



Regular Meeting Agenda

Anderson Island Elementary School, 13005 Camus Road, Anderson Island, WA

STUDY SESSION: There will be no study session prior to the September 25, 2019 Board meeting.

9/25/2019 06:30 PM

I. CALL TO ORDER

(Action)

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

II. COMMENTS FROM THE AUDIENCE

(Information)

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

III. PRESENTATION

(Information)

Presenter: Anderson Island Elementary Staff and Students

IV. CONSENT AGENDA

(Action)

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

[Approval of August and September 2019 Accounts Payable and August 2019 Payroll.PDF \(p. 4\)](#)

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

[Approval of August 28, 2019 Regular Board Meeting Minutes.pdf \(p. 15\)](#)

[Approval of September 11, 2019 Study Session Minutes.pdf \(p. 18\)](#)

[Approval of Classified Personnel Report.pdf \(p. 20\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 21\)](#)

V. OLD BUSINESS - Resolution 856-09-25-19 Surplus of International Place Property

(Action)

[Resolution 856-09-25-19 Surplus of International Place Property.pdf \(p. 23\)](#)

VI. NEW BUSINESS

A. First Reading of Policy 1310 Policy Adoption, Manuals and Administrative Procedures

(Action)

Presenter: Superintendent Weight

[Policy 1310 Adoption, Manuals and Administrative Procedures.pdf \(p. 26\)](#)

B. First Reading of Policy 1440 Minutes

(Action)

Presenter: Superintendent Weight

[Policy 1440 Minutes.pdf \(p. 29\)](#)

C. First Reading of Policy 4210 Regulation of Dangerous Weapons on School Premises

(Action)

Presenter: Superintendent Weight

[Policy 4210 Regulation of Dangerous Weapons on School Premises.pdf \(p. 32\)](#)

D. First Reading of Policy 4265 Community Schools' Program

(Action)

Presenter: Superintendent Weight

[Policy 4265 Community Schools' Program.pdf \(p. 36\)](#)

E. First Reading of Policy 4310 District Relationships with Law Enforcement and Other Government Agencies

(Action)

Presenter: Superintendent Weight

[Policy 4310 District Relationships with Law Enforcement and other Government Agencies.pdf \(p. 38\)](#)

F. First Reading of Policy 2413 Equivalency Credit for Career and Technical Education Courses (Action)

Presenter: Paul Harvey

[Policy 2413 Equivalency Credit for Career and Technical Education Courses.pdf \(p. 42\)](#)

G. First Reading of Policy 2100 Educational Opportunities for Students with a Parent in the Military (Action)

Presenter: Susanne Beauchaine

[Policy 2100 Educational Opportunities for Students with a Parent in the Military.pdf \(p. 46\)](#)

H. First Reading of Policy 3120 Enrollment (Action)

Presenter: Susanne Beauchaine

[Policy 3120 Enrollment.pdf \(p. 49\)](#)

I. First Reading of Policy 3231 Student Records (Action)

Presenter: Susanne Beauchaine

[Policy 3231 Student Records.pdf \(p. 52\)](#)

VII. COMMENTS FROM THE AUDIENCE (Information)

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

VIII. BOARD COMMUNICATION (Information)

IX. ANNOUNCEMENTS (Information)

X. ADJOURNMENT (Action)

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: September 25, 2019

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
GENERAL FUND:			
	Payroll	800849 to 800849	\$ 4,017.32
	Payroll A/P	126573 to 126595	\$ 852,586.39
	Payroll Taxes		\$ 492,087.01
	Direct Deposit		\$ 1,397,773.90
August 26, 2019	Accounts Payable	126556 to 126572	\$ 80,764.39
August 28, 2019	Accounts Payable	126596 to 126611	\$ 120,533.42
August 30, 2019	Accounts Payable	126612 to 126612	\$ 6,913.98
September 3, 2019	Accounts Payable	126613 to 126614	\$ 13,008.07
September 4, 2019	Accounts Payable	126615 to 126621	\$ 37,834.41
September 5, 2019	Accounts Payable	126622 to 126642	\$ 582.85
September 9, 2019	Accounts Payable	126643 to 126643	\$ 257,918.66
September 11, 2019	Accounts Payable	126681 to 126718	\$ 61,491.61
September 12, 2019	Accounts Payable	126719 to 126733	\$ 58,808.41
September 16, 2019	Accounts Payable	126734 to 126745	\$ 25,438.27
September 18, 2019	Accounts Payable	126746 to 126747	\$ 1,006.99
September 19, 2019	Accounts Payable	126748 to 126748	\$ 8,577.35
TOTAL GENERAL FUND:			\$3,419,343.03
CAPITAL PROJECTS FUND:			
September 5, 2019	Accounts Payable	200353 to 200353	\$ 15,955.28
September 13, 2019	Accounts Payable	200354 to 200354	\$ 63,548.58
TOTAL CAPITAL PROJECTS FUND:			\$ 79,503.86
ASSOCIATED STUDENT BODY FUND:			
August 29, 2019	Accounts Payable	404194 to 404197	\$ 2,161.42
September 5, 2019	Accounts Payable	404198 to 404200	\$ 1,988.82
September 12, 2019	Accounts Payable	404201 to 404203	\$ 1,947.85
September 12, 2019	Accounts Payable	404204 to 404205	\$ 6,145.78
TOTAL ASSOCIATED STUDENT BODY FUND:			\$ 8,093.63
TRANSPORTATION VEHICLE FUND:			
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

Steilacoom Historical School District No. 1
Financial Report - August 31, 2019
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of August 31, 2019 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	42,686,670	42,843,799	100.37%
Expenditures & Other Financing Uses	43,509,742	42,801,519	98.37%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(823,072)	42,281
Transfer to Capital Projects		(100,000)
Net Change in Unassigned Fund Balance		(57,719)

Fund Balances	9/1/2018	8/31/2019	Variance
Committed for Other Purposes	(74,631)	(74,771)	-140
Unassigned Fund Balance	1,791,928	2,531,963	740,035
Unassigned Minimum Fund Balance	2,610,000	2,610,000	-
Fund Balance	4,327,297	5,067,192	739,895

Capital Projects Fund:

Fund Balance - Impact Fees \$525,262 - Turf Field Replacement \$300,000

Beginning Fund Balance		1,856,813	
GF Transfer to Capital Projects	100,000		
Revenues	216,887		
Expenses	525,498		
		(208,611)	
Ending Fund Balance 8/31/2019			1,648,202

	9/1/2018 Beginning Fund Balance	8/31/2019 Ending Fund Balance	Variance
Debt Service Fund*:	3,650,047	3,950,862	300,816
Transportation Fund:	105,362	114,263	8,900
ASB Fund:	280,669	353,810	73,141

***12/1/2018 Principal and Interest - \$6,358,850; 6/1/2019 Interest payment - \$ 819,725**

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2019

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	5,745,095	22,932.58	5,930,889.37		185,794.37-	103.23
2000 LOCAL SUPPORT NONTAX	994,500	50,750.50	860,305.46		134,194.54	86.51
3000 STATE, GENERAL PURPOSE	26,717,087	2,766,051.49	27,601,802.05		884,715.05-	103.31
4000 STATE, SPECIAL PURPOSE	6,639,215	727,211.67	6,333,744.00		305,471.00	95.40
5000 FEDERAL, GENERAL PURPOSE	354,000	.00	408,594.04		54,594.04-	115.42
6000 FEDERAL, SPECIAL PURPOSE	2,210,273	171,935.51	1,694,176.79		516,096.21	76.65
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	21,500	.00	.00		21,500.00	0.00
9000 OTHER FINANCING SOURCES	5,000	.00	14,287.55		9,287.55-	285.75
<u>Total REVENUES/OTHER FIN. SOURCES</u>	42,686,670	3,738,881.75	42,843,799.26		157,129.26-	100.37
<u>B. EXPENDITURES</u>						
00 Regular Instruction	23,553,150	1,778,441.44	23,573,491.87	47,393.30	67,735.17-	100.29
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,094,710	379,614.38	5,274,487.29	0.00	179,777.29-	103.53
30 Voc. Ed Instruction	2,022,217	224,239.27	1,855,566.78	98,535.29	68,114.93	96.63
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,225,079	238,193.97	1,604,647.75	135.95	379,704.70-	130.99
70 Other Instructional Pgms	1,468,426	35,555.17	752,078.28	0.00	716,347.72	51.22
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	9,221,041	856,695.64	9,741,246.74	180,894.35	701,100.09-	107.60
<u>Total EXPENDITURES</u>	42,584,623	3,512,739.87	42,801,518.71	326,958.89	543,854.60-	101.28
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	100,000	.00	100,000.00			
D. <u>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>	2,047	226,141.88	57,719.45-		59,766.45-	< 1000-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	5,250,369		5,124,911.73			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	5,252,416		5,067,192.28			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 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-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	74,631-	74,770.73-
G/L 872 Committd to Econmc Stabilizatr	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	2,717,047	2,531,963.01
G/L 891 Unassigned Min End Bal Policy	2,610,000	2,610,000.00
<u>TOTAL</u>	5,252,416	5,067,192.28

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2019

	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	105,000	6,679.99	216,886.85		111,886.85-	206.56
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	.00	100,000.00		.00	100.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 205,000	 6,679.99	 316,886.85		 111,886.85-	 154.58
 <u>B. EXPENDITURES</u>						
10 Sites	0	.00	670.77	0.00	670.77-	0.00
20 Buildings	850,000	79,503.86	516,827.25	152,944.39	180,228.36	78.80
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	.00	8,000.00	0.00	2,000.00	80.00
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>	 860,000	 79,503.86	 525,498.02	 152,944.39	 181,557.59	 78.89
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	 655,000-	 72,823.87-	 208,611.17-		 446,388.83	 68.15-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 1,900,000		 1,856,813.27			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	 1,245,000		 1,648,202.10			

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	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	250,000	529,039.00
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	200,000	326,761.00
G/L 889 Assigned to Fund Purposes	795,000	792,402.10
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,245,000	1,648,202.10

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	7,494,447	35,771.08	7,454,438.42		40,008.58	99.47
2000 Local Support Nontax	15,000	934.74	25,252.53		10,252.53-	168.35
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	7,509,447	36,705.82	7,479,690.95		29,756.05	99.60
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	5,425,000	.00	5,425,000.00	0.00	.00	100.00
Interest On Bonds	1,753,575	.00	1,753,575.00	0.00	.00	100.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	300.00	0.00	2,200.00	12.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	7,181,075	.00	7,178,875.00	0.00	2,200.00	99.97
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	328,372	36,705.82	300,815.95		27,556.05-	8.39-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,650,047		3,650,046.52			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	3,978,419		3,950,862.47			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,978,419		3,950,862.47			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	3,978,419		3,950,862.47			

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	201,100	1,189.96	143,563.44		57,536.56	71.39
2000 Athletics	261,404	.00	54,842.55		206,561.45	20.98
3000 Classes	62,300	.00	65,281.87		2,981.87-	104.79
4000 Clubs	477,200	160.24	200,917.77		276,282.23	42.10
6000 Private Moneys	25,500	.00	13,036.77		12,463.23	51.12
<u>Total REVENUES</u>	1,027,504	1,350.20	477,642.40		549,861.60	46.49
<u>B. EXPENDITURES</u>						
1000 General Student Body	214,007	109.89	45,928.85	0.00	168,078.15	21.46
2000 Athletics	227,183	1,406.53	104,405.70	7,687.24	115,090.06	49.34
3000 Classes	66,483	572.40	59,493.11	3,461.12	3,528.77	94.69
4000 Clubs	484,989	1,847.85	185,272.11	14,425.67	285,291.22	41.18
6000 Private Moneys	22,814	.00	9,401.47	0.00	13,412.53	41.21
<u>Total EXPENDITURES</u>	1,015,476	3,936.67	404,501.24	25,574.03	585,400.73	42.35
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	12,028	2,586.47-	73,141.16		61,113.16	508.09
<u>D. TOTAL BEGINNING FUND BALANCE</u>	270,217		280,668.94			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	282,245		353,810.10			
<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	282,245		353,810.10			
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>	282,245		353,810.10			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,000	186.94	2,132.80		1,132.80-	213.28
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	7,500	6,767.69	6,767.69		732.31	90.24
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	6,954.63	8,900.49		400.49-	104.71
<u>B. 9900 TRANSFERS IN FROM GF</u>						
	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	8,500	6,954.63	8,900.49		400.49-	104.71
<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-	6,954.63	8,900.49		10,400.49	693.37-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	105,362		105,362.25			
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		114,262.74			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	103,862		114,262.74			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	103,862		114,262.74			

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



Regular Meeting Minutes
Pioneer Middle School 1750 Bob's Hollow Lane DuPont, WA
Wednesday, August 28, 2019

STUDY SESSION:

- Agenda review

REGULAR MEETING:

I. CALL TO ORDER

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

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

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

II. COMMENTS FROM THE AUDIENCE

- Comments from the audience from parent Lyndi Reed.
- Comments from the audience from student Rylie Reed.

III. INTRODUCTION - NEW STAFF

School principals introduced new staff members from each school.

Chair Forbes recognized DuPont Mayor Mike Courts.

IV. CONSENT AGENDA

Director Pierce made a motion to approve the Consent Agenda; Director Schenk seconded the motion and the motion passed (5/0). The Consent Agenda included attached personnel reports, financial reports, 7.24.19 and 8.14.19 minutes, July & August 2019 Accounts Payable including July 2019 Payroll, and SHS Cross Country Field Trip Requests.

V. OLD BUSINESS

A. Approval of Resolution 854-08-28-2019, 2019-20 School Year Budget

Director McDonald made a motion to approve Resolution 854-08-28-2019 2019-20 School Year Budget; Director Scott seconded the motion and the motion passed (5/0).

B. Second Reading of Policy 3200 Student Rights and Responsibilities

Director Schenk made a motion to approve Policies 3200 and 3205; Director Pierce seconded the motion and the motion passed (5/0).

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District 1 are digitally recorded.

Page 1 of 3

C. Second Reading of Policy 3205 Sexual Harassment of Students Prohibited

Director Schenk made a motion to approve Policies 3200 and 3205; Director Pierce seconded the motion and the motion passed (5/0).

D. Approval of 2019-20 School Year District Focus

Director McDonald made a motion to approve the 2019-20 School Year District Focus; Director Scott seconded the motion and the motion passed (5/0).

VI. NEW BUSINESS

A. Resolution 855-08-28-19 for Certification of 2020 Excess Property Taxes

Director Pierce made a motion to approve Resolution 855-08-28-19 for Certification of 2020 Excess Property Taxes; Director Schenk seconded the motion and the motion passed (5/0).

B. Resolution 856-08-28-19 Surplus of International Place Property

Director Scott made a motion to approve Resolution 856-08-28-19 Surplus of International Place Property; Director McDonald seconded the motion. After further discussion, Director McDonald rescinded her second and the motion died due to absence of a second motion.

C. First Reading of Policy 2410 High School Graduation Requirements

Director Pierce made a motion to approve Policy 2410 High School Graduation Requirements; Director Schenk seconded the motion and the motion passed (5/0).

D. First Reading of Policy 3240 Student Conduct Expectations and Reasonable Sanctions

Director McDonald made a motion to delete Policy 3240 Student Conduct Expectations and Reasonable Sanctions and to approve Policy 3241 Student Discipline; Director Scott seconded the motion and the motion passed (5/0).

E. First Reading of Policy 3241 Student Discipline

Director McDonald made a motion to delete Policy 3240 Student Conduct Expectations and Reasonable Sanctions and to approve Policy 3241 Student Discipline; Director Scott seconded the motion and the motion passed (5/0).

VII. COMMENTS FROM THE AUDIENCE

No comments.

VIII. BOARD COMMUNICATION

No Board communication.

IX. ANNOUNCEMENTS

- Director Scott noted that the Steilacoom High School Girls' Swim and Dive team schedule has been published, and he encouraged staff members to attend the meets.
- Director McDonald noted that Steilacoom High School's Cross Country meets would also begin in the near future.

A. Celeste Johnston's Retirement

- Superintendent Weight announced Celeste Johnston's retirement from her position as Executive Assistant to the Superintendent. Board members and Superintendent Weight individually thanked Celeste for her years of excellent service to the District.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District 1 are digitally recorded.

X. ADJOURNMENT

Director Pierce made a motion to adjourn the meeting at 7:53pm; Director Schenk seconded the motion and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)



Study Session of the Board of Directors
Meeting Minutes
Steilacoom High School 54 Sentinel Drive Steilacoom, WA
9/11/2019

I. CALL TO ORDER

Chair Forbes called the meeting to order at 6:00 pm.
Executive Director Susanne Beauchaine led the Pledge of Allegiance.
Director Pierce made a motion to approve the agenda; Director Schenk seconded the motion, and the motion passed (5/0).
Chair Forbes recognized DuPont City Councilmember Penny Coffey.

II. TOPIC FOR BOARD DISCUSSION

A. Introduction

Executive Director Paul Harvey introduced the 2019-20 School Improvement Plans.

B. Pioneer Middle School 2019-20 School Improvement Plan

Principal JoAnne Fernandes presented Pioneer Middle School's 2019-20 School Improvement Plan. Questions and discussion followed.

C. Steilacoom High School 2019-20 School Improvement Plan

Principal Mike Miller presented Steilacoom High School's 2019-20 School Improvement Plan. Questions and discussion followed.

D. Long Range Capital Facilities Planning

Executive Director Melissa Beard presented options for long range capital facilities planning, focusing on the immediate needs for a Maintenance Facility and Bus Barn. Questions and discussion followed.

E. October 9, 2019 Study Session Agenda Items

- 1. Elementary School Improvement Plans**
- 2. Other Topics**

F. Superintendent Updates

Superintendent Weight reminded the Board of travel plans for the September 25 Board meeting on Anderson Island, and offered to take any interested Board members on a tour of the Diggs Street Maintenance Facility prior to departing for the meeting.

Regularly scheduled meetings of the Board of Directors are digitally recorded.

III. ADJOURNMENT

Director Scott made a motion to adjourn the meeting at 8:00 pm; Director McDonald seconded the motion and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 9/25/2019						
Name	Position	Hours	Location	Effective Date	Action	Comment
ANWAR BELAL	UTILITY CUSTODIAL WORKER	8.00	MAINTENANCE	9/26/2019	NEW HIRE	
TATE KIMBERLY	PARAPROFESSIONAL	3.50	ANDERSON ISLAND	9/26/2019	NEW HIRE	
STOUT NIELS	PARAPROFESSIONAL	6.50	CHLOE CLARK	9/26/2019	NEW HIRE	

Steilacoom Historical School District No. 1

Co-Curricular Personnel Report

Personnel Report 9/25/2019					
Name	Position	Location	Effective Date	Amount	Comment
FROEHLE STEFANIE	DATA TEAM LEADER	CHERRYDALE	8/29/2019	2,000.00	
PERRY ANNETTE	DATA TEAM LEADER	CHERRYDALE	8/29/2019	2,000.00	
EVANS BETTINA	DATA TEAM LEADER	CHERRYDALE	8/29/2019	2,000.00	
JOHANSEN KATHERYN	DATA TEAM LEADER	CHERRYDALE	8/29/2019	2,000.00	
YEARWOOD KRISTA	DATA TEAM LEADER	CHERRYDALE	8/29/2019	2,000.00	
ANDERSON-GONZALEZ BARBIE	PRIMARY MUSIC DIRECTOR	CHERRYDALE	8/29/2019	2,500.00	
SCHMITZ SHANNON	DATA TEAM LEADER	CHLOE CLARK	8/29/2019	2,000.00	
ZAJAC-MATTES MEGGAN	DATA TEAM LEADER	CHLOE CLARK	8/29/2019	2,000.00	
WIDMAN COURTNEY	DATA TEAM LEADER	CHLOE CLARK	8/29/2019	2,000.00	
ENGQUIST SHEREE	DATA TEAM LEADER	CHLOE CLARK	8/29/2019	2,000.00	
ENOS RODNEY	DATA TEAM LEADER	CHLOE CLARK	8/29/2019	2,000.00	
PEDDY KAREN	PRIMARY MUSIC DIRECTOR	CHLOE CLARK	8/29/2019	2,500.00	
MCDONALD JODY	ANIME CLUB ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
KELLER AIRICA	ART CLUB ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
EASTMAN KATHLEEN	ASB ADVISOR	HIGH SCHOOL	8/29/2019	4,500.00	
CLAPP NANCY	ASL CLUB ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
VEGH MATTHEW	BAND ADVISOR	HIGH SCHOOL	8/29/2019	6,000.00	
TRETHEWAY KELSEY	BOOK CLUB ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
JOHNSON KENT	CHEMICAL HYGIENE OFFICER	HIGH SCHOOL	8/29/2019	400.00	
JOHNSON JOSHUA	CHOIR	HIGH SCHOOL	8/29/2019	5,000.00	
JARNAGIN JAMES	CLASS ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
CHASE RENEE	CLASS ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
HENDERSON SAMANTHA	CLASS ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
TRETHEWAY KELSEY	CLASS ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
HENDERSON SAMANTHA	CREATIVE WRITING (POETRY) ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
HAYDEN CHRISTINA	DECA ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
EASTMAN KATHLEEN	DEPARTMENT CHAIR	HIGH SCHOOL	8/29/2019	2,500.00	
STUTZ MIGUEL	DEPARTMENT CHAIR	HIGH SCHOOL	8/29/2019	2,500.00	
TRETHEWAY KELSEY	DEPARTMENT CHAIR	HIGH SCHOOL	8/29/2019	2,500.00	
BARTLETT TYLER	DEPARTMENT CHAIR	HIGH SCHOOL	8/29/2019	2,500.00	
DORSCH SARAH	DEPARTMENT CHAIR	HIGH SCHOOL	8/29/2019	2,500.00	
ZIMMERMAN CHRISTINA	DEPARTMENT CHAIR	HIGH SCHOOL	8/29/2019	2,500.00	
DILL MICAH	DIGITAL GAMING ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
HAYDEN CHRISTINA	DRAMA PRODUCTION 1 ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
HAYDEN CHRISTINA	DRAMA PRODUCTION 2 ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
CAMPBELL SARAH	EDGENUITY COORDINATOR	HIGH SCHOOL	8/29/2019	2,400.00	
SCHULTZ-BRACE KERI	FCCLA ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
JELLISON ELISABETH	FFA ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
CHASE RENEE	GSA ADVISOR	HIGH SCHOOL	8/29/2019	1,200.00	SHARED STIPEND
JOHNSON KENT	GSA ADVISOR	HIGH SCHOOL	8/29/2019	1,200.00	SHARED STIPEND
OVERGAARD ERIC	HEAD BASKETBALL COACH	HIGH SCHOOL	11/18/2019	6,066.50	
ZIMMERMAN CHRISTINA	KEY CLUB ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
FRENCH TIMOTHY J	MATH CLUB ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
ALBERT ROYCE	MODEL UN CLUB ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
WILLIAMS LORIANN	SPANISH HONORS SOCIETY ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
CAMPBELL SARAH	STUDENT TO STUDENT ADVISOR	HIGH SCHOOL	8/29/2019	1,200.00	SHARED STIPEND
WOOD SEAN	STUDENT TO STUDENT ADVISOR	HIGH SCHOOL	8/29/2019	1,200.00	SHARED STIPEND
JONES CARL	TECH STUDENT ASSOC ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
VAN WYHE GABRIEL	VIDEO PRODUCTION ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
VAN WYHE JACQUELINE	YEARBOOK ADVISOR	HIGH SCHOOL	8/29/2019	2,400.00	
KALLAY ZELMA	ART CLUB ADVISOR	PIONEER	8/29/2019	2,400.00	
STOUT JENESSA	ASB ADVISOR	PIONEER	8/29/2019	1,875.00	SHARED STIPEND
ELSHIRE KATHERINE	ASB ADVISOR	PIONEER	8/29/2019	625.00	SHARED STIPEND

Steilacoom Historical School District No. 1

Co-Curricular Personnel Report

BRADBURY THOMAS	ASSISTANT FOOTBALL COACH	PIONEER	9/26/2019	3,176.25	
STOUT JENESSA	BAND	PIONEER	8/29/2019	1,875.00	
ELSHIRE KATHERINE	CHAMBER CHOIR	PIONEER	8/29/2019	2,400.00	
PARR KAREN	CHEMICAL HYGIENE OFFICER	PIONEER	8/29/2019	400.00	
ELSHIRE KATHERINE	CHOIR	PIONEER	8/29/2019	2,500.00	
BEAULIEU DEREK	DEPARTMENT CHAIR	PIONEER	8/29/2019	2,000.00	
MARTIN MICHAEL	DEPARTMENT CHAIR	PIONEER	8/29/2019	2,000.00	
PARR KAREN	DEPARTMENT CHAIR	PIONEER	8/29/2019	2,000.00	
MCJUNKINS TRINA	DEPARTMENT CHAIR	PIONEER	8/29/2019	2,000.00	
STEWART CATHRYN	DEPARTMENT CHAIR	PIONEER	8/29/2019	2,000.00	
MILTON ANDREW	DRAMA ADVISOR	PIONEER	8/29/2019	2,400.00	
NIXON JULIE	GAME CLUB ADVISOR	PIONEER	8/29/2019	2,400.00	
YUCKERT HEATHER	GSA ADVISOR	PIONEER	8/29/2019	2,400.00	
STOUT JENESSA	JAZZ BAND ADVISOR	PIONEER	8/29/2019	1,800.00	
KEEFER CHARM	STUDENT TO STUDENT ADVISOR	PIONEER	8/29/2019	2,400.00	
MORIYAMA-YODER JOY	YEARBOOK ADVISOR	PIONEER	8/29/2019	2,400.00	
BURKES RODERICK	DATA TEAM LEADER	SALTARS POINT	8/29/2019	2,000.00	
BUCKMISTER AMANDA	DATA TEAM LEADER	SALTARS POINT	8/29/2019	2,000.00	
HATCH GENA	DATA TEAM LEADER	SALTARS POINT	8/29/2019	2,000.00	
BARTON KRISTEN	DATA TEAM LEADER	SALTARS POINT	8/29/2019	2,000.00	
ELLISON TABITHA	DATA TEAM LEADER	SALTARS POINT	8/29/2019	2,000.00	
BATHURST ERIN	INTERMEDIATE MUSIC DIRECTOR	SALTARS POINT	8/29/2019	2,500.00	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 25, 2019

Strategic Focus Area

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

BACKGROUND INFORMATION

The District owns 5.34 acres on International Place in DuPont that could only be used for a bus or maintenance facility as it is not large enough to support a school. Adopting this resolution would allow staff to sell the property. Not adopting this resolution keeps the property as part of the District holdings and nothing changes.

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

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

Resolution No. 856-09-25-19

A RESOLUTION of the Board of Directors of the Steilacoom Historical School District No. 1 to surplus certain District-owned property located in the City of DuPont, Pierce County, Washington, consisting of approximately 5.34 acres, having a tax parcel identification number of 3000390282, and legally described on Exhibit A attached hereto (the "Property"), and to authorize the District to proceed under RCW 28A.335.120 regarding the disposition of the Property.

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

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

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

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

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

ADOPTED by the Board of Directors of the Steilacoom Historical School District No. 1 at its regular meeting on August 28, 2019.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BY: _____
Chair

Vice-Chair

ATTEST

_____, Secretary

Exhibit A

Legal Description of the Property

Section 24 Township 19 Range 01 Quarter 34 Plat NORTHWEST LANDING IND PARK DIV 1 L 2 OF DBLR 2007-03-21-5009 DESC AS FOLL PORS OF LOTS A, B, C, D & E OF BLA 2002-10-24-5003 LY WLY OF FOLL DESC LI BEG AT SW COR SD LOT A TH S 88 DEG 50 MIN 38 SEC E 100 FT TO POB OF SD LI TH N 01 DEG 09 MIN 22 SEC E 295.75 FT TO PT WHICH INTER NLY LI SD LOT A AT CURV # 5 AS SHOWN ON BLA 2002-10-24-5003 & TERMINUS OF THIS LI TOG/W & SUBJ TO EASE RESTR & RESERV OF REC OUT OF 027-1, 028-1, 029-1, 030-1 & 031-1 SEG 2007-0844BL 04-13-07BL

Situate in the City of DuPont, County of Pierce, State of Washington

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 25, 2019

Policy 1310 – Policy Adoption, Manuals and Administrative Procedures

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 1310 was updated by WSSDA to include minor language revisions.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 1310 to a 2nd Reading.

Report prepared by:

Dr. Kathi Weight, Superintendent

POLICY ADOPTION, MANUALS AND ADMINISTRATIVE PROCEDURES

Proposed new policies and proposed changes in existing policies ~~shall~~will be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the district, the final vote for adoption ~~shall~~will take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. The board may invite oral statements from staff members or ~~patrons~~community members as an order of business.

When the board of directors is considering a district policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district, the proposed policy ~~shall~~will be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. The board of directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption ~~shall~~will provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies ~~shall~~will become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended ~~shall~~will be made a part of the minutes of the meeting at which action was taken and ~~shall~~will also be included in the district's policy manual.

Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the board.

Policy Manuals

The superintendent ~~shall~~will develop and maintain a current policy manual which contains the policies of the district.

~~The District's policies and procedures will be published electronically and available on its website. The manual is intended as both a tool for district management as well as a source of information to community members, staff and others about how the district operates. To that end, each administrator will have ready access to the manual. The District's policies and procedures will be published electronically and available on its website for the use of staff, students and community members.~~

All policy manuals distributed to anyone will remain the property of the district. They will be subject to recall at any time.

~~Those desiring hard copy of policies may request so from the District Office.~~

Administrative Procedures

The superintendent ~~shall~~will develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the board.

When a written procedure is developed, the superintendent ~~shall~~will submit it to the board as an information item. Such procedures need not be approved by the board, though ~~it may revise them~~the board may request a revision when it appears that they are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance; though on controversial topics, the superintendent may request prior board consultation.

Legal References: [RCW 28A.320.010, Corporate powers](#)
[RCW 28A.320.040, Directors--Bylaws](#)

RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted
at public meetings — Notice— Secret voting prohibited

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 5.28.08. 5.25.11; 09.19

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 25, 2019

Policy 1440 – Minutes

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 1440 was updated by WSSDA to include language around the recording of Board meetings and “permanent minutes” in accordance with records retention requirements.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 1440 to a 2nd Reading.

Report prepared by:

Dr. Kathi Weight, Superintendent

MINUTES

The secretary of the board ~~shall~~will record the minutes of all board meetings. Minutes become official after approval by the board at the board's next regularly scheduled meeting and must be and shall be retained as a permanent record of the district. ~~When issues are discussed that may require detailed record the board may direct the secretary to record the discussion verbatim. Such verbatim records shall be maintained (on file for a period of six (6) years.) Any other verbatim records of a meeting shall be destroyed after the minutes have been approved.~~ Minutes ~~shall~~must be comprehensive and ~~shall~~will show:

- A. The date, time and place of the meeting;:-
- B. The presiding officer;:-
- C. Members in attendance;:-
- D. Items discussed during the meeting and the results of any voting that may have occurred;:-
- E. Action to recess for executive session with a general statement of the purpose;:-
- F. Time of adjournment; and
- G. Signature of presiding officer and date minutes approved.

When issues are discussed that may require detailed record, the board may direct the secretary to record the discussion. Audio or video recordings will be maintained on file as follows:

- A. If the recording is transcribed verbatim (word for word), the recording must be retained for one (1) year; or
- B. If the recording is only used as a reference to create written minutes, the recording must be retained for six (6) years.

- Unofficial minutes ~~shall be delivered~~will be provided to board members in advance of the next regularly scheduled meeting of the board and ~~shall~~will also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

A file of permanent minutes of all board meetings will be maintained in the office of the board secretary to be made available for inspection upon the request of any interested citizen. ~~Approved minutes will also be posted to the Board of Directors link on the District website in accordance with Washington State Records Retention Schedule. Except as otherwise provided by law, permanent minutes will not be destroyed until approved for destruction by the appropriate district personnel. Permanent minutes should be preserved in a manner that protects them from loss.~~

Cross Reference: Board Policy 6570 Property and Data Management~~Data and Records Management~~

Legal References: RCW 28A.400.030 Superintendent's duties
 RCW 40.14.070 Destruction, disposition, donation of local government records — Preservation for historical inter-

est — Local records committee, duties —
Record retention schedules — Sealed record
RCW 42.32.030 — Public meetings —
Minutes

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 5.28.08, 5.25.11; 09.19

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 25, 2019

Policy 4210 – Regulation of Dangerous Weapons on School Premises

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 4210 was updated by WSSDA in 2016. Changes to the policy include definitions related to dangerous weapons and reporting duties associated with violations of the district weapons policy.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 4210 to a 2nd Reading.

Report prepared by:

Dr. Kathi Weight, Superintendent

REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and [RCW 9.41.280](#) are reported annually to the ~~superintendent~~ Superintendent of Public Instruction.

Dangerous Weapons

The term “dangerous weapons” under state law includes:

-
- Any firearm;
- Any device commonly known as “nun-chu-ka sticks,” consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
 - Any dirk or dagger;
 - Any knife with a blade longer than three inches;
 - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
 - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement;
 - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

- In addition, the District considers the following weapons in violation of this policy:

-

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

Reporting Dangerous Weapons

An appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

Exceptions to State Law and this Policy

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and ~~have been pre-approved by administration to be included~~are to be used in a school-authorized ~~event, such as a culture fair or~~ martial arts class.

Personal Protection Spray

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

~~School officials will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.~~

Cross References:

[4260](#) - Use of School Facilities

~~[3241](#) - Classroom Management, Discipline and Corrective Action~~
[Student Discipline](#)

~~[3240](#) - Student Conduct Expectations and Reasonable Sanctions~~

Legal References:

[RCW 9A.16.020](#) Use of force - when lawful

~~[RCW 9.41.250](#) Dangerous weapons—Penalty~~

[RCW 9.41.280](#) Dangerous weapons on facilities—Penalty — Exceptions

[RCW 9.91.160](#) Personal protection spray devices

~~[RCW 9.94A.825](#) Deadly weapon special verdict--definition~~

[RCW 28A.600.420](#) Firearms on school premises, transportation, or facilities — Penalty — Exemptions

Management Resources:

~~[2016 – July Issue](#)~~

Policy News, August 2006 Weapons on School Premises

Policy News, August 1998 State Encourages Modification of Weapons Policy

Policy News, October 1997 Legislature also addresses “look-alike” firearms

Adoption Date: 2.27.08

Steilacoom Historical School District

Revised Dates: 4.22.09; 4.27.16; 9.19

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 25, 2019

Policy 4265 – Community Schools Program

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 4265 was updated to Community Education Program by WSSDA in 2011. It has not been updated by WSSDA since 2011 and has never been utilized by SHSD. It is labeled a discretionary policy and one we have determined unnecessary and should be deleted.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to delete Policy 4265.

Report prepared by:

Dr. Kathi Weight, Superintendent

~~COMMUNITY SCHOOLS' PROGRAM~~

~~As a method of extending educational opportunities to the entire community through a fuller utilization of school facilities, a community schools' program may be established. The program shall be financed primarily by federal or state funds, participation fees, contributions, or some combination these sources.~~

~~The superintendent shall establish and periodically present to the board for review, an organizational plan and tentative program that shall assure that the program is responsive to the varying needs of citizens living in different sections of the community.~~

~~Legal Reference — RCW 28A.620.020 — Community education programs —
Restrictions~~

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 4.22.09

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 25, 2019

Policy 4310 – District Relationships with Law Enforcement and Other Government Agencies

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 4310 was updated by WSSDA in December, 2018. Changes to the policy include additional language around threats and district staff responsibility of maintaining proper order and conduct in the schools. WSSDA's model policy also includes new language about School Resource Officer services and federal immigration policy related to the district's obligation to the children we serve.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 4310 to a 2nd Reading.

Report prepared by:

Dr. Kathi Weight, Superintendent

DISTRICT RELATIONSHIPS WITH LAW ENFORCEMENT AND OTHER GOVERNMENT AGENCIES

The primary responsibility for maintaining proper order and conduct in the schools resides with district staff. Staff will be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities.

However, there are times when district staff will call upon law enforcement, child protective agencies, and the county health department to ensure the safety and protection of students or staff. District staff bear the primary responsibility for maintaining proper order and conduct in the schools. Staff will be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities.

Where there is substantial threat to the health and safety of students or others such as in the case of bomb threats, threats of violence, or threats of substantial bodily harm, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs or the scheduling of events where large crowds may be difficult to handle, law enforcement will be called upon for assistance. Information regarding major violations of the law will be communicated to the appropriate law enforcement agency.

The district will strive to develop and maintain cooperative working relationships with law enforcement, child protective authorities, and health department officials. The superintendent will confer with representatives of these agencies to establish agreed upon procedures. ~~meet with law enforcement, child protective authorities and health department officials to establish agreed upon procedures.~~ Such procedures should address the handling/reporting of child abuse and neglect allegations/investigations; ~~and cases, the handling of bomb threats, arrests by law enforcement officers on school premises, the availability of law enforcement personnel for crowd control purposes, the processes for investigating possible criminal activity involving students, reporting of communicable disease cases and allegations/~~ investigations; criminal allegations/investigations, including bomb threats/other threat assessment, and arrests by law enforcement officers on school premises; the availability of law enforcement personnel for crowd control; and other matters where the work and duties of the district overlap with these agencies. Such procedures include 3432P – Emergencies and 3226P Interviews and Interrogations of Students on School Premises. The district will revise the procedures as necessary and make them available to affected staff members.

If the district engages with a school resource officer (SRO), the district will clarify its relationship with the SRO, including the SRO's purpose, role, supervisory structure, and limitations on access to student information in a written memorandum of understanding (MOU).

In contrast to the working relationships noted above, the work of immigration agents does not overlap with the work or duties of the district. This is because the district's obligation to educate

the children residing within its borders is not diminished by the children or parents' immigration status. Further, the district supports the federal immigration enforcement policy that directs immigration agents to avoid questioning and arrests at sensitive locations, including schools. Therefore, staff will not grant information or access to immigration agents unless/until the district Superintendent and/or General Counsel determine the request complies with *Plyler v. Doe* and other applicable laws according to the criteria in 3226P Interviews and Interrogations of Students on School Premises.

Child Protective Services or agencies and law enforcement are defined as stated in RCW 26.44.020. County health department means a local entity defined in RCW 70.05.010. "Immigration agent" shall mean an agent of U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection, any individuals authorized to conduct enforcement of civil immigration laws under 8 U.S.C. §1357(g) or any other federal law, other federal agents charged with enforcement of civil immigration laws, and any successors.

~~and other matters that affect school and law enforcement cooperation. Such procedures will be made available to affected staff and periodically revised.~~

Cross Reference:	Board Policy 3231	Student Records
	Board Policy 3226	Interviews/Interrogations of Students on School Premises
	Board Policy 3432	Emergencies
	Board Policy 3414	Infectious Diseases
Legal Reference:	RCW 28A.635.020	Wilfully disobeying school administrative personnel or refusing to leave public property, violations, when — Penalty
	RCW 26.44.030	Interviews of children
	RCW 26.44.050	Taking child into custody without court order
	RCW 26.44.110	Written statement required
	RCW 26.44.115	Notice required

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

Management Resources:

<i>Policy News</i> , February 1998	FERPA limits student records access
<i>Policy News</i> , April 2001	Compliance Office Provides FERPA Update
<i>Policy News</i> , July 2013	New interviews/interrogations of students on school premises policy
<u>2018 – December 2018 – December Policy Issue</u>	

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 5.27.09, 12.11.13, 9.19

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 9/25/19

Policy 2413 – Equivalency Credit for Career and Technical Education Courses

Strategic Focus Area

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

BACKGROUND INFORMATION

POLICY 2413 Equivalency Credit for Career and Technical Education Courses

- RCW 28A.700.070 says we are allowed to have equivalency courses in English language arts, mathematics, science, social studies, arts, world languages, or health and physical education
- Allows for local determination of equivalences beyond what is listed
- Adds required Computer Science
- Allows designee to make determination of equivalency related to AP course/credit
- Adds provision for Competency-Based examination for credit; requires it to be a test that is OSPI-approved; and requires vetting by district of appropriate site and with appropriate technology. The cost for competency-based exams, student/family responsibility w/provisions for financial assistance and district may opt to pay for cost
- District receives results and shares in writing the results and credit amount to be awarded
- If passed through competency-based examination 'PASS' is posted as grade for on transcript
- Inserts language from 2410 allowing for middle school to earn high school credit; applied here for computer science courses with no further restrictions allowed for granting credit

RECOMMENDED ACTION:

It is recommended that the board move the policy revision to a second reading.

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

EQUIVALENCY CREDIT FOR CAREER AND TECHNICAL EDUCATION COURSES

I. Career and Technical Education Courses

Until September 1, 2021, the district will provide 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 Washington State Learning Standards 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.

II. 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 may offer financial assistance or may waive costs 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: 2018 - May Issue
2013 - September Issue
Policy News, August 2006 Legislature Codifies Course Equivalency for Career and Technical Courses

Adoption Date: **2.27.08**
Revised: **8.27.15; 10.24.18; 09.25.19**

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 25, 2019

Policy 2100 Education Opportunities for Students with a Parent in the Military

Strategic Focus Area

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

BACKGROUND INFORMATION

Board Policy 2100 Educational Opportunities for Students with a Parent in the Military is revised due to the recent passage of HB 1210 – *School Enrollment-Non-Resident Children from Military Families*.

The legislation revises Washington's Compulsory School Attendance and Admission law, to require districts to enroll a student on a conditional basis when an active-duty military parent is transferred or when transfer is pending. After conditional enrollment, the parent must provide proof of residence in the district within fourteen days of the arrival date.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to adopt this policy.

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

EDUCATIONAL OPPORTUNITIES FOR STUDENTS WITH A PARENT IN THE MILITARY CHILDREN

The board recognizes that the children with a parent in the ~~of~~ military ~~families~~ encounter unique educational and emotional challenges related to enrollment, course placement, and graduation because of frequent moves and deployment of their parents. To facilitate the placement, enrollment, graduation, and provision of special services for students transferring into or out of the district because of their parents being on full-time active duty in the uniformed services of the United States, including members of the National Guard and Reserve on active duty orders, the district supports and will implement its responsibilities outlined in the *Interstate Compact on Educational Opportunity for Military Children (Compact)*, as adopted by the state of Washington. Uniformed services includes the Army, Navy, Air Force, Marine Corps and Coast Guard, as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and public health services.

Eligible students are those enrolled in kindergarten through 12th grade who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged and active duty personnel who die on active duty or as a result of injuries sustained on active duty for a period of one year after death. Students are not eligible for the provisions of the *Compact* if they are children of inactive National Guard or military reserves, retired personnel and veterans not included above, or U.S. Department of Defense personnel and other Federal civilian service employees and contract employees.

The superintendent will establish procedures to ensure full compliance with the law and to facilitate communication and coordination between sending/receiving schools in Washington and other *Compact*-member states.

In addition to the Compact, Washington's Compulsory School Attendance and Admission law specifically addresses residency requirements for student with a parent in the military. The district will conditionally accept applications for enrollment and course registration, including electronic applications, when a family serving in the military is transferred to, or is pending transfer to, a military installation within the state while on active duty pursuant to official military orders.

Within fourteen days of the arrival date stated on official military documentation, the parent must provide the district with proof of residence in the district. Any of the following constitutes proof of residence in the school district: A temporary on-base billeting facility; A purchased or leased residence, or a signed purchase and sale agreement or lease agreement for a residence; or Any federal government housing or off-base military housing, including off-base military housing provided through a public-private venture.

Legal References:

Chapter 28A.225 RCW Compulsory School Attendance and Admission

[Chapter 28A.705 RCW Interstate compact on educational
opportunity for military children](#)

DRAFT

Adoption Date: 8.22.13

Reviewed: 5.11.16

School District Name: Steilacoom Historical School District No.1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 25, 2019

Policy 3120 Enrollment and Policy 3231 Student Records

Strategic Focus Area

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

BACKGROUND INFORMATION

Board Policy 3120 Enrollment and Policy 3231 Student Records are revised to clarify the district's responsibility related to students experiencing homelessness and to include language related to revisions to Policy 2100.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to adopt this policy.

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

ENROLLMENT

The superintendent will develop procedures for enrolling students, recording attendance behavior, and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has:

- A. Any history of placement in a special education program;
- B. Any past, current or pending disciplinary actions;
- C. Any history of violent behavior or convictions;
- D. Adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson;
- E. Any unpaid fines or fees from other schools; and
- F. Any health conditions affecting the student's educational needs.

If the district receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff or students, the student's teachers and building security personnel will be informed.

A district may require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements. The school district will not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student does not have a legal residence. For students who meet the definition of homeless, the district will immediately enroll the student, including while any enrollment dispute is pending (see 3115 – Homeless Students Enrollment Rights and Services). A district will not inquire into a student's citizenship or immigration status or that of his/her parents or guardians. The district will conditionally accept applications, including electronic applications, for enrollment and course registration for a student of a military family transferred to, or is pending transfer to, a military installation within the state (see 2100 – Educational Opportunities for Students with a Parent in the Military). The request for enrollment may be made by the student, parent or guardian.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, the district will be diligent in maintaining such records.

Cross Reference: [Board Policy 2255](#)

[Board Policy 2100 -](#)

Legal References: [RCW 28A.225.215](#)

[RCW 28A.225.330](#)

[WAC 392-121-106](#)

[392-121-108](#)

[392-121-122](#)

Alternative Learning Experience
Programs

[Educational Opportunities for Students
with a Parent in the Military](#)

Enrollment of children without legal
residences

Enrolling Students from other districts
— Requests for information and
permanent records

Definitions — enrolled student

Definitions - Enrollment exclusions

Definitions — Full-time equivalent
students

[392-121-182](#)

Alternative learning experience
requirements

[392-169-022](#)

Running start student — definition
2014 June Issue

Management Resources:

DRAFT

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 10.26.11; 7.24.14

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 25, 2019

Policy 3120 Enrollment and Policy 3231 Student Records

Strategic Focus Area

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

BACKGROUND INFORMATION

Board Policy 3120 Enrollment and Policy 3231 Student Records are revised to clarify the district's responsibility related to students experiencing homelessness and to include language related to revisions to Policy 2100.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to adopt this policy.

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

STUDENT RECORDS

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. All information related to individual students will be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records for which they have legitimate educational interests. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

The district will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule, both of which are published on the Secretary of State's website at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district, permitting prospective employers to review the student's transcript. Parental or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

A grades report, transcript, or diploma will not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, discipline actions, official juvenile court records, and history of violence 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 released 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. However, for students who meet the definition of homeless, the district will make all the student's records readily available to the enrolling school regardless of outstanding fees or fines.

The superintendent will establish procedures governing the content, management, and control of student records.

Cross References: [Board Policy 2100](#)

[2100 - Educational Opportunities for
Students with a Parent in the Military](#)

Legal References:

[Board Policy 3520](#)
[Board Policy 4020](#)
[20 U.S.C. § 1232g](#)
[CFR 34, Part 99](#)

[RCW 28A.225.330](#)

[28A.230.120](#)

[28A.230.180](#)

[28A.635.060](#)

[40.24.050](#)

[70.02 RCW](#)

[WAC 392-500-025](#)

[WAC 392-415](#)

[WAC 181-87-093](#)

[WAC 246-105](#)

Student Fees, Fines, Charges
Confidential Communications
Family Education Rights and Privacy Act
Family Education Rights and Privacy Act
Regulations
Enrolling students from other districts -
Requests for information and
permanent records - Withheld
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liability - Notification to teachers and
security personnel - Rules
High school diplomas - Issuance - Option
to receive final transcripts - Notice
Educational and career opportunities in
the military, student access to
information on, when
Defacing or injuring school property -
Liability of pupil, parent or guardian

Address Confidentiality Program
Application - Certification
Medical records - health care information
access and disclosure
Pupil tests and records - Pupil personnel
records - School district policy in
writing
Secondary education - standardized high
school transcript
Failure to assure the transfer of student
record information or student records
Immunization of child care and school
children against certain vaccine-
preventable diseases

Management Resources: *Policy News*, April 2001

Policy News, December
2003

Policy News, February 2010

Policy News, February 2013

Compliance Office Provides FERPA
Update

Updated Legal References for Student
Records Policies

Family Education Rights and
Corrections

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 5.12.10, 3.14.12, 12.11.13; 3.27.19