



Regular Meeting Minutes
Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA
January 17, 2024

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 Tinsley made a motion to move Agenda Item V (Swearing in of Director Position 4 Loujanna Rohrer) to Agenda Item III, Director Lewis seconded the motion, and the motion to approve the amended agenda passed (5/0).

II. PRESENTATIONS

A. Community Partner Recognition - Paul Loveless

Shawn Lewis, Assistant Superintendent, recognized Paul Loveless as an SHSD Champion for Kids. Chair Scott shared Mr. Loveless consistently shows how much he cares about our school district, our schools, and our children, and we are grateful for his leadership. He is always willing to share communications from the district with the greater Steilacoom area, ensures the district is aware of all actions in the Town potentially impacting schools or students, creates positive conversations with local citizens, and does significant work for the "We Love Steilacoom" food pantry. Mr. Loveless has been a true champion for our students and a wonderful partner to our school district.

B. Cherrydale Music Program Recognition

Ryan Douglas, principal of Cherrydale Primary School, shared a presentation recognizing Mrs. Aleece Jenne and the Cherrydale music program. He shared that, through music, Mrs. Jenne has helped the school connect with the community and students connect with each other.

Director McDonald shared how important music is in learning.

Director Tinsley shared she is glad to see all district schools (K-12) having excellent music programs.

Director Lewis shared how important it is to add this aspect of fun through music to our students' days.

Director Rohrer echoed the other directors' comments, and thanked Mrs. Jenne for the quality of music program she is bringing to the students of Cherrydale.

Chair Scott emphasized how important creativity through the arts is to our students.

C. School Board Appreciation

Dr. Weight acknowledged the all-volunteer SHSD Board of Directors and thanked them for their year-round dedicated service to the district's staff, students, and families. In total, the five board members have 37 years of board experience. Each district school shared cards and notes of appreciation with the board members.

Chair Scott shared it is a privilege to serve in this district, and complimented the educators of our district.

Director Tinsley shared it is an honor to serve the community.

Director McDonald shared this is Chair Scott's 21st year on the board, and thanked him for his leadership.

D. Clean Building Performance Standards

Shae Emery, Maintenance and Facilities Manager, shared presentation with the board. Mr. Emery explained the Clean Buildings Performance Standard and the steps needed to comply with this law. He shared the district's progress to date as well as the approach to become 100% compliant by 2026, including efficiency increases in HVAC, lighting, and general electricity.

Director McDonald shared Mr. Emery is a hero for the school district, and thanked him for all the work he does for our school community.

Director Rohrer thanked Mr. Emery for the presentation and asked if the state is offering any incentives, rebates, grant matches, etc. for being in compliance with the requirements. Mr. Emery shared there are opportunities, but it is a very competitive field. He explained the district does its best to capture funding when and where it can.

Director Lewis reiterated the importance of this work, and how it makes the district look great now and in the future.

Director Tinsley asked if there are repercussions if the district does not comply with the new standards. Mr. Emery shared there are penalties of \$1/square foot fine per year if the standards are not met. Director Tinsley also asked if we could be in compliance without the passing of the latest levy. Mr. Emery shared that the district would have been in very rough shape without those funds, and thanked all the voters who voted to approve the levy.

Chair Scott shared his appreciation of Mr. Emery's stewardship and outstanding planning for the district.

III. SWEARING IN OF DIRECTOR POSITION 4 Loujanna Rohrer

Superintendent Weight issued the Oath of Office, swearing in Loujanna Rohrer to School Board Director Position 4.

Director Rohrer thanked her friends and family for attending, and shared she is proud to be a part of this school district.

Chair Scott shared Director Rohrer is the first SHS graduate to serve as a school board director.

IV. COMMENTS FROM THE AUDIENCE

No comments.

V. **REPORTS - Budget Status Report**

Assistant Superintendent Shawn Lewis stated Shae Emery is the best Maintenance and Facilities Manager he has ever worked with. Mr. Emery has helped the district immensely in so many ways.

Mr. Lewis shared the budget status reports for all funds as of the end of December 2023, along with charts and data showing monthly attendance, general fund balance, and general fund cash balance.

Chair Scott questioned if the high Running Start enrollment was due to the economy, and families needing to access free college education for their children.

Director McDonald shared the high school and district are doing great things to bring college classes into the high school, and those options would be a great opportunity for students to earn college credits at no cost while also getting their social and emotional needs met at the high school.

VI. **CONSENT AGENDA**

Director Tinsley made a motion to approve the Consent Agenda, Director Rohrer seconded the motion, and the motion passed (5/0). The Consent Agenda included December 2023 and January 2024 Accounts Payable and December 2023 Payroll; December 20, 2023 Regular Board Meeting Minutes; and Personnel Reports.

VII. **NEW BUSINESS**

A. **Review and Approval of Board Operating Protocol**

Director McDonald made a motion to approve the 2024 Board Operating Protocol, Director Tinsley seconded the motion, and the motion passed (5/0).

B. **First Reading of Policy 5409 Unpaid Holidays for Reason of Faith or Conscience**

Executive Director Susanne Beauchaine shared Policy 5409 Unpaid Holidays for Reason of Faith or Conscience. Per Washington law, each district employee may request up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. This new policy codifies the process for making this request.

Director Rohrer made a motion to approve Policy 5409 Unpaid Holidays for Reason of Faith or Conscience, Director Lewis seconded the motion, and the motion passed (5/0).

C. **2024-25 Budget Planning**

Mr. Lewis shared a presentation providing the board with initial information regarding enrollment, expenditures, and revenue projects for the 2024-25 school year, along with a broad timeline for budget adoption. He shared the district expects that some cost reduction steps will be necessary in the 2024-25 school year in order to rebuild the cash balances in the General Fund, generally consistent with the four-year outlook (F-195F) adopted by the board last summer. This information is preliminary and will likely be changed by legislative action. The district expects to have final state budget impacts in March/April 2024. The district will draft a budget proposal in May/June and receive public comment. In June/July the district will submit

the budget to ESD and OSPI for review, and in August present a 2024-25 budget and four-year outlook for board adoption.

Director Rohrer thanked Mr. Lewis for all his work and asked if the district would be able to do a ThoughtExchange, asking the community for budget priorities. She also asked for an update on the Manchester Place property and the impact its sale would have on the budget. Mr. Lewis shared any sale of real property must be deposited in the Capital Projects fund, and cannot be deposited into the General Fund. The district has interested parties in the property, but there are issues with some of the tentative offers at this point. The most possible viable potential offer would not be complete for some time. Mr. Lewis shared the district can do a ThoughtExchange prior to February 28 - when the current contract with ThoughtExchange expires - as the contract will not be renewed. The district has considered other options to receive community input that would not cost \$25,000, which would be the increased cost of a ThoughtExchange subscription. Superintendent Weight shared the district was previously locked into a two-year contract, and that is why the district did not end our relationship with ThoughtExchange in the current year.

Director McDonald suggested the district create a more structured survey to receive community input, offering realistic options to the community. The district has to be good stewards of funds. Director McDonald then inquired about admin/staff furlough and if there was a way to not carry that into future years, so the district does not lose valuable employees. Mr. Lewis suggested a possible board Study Session in March to get feedback on budget changes after the district has budget information from the legislature. Mr. Lewis shared the 2024-25 budget does include making district staff whole who previously did not receive pay increases and willingly agreed to furlough periods to help improve this year's budget.

Director Rohrer shared she and Director Tinsley had an audit committee meeting with Mr. Lewis yesterday, and they also discussed staffing and compensation during that meeting.

VIII. BOARD COMMUNICATION

Chair Scott shared he received a message Sunday morning from Representative Mari Leavitt, asking for support for HB1956 which will educate students on substance abuse. He shared that information with other board members, and encouraged them to register their position in support of this bill.

Director Rohrer thanked Dr. Weight and Dr. Vallieres for organizing the school building tours focusing on School Improvement Plans and the success of our students. Additionally, she shared there is legislative discussion regarding reducing the 60% supermajority needed to pass a bond. She also shared information regarding legislation surrounding restraint and isolation.

IX. ANNOUNCEMENTS

Chair Scott recognized Tina Ridge from Cherrydale Primary School. Ms. Ridge has done an exemplary job at both teaching her third graders and helping all staff with the school's library. Her leadership in this area has been tremendous, and all students and teachers in the school have benefited from her continued efforts to support the library, literacy, and students' love for books. She is an integral part of the Cherrydale team and the district.

Director McDonald thanked the district staff for all they do, giving examples of staff going above and beyond because they genuinely care about students.

X. **ADJOURNMENT**


Director Tinsley made a motion to adjourn the meeting at 7:23 p.m., Director Rohrer seconded the motion, and the motion passed (5/0).





(Chair)




(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: January 17, 2024

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 M Lewis
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	800942	to 800944	\$ 6,274.45
	Payroll A/P	133902	to 133914	\$ 489,802.65
	Payrol ACH Payments		to	\$ 492,302.38
	Payroll Taxes		to	\$ 606,186.13
	Direct Deposit		to	\$ 1,708,673.37
December 18, 2023	Accounts Payable	133900	to 133900	\$ 5,082.19
December 18, 2023	Accounts Payable	133901	to 133901	\$ 108.34
December 19, 2023	Accounts Payable	133902	to 133214	\$ 489,802.65
December 21, 2023	Accounts Payable	133915	to 133948	\$ 410,785.14
December 21, 2023	Accounts Payable	133949	to 133949	\$ 22,264.99
December 21, 2023	Accounts Payable	133950	to 133950	\$ 2,282.15
December 21, 2023	Accounts Payable	133951	to 133951	\$ 127,468.71
January 3, 2024	Accounts Payable	133952	to 133952	\$ 459.42
January 10, 2024	Accounts Payable	133953	to 133997	\$ 195,460.09
January 10, 2024	Accounts Payable	133998	to 134001	\$ 4,600.08
			to	
			TOTAL GENERAL FUND:	\$ 4,561,552.74
<u>CAPITAL PROJECTS FUND:</u>				
			to	
December 21, 2023	Direct Deposit	200559	to 200560	\$ 22,341.63
January 10, 2024	Direct Deposit	200561	to 200561	\$ 30,280.68
			TOTAL CAPITAL PROJECTS FUND:	\$ 52,622.31
<u>ASSOCIATED STUDENT BODY FUND:</u>				
December 18, 2023	Accounts Payable	405313	to 405313	\$ 378.67
December 19, 2023	Accounts Payable	405314	to 405327	\$ 18,541.09
December 19, 2023	Accounts Payable	405328	to 405328	\$ 1,124.20
December 21, 2023	Accounts Payable	405329	to 405329	\$ 27,494.28
January 3, 2024	Accounts Payable	405330	to 405330	\$ 425.69
January 10, 2024	Accounts Payable	405331	to 405337	\$ 23,433.46
	Accounts Payable		to	
			TOTAL ASSOCIATED STUDENT BODY FUND:	\$ 71,397.39
<u>TRANSPORTATION VEHICLE FUND:</u>				
			to	
			to	
			TOTAL TRANSPORTATION VEHICLE FUND:	\$ -

Board of Directors of Steilacoom Historical School District No. 1







Kathi Weight, Secretary to the Board

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.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
ADMIN PERSONNEL REPORT - JANUARY 17, 2024

Name	Position	Location	Effective Date	Action
TYRRELL JACOB	PRINCIPAL	HIGH SCHOOL	1/18/2024	INTERIM TO CONTINUING
SULLIVAN GUDRUN	EXECUTIVE DIRECTOR OF STUDENT SERVICES	DISTRICT OFFICE	6/30/2024	RESIGNATION

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - JANUARY 17, 2024

Name	Position	Hours	Location	Effective Date	Action	Comment
LEE SUNMI	PARAPROFESSIONAL	6.50	HIGH SCHOOL	1/26/2024	RESIGNATION	