



**Regular Meeting Minutes**  
**Steilacoom Historical School District Professional Development Center**  
**November 20, 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 Tinsley made a motion to approve the agenda, Director McDonald seconded the motion, and the motion passed (5/0).

**II. PRESENTATION - Saltar's Point Lego and Robotics Club**

Saltar's Point Elementary School Principal Alex Clauson introduced Roderick Burkes who shared a presentation of the LEGO and Robotics Club. Mr. Burkes explained the Saltar's Point LEGO and Robotics Club is comprised of 68 students. These students work in groups to create both LEGO creations based on set parameters. Students also use Spike Prime Kits to program robotic components to perform various tasks. Mr. Burkes express appreciation of the district's DoDEA grant and the Steilacoom Kiwanis Club for their donations.

Board directors inquired about LEGO donations, and Mr. Burkes shared the school is definitely accepting donations.

**III. COMMENTS FROM THE AUDIENCE**

Stephanie Mateus shared November is Indigenous People's Month, and she shared a land acknowledgment from Pierce County. She explained she is working to create a Steilacoom-specific land acknowledgment. She also shared Steilacoom High School is offering students opportunities to share land acknowledgments at their school.

**IV. REPORTS**

**A. CTE Advisory Committee Report**

Charlie Hilen, Steilacoom High School Assistant Principal, shared the SHS Career & Technical Education General & Program Advisory Meeting Report. Mr. Hilen shared the purpose of CTE Advisories, fall goals, SHS CTE overview, and specific information about each CTE category offered at SHS (Agriculture Sciences, Business & Marketing, Family & Consumer Sciences, Health Sciences, Skilled & Technical Sciences, and STEM). He also shared the CTE classes offered through Pierce County Skills Center.

Director McDonald shared these are outstanding programs that are getting better and better. She asked about potential practicum/internship offerings for students. Mr. Hilien shared that work-based learning opportunities are a large portion of CTE.

Director Tinsley asked how much the CTE programs have grown, and Mr. Hilien shared it grew by 5% this school year. He also shared the number of offerings at SHS has increased slightly.

Director Rohrer asked if a PCSC staff member attends the SHS CTE Advisory meetings. Mr. Hilien shared he attends the monthly PCSC Advisory Board meetings. Director Rohrer also expressed her feelings about the importance of vertical alignment with the middle school students.

Director Lewis asked for clarification regarding who participates in the CTE Advisory Board. Mr. Hilien shared teachers seek members, but the school is currently trying to recruit additional members.

Director Rohrer suggested increasing CTE advisors by reaching out to Rotary, Kiwanis, and Chamber of Commerce Clubs in the communities.

Chair Scott shared ideas about how students could create a work portfolio, and be able to access that information after they graduated. He also shared he has contacts who would be interested in being CTE advisors, and other board directors would as well.

#### **B. SHS Graduation Rate Report**

Steilacoom High School Principal Jake Tyrrell shared a Graduation Rate report for the SHS Class of 2024. The SHS Class of 2024 had a 89.3% graduation rate. Mr. Tyrrell shared there were 244 total students in last year's class with 218 graduates. Thirteen students are continuing to pursue their high school diploma. Of those 13 continuing students, 10 are Running Start students who failed to pass classes necessary for graduation and are now attempting to finish those classes. If 5 of the 10 students finish their college classes, the graduation rate for the Class of 2024 would increase to 92%. Mr. Tyrrell shared some contributing factors to the graduation rate including summer school options, Running Start concerns, and the fact that COVID waivers ended.

Director Lewis asked if SHS will find out if and when the continuing Running Start students do graduate. Mr. Tyrrell shared the school will get that information from Pierce College. Director Lewis also asked about the 89.3% graduation rate and how it compares with other districts. Mr. Tyrrell explained that compared to other similar districts, the SHS rate is slightly lower.

Director Rohrer asked where students get a GED. Dr. Vallieres shared that can be acquired from a community college. Mr. Tyrrell explained the students who got a GED are included in the "Did Not Finish" category. She asked if Summer School classes would be beneficial to Running Start students who did not graduate. Mr. Tyrrell explained that, most of the time, they would not. Mr. Tyrrell also shared that Summer School is staffed by PCSC staff who are housed at SHS.

Director Tinsley asked if this Running Start trend occurred last year. Mr. Tyrrell explained it did not. Director Tinsley asked why students attend Running Start. Mr. Tyrrell shared there are numerous reasons, but Pierce College's proximity to SHS makes it an attractive option for many students. Director Tinsley asked how many students attend CiHS classes for college credit. Mr. Tyrrell did not know that number offhand, but will get that information for the Board. She also asked if the SHS admin team has a plan to address the Running Start concerns. Mr. Tyrrell shared it is difficult for the school to support students when they never see them. Director Tinsley suggested more parent communication/education might be one answer. Mr. Tyrrell explained the school does share information with parents.

Chair Scott communicated he used to share with families during a presentation at the high school, and explained Running Start requires a student to own their education.

Dr. Weight shared the monthly budget report showed Running Start numbers grew unexpectedly. The increase in Running Start students is a "trend," but the 10 Running Start students who did not graduate is not a "trend," but rather an anomaly, and the SHS staff is working to ensure this anomaly does not become a trend.

Director McDonald asked about the students who did not finish, and asked when they left the school. Mr. Tyrrell shared it is usually in their junior/senior year when students decide to get their GED rather than high school diploma. She inquired if we have a liaison with Pierce College to counsel SHS students, because the college has no incentive to help these students complete classes. She would love to see more accountability from Pierce College in this process.

### **C. Budget Status Report**

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

October expenditures, revenue, and fund balances in all funds are consistent with expectations. Our fund balance at the end of October was roughly \$6.15 million. Impact Aid collections are lower than originally predicted but the district expects that money to come from the federal government once a new budget or continuing resolution is passed at the federal level.

Enrollment is tracking slightly higher than expected in November – largely due to Transitional Kindergarten students, which were not included in the original budget.

On October 31, the district transferred \$2,000,000 of capital projects fund resources to the debt service fund. On that same day, Pierce County paid off all outstanding debt and interest related to the McNeil Street property.

**D. End of Year Budget Update**

Mr. Lewis shared the 2023-24 financial statements have been certified by the superintendent.

The General Fund Balance remains lower than pre-pandemic levels, but the district completed the year with a balance above the Minimum Fund Balance Policy amount.

The district also completed the year with a clear plan for paying off all non-voted bonds by October 31.

The district spent below the appropriation level established by the board in every fund.

No adjustment to the current year budget is required by the Superintendent and Board may consider a future budget extension to restate beginning fund balance amounts and come into technical compliance with the board's minimum fund balance policy. Mr. Lewis shared this is only recommended if other adjustments become necessary later in the year.

Mr. Lewis shared the state of our district is strong – both financially and educationally.

**V. CONSENT AGENDA**

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

The Consent Agenda consisted of Approval of October and November 2024 Accounts Payable and October 2024 Payroll; Approval of the October 16, 2024 Regular Board Meeting Minutes; Approval of the November 6, 2024, Special Board Meeting Minutes; and Approval of Personnel Reports.

**VI. NEW BUSINESS**

**A. Approval of CSHE Curriculum Adoption**

Laurie Vallieres, Executive Director of Teaching and Learning, shared the district has thoughtfully and carefully reviewed the curriculum.

The district will ensure families are well-informed and can preview all CSHE materials on the district website two weeks prior to the materials being taught.

The Instructional Materials Committee recommends the board update and adopt the Marsh Media curriculum for the 5th grade: Just Around the Corner (Girls) (Grades 4-6), Just Around the Corner (Boys) (Grades 4-6), AIDS Facts for Kids (Grades 5-8).

Director McDonald made a motion to update and adopt the Marsh Media curriculum for the 5th grade as noted, Director Rohrer seconded the motion, and the motion passed (5/0).

Directors McDonald and Rohrer thanked Dr. Vallieres for all the time and effort she and the IMC put into this process.

**B. First Reading of Policy 6600 Transportation**

Mr. Lewis shared Policy 6600 Transportation, informing the board of a new law passed during the 2024 Legislative Session making it a gross misdemeanor to enter and remain unlawfully on a school bus creating a risk to passengers or driver. The revision to the policy incorporates the new law, which is intended to prevent or otherwise deter people from entering a school bus without permission and putting students and drivers at risk. The district is also required to promote awareness of the importance of safety and security on school bus and (if funds are appropriated) affix placards warning of the consequences of committing school bus trespass.

Director Rohrer made a motion to approve Policy 6600 Transportation, Director Tinsley seconded the motion, and the motion passed (5/0).

**C. Board Goal - Professional Learning**

Chair Scott shared WSSDA's document on school funding. He expressed his opinion that it is well-written and comprehensive. Director Tinsley requested Dr. Weight share the document again with the board. Dr. Weight will resend the document to the board, and shared she has also added additional documents to the Google Drive for the Board to review in alignment with their professional learning goals.

**VII. BOARD COMMUNICATION**

No communication.

**VIII. ANNOUNCEMENTS**

- Director Rohrer shared there is a Legislative Briefing with Superintendents across Pierce County and Legislators on December 2. They will hear what is on the top of the list for schools as part of this Legislative Session.
- Director Tinsley thanked the district's administrative staff for attending tonight's meeting.

**IX. ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 7:26 p.m., Director Tinsley seconded the motion, and the motion passed (5/0).

  
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 (Chair)

  
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 (Secretary/Superintendent)

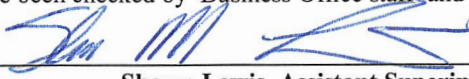
  
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# Steilacoom Historical School District

**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: November 20, 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	800960	to	800962	\$ 4,896.77
	Payroll A/P	134934	to	134948	\$ 519,997.78
	Payroll ACH Payments		to		\$ 518,998.00
October 25, 2024	Payroll ACH Payments		to		\$ 84.00
	Payroll Taxes		to		\$ 627,839.87
	Direct Deposit		to		\$ 1,741,618.73
October 21, 2024	Accounts Payable	134931	to	134932	\$ 100.78
October 21, 2024	Accounts Payable	134933	to	134933	\$ 665.48
October 24, 2024	Accounts Payable	134949	to	134987	\$ 254,784.53
October 25, 2024	Accounts Payable	134988	to	134988	\$ 67.76
November 5, 2024	Accounts Payable	134989	to	134989	\$ 469.19
November 5, 2024	Accounts Payable	134990	to	134990	\$ 1,043.16
November 7, 2024	Accounts Payable	134991	to	135029	\$ 138,686.56
November 7, 2024	Accounts Payable	135030	to	135030	\$ 13.00
October 29, 2024	Accounts Payable ACH	202400026	to	202400026	\$ 36,668.13
October 29, 2024	Accounts Payable void				\$ (478.38)
<b>TOTAL GENERAL FUND:</b>					<b>\$ 3,845,455.36</b>

<b>CAPITAL PROJECTS FUND:</b>					
November 6, 2024	Accounts Payable	200609	to	200612	\$ 96,715.08
October 29, 2024	Accounts Payable ACH	202400027	to	202400027	\$ 120.00
<b>TOTAL CAPITAL PROJECTS FUND:</b>					<b>\$ 96,835.08</b>


<b>ASSOCIATED STUDENT BODY FUND:</b>					
October 24, 2024	Accounts Payable	405515	to	405525	\$ 18,325.49
November 5, 2024	Accounts Payable	405526	to	405526	\$ 77.79
November 7, 2024	Accounts Payable	405527	to	405530	\$ 3,372.73
October 29, 2024	Accounts Payable ACH	202400028	to	202400028	\$ 11,879.36
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>					<b>\$ 33,655.37</b>

<b>TRANSPORTATION VEHICLE FUND:</b>					
<b>TOTAL TRANSPORTATION VEHICLE FUND:</b>					

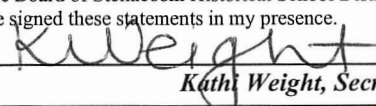
Board of Directors of Steilacoom Historical School District No. 1







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 - NOVEMBER 20, 2024

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>
LEWIS SHAWN	ASSISTANT SUPERINTENDENT	DISTRICT OFFICE	12/31/2024	RESIGNATION

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CLASSIFIED PERSONNEL REPORT - NOVEMBER 20, 2024**

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
SMITH MELISSA	PARAPROFESSIONAL	6.50	PIONEER	11/21/2024	NEW HIRE	
ZACHARY JAMIE	PARAPROFESSIONAL	6.50	CHLOE CLARK	11/21/2024	NEW HIRE	
WOLFE EDWARD	PARAPROFESSIONAL	6.50	SALTAR'S POINT	11/21/2024	NEW HIRE	
SOLORZANO ILEANA	PARAPROFESSIONAL	6.50	CHERRYDALE	11/21/2024	NEW HIRE	
MATHEWS AGNIESZKA	PARAPROFESSIONAL	3.00	CHERRYDALE	11/21/2024	NEW HIRE	Temporary for the 2024-24 SY
EMERY LYNN	GROUNDS LEAD	8.00	MAINTENANCE	11/29/2024	RETIREMENT	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CO-CURRICULAR PERSONNEL REPORT - NOVEMBER 20, 2024**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
WIDMAN COURTNEY	LITERACY LAB ADVISOR	CHLOE CLARK	10/30/2024	\$ 600.00	DODEA
MORITZ SHELLEY	LITERACY LAB ADVISOR	CHLOE CLARK	10/30/2024	\$ 600.00	DODEA
ZENNER WHITNEY	LITERACY LAB ADVISOR	CHLOE CLARK	10/30/2024	\$ 600.00	DODEA
SIMON ABBY	LITERACY LAB ADVISOR	SALTARS POINT	10/28/2024	\$ 600.00	DODEA
KADEL PATRICIA	LITERACY LAB ADVISOR	SALTARS POINT	10/28/2024	\$ 600.00	DODEA
NEFF GABBY	LITERACY LAB ADVISOR	SALTARS POINT	10/28/2024	\$ 600.00	DODEA
OLIVER NICOLETTE	LITERACY LAB ADVISOR	SALTARS POINT	10/28/2024	\$ 600.00	DODEA
NOLTING NATE	ASSISTANT BOYS BASKETBALL COACH	HIGH SCHOOL	11/18/2024	\$ 2,812.50	split stipend
LEVI JOHN	ASSISTANT BOYS BASKETBALL COACH	HIGH SCHOOL	11/18/2024	\$ 2,812.50	split stipend
CRAWFORD ROBERT	HEAD BOYS BASKETBALL COACH	HIGH SCHOOL	11/18/2024	\$ 6,000.00	
COLLAZO RENE	ASSISTANT GIRLS BASKETBALL COACH	HIGH SCHOOL	11/18/2024	\$ 5,062.50	
GIDLEY AMANDA	HEAD GIRLS BASKETBALL COACH	PIONEER	11/04/2024	\$ 4,235.00	
SWIFT TRINA	ASSISTANT GIRLS BASKETBALL COACH	PIONEER	11/04/2024	\$ 3,176.25	
IGLESIAS BREANNE	ASSISTANT GIRLS BASKETBALL COACH	PIONEER	11/04/2024	\$ 3,176.25	
HOGAN MITCHELL	HEAD WRESTLING COACH	PIONEER	11/04/2024	\$ 4,235.00	
MCAVOY ROB	ASSISTANT WRESTLING COACH	PIONEER	11/04/2024	\$ 3,176.25	
RODRIGUEZ JULIA	ASSISTANT BOYS SWIM COACH	HIGH SCHOOL	11/18/2024	\$ 4,500.00	
BRADBURY TOM	UNIFIED SPORTS CLUB ADVISOR	HIGH SCHOOL	11/12/2024	\$ 1,200.00	split stipend
NOLTING NATE	UNIFIED SPORTS CLUB ADVISOR	HIGH SCHOOL	11/12/2024	\$ 600.00	split stipend
KHALSA ADI	UNIFIED SPORTS CLUB ADVISOR	HIGH SCHOOL	11/12/2024	\$ 600.00	split stipend
ELLINGTON HUGH	ASSISTANT GIRLS BOWLING COACH	HIGH SCHOOL	11/12/2024	\$ 4,500.00	