



**Regular Meeting Minutes**  
**Steilacoom Historical School District Professional Development Center**  
**October 16, 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 Tinsley made a motion to excuse Director McDonald, Director Lewis seconded the motion, and the motion passed (4/0).

Directors Lewis, Rohrer, Scott, and Tinsley 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 (4/0).

**II. COMMUNITY PARTNER RECOGNITION**

Emily Hofbauer, the district's Health Services Coordinator, shared that SHSD's Health Services Department reached out to our PTAs and the Sentinel Booster Club, to request assistance with restocking the supply of spare clothing kept in each health room. Students of all grade levels seek spare clean clothing at school for various reasons, including incontinence episodes, cafeteria mishaps, unexpected menstrual cycles, and heavy rain. The goal was to restock dwindling spare clothing supply as well as optimize the types of clothing we keep in the health room, with a focus on options that are gender-neutral, weather appropriate, and size inclusive.

The district received an awesome response to the request for help from Saltar's Point and Pioneer PTA treasurer Lauren Peterson. Lauren put requests out to the community, collected clothing from donors, washed and sorted many of the donations, and delivered them to the district office for distribution. The donations received through Lauren helped restock the spare clothing supplies for all 5 mainland schools.

The district also received a wonderful response from the Sentinel's Booster Club. Treasurer Kerry Campbell brought our request for help to their general membership meeting, where she was able to secure donations of socks and underwear, to fill the gaps in what the high school health room still needed.

The district would like to thank Lauren Peterson of the Saltar's Point and Pioneer PTAs, as well as Kerry Campbell and the members of the Sentinel Booster Club, for helping our health rooms serve our students.

### III. COMMENTS FROM THE AUDIENCE

Laurie Norris, Steilacoom High School teacher, shared a letter on behalf of several SHS staff members in support of Tom Bradbury.

### IV. REPORTS

#### A. Legislative Assembly Report

Director Rohrer shared several of WSSDA's current priorities including full funding of basic education, class size reduction funding, special education funding, academic rigor, etc. In November, SHSD Board members and Superintendent Weight will share district priorities with the state legislature.

#### B. Budget Status Report

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

Books for the 2023-24 school year are substantially complete. The district finished the last fiscal year with a general fund ending total fund balance of \$3.95 million and an unreserved/unassigned fund balance of \$3.25 million. This amount slightly exceeded the board policy minimum fund balance percentage.

September expenditures are largely in line with expectations. Expenditures this year are higher than last year primarily due to paying property insurance bill (\$375,000) in September - one month earlier than last year. The district also had \$300,000 of prepaid expenses that are already part of the reserved fund balance.

Revenues were slightly under last year due to decreased enrollment and a delay in making certain grant claims. The district will be watching revenue trends closely.

Running Start enrollment is less than 1 FTE different than projected. The district budgeted 200 FTE and October enrollment is currently reported at 200.75 FTE. Non-Running Start enrollment is trending slightly over projections which would be recognized as additional revenue in January if the trend holds (approximately \$230,000).

All other funds have expenditures, revenues and balances that are consistent with expectations.

Director Tinsley asked if the factors playing into low enrollment are still the same. Mr. Lewis confirmed that to be true. He shared information about possible delays in the future residential development in DuPont.

Director Rohrer shared regarding a TNT article about larger school districts experiencing lower enrollment. Areas with affordable housing are experiencing some increases in enrollment.

#### C. Traffic Study Recommendations

Mr. Lewis shared results of traffic studies for elementary schools in the district. The studies and future improvements are funded by the Capital Projects Levy. Each review included a school overview, existing conditions, alternatives to consider, and a summary. This year will be a planning

year and a proposal will be brought to the board later this year for any possible work to be done in the summer.

Director Rohrer asked if any school was a priority. Mr. Lewis shared he would like to make some improvements at all schools. The process will start with Mr. Lewis meeting with the Town of Steilacoom and the City of DuPont. The mostly likely success for the least amount of money spent would be at Saltar's Point. Improving walker/bike rider access for Cherrydale is a top priority for that school.

Director Tinsley shared some ideas for both Saltar's Point and Cherrydale.

Chair Scott shared there are some safety concerns in Steilacoom for walkers/bike riders that need to be addressed with the Town.

#### **D. AP Exam Scores**

Tracy Garza, Steilacoom High School Assistant Principal, shared AP Exam Data for SHS for the 2023-24 school year. SHS offered 21 AP classes in the 2023-24 school year, with 247 students taking an AP class. 229 students took a total of 368 AP exams, with 76% of total AP students earning a score of 3 or higher. Steilacoom High School was named to the 2024 AP School Honor Roll, earning silver distinction.

### **V. CONSENT AGENDA**

Director Lewis made a motion to approve the Consent Agenda, Director Tinsley seconded the motion, and the motion passed (4/0).

The Consent Agenda consisted of Approval of September and October 2024 Accounts Payable and September 2024 Payroll; Approval of the September 18, 2024 Regular Board Meeting Minutes; Approval of Personnel Reports; Approval of 2024 Instructional Materials Committee; an Approval of SHS Field Trip Request to National Cheerleading Championships.

### **VI. NEW BUSINESS**

#### **A. Approval of School Improvement Plans**

Dr. Laurie Valleries shared district 2023-2026 Continuous School Improvement Plans (CSIP) were adopted on October 18, 2023, and through the district's monitoring process, school teams have completed a thorough review and analysis of multiple data points, including the spring Washington School Improvement Framework (WSIF) and Smarter Balanced (SBA) data. This process led to an update and revision of school goals, ensuring they reflect the most recent data. School teams have developed new action steps to replace those that were successfully completed in the 23-24 school year, and they are excited to continue making progress toward achieving these goals.

Each Continuous School Improvement Plan continues to serve as a central hub for school data, outlining clear, measurable objectives for student outcomes and detailing the collaborative efforts required to achieve them. The CSIPs provide families and community members with a transparent view of the schools' commitment to continuous improvement, fostering a shared understanding of our long-term goals.

Schools designated as Title I or identified under the Washington School Improvement Framework (WSIF) have conducted comprehensive needs assessments, as required. The results of these

assessments were shared during a Board Briefing in the fall of 2024 and have played a key role in shaping the updated goals and action steps in their respective plans.

Each plan is designed with three focused goals, supported by actionable steps that can be completed within the school year. As steps are accomplished, they will be replaced with new actions to ensure ongoing progress until the overarching goals are met.

Director Rohrer made a motion to reaffirm approval of the updated 2024-2026 School Improvement Plans for all six district schools, Director Tinsley seconded the motion, and the motion passed (4/0).

**B. Board Goal - Professional Learning**

Chair Scott shared an article about budgets and explaining why Washington school budgets are getting tighter, and what can be done about it. He thanked Mr. Lewis and the district for the hard work already done to correct the budget, so our district has not had to go through the terribly difficult times other districts have. He encouraged other directors to read the article.

**VII. BOARD COMMUNICATION**

No communication was received by directors.

**VIII. ANNOUNCEMENTS**

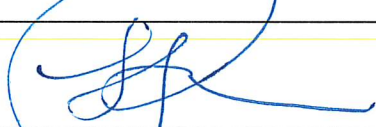
Director Tinsley shared it is fundraising season for district PTAs.

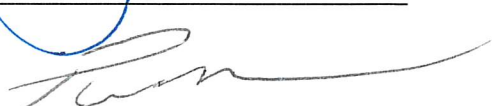
**IX. ADJOURNMENT**

Director Tinsley made a motion to adjourn the meeting at 7:19 p.m., Director Rohrer seconded the motion, and the motion passed (5/0).

  
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(Chair)

  
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\_\_\_\_\_  
(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: **October 16, 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
<b>GENERAL FUND:</b>				
	Payroll	800957	to 800959	\$ 5,812.06
	Payroll A/P	134839	to 134854	\$ 517,989.73
	Payroll ACH Payments			\$ 553,562.25
	Payroll Taxes			\$ 687,469.13
	Direct Deposit			\$ 1,841,232.43
September 20, 2024	Accounts Payable	134798	to 134819	\$ 448,665.42
September 20, 2024	Accounts Payable	134820	to 134834	\$ 72,529.20
September 23, 2024	Accounts Payable	134835	to 134835	\$ 47.90
September 23, 2024	Accounts Payable	134836	to 134836	\$ 771.96
September 23, 2024	Accounts Payable	134837	to 134838	\$ 358.95
September 23, 2024	Accounts Payable	134839	to 134854	\$ 517,989.73
October 1, 2024	Accounts Payable	134855	to 134855	\$ 2,347.22
October 1, 2024	Accounts Payable	134856	to 134856	\$ 154.03
October 8, 2024	Accounts Payable	134857	to 134857	\$ 13.15
October 8, 2024	Accounts Payable	134858	to 134927	\$ 540,030.05
October 9, 2024	Accounts Payable	134928	to 134930	\$ 2,646.99
October 2, 2024	Accounts Payable ACH	202400007	202400007	\$ 31,656.85
September 23, 2024	Accounts Payable void			\$ (371,271.00)
	<b>TOTAL GENERAL FUND:</b>			<b>\$ 4,852,006.05</b>
<b>CAPITAL PROJECTS FUND:</b>				
September 23, 2024	Accounts Payable	200603	to 200604	\$ 266,310.22
September 23, 2024	Accounts Payable	200605	to 200607	\$ 19,326.01
October 2, 2024	Accounts Payable	200608	to 200608	\$ 537.32
October 2, 2024	Accounts Payable ACH	202400008	202400008	\$ 120.00
	<b>TOTAL CAPITAL PROJECTS FUND:</b>			<b>\$ 286,293.55</b>
<b>ASSOCIATED STUDENT BODY FUND:</b>				
September 23, 2024	Accounts Payable	405492	to 405494	\$ 4,036.54
September 23, 2024	Accounts Payable	405495	to 405502	\$ 19,824.67
October 1, 2024	Accounts Payable	405503	to 504503	\$ 592.44
October 2, 2024	Accounts Payable	405504	to 405504	\$ 255.03
October 8, 2024	Accounts Payable	405505	to 405513	\$ 13,397.85
October 9, 2024	Accounts Payable	405514	to 405514	\$ 5,794.45
October 2, 2024	Accounts Payable ACH	202400009	202400009	\$ 7,138.61
	<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>			<b>\$ 51,039.59</b>
<b>TRANSPORTATION VEHICLE FUND:</b>				
	<b>TOTAL TRANSPORTATION VEHICLE FUND:</b>			

Board of Directors of Steilacoom Historical School District No. 1




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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 - OCTOBER 16, 2024**

<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
CAGLE JENNIFER	TEACHER	0.60	CHLOE CLARK	10/17/2024		Additional 0.6 FTE added
HARWELL HANNAH	TEACHER	1.00	HIGH SCHOOL	12/5/2024	RESIGNATION	
LIN DIANNA	TEACHER	1.00	CHERRYDALE	10/17/2024	NEW HIRE	
BALDO EARTHA	TEACHER	1.00	PIONEER	2/21/2025	RESIGNATION	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CLASSIFIED PERSONNEL REPORT - OCTOBER 16, 2024**

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
MCINTOSH AIMEE	LPN	7.00	DISTRICT WIDE	10/17/2024	NEW HIRE	
BRANCH IVELINA	PARAPROFESSIONAL	6.50	CHLOE CLARK	10/31/2024	RESIGNATION	
YUOK KANINA	PARAPROFESSIONAL	6.50	PIONEER	10/28/2024	NEW HIRE	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CO-CURRICULAR PERSONNEL REPORT - OCTOBER 16, 2024**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
IGLESIAS BREANNE	GSA ADVISOR	PIONEER	09/01/2024	\$ 2,400.00	