



Regular Meeting Minutes
Steilacoom Historical School District Professional Development Center
511 Chambers Street, Steilacoom, WA
June 12, 2024

I. CALL TO ORDER

Chair Scott called the meeting to order at 6:00 p.m.
Pioneer Principal JoAnne Fernandes led the Pledge of Allegiance.
Directors Lewis, McDonald, Rohrer, Scott, and Tinsley all present.
Chair Scott asked if anyone had any questions about the agenda. No questions.
Director Tinsley made a motion to approve the agenda, Director McDonald seconded the motion, and the motion passed (5/0).

II. COMMENTS FROM THE AUDIENCE

Dave Bungert requested information for Agenda Item III.C. Budget & 4-Year Budget Forecast - How will the 2024-25 budget improve student test scores? How will the 2024-25 budget ensure employee safety? Regarding Agenda Item IV Consent Agenda Approval of May 15, 2024, Minutes, Mr. Bungert questioned why there was no detailed information regarding Ms. Updegraff's statement. Mr. Bungert requested the May 15, 2024, minutes be removed from the agenda and presented at a later date. Regarding Agenda Item V.B. Old Business Capital Facilities Plan, Mr. Bungert requested the district not build an elementary school on McNeil Street, and instead sell the property on McNeil Street.

III. REPORTS

A. Steilacoom High School Athletics Recap and Spring Student Athlete Recognition

Tracy Garza, SHS Assistant Principal and Athletic Director, shared a presentation recapping the spring sports season highlighting the success of the school's baseball, fast-pitch, track & field, girls' tennis, and boys' soccer teams. Ms. Garza also congratulated the college-bound athletes receiving athletic scholarships from the following schools:: Micah Bujacich - Baseball - University of Washington Brooke Robbins - Softball - Bellevue College James Jenner - Soccer - Bellevue College Alivia Kehn - Soccer - Green River Community College Ethan Durham - Football - UPS Kevin Rasquinah - Track - Green River Community College The SHSD Directors all thanked the school for their excellent athletic programs, and commended the incredible student athletes.

B. Budget Status Report

Shawn Lewis, Assistant Superintendent, shared budget status reports for all funds as of the end of May 2024, along with charts and data showing monthly attendance, general fund balance, and general fund cash balance. The district had a larger than normal decrease in enrollment in June in both Running Start and non-Running Start categories. As shared previously, a budget extension for the current year will be necessary to address the higher Running Start costs. The district will transfer some of the capital projects levy funding to the debt service fund in anticipation of paying off the bonds next December. The money will be fully invested to ensure it grows in value to allow for full repayment of the LGO.

Directors Scott and Rohrer inquired about the cause of the enrollment decrease. Mr. Lewis explained the district has not seen an increase in private school enrollment or home schooled students. Families are/have moved out of the district and new families are not moving in. Demographers suggest this is due to interest rates, housing costs, etc., as well as changes in military movements.

Director Tinsley inquired regarding school district enrollment in other districts. As a realtor, she is selling more homes in areas like Yelm where housing is less expensive. Mr. Lewis shared that is true, and where there is middle-priced housing, enrollment is increasing. In more expensive housing areas, enrollments are decreasing.

Director McDonald asked what the necessary lead time would be for the district if enrollment does begin to increase again. Mr. Lewis explained the necessary timing the district could estimate, and shared the medium estimate prepared by a demographer projected enough growth to need additional facilities could potentially not be until the 2030-31 school year.

Director Rohrer asked about the current maximum student capacity of our school district. Mr. Lewis shared the projected enrollment for next year is 2947, and 1220 is the maximum student capacity for elementary schools and 1800 is the maximum for secondary schools.

C. Budget & 4-Year Budget Forecast

Mr. Lewis shared the 2024-25 Draft SHSD Budget and 4-year outlook. He shared overall budget information; enrollment assumptions; general fund budget summary; and information regarding Materials, Supplies and Operating Costs. He also shared information regarding the debt budget, ASB budget, and capital budget. Mr. Lewis concluded his presentation with the F-195F 4-Year Forecast.

A Public Hearing regarding the 2024-25 budget is scheduled during the August 21 Regular Board Meeting. Community members will have the opportunity to make public comments regarding the budget during the Public Hearing.

Overall projected budget for next year is 54.2 million dollars, with anticipated revenue of 54.4 million dollars, with the difference being applied to the fund balance. Mr. Lewis shared enrollment is the big determining driver for the budget. Mr. Lewis explained how roughly 10% of the General Education MSOC funds are used to fund special education, MLL, and HiCap programs due to the severe under funding of these programs by the state.

The 2024-25 Draft SHSD Budget and F-195F can be viewed [here](#).

Director Rohrer asked for a 2024-25 chart compared to the 2023-24 chart to look at totals in order to have a comparison to see differences. Chair Scott shared it makes the most sense to view forecast to forecast. Mr. Lewis shared this data is already in the information shared, but it is not on the same page. He will provide that information combined into one chart to Dr. Weight by the end of the week. Director Rohrer thanked Mr. Lewis for his great work to get the district back on track.

Director Tinsley asked what should they have been looking at 2 years ago that would have indicated a problem to them? Mr. Lewis shared one of the largest things is that the expenditures shown were not growing while the district was increasing the number of staff. He shared the tools he and Dr. Weight are now using on a monthly basis dig into each of the accounts to a much greater degree. Mr. Lewis and Dr. Weight are providing many more reports to the board than is normal, to provide transparency and ensure the work is accurate.

IV. CONSENT AGENDA

Director Lewis made a motion to approve the Consent Agenda, Director Tinsley seconded the motion, and the motion passed (5/0). The Consent Agenda consisted of Approval of April and May 2024 Accounts Payable and April 2024 Payroll; Approval of May 15, 2024 Regular Board Meeting Minutes; Approval of Personnel Reports; Approval of MLL Annual Report for 2023-24; Approval of Highly Capable Program Annual Report; Approval of Resolution 926-06-12-24 Cancellation of Outstanding Warrants; Approval of MOU between SHSD and ACTS; and Approval of Sodexo Contract Amendment for 2024-25 School Year.

Director Rohrer asked a question about the May 15, 2024, meeting minutes. Chair Scott shared meeting minutes are not a transcript of the meeting, but are a summary. The board recording is available if anyone wants to hear the complete meeting in full.

V. OLD BUSINESS

A. Second Reading of Policy 5161 Civility in the Workplace

Superintendent Weight shared the first reading of Policy 5161 Civility in the Workplace at the May 15, 2024, Regular Board Meeting, and the board was asked to review and provide suggestions. Some language from the policy was recognized as being procedural in nature so portions of the policy will be moved to a new procedure to accompany Policy 5161.

Director Rohrer made a motion to approve Policy 5161 Civility in the Workplace, Director Tinsley seconded the motion, and the motion passed (5/0).

B. Approval of 2025-2030 Capital Facilities Plan

Mr. Lewis shared the draft update of the 2025 Capital Facilities Plan was reviewed by the board meeting on May 15, 2024.

The plan was submitted and published by the Department of Ecology on May 2 and the comments were due by May 31. In addition, the district published notice as required in the Tacoma News Tribune and invited comments.

No comments were received by the district during the SEPA review period. No other comments have been received to date.

The plan this year incorporates new studies on student generation rates and enrollment projections. This year's updated plan also includes impact fee calculations that address statutory changes regarding impact fees.

The Capital Facilities Plan is shared with the Town of Steilacoom, the City of DuPont, Pierce County and the greater SHSD community. This plan will be adopted by reference as a part of the local jurisdiction's Comprehensive Plan for purposes of identifying whether school facilities are adequate to serve existing and proposed new development.

Director McDonald made a motion to approve the 2025-2030 Capital Facilities Plan, Director Lewis seconded the motion, and the motion passed (5/0).

Director Lewis asked about any potential future plans for building around Old Fort Lake in DuPont. Mr. Lewis shared the Capital Facilities Plan is a living, breathing document that is changed every year, and the data is updated every year. The plan will be updated when and if additional building happens in the district.

VI. NEW BUSINESS

A. First Reading of Policy 2022 Electronic Resources and Internet Safety

Mr. Lewis shared concerning Policies 2022 and 2023 - in 2016 and 2017, the Legislature passed new laws concerning digital citizenship, internet safety, and media literacy. As part of those changes, WSSDA was charged with reviewing and revising its model policy and procedures.

Since that time, many new issues and concerns have emerged in the areas of digital citizenship, media literacy, artificial intelligence, and safety/security. To respond to these changes, policy 2022 has a minor revision but a new policy 2023 has been created specifically to address the needs presented by this changing landscape.

Specifically, the new policy 2023: Defines Digital Citizenship Defines Media Literacy Outlines the Elements of Successful Digital Citizenship and Media Literacy in the areas of Student Instruction Professional Development, Policy and Practice Review, and Communications and Engagement. The District will issue updated procedures this summer as necessary to provide more details for implementation in the 2024-25 school year.

Director Rohrer made a motion to approve Policy 2022 Electronic Resources and Internet Safety and Policy 2023 Digital Citizenship and Media Literacy, Director Tinsley seconded the motion, and the motion passed (5/0).

Director Rohrer shared it is important it is to include parents in the conversation, communication, and education.

Director McDonald brought up the wisdom of keeping students off social media for as long as

possible and asked if the district had a policy around that? Mr. Lewis shared we do not have a specific policy or practice around that, but the district can engage in that conversation. He mentioned the great progress the middle school has had in this area, but acknowledged there is certainly room for improvement.

B. First Reading of Policy 2023 Digital Citizenship and Media Literacy

Director Rohrer made a motion to approve Policy 2022 Electronic Resources and Internet Safety and Policy 2023 Digital Citizenship and Media Literacy, Director Tinsley seconded the motion, and the motion passed (5/0).

C. First Reading of Policy 2124 Physical Education and Health Class(Action)

Mr. Lewis shared regarding Policies 2124, 6700, 6701, and 6702:

Policy 6700 has historically included the district policies associated with Student Nutrition and Food Service, Recess, Physical Education, and Staff and Student Wellness. This policy has increased in scope significantly over the past several years based on new laws and new state and federal guidance.

Recently, WSSDA provided new model policies that divides policy 6700 into several separate policies, each covering distinct areas. Staff reviewed the new WSSDA model policy structure and agrees that it makes sense to divide up the policies into new policies:

- 2124 Physical Education and Health Class
- 6701 Recess and Physical Activity
- 6702 Wellness

Policy 6700 will be retained with only the Nutrition portion of the existing policy.

While there were minor changes in the policy language, there are no changes that are substantive or impact existing practice.

Director McDonald made a motion to approve Policy 2124 Physical Education and Health Class, Policy 6700 Nutrition, Policy 6701 Recess and Physical Activity, and Policy 6702 Wellness; Director Lewis seconded the motion, and the motion passed (5/0).

Director McDonald asked about taking away recess from students as a discipline procedure. Mr. Lewis shared that is in the discipline policy. Director McDonald noticed it is not cross-referenced, and asked if that would be possible. Mr. Lewis responded the district can include the additional cross-reference without going to the board for a second reading.

Director McDonald also commented how Cherrydale offers fruit-infused water, and the students use it and love it. She commended the Food Service team for offering this option.

D. First Reading of Policy 6700 Nutrition

Director McDonald made a motion to approve Policy 2124 Physical Education and Health Class, Policy 6700 Nutrition, Policy 6701 Recess and Physical Activity, and Policy 6702 Wellness; Director Lewis seconded the motion, and the motion passed (5/0).

E. First Reading of Policy 6701 Recess and Physical Activity

Director McDonald made a motion to approve Policy 2124 Physical Education and Health Class, Policy 6700 Nutrition, Policy 6701 Recess and Physical Activity, and Policy 6702 Wellness; Director Lewis seconded the motion, and the motion passed (5/0).

F. First Reading of Policy 6702 Wellness

Director McDonald made a motion to approve Policy 2124 Physical Education and Health Class, Policy 6700 Nutrition, Policy 6701 Recess and Physical Activity, and Policy 6702 Wellness; Director Lewis seconded the motion, and the motion passed (5/0).

G. Approval of 2024-2025 School Board Meeting Schedule

Dr. Weight shared the draft schedule includes a longer visit to Anderson Island Elementary in June to allow more quality time with stakeholders on Anderson Island. Anderson Island Elementary staff are very excited about this option.

Director Rohrer made a motion to approve the 2024-2025 School Board Meeting Schedule, Director Tinsley seconded the motion, and the motion passed (5/0).

H. Family & Student Handbook Review

In Executive Director Susanne Beauchaine's absence, Assistant Superintendent Shawn Lewis shared a presentation regarding the district student handbook review. Mr. Lewis shared the purpose of the student handbook, the development process, and the implementation and communication process. The district will be moving to an online website version of the handbook for the 2024-25 school year. Mr. Lewis also shared the timeline for these processes.

I. Board Calendar

Dr. Weight shared the only agenda item on the July 17 Regular Board Meeting agenda is the Consent Agenda with two items, and recommended a Zoom meeting in order to save the district tech team from setup time, as well as board travel time.

Director Lewis made a motion to move the July 17 Regular Board Meeting to a Zoom format at 6:00 p.m., Director Tinsley seconded the motion, and the motion passed (5/0).

J. 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 information he received from the WSSDA regional meeting he attended in Carbonado regarding a board self-assessment at the end of each board meeting. One board member would be in charge of completing an assessment for each meeting. He asked board members their thoughts.

Director McDonald shared it is an interesting accountability tool.

Director Rohrer shared this would be helpful if they were a problematic board, but said she could take it or leave it.

Director Lewis shared he likes the idea.

Director Tinsley stated they should try it beginning next year.

Chair Scott shared it would be from the perspective of whichever board member is completing the survey, and suggested they give it a try. He asked board members to look at the format and suggest any changes they would like to see.

VII. BOARD COMMUNICATION

- From Cherrydale Principal Ryan Douglas - As a first-year principal, Laura Johnson was my rock. That support has continued over the last eight years, and my debt of gratitude toward her cannot be overstated. She is a consummate professional - kind, caring, detail-oriented, and compassionate. You will not find a harder worker. Laura always wanted to be a teacher, but life got in the way and she never earned her credentials. Instead, as I've told her before, she skipped teaching and went right to assistant principal. Thank you, Laura. Professionally and personally, I'll forever be grateful.
- From Saltar's Point Principal Alex Clauson - Every year we have visitors come through our buildings. Parents, admin, other districts and even students. The other day, a student asked me how old the building is. I did the math and said, "Wow. It's 25 years old this year." The student was quiet for a second and said, "It sure doesn't look that old." I hear this all the time and it is because of the quality of work our head custodian does. Lori Wilson is amazing. I've never seen her be idle in her job and she is always looking for ways to improve our building. She stocks our window boxes each spring, scrapes debris out of the cement cracks (which she loves doing), checks the field to see if it's too muddy and keeps the classrooms and building clean throughout the day. I walked in to my office the other day and the video camera was on my screen. I could see Lori was sweeping wood chips off of the sidewalk. This is the dedication to our building and students that makes her such an amazing individual. Lori's work does not go unrecognized. Every time I hear how great this building looks I immediately give her the credit. Thank you, Lori, for all you do for our kids!

VIII. ANNOUNCEMENTS

- Director Rohrer said she will miss the SHSD staff moving on.
- Director Tinsley congratulated the high school on a great graduation celebration, and shared she really enjoyed the St. Martin's University venue.
- Director McDonald shared she loves the staff ownership of district employees of where they are and working to create a better place. She shared we are saying goodbye to staff who have created a better place here in the district.

IX. ADJOURNMENT

Director McDonald made a motion to adjourn the meeting at 7:30 p.m., Director Rohrer seconded the motion, and the motion passed (5/0).

Sam Scott

(Chair)

Jennifer McDonald

Loujanna Rohrer

Patrick Lewis

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: June 12, 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.

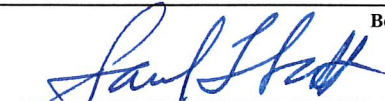



Shawn Lewis, Assistant Superintendent


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	800951	to 800951	\$ 952.29
	Payroll A/P	134402	to 134415	\$ 513,802.69
	Payroll ACH Payments			\$ 488,018.25
	Payroll Taxes			\$ 607,760.08
	Direct Deposit			\$ 1,725,494.39
May 23, 2024	Accounts Payable	134416	to 134459	\$ 760,999.47
May 23, 2024	Accounts Payable	134460	to 134460	\$ 58.00
May 28, 2024	Accounts Payable ACH	202300142	to 202300142	\$ 32,741.21
TOTAL GENERAL FUND:				\$ 4,129,826.38
<u>CAPITAL PROJECTS FUND:</u>				
May 23, 2024	Accounts Payable	200569	to 200571	\$ 30,961.13
	Accounts Payable			
TOTAL CAPITAL PROJECTS FUND:				\$ 30,961.13
<u>ASSOCIATED STUDENT BODY FUND:</u>				
May 23, 2024	Accounts Payable	405426	to 405436	\$ 23,311.78
June 5, 2024	Accounts Payable	405437	to 405437	\$ 48.28
May 28, 2024	Accounts Payable ACH	202300143	to 202300143	\$ 12,646.07
May 31, 2024	Accounts Payable void			\$ (220.00)
	Accounts Payable			
TOTAL ASSOCIATED STUDENT BODY FUND:				\$ 35,786.13
<u>TRANSPORTATION VEHICLE FUND:</u>				
			to	
			to	
TOTAL TRANSPORTATION VEHICLE FUND:				\$ -

Board of Directors of Steilacoom Historical School District No. 1

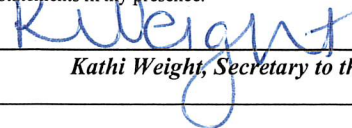








I, Kathi Weight, being duly sworn, depose and say: That I am the Secretary to the Board of Steilacoom Historical School District No. 1, Pierce County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.



Kathi Weight, Secretary to the Board

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CERTIFICATED PERSONNEL REPORT - JUNE 12, 2024**

Name	Position	FTE	Location	Effective Date	Action	Comment
STOUT CORDELL	TEACHER	0.20	PIONEER	8/26/2024	NEW HIRE	Non-Continuing
POSADA ADRIANA	TEACHER	1.00	CHLOE CLARK	8/25/2024	RESIGNATION	
BALOGH SYDNEY	TEACHER	0.80	HIGH SCHOOL	8/26/2024	NEW HIRE	
MCGUIRE ELIZABETH	TEACHER	1.00	CHERRYDALE	8/26/2024	NEW HIRE	
HEINLEN MICHAEL	TEACHER	0.20	PIONEER	8/26/2024		Additional 0.2 FTE to teach German
KAMEL CARA	TEACHER	1.00	ANDERSON ISLAND	8/25/2024	RESIGNATION	
MARLOW AMY	TEACHER	1.00	PIONEER	8/25/2024	RESIGNATION	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - JUNE 12, 2024**

Name	Position	Hours	Location	Effective Date	Action	Comment
MAZIKOWSKI GRETCHEN	DEPARTMENT SPECIALIST	8.00	DISTRICT OFFICE	6/14/2024	RESIGNATION	
RIVERA VILMARIE	PARAPROFESSIONAL	6.50	CHLOE CLARK	8/25/2024	RESIGNATION	
KOO GREYS	PARAPROFESSIONAL	6.50	SALTAR'S POINT	8/25/2024	RESIGNATION	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
EXEMPT PERSONNEL REPORT - JUNE 12, 2024**

Name	Position	Hours	Location	Effective Date	Action	Comment
EMERY SHAE	MAINTENANCE & FACILITIES MANAGER	8.00	DISTRICT OFFICE	9/1/2024		
FLORES RICHARD	PAYROLL MANAGER	8.00	DISTRICT OFFICE	9/1/2024		
HILES PAMELA	HR MANAGER	8.00	DISTRICT OFFICE	9/1/2024		
HOFBAUER EMILY	HEALTH SERVICES COORDINATOR	8.00	DISTRICT OFFICE	9/1/2024		
MARTINEZ MARK	NETWORK/COMMUNICATIONS MANAGER	8.00	DISTRICT OFFICE	9/1/2024		
MCGANN MELISSA	STUDENT RECORDS MANAGER	8.00	DISTRICT OFFICE	9/1/2024		
MILLER GWEN	EXECUTIVE ASSISTANT TO THE SUPERINTENDENT	8.00	DISTRICT OFFICE	9/1/2024		
PIERCE AARON	JROTC INSTRUCTOR	8.00	HIGH SCHOOL	9/1/2024		
SMITH EVA	ACCOUNTING MANAGER	8.00	DISTRICT OFFICE	9/1/2024		

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
SUPERINTENDENT PERSONNEL REPORT - JUNE 12, 2024**

Name	Position	Location	Effective Date	Comment
WEIGHT KATHI	SUPERINTENDENT	DISTRICT OFFICE	7/1/2024	July 1, 2024 - June 30, 2027