



Regular Meeting Agenda

Pioneer Middle School, 1750 Bob's Hollow Lane, DuPont, WA

STUDY SESSION: The School Board normally convenes at 6:30 pm just prior to the start of the formal Board meeting to discuss the Board agenda.

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

Wednesday, August 25, 2021 07:00 PM

I. CALL TO ORDER

(Action)

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

II. COMMENTS FROM THE AUDIENCE

(Information)

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments From the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments to three (3) minutes.** The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will not be heard outside of Executive Session. The Board reserves the right to terminate presentations containing personal attacks on individuals.

III. INTRODUCTION - NEW SHSD STAFF

(Information)

Presenter: Susanne Beauchaine and SHSD Principals

IV. REPORT - SUMMER JUMP START SUMMARY

(Information)

Presenter: Paul Harvey and JoAnne Fernandes

V. CONSENT AGENDA

(Action)

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

[Approval of Financial Reports.PDF \(p. 4\)](#)

[Approval of July and August 2021 Accounts Payable and July 2021 Payroll.PDF \(p. 14\)](#)

[Approval of July 28 2021 Regular Board Meeting Minutes.pdf \(p. 15\)](#)

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

[Approval of Classified Personnel Report.pdf \(p. 19\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 20\)](#)

[Approval of District Surplus August 2021 .pdf \(p. 22\)](#)

[Approval of Resolution 881-08-25-21 Cancellation of Municipal Warrants.pdf \(p. 25\)](#)

VI. NEW BUSINESS

A. Approval of 2021-2022 School Year District Focus Areas

(Action)

Presenter: Shawn Lewis

[2021-2022 School Year District Focus Areas.pdf \(p. 29\)](#)

B. First Reading of Policy 2108 Learning Assistance Program

(Action)

Presenter: Paul Harvey

[Policy 2108 Learning Assistance Program.pdf \(p. 31\)](#)

C. First Reading of Policy 2418 Waiver of High School Graduation Credits

(Action)

Presenter: Paul Harvey

[Policy 2418 Waiver of High School Graduation Credits.pdf \(p. 37\)](#)

D. First Reading of Policy 2420 Grading and Progress Reports

(Action)

Presenter: Paul Harvey

[Policy 2420 Grading and Progress Reports.pdf \(p. 40\)](#)

E. First Reading of Policy 3122 Excused and Unexcused Absences

(Action)

Presenter: Gudrun Sullivan

[Policy 3122 Excused and Unexcused Absences.pdf \(p. 43\)](#)

F. First Reading of Policy 3520 Student Fees Fines or Charges

(Action)

Presenter: Shawn Lewis

[Policy 3520 Student Fees Fines or Charges.pdf \(p. 51\)](#)

G. First Reading of Policy 3432 Emergencies (Action)

Presenter: Susanne Beauchaine

[Policy 3432 Emergencies.pdf \(p. 55\)](#)

H. First Reading of Policy 4311 School Safety and Security Services Program (Action)

Presenter: Susanne Beauchaine

[Policy 4311 School Safety and Security Services Program.pdf \(p. 60\)](#)

I. First Reading of Policy 5515 Workforce Secondary Traumatic Stress (Action)

Presenter: Susanne Beauchaine

[Policy 5515 Workforce Secondary Traumatic Stress.pdf \(p. 65\)](#)

VII. BOARD COMMUNICATION (Information)

VIII. ANNOUNCEMENTS (Information)

IX. ADJOURNMENT (Action)

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

The following information is a summary of the financial position as of July 31, 2021 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

General Fund Budget/YTD Actual:

	Annual Budget	YTD Actual	
Revenues & Other Financing Sources	41,027,995	42,739,584	104.17%
Expenditures & Other Financing Uses	41,527,571	43,667,111	105.15%
Waiting for OSPI to approve our Budget Extension			
Excess Revenues/Other Financing Sources Over (under) Expend & Other Financing Uses	(499,576)	(927,527)	
		(100,000)	
Transfer to Capital Projects		(100,000)	
Net Change in Unassigned Fund Balance		(1,027,527)	
Fund Balances	9/1/2020	7/31/2021	Variance
Unassigned Fund Balance	2,015,529	2,332,958	317,429
Unassigned Minimum Fund Balance	2,610,000	2,610,000	0
Fund Balance	4,625,529	4,942,958	317,429

Capital Projects Fund:

Fund Balance - Impact Fees \$791,034 - Turf Field Replacement \$500,000

Beginning Fund Balance		1,575,135	
GF Transfer to Capital Projects	100,000		
Revenues	4,884,302		
Expenses	959,167		
		3,925,135	
Ending Fund Balance 7/31/2021		<u>5,500,270</u>	

	9/1/2020 Beginning Balance	7/31/2021 Ending Fund Balance	Variance
Debt Service Fund*:	4,547,738	5,467,914	920,176
ASB Fund:	369,995	343,644	(26,351)
Transportation Fund:	121,744	121,885	141

*12/1/2020 Principal and Interest - \$7,231,100; 6/1/2021 Interest payment - \$ 528,225

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	5,722,750	17,461.30	5,925,022.69		202,272.69-	103.53
2000 LOCAL SUPPORT NONTAX	767,300	9,980.88	68,029.87		699,270.13	8.87
3000 STATE, GENERAL PURPOSE	25,193,811	3,531,027.19	26,738,411.77		1,544,600.77-	106.13
4000 STATE, SPECIAL PURPOSE	6,296,912	962,444.45	5,957,040.27		339,871.73	94.60
5000 FEDERAL, GENERAL PURPOSE	282,000	.00	372,822.77		90,822.77-	132.21
6000 FEDERAL, SPECIAL PURPOSE	2,765,222	276,445.30	3,677,096.76		911,874.76-	132.98
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	301.00	1,160.00		1,160.00-	0.00
Total REVENUES/OTHER FIN. SOURCES	41,027,995	4,797,660.12	42,739,584.13		1,711,589.13-	104.17
B. EXPENDITURES						
00 Regular Instruction	23,495,429	2,482,296.49	23,854,380.45	4,857,618.12	5,216,569.57-	122.20
10 Federal Stimulus	0	33,276.54	392,000.04	75,766.40	467,766.44-	0.00
20 Special Ed Instruction	5,786,422	466,317.06	5,211,666.46	899,701.66	324,946.12-	105.62
30 Voc. Ed Instruction	2,270,119	172,504.59	1,970,024.57	353,845.16	53,750.73-	102.37
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,062,979	94,736.46	1,091,597.47	194,387.43	223,005.90-	120.98
70 Other Instructional Pgms	265,099	25,799.04	838,937.46	131,115.12	704,953.58-	365.92
80 Community Services	45,545	.00	.00	0.00	45,545.00	0.00
90 Support Services	8,601,978	1,048,075.24	10,308,504.56	2,229,097.54	3,935,624.10-	145.75
Total EXPENDITURES	41,527,571	4,323,005.42	43,667,111.01	8,741,531.43	10,881,071.44-	126.20
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	200,000	.00	100,000.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	699,576-	474,654.70	1,027,526.88-		327,950.88-	46.88
F. <u>TOTAL BEGINNING FUND BALANCE</u>	4,265,744		5,970,484.64			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	3,566,168		4,942,957.76			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self Insur	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	100,000-	.00
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	996,168	2,332,957.76
G/L 891 Unassigned Min Fnd Bal Policy	2,770,000	2,610,000.00
<u>TOTAL</u>	3,666,168	4,942,957.76
Differences	100,000-	.00

Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance. An activity for GL 898 will indicate an expected difference.

Exceptions Found:

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	20,000	221.47	166,940.89		146,940.89-	834.70
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	40,400.00		40,400.00-	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	4,684,377	.00	4,676,960.98		7,416.02	99.84
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>4,704,377</u>	<u>221.47</u>	<u>4,884,301.87</u>		<u>179,924.87-</u>	<u>103.82</u>
B. EXPENDITURES						
10 Sites	0	.00	744,739.68	41,188.32	785,928.00-	0.00
20 Buildings	4,400,000	54,320.71	174,856.82	1,108,579.88	3,116,563.30	29.17
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	2,508.95	248.39	2,757.34-	0.00
50 Sales & Lease Expenditure	0	8,225.50	37,061.20	856.50	37,917.70-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>4,400,000</u>	<u>62,546.21</u>	<u>959,166.65</u>	<u>1,150,873.09</u>	<u>2,289,960.26</u>	<u>47.96</u>
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)						
	304,377	62,324.74-	3,925,135.22		3,620,758.22	> 1000
F. TOTAL BEGINNING FUND BALANCE						
	1,317,669		1,575,134.97			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	1,622,046		5,500,270.19			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	7,535.00-
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	28,291.19-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	627,669	791,034.29
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	400,000	500,000.00
G/L 889 Assigned to Fund Purposes	594,377	4,245,062.09
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,622,046	5,500,270.19

30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	8,459,674	25,719.89	8,677,316.58		217,642.58-	102.57
2000 Local Support Nontax	5,000	690.09	2,184.48		2,815.52	43.69
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	8,464,674	26,409.98	8,679,501.06		214,827.06-	102.54
B. EXPENDITURES						
Matured Bond Expenditures	7,000,000	.00	6,555,000.00	0.00	445,000.00	93.64
Interest On Bonds	1,400,000	.00	1,204,325.00	0.00	195,675.00	86.02
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	.00	0.00	2,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	8,402,500	.00	7,759,325.00	0.00	643,175.00	92.35
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)						
	62,174	26,409.98	920,176.06		858,002.06	> 1000
F. TOTAL BEGINNING FUND BALANCE						
	4,439,298		4,547,737.92			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)						
	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	4,501,472		5,467,913.98			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	4,501,472		5,467,913.98			
G/L 835 Restricted For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	4,501,472		5,467,913.98			

40--95B FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	193,000	811.70	31,900.32		161,099.68	16.53
2000 Athletics	158,459	235.00	15,630.68		142,828.32	9.86
3000 Classes	43,500	.00	11,089.98		32,410.02	25.49
4000 Clubs	518,740	60.00	11,312.89		507,427.11	2.18
6000 Private Moneys	9,500	.00	9,760.98		260.98-	102.75
Total REVENUES	923,199	1,106.70	79,694.85		843,504.15	8.63
B. EXPENDITURES						
1000 General Student Body	231,159	1,577.48	22,491.73	1,422.52	207,244.75	10.35
2000 Athletics	213,999	2,659.75	45,834.40	8,304.87	159,859.73	25.30
3000 Classes	56,134	6,273.80	15,013.11	10,684.59	30,436.30	45.78
4000 Clubs	588,988	2,258.42	24,114.72	19,777.00	545,096.28	7.45
6000 Private Moneys	10,835	2,048.30	1,408.22-	0.00	12,243.22	13.00-
Total EXPENDITURES	1,101,115	14,817.75	106,045.74	40,188.98	954,880.28	13.28
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	177,916-	13,711.05-	26,350.89-		151,565.11	85.19-
D. TOTAL BEGINNING FUND BALANCE						
	344,473		369,994.87			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)						
	166,557		343,643.98			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	166,557		343,643.98			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	166,557		343,643.98			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

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

<u>A. 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>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,000	17.30	140.54		859.46	14.05
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	6,000	.00	.00		6,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	<u>7,000</u>	<u>17.30</u>	<u>140.54</u>		<u>6,859.46</u>	<u>2.01</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>7,000</u>	<u>17.30</u>	<u>140.54</u>		<u>6,859.46</u>	<u>2.01</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>10,000</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>3,000-</u>	<u>17.30</u>	<u>140.54</u>		<u>3,140.54</u>	<u>104.68-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>121,615</u>		<u>121,744.29</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>118,615</u>		<u>121,884.83</u>			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	118,615		121,884.83			
G/L 830 RES FOR DEBT SERVICE	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>118,615</u>		<u>121,884.83</u>			

Steilacoom Historical School District

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

DATE: July 28, 2021

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

Melissa Beard on behalf of:

Dr. Melissa Beard, Chief of Finance and Operations

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

FUND NAME	WARRANTS (INCLUSIVE)				AMOUNT
<u>GENERAL FUND:</u>					
June 22, 2021	Accounts Payable	130012	to	130024	\$ 1,093.55
June 22, 2021	Accounts Payable	130025	to	130051	\$ 60,405.77
June 23, 2021	Accounts Payable	130052	to	130053	\$ 1,532.65
	Payroll	800900	to	800900	\$ 2,122.93
	Payroll A/P	130054	to	130063	\$ 450,728.00
	Payrol ACH Payments				\$ 559,406.91
	Payroll Taxes				\$ 580,041.83
	Direct Deposit				\$ 1,624,510.58
June 30, 2021	Accounts Payable	130064	to	130064	\$ 55,751.59
July 1, 2021	Accounts Payable	130065	to	130066	\$ 3,385.40
July 2, 2021	Accounts Payable	130067	to	130093	\$ 745,516.82
July 13, 2021	Accounts Payable	130094	to	130094	\$ 169.85
July 13, 2021	Accounts Payable	130095	to	130097	\$ 474,807.69
July 14, 2021	Accounts Payable	130098	to	130130	\$ 335,987.43
July 20, 2021	Accounts Payable	130131	to	130140	\$ 28,005.70
July 20, 2021	Accounts Payable	130141	to	130141	\$ 9,450.00
				TOTAL GENERAL FUND:	\$ 4,932,916.70
<u>CAPITAL PROJECTS FUND:</u>					
June 23, 2021	Accounts Payable	200426	to	200426	\$ 26,478.74
July 15, 2021	Accounts Payable	200427	to	200428	\$ 8,225.50
				TOTAL CAPITAL PROJECTS FUND:	\$ 34,704.24
<u>ASSOCIATED STUDENT BODY FUND:</u>					
June 29, 2021	Accounts Payable	404863	to	404863	\$ 5,456.74
July 1, 2021	Accounts Payable	404864	to	404872	\$ 9,025.53
July 13, 2021	Accounts Payable	404873	to	404873	\$ 65.14
				TOTAL ASSOCIATED STUDENT BODY FUND:	\$ 14,547.41
<u>TRANSPORTATION VEHICLE FUND:</u>					
		404863	to		_____
			to		_____
				TOTAL TRANSPORTATION VEHICLE FUND:	\$ -

Board of Directors of Steilacoom Historical School District No. 1

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

Kathi Weight, Secretary to the Board



Regular Meeting Minutes
Steilacoom High School • 54 Sentinel Drive • Steilacoom, WA
Wednesday, July 28, 2021

STUDY SESSION:

- Agenda review

REGULAR MEETING:

I. CALL TO ORDER

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

Executive Director Paul Harvey led the Pledge of Allegiance.

Director Rohrer made a motion to excuse Director Pierce, Director Scott seconded the motion, and the motion passed (4/0).

Director Scott made a motion to amend the agenda, adding an Approval of Certificated Personnel Report to the Consent Agenda, and adding an Executive Session after the Announcements section of the Regular Board Meeting, Director Forbes seconded the motion, and the motion passed (4/0).

II. COMMENTS FROM THE AUDIENCE

Colonel Duane Hardesty (Retired), Steilacoom resident, thanked the Board, Dr. Weight, and the SHSD staff for enduring the pressures and stresses of the COVID crisis, and for faithfully serving our school district. Col Hardesty reminded the Board and staff that they work for the community, and encouraged them to continually reach out to the community and, most importantly, the students.

III. RECESS TO PUBLIC HEARING

Chair McDonald recessed to public hearing at 7:08 pm.

IV. PUBLIC HEARING

A. 2021-2022 Budget Hearing and 2020-2021 Budget Extension Presentation

Dr. Melissa Beard, Chief of Operations and Finance, shared the Steilacoom Historical School District 2021-22 Budget and 2020-2021 Budget Extension presentation. Questions and discussion followed.

B. Comments from the Audience

No comments.

V. RETURN TO REGULAR MEETING

Chair McDonald returned to the Regular Board Meeting at 7:25 pm.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

VI. CONSENT AGENDA

Director Scott made a motion to approve the amended Consent Agenda, Director Rohrer seconded the motion, and the motion passed (4/0). The Consent Agenda included attached Financial Reports; June and July 2021 Accounts Payable including June 2021 Payroll; June 23, 2021 Regular Board Meeting Minutes; July 14, 2021 Special Meeting Minutes; July 14, 2021 Study Session Minutes; and Personnel Reports.

VII. OLD BUSINESS

A. Approval of Resolution 879-07-28-21 Budget Adoption 2021-2022 School Year

Director Forbes made a motion to approve Resolution 879-07-28-21 2021-22 School Year Budget, Director Scott seconded the motion, and the motion passed (4/0).

B. Approval of Resolution 880-07-28-21 Budget Extension 2020-2021 School Year

Director Scott made a motion to approve Resolution 880-07-28-21 Budget Extension 2020-2021 School Year, Director Rohrer seconded the motion, and the motion passed (4/0).

VIII. NEW BUSINESS

C. Approval of 2021-2023 Steilacoom Classified Education Association Collective Bargaining Agreement

Director Rohrer made a motion to approve the 2021-2023 Steilacoom Classified Education Association Collective Bargaining Agreement, Director Scott seconded the motion, and the motion passed (4/0).

D. Approval of Revised Board Meeting Calendar

Director Forbes made a motion to approve the revised Board Meeting Calendar, Director Scott seconded the motion, and the motion passed (4/0).

E. First Reading of Policy 1822 Training and Development for Board Members

Director Forbes made a motion to approve amended Policy 1822 Training and Development for Board Members, with deletion of the third paragraph, Director Scott seconded the motion. Discussion followed. Director Forbes removed his motion. Director Scott made a motion to approve Policy 1822 Training and Development for Board Members, with edits to the third paragraph, Director Rohrer seconded the motion, and the motion passed (4/0).

F. First Reading of Policy 2125 Sexual Health Education

Director Rohrer made a motion to approve Policy 2125 Sexual Health Education, Director Scott seconded the motion, and the motion passed (4/0).

G. First Reading of Policy 2195 Academic Acceleration

Director Forbes made a motion to approve Policy 2195 Academic Acceleration, Director Scott seconded the motion, and the motion passed (4/0).

VIII. BOARD COMMUNICATION

- Director Rohrer and Director Scott attended the Ron Lucas memorial. Director Rohrer thanked Shawn Lewis for his support of the event.
- Director Rohrer also noted that the Lakewood Safeway has a full selection of Sentinel gear in stock.
- Director McDonald had a community member speak with her regarding the budget, levy, concerns regarding the condition of Cherrydale Primary School, and the need for a new K-5 school in the district.

IX. ANNOUNCEMENTS

- Director Forbes thanked everyone for continuing to drive on and persevering through all the changes that continue to come. He asked the district to thank all staff members for doing wonderful things for our students. Director Forbes noted that the community has confidence in the school district and its leadership, and that is appreciated by the Board.

X. RECESS TO EXECUTIVE SESSION

Chair McDonald recessed the meeting to Executive Session at 7:50 pm.

XI. EXECUTIVE SESSION

per RCW 42.30.110(1)(g) to review the performance of a public employee
 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public

XII. RETURN TO PUBLIC MEETING

Chair McDonald resumed the public meeting at 8:25 pm.

XIV. ADJOURNMENT

Director Forbes made a motion to adjourn the meeting at 8:25 pm, Director Rohrer seconded the motion, and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District No. 1
 Certificated Personnel Report

Personnel Report 8/25/2021						
Name	Position	FTE	Location	Effective Date	Action	Comment
DAVIES COLBY	TEACHER	1.00	HIGH SCHOOL	8/2/2021	RESIGNATION	
DESALVO BUFFIE	TEACHER	1.00	CHERRYDALE	8/30/2021	NEW HIRE	Non-Continuing Leave Replacement for 2021-2022 School Year
HAUSER NOBLE	TEACHER	1.00	PIONEER	8/30/2021	NEW HIRE	Non-Continuing Leave Replacement for 2021-2022 School Year
JOHNSTON BREANNE	TEACHER	1.00	PIONEER	8/30/2021	NEW HIRE	
JOSLIN KHALSA	TEACHER	1.00	PIONEER	8/30/2021	NEW HIRE	
LOWE LAURA	TEACHER	1.00	PIONEER	8/30/2021	LEAVE OF ABSENCE	For 2021-2022 School Year
REBSAMEN VALLI	SFCS	1.00	DISTRICT WIDE	8/2/2021	RESIGNATION	
YEARWOOD KRISTA	TEACHER	1.00	CHERRYDALE	8/30/2021	LEAVE OF ABSENCE	For 2021-2022 School Year
KNUTSEN RYAN	TEACHER	1.00	HIGH SCHOOL	8/30/2021	NEW HIRE	

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 8/25/2021						
Name	Position	Hours	Location	Effective Date	Action	Comment
BEESON KATHERINE	PARAPROFESSIONAL	6.50	PIONEER	9/2/2021	NEW HIRE	
LABELLE JOCINA	PARAPROFESSIONAL	6.50	CHERRYDALE	9/2/2021	NEW HIRE	Student Specific 1:1
FRANKLIN PAULA	PARAPROFESSIONAL	7.00	CHERRYDALE	8/31/2021	RETIREMENT	
SARGENT RICK	PARAPROFESSIONAL	6.50	CHERRYDALE	9/2/2021	NEW HIRE	
DORAN-DAGAN SHAWN	SECRETARY	7.50	PIONEER	9/8/2021	RESIGNATION	
SPRINGER RUBY	PARAPROFESSIONAL	6.50	HIGH SCHOOL	9/2/2021	NEW HIRE	
HOBERECHT NICOLE	SECRETARY	7.50	PIONEER	8/26/2021	NEW HIRE	

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

Personnel Report 8/25/2021					
Name	Position	Location	Effective Date	Amount	Comment
ANDERSON ERIN	BOWLING ASSISTANT COACH	HIGH SCHOOL	11/1/2021	\$2,803.88	
ANDERSON ERIN	CROSS COUNTRY HEAD COACH	HIGH SCHOOL	8/23/2021	\$4,051.00	
ANDERSON MATT	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/18/2021	\$4,079.25	
BARKHURST RANDY	WRESTLING HEAD COACH	HIGH SCHOOL	11/15/2021	\$5,928.00	
BRADBURY THOMAS	BASEBALL ASSISTANT COACH	HIGH SCHOOL	2/28/2022	\$3,631.13	
BRADBURY THOMAS	BOWLING HEAD COACH	HIGH SCHOOL	11/1/2021	\$4,051.00	
CASEY KATHY	BOYS SWIMMING HEAD COACH	HIGH SCHOOL	11/15/2021	\$4,930.00	
CASEY KATHY	GIRLS SWIMMING HEAD COACH	HIGH SCHOOL	8/23/2021	\$4,930.00	
CRAWFORD ANTHONY	FOOTBALL ASSISTANT COACH	HIGH SCHOOL	8/18/2021	\$4,626.00	
EDWARDS AERIAL	GIRLS SOCCER ASSISTANT COACH	HIGH SCHOOL	8/23/2021	\$3,040.50	
FAAMAUSILI TAUSALA	ASSISTANT VOLLEYBALL COACH	HIGH SCHOOL	8/23/2021	\$3,117.75	
FORD JOHN	BOYS GOLF COACH	HIGH SCHOOL	8/23/2021	\$4,051.00	
GARRETT ERIC	BASEBALL HEAD COACH	HIGH SCHOOL	2/28/2022	\$4,841.50	
GONZALEZ GEORGE	BOYS ASSISTANT SWIMMING COACH	HIGH SCHOOL	11/15/2021	\$3,478.13	
GRAY JOSHUA	TRACK ASSISTANT COACH	HIGH SCHOOL	2/28/2022	\$3,408.75	
HALLER KYLE	FOOTBALL HEAD COACH	HIGH SCHOOL	8/18/2021	\$5,439.00	
HARDY JOHNATHAN	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/18/2021	\$4,079.25	
HATTON LUCAS	TRACK ASSISTANT COACH	HIGH SCHOOL	2/28/2022	\$3,695.63	
IVY RUSSELL	GIRLS BASKETBALL ASSISTANT COACH	HIGH SCHOOL	11/15/2021	\$4,649.88	
JOHNSON RICHARD	TRACK HEAD COACH	HIGH SCHOOL	2/28/2022	\$4,927.50	
LEWIS JOSHUA	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/18/2021	\$4,079.25	
LOVELL MATT	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/18/2021	\$4,079.25	
MAGAWAY ALAN	GIRLS ASSISTANT TENNIS COACH	HIGH SCHOOL	2/28/2022	\$3,566.63	
MAGAWAY ALAN	BOYS ASSISTANT TENNIS COACH	HIGH SCHOOL	8/23/2021	\$3,566.33	
MANNING ERNIE	GIRLS TENNIS HEAD COACH	HIGH SCHOOL	2/28/2022	\$4,755.50	
MANNING ERNIE	BOYS TENNIS HEAD COACH	HIGH SCHOOL	8/23/2021	\$4,755.50	
MARTIN MICHAEL	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/18/2021	\$4,626.00	
MATELSKI CAROLINE	GIRLS GOLF COACH	HIGH SCHOOL	8/23/2021	\$3,038.25	
MILLER CAMERON	ASSISTANT WRESTLING COACH	HIGH SCHOOL	11/15/2021	\$4,446.00	
MILLER MARK	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/18/2021	\$4,626.00	
MONTGOMERY ALEX	GIRLS BASKETBALL HEAD COACH	HIGH SCHOOL	11/15/2021	\$6,066.50	
OVERGAARD ERIC	BOYS BASKETBALL HEAD COACH	HIGH SCHOOL	11/15/2021	\$6,066.50	
PELEGRIN MARLENA	GIRLS SOCCER HEAD COACH	HIGH SCHOOL	8/23/2021	\$4,841.50	
PORCHE CHARLES	FASTPITCH HEAD COACH	HIGH SCHOOL	2/28/2022	\$4,841.50	
PRATER WHITLEY	FASTPITCH ASSISTANT COACH	HIGH SCHOOL	2/28/2022	\$3,341.81	
RASCHKE PHILLIP	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	8/18/2021	\$4,626.00	
RENNER NATE	BOYS SOCCER HEAD COACH	HIGH SCHOOL	2/28/2021	\$4,841.50	
RODRIGUEZ PAQUETTE JULIA	GIRLS ASSISTANT SWIMMING COACH	HIGH SCHOOL	8/23/2021	\$3,697.50	
SARAVIA REBECCA	ASSISTANT VOLLEYBALL COACH	HIGH SCHOOL	8/23/2021	\$3,691.13	
SEEFELDT JAMES	CROSS COUNTRY ASSISTANT COACH	HIGH SCHOOL	8/23/2021	\$2,803.88	
SEEFELDT JAMES	TRACK ASSISTANT COACH	HIGH SCHOOL	2/28/2022	\$3,408.75	
SORTORE PATRICIA	CHEER COACH	HIGH SCHOOL	8/23/2021	\$5,353.36	
STOUT BRANDON	BOYS BASKETBALL ASSISTANT COACH	HIGH SCHOOL	11/15/2021	\$4,649.88	

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

SUEK BLAIR	VOLLEYBALL HEAD COACH	HIGH SCHOOL	8/23/2021	\$4,921.50
WOLPERT VALERIE	ASSISTANT CHEER COACH	HIGH SCHOOL	8/23/2021	\$2,500.00
WOOD SEAN	BOYS SOCCER ASSISTANT COACH	HIGH SCHOOL	2/28/2022	\$3,040.50
WRIGHT REGGIE	BOYS BASKETBALL ASSISTANT COACH	HIGH SCHOOL	11/15/2021	\$4,549.88
BRADBURY THOMAS	FOOTBALL ASSISTANT COACH	PIONEER	9/2/2021	\$3,176.25
DUENAS CLAUDIA	VOLLEYBALL ASSISTANT COACH	PIONEER	3/28/2022	\$3,176.25
EDWARDS AERIAL	SOCCER ASSISTANT COACH	PIONEER	1/31/2022	\$2,900.63
GIDLEY AMANDA	BASKETBALL HEAD COACH	PIONEER	11/11/2021	\$4,235.00
GIDLEY AMANDA	FASTPITCH HEAD COACH	PIONEER	9/2/2021	\$4,235.00
HALLER KYLE	BASKETBALL ASSISTANT COACH	PIONEER	1/31/2022	\$3,176.25
HALLER KYLE	GIRLS SOCCER HEAD COACH	PIONEER	1/31/2022	\$4,235.00
HAYES BRUCE	BASEBALL HEAD COACH	PIONEER	3/28/2022	\$4,235.00
HAYES BRUCE	BASKETBALL ASSISTANT COACH	PIONEER	1/31/2022	\$3,176.25
MACDONALD ANDY	HEAD FOOTBALL COACH	PIONEER	9/2/2021	\$4,235.00
MACDONALD ANDY	ASSISTANT TRACK COACH	PIONEER	3/28/2022	\$3,176.25
MATEUS STEPHANIE	VOLLEYBALL HEAD COACH	PIONEER	3/28/2021	\$4,235.00
MCAVOY ROB	BASEBALL ASSISTANT COACH	PIONEER	3/28/2021	\$3,176.25
MCAVOY ROB	WRESTLING ASSISTANT COACH	PIONEER	11/11/2021	\$3,176.25
MCJUNKINS MICHAEL	FOOTBALL ASSISTANT COACH	PIONEER	9/2/2021	\$3,176.25
MCJUNKINS MICHAEL	GIRLS SOCCER ASSISTANT COACH	PIONEER	1/31/2022	\$3,176.25
MCJUNKINS MICHAEL	TRACK ASSISTANT COACH	PIONEER	3/28/2021	\$3,176.25
MCJUNKINS TRINA	GIRLS BASKETBALL ASSISTANT COACH	PIONEER	11/11/2021	\$3,176.25
MCJUNKINS TRINA	GIRLS SOCCER ASSISTANT COACH	PIONEER	1/31/2022	\$3,176.25
MCJUNKINS TRINA	TRACK ASSISTANT COACH	PIONEER	3/28/2022	\$3,176.25
RASCHKE RAGAN	DANCE TEAM	PIONEER	9/2/2021	\$4,235.00
RASCHKE RAGAN	VOLLEYBALL ASSISTANT COACH	PIONEER	3/28/2022	\$3,176.25
RUFFIN ARMAND	GIRLS BASKETBALL ASSISTANT COACH	PIONEER	11/11/2021	\$3,176.25
RUFFIN ARMAND	BOYS BASKETBALL HEAD COACH	PIONEER	1/31/2022	\$4,235.00
RUFFIN ARMAND	ASSISTANT FOOTBALL COACH	PIONEER	9/2/2021	\$3,176.25
RUFFIN ARMAND	TRACK HEAD COACH	PIONEER	3/28/2022	\$4,235.00


Steilacoom Historical School District

Surplus Form - Anderson Island

The items listed are no longer required by our department and may be declared surplus. Items may be picked-up from locations indicated. NOTE: All licensed software and proprietary information must be removed from technology equipment.

Date 5/12/2021

Location/Building Anderson Island

Signature 

Quantity	Item Description	Surplus or Damage
2	Computer Desks	Surplus
5	Tables	Surplus
1	Dramatic Play Storage w/mirror	Surplus
	*This surplus form is a revision of the original Anderson Island Elementary surplus form approved by the board at the May 26, 2021 Regular Board Meeting.	

**Steilacoom Historical School District No. 1
511 Chambers Street**

Steilacoom, WA 98388

Resolution No. 881-08-25-21

Cancellation of Municipal Warrants

WHEREAS, RCW 39.56.040 requires the cancellation of warrants not presented for payment within one (1) year of the date of issue, and

WHEREAS, the following outstanding warrants have not been presented for payment:

Fund	War. #	Issue Date	Payee	Amount
General	124367	7/13/2018	Jennifer Bailey	\$ 24.10
General	124369	7/13/2018	Sheena Blake	\$ 21.65
General	124371	7/13/2018	Rocio Crespo	\$ 161.40
General	124376	7/13/2018	Adam Franklin	\$ 7.95
General	124378	7/13/2018	Randall Harris	\$ 10.50
General	124384	7/13/2018	Jennifer Lange	\$ 14.15
General	124394	7/13/2018	Guadalupe Munguia	\$ 7.00
General	124396	7/13/2018	Oriana Brier	\$ 12.30
General	124397	7/13/2018	Susanne Nies	\$ 12.25
General	124405	7/13/2018	Joyleniz Schneider	\$ 8.70
General	124406	7/13/2018	Sara Sierra	\$ 17.30
General	124411	7/13/2018	Rashiya Washington	\$ 5.55
General	124606	8/24/2018	Robert Roderick	\$ 10.85
General	125284	12/14/2018	Maurice Duclos	\$ 11.40
General	125696	3/13/2019	Johnlord Miranda	\$ 8.60
General	125924	4/26/2019	Tatiana Stabler	\$ 34.55
General	126170	5/31/2019	Roxanne Lomeli	\$ 6.50
General	126271	6/21/2019	Vanessa Moran	\$ 230.61
General	126296	6/21/2019	Maria Davis	\$ 7.15
General	126369	7/10/2019	Semu Tauanuu	\$ 6.30
General	126412	7/18/2019	Lehnis Learning Leaders	\$ 400.00
General	126453	7/23/2019	Andre LeBlanc	\$ 41.75
General	126454	7/23/2019	Jenna Merritt	\$ 9.40
General	126456	7/23/2019	Nicole Sundberg	\$ 5.85
General	126622	9/6/2019	Stephine Bellinger	\$ 5.95
General	126625	9/6/2019	Melissa Chois	\$ 5.40
General	126626	9/6/2019	Chris Elliott	\$ 39.95
General	126628	9/6/2019	Deahna Gonzales	\$ 20.00
General	126636	9/6/2019	Shameika Rudolph	\$ 7.00

Fund	War. #	Issue Date	Payee	Amount
General	126639	9/6/2019	Semu Tauanuu	\$ 9.55
General	126641	9/6/2019	Rachel Wade	\$ 22.10
General	126780	9/23/2019	Alissa Thomas	\$ 20.84
General	126909	10/16/2019	Laura Lowe	\$ 15.12
General	126935	10/22/2019	Ana Owens	\$ 7.25
General	127119	11/18/2019	Kathleen Barker	\$ 8.25
General	127125	11/18/2019	Molly McClintock	\$ 7.25
General	127126	11/18/2019	Anjanelle Rivera-Elfrank	\$ 22.81
General	127128	11/18/2019	Vanessa Swindell	\$ 5.35
General	800871	12/31/2019	Katherine Casey	\$ 2,693.00
General	127582	2/13/2020	Laura Ayers	\$ 5.99
General	127586	2/13/2020	Diane Flint	\$ 1.35
General	127588	2/13/2020	Amy McBee	\$ 3.80
General	127591	2/13/2020	Andrew Phelps	\$ 51.70
General	127593	2/13/2020	Randell Robinson	\$ 20.00
General	127732	3/18/2020	Brandon Fulton	\$ 0.42
General	127736	3/18/2020	Marki Hooker	\$ 34.85
General	128009	5/14/2020	Kimberly Forbes	\$ 11.80
General	128015	5/14/2020	Annemarie Tilton	\$ 13.00
General	128476	8/18/2020	Rachel Kuzu	\$ 9.90
General	128491	8/18/2020	Andrew Viloudaki	\$ 51.75
General	128493	8/18/2020	Mary Wood	\$ 39.00
ASB	403777	7/25/2018	Michael Clark	\$ 151.00
ASB	403825	9/27/2018	Paula Turner	\$ 15.00
ASB	403926	12/20/2018	Carla Cooper	\$ 75.00
ASB	403966	1/30/2019	PNW KeyClub	\$ 120.67
ASB	403974	2/7/2019	PNW KeyClub	\$ 64.37
ASB	404165	6/21/2019	Maria Neeley	\$ 20.00
ASB	404486	3/24/2020	Teri Crow	\$ 20.00
ASB	404488	3/24/2020	Eve D'Souza	\$ 20.00
ASB	404497	3/24/2020	Valerie Giesen	\$ 20.00
ASB	404517	3/24/2020	Jennifer Runaas	\$ 30.00
ASB	404530	3/26/2020	Cameron Barber	\$ 7.00
ASB	404532	3/26/2020	Waraporn Bowling	\$ 7.00
ASB	404533	3/26/2020	Patrick Brown	\$ 7.00
ASB	404544	3/26/2020	Argent Frady	\$ 7.00
ASB	404553	3/26/2020	Christine Hernandez	\$ 7.00
ASB	404554	3/26/2020	Pamela Iris	\$ 7.00
ASB	404563	3/26/2020	Matthew Mabrey	\$ 7.00
ASB	404567	3/26/2020	Valerie MckNelly	\$ 7.00
ASB	404574	3/26/2020	Mario Oliver	\$ 7.00
ASB	404579	3/26/2020	Karissa Pingul	\$ 7.00
ASB	404582	3/26/2020	Sadie Roffler	\$ 7.00
ASB	404583	3/26/2020	Rosa Rosales	\$ 7.00
ASB	404589	3/26/2020	Robin Williams	\$ 7.00

Fund	War. #	Issue Date	Payee	Amount
ASB	404590	3/26/2020	Jaron Witsoe	\$ 7.00
ASB	404601	4/21/2020	Kia Austin	\$ 10.00
ASB	404614	4/21/2020	Elnora Gloyne	\$ 10.00
ASB	404616	4/21/2020	Tabitha Harris	\$ 10.00
ASB	404624	4/21/2020	Kacia Maguire	\$ 10.00
ASB	404626	4/21/2020	Gemayal Manley	\$ 15.00
ASB	404635	4/21/2020	Loujanna Rohrer	\$ 15.00
ASB	404639	4/21/2020	Courtney Thompson	\$ 10.00
ASB	404640	4/21/2020	Maria Tobin	\$ 10.00
ASB	404658	5/15/2020	Brenden Anderson	\$ 2.00
ASB	404659	5/15/2020	Shawnda Antonucci	\$ 2.00
ASB	404661	5/15/2020	Cameron Barber	\$ 2.00
ASB	404671	5/15/2020	Amber Fadeyi	\$ 2.00
ASB	404675	5/15/2020	Alicia Foster	\$ 2.00
ASB	404676	5/15/2020	Argent Frady	\$ 2.00
ASB	404677	5/15/2020	Brittany Freeland	\$ 2.00
ASB	404683	5/15/2020	Pamela Irs Alvarado	\$ 2.00
ASB	404686	5/15/2020	Angela Laffin	\$ 2.00
ASB	404692	5/15/2020	Mario Oliver	\$ 2.00
ASB	404698	5/15/2020	Regina Williams	\$ 2.00
ASB	404728	6/24/2020	Kenneth Hayes	\$ 10.00
ASB	404751	6/24/2020	Holly Reed	\$ 10.00
ASB	404754	6/24/2020	Samuelu Salave'a	\$ 10.00
ASB	404761	6/24/2020	Brittany Warren	\$ 10.00
ASB	404762	6/24/2020	Amanda White	\$ 10.00

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Pierce County Auditor and the Pierce County Treasurer be authorized to cancel the above listed outstanding warrants.

Adopted by a majority of the Board of Directors of Steilacoom Historical School District No. 1 at the Regular Board Meeting held on August 25, 2021.

BOARD OF DIRECTORS

Chair

Director

Director

Director

Director

ATTESTED TO BY:

Secretary, Board of Directors

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 25, 2021

2021-22 District Focus Areas

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

In alignment with our newly created District Improvement Plan, our developed “area of focus” for the 2021-22 school year will raise the level of achievement for all students through a focus on SEL and Inclusionary Practices. Our values, commitments, enriched core instruction and specific action steps are highlighted in the attached one-page document, which will be widely shared with stakeholders following adoption.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve the District Focus for the 2021-22 school year as per Policy 1810.

Report prepared by:

Dr. Kathi Weight, Superintendent

SHSD 2021-2022 FOCUS AREAS

ACHIEVE



PLAN



SUPPORT



CONNECT

We will raise the level of achievement for all students through a focus on SEL and Inclusionary Practices.

OUR VALUES

- Cognitive development and social-emotional development are interdependent
- Social-emotional development is not just about skills - it is about culture
- We care about the hearts of those we serve
- Neural education practices will support readiness to learn, student development, and improve educational outcomes
- All students are general education students

OUR COMMITMENTS

- Provide a high-level, engaging education experience
- Address the short and long-term needs of our school community
- Support student well-being by implementing high-quality social emotional learning practices
- Connect with community partners to maximize opportunities for learners

OUR ENRICHED CORE INSTRUCTION

- Incorporate the core principles of MTSS
- Clarify interdependency between social-emotional fluency and academic achievement
- Create educational settings to empower learners
- Ensure equitable practices
- Engage all students in rigorous learning opportunities
- Implement neural education practices
- Implement inclusionary practices

SPECIFIC DISTRICT ACTION STEPS

- Improve staff capacity to measure and interpret SEL data (S,C)
- Engage staff in data-based decision-making to develop appropriate supports (A, S, C)
- Increase student voice (C)
- Fund and support Neural Education certification (A, S)
- Increase training and application of UDL (A, S)
- Identify priority standards, aligned assessments, and support integration of ECI into core classes (A, S)

A=Achieve, P=Plan, S=Support, C=Connect



The best education for every student.

STEILACOOM
Historical School District No. 1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 8/25/21

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

POLICY 2108 Learning Assistance Program

The policy title is changed from Remediation to Learning Assistance Program

The policy revision deletes the requirement for a needs assessment. The revision also eliminates a lot of reference to state and federal programs and funding.

New language added to the policy includes: specific naming of learning assistance program (lower-case is intentional); emphasis on the districts priority to focus on students with the greatest needs for support; reference to data-based planning; reference to WISSP.

The policy also acknowledges the negative impact COVID has had on student progress and names recovery related to the impact as a priority through the years 2025.

The policy allows for 15% of funding to be used in community partnerships.
The policy allows for blending of funds to meet the goals of learning assistance.
The policy requires and annual report of activities and outcomes.

Our district has run LAP for several years. LAP, like Title I, is designed to support students who are not at grade level in reading and math get to grade level. The state definition also allows for support for behavior and school readiness as needed.

RECOMMENDED ACTION:

It is recommended that the board approve the policy revision.

Report prepared by: Paul Harvey, Executive Director for Teaching and Learning

REMEDATION PROGRAMS

Learning Assistance Program

The district, ~~within its financial capacity, will offer programs that are designed to meet the needs of educationally disadvantaged students. Eligible students may receive services from one of three special needs programs—special education, will implement a learning assistance program (LAP) and Title I of the No Child Left Behind Act of 2001.~~

~~The district or individual school will conduct a needs assessment and will develop a plan designed to enhance educational opportunities for the use of LAP funds. Such a plan will be determined students enrolled in consultation with an advisory committee, including, but kindergarten through twelfth grade who are not limited to, parents of participants, teachers, principals, administrators, and school directors. The plan will include:~~

- ~~A. District and school level data on reading, writing and mathematics achievement;~~
- ~~B. Processes to identify under-achieving students to be served at each site for program services;~~
- ~~C. How accelerated learning plans are developed and implemented for participating schools;~~
- ~~D. How state and classroom assessments are used to inform meeting academic standards by providing supplemental instruction;~~
- ~~E. How focused and intentional instruction strategies are and services to those students. “Students who are not meeting academic standards” means students with the greatest academic deficits in basic skills as identified and implemented;~~
- ~~F. How highly qualified staff are developed and how staff will support the program at each site;~~

~~G. How resources from by statewide, school, or district assessments or other federal, state, district and school programs are coordinated with School Improvement plans and district strategic plans to support underachieving students; performance measurement tools.~~

~~H. How a program evaluation will be conducted to determine the direction and elements of the program for the following school year; and~~

~~I. Identification of the program activities the district will implement.~~

~~The plan will be approved by the board of directors prior to submission to the state.~~

~~In compliance with the federal law, the board of directors adopts a parent involvement policy, developed jointly with, agreed upon by, and distributed to the parents of children participating in the federal remediation program. The parent involvement policy is 4130.~~

~~The superintendent is directed to identify eligible students and their special needs and design programs that will satisfy those needs by combining federal remediation assistance programs, learning assistance programs (LAP) and special education services. The superintendent will monitor the progress of such programs; and provide assurances to state and federal agencies that such programs are in compliance with program requirements regarding staff qualifications, staff-student ratios, student records, facilities and materials, financial accounting, reporting and program and student evaluation.~~

~~Students' Affected By COVID-19 Pandemic~~

~~Until the expiration or termination of Proclamation 20-05 declaring a state of emergency for all counties in Washington due to COVID-19 or until September 1, 2025—whichever is later—the district will budget and expend learning assistance program funds to identify and address the academic and nonacademic needs of students resulting from and exacerbated by the COVID-19 pandemic.~~

~~Washington Integrated Student Supports Protocol~~

~~The district will budget and expend learning assistance program funds using the framework of the Washington integrated student supports protocol, established under RCW 28A.300.139.~~

The district may use up to 15% of its learning assistance program allocation to deliver academic, nonacademic, and social-emotional supports and services to students through partnerships with community-based or other out-of-school organizations in accordance with RCW 28A.300.139.

If the district enters into an agreement with a community partner in accordance with RCW 28A.300.139, the agreement must do the following:

A. Specify that learning assistance program funds may be used only to provide direct supports and services to students;

B. Clearly identify the academic, nonacademic, or social-emotional supports and services that will be made available to students by the community partner and how those supports and services align to the needs of the students as identified in the student-level needs assessment required by RCW 28A.300.139; and

C. Identify the in-school supports that will be reinforced by the supports and services provided by the community partner to promote student progress towards meeting academic standards.

Coordination with Other Programs

The district may coordinate federal, state, and local programs in order to serve the maximum number of students who are below grade level in basic skills. Students receiving assistance in another special needs program may also be served in the learning assistance program if they meet student eligibility and selection requirements.

Annual Report to OSPI

The district will submit an annual report on September 30th to the Office of Superintendent of Public Instruction detailing the following:

A. The amount of academic growth gained by students participating in the learning assistance program;

B. The number of students who gain at least one year of academic growth;

C. The specific practices, activities, and programs used by each school building that received learning assistance funds;

D. The percentage of learning assistance program funding used to engage community partners, the number of students receiving direct supports and services from those community partners, and the types of supports and services that are being provided; and

E. The number of students served by the learning assistance program during the school year who were able to exit the program because student academic growth resulted in meeting the academic standard for grade level.

Cross References:

~~6100—Revenues From Local, State and Federal Sources~~
~~6100 - Revenues From Local, State and Federal Sources~~

~~4130—Title I Parental Involvement~~
~~4130 - Title I Parental Involvement~~

~~2161—Special Education and Related Services for Eligible Students~~
~~2161 - Special Education and Related Services for Eligible Students~~

~~2180 Parent, Family and Community Partnerships~~
~~2104 - Federal and/or State Funded Special Instructional Programs~~

~~2104—Federal and/or State Funded Special Instructional Programs~~

Legal References:

~~Chapter 28A.165 RCW Learning assistance program~~
~~Chapter 28A.165 RCW Learning assistance program~~

~~WAC 392-162 Special service program—Learning assistance~~
~~WAC 392-162 Special service program - Learning assistance~~

Management Resources:

~~Policy News, June 2005 SHB 1208, Chapter 111, Laws of 2021 Learning Assistance Policy Updated~~
~~Program – Various Provisions~~

Management Resources: [Policy News, June 2005 Learning Assistance Policy Updated](#)
[2018 - February Policy Issue](#)

Adoption Date: 2.27.08

Revised: 2.10.16; 08.25.21

Steilacoom Historical School District No. 1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 8/25/21

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

Policy 2418 Waiver of High School Graduation Credits

Two minor changes:

- 1) Adds reference to students who have been released from an institutional education facility
- 2) Adds in reference to the form 2418F to be used by families requesting the waiver.

We have had very few waivers requested over the past two years. It is used after all other resources exhausted and for extenuating circumstances.

RECOMMENDED ACTION:

It is recommended that the board approve the policy revision.

Report prepared by: Paul Harvey, Executive Director for Teaching and Learning

Waiver of High School Graduation Credits

The board seeks to provide all students with the opportunity to complete graduation requirements without discrimination and without disparate impact on groups of students. In so doing, the board acknowledges that circumstances may arise that prevent a student from earning all twenty-four credits required for high school graduation. Such circumstances may include, but are not limited to, the following:

- Homelessness;
- A health condition resulting in an inability to attend class;
- Limited English proficiency;
- Disability, regardless of whether the student has an individualized education program or a plan under Section 504 of the federal Rehabilitation Act of 1973;
- Denial of an opportunity to retake classes or enroll in remedial classes free of charge during the first four years of high school;
- Transfer during the last two years of high school from a school with different graduation requirements; ~~or~~
- In or have been released from an institutional education facility; and
- Other circumstances (e.g., emergency, natural disaster, trauma, personal or family crisis) that directly compromised a student's ability to learn.

The board delegates to the superintendent or his/her designee discretion to grant a waiver of a maximum of two elective credits required for graduation. A student's parent/guardian or an adult student must file the ~~High School~~district's *Application for Waiver of High School Graduation Credits (Form 2418F)* with the superintendent's office no later than thirty days prior to the student's scheduled graduation date. In order to graduate, students granted a waiver must earn seventeen required subject credits (four English, three Math, three Science, three Social Studies, two Health and Fitness, one Arts, one Career and Technical Education) which may be by satisfactory demonstration of competence as provided by WAC 180-51-050.

~~Legal~~Cross References:

~~high school graduation
RCW 28A.345.080 Model policy and
procedure for granting
waivers of credit for high school graduation.~~

Legal References:

WAC 180-51-068 S ~~tate subject and credit~~
~~school graduation—~~ ~~requirements for high Students~~
~~July 1, 2015.~~ ~~entering the ninth grade on or~~

WAC 180-51-050 H ~~after~~

RCW 28A.230.090 ~~High school graduation~~
~~requirements or equivalencies—High school and~~
~~beyond plans—Career and college ready graduation~~
~~requirements and waivers—Reevaluation of graduation~~
~~requirements—Language requirements—Credit for~~
~~courses taken before attending high school—~~
Postsecondary credit equivalencies

RCW 28A.345.080 ~~Model policy and procedure for~~
~~granting waivers of credit for high school graduation.~~

WAC 180-51-068 ~~State subject and credit requirements~~
~~for high school graduation—Students entering the~~
~~ninth grade on or after July 1, 2015.~~

WAC 180-51-050 ~~High school credit—Definition.~~

Adoption Date: 6.10

Revised Dates: **04.15; 07.19; 03.25.20; 4.22.20; 8.25.21**

Steilacoom Historical School District No. 1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 25, 2021

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

Policy 2420 addresses grading and progress reports– ensuring that grades and progress reports are provided as part of the cooperation between schools and families to support every student’s academic and social emotional growth.

In 2021, the Legislature passed House Bill 1176 concerning access to higher education. Under that bill, school districts continue to have the authority to withhold “diplomas” of graduating students, but not the grades or transcripts of students who are responsible for damaging or losing school property. Public schools also may no longer withhold a transferring student’s official transcript due to an unpaid fine. The law also requires that districts that withhold diplomas from students because of unpaid fines and fees must report data on their website. The effective date of this law was July 25, 2021.

The policy revisions provided to the Board bring the policy into alignment with the new law.

RECOMMENDED ACTION:

The administration recommends that the Board move this policy to a second reading.

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

GRADING AND PROGRESS REPORTS

The board believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the district's responsibility to keep parents informed of student welfare and progress in school.

The district will issue grades and written or electronic progress reports, and provide opportunities for parent conferences to serve as a basis for continuous evaluation of the student's performance and to help in determining changes that should be made to effect improvement. These written and verbal reports will be designed to provide information that will be helpful to the student, teacher, counselor and parent.

The district will comply with the marking/grading system incorporated into the statewide standardized high school transcript. Secondary students' grade points will be reported for each term, individually and cumulatively.

The superintendent will establish a system of reporting student progress and will require all staff members to comply with such a system as part of their teaching responsibility.

At the beginning of each term, each teacher will specify in writing the student learning goals or standards for his/her respective courses. If participation is used as the basis of mastery of a goal or standard, a student's grades may be adversely affected for failure to attend or participate, provided on that day there was a graded participation activity. If the teacher does not so advise students in writing, the teacher may not use attendance and participation in the grading process. Students who feel that attendance or tardiness factors have been unfairly applied, may appeal to the principal to determine a resolution.

~~A student's grade report may be withheld until such time the student pays for any school property that has been lost or willfully damaged. Upon payment for damages or the equivalency through voluntary work, the grade report will be released. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.~~

Cross References: [3520 - Student Fees, Fines, or Charges](#)
[3122 - Excused and Unexcused Absences](#)

Legal References: [RCW 28A.150.240\(2\)\(g\) Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty](#)
[RCW 28A.600.030 Grading policies — Option to consider attendance](#)
[RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent, or guardian Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected](#)
[WAC 180-44-010 Regulatory provisions relating to RCW 28A.04.120\(6\) and 28A.58.101 — Responsibilities related to instruction](#)
[WAC 392-210 Student testing and evaluation - Washington state honors award program](#)
[WAC 392-400-235 Discipline — Conditions and limitations](#)
[WAC 392-415 Secondary education - Standardized high school transcript](#)

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 2.08; 8.27.15; 08.25.21

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 25, 2021

Policy Number and Name

Policy 3122: Excused and Unexcused Absences

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

- WSSDA revised Policy 3122 to reflect HB 1113-Concerning School Attendance.
- Two significant changes were effective as of August 1, 2021. The first specifies that districts must not file truancy petitions before a student has 7 unexcused absences in a month (increased from 5) and must file a truancy petition no later than 15 unexcused absences (increased from 10). The second change renames the Community Truancy Board to Community Engagement Board.
- The revised policy also further defines absences from remote learning, adds circumstances related to COVID-19 to the list of valid excuses for absences, and entails requirements for a tiered response system for supporting students with chronic absenteeism.

RECOMMENDED ACTION:

This policy is recommended for approval.

Report prepared by: Gudrun Sullivan, Executive Director of Student Services

~~EXCUSED AND UNEXCUSED ABSENCES~~

Policy: 3122
Section: 3000 - Students

Excused and Unexcused Absences

Definition of Absence

Absence from in-person learning

~~WAC 392-401-015-A~~ states the definition of an absence:

1. A student is absent when they are:
 - a. Not physically present on school grounds; and
 - b. Not participating in the following activities at an approved location:
 - i. Instruction;
 - ii. Any instruction-related activity; or
 - iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.-
- ~~2. Students will not be absent if:~~
 - ~~a. They have been suspended, expelled, or emergency expelled pursuant to chapter 392-400 WAC;~~
 - ~~b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC;~~
~~and~~
 - ~~c. The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.~~
- ~~3.1. A full day absence is when a student is absent for fifty percent or more of their scheduled day.~~
- ~~4. A school or district will not convert or combine tardies into absences that contribute to a truancy petition. A student will be considered absent if they are on school grounds but not in their assigned setting.~~

Definition of absence from remote learning

~~(1) A student is absent from remote learning when the student is not participating in planned instructional activities on a scheduled remote learning day. (2) Evidence of student participation in remote learning may include, but is not limited to: (a) Daily logins to learning management systems; (b) Daily interactions with the teacher to acknowledge attendance (including messages, emails, phone calls or video chats); or (c) Evidence of participation in a task or assignment.~~

Excused and Unexcused Absences

~~Educators and administrators have a responsibility to monitor absences to determine if students and families need support.~~ Students are expected to attend all assigned in-person classes each day- or participate in all assigned remote instructional activities. Upon enrollment and at the beginning of each school year, the district ~~will~~shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. -The district will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be ~~appropriately~~ absent from class or not able to participate remotely. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. The following are valid excuses for absences:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency, including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW RCW-28A.225.055;
7. Absence directly related to the ~~student's~~ student's homeless or foster care/dependency status;
8. ~~Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010; Absence~~ RCW 28A.705.010;
- 8.9. ~~Absences~~ Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter ~~392-400 WAC~~; 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying ~~"course of study"~~ activities as defined in ~~WAC WAC-392-121-107~~;
10. ~~9.~~ Absences due to student safety ~~concerns~~ concerns, including absences related to threats, assaults, or bullying;
11. ~~10.~~ Absences due to a ~~student's~~ student's migrant status; and
12. ~~11.~~ An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth; ~~and~~
13. Absences related to the student's illness, health condition, or medical appointments due to COVID-19;
14. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19;
15. Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
16. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
17. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
18. Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

~~1.~~

1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed.

2. ~~2.~~ An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an

absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. -If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

- ~~3.~~ ~~3-~~ Except as provided in subsection (2) of this section, in the event that a child in elementary school is required to attend school under ~~RCW 28A.225.010 or 28A.225.015(1)~~ RCW 28A.225.010 or 28A.225.015(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the school district ~~will~~ shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. - To satisfy the requirements of this section, the conference must include at least one school district employee such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education program or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required. ~~This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.~~

This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.

Unexcused Absences

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
2. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused ~~absence~~ absences. The school will make reasonable efforts to provide this information in a language the parent understands.
4. The school will hold a conference with the parent or guardian after three unexcused absences within any month during the current school year. The conference will analyze the causes of the ~~student's~~ student's absences and develop a plan that identifies student, school, and family commitments to reduce the ~~student's~~ student's absences from school. If the parent does not attend the conference, the school official may still hold the conference with the student. -However, the school will notify the parent of the steps the district has decided to take to eliminate or reduce the student's absences.
5. Between the student's second and fifth unexcused absence, the school must take the following data-informed steps:
 - ~~a.I.~~ a.I. Middle and high school students ~~will be administered a~~ needs ~~the Washington Assessment of the Risks and Needs of Students (WARNS) or other~~ assessment
 - ~~b.II.~~ b.II. These steps must include, where appropriate, providing an available approved best practice or research-based intervention, or both, consistent with the ~~needs~~ WARNS profile or other assessment, if an assessment was applied, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the child to a community truancy board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.
 - ~~e.III.~~ e.III. For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior

specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior ~~will~~shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.

Not later than the student's ~~fifth~~seventh unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community ~~truancy~~engagement board or file a petition and affidavit with the juvenile court alleging a violation of ~~RCW 28A.225.010~~RCW 28A.225.010.

6. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no earlier than the seventh unexcused absence within any month during the current school year and not later than the fifteenth unexcused absence during the current school year.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Unexcused absences from remote learning.

Absences from remote learning must be marked as a "nontruancy remote learning absence" until October 4, 2020. Such absences shall not be marked as excused or unexcused. Beginning October 5, 2020, any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.

Tardies and Disciplinary Actions

1. Students shall not be absent if:
 - a. They have been suspended, expelled, or emergency expelled pursuant to chapter 392-400 WAC;
 - b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
 - c. The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.
2. A full day absence is when a student is absent for fifty percent or more of their scheduled day.
3. A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

A student shall be considered absent if they are on school grounds but not in their assigned setting.

Tiered response system for student absences

WAC 392-401A-045 states:

School districts must implement a tiered response system to reduce chronic absenteeism and address barriers to student engagement in learning during the COVID epidemic. Tiered response systems under this section must include:

- a. Monitoring daily attendance data for all students who are absent from remote learning, whether excused or unexcused;
- b. A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent's home language;
- c. Daily notification of absences to parents;
- d. A process for outreach from the school to determine student needs, such as basic needs, connectivity and hardware, connection with health and social services as necessary;
- e. Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence; and
- f. When feasible and appropriate, transitioning the students to full-time in-person learning or other program to accommodate the student's needs.

Students dependent pursuant to Chapter ~~13.34, RCW~~13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student.- Adults includes the student’s caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student.- The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student’s unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student’s management of their school work.-

Migrant Students

The district, -parent/guardian and student-are encouraged to -work- to create an Extended Absence Agreement with the school to decrease the risk of an adverse effect on the student’s educational progress.

~~Cross References:~~

<u>Board Policy 3120</u>	Enrollment
<u>Board Policy 3230</u>	Student Privacy and Searches
<u>Board Policy 3240</u>	Student Conduct Expectations and Reasonable Sanctions
<u>Board Policy 3241</u>	Classroom Management, Discipline and Corrective Action
<u>Board Policy 4218</u>	Communication with Parents of Limited English Proficiency

~~Legal References:~~

<u>RCW 13.34.300</u>	Relevance of failure to cause juvenile to attend school to neglect petition
<u>RCW 28A.225</u>	Compulsory school attendance and admission
<u>WAC 392-400-532</u>	Statewide definition of excused and unexcused daily absences.

~~Management Resources:~~

- ~~*Policy News, August 2018*~~
- ~~*Policy News, July 2017*~~
- ~~*Policy News, December 2011*~~ ~~Revision of Excused/Unexcused Definitions~~
- ~~*Policy News, June 2001*~~ ~~More Tweaking of Becca Petitions~~
- ~~OSPI Memorandum No. 052-11M Unexcused Absence Definition~~

Cross References:

3120 - Enrollment
3230 - Student Privacy and Searches
3241 - Student Discipline
4218 - Language Access Plan

Legal References:

Chapter 28A.225 Compulsory school attendance and admission
RCW 13.34.300 Relevance of failure to cause juvenile to attend school to neglect petition
Chapter 392-401A WAC Statewide definition of absence for the 2020-21 school year

Management Resources:

2018 - August 2018 - August Policy Issue
2017 - July Policy Issue
2016 - July Issue
2015 - June Issue
2012 - December Issue
2011 - December Issue
Policy News, June 2001 More Tweaking of Becca Petitions
2020 - September Alert

Adoption Date: ~~2.27.08~~

~~Steilacoom Historical School District No. 1~~

Classification: **Essential**

Revised: ~~7~~ Dates: **12.06; 06.11; 12.12; 06.15-10, 1-25.12, 4.10.13, 9.28; 07.16;**
~~10.25~~**07.17; 10.24.18**08/01/2018; 09/03/2020; 06.21

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STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 25, 2021

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

Policy 3520 addresses student fees, fines, and charges – allowing certain fees to be charged while directing the educational program for students to be as free of costs as possible.

In 2021, the Legislature passed House Bill 1176 concerning access to higher education. Under that bill, school districts continue to have the authority to withhold “diplomas” of graduating students, but not the grades or transcripts of students who are responsible for damaging or losing school property. Public schools also may no longer withhold a transferring student’s official transcript due to an unpaid fine. The law also requires that districts that withhold diplomas from students because of unpaid fines and fees must report data on their website. The effective date of this law was July 25, 2021.

The policy revisions provided to the Board bring the policy into alignment with the new law and make other minor administrative changes.

RECOMMENDED ACTION:

The administration recommends that the Board move this new policy to a second reading.

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

STUDENT FEES, FINES, CHARGES

The district will provide an educational program for the students as free of costs as possible.

The superintendent or designee may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and a proper accounting is made of all moneys received by staff for supplies and materials.

The board delegates authority to the superintendent or designee to establish appropriate fees and procedures governing the collection of such fees and to make annual reports to the board regarding fee schedules. ~~The Board will approve the fee/fine schedule on an annual basis.~~ Arrangements will be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee. For programs governed by the National School Lunch Act, the USDA Child Nutrition Program guidelines will be used to determine qualification for waiver. The superintendent or designee will establish a procedure for annually notifying parents of the availability of fee waivers and reductions, including eligibility information for free or reduce-price meals.

A student will be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's grades, transcripts, or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

The student and his/her parents will be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed \$100, the student or his/her parents will have the right to an informal conference with the principal. As is the case for appealing a short-term suspension, the principal's decision may be appealed to the superintendent and to the board of directors. When damages are in excess of \$100, the appeal process for long-term suspension will apply.

~~If a student has transferred to another school district that has requested the student's records, but that student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, attendance, history of violent behavior, violent offenses, sex offenses, inhaling toxic fumes, drug offenses, liquor violations, assault, kidnapping, harassment, stalking or arson, and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine.~~

Cross References: [Board Policy 3241](#) Student Discipline

- [2020](#) Course Design, Selection and ~~Adopiton~~Adoption of Instructional Materials
- [3115](#) Students ~~Experineing~~Experiencing Homelessness – ~~Enrollment Rights~~Enrollment Rights and Services
- 3231 Student Records

Legal References: [AGO 1965-66,#113](#)

Districts – Schools - Fees — Tuition-Supplies — Authority of school districts to charge tuition fees or textbook fees

[AGO 1973, No. 11](#)

Districts – Schools - Tuition & Fees — Authority of school districts to charge various fees

[RCW 28A.225.330](#)

Enrolling students from other districts – Requests for information and permanent records – Withheld transcripts – Immunity from liability – Notification ~~to~~ teachers and security personnel - Rules

[28A.320.230\(f\)](#)

Instructional materials — Instructional materials committee

[28A.330.100](#)

Additional powers of board

[28A.635.060](#)

Defacing or injuring school property — Liability of parent or guardian – Withholding grades, diplomas or transcripts – Suspension and restitution – Voluntary work program as alternative – Rights protected

[28A.220.040](#)

Fiscal support — Reimbursement to school districts — Enrollment fees — Deposit

[WAC 246-100-166](#)

Immunization of day care and school children against certain vaccine-preventable diseases

[42 USC 11431](#)

[McKinney-Vento Homeless Assistance Act](#)

Management Resources: [2019 – July Issue](#)

[2018 – May Issue](#)

[Policy News, June 1999](#)

[School safety bills impact policy](#)

Adoption Date: 2.27.08

Steilacoom Historical School District No. 1

Revised: 7.24.14; 7.25.18; 4.24.19; 08.25.21

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 25, 2021

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

In 2019, the Legislature passed House Bill 1216 modifying some of the safety drill requirements and addressing areas of safety preparedness. In the spring of 2021, WSSDA comprehensively revised the model policy and procedure to reflect the current laws and needs related to planning for safety.

The policy is revised to include components of district and school plans, aligning drill language to current laws, and including the need for reunification planning.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to adopt revised Policy 3432 – Emergencies.

Report prepared by:
Susanne Beauchaine, Executive Director of Human Resources

EMERGENCIES

The Steilacoom Historical School District is committed to having current safe school plans and procedures in place to maximize safety for all students and staff. A commitment to safety enables teaching and learning. The District and its schools shall develop comprehensive all-hazard emergency operations plans that address prevention, mitigation, preparedness, response, and recovery strategies.

District and school plans shall:

- Include required school safety policies and procedures;
- Include provisions for the special needs of staff and students;
- Require the building principal to be certified on the incident command system;
- Consider community use of school facilities in emergencies;
- Be annually reviewed with emergency response agencies;
- Conduct inventory of all hazardous materials;
- Identify all staff members who are trained on the national incident management system and the incident command system;
- Collaborate with community agencies to update emergency first aid procedures, including training, use, funding, and placement of public access automated external defibrillators (AEDs);
- Identify school transportation procedures for evacuation;
- Provide information to all staff on the use of emergency supplies and alert procedures;
- Annually record and report information and activities required in subsection 28A.320.125

Drills:

Drills are an essential component of safety planning. Drills teach students and staff basic functional responses to potential threats and hazards. The four functional responses are adaptable and can be applied to a variety of situations. Additionally, some threats or hazards may require the use of more than one basic functional response. Therefore, each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. Drill planning and implementation shall consider and accommodate the needs of all students.

~~Each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. These drills will teach students the following three basic functional drill responses:-~~

Basic Functional Drills

The basic functional responses include shelter-in-place, lockdowns, evacuations, and earthquakes (drop-cover-hold -on):

Lockdowns

Lockdowns are meant to isolate students and staff from threats of violence, such as suspicious trespassers, armed intruders, and other threats that may occur in a school or in the vicinity of a school. Staff and Students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take positions in secure enclosures.

Evacuations

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

Staff and Students will receive instruction so that in the event the school or district needs to be evacuated, due to threats, such as fires, oil train spills, or tsunamis, they will be able to leave the building in the shortest time possible and take the safest route possible to a designated reunification site another school or facility.

Shelter-in-Place

Shelter in place is designed to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants that are released into the environment by isolating the inside environment from the outside. Staff and Students will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard.

Earthquakes: Drop-Cover-Hold on

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

"Drop – cover – hold on" is the basic functional earthquake response. The superintendent will establish guidelines and the action for building principals to take should an earthquake occur while school is in session.

The superintendent or designee will establish guidelines and action taken by building principals should an earthquake occur while school is in session.

Additional Drills

In addition to the above four functional response drills, the District shall, at a minimum, also develop response plans for the following:

The above safety related drills will incorporate the following:

- a. Use of the school mapping information system in at least one of the drills; and
- b. A pedestrian evacuation drill for schools in mapped tsunami hazard zones.

These safety related drills may also incorporate an earthquake drill using the state approved earthquake safety technique "drop, cover, and hold."

~~The superintendent or designee will develop emergency evacuation procedures for each building.~~

~~Earthquakes~~

~~The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.~~

~~The superintendent or designee will establish guidelines and action taken by building principals should an earthquake occur while school is in session.~~

Bomb Threats

The superintendent or designee will establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.

Emergency School Closure or Evacuation

When weather conditions or other circumstances make it unsafe to operate schools the superintendent is directed to determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

Pandemic/Epidemic

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

-

The superintendent or designee will establish procedures for the emergency closure of a building or department.

All safety plans and drills shall include protocols for both internal and external communications, as well as procedures for drill documentation. Evacuation plans shall also include reunification plans. Schools shall document the dates and time of such drills. Each school will maintain the time and type of drill follow district procedures.

Cross References:

[Policy 4310](#)

District Relationships with Law
Enforcement, and other Child Government Agencies

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 25, 2021

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

The current version of Policy 4311 addresses the School Resource Program. The proposed revision changes the policy to incorporate all school safety and security staff including school resource officers.

In 2021, the Legislature passed House Bill 1214 concerning K-12 public school safety and security services provided by classified staff or contractors, including SROs. The effects of this bill are significant and impact the district's existing agreement with the Town of Steilacoom, including requiring every school district to adopt new policies and procedures prior to the beginning of the 2021-22 school year.

Beyond changes to our agreement with the Town, the SRO and any other security personnel will be required to take training for the existing subjects required of SROs plus restorative justice principles and practices.

The law also will require additional data collection and reporting at the end of each school year regarding all safety and security staff interactions with students and staff.

The policy revisions provided to the Board bring the policy into alignment with the new law. If the policy revisions are adopted, staff will need to update the operating procedures and work with the Town of Steilacoom on a revised agreement to come into compliance with the new statutory requirements

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to adopt revised Policy 4311 – School Safety and Security Services Program.

Report prepared by:
Susanne Beauchaine, Executive Director of Human Resources

SCHOOL RESOURCE OFFICERS SAFETY AND SECURITY SERVICES PROGRAM

Purpose, Mission, and Role

At the beginning of each school year, if the district has safety and security staff working on school property, the district must present to and discuss with students, and distribute to students' families, information about the role and responsibilities of safety and security staff.

"Safety and security staff" means a school resource officer, a school security officer, a campus security officer, and any other commissioned or noncommissioned employee or contractor, whose primary job duty is to provide safety or security services for a public school.

"School resource officer" (SRO) A School Resource Officer (SRO) is means a commissioned law enforcement officer in the state of Washington with sworn authority to make arrests, deployed in community-oriented policing, and assigned by the employing police department or sheriff's office to work in schools as a strategy to prevent crime and disorder problems, gangs, and drug activities affecting or occurring in or around K-12 schools. School resource officers should focus on keeping students out of the criminal justice system when possible and should not be used to attempt to impose criminal sanctions in matters that are more appropriately handled within the educational system.

The Steilacoom Historical School District safety and security services program SRO program is designed improve school safety and the educational climate at the school. The safety and security staff shall be integrated into the school community through participation in faculty and student meetings and assemblies as appropriate. They shall support a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment. Safety and security staff are valuable team members of School Based Threat Assessment Teams, which are preventative in purpose. They are encouraged to participate consistent with Policy and Procedure 3225 – School Based Threat Assessment. to support the district's mission and values including to ensure a positive, respectful and safe learning climate. The role of the SRO on campus typically involves three parts: educator, informal counselor, and law enforcer.

The focus of any SRO working in the district is to keep students out of the criminal justice system when possible. The SRO shall be integrated into the school community through participation in faculty and student meetings and assemblies as appropriate. SROs shall support a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment. The SRO is a valuable team member of School Based Threat Assessment Teams, which are preventative in purpose. The SRO will be a part of district threat assessment teams consistent with Policy 3225 – School Based Threat Assessment.

The primary responsibility for maintaining proper order and conduct in the schools resides with school principals or their designee, with the support of other school staff. ~~This may include minor violations of the law occurring during school hours or at school activities. The SRO program does not diminish the district's authority and shall not be used to attempt to impose criminal sanctions in matters that are more appropriately handled within the district.~~

Principals or their designee maintain order and handle all student discipline matters consistent with District Policy 3200 and the Parent and Student Handbook which includes the Student's Rights and Responsibilities information. ~~SROs appropriately interact with students informally to reinforce school rules. A school resource officer is prohibited from becoming involved in formal school discipline situations that are the responsibility of school administrators.~~

~~Teachers and S~~chool administrators may ask ~~an SRO~~ safety and security staff to intervene if a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat of material and substantial disruption of the educational process or in other emergency circumstances consistent with 3432 – Emergencies. ~~SROs~~ Safety and security staff do not need to be asked before intervening in emergencies.

Law enforcement activity should take place at a location other than school premises. However, there are limited circumstances where formal law enforcement intervention/activity at school is warranted and may be conducted by an SRO. These law enforcement activities may include interviews and interrogations; search of a student's person, possessions, or locker; citations, filing of delinquency petitions, referrals to a probation officer, actual arrests, and other referrals to the juvenile justice system, consistent with 3226 – Interview and Interrogations of Students on School and 3230 – Student Privacy and Searches and effective January 1, 2022, consistent with state law regarding a juvenile's access to an attorney when contacted by law enforcement.

The SRO duties do not extend to immigration enforcement and the SRO will not inquire into or collect information about an individual's immigration or citizenship status, or place of birth. Neither will the SRO provide information pursuant to notification requests from federal immigration authorities for the purposes of civil immigration enforcement, except as required by law, consistent with 4310 – District Relationship with Law Enforcement and Other Government Agencies.

Annual Review and Adoption of Agreements with Law Enforcement Agencies or Security Guard Companies

~~-~~ If a law enforcement agency or security guard company supplies safety and security staff to work on school property when students are expected to be present, the district must annually review and adopt an agreement with the law enforcement agency or security guard company. The agreement must:

~~-~~ A. Include a clear statement regarding safety and security staff duties and responsibilities related to student behavior and discipline that: prohibits a school resource officer from becoming involved in formal school discipline situations that are the responsibility of school

administrators; recognizes that a trained safety and security staff knows when to informally interact with students to reinforce school rules and when to enforce the law; clarifies the circumstances under which teachers and school administrators may ask safety and security staff to intervene with a student; explains how safety and security staff will be engaged in creating a positive school climate and positive relationships with students; and describes the process for families to file complaints with the school and, when applicable, the local law enforcement agency or the company that provides the safety and security staff on contract related to safety and security staff and a process for investigating and responding to complaints;

- B. Include a jointly determined hiring and placement process and a performance evaluation process; and

- C. Either confirm that the safety and security staff have completed training series documentation provided by the educational service district or describe the plan for safety and security staff to complete the training series required by law.

- The agreement review and adoption process must involve parents, students, and community members.

- The superintendent or designee will develop additional procedures to implement this policy.

Agreement, Training, and Program Review

~~Whenever the district chooses to institute an SRO program, the District and the law enforcement agency or agencies will adopt an agreement and annually review the SRO program using a process that involves parents, students and community members.~~

~~Law enforcement agencies are responsible for training their employees, including SROs, therefore, the law enforcement agency will confirm in the agreement that SROs have been trained in all the topics required by law. Additionally, the agreement will include a process for families to file complaints with the district and local law enforcement agency related to the district SROs and a process for investigating and responding to complaints. The agreement will incorporate an annual collection and reporting of data regarding calls for law enforcement service and the outcome of each call. In addition, the agreement will also incorporate the SRO's duties and the limitations thereof consistent with this policy, other related governing policies, and the governing regulations.~~

Cross References:

[2121](#) - Substance Abuse Program

[2145](#) - Suicide Prevention

[3143](#)- Notification and Dissemination of Information About Student Offenses and Notification of Threats of Violence or Harm

[3225](#) - School-Based Threat Assessment

[3226](#) - Interviews and Interrogations of Students on School Premises

[3230](#) - Student Privacy and Searches

[3432](#) - Emergencies

[3241](#) - Student Discipline

[3246](#) - Restraint, Isolation and Other Uses of Reasonable Force

[4210](#) - Regulation of Dangerous Weapons on School Premises

[4310](#) - District Relationships with Law Enforcement and other Government Agencies

[4314](#) - Notification of Threats of Violence or Harm

Legal References:

[RCW 10.93.160](#) – Immigration and Citizenship Status

[RCW 26.44.030](#) Interviews of children

[RCW 26.44.050](#) - Abuse or neglect of child — Duty of law enforcement agency or department of social and health services — Taking child into custody without court order

[RCW 26.44.110](#) Information about rights — Custody without court order — Written statement required — Contents

[RCW 26.44.115](#) Child taken into custody under court order — Information to parents

[RCW 28A.300.640 - 645](#) – School based threat assessment program

[Chapter 28A.320.124](#) – School resource officer programs

20 U.S.C. 1232g Family Education Rights and Privacy Act

Management Resources:

2020 - May Issue

Adoption Date: 08.26.2020

Steilacoom Historical School District No. 1

Revised: 08.25.2021

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: August 25, 2021

Strategic Focus Area

- Achieve
- Support
- Connect
- Plan

BACKGROUND INFORMATION

In April 2021, the Governor signed into law, SHB1363 which provides for addressing secondary traumatic stress in the K-12 workforce. Per legislation, districts will need to adopt Policy 5515 - Workforce Secondary Traumatic Stress by the beginning of 2021-2022 school year.

Secondary Traumatic Stress (STS) is sometimes known as compassion fatigue, the toll of tending to someone's experience can create symptoms in caregivers, including teachers. By implementing this policy through strategic use of professional learning, the district can reduce staff turnover, improve student outcomes and model health behaviors for the school community.

The policy provides for a district-wide workforce mental health committee which will be key in providing resources and information to employees. The district's wellness committee will be able to integrate these requirements and provide an annual report to the Board summarizing committee activities.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to adopt Policy 5515 – Workforce Secondary Traumatic Stress.

Report prepared by:
Susanne Beauchaine, Executive Director of Human Resources

WORKFORCE SECONDARY TRAUMATIC STRESS

Purpose

The Board is committed to preventing and addressing secondary traumatic stress for District personnel by supporting mental health in the workplace. Everyday school staff work with students experiencing trauma and loss. As a result, teachers, school counselors, administrators, and other school staff many experience secondary traumatic stress. When secondary traumatic stress is left unaddressed, it may lead to staff turnover, burnout, adult chronic absenteeism, and health issues that negatively impact everyone in the school community.

Secondary Traumatic Stress

The Board acknowledges that secondary traumatic stress, also called compassion fatigue, is a natural but disruptive set of symptoms that may result when one person learns firsthand of the traumatic experiences of another. Symptoms of secondary traumatic stress may include feelings of isolation, anxiety, dissociation, physical ailments, and sleep disturbances. In addition, those affected by secondary traumatic stress may experience: Changes in memory and perception; alterations in their sense of self-efficacy; a depletion of personal resources; and disruption in their perceptions of safety, trust, and independence.

Policy Statement

The District will promote a positive workplace climate that includes a focus on diversity and inclusion. The Board hereby establishes a district-wide workforce mental health committee with the following functions:

- Share secondary traumatic stress, stress management, and other mental health resources and supports available through the Office of the Superintendent of Public Instruction, the Educational Service District, and the School Employees' Benefits Board;
- Share links to a secondary traumatic stress self-assessment tool and any associated resources;
- Report to the Board at least once per year with a summary of committee activities.

The District will regularly assess district-level and school building-level implementation of this policy and procedure. The assessment will include input from the District's workforce. The District will provide appropriate resources and training to schools and staff for continuous improvement.

Cross References: 3112 - Social Emotional Climate
 5203 - Staff Assistance Program

Legal References: 28A.300 RCW
 28A.400 RCW

Adoption Date: 8.25.21
Steilacoom Historical School District No. 1