



Steilacoom Historical School District Minutes July 16 2025 Regular Board Meeting

Date and Time

Wednesday July 16, 2025 at 6:00 PM

Location

Steilacoom Historical School District Professional Development Center
511 Chambers Street, Steilacoom, WA
<https://steilacoom-k12-wa-us.zoom.us/j/86958170033>

Directors Present

Chair Scott, Director Lewis, Director Rohrer

Directors Absent

Director McDonald, Director Tinsley

I. Opening Items

A. Call the Meeting to Order

Chair Scott called a meeting of the board of directors of Steilacoom Historical School District to order on Wednesday Jul 16, 2025 at 6:02 PM.

B. Pledge of Allegiance

Director Lewis led the Pledge of Allegiance.

C. Roll Call

Director Lewis made a motion to excuse Director Tinsley and Director McDonald. Director Rohrer seconded the motion. Directors Lewis, Rohrer, and Scott present. Directors Tinsley and McDonald absent. The board **VOTED** unanimously to approve the motion.

D. Agenda Review

Chair Scott asked if anyone had any questions about the agenda. No questions.

E. Approval of Agenda

Director Lewis made a motion to approve the agenda.

Director Rohrer seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Comments from the Audience

A. Comments from the Audience

No comments.

III. Reports

A. Budget Status Report

Sarah Jahn, Chief Financial Officer, shared budget status reports for all funds as of the end of June 2025, along with charts and data showing monthly attendance, general fund balance, and general fund cash balance.

Enrollment for the regular school year ended 2.6% above projection. The General Fund balance as of the end of June was \$5,281,053, and the end of month cash balance is roughly \$2.0 million higher than last year. Overall cash flow remains stable, however, OSPI budget shortfalls resulted in a lower-than expected apportionment payment at the end of June. Shorted funds are expected in July. The Capital Projects fund balance has increase with tax collections in April. Projects are ramping up and expenditures are expected to increase over the summer months.

No questions from directors.

B. Board Self-Assessment Results

At the conclusion of each year, the board assesses its own performance in terms of generally accepted principles of successful board operations and in relation to its annual goals and objectives and Washington School Board Standards. The board self- assessment will address performance in the key functions of school boards. The results of the self-assessment will be used in setting goals for the subsequent year.

The Board was presented with a link to complete their self-assessment by July 1, 2025. Results were tabulated by WSSDA and presented for Board discussion at the July 16, 2025 board meeting.

Percentage of responses with "all" or "most of the time":

Standard 1 91%
Standard 2 92%
Standard 3 86%
Standard 4 96%
Standard 5 90%

The Board will develop their 2025-26 governance goals on these WSSDA self-assessment results, which will be discussed at the August 20, 2025 board meeting.

Chair Scott suggested review of the 5000 series in the coming year to make sure all board members are comfortable with these policies. He shared as a whole, this is one of the more positive self-assessments of the board in recent years.

IV. Consent Agenda

A. Approval of June and July 2025 Accounts Payable and June 2025 Payroll

B. Approval of June 18 2025 Regular Board Meeting Minutes

C. Approval of Personnel Reports

D. Approval of Surplus

E. Approve Consent Agenda

Director Lewis made a motion to approve the Consent Agenda.

Director Rohrer seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Old Business

A. Approval of Resolution 937-07-16-25 Capital Projects Levy

Ms. Jahn shared Resolution 937-07-16-25 authorizes a capital projects and technology levy to be submitted to voters at the November 4, 2025, general election. The proposed levy provides funds to address the most urgent capital facilities needs of the district. If property values increase more than anticipated (3%), the final rates calculated by the County will be lower. The district is limited to the annual amounts authorized in the resolution. The specific project list contained in Section 2(b) of the resolution has been edited based on the 2026-2031 Capital Facilities Plan and recommendations of the Capital Facilities Committee approved by the board in June and May, respectively.

No questions from directors.

Director Lewis made a motion to approve Resolution 937-07-16-25 Capital Projects Levy. Director Rohrer seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approval of Resolution 938-07-16-25 Educational Programs and Operations Levy

Ms. Jahn shared Resolution 938-07-16-25 authorizes a replacement educational program and operation (EP & O) levy to be placed on the November 4, 2025, ballot for the purpose of funding enrichment programs and operations that are not funded by the state.

After reviewing enrollment projections, property tax values from the county assessor, and estimating costs over the next four years, district administration believes this resolution will achieve the following:

1. Ensure that funding continues for necessary elements of the district educational and operational programs, including nurses, counselors, other school-based staff, sports and extra-curricular activities, and other critical services not funded by the state.
2. Maintain a stable and predictable overall tax rate for district property tax payers and district budgeting purposes.

The current EP & O levy ends in 2026. Generally, a district would not submit a new levy in the year before the current levy expires, however, the district seeks to secure tax rates and reduce voter fatigue by running the EP & O levy with the capital levy in November 2025. This also reduces election costs. This draft resolution has been reviewed by legal counsel and PSESD school fiscal staff. The proposed levy timeline has been reviewed by the Pierce County Prosecuting Attorney's Office and they have no objection since it aligns with state constitutional language.

If approved, the levy would be limited to the amounts provided in the resolution. If assessed values increase more than predicted, rates would go down to match the maximum collectible amounts.

No questions from directors.

Director Lewis made a motion to approve Resolution 938-07-16-25 Educational Programs and Operations Levy.

Director Rohrer seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Appointment of For/Against Statement Committees for November 5 Election Voters' Pamphlet

All election departments of county auditors are required to print and distribute a local voters' pamphlet for all elections.

Each school district is required to prepare an explanatory statement for each ballot proposition, filed with the county elections department by August 5, 2025. The school district attorney drafted both resolutions and we have approved the statements.

School Boards must also formally appoint committees "For" and "Against" the ballot measure. These committees will write the pro/for and con/against statements to appear in the voters' pamphlet.

We have sought "For" and "Against" committees on our website. If the school board does not appoint committee members, the elections department will seek out and appoint members to serve on the committee. The district must file the appointment of the committees with the elections department by August 5, 2025.

The school district/school board is not involved in preparing or reviewing any "For" and "Against" statements or rebuttals, just the committees. Once the School Board appoints, the district must provide the committee members with copies of instructions, specifications, and deadlines for all statements.

Starlene Enfield (Steilacoom resident) has expressed interest to the district in being on the "For" Committee. The district has not yet received any interest from individuals to be on the "Against," but will continue to accept interest until August 5, 2025.

Note from Director Lewis: This agenda item should have been listed as: Appointment of For/Against Statement Committees for **November 4** Election Voters' Pamphlet.

Director Lewis made a motion to appoint Starlene Enfield to the "For" Committee and to notify Pierce County Elections Department that the district was unable to find individuals for the "Against" Committee at this time.

Director Rohrer seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. New Business

A. First Reading of Policy 2230 Transition to Kindergarten

Policy 2230 has been updated to reflect recent legislative changes and updated state guidance regarding the implementation of Transition to Kindergarten (TK) programs. This revised policy clarifies the purpose, structure, and enrollment criteria for TK programs and ensures compliance with the latest requirements established by the Office of Superintendent of Public Instruction (OSPI). Key changes include program intent, state alignment, eligibility and prioritization, and assessment and data.

These revisions reflect a commitment to equitable early learning access and ensure TK implementation aligns with current state law and best practices while creating early opportunities for young learners to build the skills and confidence they need to thrive alongside their peers in kindergarten and beyond, in alignment of the mission and vision of the Steilacoom Historical School District.

Director Rohrer inquired about funding for the program. Dr. Vallieres shared at this point, the legislature has committed to cover the cost of this program for the next 2 years, with a cap for our district of 32 students. Any enrollment costs above 32 students would be covered by the district.

Director Lewis asked how many students were enrolled in TK last school year. Dr. Vallieres shared Chloe Clark had 20 students, Anderson Island Elementary had 5 students, and Cherrydale had 17 students enrolled.

Director Lewis made a motion to approve Policy 2230 Transition to Kindergarten.
Director Rohrer seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Goal - Professional Learning

Chair Scott shared one thing all board directors should do is take a closer look at the board self-assessment results, and go to the district website to check which policies need to be reviewed to make the board better at what they do.

VII. Closing Items

A. Board Communication

No communication received by all board members.

B. Announcements

Director Rohrer shared Kiwanis National Night Out is August 5 from 5:30 to 8:00 p.m. She invited the board and community to join the event.

Director Lewis shared Superintendent Weight was appointed to the National Superintendent Cohort.

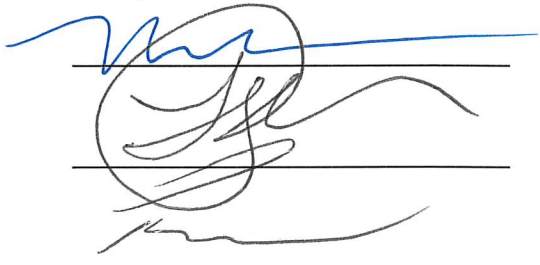
Director Scott shared he believes small school districts have an advantage of everyone knowing everyone, and developing interpersonal relationships which lead to our students thriving in many different areas.

C. Adjourn Meeting

Director Lewis made a motion to adjourn the meeting at 6:20 p.m.
Director Rohrer seconded the motion.
The board **VOTED** unanimously to approve the motion.



(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: July 16, 2025


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.

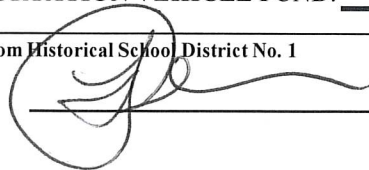

Sarah Jahn, Chief Financial Officer
Sarah Jahn (Jul 14, 2025 11:54 PDT)

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.

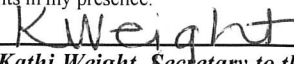
| FUND NAME | WARRANTS (INCLUSIVE) | | | | AMOUNT |
|--|----------------------|-----------|----|-----------|------------------------|
| GENERAL FUND: | | | | | |
| | Payroll | 800976 | to | 800977 | \$ 3,272.52 |
| | Payroll A/P | 135718 | to | 135731 | \$ 542,188.48 |
| | Payroll ACH Payments | | to | | \$ 549,906.27 |
| | Payroll Taxes | | to | | \$ 649,630.31 |
| | Direct Deposit | | to | | \$ 1,808,209.74 |
| June 25, 2025 | Accounts Payable | 135732 | to | 135734 | \$ 8,497.00 |
| June 25, 2025 | Accounts Payable | 135735 | to | 135777 | \$ 858,219.53 |
| July 2, 2025 | Accounts Payable | 135778 | to | 135778 | \$ 279.73 |
| | Accounts Payable | | to | | |
| June 27, 2025 | Accounts Payable ACH | 202400102 | to | 202400102 | \$ 35,725.91 |
| TOTAL GENERAL FUND: | | | | | \$ 4,455,929.49 |
| CAPITAL PROJECTS FUND: | | | | | |
| June 25, 2025 | Accounts Payable | 200646 | to | 200647 | \$ 62,474.36 |
| | Accounts Payable | | to | | |
| June 27, 2025 | Accounts Payable ACH | 202400103 | to | 202400103 | \$ 120.00 |
| TOTAL CAPITAL PROJECTS FUND: | | | | | \$ 62,594.36 |
| ASSOCIATED STUDENT BODY FUND: | | | | | |
| June 24, 2025 | Accounts Payable | 405659 | to | 405666 | \$ 5,953.85 |
| June 25, 2025 | Accounts Payable | 405674 | to | 405680 | \$ 34,228.16 |
| June 25, 2025 | Accounts Payable | 405667 | to | 405673 | \$ 10,090.25 |
| July 2, 2025 | Accounts Payable | 405681 | to | 405681 | \$ 71.23 |
| June 27, 2025 | Accounts Payable ACH | 202400104 | to | 202400104 | \$ 12,856.05 |
| TOTAL ASSOCIATED STUDENT BODY FUND: | | | | | \$ 63,199.54 |
| TRANSPORTATION VEHICLE FUND: | | | | | |
| 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 - JULY 16, 2025

| Name | Position | FTE | Location | Effective Date | Action | Comment |
|---------------|-----------------|------------|-----------------|-----------------------|---------------|----------------|
| JAMES JESSICA | TEACHER | 1.00 | HIGH SCHOOL | 8/25/2025 | NEW HIRE | |
| | | | | | | |

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - JULY 16, 2025**

| Name | Position | Hours | Location | Effective Date | Action | Comment |
|--------------------|------------------|--------------|------------------|-----------------------|---------------|----------------|
| QUINTANARES ANDREA | COTA | 7.00 | STUDENT SERVICES | 8/28/2025 | NEW HIRE | |
| GILTNER RACHEL | PARAPROFESSIONAL | 6.50 | CHLOE CLARK | 8/28/2025 | NEW HIRE | |
| | | | | | | |

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - JULY 16, 2025

| Name | Position | Location | Effective Date | Amount | Comment |
|--------------------|-----------------|-----------------|-----------------------|---------------|----------------|
| WILLIAMS ASHLEY | CIHS INSTRUCTOR | HIGH SCHOOL | 07/01/2025 | \$ 540.00 | |
| JELLISON ELISABETH | CIHS INSTRUCTOR | HIGH SCHOOL | 07/01/2025 | \$ 1,140.00 | |
| GOREL-TRUJILLO EVA | CIHS INSTRUCTOR | HIGH SCHOOL | 07/01/2025 | \$ 270.00 | |
| ANDERSON ERIN | CIHS INSTRUCTOR | HIGH SCHOOL | 07/01/2025 | \$ 1,470.00 | |
| EASTMAN KATHLEEN | CIHS INSTRUCTOR | HIGH SCHOOL | 07/01/2025 | \$ 960.00 | |
| WYNN MARILYN | CIHS INSTRUCTOR | HIGH SCHOOL | 07/01/2025 | \$ 1,140.00 | |
| JARNAGIN JAMES | CIHS INSTRUCTOR | HIGH SCHOOL | 07/01/2025 | \$ 840.00 | |
| DORSCH SARAH | CIHS INSTRUCTOR | HIGH SCHOOL | 07/01/2025 | \$ 1,590.00 | |
| WILLIAMS LORIANN | CIHS INSTRUCTOR | HIGH SCHOOL | 07/01/2025 | \$ 660.00 | |
| | | | | | |