



Regular Meeting Minutes
Pioneer Middle School · 1750 Bob's Hollow Lane · DuPont, WA
February 21, 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 recognized Mr. Tom Wargo in attendance from the DuPont City Council.
Chair Scott inquired if any board members had questions about the agenda. No questions.
Chair Scott shared the Consent Agenda has been amended to include two additional items: Approval of Amazon Paint Donation and Approval of SHS Key Club Field Trip.
Director Rohrer made a motion to approve the amended agenda, Director Tinsley seconded the motion, and the motion passed (5/0).

II. PRESENTATIONS

A. Pioneer Middle School Choir

Pioneer Middle School Principal JoAnne Fernandes introduced Choir Director Katie Elshire, who led the choir in three musical numbers: Music of Life by B.E. Boykin, Quem te Ensinou a Nadar? arranged by Daisy Fragoso, and Tyger by Elaine Hagenberg.

Director McDonald shared how each member of the choir is so individually important, but together they create something so beautiful. Director Tinsley shared how she forgets these students are in middle school because of their amazing talent. Director Rohrer shared she had three children under the direction of Ms. Elshire, and they are all still singing as young adults, so what these students are learning today will be with them throughout their lives. Director Lewis shared his appreciation of the performance, and Chair Scott recognized the outstanding, award-winning music departments in our district.

Ms. Corie Smith, President of the Mountain Region, then presented Ms. Elshire with the 2024 Music Educator of the Year Award.

B. NBCT Recognition

Susanne Beauchaine, Executive Director for Human Resources, shared a presentation on the National Board Certification process and benefits. Steilacoom Historical School District National Board Certified Teachers include Cara Kamel (Anderson Island Elementary); Kaitlyn Almeida, Karen Antonowicz, Rod Enos, Bonnie Landes, Shannon Schmitz (Chloe Clark Elementary); Lanae Olson and Meleesa York (Cherrydale Primary); Deirdre Davis and Keane Hansen (Saltar's Point

Elementary); Kristen Barton, Aimee Brown, Kylie Martin, Stephanie Mateus, Trina McJunkins (Pioneer Middle School); Renee Chase, Sarah Dorsch, Marilyn Wynn, Meggan Zajac-Mattes (Steilacoom High School).

Principal Loretta Duncan introduced Bonnie Landes and Kaitlyn Almeida from Chloe Clark. Ms. Landes and Ms. Almeida both recently received their National Board Maintenance of Certificate (MOC). Principal Ryan Douglas introduced Meleesa York from Cherrydale. Ms. York recently received her National Board Certification.

III. COMMENTS FROM THE AUDIENCE

Mr. Tom Wargo, DuPont resident and City Council member, introduced himself to the board as the council's liaison with the school district. He shared he would love to be of assistance in any way possible in shaping the future of the district and the community.

IV. REPORTS

A. CTE Advisory Committee Report

Charlie Hilen, Steilacoom High School Assistant Principal, shared the CTE Advisory Report. He shared SHS has 970 total students with 712 (74%) of those students taking one or more CTE classes. CTE courses at the high school include agriculture sciences, business and marketing, family and consumer sciences, health sciences, skilled and technical sciences, and STEM. CTE classes are also offered through Pierce County Skills Center. Mr. Hilen also shared the outlook of CTE classes including compliance, future outlook, other potential dual credit opportunities, and IRC (Industry Recognition Certification).

Director Lewis shared his appreciation for the variety of classes offered through CTE. Director Rohrer shared she appreciates Mr. Hilen's future outlook plan and loves the hands-on learning these classes offer our students. She encouraged Mr. Hilen to seek community engagement and partnership. Director Tinsley shared these classes are really important for our students when going out into the real world. Director McDonald shared CTE classes are a win/win. She appreciates the vision and the opportunity to expand the school's CTE programs. Chair Scott shared his appreciation for all the opportunities available to our students, including being able to move into apprenticeship programs. He also shared regarding the value of the opportunities available at Pierce County Skills Center.

B. Budget Status Report

Assistant Superintendent Shawn Lewis shared the budget status reports for all funds as of the end of January 2024, along with charts and data showing monthly attendance, general fund balance, and general fund cash balance. Enrollment for the year to date continues to be under projection. General Fund balance as of the end of December was about \$2.2 million better than last year at the same time. The end of month cash balance is also roughly \$1.4 million higher than last year. There are no other items of significance to report in other funds.

State auditors provided an entrance conference a week ago, and the process is almost complete, with fieldwork ending this week. The final audit report should be available by mid-to-late March, and will be on budget.

C. Legislative Update

Director Rohrer shared a legislative update regarding bill timelines. The House budget for K-12 was shared yesterday, with increases in several areas. Senate Bill 2494 increases state funding for operating costs. Senate Bill 2180 increases the special education enrollment funding cap. Additional bills in process involve SafetyNet funding, chronic absenteeism, and allowing 10th grade students to participate in Running Start in online settings.

Chair Scott asked if it was too late to add their support. Director Rohrer shared there is still time to do that for financial bills. Director Rohrer gave a shout-out to Pioneer teacher Stephanie Mateus, who was at the capital championing for education bills.

V. CONSENT AGENDA

Director Tinsley made a motion to approve the amended Consent Agenda, Director McDonald seconded the motion, and the motion passed (5/0). The Consent Agenda included January and February 2024 Accounts Payable and January 2024 Payroll; January 17, 2024 Regular Board Meeting Minutes; Personnel Reports; Out of Endorsement Report; Approval of Amazon Paint Donation; and Approval of SHS Key Club Field Trip to Oregon.

VI. NEW BUSINESS

A. Approval of Pioneer Middle School Outdoor Camp Plan

Pioneer Middle School Principal JoAnne Fernandes shared a presentation regarding the school's outdoor camp plan.

Director McDonald made a motion to approve the Pioneer Middle School Outdoor Camp Plan, Director Lewis seconded the motion, and the motion passed (5/0).

Director Rohrer shared this is an amazing experience for students.

B. First Reading of Policy 6550 Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements

Assistant Superintendent Shawn Lewis shared Policy 6550 Capitalization Threshold for Leases and Subscription-Based Informational Technology Arrangements. The state auditor's office advised WSSDA update the policy to align with state auditor's new guidance. Specifically, this policy revision lowers the threshold for capitalization of technology subscriptions to \$20,000. This is consistent with the capitalization threshold for other district assets. The district does not currently have any subscription-based technology agreements that meet the capitalization requirements, and therefore this will not have an immediate impact to the district's financial reporting.

Director Rohrer made a motion to approve Policy 6550 Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements, Director Tinsley seconded the motion, and the motion passed (5/0).

C. Board Meeting Location

Mr. Lewis explained that the sound system that has been used for board meetings has reached the end of its useful life. As the district explored options to replace the aging equipment, holding meetings at the district's Professional Development Center was discussed as an option that would significantly reduce district costs in terms of both equipment and of ongoing staff time spent preparing and tearing down board meetings at school locations.

Director Lewis shared moving equipment is difficult and is not conducive to a lengthy lifespan of the equipment. He voiced a question about the visibility of the board to the community, Dr. Weight shared the board's goal for the year, which is to be more present at evening activities throughout the district. Director Lewis stated he was going to share that same information, and he supports moving to the PDC for meetings as the board needs to be present at events throughout the district.

Director Tinsley asked if we would provide recordings of board meetings. Dr. Weight shared we already do that on the district's website.

Director Rohrer asked what other districts do. Mr. Lewis shared he has not done an extensive survey, but to his knowledge most districts have a specific place where they hold board meetings.

Director Tinsley asked if those attending via Zoom would be able to make comments. Chair Scott shared this topic has previously been addressing, and that option would require an additional staff member to monitor the chat. He shared community members can share their comments in writing, and those comments will become part of the public record.

Dr. Weight shared the board can approve this decision now, and then reevaluate in June when they approve the board meeting calendar for 2024-25 school year.

Director Rohrer made a motion to authorize the superintendent to amend the board meeting calendar moving meeting locations to the district's Professional Development Center from March through August 2024, Director McDonald seconded the motion, and the motion passed (5/0).

D. Board Retreat

After board discussion, Director McDonald made a motion to hold a Board Retreat on Tuesday, March 26, at 1:00 p.m., held at the district's Professional Development Center; Director Tinsley seconded the motion, and the motion passed (5/0).

E. Committee for Strategic Investments in School District Facilities

In late 2023, the Board approved a plan to engage the community in a process to make recommendations to the Superintendent and Board regarding strategic investments in school district facilities. Specifically, the committee will make recommendations on the priorities and funding amounts for future bond and capital levy proposals to meet the needs of students. At the board's direction, the district solicited for committee volunteers to find 20 individuals who represent a broad cross-section of the community. The district received a very good response and now has 27 individuals who are interested in serving. The district is asking the board to designate two members to be given the authority to review the list and select the final 20 members for the committee.

Chair Scott shared there would be wisdom of having one board member who resides in Steilacoom and one board member who resides in DuPont be responsible for selecting the final members of the committee.

Director Rohrer made a motion to authorize Directors Scott and Lewis to approve the final list of members appointed to the Committee for Strategic Investments in School District Facilities, Director McDonald seconded the motion, and the motion passed (5/0).

Director Rohrer asked for clarification on whether board members would be part of the committee. Mr. Lewis shared the committee will consist of community members only.

F. Board Goal - Professional Learning

The Board established professional learning goals for the 2023-24 school year based on the most recent Board self-evaluation process. This agenda item will become a "standing" item at our Regular Board Meetings to provide an opportunity for Board members to discuss and share around their goals.

Chair Scott shared an article surrounding mistakes board members may make. He will forward this article to the board, with the goal of helping the board be a better functioning board.

Director Tinsley shared she read an article surrounding Chromebooks.

Director Rohrer shared information regarding moving cell phones from the classroom. She is proud of the work our administrators are doing in this regard. She also shared a survey on school boards, and one of the focus items was communities wanting their boards to focus on student achievement outcomes. She thanked our teachers for all the work they do in the classrooms, where all the amazing stuff happens.

VII. BOARD COMMUNICATION

Chair Scott shared he received communication from Mike Winkler regarding a community member's experience. He referred the parent to the school's principal.

Chair Scott shared the Board of Directors received communication highlighting two staff members - Trina McJunkins from Pioneer Middle School and Sabine Sickles from the District's IT Department.

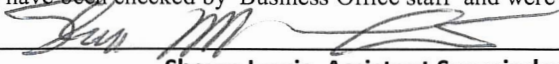
From JoAnne Fernandes, Pioneer Middle School Principal - I am excited to recognize Trina McJunkins from Pioneer MS as an exceptional special education teacher and athletic coach. Trina has been a tremendous leader in our special education department. Her work on behalf of students and families has been exemplary and deserving of special recognition. We have had several challenging situations over the past several months, and with every challenge, Trina has provided her passion, compassion, creativity, and collaboration to help address these challenges to better meet student needs. She is such an effective special education teacher because she possesses high levels of empathy and understanding. She creates a supportive and inclusive environment where students feel valued and understood. The staff and students of Pioneer Middle School are thankful that Trina is a teacher-leader here.

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: February 21, 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 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.

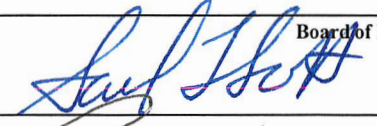
FUND NAME	WARRANTS (INCLUSIVE)			AMOUNT
<u>GENERAL FUND:</u>				
	Payroll	800945	to 800946	\$ 2,977.60
	Payroll A/P	134002	to 134014	\$ 498,449.06
	Payrol ACH Payments		to	\$ 492,280.08
	Payroll Taxes		to	\$ 597,168.97
	Direct Deposit		to	\$ 1,696,642.30
January 25, 2024	Accounts Payable	134015	to 134015	\$ 7,029.59
January 25, 2024	Accounts Payable	134016	to 134052	\$ 270,972.35
February 7, 2024	Accounts Payable	134053	to 134053	\$ 116.16
February 12, 2024	Accounts Payable	134054	to 134097	\$ 471,958.38
February 13, 2024	Accounts Payable	134098	to 134098	\$ 12.36
TOTAL GENERAL FUND:				\$ 4,037,606.85

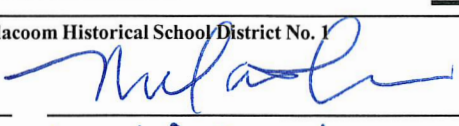
<u>CAPITAL PROJECTS FUND:</u>				
January 25, 2024	Direct Deposit	200562	to 200562	\$ 1,729.73
TOTAL CAPITAL PROJECTS FUND:				\$ 1,729.73

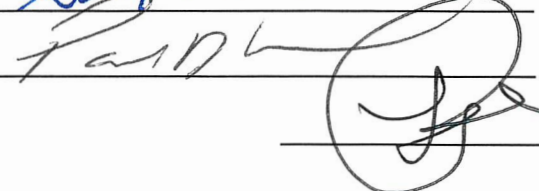
<u>ASSOCIATED STUDENT BODY FUND:</u>				
January 25, 2024	Accounts Payable	405338	to 405338	\$ 4,334.15
January 25, 2024	Accounts Payable	405339	to 405350	\$ 23,709.13
January 25, 2024	Accounts Payable	405351	to 405351	\$ 107.62
February 7, 2024	Accounts Payable	405352	to 405352	\$ 165.21
February 13, 2024	Accounts Payable	405353	to 405358	\$ 7,430.24
TOTAL ASSOCIATED STUDENT BODY FUND:				\$ 35,746.35

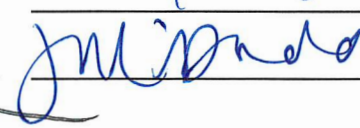
<u>TRANSPORTATION VEHICLE FUND:</u>				
			to	_____
			to	_____
TOTAL TRANSPORTATION VEHICLE FUND:				\$ -

Board of Directors of Steilacoom Historical School District No. 1

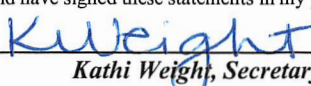








I, Kathi Weight, being duly sworn, depose and say: That I am the Secretary to the Board of Steilacoom Historical School District No. 1, Pierce County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.



Kathi Weight, Secretary to the Board

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CERTIFICATED PERSONNEL REPORT - FEBRUARY 21, 2024

Name	Position	FTE	Location	Effective Date	Action	Comment
LECOMPTE KAREN	TEACHER	1.00	SALTAR'S POINT	8/31/2024	RETIREMENT	
MUNSEY SHAWN	TEACHER	1.00	CHERRYDALE	8/31/2024	RETIREMENT	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - FEBRUARY 21, 2024

Name	Position	Hours	Location	Effective Date	Action	Comment
LEYVA SASHA	PARAPROFESSIONAL	3.00	SALTAR'S POINT	2/25/2024	NEW HIRE	Temporary for the 2023-24 School Year
TRAMBULO BRYAN	PARAPROFESSIONAL	6.50	CHLOE CLARK	1/18/2024	RESIGNATION	
FROEHLE STEVEN	PARAPROFESSIONAL	3.00	SALTAR'S POINT	2/25/2024	NEW HIRE	Temporary for the 2023-24 School Year
LOVELLE CASEY	PARAPROFESSIONAL	6.50	HIGH SCHOOL	2/25/2024	NEW HIRE	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - FEBRUARY 21, 2024

Name	Position	Location	Effective Date	Amount	Comment
HALLER KYLE	ASSISTANT TRACK COACH	PIONEER	04/08/2024	\$3,176.25	
HAYES BRUCE	HEAD BASEBALL COACH	PIONEER	04/08/2024	\$4,235.00	
MCAVOY ROB	ASSISTANT BASEBALL COACH	PIONEER	04/08/2024	\$3,176.25	
RUFFIN ARMAND	HEAD TRACK COACH	PIONEER	04/08/2024	\$4,235.00	
STUGELMEYER SCOTT	ASSISTANT TRACK COACH	PIONEER	04/08/2024	\$3,176.25	
BROWN AIMEE	ASSISTANT TRACK COACH	PIONEER	04/08/2024	\$3,176.25	
MATEUS STEPHANIE	HEAD VOLLEYBALL COACH	PIONEER	04/08/2024	\$4,235.00	
RASCHKE REGAN	ASSISTANT VOLLEYBALL COACH	PIONEER	04/08/2024	\$3,176.25	
AKANA CINDY	ASSISTANT FASTPITCH COACH	HIGH SCHOOL	2/22/2024	\$3,750.00	
JAY EMMA	HEAD FASTPITCH COACH	HIGH SCHOOL	2/22/2024	\$4,800.00	
ENGQUIST SHEREE	LITERACY LAB STIPEND	CHLOE CLARK	2/22/2024	\$1,200.00	DODEA
MARSDEN MARY	LITERACY LAB STIPEND	CHLOE CLARK	2/22/2024	\$600.00	DODEA
SANNE CAROLINE	LITERACY LAB STIPEND	CHLOE CLARK	2/22/2024	\$600.00	DODEA
ZENNER WHITNEY	LITERACY LAB STIPEND	CHLOE CLARK	2/22/2024	\$600.00	DODEA
MORITZ SHELLEY	LITERACY LAB STIPEND	CHLOE CLARK	2/22/2024	\$600.00	DODEA
WIDMAN COURTNEY	LITERACY LAB STIPEND	CHLOE CLARK	2/22/2024	\$600.00	DODEA