The best education for every student.
STEILACOOM
Est. 1854 Historical School District No. 1

Regular Meeting Minutes
Steilacoom Historical School District Professional Development Center
511 Chambers Street, Steilacoom, WA
April 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.
Director Lewis made a motion to excuse Directors McDonald and Tinsley, Director Rohrer seconded the motion, and the motion passed (3/0).
Directors Lewis, Rohrer, and Scott present.
Chair Scott asked if anyone had any questions about the agenda. No questions.
Director Rohrer made a motion to approve the agenda, Director Lewis seconded the motion, and the motion passed (3/0).

II. PRESENTATIONS

A. Chloe Clark Leadership Through STEAM Club

Chloe Clark Principal Loretta Duncan introduced Denise Isler, the advisor for Chloe's Leadership Through STEAM Club. Ms. Isler shared about the program including some of the habits the leaders have been working to develop - such as being proactive, beginning with the end in mind, building community, putting first things first, thinking win-win, seeking first to understand then to be understood, and synergizing. Principal Duncan invited the community to Chloe Clark's STEAM fair tomorrow evening from 5:30 - 7:00 p.m.

Director Rohrer shared how these habits are so important for students as well as adults. Director Lewis thanked Ms. Duncan and Ms.Isler. Chair Scott shared how important it is to be planting these seeds now in our young students.

B. SHS BSU and Speech & Debate Clubs

Steilacoom High School Principal Jake Tyrrell shared about the school's Black Student Union and Speech & Debate Clubs, two of the newest clubs at SHS. He shared BSU is a place for students to talk about their experiences. He introduced Carla Cooper and Raynai Johnson, SHS staff members, and Kimori Douglas and Chancy Williams, SHS students, as leaders of BSU and also throughout the school community. BSU is doing a takeover at Applebee's on Saturday, and the community is invited.

Speech & Debate Club is also new at SHS, and the club has a goal of being ready for competition

next year. SHS staff members Royce Albert and Noble Hauser, along with students Briana Brooks and Susanna Seefeldt, lead this club.

Director Rohrer thanked the SHS staff for their leadership in creating these two new clubs. Director Lewis shared, as a former debate club member, he would be willing to argue with anyone at any time. He shared how important it is for students to be involved in extra-curricular clubs and activities. Chair Scott shared the high school is constantly improving, looking for ways to make it a better and richer environment for students - which is why it has been named to US News & World Report Best High Schools for the last 5 consecutive years.

C. **Community Partner Recognition - DuPont Lions Club**

Assistant Superintendent Shawn Lewis thanked the DuPont Lions Club for their continued partnership with the school district, being a true champion for kids. The Lions Club assists with vision screenings, provides dictionaries for third graders, as well as numerous other activities in our community that benefit our students and their families. Mr. Lewis shared a statement from Emily Hofbauer, the district's Health Services Coordinator, explaining how important the Lions Club is to our district schools.

Mr. Lewis introduced current DuPont Lions President Bill McDonald. Mr. McDonald shared it is a privilege and joy to serve the students in our community. He shared the club can always use new members, and encouraged the community to get involved.

Chair Scott shared a Certificate of Appreciation with Mr. McDonald.

D. **Certificated School Employees Recognition**

Executive Director for Human Resources Susanne Beauchaine thanked the district's certificated staff for their contribution and unwavering dedication to the education of our district's students. She introduced Steilacoom Education Association President Stephanie Mateus and Denise Isler.

Ms. Mateus shared a message about being "uniquely Steilacoom." Each certificated staff member has a unique story and a unique way they interact with our students. She also thanked the school board for all the hard work they do to benefit the students in our district. She also shared some "asks" of the school board. She thanked the school board for recognizing the district's certificated staff.

E. **Volunteer Appreciation**

Ms. Beauchaine thanked the over 700 district volunteers for their countless hours serving in numerous capacities throughout the district. She introduced district principals, who recognized exceptional volunteers for their buildings.

Anderson Island Principal Mike Miller recognized Michelle Hartman.
Cherrydale Principal Ryan Douglas recognized Sue Sweetman.
Chloe Clark Principal Loretta Duncan recognized Melanie Stone and Lindsey Hertlein.
Saltar's Point Principal Alex Clauson recognized Lauren Burket.
Pioneer Middle School Principal JoAnne Fernandes recognized Heather Robison, Jennifer Boucher, and Kerry Campbell.
Steilacoom High School Principal Jake Tyrrell recognized Robin Barrow.

Director Rohrer thanked the volunteers for their countless hours of service. Director Lewis shared, "it matters that you help." Chair Scott shared he feels we are getting back to pre-COVID times, and the volunteer hours are appreciated. Chair Rohrer also thanked the schools for how welcoming they are to our district volunteers.

III. COMMENTS FROM THE AUDIENCE

No comments.

IV. REPORTS

A. Budget Status Report

Shawn Lewis, Assistant Superintendent, shared budget status reports for all funds as of the end of March 2024, along with charts and data showing monthly attendance, general fund balance, and general fund cash balance.

No questions from the directors.

B. Washington School Improvement Framework (WSIF)

Dr. Laurie Vallieres, Director of Teaching & Learning, thanked the district admin teams for digging into the data and setting some wonderful goals for their schools. She shared information regarding the Washington School Improvement Framework (WSIF). The WSIF identifies how schools can improve the education for all students, and combines as many as nine indicators into a 1-10 score. The school's score then determines the state's supports for school improvement. Dr. Vallieres shared specific data for each district school.

Director Lewis shared, "job well done," to our district staff. Director Rohrer thanked Dr. Vallieres for her clear presentation and her leadership, and thanked the district staff for all their work to improve district scores. Chair Scott recognized how solid district staff and parents have been in helping our students improve.

V. CONSENT AGENDA

Director Lewis made a motion to approve the Consent Agenda, Director Rohrer seconded the motion, and the motion passed (3/0). The Consent Agenda included March and April 2024 Accounts Payable and March 2024 Payroll; March 20, 2024 Regular Board Meeting Minutes; March 26, 2024 Board Retreat Minutes; Personnel Reports including Cherrydale Primary School Principal Recommendation; Approval of MOU with SHSD and Veteran Affairs Puget Sound Health Care; Approval of SHS Jazz Band Trip to Idaho; Approval of SHS Football Team Trip to Oregon; and Approval of SHS Music Boosters Donation.

As part of the Consent Agenda, the board approved the hire of Christine Firth as the Principal of Cherrydale Primary School for the 2024-25 school year. Ms. Firth shared how excited she is about this new opportunity. She began teaching half-day kindergarten at Cherrydale 16 years ago, and she is very grateful to be able to reconnect with its staff and families.

VI. NEW BUSINESS

A. Resolution 922-04-17-24 Mental Health Awareness Month

Mary Snyder, Director of Student Supports, shared Resolution 922-04-17-24 Mental Health Awareness Month. Ms. Snyder shared the resolution recognizes that mental health is essential for a person's overall health. The district encourages all school staff and community members to support and participate in activities to recognize and support mental health awareness, and declares May to be Mental Health Awareness Month in the Steilacoom Historical School District.

Chair Scott read the resolution in its entirety.

Director Rohrer made a motion to approve Resolution 922-04-17-24 Mental Health Awareness Month, Director Lewis seconded the motion, and the motion passed (3/0).

Director Rohrer thanked Dr. Weight for her leadership, leading the way among districts in the state and country in regards to student mental health and emtional well-being.

B. State Audit Results

Assistant Superintendent Shawn Lewis shared the State Auditor's Office has completed their audit of the 2022-23 school year. As part of the board materials, a copy of the final audit report and the exit conference summary are provided.

In summary: The district had no findings related to internal controls. The district had no findings related to compliance with federal programs The district financial position was found to be fairly stated in accordance with OSPI and SAO financial reporting requirements There were a few recommendations made by the auditors related to financial reporting and internal controls, but all recommendations were identified as immaterial. Even though immaterial, the district implemented several of those recommendations and appreciates the work performed by the State Auditor's Office.

Due to a finding in the prior year, the district originally anticipated audit costs would be roughly $35,000 in the current school year. Instead, due to the efforts of district staff and efficient auditors, the actual costs were under $30,000. Last year, the audit cost the district over $55,000. The district has already extended its appreciation to the audit staff for their efforts to save the district resources.

Director Rohrer asked if there was an accountability audit this year. Mr. Lewis explained there was not. She asked if the audit document was on the website. Mr. Lewis shared the district provides a link to the state website, which shares current and past district audits. This year's audit documents are also part of tonight's board packet.

Chair Scott shared his appreciation to Mr. Lewis and his staff.

C. 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 is a "standing" item at our Regular Board Meetings to provide an opportunity for Board members to discuss their goals.

Chair Scott shared about an opportunity on May 16 to attend WSSDA's Regional Meting. Director Rohrer shared the directors had a Board Retreat on March 26 to go over board goals and protocols. Director Lewis shared he spent time with SIP walk-throughs at Cherrydale and Steilacoom High School, and that was a very educational experience for him. He shared he has learned a great deal in his first couple of months on the board.

VII. BOARD COMMUNICATION

The board received communication from Mike Miller, Anderson Island Elementary School Principal, recommending Cathy Feutz (Sodexo Food Service) for recognition. Mr. Miller shared Cathy is one of the many reasons AIE is a great place to learn and grow! Not only does she come out to AIE every day to serve meals, she also volunteers her time for them and other students in the district. Most recently, she helped in the "Future Chefs" competition at the high school. Cathy stays after school and helps with our Craft Club, where she works with the students doing needlepoint. She is absolutely a bright light here on AI. She loves the students, and it is obvious that she is willing to go above and beyond for any of them and their families.

Shae Emery, Maintenance and Facilities Manager, also communicated with the board regarding outstanding SHSD employee Duc Vo. Over the past 5 years, Mr. Vo has displayed outstanding dedication and hard work. He is committed to finishing each tasks he is faced with to completion, leaving no detail unaccounted for. Duc exemplifies what it means to be a truly exceptional employee - always going above and beyond, never shying away from a challenge, and continuously seeking to expand his knowledge and skills. His positive attitude and upbeat personality makes him a joy to work with, and his unwavering commitment to excellence motivates and inspires those around him. Thank you, Mr. Vo, for all that you do and for making our team better each and every day.

VIII. ANNOUNCEMENTS

- DIrector Lewis shared Pioneer girls' soccer is undefeated for the 3rd year in a row. Pioneer also has a track meet tomorrow afternoon.
- Director Rohrer shared Dr. Weight, Dr. Valleries, Ms. Beauchaine, and Chair Scott attended the JBLM Educators' Social last week. She also shared the district received the Purple Star Award.
- Dr. Weight shared the district will be featured in Business View magazine at the end of April. She believes the large feature on our district was due at least in part to the district's excellent graduation rate as well as our district leading the way in social emotional learning. Dr. Weight also shared SteillyCon is next Wednesday, April 24, at Pioneer Middle School. She shared this is a wonderful event and its success is due to the amazing work of Mary Snyder.

IX. RECESS TO CLOSED SESSION

Chair Scott recessed to a Closed Session at 7:24 p.m. with a time estimate of one hour.

X. CLOSED SESSION

Closed hearing for a quasi-judicial matter pursuant to RCW 42.30.140(2).

XI. RETURN TO REGULAR MEETING

Chair Scott returned to the Regular Board Meeting at 8:30 p.m.

XII. **ADJOURNMENT**

Director Lewis made a motion to adjourn the meeting at 8:31 p.m., Director Rohrer seconded the motion, and the motion passed (3/0).

(Chair)

K. Weight
(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: **April 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 Lewis, Assistant Superindendent

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
GENERAL FUND:					
	Payroll	800949	to	800949	$ 1,384.76
	Payroll A/P	134240	to	134253	$ 502,100.80
	Payrol ACH Payments		to		$ 488,305.54
	Payroll Taxes		to		$ 603,282.12
	Direct Deposit		to		$ 1,716,943.44
March 21, 2024	Accounts Payable	134201	to	134239	$ 256,497.77
April 8, 2024	Accounts Payable	134254	to	134254	$ 54.84
April 9, 2024	Accounts Payable	134255	to	134300	$ 803,745.61
April 9, 2024	Accounts Payable	134301	to	134301	$ 37.75
April 1, 2024	Accounts Payable		to		$ 6,912.49
				TOTAL GENERAL FUND:	$ 4,379,265.12
CAPITAL PROJECTS FUND:			to		
March 22, 2024	Accounts Payable	200565	to	200566	$ 24,083.93
April 9, 2024	Accounts Payable	200567		200567	$ 19,277.41
				TOTAL CAPITAL PROJECTS FUND:	$ 24,083.93
ASSOCIATED STUDENT BODY FUND:					
March 21, 2024	Accounts Payable	405373	to	405373	$ 10.00
March 22, 2024	Accounts Payable	405374		405386	$ 25,910.88
April 8, 2024	Accounts Payable	405387	to	405387	$ 17.03
April 9, 2024	Accounts Payable	405388	to	405392	$ 9,111.90
April 1, 2024	Accounts Payable		to		$ 9,627.39
				TOTAL ASSOCIATED STUDENT BODY FUND:	$ 35,049.81
TRANSPORTATION VEHICLE FUND:					
			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

ADMIN PERSONNEL REPORT - APRIL 17, 2024

Name	Position	Location	Effective Date	Action
FIRTH CHRISTINE	PRINCIPAL	CHERRYDALE	7/1/2024	NEW HIRE

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

Name	Position	Hours	Location	Effective Date	Action	Comment
LARSON SHARON	OFFICE COORDINATOR	8.00	HIGH SCHOOL	8/31/2024	RETIREMENT	
MOREY CORTNEY	COTA	7.00	STUDENT SERVICES	8/31/2024	RESIGNATION	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

CO-CURRICULAR PERSONNEL REPORT - APRIL 17, 2024

Name	Position	Location	Effective Date	Amount	Comment
ENGQUIST SHEREE	LITERACY LAB STIPEND	CHLOE CLARK	04/08/2024	$ 600.00	DODEA
ZENNER WHITNEY	LITERACY LAB STIPEND	CHLOE CLARK	04/08/2024	$ 600.00	DODEA
SANNE CAROLINE	LITERACY LAB STIPEND	CHLOE CLARK	04/08/2024	$ 600.00	DODEA
KAY HOLLY	LITERACY LAB STIPEND	CHLOE CLARK	04/08/2024	$ 600.00	DODEA
REGER JENNIFER	LITERACY LAB STIPEND	CHLOE CLARK	04/08/2024	$ 600.00	DODEA
MORITZ SHELLEY	LITERACY LAB STIPEND	CHLOE CLARK	04/08/2024	$ 600.00	DODEA
WIDMAN COURTNEY	LITERACY LAB STIPEND	CHLOE CLARK	04/08/2024	$ 600.00	DODEA
SIMON ABBY	LITERACY LAB STIPEND	SALTARS POINT	04/15/2024	$ 1,200.00	DODEA
OLIVER NICOLETTE	LITERACY LAB STIPEND	SALTARS POINT	04/15/2024	$ 1,800.00	DODEA
SARGENT RICK	LITERACY LAB STIPEND	SALTARS POINT	04/15/2024	$ 600.00	DODEA
MORFIN MERIDITH	LITERACY LAB STIPEND	SALTARS POINT	04/15/2024	$ 600.00	DODEA
FRIEND CHRISTINE	LITERACY LAB STIPEND	SALTARS POINT	04/15/2024	$ 600.00	DODEA
SMITH KYLE	LITERACY LAB STIPEND	SALTARS POINT	04/15/2024	$ 600.00	DODEA
FREEBY QUINN	LITERACY LAB STIPEND	CHERRYDALE	04/08/2024	$ 600.00	DODEA
POE JACKIE	LITERACY LAB STIPEND	CHERRYDALE	04/08/2024	$ 600.00	DODEA