



**Special Session Minutes**  
**SHSD Professional Development Center · 511 Chambers Street · Steilacoom, WA**  
**December 6, 2023**

**I. CALL TO ORDER**

Chair Scott called the meeting to order at 7:28 a.m.

Chair Scott led the Pledge of Allegiance.

Directors Lewis, McDonald, Rohrer, Scott, and Tinsley all present.

Chair Scott inquired if any board members had questions about the agenda. No questions.

Director McDonald made a motion to approve the agenda, Director Tinsley seconded the motion, and the motion passed (5/0)

**II. TOPIC FOR BOARD DISCUSSION - Board Governance Goal Development**

Superintendent Weight shared that board governance goal development normally happens earlier in the year, but this year it was postponed due to bringing Director Lewis onto the board later in the year to fill a board vacancy.

Dr. Weight shared information regarding a board's impact on student achievement. The board then reviewed key functions of the board as addressed in District Policy 1005.

Chair Scott shared a graphic of the "Governance Clock," which addresses board governance including setting expectations and parameters - clearly defining the roles of the governance of the board, and explaining how those are separate from the leadership and supervision of the superintendent. As explained by Chair Scott, the board plans and the leadership executes. The board adopts goals and policies. The superintendent/leadership then develop plans, implement plans, and collect data. The board then evaluates the results.

The board moved on to discussing board standards and board self-assessment results. This discussion included clarifying the specific roles of the board versus the role of the superintendent/leadership. Director McDonald shared there are times when the board needs to be comfortable with being uncomfortable, explaining there are times when it is not appropriate for the board to address/fix every issue in the community. Dr. Weight shared the board's self-assessment revealed a favorable rating for nearly 90% of the questions. She then asked the board the following questions regarding their self-assessment results: What do these results tell us about our past performance? What do these results indicate about areas where we need to improve? How will these results inform our work plan as a board? Dr. Weight challenged the board to create SMART (Specific, Measurable, Attainable, Relevant, Time-Based) goals.

Dr. Weight shared five WSSDA professional learning opportunities regarding school finance available to the board. Chair Scott suggested making attendance of these learning opportunities a board goal.

Director Tinsley shared there are also other learning opportunities available to the board. The board Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

agreed to make taking one or more finance classes a board goal.

Chair Scott suggested focusing a goal on Board Standard 5 regarding communication. He suggested directors read the book *Words that Work*, so the board will have a more united vision of communicating to the community. Director Rohrer shared the book *Great on their Behalf*, regarding school boards being effective and serving their purpose of achieving student outcomes. Dr. Weight shared that she and Assistant Superintendent Lewis have been collecting articles to share with the board. She suggested the board create a goal around professional learning goals. Mr. Lewis suggested board discussion of what the board is learning could be added as a topic to each board meeting agenda. Sharing of this knowledge would be helpful for not only the board, for also for the community attending the meetings. Dr. Weight suggested this goal be connected to Standard 3.

Director Tinsley suggested a goal regarding successful communication to the community. Director McDonald shared the board's role is listening to community members' perspectives and sharing them with the board. She suggested listening sessions. Director Tinsley agreed with offering listening sessions. Director McDonald suggested evening and/or Zoom sessions. Chair Scott suggested the board add a Zoom community forum to their schedule once a month or once every two months. Director Rohrer shared quarterly would be better, and there would need to be specific guidelines and parameters. Dr. Weight shared the smaller coffee chats in a more casual setting work great. Director Rohrer suggested doing both forums and coffee chats. Director McDonald suggested the board attend various district events - concerts, games, elementary events, award nights - wearing their district name badges. Director Rohrer suggested that schools acknowledge the directors' presence at the events, so the community would know board members are present and care about the school community.

Assistant Superintendent Lewis shared Policies 6900 (Facilities Planning) and 6910 (Construction Financing). He shared information regarding local school district tax rates, and that Steilacoom Historical School District (SHSD) will have the lowest tax rates in the county. He suggested Clover Park should always be the lowest district in the county due to their receipt of federal funding because of JBLM. Every other district in the county currently has an active bond. This means that every other district in the county will be accomplishing long-term capital needs, while SHSD will not. He shared capital levies are not the long-term answer for long-term planning and building. The current capital levy is being collected in 2024 and 2025. The current educational programs levy is being collected in 2024, 2025, and 2026. Mr. Lewis shared options regarding future bonds and capital levies with the board. Options included a bond and a capital levy in early 2025 to collect in 2026, a bond and a capital levy in late 2025 or early 2026, or a capital levy and an educational programs levy in late 2025 with a bond in 2026 or 2027. Chair Scott asked about a 4th option of a bond and an educational programs levy, sharing it may be difficult to pass a bond and a capital levy at the same time. Mr. Lewis shared when a levy and a bond are run at the same time, it is difficult to pass both. A section of voters will only choose one of the options. Most districts no longer run both a bond and a levy on the same election.

Mr. Lewis shared a sample committee charge, providing an example of a recommendation the Facilities Advisory Committee could bring to the superintendent and board. The committee charge would need to include the type of funding option (bond, capital levy, educational programs levy), timeline, and total tax rate. Mr. Lewis also charged the board with determining who the key stakeholders/groups are that would be represented on the committee. He shared he believes the

committee should include a range of views and should include 12-20 people. Mr. Lewis shared an example of a community input and feedback schedule.

Director Rohrer would like the district to open the invitation for the bond committee to the public, and suggested the board would then choose the community members who actually serve on the committee. Dr. Weight suggested the district draft a communication, and share it with the board.

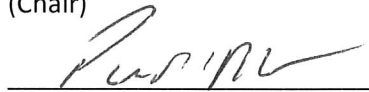
Director Rohrer brought up the roles of board chair and board vice chair, since these items are on the December 20 board agenda, and she will not be present for that meeting. She suggested Director McDonald be elected as board chair. Director McDonald respectfully declined that option, stating the next year will be a very busy year for her. Director Tinsley inquired if Chair Scott would be willing to serve another term as board chair, and he responded he would be willing. Director Rohrer then suggested Director Tinsley be elected as board vice chair, and Director Tinsley stated she would be willing to accept that position.

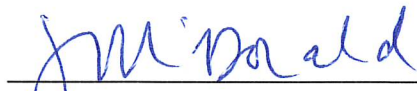
**III. ADJOURNMENT**

Director Tinsley made a motion to adjourn the meeting at 9:30 a.m., Director McDonald seconded the motion, and the motion passed (5/0).

K. Weight  
(Secretary/Superintendent)

  
(Chair)







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