



Regular Meeting Agenda

via Zoom

Wednesday, June 24, 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 May and June 2020 Accounts Payable and May 2020 Payroll.pdf \(p. 12\)](#)

[Approval of May 27, 2020 Regular Meeting Minutes.pdf \(p. 14\)](#)

[Approval of June 10, 2020 Study Session Minutes.pdf \(p. 17\)](#)

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

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

III. NEW BUSINESS

A. Approval of 2020-21 School Board Meeting Schedule (Action)

[Steilacoom Historical School District Board Meeting Schedule 2020-2021.pdf \(p. 20\)](#)

B. First Reading of Policy 3413 Student Immunizations and Life-Threatening Health Conditions (Action)

Presenter: Gudrun Sullivan

[Policy 3413 Student Immunization and Life Threatening Health Conditions.pdf \(p. 21\)](#)

C. First Reading of Policy 6106 Allowable Costs for Federal Programs (Action)

Presenter: Melissa Beard

[Policy 6106 Allowable Costs for Federal Programs.pdf \(p. 25\)](#)

D. First Reading of Policy 6225 Use of Electronic Signature (Action)

Presenter: Melissa Beard

[Policy 6225 Use of Electronic Signature.pdf \(p. 28\)](#)

E. Approval of High Capable Program (Action)

Presenter: Paul Harvey

[Highly Capable Program Annual Report 2019-2020.pdf \(p. 31\)](#)

F. Approval of English Language Learners Program (Action)

Presenter: Paul Harvey

[English Language Learners Annual Report 2019-2020.pdf \(p. 36\)](#)

IV. BOARD COMMUNICATION (Information)

V. ANNOUNCEMENTS (Information)

VI. ADJOURNMENT (Action)

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

The following information is a summary of the financial position as of May 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	34,487,676	79.69%
Expenditures & Other Financing Uses	43,661,008	34,415,918	78.83%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(381,421)	71,757

Transfer to Capital Projects	(100,000)
Net Change in Unassigned Fund Balance	(28,243)

Fund Balances	9/1/2019	5/31/2020	Variance
Restricted for Carryover	200,000	0	-200,000
Committed for Other Purposes	25,369	(100,000)	-125,369
Prior Year Adjustment	0	(1,104)	
Unassigned Fund Balance	2,600,094	2,540,925	-59,168
Unassigned Minimum Fund Balance	2,610,000	2,610,000	0
Fund Balance	5,435,463	5,049,821	-385,641

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	106,860		
Expenses	48,649		
		158,211	
Ending Fund Balance 5/31/2020			1,658,139

	9/1/2019 Beginning Balance	5/31/2020 Ending Fund Balance	Variance
Debt Service Fund*:	3,950,862	4,819,335	868,472
Transportation Fund:	114,263	115,384	1,121
ASB Fund:	341,714	383,838	42,123

***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 May, 2020

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	5,239,334	454,257.04	5,085,282.61		154,051.39	97.06
2000 LOCAL SUPPORT NONTAX	909,950	8,219.69	585,781.42		324,168.58	64.38
3000 STATE, GENERAL PURPOSE	28,564,251	1,682,453.77	21,560,091.73		7,004,159.27	75.48
4000 STATE, SPECIAL PURPOSE	6,243,599	392,684.72	5,392,473.27		851,125.73	86.37
5000 FEDERAL, GENERAL PURPOSE	281,500	.00	269,779.08		11,720.92	95.84
6000 FEDERAL, SPECIAL PURPOSE	2,038,453	220,243.95	1,576,131.39		462,321.61	77.32
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	18,136.00	18,136.00		18,136.00-	0.00
Total REVENUES/OTHER FIN. SOURCES	43,279,587	2,775,995.17	34,487,675.50		8,791,911.50	79.69
B. EXPENDITURES						
00 Regular Instruction	24,537,988	1,988,772.77	19,039,027.70	8,708,524.99	3,209,564.69-	113.08
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,833,090	442,266.98	4,411,333.04	2,311,025.39	889,268.43-	115.25
30 Voc. Ed Instruction	2,253,471	155,391.87	1,487,496.95	694,643.98	71,330.07	96.83
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,076,705	81,608.35	770,293.91	427,453.65	121,042.56-	111.24
70 Other Instructional Pgms	517,692	271,307.25	729,992.51	451,183.57	663,484.08-	228.16
80 Community Services	0	3,690.09	32,030.94	46,118.92	78,149.86-	0.00
90 Support Services	9,442,062	719,583.25	7,945,743.30	2,849,332.64	1,353,013.94-	114.33
Total EXPENDITURES	43,661,008	3,662,620.56	34,415,918.35	15,488,283.14	6,243,193.49-	114.30
C. OTHER FIN. USES TRANS. OUT (GL 536)	100,000	.00	100,000.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	481,421-	886,625.39-	28,242.85-		453,178.15	94.13-
F. TOTAL BEGINNING FUND BALANCE	4,585,369		5,079,168.05			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		1,104.00-			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	4,103,948		5,049,821.20			

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	2,540,925.20
G/L 891 Unassigned Min Fnd Bal Policy	2,610,000	2,610,000.00
<u>TOTAL</u>	4,203,948	5,050,925.20
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 May, 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	634.88	106,860.19		6,860.19-	106.86
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>	200,000	634.88	206,860.19		6,860.19-	103.43
<u>B. EXPENDITURES</u>						
10 Sites	50,000	.00	22,326.42	74,699.69	47,026.11-	194.05
20 Buildings	800,000	19,201.30	21,369.78	66,191.37	712,438.85	10.95
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	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	19,201.30	48,648.70	140,891.06	670,460.24	22.04
<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>	660,000-	18,566.42-	158,211.49		818,211.49	123.97-
<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 (E+F + OR - G)</u>	1,340,000		1,658,138.74			

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	627,682.39
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	707,507.85
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,340,000	1,658,138.74

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 May, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	7,670,120	657,874.10	7,647,497.60		22,622.40	99.71
2000 Local Support Nontax	20,000	610.39	5,699.54		14,300.46	28.50
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>	7,690,120	658,484.49	7,653,197.14		36,922.86	99.52
<u>B. EXPENDITURES</u>						
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
<u>Total EXPENDITURES</u>	7,502,500	.00	6,784,725.00	0.00	717,775.00	90.43
<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>	187,620	658,484.49	868,472.14		680,852.14	362.89
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,914,157		3,950,862.47			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	4,101,777		4,819,334.61			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	4,101,777		4,819,334.61			
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>	4,101,777		4,819,334.61			

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 May, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	191,000	243.28-	111,786.08		79,213.92	58.53
2000 Athletics	169,300	90.00-	34,371.93		134,928.07	20.30
3000 Classes	96,100	123.00-	20,826.99		75,273.01	21.67
4000 Clubs	476,600	8,448.79	136,240.64		340,359.36	28.59
6000 Private Moneys	15,700	2,050.00	6,228.90		9,471.10	39.67
Total REVENUES	948,700	10,042.51	309,454.54		639,245.46	32.62
B. EXPENDITURES						
1000 General Student Body	231,326	4,118.04	29,450.93	15,962.27	185,912.80	19.63
2000 Athletics	220,902	7,485.96	97,784.72	16,914.84	106,202.44	51.92
3000 Classes	86,823	1,278.75-	18,727.08	6,587.74	61,508.18	29.16
4000 Clubs	514,768	838.26	117,987.12	7,296.14	389,484.74	24.34
6000 Private Moneys	16,968	982.95	3,381.35	0.00	13,586.65	19.93
Total EXPENDITURES	1,070,787	12,146.46	267,331.20	46,760.99	756,694.81	29.33
C. EXCESS OF REVENUES						
OVER(UNDER) EXPENDITURES (A-B)	122,087-	2,103.95-	42,123.34		164,210.34	134.50-
D. TOTAL BEGINNING FUND BALANCE	270,217		341,714.41			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE	148,130		383,837.75			
C+D + OR - E)						
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	148,130		383,837.75			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	148,130		383,837.75			

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 May, 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 Nontax	1,000	43.47	1,121.26		121.26-	112.13
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	43.47	1,121.26		7,378.74	13.19
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	8,500	43.47	1,121.26		7,378.74	13.19
<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</u> <u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	1,500-	43.47	1,121.26		2,621.26	174.75-
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</u> <u>(G+H + OR - I)</u>	103,862		115,384.00			
<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		115,384.00			
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		115,384.00			

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: **June 24, 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.

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:				
May 21, 2020	Accounts Payable	128047	to 128047	\$156.42
	Payroll	800883	to 800883	\$ 4,983.61
	Payroll A/P	128048	to 128064	\$ 923,385.88
	Payroll Taxes			\$ 507,910.37
	Direct Deposit			\$ 1,433,148.03
May 27, 2020	Accounts Payable	128065	to 128065	\$ 9,583.53
May 27, 2020	Accounts Payable	128066	to 128068	\$ 33,459.12
May 27, 2020	Accounts Payable	128069	to 128084	\$ 13,154.52
June 2, 2020	Accounts Payable	128085	to 128105	\$ 38,933.23
June 2, 2020	Accounts Payable	128106	to 128106	\$ 50,521.33
June 9, 2020	Accounts Payable	128107	to 128133	\$ 388,859.45
June 17, 2020	Accounts Payable	128134	to 128182	\$ 240,250.63
June 17, 2020	Accounts Payable	128183	to 128185	\$ 421.05
June 17, 2020	Accounts Payable	128186	to 128191	\$ 24,147.31
TOTAL GENERAL FUND:				\$ 2,869,584.31
CAPITAL PROJECTS FUND:				
May 29, 2020	Accounts Payable	200372	to 200373	\$ 11,681.30
June 4, 2020	Accounts Payable	200374	to 200375	\$ 19,882.00
June 10, 2020	Accounts Payable	200376	to 200376	\$ 13,830.00
June 18, 2020	Accounts Payable	200377	to 200378	\$ 26,596.90
TOTAL CAPITAL PROJECTS FUND:				\$ 71,990.20
ASSOCIATED STUDENT BODY FUND:				
May 22, 2020	Accounts Payable	404701	to 404704	\$ 2,039.38
May 26, 2020	Accounts Payable	404705	to 404705	\$ 1,045.45
May 28, 2020	Accounts Payable	404706	to 404706	\$ 3,668.47
June 4, 2020	Accounts Payable	404707	to 404708	\$ 1,464.86
June 18, 2020	Accounts Payable	404709	to 404710	\$ 299.94
June 18, 2020	Accounts Payable	404711	to 404711	\$ 373.66
TOTAL ASSOCIATED STUDENT BODY FUND:				\$ 8,891.76
TRANSPORTATION VEHICLE FUND:				
			to	
			to	
TOTAL TRANSPORTATION VEHICLE FUND:				\$ -

Board of Directors of Steilacoom Historical School District No. 1




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

Kathi Weight, Secretary to the Board

Signature Certificate

Document Ref.: PTGWF-FH76G-QWPX9-JHSGY

Document signed by:

	<p>Melissa Beard</p> <p>Verified E-mail: mbeard@steilacoom.k12.wa.us</p>	 
<p>IP: 71.231.46.196 Date: 19 Jun 2020 17:36:21 UTC</p>		

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Page 1 of 1



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**Regular Meeting Minutes
via Zoom Webinar
Wednesday, May 27, 2020**

I. CALL TO ORDER

Chair Forbes called the meeting to order at 7:00 pm. Due to COVID-19 restrictions, this Regular Board Meeting is held via Zoom with a public link shared on the SHSD website. Executive Director Susanne Beauchine led the Pledge of Allegiance. All Directors and Superintendent Weight present. Director McDonald made a motion to approve the agenda; Director Scott seconded the motion, and the motion passed (5/0).

II. RECESS TO PUBLIC HEARING

Chair Forbes recessed to public hearing at 7:01 pm.

III. PUBLIC HEARING - Budget Extension

A. Presentation

Chief of Finance and Operations Melissa Beard presented the Budget Extension and discussion followed.

B. Comments from the Audience

No comments.

IV. RETURN TO REGULAR MEETING

Chair Forbes returned to the regular meeting at 7:06 pm.

V. CONSENT AGENDA

Director Rohrer made a motion to approve the Consent Agenda; Director Pierce seconded the motion, and the motion passed (5/0). The Consent Agenda included attached Financial Reports, April and May 2020 Accounts Payable and April 2020 Payroll, April 22, 2020 Regular Meeting Minutes, Superintendent Contract, Administrative, Certificated, and Classified Personnel Reports, Resolution 864-05-27-20 Interdistrict Agreements, Resolution 865-05-27-20 WIAA Resolution, and District-Wide Surplus.

VI. NEW BUSINESS

A. Approval of Resolution 862-05-27-20 Budget Extension

Director Scott made a motion to approve Resolution 862-05-27-20 Budget Extension; Director McDonald seconded the motion, and the motion passed (5/0).

B. Approval of 2020-21 School Year Student Fees

Director Pierce made a motion to approve 2020-21 School Year Student Fees; Director Rohrer seconded the motion, and the motion passed (5/0).

C. First Reading of Policy 3510 Associated Student Bodies

Director McDonald made a motion to approve Policy 3510 Associated Student Bodies; Director Scott seconded the motion, and the motion passed (5/0).

D. Approval of Resolution 863-05-27-20 Emergency Waiver of Instructional Hours

Director Rohrer made a motion to approve Resolution 863-05-27-20 Emergency Waiver of Instructional Hours; Director Pierce seconded the motion, and the motion passed (5/0).

E. Election of WIAA Representative

Director McDonald nominated Director Rohrer to serve as the WIAA representative; Director Scott seconded the nomination. No other nominations. Director Rohrer elected to the WIAA representative position for one year (5/0).

VII. BOARD COMMUNICATION

- Director Scott received comments regarding distance learning.
- Director Rohrer welcomed Kendralee Harris, elected representative from the City of DuPont. The Mayor of Steilacoom called Director Rohrer regarding The Sugar Shack, and shared they are ready to support Key Club when needed. Director Rohrer has received emails regarding family struggles. She referred the families to the school district and school principals. Director Rohrer expressed her thankfulness for Dr. Weight's immediate response to these families.

VIII. ANNOUNCEMENTS

- Director Forbes thanked Kendralee Harris for attending the Board meeting as the City of DuPont's liaison to the School Board.
- Director Rohrer announced Pioneer is hosting an 8th grade drive-through graduation celebration on June 5, 2020.
- Director Pierce expressed interest in creating a survey regarding how parents/families have been affected both positively and negatively by the school closure, and to help us move forward for next year. He also announced that district Chromebooks need to be turned in. Director Pierce requested information be shared with Board members in reference to student/teacher/family participation. He also brought up the topic of students having books in hand rather than digital copies. Director Pierce would also like to have a Study Session to discuss policies and procedures for future remote learning.
- Director Forbes thanked Gary Yoho for attending his last Board meeting as the principal of Chloe Clark, and for his years of unbelievable dedication and care to the school and its students. Director Forbes also thanked Mike Miller, Jake Tyrrell, Katie Redman, Kathy Eastman, and James Jarnagin for all their effort and organization to put on the tremendous graduation walk-through event. He has heard nothing but positive words from virtually everyone regarding the event. Parents and students were appreciative of the event which gave them the closure they deserve. Finally, Director Forbes thanked the district staff for their long hours of work, and for all the things done well such as graduation, AP tests, etc.

IX. ADJOURNMENT

Director Scott made a motion to adjourn the meeting at 7:39 pm; Director McDonald seconded the motion, and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)



**Study Session of the Board of Directors
Meeting Minutes
via Zoom
Wednesday, June 10, 2020**

I. CALL TO ORDER

Chair Forbes called the meeting to order at 6:00 pm. Due to COVID-19 restrictions, this Study Session is held via Zoom with a public link shared on SHSD website.

Executive Director Susanne Beauchaine 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. TOPIC FOR BOARD DISCUSSION - Planning for the 2020-21 School Year

The Board of Directors discussed planning for the 2020-21 school year, including scheduling, transportation, food service, safety, extracurricular activities, online academy possibilities, teacher technology training, learning management system selection, consistency of secondary teaching practices, grading, workgroup meeting schedules, cleaning/sanitizing of buildings, substitute training, summer school, etc. Dr. Weight shared that OSPI is scheduled to release guidelines for the reopening of schools on June 11.

Chair Forbes thanked everyone involved with the high school graduation event.

III. ADJOURNMENT

Director Pierce made a motion to adjourn the meeting at 7:17 pm; Director Rohrer seconded the motion, and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District No. 1
Certificated Personnel Report

Personnel Report 6/24/2020						
Name	Position	FTE	Location	Effective Date	Action	Comment
LINDGREN VANESSA	COUNSELOR	1.00	HIGH SCHOOL	8/31/2020	RESIGNATION	
LANIER CATHERINE JANE (CJ)	TEACHER	1.00	HIGH SCHOOL	9/3/2020	NEW HIRE	
BLACK, ROBERTA	TEACHER	0.60	HIGH SCHOOL	8/31/2020	RETIREMENT	

Steilacoom Historical School District No. 1
Classified Personnel Report[illegible]

Steilacoom Historical School District Board Meeting Schedule 2020-21

Meeting Date	Meeting Type	Location	Time
Wednesday, 09/09/20	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 09/23/20	Regular Business Meeting	Anderson Island Elementary School	6:30 P.M.
Wednesday, 10/14/20	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 10/28/20	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 10/28/20	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 11/18/20	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 11/18/20	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 12/09/20	Study Session	Pioneer Middle School Multi-Purpose Room	6:30 P.M.
Wednesday, 12/09/20	Regular Business Meeting	Pioneer Middle School Multi-Purpose Room	7:00 P.M.
Wednesday, 01/13/21	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 01/27/21	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 01/27/21	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 02/10/21	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 02/24/21	Study Session	Pioneer Middle School Multi-Purpose Room	6:30 P.M.
Wednesday, 02/24/21	Regular Business Meeting	Pioneer Middle School Multi-Purpose Room	7:00 P.M.
Wednesday, 03/10/21	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 03/24/21	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 03/24/21	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 04/14/21	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 04/28/21	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 04/28/21	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 05/12/21	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 05/26/21	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 05/26/21	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 06/09/21	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 06/23/21	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 06/23/21	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 07/14/21	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 07/28/21	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 07/28/21	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 08/11/21	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 08/25/21	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 08/25/21	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.

Approved Date

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: June 24, 2020

Policy Number and Name

Policy 3413: Student Immunization and Life Threatening Health Conditions

Strategic Focus Area

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

BACKGROUND INFORMATION

- The Washington State Board of Health made changes to the rules governing immunization requirements.
- The revised rules require medically verified immunization records for entry to school. Medically verified records include the following: a Certificate of Immunization Status (CIS) printed from the Immunization Information System or MyIR (the Department of Health's immunization records system); a physical copy of the CIS signed by a health care provider; or a physical copy of the CIS with accompanying immunization records from a health care provider, signed by school staff.
- The revised rules clarify "conditional status," specifying that students without medically verified immunization records are not permitted entry into school until the required records are provided. Students can be admitted into school conditionally if they have medically verified records indicating that they are catching up on multiple doses of vaccines and making progress towards meeting immunization requirements. Students in conditional status may remain in school until the next dose in the sequence becomes due and have 30 calendar days to provide updated medically verified records showing they received the next dose. If 30 days expire without updated records, the student will be excluded from further attendance.
- The revised rules push the time period for the Tdap vaccine from grades 6-12 to grades 7-12.

RECOMMENDED ACTION:

This policy is recommended for approval.

Report prepared by: Gudrun Sullivan Executive Director of Student Services

STUDENT IMMUNIZATION AND LIFE THREATENING HEALTH CONDITIONS

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against ~~the following~~ diseases as required by [28A.210 RCW](#) and the Washington State Board of Health [246-105 WAC](#).

Exemptions from Immunization

The district will allow for exemptions from immunization requirements only as allowed for by [RCW 28A.210.090](#) and [WAC 246-105-050](#).

~~Meningococcal Disease and Vaccine Information Distribution~~

~~The district will provide parents/guardians of students in sixth grade and above with information about meningococcal disease and its vaccine at the beginning of every school year. The information will address the characteristics of the disease; where to find additional information about the disease; vaccinations for children; and current recommendations from the United States Centers for Disease Control and Prevention regarding receiving the vaccine.~~

Meningococcal Disease, Human Papilloma Virus Disease and Vaccine Information Distribution

At the beginning of every school year, the district will provide to parents/guardians of sixth through twelfth grade students, information provided by the Washington State Department of Health about [meningococcal disease](#), human papilloma virus (HPV) disease and ~~its~~ [their](#) vaccines.

The information will include the causes and symptoms of [meningococcal disease](#), human papilloma virus, how the diseases [are](#) spread, the places where parents/guardians may obtain additional information and vaccinations for their children, and current recommendations from the United States Centers for Disease Control Prevention regarding the vaccines.

Life-Threatening Health Condition

Prior to attendance at school, each child with a life-threatening health condition will present a medication and treatment order from a Licensed Healthcare Provider (LHP) addressing the condition. A life-threatening health condition means a condition that will put the child in danger of death during the school day if a medication and treatment order, providing authority to a registered nurse, and a nursing [care](#) plan are not in place. Following submission of the medication and treatment order, the registered nurse will develop the nursing care plan.

Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, and according to the due process requirements in School District [Procedure 3413P](#).

Exclusion from School

The district will exclude students as required in only as allowed for by RCW 28A.210.120 from further presence at the school who are out of compliance with the immunization requirements and students with a life-threatening health condition as required in and WAC 392-380-045 050. who do not have a medication or treatment order in place.

The superintendent will adopt procedures necessary to implement this policy.

Cross References:

Board Policy 2161	Special Education and Related Services for Eligible Students
Board Policy 2162	Education of Students with Disabilities Under Section 504
Board Policy 2100	Educational Opportunities for Military Children
Board Policy 3115	<u>Students Experiencing Homelessness – Enrollment Rights and Services</u>
Board Policy 3241	Classroom Management, Discipline and Corrective Action
Board Policy 3416	Medication at School

Legal References:

RCW 28A.210	Health — Screening and requirements
WAC 246-105	Immunization of child care and school children against certain vaccine-preventable diseases
WAC 392-182	Student — Health records
WAC 392-380	Public school pupils — Immunization requirement and life-threatening health condition

Management Resources:

<u>Policy News, May 2020</u>	
<i>Policy News</i> , August 2018	
<i>Policy News</i> , August 2012	Student Immunization and Life Threatening Health Conditions
<i>Policy News</i> , August 2011	New Immunization Exemption Requirement
<i>Policy News</i> , June 2011	Educational Opportunity for Military Children
<i>Policy News</i> , August 2007	Human Papillomavirus Disease Notification
<i>Policy News</i> , April 2006	Chickenpox Immunization Required
<i>Policy News</i> , June 2005	Distribution of Information on Meningococcal Disease
<i>Policy News</i> , October 2002	Legislature Addresses “Life-Threatening Conditions”

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 8.22.13; 11.14.18; 6.24.20

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 6/24/2020

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 6106 Allowable Costs for Federal Program

The revised policy adds language that makes it clear that the District can pay staff funded through Federal grants in the same way staff funded with State and Local funding

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to adopt Policy 6106.

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

ALLOWABLE COSTS FOR FEDERAL PROGRAMS

Expenditures under federal programs are governed by the Federal Cost Principles contained in 2 CFR Part 200 Subpart E – Cost Principles. The district is committed to ensuring that costs claimed under Federal awards follow these cost principles as well as any special terms and conditions contained in the award. Additionally, as a grantee, the district is required to follow the more restrictive of the federal, state, and district policies.

When applying these cost principles, the district will:

- Maintain responsibility for the efficient and effective administration of the Federal award through the application of sound management practices;
- Assume responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives and the terms and conditions of the federal award; and
- Apply accounting practices that are consistent with the cost principles, support the accumulation of costs as required by the principles, and provide for adequate documentation to support costs charged to the federal award.

The district will maintain a system of internal controls over federal expenditures to provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the above referenced cost principles. Those controls will meet the following general criteria:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the district;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles;
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period; and
- Be adequately documented.

In extraordinary circumstances, such as those caused by emergencies, the district may continue to pay the compensation of employees who are paid with Federal grant funds using the Federal funds, despite the employees' inability to work due to the extraordinary circumstances, consistent with the districts' use of all funding sources to pay its employees.

Cross References: [1610](#) - Conflicts of Interest
 [6101](#) - Federal Cash and Financial Management

[6210](#) - Purchasing: Authorization and Control

[6220](#) - Bid Requirements

[6801](#) - Capital Assets/Theft-Sensitive Assets

[3423 – Parental Administration of Marijuana for Medical Purpses](#)

Legal References:

[2 CFR Part 200, Subpart E](#)

Management Resources:

2015 - December Issue

[2020 May Issue](#)

Adoption Date: 1.27.16

School District Name: Steilacoom Historical School District

Revised Dates:

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 6/24/2020

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 6225 Use of Electronic Signature

This new policy outlines the scope, manner and format of use for electronic signatures.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 6106 to a second reading.
[Click here to enter text.](#)

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

USE OF ELECTRONIC SIGNATURE

Purpose

To establish an electronic signature policy for the Steilacoom Historical School District that will:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District's use of the current electronic signature provider, PandaDocs, as the approved method for affixing an electronic signature to an electronic record. This policy will apply to any future replacement to the specific service provider platform.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

Scope, Manner, and Format of Use

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made created when a person physically marks a document with the intent to sign the record.

The District authorizes the use of the PandaDocs electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

The District Superintendent or designee is authorized to use the electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following District records: Identify records, such as minutes of school board meetings, Resolutions adopted by the Steilacoom Historical School District Board, claim vouchers approved by the Board, and any and all contracts and agreements to which the District is a party. It is also authorized to affix electronic signatures to purchasing documentation related to the General Fund, Associated Student Body Fund, Capital Projects Debt Service and Transportation Vehicle Fund.

Electronic signatures may not be used on District records requiring execution by a third party.

This policy may be modified, rescinded, or replaced at any time by the Superintendent.

Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Superintendent or designee shall use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Legal References: [RCW 19.360.020](#) State and local agencies – Electronic signatures and records – Use and acceptance 15 U.S.C. Ch. 96 Electronic Signatures in Global and National Commerce Act

Management Resources:
 Policy News, May 2020

Adoption Date:
School District Name: Steilacoom Historical School District No. 1

To: Board of Directors
From: Paul Harvey, Executive Director of Student Achievement
Sylvia Yoho, Teacher for the Highly Capable Program
Re: Highly Capable Program Annual Report
Date: June 24, 2020

The Highly Capable Program (HCP) served 231 students from Kindergarten through 12th grade during the 2019-2020 school year.

HCP Program Goals:

- *To expand academic attainments and intellectual skills*
- *To stimulate intellectual curiosity, independence, and responsibility*
- *To develop a positive attitude toward self and others*
- *To develop originality and creativity*
- *To provide a coherent and rich program where students will complete independent and cooperative projects*
- *To gain enriched learning through STEM curricula*
- *To expand the program in scope and content*
- *To connect with parents and partner with them in the development and monitoring of the program*

Description of the HCP instructional program:

Typically, our school district identifies students through the universal screening of 2nd grade students and through a referral process. Parents or teachers can refer any student via the district's form and process. The window for submitting referrals is March-April, with testing occurring in May and June. Parents are notified of results and eligibility via mail by the end of the school year. Due to COVID-19, the district has made the decision to screen all 3rd graders as well as evaluate all referred students, at the beginning of the 2020-2021 school year. The referral window has been changed to May 27th through September 11th 2020. All 3rd grade students will be screened using the CogAT tool, with parent consent. Students who meet the initial screening criteria will complete further testing which will include the CogAT post screener and the Torrance Test of Creative Thinking. Students who are referred from other grades will be evaluated using the complete CogAT and the Torrance Test of Creative Thinking. In

addition, the Smarter Balanced Assessment scores and/or i-Ready scores are considered as academic achievement indicators.

The district's target is to qualify and enroll students in the Highly Capable Program (HCP) at a number equal to 5% of the district's total K-12 student enrollment. For the 2019-2020 school year, the actual percentage was 6.8% of total student enrollment (an increase of 9.4 % from last year's HCP numbers) which is related to the inclusion of the additional class of high school students rolled up and counted in the roster. Preliminary counts for the next school year are uncertain as we will complete referrals and screening in fall of 2020.

The instructional program for the HCP in our district is designed in blocks of time averaging 4 hours per week for elementary students. Instruction for grades K-5 includes a variety of enriched content, individual and group projects, direct instruction, small group instruction, and some classroom based activities. Focus for the K-5 students includes hands-on minds-on curricula, real-world problem solving, themed projects and presentations, and use of instructional technology. During the 2019-2020 school year, due to COVID-19, many of the HCP students completed their Experts' Fair projects using Google slides or display boards with a recording explaining their project. A gallery of projects will be posted on the district website. This year's fair focused on topics selected by the individual students. Students were provided with specific guidelines for science fair or inquiry-based projects.

The middle school program continued to receive attention and support through expanding the course offerings to include a cohort class structure for the 6th graders in English and mathematics. There are now offerings in ELA and mathematics for each of the grade levels and electives are designed for STEM and are aimed at drawing in HCP students. HCP students are also selected for special events such as robotics demos and industry field trips.

Students in grades 9-12 receive instruction in the Advanced Placement program and complete AP examinations in the spring quarter of the school year. They also have access to the Pierce County Skill Center programs and Running Start.

Ongoing professional development for highly capable program and general education staff:

Our HCP teacher participated in OSPI-developed trainings at Puget Sound ESD. Our K-5 HCP teacher participated in the WETAG conference in October as well as a Hi-Cap PLC sponsored by PSESD in Renton. The district consistently takes advantage of offerings provided by OSPI and universities that would benefit our teachers and students. The HCP teacher connects with classroom teachers and provides individualized HCP progress reports.

Program evaluation and fiscal report:

Of the \$88,842 allocated by the state for HCP, 98.5% is spent on the HCP teacher salary and benefits at 1.0 FTE. This was the first year we had a full time HCP teacher. Curriculum, materials and professional learning make up the balance of the expenditures. The ELA adoption of the WONDERS curriculum included a 'beyond grade-level' materials for each grade level to be used by the classroom teacher for HCP students and other accelerated learners in grades K-5.

Number of HCP students by grade level – four-year trend and projection

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
1920	4	5	3	16	18	17	28	13	23	23	27	35	19	231
1819	3	2	9	18	16	23	13	23	23	27	35	19	*	211
1718	2	3	12	8	17	16	24	21	33	36	26	*	*	198
1617	1	6	6	15	16	22	18	34	36	26	*	*	*	180
1516	2	1	4	13	15	15	37	40	28	*	*	*	*	155

Number of HCP students enrolled by school

	AI	CC	CD	SP	PIO	SHS	TOTAL
1920	1	17	10	35	64	104	229
1819	2	18	13	38	59	81	211
1718	2	13	11	33	78	62	198
1617	1	17	11	37	88	26	180
1516	2	12	6	30	105	*	155

*The district started tracking HCP identified students in high school in 2016-2017.

Demographic Distribution and Comparison

	WHOLE DISTRICT 2018-2019	ALL HCP 2018-2019	ALL HCP 2017-2018	ALL HCP 2016-2017	18-19 GAP BETWEEN DISTRICT AND HCP DEMOGRAPHICS
White	50%	54%	53%	63%	4%
2+ Races/NR	17%*	na	na	na	na
Hispanic	17%	10%	11%	10%	-7%
Black	7%	5%	7%	6%	-2%
Asian	7%	26%	18%	21%	19%
Pacific Islander	1%	<1%	10%	<1%	-1%
American Indian	<1.0%	2%	<1%	<1%	1%

*Column A is from OSPI; Projections for 17-18 are from SKYWARD which report 2+ races as a student group.

The data shows over-representation of our White and Asian students in our HCP population which is a trend over the past several years. This year we saw no significant increases in our non-White student populations in HCP. Our district continues to make equitable representation a priority - we are actively seeking and recommending students from all groups, using different tools to identify students beyond academic accomplishment.

The focus on diversifying the HCP population is a permanent priority for our program. Both our district and the State of Washington have named the representative gaps and access barriers that exist. We are consistently looking for ways to draw in students from all backgrounds, while maintaining the rigor and high-engagement in the program. The plan for moving to a more representative distribution of our student demographics in the HCP program include the following steps:

- *Expanding the referral criteria and screening tools to include creativity (successfully implemented in 2018-2019)*
- *Screening all 2nd grade students using existing assessments in the district to identify potential HCP students (successfully implemented in 2018-2019). For 2020-2021 we will screen 3rd graders (catch-up from COVID) and 2nd graders in the spring to get back on schedule.*
- *Providing annual training to district teaching staff regarding the HCP referral process*
- *Increase program opportunities and integration for HCP students to access (eg Robotics Club)*

Assurances that the district is legally compliant

The program staff communicates with parents through school open houses and parent advisory meetings. Frequent updates are distributed to parents through group emails. The district also hosts a website for the HCP program including highlights and calendar events.

The district's plan to identify students is in compliance with School Board Policy 2190 and Procedure 2190P and iGrants form package 250. Evidence of the compliance with legal and policy requirements include: the selection process; notification processes; appeal process; and annual reporting.

To: Board of Directors
From: Paul Harvey, Executive Director of Student Achievement
Re: ELL Program Annual Report
Date: June 24, 2020

Per School Board Policy 2104 and OSPI obligations via iGrant form packages 232, 687, and 716 assurances, the school district personnel are responsible for providing and documenting via board minutes a report with the following information.

Number of students the district expects to serve with previous year's data:

Year	Total	Change
2021	100 + 16 Transition	-5% direct service, +157% transition, +5% overall
1920	100 + 7 Transition	-40% direct service, -63% transition, -18% overall
1819	71 + 19 Transition	-30% direct service, +18% transition, -23% overall
1718	102 + 16 Transition	+12% direct service, -50% transition, -5% overall
1617	91 + 32 Transition	

Year	AI	CC	CD	SP	PIO	SHS
2021	0	45	11	13	19	28
1920	0	43	12	11	12	22
1819	0	24	9	15	16	7
1718	0	39	17	15	17	14
1617	0	37	16	11	16	11

The district's plan to identify students is in compliance with School Board Policy 2104 and via iGrant form packages 232, 687, and 716.

Our school district identifies students through enrollment surveys filled out by parents and also testing of students using the ELPA-21 (state screening and achievement tool).

Program goals:

- *To provide a coherent program that supports students' English acquisition and success in school*
- *To offer individual support for each learner through case management*
- *To help students meet standard on required assessments*

- *To help students gain competencies; reduce the need for support, and successfully transition into the general education program*

Description of the ELL instructional program:

Our model is one of several allowed by the state. It is specifically called Alternative Instructional Program (AIP) which provides English as a second language toward competency in English via English-only support.

We currently have 14 languages represented in our ELL population.

Students and parents are served by screening, assessment and instruction. Supplemental instruction is provided to support students' mastery of English, which leads to success in other content areas.

For the 2019-2020 school year, the district had one full time teacher, Jody McDonald. All K-8 students are served through pull-out learning sessions by Mr. McDonald.

All schools ensure that students who qualify for ELL services are assigned to teachers qualified and experienced in strategies to support our students. We continue to increase the capacity of our general education staff to meet the needs of ELL students through specific professional development. Building principals communicate with the ELL coordinator to identify any needs regarding supplemental materials or professional development opportunities. As needed, the ELL teacher requests supplemental materials in alternate languages as well as translation software. Student interventions are scheduled around core academic instruction.

High School:

For the 2019-2020 school year, students were assigned to core content (science) with a teacher who is ELL endorsed. Mr. McDonald then met with the students in a weekly advisory group.

Middle School:

There were 12 students who qualified for ELL services (Level 1 - 3) in 2019-2020. The ELL teacher works with the school counselors and teachers to identify times for students to receive services. Some students are also

enrolled in academic intervention (Reading/Math) and receive additional support during this time from the ELL teacher.

The amount and frequency varies depending on student language proficiency level and need. The ELL teacher works closely with the ELA general education teacher in determining needs for the student, and best time for pull-out or push-in support. ELL students at the middle school level receive pull out support at a minimum of twenty minutes a day two times a week.

Elementary:

The ELL Teacher worked with the general education teachers to provide strategies to support these students in their general education classroom. The ELL teacher and provided small group services for qualified students. The small group sessions were coordinated to pre-teach or re-teach academic vocabulary and concepts to support the curricular and state standards. Students practiced reading, writing, listening, and speaking skills in small groups of 6 or less, made up of only ELL students.

All instruction varies depending on student need. All students in the three schools participated in school wide academic assessments at the start of the school year. Level 1 students at the elementary level with the most need were seen in a pull-out model a minimum of three times a week for 20-30 minutes. Level 2 and Level 3 students at the elementary level received a minimum of 20-30 minutes of instruction in a pull-out model two days a week.

All schools ensure that students who qualify for ELL services are assigned to teachers qualified and experienced in strategies to support our students. Building principals communicate with the ELL coordinator to identify any needs regarding supplemental materials or professional development opportunities. The ELL teacher works closely with the school counselors to ensure students are meeting graduation requirements and also receiving necessary accommodations on assessments.

Professional Development:

The district has a professional development plan for classroom teachers that includes instructional strategies for cultural differences, use of

curricular materials, and program model of supportive mainstream. The Executive Director for Student Achievement works closely with all building principals to identify professional development needs. General education teachers as well as the one ELL teacher attended district and state-sponsored professional development and webinars. We will continue to put a greater emphasis on providing professional development support for our general education teachers, as they support our ELL students for the majority of the students' day. Topics for teacher professional learning include: strategies for ELL student learning, understanding ELL assessments, understanding ELL standards, and alignment of curriculum to ELL standards. These opportunities are provided via independent study and through participation in ESD and OSPI sponsored workshops.

Program changes for 2020-2021

The main emphases for the next school year is more in-class support from Mr. McDonald and also greater integration with other support programs like Special Education and Instructional Intervention.

Program evaluation and fiscal report

The \$13,000 allocated by the state/federal programs for ELL is spent as listed: \$8,000 is reserved for professional development for the teacher; \$1,000 for benefits; \$3,000 for supplies; and \$1,000 for travel expenses.

Assurances that the district is legally compliant

Evidence of the compliance with legal and policy requirements include: the selection process; notification processes; appeal process; and annual reporting.

The district will annually send out an OSPI developed parent survey via email. The data gathered from the survey will inform changes to the current program.

Each ELL family meets with their child's ELL teacher at least once a year at fall conference time to discuss current level of progress as well as strategies to help their child improve. Whenever possible, this is a joint meeting between the ELL teacher and the general education teacher so that

the bridge between CCSS and ELP's can be established. The ELL teachers also communicate frequently about students' progress to the general education teacher and parents throughout the school year as needed so that areas of concern can be addressed quickly

Throughout the school year the evaluator for the ELL teacher and the Teaching & Learning department seeks input from building principals, ELL staff, general education teachers, district office staff, university staff, and parents. This input was gathered through monthly face to face meetings, email correspondence, and phone calls.