The best education for every student.

STEILACOOM Historical School District No. 1

Est. 1854

Regular Meeting Minutes
Pioneer Middle School · 1750 Bob's Hollow Lane · DuPont, WA
October 18, 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.
Directors McDonald, Rohrer, Scott, and Tinsley all present.
Chair Scott inquired if any board members had questions about the agenda. No questions.
Director Tinsley made a motion to approve the agenda, Director McDonald seconded the motion, and the motion passed (4/0).

II. COMMENTS FROM THE AUDIENCE

No comments.

III. REPORTS

A. Legislative Assembly Report

Director Rohrer shared a Legislative Assembly report. She shared legislative priorities and highlighted the elimination of the weighted vote.

B. AP Exam Scores

Charlie Hilen, Steilacoom High School Assistant Principal, shared a presentation regarding SHS AP exam data for the 2022-23 school year. SHS currently offers 21 AP classes. In 2023, 200 students took 348 exams, and 143 (71.5%) of students scored a 3 or above. 39 students qualified for AP Honors status. Mr. Hilen also shared AP plans for the future including a focus on AP Capstone Diploma, reimagining the High School and Beyond Plan to start in middle school, and earlier identification of AP potential using middle school SBA performance.

Director Rohrer shared she appreciates the high school's plan for the future, including an emphasis and awareness at the middle school level.

Director Tinsley shared her appreciation for the focus on academic rigor.

Director McDonald asked about freshman taking AP courses and whether the school is offering test-taking strategies for students. She also asked if there is a process to help students who do not excel at test taking, and how those students can be included in this process. Mr. Hilen shared the school has a plan and is eager to help all students find success.

Chair Scott shared he is impressed with the number of AP classes offered, and the high scores being earned by our students. He also shared it is important for students to be aware what different colleges will accept regarding AP/Running Start credits. He stressed the experience and rigor of AP classes is beneficial for students and is good preparation for college classes. Mr. Scott also shared he appreciates students taking AP classes, rather than Running Start classes, because of the support they will receive at the high school.

Director McDonald shared about the great atmosphere in the high school this year, and the changes that have occurred in the short period of time this school year. She believes the current school culture will encourage students to stay at the high school rather than moving to Running Start.

Mr. Hilen shared that AP classes really set students up for success in college.

Dr. Weight shared that the district will be using multiple points for invites to AP classes, including teacher recommendations and vertical alignment. Admin from Steilacoom High School and Pioneer Middle School will meet monthly with Dr. Weight to develop further plans

C. **Budget Status Report**

Shawn Lewis, Assistant Superintendent, share Budget Status Reports for all funds as of the end of September 2023, along with charts and data showing the district's monthly attendance, general fund balance, and general fund cash balance.

Enrollment overall in September and October is below what was budgeted - about 30 students below the district's October projection. In addition, as reported last month, a much larger proportion of high school enrollment is in Running Start. Last year in October, the district reported 164 Running Start students, with 55 being full time. This year the district has 231 Running Start students, with 74 being full time. The district budgeted for 135 FTE in Running Start and in October, the district was at 208 FTE. While Running Start is an excellent educational option for many students, this dramatic change impacts the district's financial situation significantly.

Based on the latest data available, Mr. Lewis recommended the district should plan now for an estimated $900,000 net reduction to fund balance by the end of the year. This will require a budget extension to address the increased Running Start costs unless the district proactively make decreases to other expenses. Mr. Lewis shared he will begin providing the board with targeted reduction options wherever possible to reduce impacts next year.

The district's general fund revenues are lower than last year as expected due to reduced budgeted student enrollment. Expenditures are down nearly $1.5 million compared to last September due to the budget changes adopted by the board last year.

All other fund expenditures and revenues are consistent with expectations.

Director Tinsley shared she, Director Rohrer, and Mr. Lewis met as the audit committee earlier this week, and she really appreciates that opportunity. She shared the district is doing a great job to make things right.

Director Rohrer shared that every building in the district is making critical efforts, and everyone in leadership is appreciated.

Director McDonald questioned what additional reductions to the budget might look like, and asked how changes to the budget will be prioritized and whose input will be gathered. Mr. Lewis shared making reductions mid-year is much more difficult than proactively planning for a future year. He offered that current year reductions might be based on attrition, budget adjustments based on the hopeful approval of the levy, and utilizing DoDEA grant funding. Mr. Lewis shared he will bring back possible adjustments to the board at the November 15 meeting.

Director McDonald shared her appreciation for SHSD administration and staff staying with the dsitrict in spite of a challenging situation including furloughs.

IV. SWEARING IN OF DIRECTOR POSITION 2, PATRICK LEWIS

Superintendent Weight issued the Oath of Office, swearing in Patrick Lewis to School Board Director Position 2.

V. CONSENT AGENDA

Director Rohrer made a motion to approve the Consent Agenda, Director Lewis seconded the motion, and the motion passed (5/0). The Consent Agenda included September and October 2023 Accounts Payable and September 2023 Payroll; September 20, 2023 Regular Board Meeting Minutes; October 11, 2023 Special Board Meeting Minutes; Personnel Report; Approval of 2023-2026 School Improvement Plans; Approval of Instructional Materials Committee Members; Approval of Steilacoom High School Chamber Choir Field Trip to New York; Approval of Settlement Agreement Related to Resolution 891-04-27-22;; Approval of MOU with Pierce College for IRB Services, and Approval of MOU with Ted Brown Music.

VI. NEW BUSINESS

A. Resolution 915-10-18-23 National Bullying Prevention Month

Susanne Beauchaine, Executive Director for Human Resources, shared Resolution 915-10-18-23 recognizing October as National Bullying Prevention Month. During the month of October, communities across the nation campaign to raise awareness and educate people on the long-term effects that bullying has on children.

The goal of recognizing National Bullying Prevention Month in the Steilacoom Historical School District is to encourage parents, students, and staff to unite against bullying and to share the message that together we can help ensure our schools are safe for every student.

Director McDonald made a motion to approve Resolution 915-10-18-23 National Bullying Prevention Month, Director Tinsley seconded the motion, and the motion passed (5/0).

B. First Reading of Policy 3207 Prohibition of Harassment, Intimidation, and Bullying of Students

Ms. Beauchaine shared Policy 3207 Prohibition of Harassment, Intimidation, and Bullying of Students. With the passage of HB 1207 (Preventing and responding to harassment, intimidation,

bullying, and discrimination in schools), Policy 3207 is revised to provide clarify that this policy is intended to address behaviors toward a student.

Director Rohrer made a motion to approve Policy 3207 Prohibition of Harassment, Intimidation, and Bullying of Students, Director Tinsley seconded the motion, and the motion passed (5/0).

C. **First Reading of Policy 5010 Nondiscrimination and Affirmative Action**
Ms. Beauchaine shared Policy 5010 Nondiscrimination and Affirmative Action. The policy is revised to address any allegations of HIB involving a staff member.

Director Tinsley made a motion to approve Policy 5010 Nondiscrimination and Affirmative Action, Director Lewis seconded the motion, and the motion passed (5/0).

D. **First Reading of Policy 6513 Workplace Violence Prevention**
Ms. Beauchaine shared Policy 6513 Workplace Violence Prevention. The recent passage of HB 1533 (Personal Information of Certain Public Employees - Public Records Act Exemption) creates a new exemption to the Public Records Act. This exemption prevents disclosure of an employee's personally identifiable information if the employee is a survivor of domestic violence, sexual assault, harassment, or stalking. Policy 6513 is revised to comply with this new legislation.

Director McDonald made a motion to approve Policy 6513 Workplace Violence Prevention, Director Tinsley seconded the motion, and the motion passed (5/0).

E. **First Reading of Policy 6215 Expense Claim Certification and Approval**
Shawn Lewis, Assistant Superintendent, shared Policy 6215 Expense Claim Certification and Approval. WSSDA has recommended wording changes and the district has updated the policy to bring it into alignment with the new board audit committee process that has been established.

This policy continues the authorization for expenses to be paid prior to the audit committee and board review when those expenses would otherwise result in a late payment, when the payment is required by law, and when payments were authorized in accordance with district purchasing policies and procedures.

Director Rohrer made a motion to approve Policy 6215 Expense Claim Certification and Approval, Director Lewis seconded the motion, and the motion passed (5/0).

F. **Capital Facilities Plan Draft**
Mr. Lewis shared the draft 2024-2029 Capital Facilities Plan, stating that one of the primary uses of the Capital Facilities Plan is to establish a basis for school impact fee eligibility.

District staff has prepared a draft of the 2024-2029 Capital Facilities Plan for community review following tonight's board meeting. The Capital Facilities Plan requires a 14-day SEPA notice requirement that will begin on or about October 24 and end on November 7. This will allow the board to consider comments received at the board meeting on November 15.

The draft and final Capital Facilities Plan is shared with the Town of Steilacoom, the City of

DuPont, Pierce County and the greater SHSD community. Once adopted by the school board, this plan is adopted by reference as a part of each local jurisdiction's Comprehensive Plan for purposes of identifying whether school facilities are adequate to serve existing and proposed new development.

Mr. Lewis updated the board regarding significant changes of the six-year plan, discussed other possible projects and funding sources, and provided an overview of the impact fee calculation in the capital facilities plan based on current data.

Director Rohrer asked about 4-5 grade students from Anderson Island grade configuration. Mr. Lewis shared the board had previously stated plans to ask the community to share their desires prior to any future bond planning.

VII. BOARD COMMUNICATION

Chair Scott shared he received emails from three candidates who expressed appreciation and gratitude for being part of the process to fill the Position 2 vacancy.

VIII. ANNOUNCEMENTS

- Director Rohrer shared the Supreme Court issued an opinion that capital costs are not considered a part of basic education, so it falls back to the state and community to support schools. This will require informing the community. She also shared she was impressed by how many people came out in interest of the vacant board position because they cared so much about our schools. She offered congratulations to Patrick Lewis on his appointment. She also thanked the district for all their support of the Apple Squeeze, and encouraged the community to support local schools and vote on the upcoming levy.

  Director McDonald expressed how impressed she is with the number of faculty members who share their time being club advisors. She also reminded the community that SHEF is collecting donations for scholarships. She also shared her experiences with parent teacher conferences have been amazing, and she appreciated the feedback form available to parents at SHS after attending the conferences. She shared Mr. Tyrrell will be speaking tomorrow morning at Kiwanis, and also shared her excitement about the latest DoDEA grant acquired by Dr. Vallieres, stating this grant will be so beneficial to serving kids in our district.

  Director Tinsley also shared her congratulations regarding the new DoDEA grant. She also expressed her appreciation for the amazing job our elementary PTAs are doing raising funds for our schools.

  Chair Scott shared Mike Johnson is the new Kiwanis president. He noted Kiwanis Mini Grant requests are coming in, and he wants to encourage staff to continue to submit requests for things than can enhance learning for our students.

  Superintendent Weight shared the district hosted its first of two levy informational webinars. Six community members attended, and the feedback was very positive. The next session will be on November 1 at 6:00 p.m. via a Zoom webinar.

Dr. Weight also highlighted SHSD staff member Amy Prisco's exceptional commitment to our students. Dr. Weight shared Amy's optimistic attitude, can-do spirit, and kindness towards others have not gone unnoticed. Her positive influence on our students and the broader school community serves as a shining example of how one person can truly make a difference.

IX. **ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 7:02 p.m., Director Tinsley seconded the motion, and the motion passed (5/0).

(Chair)

K Weight
(Secretary/Superintendent)

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: **October 18, 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 Superindendent

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	800935	to	800936	$ 3,964.89
	Payroll A/P	133551	to	133564	$ 490,450.02
	Payrol ACH Payments		to		$ 543,440.75
	Payroll Taxes		to		$ 667,016.13
	Direct Deposit	900058323	to	900058675	$ 1,791,618.60
September 25, 2023	Accounts Payable	133565	to	133565	$ 15.80
September 25, 2023	Accounts Payable	133566	to	133567	$ 895.50
September 25, 2023	Accounts Payable	133568	to	133602	$ 52,645.00
September 28, 2023	Accounts Payable	133603	to	133603	$ 24,251.59
September 28, 2023	Accounts Payable	133604	to	133604	$ 1,300.00
October 3, 2023	Accounts Payable	133605		133605	$ 24,153.69
October 5, 2023	Accounts Payable	133606	to	133606	$ 809.28
October 9, 2023	Accounts Payable	133607	to	133608	$ 211.50
October 10, 2023	Accounts Payable	133609	to	133661	$ 645,025.28
			to		
			TOTAL GENERAL FUND:		$ 4,245,798.03
CAPITAL PROJECTS FUND:			to		
	Accounts Payable		to		
			TOTAL CAPITAL PROJECTS FUND:		
ASSOCIATED STUDENT BODY FUND:					
September 25, 2023	Accounts Payable	405266	to	405274	$ 7,756.81
September 28, 2023	Accounts Payable	405275	to	405275	$ 6,157.87
October 9, 2023	Accounts Payable	405276	to	405276	$ 10.00
	Accounts Payable	405277	to	405283	$ 6,529.35
	Accounts Payable		to		
	Accounts Payable		to		
	Accounts Payable		to		
	Accounts Payable				
			TOTAL ASSOCIATED STUDENT BODY FUND:		$ 20,454.03
TRANSPORTATION VEHICLE FUND:					
			to		
			to		
			TOTAL TRANSPORTATION VEHICLE FUND:		$ -

Board of Directors of Steilacoom Historical School District No. 1

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

K Weight

Kathi Weight, Secretary to the Board

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

CO-CURRICULAR PERSONNEL REPORT - OCTOBER 18, 2023

Name	Position	Location	Effective Date	Amount	Comment
TAYLOR COURTNEY	SCHOOL TECHNOLOGY SUPPORT	CHERRYDALE	8/31/2023	$4,500.00	
JOHNSON RAYNAI	BLACK STUDENT UNION CLUB ADVISOR	HIGH SCHOOL	8/31/2023	$2,400.00	
SCHULTZ-BRACE KERI	FCCLA ADVISOR	HIGH SCHOOL	8/31/2023	$1,200.00	
ZAJAC-MATTES MEGGAN	FCCLA ADVISOR	HIGH SCHOOL	8/31/2023	$1,200.00	
BRADBURY TOM	GAME MANAGER	HIGH SCHOOL	8/31/2023	$4,000.00	
AKANA CYNTHIA	JV VOLLEYBALL COACH	HIGH SCHOOL	9/25/2023	$3,750.00	
CHASE RENEE	LITERATURE CLUB ADVISOR	HIGH SCHOOL	8/31/2023	$2,400.00	
ALBERT ROYCE	SPEECH AND DEBATE CLUB ADVISOR	HIGH SCHOOL	8/31/2023	$1,200.00	
HAUSER NOBLE	SPEECH AND DEBATE CLUB ADVISOR	HIGH SCHOOL	8/31/2023	$1,200.00	
BALDO EARTHA	ASSISTANT DANCE COACH	PIONEER	8/31/2023	$3,176.25	
STUGELMEYER SCOTT	ASSISTANT GIRLS BASKETBALL COACH	PIONEER	10/30/2023	$3,176.25	
MCJUNKINS TRINA	ASSISTANT GIRLS BASKETBALL COACH	PIONEER	10/30/2023	$3,176.25	
MCAVOY ROB	ASSISTANT WRESTLING COACH	PIONEER	10/30/2023	$3,176.25	
MATEUS STEPHANIE	CHEMICAL HYGIENE OFFICER	PIONEER	8/31/2023	$400.00	
GIDLEY AMANDA	HEAD GIRLS BASKETBALL COACH	PIONEER	10/30/2023	$4,235.00	
HOGAN MITCHELL	HEAD WRESTLING COACH	PIONEER	10/30/2023	$4,235.00	
FOUST TABITHA	SCHOOL TECHNOLOGY SUPPORT	PIONEER	8/31/2023	$1,500.00	
HILTON MARY	SCHOOL TECHNOLOGY SUPPORT	PIONEER	8/31/2023	$1,500.00	
YUCKERT HEATHER	SCHOOL TECHNOLOGY SUPPORT	PIONEER	8/31/2023	$1,500.00	