



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

Wednesday, January 21, 2026

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 Balogh, Lewis, 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: Melanie Tinsley
The motion to approve the agenda as published passed 5/0.

2. PRESENTATIONS

- 2.1 Presentation of SHSD Challenge Coin
Chair Scott presented a SHSD Challenge Coin to Mr. Duane Hardesty. Chair Scott shared Mr. Hardesty's history with the district's board of directors - including his suggestion of the district's vision statement - The Best Education for Every Student. Mr. Hardesty shared it was a privilege after serving for 30 years in the United States Army to be able to serve the school district and do his part to provide the

education that every student deserves. He challenged SHSD educators to remember the vision statement because the children deserve the best education we can give them.

2.2 Cherrydale Primary School Recognition

Cherrydale Transition to Kindergarten Program

Christine Firth

Christine Firth, Principal of Cherrydale Primary School, shared with members of the board about what she called "her happy place," referring to the school's Transition to Kindergarten (TK) classroom, adding that from the moment the TK program began last year, it has brought joy and energy to the entire school. She shared the TK program focuses on building foundational skills - such as learning how to be part of a classroom community, developing early literacy and math skills, and—most importantly—learning how to learn and discovering what it means to be a student.” In just two years, the program has already become a valued part of our school community and they have seen students enter TK needing time and support - and leave the year confident, curious, and excited about school. She shared Cherrydale has seen the benefits this year of their incoming kindergarten students who were enrolled in TK last year come to school this year ready to learn, and serving as positive peer role models.

Ms. Firth continued by sharing what truly makes the TK program special is the joy inside the classroom, and it's a space where learning is hands-on, playful, and purposeful. This program has reminded those at Cherrydale that joy matters, and it sets the tone for how students feel about school for years to come. She commended Dianna Lin, the TK teacher at Cherrydale, for the success of the program. Shared that Ms. Lin brings deep knowledge of early childhood education, endless patience, and a true passion for meeting each child where they are.

Ms. Lin shared working with these students has been an absolute joy and privilege. She thanked the district for offering the Transition to Kindergarten program for our students.

Director Tinsley shared she is excited to see data regarding the TK program as the program continues to develop in the years to come.

Director Rohrer shared when she visited the TK classroom, she was amazed at how organized the class was and how much the kids were learning. She shared our district families are grateful for this program.

Director Balogh inquired about expanding the program, and how the district can make that happen. Dr. Weight shared directors and

families need to advocate legislatively. The legislature threatens to cut the TK program in every session, and it's already capped at far lower numbers than the district enrolls and funds. The district would love to expand the program if the state would provide adequate funding.

Chair Scott asked about the students entering kindergarten from various different programs, and if the school notices a difference. Principal Firth shared they are already noticing their TK students from last year came in very prepared for kindergarten this year.

2.3 National Board Certified Teacher Recognition

National Board Certification Recognition 2026 

Laurie Vallieres

Dr. Vallieres, Executive Director of Teaching & Learning, shared details of the National Board Certification program, and the benefits it offers. She introduced Ms. Janelle Mock, who recently earned a new certificate, and also congratulated Ms. Karen Antonowicz and Ms. Stephanie Mateus for completing their Maintenance of Certification. Dr. Vallieres presented Ms. Mock and Ms. Mateus, who were in attendance, with district challenge coins.

The following SHSD teachers are current National Board Certificate Holders: From Steilacoom High School - Renee Chase, Sarah Dorsch, Marilyn Wynn, and Janelle Mock; from Pioneer Middle School - Kristen Barton, Aimee Brown, Kylie Martin, Stephanie Mateus, Trina Swift, and Meleesa York; from Cherrydale Primary School - Lanae Olson; from Chloe Clark Elementary School - Kaitlyn Almeida, Karen Antonowicz, Rod Enos, Shannon Schmitz, and Caroline Sanne; from Saltar's Point Elementary School - Deirdre Davis and Keane Hansen.

2.4 School Board Appreciation Superintendent Weight

Dr. Weight acknowledged the SHSD Board of Directors and thanked them for their year-round dedicated service to the district's staff, students, and families. Our organization benefits every day from their contributions. Each district school shared cards and notes of appreciation with the board members.

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 December 2025, along with charts and data showing monthly enrollment, general fund balance, and general fund cash balance.

No questions from directors.

- 4.2 Budget Timeline



[Budget Calendar 2026-27](#) 

Sarah Jahn



Ms. Jahn shared the budget calendar for the 2026-27 school year. She also asked the board which members might want to serve on the board finance committee, which meets approximately once a month. Director Balogh volunteered to serve on the committee. Director Lewis also volunteered. Ms. Jahn will reach out to the directors to set up the meetings.

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 December 2025 and January 2026 Accounts Payable and December 2025 Payroll
[December 2025 and January 2026 Accounts Payable and December 2025 Payroll](#) 
- 5.3 Approval of Personnel Reports
[Approval of Certificated Personnel Report](#) 
[Approval of Classified Personnel Report](#) 
- 5.4 Vote to Approve Consent Agenda
Motion to approve the Consent Agenda
Moved by: Patrick Lewis
Seconded by: Cody Balogh
The motion to approve the Consent Agenda passed 5/0.

6. NEW BUSINESS

- 6.1 Review and Approval of Board Operating Protocol
[Board Operating Protocol 2026](#) 
Superintendent Weight
Dr. Weight suggested the board adopt the 2026 Board Operating Protocol.
Chair Scott shared this document was also created during Mr. Hardesty's tenure on the board, and it has served the board well for over 20 years.
Motion to approve the 2026 Board Operating Protocol
Moved by: Loujanna Rohrer
Seconded by: Melanie Tinsley
The motion to approve the 2026 Board Operating Protocol passed 5/0.
- 6.2 First Reading of Policy 1111 Oath of Office
[Policy 1111 Oath of Office](#) 
Superintendent Weight
Dr. Weight shared Policy 1111 Oath of Office was recently updated again by WSSDA. The wording changes are minor and the new policy

includes two accompanying forms. Form A is for "elected" officials, and Form B is for "appointed" officials.

No questions from directors.

Motion to approve Policy 1111 Oath of Office

Moved by: Melanie Tinsley

Seconded by: Cody Balogh

The motion to approve Policy 1111 Oath of Office passed 5/0.

6.3 First Reading of Policy 2106 Program Compliance

Policy 2106 Program Compliance 

Laurie Vallieres

Dr. Vallieres shared Policy 2106, Program Compliance, has been revised to reflect current state statutes and ensure continued alignment with district operational and instructional requirements. The updates clarify the superintendent's annual responsibility to verify district compliance across required program areas, including instructional supervision, student records, curriculum materials, student services, health and safety, nondiscrimination, and equitable access to staffing and resources.

The revisions also modernize statutory language, expand protected classes in alignment with state and federal nondiscrimination laws, and reinforce transparency by requiring district policies to be accessible online or in building administrative offices. These updates strengthen accountability, equity, and public access while ensuring the district remains compliant with evolving legal and regulatory expectations.

No questions from directors.

Motion to approve Policy 2106 Program Compliance

Moved by: Cody Balogh

Seconded by: Loujanna Rohrer

The motion to approve Policy 2106 Program Compliance passed 5/0.

6.4 First Reading of Policy 2108 Learning Assistance Program

Policy 2108 Learning Assistance Program 

Laurie Vallieres

Dr. Vallieres shared Policy 2108 has been updated to remove outdated COVID-19 related language. No changes were made to program structure, eligibility criteria, or reporting requirements. The revision ensures the policy remains current and aligned with existing state law and district practice.

No questions from directors.


Motion to approve Policy 2108 Learning Assistance Program

Moved by: Loujanna Rohrer

Seconded by: Melanie Tinsley

The motion to approve Policy 2108 Learning Assistance Program passed 5/0.

6.5 First Reading of Policy 2140 Comprehensive School Counseling Program

Policy 2140 Comprehensive School Counseling Program 

Laurie Vallieres

Dr. Vallieres shared Policy 2140 has been revised to reflect a shift toward a multitiered system of supports (MTSS) and to remove outdated language. The updates clarify the role of school counselors and Educational Staff Associate staff in providing tiered academic, career, and social emotional supports while maintaining the intent and scope of the district's comprehensive counseling program.

Director Tinsley asked Dr. Vallieres to explain the multitiered system. Dr. Vallieres explained the 3 tiers of the system, how that system works, and how the district identifies the students in each tier.


Motion to approve Policy 2140 Comprehensive School Counseling Program

Moved by: Patrick Lewis

Seconded by: Cody Balogh

The motion to approve Policy 2140 Comprehensive School Counseling Program passed 5/0.

6.6 First Reading of Policy 6910 Construction Financing

Policy 6910 Construction Financing 

Sarah Jahn

Ms. Jahn shared Policy 6910 has been updated according to WSSDA recommendations. The Non-Voter Approved Debt section has been expanded to include more detailed instructions on the issuance of non-voted debt, and the Bond section has been reworded for clarity.

Director Tinsley asked if the \$250,000 threshold is new or somewhere else in policy, and Ms. Jahn shared she doesn't believe so, and explained the revisions provide clarity regarding what this policy governs.


Motion to approve Policy 6910 Construction Financing

Moved by: Loujanna Rohrer

Seconded by: Patrick Lewis

The motion to approve Policy 6910 Construction Financing passed 5/0.

6.7 First Reading of Policy 6570 Property and Data Management

Policy 6570 Property and Data Management 

Shae Emery

Mr. Emery shared revisions to Policy 6570 include formatting changes, which relocate language regarding ongoing record retention schedules and prohibiting personal use. The revision also removes the currently cited "chapter 40.14 RCW" legal reference, as all legal language outlining Public records and definitions are covered in RCW 40.14.10 and RCW 42.56.070-080.

No questions from directors.

Motion to approve Policy 6570 Property and Data Management

Moved by: Melanie Tinsley

Seconded by: Cody Balogh

The motion to approve Policy 6570 Property and Data Management passed 5/0.

6.8 First Reading of Policy 6920 Construction Design

Policy 6920 Construction Design 

Shae Emery

Mr. Emery shared Policy 6920 is revised to focus on educational and instructional considerations rather than operational accommodations during the design phase. This revision also includes language to allow the superintendent to appoint a designee to oversee that construction projects comply with accessibility requirements. Additional legal references have also been added to the Policy regarding Discrimination, Human Rights, Educational Specifications and Competitive Bidding procedures.

Chair Scott inquired if these changes are already current district practice, and Mr. Emery confirmed that to be true.

Motion to approve Policy 6920 Construction Design

Moved by: Cody Balogh

Seconded by: Loujanna Rohrer

The motion to approve Policy 6920 Construction Design passed 5/0.

6.9 First Reading of Policy 6955 Maintenance of Facilities Records

Policy 6955 Maintenance of Facilities Records 

Shae Emery

Mr. Emery shared Policy 6955 has been revised to include additional record retention requirements of building plans, permits, estimates, and maintenance manuals. The updated policy also makes mention of record integration with newly required Operation and Maintenance programs which aligns with the clean buildings performance standard (CBPS). This revision also allows for the superintendent to designate an appointee to oversee the retention of these records.

No questions from directors.

Motion to approve Policy 6955 Maintenance of Facilities Records

Moved by: Melanie Tinsley

Seconded by: Patrick Lewis

The motion to approve Policy 6955 Maintenance of Facilities Records passed 5/0.

6.10 Board Goal - 5000 Series Policy Review

5000 Series Policy Review January 21 2026 

Chair Scott/Susanne Beauchaine

District Policies 5161 Civility in the Workplace and 5203 Staff Assistance Program were included in this month's packet for board review.

No comments from directors.

7. CLOSING ITEMS

7.1 Board Communication

Director Tinsley shared an anonymous person emailed the board regarding enrollment procedures. Jen McDonald also sent a message regarding the crosswalk at Bob's Hollow and Center Drive in DuPont.

Chair Scott encouraged community members to sign their name when addressing any issues with the board so the board is able to reach out to continue the conversation and collaborate on a solution.

7.2 Announcements

Director Balogh acknowledged Kyle Haller - who recently stepped down as the head coach for the SHS football team - and shared some of his many accomplishments with the team.

Chair Scott shared several board members attended the JBLM Educators' Social. Numerous JBLM leaders at the event shared their children attend SHSD schools.

7.3 Adjourn Meeting

Motion to adjourn the meeting at 7:03 p.m.

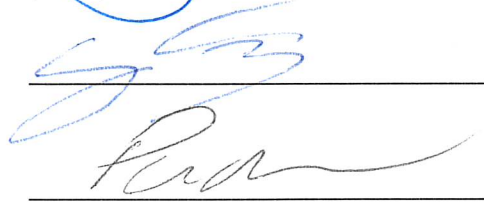
Moved by: Loujanna Rohrer

Seconded by: Melanie Tinsley

The motion to adjourn the meeting at 7:03 p.m. passed 5/0.



(Chair)



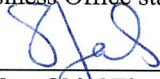
K. Weight
(Secretary/Superintendent)

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: January 21, 2026

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.

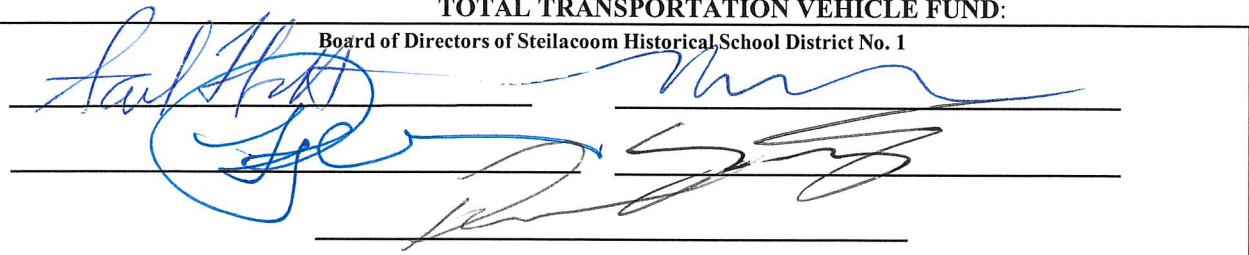


Sarah Jahn, Chief Financial Officer

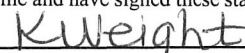
THIS IS TO CERTIFY that the warrants and electronic transfers of the Steilacoom Historical School District No. 1, Pierce County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME	WARRANTS (INCLUSIVE)			AMOUNT
GENERAL FUND:				
	Payroll	800987	to 800989	\$ 9,903.37
	Payroll A/P	136341	to 136356	\$ 580,882.45
	Payroll ACH Payments			\$ 475,425.05
	Payroll Taxes			\$ 663,780.57
	Direct Deposit			\$ 1,858,626.49
December 29, 2026	Accounts Payable	136357	to 136357	\$ 1,105,964.64
January 6, 2026	Accounts Payable	136358	to 136396	\$ 229,717.56
January 6, 2026	Accounts Payable	136397	to 136409	\$ 288,610.66
January 9, 2026	Accounts Payable	136410	to 1362411	\$ 3,707.42
January 9, 2026	Accounts Payable VOID	136251	& 136347	\$ (3,707.42)
December 19, 2025	Accounts Payable VOID		to	\$ (702,648.78)
January 9, 2026	Accounts Payable ACH	202500043	to 202500044	\$ 6,161.93
January 8, 2026	Accounts Payable ACH	202500037	to 202500037	\$ 32,123.50
	TOTAL GENERAL FUND:			\$ 4,548,547.44
CAPITAL PROJECTS FUND:				
January 6, 2026	Accounts Payable	200685	to 200687	\$ 4,213.10
January 8, 2026	Accounts Payable ACH	202500038	to 202500038	\$ 120.00
	TOTAL CAPITAL PROJECTS FUND:			\$ 4,333.10
ASSOCIATED STUDENT BODY FUND:				
December 29, 2025	Accounts Payable	405776	to 405776	\$ 5,208.26
January 6, 2026	Accounts Payable	405777	to 405781	\$ 3,594.66
December 19, 2025	Accounts Payable VOID		to	\$ (4,066.88)
January 9, 2026	Accounts Payable ACH	202500041	to 202500042	\$ 184.36
January 8, 2026	Accounts Payable ACH	202500039	to 202500039	\$ 7,537.36
	TOTAL ASSOCIATED STUDENT BODY FUND:			\$ 12,457.76
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 - JANUARY 21, 2026**

Name	Position	FTE	Location	Effective Date	Action	Comment
WILLIAMS LORIANN	TEACHER	1.00	HIGH SCHOOL	8/31/2026	RETIREMENT	
STEWART CATHRYN	TEACHER	1.00	PIONEER	8/31/2026	RETIREMENT	
NIXON JULIE	TEACHER	1.00	PIONEER	8/31/2026	RETIREMENT	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - JANUARY 21, 2026**

Name	Position	Hours	Location	Effective Date	Action	Comment
SMITH MELISSA	PARAPROFESSIONAL	6.50	CHLOE CLARK	12/9/2025	RESIGNATION	
WRIGHT LANA	PARAPROFESSIONAL	6.50	CHLOE CLARK	1/23/2026	RESIGNATION	