



**STEILACOOM HISTORICAL SCHOOL DISTRICT
REGULAR BOARD MEETING**

July 15, 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 Lewis, Rohrer, Scott, and Tinsley present in-person. Director Balogh present via telephone.

1.4 Agenda Review

Chair Scott asked if board members 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

Motion to approve the agenda as published 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 or 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

No comments.

3. REPORTS

3.1 Budget Status Report

[Budget Status Report](#) 

Sarah Jahn, CFO, shared the budget status report for all funds as of the end of June 2026, along with charts and data showing monthly enrollment, general fund balance, and general fund cash balance.

No questions from directors.

3.2 Board Self-Assessment Results

[Board Self-Assessment Results](#) 

Chair Scott thanked the board members for completing the board self-assessment. He shared that Standard 5 (Community Engagement) offers the greatest opportunity for the board to increase consistency in community engagement, communication, and transparency. He suggested coffee chat type events with specific topics. Director Tinsley shared it would be beneficial for directors to make more appearances at school events. Director Rohrer shared she would be at more events if the district sent calendar invites to the board members. She also referenced community coffee chats. Director Balogh shared the importance of board directors attending district events, and appreciated Dr. Weight's idea of the directors being recognized at those events so community members are aware of their presence.

4. RECESS TO PUBLIC HEARING

Chair Scott recessed to a Public Hearing at 6:16 p.m.

5. PUBLIC HEARING

5.1 2026-27 Budget Hearing and 4-Year Budget Forecast

[2026-27 Budget Presentation](#) 

[2026-27 Budget and 4-Year Budget Forecast](#) 

Ms. Jahn shared the SHSD 2026-27 budget presentation, including budget, fund balance, and enrollment information.

Director Rohrer asked about the 4-year forecast. Ms. Jahn shared the F195F report is included in the board packet. Director Tinsley asked if neighboring areas are having declining enrollment as well. Ms. Jahn shared she has reports from April of 2025, but believes even that information is now somewhat outdated. She also shared our proximity to JBLM makes our enrollment more unpredictable than other districts.

- 5.2 Comments from the Audience Regarding Public Hearing
No comments.

6. RETURN TO REGULAR MEETING

Chair Scott returned to the Regular Board Meeting at 6:34 p.m.

7. 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.

- 7.1 Approval of June and July 2026 Accounts Payable and June 2026 Payroll

[June and July 2026 Accounts Payable and June 2026 Payroll](#) 

- 7.2 Approval of June 17 2026 Regular Board Meeting Minutes

[June 17 2026 Regular Board Meeting Minutes](#) 

- 7.3 Approval of Personnel Reports

[Certificated Personnel Report 7.15.26](#) 

[Classified Personnel Report 7.15.26](#) 

[Exempt Personnel Report 7.15.26](#) 

- 7.4 Vote to Approve Consent Agenda

Motion to approve the Consent Agenda

Moved by: Patrick Lewis; seconded by: Loujanna Rohrer

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

8. OLD BUSINESS

- 8.1 Approval of Resolution 951-07-15-26 Budget Adoption 2026-2027 School Year

[Resolution 951-07-15-26 Budget Adoption 2026-2027 School Year](#) 

Ms. Jahn shared Resolution 951-07-15-26 Budget Adoption for the 2026-27 School year. The 2026-2027 budget was presented to the board and the public for review on June 17, 2026. The budget has been reviewed by the ESD and will be submitted to OSPI upon board approval.

As indicated in the resolution, approval would allow the 2027 collection of our educational programs and operations levy and capital levy approved by voters. The resolution also authorizes an appropriation level for each of the funds managed by the district.

The greatest risk factor for the budget is related to enrollment projections. The district consulted with a demographer for use with our budget estimates, but future enrollment trends are unknown and may have negative or positive impacts to future revenue and spending plans.

Despite this risk, the 2026-2027 budget is responsible and conservative. The superintendent continues to provide close oversight of spending and we will continue to monitor enrollment and spending closely.

No questions from directors.

Motion to approve Resolution 951-07-15-26 Budget Adoption for the 2026-27 School Year

Moved by: Loujanna Rohrer; seconded by: Melanie Tinsley

The motion to approve Resolution 951-07-15-26 Budget Adoption for the 2026-27 School Year passed 5/0.

9. NEW BUSINESS

9.1 First Reading of Policy 5010 Discrimination-Free Workplace

Policy 5010 Discrimination-Free Workplace 

Susanne Beauchaine, Executive Director of Human Resources, shared Policy 5010 Nondiscrimination and Affirmative Action is revised to improve clarity, organization and make the policy easier to navigate.

Policy 5010 is retitled to “Discrimination-Free Workplace” to clearly distinguish it from the district’s other nondiscrimination policies. The revisions also simplify the policy by referencing applicable state WAC for detailed affirmative action requirements.

These revisions are primarily organizational and do not change its intent or the district’s practices.

Director Rohrer asked about the examples of employment discrimination listed in the policy, and asked if that was a typical process. Ms. Beauchaine shared that in employment and education policies, the district does share examples for the benefit of our stakeholders.

Motion to approve Policy 5010 Discrimination-Free Workplace

Moved by: Melanie Tinsley; seconded by: Patrick Lewis

The motion to approve Policy 5010 Discrimination-Free Workplace passed 5/0.

9.2 Board Goal Discussion

[Board Goal Discussion](#)

Superintendent Weight shared that, based on the 2026 WSSDA Board Self-Assessment analysis, the board demonstrates exceptionally strong governance overall.

Dr. Weight will prepare a draft board governance goal and share with the board for feedback. The goal will then be presented at the August 19 meeting for board approval.

10. CLOSING ITEMS

10.1 Board Communication

No communication received by all board members.

10.2 Announcements

Director Rohrer shared National Night Out is on August 4, and she will be reaching out to board members with ways they can participate in the event. Director Tinsley shared if DuPont also participates in the event, board directors can split up between the two communities.

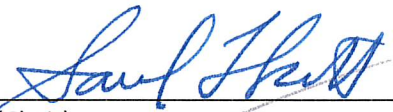
Director Balogh asked about a board retreat. Dr. Weight shared she will add a board study session to the board governance goal.

10.3 Adjourn Meeting

Motion to adjourn the meeting at 6:43 p.m.

Moved by: Loujanna Rohrer; seconded by: Melanie Tinsley

The motion to adjourn the meeting at 6:43 p.m. passed 5/0.


(Chair)





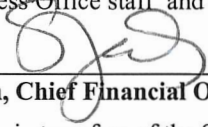
(Secretary/Superintendent)

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: July 15, 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.

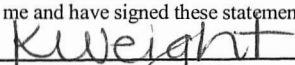

Sarah Jahn, Chief Financial Officer

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	800995	to	800996	\$ 3,562.52
	Payroll A/P	136916	to	136933	\$ 606,970.94
	Payroll ACH Payments				\$ 485,294.57
	Payroll Taxes				\$ 659,185.02
	Direct Deposit				\$ 1,867,713.77
June 23, 2026	Accounts Payable	136934	to	136972	\$ 124,946.78
June 23, 2026	Accounts Payable	136973	to	136990	\$ 794.95
June 29, 2026	Accounts Payable	136991	to	136992	\$ 14,890.07
July 2, 2026	Accounts Payable VOID		to		\$ (1,176.55)
June 12, 2026	Accounts Payable ACH	202500127	to	202500130	\$ 5,287.46
June 15, 2026	Accounts Payable ACH	202500131	to	202500131	\$ 331,489.27
July 7, 2026	Accounts Payable ACH	202500147	to	202500147	\$ 4,790.19
June 29, 2026	Accounts Payable ACH	202500133	to	202500133	\$ 150,101.04
June 29, 2026	Accounts Payable ACH	202500142	to	202500142	\$ 2,962.53
TOTAL GENERAL FUND:					\$ 4,256,812.56
CAPITAL PROJECTS FUND:					
June 29, 2026	Accounts Payable	200706	to	200708	\$ 28,327.32
	Accounts Payable		to		
	Accounts Payable ACH		to		
TOTAL CAPITAL PROJECTS FUND:					\$ 28,327.32
ASSOCIATED STUDENT BODY FUND:					
June 23, 2026	Accounts Payable	405875	to	405875	\$ 1,550.00
June 29, 2026	Accounts Payable	405876	to	405882	\$ 7,069.59
June 15, 2026	Accounts Payable ACH	202500132	to	202500132	\$ 3,745.98
June 29, 2026	Accounts Payable ACH	202500135	to	202500135	\$ 283.50
June 12, 2026	Accounts Payable ACH	202500128	to	202500129	\$ 307.32
July 7, 2026	Accounts Payable ACH	202500146	to	202500146	\$ 370.77
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 13,327.16
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 15, 2026

Name	Position	FTE	Location	Effective Date	Action	Comment
THOMAS PHILLIP	TEACHER	1.00	PIONEER	8/28/2026	NEW HIRE	
CARLTON TRISSA	TEACHER	1.00	HIGH SCHOOL	8/28/2026	NEW HIRE	
GONZALES KACI	TEACHER	1.00	PIONEER	8/27/2026	RESIGNATION	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CLASSIFIED PERSONNEL REPORT - JULY 15, 2026

Name	Position	Hours	Location	Effective Date	Action	Comment
GODFREY EMILY	LPN	7.00	DISTRICT WIDE	9/2/2026	NEW HIRE	
EDWARDS DANIELLE	PARAPROFESSIONAL	6.50	PIONEER	8/27/2026	RESIGNATION	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
EXEMPT PERSONNEL REPORT - JULY 15, 2026

Name	Position	Hours	Location	Effective Date	Action	Comment
FLORES RICHARD	PAYROLL MANAGER	8.00	DISTRICT OFFICE	9/1/2026		
MCGANN MELISSA	STUDENT RECORDS MANAGER	8.00	DISTRICT OFFICE	9/1/2026		
HILES PAMELA	HR MANAGER	8.00	DISTRICT OFFICE	9/1/2026		
HOFBAUER EMILY	HEALTH SERVICES COORDINATOR	8.00	DISTRICT OFFICE	9/1/2026		
MARTINEZ MARK	NETWORK/COMMUNICATIONS MAN	8.00	DISTRICT OFFICE	9/1/2026		
MILLER GWEN	EXECUTIVE ASSISTANT TO THE SU	8.00	DISTRICT OFFICE	9/1/2026		
PIERCE AARON	JROTC INSTRUCTOR	8.00	HIGH SCHOOL	9/1/2026		
SMITH EVA	ACCOUNTING MANAGER	8.00	DISTRICT OFFICE	9/1/2026		
FORBUSH BENJAMIN	OPERATIONS MANAGER	8.00	DISTRICT OFFICE	9/1/2026		