



Study Session of the Board of Directors

Steilacoom High School Library 54 Sentinel Drive Steilacoom, WA 98388

1/11/2017 06:00 PM

Study Session of the School Board Directors

- 1. CALL TO ORDER** **(Action)**
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Approval of Agenda
- 2. TOPIC FOR BOARD DISCUSSION**
 - a. 1918 Building Historic Register** **(Discussion)**
Presenter: Lenore Rogers
 - b. Review of Board Operating Protocol** **(Discussion)**
[BOP2016.pdf \(p. 2\)](#)
 - c. Safety Committee Report** **(Discussion)**
Presenter: Nancy McClure
[District Safety Advisory Committee Presentation 1 11 17.pdf \(p. 6\)](#)
- 3. ADJOURNMENT** **(Action)**

Steilacoom Historical School District No. 1

Board of Directors' Operating Protocol

To be Adopted April 27, 2016

The most effective way to operate and supervise a dynamic, growing school district is through close cooperation between the school board, the superintendent, and the administrative leadership team. Each group plays a different role, and each role is essential to the success of the entire system (staff and students). In order to allow each group to compliment and ensure the success of the others, there must be agreement on some philosophical ideas and practical ways of working together to achieve the common goal – quality education programs for each student. To achieve, within the legal and financial limits of the District, quality education programs for each student, the Board pledges to strive toward excellence in performance and expects the same from each individual who works in Steilacoom Historical School District.

Board directors and administrators have an obligation to provide educational leadership. The public expects the best in planning, decision-making, communication, and educational expertise. However, all decisions and policies of the Board-Administration Team must be gauged and tested against two fundamental beliefs: schools are for kids; and schools belong to the people.

For the purpose of enhancing teamwork among members of the Board and between the Board and the Administrative Team, we, the members of the Steilacoom School District Board of Directors, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

PRINCIPLES FOR BOARD-ADMINISTRATION RELATIONS

The following philosophical ideas, operating principles, and behaviors, when adhered to by all, will create an open, productive environment for a team approach to school leadership:

1. Positive Approach

Each member of the team is charged with the responsibility of working with the team to find the best way to meet the needs of the students and staff. An open, positive, and problem solving atmosphere toward designing, implementing, and assessing plans to achieve the goals of the organization is critical.

2. Judgment and Trust

To develop an effective team process, each group must support and cooperate with team members, collectively and individually.

3. Loyalty and Disagreement

Cooperation, support, and loyalty do not mean there will be agreement on every issue. Dialogue, divergent thinking, and debate will encourage the best decisions. To clarify this principle, a few ground rules must be covered:

- Each team member has the responsibility for being loyal to the District, to each member of the team, and to the primary goal -- a quality education for every child.
- Board Directors should not be contacting employees of the District on operational issues. Questions about operations, direction, etc., should be directed to the Superintendent.
- Board Directors are encouraged to offer praise for employees, but criticism must be channeled through the Superintendent's office.
- Debate the issues, not one another. Avoid personal slurs and snide comments.
- Information about employees, negotiations, and other confidential areas discussed in executive session will remain completely confidential. Information given in confidence, particularly when planning and exploring alternatives must also remain confidential. Team members should state in advance whatever they consider to be confidential information.
- When Board Directors or the superintendent find themselves in disagreement with another team member, a one-to-one meeting with that person should be arranged to resolve the disagreement. Once resolved, the disagreement will remain a private matter.
- Discussion at meetings and debate over issues should be open and honest. Once a final team decision is reached, each member has the responsibility to support the decision.
- Agendas must be open and on the table for meaningful dialogue to occur. Information upon which decisions are to be made, with accompanying alternatives, will be given to the Board in a timely manner so that appropriate input and analysis can take place prior to the time of the decision. Surprises at meetings are counterproductive.

4. Accountability to Community

The School Board, Superintendent, and administrative team are accountable to the public for the decisions made and for the quality of their work. Responsibility to the community is demonstrated by listening to them and by using effective systems of gathering information as assessment.

5. Communication

Effective interpersonal communication requires a healthy communication climate with high levels of trust and respect for individuals and for the mission of providing a quality education for all students. To achieve this, messages must be open, straightforward, and honest.

- The Superintendent and the Board will make deliberate attempts to share information and data with all team members. Team members shall utilize the chain of command as outlined by District policy/procedures.
- When an individual Board Director is contacted by a staff or community member, each member has agreed to the following procedures:
 - a. Hear out the individual's concern.
 - b. Ask if the issue has been discussed with the person immediately responsible.
 - c. Express concern about the issue and a desire to assist in resolution, while reinforcing the need to resolve the issue at the immediate local level. If unsuccessful, proceed to the next level(s) of responsibility.
- Only the Superintendent, his/her designee, or a Board-designated representative may contact the District's negotiator, should one be used, on current negotiations. If a Board Director feels a need to talk to District counsel or the negotiator, he or she is to contact the Superintendent who will arrange for all meetings. The Board chair may contact the District's legal counsel in reference to the Superintendent's contract.
- It is important to keep the Superintendent and other Board members informed of unusual happenings as quickly as they occur.
- The Superintendent is responsible for communicating official district operational positions to the media. There will also be occasions when the Board chair communicates the official District position. Board members may certainly state personal positions; as long as they make it known they are not speaking for the Board or the District.
- The Board will emphasize planning, policy making, and public relations rather than becoming involved in the daily operations of the schools.
- After reviewing the agenda, Board members agree to ask questions when clarification is needed so that the Board meetings can proceed smoothly and efficiently. Board members can also contact the Superintendent to discuss issues prior to the meetings. Members may also request addition of items to the agenda prior to its adoption.

- Each Board member will become conversant with matters on which the Board acts, reviewing all materials prior to meetings. They will attend essential Board training and inform themselves about important issues through individual readings.
- All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent.
- Members agree to operate as a team and employ appropriate group problem solving techniques. They agree to focus on issues rather than personalities, to propose viable alternatives to problems, to disagree constructively and communicate with each other in a respectful manner.

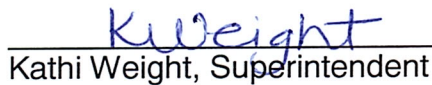
Signed this 27th day of April 2016;



Sam Scott, Board Chair




Bob Forbes, Vice Chair



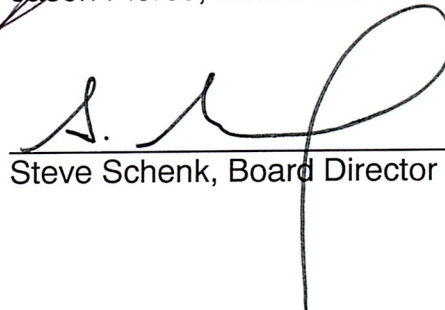
Kathi Weight, Superintendent



Don Denning, Legislative Representative



Jason Pierce, Board Director



Steve Schenk, Board Director

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 1/11/2017

Strategic Focus Area

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

BACKGROUND INFORMATION

District Safety Advisory Committee Fall Update

Jonah Faitala, a SHS student and I will be sharing information about the committee, our focus and work completed so far this school year.

The committee meets once a month and reviews building safety concerns, incident reports and gives input towards improvements.

Safety procedures and training are also being reviewed and updated to align with recommendations from Crisis Reality and Pierce County Work Group.

The attached presentation provides an overview of the completed work to guide our Study Session discussion.

RECOMMENDED ACTION:

Information only, no action required.

Report prepared by:

Nancy McClure, Executive Director of Assessment and Intervention



District Safety Advisory Committee Update

January 11, 2017

Jonah Faitala, Committee Member, SHS ASB

Nancy McClure, Committee Chair, D.O.

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Safety Check Fall 2016


- District-wide committee formed
- Committee's Focus
 - Top 3 current safety priorities for each school
 - Safety procedures
 - Review and understanding of policies and procedures
 - Collaboration on communication/ trainings
 - Ongoing issues/concerns and improvements




focus on SAFETY

Safety Check Fall 2016

- Monthly District Safety newsletter



November 2016



District Safety Committee:
Wanda Oline
 Nancy McClure
 Patty Zach
Jess
 Krista Lallmand
 Eric Overgaard
PMS
 John Nyström
 Lisa Miller
Safety's Point
 Alex Clauson
Anderson Island
 Susan Greer
Chloe Clark
 Gary Yoho
Cherrydale
 Mary Gebits
Student Reps
 Peter DeLaCruz
 Joseph Faltala
School Board
 Jason Pierce

September & October Safety Updates :

- △ School Resource Officer is hired—welcome Officer Justin Hamrick
- △ District Safety Committee is formed—will meet monthly
- △ Phone system upgrade complete
- △ Emergency Equipment sheds installed—SHS, Chloe Clark, Cherrydale
- △ Entry banners at every school—consistent message to visitors
- △ AEDs installed—SHS (#2), PMS (#2), A.I., Cherrydale, District Office PDC
- △ Emergency Go Kits in place at PMS—S.P. is in process, should complete all schools by Thanksgiving
- △ Parking Lot gate—installed at Cherrydale

November's Safety Priorities :

- △ Emergency Go Kits—distributed to all schools
- △ Table Top Drill—Earthquake scenario with office staff in each school
- △ Communication with families and staff
- △ Red/Green cards—part of classroom emergency materials
- △ Continue seeking bids for upgraded/new security camera systems
- △ AEDs—add foam padding to cabinets' exteriors
- △ Parking Lot gate—at SHS

Pierce County Work Group

Did you know the school districts and local public safety agencies began working together a year ago? The focus of the work group is to create consistent plans and procedures across the county. In an emergency situation, agencies provide support to each other. Through monthly meetings, the work group has developed emergency procedures and drills for all districts to use. Staff will receive training over the next few months. More importantly, the work group shares resources and communicates regularly. We will begin to see the results of a county-wide focus on safety in numerous ways.


In addition to PCWG, we continue to complete tasks recommended from the site evaluations conducted by Crisis Reality. We are also using the guidelines from Safe Schools to create a district-wide consistent safety plan.

Why were our backpacks removed?


That's a great question someone asked. First, the size, color and contents of the backpacks varied significantly across the district, and even within schools. In fact, it was hard for some staff to tell an emergency backpack from a student's. Others have yet to be located in some classrooms.

More importantly, providing a consistent, identifiable emergency container helps everyone in a time of crisis. This is why we are supplying emergency Go-Kit buckets to all classrooms. The contents are specific for classrooms and the same across the district. Substitutes, students and all staff will know where to look and what is in the bucket—along with the purpose of items. The timeliness of getting the new kits out has been much slower than planned. One school is complete and another in process. We hope to complete all schools by Thanksgiving.

Please contact your school's safety committee member if you have any questions or con-



December 2016



District Safety Committee:
Wanda Oline
 Nancy McClure
 Patty Zach
Jess
 Krista Lallmand
 Eric Overgaard
PMS
 John Nyström
 Lisa Miller
Safety's Point
 Alex Clauson
Anderson Island
 Susan Greer
Chloe Clark
 Gary Yoho
Cherrydale
 Mary Gebits
Student Reps
 Peter DeLaCruz
 Joseph Faltala
School Board
 Jason Pierce

What does an School Resource Officer (SRO) do?


- △ Establish positive relationships with students & staff
- △ Develop mentor relationships with students
- △ Conduit to community resources
- △ Community Truancy Board resource
- △ Provide specific safety training for school staff
- △ Provide classroom presentations emphasizing principles and skills for responsible citizenship
- △ Assist with emergency response planning and safety drill training
- △ Provide safety training for students
- △ Enforce building/district/ state policies and laws
- △ Assist in identifying environmental changes that can reduce crime in our schools

Have a question for our SRO or about safety?


Let your Safety Committee Representative know and we will address questions/concerns/ideas at our monthly meeting.

November Update :

- △ Public Address systems: CD had some hardware replaced; SP added new outside speaker
- △ Classroom "Go Kits" in place at CC, CD, PMS, SP, A.I.
- △ Fieldtrip backpacks (first aid kit) are available for checkout from your school nurse



Please contact your school's safety committee member if you have any questions or concerns.



December Safety Priorities :

- △ Emergency Drill Update & Training w/ Administrators
- △ Communication with families and staff
- △ "Go Kits" in place at SHS

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Safety Check Fall 2016

- New parking lot gate at Cherrydale



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Safety Check Fall 2016

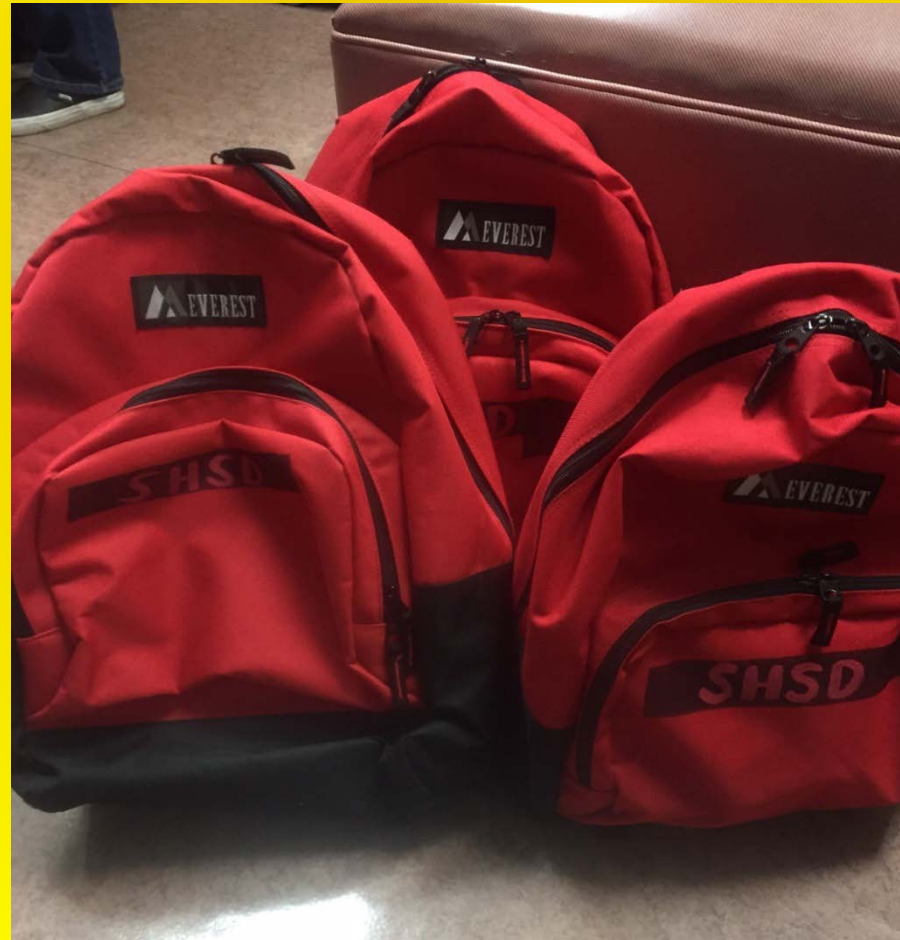
- Emergency “Go Kits” in classrooms



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Safety Check Fall 2016

- Field trip backpacks (first aid kits) at all schools



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Safety Check Fall 2016

- Updated security system at Chloe Clark



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Safety Check Fall 2016

- Updated PA system at Cherrydale and Saltar's Point



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Safety Check Fall 2016

- AEDs installed in all schools and PDC



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Safety Check Fall 2016

- Emergency Sheds in place at all schools





Safety Check Fall 2016

- NEW Lockdown training

SHSD LOCKDOWN TRAINING

for
Students and Staff
2016-2017

Drills are Practice

- Everyone must participate
- Everyone must cooperate
- Everyone must take these drills seriously

Your job:

- Pay attention to all directions
- Know ALL your options in the event of an actual lockdown

RUN → ***HIDE*** → ***FIGHT***



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Safety Check Fall 2016

- Under-brush removed at Chloe Clark





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SAFETY

Safety Check Fall 2016

