

**BAINBRIDGE ISLAND SCHOOL DISTRICT  
SCHOOL BOARD MEETING AGENDA**

**Date:** January 10, 2013  
**Time:** 5:30 p.m.  
**Place:** Board Room – Commodore Campus

**Board of Directors**

President – Mike Spence  
Vice-President – Mary Curtis  
Director – Tim Kinkead, Patty Fielding, Mev Hoberg

**Call to Order** (5)

**Public Comment** (5)

**Superintendent's Report** (5)

- Student Recognition

**Board Reports** (5)

**Presentations**

A. Wilkes Multiage Program Update (15)  
Action: Information Only

B. Spanish Immersion Pilot Project Update (30)  
Action: Information Only

C. Monthly Financial Report - November (10)  
Action: Information Only

D. Policy 6500: Risk Management – First Reading (10)  
Action: Board Approval

E. Policy 5010: Nondiscrimination and Affirmative Action – Second Reading (5)  
(Replaces: Policy 5010 – Equal Employment Opportunity)  
Action: Board Approval

F. Policy 5270: Resolution of Staff Complaints – Second Reading (5)  
Action: Board Approval

G. Policy 5271: Reporting Improper Governmental Action – Second Reading (5)  
(Replaces Policy 5500: Whistle Blower Protection)  
Action: Board Approval

H. Policy 5280: Termination of Employment – Second Reading (5)  
Action: Board Approval

I. Policy 5281: Disciplinary Action and Discharge – Second Reading (5)  
Action: Board Approval

**Personnel Actions** (5)

**Consent Agenda** (5)

**Projected Adjournment** 7:30 PM

Possible Executive Session



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# Curriculum & Instruction

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848g Madison Avenue NE

Bainbridge Island, Washington 98110-2999

(206) 780-1067

Fax (206) 780-1089

January 7, 2013

TO: Faith Chapel, Superintendent

FR: Julie Goldsmith, Associate Superintendent

RE: Wilkes Multiage Program Update

Last school year the Bainbridge Island Board of Directors approved expansion of program options within the district. The expansion was in response to a group of parents requesting the creation of an additional elementary options program to replicate the Odyssey 1-4 Program. After a 2-year Feasibility Study, it was determined that a pilot program of two first/second grade classrooms would provide the least impact to the district budget and staffing. This choice allowed the district to increase enrollment of current private school students, minimized the need to shift students between schools, and it provided a multiage program for most of the students in the first/second grade that applied for entrance. It was determined that the best location was Wilkes Elementary School. A public process was used to create awareness and open registration to all interested parents.

This year the Board will evaluate an updated Feasibility Study to determine if the current first/second grade multiage program is to expand. Currently there are twenty-four second grade students that will need to move to the third grade in 2013-14. For one year these students could be housed in a non-multiage setting to ensure the least disruption to district-wide enrollment. The teacher identified for teaching this group of students would be a part of the multiage teaching team and program. In the 2014-15 school year, the roll-up of all of the current first/second grade students will provide adequate enrollment for two third/fourth grade multiage classrooms.

## **Background Information:**

The district developed the following guidelines for the development process:

- Goals of the Options Program are congruent with district vision, mission, goals, and core curriculum.
- Options Programs are open to all students at the targeted grade level(s) and will be promoted to a diverse demographic of students in terms of ethnicity, race, gender, ability, and socio-economic status.

- Options Programs are alternatives for students, subject to student and parent choice, from schools across the district.
- Options Programs are funded and staffed at comparable levels to other school programs at the same grade level(s).
- Options Programs are sited on a space available basis.
- Options Programs are evaluated against goals and objectives including enrollment targets and student achievement, as a basis for continuation.
- Options Programs fall under the leadership of a district administrator.
- Options Programs will be developed in cooperation with district and/or community stakeholders (teachers, administrators, Site Base Council, etc.) of the school in which they are sited.
- Assignment of staff members to an Options Program will be based on the Collective Bargaining Agreement.
- Each Options Program will encourage innovation and allow for flexibility.

These guidelines are currently being reviewed and updated by the K-6 Educational Programs and Innovations Committee.

## **The Wilkes Multiage Program**

The core difference of this program option is the configuration of the classroom. Students in these classrooms are comprised of both first and second grade students and taught with a philosophy of multiage learning.

Parents within the multiage program belong to the Wilkes Parent Teacher Organization. They have had distinct meetings, but do not have a separate parent organization.

## **What is Multiage Education?**

Most multiage learning environments include these aspects:

- Students of multiple ages, abilities and maturity.
- Curriculum designed to be developmental and integrated.
- Evaluation of student progress is individual and progressive.

Often, multiage classrooms include a team of teachers working as a team to facilitate learning at levels appropriate for the individual and for the group. In the Wilkes Multiage Program, teachers Rebecca Keach and Amii Pratt share the responsibility of teaching approximately 50 first and second grade students.

Teaching is done in a variety of ways such as:

- Small and large groups based on academic needs and shared interests.
- One-on-one tutorials employing teachers, parents, and peer tutors.
- Cooperative student teams and partnerships with teachers and volunteers acting as human resources.
- Individual goal conferencing that encourages children to self-direct their own learning activities.
- Broad thematic units integrate subject matter and disciplines.
- Multiple learning styles of students are recognized and often provided alternative activities to enhance learning.

### **Initial Enrollment September 2012:**

**Grade one:** 24 openings

Currently: 12 girls; 12 boys

7 on wait list (6 from Wilkes, one currently enrolled at Blakely)

*Class composition:*

17 currently Wilkes students

1 from Blakely

1 from Ordway

4 from Private Schools

**Grade two:** 24 openings

Currently: 9 girls; 13 boys -

2 on wait list - both are currently Wilkes students

*Class composition:*

18 currently Wilkes students

2 from Blakely

2 from Private Schools

### **Current Enrollment:**

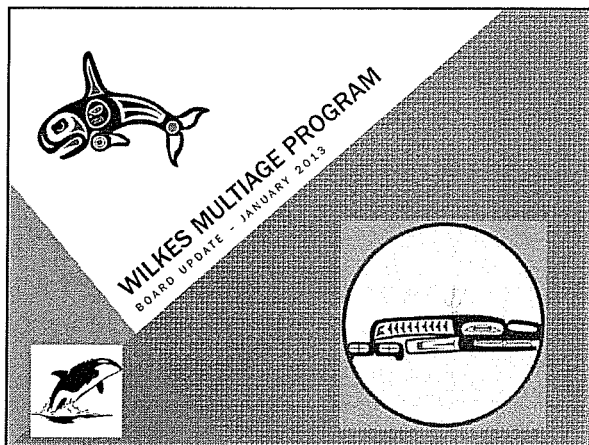
Grade one: 24

Grade two: 24

### **Next Steps:**

1. Determine enrollment for the 2013-14 school year.
  - a. Open House at Commodore Options February 12
  - b. Open Enrollment Feb 12-March 22 for grades 1, 2, 3
  - c. Lottery (if needed) March 22
2. Analyze data to determine impact/cost to district for expansion to 3<sup>rd</sup> grade.

3. BISD Board of Directors review impact/costs and determine if program expands for the 2013-14 school year.



### BACKGROUND

- ☐ Developed in response to parent request for expanding Odyssey Multiage Program
- ☐ Conducted Feasibility Study to determine
  - Location - Wilkes
  - Cost Implications
  - Staffing Implications
- ☐ Started as two 1<sup>st</sup>/2<sup>nd</sup> Grade Multiage Classrooms
  - Public awareness and registration process
  - Parent group included as part of Wilkes PTO

### GUIDELINES\*

- ☐ Goals of the Options Program are congruent with district vision, mission, goals, and core curriculum.
- ☐ Options Programs are open to all students at the targeted grade level(s) and will be promoted to a diverse demographic of students in terms of ethnicity, race, gender, ability, and socio-economic status.
- ☐ Options Programs are alternatives for students, subject to student and parent choice, from schools across the district.
- ☐ Options Programs are funded and staffed at comparable levels to other school programs at the same grade level(s).
- ☐ Options Programs are sited on a space available basis.

*\*Currently being refined by the K-6 Programs and Innovations Committee*

### GUIDELINES - CONTINUED\*

- ☐ Options Programs are evaluated against goals and objectives, including enrollment targets and student achievement, as a basis for continuation.
- ☐ Options Programs fall under the leadership of a district administrator.
- ☐ Options Programs will be developed in cooperation with district and/or community stakeholders (teachers, administrators, Site Base Council, etc.) of the school in which they are sited.
- ☐ Assignment of staff members to an Options Program will be based on the Collective Bargaining Agreement.
- ☐ Each Options Program will encourage innovation and allow for flexibility.

*\*Currently being refined by the K-6 Programs and Innovations Committee*

## MULTIAGE EDUCATION



- ☐ Small and large groups based on academic needs and shared interests.
- ☐ One-on-one tutorials employing teachers, parents, and peer tutors.
- ☐ Cooperative student teams and partnerships with teachers and volunteers acting as human resources.
- ☐ Individual goal conferencing that encourages children to self-direct their own learning activities.
- ☐ Broad thematic units integrate subject matter and disciplines.
- ☐ Multiple learning styles of students are recognized and often provided alternative activities to enhance learning.



## ENROLLMENT & STRUCTURE



- Grade One - 24
- Grade Two - 24



- Literacy – Instruction by Amil Pratt
- Mathematics – Instruction led by Rebecca Keach
- Science, Social Studies, Health - Instruction with Homeroom Teacher



## NEXT STEPS



- ☐ Determine enrollment for the 2013-14 school year.
  - Open House at Commodore Options February 12
  - Open Enrollment Feb 12-March 22 for grades 1, 2, 3
  - Lottery (if needed) March 22
- ☐ Analyze data to determine impact/cost to district for expansion to 3<sup>rd</sup> grade.
- ☐ BISD Board of Directors review impact/costs and determine if program expands for the 2013-14 school year.





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# Curriculum & Instruction

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8489 Madison Avenue NE . Bainbridge Island, Washington 98110-2999 . (206) 780-1067 . Fax (206) 780-1089

January 7, 2013

TO: Faith Chapel, Superintendent

FR: Julie Goldsmith, Associate Superintendent

RE: Mosaic Spanish Immersion Pilot Project

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In April of 2013, the Board of Directors will be making a final determination on the status of the Mosaic Spanish Immersion Pilot Project for the 2013-14 school year. This report provides background on the pilot program and describes the data that will be gathered to help the board make their decision.

At the January 10 Board of Directors meeting, an update will be provided on the Feasibility Study and what has been gathered to-date. The board will also have the opportunity to provide input on additional information that they would like to see collected to assist in the decision making process.

## **Background Information:**

The Spanish Immersion Pilot Program was developed as a component of the Mosaic Home Education Partnership Program. Mosaic has offered elementary Spanish classes since its inception and has a tradition of parent-inspired program offerings.

Last year, some parents approached the district and Commodore principal regarding their interest in creating a program that would offer more in-depth instruction in Spanish. The principal was already working with the Mosaic Steering Committee to address two areas: 1) declining program enrollment, and 2) a change in Alternative Learning Education (ALE) funding. The steering committee then discussed the possibility of an elementary Spanish program that could help increase enrollment.

In February 2012, a two-day/week Mosaic program was created in which students were not just being taught Spanish, they were being taught in Spanish. This program was a success, and subsequent discussions and meetings led to a proposal to pilot a small, Spanish Immersion Program for students enrolled in the Mosaic K-4 program. The pilot project provides students with Spanish language instruction 5 days per week.



Before Spanish Immersion is expanded or offered as a permanent program, it must go through a formal School Board approval process. This will include the opportunity for public comment. If the program continues beyond the 2012-13 school year, there will be an open enrollment process that will occur in February at the same time that enrollment in other choice programs occurs.

**The current composition of the 5 day per week program:**

- a. There are a total of 29 students participating in some aspect of instruction in Spanish. This is the program's current capacity.
- b. In grades K-2 (18), 90% of instruction is in Spanish and 10% in English.
- c. In grades 3-4 (11), 50% of instruction is in Spanish and 50% in English.
- d. The program's curriculum is aligned to current core district curricula. Spanish versions of adopted curriculum materials will be used in some subject areas.
- e. Commodore Options School teacher Denise Melton-Todd is the Spanish Immersion instructor and Martha Wells is the English instructor.

**Program Goals:**

- a. To produce students who are bilingual and bi-literate.
- b. To create a keen awareness of different world cultures.
- c. To increase overall student academic achievement.
- d. To produce students who can be competitive in the global marketplace.

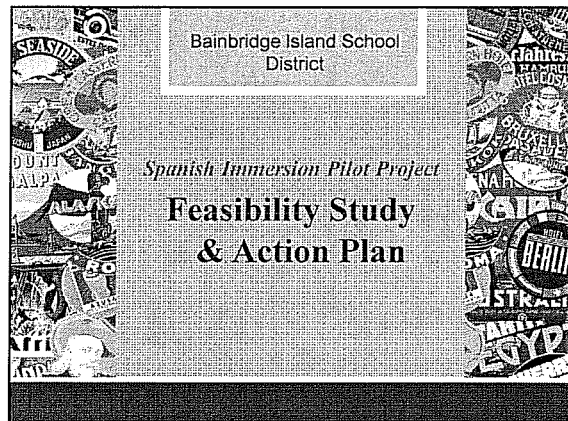
**Mosaic Spanish Immersion Pilot Feasibility Study and Action Plan:**

Several activities will be completed in preparation for a final Feasibility Study to be completed for the Bainbridge Island School District (BISD) Board of Directors. The actions in each line are not sequential and are not necessarily prerequisites to other activities.

Action	Outcome	Person Responsible	Target Completion Date	Communication Needs
<b>Communication Timeline</b> – Create timeline for Board and general public on the steps and key events for the Feasibility Study	Ensure all stakeholders understand process and timeline	Dave/Julie	Jan 10	<ul style="list-style-type: none"> <li>•PTOCC</li> <li>•Board</li> <li>•Website</li> </ul>
<b>Gather Survey Data</b> – Determine interest in Immersion or other world language programs at the	Determine amount of interest in world language	K-6 Programs & Innovations Committee	Jan 10	<ul style="list-style-type: none"> <li>•K-4 Parents</li> <li>•Board</li> </ul>

elementary level	programs			
<b>Initial Progress Report on the current Pilot –</b> <ul style="list-style-type: none"> <li>• Structure of program</li> <li>• Research on language programs</li> <li>• Configuration of grade levels</li> <li>• Assessment/Accountability</li> <li>• Curriculum</li> <li>• Instructional Philosophy</li> </ul>	Provide background information for the BISD Board of Directors	Dave/Julie	Jan 10	<ul style="list-style-type: none"> <li>• Board</li> <li>• Website</li> </ul>
<b>Open House –</b> For interested parents of Mosaic Immersion. Actively outreach to community.	Determine level of interest for expanded Immersion Program	Dave	Feb 12	<ul style="list-style-type: none"> <li>•Website</li> <li>•Newspaper Ad</li> </ul>
<b>Location –</b> Analyze impact on COS and other elementary programs if the enrollment for the Mosaic program grows.	Determine site implications as the program potentially expands.	Tamela/ Dave/Julie	March 28	<ul style="list-style-type: none"> <li>•For Feasibility Study</li> </ul>
<b>Enrollment –</b> <ol style="list-style-type: none"> <li>1. Complete open enrollment process with Odyssey.</li> <li>2. Conduct lottery (if needed).</li> <li>3. Analyze enrollment to determine impact on neighborhood schools and potential revenue from new-to- district students.</li> <li>4. Create tentative class list with names of students and current placement.</li> <li>5. Adjust projected</li> </ol>	Determine adequate enrollment for the 2013-14 school year	Julie/Dave	March 28	<ul style="list-style-type: none"> <li>•Impacted families</li> </ul>

enrollment for neighborhood schools.				
<b>Finalize Option Proposal</b> – Work with staff and parent community to finalize proposed structure, location, assessment, and curriculum with implications for future capacity and sustainability.	Provide information for Feasibility Study to submit to the BISD Board of Directors	Dave/Julie	March 28	<ul style="list-style-type: none"> <li>• Board</li> <li>• Website</li> </ul>
<b>Cost Analysis</b> – Develop cost analysis using data from enrollment, direct and indirect staffing implications, and training needs.	Cost implications identified	Julie/Cami	April 19	For Feasibility Study
<b>Funding</b> – Work with parents who have signed up for open enrollment to determine strategies (i.e. fund raising, grants) to offset start-up costs.	Identify funding sources	Julie/Dave	April 19	For Feasibility Study
<b>Feasibility Study Completed</b> – Board reviews the information	Final Board Action on possible implementation of expanded Immersion Pilot Program	Board of Directors	April 25	<ul style="list-style-type: none"> <li>• Board</li> <li>• Website</li> </ul>



### Purpose of Tonight's Meeting:

1. Provide an overview of the current Spanish Immersion Pilot Project;
2. Review the plan for gathering information to assist the Board in making a decision about the continuation or expansion of the pilot;
3. Gather input from the Board of Directors on additions or changes to the Feasibility Study; and
4. Provide information gathered in the recent World Language Survey by the K-6 Programs & Innovations Committee.



### Background Information

- Developed as a component of Mosaic Home School Partnership
- Mosaic Steering Committee formed to address:
  - Declining enrollment
  - Change to ALE funding
- Pilot Project Phase 1 launched in Feb 2012 – 2 days/week
- Pilot Project phase 2 launched in Sept 2012 – 5 days/week



### Structure & Configuration

- ☐ 29 Students
  - Grades K-2 18 student
  - Grades 3-4 11 students
- ☐ Primary class 90% of instruction in Spanish and 10% in English
- ☐ Intermediate class 50% of instruction in Spanish and 50% in English



### Curriculum

- ☐ Aligned to BISD core curricula.
- ☐ Fundraised dollars were used to purchase core materials in Spanish (reading, math, and science).



### Assessment & Accountability

- ☐ BISD assessments
  - DRA2 (Spanish Version for K-2/ English version for 3-4)
  - Measure of Academic Progress (MAP) in reading and math
  - Washington State Assessments at grades 3 and 4
  - Language Acquisition Assessment TBD



## Research on Immersion Programs

## Research

### Feasibility Study

Activity	Target Date
Create timeline for communication and feasibility study	Jan 10
Gather Survey Data	Jan 10
Initial Progress Report	Jan 10
Open House	Feb 12
Determine location implications	Mar 28
Enrollment	Mar 28



### Feasibility Study - Continued

Activity	Target Date
Finalize Pilot Proposal for 2013-14	Mar 28
Cost Analysis	April 19
Funding	April 19
Feasibility Study Completed	April 25
BISD Board Action	April 25



### Bainbridge Island School District

K-6 Programs & Innovations Committee

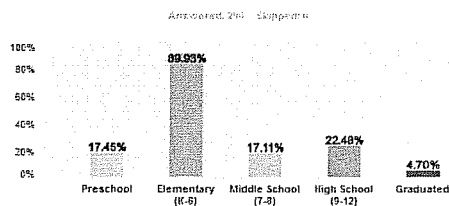
### World Language Survey



The world at your fingertips!

### Bainbridge Island School District

Please indicate the age of your children  
(check all that apply):




Please check all that apply to your family, my children are currently enrolled in:

Bainbridge School District Schools	94.92% 280
Bainbridge Island Private Schools	11.53% 34
Homeschool (outside of the Mosaic Homeschool Partnership)	1.69% 5
Non-island Private or Public Schools	3.05% 9
Total Respondents:	295




### Total Immersion

- Percent of Class Time in the target language - 50-100%. Time is spent learning subject matter taught in the target language; language learning is incorporated as necessary throughout the curriculum. (For Example, Reading is taught in the target language and not in English)
- Goals of the program include:
  - To become functionally proficient (speaking, listening, reading & writing) in the target language.
  - To master subject content taught in the target language.
  - To acquire an understanding of and an appreciation for other cultures.



### Foreign Language in Elementary School (FLES)

- Percent of Class Time spent on target language: 10-20%. This program option is provided as part of the School Day. Minimum of 30-40 minutes per class, 3 to 5 days per week. Time is spent learning the target language.
- Goals of the program include:
  - To acquire proficiency in listening and speaking the target language.
  - To acquire an understanding of and an appreciation for other cultures.
  - To acquire some proficiency in reading and writing in the target language.


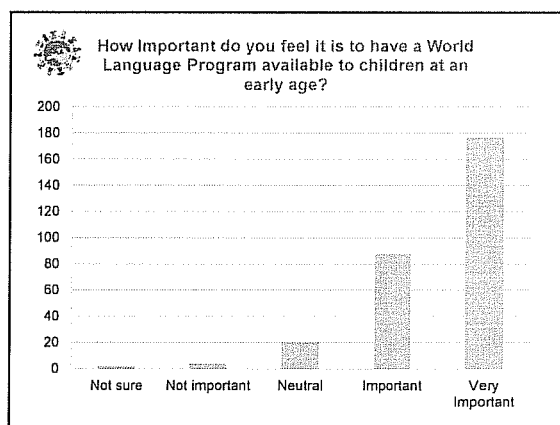


### World Language Enrichment Program

- Percent of Class Time spent on target language: 5-15%. This program option is offered as a before or after school option, usually with an additional fee. Minimum of 20-30 minutes per class, 2 to 3 times per week. Time is spent learning the target language.
- Goals of the program include:
  - To acquire some proficiency in listening and speaking the target language.
  - To acquire an understanding of and an appreciation for other cultures.


Which, if any, type of World Language Program would you like to see the district develop over the course of the next few years?

Total Immersion	45.76% 135
FLES	77.29% 228
World Language Enrichment Program	23.05% 68
None of These	2.71% 8
Other (please specify)	( 15 )
Total Respondents:	295


Which, if any, type of World Language Program would you enroll your child?

Total Immersion	48.97% 143
FLES	79.79% 233
World Language Enrichment Program	32.88% 96
None	3.08% 9
Total Respondents:	292



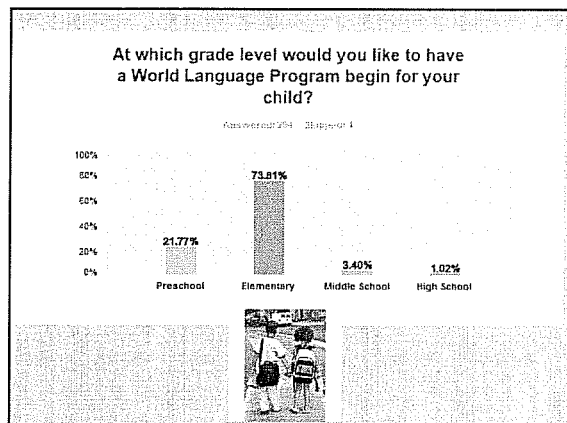
Would you consider enrolling your child in a world language program if it meant leaving your neighborhood school?

4 Yes, with or without transportation	3 Yes, if transportation was provided	2 Maybe	1 No, I would not have my child attend another school	Total Responses	Average Rating
29.45% 86	16.78% 49	27.74% 81	26.03% 76	292	2.50



Bainbridge Island School District			
	First Choice	Second Choice	Third Choice
Spanish	205	49	19
Chinese/Mandarin	48	104	31
French	23	48	52
Japanese	3	23	29
German	0	13	18
Arabic	1	5	14
Other	3	3	19

Which world language would you like to see taught at the elementary level?



### Feasibility Study Next Steps

- ☐ Additional Information or Changes Needed?
- ☐ Questions

### Purpose of Tonight's Meeting:

1. Provide an overview of the current Spanish Immersion Pilot Project;
2. Review the plan for gathering information to assist the Board in making a decision about the continuation or expansion of the pilot;
3. Provide information gathered in the recent World Language Survey by the K-6 Programs & Innovations Committee; and
4. Gather input from the Board of Directors on additions or changes to the Feasibility Study.



BOARD OF DIRECTORS

Mary Curtis  
Mike Spence  
Tim Kinkead  
Patty Fielding  
Mev Hoberg



SUPERINTENDENT

Faith A. Chapel

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8489 Madison Avenue NE \* Bainbridge Island, Washington 98110 \* (206) 842-4714 \* Fax: (206) 842-2928

MEMORANDUM

To: Faith Chapel, Superintendent Date: December 19, 2012  
From: Peggy Paige, Director of Business Services  
RE: Monthly Financial Reports – November

Attached are the financial reports for the month ending November 30, 2012

1. General Fund
  - a. Analysis
2. Summary of Fund Balances
  - a. Budget Status Reports

Analysis of General Fund

Revenue

Total General Fund revenues to November were \$10.3 million, below prior year but near the expected average. As a percentage of total budget tax collections are above the average. This would indicate that it is likely we will hit our budget estimate of \$8.7 million. The decrease in local revenues is primarily related to the timing of the donation from Bainbridge Schools Foundation. Last year we received a \$500,000 donation in November. State revenues are consistent with state funding based on *budgeted* enrollment. Transportation revenues are also based on budget estimates until data is submitted later in the year to determine actual funding. Several federal grant reimbursement claims have been filed earlier than in prior year so the year-to-date percentage is above the expected average. However, this does not necessarily indicate that we will receive more than budget estimates by year end.

## Expenditure

Expenditures for the year to November 30 total \$9.2 million, about 1% above last year. Year-to-date expenditures are below the average.

Total expense for Regular (Basic) Education decreased .1% and is slightly below the average. Guidance/Counseling actuals were higher last year due to a long-term leave. Some budget capacity for tech levy related expense was shifted from activity 22 to activity 27 and to program 97 to align with expected purchases. Budget capacity was also shifted from activity 28 to 27 for some certificated stipends. This area will be reviewed to insure that actual payments are aligned with budgeted activity codes.

Total special education costs are down 1.5% compared to last year and are equal to the 3-year average. This would indicate that we are currently in line with budget estimates.

Vocational expense is up from last year but in line with the average. An increase in contracted services is related to payment for our share of the cost of capital improvements and insurance for a regional skills center.

Compensatory education is as expected per the annual budget. This category fluctuates throughout the year due to the fact that certain expense items (such as teacher certification bonus) do not occur in a regular monthly pattern. We will also be charging significantly more to Title 1 this year due to an increase in our grant allocation so there will be difference when doing a year to year comparison.

Other Instruction reflects expenditures for grant funded staff development activities (Math/Science). This category will fluctuate during the year as training activities occur.

Total Support Services is higher than last year at this time and above the average. Transportation/Motor Pool expenditures are in line with budget. Operation, Buildings is up from last year and the average. This seems to be related to moving to a centralized purchasing system and buying a large stock of custodial supplies early in the year. Utility expenditures are currently about equal to prior year, which *may* indicate savings again in this area. However, we are just beginning to pay invoices for the new Wilkes School and enter into the winter season. Food Service expense is up from prior year, primarily due to cost increases for supplies. Maintenance and Information Services are both up from prior year. Maintenance/Grounds had increases in supplies expense while Information Services had increases related to supplies and contract renewals. Some of these expenditures are expected to be reimbursed with Tech Levy funds in December. Central Office expenditures are currently running below the average.

## Cash Flow

Net cash outflow during November was \$592,309. As of November 30, 2012, the closing cash balance in the general fund was \$4,015,992.

GENERAL FUND  
Summary of Revenues & Expenses  
November 30, 2012

	Nov-12 Actual YTD \$	% Incr/Decr prior year	Nov-11 Actual YTD \$	Annual Budget Budget	% YTD	Avg %
Revenues - By Revenue Source						
Local Taxes	3,952,482	-2.4%	4,049,905	8,700,000	45.4%	43.9%
Local Nontax	947,095	-34.2%	1,438,815	3,085,400	30.7%	35.9%
State, General Purpose						
Basic Education	4,347,171	0.3%	4,426,049	18,485,000	23.5%	23.9%
Special Education	93,294	-8.7%	102,130	400,000	23.3%	24.4%
State, Special Purpose						
Special Education	538,971	-12.9%	618,460	2,700,000	20.0%	22.6%
Transportation	196,822	2.0%	192,884	830,000	23.7%	24.3%
Other	33,487		8,792	541,655	6.2%	22.9%
Federal, Special Purpose	220,651	18.1%	186,909	1,296,000	17.0%	8.2%
<b>TOTAL</b>	<b>10,329,974</b>	<b>-6.3%</b>	<b>11,023,944</b>	<b>36,038,055</b>	<b>28.7%</b>	<b>28.5%</b>

	Actual YTD \$	% Incr/Decr prior year	Actual YTD \$	Budget	% YTD	Avg %
Expenses - By program code						
Regular Instruction*						
Teaching	3,876,461	-0.3%	3,887,233	16,347,611	23.7%	24.7%
Principal	535,676	3.1%	519,372	2,208,640	24.3%	24.4%
Guidance/Counseling	231,011	-9.2%	254,400	1,017,360	22.7%	23.9%
Learning Resources	202,479	4.9%	192,963	614,274	33.0%	26.3%
Extracurricular	221,131	-5.7%	234,584	648,860	34.1%	28.3%
Other	247,783	8.1%	229,321	1,187,696	20.9%	26.1%
<b>Total Regular (Basic) Ed.</b>	<b>5,314,540</b>	<b>-0.1%</b>	<b>5,317,874</b>	<b>22,024,441</b>	<b>24.1%</b>	<b>24.9%</b>
Special Education						
Teaching	904,141	-1.0%	913,122	3,511,131	25.8%	24.1%
Other	343,634	-2.9%	353,834	1,614,592	21.3%	25.0%
<b>Total Special Ed.</b>	<b>1,247,775</b>	<b>-1.5%</b>	<b>1,266,956</b>	<b>5,125,723</b>	<b>24.3%</b>	<b>24.3%</b>
Vocational Education	224,167	2.8%	218,035	909,713	24.6%	24.8%
Compensatory Education	114,757	58.2%	72,541	638,581	18.0%	29.0%
Other Instruction	16,571	110.7%	7,863	89,359	18.5%	19.9%
Support Services						
Transportation/Motor Pool	363,622	-0.5%	365,351	1,402,018	25.9%	26.7%
Operation Buildings	387,705	11.2%	348,526	1,314,784	29.5%	24.6%
Utilities	211,447	-0.4%	212,233	1,550,000	13.6%	21.2%
Food Services*	270,598	3.6%	261,112	1,003,503	27.0%	26.5%
Maint/Grounds*	301,498	8.2%	278,760	829,037	36.4%	30.9%
Information Services	228,226	18.7%	192,239	639,278	35.7%	31.0%
Central Office	290,066	-0.9%	292,603	1,372,758	21.1%	24.5%
Other	257,295	-13.0%	295,631	300,371	85.7%	83.3%
<b>Total Support Services</b>	<b>2,310,458</b>	<b>2.8%</b>	<b>2,246,455</b>	<b>8,411,749</b>	<b>27.5%</b>	<b>26.0%</b>
<b>TOTAL</b>	<b>9,228,268</b>	<b>1.1%</b>	<b>9,129,723</b>	<b>37,199,566</b>	<b>24.8%</b>	<b>25.6%</b>

Excess (Deficiency) of			
Revenues over Expenditures	1,101,705	1,894,221	(1,161,511)

# GENERAL FUND CASH FLOW FORECAST 2012-13

## November 2012

	Actual August	Actual September	Actual October	Actual November	Projected December	Projected January	Projected February
<b>OPENING CASH BALANCE</b>							
Imprest	6,800.00	6,800.00	6,800.00	6,800.00			
Cash on hand	12,748.09	31,751.12	29,574.76	139,188.78			
Cash on deposit	1,112,672.01	1,497,329.18	975,267.29	3,386,148.35			
Warrants outstanding	(978,091.76)	(1,272,878.30)	(1,227,905.41)	(1,133,907.83)			
Investments	3,279,967.25	2,982,226.61	2,983,734.88	2,210,072.43			
<i>Total opening cash balance</i>	<i>3,434,095.59</i>	<i>3,245,228.61</i>	<i>2,767,471.52</i>	<i>4,608,301.73</i>	<i>4,015,992.35</i>	<i>3,721,253.79</i>	<i>3,093,592.57</i>
<b>Cash Inflows</b>							
Local taxes	52,920.53	164,426.88	2,830,687.16	957,368.19	54,909.01	68,030.23	168,504.39
Local Support nontax	59,811.75	459,914.62	277,283.31	209,897.36	172,151.55	232,402.36	238,624.65
State, general purpose	1,920,409.15	1,703,440.69	1,698,842.78	1,038,181.70	1,753,131.32	1,723,429.34	1,730,364.61
State, special purpose	481,433.92	292,486.23	296,664.50	180,129.52	340,295.42	297,669.76	343,489.72
Federal, general purpose	-	-	-	-	-	-	-
Federal, special purpose	411,575.94	(10,974.77)	111,873.70	119,751.66	135,446.91	129,778.84	63,826.48
Other Financing Sources	51,789.15	-	-	117.89	135,000.00	-	-
Adjustments (accruals, receivables due)	98,252.98	(339,048.58)	(117.89)	117.89			
<i>Total cash inflows</i>	<i>3,076,193.42</i>	<i>2,270,245.07</i>	<i>5,215,233.56</i>	<i>2,505,446.32</i>	<i>2,590,934.22</i>	<i>2,451,310.53</i>	<i>2,544,809.85</i>
<b>Cash Outflows</b>							
Regular Instruction	(2,167,142.88)	(1,747,359.27)	(1,790,191.81)	(1,776,768.01)	(1,748,201.69)	(1,836,123.67)	(1,816,155.39)
Special Education Instruction	(437,153.31)	(380,434.01)	(434,542.54)	(432,798.18)	(422,597.80)	(421,910.63)	(439,366.11)
Vocational Education Instruction	(73,940.38)	(61,687.55)	(90,476.48)	(72,002.79)	(70,646.93)	(98,744.25)	(56,127.28)
Compensatory Education Instruction	(67,713.73)	(35,742.09)	(38,174.39)	(41,062.00)	(38,621.07)	(13,382.92)	(34,874.12)
Other Instructional Programs	(23,806.30)	(1,953.48)	(3,993.66)	(10,623.74)	(9,255.56)	(6,017.84)	1,728.36
Support services	(664,646.23)	(537,264.12)	(1,008,773.22)	(764,420.78)	(596,349.72)	(702,792.45)	(708,961.16)
Adjustments (accruals, payables due)	169,342.43	16,438.36	(8,251.25)	(80.20)	-	-	-
<i>Total cash outflows</i>	<i>(3,265,060.40)</i>	<i>(2,748,002.16)</i>	<i>(3,374,403.35)</i>	<i>(3,097,755.70)</i>	<i>(2,885,672.78)</i>	<i>(3,078,971.75)</i>	<i>(3,053,755.70)</i>
<b>Net change in cash balance</b>	<b>(188,866.98)</b>	<b>(477,757.09)</b>	<b>1,840,830.21</b>	<b>(592,309.38)</b>	<b>(294,738.56)</b>	<b>(627,661.22)</b>	<b>(508,945.84)</b>
<b>CLOSING CASH BALANCE</b>							
	<b>3,245,228.61</b>	<b>2,767,471.52</b>	<b>4,608,301.73</b>	<b>4,015,992.35</b>	<b>3,721,253.79</b>	<b>3,093,592.57</b>	<b>2,584,646.72</b>
<b>Composition of closing cash balance</b>							
Imprest	6,800.00	6,800.00	6,800.00	6,800.00			
Cash on hand	31,751.12	29,574.76	139,188.78	96,249.84			
Cash on deposit	1,497,329.18	975,267.29	3,386,148.35	1,256,659.19			
Warrants outstanding	(1,272,878.30)	(1,227,905.41)	(1,133,907.83)	(1,205,566.45)			
Investments	2,982,226.61	2,983,734.88	2,210,072.43	3,861,849.77			
<i>Total closing cash balance</i>	<i>3,245,228.61</i>	<i>2,767,471.52</i>	<i>4,608,301.73</i>	<i>4,015,992.35</i>	<i>-</i>	<i>-</i>	<i>-</i>

# GENERAL FUND CASH FLOW FORECAST 2012-13

## November 2012

	Projected March	Projected April	Projected May	Projected June	Projected July	Projected August	Budget 2012-13
<b>OPENING CASH BALANCE</b>							
Imprest							
Cash on hand							
Cash on deposit							
Warrants outstanding							
Investments							
<i>Total opening cash balance</i>	2,584,646.72	2,470,680.73	4,487,770.48	4,191,684.56	3,019,343.45	2,428,669.14	
<b>Cash Inflows</b>							
Local taxes	304,098.24	2,806,711.28	1,208,123.63	63,794.51	35,619.79	45,733.16	8,700,000.00
Local Support nontax	425,791.62	219,215.92	251,093.19	227,895.87	107,591.11	141,016.57	3,085,400.00
State, general purpose	1,720,238.11	1,708,501.56	917,395.07	1,030,451.68	1,945,150.68	1,938,362.53	18,885,000.00
State, special purpose	347,077.80	334,224.83	208,407.74	258,921.96	373,775.77	397,360.79	3,796,655.00
Federal, general purpose	-	-	-	-	-	-	
Federal, special purpose	114,061.40	96,342.56	183,967.93	189,336.81	122,454.02	166,526.09	1,296,000.00
Other Financing Sources	25,000.00	-	-	20,000.00	-	80,000.00	275,000.00
Adjustments (accruals, receivables due)		20,000.00	15,000.00	10,000.00		95,000.00	
<i>Total cash inflows</i>	2,936,267.17	5,184,996.15	2,783,987.56	1,800,400.82	2,584,591.36	2,863,999.14	36,038,055.00
<b>Cash Outflows</b>							
Regular Instruction	(1,807,867.30)	(1,885,343.19)	(1,802,557.03)	(1,925,501.51)	(1,773,588.19)	(1,910,334.64)	22,024,437.00
Special Education Instruction	(435,549.83)	(434,029.62)	(445,250.80)	(438,054.09)	(425,921.86)	(430,823.33)	5,125,723.00
Vocational Education Instruction	(74,861.63)	(76,330.68)	(71,380.16)	(73,116.90)	(88,566.79)	(67,597.89)	909,715.00
Compensatory Education Instruction	(31,023.49)	(32,223.73)	(30,512.52)	(48,854.49)	(100,435.02)	(145,832.04)	638,581.00
Other Instructional Programs	(4,585.18)	(4,803.24)	(6,201.31)	(3,221.80)	(18,265.72)	(15,029.83)	89,359.00
Support services	(696,345.72)	(735,175.95)	(724,171.66)	(483,993.13)	(768,488.10)	(556,337.59)	8,411,751.00
Adjustments (accruals, payables due)	-	-	-	-	-	125,000.00	
<i>Total cash outflows</i>	(3,050,233.16)	(3,167,906.41)	(3,080,073.48)	(2,972,741.93)	(3,175,265.68)	(3,000,955.33)	37,199,566.00
<b>Net change in cash balance</b>	(113,965.99)	2,017,089.75	(296,085.92)	(1,172,341.10)	(590,674.31)	(136,956.19)	(1,161,511.00)
<b>CLOSING CASH BALANCE</b>	2,470,680.73	4,487,770.48	4,191,684.56	3,019,343.45	2,428,669.14	2,291,712.95	
Composition of closing cash balance							
Imprest							
Cash on hand							
Cash on deposit							
Warrants outstanding							
Investments							
<i>Total closing cash balance</i>	-	-	-	-	-	-	

**SUMMARY OF FUND BALANCES**

30-Nov-12

Nov-12	2012-13
YTD Actual	Annual Budget

**General Fund**

Opening fund balance		
Reserved for Inventory	191,500.00	200,000.00
Restricted for Carryover	18,400.00	-
Committed to Minimum Fund Balance	1,100,000.00	1,100,000.00
Assigned to Other Purposes	1,257,000.00	1,000,000.00
Unassigned	468,322.11	550,000.00
Total opening fund balance	3,035,222.11	2,850,000.00
Revenue	10,329,973.53	36,038,055.00
Expenditure	(9,228,268.12)	(37,199,566.00)
Excess (Deficiency) of Revenues over Expenditures	1,101,705.41	(1,161,511.00)
Reserved for Inventory	191,500.00	200,000.00
Restricted for Carryover	18,400.00	-
Committed to Minimum Fund Balance	1,100,000.00	1,100,000.00
Assigned to Other Purposes	1,257,000.00	
Unassigned	1,570,027.52	388,489.00
Total closing fund balance	4,136,927.52	1,688,489.00

**Capital Projects Fund**

Opening fund balance	10,932,862.66	14,000,000.00
Revenue	617,663.63	8,581,000.00
Expenditure	(1,412,902.61)	(19,151,487.00)
Reserve of bond proceeds	7,790,736.14	2,154,119.00
Reserve of levy proceeds	1,451,459.80	504,155.00
Unreserved Fund Balance	895,427.74	771,239.00
Closing fund balance	10,137,623.68	3,429,513.00

**Debt Service Fund**

Opening fund balance	2,890,986.35	2,120,000.00
Revenue	3,716,932.82	8,135,000.00
Expenditure		
Principal	-	(4,337,000.00)
Interest	-	(4,078,000.00)
Other	-	(5,000.00)
Closing fund balance	6,607,919.17	1,835,000.00

**ASB Fund**

Opening fund balance	288,671.57	383,000.00
Revenue	263,488.60	654,700.00
Expenditure	(112,088.76)	(881,619.00)
Closing fund balance	440,071.41	156,081.00

**Transportation Vehicle Fund**

Opening fund balance	174,033.89	175,000.00
Revenue		
Depreciation	-	200,000.00
Investment Earnings	280.25	3,400.00
Grant Revenue	-	-
Sale of Equipment	-	
Expenditure	-	(150,000.00)
Closing fund balance	174,314.14	228,400.00

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
 Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

or the BAINBRIDGE ISLAND SD #303 School District for the Month of November, 2012

	ANNUAL	ACTUAL	ACTUAL			
REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
00 LOCAL TAXES	8,700,000	957,368.19	3,952,482.23		4,747,517.77	45.43
00 LOCAL SUPPORT NONTAX	3,085,400	209,897.36	947,095.29		2,138,304.71	30.70
00 STATE, GENERAL PURPOSE	18,885,000	1,038,181.70	4,440,465.17		14,444,534.83	23.51
00 State, Special Purpose	3,796,655	180,129.52	769,280.25		3,027,374.75	20.26
00 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
00 FEDERAL, SPECIAL PURPOSE	1,296,000	119,751.66	220,650.59		1,075,349.41	17.03
00 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
00 REV FR OTH AGENCY * ASSOC	0	.00	.00		.00	0.00
00 OTHER FINANCING SOURCES	275,000	.00	.00		275,000.00	0.00
Total REVENUES/OTHER FIN. SOURCES	36,038,055	2,505,328.43	10,329,973.53		25,708,081.47	28.66
EXPENDITURES						
Regular Instruction	22,022,082	1,776,768.01	5,314,540.45	14,259,504.20	2,448,037.35	88.88
Federal Stimulus	0	.00	.00	0.00	.00	0.00
Special Ed Instruction	5,125,693	432,798.18	1,247,774.73	3,671,763.46	206,154.81	95.98
Voc. Ed Instruction	909,715	72,002.79	224,166.82	605,323.56	80,224.62	91.18
Skills Center Instruction	0	.00	.00	0.00	.00	0.00
+60 Compensatory Ed Instruct.	638,581	41,062.00	114,757.12	323,886.91	199,936.97	68.69
Other Instructional Pgms	89,359	10,623.74	16,570.88	9,565.32	63,222.80	29.25
Community Services	30,000	.00	.00	0.00	30,000.00	0.00
Support Services	8,384,136	764,420.78	2,310,458.12	5,320,451.43	753,226.45	91.02
Total EXPENDITURES	37,199,566	3,097,675.50	9,228,268.12	24,190,494.88	3,780,803.00	89.84
OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
OTHER FINANCING USES (GL 535)	0	.00	.00			
EXCESS OF REVENUES/OTHER FIN.SOURCES						
OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	1,161,511-	592,347.07-	1,101,705.41		2,263,216.41	194.85-
TOTAL BEGINNING FUND BALANCE	2,850,000		3,035,222.11			
G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXXX		.00			
TOTAL ENDING FUND BALANCE	1,688,489		4,136,927.52			
(E+F + OR - G)						

<u>ENDING FUND BALANCE ACCOUNTS:</u>		
L 810 Reserved For Other Items	0	.00
L 815 Resr Unequalized Dedu Rev	0	.00
L 821 Restricted for Carryover	0	18,400.00
L 825 Restricted for Skills Center	0	.00
L 828 Restricted for C/O of FS Rev	0	.00
L 830 Restricted for Debt Service	0	.00
L 835 Restricted for Arb Rebate	0	.00
L 840 RESERVE FOR INVENTORY	200,000	191,500.00
L 845 Restricted for Self Insur	0	.00
L 850 Restrict Uninsured Risks	0	.00
L 870 Committed to Oth Purposes	0	.00
L 872 Comm to Min Fnd Bal	1,100,000	1,100,000.00
L 875 Assigned to Contingenies	0	.00
L 884 Assign to Oth Cap Proj	0	.00
L 888 Assigned to Other Purpose	0	1,257,000.00
L 890 UNRESERVED FUND BALANCE	388,489	1,570,027.52
<u>TOTAL</u>	1,688,489	4,136,927.52



20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
 Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

For the BAINBRIDGE ISLAND SD #303 School District for the Month of November, 2012

<u>REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
00 Local Taxes	1,431,000	145,174.90	599,433.39		831,566.61	41.89
00 Local Support Nontax	150,000	5,484.68	18,230.24		131,769.76	12.15
00 State, General Purpose	0	.00	.00		.00	0.00
00 State, Special Purpose	0	.00	.00		.00	0.00
00 Federal, General Purpose	0	.00	.00		.00	0.00
00 Federal, Special Purpose	0	.00	.00		.00	0.00
00 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
00 Other Agencies & Assoc.	0	.00	.00		.00	0.00
00 Other Financing Sources	7,000,000	.00	.00		7,000,000.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	8,581,000	150,659.58	617,663.63		7,963,336.37	7.20
<u>EXPENDITURES</u>						
Sites	1,045,000	6,999.27	6,999.27	29,998.58	1,008,002.15	3.54
Buildings	15,317,247	563,459.94	948,810.59	2,235,415.17	12,133,021.24	20.79
Equipment	2,214,240	154,322.46	457,092.75	154,222.60	1,602,924.65	27.61
Energy	300,000	.00	.00	0.00	300,000.00	0.00
Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	18,876,487	724,781.67	1,412,902.61	2,419,636.35	15,043,948.04	20.30
<u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	275,000	.00	.00			
<u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	10,570,487-	574,122.09-	795,238.98-		9,775,248.02	92.48-
<u>TOTAL BEGINNING FUND BALANCE</u>	14,000,000		10,932,862.66			
<u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>TOTAL ENDING FUND BALANCE</u>	3,429,513		10,137,623.68			
<u>(E+F + OR - G)</u>						

ENDING FUND BALANCE ACCOUNTS:

L 810 Restricted For Other Item	0	.00
L 825 Restricted for Skills Center	0	.00
L 830 Restricted for Debt Service	0	.00
L 835 Restricted Arb Rebate	0	.00
L 850 Restrict Uninsured Risks	0	.00
L 861 Reserve Of Bond Proceeds	2,154,119	7,790,736.14
L 862 Reserve Of Levy Proceeds	504,155	1,451,459.80
L 863 Restrict fr State Proceed	0	.00
L 864 Restrict from Fed Proceed	0	.00
L 865 Restrict fr Oth Proceeds	0	.00
L 866 Restricted Impact Fees	0	.00
L 867 Restrictd Mitigation Fees	0	.00
L 869 Restrict UnDistib Proceed	0	.00
L 870 Restrict to Oth Purposes	0	.00
L 889 Assigned to Fund Purposes	771,239	895,427.74
L 890 Unrsrvd Undsgntd Fnd Bal	0	.00
<u>TOTAL</u>	3,429,513	10,137,623.68

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

for the BAINBRIDGE ISLAND SD #303 School District for the Month of November, 2012

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>REVENUES/OTHER FIN. SOURCES</u>						
00 Local Taxes	7,100,000	778,446.25	3,213,829.28		3,886,170.72	45.27
00 Local Support Nontax	35,000	1,852.22	3,936.61		31,063.39	11.25
00 State, General Purpose	0	.00	.00		.00	0.00
00 Federal, General Purpose	1,000,000	499,166.93	499,166.93		500,833.07	49.92
00 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	8,135,000	1,279,465.40	3,716,932.82		4,418,067.18	45.69
<u>EXPENDITURES</u>						
Matured Bond Expenditures	4,337,000	.00	.00	0.00	4,337,000.00	0.00
Interest On Bonds	4,078,000	.00	.00	0.00	4,078,000.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	5,000	.00	.00	0.00	5,000.00	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>	8,420,000	.00	.00	0.00	8,420,000.00	0.00
<u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	285,000-	1,279,465.40	3,716,932.82		4,001,932.82	< 1000-
<u>TOTAL BEGINNING FUND BALANCE</u>	2,120,000		2,890,986.35			
<u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>TOTAL ENDING FUND BALANCE</u>	1,835,000		6,607,919.17			
<u>(E+F + OR - G)</u>						
<u>ENDING FUND BALANCE ACCOUNTS:</u>						
L 810 Restricted for Other Items	0		.00			
L 830 Restricted for Debt Service	1,835,000		6,607,919.17			
L 835 Restricted Arb Rebate	0		.00			
L 870 Committed to Oth Purposes	0		.00			
L 889 Assigned to Fund Purposes	0		.00			
L 890 UNRESERVED FUND BALANCE	0		.00			
<u>TOTAL</u>	1,835,000		6,607,919.17			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
 Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

For the BAINBRIDGE ISLAND SD #303 School District for the Month of November, 2012

REVENUES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
00 General Student Body	151,100	860.35	67,094.93		84,005.07	44.40
00 Athletics	96,500	18,820.62	64,206.30		32,293.70	66.54
00 Classes	31,300	.00	1,157.00		30,143.00	3.70
00 Clubs	313,000	6,641.89	122,707.37		190,292.63	39.20
00 Private Moneys	62,800	1,666.00	8,323.00		54,477.00	13.25
<u>Total REVENUES</u>	654,700	27,988.86	263,488.60		391,211.40	40.25
<u>EXPENDITURES</u>						
00 General Student Body	211,500	1,454.05	26,029.20	31.46	185,439.34	12.32
00 Athletics	148,800	14,248.43	27,336.31	30,707.72	90,755.97	39.01
00 Classes	32,800	1,228.61	1,228.61	0.00	31,571.39	3.75
00 Clubs	354,700	5,588.22	51,097.88	77,339.07	226,263.05	36.21
00 Private Moneys	133,819	2,951.68	6,396.76	0.00	127,422.24	4.78
<u>Total EXPENDITURES</u>	881,619	25,470.99	112,088.76	108,078.25	661,451.99	24.97
<u>EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	226,919-	2,517.87	151,399.84		378,318.84	166.72-
<u>TOTAL BEGINNING FUND BALANCE</u>	383,000		288,671.57			
<u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>TOTAL ENDING FUND BALANCE</u>	156,081		440,071.41			
<u>C+D + OR - E)</u>						
<u>ENDING FUND BALANCE ACCOUNTS:</u>						
L 810 Restricted for Other Items	0		.00			
L 819 Restricted for Fund Purposes	156,081		440,071.41			
L 840 Nonspend Fnd Bal Invent	0		.00			
L 850 Restricted Uninsured Risk	0		.00			
L 870 Committed to Oth Purposes	0		.00			
L 889 Assigned to Fund Purposes	0		.00			
L 890 UNRESERVED FUND BALANCE	0		.00			
<u>TOTAL</u>	156,081		440,071.41			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2012 (September 1, 2012 - August 31, 2013)

For the BAINBRIDGE ISLAND SD #303 School District for the Month of November, 2012

REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
00 Local Taxes	0	.00	.00		.00	0.00
00 Local Nontax	3,400	91.03	280.25		3,119.75	8.24
00 State, General Purpose	0	.00	.00		.00	0.00
00 State, Special Purpose	200,000	.00	.00		200,000.00	0.00
00 Federal, General Purpose	0	.00	.00		.00	0.00
00 Other Agencies & Assoc	0	.00	.00		.00	0.00
00 Other Financing Sources	0	.00	.00		.00	0.00
TOTAL REV/OTHER FIN.SRCS (LESS TRANS)	203,400	91.03	280.25		203,119.75	0.14
9900 TRANSFERS IN FROM GF	0	.00	.00	0.00	.00	0.00
Total REV./OTHER FIN. SOURCES	203,400	91.03	280.25	0.00	203,119.75	0.14
EXPENDITURES						
pe 30 Equipment	150,000	.00	.00	0.00	150,000.00	0.00
pe 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
pe 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	150,000	.00	.00	0.00	150,000.00	0.00
OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
OTHER FINANCING USES (GL 535)	0	.00	.00			
EXCESS OF REVENUES/OTHER FIN SOURCES						
OVER(UNDER)EXP/OTH FIN USES (C-D-E-F)	53,400	91.03	280.25		53,119.75-	99.48-
TOTAL BEGINNING FUND BALANCE	175,000		174,033.89			
G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXX		.00			
TOTAL ENDING FUND BALANCE	228,400		174,314.14			
(G+H + OR - I)						
ENDING FUND BALANCE ACCOUNTS:						
L 810 Restricted for Oth Items	0		.00			
L 830 Restricted for Debt Service	0		.00			
L 835 Restricted Arb Rebate	0		.00			
L 850 Restrict Uninsured Risks	0		.00			
L 870 Committed to Oth Purposes	0		.00			
L 889 Assigned to Fund Purposes	228,400		174,314.14			
L 890 UNRESERVED FUND BALANCE	0		.00			
TOTAL	228,400		174,314.14			

**BOARD OF DIRECTORS**

Patty Fielding  
Mary Curtis  
Mike Spence  
Tim Kinkad  
Mev Hoberg



**SUPERINTENDENT**  
Faith A. Chapel

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8489 Madison Avenue NE \* Bainbridge Island, Washington 98110 \* (206) 842-4714 \* Fax: (206) 842-2928

Date: December 20, 2012

To: Faith Chapel, Superintendent

From: Peggy Paige, Director of Business Services

RE: Policy 6500 – Risk Management

Washington State School Directors Association (WSSDA) routinely provides guidance and recommended updates for school board policy and procedures. Additionally our risk management pool (Washington Schools Risk Management Pool) reviews our policies as part of our risk assessment surveys.

Since July of 2009 it has been a requirement that every claim (for damages) filed against a school district be submitted on a standard Tort Claim Form. School districts are advised to have this form available and to include notice of this availability in a risk management policy.

Therefore, I recommend that Policy 6500 be revised to include the changes as submitted.

## **RISK MANAGEMENT**

The board believes the district must identify and measure risks of loss due to the damage or destruction of district property or to claims against the district by others claiming to have been harmed by the action or inaction of the district, its officers or staff. A risk management program shall be implemented to reduce or eliminate risks where possible, to determine which risks the district can afford to assume and to transfer to an insurance company those risks which the district does not wish to assume or cannot economically afford to assume. Such a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-funding, joint self-insuring or joint employment of a risk manager. The superintendent shall assign the primary responsibility for the administration and supervision of the risk management program to a single person. The board shall review the status of the risk management program each year. *The district will make available to claimants its standard tort claim form.*

The district shall purchase and pay for surety bonds for the superintendent, business manager and such other staff and in such amounts as the board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the district's financial operations. Such bonds may include a deductible proviso not to exceed two percent of the employee's annual salary.

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Legal References:	RCW 4.96.020	<i>Tortious conduct of local governmental entities and their agents – Claims – Presentment and filing - Contents</i>
	28A.400.350	Liability, life, health, health care, accident, disability and salary insurance authorized—Premiums
	28A.400.360	Liability insurance for officials and employees authorized
	28A.400.370	Mandatory insurance protection for employees
	28A.320.100	Actions against officers, employees or agents of school districts and educational service districts—Defense, costs, fees—Payment of obligation
	28A.320.060	Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
	28A.330.100 (10)	Additional powers of board
	48.62	Local government insurance transactions

## **~~POLICY 5010: — EQUAL EMPLOYMENT OPPORTUNITY~~**

~~The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without unlawful discrimination with respect to race, creed, color, national origin, age, gender, sexual orientation, religion, pregnancy, marital status, or non job-related physical, sensory, or mental disabilities.~~

~~Personnel decisions and actions shall be based on the district's subjective judgment of the following criteria: education, experience, competency, qualifications, performance, and the district's overall staffing needs.~~

~~All administrators will be provided periodic inservice/training in the process of hiring staff and will be responsible for providing orientation to all participants involved in making recommendations regarding hiring decisions. Administrators will be responsible for recommending the selection, assignment, transfer, or termination of employees under their supervision to the Personnel Office.~~

~~The superintendent is directed to develop procedures that provide for receiving and investigating a complaint from any staff member or applicant who alleges that he/she has been subjected to discrimination. Because of the serious nature of such a complaint, anyone doing so should be certain in his/her mind that discrimination has occurred. The district does not condone frivolous complaints.~~

## **Nondiscrimination and Affirmative Action**

### **Nondiscrimination**

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the ~~Boy Scouts and other designated youth groups.~~ ***designated youth groups such as the Boy Scouts and Girl Scouts.***

The board will designate a staff member to serve as the compliance officer.



## **Affirmative Action**

The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state, law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.

## **Employment of Persons with Disabilities**

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

- A. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation;
- B. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
  - 1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
  - 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation;

- C. The district will not make use of any employment test or criteria that screens out persons with disabilities unless:

1. The test or criteria is clearly and specifically job-related; and
  2. Alternative tests or criteria that do not screen out persons with disabilities are available;
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions; and
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

## **Nondiscrimination for Military Service**

The district will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References:	Model Policy 2030 Model Policy 5270 Model Policy 5407	Service Animals in Schools Resolution of Staff Complaints Military Leave
Legal References:	RCW 28A.400.310  RCW 28A.640.020  RCW 28A.642 RCW 49.60  RCW 49.60.030  RCW 49.60.180 RCW 49.60.400  RCW 73.16  WAC 392-190  WAC 392-190-0592  42 USC 2000e1 – 2000e10	Law against discrimination applicable to districts' employment practices Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies Discrimination prohibition Discrimination — Human rights commission Freedom from discrimination — Declaration of civil rights Unfair practices of employers Discrimination, preferential treatment prohibited Employment and Reemployment  Equal Education Opportunity – Unlawful Discrimination Prohibited  Public school employment — Affirmative action program  Title VII of the Civil Rights Act of 1964

20 USC § 1681 - 1688

Title IX Educational Amendments of  
1972

42 USC 12101 – 12213

Americans with Disabilities Act  
(IRCA) Immigration Reform and  
Control Act of 1986

8 USC 1324

38 USC §§ 4301-4333

Uniformed Services Employment and  
Reemployment Rights Act

29 USC 794

Vocational Rehabilitation Act of 1973

34 CFR § 104

Nondiscrimination on the basis of  
handicap in Programs or activities  
receiving federal financial assistance

## Management Resources:

*Policy News*, June 2011Laws Against Discrimination Address  
Equal Education Opportunities*Policy News*, February 2011

Nondiscrimination

*Policy News*, August 2007Washington's Law Against  
Discrimination*Policy News*, June 2001

State Updates Military Leave Rights

**PROCEDURE 5010: ~~EQUAL EMPLOYMENT OPPORTUNITY~~**

~~Any employee or applicant who believes that he/she has been unlawfully discriminated against because of national origin, race, religion, economic status, gender, sexual orientation, marital status, or non-job-related physical, sensory or mental disabilities should report the alleged discrimination within sixty (60) days to the Director of Personnel or their immediate supervisor. If this informal complaint is not resolved to the satisfaction of the complainant, a formal complaint may be filed.~~

~~The district will protect the rights of all persons involved in the complaint process including persons against whom the complaint has been filed, witnesses, and individuals who register discrimination complaints. Students and staff involved in the resolution process shall not suffer restraint, interference, discrimination, coercion, or reprisal on account of participation in the complaint procedure.~~

**Nondiscrimination and Affirmative Action****Nondiscrimination**

To ensure fairness and consistency, the following grievance procedure is to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district will be adversely affected in any way because the staff member utilized these procedures. As used in this procedure, "grievance" will mean a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws. A "complaint" will mean a charge alleging specific acts, conditions or circumstances which are in violation of the anti-discrimination laws. A "respondent" will mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint to this and the following steps will be taken:

**Affirmative Action Plan**

In order to secure an equitable solution to a justifiable complaint the district will:

- A. Make efforts to modify the composition of the future work force in order to work toward a full utilization of aged, persons with disabilities, ethnic minorities, women and Vietnam veterans in the various job categories.
- B. Ensure that all applicants and staff are considered on the basis of bona fide job-related qualifications. The purpose of the affirmative action plan is to actively include persons of under-utilized classes in the employment process, not to exclude others from it. The district will continue to emphasize in all recruitment contacts that nondiscrimination is a basic element in the district's personnel procedures.

- C. Be responsible for reviewing all employment procedures and programs to assure that there is no indication of discriminatory practices. The district will continue to use aged, persons with disabilities, ethnic minorities, women and Vietnam veterans in the recruitment and employment process. Job descriptions for classified staff will be sent to the Washington Employment Service and other organizations which are recruiting sources for groups that may be under-utilized in the district's work force. Recruitment from colleges and universities will include institutions with high percentages of students of various ethnic minorities.
- D. Contract and purchase all goods and services from persons, agencies, vendors, contractors and organizations who comply with the appropriate laws and executive orders regarding discrimination.
- E. Take appropriate action to attract and retain aged, persons with disabilities, ethnic minorities, women and Vietnam Veterans at all levels and in all segments of the district's work force. Criteria for selecting staff will be reviewed regularly to assure that such statements relate directly to the requirements for specific positions. However, pursuant to state law there will be no preferential employment practices based on race or gender.
- F. Upgrade present staff by providing management development training to assure that individuals of under-utilized groups are prepared for positions of new and increased responsibility.

Implementation of the affirmative action plan will be the responsibility of the superintendent. Administrators will assist in the attainment of the established goals and purposes of this affirmative action plan.

### **Dissemination**

The district will disseminate information concerning employment and developments under the affirmative action plan on a planned basis to assist in achieving the goals set forth in this plan. Affirmative action information will be disseminated by:

- A. Printing and distributing such information to staff, school libraries and offices;
- B. Publicizing such information in district newsletters;
- C. Conducting meetings with administrative staff to explain the intent and advantages of the policy and plan;
- D. Conducting faculty meetings and meetings with classified staff;
- E. Informing appropriate and interested recruiting and hiring sources; and
- F. Informing all representative staff groups in the district.

Male/Female, Ethnic Minority, Aged, and Persons with Disabilities balance and staff goals are found in the affirmative action plan posted on the Human Resources web page.

### **Internal Audit and Monitoring System**

The Human Resource's office, in compliance with WAC 162-12, Pre-employment Inquiry Guide, will record by age, race, sex and other protected groups applicant flow, new hires, promotions, transfer requests, transfers, administrative internships and terminations. An analysis will be made of the internal and external work force availability of aged, persons without disabilities, ethnic minorities and women.

The district will evaluate the effectiveness of the nondiscrimination and affirmative action program and report its status to the board bi-annually. Such reports may include recommendations for changes in the affirmative action program goals. The overall responsibility for monitoring and auditing this policy is assigned to the district office. The duties include:

- A. Analysis of the categories of employment in relation to affirmative action goals;
- B. Analysis of work force data and applicant flow;
- C. Maintaining records relative to affirmative action information;
- D. Preparation of semiannual reports of progress toward the goals and recommended changes required to maintain the vitality of the program;
- E. Identifying in a written report to the superintendent any employment practice or policy that is discriminatory or that does not meet the requirements of the affirmative action program; and
- F. Keeping the superintendent advised of the progress in implementing the goals and procedures of this affirmative action program.

### **Grievance Procedure**

To ensure fairness and consistency, the following review procedures are to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district will be adversely affected in any way because the staff member utilized these procedures. As used in this procedure, "grievance" will mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any state or federal anti-discrimination laws.

A "complaint" shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A "respondent" shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint to this and, the following steps will be taken:

#### **A. Informal Process for Resolution**

When a staff member has an employment problem concerning equal employment opportunity, he/she will discuss the problem with the immediate supervisor, compliance officer or superintendent within 60 days of the circumstances which gave rise to the problem. It is intended that the informal discussion will resolve the issue. If the staff member feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the compliance officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the staff member may proceed to the formal review procedures.

#### **B. Level One**

The complaint must be written, signed by the complainant and set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer will provide the superintendent with a full written report of the complaint and

the results of the investigation. The superintendent will respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The response of the superintendent will include notice of the complainant's right to appeal to the school board and will identify where and to whom the appeal must be filed.

The superintendent's written response will state that the district either:

1. Denies the allegations contained in the written complaint received by the district; or
2. Will implement reasonable corrective measures to eliminate any such act, conditions or circumstance within the school district.

Such corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

### **C. Level Two - Appeal to Board of Directors**

If a complainant disagrees with the superintendent's written decision or if the superintendent fails to respond, the complainant may file a written notice of appeal with the secretary of the board by the 10th calendar day following:

1. The date upon which the complainant received the superintendent's response; or
2. The expiration of the 30-calendar day response period stated in Level One, whichever occurs first.

The board will schedule a hearing to commence by the twentieth (20) calendar day following the filing of the written notice of appeal unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the 10th calendar day following the termination of the hearing and will provide a copy to all parties involved, unless otherwise agreed to by the complainant and the superintendent or for good cause. The response of the board will include notice of the complainant's right to appeal to the superintendent of public instruction and will identify where and to whom the appeal must be filed.

### **D. Level Three - Appeal to the Superintendent of Public Instruction**

If a complainant disagrees with the decision of the board of directors, the complainant may appeal the board's decision to the superintendent of public instruction.

1. A notice of appeal must be received by the Superintendent of Public Instruction on or before the twentieth (20) day following the date upon which the complainant received written notice of the board of directors' decision.
2. A notice of appeal must be in writing in the form required by the Superintendent of Public Instruction and must set forth:
  - a. A concise statement of the original complaint and the portions of the board of directors' decision which is appealed.
  - b. The relief requested by the complainant.

If a complainant remains aggrieved, they may seek resolution with federal or state agencies empowered with the authority to resolve such complaint.

## Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the district compliance officer for a period of 6 years.

## Resources

1. District Contact  
Compliance Officer/Assistant Superintendent of Administrative Services
1. State Contacts  
Superintendent of Public Instruction  
Equity and Civil Rights Office  
P.O. Box 47200  
Olympia, WA 98504-7200  
360.725.6162  
  
Washington State Human Rights Commission  
711 South Capitol Way, Suite 402  
P.O. Box 42490  
Olympia, WA 98504-2490  
360.753.6770  
  
Office of Civil Rights  
U.S. Department of Education  
915 Second Avenue, Room 3310  
Seattle, WA 98174  
206.607.1600



## **Resolution Of Staff Complaints**

The board recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among staff, to reduce potential areas of grievances and to establish and maintain recognized two-way channels of communication between supervisory personnel and staff.

The board intends to expedite the process for all concerned parties. Staff are urged to use the administrative procedures whenever they feel that a district action has aggrieved them. The procedures are established to secure a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

A complaint may be a claim by a staff member based upon alleged violation, misinterpretation or a misapplication of existing district policies or administrative procedures.

All documents, communications and records dealing with the processing of a grievance will be maintained in a separate file and will not be kept in the personnel file of the aggrieved.

Legal Reference: Chapter 42.56 RCW Public Records Act

## Resolution of Staff Complaints

The following procedure has been established for resolving a complaint filed by a member of the staff:

### Step One

The staff member will present the complaint in writing to his/her immediate supervisor within 15 days of the action or incident. The written statement of the complaint will contain:

- A. The facts upon which the complaint is based as the staff member who is filing the complaint sees them;
- B. A reference to the policies of the district which have allegedly been violated; and
- C. The remedies sought.

The staff member will discuss this complaint with his/her immediate supervisor. If the complaint is against an administrator or another staff member, such individual will be present at the meeting to present the facts as he/she sees them. A sincere effort will be made to resolve the complaint at this level. If the aggrieved person does not appeal the complaint to the superintendent's designee within 10 days of the aggrieved person's meeting with his/her immediate supervisor, the complaint will be waived.

### Step Two

The superintendent's designee will, within 10 days of the receipt of the complainant's appeal, meet with that staff member to hear his/her claim. If the complaint is against an administrator or another staff member, such individual will be present at the hearing to present the facts as he/she sees them.

The superintendent's designee will render a decision regarding the appeal within 10 days of the appeal hearing. If the complainant does not appeal the superintendent's designee's decision to the board through the superintendent within 10 days, the complaint will be waived.

### Step Three

If the complainant appeals his/her complaint to the board as provided, the board will hold a hearing ~~within 10 days~~ **at the next available board meeting** to hear the appeal of the superintendent's decision. At the appeal before the board, the complainant may be accompanied by counsel if the complainant wishes. If administrators or other staff are involved, they will be present at the hearing to present the facts as they see them. The board will, within 15 days of the complaint hearing, present its decision with respect to the complaint. The board's decision as representatives of the electorate of the district will be considered final.

## **Reporting Improper Governmental Action (Whistleblower Protection)**

The district encourages the reporting, consistent with the superintendent's procedures, of improper governmental actions by any district officers or employees and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with this policy and related procedure.

District officers and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action in accordance with this policy and related procedure.

The superintendent will establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation.

Legal References: Chapter 42.41 RCW

Local Government Whistleblower  
Protection

## Reporting Improper Governmental Action

Definitions: As used in this policy and procedure, the following terms will have the meanings indicated.

- A. "Improper governmental action" means any action by a district officer or employee:
  - 1. That is undertaken in the performance of the officer or employee's official duties, whether or not the action is within the scope of the employee's job; and
  - 2. That (i) is in violation of any federal, state or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety, or (iv) is a gross waste of public funds.
- Improper governmental action does not include personnel actions.
- B. "Retaliatory action" means any adverse change in the terms and conditions of a staff member's employment.
- C. "Emergency" means a circumstance that if not immediately changed may cause damage to persons or property. Employees are encouraged to report instances which they believe constitute governmental misconduct.

### Reporting:

Employees who become aware of actions that they believe constitute improper governmental action should raise the issue first with their supervisor. If requested by the supervisor, the employee will submit a written report to the supervisor or designee, stating in detail the basis for the employee's belief that an improper governmental action has occurred.

Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the superintendent or the person whom the superintendent has designated to receive reports of improper governmental action.

In case of emergency where the employee believes that damage to persons or property may result if action is not taken immediately, or where the employee has a legal obligation to report (for instance, where child abuse is suspected), the employee will report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.

District employees who fail to make a good faith attempt to follow this policy and procedure in reporting improper governmental conduct will not be eligible for the protection outlined.

### Response:

The employee's supervisor, the superintendent or the superintendent's designee will take prompt action to see that the report of improper governmental action is properly investigated.

Persons involved in the investigation will keep the identity of reporting employees confidential to the extent possible under law, unless the employees authorize the disclosure of their identities in writing.

After an investigation has been completed, the reporting employee will receive a summary of the investigation results, except to the extent that resulting personnel actions must be kept confidential. If a reporting employee reasonably believes that an adequate investigation was not done by the district, that insufficient action has been taken, or that the improper governmental

action is likely to recur, the employee may report information about the improper governmental action directly to the appropriate government agency.

**Retaliation:**

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the superintendent or the superintendent's designee. Appropriate action to investigate and address complaints of retaliation will be taken.

If the complaint cannot be informally resolved, the employee will provide written notice to the superintendent that specifies the alleged retaliatory action and the relief requested by the employee. The written complaint must be filed within thirty days of the alleged retaliation. The district will respond to the complaint within thirty days of receiving the written notice.

If the employee alleging retaliation receives no response from the district or objects to the district's response, the employee may request a hearing before a state administrative law judge. The request for a hearing must be delivered in writing to the superintendent either fifteen days following the district's response, or 45 days after the complaint was filed, if there was no response.

The district will apply for a hearing within five working days to:

Office of Administrative Hearings  
P. O. Box 42488  
919 Lakeridge Way SW  
Olympia, Washington 98504-2488  
(360) 407-2700

The district will consider any recommendation provided by the administrative law judge that an employee found to have retaliated against an employee who reported improper governmental action be suspended with or without pay or dismissed.

**Administration:**

A summary of this policy and procedure will be permanently posted where all employees will have reasonable access to it, the policy and procedure will be made available to any employee who requests them, and the policy and procedure will be given to all new employees.

The following is a list of agencies responsible for enforcing federal, state and local laws and investigating issues involving potential improper governmental action. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact their supervisor, the superintendent or designee.

Local City Police Dept. or County Sheriff's Office

Local City or County Environmental Protection Office

WA. Attorney General's Office

Consumer Protection Division

800 Fifth Avenue, Suite 2000

Seattle, WA 98104

1-800-551-4636

Washington Auditor's Office

Insurance Building

Capitol Campus

P.O. Box 40021

Olympia, Washington 98504-0021

(360) 902-0370

Washington Department of Ecology

300 Desmond Drive or P.O. Box 47600

Lacey, Washington 98504-7600

(360) 407-6000

WA. Human Rights Commission

711 South Capitol Way, Suite 402

Olympia, Washington 98504-2490

(800) 233-3247

WA. Dept. of Labor & Industries

P.O. Box 44000

Olympia, Washington 98504-4400

(800) 547-8367

WA. Department of Natural Resources

1111 Washington St. SE or P.O. Box 47000

Olympia, Washington 98504-7000

(360) 902-1000

Local County Prosecutor's Office

Local or County Health Department

U. S. Department of Education  
Office of the Inspector General  
915 - 2nd Ave., Seattle, WA 98174  
Audits: (800) MIS-USED

Environmental Protection Agency  
Criminal Investigations  
300 Desmond Dr. Ste. 102  
Lacey, WA 98503  
(360) 753-9437

Equal Employment Opportunity Comm.  
(EEOC) 909 First Ave., #400  
Seattle, WA 98104-1061  
(800) 669-4000

Federal Emergency Mgmt. Agency (FEMA)  
130 - 228th Street, Southwest  
Bothell, WA 98021-8627  
(425) 487-4600

U S Department of Labor  
Occupational Safety and Health  
1111 3rd Ave # 715  
Seattle, WA 98101-3216  
(206) 553-5930

National Transportation Safety Board  
Washington, DC  
429 L'Enfant Plaza SW  
Washington D.C., DC 20024  
(202) 314-6000

U S Department of Transportation  
Office of Inspector General  
Complaint Intake Unit, Mail Stop 7886  
1401 Constitution Avenue, N.W.  
Washington, DC 20230  
(800) 424-5197

WA Superintendent of Public Instruction  
Old Capitol Building  
P O Box 47200  
Olympia, Washington 98504-7200  
(360) 725-6000

**POLICY 5500: WHISTLE BLOWER PROTECTION**

~~Bainbridge Island School District encourages its employees to disclose improper government actions by district officers and other employees, unless otherwise prohibited by law. The superintendent shall develop procedures to protect district employees who make good faith reports to appropriate governmental bodies and to provide remedies for individuals subjected to retaliation for making such reports. Such protection is generally contingent upon said employee following the prescribed procedures for reporting.~~

~~Notices advising all district employees of this policy and the procedures to be followed under the policy shall be posted permanently so that all employees have access to them.~~



## **PROCEDURE 5500: WHISTLE BLOWER PROTECTION**

~~Improper governmental action means any of the following:~~

- ~~1. Any action taken by a district officer or employee in the performance of official duties and in violation of any federal, state, or local law or rule,~~
- ~~2. An abuse of authority,~~
- ~~3. A substantial and specific danger to the public health or safety, or~~
- ~~4. A gross waste of public funds.~~

~~This definition does not apply to personnel actions, including but not limited to employee complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of local government collective bargaining laws, alleged labor agreement violations, reprimands, or any action that may be taken under RCW Chapters 41.56 or 41.59.~~

~~Retaliatory action means the following:~~

- ~~1. Any adverse change in the employee's employment status, or~~
- ~~2. The terms and conditions of employment, including any disciplinary action.~~

### **Procedures for Reporting**

~~Every district employee has a right to report to the appropriate person information concerning an alleged improper governmental action. Unless the employee gives written authorization for disclosure, the identity of the employee shall be kept confidential to the extent possible under law.~~

~~The employee shall submit in writing any report alleging improper governmental action. The appropriate persons to whom such a report should be submitted include a direct supervisor or principal, a school board member, and the county prosecuting attorney.~~

~~NOTE: Except in an emergency, an employee desiring to be eligible for the non-retaliation protection outlined in this policy and procedure must submit a written report to the district superintendent before reporting improper governmental action to an individual not listed above as "appropriate."~~

### **Procedures for Protection**

~~School district officials and employees are prohibited from taking retaliatory action against a district employee because said employee, in good faith and in accordance with the above procedures, provided information that an improper governmental action occurred.~~

~~If a district employee believes retaliatory action has occurred in violation of these procedures, that employee shall deliver a written notice tthat specifies the alleged retaliatory action and the relief requested to the superintendent, as secretary of the school board, no later than thirty (30) days after the occurrence of the alleged retaliatory action.~~

~~Upon receipt of said notice (above), the district has thirty (30) days to respond.~~

~~After receipt of the district's response or expiration of the time for its response, the employee may request a hearing to establish that the retaliatory action occurred and to obtain appropriate relief. The request for hearing shall be delivered to the district within fifteen (15) days of delivery of the district's response noted above, or within forty five (45) days of the date the employee delivered the written notice.~~

~~Within five (5) working days of receiving the hearing request, the superintendent or his/her designee shall apply to the state office of administrative hearings for an adjudicative proceeding before an administrative law judge.~~

~~Relief granted by the administrative law judge may consist of reinstatement, with or without back pay, and such injunctive relief as found necessary. In addition, the judge may award costs and reasonable attorneys' fees to the prevailing party.~~

~~If the administrative law judge finds any district officer or employee to have retaliated against an employee protected by these procedures, the judge may impose a fine of up to three thousand dollars (\$3,000.00), or may recommend suspension or dismissal.~~

## Termination of Employment

The superintendent has the statutory authority to issue probable cause for termination to a certificated staff member. The board will consider the termination of a classified staff member based upon the recommendation of the superintendent. The notice of termination will include notice of any appeal rights the employee may have and notice of the appeal processes.

### A. Release from Contract

A certificated staff member may be released from contract under the following conditions:

1. A letter requesting release will be submitted to the superintendent's office. If accepted by the board at its next meeting, the staff member will be released from contract.
2. A release from contract may be granted by the board to allow a staff member to accept another position prior to or during the school year provided a satisfactory replacement can be obtained.
3. A release from contract may be granted by the board in case of illness or other personal matters which make it a substantial hardship for the staff member to continue his/her employment in the district.
4. Each request will be determined upon its own merits. The needs of the district and continuity of the educational program offered to students will receive primary consideration in the board's decision.

### B. Resignation

In order to permit proper staff planning and to minimize inconvenience to others who may be affected, certificated staff who plan to resign at the end of their contract period are requested to notify the superintendent of their resignation or retirement by April 1 (*or the district may insert alternate date*).

Those staff who are not contractually obligated to complete the current school year should notify the superintendent as early as possible of their intent to resign and no less than 30 days prior to their last working day.

### C. Retirement

Staff will participate in the retirement programs under the Federal Social Security Act and the Washington State Teachers' Retirement System or the Public Employees' Retirement System. Payroll deductions will be made and paid into the respective retirement programs in the manner prescribed by law.

Staff who become eligible to retire under the controlling retirement system and who intend to retire at the end of the current school year should notify the superintendent prior to April 1st of that year.

Those staff intending to retire who are not contractually obligated to complete the current school year should notify the superintendent as early as possible and no less than 30 days prior to their retirement date. Because of their contribution to the children of the district, retiring staff will be given appropriate recognition. The district office may assist them in making arrangements for their retirement benefits.

### D. Probation, Non-renewal or Termination

The employment contracts of individual certificated staff may be non-renewed at the end of the staff member's contract period by action of the superintendent. Such non-renewals may be based upon unsatisfactory performance or changes in the district's financial circumstances and/or staffing needs. Except for "provisional employees," non-renewals for unsatisfactory performance will be preceded by a probationary period.

The superintendent will establish procedures to assist those certificated staff whose performance, through the evaluation process, does not meet minimum requirements. Classified staff are granted provisional status during the first 90 work days of employment. During that period of time, they are subject to termination without advance notice. Upon satisfactory completion of 90 work days of consecutive service, a staff member may be granted regular status. Regular status classified staff are employed on a month-to-month basis and will be provided at least 10 work days notice before termination. Such staff member will be entitled to an informal pretermination meeting with the superintendent prior to any action taken by the board of directors.

#### E. **Program and Staff Reductions**

Program and staff reductions may be required as a direct result of enrollment decline, failure of a special levy election or other events resulting in a significant reduction in revenue, or termination or reduction of funding of categorically-funded projects. The board will, after a review of such indicators as test results, community surveys, informal and formal statements of support and/or opinion and the district's statement of philosophy, identify those educational programs and services which will be reduced, modified or eliminated.

When the reduction, modification or elimination of programs and/or services necessitates a reduction in staff, the board will retain staff members based upon ~~service in the state of Washington and qualifications and experience necessary for the retained position~~ *the current negotiated agreement(s)*.

A staff member who receives notice of non-renewal of contract due to enrollment decline or loss of revenue may, in his/her request for a hearing, stipulate that initiation of the arrangements for a hearing officer will occur within ten (10) days following July 15, rather than the day the staff member submits the request for a hearing.

The superintendent will develop procedures to implement this policy except that any collective bargaining agreement in effect will supersede this policy.

Cross References:     Model Policy 5006  
                              Model Policy 5240

Certification Revocation  
Evaluation of Classified, Certificated  
and Administrative Staff

Legal References:     RCW 28A.400.300

Hiring and Discharging Employees —  
Written leave policies — Seniority  
and leave benefits, retention upon of  
employees transferring between  
school districts and other educational  
employers

RCW 28A.400.320	Mandatory termination of classified employees — Appeal — Recovery of salary or compensation by district
RCW 28A.400.340	Notice of discharge to contain notice of right to appeal if available
RCW 28A.405.140	Assistance for teacher may be required after evaluation
RCW 28A.405.210	Conditions and contracts of employment — Determination of probable cause for non-renewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing
RCW 28A.405.220	Conditions and contracts of employment — Non-renewal of provisional employees — Notice — Procedure
RCW 28A.405.300	Adverse change in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for hearing
RCW 28A.405.310	Adverse change in contract status of certificated employee, including non-renewal of contract — Hearings — Procedure
RCW 28A.405.470	Crimes against children — Mandatory termination of certified — employees — Appeal — Recovery of salary or compensation by district
RCW 28A.410.090	Revocation of authority to teach — Criminal basis — Complaints — Investigation — Process
41.32.240	Membership in system
41.33.020(6)	Terms and provisions of plan
41.40.023	Membership
Chapter 41.41 RCW	State Employees' Retirement — Federal Social Security
WAC 180-44-060	Drugs and alcohol — Use of as cause for dismissal
Chapter 181-86 WAC	Policies and procedures for administration of certification proceedings
Chapter 181-87 WAC	Acts of Unprofessional Conduct

## Termination of Employment

### Probation and Non-renewal or Termination

#### A. Certificated Staff

Non-provisional certificated staff, whose performance does not meet minimum requirements, based upon the specific categories for evaluation, will receive written notice any time after October 15th. The administration will follow the steps outlined in the most current collective bargaining agreement between the certificated association and the district.

#### B. Provisional Employees

1. Provisional employees whose performance does not meet minimum requirements will receive written notice from the superintendent by May 15, or June 15 if the omnibus appropriations act has not passed the legislature by May 15, that the district does not intend to renew the employment contract. Such notice will cite the reason for such determination and will contain notice of any appeal rights that the employee may have and notice of the appeal processes.
2. Within 10 days of receiving such notice the provisional employee may request (in writing) the opportunity to hold an informal meeting with the superintendent. The superintendent will submit his/her recommendation for non-renewal to the board (RCW 28A.405.220). The provisional employee will be notified in writing of the superintendent's decision at least three days prior to a meeting of the board. The board will consider any written communication prior to rendering a decision.
3. The board will notify the provisional employee of its decision within 10 days following the meeting. Such decision will be considered final.
4. Any provisional employee who does not request an informal meeting shall be adversely affected as specified in the written notice.

#### C. Classified Staff

Classified staff whose performance does not satisfy the needs of the district will receive written notification from the administrator. Such written notice will contain the following information:

1. Subject to the action of the board of directors, the final date of employment with the district;
2. The right to request a pretermination meeting within five (5) working days following notice; and
3. Notice of any appeal rights that the employee may have and notice of the appeal processes.

At the pretermination meeting, the staff member will be entitled to be advised as to the reason(s) why the month-to-month employment agreement is being terminated and an opportunity to respond to any of the reasons presented. Upon the request of the staff member who is being recommended for termination, the board will meet with the staff member to determine if termination action will be taken.

**Reduction in Force Administrative Procedures**

This reduction in force policy is prepared with special consideration to the size of the school district and the fact that both staff and program offerings are substantially more limited than is the case in larger school districts within the state of Washington.

The following administrative procedures shall be used to implement the policy set forth above:

**A. Guidelines for reduction in programs and services:**

1. In its efforts to provide an educational program within the district's financial resources, the board will, as much as practicable, make reductions in expenditures such as: travel, supplies, and materials and equipment before reducing staff;
2. If the educational program and services of the school district must be reduced due to a reduction in state basic education funds and or drop in enrollment, legislative or Superintendent of Public Instruction actions, or other legitimate reasons, the following guidelines will be taken into consideration in determining the program and services to be retained, reduced or eliminated:
  - a. The program to be retained will attempt to minimize the consequences of program reductions upon the student;
  - b. Health and safety standards will be maintained;
  - c. Priority will be given to those books and supplies used by students in fulfilling basic classroom objectives; and
  - d. When revenues are categorical and depend upon actual expenditures rather than budgeted amounts, every effort will be made to maintain these programs to the limit of the categorical support.

**B. Certificated staff reduction:**

In the event that it is necessary to reduce the number of certificated employees due to a reduction in funding or a drop in enrollment, those certificated employees who will be retained to implement the district's reduced or modified program and those certificated employees who will be terminated from employment will be identified by using the procedures outlined in the most current collective bargaining agreement between the certificated association and the district.

**C. Affirmative action:**

Affirmative action principles will be considered in implementing the reduction in staff.

**D. Action by board:**

Recommendations for certificated staff reduction developed in accordance with these procedures will be presented to the board prior to May 15 or June 15 if the omnibus appropriations act has not passed the legislature by May 15 for further action by the board.

**E. Employment pool:**

Those certificated employees released under the reduction in force program will be placed in an employment pool as outlined in the most current collective bargaining agreement between the certificated association and the district.

## Disciplinary Action and Discharge

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job in ways that significantly affect their effectiveness on the job or otherwise act in such a way that the law determines to be sufficient cause will be subject to discipline. Behavior, conduct, or action which may institute disciplinary action or discharge may include, but is not limited to:

Insubordination, gross incompetence, immorality, sexual misconduct, conviction of a felony, nonprofessional conduct, mental or physical inability to perform the duties for which employed, intemperance, intentional discrimination, vulgar speech or actions, use of habit-forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington, use of alcoholic beverages on school premises or at a school-sponsored activity off the school premises, and use of district supplies and equipment for personal betterment or financial gain.

Discipline will be reasonably appropriate to the circumstances but may include suspension or discharge.

In the event that allegations or charges are made against a staff member for misconduct with minors, the superintendent may contact the Child Protective Services central registry for evidence regarding whether the staff member is an adjudicated or admitted perpetrator of child abuse or neglect. Discharge or other adverse action affecting the contract status of certificated staff will be instituted by the superintendent in the manner prescribed by law.

When allegations are made against an employee of sexual abuse, verbal abuse or physical abuse the district will make a determination whether the abuse or misconduct occurred.

If the district determines that sufficient information exists to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee's leaving his or her position at the district, the district must forward known information about the employee sexual misconduct to prospective school district employers.

The district will not enter into any contract to suppress information about verbal or physical abuse or sexual misconduct by a present or former employee. Neither will the district expunge such information from the employee's file.

In cases where the allegations involve violations of the state professional code of conduct for certificated staff, the superintendent will file a report with the Office of Professional Practice in the State Superintendent's office. When the district or superintendent discharges, fails to renew the contract or permits a certificated staff member to resign, the superintendent will notify the office of professional practice of such termination of employment.

The superintendent is authorized to suspend a provisional status staff member immediately. Provisional status *for classified employees* as used herein is granted to a staff member for the first 90 work days of employment. Thereafter, if performance has been acceptable, the staff member will be granted regular status.

The superintendent is authorized to suspend a regular status staff member immediately. The staff member will be advised of the right to request an informal pretermination meeting within five (5) working days following notice. At such time the staff member may receive notice of the charges



against him/her, an explanation of the evidence, and an opportunity to refute any of the charges made.

Upon the request of the suspended staff member, the board will meet with the suspended staff member to determine if discharge action will be taken. If a request is not received, the board acts upon the recommendation of the superintendent.

Cross References:	Model Policy 5006	Certification Revocation
Legal References:	RCW 28A.400.300	Hiring and discharge of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
	RCW 28A.400.340	Notice of discharge to contain notice of right to appeal if available
	RCW 28A.405.300	Adverse change in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for hearings
	RCW 28A.405.310	Adverse change in contract status of certificated employee, including non- renewal of contract — Hearings — Procedure
	RCW 28A.410.090	Revocation or suspension of certificate or permit to teach — Criminal basis — Complaints — Investigation — Process
	RCW 28A.400.320	Crimes against children — Mandatory termination of employees — Appeal — Recovery of salary or compensation by district
	RCW 28A.405.470	Crimes against children — Mandatory termination of certificated employees — Appeal — Recovery of salary or compensation by district
	RCW 28A.400.340	Notice of discharge to contain notice of right to appeal if available
	Chapter 181-86 RCW	Policies and procedures for administration of certification proceedings
	WAC 180-44-060	Drugs and alcohol — Use of as cause for dismissal
	181-87	Acts of Unprofessional Conduct
Management Resources:	<i>Policy News</i> , October 2004	Sexual Misconduct Definitions

## Disciplinary Action and Discharge

When the superintendent determines that there are sufficient grounds to suspend and/or discharge a certificated staff member, the staff member will receive written notification which specifies the probable cause for such action. The notice will contain notice of the staff member's appeal rights, if any, and notice of the appeal processes. The staff member may submit within 10 days of such notification a written request (RCW 28A.405.310) for a hearing to determine whether or not there is sufficient cause for discharge. During the hearing, the procedures described in Board Policy 5280 (Termination of Employment) will be followed.

Staff who do not request a hearing will be adversely affected as specified in the written notice.

Classified staff not employed under formal contract may be suspended for a specified or indefinite number of days with or without pay. A regular status classified staff member will be advised of the right to request a pretermination meeting within five (5) working days following notice. At the hearing, the superintendent's designee will provide notice of charges against the classified staff member, an explanation of the evidence that has been collected and the opportunity for the staff member to clarify or refute the charges. Following this conference, the superintendent's designee will advise the staff member of the right to a hearing with the board prior to any formal action that may be taken by the board.

A classified staff member, who has contact with children, or a certificated staff member whose certificate is subject to revocation will be terminated immediately for a guilty plea or conviction of any felony crime against children as stated in (F) below. Such employee will have the right of appeal. A school district board of directors is entitled to recover from the employee any salary or other compensation that may have been paid to the employee for the period between such time as the employee was placed on administrative leave, based upon criminal charges that the employee committed the felony crime, and the time termination becomes final.

### Reasons For Disciplinary Action

Disciplinary action may be taken for the following reasons:

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

- J. Willful violation of district policies and procedures;
- K. Mistreatment or abuse of fellow workers, students, or members of the public;
- L. Conflict of interest;
- M. Abuse of illness, injury, or emergency leave;
- N. Sexual harassment, verbal abuse, physical abuse or sexual misconduct; or
- O. Manufacture, possession, distribution, sale or being under the influence of alcohol or controlled, illegal, addictive or harmful substances including anabolic steroids.

### **Types of Disciplinary Action**

Depending upon the nature of the work performance problem or conduct, any one or more of the following actions may be taken by the appropriate supervisor:

#### **A. Oral Reprimand**

An oral reprimand may be given to a staff member whenever such action is deemed appropriate. A record of this action should be kept in the staff member's personnel file.

#### **B. Written Reprimand**

A staff member may be given a written reprimand when previous oral warning has not resulted in the expected improvement or when more severe initial action is deemed warranted. A copy of such reprimand will be placed in the staff member's personnel file.

#### **C. Suspension/Discharge**

A staff member may be suspended from duty without pay by his/her supervisor for any of the reasons set forth in these procedures. A staff member will receive written notice of such suspension along with notification (oral or written) that he/she may schedule a pretermination meeting with the superintendent's designee. Discharge action may be taken by the board based upon the recommendation of the superintendent. The staff member will have an opportunity to meet with the board prior to such action.

A staff member may be temporarily suspended from duty with pay, if circumstances warrant, with the prior approval of the superintendent.

A classified staff member who has contact with children, or a certificated staff member will be terminated immediately for a guilty plea or conviction of any felony crime against children as cited above in (F).

#### **D. Demotion**

A staff member may be demoted for any of the reasons set forth in these procedures. The staff member will be given written notice including specific reasons for such demotion at least two (2) calendar weeks prior to the effective date of the proposed action. This action requires the prior approval of the superintendent.

BOARD OF DIRECTORS

Patty Fielding  
Mary Curtis  
Mike Spence  
Tim Kinhead  
Mev Hoberg



SUPERINTENDENT  
Faith A. Chapel

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8489 Madison Avenue NE \* Bainbridge Island, Washington 98110 \* (206) 842-4714 \* Fax: (206) 842-2928

Board of Directors Meeting  
January 10, 2013

**CONSENT AGENDA**

**1. PAYROLL December 2012 Warrant Numbers:**

(Payroll Warrants) 1001253 through 1001284

(Payroll AP Warrants) 171942 through 171966

**Total: \$2,725,022.51**

**2. Vouchers**

➤ General Fund Voucher	\$ 96,857.82
➤ General Fund Voucher	\$ 271,119.68
➤ Capital Projects Fund Voucher	\$ 68,668.81
➤ Capital Projects Fund Voucher	\$ 304,477.36
➤ Associated Student Body Fund Voucher	\$ 17,722.19

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SCHOOL BOARD OF DIRECTORS

BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303  
GENERAL FUND

MONTH OF December 2012

BOARD DATE January 10, 2013

We, the undersigned, do hereby certify that the foregoing payroll is just, true and correct; that the persons whose names appear hereon actually performed services as stated for the time shown, and that the amounts are actually due and unpaid.

Sue Hardie  
PAYROLL OFFICER

APPROVED GROSS IN THE AMOUNT OF: 2,056,783.23

PLUS BENEFITS IN THE AMOUNT OF: 656,051.06

ADJUSTMENTS IN THE AMOUNT OF: 12,188.22

(COBRA, Manual Warrants, Vender Adj)

TOTAL PAYROLL DISTRIBUTION: 2,725,022.51

WARRANT NUMBERS: (Payroll Warrants) 1001253 through 1001284  
(Payroll AP Warrants) 171942 through 171966

DIRECTORS

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

PROVISION IS MADE FOR THE ADJUSTMENT OF EMPLOYEE AND EMPLOYER BENEFITS  
AS NECESSARY.

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Bainbridge Island School Dist #303, and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Signature

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.

On January 10, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$96,857.82. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF A/P Warrants:  
Warrant Numbers 2006978 through 2007032, totaling \$96,857.82

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
2006978	ACE HARDWARE	01/15/2013	55.86
2006979	APP ASSOCIATED PETROLEUM PROD	01/15/2013	13,957.38
2006980	APPLE COMPUTER INC	01/15/2013	5,701.94
2006981	ARAMARK UNIFORM SERVICES	01/15/2013	38.17
2006982	BANK OF NEW YORK	01/15/2013	2,807.33
2006983	Beemer, Rebecca A	01/15/2013	32.20
2006984	BEST BUY BUSINESS ADVANTAGE AC	01/15/2013	108.59
2006985	Boyd, Anastasia	01/15/2013	29.14
2006986	BRYSON SALES & SERVICES OF WAS	01/15/2013	338.46
2006987	CASCADIA INTERNATIONAL LLC	01/15/2013	394.46
2006988	CED CONSOLIDATED ELETRICAL DI	01/15/2013	0.00
2006989	CHILD CHILDRENS INSTITUTE FOR	01/15/2013	15,000.00
2006990	Claiborne, Terra Nicole	01/15/2013	43.72
2006991	CLOVER PARK SCHOOL DISTRICT	01/15/2013	123.53
2006992	COLUMBIA BANK	01/15/2013	59.95
2006993	COOPERS N W INC	01/15/2013	408.06
2006994	CUSTOM PRINTING COMPANY	01/15/2013	266.67

Check Nbr	Vendor Name	Check Date	Check Amount
2006995	DINAH SATTERWHITE	01/15/2013	150.00
2006996	EAGLE HARBOR BOOK CO	01/15/2013	93.59
2006997	EMP EXPERIENCE MUSIC PROJECT	01/15/2013	670.00
2006998	EXTERMINATION SERVICES	01/15/2013	112.94
2006999	Ferguson, Robin Michelle	01/15/2013	9.43
2007000	FERRELLGAS	01/15/2013	9,842.21
2007001	GLOBAL SOURCE EDUCATION	01/15/2013	213.00
2007002	HOLLY RIDGE CENTER	01/15/2013	4,889.20
2007003	Holsman, Linda S	01/15/2013	5.30
2007004	Ivancich, Randi Larson	01/15/2013	99.93
2007005	KCDA	01/15/2013	199.06
2007006	KITSAP SUN - ADVERTISING REMIT	01/15/2013	58.25
2007007	LAKESHORE	01/15/2013	490.78
2007008	LENOVO (UNITED STATES) INC	01/15/2013	54.28
2007009	LES SCHWAB TIRES	01/15/2013	1,002.82
2007010	MCGRAW HILL BOOK CO	01/15/2013	348.37
2007011	Michaels, Preston R	01/15/2013	293.60
2007012	NATIONAL GEOGRAPHY BEE	01/15/2013	100.00
2007013	NW WEATHERNET INC	01/15/2013	180.00
2007014	OESD 114 OLYMPIC ESD 114	01/15/2013	68.50
2007015	OFFICE DEPOT	01/15/2013	37.77
2007016	OLYMPIC COLLEGE - RS/CASHIER	01/15/2013	31,554.50
2007017	OLYMPIC SPRINGS INC	01/15/2013	145.80
2007018	PUD NO 1 KITSAP COUNTY	01/15/2013	456.88
2007019	Queen, Jill S. C.	01/15/2013	75.00

Check Nbr	Vendor Name	Check Date	Check Amount
2007020	Rauch, Christopher John	01/15/2013	48.84
2007021	SAFEWAY	01/15/2013	150.59
2007022	SCT SEATTLE CHILDRENS THEATER	01/15/2013	1,000.50
2007023	Sperber, Maynette M	01/15/2013	5.83
2007024	TED BROWN MUSIC CO	01/15/2013	103.15
2007025	TIGERDIRECT.COM	01/15/2013	398.81
2007026	TOWN & COUNTRY MARKET	01/15/2013	1,018.99
2007027	US POSTMASTER C/O CMRS-PB	01/15/2013	1,233.00
2007028	WALTER E NELSON CO	01/15/2013	1,094.22
2007029	WCHSCR THE WASHINGTON COUNCIL	01/15/2013	35.00
2007030	WESTBAY AUTO PARTS	01/15/2013	622.88
2007031	WSIPC DBA WASWUG	01/15/2013	390.00
2007032	WURTH CALIFORNIA INC	01/15/2013	239.34
55	Computer	Check(s) For a Total of	96,857.82

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Bainbridge Island School Dist. #303, and that I am authorized to authenticate and certify to said claim.

Signature



	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
	55	Computer	Checks For a Total of	96,857.82
otal For	55	Manual, Wire Tran, ACH & Computer Checks		96,857.82
ess	0	Voided	Checks For a Total of	0.00
		Net Amount		96,857.82

F U N D S U M M A R Y

und	Description	Balance Sheet	Revenue	Expense	Total
0	General Fund	-34.30	0.00	96,892.12	96,857.82

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.

On January 10, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$271,119.68. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF A/P Warrants:  
Warrant Numbers 2006863 through 2006977, totaling \$271,119.68

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
2006863	3WIRE RESTAURANT APPLIANCE	12/31/2012	97.48
2006864	ACE HARDWARE	12/31/2012	378.61
2006865	ADMIN REVOLVING FUND	12/31/2012	314.47
2006866	ADVANCED TOOLWARE LLC	12/31/2012	652.96
2006867	ADVANTAGE GLASS AND POLISH INC	12/31/2012	260.64
2006868	ALLIED BATTERY CO INC	12/31/2012	375.04
2006869	AMLE/ASSOC FOR MIDDLE LEVEL ED	12/31/2012	429.00
2006870	APP ASSOCIATED PETROLEUM PROD	12/31/2012	5,071.35
2006871	APPLE COMPUTER INC	12/31/2012	200.00
2006872	ARAMARK UNIFORM SERVICES	12/31/2012	81.41
2006873	Bailey, Amanda Noell	12/31/2012	135.33
2006874	BAINBRIDGE RENTALS	12/31/2012	114.48
2006875	BAINBRIDGE COMMUNITY DEVELOPME	12/31/2012	750.00
2006876	BANK OF AMERICA	12/31/2012	108.54
2006877	BAY HAY & FEED INC	12/31/2012	110.72
2006878	BER BUREAU OF EDUCATION/RESEA	12/31/2012	225.00
2006879	Blacker, Leticia	12/31/2012	225.00

Check Nbr	Vendor Name	Check Date	Check Amount
2006880	BLUE SKY PRINTING	12/31/2012	2,164.83
2006881	CAMERA TECHS INC	12/31/2012	234.30
2006882	CASCADIA INTERNATIONAL LLC	12/31/2012	2,398.25
2006883	CENTURYLINK	12/31/2012	264.93
2006884	CENTURYLINK	12/31/2012	270.63
2006885	CHILD CHILDRENS INSTITUTE FOR	12/31/2012	720.00
2006886	CMI EDUCATION INSTITUTE	12/31/2012	378.00
2006887	COLLEEN COTEY STUDIOS	12/31/2012	675.00
2006888	COMMERCIAL BRAKE & CLUTCH INC	12/31/2012	179.97
2006889	COMPUSA	12/31/2012	1,196.43
2006890	CONTENTI COMPANY	12/31/2012	313.93
2006891	CUMMINS NORTHWEST INC	12/31/2012	488.16
2006892	DELL COMPUTER CORPORATION	12/31/2012	3,345.66
2006893	DINAH SATTERWHITE	12/31/2012	795.00
2006894	DSC INC	12/31/2012	277.74
2006895	EAGLE HARBOR BOOK CO	12/31/2012	392.33
2006896	FAMILY ENGINEERING	12/31/2012	145.00
2006897	FARRELL'S HEALTH CENTERS INC	12/31/2012	94.48
2006898	FLINN SCIENTIFIC INC	12/31/2012	1,383.00
2006899	FOLLETT LIBRARY RESOURCES CO	12/31/2012	1,047.20
2006900	FOOD SERVICES OF AMERICA	12/31/2012	12,480.03
2006901	GE CAPITAL	12/31/2012	140.09
2006902	Goldsmith, Julie Anne	12/31/2012	36.80
2006903	GRAINGER	12/31/2012	1,105.47
2006904	GUARDIAN SECURITY SYSTEMS INC	12/31/2012	1,944.35

Check Nbr	Vendor Name	Check Date	Check Amount
2006905	Hart, Benjamin A	12/31/2012	6.95
2006906	INTERSTATE BATTERIES OF SEATTL	12/31/2012	181.31
2006907	ISLAND UTILITY	12/31/2012	552.02
2006908	JOSTENS	12/31/2012	2,244.69
2006909	KCDA	12/31/2012	2,086.84
2006910	KITSAP SUN - ADVERTISING REMIT	12/31/2012	58.25
2006911	Knottnerus, Susan E	12/31/2012	197.79
2006912	KPSRA	12/31/2012	2,097.96
2006913	LAKESHORE	12/31/2012	1,488.19
2006914	LAY & CUYKENDALL	12/31/2012	731.00
2006915	Ledbetter, Jennifer	12/31/2012	146.79
2006916	LISTEN & TALK	12/31/2012	15,408.00
2006917	Michaels, Preston R	12/31/2012	166.74
2006918	Morley, Robert A	12/31/2012	148.97
2006919	MOUNTAIN HOME BIOLOGICAL	12/31/2012	192.87
2006920	MPJA ONLINE	12/31/2012	47.05
2006921	NASCO MODESTO	12/31/2012	83.04
2006922	NASSP NATL ASSOC OF SECONDARY	12/31/2012	409.00
2006923	NATIONAL GEOGRAPHIC SOCIETY	12/31/2012	611.71
2006924	NEWEGG INC	12/31/2012	539.94
2006925	OESD 114 OLYMPIC ESD 114	12/31/2012	18,143.60
2006926	OFFICE DEPOT	12/31/2012	45.19
2006927	OLYMPIC PENINSULA BD OFFICIALS	12/31/2012	1,089.60
2006928	OLYMPIC SPRINGS INC	12/31/2012	157.38
2006929	OLYMPIC PRINTER RESOURCES INC	12/31/2012	61.90

Check Nbr	Vendor Name	Check Date	Check Amount
2006930	OLYMPIC PRESORT INC	12/31/2012	5.04
2006931	OTIS ELEVATOR COMPANY	12/31/2012	14,401.33
2006932	OTTO FREI	12/31/2012	165.07
2006933	PAPER PRODUCTS ETC	12/31/2012	1,083.55
2006934	PART WORKS INC	12/31/2012	91.76
2006935	Pearsall, Richard R	12/31/2012	95.00
2006936	Pellegrino, Kelleen Elizabeth	12/31/2012	119.94
2006937	PENINSULA BASKETBALL OFFICIALS	12/31/2012	1,805.57
2006938	PENN STATE INDUSTRIES	12/31/2012	130.20
2006939	PIONEER MANUFACTURING	12/31/2012	5,482.00
2006940	PITNEY BOWES	12/31/2012	699.29
2006941	PRO-BUILD	12/31/2012	97.52
2006942	PUGET SOUND ENERGY	12/31/2012	55,042.55
2006943	QUILL	12/31/2012	167.21
2006944	RAY PETERSON BULLDOZING	12/31/2012	234.58
2006945	RECOGNITION PLUS	12/31/2012	33.56
2006946	RICOH USA PROGRAM PROVIDED BY	12/31/2012	187.25
2006947	RIO GRANDE	12/31/2012	828.32
2006948	SAFEWAY	12/31/2012	259.63
2006949	SCANTRON CORPORATION	12/31/2012	210.52
2006950	SCHOOL OUTFITTERS	12/31/2012	47.64
2006951	SCHOOLWIRES INC	12/31/2012	3,003.67
2006952	SCT SEATTLE CHILDRENS THEATER	12/31/2012	1,587.00
2006953	SEATTLE COMMUNITY COLLEGES	12/31/2012	67,651.11
2006954	SEATTLE CHILDRENS HOSPITAL	12/31/2012	192.10

Check Nbr	Vendor Name	Check Date	Check Amount
2006955	SIEMENS BUILDING TECHNOLOGIES	12/31/2012	795.79
2006956	Sonsalla, Rebecca Ann	12/31/2012	75.00
2006957	SOUND PUBLISHING	12/31/2012	81.40
2006958	Spickard, Laurie D	12/31/2012	41.09
2006959	SRA SOLDERING PRODUCTS	12/31/2012	82.64
2006960	STERLING COMPUTER PRODUCTS	12/31/2012	125.45
2006961	STUDENT SUPPLY CO	12/31/2012	94.70
2006962	TC SPAN AMERICA	12/31/2012	267.16
2006963	TECHNICKS INC	12/31/2012	66.53
2006964	TED BROWN MUSIC CO	12/31/2012	197.50
2006965	Tjemsland, Kristine	12/31/2012	19.42
2006966	US BANCORP	12/31/2012	3,314.76
2006967	US BANK CORP PAYMENT SYSTEM	12/31/2012	8,201.72
2006968	US TRANSMISSIONS INC	12/31/2012	70.99
2006969	VANDEBERG JOHNSON & GANDARA, L	12/31/2012	1,007.50
2006970	VERIZON WIRELESS	12/31/2012	138.06
2006971	WA ST DPT REV-LEASEHOLD EXCISE	12/31/2012	25.68
2006972	WALTER E NELSON CO	12/31/2012	3,122.34
2006973	WASBO WASH ASSOC SCHOOL BUSINE	12/31/2012	395.00
2006974	WESCRAFT RV & TRUCK COLLISION	12/31/2012	4,385.30
2006975	WESTBAY AUTO PARTS	12/31/2012	738.74
2006976	WITT COMPANY INC	12/31/2012	350.11
2006977	WOODWARD MIDDLE SCHOOL ASB	12/31/2012	5,003.00

115 Computer

Check(s) For a Total of 271,181.968  
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Bainbridge Island School Dist. #303 and that I am authorized to authenticate and certify to said claim.

Signature

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
115	Computer	Checks For a Total of	271,119.68
otal For 115	Manual, Wire Tran, ACH & Computer	Checks	271,119.68
ess 0	Voided	Checks For a Total of	0.00
	Net Amount		271,119.68

## F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
0	General Fund	-1,091.40	33.35	272,177.73	271,119.68

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.

On January 10, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$68,668.81. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP A/P Warrants:  
Warrant Numbers 4557 through 4564, totaling \$68,668.81

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
4557	GUARDIAN SECURITY SYSTEMS INC	01/15/2013	28,066.64
4558	INDEPENDENT STATIONERS INC	01/15/2013	68.55
4559	INDIGO DESIGN INC	01/15/2013	745.83
4560	MAHLUM ARCHITECTS INC	01/15/2013	25,268.50
4561	MCKINSTRY ESSENTION INC	01/15/2013	10,650.00
4562	OLYMPIC SPRINGS INC	01/15/2013	15.00
4563	TIGERDIRECT INC	01/15/2013	1,293.00
4564	TUFF SHED INC	01/15/2013	2,561.29

8	Computer	Check(s) For a Total of	68,668.81
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Bainbridge Island School Dist. #303, and that I am authorized to authenticate and certify to said claim.

Signature



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

As of January 10, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$304,477.36. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP A/P Warrants:  
Warrant Numbers 4549 through 4556, totaling \$304,477.36

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
4549	ADMIN REVOLVING FUND	12/31/2012	185.00
4550	DIMENSIONAL COMMUNICATIONS	12/31/2012	1,749.55
4551	INDEPENDENT STATIONERS INC	12/31/2012	129.72
4552	OLYMPIC SPRINGS INC	12/31/2012	10.81
4553	SBI SAXTON BRADLEY INC	12/31/2012	21,023.87
4554	SPEE WEST CONSTRUCTION CO	12/31/2012	280,558.33
4555	VanWinkle, Tamela J	12/31/2012	32.58
4556	WETHERHOLT AND ASSOCIATES INC	12/31/2012	787.50

8	Computer	Check(s) For a Total of	304,477.36
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Bainbridge Island School Dist. #303, and that I am authorized to authenticate and certify to said claim.

Signature

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

As of January 10, 2013, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$17,722.19. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB A/P Warrants:  
Warrant Numbers 4000815 through 4000836, totaling \$17,722.19

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
4000815	AKAMAI ART & GLASS SUPPLY INC	12/31/2012	954.64
4000816	AMERICAN RED CROSS	12/31/2012	332.19
4000817	AWSP Assn Wa School Principals	12/31/2012	60.00
4000818	BAINBRIDGE ISLAND SD #303	12/31/2012	2,871.04
4000819	BAINBRIDGE HIGH SCHOOL ASB	12/31/2012	2,105.03
4000820	CENTRAL MARKET	12/31/2012	182.06
4000821	CRYSTAL CLEANERS	12/31/2012	207.70
4000822	CUSTOMINK.COM	12/31/2012	1,251.69
4000823	FBLA - PHI BETA LAMBDA INC	12/31/2012	720.00
4000824	GTM SPORTSWEAR	12/31/2012	725.45
4000825	LIDS TEAM SPORTS	12/31/2012	1,900.50
4000826	NAVIANCE	12/31/2012	1,614.00
4000827	OLYMPIC HIGH SCHOOL	12/31/2012	100.00
4000828	OPTP ORTHOPEDIC PHYSICAL THERA	12/31/2012	42.90
4000829	PATTERSON MEDICAL SUPPLY INC	12/31/2012	91.12
4000830	RITE AID DRUG STORE	12/31/2012	219.04
4000831	SAFEWAY	12/31/2012	61.20

Check Nbr	Vendor Name	Check Date	Check Amount
4000832	SEATTLE CHILDREN'S HOSPITAL	12/31/2012	2,986.11
4000833	SOUND PUBLISHING	12/31/2012	713.52
4000834	WESTERN INTERNATIONAL BAND CLI	12/31/2012	319.00
4000835	WOODWARD MIDDLE SCHOOL	12/31/2012	105.00
4000836	WOODWARD ASB IMPREST	12/31/2012	160.00
22	Computer	Check(s) For a Total of	17,722.19

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Bainbridge Island School Dist. #303, and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Signature

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
22	Computer	Checks For a Total of	17,722.19
Total For 22	Manual, Wire Tran, ACH & Computer Checks		17,722.19
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		17,722.19