



## Regular Meeting Agenda

via Zoom Webinar

Wednesday, April 22, 2020 07:00 PM

### I. CALL TO ORDER

(Action)

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

### II. 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 \(p. 3\)](#)

[Approval of March and April 2020 Accounts Payable and March 2020 Payroll.PDF \(p. 12\)](#)

[Approval of March 25, 2020 Regular Board Meeting Minutes.pdf \(p. 13\)](#)

[Approval of Administrative Personnel Report.pdf \(p. 15\)](#)

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

### III. NEW BUSINESS

#### A. First Readings of WSSDA COVID-19 Policy Series 2402-2407, 2413, 2418, and Resolution 2419R (861-04-22-20)

(Action)

**Presenter:** Paul Harvey

[WSSDA COVID-19 Policy Series.pdf \(p. 19\)](#)

#### B. Recommendation of K-5 Math Curriculum Adoption

(Action)

**Presenter:** Paul Harvey

[Recommendation of K-5 Math Curriculum Adoption.pdf \(p. 35\)](#)

**IV. BOARD COMMUNICATION**

**(Information)**

**V. ANNOUNCEMENTS**

**(Information)**

**VI. ADJOURNMENT**

**(Action)**

**Steilacoom Historical School District No. 1**  
**Financial Report - March 31, 2020**  
**Budget/Year-End Projection/YTD Actual**

The following information is a summary of the financial position as of March 31, 2020 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	43,279,587	25,859,729	59.75%
Expenditures & Other Financing Uses	43,661,008	26,657,258	61.06%
Excess Revenues/Other Financing Sources			
Over (under) Expend & Other Financing Uses	(381,421)	(797,529)	
Transfer to Capital Projects		(100,000)	
Net Change in Unassigned Fund Balance		(897,529)	

Fund Balances	9/1/2019	3/31/2020	Variance
Restricted for Carryover	200,000	0	-200,000
Committed for Other Purposes	25,369	(100,000)	-125,369
Unassigned Fund Balance	2,600,094	1,671,639	-928,455
Unassigned Minimum Fund Balance	2,610,000	2,610,000	0
Fund Balance	5,435,463	4,181,639	-1,253,824

**Capital Projects Fund:**

Fund Balance - Impact Fees \$615,602 - Turf Field Replacement \$300,000

Beginning Fund Balance		1,499,927	
GF Transfer to Capital Projects	100,000		
Revenues	93,187		
Expenses	21,491		
		171,695	
Ending Fund Balance 3/31/2020			1,671,622

	9/1/2019 Beginning Balance	3/31/2020 Ending Fund Balance	Variance
Debt Service Fund*:	3,950,862	1,267,064	(2,683,798)
Transportation Fund:	114,263	115,276	1,013
ASB Fund:	341,714	399,316	57,602

\*12/1/2019 Principal and Interest - \$6,784,725; 6/1/2020 Interest payment - \$ 676,100

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	5,239,334	311,529.31	2,634,642.31		2,604,691.69	50.29
2000 LOCAL SUPPORT NONTAX	909,950	48,502.86	570,642.95		339,307.05	62.71
3000 STATE, GENERAL PURPOSE	28,564,251	2,735,312.10	17,184,802.91		11,379,448.09	60.16
4000 STATE, SPECIAL PURPOSE	6,243,599	678,655.08	4,176,613.18		2,066,985.82	66.89
5000 FEDERAL, GENERAL PURPOSE	281,500	.00	235,804.97		45,695.03	83.77
6000 FEDERAL, SPECIAL PURPOSE	2,038,453	174,966.38	1,057,222.92		981,230.08	51.86
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	2,500	.00	.00		2,500.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>43,279,587</u>	<u>3,948,965.73</u>	<u>25,859,729.24</u>		<u>17,419,857.76</u>	<u>59.75</u>
<u>B. EXPENDITURES</u>						
00 Regular Instruction	24,537,988	2,062,098.48	14,712,124.60	11,585,112.03	1,759,248.63-	107.17
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,833,090	520,654.13	3,424,315.96	3,082,603.01	673,828.97-	111.55
30 Voc. Ed Instruction	2,253,471	163,277.43	1,177,311.12	912,160.69	163,999.19	92.72
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,076,705	88,674.50	604,133.11	527,268.72	54,696.83-	105.08
70 Other Instructional Pgms	517,692	125,016.13	411,473.96	180,015.27	73,797.23-	114.26
80 Community Services	0	3,473.86	24,649.76	23,619.41	48,269.17-	0.00
90 Support Services	9,442,062	888,829.35	6,303,249.91	3,643,736.79	504,924.70-	105.35
<u>Total EXPENDITURES</u>	<u>43,661,008</u>	<u>3,852,023.88</u>	<u>26,657,258.42</u>	<u>19,954,515.92</u>	<u>2,950,766.34-</u>	<u>106.76</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	100,000	100,000.00	100,000.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	481,421-	3,058.15-	897,529.18-		416,108.18-	86.43
F. <u>TOTAL BEGINNING FUND BALANCE</u>	4,585,369		5,079,168.05			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		1,104.00-			
H. <u>TOTAL ENDING FUND BALANCE</u>	4,103,948		4,180,534.87			
<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	200,000	.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	25,369	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	1,368,579	1,671,638.87
G/L 891 Unassigned Min Fnd Bal Policy	2,610,000	2,610,000.00
<u>TOTAL</u>	4,203,948	4,181,638.87
Differences	100,000-	1,104.00

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.

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	100,000	5,461.83	93,186.64		6,813.36	93.19
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	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	100,000	100,000.00	100,000.00		.00	100.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 200,000	 105,461.83	 193,186.64		 6,813.36	 96.59
 <u>B. EXPENDITURES</u>						
10 Sites	50,000	12,726.42	12,726.42	78,271.87	40,998.29-	182.00
20 Buildings	800,000	.00	3,812.50	0.00	796,187.50	0.48
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	10,000	574.00	4,952.50	0.00	5,047.50	49.53
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>	 860,000	 13,300.42	 21,491.42	 78,271.87	 760,236.71	 11.60
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	660,000-	92,161.41	171,695.22		831,695.22	126.01-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 2,000,000		 1,499,927.25			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	 XXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 1,340,000		 1,671,622.47			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	3,812.50-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	150,000	615,601.79
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	300,000	326,761.00
G/L 889 Assigned to Fund Purposes	890,000	733,072.18
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,340,000	1,671,622.47



30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	7,670,120	450,888.54	4,096,160.84		3,573,959.16	53.40
2000 Local Support Nontax	20,000	534.75	4,765.88		15,234.12	23.83
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
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>7,690,120</b>	<b>451,423.29</b>	<b>4,100,926.72</b>		<b>3,589,193.28</b>	<b>53.33</b>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	6,000,000	.00	5,965,000.00	0.00	35,000.00	99.42
Interest On Bonds	1,500,000	.00	819,725.00	0.00	680,275.00	54.65
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
<b>Total EXPENDITURES</b>	<b>7,502,500</b>	<b>.00</b>	<b>6,784,725.00</b>	<b>0.00</b>	<b>717,775.00</b>	<b>90.43</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</b>	<b>187,620</b>	<b>451,423.29</b>	<b>2,683,798.28-</b>		<b>2,871,418.28-</b>	<b>&lt; 1000-</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>3,914,157</b>		<b>3,950,862.47</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	<b>4,101,777</b>		<b>1,267,064.19</b>			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	4,101,777		1,267,064.19			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>4,101,777</b>		<b>1,267,064.19</b>			

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	191,000	9,042.14	119,805.24		71,194.76	62.73
2000 Athletics	169,300	1,090.26	34,911.93		134,388.07	20.62
3000 Classes	96,100	1,602.70	22,091.99		74,008.01	22.99
4000 Clubs	476,600	6,643.60-	127,936.25		348,663.75	26.84
6000 Private Moneys	15,700	1,120.15-	3,588.90		12,111.10	22.86
<u>Total REVENUES</u>	948,700	3,971.35	308,334.31		640,365.69	32.50
<u>B. EXPENDITURES</u>						
1000 General Student Body	231,326	910.97	23,569.63	8,444.43	199,311.94	13.84
2000 Athletics	220,902	9,999.81	88,652.26	20,102.89	112,146.85	49.23
3000 Classes	86,823	1,603.98	19,515.23	8,130.42	59,177.35	31.84
4000 Clubs	514,768	8,242.15	116,942.06	12,223.79	385,602.15	25.09
6000 Private Moneys	16,968	1,251.35	2,053.40	0.00	14,914.60	12.10
<u>Total EXPENDITURES</u>	1,070,787	22,008.26	250,732.58	48,901.53	771,152.89	27.98
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	122,087-	18,036.91-	57,601.73		179,688.73	147.18-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	270,217		341,714.41			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	148,130		399,316.14			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	148,130		399,316.14			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	148,130		399,316.14			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of March, 2020

<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	106.95	1,013.14		13.14-	101.31
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	7,500	.00	.00		7,500.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	8,500	106.95	1,013.14		7,486.86	11.92
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	8,500	106.95	1,013.14		7,486.86	11.92
<u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	10,000	.00	.00	0.00	10,000.00	0.00
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	1,500-	106.95	1,013.14		2,513.14	167.54-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	105,362		114,262.74			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	103,862		115,275.88			
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	103,862		115,275.88			
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>	103,862		115,275.88			

# 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: April 22, 2020

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*  
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
<b><u>GENERAL FUND:</u></b>					
	Payroll	800880	to	800880	\$ 4,983.61
	Payroll A/P	127794	to	127813	\$ 964,694.67
	Payroll Taxes				\$ 534,938.08
	Direct Deposit				\$ 1,537,962.55
March 26, 2020	Accounts Payable	127814	to	127834	\$ 35,927.92
March 27, 2020	Accounts Payable	127835	to	127850	\$ 29,292.75
March 31, 2020	Accounts Payable	127851	to	127861	\$ 142,447.84
April 7, 2020	Accounts Payable	127862	to	127869	\$ 30,334.59
	Accounts Payable		to		
	Accounts Payable		to		
<b>TOTAL GENERAL FUND:</b>					\$ 3,280,582.01
<b><u>CAPITAL PROJECTS FUND:</u></b>					
April 3, 2020	Accounts Payable	200370	to	200370	\$ 9,600.00
			to		
			to		
<b>TOTAL CAPITAL PROJECTS FUND:</b>					\$ 9,600.00
<b><u>ASSOCIATED STUDENT BODY FUND:</u></b>					
March 23, 2020	Accounts Payable	404475	to	404527	\$ 1,040.00
March 26, 2020	Accounts Payable	404528	to	404591	\$ 775.00
March 31, 2020	Accounts Payable	404592	to	404594	\$ 300.00
March 31, 2020	Accounts Payable	404595	to	404595	\$ 9,641.13
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>					\$ 11,756.13
<b><u>TRANSPORTATION VEHICLE FUND:</u></b>					
			to		
			to		
<b>TOTAL TRANSPORTATION VEHICLE FUND:</b>					\$ -

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 Historical School District Professional Development Center via Zoom**  
**511 Chambers Street, Steilacoom, WA**  
**Wednesday, March 25, 2020**

**I. CALL TO ORDER**

Chair Forbes called the meeting to order at 7:02 pm. Due to COVID-19 restrictions, this Regular Board Meeting is held via Zoom with public access to the meeting at the SHSD Professional Development Center. Executive Director Gudrun Sullivan led the Pledge of Allegiance.

All Directors and Superintendent Weight present.

Director Scott made a motion to approve the agenda; Director McDonald seconded the motion, and the motion passed (5/0).

**II. REPORTS - Legislative Update**

Director Scott gave a brief legislative update on current bills.

**III. CONSENT AGENDA**

Director Pierce made a motion to approve the Consent Agenda, Director Rohrer seconded the motion, and the motion passed (5/0). The Consent Agenda included attached Financial Reports, February and March 2020 Accounts Payable including February 2020 Payroll, February 26, 2020 Board Meeting Minutes, March 11, 2020 Study Session Minutes, Personnel Reports, and Policy 3225 School-Based Threat Assessment.

**IV. OLD BUSINESS - Second Reading of Policy 3423 Parental Administration of Marijuana for Medical Purposes**

Director McDonald made a motion to approve Policy 3423 Parental Administration of Marijuana for Medical Purposes, and Director Scott seconded the motion. Director Pierce recommended that any community members with questions or concerns about this policy should reach out to Board members or the Superintendent's office if they need further information. Director Pierce noted that no one in our district currently qualifies for this policy, that the policy includes very strict parameters, and that we are required by the State to pass this policy. The motion passed (5/0).

**V. NEW BUSINESS**

**A. Resolution 859-03-25-20 Certificated Staff Contracts 2020-21 School Year**

Director Rohrer made a motion to approve Resolution 859-03-25-20 Certificated Staff Contracts 2020-21 School Year; Director Pierce seconded the motion, and the motion passed (5/0).

**B. Resolution 860-03-25-20 Suspension of Policy in Emergencies**

Director Scott made a motion to approve Resolution 860-03-25-20 Suspension of Policy in Emergencies; Director McDonald seconded the motion, and the motion passed (5/0).

**C. First Reading of Policy 2410 High School Graduation Requirements**

Director Pierce made a motion to approve Policy 2410 High School Graduation Requirements and Policy 2418 Waiver of High School Graduation Credits; Director Rohrer seconded the motion, and the motion passed (5/0).

**D. First Reading of Policy 2418 Waiver of High School Graduation Credits**

Director Pierce made a motion to approve Policy 2410 High School Graduation Requirements and Policy 2418 Waiver of High School Graduation Credits; Director Rohrer seconded the motion, and the motion passed (5/0).

**VI. BOARD COMMUNICATION**

- Director McDonald relayed gratefulness for the lunch program. There was some communication regarding communication from Steilacoom High School, but that has been resolved.
- Director Pierce thanked teachers and admin staff for their flexibility and making everything work during this time.
- Director Rohrer has heard from the community, parents, and teachers about their appreciation for the district and its communication efforts.

**VII. ANNOUNCEMENTS**

- Director Rohrer thanked the district for their donations of PPE.
- Director Forbes mentioned the SHS softball team won their scrimmage, meaning they enjoyed an undefeated season. He also thanked Superintendent Weight and staff for doing a wonderful job during this time.

**VIII. ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 7:22 pm; Director Scott seconded the motion, and the motion passed (5/0).

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

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



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: April 22, 2020

## **Personnel Action: Approval Contract for Chloe Clark Principal**

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION:**

The Chloe Clark Elementary Principal position was posted on March 16<sup>th</sup> and advertised through multiple sources. A staff survey was administered and used to guide the selection process. 29 candidates applied for the position. Paper screening was conducted by a team on March 31<sup>st</sup>.

Interviews were conducted on April 9<sup>th</sup> by a representative team of our staff members. Three individuals were nominated as finalists and thorough reference checks were completed. A virtual community forum was conducted on April 16<sup>th</sup> with the three finalists. Over 90 people registered for the forum.

As a result of the process and reference checks, the Superintendent recommends Mrs. Loretta Duncan to serve as the principal of Chloe Clark Elementary School. Loretta is currently the Director of Special Education with the Chehalis School District and has been in that role for the past eight years. Previously, Loretta worked in North Thurston Public Schools as a special education teacher, an assistant principal at Chinook Middle School for seven years, and an Assistant Director for Special Education. Loretta received her Bachelor of Arts in Education, with an endorsement in Pre-K through 3<sup>rd</sup> Grade Early Childhood Education from Central Washington University. Loretta also received her Master of Arts in Educational Administration from Central Washington University.

The community response to Loretta's candidacy was extremely positive, as were the reference checks conducted. References describe Loretta as a strong systems thinker with collaborative communication skills and a passion for early childhood. She is responsive, experienced, and values positive relationships with students, staff and community members.

The hiring process is in alignment with Board policy, and the Superintendent is confident that Loretta Duncan will be a successful principal at Chloe Clark Elementary School.

**RECOMMENDED ACTION:**

It is the recommendation of the Superintendent that the Board approve issuance of an administrative contract to Loretta Duncan for the position of Chloe Clark Elementary School Principal to commence on July 1, 2020. Additionally, the Superintendent recommends authorization for issuance of up to ten (10) transition days at per-diem rate this year for Mrs. Duncan in preparation for service in the 2020-21 school year.

**Report prepared by:**

Dr. Kathi Weight, Superintendent



## Admin Personnel Report

[illegible]

Steilacoom Historical School District No. 1  
Certificated Personnel Report

Personnel Report 4/22/2020						
Name	Position	FTE	Location	Effective Date	Action	Comment
FLETCHER ASHLEE	TEACHER	1.00	SALTAR'S POINT	8/31/2020	NEW HIRE	
GAFFEY KAYLA	TEACHER	1.00	SALTAR'S POINT	8/31/2020	NEW HIRE	
GAFFEY SCOTT	TEACHER	1.00	SALTAR'S POINT	8/31/2020	NEW HIRE	
MANLEY STEPHANIE	NURSE	1.00	DISTRICT WIDE	8/31/2020	NEW HIRE	
LOWE ASHLEE	TEACHER	1.00	CHLOE CLARK	8/30/2020	RESIGNATION	
SHEARER ALLISON	TEACHER	1.00	CHLOE CLARK	8/31/2020	NEW HIRE	
ARMSTRONG MARY	TEACHER	1.00	CHLOE CLARK	8/31/2020	NEW HIRE	

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: April 22, 2020

WSSDA COVID-19 Policy Series (2402, 2403, 2404, 2405, 2406, 2407, 2413, 2418 and Resolution 2419R)

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION**

The novel coronavirus outbreak has created extraordinary challenges that require extraordinary responses from school districts across the nation. Here in Washington, the Office of Superintendent of Public Instruction (OSPI) has worked to provide innovative solutions, supports, and much-needed guidance to help school districts with their response. Similarly, the State Board of Education (SBE) has stepped in to address crucial issues regarding graduation for the class of 2020. Specifically, SBE adopted emergency rules that allow school districts to apply for an emergency waiver of credits, including core course credits. The purpose of the emergency waiver is to protect students in the graduating class of 2020 or earlier who were on track to graduate from being negatively impacted by the governor's COVID-19 emergency proclamation on February 29, 2020.

SBE's emergency waiver, which expires on July 31, 2020, requires school districts to make a "good faith effort" to support their students in meeting graduation requirements through existing local authority *before* seeking the emergency waiver. This means that districts will have considered all options to support individual students in meeting credit requirements. Options to support students include:

- Implementing OSPI guidance;
- Providing students opportunities to earn credits, such as competency/mastery credits; and
- Waiving of elective or locally imposed credits.

After considering all options, districts should determine which they can feasibly provide, then examine individual student circumstances to determine what is needed and appropriate. After districts make this good faith effort to support students in meeting their graduation requirements, districts should use SBE's emergency waiver to seek a waiver for any remaining unmet credits.

WAC 180-51-050 requires local school boards to adopt an authorizing policy before districts can award competency/mastery-based credit. WSSDA Model Policy 2409 – World Languages is an example of such a policy and has been available for over a decade. That model policy is designed for competency/proficiency credit specifically in world languages, and includes a statement that says districts can expand the policy to multiple subjects.

However, the SBE's data collection indicates that the subject most commonly credited through competency-based policies remains world languages. To help districts meet the prerequisite of having adopted an authorizing policy, WSSDA has developed several new model policies for specific subjects:

- 2402 – English Language Arts
- 2403 – Math
- 2404 – Science
- 2405 – Social Studies
- 2406 – Art
- 2407 – Health and Fitness

Districts that do not already have authorizing policies in place are encouraged to adopt any or all of these policies to maximize the opportunity to award students with credits that meet high school graduation requirements, despite the COVID-19 outbreak. WSSDA recommends that you waive first reading and move to second reading and adoption so that our district can award competency/mastery-based credit to this year's seniors.

Model Resolution 2419R –

Emergency Waiver of High School Graduation Credits Resolution. This is a model board resolution specific to authorizing the Superintendent to implement the emergency waiver in response to the COVID-19 school closures. Nothing in the emergency rules requires a board resolution, nor do boards have to pass a resolution to implement the emergency waiver process. However, given the extraordinary step of waiving core course credits, WSSDA recommends we use the model resolution. The resolution reinforces the local school board's authority to decide whether a student has met graduation requirements. It also includes language acknowledging that the Superintendent may have already begun using the emergency waiver process and affirms that our board is now explicitly sanctioning that action. Additionally, the model resolution includes specific language affirming that districts will make the necessary good faith effort. Please note, Model Resolution 2419R will sunset in tandem with the emergency rules on July 31, 2020.

### **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve WSSDA COVID-19 Policy Series (2402, 2403, 2404, 2405, 2406, 2407, 2413, 2418 and Resolution 2419R)

### **Report prepared by:**

Dr. Kathi Weight, Superintendent

## **ENGLISH LANGUAGE ARTS**

The board recognizes the value of preparing students to read, write, speak, listen, and use English effectively. These skills are necessary for college and career readiness in multiple disciplines. The board also recognizes students may further develop these skills through activities and programs. The district encourages students and their families to take advantage of any English Language Arts learning opportunities available to them.

The district will encourage students to learn to read, write, speak, listen, and use English effectively at a high level of proficiency.

The district also recognizes the importance of allowing students to learn at their own pace, and the educational benefits that can be gained by giving students the opportunity to demonstrate competency of skills, proficiency of standards, and mastery of concepts.

In order to recognize the English Language Arts proficiency of students, the superintendent is directed to develop procedures for awarding English Language Arts credits to students based on demonstrated proficiency across a range of English Language Arts skills.

### **Legal References**

[RCW 28A.230.090](#) High school graduation requirements or equivalencies — Reevaluation of graduation requirements — Review and authorization of proposed changes — Credit for courses taken before attending high school — Postsecondary credit equivalencies  
[WAC 180-51-050](#) High school credit — Definition

### **Cross References**

[Policy 2410](#) – High School Graduation Requirements

**Adoption Date: 4.22.20**  
**Steilacoom Historical School District No. 1**

## **MATH**

The board recognizes the value of preparing students in math for college, career, and life. Math skills are necessary for college and career readiness in multiple disciplines. Students may further develop these skills through independent activities and programs. The district encourages students and their families to take advantage of any math learning opportunities available to them.

The district will encourage students to use math effectively at a high level of proficiency.

The district acknowledges the importance of allowing students to learn at their own pace, and the educational benefits that can be gained by giving students the opportunity to demonstrate competency of skills, proficiency of standards, and mastery of concepts.

In order to recognize the math proficiency of students, the superintendent is directed to develop procedures for awarding math credits to students based on demonstrated proficiency across a range of math skills.

### **Legal References**

[RCW 28A.230.090](#) – High school graduation requirements or equivalencies — Reevaluation of graduation requirements — Review and authorization of proposed changes — Credit for courses taken before attending high school — Postsecondary credit equivalencies  
[WAC 180-51-050](#) High school credit — Definition

### **Cross References**

[2410](#) - High School Graduation Requirements

**Adoption Date: 4.22.20**  
**Steilacoom Historical School District No. 1**

## **SCIENCE**

The board recognizes the value of preparing students to become literate in science. Science plays an integral role in modern society and is an essential part of each student's education. When students are learning about science, they are also enhancing their skills in reading, writing and math. Students may further develop their science skills through independent activities and programs. The district encourages students and their families to take advantage of any science learning opportunities available to them.

The district will encourage students to learn science effectively at a high level of proficiency.

The district also recognizes the importance of allowing students to learn at their own pace, and the educational benefits that can be gained by giving students the opportunity to demonstrate competency of skills, proficiency of standards, and mastery of concepts.

In order to recognize the science proficiency of students, the superintendent is directed to develop procedures for awarding science credits to students based on demonstrated proficiency across a range of science skills.

### **Legal References**

[RCW 28A.230.090](#) High school graduation requirements or equivalencies — Reevaluation of graduation requirements — Review and authorization of proposed changes — Credit for courses taken before attending high school — Postsecondary credit equivalencies  
[WAC 180-51-050](#) High school credit — Definition

### **Cross References**

[2410](#) – High School Graduation Requirements

## **SOCIAL STUDIES**

The board recognizes the value of helping students become part of an active and engaged citizenry. A developed knowledge and understanding of social studies helps prepare students for post-secondary pathways, careers, and civic engagement. Students may further develop their social studies skills through independent activities and programs. The district encourages students and their families to take advantage of any social studies learning opportunities available to them.

The district will encourage students to learn social studies effectively at a high level of proficiency.

The district also recognizes the importance of allowing students to learn at their own pace, and the educational benefits that can be gained by giving students the opportunity to demonstrate competency of skills, proficiency of standards, and mastery of concepts.

In order to recognize the social studies proficiency of students, the superintendent is directed to develop procedures for awarding social studies credits to students based on demonstrated proficiency across a range of social studies skills.

### **Legal References**

[RCW 28A.230.090](#) High school graduation requirements or equivalencies — Reevaluation of graduation requirements — Review and authorization of proposed changes — Credit for courses taken before attending high school — Postsecondary credit equivalencies  
[WAC 180-51-050](#) High school credit — Definition

### **Cross References**

[2410](#) – High School Graduation Requirements

**Adoption Date: 4.22.20**  
**Steilacoom Historical School District No. 1**



## **THE ARTS**

The board recognizes the value of providing students an education in the arts, including the disciplines of dance, media arts, music, theater, and visual arts. The arts engage all learning styles, and they lead to powerful and life-long habits, such as creativity, collaboration, communication, and critical thinking. The arts provide students with keys to understanding the world around them and strategies for learning, interpreting, and expressing their thoughts. Students may further develop their art skills through independent activities and programs. The district encourages students and their families to take advantage of any learning opportunities in the arts available to them.

The district will encourage students to learn the arts effectively at a high level of proficiency.

The district also recognizes the importance of allowing students to learn at their own pace, and the educational benefits that can be gained by giving students the opportunity to demonstrate competency of skills, proficiency of standards, and mastery of concepts.

In order to recognize student proficiency in the arts, the superintendent is directed to develop procedures for awarding credits in the arts to students based on demonstrated proficiency across a range of skills in the arts.

### **Legal References**

[RCW 28A.230.090](#) High school graduation requirements or equivalencies — Reevaluation of graduation requirements — Review and authorization of proposed changes — Credit for courses taken before attending high school — Postsecondary credit equivalencies  
[WAC 180-51-050](#) High school credit — Definition

### **Cross References**

[2410](#) – High School Graduation Requirements

**Adoption Date: 4.22.20**  
**Steilacoom Historical School District No. 1**

## **HEALTH AND FITNESS**

The board recognizes the value of providing students a health and physical education. Health and physical education comprise extensive content areas that include, but are not limited to, the development of knowledge and skills to be physically active, eat nutritiously, access reliable health information and services, communicate effectively, and set health- enhancing goals. Students may further develop their health and fitness skills through independent activities and programs. The district encourages students and their families to take advantage of any learning opportunities in health and physical education available to them.

The district also recognizes the importance of allowing students to learn at their own pace, and the educational benefits that can be gained by giving students the opportunity to demonstrate competency of skills, proficiency of standards, and mastery of concepts.

In order to recognize student health and fitness proficiency, the superintendent is directed to develop procedures for awarding credits in health and physical activity to students based on demonstrated proficiency across a range of skills in health and fitness.

### **Legal References**

[RCW 28A.230.090](#) High school graduation requirements or equivalencies — Reevaluation of graduation requirements — Review and authorization of proposed changes — Credit for courses taken before attending high school — Postsecondary credit equivalencies  
[WAC 180-51-050](#) High school credit — Definition  
[RCW 28A.210.365](#) Food choice, physical activity, childhood fitness— Minimum standards—District waiver or exemption policy.  
[RCW 28A.230.050](#) Physical education in high schools.

**Adoption Date: 4.22.20**  
**Steilacoom Historical School District No. 1**

## Equivalency Credit ~~Opportunities for Career and Technical Education Courses~~

### I. Experiential Education Opportunities

The district may grant credit, including high school graduation credit, for school planned or approved learning experiences, which may be conducted away from the facilities owned, operated, or supervised by the district or conducted primarily by individuals not employed by the district.

To grant credit for such experiences, a proposal for approval of credit must be submitted to the district's designated team.

The proposal shall include the following elements:

- (a) Name of program or planned learning experience;
- (b) Length of time for which approval is desired;
- (c) Objectives of the program or planned learning experience;
- (d) Which one or more of the state learning goals and related essential academic learning requirements are part of the program or planned learning experience;
- (e) Description of how credits shall be determined (completion of a district-defined course or satisfactory demonstration of proficiency or competency in the related state learning standards in accord with WAC 180-51-050(1));
- (f) Content outline of the program and/or major learning activities and instructional materials to be used;
- (g) Description of how student performance will be assessed;
- (h) Qualifications of instructional personnel;
- (i) Plans for evaluation of program; and
- (j) How and by whom the student will be supervised.

Approved experiences may include, but are not limited to, the following: School planned or approved learning experiences such as travel study, work study, private lessons, and education programs sponsored by governmental agencies.

### II. Career and Technical Education Courses Provided by the District

Until September 1, 2021, the district will ~~provide~~offer high school students with the opportunity to access at least one career and technical education course that is considered a statewide equivalency course as determined by the office of the superintendent of public instruction under [RCW 28A.700.070](#).

On or after September 1, 2021, any statewide equivalency course offered by the district or accessed at a skill center will be offered for academic credit.

The district may also adopt local course equivalencies for career and technical education courses that are not on the list of courses approved by the superintendent of public instruction under [RCW 28A.700.070](#).

Each high school will adopt core academic course equivalencies for high school career and technical courses, provided that the career and technical course has been reviewed and approved for equivalency credit by a district team appointed by the superintendent or a designee.

The district team will include a school administrator, the career and technical administrator, an instructor from the core academic subject area, an instructor from the appropriate career and technical course, a school counselor, and a representative from the curriculum department.

Career and technical courses approved for equivalency will be:

1. Aligned with the state's essential academic learning requirements and grade level expectations; and
2. Aligned with current industry standards, as evidenced in the curriculum frameworks. The local career and technical advisory committee will certify that courses meet industry standards.
3. Recorded on the student's transcripts as the academic course the equivalence credit fulfills.

### **III. Computer Science Courses**

#### **AP courses**

The board will approve Advanced Placement (AP) computer science courses as equivalent to high school mathematics or science. The superintendent or designee will adopt procedures to denote on the student's transcript that AP computer science qualifies as a math-based quantitative course for students who complete it in their senior year.

#### **Competency-based credits**

The district may award academic credit for computer science to students based on student completion of a competency examination that is aligned with the state learning standards for computer science or mathematics and course equivalency requirements adopted by the office of the superintendent of public instruction (OSPI).

To receive competency-based credits for computer science, a student must take a competency examination that OSPI has found aligns with the state learning standards for computer science or mathematics and that aligns with course equivalency requirements adopted by OSPI. The number of credits awarded will be based on the student's performance on the competency examination.

The competency examination must be offered in a proctored setting with appropriate technology. The district will approve the site(s) where the examination is offered, which could include individual schools, district buildings, community colleges, universities, education service districts, or other community settings. A student may take the examination two times. The district will award credit based on the highest examination score.

The student will be responsible for the cost of taking a competency examination. The district will offer financial assistance to students who demonstrate need, such as qualifying for free or reduced lunch.

The district will receive official test results for each student who takes a competency examination. The district will provide a letter to the student with a copy of the test results and an indication of how many credits the student will be awarded. Credits awarded will be recorded on the student's transcript with a grade of "Pass."

In awarding academic credit for computer science, the district will follow the course equivalency approval procedure described above for career and technical courses.

### **Courses taken before attending high school**

The district will award high school credit for computer science courses taken before attending high school if either of following occurs:

1. The course was taken with high school students, if the academic level of the course exceeds the requirements for seventh and eighth grade classes, and the student has successfully passed by completing the same course requirements and examinations as the high school students enrolled in the class; or
2. The academic level of the course exceeds the requirements for seventh and eighth grade classes and the course would qualify for high school credit because the course is similar or equivalent to a course offered at a high school in the district determined by the board.

Students who have taken and successfully completed high school courses under the circumstances above shall not be required to take an additional competency examination or perform any other additional assignment to receive credit.

Cross References: [2170](#) - Career and Technical Education  
[2410](#) - High School Graduation Requirements

Legal References: [Laws of 2019, ch. 180](#), 2 High school computer science courses—Availability—Competency testing  
[RCW 28A.230.010](#) Course content requirements—Access to career and technical course equivalencies—Duties of school boards of directors—Waivers

[RCW 28A.230.097](#) Career and technical high school course equivalencies.

[RCW 28A.230.120](#) High School Diplomas – Issuance- Option to receive final transcripts –Notice

[WAC 180-51](#) High school graduation requirements

[WAC 392-410](#) Courses of study and equivalencies

Management  
Resources:

2019 - July Policy Issue

2018 - May Issue

2013 - September Issue

Policy News, August 2006 Legislature Codifies Course Equivalency for Career and Technical Courses

**Adoption Date: 2.27.08**

**Steilacoom Historical School District No. 1**

**Revised Dates: 0.27.15; 10.24.18; 10.23.19; 04.22.20**

## 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
- 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 Application for Waiver of High School Graduation Credits* with the ~~principal's~~ 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](#).

Cross References: [Policy 2410](#) - High School Graduation Requirements

Legal References: [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  
[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.

Management Resources: 2015 - April Policy Issue

**Adoption Date: 6.10**

**Steilacoom Historical School District No. 1**

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



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

**Resolution No. 861-04-22-20**

**RESOLUTION 2419R EMERGENCY WAIVER OF  
HIGH SCHOOL GRADUATION CREDITS**

**WHEREAS**, Chapter 28A.320 RCW authorizes local school boards to govern their respective districts, including adopting, revising, and suspending local board policies;

**WHEREAS**, Chapter 28A.230.090 authorizes the State Board of Education to set graduation requirements and authorizes local districts to decide whether a student has met the graduation requirements.

**WHEREAS** the Steilacoom Historical School Board ("Board") has adopted Policy 2410 – High School Graduation Requirements, which establishes that the board will establish graduation requirements that at a minimum satisfy those established by the State Board of Education.

**WHEREAS**, the Board has adopted and, as appropriate, implemented Policy 2418 – Waiver of High School Graduation Credits, which authorizes the Superintendent or designee to grant waivers of a maximum of two elective credits required for high school graduation based on an individual student's circumstances.

**WHEREAS**, sections 10 through 12, chapter 7, Laws of 2020 (EHB 2965) authorized the State Board of Education to administer an emergency waiver program, which program is separate from and in addition to the waiver of two elective credits addressed in Policy 2418 – Waiver of High School Graduation Credits, and expires on July 31, 2020. The purpose of the emergency waiver program is to grant local school districts with flexibility so that students in the graduating Class of 2020 or earlier who were on track to graduate before the gubernatorial declaration of emergency of February 29, 2020, are not negatively impacted by the response to the novel coronavirus (COVID-19). The emergency waiver may include both core credit graduation requirements and flexible credit graduation requirements.

**WHEREAS**, the Board wishes to ensure for any district students in the graduating Class of 2020 or earlier who were on track to graduate before the gubernatorial declaration of emergency and who would be negatively impacted by response to COVID-19, that the district comply with Chapter 180-111 WAC, which constitutes the State Board of Education's emergency waiver program.

**NOW, THEREFORE BE IT RESOLVED**, that the Steilacoom Historical School Board hereby authorizes/has authorized the Superintendent or designee to implement an emergency waiver program consistent with WAC 180-111 as the Superintendent or designee determines appropriate. The district will demonstrate a good faith effort, as defined in WAC 180-111-020, to help individual students meet credit-based graduation requirements through other options. The

district will consult with the individual student, and make a reasonable effort to consult with a parent or guardian of the student, and will make a reasonable effort to provide information about this waiver in the preferred languages of the student, and of the parent or guardian of the student if applicable. This information includes what is being waived for the individual student, potential benefits and limitations that could result from receiving the waiver, including impacts on high school graduation and postsecondary plans, the option for the individual student to decline the waiver and for the student to be provided with the opportunity to earn the credits needed to complete graduation requirements through continued enrollment beyond the planned graduation date. The district will maintain a record of courses and requirements waived as part of the individual student record and will report to the State Board of Education.

**BE IT FURTHER RESOLVED** that the district will consider equity in administering the emergency waiver. This consideration will seek to identify and mitigate potential disparate impacts of the emergency waiver and determine if any changes to the district's approach in administering the emergency waiver are needed before the conclusion of the 2019-20 school year.

**BE IT FURTHER RESOLVED** that execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had full power and lawful authority to adopt this instrument. This resolution expires in tandem with WAC 180-111, which is July 31, 2020, and the force of the resolution sunsets on that day.

Adopted by a majority of the Board of Directors of Steilacoom Historical School District No. 1 at the regular meeting held on April 22, 2020.

#### **BOARD OF DIRECTORS**

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Chair

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ATTEST

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Secretary

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 04/22/20

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### Curriculum Adoption Recommendation

- Per policy 2020 and 2020P, the district's Instructional Materials Committee (IMC) recommends the Ready Classroom Mathematics curriculum for adoption
- The full recommendation document was sent to the board prior to this meeting

## **RECOMMENDED ACTION:**

It is recommended that the board move approve the recommendation and adopt the curriculum as presented.

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

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TO: Board of Directors

FROM: Paul Harvey and the Instructional Materials Committee (IMC)

RE: Recommendation for K-5 Mathematics Curriculum Adoption

DATE: April 22, 2020

The Instructional Materials Committee (IMC) is chartered in school board policy 2020 and is responsible for reviewing curriculum in the school district. Part of the committee's responsibility is to recommend curriculum for adoption when the committee determines a new or updated curriculum is needed. The district's IMC consists of volunteers representing all grade spans of our school district and is made up of teachers, support staff, and administrators.

The IMC meets annually to review a district-wide survey of curriculum needs issued in the fall of each school year. In January of 2019 the IMC prioritized the next two curriculum adoption content areas to be K-5 mathematics and 6-8 science. The current K-5 mathematics curriculum, Math Connects was adopted over ten years ago and was published before the Washington State Learning Standards were established. Because the K-5 mathematics curriculum is outdated and not aligned to standards, adoption of a new curriculum is urgent and supported by the IMC.

Through an open notification process, our district reached out to several publishers known to have effective K-5 mathematics curriculum and we also sent out a general notice via our partner and local textbook depository, NWTD. The notice announced that our district would be considering materials for mathematics curriculum adoption. Publishers contacted the district's Office of Student Achievement directly and sent materials for consideration. In June of 2019 the IMC reviewed materials and applied an initial screening of the materials. Of seven curricula sent by different publishers, the IMC selected three curricula for piloting in classrooms. Piloting curriculum materials with our teachers allows them to have first-hand experience with the curricula so that they can form authentic judgments and recommendations as to the value of the curriculum in the context of our classroom settings. We have practiced this pilot method with great success over the last three adoptions.

Twenty-three teachers from Chloe Clark, Cherrydale, and Saltar's Point were selected to be part of the K-5 mathematics pilot team. For the sake of management of materials and to

give equal representation, each grade level had a team with two teachers from each building. Anderson Island was involved through Principal Susan Greer's participation as a member of the IMC. The team members were given the same materials during the same window of time across three cycles of the pilot. In consideration of the school year schedule with startup, conferences, and holidays, the pilot calendar was established with the intention that each teacher would use the pilot materials for approximately six weeks for each of the three selected curricula. At the conclusion of each cycle, the materials were returned and the teachers were asked to complete a survey regarding their experience and professional opinion with respect to the curriculum materials. The pilot team met after the third cycle and discussed the merits of the two top-rated curricula. The results of that discussion, a final survey, and with consideration of the results of the surveys issued after each cycle, the recommendation to the IMC was to adopt the Ready Classroom Mathematics curriculum, published by Curriculum Associates. The IMC met jointly with the pilot team on March 18th and reviewed the pilot team's recommendations and comments.

A public review of the recommended curriculum was held via Zoom on April 2<sup>nd</sup>.

It is the recommendation of the pilot team and the Instructional Materials Committee (IMC) that the school board take the following action:

1. Adopt Ready Classroom Mathematics, published by Curriculum Associates, as the district's core mathematics curriculum materials for Kindergarten through 5th grade.
2. Approve the budget not to exceed \$380,000 for the purpose of purchasing the Ready Classroom Mathematics curriculum material and professional learning services (6 year license). Per school board policy, teachers may use additional materials with principal approval to supplement or enhance the Ready Classroom Mathematics curriculum.