



# HOCKINSON SCHOOL DISTRICT

*Preparing all students for lifelong success*

Hockinson School District Board of Directors  
Regular School Board Meeting  
December 11, 2023  
6:00 p.m.

LOCATION: HSD Community Center & Zoom  
HSD Calendar for a link to join the Zoom meeting

## MINUTES

### I. Board Meeting/Call To Order

*Gordon Smith (Vice Chair) & (via Zoom) called the meeting to order at 6:03 p.m.*

#### A. Establish Quorum

*A quorum established, all board members present.*

#### B. Land Acknowledgement:

*Teresa VanNatta read: Honoring those who came before us and served as traditional stewards of the land is vital to acknowledging the long-standing history of Southwest Washington. This area is home to the Cowlitz Indian Tribe and has been for thousands of years. The land enabled the Cowlitz People to flourish with its rich resources and today we must appreciate the persistence of the Cowlitz People and the important role they play in our region.*

#### C. Pledge of Allegiance

### II. Approval Of The Agenda

*Superintendent Marshall explained the Accounts Payable walk-in item. Walk-In Item: In the (VI) Consent Agenda in (A) December Vouchers & Line Item 14. Gordon Smith asked for a motion to approve the Agenda with the walk-in item. Patrick Carter made a motion to approve the Amended Agenda and was seconded by Teresa VanNatta. All members present voted in favor of the motion. Motion carried.*

### III. Communications

#### A. Welcome Community Members

*Gordon Smith welcomed all those attending in person and via Zoom.*

#### B. Excuse Any Absent Board Members

*All board members present.*

#### C. Reports

##### 1. Board Share Out

*Kat Stupka and Teresa VanNatta attended the tree lighting on December 8th. It was a very enjoyable event, a very magical evening with Santa coming and making it snow; and just being out with the*

community. Anne-Elissa Carter had just come from her son's basketball game at the high school (which they won!). She also attended Donuts with Santa at HMS; it was fun to see all the students enjoying themselves and a local singing group entertained. Gordon Smith attended the HHS concert, it went very well and was a wonderful performance. The band came home from Hawaii last night, they performed on the SS Missouri; a special experience for them.

## 2. Superintendent, Steve Marshall

### **HMS Kicks Off Annual Holiday Food Drive; Ends 12/15**

The month-long Hockinson Middle School Food Drive is almost complete. As of last Friday, HMS students had collected over 4,400 food items!

Again this year, HMS home bases are engaging in a friendly competition to see who can collect the most food donations for Hockinson's families-in-need. Early on, Mr. Spadolini and Mr. Wisely's classes were tied for the lead! Students in the winning home base will deliver all donations to Fire District 3. As we work toward our goal, please remember HMS is accepting all nonperishable food items. Donations are not limited to the priority items shown on the pictured calendar.

While Clark County Fire District 3 organizes the annual food and toy drive, HMS steps up as one of its key contributors every year. Seventh-grade teacher Joe Loper has led the food drive for nearly 10 years. In his first year, HMS collect just over 1,000 donations. This year, he and his home base students have been hard at work bagging up all things canned, boxed, and jarred since November 17...and the school is over halfway to its goal of 6,000 items!

We want to express a huge "Thank You" to our Hockinson families and community members for giving back this holiday season.

### **HSD Seeks Americorps Assistants for 2024**

Here's something new! The Hockinson School District is seeking six new team members to join us this spring semester as Student Learning Advocates. We have partnered with AmeriCorps and the Washington Reading Corps to provide additional academic support to students through our Student Success Program. This is an ideal position for young adults, retired educators, or anyone wishing to make a difference in the lives of kids.

Student Learning Advocates are an incredible resource for Hockinson's students. As a Student Learning Advocate, you'll be placed in a HSD school where you'll help students in reading, study and organizational skills. Every day, you'll meet with students one-on-one or with small groups to provide tutoring and extra support to build their confidence and academic skills.

Three Student Learning Advocates are needed at the elementary school to support students with tutoring in reading. At the secondary level, Advocates will largely work with counselors and teachers to provide academic and organizational support to students.

As this is an AmeriCorps national service position, members will serve a 6-month term with the option to begin on January 16, 2024, February 1, 2024 or February 16, 2024. Each paid position is eight hours a day, five days a week.

We would love to have you or someone you know and respect join us as Student Learning Advocate and help to lift our Hornets and Hawks reach new heights in the classroom. If interested, please apply soon!

### **HMS Students and Community Make Memories at 5th Annual Community Tree Lighting**

This past Friday, members of the HMS Band set the tone at our annual tree lighting ceremony by playing holiday music. Then Santa arrived and took care of the rest. Santa helped to illuminate the holiday tree located at the junction of Hockinson Community Church and the Hockinson Community Center.

It was a special night for Hockinson's families to connect and ring in the holiday season. In addition to band performance, there was caroling, crafts, and "snow." And food! Hearth Coffee provided the hot cocoa and Chartwells provided the chili and cornbread.

**Steven Marshall, Superintendent**

17912 NE 159<sup>th</sup> Street, Brush Prairie, WA 98606 • Tel: 360.448.6400 • Fax: 360.448.6409 • [www.hocksd.org](http://www.hocksd.org)

This event is presented by the Hockinson Community Church, Hockinson Main Street Team, and Hockinson School District. Again this year, Fire District 3 helped out by transporting Santa and its cadets supervised parking.

### **TBT and FF profile 2017/18 State Titles and HCC**

This week's social media posts commemorated the 5-year anniversary HHS Football Team's back-to-back state titles and chronicled the transformation of the Hockinson Community Center. Community members are encouraged to read both stories on the HSD Facebook/Instagram pages and website.

Upcoming events...

- Dec. 11: HSD Regular School Board Meeting at HCC @ 6 pm
- Dec. 14: HMS Band Holiday Concert in MPR (HHS) @ 7 pm
- Dec. 18 - Jan. 1: Winter Break: NO SCHOOL
- Jan. 2: Classes Resume - Don't forget: January is School Board Appreciation Month!

### **3. School Reps**

#### **a) HHES**

Noone from HHES was able to attend.

#### **b) HMS: Walid Jubul and Blake Ritter**

Blake is a 7th grader at HMS and reported on spirit week and the fun the students have been having, there will be an assembly on Friday. The food drive will end on Friday, they have over 5000 cans and their goal is 6000. Today was the last basketball game of the season and wrestling also just ended. Walid is an 8th grader at HMS. He had just come from the basketball, which was tied when he left. He is in the leadership class. Students have been having fun with spirit week (pajama day, ugly sweater day and Christmas character day). There will be a pep assembly on Friday with a color war and he is really looking forward to it. Superintendent Marshall asked the boys a few questions. Walid plays basketball, his favorite class is PE with Ms. Elgin and he also enjoys leadership. Blake also plays basketball and is in Band. His favorite class is leadership and he likes that it is 7th period. Blake has Math with Ms. Stivers and they are currently reviewing fractions. Walid is learning about Anne Frank in his English class; they are currently reviewing her diary. Anne-Elissa Carter asked the boys who is going to win the color war, the board enjoyed the boys report and hearing about all the positivity going on at HMS.

#### **c) HHS: Meredith Higgins and Samara Shanks.**

Samara Shanks was unable to attend tonight's meeting. Meredith Higgins gave a report from HHS. They are currently having a food drive; and the last day is Friday. They are having a door decorating contest and it has been competitive and fun for the students. The girls are going to put out a suggestion box or an email where students can give input for their board report. Meredith also brought up a few concerns: stop signs are missing, students would like to be able to have plastic knives available at lunch time, they would like to get better quality products in the bathrooms. A suggestion was brought up: could students be recognized for good attendance?

### **4. Citizen Advisory Committee Update -**

Superintendent Marshall attended the CAC meeting on December 4th and reviewed the minutes. The minutes will be posted on the website (under Community in the Citizen Advisory Committee).

### **5. Legislative Update**

Superintendent Marshall & Josh Robertson plan on going to the Day on the Hill at the end of January and are hoping Patrick Carter can also attend with them.

## **School Board of Directors**

### **D. Welcome and introduction of new board member by the chair**

Gordon Smith and Superintendent Marshall welcomed Kat Stupka to the board. Superintendent Marshall also congratulated Gordon Smith on his 3rd consecutive term.

**Steven Marshall, Superintendent**

17912 NE 159<sup>th</sup> Street, Brush Prairie, WA 98606 • Tel: 360.448.6400 • Fax: 360.448.6409 • www.hocksd.org

**E. Oath of Office**

*Superintendent Marshall gave the Oath of Office to Anne-Elissa Carter and Kat Stupka. Julie Paso notarized the documents. Gordon Smith will stop by the district office to take the Oath and sign this week due to the fact that he was attending virtually.*

1. Anne-Elissa Carter
2. Gordon Smith
3. Kaitlin (Kat) Stupka

**IV. 2023-2024 Election of School Board of Directors Chair and Vice Chair**

**A. Call for Nominations for Chair for Ensuing Year**

*Gordon Smith asked if anyone had a nomination for the Board Chair. Patrick Carter nominated Teresa VanNatta and was seconded by Anne-Elissa. The members then did a roll call vote.*

**B. Election of Chair by Roll Call Vote**

*Kat Stupka - yah  
Anne-Elissa Carter - yah  
Patrick Carter - yah  
Gordon Smith - yah*

**C. Assumption of Office by New Chair**

*Teresa VanNatta assumed the role of Board Chair*

**D. Call for Nominations for Vice Chair**

*Teresa VanNatta asked if anyone had a nomination for Vice Chair. Patrick Carter and Teresa nominated Anne-Elissa Carter. The members did a roll call vote.*

**E. Election of Vice Chair by Roll Call Vote**

*Kat Stupka - yah  
Teresa VanNatta - yah  
Patrick Carter - yah  
Gordon Smith - yah*

**F. Legislative Representative**

*Patrick Carter will stay in the role of the Legislative Representative.*

**G. Student Representative Mentor**

*Superintendent Marshall explained that this role would be someone who would be checking in with the HHS students. He will also be helping. Kat Stupka will be the Student Mentor.*

**H. Citizen Advisory Committee Liaison(s)**

*Kat Stupka will also be the board CAC liaison.*

**I. Community Input On Agenda Or Comments**

Public comment is welcome. So that the planned business of the Board may proceed in a timely manner, a total of 30 minutes maximum is allocated to public comment, with each speaker expected to limit their remarks to 2 minutes. Zoom software will be used to receive public comment. Please review Policy 1400 Meeting Conduct, Order of Business & Quorum. The Board also reminds participants to treat each other with courtesy, honesty and respect. Listen willingly to each other, even when opinions differ. Share accurate information.

Honor the District’s policies to promote consistency and safety. respect each other’s time by adhering to the time limit. Thank you.

Noone signed up to speak.

**V. Approval Of The Consent Agenda (Walk-In Item Line Item #14)**

Teresa VanNatta asked for a motion to approve the Consent Agenda with the walk-in item. Anne-Elissa Carter made a motion to approve the Consent Agenda and was seconded by Patrick Carter.

**A. December 2023 Vouchers**

1. General Fund AF ACH Checks	232400155-232400169	\$8,189.33
2. General Fund ACH Checks	232400174-232400174	\$77,029.77
3. ASB ACH Checks	232400170-232400172	\$171.16
4. ASB ACH Checks	232400173-232400173	\$163.95
5. General Fund Checks	100699-100721	\$48,302.57
6. General Fund Checks	100722-100764	\$82,998.17
7. Capital Projects Checks	5071-5072	\$9,509.66
8. ASB Checks	11714-11718	\$7,123.97
9. ASB Checks	11727-11727	\$153.07
10. ASB Checks	11719-11726	\$3,212.40
11. Unclaimed Property Wire Transfer	202300008-202300008	\$491.34
	Voids/Cancellations total	-\$491.34
12. Actual November Payroll	\$2,027,305.59	
13. Estimated December Payroll	\$2,050,000.00	
<b>14. Capital Project Check</b>	<b>5073-5073</b>	<b>\$728.16</b>

**B. Budget**

- 1. November 2023 Budget Status Report
- 2. December 2023 Enrollment Report

**C. Approval of Previous Months Board Minutes**

- 1. November 27, 2023

**D. Boundary and Homeschool Reports**

**E. Personnel**

- 1. Classified New Hires

**Steven Marshall, Superintendent**

- a) Kelly Trinklein, Eff. 12/4/23, TEMP Student Support Specialist 6.5 hpd, ES
2. Retirement/Resignation/Transfer/Termination
  - a) AnnMarie Vickery, Resignation, Eff. 12/15/23. Special Programs Paraeducator, 6 hpd, ES
3. New Extracurricular Assignments
  - a) Anna Carson, Eff. 11/29/23, HS Boys Swim Asst. Coach

**F. Out of District Travel**

1. HHS, Theater/Drama, 01/13/2024 - 01/13/2024, Thespys 2024, Olympia, WA. Advisor: Stephanie Evans

**VI. Discussion**

**A. Budget Status Update**

*Aaron Villanueva reported we have not closed for the month of November yet as we have not received all our information from the County and went on to review the current status of the budget. Superintendent Marshall explained to Kat Stupka how the budget works.*

**B. Land - 6 Month Feasibility Study Update**

*Superintendent Marshall explained that the land purchase had a 6 month feasibility on it and the study was over on Dec 6th. Some of the things they performed were an archeological study, soil studies, traffic impact, sewer and more. The site is suitable for building. Superintendent Marshall asked Dave Wilson what is all going on with operations. Dave reported that the lighting in the MPR will be improved over Winter Break at HHS. The project was approved last year and there is finally time to start on it. Dave also sent out an email to staff; a reminder to turn off all computers, unplug electrical items and starting on Monday the heat will be lowered. This will all be more energy efficient and help with the budget.*

**C. Calendar at a Glance**

*Superintendent Marshall reviewed the calendar at a glance with the board.*

**D. WSSDA Policy Updates - 1st Reading**

*Teresa VanNatta asked the Board to review the two policies and they will be on the January agenda as action items.*

1. Policy 2190 - Highly Capable Program - Essential. WSSDA has revised this policy to correct misinformation about the requirements outlined in Senate Bill 5072 (2023). The revisions address the fact that the law does not require all students to be screened. Rather, as modified by SB 5072, school districts must universally screen only for two elementary grade levels. Additionally, the requirements for multiple objective criteria and multiple pathways remains both in statute and in regulation
2. Policy 2004 - Performance Improvement Goals - Encouraged. WSSDA revised this policy after receiving questions about its current legal status and relevance. State laws, specifically RCW 28A.655.100 and WAC 180-105-020, mandate that school districts establish and report annual district-wide and school-level performance improvement goals. The goals encompass student performance relative to those goals, plans to achieve them, and various other related aspects. The revision of this policy involved a shift in its name from "Accountability Goals" to "Performance

**Steven Marshall, Superintendent**

17912 NE 159<sup>th</sup> Street, Brush Prairie, WA 98606 • Tel: 360.448.6400 • Fax: 360.448.6409 • www.hocksd.org

Improvement Goals” to align with the legal requirements. Additionally this policy now consistently refers to “federal requirements” in line with the regulations cited above.

**E. Public Records Requests Update**

*Julie Paso reported that HSD currently has two open public record requests and eight have been closed since the last board update in September.*

**F. WSSDA Sessions Debrief**

*Teresa VanNatta said this item will be deferred and be on the January Work Session.*

**VII. Action Items**

*Board Chair Teresa VanNatta asked for a motion to approve the seven policies. Patrick Carter made a motion to approve WSSDA policies 1-7 and was seconded by Kat Stupka. All members vote in favor of the motion. Motion carried.*

**A. WSSDA Policy Updates - 2nd Reading**

1. Policy 3207 - Prohibition of Harassment, Intimidation, and Bullying of Students - Essential. Changes to House Bill 1207. Summary of Changes: Clarification around process, reporting requirements, and technical assistance, Updated language regarding the definitions of harassment, intimidation, and bullying in the policy, Added clarity around investigations and reporting, Clarification around the submission of reports and incident forms, and Defining “ Aggressor”. These changes are to clarify the HIB process and better align with Washington state law.
2. Policy 5010 - Nondiscrimination and Affirmative Action - Encouraged. Adding language/explanation of what discrimination harassment is.
3. Policy 6020 - System of Funds and Accounts - Encouraged. WSSDA revised based on HB 5403 (School District Depreciation Sub-funds). This requires school districts with fewer than 2000 students to establish a depreciation sub-fund within the general fund to reserve funds for future facility and equipment needs.
4. Policy 6217 - NEW - Electronic Funds Transfer - Encouraged. WSSDA developed this policy to authorize school district’s use of electronic methods of payment, including electronic funds transfers.
5. Policy 6530 - Insurance - Encouraged. WSSDA revised this policy to track better with RCW 28A.400.350 and added language from House Bill 1521 (Workers’ Compensation Claims-Duties of Self-Insured Employers and Third-Party Administrators). The revisions acknowledge that the SEBB program governs school employees’ medical insurance.
6. Policy 6605 - Student Safety Walking, Biking, and Riding Buses - Encouraged. WSSDA has revised this policy to reflect that districts no longer need safety advisory committees after the appeal of WAC 392-151-017.

- 7. Policy 6959 - Acceptance of Completed Projects - Encouraged. WSSDA has revised this model policy to better align with the statutes pertaining to public works contracts that receive state funding.

**VIII. Adjournment**

**A. Next School Board Meeting**

- 1. Work Session, Monday, January 8, 2023

*After a brief discussion it was decided that beginning in January they will shift to a hybrid option and meet in person in Superintendent Marshall's office and also via Zoom.*

**B. Items for Next Agenda**

*WSSDA conference sessions review*

**C. Docusign Documents**

**D. Close of Meeting**

*Teresa VanNatta closed the meeting at 7:42 p.m.*

*Steve Marshall*

1/29/2024

Steve Marshall, Superintendent

Date

*anne-elissa.carter*

1/23/2024

Anne-Elissa Carter- Vice Chair

Date