of reverse curvature;

Northwesterly 4.98 feet along the arc of a tangent curve to the left, having a radius of 202.50 feet, through a central angle of $01^{\circ}24'32''$ to a point of non-tangency;

THENCE leaving said common line, N $31^{\circ}38'34''$ W, 96.31 feet;

THENCE S $62^{\circ}42'36''$ W, 198.22 feet;

THENCE N $63^{\circ}42'54''$ W, 527.71 feet to the northwesterly line of said Lot C being coincident with the southeasterly margin of Meyer Street;

THENCE along said northwesterly line, being coincident with said southeasterly margin of Meyer Street and the northeasterly margin of Arnold Street, the following courses:

N $42^{\circ}58'59''$ E, 83.66 feet to a point of curvature;

Northeasterly 25.75 feet along the arc of a tangent curve to the left, having a radius of 207.50 feet, through a central angle of $07^{\circ}06'37''$ to a point of reverse curvature;

Northeasterly 22.77 feet along the arc of a tangent curve to the right, having a radius of 14.50 feet, through a central angle of $89^{\circ}57'55''$;

N $35^{\circ}50'17''$ E, 45.00 feet to a point of curvature;

Northwesterly 5.53 feet along the arc of a non-tangent curve to the left, having a radius of 622.50 feet, the radius point of which bears S $35^{\circ}50'17''$ W, through a central angle of $00^{\circ}30'32''$ to a point of non-tangency;

N $55^{\circ}06'14''$ W, 40.31 feet to a point of curvature;

Northwesterly 33.59 feet along the arc of a non-tangent curve to the left, having a radius of 623.50 feet, the radius point of which bears S $31^{\circ}37'19''$ W, through a central angle of $03^{\circ}05'13''$;

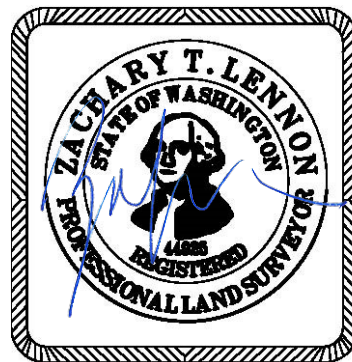
THENCE leaving said road margins and running along said northwesterly line of Lot C, N $42^{\circ}58'59''$ E, 427.55 feet to the POINT OF BEGINNING.

Containing 10.000 acres, more or less.

See attached Exhibit B.

Written By: CAF

\\esm8\engr\esm-jobs\845\001\011\document\ld-001.doc



10/07/2021

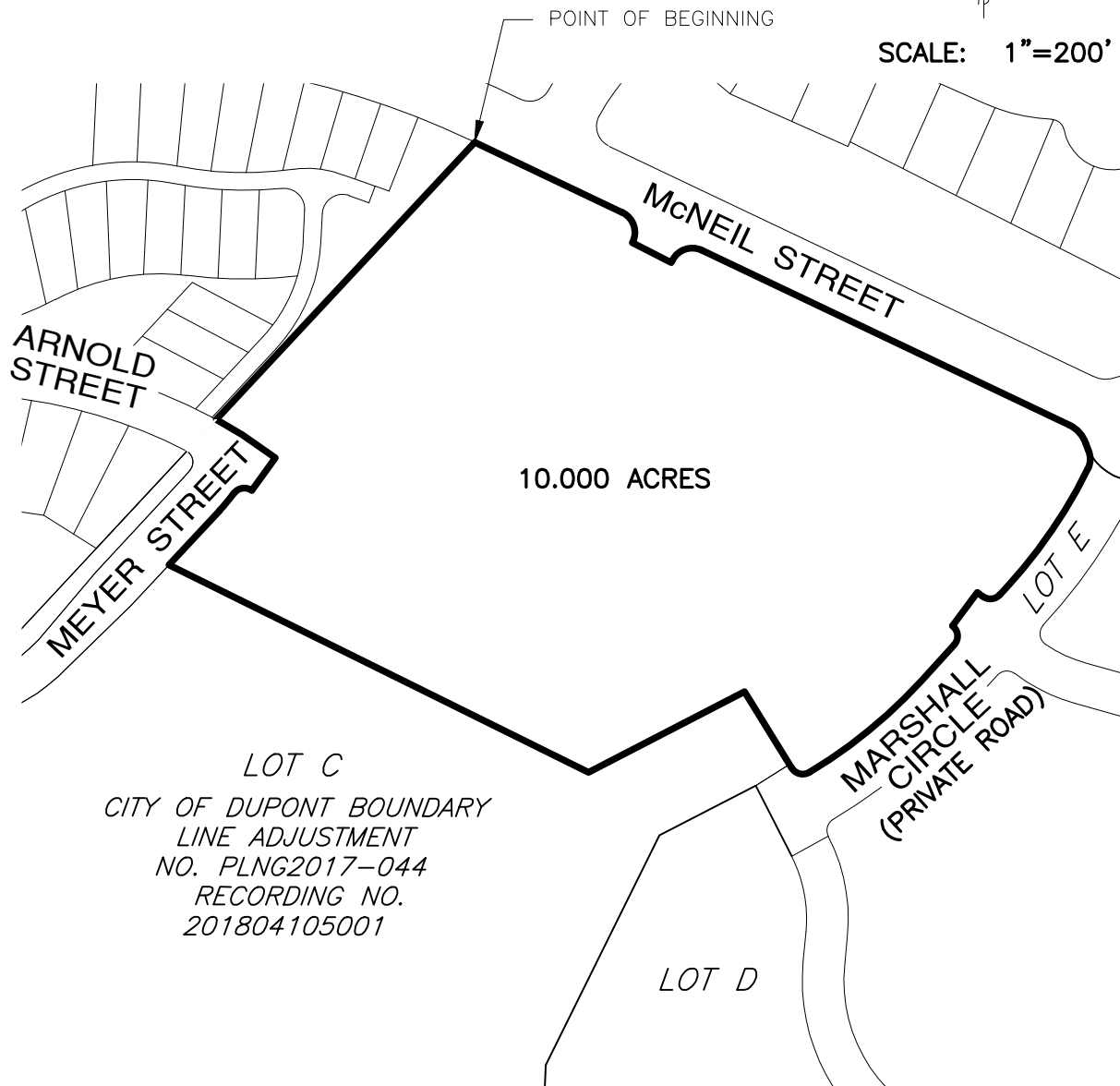
EXHIBIT B

TO ACCOMPANY LEGAL DESCRIPTION

A PORTION OF SECTION 34, T. 19 N., R. 1 E., W.M.
CITY OF DUPONT, PIERCE COUNTY, WASHINGTON



SCALE: 1"=200'



\\ESM8\ENGR\ESM-JOBS\845\001\011\EXHIBITS\SR-01.DWG



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JOB NO. 845-001-011
DRAWING NAME : SR-01
DATE : 2021-10-07
DRAWN : C.A.F.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: November 17, 2021

Strategic Focus Area

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

BACKGROUND INFORMATION

The District advertised for bids related to the project referred to as the “Maintenance Building Improvements project” on October 21st and October 28th, and held a mandatory pre-bid meeting on November 1st.

Bids for the Base Bid, Additive Alternates, and a Listing of Subcontractors were due on November 9th at the times and in the formats dictated in the bidding documents. Erickson McGovern Architects and their consultants provided the bid set and drawings for the bids.

The District received nine responsive bids – with base bids ranging from roughly \$1.575 million to \$2.05 million – with average and median bid at about \$1.75 million.

The lowest responsive bidder was Pease and Sons on the base bid in the amount of \$1,574,642. In addition, Pease and Sons provided a bid on two additive alternates for paving in the total amount of \$43,231.

Erickson McGovern provided a recommendation to award the base bid with additive alternates to Pease and Sons. That recommendation is attached.

The bid amounts are consistent with the district’s overall project budget, and District staff concur with the architect’s recommendation.

RECOMMENDED ACTION:

The board award the bid to the lowest responsive bidder, Pease and Sons, for the amount of \$1,617,873, including alternates C-1 and C-2 as identified in the recommendation from Erickson-McGovern Architects.

Report prepared by:
Shawn Lewis, Director of Community Relations and Planning

November 10, 2021

Board of Directors
Steilacoom Historical School District No. 1
511 Chambers Street
Steilacoom, WA 98388

Re: **Maintenance Building Improvements
Recommendation to Award Contract**

Dear Board,

The bid opening for the Maintenance Building Improvements project occurred on November 9, 2021.
A total of nine responsive bids were received.

After reviewing the bids and consulting with the Steilacoom Historical School District administration, we recommend awarding the contract to the responsible low bidder, Pease and Sons Incorporated from Tacoma, Washington.

Erickson McGovern has worked with Pease and Sons Incorporated on multiple public works projects with great success.

The contract amount for this project is based on the following:

Base Bid	\$1,574,642.00
Alternate Bid C-1 Asphalt Paving	\$17,837.00
Alternate Bid C-2 Concrete Paving	<u>\$25,358.00</u>
Total Contract Amount	\$1,617,837.00

Sincerely,




Raymond Mow, AIA
Principal

cc: Messila Beard, Chief of Finance and Operations
Shawn Lewis, Director of Community Relations and Planning



NOTE: BSD & EMA Graphics are located in the header so they print on each sheet.

BIDDERS		Lake Tapps Construction	Lewis/Cutler Construction	Westmark Construction	SCF Construction	Pease & Sons Inc.	Berschauer Construction	JH Kelly Construction	Jones and Roberts	Lincoln Construction
BID BOND		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
NUMBER OF ADDENDA		1-6	1-6	1-6	1-6	1-6	1-6	1-6	1-6	1-6
BASE BID		\$1,749,000.00	\$1,752,500.00	\$1,700,250.00	\$1,856,000.00	\$1,574,642.00	\$1,636,000.00	\$1,787,145.00	\$1,627,000.00	\$2,042,820.00
TRENCH EXCAVATION SAFETY PROVISIONS		\$2,500.00	\$1,000.00	\$1,000.00	\$1,500.00	\$500.00	\$1,500.00	\$500.00	\$500.00	\$500.00
APPRENTICESHIP UTILIZATION		\$1,800.00	\$2,500.00	\$0.00	\$1,000.00	\$2,500.00	\$500.00	\$500.00	\$1,000.00	\$500.00
ALTERNATE BIDS										
C-1	Asphalt Paving	\$10,000.00	\$18,000.00	\$21,495.00	\$17,955.00	\$17,837.00	\$11,400.00	\$63,168.00	\$8,900.00	\$17,304.00
C-2	Concrete Paving	\$15,000.00	\$20,500.00	\$27,580.00	\$22,855.00	\$25,358.00	\$16,000.00	\$24,540.00	\$14,200.00	\$14,384.00
SUBCONTRACTOR LISTING										
HVAC		Code Mechanical Inc.	Capital Heating and Cooling	Copper Mechiancal	TRS	Code Mechanical Inc.	Capital Heating and Cooling	Capital Heating and Cooling	Capital Heating and Cooling	Code Mechanical Inc.
PLUMBING		Pac West Mechanical	Pac West Mechanical	Copper Mechiancal	Pac West Mechanical	Pease Piping	McGee Plumbing Co.	JH Kelly Construction	Pac West Mechanical	Pac West Mechanical
ELECTRICAL		West Valley Electric	BES Electrical Services	BES Electrical Services	North Shore Elec	BES Electrical Services	North Shore Electric	North Shore Electrical	West Valley Electric	BES Electrical Services
STRUCTURAL STEEL INSTALL		Self Preform	Lewis/Cutler Construction Inc.	Global	SCF General Contractors	Pease & Sons Inc.	Ironman Steel Erectors	JH Kelly	Jones and Roberts	Global Metal Works and Erectors
REBAR INSTALL		Self Preform	Lewis/Cutler Construction Inc.	Self Preform/Westmark	SCF General Contractors	Pease & Sons Inc.	Berschauer Construction Inc.	Grizzly	Jones and Roberts	Grizzly Bar

THIS IS TO CERTIFY THAT THE ABOVE FIGURES ARE A TRUE AND ACCURATE TABULATION OF BIDS RECEIVED:
Ray Mow, AIA  11.10.21

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 11.17.21

Policy Number and Name

Policy 3411: Accommodating Students with Seizure Disorders

Strategic Focus Area

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

BACKGROUND INFORMATION

- Policy 3411 is a new required policy based on HB 1085, which clarifies the requirements for seizure response in school settings and eliminates associated educational barriers.
- Seizure response training is required for school staff and parent-designated adults who will care for students with seizure disorders.
- School districts must designate a medical professional, such as a school nurse, to provide training and supervision for school district personnel.
- HB 1085 extends the requirement for school-based individual health care plans for students with seizure disorders. SHSD already has IHPs in place for our students with seizure disorders. All IHPs include the components specified in Policy 3411: acquiring parent requests and instructions; acquiring orders from licensed health professionals; providing for storage of medical equipment and medication from the parent; establishing exceptions necessary to accommodate students' needs related to seizure disorders; developing individual emergency plans; distributing IHPs to appropriate staff; possessing legal documents for parent-designated adults to provide care if needed; and updating the IHPs at least annually.
- HB 1085 provides liability protections for school districts, employees, agents, and parent-designated adults.

RECOMMENDED ACTION:

This policy is recommended for second reading.

Report prepared by: Gudrun Sullivan Executive Director of Student Services

ACCOMMODATING STUDENTS WITH SEIZURE DISORDERS OR EPILEPSY

The district will develop and follow an individual health plan for each student with seizure disorder or epilepsy. Each individual health care plan will include an individual emergency plan element. The health plans will be updated annually, and more frequently as needed.

The board of directors shall designate a professional person licensed under chapter 18.71, 18.57, or 18.79 RCW as it applies to registered nurses and advanced registered nurse practitioners, to consult and coordinate with the student's parents and health care provider, and train and supervise the appropriate school district personnel in proper procedures for care for students with epilepsy or other seizure disorders to ensure a safe, therapeutic learning environment. Training required may also be provided by a national organization that offers training for school nurses for managing students with seizures and seizure training for school personnel.

In addition to adhering to the requirements of each individual health care plan, for the general care of students with seizure disorder or epilepsy, the district will:

- A. Acquire necessary parent requests and instructions for treatment;
- B. Acquire monitoring and treatment orders from licensed health care providers prescribing within the scope of their licensed authority;
- C. Provide sufficient and secure storage for medical equipment and medication provided by the parent;
- D. Establish school policy exceptions necessary to accommodate students' needs related to epilepsy or other seizure disorders, as described in the individual health plan;
- E. Ensure the development of individual emergency plans;
- F. Ensure the possession of legal documents for parent-designated adults to provide care, if needed;
- G. Ensure each individual health plan at least annually; and
- H. Ensure each student's individual health care plan will be distributed to appropriate staff based on the student's needs and the staff member's contact with the student.

Parents of students with seizure disorders or epilepsy may designate an adult to provide care for their student consistent with the student's individual health care plan. At parent request, school district employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate.

"Parent-designated adult" means a parent-designated adult who is not licensed under chapter 18.79 and: (A) Volunteers for the designation; (B) receives additional training from a health care professional or expert in care for epilepsy or other seizure disorders selected by the parents; and (C) provides care for the child consistent with the individual health plan.

A parent-designated adult may be a school district employee. Parent-designated adults who are school employees will file a voluntary, written, current, and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with seizures from the district lead nurse or from a parent-selected health care professional or appropriate personnel from a national epilepsy organization that offers seizure training and education for school nurses and other school personnel. If a school district employee who is not licensed under chapter 18.79 RCW chooses not to file a letter under this section, the employee may not be subject to any employer reprisal or disciplinary action for refusing to file a letter.

Parent-designated adults who are not school employees are required to show evidence of comparable training and meet school district requirements for volunteers. Parent-designated adults must receive additional training from a parent-selected health care professional or expert in seizure care to provide the care requested by the parent. The (insert appropriate staff member) is not responsible for the supervision of procedures authorized by the parents and carried out by the parent-designated adult.

The district, its employees, agents, or parent-designated adults who act in good faith and in substantial compliance with a student's individual health care plan and the instructions of the student's health care provider will not be criminally or civilly liable for services provided under RCW 28A.210.330.

Cross References: 5630 - Volunteers
 3416 - Medication at School
 2162 - Education of Students With Disabilities Under Section
 504 of the Rehabilitation Act of 1973

Legal References: 42 U.S.C. §§ 12101 et seq. Americans with Disabilities Act
 RCW 28A.210.350 – Students with diabetes or epilepsy or other
 seizure disorders

Adoption Date: 11.17.21
Steilacoom Historical School District No. 1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 11/17/2021

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 6225 Use of Electronic Signature

Changes responsibility to modify, rescind or replace this policy from the Superintendent to the Board.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 6225..

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

USE OF ELECTRONIC SIGNATURE

Purpose

To establish an electronic signature policy for the Steilacoom Historical School District that will:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District's use of the current electronic signature provider, PandaDocs, as the approved method for affixing an electronic signature to an electronic record. This policy will apply to any future replacement to the specific service provider platform.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

Scope, Manner, and Format of Use

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made created when a person physically marks a document with the intent to sign the record.

The District authorizes the use of the PandaDocs electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

The District Superintendent or designee is authorized to use the electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following District records: Identify records, such as minutes of school board meetings, Resolutions adopted by the Steilacoom Historical School District Board, claim vouchers approved by the Board, and any and all contracts and agreements to which the District is a party. It is also authorized to affix electronic signatures to purchasing documentation related to the General Fund, Associated Student Body Fund, Capital Projects Debt Service and Transportation Vehicle Fund.

Electronic signatures may not be used on District records requiring execution by a third party.

~~This policy may be modified, rescinded, or replaced at any time by the Superintendent. The Board may modify, rescind, or replace this policy at any time.~~

Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Superintendent or designee will use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature will comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects the District's ability to conduct a transaction using a physical medium and will not be construed as a prohibition on the use of traditional signatures.

Legal References: [RCW 19.360.020](#) _____ State and local agencies – Electronic signatures and records – Use and acceptance
_____ 15 U.S.C. Ch. 96 Electronic Signatures in Global and National Commerce Act

Management Resources:
Policy News, May 2020

Adoption Date: 6.24.20
Steilacoom Historical School District No. 1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 11/17/2021

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 6970 Naming Schools, Facilities, and Teams

The revised policy limits the use of Native American names, symbols, or images when naming schools or teams.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 6970.

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

NAMING SCHOOLS AND FACILITIES

New district buildings and facilities will be named after persons who have attained national or local prominence in the fields of education, arts and sciences, politics, military achievements and statesmanship, after past U.S. presidents or Washington national senators or representatives or after the geographic characteristics of the area in which the facility is located.

It is the responsibility of the Board of Directors to adopt official names for District facilities. In fulfilling this responsibility, the Board will make every effort to respect community preferences. The superintendent will develop procedures for broad-based involvement whenever possible.

School and team mascots, logos or images will not be of Native American names, symbols, or images.

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 4.22.15; 11.17.21