



Steilacoom Historical School District Minutes August 20, 2025 Regular Board Meeting

Date and Time

Wednesday August 20, 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/89205165642>

Directors Present

Chair Scott, Director Lewis, Director McDonald (remote), Director Rohrer, Director Tinsley

Directors Absent

None

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 Aug 20, 2025 at 6:00 PM.

B. Pledge of Allegiance

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

C. Roll Call

Directors Lewis, Rohrer, Scott, and Tinsley present. Director McDonald present remotely.

D. Agenda Review

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

E. Approval of Agenda

Director Rohrer made a motion to approve the agenda.
Director Tinsley seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Presentation

A. Introduction of New SHSD Staff

Susanne Beauchaine, Executive Director of Human Resources, introduced new SHSD staff. Principals Tyrrell, Fernandes, Clauson, Duncan, and Miller introduced new staff for their respective schools. Kari Terjeson, Director of Special Education, introduced new Special Education staff for the district.

III. Comments from the Audience

A. Comments from the Audience

Mary Hilton shared regarding the successful SCEA bargaining process.

IV. Report

A. Budget Status Report

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

V. Recess to Public Hearing

Chair Scott recessed to Public Hearing at 6:17 p.m.

VI. Public Hearing

A. 2025-26 Budget Hearing and 4-Year Budget Forecast

Chief Financial Officer Sarah Jahn shared the 2025-26 Budget Hearing and 4-Year Budget Forecast.

Ms. Jahn shared enrollment projections and information regarding the General Fund, Capital Projects Fund, Associated Study Body Fund, Debt Service Fund, and Transportation Fund.

No questions from directors.

B. Comments from the Audience Regarding Public Hearing

No comments.

VII. Return to Regular Meeting

Chair Scott returned to the Board Regular Meeting at 6:30 p.m.

VIII. Consent Agenda

- A. Approval of July and August 2025 Accounts Payable and July 2025 Payroll
- B. Approval of July 16 2025 Regular Board Meeting Minutes
- C. Approval of Personnel Reports
- D. Approval of Certificated Staff Out of Endorsement for 2025-26 School Year
- E. Approval of Resolution 941-08-20-25 Cancellation of Municipal Warrants
- F. Approve Consent Agenda

Director Lewis made a motion to approve the Consent Agenda.
Director Tinsley seconded the motion.

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

IX. Old Business

- A. Approval of Resolution 939-08-20-25 Budget Adoption 2025-26 School Year

Ms. Jahn shared Resolution 939-08-20-25 Budget Adoption for the 2025-2026 School Year, as previously addressed in the Public Hearing portion of tonight's meeting.

Director Rohrer made a motion to approve Resolution 939-08-20-25 Budget Adoption for the 2025-26 school year.

Director Tinsley seconded the motion.

No questions from directors.

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

X. New Business

- A. First Reading Policy 1111 Oath of Office

Dr. Weight shared Policy 1111 Oath of Office. Changes include minor wording changes to be in alignment with WSSDA's model policy. It provides clarification that a school official is authorized to administer all oaths pertaining to their respective offices

Director Lewis made a motion to approve Policy 1111 Oath of Office. Director McDonald seconded the motion.

No questions from directors.

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

B. First Reading Policy 1310 Policy Adoption, Manuals and Administrative Procedures

Dr. Weight shared Policy 1310 Policy Adoption, Manuals and Administrative Procedures. Changes are minor with one legal reference update and the addition of the "Policy Interpretation" section.

Director Tinsley made a motion to approve Policy 1310 Policy Adoption, Manuals and Administrative Procedures.

Director Lewis seconded the motion.

No questions from directors.

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

C. First Reading of Policy 3143 Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm

Ms. Beauchaine shared Policy 3143 Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm. Policy 3143 is revised to include immediate notification when a student is a victim of a crime or has been detained based on probable cause they were involved in criminal activity on school property during the school day.

Director Rohrer made a motion to approve Policy 3143 Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm.

Director Tinsley seconded the motion.

No questions from directors.

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

D. First Reading of Policy 3226 Interviews and Interrogations of Students on School Premises

Ms. Beauchaine shared Policy 3226 Interviews and Interrogations of Students on School Premises. Policy 3226 is revised to clarify that staff must contact the superintendent when a request for interview is made by immigration agents.

Director Lewis made a motion to approve Policy 3226 Interviews and Interrogations of Students on School Premises.

Director Tinsley seconded the motion.

Director Rohrer asked if the district's procedure will also be updated. Ms. Beauchaine shared she will follow up with the board.

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

E. First Reading of Policy 3210 Nondiscrimination

Ms. Beauchaine shared Policy 3210 Nondiscrimination. This year, the Washington State Legislature passed HB1296, (Parents' Bill of Rights), and this policy is revised to comply with the law and now include the protected classes ethnicity, homelessness, immigration or citizenship status and neurodivergence.

Director Lewis made a motion to approve Policy 3210 Nondiscrimination.
Director Rohrer seconded the motion.

Chair Scott and Director Rohrer inquired about protected classes. Ms. Beauchaine shared the district met with administrators about this, and administrators will work with their staff.

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

F. First Reading of Policy 5010 Nondiscrimination and Affirmative Action

Ms. Beauchaine shared Policy 5010 Nondiscrimination and Affirmative Action. This year, the Washington State Legislature passed HB1296, (Parents' Bill of Rights), and this policy is revised to comply with the law and now include the protected classes ethnicity, homelessness, immigration or citizenship status and neurodivergence.

Director Tinsley made a motion to approve Policy 5010 Nondiscrimination and Affirmative Action.
Director Lewis seconded the motion.

Director Tinsley asked if this policy includes the same protected classes as Policy 3210 but applies to staff, and Ms. Beauchaine confirmed.

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

G. First Reading of Policy 6801 Capital Assets/Theft-Sensitive Assets

Ms. Jahn shared Policy 6801 Capital Assets/Theft-Sensitive Assets. In alignment with WSSDA recommendations and federal Uniform Guidance, district administration advises an increase in the minimum value of capital assets from the current \$5,000 to \$10,000.

Director Rohrer made a motion to approve Policy 6801 Capital Assets/Theft-Sensitive Assets.
Director Lewis seconded the motion.

Director Rohrer asked if this would make a large difference for the district, and Ms. Jahn shared it will not, but does create consistency for the district with other federal guidelines.

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

H. Approval of 2025-2027 Steilacoom Classified Education Association Collective Bargaining Agreement

Ms. Beauchaine shared the Steilacoom Classified Education Association (SCEA) represents classified employees in the school district. Association and district representatives have engaged in positive and collaborative bargaining this summer and reached tentative agreement on the terms of the new two-year contract on July 31, 2025. SCEA members voted for ratification on August 18, 2025.

- Two-year contract: 2025-2027
- Salary: (Year one) \$1.30 increase (Year two) \$1.45 increase
- Restructuring of the salary schedule to combine Step 1-4
- Role-specific training opportunities
- Increase vacation accrual after 6 years of service
- Re-designed evaluation form

Conversations were collaborative and the district looks forward to our partnership with SCEA to continuously improve processes and practices to support our students, families and staff.

Ms. Beauchaine thanked Dr. Weight for her involvement in the bargaining process.

Director Rohrer made a motion to approve the 2025-2027 Steilacoom Classified Education Association Collective Bargaining Agreement.
Director Tinsley seconded the motion.

Director Rohrer shared the district's classified staff play a huge role in the climate of the district and she is thankful for them.

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

I. Approval of Resolution 940-08-20-25 National Suicide Prevention Awareness Month

Ms. Beauchaine shared Resolution 940-08-20-25 National Suicide Prevention Awareness Month, recognizing that, together with our local community stakeholders, parents, students, teachers, and staff we can raise awareness, decrease stigma, build resiliency, and find hope.

Director Tinsley made a motion to approve Resolution 940-08-20-25 National Suicide Prevention Awareness Month.
Director Lewis seconded the motion.

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

J. Adoption of 2025-26 Board Governance Goal

Dr. Weight shared 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).

The Board was presented with a link to complete their self-assessment by July 1, 2025. Results were tabulated by WSSDA and are presented for Board discussion at the July 16, 2025 board meeting. Standard 3 was chosen as the area of board governance focus for the 2025-26 school year: Create conditions district-wide for student and staff success.

The 2025-26 Board Governance Goal:

By June 30, 2026, the school board will complete a comprehensive review and revision of all policies within the 5000 series, ensuring alignment with current legal requirements, educational best practices, and district goals. This review will pay special attention to two priority areas identified in the 2024 board self-assessment under Standard 3:

- Policies that ensure the hiring and retention of highly qualified staff (Question 35), and
- Policies that support staff evaluation based on student success and the expectation that all classrooms implement effective instructional practices (Questions 36 and 45).

The process will include:

- Reviewing at least two 5000-series policies per month during regularly scheduled board meetings;
- Engaging relevant stakeholders when applicable (district administrators, teacher leaders and parent groups) for input by May 2026;
- Approving all revised or newly adopted policies through formal board action no later than the June 17, 2026 board meeting.

Progress will be documented and reviewed monthly through updates to the Board Planning Meeting Template, in Friday Board Briefings, and recorded in meeting minutes.

Director Rohrer made a motion to adopt the 2025-26 Board Governance Goal. Director Lewis seconded the motion.

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

K. Board Goal - Professional Learning

Chair Scott shared the WSSDA conference is coming up in November 20-22 in Seattle. The board will have at least one brand new board member elected in November, and that new member needs to attend the WSSDA conference. Current board members can also attend, but the cost of the conference is significant (\$580 per attendee). Dr. Weight shared this is in the board budget if directors choose to attend, and early bird registration prices end September 26.

XI. Closing Items

A. Board Communication

Chair Scott shared no communication was received by all board members.

B. Announcements

Director Lewis shared school starts next week!

Director Rohrer shared WSSDA's General Assembly will be held on September 20. She also shared National Night Out was held in August and thanked Director Tinsley and other community leaders for their involvement in the event. She also thanked the district for the team effort in getting the district's budget to where it is today.

Principal Tyrrell shared SHS once again received the US News & World Report Best High Schools award, ranking as the #1 high school in Pierce County, and #34 in Washington State out of 725 schools.

C. Adjourn Meeting

Director Tinsley made a motion to adjourn the meeting at 7:02 p.m. Director Rohrer seconded the motion.

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

K. Weight
(Secretary/Superintendent)

[Signature]
(Chair)
[Signature]
[Signature]
[Signature]

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

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: August 20, 2025

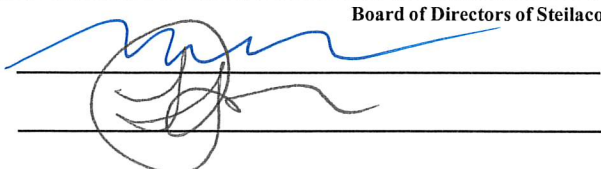
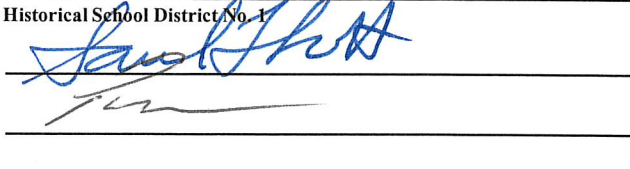
THIS IS TO CERTIFY, under penalty of perjury, that the undersigned has examined the attached vouchers and payroll, and that each of the invoices and vouchers were duly certified to have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law; that the extensions and additions of said invoices and vouchers have been checked by Business Office staff and were found to be correct.


Sarah Jann, Chief Financial Officer

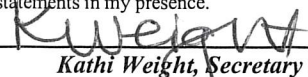
THIS IS TO CERTIFY that the warrants and electronic transfers of the Steilacoom Historical School District No. 1, Pierce County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME	WARRANTS (INCLUSIVE)				AMOUNT
GENERAL FUND:					
	Payroll	800978	to	800979	\$ 5,679.72
	Payroll A/P	135851	to	135865	\$ 532,802.40
	Payroll ACH Payments				\$ 513,390.85
	Payroll Taxes				\$ 617,440.70
	Direct Deposit				\$ 1,695,794.57
July 11, 2025	Accounts Payable	135779	to	135816	\$ 487,541.15
July 11, 2025	Accounts Payable	135817	to	135817	\$ 155.00
July 23, 2025	Accounts Payable	135818	to	135850	\$ 894,718.90
August 6, 2025	Accounts Payable	135866	to	135866	\$ 17.26
August 7, 2025	Accounts Payable	135867	to	135895	\$ 83,847.37
August 7, 2025	Accounts Payable	135896	to	135901	\$ 39,097.84
August 7, 2025	Accounts Payable	135902	to	135903	\$ 162.25
July 25, 2025	Accounts Payable ACH	202400111	to	202400111	\$ 14,134.74
July 11, 2025	Accounts Payable VOID				\$ (327.40)
TOTAL GENERAL FUND:					\$ 4,884,455.35
CAPITAL PROJECTS FUND:					
July 11, 2025	Accounts Payable	200648	to	200648	\$ 275.00
July 23, 2025	Accounts Payable	200649	to	200653	\$ 257,294.79
August 7, 2025	Accounts Payable	200654	to	200657	\$ 557,580.24
July 25, 2025	Accounts Payable ACH	202400112	to	202400112	\$ 120.00
July 23, 2025	Accounts Payable Void				\$ (275.00)
TOTAL CAPITAL PROJECTS FUND:					\$ 814,995.03
ASSOCIATED STUDENT BODY FUND:					
July 11, 2025	Accounts Payable	405682	to	405695	\$ 16,041.16
July 11, 2025	Accounts Payable	405696	to	405700	\$ 5,545.91
July 24, 2025	Accounts Payable	405701	to	405703	\$ 42,400.12
August 7, 2025	Accounts Payable	405704	to	405704	\$ 280.48
August 7, 2025	Accounts Payable	405705	to	405708	\$ 22,131.04
August 7, 2025	Accounts Payable	405709	to	405709	\$ 280.00
July 25, 2025	Accounts Payable ACH	202400113	to	202400113	\$ 381.06
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 87,059.77
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
ADMIN PERSONNEL REPORT - AUGUST 20, 2025

Name	Position	Location	Effective Date	Action
GARZA TRACY	ASSISTANT PRINCIPAL	HIGH SCHOOL	7/30/2025	RESIGNATION
HATHAWAY HAYLEY	ASSISTANT PRINCIPAL	HIGH SCHOOL	8/21/2025	NEW HIRE

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CERTIFICATED PERSONNEL REPORT - AUGUST 20, 2025**

Name	Position	FTE	Location	Effective Date	Action	Comment
GONTER BERNHARDT	TEACHER	1.00	SALTAR'S POINT	8/25/2025	NEW HIRE	
SIMON ABBY	TEACHER	1.00	SALTAR'S POINT	8/1/2025	RESIGNATION	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - AUGUST 20, 2025**

Name	Position	Hours	Location	Effective Date	Action	Comment
FRYE ANTONIA	PARAPROFESSIONAL	2.50	ANDERSON ISLAND	8/21/2025	RESIGNATION	
FRIEND CHRISTINE	PARAPROFESSIONAL	6.50	ANDERSON ISLAND	8/28/2025	NEW HIRE	
BORDWELL ALETHEA	PARAPROFESSIONAL	3.25	CHLOE CLARK	8/21/2025	RESIGNATION	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - AUGUST 20, 2025

Name	Position	Location	Effective Date	Amount	Comment
ANDERSON ERIN	CROSS COUNTRY HIGH HEAD	HIGH SCHOOL	08/25/2025	\$ 6,000.00	
ANDERSON MATTHEW	FOOTBALL HIGH ASST	HIGH SCHOOL	08/20/2025	\$ 5,625.00	
BROWN AIMEE	TRACK MIDDLE ASSISTANT BOYS	PIONEER	08/28/2025	\$ 3,176.25	
CRAWFORD ANTHONY	FOOTBALL HIGH ASST	HIGH SCHOOL	08/20/2025	\$ 5,625.00	
EASTMAN KATHLEEN	SWIMMING HIGH HEAD GIRL	HIGH SCHOOL	08/25/2025	\$ 5,400.00	
FORD JOHN	GOLF HIGH HEAD	HIGH SCHOOL	08/25/2025	\$ 7,535.50	
GESACION ANGELA	SOCCER HIGH ASST GIRL	HIGH SCHOOL	08/25/2025	\$ 4,500.00	
GIDLEY AMANDA	FASTPITCH MIDDLE HEAD	PIONEER	08/28/2025	\$ 4,235.00	
HALLER KYLE	FOOTBALL HIGH HEAD	HIGH SCHOOL	08/20/2025	\$ 7,500.00	
HANSEN KEANE	FOOTBALL HIGH ASST	HIGH SCHOOL	08/20/2025	\$ 5,625.00	
HAYES BRUCE	BASEBALL MIDDLE HEAD	PIONEER	08/28/2025	\$ 4,235.00	
LOCKARD KATHLEEN	VOLLEYBALL HIGH ASST	HIGH SCHOOL	08/25/2025	\$ 4,050.00	
LOVELL MATTHEW	FOOTBALL HIGH ASST	HIGH SCHOOL	08/20/2025	\$ 5,625.00	
MAGAWAY ALAN	TENNIS HIGH HEAD BOY	HIGH SCHOOL	08/25/2025	\$ 6,000.00	
MANNING ERNEST	TENNIS HIGH ASSISTANT BOY	HIGH SCHOOL	08/25/2025	\$ 4,500.00	
MCAVOY ROBERT	BASEBALL MIDDLE ASSIST	PIONEER	08/28/2025	\$ 3,176.25	
PROPES ANDREW	FOOTBALL HIGH ASST	HIGH SCHOOL	08/20/2025	\$ 1,429.88	
RUFFIN ARMAND	TRACK MIDDLE HEAD BOYS	PIONEER	08/28/2025	\$ 4,235.00	
SEEFELDT JAMES	CROSS COUNTRY HIGH ASST	HIGH SCHOOL	08/25/2025	\$ 4,500.00	
SORTORE PATRICIA	CHEER ADVISOR	HIGH SCHOOL	08/25/2025	\$ 5,025.00	
STUGELMEYER SCOTT	TRACK MIDDLE ASSISTANT BOYS	PIONEER	08/28/2025	\$ 3,176.25	
SWIFT TRINA	FASTPITCH MIDDLE ASSIST	PIONEER	08/28/2025	\$ 3,176.25	
VAN DUSEN JAMES	SOCCER HIGH HEAD GIRL	HIGH SCHOOL	08/25/2025	\$ 6,000.00	
WHITE SOLE	VOLLEYBALL HIGH HEAD	HIGH SCHOOL	08/25/2025	\$ 5,400.00	
WOLPERT VALERIE	CHEER ADVISOR	HIGH SCHOOL	08/25/2025	\$ 5,025.00	