



STEILACOOM HISTORICAL SCHOOL DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, November 19, 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

Director Lewis 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: Melanie Tinsley

Seconded by: Jennifer McDonald

The motion to approve the agenda passed 5/0.

2. PRESENTATIONS

2.1 Saltar's Point Recognition

[Evolution of STEAM](#) 

Alex Clauson/Ryan Slater

Saltar's Point Principal Alex Clauson introduced Ryan Slater, Art & Technology teacher at Saltar's Point and Cherrydale. Mr. Slater shared a presentation regarding the evolution of the elementary STEAM program in the district. He shared photos showcasing different elements of the program including art, digital art and graphic design, computer science programming and code, 3D design and printing, engineering and design, aeronautical engineering, and robotics.

Director Lewis shared he appreciates how the program has grown and changed over the years. Director Rohrer shared she appreciates all the student artwork displayed at Saltar's Point. Director Tinsley asked about increased interest in math and science due to the program, and Principal Clauson shared it definitely has had that positive effect. Director McDonald shared it's great seeing students collaborate and work together in this type of class setting, and suggested it would be fun to reach out to students now at the high school to see how these elementary classes are still impacting them now. Chair Scott shared he appreciates how the class really teaches students to solve real world problems.

2.2 DoDEA Operation ELEVATE Video

[DoDEA Operation ELEVATE](#) 

Laurie Vallieres

Laurie Vallieres, Executive Director of Teaching & Learning, shared over the past two years, the Steilacoom Historical School District has made remarkable progress in early literacy through the implementation of UFLI Foundations, Be GLAD strategies, and the completion of a Dyslexia Certificate program by 17 teachers. Supported through our 2023 Operation ELEVATE DoDEA grant, these research-based initiatives have led to measurable growth in foundational reading skills across the district, ensuring that more of our youngest learners are meeting or exceeding grade-level expectations.

This year, SHSD was preparing to welcome visitors from across the nation as part of a Department of Defense Education Activity (DoDEA) national conference, where our schools were to be highlighted for their literacy work under Operation ELEVATE. Unfortunately, the conference has been canceled due to the federal government shutdown.

In preparation for that visit, we created this video to highlight the excellent literacy work happening across our schools. The project was developed in partnership with Matt McDaniel, a member of our CTE Advisory Committee, Lindsay Webster, our Digital Media CTE teacher at Steilacoom High School, and her students, who gained valuable hands-on, real-world experience in video production. This collaboration showcases not only our district's literacy success but also our commitment to authentic learning, community partnership, and career and technical education experiences that prepare students for future pathways in media, communication, and storytelling.

Directors all commented on the amazing success of the program, and shared the emotion displayed in the video is also displayed in our district classrooms. Director McDonald shared just how far ahead SHSD is in this area, in comparison to other schools in our state. Chair Scott shared it is so impressive that our high school students were allowed to be a part of this video production. He shared the word "passion," to describe our school district and its teachers and staff.


3. 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 or Superintendent, will not be heard outside of Executive Session. The Board reserves the right to terminate presentations containing personal attacks on individuals.

- 3.1 Comments from the Audience
No comments.


4. REPORTS

4.1 Budget Status Report

[Budget Status Report](#) 

Sarah Jahn

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

An error was discovered in the enrollment data on page 1 of the Budget Status Report published in the November 19, 2025 Regular Board Meeting Packet. A correct version of the [Budget Status Report](#) can be viewed [here](#)  .

Chair Scott inquired about a slightly lower Running Start enrollment, and Ms. Jahn shared she will research whether that data has anything to do with SHS offering College in the High School options this year.

4.2 2024-25 Financial Statements

[2024-25 Financial Statements](#) 

Sarah Jahn

Ms. Jahn shared ending fund balances as of August 31, 2025, for the district's General, ASB, Debt Service, Transportation, and Capital Projects Funds.

4.3 CTE Advisory Committee Report

[CTE Advisory Committee Report](#) 

Hayley Hathaway

Hayley Hathaway, Steilacoom High School Assistant Principal, shared a presentation regarding the district's Career Technical Education (CTE) program. She shared the mission, process, and goals of the program, as well as current course offerings and enrollment data.

Director Rohrer commented on the new intentionality of the CTE program, and shared her excitement of how that will benefit our students. Director Tinsley commented on the real life skills these courses offer our students, and that she appreciates the direct pathways between the middle school CTE courses into the high school CTE pathways. Director McDonald asked about the future of the STEM pathway, and asked if we could connect with Lakes High

School's aerospace program. Ms. Hathaway shared this is why the school utilizes the CTE Advisory Board - to gather their wisdom and knowledge about how to best serve our students now and in the future. Chair Scott shared he appreciates how CTE provides very concrete pathways for our students to succeed in their future.

4.4 SHS Graduation Rate Report

[SHS Graduation Rate Report](#) 

Jake Tyrrell

Steilacoom High School Principal Jake Tyrrell shared a graduation rate report. SHS reported a 92% graduation rate for the class of 2025. This represents 19 total non-grads including 5 drop-outs, 2 students who earned a GED, 2 students continuing in the district's special education Transitions program, 1 full-time SHS student who failed, and 9 students who were enrolled in Running Start classes and failed.

Director Rohrer asked about the Running Start students who did not earn a diploma due to failed classes, inquiring what the students share is their biggest concern. Mr. Tyrrell shared it is most often college level math classes that are the most frequently failed classes necessary for graduation. Director Tinsley asked if SHS has data from years past - if this Running Start trend has been an issue for some time. Chair Scott shared it has been an ongoing problem. Discussion followed regarding reasons why students attend Running Start.


Principal Tyrrell shared SHS is hoping to offer an AA through College in the High School by the 2026-27 school year.

5. **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.

5.1 Approval of October and November 2025 Accounts Payable and October 2025 Payroll

[October and November 2025 Accounts Payable and October 2025](#)

[Payroll](#) 

5.2 Approval of October 15 2025 Regular Board Meeting Minutes

[October 15 2025 Regular Board Meeting Minutes](#) 

5.3 Approval of Personnel Reports

[Certificated Personnel Report November 19 2025](#) 

[Classified Personnel Report November 19 2025](#) 

[Co-Curricular Personnel Report November 19 2025](#) 

5.4 Vote to Approve Consent Agenda

Motion to approve Consent Agenda


Moved by: Jennifer McDonald

Seconded by: Patrick Lewis

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

6. NEW BUSINESS

6.1 Approval of Resolution 943-11-19-25 Capital Levy Tax Certification

[Resolution 943-11-19-25 Capital Levy Tax Certification](#) 

Sarah Jahn

Ms. Jahn shared Resolution 943-11-19-25. Proposition #2 - Renewal of Capital Projects Levy - was approved by voters in the November 4 election. The board must now certify the levy amount to various Pierce County officials and the Puget Sound ESD before levy collections can begin.

Director Rohrer thanked the voters for passing both levies in the November election.

Motion to approve Resolution 943-11-19-25 Capital Levy Tax Certification

Moved by: Patrick Lewis

Seconded by: Melanie Tinsley

The motion to approve Resolution 943-11-19-25 Capital Levy Tax Certification passed 5/0.

6.2 First Reading of Policy 3425 Accommodating Students with Adrenal Insufficiency

[Policy 3425 Accommodating Students with Adrenal Insufficiency](#) 

Kari Terjeson

Kari Terjeson, Director of Special Education, shared Policy 3425 Accommodating Students with Adrenal Insufficiency. This is a new policy proposed by WSSDA to provide guidance for meeting the health needs of students with the life-threatening health condition adrenal insufficiency. This policy is in line with existing guidance contained in Policy No. 3413 Student Immunization and Life-Threatening Health Conditions. Policy No. 3425 addresses the development of individual health and emergency plans, notification of staff, administration of emergency medication, and the establishment of parent-designated adults. Previously, parent-designated adults were able to be established only for students with Diabetes or Seizure Disorders. The law has expanded to include the option for parents to establish parent-designated adults for their child with adrenal insufficiency (RCW 28A.210.358), which Policy No. 3425 reflects.

Directors had questions about this policy which were answered by Emily Hoffbauer, the district's Health Services Coordinator.

Motion to approve Policy 3425 Accommodating Students with Adrenal Insufficiency

Moved by: Jennifer McDonald

Seconded by: Loujanna Rohrer

The motion to approve Policy 3425 Accommodating Students with Adrenal Insufficiency passed 5/0.

6.3 Board Goal - 5000 Series Policy Review

[5000 Series Policy Review November 19 2025](#) 

Chair Scott/Superintendent Weight

District Policies 5520 Staff Development and 5270 Resolution of Staff Complaints were included in this month's packet for board review.

No comments from directors.

7. CLOSING ITEMS

7.1 Board Communication

No communication received by all board members.

7.2 Announcements

Director Lewis shared about the successes of SHS fall athletics programs.

Director Rohrer shared WSSDA has its annual conference this weekend. Director-elect Cody Balogh and Chair Scott will be attending. She also shared the South Sound Superintendent Legislative event will be held December 10.

Director McDonald shared SHS Girls' Flag Football's first game is December 1 at Stadium High School.


7.3 Adjourn Meeting

Motion to adjourn the meeting at 7:39 p.m.


Moved by: Loujanna Rohrer


Seconded by: Melanie Tinsley

The motion to adjourn the meeting at 7:39 p.m. passed 5/0.

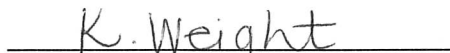


(Chair)









(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: November 19, 2025

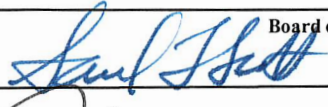
THIS IS TO CERTIFY, under penalty of perjury, that the undersigned has examined the attached vouchers and payroll, and that each of the invoices and vouchers were duly certified to have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law;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

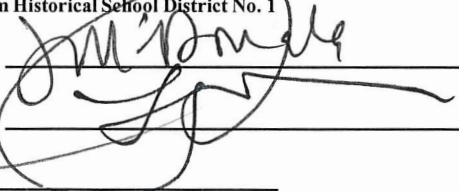

Sarah Jahn, Chief Financial Officer

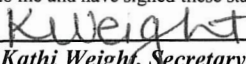
THIS IS TO CERTIFY that the warrants and electronic transfers of the Steilacoom Historical School District No. 1, Pierce County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME	WARRANTS (INCLUSIVE)			AMOUNT	
GENERAL FUND:					
	Payroll	800983	to	800984	\$ 4,380.38
	Payroll A/P	136188	to	136203	\$ 572,734.82
	Payroll ACH Payments				\$ 469,718.11
	Payroll Taxes				\$ 659,457.47
	Direct Deposit				\$ 1,826,074.07
October 13, 2025	Accounts Payable	136106	to	136138	\$ 125,475.76
October 14, 2025	Accounts Payable	136139	to	136139	\$ 44,948.26
October 14, 2025	Accounts Payable	136140	to	136140	\$ 2,833.28
October 14, 2025	Accounts Payable	136141	to	136141	\$ 2,017.87
October 21, 2025	Accounts Payable	136142	to	136142	\$ 75.25
October 23, 2025	Accounts Payable	136143	to	136151	\$ 18,683.82
October 23, 2025	Accounts Payable	136152	to	136187	\$ 268,295.33
November 6, 2025	Accounts Payable	136204	to	136204	\$ 2,368.15
November 12, 2025	Accounts Payable	136205	to	136240	\$ 200,514.13
November 12, 2025	Accounts Payable	136241	to	136241	\$ 44.25
November 12, 2025	Accounts Payable	136242	to	136243	\$ 3,793.15
October 28, 2025	Accounts Payable ACH	202500015	to	202500015	\$ 48,938.50
TOTAL GENERAL FUND:					\$ 4,250,352.60
CAPITAL PROJECTS FUND:					
October 23, 2025	Accounts Payable	200677	to	200679	\$ 3,327.03
November 12, 2025	Accounts Payable	200680	to	200680	\$ 3,290.23
October 28, 2025	Accounts Payable ACH	202500016	to	202500016	\$ 120.00
TOTAL CAPITAL PROJECTS FUND:					\$ 6,737.26
ASSOCIATED STUDENT BODY FUND:					
October 3, 2025	Accounts Payable	405729	to	405729	\$ 12.12
October 23, 2025	Accounts Payable	405730	to	405742	\$ 21,621.10
November 6, 2025	Accounts Payable	405743	to	405743	\$ 362.04
November 12, 2025	Accounts Payable	405744	to	405755	\$ 7,162.11
November 12, 2025	Accounts Payable	405756	to	405756	\$ 12.00
October 28, 2025	Accounts Payable ACH	202500017	to	202500017	\$ 13,727.46
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 42,896.83
TRANSPORTATION VEHICLE FUND:					
TOTAL TRANSPORTATION VEHICLE FUND:					

Board of Directors of Steilacoom Historical School District No. 1







Kathi Weight, Secretary to the Board

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.

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CERTIFICATED PERSONNEL REPORT - NOVEMBER 19, 2025**

Name	Position	FTE	Location	Effective Date	Action	Comment
KAMALU SARAH	TEACHER	1.00	CHERRYDALE	11/20/2025	NEW HIRE	Non-Continuing
GONTER BERNHARDT	TEACHER	1.00	SALTAR'S POINT	11/3/2025	RESIGNATION	
STORM KATIE	TEACHER	0.50	CHLOE CLARK	11/20/2025	NEW HIRE	Non-Continuing

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - NOVEMBER 19, 2025**

Name	Position	Hours	Location	Effective Date	Action	Comment
CARTER HEATHER	PARAPROFESSIONAL	6.50	CHLOE CLARK	11/20/2025	NEW HIRE	
JIMENEZ CAREY	PARAPROFESSIONAL	6.50	CHLOE CLARK	11/20/2025	NEW HIRE	
CORBIN AYUMI	PARAPROFESSIONAL	3.75	CHLOE CLARK	11/20/2025	NEW HIRE	Temporary for 25-26 school year
KEMP NORMA	PARAPROFESSIONAL	6.50	PIONEER	12/12/2025	RESIGNATION	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - NOVEMBER 19, 2025**

Name	Position	Location	Effective Date	Amount	Comment
JENNE ALEECE	DATA TEAM LEADER	CHERRYDALE	10/01/2025	\$ 2,000.00	
JOHNSON MATT	FLAG FOOTBALL HEAD COACH	HIGH SCHOOL	11/17/2025	\$ 5,400.00	
WOOD SEAN	DEPARTMENT CHAIR	HIGH SCHOOL	09/01/2025	\$ 2,500.00	
CROSBY TAYLIR	ASSISTANT GIRLS BASKETBALL COACH	PIONEER	11/10/2025	\$ 3,176.25	
ALMEIDA KAITLYN	LITERACY LAB STIPEND	CHLOE CLARK	10/28/2025	\$ 600.00	DODEA
COPE BRIANNA	LITERACY LAB STIPEND	CHLOE CLARK	10/28/2025	\$ 600.00	DODEA
MERCIER LAURA	LITERACY LAB STIPEND	CHLOE CLARK	10/28/2025	\$ 600.00	DODEA
MARSDEN MARY	LITERACY LAB STIPEND	CHLOE CLARK	10/28/2025	\$ 600.00	DODEA
SHIPES CODY	ASSISTANT BOYS SWIM COACH	HIGH SCHOOL	11/17/2025	\$ 3,600.00	