



## **Regular Meeting Minutes**

Pioneer Middle School · 1750 Bob's Hollow Lane · DuPont, WA  
December 14, 2022

### **I. CALL TO ORDER**

Chair Rohrer called the meeting to order at 6:00 p.m.  
Executive Director Susanne Beauchaine led the Pledge of Allegiance.  
Director Scott made a motion to excuse Director Tinsley, Director McDonald seconded the motion, and the motion passed (4/0).  
Directors Hogan, McDonald, Rohrer, and Scott all present.  
Director McDonald made a motion to approve the agenda, Director Scott seconded the motion, and the motion passed (4/0).

### **II. PRESENTATIONS**

#### **A. Pioneer Middle School Band**

Pioneer Middle School Principal JoAnne Fernandes introduced Pioneer Band Director Jenessa Stout, who led the Pioneer Middle School band in two musical numbers.

#### **B. Steilacoom High School Fall Student Athlete Recognition**

Katie Redman, SHS Assistant Principal and Athletic Director, recognized student athletes Caleb Wilcox (cross country), Abigail Matelski (girls' golf), Emily Adachi (girls' swim and dive), and Jaycion Cain (football), for their outstanding achievements this fall.

#### **C. Community Recognition: Sarah Tinsley and Jeanay Price, Durham School Services**

CFO Melissa Beard and Mary Snyder, Director of Social Emotional Learning, recognized Sarah Tinsley and Jeanay Price from Durham School Services for their outstanding service and commitment to the students of Steilacoom Historical School District.

### **III. COMMENTS FROM THE AUDIENCE**

No comments.

### **IV. REPORT - SHS Fall Sports Recap**

Katie Redman updated the board on Steilacoom High School fall sports highlights, including recognition of outstanding student athletes and coaches.

### **V. CONSENT AGENDA**

Director Scott made a motion to approve the Consent Agenda, Director Hogan seconded the motion, and the motion passed (4/0). The Consent Agenda included attached Financial Reports; November and December 2022 Accounts Payable including November 2022 Payroll; November 16, 2022 Regular Board Meeting Minutes; and Personnel Reports.

## **VI. OLD BUSINESS - Manchester Place Property**

Executive Director Shawn Lewis shared an update on the Manchester Place property owned by the district. Bridge Acquisition LLC notified the district in November they were not moving forward with the acquisition and forfeited the cash earnest money that had been deposited in escrow. District staff would like to now discuss options available to the district that influence the timeline and value for the sale of the property. The district would like to hire a civil engineer to determine best use of the property.

Questions and discussion followed.

## **VII. NEW BUSINESS**

### **A. Election of Board Chair**

Superintendent Weight called for nominations for Board Chair for the next 12 months. Director Hogan nominated Director Scott. No other nominations.

Roll call vote - Hogan, Scott; McDonald, Scott; Rohrer, Scott; Scott, Scott. Director Scott will serve as Board Chair for one year.

### **B. Election of Board Vice Chair**

Chair Scott called for nominations for Board Vice Chair for the next 12 months. Director Hogan nominated Director Rohrer. No other nominations.

Roll call vote - Hogan, Rohrer; McDonald, Rohrer; Rohrer, Rohrer; Scott, Rohrer. Director Rohrer will serve as the Board Vice Chair for one year.

### **C. First Reading of Policy 3116 Students in Foster Care**

Gudrun Sullivan, Executive Director of Student Services, presented updates to Policy 3116 Students in Foster Care. Revisions align with HB 1955, which changes requirements for students subject to dependency proceedings. The new requirements pertain to transmission of student records, attendance reviews, on-time grade level progression, graduation, and transportation services to ensure continuity of access to a student's school of origin. This is already the district's current practice.

Director McDonald made a motion to approve Policy 3116 Students in Foster Care, Director Hogan seconded the motion, and the motion passed (4/0).

### **D. First Reading of Policy 3117 Students in or Released from an Institutional Education Facility**

Gudrun Sullivan presented Policy 3117 Students in or Released from an Institutional Education Facility. This is a new policy issued by WSSDA that incorporates requirements of HB 1295 which established new and modified requirements for Washington's institutional education system, including school districts.

Director Rohrer made a motion to approve Policy 3117 Students in or Released from an Institutional Education Facility, Director Hogan seconded the motion, and the motion passed (4/0).

### **E. Approval of 6th Grade Outdoor Camp Plan (Per Policy 2320)**

JoAnne Fernandes shared a presentation regarding the sixth Grade Outdoor Camp plan. Board policy 2320 and its accompanying procedure lay out a number of requirements for an outdoor education resident program to be in place. The first requirement is to present a plan to the school board for annual approval. The school is still determining whether this year's camp will be an overnight camp, or a day camp.

Director McDonald made a motion to approve the sixth Grade Outdoor Camp plan and

authorized the superintendent to approve any adjustments required based on staff and family feedback, Director Hogan seconded the motion, and the motion passed (4/0).

**F. Audit Committee**

CFO Melissa Beard shared that the district would like to recommend that the board appoint an "auditing committee" of two board members, consistent with a requirement in RCW 28A.330.090. The district would use the committee as an additional internal control.

**VIII. BOARD COMMUNICATION**

No communication to the board as a whole.

**IX. ANNOUNCEMENTS**

Director Hogan commended Principal Alex Clauson for his outstanding leadership at Saltar's Point Elementary, and thanked his staff for the excellent work they do.

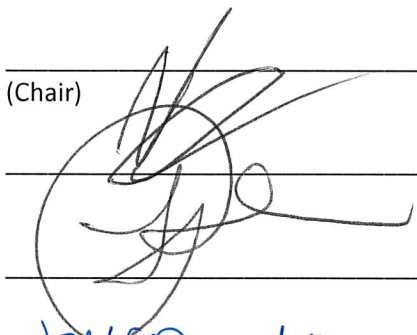
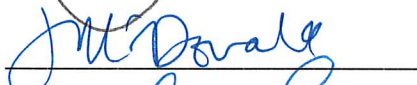
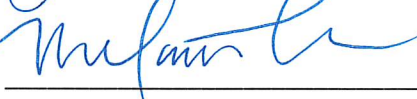
Director Rohrer shared the SHSD Board of Directors was recognized as a Board of Distinction at the WSSDA Annual Conference. Director Rohrer distributed certificates to board members.

Superintendent Weight shared the district launched a Thoughtexchange regarding the naming of the district's new elementary school. The district has already received a large amount of feedback from the community.

**X. ADJOURNMENT**

Director McDonald made a motion to adjourn the meeting at 7:00 p.m., Director Hogan seconded the motion, and the motion passed (4/0).

K. Weight  
(Secretary/Superintendent)

(Chair)  
  
  


# 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: December 14, 2022

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.

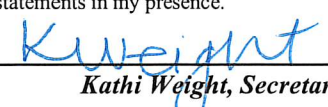
  
Dr. Melissa Beard, Chief of Finance and Operations

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>					
November 15, 2022	Accounts Payable	132575	to	132575	\$ 22,891.55
November 16, 2022	Accounts Payable	132576	to	132610	\$ 190,723.97
	Payroll	800916	to	800918	\$ 4,425.52
	Payroll A/P	132611	to	132621	\$ 469,344.82
	Payrol ACH Payments				\$ 623,670.16
	Payroll Taxes				\$ 640,636.19
	Direct Deposit				\$ 1,812,413.41
December 1, 2022	Accounts Payable	132622	to	132640	\$ 88,644.68
December 7, 2022	Accounts Payable	132641	to	132691	\$ 214,740.04
December 8, 2022	Accounts Payable	132692	to	132692	\$ 31.22
<b>TOTAL GENERAL FUND:</b>					\$ 4,067,521.56
<b>CAPITAL PROJECTS FUND:</b>					
November 16, 2022	Accounts Payable	200528	to	200530	\$ 9,460.85
December 6, 2022	Accounts Payable	200531	to	200533	\$ 8,662.30
<b>TOTAL CAPITAL PROJECTS FUND:</b>					\$ 18,123.15
<b>ASSOCIATED STUDENT BODY FUND:</b>					
November 15, 2022	Accounts Payable	405096	to	405096	\$ 13,018.78
November 15, 2022	Accounts Payable	405097	to	405113	\$ 13,171.71
November 16, 2022	Accounts Payable	405101	to	405106	\$ 2,103.33
December 1, 2022	Accounts Payable	405107	to	405107	\$ 6,131.40
December 7, 2022	Accounts Payable	405108	to	405113	\$ 8,667.47
December 8, 2022	Accounts Payable	405114	yo	405115	\$ 4,877.14
December 8, 2022	Accounts Payable	405116	to	405116	\$ 355.84
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>					\$ 48,325.67
<b>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 - DECEMBER 14, 2022**

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
WILLIAMS JOSIAH	PARAPROFESSIONAL	6.50	PIONEER	12/15/2022	NEW HIRE	
ROBERTS CHRISTEN	SLPA	7.00	STUDENT SERVICES	12/31/2022	RESIGNATION	
MCJUNKINS MICHAEL	PARAPROFESSIONAL	6.50	PIONEER	12/7/2022	LEAVE OF ABSENCE	For the remainder of the 2022-23 school year
ALWARD LORI	PARAPROFESSIONAL	6.50	HIGH SCHOOL	12/16/2022	RESIGNATION	
VAZQUEZ FRANCESKA	PARAPROFESSIONAL	6.50	CHLOE CLARK	12/16/2022	RESIGNATION	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CO-CURRICULAR PERSONNEL REPORT - DECEMBER 14, 2022**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
FROEHLE STEVEN	ASSISTANT BOYS SWIM COACH	HIGH SCHOOL	12/15/2022	\$ 3,258.75	
FORD JAMES	ASSISTANT BOWLING COACH	HIGH SCHOOL	12/15/2022	\$ 3,038.25	