



Regular Meeting Minutes
Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA
November 15, 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 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 Lewis seconded the motion, and the motion passed (5/0).

II. PRESENTATIONS

A. Western State Hospital Expansion

Taylor Johnson (Clark Construction) and Tyler Sloan (DSHS) shared a presentation regarding the Western State Hospital expansion project. The presentation included Western State Hospital campus history, traffic flow, building demo, planned construction milestones, and final layout of the new facility.

Director Lewis asked what a partnership would look like with the high school. Mr. Johnson shared plans to participate in SHS WIN time, as well as potential field trips to involve high school students in pursuit of their future careers.

Director Rohrer inquired about evacuation routes for the high school, as these would normally use Western State property. Principal Jake Tyrrell shared the school has already revised evacuation routes to not use Western State property.

Director McDonald asked about security issues in the design of the hospital. Mr. Johnson shared security plans including the building structure itself creating a security barrier allowing patients to have time outdoors while keeping them safe. Director McDonald also shared her wish to have some kind of internship program for SHS students. Mr. Johnson shared he is happy to consider and discuss partnership ideas. Director McDonald thanked Mr. Johnson for caring about the community connection and coming to the board meeting to share plans and partnership.

Director Tinsley inquired about the number of patients at Western State. The hospital currently has 857 beds (though not that many patients currently). The new hospital will house just over 1,000 patients.

Chair Scott thanked Mr. Johnson for attending tonight's meeting.

Director Rohrer shared the City of Lakewood's website has many resources regarding this project.

B. Saltar's Point Choir Recognition

Alex Clauson, Saltar's Point Elementary School Principal, introduced Erin Bathurst, Saltar's Point choir teacher. Ms. Bathurst thanked the district for their support of music programs, and thanked Ashley Waltrip for all her assistance with the program. She then shared a video highlighting the choir program.

The board thanked Ms. Bathurst for her dedication and reiterated the district's desire to support the arts.

C. SHS - Joyful and Confident Graduates/SHS Graduation Rate

Steilacoom High School Principal Jake Tyrrell shared a 2023-24 school update. He shared information about the new admin team including their themes of reciprocate grace, foster resilience, be present, and practice curiosity. Mr. Tyrrell explained two goals they have established this year, including becoming a real PLC (Professional Learning Community) and hiring more paraeducators which has been essential in building an inclusive school environment. Advisory/WIN Time, AP/College in the high school, and creating a positive culture are some of the early successes the team is celebrating. Mr. Tyrrell continued to share the team's desire to celebrate intentionally, and looks forward to celebrating the joyful and confident class of 2024 this spring at St. Martin's University on June 5. Finally, Mr. Tyrrell shared the adjusted graduation rate for the class of 2023 is an amazing 98.1%.

The board shared their appreciation of all the efforts of the SHS admin team, and their passion for creating a strong sense of community in the school.

III. COMMENTS FROM THE AUDIENCE

Denise Isler, Chloe Clark Elementary teacher and SEA Vice President, shared a positive update on how things are going in the district. Ms. Isler shared SEA had a wonderful meeting today with Assistant Superintendent Shawn Lewis and Executive Director Susanne Beauchaine, and they are thankful for the ways the district is moving forward.

IV. REPORT - Budget Status Report

Assistant Superintendent Shawn Lewis shared the budget status reports for all funds as of the end of October 2023, along with charts and data showing the district's monthly attendance, general fund balance, and general fund cash balance. Enrollment overall for the year to date is under projection by 16 FTE. This is a slight improvement from last month, the balance between Running Start and regular enrollment will continue to have an impact on the district's budget. The district will continue to monitor cash flow closely, and will take steps to remedy the budget shortfall due to Running Start enrollment. The Capital Projects Levy changes will not help with cash flow needs, but they address well over half of the projected budget shortfall. Additional budget changes are being evaluated and will be part of the ongoing discussions on improving the efficiency and effectiveness in the district.

Director Tinsley thanked Mr. Lewis for how hard he has worked to keep the district safe during this time of budget issues. She appreciates all the transparency the district now has regarding finances. Mr. Lewis recognized all the work other district staff members have done.

Director McDonald thanked the district's team for their collaborative efforts. She also inquired if the high school counseling team could provide counsel to students who are struggling in Running Start and encourage the option of returning to the high school where they could receive the support they need.

Director Rohrer thanked Mr. Lewis for supporting the Audit Committee and answering all their questions. She also appreciates the detailed work provided in district reporting. She also shared WSSDA is offering fiscal courses for board members in January.

Director Lewis shared he is pleased the district appears to be back on track and getting to where we need to be.

V. CONSENT AGENDA

Director Rohrer made a motion to approve the Consent Agenda, Director Tinsley seconded the motion, and the motion passed (5/0). The Consent Agenda included October and November 2023 Accounts Payable and October 2023 Payroll; October 18, 2023 Regular Board Meeting Minutes; Personnel Reports; and Approval of 2022-23 Financial Statement & Supplemental Records.

VI. OLD BUSINESS - Approval of 2024-2029 Capital Facilities Plan

Assistant Superintendent Shawn Lewis presented the 2024 Capital Facilities Plan, which assesses the facilities needed to accommodate projected student enrollment at acceptable levels of service, as well as a more detailed schedule and financing program for capital improvements, over the next six years.

Director McDonald made a motion to approve the 2024-2029 Capital Facilities Plan, Director Tinsley seconded the motion, and the motion passed (5/0).

Chair Scott asked about a 2020 enrollment report, and if that was still current. Mr. Lewis shared the demographer did not have time and the district did not have the funds to update that report this year. The district has already contacted a demographer to provide new data in approximately April of next year, and the district hopes to present next year's Capital Facilities Plan to the board next summer instead of waiting until the fall of 2024.

VII. NEW BUSINESS

A. Election of Legislative Representative

Director McDonald nominated Director Rohrer for Legislative Representative. Director Tinsley seconded the nomination. No other nominations. Director Rohrer elected to serve a two-year term as Legislative Representative (5/0).

B. Resolution 916-11-15-23 Certification of 2024 Excess Property Taxes

Assistant Superintendent Shawn Lewis shared Resolution 916-11-15-23 Certification of 2024 Excess Property Taxes. As part of the budget adoption process, the board certified the educational programs and operations levy for collection in 2024. The capital levy had not been authorized by voters and it was determined that we should wait to see what initial returns were before suggesting a certification resolution for board approval. This resolution would not be required if a capital levy had not been placed before voters in the November 7 election.

Resolution 916-11-15-23 certifies the 2024 excess property taxes for the school district based on the most recent election results.

Based on the election data from November 7 through 9, the capital projects levy is likely to be certified by the County as passed. We will continue to monitor the election results, but staff is requesting the board approve the accompanying resolution based on the initial results. Staff will submit this resolution and certification documents to the ESD and the County only after consulting with county election officials that the capital projects levy result is assured.

This resolution certifies the 2024 levy collections authorized by voters in the amount of \$9.6 million for the educational programs levy and \$6 million for the capital projects levy. The exact tax rates will be finalized by the county after all property assessments are finalized.

The resolution also authorizes the district to take those actions necessary to finalize any documents necessary for levy collection.

Director Tinsley made a motion to approve Resolution 916-11-15-23 Certification of 2024 Excess Property Taxes, Director Lewis seconded the motion, and the motion passed (5/0).

Director Rohrer shared there was confusion about the passage of the levy in the community, with community members not understanding a levy requires 50% + 1 vote to pass, rather than the 60% required for a bond. She thanked the community for their support of the levy.

C. First Reading of Policy 6530 Insurance

Mr. Lewis shared revised Policy 6530 Insurance. State law was changed, requiring all medical, dental, vision, disability, and life benefits be provided solely through the School Employee's Benefit Board programs. Districts are required to pay the employer contributions and employees must pay the employee contributions as determined by the SEBB. The changes bring the district's policy into alignment with state law and established district practice.

Director McDonald made a motion to approve Policy 6530 Insurance, Director Tinsley seconded the motion, and the motion passed (5/0).

D. First Reading of Policy 6700 Nutrition, Health, and Physical Education

Mr. Lewis shared updated Policy 6700 Nutrition, Health, and Physical Education. The updates reflect the following changes: State law requires at least 20 minutes of seat time for lunch for every student and districts are to work toward scheduling recess before lunch for elementary students. Progress towards these requirements will be reported periodically to the board. Clarifies that the board will approve meal prices annually. Ensures students who are excused

from participation in physical education will be required to demonstrate mastery of the knowledge portion of the fitness requirement, consistent with other district policies and state law. Eliminates language that suggests recess would never be withheld as a consequence for behavior or other policy/procedure violations.

Director Tinsley made a motion to approve Policy 6700 Nutrition, Health, and Physical Education, Director Rohrer seconded the motion, and the motion passed (5/0).

Director Rohrer asked for clarification on withholding recesses. Mr. Lewis clarified a student could miss recess to reinforce positive behavior and provide additional tools for student success, rather than the student missing other educational time. Withholding recess should not be used for punitive reasons.

Director McDonald also questioned the withholding recess portion of this policy. Dr. Weight shared that the policy's current definitive statement around recess time does not allow for the professional judgment of our staff to best meet the needs of our students.

E. First Reading of Policy 6959 Acceptance of Completed Project

Mr. Lewis shared Policy 6959 Acceptance of Completed Project. The policy is being updated to ensure the district follows all laws pertaining to liens and retainage, and specifically requires the district to hold the final payment for a period of at least 60 days following building commissioning (if necessary), architect certification, and confirmation that no liens have been filed on the project, and then only if all required releases have been obtained.

The details regarding the specific processes, releases, and retainage requirements are removed from the policy as they are included in state law, district procedures, and contract documents.

Some of the current policy details were in conflict with the specific requirements and procedures outlined in the districts audit finding received from the State Auditor's Office. This update also remedies those perceived inconsistencies.

Director Rohrer made a motion to approve Policy 6959 Acceptance of Completed Project, Director Tinsley seconded the motion, and the motion passed (5/0).

F. First Reading of Policy 6605 Student Safety Walking, Biking, and Riding Buses

Mr. Lewis shared Policy 6605 Student Safety Walking, Biking, and Riding Buses. The policy is revised due to the repeal of WAC 392-151-017, which removes the need for districts to have safety advisory committees. Revisions also include language to clarify the district's Safe Routes to School Plan limits the number of school crossings so that students move through the crossings in groups.

Director McDonald made a motion to approve Policy 6605 Student Safety Walking, Biking, and Riding Buses, Director Rohrer seconded the motion, and the motion passed (5/0).

G. Board Work Session for 2023-24 Board Governance Goal Development

Chair Scott led a discussion to find a time board members could meet for board governance goal development in December or January. The board agreed to meet on December 6 at 7:30 a.m. in the PDC.

Director McDonald made a motion to amend the board calendar to add the Board Governance Goal Work Session on December 6 at 7:30 a.m. in the PDC, Director Lewis seconded the motion, and the motion passed (5/0).

VIII. BOARD COMMUNICATION

- Director Rohrer congratulated Chair Scott on his reelection to the board. Director Tinsley congratulated both Chair Scott and Director Rohrer on their reelection.
- Chair Scott shared communication recognizing two exceptional SHSD staff members - Coley Fannin and Emily Emmons.

Coley Fannin is the school counselor at Saltar's Point Elementary School. This summer, he initiated conversations with our transportation department asking how we could be partners in supporting appropriate behavior on the buses. This partnership led to an extraordinary transformation for Saltar's Point students this year, and promoting positive bus behavior has not only had an impact on the overall school atmosphere but has also significantly contributed to the well-being of our students during their bus commute. Coley meets the buses and students each morning and connects with drivers to address any concerns or successes. His work in promoting positive behaviors on the bus is a perfect example of how an idea can set change into motion quickly.

Emily Emmons is the school secretary at Chloe Clark Elementary School. Juggling numerous responsibilities with exceptional efficiency, she handles the demands of her position with grace and a smile, ensuring that the daily operations of the school run smoothly. One of Emily's most remarkable attributes is her unwavering positivity and infectious happiness. Her cheerful demeanor creates a welcoming atmosphere in the school office, fostering a positive environment for both staff and parents alike. She goes above and beyond to assist with any inquiries or concerns, demonstrating a genuine commitment to fostering positive relationships within our school community!

IX. ANNOUNCEMENTS

- Director Tinsley shared the board's School Improvement Plan visits are underway. She visited four classes at Saltar's Point Elementary School today, and was impressed with the rigorous learning taking place.
- Director McDonald shared she loves the idea of the board members visiting schools. She also shared she recently volunteered with the DuPont Lions Club at Saltar's Point. She expressed how phenomenal this group of volunteers is, and how great the students were as well. She also shared how many wonderful things students in our district are doing, and gave a shout out to the bus driver on SHS Route 6, who interacts so well with the students as well as families.

- Chair Scott shared the SHS Music Boosters fundraiser will be taking place on February 10, 2024, at the Community Center and will feature a silent auction, dinner, and dancing with music provided by the SHS Jazz Band.
- Director Tinsley shared that Saltar's Point Winter Concert is December 15. The SHS Winter Concert is December 16. Pioneer's band concert is December 5 and choir concert is December 19.

X. **ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 7:54 p.m., Director Rohrer seconded the motion, and the motion passed (5/0).

K Weight
(Secretary/Superintendent)

Saul Scott
(Chair)

Rohrer

McDonald
Murphy

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: November 15, 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
<u>GENERAL FUND:</u>		
	Payroll	800937 to 800938 \$ 3,731.16
	Payroll A/P	133662 to 133674 \$ 491,484.32
	Payrol ACH Payments	\$ 487,389.09
	Payroll Taxes	\$ 606,154.18
	Direct Deposit	900058676 to 900059078 \$ 1,688,251.50
October 25, 2023	Accounts Payable	133675 to 133718 \$ 421,672.62
October 25, 2023	Accounts Payable	133719 to 133719 \$ 78.95
October 26, 2023	Accounts Payable	133720 to 133720 \$ 20,647.82
November 7, 2023	Accounts Payable	133721 to 133721 \$ 351.89
November 8, 2023	Accounts Payable	133722 to 133771 \$ 526,184.54
	to	
	TOTAL GENERAL FUND:	\$ 4,245,946.07

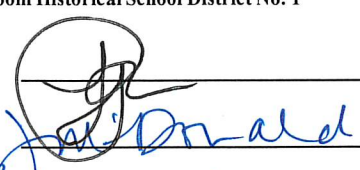
<u>CAPITAL PROJECTS FUND:</u>		
	to	
	Accounts Payable	to
	TOTAL CAPITAL PROJECTS FUND:	

<u>ASSOCIATED STUDENT BODY FUND:</u>		
		to
October 25, 2023	Accounts Payable	405284 to 405291 \$ 17,926.43
October 26, 2023	Accounts Payable	405292 to 405292 \$ 20,792.71
November 7, 2023	Accounts Payable	405293 to 405293 \$ 545.62
	Accounts Payable	to
	Accounts Payable	to
	Accounts Payable	to
	Accounts Payable	to
	Accounts Payable	to
	TOTAL ASSOCIATED STUDENT BODY FUND:	
		\$ 39,264.76

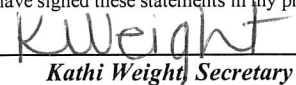
<u>TRANSPORTATION VEHICLE FUND:</u>		
	to	
	to	
	TOTAL TRANSPORTATION VEHICLE FUND:	
		\$ -

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.



Kathi Weight, Secretary to the Board

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - NOVEMBER 15, 2023

Name	Position	Hours	Location	Effective Date	Action	Comment
MESTER LINDA	PARAPROFESSIONAL	6.50	PIONEER	11/13/2023	RESIGNATION	Student Specific 1:1
QUNELL ELLOUISE	CUSTODIAN	8.00	CHERRYDALE/SALTAR	11/16/2023	NEW HIRE	
PALACIOS DANIEL	CUSTODIAN	8.00	HIGH SCHOOL	11/16/2023	NEW HIRE	
EDWARDS DANIELLE	PARAPROFESSIONAL	6.50	PIONEER	11/20/2023	NEW HIRE	Student Specific 1:1
STOUT NIELS	PARAPROFESSIONAL	6.50	CHLOE CLARK	1/8/2024	LEAVE OF ABSENCE	LOA for remainder of 23-24 School Year

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - NOVEMBER 15, 2023

Name	Position	Location	Effective Date	Amount	Comment
SORTORE PATRICIA	HOSA CLUB ADVISOR	HIGH SCHOOL	08/31/2023	\$ 2,400.00	
ASATO DANIELLE	MATH CLUB ADVISOR	SALTAR'S POINT	11/01/2023	\$ 1,200.00	DODEA
BURKES RODERICK	LEGO/ROBOTICS CLUB ADVISOR	SALTAR'S POINT	11/01/2023	\$ 1,200.00	DODEA
RAUSCHENDORFER MATT	LEGO/ROBOTICS CLUB ADVISOR	SALTAR'S POINT	11/01/2023	\$ 1,200.00	DODEA
DYER KATELIN	STEAM CLUB ADVISOR	CHERRYDALE	11/01/2023	\$ 1,200.00	DODEA
AKANA CYNTHIA	HEAD BOYS SWIM COACH	HIGH SCHOOL	11/13/2023	\$ 4,800.00	
EASTMAN KATHY	ASSISTANT BOYS SWIM COACH	HIGH SCHOOL	11/13/2023	\$ 4,050.00	