



## Regular Meeting Agenda

**Pioneer Middle School    1750 Bob's Hollow Lane    DuPont, Washington**

**STUDY SESSION:** The School Board normally convenes at 6:30 pm just prior to the start of the formal Board meeting, to discuss the Board agenda and to have a brief dinner. No decision making is undertaken. These study sessions are open to the Public; however, food is not provided for the general public.

2/27/2019 07:00 PM

### I. CALL TO ORDER (Action)

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

### II. COMMENTS FROM THE AUDIENCE (Information)

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 be heard in executive session following the business meeting. The Board reserves the right to terminate presentations containing personal attacks on individuals.

### III. PRESENTATION - Pioneer Middle School Choral (Presentation)

### IV. REPORTS

#### a. Diversity Committee (Information)

**Presenter:** Mary Snyder & Claudia Duenas

#### b. Legislative Update (Information)

**Presenter:** Jennifer McDonald

### V. CONSENT AGENDA (Action)

*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.*

[Approval of January & February 2019 Accounts Payable and January 2019 Payroll.PDF \(p. 3\)](#)

[Approval of Financial Reports.PDF \(p. 4\)](#)

[Approval of Regular Board Meeting Minutes 1 23 19.pdf \(p. 14\)](#)  
[Approval of Study Session Minutes 2 13 19.pdf \(p. 16\)](#)  
[Approval of Administrative Personnel Report.pdf \(p. 18\)](#)  
[Approval of Certificated Personnel Report.pdf \(p. 19\)](#)  
[Approval of Co-Curricular Personnel Report.pdf \(p. 20\)](#)  
[Approval of Classified Personnel Report.pdf \(p. 21\)](#)  
[Approval of Classified Exempt Personnel Report.pdf \(p. 22\)](#)

## VI. NEW BUSINESS

### a. 2018-19 School Year Calendar Revision (Action)

Presenter: Kathi Weight

[Approval of Revised 2018-19 School Year Calendar.pdf \(p. 23\)](#)

### b. First Reading of Policy 2030 Service Animals in Schools (Action)

Presenter: Susanne Beauchaine

[First Reading of Policy 2030.pdf \(p. 25\)](#)

## VII. COMMENTS FROM THE AUDIENCE (Information)

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 be heard in executive session following the business meeting. The Board reserves the right to terminate presentations containing personal attacks on individuals.

## VIII. BOARD COMMUNICATION (Information)

## IX. ANNOUNCEMENTS (Information)

## X. ADJOURNMENT (Action)

# Steilacoom Historical School District

**Affidavit covering payment of payroll, invoices, and voids for General Fund, Capital Projects Fund,  
Associated Student Body Fund, Private Purpose Trust Fund and Transportation Vehicle Fund.**

**DATE: 22-Feb-19**

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.

  
**Dr. Melissa Beard, CPA, Chief of Finance & Operations**

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>GENERAL FUND:</b>		
Payroll	800831 to 800832	\$ 4,921.73
Payroll A/P	125498 to 125521	\$ 806,713.81
Payroll Taxes		\$ 462,236.12
Direct Deposit		\$ 1,358,039.36
January 24, 2019	Accounts Payable 125470 to 125491	\$ 56,789.32
January 25, 2019	Accounts Payable 125492 to 125497	\$ 479,721.02
January 28, 2019	Accounts Payable 125522 to 125522	\$ 23,311.41
February 1, 2019	Accounts Payable 125523 to 125538	\$ 79,804.93
February 6, 2019	Accounts Payable 125539 to 125540	\$ 21,362.30
February 7, 2019	Accounts Payable 125541 to 125565	\$ 92,148.56
February 13, 2019	Accounts Payable 125566 to 125577	\$ 120,096.80
February 13, 2019	Accounts Payable 125578 to 125585	\$ 19,908.90
February 21, 2019	Accounts Payable 125586 to 125593	\$ 34,463.42
<b>TOTAL GENERAL FUND:</b>		<b>\$ 3,559,517.68</b>

## **CAPITAL PROJECTS FUND:**

January 29, 2019	Accounts Payable	200342 to 200342	\$ 10,174.50
<b>TOTAL CAPITAL PROJECTS FUND:</b>			<b>\$ 10,174.50</b>

## **ASSOCIATED STUDENT BODY FUND:**

January 18, 2019	Accounts Payable	403950 to 403956	\$ 10,108.21
January 28, 2019	Accounts Payable	403957 to 403957	\$ 6,895.48
January 29, 2019	Accounts Payable	403958 to 403967	\$ 5,157.60
February 6, 2019	Accounts Payable	403968 to 403981	\$ 11,173.46
February 15, 2019	Accounts Payable	403982 to 403985	\$ 557.94
February 22, 2019	Accounts Payable	403986 to 403989	\$ 2,013.98
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>			<b>\$ 33,334.75</b>

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**  
**Financial Report - January 31, 2019**  
**Budget/Year-End Projection/YTD Actual**

The following information is a summary of the financial position as of January 31, 2019 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

**General Fund Budget/YTD Actual:**

	Annual Budget	YTD Actual	
Revenues & Other Financing Sources	42,686,670	18,559,769	43.48%
Expenditures & Other Financing Uses	42,584,622	18,070,514	42.43%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	102,048	489,255

Transfer to Capital Projects	(100,000)
Net Change in Unassigned Fund Balance	389,255

Fund Balances	9/1/2018	1/31/2019	Variance
Restricted for Carryover		148,271	
Nonspendable Fund Balance-prepays		2,508	
Committed for Other Purposes	(74,631)	25,229	99,860
Unassigned Fund Balance	1,791,928	3,313,159	1,521,231
Unassigned Minimum Fund Balance	2,610,000	2,125,000	(485,000)
Fund Balance	4,327,297	5,614,167	1,286,870

**Capital Projects Fund:**

Fund Balance - Impact Fees \$401,735 - Turf Field Replacement \$200,000

Beginning Fund Balance		1,856,813	
GF Transfer to Capital Projects	100,000		
Revenues	96,109		
Expenses	(12,242)		
		208,351	
Ending Fund Balance 1/31/2019			2,065,164

	9/1/2018 Beginning Fund Balance	12/31/2019 Ending Fund Balance	Variance
<b>Debt Service Fund*:</b>	<b>3,650,047</b>	<b>581,414</b>	<b>(3,068,633)</b>
<b>Transportation Fund:</b>	<b>105,362</b>	<b>106,117</b>	<b>755</b>
<b>ASB Fund:</b>	<b>280,669</b>	<b>404,501</b>	<b>123,832</b>

**\*12/1/2018 Principal and Interest - \$6,338,650; 6/1/2019 Interest payment - \$ 933,850**

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	5,745,095	2,694.07	3,275,862.28		2,469,232.72	57.02
2000 LOCAL SUPPORT NONTAX	994,500	71,970.68	394,906.38		599,593.62	39.71
3000 STATE, GENERAL PURPOSE	26,717,087	2,843,137.09	11,450,996.65		15,266,090.35	42.86
4000 STATE, SPECIAL PURPOSE	6,639,215	586,690.01	2,440,435.05		4,198,779.95	36.76
5000 FEDERAL, GENERAL PURPOSE	354,000	.00	292,581.68		61,418.32	82.65
6000 FEDERAL, SPECIAL PURPOSE	2,210,273	116,739.83	690,699.42		1,519,573.58	31.25
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	21,500	.00	.00		21,500.00	0.00
9000 OTHER FINANCING SOURCES	5,000	14,118.00	14,287.55		9,287.55-	285.75
<u>Total REVENUES/OTHER FIN. SOURCES</u>	42,686,670	3,635,349.68	18,559,769.01		24,126,900.99	43.48
<u>B. EXPENDITURES</u>						
00 Regular Instruction	23,563,427	2,245,667.08	10,190,337.83	11,713,183.94	1,659,905.23	92.96
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,076,087	429,203.08	2,159,670.50	3,004,961.99	88,545.49-	101.74
30 Voc. Ed Instruction	2,022,217	131,130.38	853,821.56	921,008.38	247,387.06	87.77
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,218,500	96,685.18	540,692.74	625,945.55	51,861.71	95.74
70 Other Instructional Pgms	1,483,452	91,847.64	308,244.30	249,144.52	926,063.18	37.57
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	9,220,941	757,316.58	4,017,746.73	4,295,766.07	907,428.20	90.16
<u>Total EXPENDITURES</u>	42,584,624	3,751,849.94	18,070,513.66	20,810,010.45	3,704,099.89	91.30
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	100,000	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	2,046	116,500.26-	489,255.35		487,209.35	> 1000
F. <u>TOTAL BEGINNING FUND BALANCE</u>	5,250,369		5,124,911.73			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	5,252,415		5,614,167.08			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	148,271.49
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	2,507.50
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	74,631-	25,229.27
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	2,717,046	3,313,158.82
G/L 891 Unassigned Min Fnd Bal Policy	2,610,000	2,125,000.00
<u>TOTAL</u>	5,252,415	5,614,167.08

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	105,000	47,262.06	96,108.83		8,891.17	91.53
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	100,000	.00	.00		100,000.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 205,000	 47,262.06	 96,108.83		 108,891.17	 46.88
 <u>B. EXPENDITURES</u>						
10 Sites	0	670.77	670.77	0.00	670.77-	0.00
20 Buildings	850,000	10,566.50	20,913.01-	506,876.69	364,036.32	57.17
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	10,000	.00	8,000.00	0.00	2,000.00	80.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 860,000	 11,237.27	 12,242.24-	 506,876.69	 365,365.55	 57.52
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	 655,000-	 36,024.79	 108,351.07		 763,351.07	 116.54-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 1,900,000		 1,856,813.27			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	 1,245,000		 1,965,164.34			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	250,000	456,440.63
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	200,000	200,000.00
G/L 889 Assigned to Fund Purposes	795,000	1,308,723.71
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,245,000	1,965,164.34

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	7,494,447	3,597.12	3,272,171.55		4,222,275.45	43.66
2000 Local Support Nontax	15,000	1,008.01	18,345.69		3,345.69-	122.30
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	7,509,447	4,605.13	3,290,517.24		4,218,929.76	43.82
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	5,425,000	.00	5,425,000.00	0.00	.00	100.00
Interest On Bonds	1,753,575	.00	933,850.00	0.00	819,725.00	53.25
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	300.00	0.00	2,200.00	12.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	7,181,075	.00	6,359,150.00	0.00	821,925.00	88.55
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	328,372	4,605.13	3,068,632.76-		3,397,004.76-	< 1000-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,650,047		3,650,046.52			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	3,978,419		581,413.76			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,978,419		581,413.76			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	3,978,419		581,413.76			

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	201,100	7,911.59	109,724.40		91,375.60	54.56
2000 Athletics	261,404	3,164.50	32,584.55		228,819.45	12.47
3000 Classes	62,300	5,162.00	19,143.15		43,156.85	30.73
4000 Clubs	477,200	14,395.83	114,932.96		362,267.04	24.08
6000 Private Moneys	25,500	.00	5,884.86		19,615.14	23.08
<u>Total REVENUES</u>	1,027,504	30,633.92	282,269.92		745,234.08	27.47
<u>B. EXPENDITURES</u>						
1000 General Student Body	214,007	2,685.28	18,775.95	0.00	195,231.05	8.77
2000 Athletics	227,183	1,953.23	37,139.49	8,035.76	182,007.75	19.88
3000 Classes	66,483	7,145.74	19,906.43	5,495.00	41,081.57	38.21
4000 Clubs	484,989	15,958.83	80,168.04	27,841.87	376,979.09	22.27
6000 Private Moneys	22,814	70.00	2,448.21	0.00	20,365.79	10.73
<u>Total EXPENDITURES</u>	1,015,476	27,813.08	158,438.12	41,372.63	815,665.25	19.68
<u>C. EXCESS OF REVENUES</u>						
<u>OVER(UNDER) EXPENDITURES (A-B)</u>	12,028	2,820.84	123,831.80		111,803.80	929.53
<u>D. TOTAL BEGINNING FUND BALANCE</u>						
	270,217		280,668.94			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>						
	XXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>						
<u>C+D + OR - E)</u>	282,245		404,500.74			
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	282,245		397,432.45			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		7,068.29			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	282,245		404,500.74			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,000	201.02	754.51		245.49	75.45
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	7,500	.00	.00		7,500.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	8,500	201.02	754.51		7,745.49	8.88
 B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
 C. <u>Total REV./OTHER FIN. SOURCES</u>	8,500	201.02	754.51		7,745.49	8.88
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	10,000	.00	.00	0.00	10,000.00	0.00
 E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
 F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
 G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	1,500-	201.02	754.51		2,254.51	150.30-
 H. <u>TOTAL BEGINNING FUND BALANCE</u>	105,362		105,362.25			
 I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
 J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	103,862		106,116.76			
 K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	103,862		106,116.76			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 869 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
 <u>TOTAL</u>	103,862		106,116.76			

\*\*\*\*\* End of report \*\*\*\*\*



**Regular Meeting Minutes**  
**Steilacoom High School 54 Sentinel Drive Steilacoom, Washington**  
**Wednesday, 1/23/2019**

**STUDY SESSION:**

- Agenda review

**REGULAR MEETING:**

**1. CALL TO ORDER**

Chair Forbes called the meeting to order at 7:00 pm.

Executive Director Beauchaine led the Pledge of Allegiance.

All directors and Superintendent Weight present.

Director Pierce made a motion to approve the agenda with the Consent Agenda revised to add the Steilacoom High Jazz Band trip to Idaho; Director Schenk seconded the motion and the motion passed (5/0).

**2. COMMENTS FROM THE AUDIENCE**

- Courtney Hanson, DuPont, OSPI Preschool inclusion committee

**3. PRESENTATION - National Board Certified Teachers**

Executive Director Harvey and Instructional Coach Louann Stalder explained the National Board Professional Teaching Certification program. Washington State ranks amongst the top five states with a completion rate of 80%. The district program is sanctioned by OSPI. Rod Enos, Keane Hansen and Kelsey Bochenek recently joined the other 13 staff members as nationally certified. There are currently 5 staff members currently registered in the cohort, led by Ms. Stalder. (List all?)

**4. PRESENTATION - School Board Recognition**

Superintendent Weight acknowledged the all-volunteer School Board Directors. Directors received certificates and cards of appreciation from each school. Director Sam Scott received special recognition from Washington State School Directors Association and the district for his 15 years of service.

**5. CONSENT AGENDA**

Director Scott made a motion to approve the revised Consent Agenda; Director McDonald seconded the motion and the motion passed (5/0).

**6. OLD BUSINESS**

**a. Approval of School Board Operating Protocol**

Director Schenk made a motion to approve the 2019 Board Operating Protocol; Director Pierce seconded the motion and the motion passed (5/0).

**b. Approval of 2018 - 2023 Affirmative Action Plan**

Director McDonald made a motion to approve the Affirmative Action Plan; Director Scott seconded the motion and the motion passed (5/0).

**c. Approval of School Board Meeting Schedule Revision**

Director Pierce made a motion to approve the revised school board meeting schedule; Director Schenk seconded the motion and the motion passed (5/0). The revisions included starting the second study session each month at 6:30 pm instead of 6:00 pm and holding study sessions in the same room as the board meetings.

**7. COMMENTS FROM THE AUDIENCE**

No comments.

**8. BOARD COMMUNICATION**

No communications.

**9. ANNOUNCEMENTS**

Director Scott announced the final SHS Boys Home Swim Meet tomorrow at Clover Park High School pool.

**10. RECESS TO EXECUTIVE SESSION**

Chair Forbes recessed the meeting to Executive Session at 7:26 pm, anticipating a 15 minute executive session.

**11. EXECUTIVE SESSION**

**per RCW 42.30.110(1)(g) to review the performance of a public employee**

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public

No actions taken.

**12. RETURN TO PUBLIC MEETING**

Chair Forbes resumed the public meeting at 7:41 pm.

**13. ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 7:42 pm; Director Schenk seconded the motion and the motion passed (5/0).

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Secretary/Superintendent)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Study Session of the Board of Directors Minutes**  
**Pioneer Middle School 1750 Bob's Hollow Lane DuPont, WA**  
**Wednesday, 2/13/2019**

**1. CALL TO ORDER**

Chair Forbes called the meeting to order at 6:00 pm.

Executive Director Beauchaine led the Pledge of Allegiance.

All directors and Superintendent Weight present.

Director McDonald made a motion to approve the agenda; Director Scott seconded the motion and the motion passed (5/0).

**2. TOPIC FOR BOARD DISCUSSION**

**a. Special Education Programs**

Executive Director Beauchaine introduced Sue Ellen Nichols, Futures Program teacher. This program serves students 18-21 years who have completed academic requirements at Steilacoom High, but have not yet met all their IEP goals. The student interns work primarily outside the district in partnerships in the community. They also operate Front Desk, a multi-service copy center located in-district. Three of the students were in attendance and presented to the Board. Will talked about working at Saltar's Point Elementary Library and the NW Washington Fair booth. Soleil and Sammie both shared their work at the Lakewood Town Center Old Navy store, 3 days a week. The interns use Pierce County Transit to travel between the district and the store. One of the biggest compliments the Futures Program has received came from Old Navy, who recognized that due to the work of the of the Futures Team organizing merchandise, they have seen an increase in sales. The Futures Program works with other local organizations and is always looking for more opportunities for the interns to work on-site.

Principal Fernandes described the middle school independent living skills activities offered to students. Principal Miller described the FSA program at Steilacoom High and the use of Front Desk.

**b. Health Education - secondary schools**

Executive Director Harvey gave an overview of current district health curriculum for all grades. The district health and PE teachers are exemplary and involved in national Society of Health and Physical Educators (SHAPE) and grant funded resources. Secondary Principals Fernandes and Miller then discussed specific issues and needs of their schools. Discussion of potential resources and solutions followed.

**c. Board Self-Assessment Tool**

Board reviewed and discussed report from WSSDA Board Assessment results.

**d. Progress Report**

Superintendent Weight updated the Board on other districts in our league researching the sleep study and start times. Many looking into the research and feedback; none are adopting any changes at this time.

e. **March 13, 2019 Study Session Agenda**

Agenda topics reviewed; ASB Budgeting added to March 13, 2019 Study Session agenda.

**3. ADJOURNMENT**

Director Schenk made a motion to adjourn the meeting at 7:38 pm; Director Pierce seconded the motion and the motion passed (5/0).

---

(Chair)

---

---

---

(Secretary/Superintendent)

---

---

Steilacoom Historical School District No. 1  
Admin Personnel Report

Personnel Report 2-27-19					
Name	Position	Location	Effective Date	Action	Comment
MCCLURE NANCY	ASSESSMENT AND INTERVENTION	DISTRICT OFFICE	6/30/2019	RETIREMENT	

Steilacoom Historical School District No. 1  
Certificated Personnel Report

<b>Personnel Report 2-27-19</b>						
<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
ECK KASEY	TEACHER	1.00	HIGH SCHOOL	8/30/2019	LEAVE OF ABSENCE	FOR THE 2019-20 SCHOOL YEAR
SANDERSON ROBIN	TEACHER	1.00	SALTAR'S POINT	6/13/2019	RESIGNATION	

Steilacoom Historical School District No. 1  
Co-Curricular Personnel Report

<b>Personnel Report 2-27-19</b>					
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
BYRD MEGAN	6TH GRADE CAMP	PIONEER	4/17/2019	600.00	
BYRD NATHAN	6TH GRADE CAMP	PIONEER	4/15/2019	600.00	
GALLIGAN PAUL	6TH GRADE CAMP	PIONEER	4/15/2019	600.00	
GIDLEY AMANDA	6TH GRADE CAMP	PIONEER	4/17/2019	600.00	
HALLER KYLE	6TH GRADE CAMP	PIONEER	4/17/2019	600.00	
MADSEN KC	6TH GRADE CAMP	PIONEER	4/15/2019	600.00	
NIXON JULIE	6TH GRADE CAMP	PIONEER	4/15/2019	600.00	
PILON MARY CATHERINE	6TH GRADE CAMP	PIONEER	4/17/2019	600.00	
RANSFER TL	6TH GRADE CAMP	PIONEER	4/17/2019	600.00	
STEWART CATHRYN	6TH GRADE CAMP	PIONEER	4/15/2019	600.00	
GIDLEY AMANDA	6TH GRADE CAMP COORDINATOR	PIONEER	1/24/2019	300.00	
HALLER KYLE	6TH GRADE CAMP COORDINATOR	PIONEER	1/24/2019	300.00	
WILLCOX ERIN	6TH GRADE CAMP NURSE	PIONEER	4/15/2019	2,197.00	
JOHNSON RICHARD	TRACK HEAD COACH	HIGH SCHOOL	2/25/2019	4,162.50	

Steilacoom Historical School District No. 1  
Classified Personnel Report[illegible]

Steilacoom Historical School District No. 1  
Classified Exempt Personnel Report

<b>Personnel Report 2-27-19</b>						
<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
JOHNSTON CELESTE	EXECUTIVE ASSISTANT	8	DISTRICT OFFICE	8/31/2019	RETIREMENT	

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 27, 2019

## **Strategic Focus Area**

- ☐ Achieve
- ☐ Support
- ☐ Connect
- ☒ Plan

## **BACKGROUND INFORMATION**

### **2018-19 School Calendar Revision**

#### **Snow Day make-up information:**

**Make-Up Day on Friday, March 22<sup>nd</sup> (Designated snow make-up day in calendar)**

**Make-Up Day on Friday, May 24<sup>th</sup> (Designated snow make-up day in calendar)**

The 3<sup>rd</sup> make-up day will be added to the end of the school year, which makes our last day of school – Friday, June 14<sup>th</sup>. June 13<sup>th</sup> becomes a full day and June 14<sup>th</sup> becomes a student and staff half-day.

**\*If we go beyond the 3 snow make-up days, we will look into requesting “waiver days” from the state if we are able to meet the required instructional hours threshold for the year.**

The attached revised school calendar reflects the above changes.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve the revised 2018-19 school year calendar.

**Report prepared by:**  
**Dr. Kathi Weight, Superintendent**

---

# Steilacoom Historical School District | 2018-2019 CALENDAR

## AUGUST 2018

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 Professional Development  
28 Professional Development  
29 Professional Development  
30 First Day of School

## FEBRUARY 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

6 ACE(1 hr. early release) Day  
13 ACE(1 hr. early release) Day  
18 Presidents' Day Holiday  
20 ACE(1 hr. early release) Day  
27 ACE(1 hr. early release) Day

## SEPTEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Labor Day Holiday  
5 ACE(1 hr. early release) Day  
12 ACE(1 hr. early release) Day  
19 ACE(1 hr. early release) Day  
26 ACE(1 hr. early release) Day

## MARCH 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6 ACE(1 hr. early release) Day  
8 Prof. Development (no students)  
13 ACE(1 hr. early release) Day  
20 ACE(1 hr. early release) Day  
22 Snow Makeup Day  
27 Half Day Students (Conf.)  
28 Half Day Students (Conf.)  
29 Half Day Students & Staff  
30-31 Spring Break

## OCTOBER 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 ACE(1 hr. early release) Day  
10 ACE(1 hr. early release) Day  
12 Prof. Development (no students)  
15-18 Half Day Students (Conf.)  
19 Half Day Students & Staff  
24 ACE(1 hr. early release) Day  
31 ACE(1 hr. early release) Day

## APRIL 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 - 7 Spring Break  
10 ACE(1 hr. early release) Day  
17 ACE(1 hr. early release) Day  
24 ACE(1 hr. early release) Day

## NOVEMBER 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7 ACE(1 hr. early release) Day  
12 Veterans Day Holiday  
14 ACE(1 hr. early release) Day  
21 Half Day Students & Staff  
22 -25 Thanksgiving Holiday  
28 ACE(1 hr. early release) Day

## MAY 2019

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 ACE(1 hr. early release) Day  
8 ACE(1 hr. early release) Day  
15 ACE(1 hr. early release) Day  
22 ACE(1 hr. early release) Day  
24 Snow Makeup Day  
27 Memorial Day Holiday  
29 ACE(1 hr. early release) Day

## DECEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 ACE(1 hr. early release) Day  
12 ACE(1 hr. early release) Day  
19 ACE(1 hr. early release) Day  
22 - 31 Winter Break

## JUNE 2019

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5 ACE(1 hr. early release) Day  
12 ACE(1 hr. early release) Day  
13 Snow Makeup Day  
14 Half Day Students & Staff  
14 Last Day of School

## JANUARY 2019

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - 6 Winter Break  
9 ACE(1 hr. early release) Day  
16 ACE(1 hr. early release) Day  
21 M.L. King Day Holiday  
23 ACE(1 hr. early release) Day  
25 Half Day Students (Semester Prep)  
30 ACE(1 hr. early release) Day

## KEY

	Professional Development
	Half Day
	ACE Day (1 hr. early release)
	Holiday
	Snow Makeup Days
	School in Session

Revised 2.27.19 to add  
snow make-up days (3)

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 27, 2019

## **Strategic Focus Area**

- ☐ Achieve
- ☒ Support
- ☐ Connect
- ☐ Plan

## **BACKGROUND INFORMATION**

First Reading Policy 2030 Service Animals in Schools

WSSDA has revised this policy to reflect Substitute House Bill 2822 (2018) – Service Animal Misrepresentation. The legislation revised the state's definition of a service animal to align with the federal definition under Title II and Title II of the American with Disabilities Act. Additionally the law added a penalty for the intentional misrepresentation of a service animal.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to move this policy to second reading.

**Report prepared by:**  
**Susanne Beauchaine, Executive Director for Student Services**

## SERVICE ANIMALS IN SCHOOLS

The Steilacoom School District No.1 Board of Directors acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” as required by federal laws and Washington State’s law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities.

A “service animal” means ~~an animal, any dog or miniature horse~~ that is individually trained for the purpose of assisting or accommodating a disabled person’s sensory, mental or physical disability to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by the service animal must be directly related to the individual’s disability. -

The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks.

It is a civil infraction to misrepresent an animal as a service animal. A student’s ~~The parent/guardian of a student~~ who believes ~~their~~ the student needs to bring a service animal to school or an employee who wishes to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 coordinator ~~or director of special services, as appropriate,~~ will determine whether or not to permit the service animal in school.

-

The superintendent will develop procedures to implement the policy.

Cross References:     [5010 - Nondiscrimination and Affirmative Action](#)  
                              [3210 - Nondiscrimination](#)  
                              [2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973](#)  
                              [2161 - Special Education and Related Services for Eligible Students](#)  
                              [2029 - Animals as Part of the Instructional Program](#)

Legal References:     [American Disabilities Act \(ADA\), Revised Title II Regulations, 35 Service animals](#)  
                              [Section 504 of the Rehabilitation Act of 1973](#)  
                              [RCW 28A.642 Discrimination Prohibition](#)  
                              [RCW 49.60.040 Definitions](#)  
                              [WAC 162-26 Public accommodations, disability discrimination](#)  
                              [WAC 392-145-021\(3\) General operating requirements](#)  
                              [WAC 392-172A-01035 Child with a disability or student eligible for special education](#)  
                              [WAC 392-172A-01155 \(3\) Related services](#)

[WAC 392-190 Equal education opportunity - Unlawful discrimination prohibited](#)

**Adoption Date: 2.22.12**

**Revised Dates: 1.27.16;**