



Regular Meeting Minutes
Steilacoom Historical School District Professional Development Center
511 Chambers Street, Steilacoom, WA
September 18, 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 asked if anyone had any questions about the agenda. No questions.

Director McDonald made a motion to approve the agenda, Director Lewis seconded the motion, and the motion passed (5/0).

II. PRESENTATION - School Opening Update

Dr. Weight shared a school opening update for the 2024-25 school year, including enrollment information with each school as well as quotes from each district principal. She also shared information about the district's new Transitional Kindergarten program, transportation, and food service. Finally, Dr. Weight shared regarding the district's plans for the future including student achievement, school improvement planning, enrollment and budget, and long range capital facilities planning.

Director Rohrer asked about the curriculum for Transitional Kindergarten, and about the district's plans for future enrollment to allow more than one TK class at each school. Dr. Weight shared there is not available space at current primary schools to add more than one class, and TK curriculum is based on kindergarten learning standards.

Director Tinsley asked if the TK program would be an all-day program. Dr. Weight shared it would be. Director Tinsley also asked about transportation numbers. Dr. Weight shared the district has increased efficiencies, but final transportation numbers will not be set until later this fall.

Director McDonald asked about the declining number of students being kindergarten-ready, and inquired about which specific areas these students needed additional supports. Dr. Weight shared the largest area of need is social emotional development. Director McDonald also praised the UFLI program for the difference it has already made in increasing literacy rates for the district's elementary students.

Director Rohrer asked about student supports for younger students. Dr. Weight shared the district still offers its developmental preschool programs. The TK program would be in addition to the preschool program.

Chair Scott recognized Antoinette Walker, JBLM School Liaison Officer, who is in attendance for tonight's meeting.

III. **COMMENTS FROM THE AUDIENCE**

No comments.

IV. **REPORT - Budget Status Report**

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

Mr. Lewis shared he expects the district will have a final ending fund balance this year that meets the 6% of prior year expenditures target.

Revenue exceeded the district's overall target for the year, in large part to the federal government sending nearly \$500,000 more than originally anticipated. Annual expenses came in under budget for the year, due in large part to the capital levy addressing costs for non-voted debt, technology, and capital safety expenses. The Capital Projects Fund ends the year with just over \$1 million in fund balance after a transfer of \$1.625 million for a debt service payment due in December. The ASB fund will end the year spending about \$50,000 more than revenue, but this is a positive as they are spending down excess fund balance.

Director Rohrer had a question regarding the citizens' capital project committee, asking how long will the committee meet before bringing a plan before the board. Mr. Lewis shared the original plan was to meet at least through February 2025, but he wants to leave the date open for the committee to decide when they are ready to present a plan.

Director Lewis asked if the district was able to get back to the 6% minimum fund balance faster than originally anticipated. Mr. Lewis shared that is indeed the case.

Chair Scott pointed out all the good work Mr. Lewis and district staff have done to get the district's budget back on track.

V. **CONSENT AGENDA**

Director Lewis made a motion to approve the Consent Agenda, Director Rohrer seconded the motion, and the motion passed (5/0).

The Consent Agenda consisted of Approval of August and September 2024 Accounts Payable and August 2024 Payroll; Approval of the August 21, 2024 Regular Board Meeting Minutes; Approval of Personnel Reports; Approval of ESD112 DOL CDL Services Agreement; an Approval of Pacific Lutheran University and SHSD MOU.

VI. **OLD BUSINESS - Adoption of 2024-25 Board Governance Goals**

Dr. Weight shared that, annually, the board conducts a self-assessment to evaluate its own performance in terms of generally accepted principles of successful board operations and the Washington School Board Standards. The Board reviews the results of their self-assessment and uses the results as a part of their governance goal setting process (consistent with Board Policies 1810 and 1820).

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

All five Board members completed their assessment on June 21, 2024. Results were tabulated by WSSDA. The Board's 2023-24 Governance Goals were adopted in December 2023.

At the August 21, 2024 Regular Board Meeting, the Board expressed interested in the continuation of these governance goals for 2024-25, in lieu of choosing new focus areas.

Director Rohrer made a motion to approve the adoption of the 2024-25 Board Governance Goals, Director Tinsley seconded the motion, and the motion passed (5/0).

VII. NEW BUSINESS

A. First Reading of Policy 3241 Student Discipline

Susanne Beauchaine, Executive Director of Human Resources, shared Policy 3241 Student Discipline. OSPI has filed emergency rules clarifying and updating Chapter 392-400 WAC related to Student Discipline. These rules are effective immediately, and the permanent rules are anticipated to be in effect by the 2025-2026 school year. The emergency rules clarify the definition of classroom exclusion and includes the definitions of discretionary and non-discretionary discipline from RCW 28A.600.015(6). Policy 3241 is revised to align with these legal updates and for clarity.

Director McDonald made a motion to approve Policy 3241 Student Discipline, Director Rohrer seconded the motion, and the motion passed (5/0).

Director Tinsley asked why OSPI files emergency rules. Ms. Beauchaine explained disruptive student conduct has caused districts to request changes be made.

Director Rohrer shared she was surprised to see language disappear from the policy. She questioned how clarity would be provided in the future. She asked if charts would still be provided. Ms. Beauchaine shared the district took board feedback on what would happen when - and they updated the discipline matrix which is already available on the website. Principals are also working with their staff on interventions for students.

B. Board Goal - Professional Learning

Chair Scott shared that the WSSDA Direct article on binding conditions and oversight should be read by the board. He also read the article, "Thirteen Mistakes Board Members Make." He shared he feels the board has avoided almost all of the mentioned mistakes with the exception of having their own personal agenda. Because this particular area has been an issue in the past, he believes this article is good reading for the directors. "Why Board/Superintendent Relationships Matter," is another article he suggested the board read. Finally, he suggested the directors read an article on effective collaboration.

Director Rohrer shared about the WSSDA General Assembly coming up this weekend. This is a very important weekend for priorities, policy, and funding issues. Director Tinsley shared WSSDA dissolved the weighted vote last year.

Director Lewis shared he is working toward being an effective member of the board by fully understanding the role of WSSDA and completing more professional learning reading.

Director Tinsley asked where the WSSDA conference is this year. Chair Scott shared it is in Spokane in November.

VIII. BOARD COMMUNICATION

No communication.

IX. ANNOUNCEMENTS

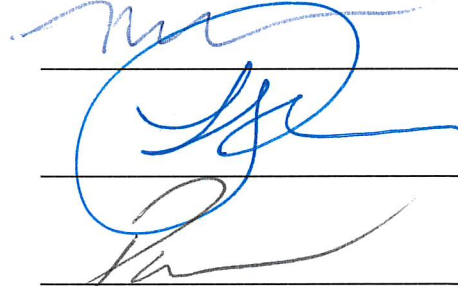
No announcements.

X. ADJOURNMENT

Director Tinsley made a motion to adjourn the meeting at 6:39 p.m., Director McDonald seconded the motion, and the motion passed (5/0).



(Chair)



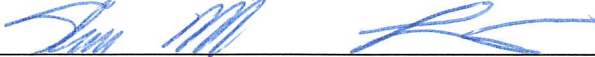
(Secretary/Superintendent)

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: September 18, 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
GENERAL FUND:						
	Payroll	800955	to	800956	\$	2,207.18
	Payroll A/P	134739	to	134753	\$	503,772.16
	Payroll ACH Payments		to		\$	522,279.02
	Payroll Taxes		to		\$	605,079.10
	Direct Deposit		to		\$	1,671,591.56
August 21, 2024	Accounts Payable	134711	to	134711	\$	46.25
August 21, 2024	Accounts Payable	134712	to	134721	\$	64,055.22
August 22, 2024	Accounts Payable	134722	to	134738	\$	29,614.02
September 4, 2024	Accounts Payable	134754	to	134754	\$	42,165.00
September 4, 2024	Accounts Payable	134755	to	134755	\$	3,836.14
September 9, 2024	Accounts Payable	134756	to	134756	\$	14.25
September 9, 2024	Accounts Payable	134757	to	134764	\$	417,028.79
September 9, 2024	Accounts Payable	134765	to	134795	\$	203,633.51
September 9, 2024	Accounts Payable	134796	to	134797	\$	49,450.15
August 27, 2024	Accounts Payable ACH	202300176	to	202300176	\$	26,874.87
TOTAL GENERAL FUND:						\$ 4,114,772.35

CAPITAL PROJECTS FUND:						
August 21, 2024	Accounts Payable	200591	to	200592	\$	831.40
August 22, 2024	Accounts Payable	200593	to	200593	\$	3,203.91
September 4, 2024	Accounts Payable	200594	to	200594	\$	6,758.04
September 5, 2024	Accounts Payable	200595	to	200598	\$	216,749.54
September 9, 2024	Accounts Payable	200599	to	200601	\$	49,561.78
September 9, 2024	Accounts Payable	200602	to	200602	\$	16,500.00
August 27, 2024	Accounts Payable ACH	202300175	to	202300175	\$	120.00
September 6, 2024	Accounts Payable void				\$	(63,534.57)
TOTAL CAPITAL PROJECTS FUND:						\$ 230,190.10

ASSOCIATED STUDENT BODY FUND:						
August 22, 2024	Accounts Payable	405488	to	405490	\$	8,974.96
September 4, 2024	Accounts Payable	405491		405491	\$	27.80
August 27, 2024	Accounts Payable ACH	202300174	to	202300174	\$	774.00
TOTAL ASSOCIATED STUDENT BODY FUND:						\$ 9,776.76

TRANSPORTATION VEHICLE FUND:						
TOTAL TRANSPORTATION VEHICLE FUND:						#REF! to

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 - SEPTEMBER 18, 2024**

Name	Position	FTE	Location	Effective Date	Action	Comment
HEINRICH TAREN	TEACHER	1.00	HIGH SCHOOL	8/22/2024	RESIGNATION	
ANDERSON ERIN	TEACHER	0.20	HIGH SCHOOL	8/26/2024		Additional 0.2 FTE to teach an additional section of Math

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - SEPTEMBER 18, 2024**

Name	Position	Hours	Location	Effective Date	Action	Comment
WALLACE LAURA	PARAPROFESSIONAL	6.50	PIONEER	9/19/2024	NEW HIRE	
HUGGINS SYDNEY	PARAPROFESSIONAL	6.50	CHLOE CLARK	9/19/2024	NEW HIRE	
WRATTEN HALEY	PARAPROFESSIONAL	6.50	CHLOE CLARK	9/19/2024	NEW HIRE	
CONWAY AMANDA	PARAPROFESSIONAL	6.50	CHLOE CLARK	9/19/2024	NEW HIRE	
OVERGAARD ERIC	CAMPUS SUPERVISOR	8.00	HIGH SCHOOL	8/26/2024	RESIGNATION	
MCNAMARA ANNA	PARAPROFESSIONAL	6.50	CHERRYDALE	9/19/2024	NEW HIRE	
RABON ANTHONY	PARAPROFESSIONAL	6.50	PIONEER	9/19/2024	NEW HIRE	
WARNER ISABEL	PARAPROFESSIONAL	6.50	PIONEER	9/19/2024	NEW HIRE	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - SEPTEMBER 18, 2024

Name	Position	Location	Effective Date	Amount	Comment
FREEBY QUINN	DATA TEAM LEADER	CHERRYDALE	08/29/2024	\$ 2,000.00	
WILMOVSKY JILL	DATA TEAM LEADER	CHERRYDALE	08/29/2024	\$ 2,000.00	
EVANS BETTINA	DATA TEAM LEADER	CHERRYDALE	08/29/2024	\$ 2,000.00	
CHRISTENSEN LEANN	DATA TEAM LEADER	CHERRYDALE	08/29/2024	\$ 2,000.00	
YORK MELEESA	DATA TEAM LEADER	CHERRYDALE	08/29/2024	\$ 2,000.00	
SCHMITZ SHANNON	DATA TEAM LEADER	CHLOE CLARK	08/29/2024	\$ 2,000.00	
ALMEIDA KATELYN	DATA TEAM LEADER	CHLOE CLARK	08/29/2024	\$ 2,000.00	
MARSDEN MARY	DATA TEAM LEADER	CHLOE CLARK	08/29/2024	\$ 2,000.00	
ISLER DENISE	DATA TEAM LEADER	CHLOE CLARK	08/29/2024	\$ 2,000.00	
ENOS ROD	DATA TEAM LEADER	CHLOE CLARK	08/29/2024	\$ 1,000.00	
CINQMARS MINDY	DATA TEAM LEADER	CHLOE CLARK	08/29/2024	\$ 1,000.00	
PEDDY KAREN	PRIMARY MUSIC DIRECTOR	CHLOE CLARK	08/29/2024	\$ 2,500.00	
MOCK JANELLE	ART CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
BALOGH SYDNEY	ASB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 4,500.00	
WILLIAMS ASHLEY	ASL CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
VEGH MATT	BAND	HIGH SCHOOL	08/29/2024	\$ 6,000.00	
JOHNSON RAYNAI	BLACK STUDENT UNION CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
CHASE RENEE	BOOK CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
JONES CARL	CHEMICAL HYGIENE OFFICER	HIGH SCHOOL	08/29/2024	\$ 400.00	
ECK KASEY	CHOIR	HIGH SCHOOL	08/29/2024	\$ 5,000.00	
HENDERSON SAMANTHA	CLASS ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
KHALSA ADI	CLASS ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
HAYDEN CHRISTINA	DECA CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
MOCK JANELLE	DEPT CHAIR	HIGH SCHOOL	08/29/2024	\$ 2,500.00	
ALBERT ROYCE	DEPT CHAIR	HIGH SCHOOL	08/29/2024	\$ 2,500.00	
PRICE ANDREA	DEPT CHAIR	HIGH SCHOOL	08/29/2024	\$ 2,500.00	
CLEVEN BRITTANY	DEPT CHAIR	HIGH SCHOOL	08/29/2024	\$ 2,500.00	
DORSCH SARAH	DEPT CHAIR	HIGH SCHOOL	08/29/2024	\$ 2,500.00	
ECK KASEY	DEPT CHAIR	HIGH SCHOOL	08/29/2024	\$ 2,500.00	
JELLISON ELISABETH	DEPT CHAIR	HIGH SCHOOL	08/29/2024	\$ 2,500.00	
WOOD SEAN	DEPT CHAIR	HIGH SCHOOL	08/29/2024	\$ 2,500.00	
ANDERSON ERIN	DEPT CHAIR	HIGH SCHOOL	08/29/2024	\$ 2,500.00	
DILL MICAH	DIGITAL GAMING CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - SEPTEMBER 18, 2024

HAYDEN CHRISTINA	DRAMA 1 PRODUCTION ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
HAYDEN CHRISTINA	DRAMA 2 PRODUCTION ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
STUTZ MIGUEL	ENVIRONMENTAL STEWARDSHIP CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 1,200.00	
HAUSER NOBLE	ENVIRONMENTAL STEWARDSHIP CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 1,200.00	
SCHULTZ-BRACE KERI	FCCLA CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 1,200.00	
ZAJAC-MATTES MEGGAN	FCCLA CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 1,200.00	
BRADBURY TOM	GAME MANAGER (FALL)	HIGH SCHOOL	08/29/2024	\$ 4,000.00	
BRADBURY TOM	GAME MANAGER (SPRING)	HIGH SCHOOL	03/01/2025	\$ 2,000.00	
BRADBURY TOM	GAME MANAGER (WINTER)	HIGH SCHOOL	12/01/2024	\$ 4,000.00	
JARNAGIN JAMES	GSA CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 1,200.00	
CHASE RENEE	GSA CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 1,200.00	
ANDERSON ERIN	HONOR SOCIETY CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
SORTORE PATRICIA	HOSA CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
WEBSTER LINDSAY	JOURNALISM CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
NORRIS LAURE	KEY CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
ALBERT ROYCE	SPEECH & DEBATE CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 1,200.00	
HAUSER NOBLE	SPEECH & DEBATE CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 1,200.00	
JARNAGIN JAMES	STS TECH STIPEND	HIGH SCHOOL	08/29/2024	\$ 4,500.00	
WEBSTER LINDSAY	YEARBOOK CLUB ADVISOR	HIGH SCHOOL	08/29/2024	\$ 2,400.00	
PALACIOS LINDA	ART CLUB ADVISOR	PIONEER	08/29/2024	\$ 2,400.00	
MARRERO AMANDA	ASB ADVISOR	PIONEER	08/29/2024	\$ 2,500.00	
STOUT JENESSA	BAND	PIONEER	08/29/2024	\$ 2,500.00	
HOLYFIELD AUBREY	BUILDERS CLUB ADVISOR	PIONEER	08/29/2024	\$ 2,400.00	
ELSHIRE KATIE	CHAMBER CHOIR CLUB ADVISOR	PIONEER	08/29/2024	\$ 2,400.00	
MATEUS STEPHANIE	CHEMICAL HYGIENE OFFICER	PIONEER	08/29/2024	\$ 400.00	
ELSHIRE KATIE	CHOIR	PIONEER	08/29/2024	\$ 2,500.00	
PERCEFULL SAMANTHA	DEPT CHAIR	PIONEER	08/29/2024	\$ 2,000.00	
MARTIN MICHAEL	DEPT CHAIR	PIONEER	08/29/2024	\$ 2,000.00	
MATEUS STEPHANIE	DEPT CHAIR	PIONEER	08/29/2024	\$ 2,000.00	
MARTIN KYLIE	DEPT CHAIR	PIONEER	08/29/2024	\$ 2,000.00	
SWIFT TRINA	DEPT CHAIR	PIONEER	08/29/2024	\$ 2,000.00	
STOUT JENESSA	DEPT CHAIR	PIONEER	08/29/2024	\$ 2,000.00	
NIXON JULIE	GAME CLUB ADVISOR	PIONEER	08/29/2024	\$ 2,400.00	
YUCKERT HEATHER	GSA CLUB ADVISOR	PIONEER	08/29/2024	\$ 2,400.00	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - SEPTEMBER 18, 2024

STOUT JENESSA	JAZZ BAND CLUB ADVISOR	PIONEER	08/29/2024	\$ 2,400.00	
TAYLOR CHARM	STUDENT 2 STUDENT CLUB ADVISOR	PIONEER	08/29/2024	\$ 2,400.00	
IGLESIAS BREANNE	YEARBOOK CLUB ADVISOR	PIONEER	08/29/2024	\$ 2,400.00	
BURKES RODERICK	DATA TEAM LEADER	SALTAR'S POINT	08/29/2024	\$ 2,000.00	
ASATO DANIELLE	DATA TEAM LEADER	SALTAR'S POINT	08/29/2024	\$ 2,000.00	
SMITH KYLE	DATA TEAM LEADER	SALTAR'S POINT	08/29/2024	\$ 2,000.00	
RAUSCHENDORFER MATT	DATA TEAM LEADER	SALTAR'S POINT	08/29/2024	\$ 2,000.00	
OLIVER NICOLETTE	DATA TEAM LEADER	SALTAR'S POINT	08/29/2024	\$ 2,000.00	
BATHURST ERIN	INTERMEDIATE MUSIC DIRECTOR	SALTAR'S POINT	08/29/2024	\$ 2,500.00	