



## 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.

9/24/2014 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. PRESENTATION - Student Enrollment Projections**

**(Presentation)**

Presenter: Rick Miller

### **IV. PRESENTATION - Steilacoom High Accreditation**

**(Presentation)**

Presenter: Deb Hay

Accreditation.pdf (p. 4)

### **V. PRESENTATION - State Assessments**

**(Presentation)**

Presenter: Paul Harvey and Susan Greer

State Assessment Presentation.pdf (p. 6)

### **VI. APPROVAL OF MINUTES**

**(Action)**

Minutes 9.10.14.pdf (p. 29)

## **VII. 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 September 2014 Accounts Payable.pdf (p. 31)  
Approval of Certificated Personnel Report (1).pdf (p. 61)  
Approval of Co-Curricular Personnel Report.pdf (p. 62)  
Approval of Classified Personnel Report.pdf (p. 63)  
Approval of Pioneer Middle School Surplus September 2014.pdf (p. 64)  
Approval of SHS DECA Overnight Field Trip.pdf (p. 65)  
Approval of Test Kit Donation.pdf (p. 67)

## **VIII. OLD BUSINESS**

### **1. Second Reading of Management Support Series Policies 6010, 6012, 6240, 6803, 6921, 6923 and 6957**

**(Action)**

Presenter: Jim Brittain

Board Background 6000 policies 2nd reading.pdf (p. 68)

### **2. Second Reading of Management Support Series Policies 6000, 6020 and 6021**

**(Action)**

Presenter: Jim Brittain

Second Reading Policy 6000 6020 6021.pdf (p. 69)

### **3. Facilities Use Review**

**(Information)**

## **IX. NEW BUSINESS**

### **1. First Reading of Management Series Policies 6022, 6033 and 6040**

**(Action)**

Presenter: Jim Brittain

First Reading of Management Support Series Policies 6022, 6030 and 6040.pdf (p. 78)

### **2. First Reading of Policies 2004 Accountability Goals and 2005 School Improvement Plans**

**(Action)**

Presenter: Paul Harvey

First Reading of Policy 2004 Accountability Goals and 2005 School Improvement Plans.pdf (p. 84)

## **X. 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.

## **XI. BOARD COMMUNICATION**

**(Information)**

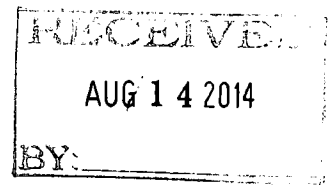
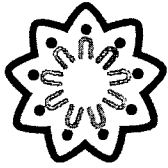
## **XII. ANNOUNCEMENTS**

**(Information)**

## **XIII. ADJOURNMENT**

**(Action)**

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



June 18, 2014

Debra Hay  
Principal  
Steilacoom High School  
54 Sentinel Drive  
Steilacoom, WA 98388-1699

Dear Ms. Hay:

In accordance with the established requirements and procedures of the Association of Educational Service Districts of the State of Washington, it is a pleasure to inform you that Steilacoom High School has been officially approved for accreditation for a period of six years, expiring in spring 2020.

In reviewing your application for accreditation, the AESD Accreditation Committee carefully considered the documentation provided by the PSESD Accreditation Process Team and its recommendation for action. These accounts, in combination with the additional information you provided at the review meeting on June 9, 2014, offered detail about the work at Steilacoom High School. As a result, the AESD Accreditation Sub-Committee made the following commendations and recommendations.

The panel reviewed the **commendations** made by your PSESD team and added the following:

- Use of data to drive actions
- Development of a strategic plan at the same time as the Accreditation Plan
- Website that turns into a communication device, with graphics designed by students
- Literacy training for CTE staff

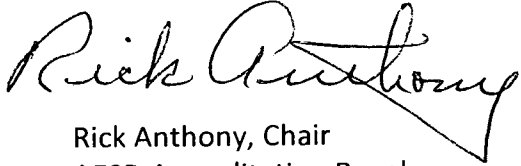
The panel reviewed the **recommendations** made by your PSESD team and added the following:

- Insure two way involvement from all stakeholders
- Communicate about website to the community
- Use the COE as an additional support and as an additional opportunity for students.

Your students, staff, community members and school team are to be commended for earning this accreditation status. As soon as can be arranged, an appropriate plaque suitable for display at the school will be provided to acknowledge your accredited status. We hope to hear of your continued successes.

Know that we look forward to seeing you again for your third year review. Until then, please let us know how we can serve you.

Sincerely,

A handwritten signature in black ink that reads "Rick Anthony". The signature is fluid and cursive, with the first name "Rick" being more prominent than the last name "Anthony".

Rick Anthony, Chair  
AESD Accreditation Panel

A handwritten signature in black ink that reads "Andrew Eyres". The signature is fluid and cursive, with the first name "Andrew" being more prominent than the last name "Eyres".

Dr. Andrew Eyres  
State Lead AESD Accreditation Committee


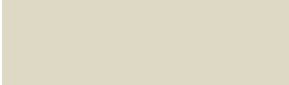


c: Kathi Weight, Superintendent, Steilacoom Historical School District  
Barbara Peterson, AESD Accreditation Sub-Committee member  
Merle Kirkley, AESD Accreditation Sub-Committee member  
Craig Bowman, PSED

# Steilacoom Historical School District No. 1

## *2014 Spring Assessments Report*

# Explanation of Data Table

- ▶ Colors indicate growth trends from previous year (from 2013 to 2014)

SCORE KEY	
	at least -3% decline
	No significant growth/change
	at least +3% growth
	at least +6% growth

# General Trends for Steilacoom Students

- ▶ Steilacoom students outperform the state average on all assessments by an average of 5%

ALL GRADES	SHSD Students Average vs State
Reading	+8%
Math	+7%
Writing	+7%
Science	+2%

- ▶ There was only one area that the state average was higher than SHSD students:
  - *8<sup>th</sup> grade Math: 51% vs 55%*



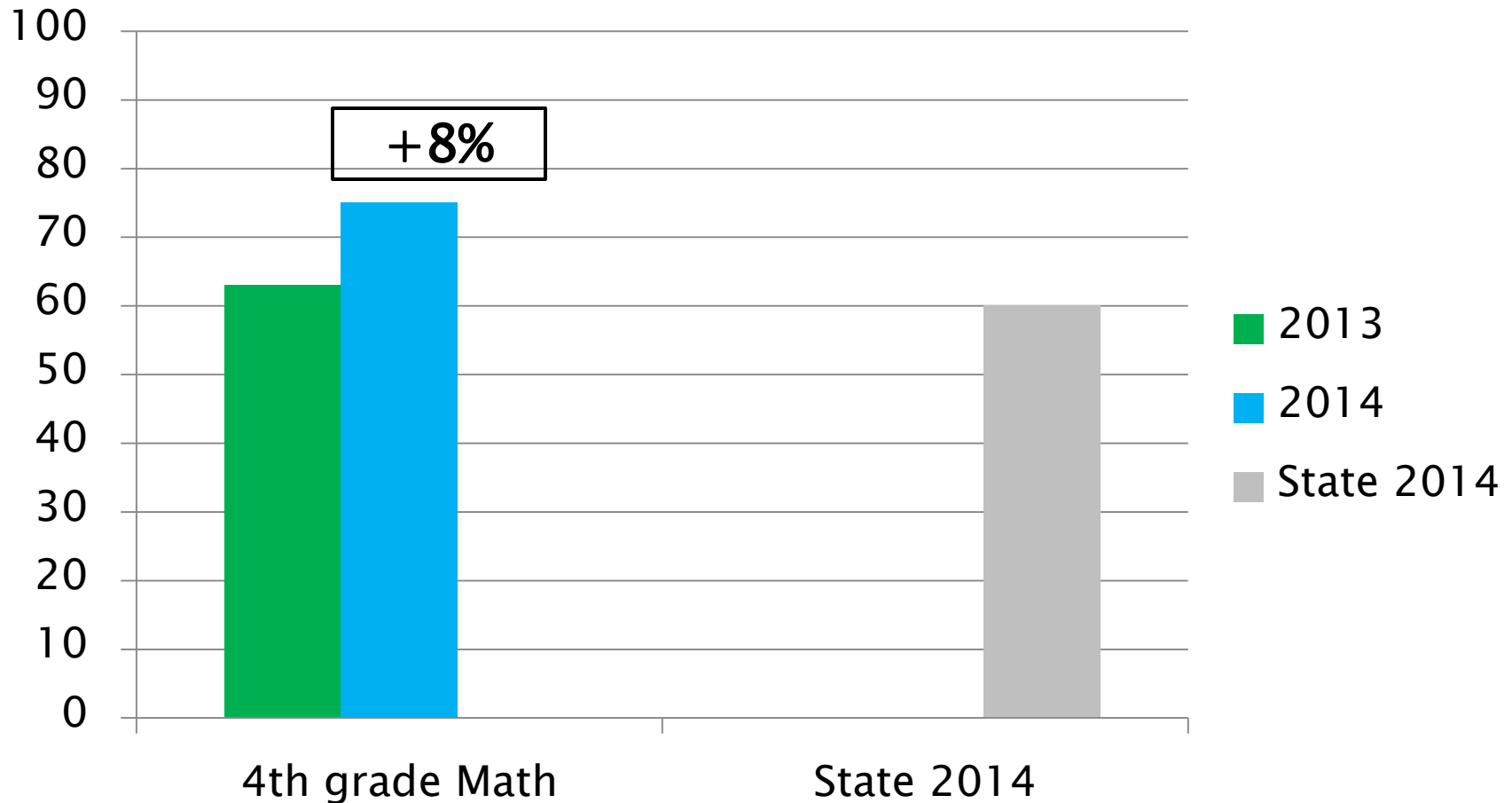
# *Highlights in Student Growth – District Single Year Gains*

- ▶ 4<sup>th</sup> grade Math +8%
- ▶ 4<sup>th</sup> grade Writing +12%
- ▶ 6<sup>th</sup> grade Reading +7%
- ▶ 6<sup>th</sup> grade Math +4%
- ▶ 10<sup>th</sup> grade Writing +9%

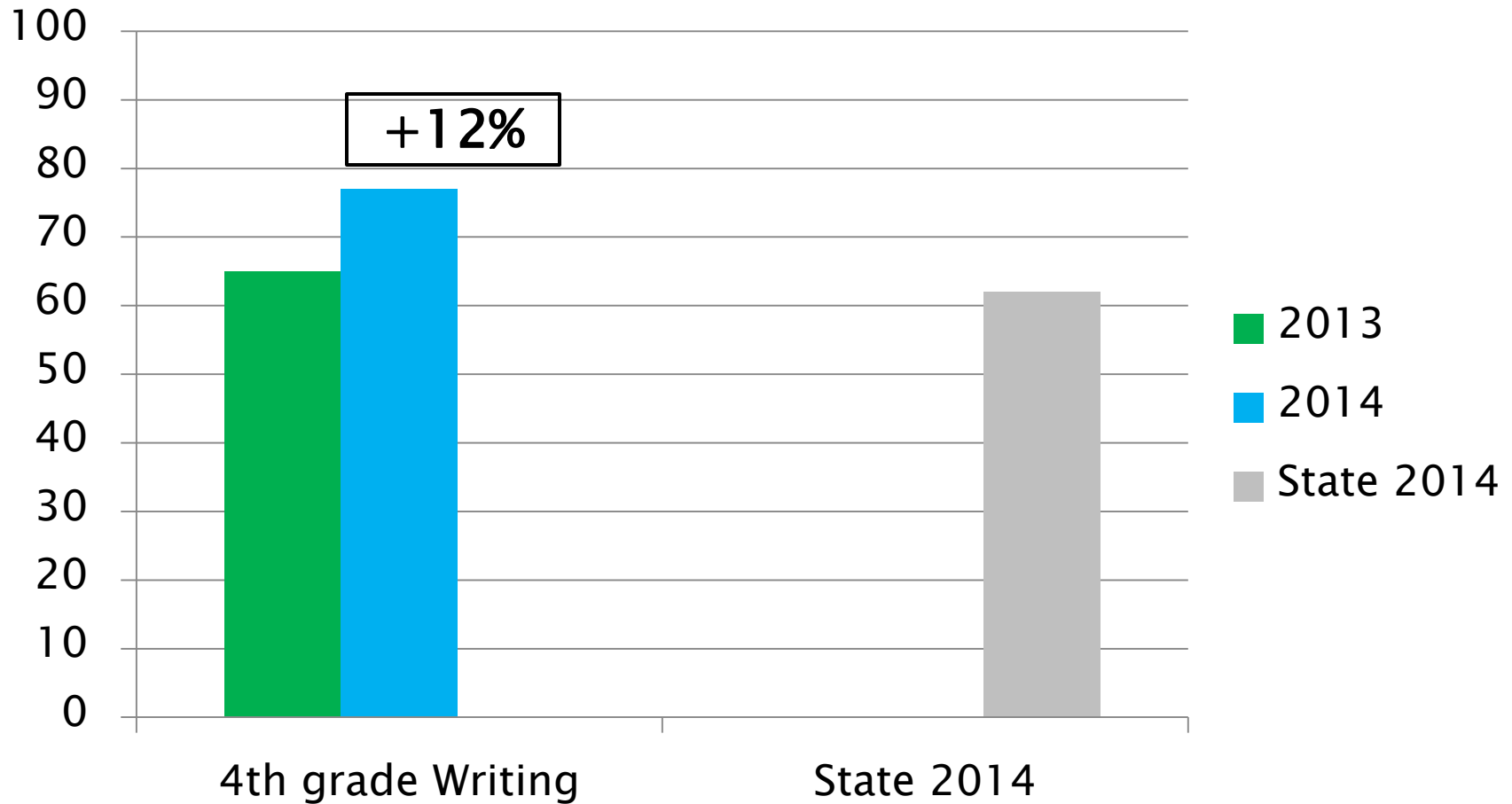
# Significant Single Year Gains by grade level

*Highlights of our best gains from  
Spring 2014 State Assessments*

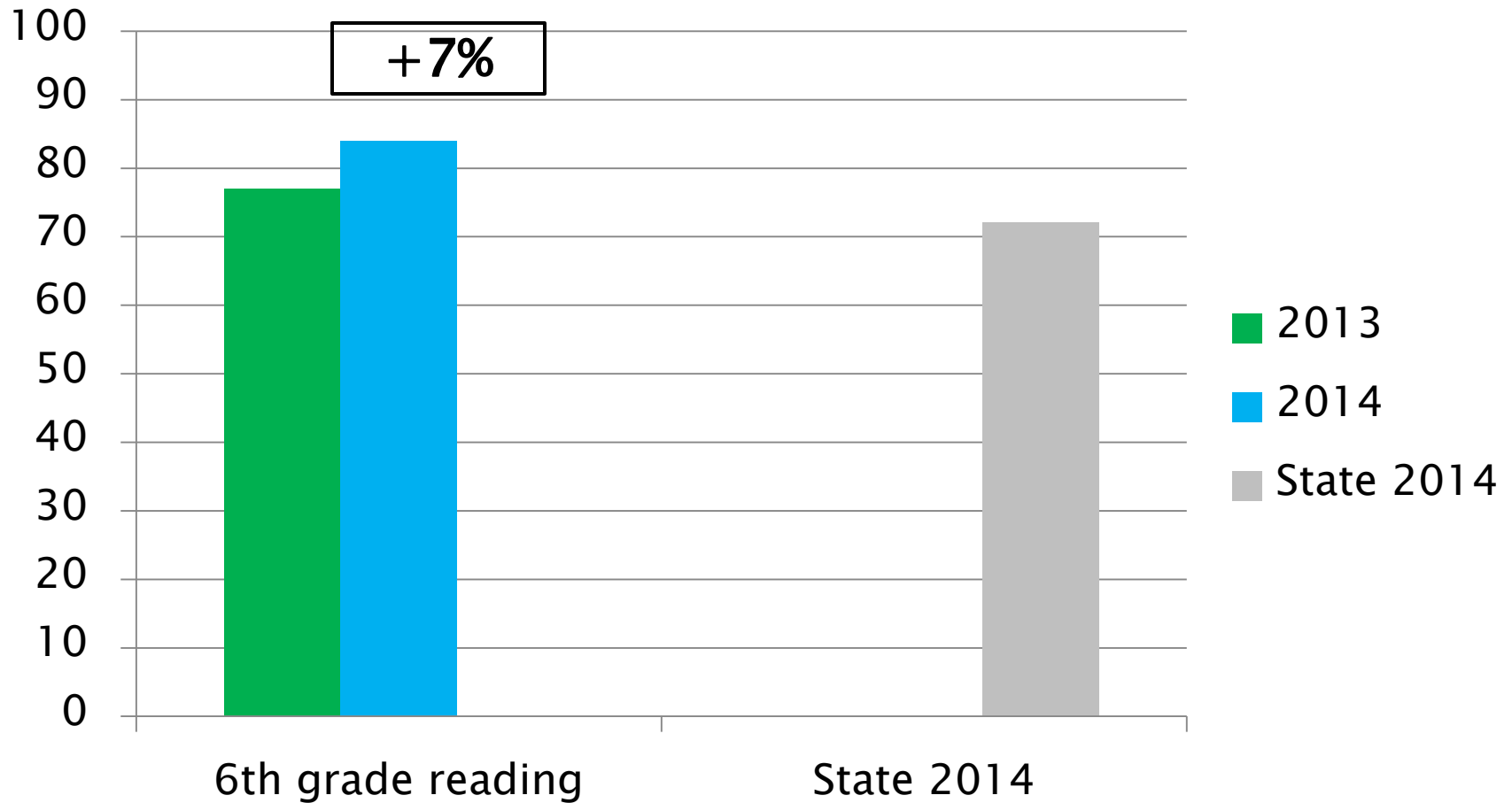
# *Student Growth – 4<sup>th</sup> grade Math*



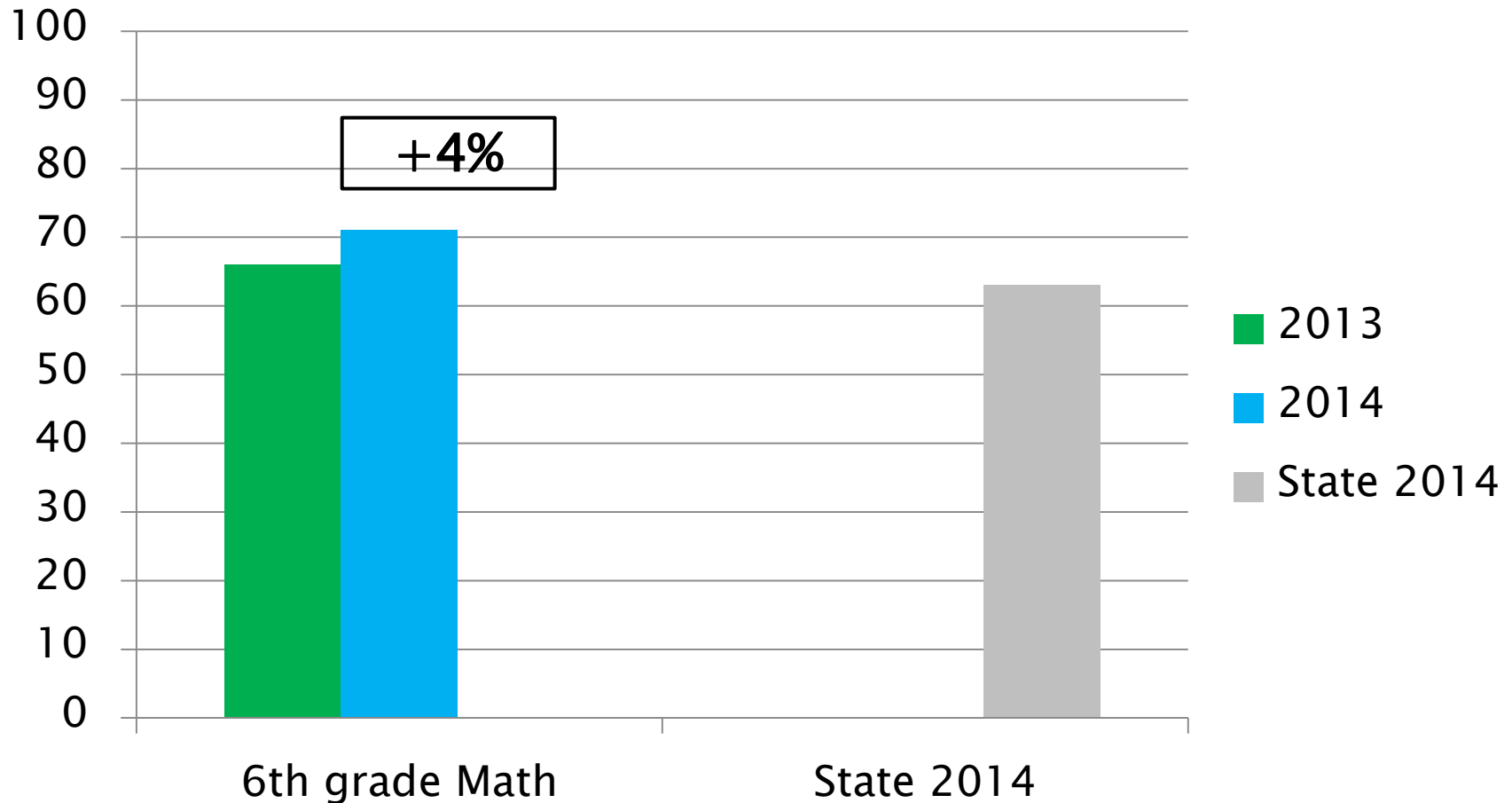
# *Student Growth – 4<sup>th</sup> grade Writing*



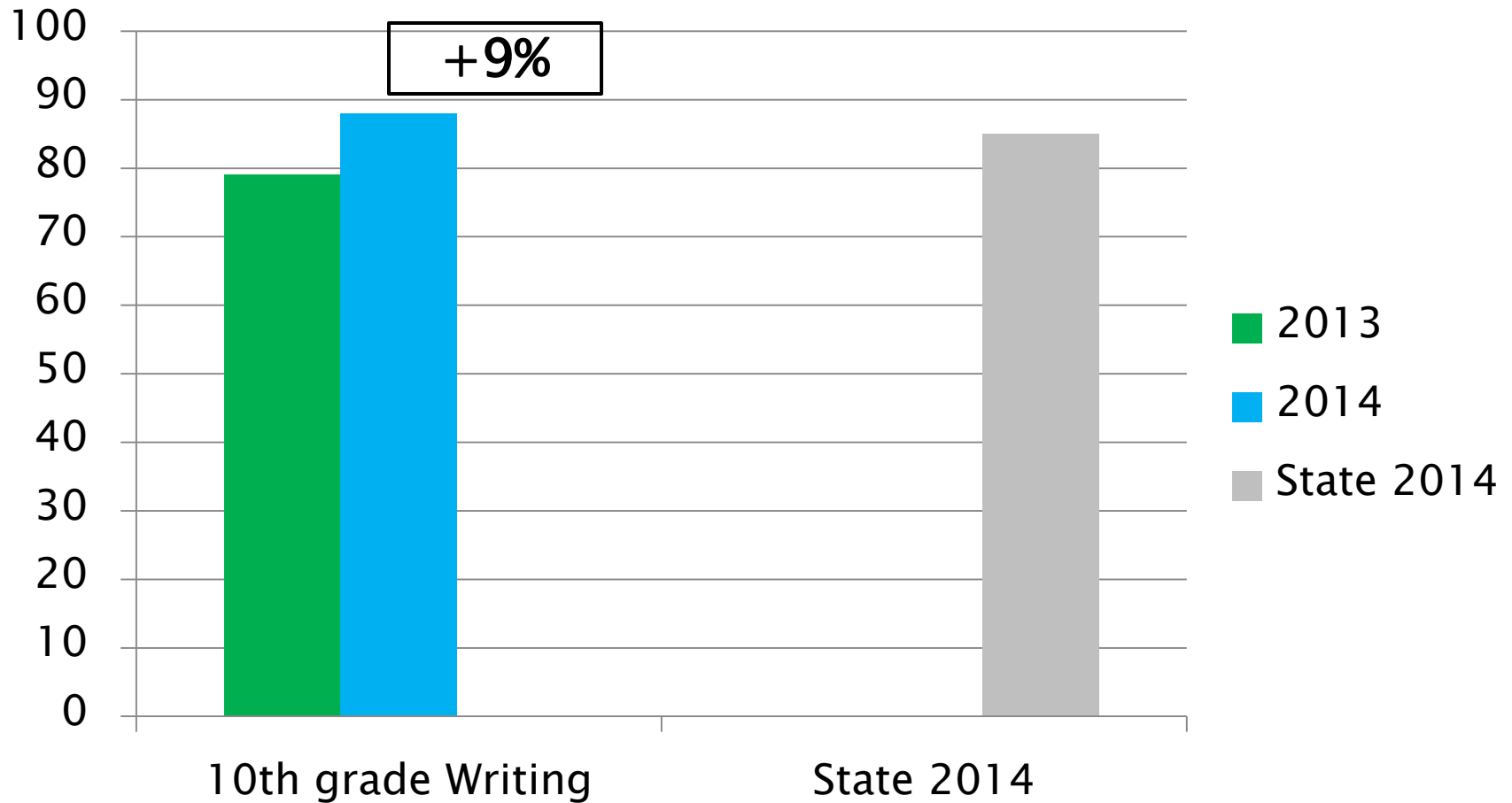
# *Student Growth – 6<sup>th</sup> grade Reading*



# *Student Growth – 6<sup>th</sup> grade Math*



# *Student Growth – 10<sup>th</sup> grade Writing*



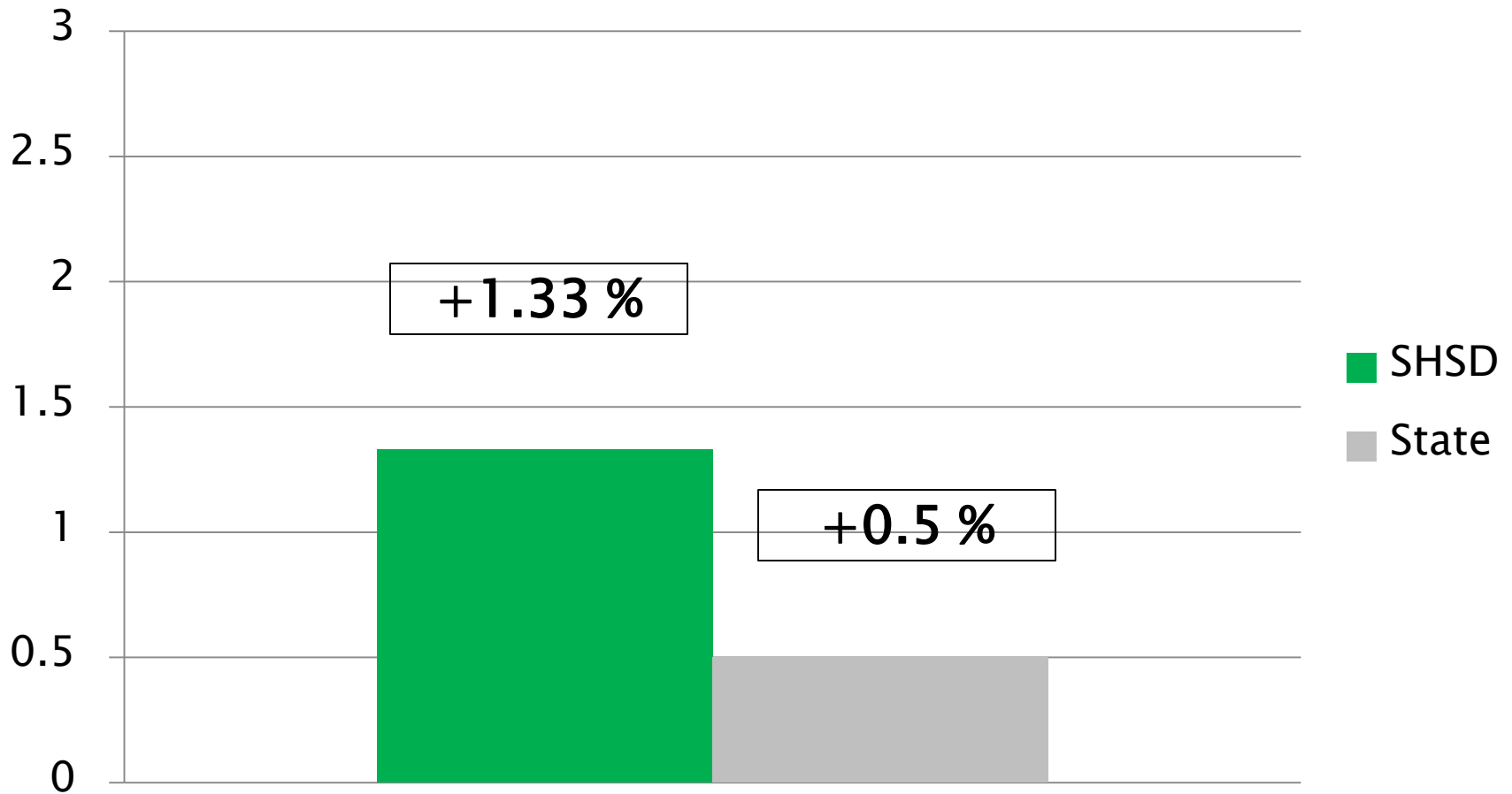
# *Student Growth – Three Year Trend*

- ▶ 3<sup>rd</sup> grade Reading +6%
- ▶ 3<sup>rd</sup> grade math +4%
- ▶ 4<sup>th</sup> grade Math +9%
- ▶ 4<sup>th</sup> grade Writing +10%
- ▶ 6<sup>th</sup> grade Reading +6%
- ▶ 6<sup>th</sup> grade Math +7%
- ▶ 8<sup>th</sup> grade EOC Math\* +8%
- ▶ 10<sup>th</sup> grade EOC Biology +5%



# Three Year Trend

*Avg. percent growth – All Assessments*



# *Student Growth detail: EOC Math 1 different grade levels*

ON TRACK: for all SHSD students by grade level  
including previously passed

	Percent Proficient
8 <sup>th</sup>	84%
9 <sup>th</sup>	50%
10 <sup>th</sup>	85%
11 <sup>th</sup>	88%
12 <sup>th</sup>	81%
STATE ALL	58%

# *Student Growth detail: EOC Math2 different grade levels*

ON TRACK: for all SHSD students by grade level  
including previously passed

	Percent Proficient
8 <sup>th</sup>	100%
9 <sup>th</sup>	40%
10 <sup>th</sup>	88%
11 <sup>th</sup>	75%
12 <sup>th</sup>	100%
STATE ALL	53%

# *Student Growth detail: EOC Biology different grade levels*

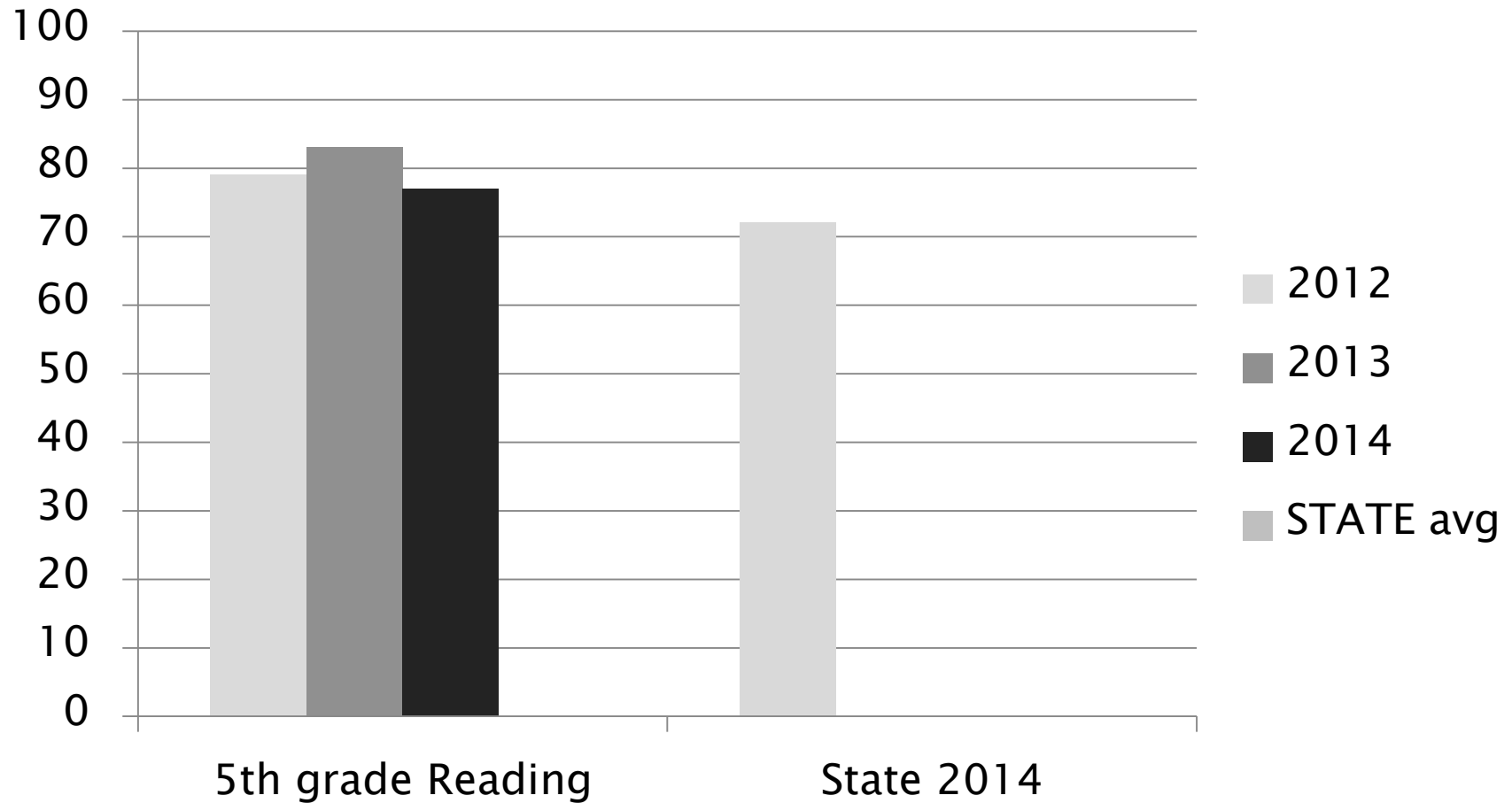
ON TRACK: for all SHSD students by grade level  
including previously passed

	Percent Proficient
9 <sup>th</sup>	89%
10 <sup>th</sup>	85%
11 <sup>th</sup>	75%
12 <sup>th</sup>	100%
STATE ALL	70%

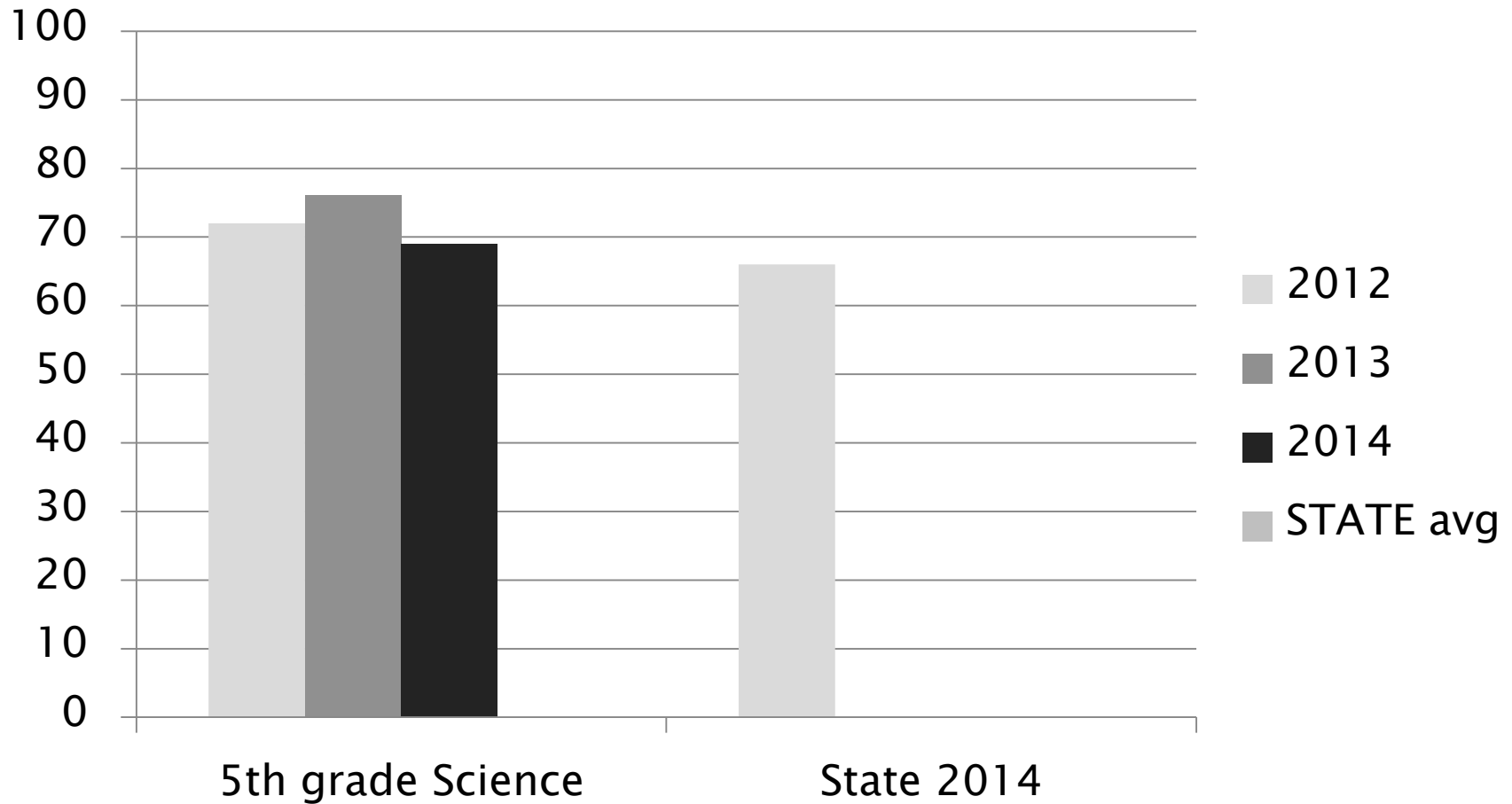
# *Areas of work– Three Year Trend*

- ▶ 5<sup>th</sup> grade Reading –4%
- ▶ 5<sup>th</sup> grade Science –3%
- ▶ 7<sup>th</sup> grade Writing –11%
- ▶ 8<sup>th</sup> grade Math –5%
- ▶ 8<sup>th</sup> grade Science –8%

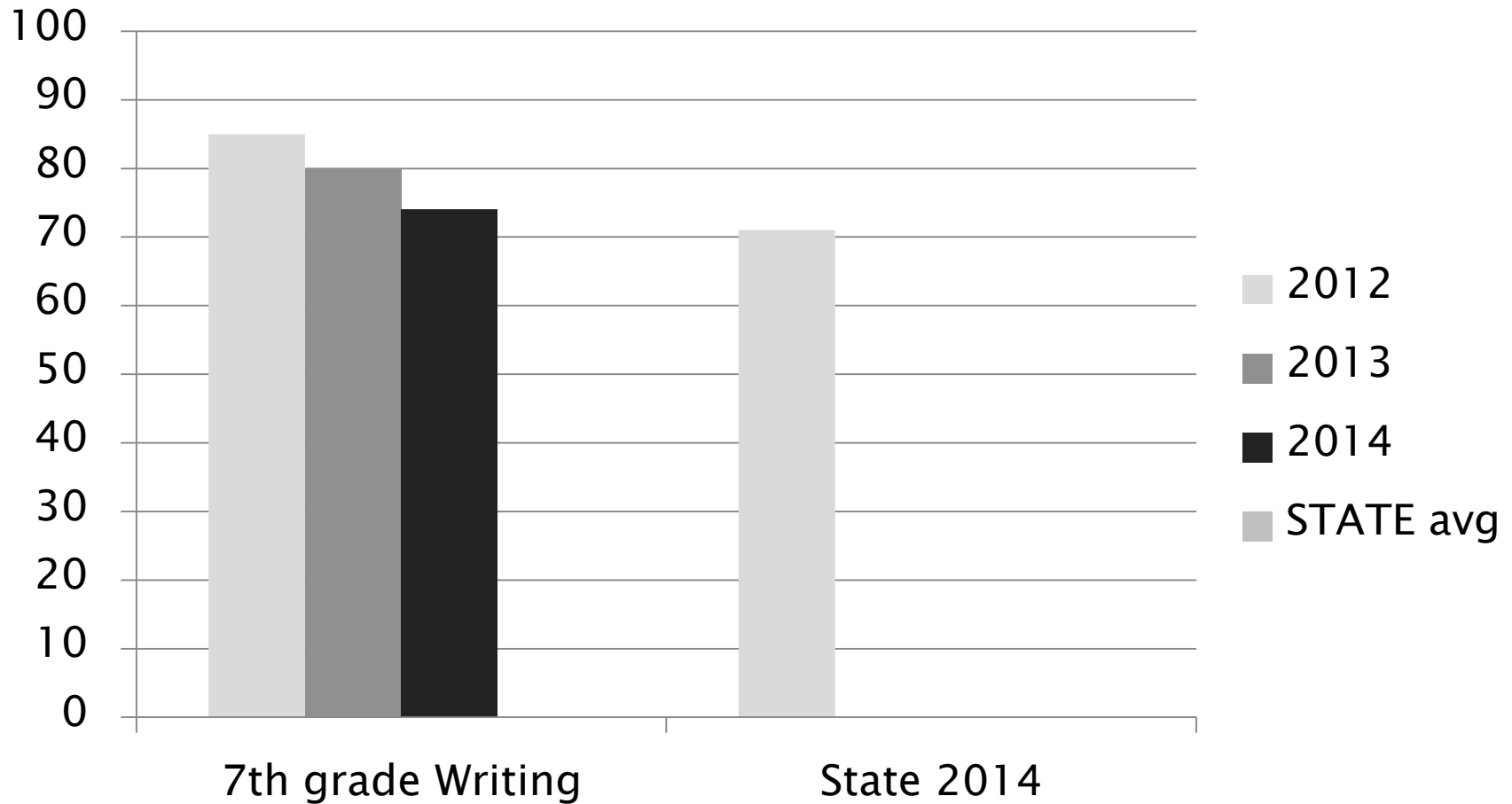
# *Area of work – 5<sup>th</sup> grade Reading*



# *Area of work – 5<sup>th</sup> grade Science*

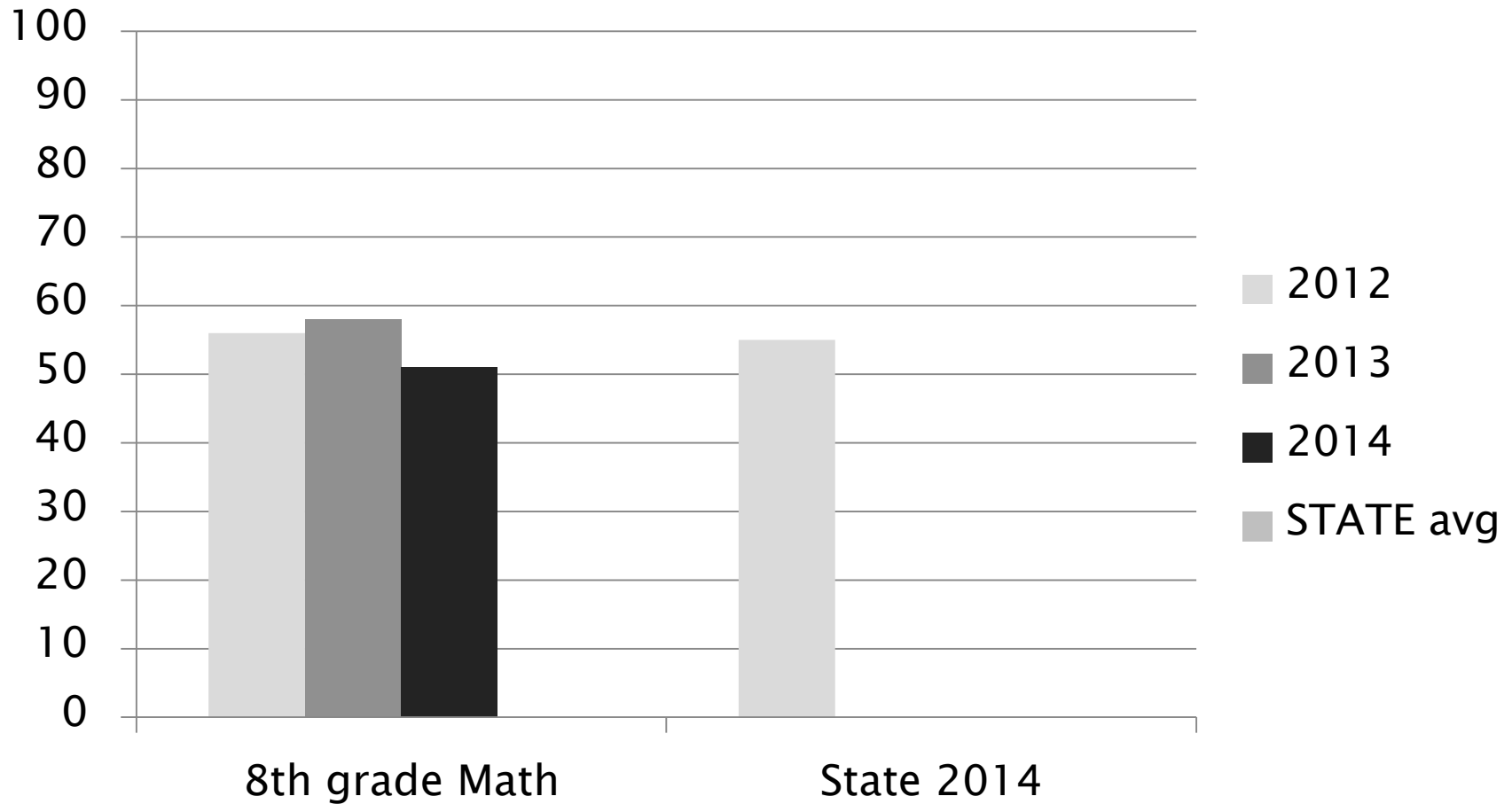


# *Area of work – 7<sup>th</sup> grade Writing*

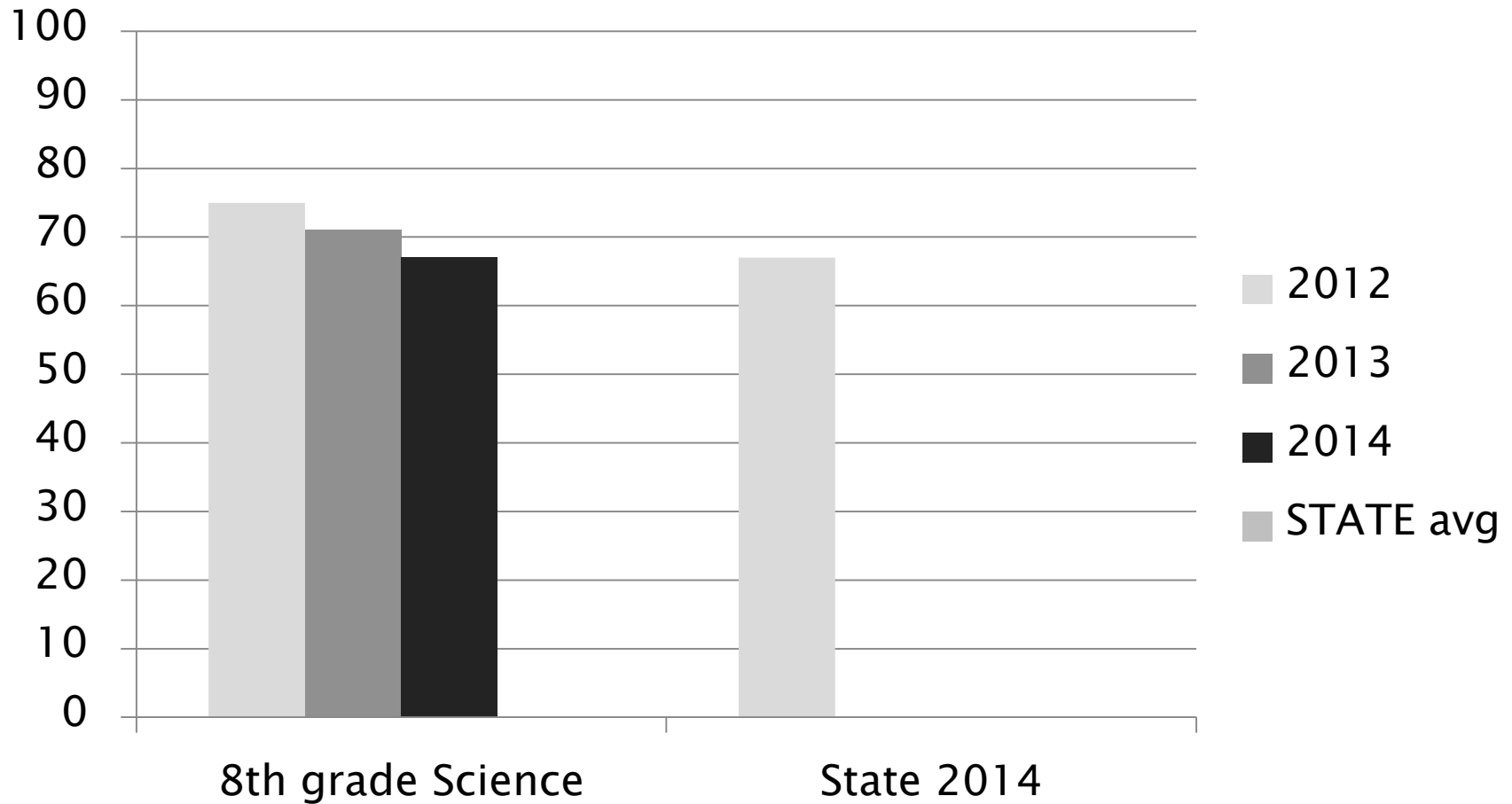




# *Area of work – 8<sup>th</sup> grade Math*



# *Area of work – 8<sup>th</sup> grade Science*



## *Looking ahead – Using data to set and monitor priorities*

- ▶ Principals working together to have data protocols toward school improvement
- ▶ Continue to develop collaborative culture at buildings–working with data in teams
- ▶ Professional Development around supporting all learners and differentiation
- ▶ Support our low income students
  - Especially in Middle and High School Math

*Time for Questions and Discussion*



## **Regular Meeting Agenda - Meeting Minutes**

9/10/2014

Anderson Island Elementary School      13005 Camus Road      Anderson Island, WA

### **I. CALL TO ORDER**

Chair Scott called the meeting to order at 6:40 pm.

Anderson Island students Aidian Neeley, Conor Neeley, Erin Arzola and Bella Bonner led the Pledge of Allegiance.

Director Pierce made a motion to excuse Directors Wong and Denning; Director Forbes seconded the motion and the motion passed (3/0).

Director Pierce made a motion to approve the agenda with one addition to the Classified Personnel Report; Director Forbes seconded the motion and the motion passed (3/0).

### **II. COMMENTS FROM THE AUDIENCE**

No comments.

### **III. PRESENTATION**

Staff member Dana Ballou presented a video presentation showing Anderson Island students studying the State of Washington.

### **IV. REPORTS - Financial**

Executive Director Brittain reported on fund balances as of August 31, 2014.

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

Director Pierce made a motion to approve the minutes of the 8.28.14 regular board meeting; Director Forbes seconded the motion and the motion passed (3/0).

### **VI. CONSENT AGENDA**

Director Forbes made a motion to approve the Consent Agenda as amended to include 2014 payroll, accounts payable, Highly Capable and Transitional Bilingual Instruction Program grants and attached personnel reports; Director Pierce seconded the motion and the motion passed (3/0).

### **VII. OLD BUSINESS**

#### **a. Update on Steilacoom High Classroom Remodel Project**

Executive Director Brittain updated the Board on the bid process. Anticipated project completion is January 2015.

**b. Approval of School Board Meeting Schedule Revision**

Director Pierce made a motion to approve the revised school board meeting schedule to add 10.18.14 special meeting; Director Forbes seconded the motion and the motion passed (3/0).

**VIII. NEW BUSINESS**

**a. First Reading of Policies 6010, 6012, 6240, 6803, 6921, 6923, 6957  
(Management Support Series)**

Director Pierce made a motion to move Policies 6010, 6012, 6240, 6803, 6921, 6923 and 6957 to a second reading; Director Forbes seconded the motion and the motion passed (3/0).

**b. First Reading of Policy 6000, 6020 and 6021 (Management Support Series)**

Director Forbes made a motion to pass Policies 6000. 6020 and 6021 to a second reading; Director Pierce seconded the motion and the motion passed (3/0).

**IX. COMMENTS FROM THE AUDIENCE**

Anderson Island staff member Theresa Bruggeman complimented Ms. Ballou for the work she does at the school.

**X. BOARD COMMUNICATION**

No communications.

**XI. ANNOUNCEMENTS**

- Superintendent Weight recognized staff members with longevity certificates.
- Superintendent Weight announced the October 14 and 21 Emergency Coordination Plan Parent Information events.
- Director Forbes announced the SHS girls swim meet tomorrow night at Timberline HS.

**XII. ADJOURNMENT**

Director Forbes made a motion to adjourn the meeting at 7:05 pm; Director Pierce seconded the motion and the motion passed (3/0).

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

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

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

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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$65,836.86. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115415 through 115439, totaling \$65,836.86

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
115415	ALBERS & COMPANY INC	09/15/2014	1095	PROFESSIONAL SERVICE FEES FOR 13/14 SY	81314058	2,676.27	2,676.27
115416	BETHMAN, KURT VON	09/15/2014	MILEAGE & MEALS	CTE SUMMER CONFERENCE IN YAKIMA	0	289.78	289.78
115417	BUNCE RENTAL	09/15/2014	113885-1	EQUIPMENT RENTAL	101314173	2,067.14	2,067.14
115418	CAPITAL ELECTRIC INCORP	09/15/2014	24930	Electrical work for SHS laptop carts in Room 208	111314056	1,848.86	1,848.86
115419	CENTURYLINK	09/15/2014	206-225-0055 4678B	DISTRICT WIDE PHONE SERVICE FOR 13/14 SY	81314181	2,761.38	2,761.38
115420	CITY OF DUPONT	09/15/2014	000419-000	Open PO for water in Dupont- DO NOT FAX	81314112	842.55	19,491.65
			000420-000	Open PO for water in Dupont- DO NOT FAX	81314112	4,693.90	
			000421-000	Open PO for water in Dupont- DO NOT FAX	81314112	625.50	
			000422-000	Open PO for water in Dupont- DO NOT FAX	81314112	52.40	
			001586-016	Open PO for water in Dupont- DO NOT FAX	81314112	1,128.35	
			103176-000	Open PO for water in Dupont- DO NOT FAX	81314112	3,059.25	
			103176-001	Open PO for water in Dupont- DO NOT FAX	81314112	52.40	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			103176-002	FAX Open PO for water in Dupont- DO NOT FAX	81314112	2,272.25	
			103176-003	FAX Open PO for water in Dupont- DO NOT FAX	81314112	6,765.05	
115421	COASTWIDE, LABORATORIES	09/15/2014	t2694352-1	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	31.85	299.65
			w2694777	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	267.80	
115422	FAIRFAX HOSPITAL	09/15/2014	1710	Open PO for Fairfax Hospital / Norhtwest School of Innovative Learning	91314011	15,000.00	15,000.00
115423	HAROLD LEMAY ENTERPRISES	09/15/2014	5450056	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	51.30	1,614.83
			5450642	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	350.02	
			5450727	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	32.04	
			5450736	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	721.16	
			5450786	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	247.28	
			5450919	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	132.33	
			5451757	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	40.35	
			5452353	OPEN PO FOR	81314034	40.35	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				DISTRICT WIDE GARBAGE. DO NOT FAX PO.			
115424	JOHNSTONE SUPPLY	09/15/2014	11-S100148101.001	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314024	463.40	463.40
115425	JOY S MORIYAMA-YODER	09/15/2014	REIMB CONFERENCE	REIMBURSEMENT FOR AIRPORT SHUTTLE TO CONFERENCE IN YAKIMA - MEALS	0	120.15	120.15
115426	LEMAY MOBILE SHREDDING	09/15/2014	4402292	CONFIDENTIAL SHREDDING FOR THE SCHOOL DISTRICT FOR THE 13/14 SY. DO NOT FAX PO.	81314023	100.00	150.00
			4402294	CONFIDENTIAL SHREDDING FOR THE SCHOOL DISTRICT FOR THE 13/14 SY. DO NOT FAX PO.	81314023	50.00	
115427	NASCO	09/15/2014	971343	lowe/6th grade team & science budget	2371314117	84.39	84.39
115428	PIERCE COUNTY REFUSE	09/15/2014	5445070	OPEN PO FOR GARBAGE AND RECYCLING	81314049	77.45	1,520.80
			5446035	OPEN PO FOR GARBAGE AND RECYCLING	81314049	756.20	
			5446622	OPEN PO FOR GARBAGE AND RECYCLING	81314049	687.15	
115429	PIERCE COUNTY SEWER	09/15/2014	00858625	OPEN PO FOR SEWER CHARGES-DO NOT FAX	81314154	134.61	308.13
			01354221	OPEN PO FOR SEWER CHARGES-DO NOT FAX	81314154	173.52	
115430	PORTER FOSTER RORICK LLP	09/15/2014	103092	LEGAL SERVICES	0	76.00	76.00
115431	PUGET SOUND ENERGY	09/15/2014	200002143960	OPEN PO FOR GAS AND ELECTRICITY	81314045	6,478.08	11,953.45
			200008146082	OPEN PO FOR GAS AND ELECTRICITY	81314045	35.35	
			200023874882	OPEN PO FOR GAS AND ELECTRICITY	81314045	5,440.02	
115432	RSD	09/15/2014	26154525-00	OPEN PURCHASE ORDER FOR PARTS 2013-2014	101314099	1,038.82	1,038.82
115433	TANNER ELECTRIC	09/15/2014	72131000	ELECTRIC CHARGES FOR ANDERSON	81314051	160.18	160.18

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ISLAND FOR THE 13/14 SY - DO NOT FAX			
115434	THE NEWS TRIBUNE	09/15/2014	IO1184563-08062014	LEGAL NOTICE	0	95.64	95.64
115435	TOTALFUNDS BY HASLER	09/15/2014	7900 0110 0202 8325	Postage for Hasler	81314123	2,000.00	2,000.00
115436	WHEELER, RICHARD A	09/15/2014	REIMB CONFERENCE	REIMBURSEMENT FOR MILEAGE TO CONFERENCE IN YAKIMA - MEALS	0	249.60	249.60
115437	WITT COMPANY	09/15/2014	365629	Open P.O. for staples for copy machine ID #0544 and 0545 \$60.00 each	2371314032	144.14	144.14
115438	WORLD BOOK INC	09/15/2014	0001492110	world book online subscription for Pioneer library only	2371314094	1,084.00	1,084.00
115439	CAPITAL ELECTRIC INCORP	09/15/2014	24820	ELECTRIC RECEPTACLE INSTALLATION AT DISTRICT OFFICE	81314179	338.60	338.60
				25 Computer	Check(s) For a Total of		65,836.86

	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
	25	Computer	Checks For a Total of	65,836.86
Total For	25	Manual, Wire Tran, ACH & Computer	Checks	65,836.86
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	65,836.86

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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$62.22. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Voids/Cancellations, totaling \$62.22

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115132	JOHNSTONE SUPPLY	09/16/2014	11-S100140023.001	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314024	31.11	31.11
115230	JOHNSTONE SUPPLY	09/16/2014	11-S100140023.002	OPEN PURCHASE ORDER 2013-2014 FOR SUPPLIES	101314024	31.11	31.11
				2 Void	Check(s) For a Total of		62.22

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer	Checks	0.00
Less	2	Voided	Checks For a Total of	62.22
			Net Amount	-62.22

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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$725.00. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Voids/Cancellations, totaling \$725.00

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
115216	PESD-TECHNOLOGY SERVICES	09/16/2014	0000081675	FLASH ALERT MEMBERSHIP FEE FY 1415	81415013	725.00	725.00
1	Void			Check(s) For a Total of			725.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer	Checks	0.00
Less	1	Voided	Checks For a Total of	725.00
			Net Amount	-725.00

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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$12.50. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Voids/Cancellations, totaling \$12.50

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
114964	GOODELL, JONAH CONRAD	09/16/2014	LUNCH REIMB	LUNCH REIMBURSEMENT J. GOODELL W/D 6/11/2014	0	12.50	12.50
			1	Void	Check(s) For a Total of		12.50



	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
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer	Checks	0.00
Less	1	Voided	Checks For a Total of	12.50
			Net Amount	-12.50

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and these 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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$27,015.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:  
Warrant Numbers 115440 through 115455, totaling \$27,015.92

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
115440	BANK OF AMERICA	09/19/2014	507	OPEN PO FOR SERVICE FEES - DO NOT FAX	81314057	101.69	101.69
115441	COASTWIDE, LABORATORIES	09/19/2014	t2674810-1	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	29.84	59.39
			T2677851-2	OPEN PURCHASE ORDER 2013-2014 FOR CUSTODIAL SUPPLIES	101314013	29.55	
115442	COLLEGE BOARD PUBLICATIONS	09/19/2014	ea53794470	SAT COLLEGE BOARD SENIORS REPORT EARLY BIRD	0	481.36	481.36
115443	CTS LANGUAGE LINK	09/19/2014	64424	TRANSLATION SERVICES FOR MAY 2, 2014	0	15.94	15.94
115444	CULLIGAN	09/19/2014	201409380587	OPEN PURCHASE ORDER 2013-2014 FOR WATER	101314015	119.45	193.31
			201409400885	OPEN PURCHASE ORDER 2013-2014 FOR WATER	81314101	73.86	
115445	DONNA A MARTINSON	09/19/2014	BOOK REIMB	REIMBURSEMENT FOR TITLE BOOKS	0	15.83	15.83
115446	GENERAL ELECTRIC CAPITAL CORP	09/19/2014	61319704	Open PO for copier District Office - Do Not Fax	81314102	529.50	529.50
115447	HAROLD LEMAY ENTERPRISES	09/19/2014	5484075	OPEN PO FOR DISTRICT WIDE GARBAGE. DO NOT FAX PO.	81314034	1,888.07	1,888.07

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
115448	HD BAKER POINT OF SALE SYSTEM	09/19/2014	IN011757	Intouch Additions for SHS and PMS. Follett Library Interface for Destiny Add to existing HS site: Athletics and Activities Module	111314022	4,081.27	7,298.28
			IN011758	InTouch Receipting -Additions to system	81314165	3,217.01	
115449	JOHN R NYSTROM	09/19/2014	PROF. DEVELOPMENT	REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT	0	32.01	32.01
115450	PARKER PAINT	09/19/2014	2982-7	OPEN PURCHASE ORDER 2013-2014 FOR PAINT SUPPLIES	101314038	139.98	139.98
115451	SODEXO INC & AFFILIATES	09/19/2014	1000794323	OPEN PO FOR FOOD SERVICE - DO NOT FAX	81314061	3,571.63	3,571.63
115452	TOWN OF STEILACOOM	09/19/2014	01-00720.0	OPEN PO FOR UTILITIES FOR STEILACOOM. DO NOT FAX	81314048	798.38	798.38
115453	TRAFFIC SUPPLY COMPANY	09/19/2014	985959	CITY OF DUPONT CENTER STREET SCHOOL ZONE - SEE QUOTE 985901 AND 985902	81314174	6,451.67	7,275.94
			985961	CITY OF DUPONT CENTER STREET SCHOOL ZONE - SEE QUOTE 985901 AND 985902	81314174	824.27	
115454	TRUSTEED PLANS SERVICE CORP	09/19/2014	0077621-IN	OPEN PO TRUSTEED PLANS SERVICE CORPS	81314047	4,500.08	4,500.08
115455	US GAMES	09/19/2014	96319141	pe supplies	2371314100	114.53	114.53

16 Computer Check(s) For a Total of 27,015.92

	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
	16	Computer	Checks For a Total of	27,015.92
Total For	16	Manual, Wire Tran, ACH & Computer	Checks	27,015.92
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	27,015.92

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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,283.55. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200216 through 200217, totaling \$4,283.55

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
200216	GREENEGASAWAY	09/12/2014	WORK FOR AUG 2014	ADMINISTRATIVE CENTER RELOCATION CONSTRUCTION	2001314034	550.00	550.00
200217	NORTHWEST CASCADE INC	09/12/2014	1096819	REPAIRS TO DISTRICT ADMIN CENTER SEWER LINE	2001314038	3,733.55	3,733.55
				2 Computer	Check(s) For a Total of	4,283.55	

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	4,283.55
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	4,283.55
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,283.55

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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$338.60. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200218 through 200218, totaling \$338.60

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
200218	CAPITAL ELECTRIC INCORP	09/17/2014	24820	ELECTRIC RECEPTACLE INSTALLATION AT DISTRICT OFFICE	81314179	338.60	338.60
				i Computer	Check(s) For a Total of		338.60

	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	338.60
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	338.60
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	338.60



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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$171,072.14. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:  
Warrant Numbers 200219 through 200223, totaling \$171,072.14

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
200219	ASSOCIATED EARTH SCIENCES	09/19/2014	026330	FEE FOR GEOTECHNICAL CONSTRUCTION OBSERVATION AND TESTING SERVICES FOR THE 1918 BLDG	2001314037	8,420.00	8,420.00
200220	FLOHAWKS	09/19/2014	1097857	SEWER LINE REPAIR - NW CORNER OF BUILDING TO MANHOLE IN GALLOWAY STREET	2001314033	328.20	328.20
200221	JONES AND ROBERTS CO.	09/19/2014	10	Construction of the New Administration Center for the Steilacoom Historical School District	2001314016	58,148.23	58,148.23
200222	PUGET SOUND ENERGY	09/19/2014	707407674362	GAS LINE 1918 BUILDING	0	10,527.20	10,527.20
200223	THE GARLAND COMPANY/DBS	09/19/2014	2511027129	PIONEER WALL RESEAL - COBB COUNTY MASTER AGREEMENT 09-540	2001314036	93,648.51	93,648.51
5	Computer			Check(s) For a Total of			171,072.14

	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
	5	Computer	Checks For a Total of	171,072.14
Total For	5	Manual, Wire Tran, ACH & Computer Checks		171,072.14
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	171,072.14

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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$3,181.58. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401892 through 401894, totaling \$3,181.58

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
401892	RAINIER APPAREL	09/11/2014	L2014237	ANS MAR MODEL CREWNECK SWEAT GREY AND SPORT GREY	4061314189	954.51	954.51
401893	STEILACOOM SCHOOL DISTRICT	09/11/2014	1317	PRINT SERVICES FOR FOOTBALL SCHEDULE POSTERS- ASB TO REIMBURSE CTE	0	40.00	40.00
401894	WESTERN WA UMPIRES ASSOC	09/11/2014	MARCH/JULY 2014	WESTERN WA UMPIRES ASSOCIATION FEES	4061314288	2,187.07	2,187.07
				3 Computer	Check(s) For a Total of	3,181.58	

	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	3,181.58
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	3,181.58
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,181.58

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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$634.99. The payments are further identified in this document.

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

Warrant Numbers 401895 through 401897, totaling \$634.99

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
401895	JOSTEN'S	09/15/2014	16870069	Final yearbook Payment	4051314079	9.97	9.97
401896	LEUJAM	09/15/2014	2903	Leu Jam-promotion/danc e	4051314080	225.02	225.02
401897	UNIVERSITY PLACE SD	09/15/2014	22097	SHS GIRLS BASKETBALL SUMMER LEAGUE FEE	4061314291	400.00	400.00
				3 Computer	Check(s) For a Total of		634.99

	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	634.99
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	634.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	634.99

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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$603.07. The payments are further identified in this document.

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

Warrant Numbers 401898 through 401898, totaling \$603.07

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
401898	WINNING SEASON	09/16/2014	J2014190	SHS PORT PC61 WHITE STAFF SHIRTS	4311415010	603.07	603.07

1	Computer	Check(s) For a Total of	603.07
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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	603.07
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	603.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	603.07



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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$631.03. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401899 through 401899, totaling \$631.03

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
401899	FOLLETT SCHOOL SOLUTIONS	09/19/2014	434921	PLEASE DO NOT FAX: WE WILL PLACE ORDER ONCE APPROVED	4031314012	631.03	631.03
				1 Computer	Check(s) For a Total of		631.03

	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	631.03
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	631.03
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	631.03

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 September 24, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,250.94. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:  
Warrant Numbers 401900 through 401904, totaling \$1,250.94

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
401900	CASCADE BAGEL & DELI, INC	09/19/2014	133039	SHS STUDENT STORE	4061415015	13.10	30.20
				FY1415 OPEN PO			
			133040	FOR CASCADE BAGEL			
				SHS STUDENT STORE	4061415015	17.10	
				FY1415 OPEN PO			
				FOR CASCADE BAGEL			
401901	COSTCO	09/19/2014	259036649	OPEN PO FOR	4061415019	394.64	394.64
				STUDENT STORE			
				COSTCO FY1415			
				EXPENDITURE			
401902	EASTBAY	09/19/2014	207474	2009/GIRL	4061415007	342.07	342.07
				SOCCER-EASTBAY			
				NIKE PARK SOCKS			
401903	ISLAND OASIS	09/19/2014	STHS012	SHS STUDENT STORE	4061415014	266.00	266.00
				OPEN PO FOR			
				FY1415 ISLAND			
				OASIS EXPENDITURE			
401904	FRENCH SAMUEL	09/19/2014	10067891	DRAMA CLUB SAMUEL	4061415018	218.03	218.03
				FRENCH-THE			
				MATCHMAKER			
				SCRIPTS			
5	Computer			Check(s) For a Total of			1,250.94

	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
	5	Computer	Checks For a Total of	1,250.94
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	1,250.94
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,250.94

Steilacoom Historical School District No. 1  
Certificated Personnel Report

<b>Personnel Report 9-24-14</b>						
<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
Quail Heather	Teacher	1.00	Chloe Clark	9/25/2014	Leave Replacement	
VanBebber-Ashton Lauren	Teacher	1.00	Chloe Clark	10/2/2014	Resignation	
Marquis Kathleen	Teacher	1.00	Pioneer Middle	10/31/2014	Resignation	

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

Personnel Report 9-24-14				
Name	Action	Location	Effective Date	Stipend Amount
Enos Rodney	Data Team Leader	Chloe Clark	9/8/2014	800.00
Enquist Sheree	Data Team Leader	Chloe Clark	9/8/2014	800.00
Guyles Melissa	Data Team Leader	Chloe Clark	9/8/2014	800.00
Heying Wendy	Data Team Leader	Chloe Clark	9/8/2014	800.00
Levcovich Nancy	Data Team Leader	Chloe Clark	9/8/2014	800.00
Peddy Karen	Primary Music Director	Chloe Clark	9/5/2014	1,200.00
Johnson Peter	Video Production Manager	High School	9/15/2014	2,000.00
Mitchell Walter	Strategic Plan Coordinator	High School	8/28/2014	2,400.00
Nichols Sue Ellen	Special Education Dept Chair	High School	8/28/2014	1,200.00
Beaulieu Derek	Social Studies Dept Chair	Pioneer	9/4/2014	1,250.00
Elshire Katherine	ASB Leadership	Pioneer	9/2/2014	2,500.00
Lowe Laura	Science Dept Chair	Pioneer	9/4/2014	1,250.00
McJunkins Trina	Special Education Dept Chair	Pioneer	9/4/2014	1,250.00
Milton Andrew	Language Arts Dept Chair	Pioneer	9/4/2014	1,250.00
Nixon Julie	GSA Advisor	Pioneer	9/15/2014	300.00
Nixon Julie	Game Club Advisor	Pioneer	9/15/2014	600.00
Perkins Patrick	Asst Football Coach	Pioneer	8/15/2014	2,625.00
Stewart Cathryn	GSA Advisor	Pioneer	9/15/2014	300.00
Yuckert Heather	Math Dept Chair	Pioneer	9/1/2014	1,250.00

Steilacoom Historical School District No. 1  
Classified Personnel Report

<b>Personnel Report 9-24-14</b>						
<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
Zech Patricia	HR Clerk	8	District Office	10/6/2014	New Hire	
Smith Joe	Custodian	8	High School	9/25/2014	New Hire	
Wilkerson Jamie	Paraeducator	6.5	Anderson Island	9/29/2014	New Hire	

Pioneer Middle School Surplus Textbooks September 2014

[illegible]



### Overnight Field Trip Proposal: Steilacoom High School DECA club

- Purpose: DECA conferences are highly-focused learning experiences for students and advisors. This conference will bring members together while providing unique opportunities to extend classroom learning.
- Marketing curriculum focuses on the professional world in regards to the marketing field. This trip provides exposure to the marketing industry in a hands-on, experiential fashion.
- The transportation to and from the conference will be by bus arranged by the advisor through district transportation.
- The chaperones will be Christina Hayden, DECA advisor and Micah Dill, SHS teacher.
- The students and chaperones will stay at the Seattle Westin Hotel, 1900 5<sup>th</sup> Ave, Seattle, WA 98101
- The DECA ASB fund as well as participant contribution will pay for this conference.
- Itinerary:

Departure date/time: November 2, 3:00 pm from SHS, arrival at the Westin in Seattle at approximately 4:00 pm. Conference itinerary attached.

Return date/time: November 4, 1:45 pm to SHS

- The advisor, Christina Hayden, can be reached at cell phone # 253-677-2282 and at the Westin Hotel in Seattle. Advisors will be staying at the Westin Hotel with the students.



### Sunday, November 2

Registration and Credential Pick-Up	3:00 p.m. – 6:00 p.m.	Grand level
Area Leadership and Team Building Workshops	5:00 p.m. – 10:45 p.m.	Westin Hotel Ballrooms
Chapter Meetings	9:30 p.m. – 10:30 p.m.	Chapter Dependent
Curfew	11:00 p.m.	Westin Hotel

### Monday, November 3

Opening Ceremony	8:30 a.m. – 10:00 a.m.	Grand Ballroom
WAME Meeting	10:30 a.m. – 11:30 a.m.	Elliott Bay Ballroom
Marketing Exhibitor Fair	10:00 a.m. – 5:00 p.m.	All Grand Level ballrooms
Programming and Breakout Sessions	10:30 a.m. – 5:30 p.m.	Westin Hotel Ballrooms
Vector Marketing Mock Interviews	10:30 a.m. – 5:30 p.m.	Glacier Peak Ballroom
Chapter Leadership Academy	12:30 p.m. – 5:00 p.m.	Elliott Bay Ballroom
Explore Seattle and Dinner	5:30 p.m. – 8:00 p.m.	Chapter Dependent
Closing Ceremony and Entertainment	8:30 p.m. – 10:00 p.m.	Grand Ballroom
Chapter Meetings	10:30 a.m. – 11:00 p.m.	Chapter Dependent
Curfew	11:00 p.m.	Westin Hotel

### Tuesday, November 4

Mock Competition	8:00 a.m. – 11:30 a.m.	Grand Ballroom
Programming and Breakout Sessions	9:00 a.m. – 11:00 a.m.	Westin Hotel Ballrooms
Advisor Clock Hours and Check-Out	11:00 a.m. – 12:00 p.m.	Grand Registration

## FLC Highlights!!

*TRI leadership  
and teambuilding  
for all area  
attendees!!*

### *Informative Breakout Sessions and Presentations*

*Hear from professionals from companies including:  
Amazon, Concur, Seafair, Lululemon, Patagonia, ING,  
and more!!*

### *Participate in Mock interview & Mock Competition!*

*Hear from local band, Lions  
Ambition, who promises to **rock**  
your FLC experience!!*

*World class runner and  
internationally known  
motivational speaker:*

*Eddie Slowikowski*

# DONATIONS

Steilacoom Historical School District #1 is pleased to accept the following donation:

From: Mr. Don Haas, MS, NCSP

PO Box 327, Pateros, WA 98846

In the amount of: \$5004.34 (Test Kits)

For the purpose of: Assessing Students

Account Code: 10 2 960 0000 25 008 0004 Fund: General Fund 10

Donations in the amount of \$2,500 or greater must be pre-approved by the board prior to use.

Board approval required? X yes \_\_\_\_\_ no

Board Date: 9.24.14

Donation approved by:

Director of Finance [Signature]

Date: 9-22-14

Superintendent [Signature]

Date: 9-22-14

Routing:

☐ Accounting Clerk (accept funds; complete form; copy check & attach to form; deposit)

☐ Director of Finance & Superintendent (Review; Approve; Sign)

☐ Director of Finance to forward donation form & check copy to Executive Assistant to the Superintendent for placement on next regularly scheduled board meeting for approval.

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: September 24, 2014

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

**ISSUE:**   X   **ACTION** **Second Reading of Board Policies: 6010, 6012, 6240, 6803, 6921, 6923, and 6957**  
           **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 include language that has been addressed in other 6000 series policies and have been deleted by WSSDA:

Policy 6010 Fiscal Year  
Policy 6012 Post Issuance Compliance  
Policy 6240 Food Beverage Consumption  
Policy 6803 District Flag Lowering  
Policy 6921 Educational Specifications  
Policy 6923 Energy Conservation  
Policy 6957 Change Orders

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to delete Policy 6010, 6012, 6240, 6803, 6921, 6923, and 6957.

**Report prepared by:** Jim Brittain – Executive Director for Finance and Operations

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: September 24, 2014

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

**ISSUE:**   X   **ACTION** **Second Reading of Board Policies: 6000, 6020, 6021**  
       **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 6000 – Program Planning, Budget Preparation, Adoption and Implementation

- Minor changes and addition of "Fiscal Year"

Policy 6020 – System of Funds and Accounts

- Minor changes and formatting

Policy 6021 – Interfund Loans

- Minor changes

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to adopt Policy 6000, 6020 and 6021.

**Report prepared by:** Jim Brittain – Executive Director for Finance and Operations

## **PROGRAM PLANNING, BUDGET PREPARATION, ADOPTION AND IMPLEMENTATION**

A district's annual budget is tangible evidence of the board's commitment toward fulfilling the aims and objectives of the instructional program and providing for the efficient and effective operation of the district. The budget expresses in specific terms the services to be provided, consistent with immediate and long-range goals and resources available and establishes priorities within broad program areas such as basic education, other separately funded programs and support services. Each year a budget shall be prepared for the ensuing fiscal year. The budget will set forth the complete financial plan of the district for the ensuing school year.

Prior to presentation of the proposed budget for adoption, the superintendent will prepare for the board's study and consideration appropriate documentation supporting his/her recommendations, which will be designed to meet the needs of students within the limits of anticipated revenues consistent with reasonable management practices. Program planning and budget development shall provide for staff participation and the sharing of information with community members prior to action by the board.

### **Fiscal Year**

The district fiscal year will begin September 1 each year and will continue through August 31 of the succeeding calendar year.

### **Notice and Conduct of Budget Hearings**

Upon completion of the proposed district budget for the ensuing school year, notices will be published in a local paper of general circulation once a week for two successive weeks announcing the date, time and place of the budget hearing as required by law. The notice will also state that any person may appear and be heard for or against any part of such budget. The last notice shall be published no less than seven days prior to the hearing.

Copies of the proposed budget will be made available at the district office by July 10<sup>th</sup> unless the Superintendent of Public Instruction has delayed the date because the state operating budget was not adopted by June 1st.

The district shall submit one (1) copy of its budget to its educational service district for review and comment.

### **Budget: Adoption and Filing**

The budget for the ensuing school year will be adopted by board resolution following a public hearing. Such action shall be recorded in the official minutes of the board. (First Class District Provision: Copies of the budget as adopted shall be filed with the education service district for review.) (Second Class District Provision: Copies of the budget as adopted shall be filed with the educational service district for review, alteration, and approval by the budget review committee.) Copies of the budget will be filed with the state Superintendent of Public Instruction.

The dates for adoption and filing are as follows:

#### **1st Class Districts:**

Budget adopted by 8.31

Budget filed with ESD by 9.3

Budget filed with OSPI by 9.10

**2nd Class Districts:**

- Budget adopted by 8.1
- Budget forwarded to ESD for review, alteration and approval by budget review committee by 8.3
- Budget review committee approves budget by 8.31
- Budget returned to school district and filed with OSPI by 9.10

**Budget Implementation**

The board places responsibility with the superintendent for administering the operating budget, once adopted. All actions of the superintendent in executing the programs and/or activities as set forth in the adopted operating budget are authorized subject to the following provisions:

- A. Expenditure of funds for the employment and assignment of staff meet the legal requirements of the state of Washington and adopted board policies;
- B. Funds held in reserve accounts (General fund #810-890) for self-insurance and other such contingencies may not be expended unless approved for purposes designated by the board;
- C. Complete listing of expenditures for supplies, materials and services is presented for board approval and/or ratification;
- D. Purchases are made according to the legal requirements of the state of Washington and adopted board policy;
- E. Funds may be transferred from one budget classification to another subject to such restrictions as may be imposed by the board;
- F. The superintendent shall be responsible for establishing procedures to authorize and control the payroll operations of the district. No involuntary deduction may be made from the wages of a staff member except for federal income tax, social security, medical aid, and state retirement, or in compliance with a court order such as garnishment; and
- G. Financial reports are submitted to the board each month.

Cross References: Board Policy 5005

Employment Disclosures, Certification Requirements, Assurances and Approval Board Policy 6213  
Reimbursement for Travel Expense

Legal References: RCW 28A.300.060

28A.320.010  
28A.320.020  
28A.400.300

28A.320.090

Studies and adoption of classifications for school district budgets —  
Publication  
Corporate powers  
Liability for debts and judgments  
Hiring and discharging employees —  
Seniority and leave benefits, transfers between school districts  
Preparing & distributing information on district's instructional program, operation and maintenance —  
Limitation

28A.330.100	Additional powers of the board
28A.505	School Districts' Budgets
28A.505.040	Budget — Notice of completion — Copies — Review by ESD
28A.505.060	Budget — Hearing and adoption of — Copies filed with ESDs
28A.505.080	Budget — Disposition of copies
28.505.150	Budgeted expenditures as appropriations — Interim expenditures — Transfer between budget classes — Liability for nonbudgeted expenditures
28A.510	Apportionment to District — District Accounting
WAC 392-123-054	Time Schedule for Budget

Management Resources: 2011 - October Issue

**Adoption Date: 2.27.08**  
**School District Name: Steilacoom Historical School District**  
**Revised: 9.24.14**



## SYSTEM OF FUNDS AND ACCOUNTS

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

### **General Fund**

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

### **Capital Projects Fund**

The Capital Projects Fund (CPF) contains:

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

Permissible expenditures from the proceeds derived from the sale of voted bonds, including the investment earnings thereon, is governed expressly by state law and, may include the acquisition of land or existing buildings, improvements to buildings and/or grounds, design and construction and/or remodeling of buildings, or initial equipment; provided that, the bond election resolution and ballot proposition approved by the voters authorizing the bonds includes these items. The Washington Constitution prohibits the use of voted bond proceeds to replace equipment.

Proceeds from other sources are also governed by state law and may be used for major renovation and replacement including but not limited to roofing, heating and ventilating systems, floor covering and electrical systems; renovation of play fields and other district real property; energy audits, capital improvements and major items of equipment, furniture and implementing technology systems, facilities and projects, including acquiring hardware, licensing software and on-line applications that are an integral part of the district's technology systems. Any money from the sale of voted bonds and investment earnings thereon remaining after the authorized capital improvements have been completed may be used to: (a) acquire, construct, install, equip and make other capital improvements to the district's facilities; or (b) retire and/or defease a portion of voted bonds, all as the school board may determine by resolution after holding a public hearing pursuant to RCW 28A.530.020.

Investment earnings derived from other sources in the CPF should be retained in the CPF and used for statutorily authorized purposes. The district may transfer investment earnings in the CPF, which have not been derived from voted bond proceeds, to a different fund; provided that, such investment earnings may only be expended for instructional supplies, equipment or capital

outlay purposes. The superintendent should consult the board and appropriate district staff prior to altering the use of voted bond proceeds and transferring investment earnings out of the CPF.

### **Debt Service Fund**

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

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

Prior to the issuance of a non-voted bond the superintendent or a designee shall review the repayment process with the board and the county treasurer. The proceeds from the sale of real property may be placed in the DSF or CPF, except for the amount required to be expended for the costs associated with the sale of such property.

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

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

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

### **Transportation Vehicle Fund:**

The transportation vehicle fund (TVF) includes:

- the proceeds from the sale of transportation vehicles;
- lease, rental, non-voted bonds, or occasional use of surplus buses;
- depreciation reimbursement for district-owned buses;
- proceeds of TVF levies; optional transfers from the GF;

- and investment funds coming from the TVF.

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

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

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

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

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

Legal References:	Wash.Const., Article VII, § 2	Voted bond proceeds and capital levy proceeds — Uses
	RCW 28A.320.320	Investment of funds of district
	RCW 28A.320.330	School funds enumerated — Deposits — Uses
	RCW 28A.325.010	Fees for optional noncredit extra curricular events— Disposition
	RCW 28A.325.020	Associated student bodies — Powers and responsibilities affecting
	RCW 28A.325.030	Associated student body program fund – Fund- raising activities – Nonassociated student body program fund moneys
	RCW 28A.335.060	Surplus school property – Rental, lease or use of – disposition of moneys received from
	RCW 28A.505.140	Rules and regulations for budgetary procedures — Review when superintendent [SPI] determines budget irregularity — Revised budget, state board's financial plan until adoption
	RCW 28A.530.010	Purposes for use of voted bond proceeds
	RCW 28A.530.020	Bond issuance — Election — Resolution to specify purposes
	RCW 28A.530.080	Additional authority to contract indebtedness

RCW 42.17.130	Use of public office or agency facilities in campaigns — Prohibition — Exceptions
RCW 43.09.200	Division of municipal corporations — Uniform system of accounting
RCW 43.09.210	Division of municipal corporations — Separate accounts for each fund or activity
RCW 84.52.053	Levies by school districts authorized — When — Procedure
RCW 84.52.056	Excess levies for capital purposes authorized
WAC 392-123	Finance — School District Budgeting
WAC 392-138	Finance — ASB Moneys
State Auditor Bulletin #301, III(E), Petty Cash	

**Adoption Date: 2.27.08**

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

**Revised: 9.24.14**

## **INTERFUND LOANS**

Interfund loans between the general fund, the transportation vehicle fund, the capital projects fund, or the debt service fund may be used to alleviate a temporary cash deficiency.

Such loans shall not be used to balance the budget of the borrowing fund; nor will they deter any function or project for which the fund was established.

The board must adopt a resolution before any inter-fund loan transaction takes place. The resolution shall contain the exact amount of the loan, the funds involved, the specific source of funds for repayment, the schedule for repayment and the interest rate involved.

Legal References:      RCW 28A.505.150

WAC 392-123-135  
through 160

Budgeted expenditures as appropriations  
— Interim expenditures — Transfer  
between budget classes — Liability  
for non-budgeted expenditures  
Inter-fund loans

**Adoption Date: 2.27.08**

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

**Revised: 9.24.14**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: September 24, 2014

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

**ISSUE:**   X   **ACTION**                      **First Reading of Board Policies: 6022, 6030 and 6040**  
           **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 6022 – Minimum Fund Balance

- Change in title and deletion of unnecessary information regarding different funds that are addressed in other policies.

Policy 6030 – Financial Reports

- Minor wording edits
- Addition of "Public Records Transparency"

Policy 6040- Expenditures in Excess of Budget

- Minor wording edits

**FISCAL IMPLICATIONS:** None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move Policy 6022, 6030, and 6040 to a second reading.

**Report prepared by:** Jim Brittain, Executive Director of Finance and Operations

## **FINANCIAL MANAGEMENT MINIMUM FUND BALANCE**

### **Fund Balance**

The Steilacoom Historical School District Board of Directors recognizes the importance of maintaining a suffieient-prudent fund balance in the general fund to ensure operational cash flow needs are met, to set aside resources for known obligations and to help protect against unforeseen circumstances. Accordingly, the district adopts this policy in regards to those portions of fund balance that are in spendable form but are not legally restricted as to their use from outside sources.

Annually, the superintendent or designee will present a general fund budget that includes a commitment of at least 6% percent of the prior year's expenditures towards a minimum fund balance.

each of its funds to assure sound financial practices, provide program stability, and obtain excellent bond ratings.

The fund balance in the Debt Service Fund, Transportation Vehicle Fund, Capital Projects Fund, and Associated Student Body Fund is primarily a function of the scope of the projects and activities found within the operation of each fund. Stability of revenue and predietability of expenditures in these funds enables the district to establish an appropriate budgeted fund balance. The complexities of funding and other economic uncertainties in the operation of the General Fund require a different approach in setting the fund balance level. Some of the reasons requiring the establishment of the budgeted fund balance for the General Fund include:

- Maintaining excellent bond ratings for our taxpayers;
- Enrollment fluctuations that result in revenue loss;
- Unanticipated changes in tax and appropriation levels by State and Federal agencies;
- Legislative mandates having financial impacts on school systems;
- Passage/failure of voter referendums and levies;
- Financial impacts of labor agreements, including arbitration judgments;
- Unexpected legal costs;
- Energy costs increases and weather related damages;
- Providing the future liabilities like accrued vacation and sick leave; and
- Allowing for unexpended carry overs.

To provide stability of the instructional program and maintain sound financial practices, the district will establish a prudent fund balance level in the General Fund. This will be accomplished through two components of the budgeted fund balance:

- Reserved Fund Balance
- Unreserved Fund Balance



~~The budgeted reserved fund balance will provide sufficient funds for:~~

- ~~• Carry over~~
- ~~• Inventory~~
- ~~• Self Insurance~~
- ~~• Assigned Contingencies~~

~~The budgeted unreserved fund balance is held to compensate for economic uncertainties and should be targeted at a minimum of 6% of budgeted General Fund expenditures.~~

Cross References:                      6040 - Expenditures in Excess of Budget

6020 - System of Funds and Accounts

Legal Reference:      RCW 28A.320.070      School District as Self-Insured—Authority  
                                 28A.505                      School Districts Budgets  
                                 28A.505.130                Budget – Requirements for Balancing Estimated  
                                    Expenditures

**Adoption Date: 1.26.11**

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

**Revised:**



## FINANCIAL REPORTS

### Monthly Report

The business office ~~shall~~will prepare a monthly budget status report of the following funds:

- A. General ~~fund~~Fund (GF);;
- B. Capital ~~P~~rojects ~~F~~und (CPF);;
- C. Debt ~~S~~ervice ~~F~~und (DSF);;
- D. Associated ~~S~~tudent ~~B~~ody ~~F~~und (ASB Fund);; and
- E. Transportation ~~V~~ehicle ~~F~~und (TVF).

A “statement of financial condition” ~~shall~~will be submitted to the board each month. The superintendent ~~shall~~will reconcile ending net cash and investments, revenues and expenditures reported by the county treasurer with the district records for all funds. As part of the budget status report, the superintendent ~~shall~~will provide each director with a brief written explanation of any significant deviation in revenue and/or expenditure projections that may affect the financial status of the district.

### Annual Financial And Statistical Report

At the close of each fiscal year, the superintendent, as board secretary, ~~shall~~will submit to the board an annual financial statistical report. The report ~~shall~~will include at least a summary of financial operations for the year.

### Public Records Transparency Report

The board recognizes that responding to public record requests pursuant to Chapter 42.52, RCW is one of the district’s unique and core essential functions, and that full access to information concerning the conduct of government of every level must be assured as a fundamental and necessary precondition to the sound governance of a free society. Therefore, each month or quarter, the superintendent will submit to the board a Public Records Transparency Report that includes a list of all public records requests received by the district. At its discretion and in an effort to achieve the fullest transparency as to the public records requests it receives and to which it provides responses, the board or superintendent may post the report on its website.

### Cross References:

6020 - System of Funds and Accounts

Legal References: RCW 28A.150.230

28A.400.030(3)  
WAC 392-123-110

392-123-115

Basic Education Act of 1977 — District school directors as accountable for proper operation of district — Scope — Responsibilities

Superintendent's duties

Monthly financial statements and reports prepared by school district administrator

Monthly budget status report ~~for general~~  
~~fund operations~~

392-123-120	Statement of financial condition — Financial position of the school district
392-123-125	Personnel budget status report
392-123-132	Reconciliation of monthly county treasurers' statement to district records

Management Resources:

2013 - April Issue

Public Records Transparency Report Form

**Adoption Date: 2.27.08**

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

**Revised:**



## EXPENDITURES IN EXCESS OF BUDGET

Total budget expenditures for each fund as adopted in the budget ~~shall~~will constitute the appropriations of the district for the ensuing fiscal year. The board shall be limited in the incurring of expenditures to the grand total of such appropriations.

Board members, administrators or staff who knowingly or negligently violate or participate in a violation of this policy by incurring expenditures in excess of appropriations ~~shall~~will be held civilly liable, jointly and severally, for such expenditures, including consequential damages, for each such violation. If as a result of any civil or criminal action the violation is found to have been done knowingly, such board member, administrator or staff member who is found to have participated in such breach ~~shall~~will immediately forfeit his/her office or employment.

In the event of an emergency requiring expenditures in excess of the budget, the board may adopt a resolution which states the conditions constituting the emergency and the amount of the appropriation necessary to correct the situation. At any other time that the budget is to be increased by making an additional appropriation, the board, after proper notice, ~~shall~~will adopt a resolution stating the facts and the amount of appropriation necessary to correct the situation. Any person may appear at the meeting at which the appropriation resolution is to be voted on and may be heard for or against the adoption. Passage of the resolution requires a majority vote of all members of the board.

Legal References: RCW 28A.225.250

28A.505.150

28A.505.170

WAC 392-123-071

WAC 392-123-072

Cooperative programs among school districts — Rules

Budgeted expenditures as appropriations — Interim expenditures — Transfer between budget classes — Liability for non-budgeted expenditures

First class school districts — Emergency or additional appropriation resolutions — Procedure

Budget extension — First class district

Budget extension — Second class district

**Adoption Date: 2.27.08**

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

**Revised:**

**Steilacoom Historical School District Board of Directors**

**REGULAR BOARD MEETING**

Date: September 24, 2014

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

**ISSUE:**   X   **ACTION**   First Reading Policies 2004 and 2005    
           **INFORMATION** \_\_\_\_\_

**BACKGROUND INFORMATION:**

As part of the review of the 2000 Instruction Series, the following policies have minor revisions for clarity. All revisions follow WSSDA's model policy language.

2004 Accountability Goals

2005 School Improvement Plans

**FISCAL IMPLICATIONS:**

None

**RECOMMENDED DECISION:**

It is the recommendation of the Superintendent to move policies 2004 and 2005 to Second Reading

**Report prepared by:**

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

## ACCOUNTABILITY GOALS

### **A. High School Graduation Rate Goals**

The board ~~shall~~will annually adopt district-wide graduation goals and direct each high school to annually establish goals, subject to board approval, to increase the percentage of on-time graduates receiving a high school diploma beginning with the class of 2004.

The minimum graduation rate goals through 2013 ~~shall~~will be as defined in WAC 180-105-060. Graduation rate goals in 2014 and each year thereafter for each group of students, identified in federal requirements, ~~shall~~will not be less than 85 percent.

### **B. District and School Reading and Mathematics Improvement Goals**

The board ~~shall~~will adopt district-wide performance improvement goals for reading and mathematics ~~for elementary, middle and high school (grade level bands);~~ and direct each school in the district that administers the ~~Washington Assessment of Student Learning~~statewide assessment to adopt performance improvement goals to increase the percentage of students meeting the standard in reading and mathematics.

The following goals and calculation methodologies ~~shall~~will be established to measure and improve student achievement in reading and mathematics within the grade level bands as measured by the ~~Washington Assessment of Student Learning~~statewide assessment will be administered ~~in the spring of 2003 through~~as required by state and including the spring of 2014~~federal law.~~

1. The baseline of achievement for the district and schools within the grade level bands on the reading and mathematics assessments for each grade are the starting points established using the federal requirements in the Washington State No Child Left Behind (NCLB) Accountability Plan.
2. The goal for the district and for each school is to increase the percentage of students in the following categories ~~in meeting that meet~~ or ~~exceeding exceed~~ the reading and mathematics improvement goals on the state uniform bar, as established using the federal requirements in the Washington State No Child Left Behind (NCLB) Accountability Plan:
  - a. All Students;
  - b. Students of each major racial and ethnic group;
  - c. Economically disadvantaged students;
  - d. Students served in Special Education; and
  - e. Students served in the state's Transitional Bilingual Instructional Program.

3. The district and all schools ~~shall~~will demonstrate satisfactory progress toward the performance improvement goals by meeting the federal requirements or by showing improvements using the alternative “Safe Harbor” calculation.

Once a year the board ~~shall~~will issue a report to parents and present it in a public meeting. The report ~~shall~~will include the following:

- a. The district’s ~~and buildings’~~ improvement goals;
- b. Student performance relative to the goals; and
- c. District and building plans to achieve the goals, including curriculum and instruction, parent and guardian involvement, and resources available to parents and guardians to assist students in meeting the state standards.

Annually, the district will report ~~in a news release~~ the district’s progress toward meeting the district and building goals; in a news release to local media. The report ~~shall~~will also be included in each school’s annual school report.

Cross References: 4000 – Public Information

Legal References:	RCW 28A.655.100	Performance goals – Reporting requirements
	WAC 180-105-020	Reading and Mathematics Goals
	WAC 180-105-060	High School Graduation Goals

Management Resources:

<i>Policy News</i> , December 2005	Requirements Revised
<i>Policy News</i> , October 2003	A+ Commission’s Revised Performance Improvement Goals
<i>Policy News</i> , June 1999	Accountability Bill Includes Policy Implications
<i>Policy News</i> , June 1998	Boards must set reading goals
<i>Policy News</i> , August 1998	CORRECTION: Reading goals policy

**Adoption Date: 2.27.08**

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

**Revised:**

## SCHOOL IMPROVEMENT PLANS

Each school ~~shall will~~ develop and adopt a school improvement plan or process, with annual review for progress and necessary changes. Each school ~~shall will~~ submit its plan to the board of directors ~~by June 30<sup>th</sup> of~~ each year for initial approval and annual ~~review and approval~~ review.

Each school improvement plan or process ~~shall will~~ be data driven and ~~shall will~~ promote a positive impact on student learning. A positive impact on student learning means promoting the continuous achievement of the state learning goals and essential academic learning requirements, and the achievement of nonacademic growth in areas like public speaking, leadership, interpersonal relationship skills, team work, self-confidence and resiliency, ~~so~~. The intent is that students can meet the goals of Washington's basic education system: to become responsible citizens, to contribute to their own economic well-being and that of their families and communities, and to enjoy productive and satisfying lives.

Each school improvement plan or process ~~shall will~~ be based on a building self-review that includes the active participation and input of building staff, students, parents and community members.

Each school improvement plan or process ~~shall will~~ address the following elements:

- ~~A.~~ Characteristics of effective schools as identified by the ~~office~~ Office of the ~~superintendent~~ Superintendent of ~~public instruction~~ Public Instruction and the educational service district (a plan may focus on one or several of the characteristics for up to three years);
- ~~B.~~ Safe and supportive learning environments;
- ~~C.~~ Educational equity factors including gender, race, ethnicity, culture, language and physical and mental ability;
- ~~D.~~ Use of technology;
- ~~E.~~ Parent and community involvement; and
- ~~F.~~ Other factors identified by the school community for inclusion in the plan or process.

Any school participation in a program of school improvement assistance through the state accountability system or the federal Elementary and Secondary Education Act ~~shall will~~ constitute sufficient compliance with this policy.

Legal References: WAC 180-16-220

Supplemental basic education program  
approval requirements

Management Resources: *Policy News*, October 2002

State Board Requires Annual School  
Plan

**Adoption Date: 2.27.08**

**Classification: Essential**

**Revised Dates: 2008.**

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

**Revised:**