



**Regular Meeting Minutes**  
**Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA**  
**July 19, 2023**

**I. CALL TO ORDER**

Chair Scott called the meeting to order at 6:00 p.m.  
Executive Director Susanne Beauchaine led the Pledge of Allegiance.  
Director Rohrer made a motion to excuse Director Tinsley, Director McDonald seconded the motion, and the motion passed (4/0).  
Directors McDonald, Rohrer, and Scott present in person. Director Hogan present via a FaceTime connection.  
Chair Scott inquired if any board members had questions about the agenda. No questions.  
Director McDonald made a motion to approve the agenda, Director Rohrer seconded the motion, and the motion passed (4/0).

**II. PRESENTATION - Introduction of New SHS Assistant Principals**

Steilacoom High School Principal Jake Tyrrell introduced new SHS assistant principals - Tracy Garza and Charlie Hilen.

Mr. Tyrrell shared that in a pool of over 30 applicants, Ms. Garza and Mr. Hilen quickly rose to the top as the hiring committee's choices.

**III. COMMENTS FROM THE AUDIENCE**

- Chair Scott shared that the district is testing streaming the meeting tonight as a Zoom webinar. The audio recording should be improved.
- Scarlett Shepard, Anderson Island resident, shared she is part of a committed group of parents and Anderson Island residents who are advocating to return 4th and 5th grade students back to Anderson Island Elementary for this coming school year. She shared concerns about commute issues for students who live on Anderson Island.
- Susannah David, Anderson Island resident, shared her desire to bring 4th and 5th grade students back to Anderson Island Elementary School. She shared she believes it is not necessary to hire an additional certificated teacher for the 4-5 students who would be attending 4th/5th grade on the island. The current staffing would be sufficient to add these students.
- David Bungert, DuPont resident, encouraged the district to change its ideology and create enrichment levies. He shared most districts finance SROs through an enrichment levy. He believes the district could also hire teachers and paraeducators through an enrichment levy. He encouraged the district to build classrooms at Cherrydale and Chloe Clark. He shared if the district puts any additional bonds on the ballot to build on the McNeil Street property, he will be the chair of the against committee.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

- Samantha Music-Slridakis, Anderson Island resident, shared her desire for 4th and 5th grade students to be returned to Anderson Island Elementary School. She shared her concerns about the unreliable ferry service.
- Chair Scott shared the SHSD Board of Directors has received 11 emails from residents advocating for the return of 4th and 5th grade students to Anderson Island Elementary.

#### IV. RECESS TO PUBLIC HEARING

Chair Scott recessed to a Public Hearing at 6:18 p.m.

#### V. PUBLIC HEARING

##### A. 2023-24 Budget Hearing and 4-Year Budget Forecast

Assistant Superintendent Shawn Lewis shared the 2023-24 draft Steilacoom Historical School District budget, including a budget summary and budget assumptions regarding local, state, and federal revenue, and expenditures for the district. Also included in the presentation was a four-year outlook for the district (F-195F). The 4-year forecast contains conservative revenue assumptions. The 4-year outlook forecasts a 6% ending fund balance, with the potential of hitting that 6% target earlier than the 4-year timeline. Mr. Lewis also shared a financial indicator forecast.

The complete F-195 budget can be found under "Reports" on the Financial Services webpage of the district's website.

The draft budget has been reviewed by the educational service district, has been advertised in the local paper, and has been posted to the district website. As indicated in the budget document, the budget makes progress towards rebuilding fund balance and sets a course for rebuilding fund balance and improving the district's fiscal health over the next four years.

Resolution 911-07-19-23 is on the agenda later in tonight's meeting, and is the Board's action to formally adopt the budget, the four year forecast, and certify the amount of the educational program and operations levy authorized by voters.

Director Rohrer asked what enrollment growth percentage is built into the budget. Mr. Lewis shared the percentage varies from year to year, but the district has estimated very conservative growth.

Chair Scott asked if other school districts are similarly estimating conservative enrollment growth. Mr. Lewis shared the unpredictability of enrollment combined with the district's low current fund balance caused him to project a more conservative enrollment growth.

Director McDonald asked about the estimate of 3% expenditure increases, and is that percentage relative to the current budget cuts. Mr. Lewis shared he believes inflationary increases will exceed 3%, and that target amount may still require the district to make expense reductions. He shared the district is ahead of the game by planning for not only this year's budget, but also future year budgets, so that the district is prepared for what is to come in future years.

Director McDonald shared the district's budget process is a marathon and not a sprint, and that is something the community needs to understand.

Director Rohrer asked about Running Start numbers. Mr. Lewis shared hopes that the programs

being introduced at the high school will encourage students to remain at the high school. Chair Scott shared that for Running Start students, 93% of the apportionment funds go to the college, and the remaining 7% covers the academic support that continues to be provided to the Running Start students by the high school counselors.

**B. Comments from the Audience Regarding Public Hearing**

David Bungert, DuPont resident, shared his desire for the board to address what was the district administration budget in 2019-2020 and what will it be in the 2023-24 budget?

**VI. RETURN TO REGULAR MEETING**

Chair Scott returned to the Regular Meeting at 6:47 p.m.

**VII. REPORTS**

**A. Budget Status Report**

Assistant Superintendent Shawn Lewis shared a budget status report for all funds as of the end of June 2023, along with charts and data showing the district's monthly attendance, general fund cash balance, and interfund loan balances. State apportionment is expected to cover July and August expenditures, and the district expects to receive state Safety Net funding along with all other state and federal grants in August. The district's estimate of \$500,000 for ending fund balance appears reasonable given this data, and the district should have enough budget capacity to end the year without an extension. All other fund financial information is consistent with expectations and within board budget parameters.

**B. Board Self-Assessment Results**

Chair Scott read the following statement:

Annually, the board does a standardized self-assessment developed and provided by WSSDA. The self-assessment is each individual board member's perception of how the board performs in 5 standard areas. Each of those 5 standards has multiple discrete questions to provide the overall assessments. For example, standard 1 has some 19 questions. Each of the questions in all of the standards can be answered on a 5 response scale of "always, most of the time, some of the time, never, and don't know." In general, the summary chart doesn't necessarily portray significant or radical changes from previous years, especially when you consider this year assessment only had 4 respondents and previous years had 5.

When you delve into the more specific questions within the standards, you can definitely see when individual board members have identified areas the board needs to focus on and improve. For example, in standard 1, we need to gain clarity on a clear and shared purpose. Also in standard 1, while the majority of the board is positive on delegating authority to the superintendent to manage district operations and implement policy, the majority also feels we do not always honor the roles and responsibilities of the superintendent. This year's assessment has also identified a feeling of decline in treating all individuals, including fellow board members, staff, students, and community members with respect and the need for improvement in working with the superintendent to achieve mutual trust and commitment.

Each of the standards and the specific questions within each standard provides each of us the opportunity to reflect on the areas where we can improve, as individual board members and the board as a whole. As each of us study these results, we'll look towards opportunities in the future to work together to improve our effectiveness as a board and the board/superintendent team.

Director McDonald shared the importance of the board self-assessment. She shared this year has been incredibly unusual, and she has been shocked and disappointed by board behavior. She shared her desire to work more as a team, and shared frustration regarding a lack of appreciation of the superintendent and staff. She shared her desire to receive feedback on how the board can be better and more functional.

Director Rohrer shared she is constantly looking at board goals and board functions. She shared her passion about looking at the strategic vision as a district. She shared her desire to engage the community, staff, and students to collaborate to determine a shared vision. She shared she is unsure of that process.

Director Hogan shared that the budget issues have been handled well by Mr. Lewis, and his desire is to move forward as one big family to work together.

#### **VIII. CONSENT AGENDA**

Director Rohrer made a motion to approve the Consent Agenda, Director McDonald seconded the motion, and the motion passed (4/0). The Consent Agenda included June and July 2023 Accounts Payable and June 2023 Payroll; June 21, 2023, Regular Board Meeting Minutes; Personnel Reports; Approval of Certificated Staff Out of Endorsement 2022-23 School Year; Approval of the Highly Capable Program and Multilingual Learner Program annual reports; Acceptance of Project - Maintenance Facility; and Approval of Maintenance Facility Change Order #7.

#### **IX. OLD BUSINESS**

##### **A. Approval of Resolution 911-07-19-23 Budget Adoption 2023-2024 School Year**

Director McDonald made a motion to approve Resolution 911-07-19-23 Budget Adoption for the 2023-2024 School Year, Director Rohrer seconded the motion, and the motion passed (4/0).

##### **B. Independent Limited Scope Fiscal Review Final Report**

Superintendent Weight shared the board recommended the district find an independent source to review the district's financial situation. WSRMP determined that our insurance policy covered that expense. The assigned investigator completed the investigation and the limited scope fiscal review final report is attached to this packet and will be posted on the district's website. The investigator agreed that no material fraud occurred.

Chair Scott shared the investigator asked him about the board approving the budget extension, and Mr. Scott admitted that he did not connect the dots, and did not ask the questions of the former CFO that should have been asked. He shared this provides information for the board to make better decisions and ask better questions in the future. Mr. Scott and Director McDonald both stated they share responsibility for the district's financial situation. Director McDonald

shared the review is helpful for the board and the district to make better choices and understand how budgets are reviewed.

Director Rohrer shared she believes most boards do not have the required financial knowledge, and a board goal is to improve that knowledge. She shared now the district can move forward and look positively to the next school year.

## **X. NEW BUSINESS**

### **A. Approval of 2023-2025 Steilacoom Classified Education Association Collective Bargaining Agreement**

Susanne Beauchaine, Executive Director for Human Resources, thanked Mary Hilton for her work in reaching agreement in the Collective Bargaining Agreement. Ms. Beauchaine shared the Steilacoom Classified Education Association (SCEA) represents classified employees in the school district. Association and district representatives have engaged in positive and collaborative bargaining this summer and reached tentative agreement on the terms of the new two-year contract on June 28, 2023. SCEA members voted for ratification on July 12, 2023.

This two-year contract (2023-2025) continues to provide a fiscally responsible and competitive agreement, while increasing professional opportunities for staff. Building approved professional development training hours will be twenty four (24) hours per classified employee. Additionally, SCEA and the District committed to collaborate to identify training opportunities to support student behaviors.

Ms. Beauchaine shared that conversations were collaborative and the district looks forward to our partnership with SCEA to continuously improve processes and practices to support our students, families and staff.

Director Rohrer made a motion to approve the 2023-2025 Steilacoom Classified Education Association Collective Bargaining Agreement, Director McDonald seconded the motion, and the motion passed (4/0).

### **B. First Reading of Policy 2240 Summer School**

Assistant Superintendent Shawn Lewis shared the first reading of Policy 2240 Summer School. Policy 2240 authorizes the district to provide summer programs and other non-school year educational programs for remediation and enrichment.

Some constituents have questioned whether the district is required to provide food service or transportation for all students when offering these enrichment or remediation programs.

The recommended change affirms that the programs are voluntary and that the superintendent is authorized to determine what services are provided when these programs are offered.

Director McDonald made a motion to approve Policy 2240 Summer School, Director Rohrer seconded the motion, and the motion passed (4/0).

Director McDonald asked about ESY services. Mr. Lewis shared those services are separate from Summer School.

**C. First Reading of Policy 6111 Tuition**

Assistant Superintendent Shawn Lewis shared the first reading of Policy 6111 Tuition. Policy 6111 authorizes the district to charge tuition for non-required, optional instructional programs, if offered.

The recommended change affirms that the full day kindergarten is part of our program of basic education and since it is required, the district is not allowed to charge tuition for this program.

The change also confirms that the district may charge tuition or special fees (like a transportation charge) for optional programs held outside the regular school year. These charges are to cover excess costs of the optional programs.

Director Rohrer made a motion to approve Policy 6111 Tuition, Director McDonald seconded the motion, and the motion passed (4/0).

**D. Resolution 912-07-19-23 Capital Levy**

Assistant Superintendent Shawn Lewis shared Resolution 912-07-19-23 Capital Levy, which authorizes a capital projects and technology levy to be submitted to voters at the November 7 general election. The draft resolution would provide \$6 million per year for two years to address the most urgent needs of the district.

The tax rate for this levy is estimated to be \$1.09 in 2024 and \$1.06 in 2025, but if property values increase more than anticipated, the final rates calculated by the county will be lower. The district is limited to the \$6 million authorized in the resolution.

The specific project list contained in Section 2(b) of the resolution will need to be edited based on the final project list approved by the board. The draft list shown is larger than the amount of funding available.

District staff provided several project list options for the board to consider. The items within each option can be mixed and matched to create other options, so long as the total of the projects selected does not exceed a total of \$12 million.

Director McDonald asked Dr. Laurie Vallieres (Director of Teaching and Learning) if possible grant funding sources might be available. Dr. Vallieres shared limitations of grant funding. Dr. Weight shared grants often have a district component (district match) and the process also requires a lot of staff time, and with the district cuts in administrative staff, there will be limited time to research grants and finding match money. Mr. Lewis shared any grant funds for turf fields, etc. are often based on percentage of free and reduced lunch students, and the district does not meet the requirements for those funding sources. Technology grant sources also would largely require the district to make major technology changes, which are not feasible. Mr. Lewis shared Shae Emery, Maintenance and Facilities Manager, does an excellent job of pursuing energy efficiency grants.

After discussion, the board agreed to include all items listed as "emergent" in the levy proposal.

- The board agreed site work and parking at Stellacoom High School would not be included.
- The board agreed to include traffic revisions for Cherrydale, Chloe Clark, and Saltar's Point.
- The board agreed to include setting aside funds for modular classrooms.
- The board agreed to not include funds for Anderson Island (classroom, outdoor track, and playground). To return 4th and 5th grade students to Anderson Island Elementary would impact 5 students, and the district does not own the property on Anderson Island. The board discussed that it is not feasible to have K-5 students in one classroom with one teacher. They also addressed transition struggles for these students to Pioneer Middle School. Director Rohrer shared the ferry issues are completely out of the district's control. She shared her desire for neighborhood schools for all SHSD students in grades K-5 - including DuPont and Anderson Island families. Because the bond did not pass, the district cannot solve this problem in the near future. Dr. Weight shared the district will look into transportation solutions for Anderson Island families. The board agreed to save this item for a future bond.
- The board agreed to include funding for HVAC for Chloe Clark.
- The board agreed to include turf for the SHS football field only.
- The board agreed to district wide interior lighting upgrades.
- The board agreed to not fund turf for SHS football, baseball, and softball.
- The board agreed to not fund turf Middle School Fields to amount available.

Essentially, the board chose Option 2 in its entirety as presented by the district.

Director Rohrer made a motion to approve Resolution 912-07-19-23 Capital Levy with projects identified in Option 2, Director McDonald seconded the motion, and the motion passed (4/0).

Director Rohrer shared her desire to maintain a consistent tax rate for the community's citizens. This levy accomplishes that as well as addressing urgent and important needs in the district.

Director Hogan shared that the board has heard the comments from Anderson Island families; however, the district cannot expand services to students on Anderson Island at this point in time.

#### **E. Board Meeting Format**

Chair Scott shared a presentation including board objectives of increasing access to board meetings, offering greater transparency on issues, and increasing dissemination of facts without social media filters, while also incurring minimal to no increase in costs to the district through equipment and/or personnel. Mr. Scott shared information regarding webinar or full participation options, and recommended a Zoom webinar configuration. This option would offer remote/virtual participants the ability to hear and see board meetings, send comments via email or letter, and would have the least impact on the district budget, as it does not require additional staff or equipment.

Mr. Scott encouraged those community members who experienced the meeting virtually with tonight's improvements, to reach out to the district and share their thoughts.

Director Rohrer shared that this option provides equity for all families, including our Anderson Island families.

Chair Scott shared that for those who cannot attend in person, they can still share their community comments via email, and the board takes those comments to heart.

Director Rohrer shared the importance of having video included, and she wants the video shared on the website.

**XI. BOARD COMMUNICATION**

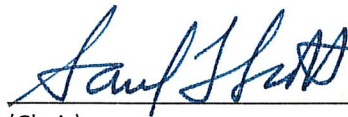
- Chair Scott reiterated the board received communication from Anderson Island families. He shared our legal counsel has now advised that the board is able to now engage with Anderson Island families.
- Director Rohrer shared Krista Novak communicated regarding virtual board meetings and district administrative positions.

**XII. ANNOUNCEMENTS**

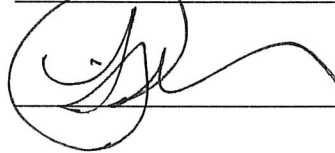
Chair Scott shared WSSDA's annual conference is meeting in Bellevue this November. Due to budget cuts, if a board director would like to attend the conference, it will be at the director's personal expense. Mr. Scott suggested the board could carpool since the meeting is local.

**XIII. ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 8:10 p.m., Director Rohrer seconded the motion, and the motion passed (4/0).



(Chair)



Victor Hogan

Jennifer McDonald



(Secretary/Superintendent)

# Signature Certificate

Reference number: GDSLM-2YMTT-ZMT59-HJKY9

## Signer

## Timestamp

## Signature

### Jennifer McDonald

Email: jemcdonald@steilacoom.k12.wa.us  
Shared via link

Sent: 22 Aug 2023 17:50:17 UTC  
Viewed: 22 Aug 2023 17:57:45 UTC  
Signed: 22 Aug 2023 18:25:16 UTC

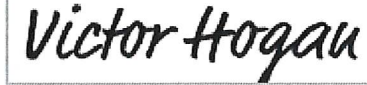


IP address: 73.221.215.136  
Location: Olympia, United States

### Victor Hogan

Email: vihogan@steilacoom.k12.wa.us  
Shared via link

Sent: 22 Aug 2023 17:50:17 UTC  
Viewed: 22 Aug 2023 17:55:42 UTC  
Signed: 24 Aug 2023 15:26:37 UTC



IP address: 73.203.248.241  
Location: Hattiesburg, United States

Document completed by all parties on:  
24 Aug 2023 15:26:37 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 40,000+ companies worldwide.

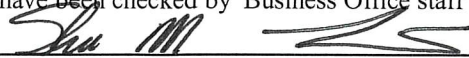


# Steilacoom Historical School District

**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: July 19, 2023

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.



**Shawn Lewis, Assistant Superintendent**

THIS IS TO CERTIFY that the warrants and electronic transfers of the Steilacoom Historical School District No. 1, Pierce County, Washington, as listed below, have been allowed by the School Board of this district.

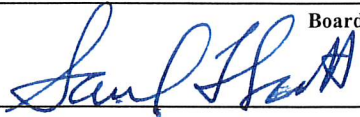
FUND NAME	WARRANTS (INCLUSIVE)		AMOUNT
<b><u>GENERAL FUND:</u></b>			
	Payroll	800931 to 800932	\$ 2,675.38
	Payroll A/P	133257 to 133268	\$ 483,504.26
	Payrol ACH Payments		\$ 632,279.73
	Payroll Taxes		\$ 674,618.45
	Direct Deposit		\$ 1,885,793.41
June 21, 2023	Accounts Payable	133252 133256	\$ 52,099.00
June 22, 2023	Accounts Payable	133269 133297	\$ 247,412.85
July 6, 2023	Accounts Payable	133298 133326	\$ 366,019.71
July 6, 2023	Accounts Payable	133327 133327	\$ 2,485.84
July 7, 2023	Accounts Payable	133328 133330	\$ 7,902.31
July 11, 2023	Accounts Payable	133331 133331	\$ 205.10
July 11, 2023	Accounts Payable	133332 133332	\$ 206.61
July 1, 2023	Accounts Payable	133333 133334	\$ 68,857.82
<b>TOTAL GENERAL FUND:</b>			<b>\$ 4,424,060.47</b>

<b><u>CAPITAL PROJECTS FUND:</u></b>			
	Accounts Payable	to	-
<b>TOTAL CAPITAL PROJECTS FUND:</b>			<b>\$ -</b>

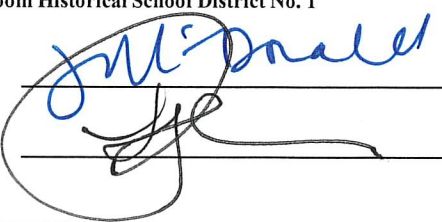
<b><u>ASSOCIATED STUDENT BODY FUND:</u></b>			
June 20, 2023	Accounts Payable	405215 to 405215	\$ 117.01
June 20, 2023	Accounts Payable	405216 to 405234	\$ 24,285.85
July 11, 2023	Accounts Payable	405235 405235	\$ 15.67
July 11, 2023	Accounts Payable	405236 to 405236	\$ 20,760.22
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>			<b>\$ 45,178.75</b>

<b><u>TRANSPORTATION VEHICLE FUND:</u></b>			
		to	-
		to	-
<b>TOTAL TRANSPORTATION VEHICLE FUND:</b>			<b>\$ -</b>

Board of Directors of Steilacoom Historical School District No. 1



\_\_\_\_\_  
Victor Hogan



\_\_\_\_\_  
Julie Donald

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  
Kathi Weight, Secretary to the Board

# Signature Certificate

Reference number: BFRZR-JRL4Y-WVGC2-NRUK9

## Signer

## Timestamp

## Signature

### Victor Hogan

Email: vihogan@steilacoom.k12.wa.us  
Shared via link

Sent: 20 Jul 2023 19:19:57 UTC  
Viewed: 20 Jul 2023 19:24:05 UTC  
Signed: 21 Jul 2023 15:28:46 UTC



IP address: 174.215.117.103  
Location: Seattle, United States

Document completed by all parties on:

21 Jul 2023 15:28:46 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 40,000+ companies worldwide.



STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1  
ADMIN PERSONNEL REPORT - JULY 19, 2023

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>
ERWIN-SVOBODA RUTH	ASSISTANT PRINCIPAL	PIONEER	6/30/2023	RESIGNATION



STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1  
CERTIFICATED PERSONNEL REPORT - JULY 19, 2023

<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
JOHNSON JACOB	COUNSELOR	1.00	HIGH SCHOOL	8/28/2023	NEW HIRE	
WIDMANN MELISSA	ECI COORDINATOR	0.80	DISTRICT OFFICE	8/30/2023	RESIGNATION	
BRADSHAW BRETT	TEACHER	1.00	CHLOE CLARK	8/30/2023	RESIGNATION	
OTTMAN JACKIE	TEACHER	1.00	SALTAR'S POINT	8/28/2023	NEW HIRE	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CLASSIFIED PERSONNEL REPORT - JULY 19, 2023**

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
KOO GREYS	PARAPROFESSIONAL	6.50	SALTAR'S POINT	8/31/2023	NEW HIRE	Student Specific 1:1
SEEMAN KENDAL	PARAPROFESSIONAL	6.50	SALTAR'S POINT	8/30/2023	RESIGNATION	
BROOM CURTIS	LEAD CUSTODIAN	8.00	HIGH SCHOOL	6/30/2023	RETIREMENT	
GOODWIN MARTHA	PARAPROFESSIONAL	6.50	SALTAR'S POINT	8/31/2023	NEW HIRE	Student Specific 1:1
MESTER LINDA	PARAPROFESSIONAL	6.50	PIONEER	8/31/2023	NEW HIRE	Student Specific 1:1
STEWART NICOLE	PARAPROFESSIONAL	6.50	CHLOE CLARK	8/31/2023	NEW HIRE	Student Specific 1:1
LABELLE JOCINA	PARAPROFESSIONAL	6.50	CHERRYDALE	8/30/2023	RESIGNATION	Student Specific 1:1