



Regular Meeting Agenda

Anderson Island Elementary School 13005 Camus Road Anderson Island, WA 98303
NO SCHOOL BOARD STUDY SESSION

9/26/2018 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. INTRODUCTION - Anderson Island Elementary Staff (Information)

IV. PRESENTATION - Anderson Island Elementary Students & Staff (Information)

V. CONSENT AGENDA (Action)

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

[Approval of September 2018 Financial Reports.pdf \(p. 3\)](#)

[Approval of August & September 2018 Accounts Payable and August 2018 Payroll.pdf \(p. 13\)](#)

[Approval of 8.22.18 Regular Meeting Minutes.pdf \(p. 14\)](#)

[Approval of 8.27.18 Special Session Minutes.pdf \(p. 16\)](#)

[Approval of 9.12.18 Study Session Minutes.pdf \(p. 18\)](#)

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

[Approval of Classified Personnel Report.pdf \(p. 21\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 22\)](#)

VI. OLD BUSINESS

- a. **Second Reading of Policy 3220 Freedom of Expression** (Action)
Presenter: Susanne Beauchaine
[Policy 3220.pdf \(p. 24\)](#)
- b. **Second Reading of Policy 3232 Parent Student Rights in Administration of Surveys, Analysis or Evaluations** (Action)
Presenter: Susanne Beauchaine
[Policy 3232.pdf \(p. 27\)](#)

VII. NEW BUSINESS

- a. **First Reading of Policy 3122 Excused and Unexcused Absences** (Action)
Presenter: Susanne Beauchaine
[Policy 3122.pdf \(p. 29\)](#)
- b. **First Reading of Policy 1400 Meeting Conduct, Order of Business and Quorum** (Action)
Presenter: Kathi Weight
[Policy 1400.pdf \(p. 40\)](#)
- c. **First Reading of Policy 6610 Video Surveillance** (Action)
Presenter: Kathi Weight
[Policy 6610.pdf \(p. 46\)](#)
- d. **First Reading of Policy 6000 Program Planning, Budget Preparation, Adoption and Implementation** (Action)
Presenter: Melissa Beard
[Policy 6000.pdf \(p. 48\)](#)
- e. **First Reading of 6100 Revenues from Local, State and Federal Sources** (Action)
Presenter: Melissa Beard
[Policy 6100.pdf \(p. 53\)](#)

VIII. 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.

IX. BOARD COMMUNICATION (Information)

X. ANNOUNCEMENTS (Information)

XI. ADJOURNMENT (Action)

Steilacoom Historical School District No. 1
Financial Report - August 31, 2018
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of August 31, 2018 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	39,338,128	38,576,028
Expenditures & Other Financing Uses	40,509,742	37,914,602
Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(1,171,614)	661,426
Transfer to Capital Projects		(100,000)
Net Change in Unassigned Fund Balance		561,426

Fund Balances	9/1/2017	8/31/2018	Variance
Committed for Other Purposes	25,369	25,369	0
Unassigned Fund Balance	2,576,518	2,997,944	421,426
Unassigned Minimum Fund Balance	2,000,000	2,125,000	125,000
Fund Balance	4,601,887	5,148,313	546,426

Capital Projects Fund:

Fund Balance - Impact Fees \$367,577 - Turf Field Replacement \$200,000 - Unassigned Fund Balance \$0.

Beginning Fund Balance		1,881,516	
General Fund Transfer to Capital Projects	100,000		
Revenues	146,235		
Expenses	218,990		
		<u>27,245</u>	
Ending Fund Balance 8/31/2018			<u><u>1,908,761</u></u>

	9/1/2017 Beginning Fund Balance	8/31/2018 Ending Fund Balance	Variance
Debt Service Fund*:	3,210,446	3,650,047	439,601
Transportation Fund:	83,856	84,216	360
ASB Fund:	282,284	281,639	(645)

*Interest payment June 1, 2018 - \$ 933,850 / December 1, 2018 Principal and Interest - \$6,338,650

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	7,292,600	111,693.42	7,443,253.80		150,653.80-	102.07
2000 LOCAL SUPPORT NONTAX	1,007,751	53,878.21	949,852.74		57,898.26	94.25
3000 STATE, GENERAL PURPOSE	22,755,712	2,271,501.85	22,657,787.22		97,924.78	99.57
4000 STATE, SPECIAL PURPOSE	5,575,117	601,713.81	4,928,155.08		646,961.92	88.40
5000 FEDERAL, GENERAL PURPOSE	353,244	170,293.62	416,773.19		63,529.19-	117.98
6000 FEDERAL, SPECIAL PURPOSE	2,328,704	175,793.00	2,174,058.18		154,645.82	93.36
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	21,500	.00	820.00		20,680.00	3.81
9000 OTHER FINANCING SOURCES	3,500	.00	5,328.18		1,828.18-	152.23
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 39,338,128	 3,384,873.91	 38,576,028.39		 762,099.61	 98.06
 <u>B. EXPENDITURES</u>						
00 Regular Instruction	22,538,317	1,415,728.48	21,010,331.34	115,761.22	1,412,224.44	93.73
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	4,702,771	347,767.75	4,516,117.63	0.00	186,653.37	96.03
30 Voc. Ed Instruction	1,635,229	100,776.50	1,558,789.32	19,572.71	56,866.97	96.52
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,565,812	165,170.21	1,486,629.11	39,514.37	39,668.52	97.47
70 Other Instructional Pgms	1,233,759	215,272.17	795,524.46	1,359.01	436,875.53	64.59
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	8,833,856	660,731.41	8,547,210.48	431,728.17	145,082.65-	101.64
 <u>Total EXPENDITURES</u>	 40,509,744	 2,905,446.52	 37,914,602.34	 607,935.48	 1,987,206.18	 95.09
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 100,000	 .00	 100,000.00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES(A-B-C-D)</u>	1,271,616-	479,427.39	561,426.05		1,833,042.05	144.15-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 4,440,500		 4,586,886.77			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 3,168,884		 5,148,312.82			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self Insur	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	74,500-	25,369.23
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	1,243,384	2,997,943.59
G/L 891 Unassigned Min Fnd Bal Policy	2,000,000	2,125,000.00
<u>TOTAL</u>	3,168,884	5,148,312.82

20--CAPITAL PROJECT FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2018

	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	4,452.08	146,234.85		41,234.85-	139.27
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	1,270,000	.00	100,000.00		1,170,000.00	7.87
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 1,375,000	 4,452.08	 246,234.85		 1,128,765.15	 17.91
 <u>B. EXPENDITURES</u>						
10 Sites	45,000	79,753.77	115,992.41	0.00	70,992.41-	257.76
20 Buildings	2,800,000	82,122.79	100,497.79	58,588.75	2,640,913.46	5.68
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	100,000	.00	2,500.00	0.00	97,500.00	2.50
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>	 2,945,000	 161,876.56	 218,990.20	 58,588.75	 2,667,421.05	 9.43
 <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)EXP/OTH FIN USES(A-B-C-D)</u>	 1,570,000-	 157,424.48-	 27,244.65		 1,597,244.65	 101.74-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 2,145,000		 1,881,516.15			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	 XXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	 575,000		 1,908,760.80			

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 Restricted Impact Fees	345,000	369,677.03
G/L 867 Restrictd Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	100,000	200,000.00
G/L 889 Assigned to Fund Purposes	130,000	1,339,083.77
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 575,000	 1,908,760.80

30--DEBT SERVICE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	7,223,757	112,492.74	7,314,726.95		90,969.95-	101.26
2000 Local Support Nontax	6,500	5,506.80	26,423.64		19,923.64-	406.52
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>	 7,230,257	 117,999.54	 7,341,150.59		 110,893.59-	 101.53
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	4,940,000	.00	4,940,000.00	0.00	.00	100.00
Interest On Bonds	1,961,250	.00	1,961,250.00	0.00	.00	100.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	5,000	.00	300.00	0.00	4,700.00	6.00
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>	 6,906,250	 .00	 6,901,550.00	 0.00	 4,700.00	 99.93
 <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>	 324,007	 117,999.54	 439,600.59		 115,593.59	 35.68
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 3,180,000		 3,210,445.93			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	 3,504,007		 3,650,046.52			
 <u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,504,007		3,650,046.52			
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>	 3,504,007		 3,650,046.52			

40--ASB FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	160,380	1,415.84	155,552.58		4,827.42	96.99
2000 Athletics	135,750	130.00	40,085.94		95,664.06	29.53
3000 Classes	61,650	.00	52,879.64		8,770.36	85.77
4000 Clubs	435,340	35.00-	252,671.76		182,668.24	58.04
6000 Private Moneys	16,700	135.00	16,350.65		349.35	97.91
<u>Total REVENUES</u>	809,820	1,645.84	517,540.57		292,279.43	63.91
B. EXPENDITURES						
1000 General Student Body	160,236	100.00-	40,598.03	1,549.59	118,088.38	26.30
2000 Athletics	165,910	19,132.34	145,681.12	0.00	20,228.88	87.81
3000 Classes	62,100	3,589.36-	42,302.66	8.95	19,788.39	68.13
4000 Clubs	417,859	7,124.00	273,980.45	0.00	143,878.55	65.57
6000 Private Moneys	18,705	1,345.00	15,622.63	0.00	3,082.37	83.52
<u>Total EXPENDITURES</u>	824,810	23,911.98	518,184.89	1,558.54	305,066.57	63.01
C. <u>EXCESS OF REVENUES</u>						
<u>OVER(UNDER)EXPENDITURES</u> (A-B)	14,990-	22,266.14-	644.32-		14,345.68	95.70-
D. <u>TOTAL BEGINNING FUND BALANCE</u>	276,180		282,283.57			
E. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
F. <u>TOTAL ENDING FUND BALANCE</u>	261,190		281,639.25			
<u>C+D + OR - E)</u>						
G. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	261,190		281,639.25			
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>	261,190		281,639.25			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2018

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	83.41	359.48		140.52	71.90
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
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	<u>8,000</u>	<u>83.41</u>	<u>359.48</u>		<u>7,640.52</u>	<u>4.49</u>
 <u>B. 9900 TRANSFERS IN FROM GF</u>	 0	 .00	 .00		 .00	 0.00
 <u>C. Total REV./OTHER FIN. SOURCES</u>	 8,000	 83.41	 359.48		 7,640.52	 4.49
 <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
 <u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>F. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>G. EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES(C-D-E-F)</u>	2,000-	83.41	359.48		2,359.48	117.97-
 <u>H. TOTAL BEGINNING FUND BALANCE</u>	 83,450		 83,856.07			
 <u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>J. TOTAL ENDING FUND BALANCE</u>	 81,450		 84,215.55			
<u>(G+H + OR - I)</u>						

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	81,450	84,215.55
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>	81,450	84,215.55

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 21, 2018

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	800812	to	800812	\$ 4,323.72
	Payroll A/P	124660	to	124685	\$ 737,463.47
	Payroll Taxes				\$ 397,045.99
	Direct Deposit				\$ 1,179,246.16
August 16, 2018	Accounts Payable	124550	to	124556	\$ 317,507.53
August 16, 2018	Accounts Payable	124557	to	124594	\$ 125,628.38
August 24, 2018	Accounts Payable	124595	to	124610	\$ 381.81
August 27, 2018	Accounts Payable	124611	to	124637	\$ 48,365.34
August 27, 2018	Accounts Payable	124638	to	124641	\$ 9,258.30
August 30, 2018	Accounts Payable	124642	to	124642	\$ 2,000.00
August 30, 2018	Accounts Payable	124643	to	124643	\$ 10,774.14
August 30, 2018	Accounts Payable	124644	to	124651	\$ 37,202.33
August 31, 2018	Accounts Payable	124652	to	124659	\$ 9,025.35
September 4, 2018	Accounts Payable	124660	to	124685	\$ 383,809.94
September 4, 2018	Accounts Payable	124686	to	124688	\$ 298.04
September 4, 2018	Accounts Payable	124689	to	124695	\$ 3,321.56
September 6, 2018	Accounts Payable	124696	to	124706	\$ 34,715.51
September 7, 2018	Accounts Payable	124707	to	124714	\$ 43,076.30
September 10, 2018	Accounts Payable	124715	to	124721	\$ 31,742.85
September 13, 2018	Accounts Payable	124722	to	124727	\$ 158,076.20
September 17, 2018	Accounts Payable	124728	to	124765	\$ 124,462.25
September 20, 2018	Accounts Payable	124766	to	124792	\$ 24,487.42
TOTAL GENERAL FUND:					\$ 3,682,212.59

CAPITAL PROJECTS FUND:

August 17, 2018		200325	to	200325	\$ 7,888.10
August 28, 2018		200326	to	200327	\$ 32,123.99
September 5, 2018		200328	to	200328	\$ 789.60
September 7, 2018		200329	to	200332	\$ 73,665.82
September 19, 2018		200333	to	200334	\$ 42,931.65
TOTAL CAPITAL PROJECTS FUND:					\$ 157,399.16

ASSOCIATED STUDENT BODY FUND:

August 23, 2018		403799	to	403800	\$ 1,894.50
August 29, 2018		403801	to	403804	\$ 12,423.55
August 29, 2018		403805	to	403805	\$ 200.00
September 4, 2018		403806	to	403807	\$ 130.00
September 7, 2018		403808	to	403808	\$ 150.00
September 13, 2018		403809	to	403813	\$ 1,587.30
September 19, 2018		403814	to	403818	\$ 2,444.69
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 18,830.04

TRANSPORTATION VEHICLE FUND:

to
TOTAL TRANSPORTATION VEHICLE FUND: \$ -

Board of Directors of Steilacoom Historical School District No. 1

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

Kathi Weight, Secretary to the Board



Regular Meeting Minutes
Pioneer Middle School 1750 Bob's Hollow Lane DuPont, Washington
Wednesday, 8/22/2018

STUDY SESSION:

- Grounds discussion
- Agenda review

REGULAR MEETING:

I. CALL TO ORDER

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

Executive Director Beauchaine led the Pledge of Allegiance.

Director Schenk made a motion to excuse Director McDonald; Director Pierce seconded the motion and the motion passed (4/0).

Director Scott made a motion to approve the agenda; Director Pierce seconded the motion and the motion passed (4/0).

II. COMMENTS FROM THE AUDIENCE

- Tanya Rontos, SEA president, welcomed new staff. She announced a tentative agreements for both SEA and SCEA have been reached, with ratification to take place 8/23/18.

III. INTRODUCTION - NEW STAFF

Dr. Beard introduced Tracy Chavez, Durham Transportation Services Manager.

Superintendent Weight introduced each school principal who introduced the new staff in their building. The district welcomes 30 new staff members for the 2018-19 school year.

IV. REPORTS

a. Summer Capital Projects Update

Maintenance and Facilities Supervisor Anna Garvin updated the Board on summer projects, by building.

All Board members expressed kudos to Anna and her team for the proactive approach to maintaining the district facilities and grounds.

V. CONSENT AGENDA

Director Schenk made a motion to approve the Consent Agenda which included financial reports, accounts payable, minutes and attached personnel reports; Director Pierce seconded the motion and the motion passed (4/0).

VI. OLD BUSINESS

a. Approval of Resolution 848-08-22-18, 2018-19 School Year Budget

Director Scott made a motion to approve Resolution 848-08-22-18, 2018-19 School Year Budget; Director Pierce seconded the motion and the motion passed (4/0).

b. Approval of 2018-19 School Year District and Board Goals

Director Schenk made a motion to approve the District and Board Goals; Director Pierce seconded the motion and the motion passed (4/0).

VII. NEW BUSINESS

a. First Reading of Policy 3220 Freedom of Expression

Director Scott made a motion to move Policy 3220 to a second reading; Director Pierce seconded the motion and the motion passed (4/0).

b. First Reading of Policy 3232 Parent and Student Rights in Administration of Surveys, Analysis, or Evaluations

Director Scott made a motion to move Policy 3232 to a second reading; Director Pierce seconded the motion and the motion passed (4/0).

c. First Reading of Policy 3244 Prohibition of Corporal Punishment

Director Scott made a motion to approve Policy 3244; Director Pierce seconded the motion and the motion passed (4/0).

VIII. COMMENTS FROM THE AUDIENCE

- Katie Redman, SHS staff, thanked the Maintenance Dept. and Transportation for their assistance this summer with Summer School and Focus on Freshmen Day.
- Tanya Rontos, SEA President, thanked the district bargaining team for their part in reaching agreement in a timely manner.

IX. BOARD COMMUNICATION

No communications.

X. ANNOUNCEMENTS

- Chair Forbes thanked both bargaining teams for working out agreements demonstrating teamwork on both sides. Steilacoom High Girls Swim Team first home meet will be on Tuesday, September 11, 2018.

XI. ADJOURNMENT

Director Schenk made a motion to adjourn the meeting at 7:34 pm; Director Pierce seconded the motion and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)



Special Session of the Board of Directors Minutes
Professional Development Center 511 Chambers Street Steilacoom, WA 98388
Monday, 8/27/2018

1. CALL TO ORDER

Chair Forbes called the meeting to order at 10:00 am.

Executive Director Beauchaine led the Pledge of Allegiance.

Director Pierce made a motion to excuse Director McDonald; Director Schenk seconded the motion and the motion passed (4/0).

Director Scott made a motion to approve the agenda; Director Schenk seconded the motion and the motion passed (4/0).

2. NEW BUSINESS

a. Approval of 2018 - 2020 School Year Steilacoom Education Association Collective Bargaining Agreement

Director Pierce made a motion to approve the 2018-2020 Steilacoom Education Association Collective Bargaining Agreement, ratified on August 23, 2018; Director Scott seconded the motion. Director Schenk recused himself from the vote. The motion passed (3/0).

b. Approval of 2018 - 2021 School Year Steilacoom Classified Education Association Collective Bargaining Agreement

Director Scott made a motion to approve the 2018-2021 Steilacoom Classified Education Association Collective Bargaining Agreement; Director Pierce seconded the motion and the motion passed (4/0).

3. ADJOURNMENT

Director Scott made a motion to adjourn the meeting at 10:10 am; Director Schenk seconded the motion and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)



Study Session of the Board of Directors Minutes
Steilacoom High School 54 Sentinel Drive Steilacoom, WA 98388
Wednesday, 9/12/2018

1. CALL TO ORDER

Chair Forbes called the meeting to order at 6:04 pm.

Executive Director 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).

2. TOPIC FOR BOARD DISCUSSION

a. Community Truancy Board Report

Report presented and reviewed.

b. Building Security

The *Enhancing School Safety Using a Threat Assessment Model* guide, published by the US Department of Homeland Security, was reviewed and eight step approach discussed. Secondary administrators presented information on their weekly staff meetings reviewing student concerns. Threat assessment information was shared. Discussion followed on the security of the buildings. The buzz-in system at the elementary schools has been positively received. Also discussed was next steps for secondary school facilities, staff training and drills.

RECESS TO EXECUTIVE SESSION

Chair Forbes recessed the meeting at 7:13 pm

3. EXECUTIVE SESSION

per RCW 42.30.110(1)(b)(c) to discuss Real Estate

(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public

No decisions made.

4. RETURN TO PUBLIC MEETING

Chair Forbes reconvened the public meeting at 7:48 pm.

5. ADJOURNMENT

Director Schenk made a motion to adjourn the meeting at 7:49 pm; Director Pierce seconded the motion and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District No. 1
Certificated Personnel Report

Personnel Report 9-26-18						
Name	Position	FTE	Location	Effective Date	Action	Comment
MILLER KAMI	OCCUPATIONAL THERAPIST	0.80	DISTRICT	10/1/2018	NEW HIRE	
MUIR JACQUELINE	OCCUPATIONAL THERAPIST	0.80	DISTRICT	9/20/2018	RESIGNATION	

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 9-26-18						
Name	Position	Hours	Location	Effective Date	Action	Comment
LEAR JOIE	PARAPROFESSIONAL STUDENT SPECIFIC	3.50	CHERRYDALE	9/27/2018	NEW HIRE	

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

Personnel Report 9-26-18					
Name	Position	Location	Effective Date	Amount	Comment
EVANS BETTINA	DATA TEAM LEADER	CHERRYDALE	8/31/2018	2,000.00	
FROEHLE STEFANIE	DATA TEAM LEADER	CHERRYDALE	8/31/2018	2,000.00	
MUNSEY SHAWN	DATA TEAM LEADER	CHERRYDALE	8/31/2018	2,000.00	
PERRY ANNETTE	DATA TEAM LEADER	CHERRYDALE	8/31/2018	2,000.00	
SENKO ANDREW	DATA TEAM LEADER	CHERRYDALE	8/31/2018	2,000.00	
ANDERSON-GONZALEZ BARBIE	PRIMARY MUSIC DIRECTOR	CHERRYDALE	8/31/2018	2,500.00	
BRADSHAW BRETT	DATA TEAM LEADER	CHLOE CLARK	8/31/2018	2,000.00	
ENOS RODNEY	DATA TEAM LEADER	CHLOE CLARK	8/31/2018	2,000.00	
HEYING WENDY	DATA TEAM LEADER	CHLOE CLARK	8/31/2018	2,000.00	
WIDMAN COURTNEY	DATA TEAM LEADER	CHLOE CLARK	8/31/2018	2,000.00	
ZENNER WHITNEY	DATA TEAM LEADER	CHLOE CLARK	8/31/2018	2,000.00	
PEDDY KAREN	PRIMARY MUSIC DIRECTOR	CHLOE CLARK	8/31/2018	2,500.00	
BRADBURY THOMAS	BASEBALL ASSISTANT COACH	HIGH SCHOOL	2/18/2019	3,631.13	
GARRETT ERIC	BASEBALL HEAD COACH	HIGH SCHOOL	2/18/2019	4,841.50	
HAYES BRUCE	BASKETBALL BOYS ASSISTANT COACH	HIGH SCHOOL	11/19/2018	4,549.88	
LAGO ELMER	BASKETBALL BOYS ASSISTANT COACH	HIGH SCHOOL	11/19/2018	4,549.88	
WUSTERBARTH GARY	BASKETBALL BOYS HEAD COACH	HIGH SCHOOL	11/19/2018	6,066.50	
MONTGOMERY ALEXANDRIA	BASKETBALL GIRLS HEAD COACH	HIGH SCHOOL	11/19/2018	6,066.50	
QUANTZ SARAH	BASKETBALL GIRLS ASSISTANT COACH	HIGH SCHOOL	11/19/2018	4,549.88	
BRADBURY THOMAS	BOWLING HEAD COACH	HIGH SCHOOL	10/22/2018	3,738.50	
BOWDISH SAVANNAH	CHEER ADVISOR ASSISTANT	HIGH SCHOOL	8/30/2018	2,500.00	
KIDDER HEATHER	FASTPITCH HEAD COACH	HIGH SCHOOL	2/18/2019	4,070.00	
HERD-SPRIGGS GREGORY	FOOTBALL ASSISTANT COACH	HIGH SCHOOL	8/15/2018	4,079.25	
RENNER NATHAN	SOCCER BOYS ASSISTANT COACH	HIGH SCHOOL	2/18/2019	3,631.13	
HOFFMAN CORY	SOCCER BOYS HEAD COACH	HIGH SCHOOL	2/18/2019	4,447.75	
CASEY KATHRINE	SWIM BOYS HEAD COACH	HIGH SCHOOL	11/19/2018	4,930.00	
BETHMAN KURT	TENNIS GIRL ASSISTANT COACH	HIGH SCHOOL	2/18/2019	1,783.31	SHARED STIPEND
MAGAWAY ALAN	TENNIS GIRL ASSISTANT COACH	HIGH SCHOOL	2/18/2019	1,783.31	SHARED STIPEND
MANNING ERNEST	TENNIS GIRL HEAD COACH	HIGH SCHOOL	2/18/2019	4,755.50	
ANDERSON ERIN	TRACK ASSISTANT COACH	HIGH SCHOOL	2/18/2019	3,408.75	
DAVIES COLBY	TRACK HEAD COACH	HIGH SCHOOL	2/18/2019	4,927.50	
HOFFMAN CORY	TRACK ASSISTANT COACH	HIGH SCHOOL	2/18/2019	3,408.75	
KOUBELE NICHOLAS	TRACK ASSISTANT COACH	HIGH SCHOOL	2/18/2019	3,408.75	
OSADCHEY CASEY JACK	TRACK ASSISTANT COACH	HIGH SCHOOL	2/18/2019	3,408.75	
THOMAS PATRICK	TRACK ASSISTANT COACH	HIGH SCHOOL	2/18/2019	3,408.75	
BARKHURST RANDY	WRESTLING ASSISTANT COACH	HIGH SCHOOL	11/19/2018	4,196.63	
HOFFMAN CORY	WRESTLING ASSISTANT COACH	HIGH SCHOOL	11/19/2018	4,446.00	
KOUBELE NICHOLAS	WRESTLING HEAD COACH	HIGH SCHOOL	11/19/2018	5,928.00	
KALLAY ZELMA	ART CLUB	PIONEER	8/31/2018	2,400.00	
STOUT JENESSA	ASB ADVISOR	PIONEER	8/31/2018	2,500.00	
STOUT JENESSA	BAND	PIONEER	8/31/2018	2,500.00	
STOUT JENESSA	JAZZ BAND CLUB	PIONEER	8/31/2018	2,400.00	
KEEFER CHARM	BUILDERS CLUB	PIONEER	8/31/2018	2,400.00	
ELSHIRE KATHERINE	CHOIR	PIONEER	8/31/2018	2,500.00	

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

ELSHIRE KATHERINE	CHAMBER CHOIR CLUB	PIONEER	8/31/2018	2,400.00	
MARTIN MICHAEL	DEPT CHAIR	PIONEER	8/31/2018	2,000.00	
MCJUNKINS TRINA	DEPT CHAIR	PIONEER	8/31/2018	2,000.00	
PARR KAREN	DEPT CHAIR	PIONEER	8/31/2018	2,000.00	
PERCEFULL SAMANTHA	DEPT CHAIR	PIONEER	8/31/2018	2,000.00	
STEWART CATHRYN	DEPT CHAIR	PIONEER	8/31/2018	2,000.00	
MILTON ANDREW	DRAMA CLUB	PIONEER	8/31/2018	2,400.00	
NIXON JULIE	GAME CLUB	PIONEER	8/31/2018	2,400.00	
PERCEFULL SAMANTHA	GSA CLUB	PIONEER	8/31/2018	2,400.00	
KEEFER CHARM	JUNIOR STUDENT 2 STUDENT	PIONEER	8/31/2018	2,400.00	
MORIYAMA-YODER JOY	YEARBOOK	PIONEER	8/31/2018	2,400.00	
BARTON KRISTEN	DATA TEAM LEADER	SALTAR'S POINT	8/31/2018	2,000.00	
BLANCHARD DIANA	DATA TEAM LEADER	SALTAR'S POINT	8/31/2018	2,000.00	
BUCKMISTER AMANDA	DATA TEAM LEADER	SALTAR'S POINT	8/31/2018	2,000.00	
HERIG JILL	DATA TEAM LEADER	SALTAR'S POINT	8/31/2018	2,000.00	
HICKERSON AMY	DATA TEAM LEADER	SALTAR'S POINT	8/31/2018	2,000.00	
BATHURST ERIN	INTERMEDIATE MUSIC DIRECTOR	SALTAR'S POINT	8/31/2018	2,500.00	
ISLER DENISE	LEADERSHIP CLUB	SALTAR'S POINT	8/31/2018	2,400.00	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 9/26/2018

Strategic Focus Area

- ☒ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☐ Resource Management

BACKGROUND INFORMATION

Second Reading of Policy 3220 Freedom of Expression

No changes since First Reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent approve Policy 3220.

Report prepared by:
Susanne Beauchaine, Executive Director of Student Services

FREEDOM OF EXPRESSION

The free expression of student opinion is an important part of education in a democratic society. The district encourages Students' verbal and written expression of opinion on school premises so long as it does not substantially disrupt the operation of the school or otherwise violate this policy. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings.

Student Publications

Student publications produced as part of the school's curriculum or with the support of the associated student body fund are intended to serve both as vehicles for instruction and student communication. Although substantively financed and operated by the district, student editors of school-sponsored media are responsible for determining the news, opinion, feature, and advertising content of the media, consistent with [chapter 28A.600 RCW](#). Material appearing in such publications may reflect various areas of student interest, including topics about which there may be controversy and dissent. When engaging with a controversial issue, student publications should strive to provide in -depth treatment and represent a variety of viewpoints. Such materials may not:

- Be libelous or slanderous;
- Be an unwarranted invasion of privacy;
- Be obscene or profane, such that it would violate federal or state laws, rules or regulations or incites others to violate federal or state laws, rules or regulations, including the standards established by the federal communications act or applicable federal communication commission rules or regulations;
- Cause a substantial disruption of the school;
- Violate district policy or procedure related to harassment, intimidation, bullying, or related to the prohibition on discrimination pursuant to [RCW 28A.642.010](#).
- Violate federal or state laws, rules, regulations, or advocate the violation of such laws; or
- Advertise tobacco products, liquor, illicit drugs, or drug paraphernalia.

The superintendent will develop guidelines, assuring that students are able to exercise freedom of expression so long as it does not present a material and substantial disruption of the orderly operation of the school, implementing the standards above, and establishing procedures for the prompt review of any materials that appear not to comply with the standards.

Distribution of Materials

Students and district staff may distribute student publications or other materials on school premises in accordance with procedures developed by the superintendent. Such procedures may impose limits on the time, place, and manner of distribution including prior authorization for the posting of such material on school property.

Students responsible for the distribution of material that leads to a substantial disruption of school activity or otherwise interferes with school operations will be subject to corrective action, including suspension or expulsion, consistent with student discipline policies.

No one who is neither a student nor a district employee may distribute materials on school grounds.

Cross Reference: Board Policy [2340](#) [Religious-related Activities and Practices](#)
[3241](#) [Classroom Management, Discipline and Corrective Action](#)

Legal References: [WAC 392-400-215](#) [Student rights](#)

Management Resources:	2018- May Issue
	Policy News, August 2001

Adoption Date: 2.27.08
School District Name: Steilacoom Historical School District
Revised: 7.10.14; 9.26.18

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 9/26/2018

Strategic Focus Area

- ☒ Teaching and Learning
- ☒ Safety, Service and Support
- ☐ Family & Community Involvement
- ☐ Resource Management

BACKGROUND INFORMATION

Second Reading of Policy 3232 Parent and Student Rights in Administration of Surveys, Analysis, or Evaluations

No changes since First Reading.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve Policy 3232.

Report prepared by:
Susanne Beauchaine, Executive Director of Student Services

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 9/26/2018

Strategic Focus Area

- ☐ Teaching and Learning
- ☒ Safety, Service and Support
- ☐ Family & Community Involvement
- ☐ Resource Management

BACKGROUND INFORMATION

First Reading of Policy 3122 Excused and Unexcused Absences

WSSDA policy update includes the following changes:

- **new section – Definition of Absence**
- **Excused Absences:**
 - more health services added
 - court-ordered activity
 - foster care
 - deployment activities of active duty parent or legal guardian (change is wording)
 - suspensions, expulsions or emergency expulsions
 - student safety concern (threats, assaults, bullying)
 - district may define additional excused criteria
 - alternative assignment option
 - new section – elementary conferences
- **Unexcused Absences**
 - Reasonable effort to provide notification in language parent understands
 - Conference with parent to develop a plan of “action”
 - Administer an Assessment of Risk and Needs of student (middle and high school only), AND convening of Special Education or 504 team if applicable.
- **New section – Migrant Students**

Cross and legal references were updated

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 3122 to a second reading.

Report prepared by:

Nancy McClure, Assessment and Intervention Coordinator

EXCUSED AND UNEXCUSED ABSENCES

Definition of Absence

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

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

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

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the district will inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and ~~be provided~~ receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

The following are valid excuses for absences:

- ~~1. Participation in a district or school approved activity or instructional program;~~

- ~~2.1.~~ Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, ~~or~~ optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health); for the student or person for whom the student is legally responsible;
- ~~3.2.~~ Family emergency, including, but not limited to, a death or illness in the family;
- ~~4.3.~~ Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- ~~5.4.~~ Court, judicial proceeding, court-ordered activity or serving on a jury service;
- ~~6.5.~~ Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- ~~7.6.~~ State-recognized search and rescue activities consistent with RCW 28A.225.055;
- ~~7.~~ Absence directly related to the student's homeless or foster care/dependency status;
- ~~8.—~~ Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- ~~8.~~ Absence due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC; if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107; resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- ~~—9.~~ Absences due to student safety concern, including absences related to threats, assaults, or bullying;
- ~~9.~~ 10. Absences due to a student's migrant status; and
- ~~10.~~ 11. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee Principal (or designee) and a parent, guardian, or emancipated youth. mutually agreed upon approved activity.

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

~~A.~~ 1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses a~~except that in~~ participation-type classes, they can request an alternative assignment that aligns with the learning goals of the activity missed. a stu-~~dent's grade may be affected because of the student's inability to make up the activities con-~~ducted during a class period.

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

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

3. Except as provided in subsection (2) of this section, in the event that a child in elementary school is required to attend school under RCW 28A.225.010 or 28A.225.015(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the school district shall will schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. To satisfy the requirements of this section, the conference must include at least one school district employee such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education program or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required.

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

~~B.~~

Unexcused Absences

~~A.1.~~ Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

~~B.2.~~ As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

~~C.3.~~ The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absence. The school will make reasonable efforts to provide this information in a language the parent understands.

4. The school will hold a A-conference with the parent or guardian will be held after three unexcused absences within any month during the current school year. The conference will analyze A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the causes of for the student's absences and develop a plan that identifies student, school, and family commitments to reduce the student's absences from school. If the parent does not attend the conference, the conference may be conducted with the student and a school official may still hold the conference with the student. However, the school will notify the parent parent will be notified of the steps the district has decided to take to eliminate or reduce the student's absences.

5. Between the student's second and fifth unexcused absence, the school must take the following data-informed steps:
 - I. Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other a needs assessment
 - II. These steps must include, where appropriate, providing an available approved best practice or research-based intervention, or both, consistent with the needs WARNS profile or other assessment, if an assessment was applied, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the child to a community truancy board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.
- ~~D-III.~~ For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.
- ~~E.~~ Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- ~~F.~~ If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- ~~G.~~ All suspensions and/or expulsions will be reported in writing to the superintendent or designee within 24 hours after imposition.

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

Students dependent pursuant to Chapter 13.34, RCW

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

Migrant Students

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

Cross References:	<u>Board Policy 3120</u>	<u>Enrollment</u>
	<u>Board Policy 3230</u>	<u>Student Privacy and Searches</u>
	Board Policy 3241	Classroom Management, Corrective
		Actions or Punishment
	<u>Board Policy 3240</u>	<u>Student Conduct Expectations and</u>
		<u>Reasonable Sanctions</u>
	<u>Board Policy 3241</u>	<u>Classroom Management, Discipline and</u>
		<u>Corrective Action</u>
	<u>Board Policy 4218</u>	<u>Language Access Plan</u>

Legal References:	RCW 13.34.300	Relevance of failure to cause juvenile to attend school to neglect petition
	RCW 28A.225	Compulsory school attendance and admission
	RCW 28A.705.010	Interstate Compact on Educational Opportunity for Military Children
	WAC 392-400-532	Statewide definition of excused and unexcused daily absences.
	WAC 392-400-235	Discipline Conditions and limitations
	WAC 392-400-260	Long term suspension Conditions and limitations
	WAC 392-400-275	Expulsion Conditions and limitations

Management Resources:

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

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 7.15.10, 1.25.12, 4.10.13; 9.28.16; 10.25.17;

EXCUSED AND UNEXCUSED ABSENCES

Definition of Absence

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

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

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

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the district will inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

The following are valid excuses for absences:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency, including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010; Absence due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC; if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
9. Absences due to student safety concern, including absences related to threats, assaults, or bullying;
10. Absences due to a student's migrant status; and
11. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence.

1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed.
2. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about

drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

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

Unexcused Absences

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

courses or work experience, referring the child to a community truancy board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.

c. For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior will be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.

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

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

Students dependent pursuant to Chapter 13.34, RCW

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

Migrant Students

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

Cross References:	Board Policy 3120	Enrollment
	Board Policy 3230	Student Privacy and Searches
	Board Policy 3240	Student Conduct Expectations and Reasonable Sanctions
	Board Policy 3241	Classroom Management, Discipline and Corrective Action
	Board Policy 4218	Language Access Plan

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

Management Resources:

<i>Policy News, August 2018</i>	
<i>Policy News, July 2017</i>	
<i>Policy News, December 2011</i>	Revision of Excused/Unexcused Definitions
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Adoption Date: 2.27.08
School District Name: Steilacoom Historical School District
Revised: 7.15.10, 1.25.12, 4.10.13; 9.28.16; 10.25.17;

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 26, 2018

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading

Updated Policy 1400 – Meeting Conduct, Order of Business and Quorum. The revision clarifies language regarding a quorum and voting and simplifies language regarding meeting agendas. The policy also outlines the process of the public providing comment in greater detail with a special emphasis on civility.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 1400 to a second reading.

Report prepared by:
Dr. Kathi Weight, Superintendent

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

The Board ~~meetings~~ will ~~be scheduled~~ schedule its meetings in compliance with the law and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

Regular Meetings

The board will conduct a study session at 6:00 p.m. on the 2nd Wednesday of each month. Regular meetings will be held at 7:00 p.m. on the 4th Wednesday of each month or at other times and places as determined by the presiding officer or by majority vote of the board. Regular meetings are usually preceded by a short study session held at 6:00 p.m. See annual board meeting schedule on the [Steilacoom Historical School District website](#). An agenda of the business ~~the board will to be transacted~~ must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting.

If regular meetings are adjourned to times other than a regular meeting time, notice of the meeting will be made in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries.

Special Meetings

Special meetings may be called by the chair or at the request of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally, ~~or~~ by mail, facsimile or electronic mail. The notice must be posted on the district's website. The district must also prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

A board member waives tThe written notice requirement ~~will be deemed waived if a member~~he or she:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes.

The board will not take fFinal disposition ~~will not be taken~~ on any matter other than those items stated in the meeting notice.

Study Session

A study session of the school board is for where the board members to collect and study information. No decisions are made and there is no community input. These sessions are reserved for the school board members to study issues. The public is invited to attend and listen to the proceedings.

Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

Public Notice

Public notice will be properly given for any special meeting; whenever a regular meeting is adjourned to another time or meeting location changed. All meetings will be open to the public with the exception of executive or closed sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, will be the office of the board. The district's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum and Voting

A quorum consists of the majority of all board members. For school boards with five members, three board members constitute a quorum. A quorum is required for the transaction of business, including voting. Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform that provides simultaneous aural communication with those in attendance. Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.

The board will take no action by secret ballot at any meeting required to be open to the public. Generally, the board votes on motions and resolutions by "voice" vote, unless a board member requests to vote by oral roll call, in which case the board will do so. A motion passes when a majority of those board members present and voting vote in favor. However, a majority vote of all board members is required to elect or select a superintendent or board officer and the board must vote on these matters by an oral roll call. The board will vote by an oral roll call whenever required by law.

Quorum

~~Three board members will be considered as constituting a quorum for the transaction of business.~~

Meeting Conduct and Order Of Business

~~All~~ The board will conduct all board meetings will be conducted in an civil, orderly and business-like manner using *Roberts Rules of Order (Revised)* as a guide, except when board bylaws or policies such rules are superseded by board bylaws or policies such rules. During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

The board will use the agenda to establish its regular order of business. However, either the superintendent or a board member may request additions or changes to the prepared agenda, and the board may adopt a revised agenda or order of business by a majority vote of the board members present. At a special meeting, the board may take final action only on that business contained in the notice of the special meeting.

~~The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent or a board member and must be approved by majority vote of the board members present. At a special meeting final action may be taken only on that business contained in the notice of the special meeting.~~

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~~Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform—including videoconference or teleconference—that provides, at a minimum, simultaneous aural communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate and 4) the communication platform is generally known and accessible to the public.~~

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~~The board will establish its regular order of business, but may elect to change the order by a majority vote of the members present. All votes on motions and resolutions shall be by “voice” vote unless an oral roll call vote is requested by a member of the board. No action shall be taken by secret ballot at any meeting required to be open to the public. An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.~~

~~During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.~~

Public Attendance and Comment

Any member of the public may attend board meetings, including individuals who do not live within district boundaries. The board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such public comment, the board will provide a period at the beginning of the meeting during which visitors may present to address the board on any topic within the scope of the board’s responsibility. The board may structure the public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the board imposes will be content neutral.

The board may require those who wish to speak (but not all attendees) to sign in so that the board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identifying themselves and proceed to make comments within the time limits established by the board.

The board is not obligated to respond to questions or challenges made during the public comment period and the board’s silence will not signal agreement or endorsement of the speaker’s remarks. The board may control the time, place, and manner of public comment. The chair/president may terminate an individual's statement when the allotted time has passed and

may interrupt a speaker to require the same standard of civility that the board imposes on itself. Examples of uncivil comments include comments that:

- Are libelous or slanderous;
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the board meeting

The board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the board, district, and / or staff that are negative yet still civil in nature, and will exercise its authority to maintain order in a content neutral manner.

~~–If possible, such presentations should be scheduled in advance.~~

In addition to the public comment period at the beginning of the meeting, the board will identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment—both oral and written—is required before the board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient, or safe management and operation of the district. Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about his or her firm.

~~The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require or will benefit from public comment. Written and oral comment will be accepted by the board before the adoption or amendment of policies 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. Individuals wishing to be heard by the board will first be recognized by the chair.~~

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~~Individuals, after identifying themselves, will proceed to make comments within the time limits established by the board. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The chair/president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The board as a whole has the final decision in determining the appropriateness of all such rulings.~~

Cross Reference:	Policy 1420	Proposed Agenda and Consent Agenda
	Policy 1220	Board Officers and Duties of Board Members
	Policy 1410	Executive or Closed Sessions

Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required
	RCW 28A.320.040	Bylaws for board and school government
	RCW 28A.330.070	Office of board — Records available for public inspection
	RCW 28A.343.370	Vacancies
	RCW 28A.343.380	Meetings
	RCW 28A.343.390	Quorum — Failure to attend meetings may result in vacation of office
	RCW 42.30.030	Meetings declared open and public
	RCW 42.30.050	Interruptions - Procedure
	RCW 42.30.060	Ordinances, rules, resolutions, regulations, etc., adopted at public meetings – Notice - secret voting prohibited
	RCW 42.30.070	Times and places for meetings – Emergencies – Exception
	RCW 42.30.080	Special Meetings
	Ch.42 U.S.C. §§ 12101-12213	Americans with Disabilities Act

Management Resources:

[2018-August Issue](#)

2014 – June Issue

2005 – June Issue

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 5.28.08, 5.25.11; 3.23.16;

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 26, 2018

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading

WSSDA has recently created Policy 6610 – Video Surveillance for district use to help communicate the purpose of surveillance cameras in schools. The policy aligns with federal and state privacy laws and highlights where parents can find information regarding our video surveillance on school sites (Parent and Student Handbook).

The National Center for Education Statistics reported that during the 2015-16 school year, 94% of high schools, 89% of middle schools and 73% of primary schools used surveillance cameras to monitor schools.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 6610 to a second reading.

Report prepared by:
Dr. Kathi Weight, Superintendent

VIDEO SURVEILLANCE

The board authorizes the use of video surveillance on district property for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect district equipment and facilities. The board authorizes video surveillance in common areas on district property and further authorizes the superintendent or designee to determine exact locations for cameras. The board further authorizes the superintendent or designee to install cameras to address specific incidents or need. However, the district will not install or use cameras in restrooms and locker rooms.

In general, only those individuals with a legitimate administrative or educational purpose may be permitted to view the video recordings. In most instances, those persons will be the superintendent, principals, supervisors, and other administrators.

The district will notify staff and students through the annual Parent and Student Handbook that video surveillance may occur on district property. The district may use footage from video surveillance for student disciplinary action. In addition, the district reserves the right to use footage from video surveillance for staff discipline or discharge, although this is not the primary purpose of video surveillance.

In certain instances, video recordings may become a part of a student's educational record or a staff member's personnel record. The district will comply with all applicable state and federal laws related to record maintenance, retention, and disclosure.

Legal References: 42 U.S.C. 1232g Family Educational Rights and Privacy Act

Management Resources: 2018 - August Issue

Adoption Date:
Steilacoom Historical School District
Revised Dates:

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 9/26/2018

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 6000 Program Planning, Budget Preparation, Adoption and Implementation

The revised policy includes the development of a four-year plan in addition to the budget for the next school year. It also requires that the district submits the budget and four-year budget plan to the educational service district and Office of Superintendent of Public Instruction by July 10th for review and comment.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 6000 to a second reading.

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

PROGRAM PLANNING, BUDGET PREPARATION, ADOPTION AND IMPLEMENTATION

A district's annual budget is tangible evidence of the board's commitment toward fulfilling the aims and objectives of the instructional program and providing for the efficient and effective operation of the district. The budget expresses in specific terms the services to be provided, consistent with immediate and long-range goals and resources available and establishes priorities within broad program areas such as basic education, other separately funded programs and support services. Each year a budget shall be prepared for the ensuing fiscal year. The budget will set forth the complete financial plan of the district for the ensuing ~~school~~-fiscal year.

Prior to presentation of the proposed budget for adoption, the superintendent ~~or designee~~ will prepare for the board's study and consideration appropriate documentation supporting his/her recommendations, which will be designed to meet the needs of students within the limits of anticipated revenues consistent with reasonable management practices. Program planning and budget development shall provide for staff participation and the sharing of information with community members prior to action by the board.

Fiscal Year

The district fiscal year will begin September 1 each year and will continue through August 31 of the succeeding calendar year.

Notice and Conduct of Budget Hearings~~**Budget Preparation, and Submission to ESD and OSPI**~~

~~Upon completion of the proposed district budget for the ensuing school year, notices will be published in a local paper of general circulation once a week for two successive weeks announcing the date, time and place of the budget hearing as required by law. The notice will also state that any person may appear and be heard for or against any part of such budget. The last notice shall be published no less than seven days prior to the hearing. On or before the tenth day of July in each year, the district shall prepare the budget for the ensuing fiscal year. The annual budget development process shall include the development or update of a four-year plan that includes a four-year enrollment projection. The four-year budget plan must include an estimate of funding necessary to maintain the continuing costs of program and service levels and any existing supplemental contract obligations.~~

~~The completed budget must include a summary of the four-year budget plan and set forth the complete financial plan of the district for the ensuing fiscal year.~~

~~Upon completion of the budget, the district will electronically publish a notice stating that the district has completed the budget, posted it electronically, place it on file in the district administration office, and that a copy of the budget and a summary of the four-year budget plan will be furnished to any person who calls upon the district for it.~~

~~Copies of the proposed budget will be made available at the district office. By July 10th, the district will submit a copy of the budget and four-year budget plan to its educational service district and to the office of the superintendent of public instruction for review and comment, unless the Superintendent of Public Instruction has delayed the date because the state operating budget was not adopted by June 1st.~~

~~The district shall submit one (1) copy of its budget to its educational service district for review and comment.~~

Budget, Notice, Hearing, ÷ Adoption, and Filing

~~The budget for the ensuing school year will be adopted by board resolution following a public hearing. Such action shall be recorded in the official minutes of the board. The board of directors will meet to fix and adopt the budget for the ensuing fiscal year. The district will provide notice of the meeting. The notice will designate the date, time and place of the meeting. The notice will state that any person may appear at the meeting and be heard for or against any part of the budget, the four-year budget plan, or any proposed changes to uses of enrichment funding. The district will publish the notice electronically and will publish it at least once each week for two consecutive weeks in a newspaper of general circulation in the district (or if there is none in the district, in a newspaper of general circulation in the county or counties in which the district is a part.) The last notice will be published no later than seven days before the meeting.~~

On the day given in the notice, the board of directors will meet at the time and place designated. At the meeting, the board of directors will fix and determine the appropriation from each fund contained in the budget separately; will by resolution adopt the budget, the four-year budget plan summary, and the four-year enrollment projection; and will record its action in the official minutes. -(First Class District Provision: Copies of the budget as adopted shall be filed with the education service district for review.) (Second Class District Provision: Copies of the budget as adopted shall be filed with the educational service district for review, alteration, and approval by the budget review committee.) Copies of the budget will be filed with the state ~~s~~Superintendent of ~~p~~Public ~~i~~nstruction.

The dates for adoption and filing are as follows:

1st Class Districts:

- Budget adopted by 8.31
- Budget filed with ESD by 9.3
- Budget filed with OSPI by 9.10

2nd Class Districts:

- Budget adopted by 8.1
- Budget forwarded to ESD for review, alteration and approval by budget review committee by 8.3
- Budget review committee approves budget by 8.31
- Budget returned to school district and filed with OSPI by 9.10

Budget Implementation

The board places responsibility with the superintendent or designee for administering the operating budget, once adopted. All actions of the superintendent or designee in executing the programs and/or activities as set forth in the adopted operating budget are authorized subject to the following provisions:

- A. Expenditure of funds for the employment and assignment of staff meet the legal requirements of the state of Washington and adopted board policies;
- B. Funds held in reserve accounts (General fund #810-890) for self-insurance and other such contingencies may not be expended unless approved for purposes designated by the board;
- C. Complete listing of expenditures for supplies, materials and services is presented for board approval and/or ratification;

~~C.~~

- D. Purchases are made according to the legal requirements of the state of Washington and adopted board policy;
- E. Funds may be transferred from one budget classification to another subject to such restrictions as may be imposed by the board;
- F. The superintendent or designee shall be responsible for establishing procedures to authorize and control the payroll operations of the district. No involuntary deduction may be made from the wages of a staff member except for federal income tax, social security, medical aid, and state retirement, or in compliance with a court order such as garnishment; and
- G. Financial reports are submitted to the board each month.

Cross References:	Board Policy 5005	Employment <u>and</u> <u>Volunteers</u> ; Disclosures, Certification Requirements, Assurances and Approval
	<u>Board Policy 6213</u>	Reimbursement for Travel Expense
Legal References:	RCW 28A.300.060	Studies and adoption of classifications for school district budgets — Publication
	28A.320.010	Corporate powers
	28A.320.020	Liability for debts and judgments
	28A.400.300	Hiring and discharging employees — Seniority and leave benefits, transfers between school districts
	28A.320.090	Preparing <u>and &</u> distributing information on district's instructional program, operation and maintenance — Limitation
	28A.330.100	Additional powers of the board
	28A.505	School Districts' Budgets
	28A.505.040	Budget — <u>Four-year budget plan</u> Notice of completion — Copies — Review by <u>Educational service SD districts</u>
	<u>28A.505.050</u>	<u>Budget – Notice of meeting to adopt</u>
	28A.505.060	Budget — Hearing and adoption of — Copies filed with ESDs
	28A.505.080	Budget — Disposition of copies
	28.505.150	Budgeted expenditures as appropriations — Interim expenditures — Transfer between budget classes — Liability for nonbudgeted expenditures
	28A.510	Apportionment to District — District Accounting

Management Resources: 2011 - October Issue

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 9.24.14₁

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 9/26/2018

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 6100 Revenues from Local, State and Federal Sources

The revised policy includes the controls established for the Title I program.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 6100 to a second reading.

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

REVENUES FROM LOCAL, STATE AND FEDERAL SOURCES

Revenues From Discretionary Local Taxes

As necessary, the district will consider the necessity of requesting voter approval of an excess property tax to be collected in the year following voter approval. Such a levy, if any, will be in that amount permitted by law, which the board determines necessary to provide educational services beyond those provided by state appropriations. The board will solicit advice from staff and community members prior to establishing the amount and purposes of the special levy request. The special levy being collected will be presented by program and expenditure in the district's annual descriptive guide for community members as required by law. In addition, districts must report their planned usage of levy proceeds to OSPI prior to the levy going to ballot as required by ~~ESB-5023, Sec. 2 (14), amended by HB 2242, and in accordance with OSPI guidance through OSPI's "ESSB 5023 Frequently Asked Questions"-law.~~

Revenues From State Resources

The responsibility for financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or excess property tax levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities and for such other programs as it deems appropriate to assist schools.

When the superintendent or designee identifies an optional state grant where in the superintendent's or designee's reasonable professional judgment the benefits and advantages from accepting the grant outweigh the costs - the board will receive a report and ~~will~~may formally authorize participation.

Revenues From The Federal Government

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board will receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs and new obligations that the program may require. Before authorizing participation in such a program, the board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The board agrees to comply with all applicable federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

1. Maintenance of fiscal records ~~which-that~~ show the receipt and disposition of federal funds;
2. Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs ~~which-that~~ are supported by ~~ECIA~~federal funds;

3. Provision for testing to identify target students as well as to measure program results; and
4. Provision for staff and parent involvement, program planning, budget development and program evaluation.

The district agrees to comply with Title 1 requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures. The following controls are established for the Title I program:

1. All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to carry out the objectives of the current program effectively, and for the benefit of eligible participants;
2. Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or that benefit only eligible Title I participants;
3. Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title I program responsibilities and duties; and
4. Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.

The district further assures that a district-wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material will also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

Legal References:	RCW 28A.300.070	Receipt of federal funds for school purposes — Superintendent of public instruction to administer
	28A.150.230	Basic Education Act — District school directors as accountable for proper operation of district — Scope — Responsibilities — Publication of guide
	28A.150.250	Annual basic education allocation of funds according to average FTE student enrollment — Student/ teacher ratio standard
	28A.150.370	Additional programs for which legislative appropriations must or may be made
	84.52.053	Levies by school districts — Maximum dollar amount for maintenance and operation support — Restrictions — Maximum levy percentage — Levy reduction funds — Rules.
	WAC 180-16	Support of Public Schools

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised Dates: 02.06; 12.11; 10.22.14; 2.28.18;