



**STEILACOOM HISTORICAL SCHOOL DISTRICT  
REGULAR BOARD MEETING MINUTES**

Wednesday, October 15, 2025

Steilacoom Historical School District Professional Development Center

**1. OPENING ITEMS**

- 1.1 Call the Meeting to Order  
Chair Scott called the meeting to order at 6:00 p.m.
- 1.2 Pledge of Allegiance  
Executive Director Susanne Beauchaine led the Pledge of Allegiance.
- 1.3 Roll Call  
Directors Lewis, McDonald, Rohrer, Scott, and Tinsley all present.
- 1.4 Agenda Review  
Chair Scott asked if anyone had any questions about the agenda. No questions.
- 1.5 Approval of Agenda  
Motion to approve the agenda as published

*Moved by:* Loujanna Rohrer

*Seconded by:* Patrick Lewis

**The motion to approve the agenda passed 5/0.**

**2. COMMENTS FROM THE AUDIENCE**

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments from the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. Please limit your comments to three (3) minutes. The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board of Superintendent, will not be heard outside of Executive Session. The Board reserves the right to terminate presentations containing personal attacks on individuals.

- 2.1 Comments from the Audience  
Rhonda Ruff, a Cherrydale paraeducator, shared she is advocating for others as well when she shares that support staff are tired and pulled in many directions. She is asking for support from the district.

Courtney Taylor, a Cherrydale teacher and district parent, reiterated what Ms. Ruff shared. As a parent she is also tired of behaviors happening in schools, and asks for the board's attention to this matter.

### 3. REPORTS

#### 3.1 Budget Status Report

[Budget Status Report](#) 

Sarah Jahn

Ms. Jahn, CFO, shared budget status reports for all funds as of the end of September 2025, along with charts and data showing monthly enrollment, general fund balance, and general fund cash balance.

No questions from directors.

#### 3.2 Legislative Assembly Report Director Rohrer

Director Rohrer shared that WSSDA had their general assembly last month, and based on that, legislative matters will be prioritized for the next session including funding and transportation formulas.

#### 3.3 SHS AP Exam Data

[SHS AP Exam Data October 2025](#) 

Jake Tyrrell

Mr. Tyrrell, Steilacoom High School Principal, shared AP exam data for SHS. For the 2024-25 school year, 245 students took 415 AP exams, and 77.14% of those students received a score of 3 or higher. The number of AP students, number of exams taken, and number of students who scored a 3+ all increased from the previous school year. The entire presentation with additional data is available in the board packet.

Mr. Tyrrell commended SHS students, and thanked their families as well as SHS staff members for the great success of our students.

Regarding the freshman AP class offered, Director McDonald asked how many of those students go on to take more AP classes. Mr. Tyrrell shared he can check into that data. Dr. McDonald also asked about

the two classes that did not have the highest scores, and what is the plan for those classes. Mr. Tyrrell shared school plans including science pathways. He also shared these are difficult exams.

Director Tinsley thanked Mr. Tyrrell for the good data.

Director Rohrer asked about vertical alignment with the middle school. Mr. Tyrrell shared plans regarding curriculum for better vertical alignment in core subjects specifically. Ms. Rohrer also commended our students who are taking one, and sometimes many, AP classes. She also acknowledged the hard work SHS teachers are doing.

Director Lewis commented the school has more students taking more tests, and complimented the school for that accomplishment.

Chair Scott shared he appreciates the number of courses offered by SHS. He inquired about prerequisites for certain classes, and Mr. Tyrrell explained that process.

#### 3.4 School Improvement Plans

[SIP Presentation October 2025](#) 

Laurie Vallieres

Dr. Vallieres, Executive Director of Teaching & Learning, shared a School Improvement Plan presentation, including celebrations and data.

Director Lewis commended staff for their hard work.

Director Rohrer shared this data should be celebrated; the scores are incredible coming back from COVID. She asked how the district can help our middle school math teachers and students to increase those test scores. Dr. Vallieres shared this is a state-wide trend, but acknowledged we can and need to do better. She shared we will continue professional development at the secondary level, and then move down to 4th and 5th grades. She shared our staff are really thoughtful about what they are teaching and how they are teaching it - including asking for student feedback and being willing to change lessons based on that feedback.

Director Tinsley asked about testing used by other states. Dr. Vallieres shared different options other states are using. Ms. Tinsley asked

what are the top contributors to our increasing test scores, acknowledging professional development is one contributor. Dr. Vallieres shared about changes in ELA curriculum, but it is the "boots on the ground" educators who are making the difference. Ms. Tinsley also asked about attendance, and Dr. Vallieres shared school plans for increasing attendance.

Director McDonald shared she is amazed at the gains that have happened. She commended Dr. Vallieres for the hard work she does to obtain grants for the district, which allows all the professional development for our staff to take place. Dr. Vallieres thanked our staff for their dedication to student success.

Chair Scott shared his excitement for the potential of SHS being able to offer an AA degree to our students within the next couple of years. He shared his appreciation for the data comparing SHSD to other states and districts rather than just the Washington state average.

#### 4. **CONSENT AGENDA**

The purpose of the consent agenda is to reduce time going through motion, second and voting on issues of common consent. Any Board member can ask for any item to be removed from the consent agenda. There is no discussion of items on the consent agenda. By motion of the Board, remaining items are approved without discussion as part of the consent agenda. Discussion of items removed from the consent agenda occurs immediately following action on the consent agenda.

- 4.1 Approval of September and October 2025 Accounts Payable and September 2025 Payroll  
[September and October 2025 Accounts Payable and September 2025 Payroll](#) 
- 4.2 Approval of September 17 2025 Regular Board Meeting Minutes  
[September 17 2025 Regular Board Meeting Minutes](#) 
- 4.3 Approval of Personnel Reports  
[Classified Personnel Report October 15 2025](#)   
[Co-Curricular Personnel Report October 15 2025](#) 
- 4.4 Approval of SIP Plans

Continuous School Improvement Plans 2025-26 

4.5 Approval of Instructional Materials Committee Members

Instructional Materials Committee October 2025 

4.6 Vote to Approve Consent Agenda  
Motion to approve Consent Agenda


*Moved by:* Jennifer McDonald

*Seconded by:* Melanie Tinsley

**The motion to approve the Consent Agenda passed 5/0.**

## 5. NEW BUSINESS

5.1 Revised 2025-26 School Year Student Fee Schedule

Revised 2025-26 School Year Student Fee Schedule 

Sarah Jahn

Ms. Jahn shared a revised 2025-26 School Year Student Fee Schedule which includes two new activities at Steilacoom High School - Flag Football and Dance.

Director Tinsley asked if other districts offer flag football. Principal Tyrrell shared more districts are adding this option.

Motion to approve the revised 2025-26 School Year Student Fee Schedule

*Moved by:* Loujanna Rohrer

*Seconded by:* Melanie Tinsley

**The motion to approve the revised 2025-26 School Year Student Fee Schedule passed 5/0.**

5.2 First Reading of Policy 1005 Key Functions of the Board

Policy 1005 Key Functions of the Board 

Dr. Weight

Dr. Weight shared WSSDA revised Policy 1005 to include the research-based WA School Board Standards in a bulleted format, instead of narrative format. The revision includes a hyperlink to the standards.

No questions from directors.

**NOTE** - Agenda items 5.2 through 5.7 were combined into one board vote covering all items.

Motion to approve Policy 1005 Key Functions of the Board

*Moved by:* Patrick Lewis

*Seconded by:* Melanie Tinsley

**The motion to approve Policy 1005 Key Functions of the Board passed 5/0.**

5.3 First Reading of Policy 1210 Annual Organization Meeting

[Policy 1210 Annual Organization Meeting](#) 

Dr. Weight

Dr. Weight shared WSSDA revised Policy 1210 with minor grammatical changes.

No questions from directors.


Motion to approve Policy 1210 Annual Organization Meeting

*Moved by:* Patrick Lewis

*Seconded by:* Melanie Tinsley

**The motion to approve Policy 1210 Annual Organization Meeting passed 5/0.**

5.4 First Reading of Policy 1630 Evaluation of the Superintendent

[Policy 1630 Evaluation of the Superintendent](#) 

Dr. Weight

Dr. Weight shared WSSDA revised Policy 1630 to add reference to RCW 28a.150.230.

No questions from directors.

Motion to approve Policy 1630 Evaluation of the Superintendent

*Moved by:* Patrick Lewis

*Seconded by:* Melanie Tinsley

**The motion to approve Policy 1630 Evaluation of the Superintendent passed 5/0.**

5.5 First Reading of Policy 1810 Annual Governance Goals and Objectives

[Policy 1810 Annual Governance Goals and Objectives](#) 

Dr. Weight

Dr. Weight shared WSSDA has retired Policy 1810 Annual Governance Goals and Objectives. This policy language has been added to Policy 1820 Board Self-Assessment.

No questions from directors.

Motion to retire Policy 1810 Annual Governance Goals and Objectives

*Moved by:* Patrick Lewis

*Seconded by:* Melanie Tinsley

**The motion to retire Policy 1810 Annual Governance Goals and Objectives passed 5/0.**

5.6 First Reading of Policy 1820 Board Self-Assessment

[Policy 1820 Board Self-Assessment](#) 

Dr. Weight

Dr. Weight shared WSSDA revised Policy 1820 to list the "key functions" of the school board, aligned to the annual self-assessment process.

No questions from directors.

Motion to approve Policy 1820 Board Self-Assessment

*Moved by:* Patrick Lewis

*Seconded by:* Melanie Tinsley

**The motion to approve Policy 1820 Board Self-Assessment passed 5/0.**

5.7 First Reading of Policy 1821 Standards for Individual School Directors

[Policy 1821 Standards for Individual School Directors](#) 

Dr. Weight

Dr. Weight shared WSSDA created a new policy - Policy 1821 Standards for Individual School Directors, based on the WSSDA School Board Standards.

No questions from directors.

Motion to approve Policy 1821 Standards for Individual School Directors

*Moved by:* Patrick Lewis

*Seconded by:* Melanie Tinsley

**The motion to approve Policy 1821 Standards for Individual School Directors passed 5/0.**

5.8 First Reading of Policy 2170 Career and Technical Education

Policy 2170 Career and Technical Education 

Laurie Vallieres

Dr. Vallieres shared revisions to Policy 2170 include general language cleanup and updates to the nondiscrimination section. These changes align with recent legislative changes requiring school districts to revise policies to reflect expanded protections for newly recognized protected classes.

Director Rohrer asked about any new issues brought to the district based on the changed protected classes. While no additional issues have been made known to the district, Dr. Weight shared the staff time taken to address the revised nondiscrimination statement in the various policies and procedures has been significant.

Motion to approve Policy 2170 Career and Technical Education

*Moved by:* Patrick Lewis

*Seconded by:* Jennifer McDonald

**The motion to approve Policy 2170 Career and Technical Education passed 5/0.**

5.9 First Reading of Policy 4260 Use of School Facilities

Policy 4260 Use of School Facilities 

Dr. Weight

Dr. Weight shared Policy 4260 is revised to include additional nondiscrimination language to align with HB 1296.

No questions from directors.

Motion to approve Policy 4260 Use of School Facilities

*Moved by:* Patrick Lewis

*Seconded by:* Melanie Tinsley

**The motion to approve Policy 4260 Use of School Facilities passed 5/0.**

5.10 First Reading of Policy 5000 Recruitment, Selection, and Evaluation of Staff

[Policy 5000 Recruitment, Selection, and Evaluation of Staff](#) 

Susanne Beauchaine

Ms. Beauchaine, Executive Director for Human Resources, shared WSSDA revised Policy 5000 to align with the Washington School Board Standards.

No questions from directors.

Motion to approve Policy 5000 Recruitment, Selection, and Evaluation of Staff

*Moved by:* Loujanna Rohrer

*Seconded by:* Jennifer McDonald

**The motion to approve Policy 5000 Recruitment, Selection, and Evaluation of Staff passed 5/0.**

5.11 Board Goal - 5000 Series Policy Review

[5000 Series Policy Review October 15 2025](#) 

Sam Scott/Susanne Beauchaine

District Policy 5050 Contracts and Policy 5240 Evaluation of Staff were included in this month's packet for board review.

Chair Scott mentioned the last revision of Policy 5240 was in 2017. Ms. Beauchaine shared if the RCW and/or WAC hasn't changed, there typically are no revisions to policies.

## 6. CLOSING ITEMS

6.1 Board Communication

No communication received by all board members.

6.2 Announcements

Director Rohrer shared next week is Homecoming week for SHS. She also thanked Dr. Weight and Chair Scott for all the levy presentations they have shared with the community. She asked Dr. Weight to share about the award received from the Town of Steilacoom. Dr. Weight shared Shae Emery worked with the Town to acquire an energy rebate for the district. Capital Projects levy dollars paid for costs, and the rebate received by the district was almost \$32,000. Dr. Weight shared she is proud of Mr. Emery and all the work he does for the district.

Director McDonald shared about the great successes of the SHS Cross Country team.

Director Rohrer shared she went on the Abitibi tour of the potential new development in Steilacoom, and learned about the project and how it will potentially impact district schools in the future.

6.3 Adjourn Meeting

Motion to adjourn the meeting at 7:12 p.m.


*Moved by:* Melanie Tinsley

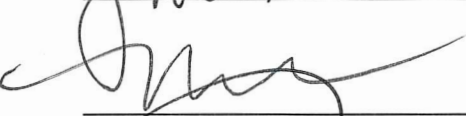
*Seconded by:* Jennifer McDonald

**The motion to adjourn the meeting at 7:12 p.m. 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 15, 2025**

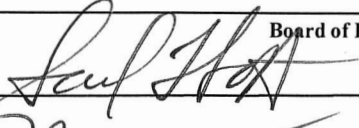
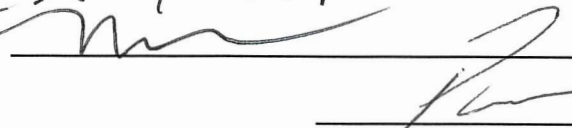
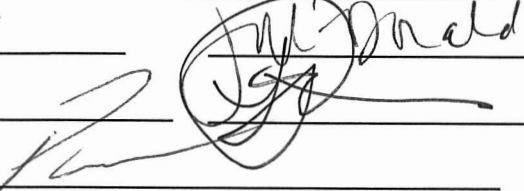

THIS IS TO CERTIFY, under penalty of perjury, that the undersigned has examined the attached vouchers and payroll, and that each of the invoices and vouchers were duly certified to have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law; 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**

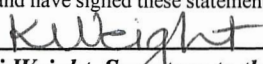
THIS IS TO CERTIFY that the warrants and electronic transfers of the Steilacoom Historical School District No. 1, Pierce County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME	WARRANTS (INCLUSIVE)			AMOUNT	
<b><u>GENERAL FUND:</u></b>					
	Payroll	800981	to	800982	\$ 4,371.27
	Payroll A/P	136037	to	136050	\$ 581,410.46
	Payroll ACH Payments				\$ 520,930.29
	Payroll Taxes				\$ 730,234.55
	Direct Deposit				\$ 1,944,523.27
September 12, 2025	Accounts Payable	136035	to	136036	\$ 152.25
September 30, 2025	Accounts Payable	136051	to	136058	\$ 3,941.10
September 30, 2025	Accounts Payable	136059	to	136060	\$ 288.75
September 30, 2025	Accounts Payable	136061	to	136086	\$ 844,174.85
October 1, 2025	Accounts Payable	136087	to	136104	\$ 53,542.53
October 3, 2025	Accounts Payable	136105	to	136105	\$ 715.40
October 1, 2025	Accounts Payable ACH	20250006	to	20250006	\$ 34,777.79
	<b>TOTAL GENERAL FUND:</b>				<b>\$ 4,719,062.51</b>
<b><u>CAPITAL PROJECTS FUND:</u></b>					
September 12, 2025	Accounts Payable	200666	to	200669	\$ 840,554.07
September 30, 2025	Accounts Payable	200670	to	200673	\$ 49,164.86
October 1, 2025	Accounts Payable	200674	to	200676	\$ 12,800.12
October 1, 2025	Accounts Payable ACH	202500007	to	202500007	\$ 120.00
	<b>TOTAL CAPITAL PROJECTS FUND:</b>				<b>\$ 902,639.05</b>
<b><u>ASSOCIATED STUDENT BODY FUND:</u></b>					
September 30, 2025	Accounts Payable	405716	to	405720	\$ 23,893.89
October 1, 2025	Accounts Payable	405721	to	405728	\$ 10,841.31
October 1, 2025	Accounts Payable ACH	202500008	to	202500008	\$ 5,353.11
	<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>				<b>\$ 40,088.31</b>
<b><u>TRANSPORTATION VEHICLE FUND:</u></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**  
**CLASSIFIED PERSONNEL REPORT - OCTOBER 15, 2025**

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
HELMS JANICE	PARAPROFESSIONAL	6.50	CHLOE CLARK	10/15/2025	NEW HIRE	
MEDINA JANICE	PARAPROFESSIONAL	3.25	SALTAR'S POINT	10/15/2025	NEW HIRE	Temporary through 6/12/2026
SCHIMLING MICHAEL	PARAPROFESSIONAL	6.50	HIGH SCHOOL	10/20/2025	NEW HIRE	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CO-CURRICULAR PERSONNEL REPORT - OCTOBER 15, 2025**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
HANKS BENJAMIN	MATH CLUB ADVISOR	HIGH SCHOOL	09/01/2025	\$ 2,400.00	
HAYDEN CHRISTINA	COLLEGE AND CAREER ADVISOR	HIGH SCHOOL	09/01/2025	\$ 10,000.00	
HOLYFIELD AUBREY	BUILDERS CLUB ADVISOR	PIONEER	10/01/2025	\$ 2,400.00	
HAUSER NOBLE	ENVIRONMENTAL STEWARDSHIP C	HIGH SCHOOL	09/01/2025	\$ 1,200.00	Split Stipend
STUTZ MIGUEL	ENVIRONMENTAL STEWARDSHIP C	HIGH SCHOOL	09/01/2025	\$ 1,200.00	Split Stipend
NORRIS LAURIE	KEY CLUB ADVISOR	HIGH SCHOOL	09/01/2025	\$ 1,200.00	Split Stipend
ALBERT ROYCE	KEY CLUB ADVISOR	HIGH SCHOOL	09/01/2025	\$ 1,200.00	Split Stipend
CRAWFORD ROBERT	BOYS HEAD BASKETBALL COACH	HIGH SCHOOL	11/17/2025	\$ 6,750.00	
NOLTING NATE	BOYS ASSISTANT BASKETBALL CO	HIGH SCHOOL	11/17/2025	\$ 5,625.00	
IVY RUSSELL	GIRLS HEAD BASKETBALL COACH	HIGH SCHOOL	11/17/2025	\$ 7,500.00	
COLLAZO RENE	GIRLS ASSISTANT BASKETBALL CO	HIGH SCHOOL	11/17/2025	\$ 5,625.00	
EASTMAN KATHY	BOYS HEAD SWIM COACH	HIGH SCHOOL	11/17/2025	\$ 5,400.00	
BARKHURST RANDY	WRESTLING HEAD COACH	HIGH SCHOOL	11/17/2025	\$ 7,500.00	
MILLER CAMERON	WRESTLING ASSISTANT COACH	HIGH SCHOOL	11/17/2025	\$ 5,625.00	
FORD JAMES	GIRLS BOWLING HEAD COACH	HIGH SCHOOL	11/03/2025	\$ 6,000.00	
ELLINGTON HUGH	GIRLS BOWLING ASSISTANT COAC	HIGH SCHOOL	11/03/2025	\$ 4,500.00	
MCCLAIN JESSIE	BOYS HEAD SOCCER COACH	PIONEER	11/10/2025	\$ 4,235.00	
BIDDINGER JOSH	BOYS ASSISTANT SOCCER COACH	PIONEER	11/10/2025	\$ 3,176.25	
RUFFIN ARMAND	BOYS ASSISTANT SOCCER COACH	PIONEER	11/10/2025	\$ 3,176.25	
GIDLEY AMANDA	GIRLS HEAD BASKETBALL COACH	PIONEER	11/10/2025	\$ 4,235.00	
SWIFT TRINA	GIRLS ASSISTANT BASKETBALL CO	PIONEER	11/10/2025	\$ 3,176.25	
HOGAN MITCHELL	WRESTLING HEAD COACH	PIONEER	11/10/2025	\$ 4,235.00	
MCAVOY ROB	WRESTLING ASSISTANT COACH	PIONEER	11/10/2025	\$ 3,176.25	