



Regular Meeting Agenda

Anderson Island Elementary School, 13005 Camus Road, Anderson Island, WA

Wednesday, September 21, 2022 05:30 PM

I. CALL TO ORDER

(Action)

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

II. PRESENTATIONS

A. Anderson Island Elementary Welcome/Introduction of New Staff

(Presentation)

Presenter: Susan Greer

B. Community Recognition American Legion Post 265

(Presentation)

Presenter: Shawn Lewis

III. 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 not be heard outside of Executive Session. The Board reserves the right to terminate presentations containing personal attacks on individuals.

IV. REPORTS

A. Bond Project Proposal

(Information)

Presenter: Shawn Lewis

[SHSD Bond Election Data.pdf \(p. 4\)](#)

[SHSD Bond Report.pdf \(p. 15\)](#)

B. Legislative Assembly Report

(Information)

Presenter: Victor Hogan

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 Financial Reports.pdf \(p. 20\)](#)

[Approval of August and September 2022 Accounts Payable and August 2022 Payroll.pdf \(p. 30\)](#)

[Approval of August 24 2022 Regular Meeting Minutes.pdf \(p. 31\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 35\)](#)

[Approval of Classified Personnel Report.pdf \(p. 36\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 37\)](#)

[Approval of IT Surplus.pdf \(p. 40\)](#)

VI. OLD BUSINESS

A. Second Reading of Policy 6970 Naming Schools and Facilities

(Action)

Presenter: Shawn Lewis

[Policy 6970 Naming Schools and Facilities.pdf \(p. 41\)](#)

B. Second Reading of Policy 4218 Language Access Plan

(Action)

Presenter: Shawn Lewis

[Policy 4218 Language Access Plan.pdf \(p. 43\)](#)

VII. NEW BUSINESS

A. First Reading of Policy 1410 Executive or Closed Sessions

(Action)

Presenter: Shawn Lewis

[Policy 1410 Executive or Closed Sessions.pdf \(p. 47\)](#)

B. First Reading of Policy 3122 Excused and Unexcused Absences

(Action)

Presenter: Gudrun Sullivan

[Policy 3122 Excused and Unexcused Absences.pdf \(p. 50\)](#)

C. First Reading of Policy 5011 Sexual Harassment of District Staff Prohibited

(Action)

Presenter: Susanne Beauchaine

[Policy 5011 Sexual Harassment of District Staff Prohibited.pdf \(p. 59\)](#)

D. Approval of Revised 2022-23 School Year Student Fee Schedule

(Action)

Presenter: Melissa Beard

[Revised 2022-23 School Year Student Fee Schedule.pdf \(p. 63\)](#)

E. Board Coffee Chat Update

(Information)

Presenter: Loujanna Rohrer

VIII. BOARD COMMUNICATION

(Information)

IX. ANNOUNCEMENTS

(Information)

X. ADJOURNMENT

(Action)



Steilacoom Historical School District No. 1 Bond Election Data

Trevor L. Carlson

MANAGING DIRECTOR

Tel: +1 206-628-2890

Email: trevor.carlson@psc.com

Ryan Swanson

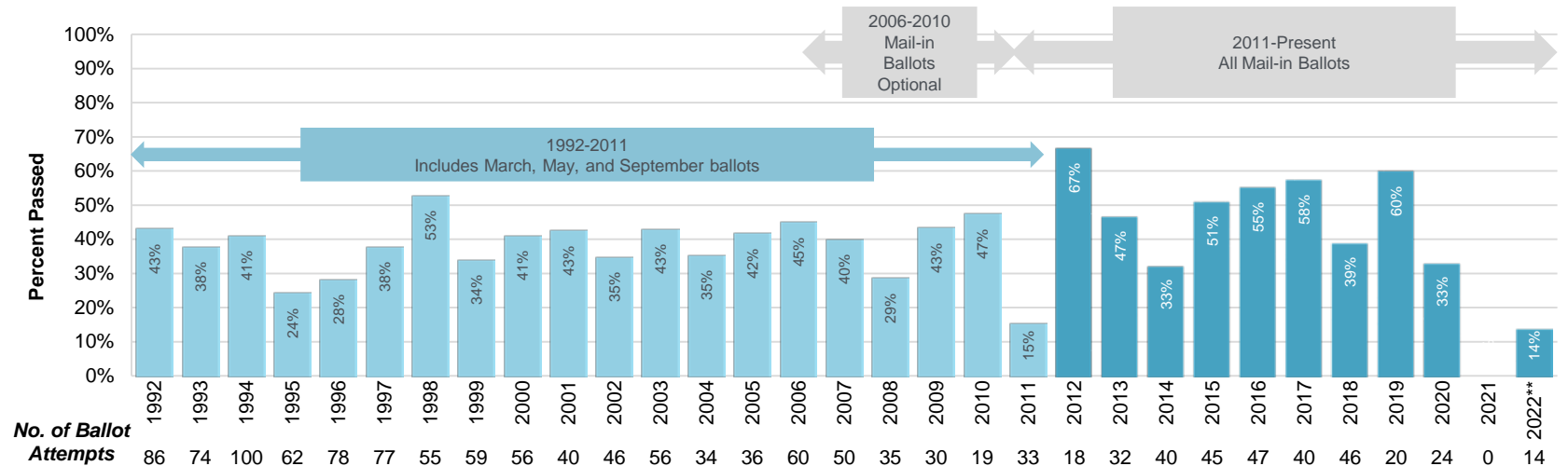
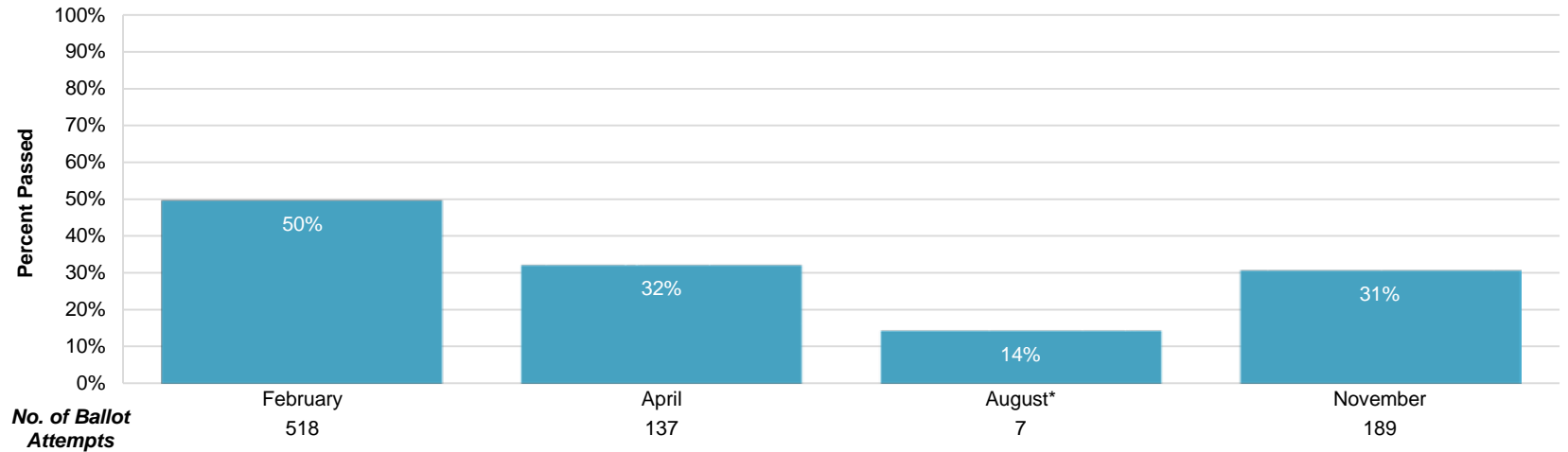
SENIOR VICE PRESIDENT

Tel: +1 206-628-2852

Email: ryan.swanson@psc.com

Washington State K-12 Bond Election Results

Historically, spring elections have been the most favorable for school bonds.

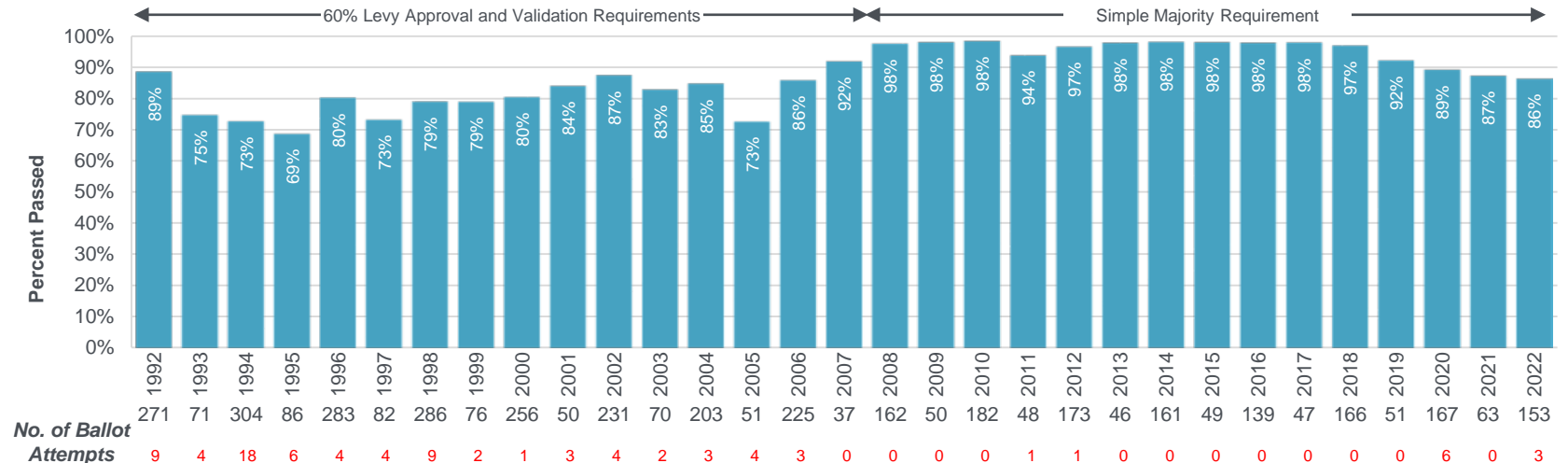
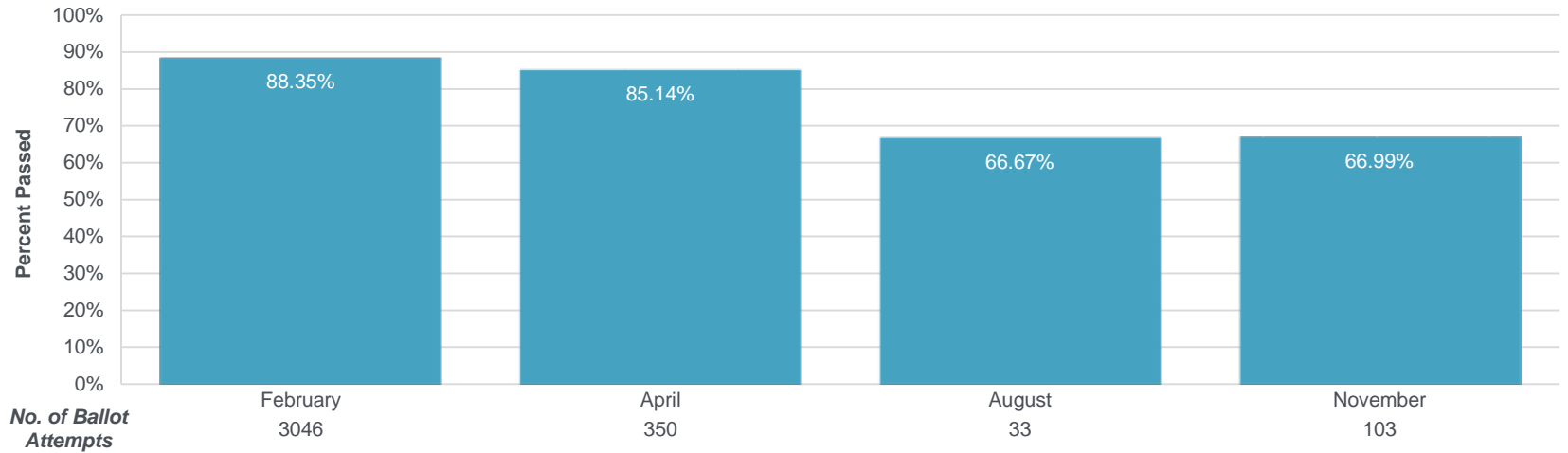


*August elections began in 2007.

**Through August election only.

EP&O Levies Election Results

Historically, spring elections have been the most favorable for school EP&O levies.



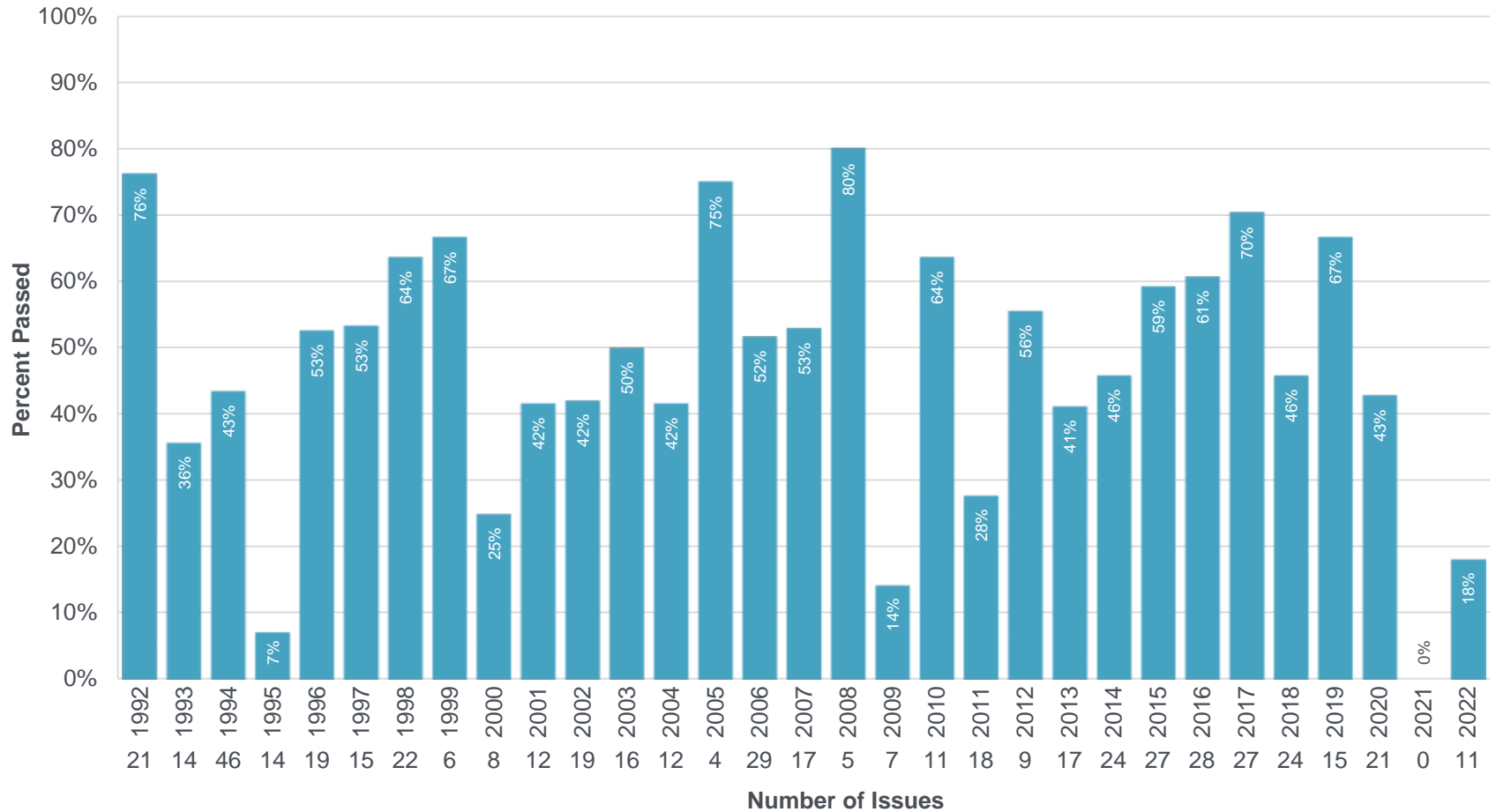
Notes: "Red" numbers denote double levy failures.
*Through August election only.

2022 Washington School Bond Election Results

DATE	COUNTY	ISSUER	PAR AMOUNT	YES	RESULT
Feb-22	Adams	Othello School District No. 147-163-55	\$51,000,000	46.01%	FAILED
Feb-22	Clark	Ridgefield School District No. 122	\$62,565,000	57.48%	FAILED
Feb-22	Grays Harbor	North Beach School District No. 64	\$110,000,000	41.73%	FAILED
Feb-22	Island	Oak Harbor School District No. 201	\$184,000,000	45.86%	FAILED
Feb-22	Jefferson	Quilcene School District No. 48	\$12,300,000	59.40%	FAILED
Feb-22	King	Northshore School District No. 417	\$425,000,000	61.20%	PASSED
Feb-22	Lewis	Morton School District No. 214	\$24,500,000	56.14%	FAILED
Feb-22	Mason	Hood Canal School District No. 404	\$25,126,770	56.55%	FAILED
Feb-22	Walla Walla	Columbia School District No. 400	\$5,266,000	53.71%	FAILED
Feb-22	Whatcom	Bellingham School District No. 501	\$122,000,000	60.60%	PASSED
Feb-22	Yakima	Union Gap School District No. 2	\$9,055,500	45.94%	FAILED
Apr-22	Clark	Ridgefield School District No. 122	\$62,565,000	59.17%	FAILED
Apr-22	Jefferson	Quilcene School District No. 48	\$12,300,000	48.98%	FAILED
Apr-22	Pacific	Ocean Beach School District No. 101	\$96,150,000	24.25%	FAILED
Nov-22	Douglas	Eastmont School District No. 206	\$185,000,000	Pending	Pending
Nov-22	King	Highline School District No. 401	\$518,397,000	Pending	Pending
Nov-22	King	Renton School District No. 403	\$676,000,000	Pending	Pending
Nov-22	Yakima	Mabton School District No. 120	\$12,800,000	Pending	Pending
Nov-22	Yakima	Union Gap School District No. 2	\$9,655,000	Pending	Pending

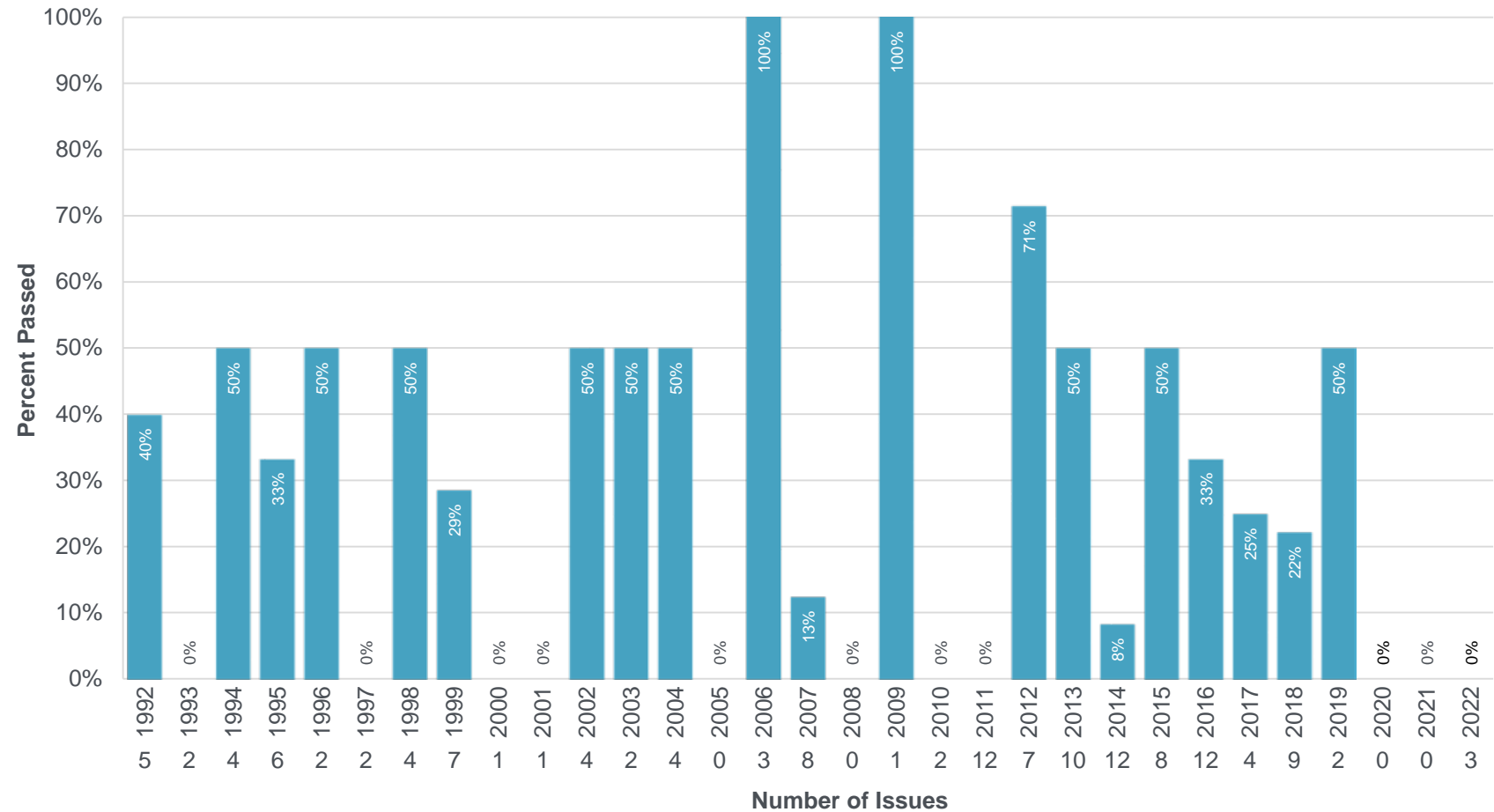
Bond Election Results

Washington School Districts Bond Propositions
February Election Results (1992-2022)



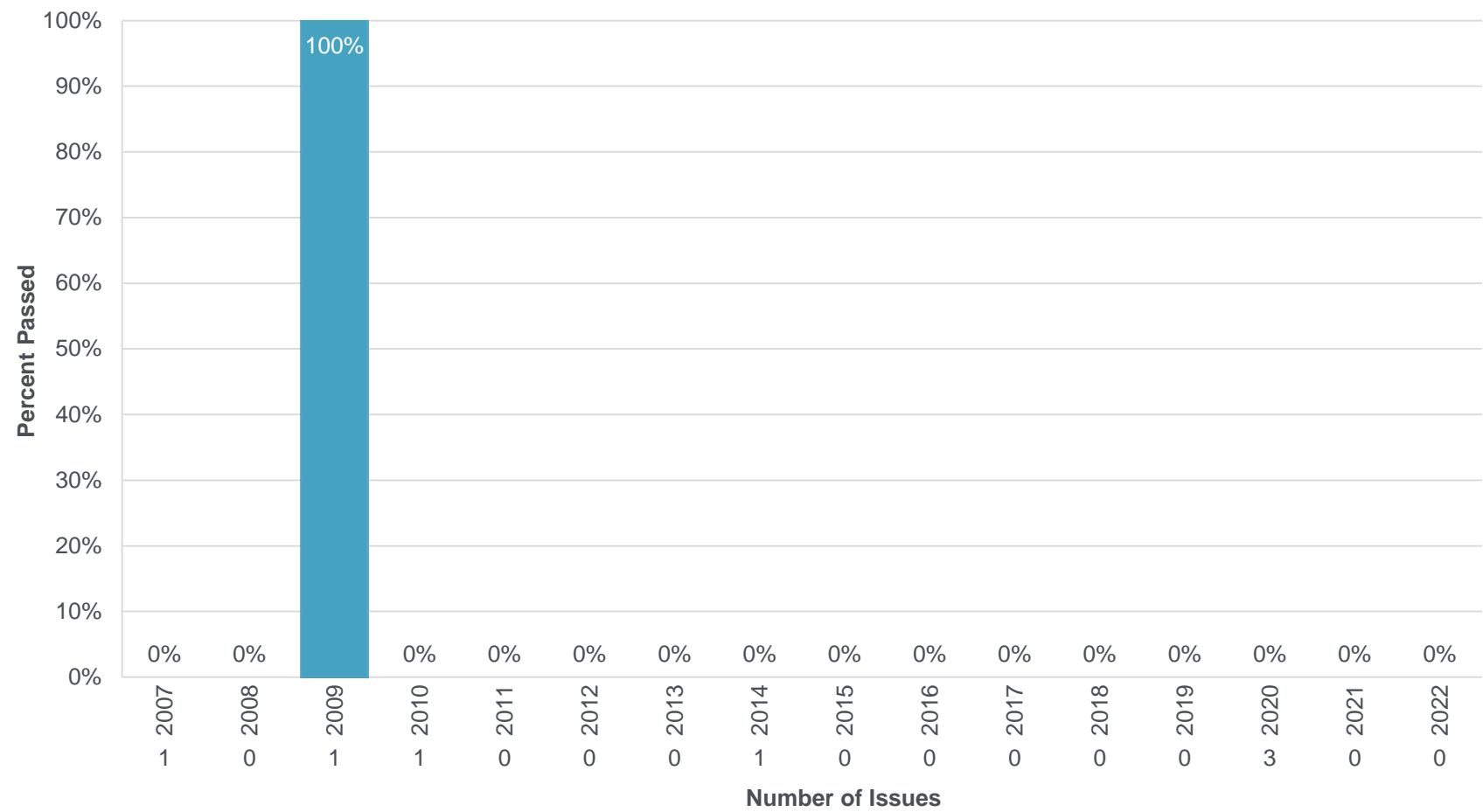
Bond Election Results

Washington School Districts Bond Propositions
April Election Results (1992-2022)



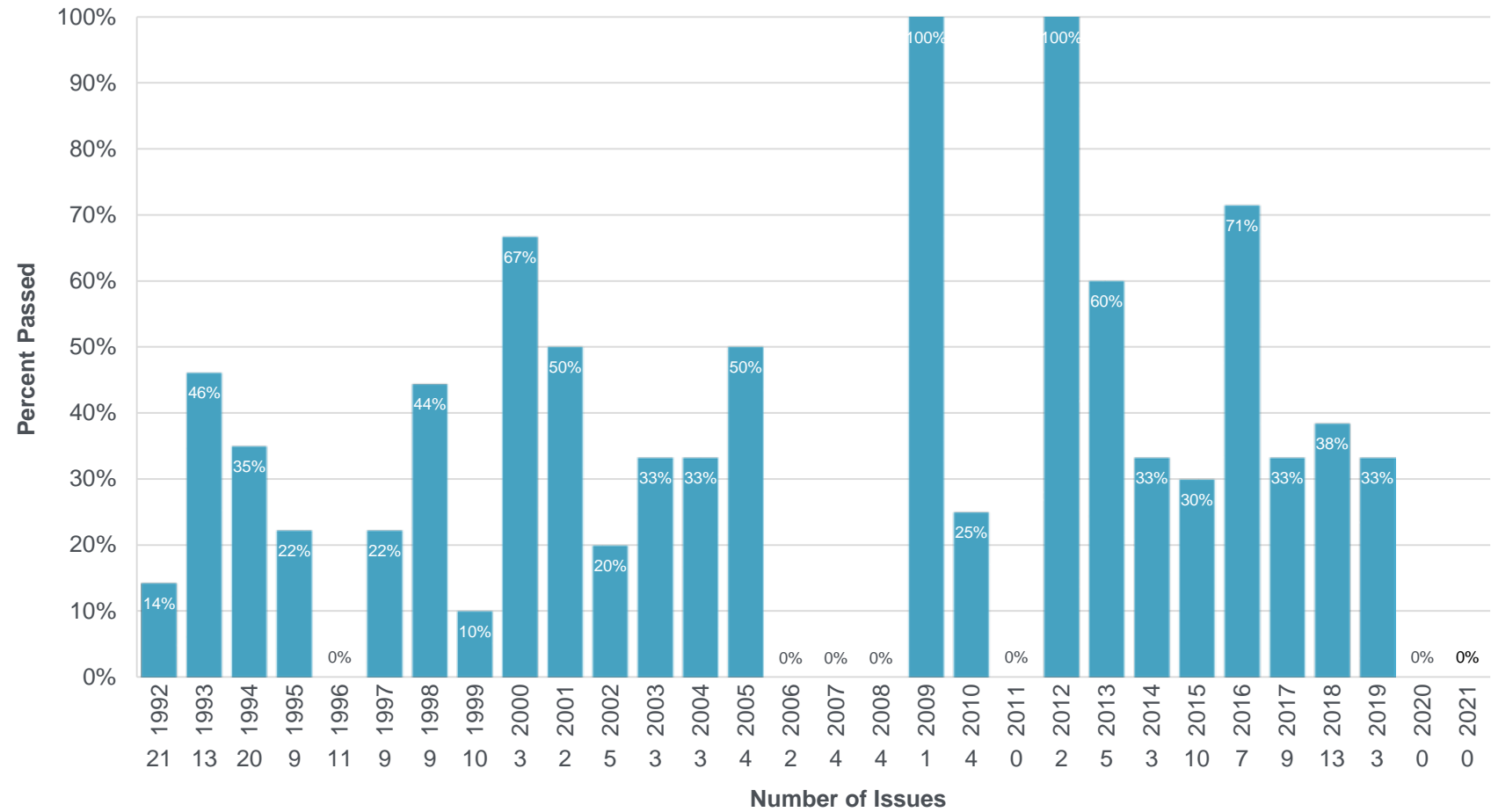
Bond Election Results

Washington School Districts Bond Propositions
August Election Results (2007-2022)



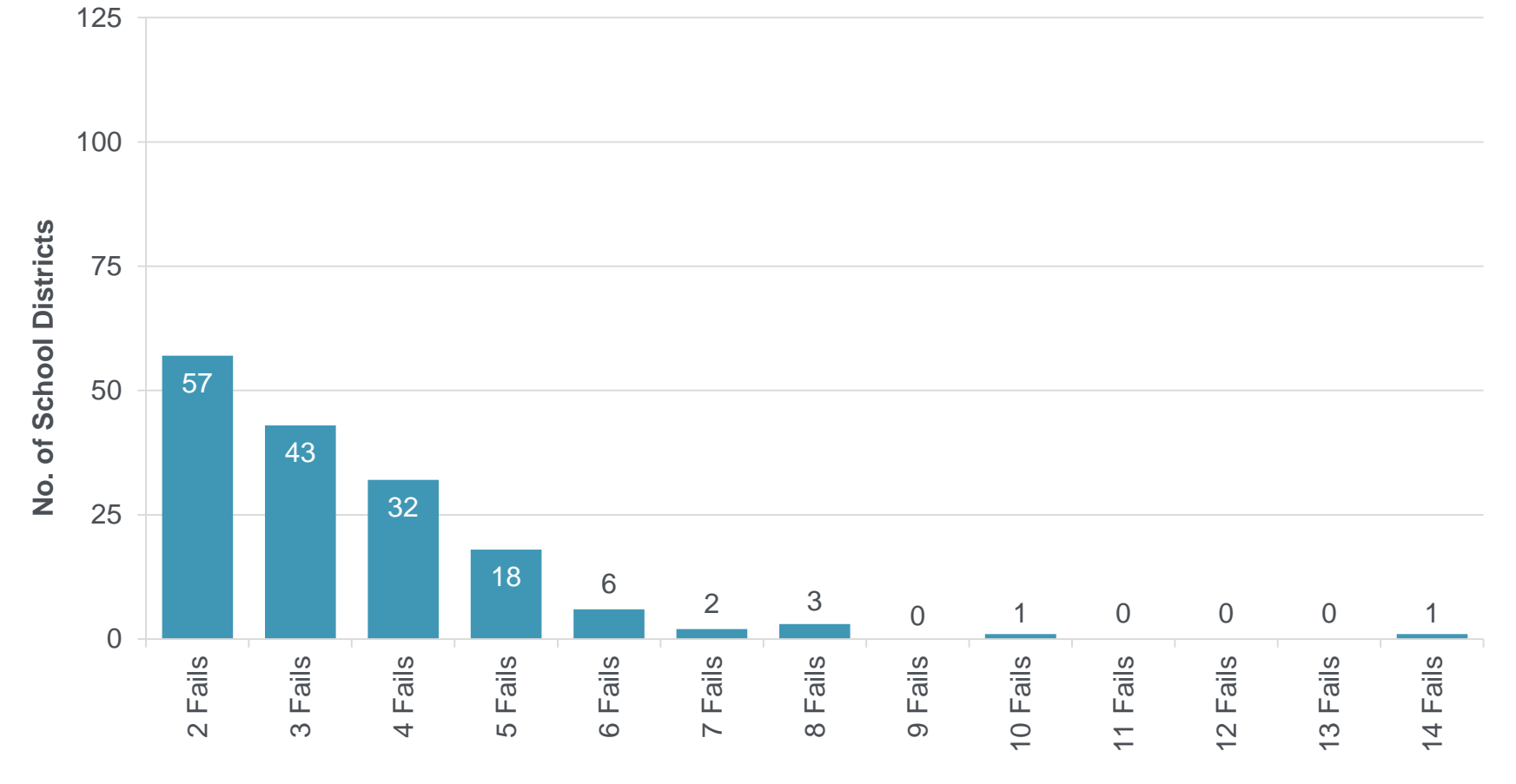
Bond Election Results

Washington School Districts Bond Propositions
November Election Results (1992-2021)



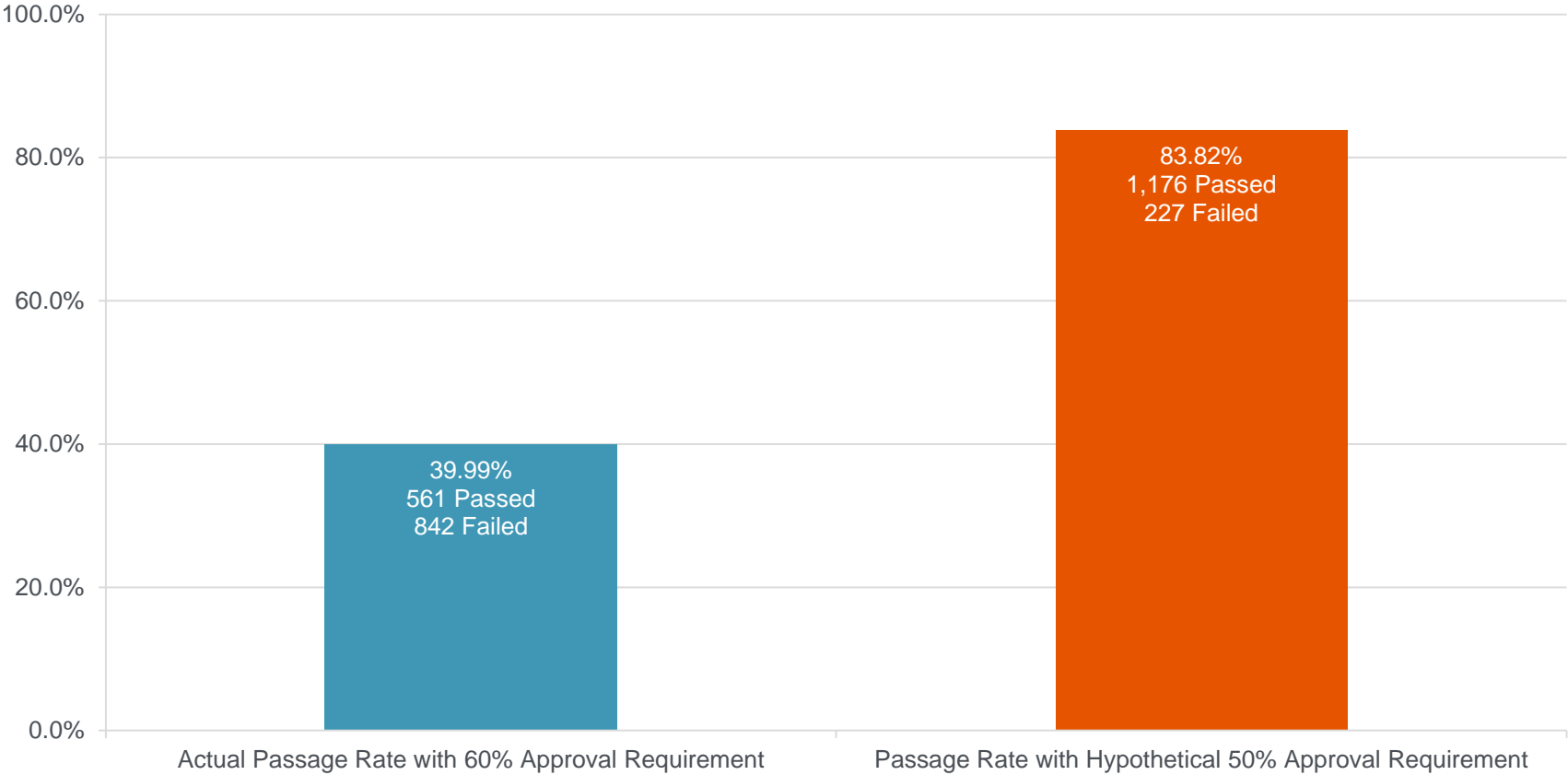
Bond Election Results

Number of Washington Schools Districts with Longest Consecutive Bond Election Failures (Feb 1992 – Aug 2022)



Bond Election Results

Washington School Districts Bond Propositions
Feb 1992 – Aug 2022 (1,403 Issues)
Actual Passage Rate vs. 50% Threshold Passage Rate



Disclosure

Piper Sandler is providing the information contained herein for discussion purposes only in anticipation of being engaged to serve as underwriter or placement agent on a future transaction and not as a financial advisor or municipal advisor. In providing the information contained herein, Piper Sandler is not recommending an action to you and the information provided herein is not intended to be and should not be construed as a “recommendation” or “advice” within the meaning of Section 15B of the Securities Exchange Act of 1934. Piper Sandler is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act or under any state law to you with respect to the information and material contained in this communication. As an underwriter or placement agent, Piper Sandler’s primary role is to purchase or arrange for the placement of securities with a view to distribution in an arm’s-length commercial transaction, is acting for its own interests and has financial and other interests that differ from your interests. You should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you deem appropriate before acting on this information or material.

The information contained herein may include hypothetical interest rates or interest rate savings for a potential refunding. Interest rates used herein take into consideration conditions in today’s market and other factual information such as credit rating, geographic location and market sector. Interest rates described herein should not be viewed as rates that Piper Sandler expects to achieve for you should we be selected to act as your underwriter or placement agent. Information about interest rates and terms for SLGs is based on current publicly available information and treasury or agency rates for open-market escrows are based on current market interest rates for these types of credits and should not be seen as costs or rates that Piper Sandler could achieve for you should we be selected to act as your underwriter or placement agent. More particularized information and analysis may be provided after you have engaged Piper Sandler as an underwriter or placement agent or under certain other exceptions as describe in the Section 15B of the Exchange Act.

Piper Sandler Companies (NYSE: PIPR) is a leading investment bank and institutional securities firm driven to help clients Realize the Power of Partnership®. Securities brokerage and investment banking services are offered in the U.S. through Piper Sandler & Co., member SIPC and FINRA; in Europe through Piper Sandler Ltd., authorized and regulated by the U.K. Financial Conduct Authority; and in Hong Kong through Piper Sandler Hong Kong Ltd., authorized and regulated by the Securities and Futures Commission. Asset management products and services are offered through separate investment advisory affiliates.

© 2022 Piper Sandler Companies. 800 Nicollet Mall, Minneapolis, Minnesota 55402-7036



The best education for every student.

STEILACOOM
Historical School District No. 1

2023 BOND PROPOSAL

IMPORTANT FACTS

Please Vote – Ballots are due on Valentine's Day 2023

The Best
Education for
Every Student

**\$630 annual cost for the New Bond for a
\$500,000 home**



**This is \$220 lower
than in 2023**

Who We Are

The Steilacoom Historical School District serves over 3,000 students in the communities of Anderson Island, Ketron Island, Steilacoom, DuPont, and surrounding Lakewood and unincorporated Pierce County. We are proud to serve all students that reside within our district including a large number of military connected families.

This proposed bond issue will allow the district to continue to provide our growing population the best education for every student.

MISSION

The mission of Steilacoom Historical School District No. 1, in partnership with our communities, is to education and prepare responsible citizens who can contribute and adapt in a changing world.

VALUES

- We commit to engage all students by using effective instructional practices, challenging students to reach their fullest potential.
- We ensure a positive, respectful and safe learning climate, responsive to students' individual needs.
- We welcome and encourage family and community involvement, where each member of the school community is a valued partner.
- We practice purposeful, professional, student centered collaboration.
- We commit to act with honesty and integrity, respecting all diversity.
- We, the SHSD learning community, share in the responsibility for attaining academic and fiscal goals by providing educators with the necessary tools and resources for success.

I ♥
SHSD
because...



Estimated Project Costs

Proposed Bond - \$116 million

SERVE A GROWING POPULATION: \$57.0 million

- Build a new elementary school in DuPont, allowing all K-5 students in DuPont to receive their education in DuPont and creating classroom space in both Cherrydale Primary and Saltar's Point Elementary.

ADDRESS CAPACITY NEEDS AT THE HIGH SCHOOL: \$47.0 million

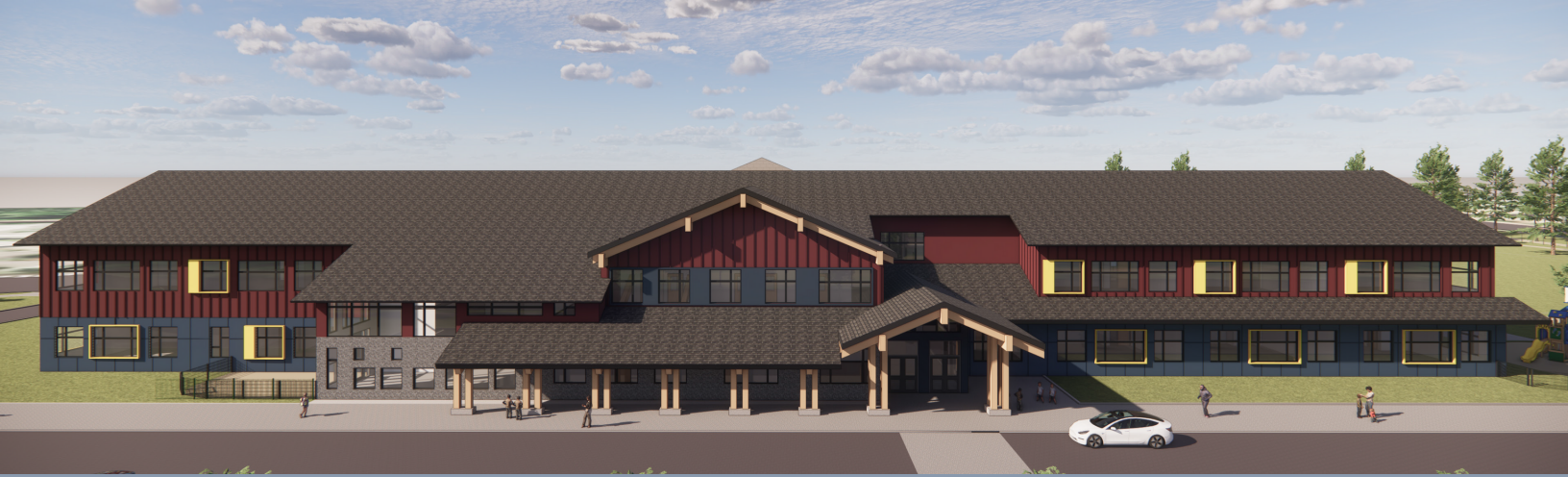
- Increase capacity at the high school by adding a performing arts center, larger covered stadium, additional classrooms and program space and additional parking.

IMPROVE MIDDLE AND ELEMENTARY SCHOOLS: \$8 million

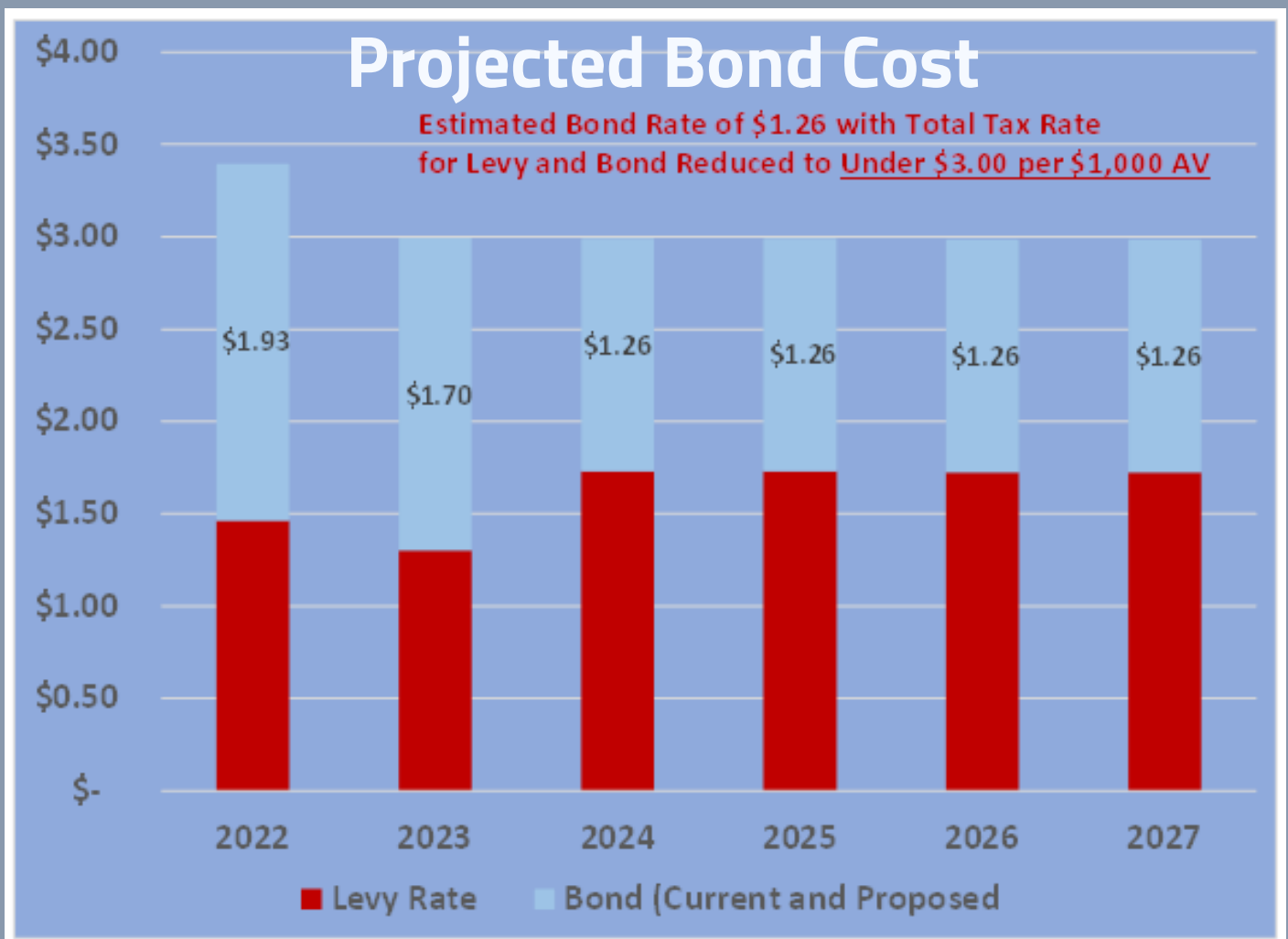
- Address student capacity issues and improve all elementary schools and the middle school, including adding classrooms at the middle school, improving the Anderson Island School Campus, traffic renovations at Chloe Clark Elementary and Cherrydale Primary, and upgrading spaces to address the needs of today's students.

SAFETY, SECURITY, AND HEALTH UPGRADES: \$4 million

- Increase safety and security at all our schools, including improving heating and ventilation systems, upgrading security and safety systems, ADA accessibility improvements, and other improvements to keep students warm, safe, and dry.



- The amount of the bond is limited to the total amount approved by voters - \$116 million. This bond replaces the existing bond, so voters should see no increase in their current tax rate.
- In 2023, the local tax rate for schools including the levy and the bond is projected to be \$2.99 per \$1,000 of Assessed Valuation (AV). If voters approve the bond, the tax rate is expected to remain \$2.99 per \$1,000 of AV.



Message from Superintendent Kathi Weight

No one can deny that we need to address our growing population and overcrowding at all our elementary schools. We have exceeded our facility capacity for several years, forcing us to reconfigure our schools and add portable classrooms at Saltar's Point.

Now that the existing bonds that paid for the expansion of Chloe Clark are being paid off, we can afford to build a new elementary school without increasing the tax rate. This will allow us to lower class sizes for all our students in elementary schools and reduce or eliminate many bus routes.

This bond will also help address space pressure at the middle and high schools, as well as making sure our schools are safe, secure, and appropriate learning spaces for 21st century learners.

I would like to thank the community and staff members who served on our Long Range Capital Facilities Committee for their work in helping us to focus on our needs - ensuring that our taxpayers continue to pay lower tax rates than surrounding school districts and our students receive a high quality education in high quality facilities.

Please remember to vote in the upcoming election - and thank you for your continued strong support of all our students! Strong Communities = Strong Schools!



**Ballots are due for
the SHSD Special
Bond Election on
February 14, 2023**

Steilacoom Historical School District No. 1
Financial Report - August 31, 2022
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of August 31, 2022 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	53,399,394	49,969,199	93.58%
Expenditures & Other Financing Uses	54,571,407	52,525,332	96.25%
Excess Revenues/Other Financing Sources			
Over (under) Expend & Other Financing Uses	(1,172,013)	(2,556,134)	
Transfer to Capital Projects		(700,000)	
Net Change in Unassigned Fund Balance		(3,256,134)	
Fund Balances	9/1/2021	8/31/2022	Variance
Committed to Other Purposes		(700,000)	
Unassigned Fund Balance	1,137,865	515,241	-622,624
Unassigned Minimum Fund Balance	2,770,000	2,770,000	0
Fund Balance	3,907,865	2,585,241	-1,322,624

Capital Projects Fund:

Fund Balance - Impact Fees \$841799.54 - Turf Field Replacement \$500,000			
Beginning Fund Balance		5,452,744	
GF Transfer to Capital Projects	0		
Revenues	5,318,523		
Expenses	7,966,681		
		(2,648,158)	
Ending Fund Balance 8/31/2022			<u>2,804,587</u>

	9/1/2021 Beginning Balance	8/31/2022 Ending Fund Balance	Variance
Debt Service Fund*:	5,517,203	6,382,866	865,662
ASB Fund:	336,896	332,529	(4,367)
Transportation Fund:	128,506	137,303	8,797

*12/1/2021 Principal and Interest - \$7,913,225; 6/1/2022 Interest payment - \$ 392,250

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	6,370,728	23,707.26	6,394,249.57		23,521.57-	100.37
2000 LOCAL SUPPORT NONTAX	187,400	14,263.81	132,978.58		54,421.42	70.96
3000 STATE, GENERAL PURPOSE	30,002,895	2,835,728.74	28,354,922.48		1,647,972.52	94.51
4000 STATE, SPECIAL PURPOSE	7,040,004	732,583.98	7,136,887.23		96,883.23-	101.38
5000 FEDERAL, GENERAL PURPOSE	282,000	110,101.88	433,734.21		151,734.21-	153.81
6000 FEDERAL, SPECIAL PURPOSE	9,516,367	98,158.01	7,448,420.13		2,067,946.87	78.27
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	0	865.15	68,006.53		68,006.53-	0.00
Total REVENUES/OTHER FIN. SOURCES	53,399,394	3,815,408.83	49,969,198.73		3,430,195.27	93.58
B. EXPENDITURES						
00 Regular Instruction	26,797,965	2,057,681.09	27,127,267.64	6,930.52	336,233.16-	101.25
10 Federal Stimulus	1,610,754	14,020.96	2,273,923.12	0.00	663,169.12-	141.17
20 Special Ed Instruction	5,898,981	497,312.28	6,432,223.40	17,571.63	550,814.03-	109.34
30 Voc. Ed Instruction	2,258,408	240,274.16	2,156,884.45	77,663.77	23,859.78	98.94
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	962,500	255,533.49	1,798,209.23	0.00	835,709.23-	186.83
70 Other Instructional Pgms	502,101	12,269.14	376,880.31	0.00	125,220.69	75.06
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	16,540,698	951,520.66	12,359,944.15	25,231.64	4,155,522.21	74.88
Total EXPENDITURES	54,571,407	4,028,611.78	52,525,332.30	127,397.56	1,918,677.14	96.48
C. OTHER FIN. USES TRANS. OUT (GL 536)	700,000	.00	700,000.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	1,872,013-	213,202.95-	3,256,133.57-		1,384,120.57-	73.94
F. TOTAL BEGINNING FUND BALANCE	5,779,878		5,841,374.30			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,907,865		2,585,240.73			

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	.00
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	.00
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	700,000-	700,000.00-
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	1,837,865	515,240.73
G/L 891 Unassigned Min Fnd Bal Policy	2,770,000	2,770,000.00
<u>TOTAL</u>	3,907,865	2,585,240.73

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	170,000	21,614.54	205,002.49		35,002.49-	120.59
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	413,521.00		413,521.00-	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	350,000	.00	.00		350,000.00	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	8,700,000	.00	4,700,000.00		4,000,000.00	54.02
Total REVENUES/OTHER FIN. SOURCES	9,220,000	21,614.54	5,318,523.49		3,901,476.51	57.68
B. EXPENDITURES						
10 Sites	7,440,000	72,731.41	4,784,190.11	18,225.19	2,637,584.70	64.55
20 Buildings	2,300,000	875,271.26	2,907,577.02	1,298,263.71	1,905,840.73-	182.86
30 Equipment	0	.00	155,906.21	0.00	155,906.21-	0.00
40 Energy	300,000	4,902.40	4,902.40	2,005.47	293,092.13	2.30
50 Sales & Lease Expenditure	0	3,697.50	44,605.44	450.00	45,055.44-	0.00
60 Bond Issuance Expenditure	0	.00	69,500.00	0.00	69,500.00-	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	10,040,000	956,602.57	7,966,681.18	1,318,944.37	754,374.45	92.49
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	820,000-	934,988.03-	2,648,157.69-		1,828,157.69-	222.95
F. TOTAL BEGINNING FUND BALANCE	4,424,836		5,452,744.31			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,604,836		2,804,586.62			

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	453,521.00
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	413,521.26-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	835,395	841,799.54
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	500,000	500,000.00
G/L 889 Assigned to Fund Purposes	2,269,441	1,422,787.34
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	3,604,836	2,804,586.62

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	8,819,174	32,195.36	8,871,627.17		52,453.17-	100.59
2000 Local Support Nontax	2,000	2,511.65	7,904.44		5,904.44-	395.22
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	17,223,730.50		17,223,730.50-	0.00
Total REVENUES/OTHER FIN. SOURCES	8,821,174	34,707.01	26,103,262.11		17,282,088.11-	295.92
B. EXPENDITURES						
Matured Bond Expenditures	7,385,000	.00	7,444,850.00	0.00	59,850.00-	100.81
Interest On Bonds	920,475	.00	631,949.44	0.00	288,525.56	68.65
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	.00	0.00	2,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	83,350.00	0.00	83,350.00-	0.00
Total EXPENDITURES	8,307,975	.00	8,160,149.44	0.00	147,825.56	98.22
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	17,077,450.60			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)	513,199	34,707.01	865,662.07		352,463.07	68.68
F. TOTAL BEGINNING FUND BALANCE	5,921,592		5,517,203.45			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	6,434,791		6,382,865.52			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	6,434,791		6,382,865.52			
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			
TOTAL	6,434,791		6,382,865.52			

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	203,800	1,781.75	105,019.59		98,780.41	51.53
2000 Athletics	150,709	81.24	21,491.52		129,217.48	14.26
3000 Classes	68,935	15.00	39,133.98		29,801.02	56.77
4000 Clubs	521,040	2,636.00	101,574.39		419,465.61	19.49
6000 Private Moneys	24,300	.00	1,639.96		22,660.04	6.75
Total REVENUES	968,784	4,513.99	268,859.44		699,924.56	27.75
B. EXPENDITURES						
1000 General Student Body	230,800	491.00	27,093.01	0.00	203,706.99	11.74
2000 Athletics	222,270	168.57	90,182.34	445.06	131,642.60	40.77
3000 Classes	84,929	.00	37,022.93	0.00	47,906.07	43.59
4000 Clubs	641,674	1,243.40	109,666.87	0.00	532,007.13	17.09
6000 Private Moneys	33,887	.00	9,261.24	0.00	24,625.76	27.33
Total EXPENDITURES	1,213,560	1,902.97	273,226.39	445.06	939,888.55	22.55
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	244,776-	2,611.02	4,366.95-		240,409.05	98.22-
D. TOTAL BEGINNING FUND BALANCE						
	366,565		336,895.92			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE						
	121,789		332,528.97			
C+D + OR - E)						
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	121,789		332,528.97			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
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			
TOTAL	121,789		332,528.97			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the STELLACOOM SCHOOL DISTRICT #1 School District for the Month of August, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	233.25	692.10		192.10-	138.42
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	6,500	8,104.86	8,104.86		1,604.86-	124.69
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. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)	7,000	8,338.11	8,796.96		1,796.96-	125.67
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	7,000	8,338.11	8,796.96		1,796.96-	125.67
D. EXPENDITURES						
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
Total EXPENDITURES	10,000	.00	.00	0.00	10,000.00	0.00
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)	3,000-	8,338.11	8,796.96		11,796.96	393.23-
H. TOTAL BEGINNING FUND BALANCE	128,506		128,506.03			
I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	125,506		137,302.99			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	125,506		137,302.99			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restricted For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	125,506		137,302.99			

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

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: September 21, 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.

Melissa Beard
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
Payroll A/P	132120	to	132128	\$ 423,249.84
Payrol ACH Payments				\$ 601,365.78
Payroll Taxes				\$ 601,283.69
Direct Deposit				\$ 1,674,385.09
August 25, 2022	Accounts Payable	132129	to 132161	\$ 143,130.78
August 30, 2022	Accounts Payable	132162	to 132166	\$ 36,104.35
September 1, 2022	Accounts Payable	132167	to 132180	\$ 397,627.72
September 9, 2022	Accounts Payable	132181	to 132224	\$ 104,653.53
September 12, 2022	Accounts Payable	132225	to 132226	\$ 245,300.88
September 14, 2022	Accounts Payable	132258	to 132260	\$ 3,266.12
TOTAL GENERAL FUND:				\$ 4,230,367.78

CAPITAL PROJECTS FUND:

August 25, 2022	Accounts Payable	200502	to 200502	\$ 10,613.61
August 31, 2022	Accounts Payable	200503	to 200503	\$ 66,388.45
September 8, 2022	Accounts Payable	200504	to 200504	\$ 107,243.22
September 14, 2022	Accounts Payable	200508	to 200508	\$ 30.90
TOTAL CAPITAL PROJECTS FUND:				\$ 184,276.18

ASSOCIATED STUDENT BODY FUND:

August 18, 2022	Accounts Payable	405043	to 405045	\$ 2,499.40
September 13, 2022	Accounts Payable	405046	to 404049	\$ 2,430.84
September 14, 2022	Accounts Payable	404050	to 404052	\$ 946.82
TOTAL ASSOCIATED STUDENT BODY FUND:				\$ 5,877.06

TRANSPORTATION VEHICLE FUND:

to _____
to _____
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



Regular Meeting Minutes
Pioneer Middle School · 1750 Bob's Hollow Lane · DuPont, WA
August 24, 2022

STUDY SESSION:

- Agenda Review

I. CALL TO ORDER

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

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

Director Scott made a motion to excuse Director McDonald, Director Tinsley seconded the motion, and the motion passed (4/0).

Chair Rohrer, Director Hogan, Director Scott, and Director Tinsley all present.

Chair Rohrer recognized Antoinette Walker, JBLM Military Family School Liaison Officer, who attended tonight's meeting.

Director Scott made a motion to approve the agenda, Director Tinsley seconded the motion, and the motion passed (4/0).

II. PRESENTATIONS

A. Bond Proposal Presentation

Based on previous direction provided by the school board, district staff have worked with architects and consultants to develop a bond package proposal that is consistent with the work of the Long Range Capital Facilities Committee recommendations. Executive Director Shawn Lewis shared conceptual design plans for major components of the proposed bond plan, including an overall cost estimate.

Director Scott commented that if voters approve this bond, it would put the school district in a great place for a very long time. Chair Rohrer shared her excitement for the bond package, and how it encompasses something for everyone in the community. She shared the bond package is an excellent representation of what community members shared they wanted in the March 2022 ThoughtExchange.

B. Introduction of New SHSD Staff

Susanne Beauchaine, Executive Director of Human Resources, introduced SHSD school principals, who introduced new staff members from each school.

III. COMMENTS FROM THE AUDIENCE

No comments from the audience.

IV. CONSENT AGENDA

Director Scott made a motion to approve the Consent Agenda, Director Tinsley seconded the motion, and the motion passed (4/0). The Consent Agenda included Financial Reports; July and August 2022 Accounts Payable including July 2022 Payroll; July 27, 2022 Regular Board Meeting Minutes; Personnel Reports, Resolution 900-08-24-22 Cancellation of Municipal Warrants; and Approval of Maintenance Facility Change Orders #2 and #3.

V. OLD BUSINESS

A. Approval of Resolution 898-08-24-22 Budget Adoption 2022-2023 School Year

Chief of Finance and Operations Melissa Beard shared Resolution 898-08-24-22 Budget Adoption 2022-2023 School Year. Director Scott made a motion to approve Resolution 898-08-24-22 Budget Adoption 2022-2023 School Year, Director Tinsley seconded the motion, and the motion passed (4/0).

B. Approval of Resolution 899-08-24-22 Budget Extension 2021-2022 School Year

Chief of Finance and Operations Melissa Beard shared Resolution 899-08-24-22 Budget Extension 2021-2022 School Year. Director Tinsley made a motion to approve Resolution 899-08-24-22 Budget Extension 2021-2022 School Year, Director Hogan seconded the motion, and the motion passed (4/0).

C. Adoption of Board Governance Goals

Director Scott made a motion to adopt a board governance goal in accordance with board policy 1810 to improve engagement with the community as measured by the annual self-assessment using, at a minimum, the engagement process identified in established policies, Director Hogan seconded the motion, and the motion passed (4/0).

D. Second Reading of Policy 3245 Students and Telecommunication Devices

Executive Director Shawn Lewis shared Policy 3245 Students and Telecommunication Devices. There have been no changes made to the policy since its first reading at the July 27 Regular Board Meeting. Director Tinsley made a motion to approve Policy 3245 Students and Telecommunication Devices, Director Hogan seconded the motion, and the motion passed (4/0).

VI. NEW BUSINESS

A. First Reading of Policy 1400 Meeting Conduct, Order of Business, and Quorum

Executive Director Shawn Lewis shared Policy 1400 Meeting Conduct, Order of Business, and Quorum. WSSDA has provided updated model policy with additional language focused on meetings in case of emergency. Specifically, this policy reflects the board's intent to only hold remote meetings in cases of emergency. It also sets forth the condition that constitute an emergency, the process for holding remote meetings or meetings with limited attendance, and the conditions that must exist for board action to take place at these meetings. Director Scott made a motion to adopt Policy 1400 Meeting Conduct, Order of Business, and Quorum, Director Hogan seconded the motion, and the motion passed (4/0).

B. First Reading of Policy 4218 Language Access Plan

Executive Director Shawn Lewis shared Policy 4218 Language Access Plan. State law requires schools to provide limited English proficient parents and families notification about all programs, services, and activities that are communicated to other parents and families in the district. This policy revision brings the district into compliance with state and federal requirements regarding language access services.

Director Scott made a motion to move Policy 4218 Language Access Plan to a second reading, Director Hogan seconded the motion, and the motion passed (4/0).

C. First Reading of Policy 6970 Naming of Schools and Facilities

Executive Director Shawn Lewis shared Policy 6970 Naming of Schools and Facilities. The current policy restricts the names of school facilities to be after persons who have attained national or local prominence or after geographic characteristics. As the board considers a future bond issue that will include a new school, staff is suggesting the board adopt policy revisions that allow for a greater number of options for naming schools and facilities. Specifically, the community should have an opportunity to engage in names that have a connection to the surrounding community or historical significance in the area, beyond being named only for a geographic characteristic or historical figure.

Director Scott made a motion to move Policy 6970 Naming of Schools and Facilities to a second reading, Director Tinsley seconded the motion, and the motion passed (4/0).

D. First Reading of Policy 3432 Emergencies

Executive Director Susanne Beauchaine shared Policy 3432 Emergencies. The policy is revised to align with changes due to the passage of HB 1941, Prohibiting Active Shooter Scenarios for School Safety-Related Drills. HB 1941 mandates that students, teachers, and staff should continue to be provided with the content taught in active shooter training. However, the content is now required to be implemented in a "trauma-informed and age and developmentally appropriate" manner.

Director Scott made a motion to adopt Policy 3432 Emergencies to align with Washington state law, Director Tinsley seconded the motion, and the motion passed (4/0).

E. First Reading of Policies 5001 Hiring of Retired School Employees, 5610 Substitute Employment, and 5612 Temporary Administrators

Executive Director Susanne Beauchaine shared Policy 5001 Hiring of Retired School Employees, 5610 Substitute Employment, and 5612 Temporary Administrators. These personnel policies are revised to align with changes due to the passage of HB 1699 School District Employees-Retired Individuals-Pension.

Director Tinsley made a motion to adopt Policy 5001 Hiring of Retired School Employees, Policy 5610 Substitute Employment, and Policy 5612 Temporary Administrators to align with Washington state law; Director Hogan seconded the motion; and the motion passed (4/0).

F. Prioritizing Legislative Positions

Chair Rohrer shared with the board about prioritizing legislative positions. Director Hogan, Legislative Representative, will gather priority information from the board, and present that information to the legislature. The board also has plans to collaborate with local representatives in the near future.

VII. BOARD COMMUNICATION

No communication.

VIII. ANNOUNCEMENTS

- Director Tinsley shared school starts on September 1, and Cherrydale's PTA is hosting a kindergarten play date on Sunday.
- Chair Rohrer shared her excitement for the upcoming school year, and for the future of SHSD after tonight's meeting.

IX. ADJOURNMENT

Director Scott made a motion to adjourn the meeting at 8:00 pm, Director Hogan seconded the motion, and the motion passed (4/0).

(Chair)

(Secretary/Superintendent)

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CERTIFICATED PERSONNEL REPORT - SEPTEMBER 21, 2022

Name	Position	FTE	Location	Effective Date	Action	Comment
GARRETT ERIC	TEACHER	1.00	HIGH SCHOOL	9/30/2022	RETIREMENT	
PAYNTER DAVID	TEACHER	1.00	HIGH SCHOOL	9/22/2022	NEW HIRE	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CERTIFICATED PERSONNEL REPORT - SEPTEMBER 21, 2022

Name	Position	Hours	Location	Effective Date	Action	Comment
WARD JULIA	PARAPROFESSIONAL	6.50	CHLOE CLARK	9/22/2022	NEW HIRE	
PARKS CARYN	PARAPROFESSIONAL	6.50	CHLOE CLARK	9/26/2022	NEW HIRE	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - SEPTEMBER 21, 2022

Name	Position	Location	Effective Date	Amount	Comment
CHRISTENSEN LEANN	DATA TEAM LEADER	CHERRYDALE	9/1/2022	\$ 2,000.00	
EVANS BETTINA	DATA TEAM LEADER	CHERRYDALE	9/1/2022	\$ 2,000.00	
FROEHLE STEFANIE	DATA TEAM LEADER	CHERRYDALE	9/1/2022	\$ 2,000.00	
RIDGE CHRISTINE	DATA TEAM LEADER	CHERRYDALE	9/1/2022	\$ 2,000.00	
WLIMOVSKY JILL	DATA TEAM LEADER	CHERRYDALE	9/1/2022	\$ 2,000.00	
ALMEDIA KAITLYN	DATA TEAM LEADER	CHLOE CLARK	9/1/2022	\$ 2,000.00	
ENOS ROD	DATA TEAM LEADER	CHLOE CLARK	9/1/2022	\$ 2,000.00	
ISLER DENISE	DATA TEAM LEADER	CHLOE CLARK	9/1/2022	\$ 2,000.00	
LANDES BONNIE	DATA TEAM LEADER	CHLOE CLARK	9/1/2022	\$ 2,000.00	
LEE SANDY	DATA TEAM LEADER	CHLOE CLARK	9/1/2022	\$ 2,000.00	
PEDDY KAREN	PRIMARY MUSIC DIRECTOR	CHLOE CLARK	9/1/2022	\$ 2,500.00	
REGER JENNIFER	DATA TEAM LEADER	CHLOE CLARK	9/1/2022	\$ 2,000.00	
ALBERT ROYCE	DEPARTMENT CHAIR	HIGH SCHOOL	9/1/2022	\$ 2,500.00	
ALLEN LAUREN 'KATE'	DANCE CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
ANDERSON ERIN	HONOR SOCIETY ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
CARIASO VENUS	KEY CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
CARIASO VENUS	MATH CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
CARIASO VENUS	STUDENT 2 STUDENT ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
CARLTON TRISSA	DEPARTMENT CHAIR	HIGH SCHOOL	9/1/2022	\$ 2,500.00	
CASTIGNANIE BRITTANY	DEPARTMENT CHAIR	HIGH SCHOOL	9/1/2022	\$ 2,500.00	
CHASE RENEE	BOOK CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
CHASE RENEE	CLASS ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
CHASE RENEE	GSA ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
DILL MICAH	DIGITAL GAME ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
EASTMAN KATHLEEN	ASB ADVISOR HIGH SCHOOL	HIGH SCHOOL	9/1/2022	\$ 4,500.00	
EASTMAN KATHLEEN	DEPARTMENT CHAIR	HIGH SCHOOL	9/1/2022	\$ 2,500.00	
FLETCHER MCKENNA	CLASS ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
GRAY BROOKE	DEPARTMENT CHAIR	HIGH SCHOOL	9/1/2022	\$ 2,500.00	
HAUSER NOBLE	CLASS ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
HAUSER NOBLE	ENVIRONMENTAL STEWARDSHIP CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
HAYDEN CHRISTINA	DECA ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
HAYDEN CHRISTINA	DRAMA PRODUCTION	HIGH SCHOOL	9/1/2022	\$ 2,400.00	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - SEPTEMBER 21, 2022

HAYDEN CHRISTINA	DRAMA PRODUCTION	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
HENDERSON SAMANTHA	CLASS ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
JARNAGIN JAMES	GSA ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
JELLISON ELISABETH	DEPARTMENT CHAIR	HIGH SCHOOL	9/1/2022	\$ 2,500.00	
JONES CARL	WET PLATE PHOTOGRAPHY & ENGINEERING CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
KIRKSEY JANET	WET PLATE PHOTOGRAPHY & ENGINEERING CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
KNUTSEN RYAN	DUNGEONS AND DRAGONS CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
MCGEE VICTOR	DEPARTMENT CHAIR	HIGH SCHOOL	9/1/2022	\$ 2,500.00	
MOCK JANELLE	ART CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
NORRIS LAURE	KEY CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
SCHULTZ-BRACE KERI	FCCLA ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
SORTORE PATRICIA	HOSA ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
STUTZ MIGUEL	ENVIRONMENTAL STEWARDSHIP CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
TRETHEWAY KELSEY	BOOK CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
VEGH MATTHEW	BAND HIGH SCHOOL	HIGH SCHOOL	9/1/2022	\$ 6,000.00	
VEGH MATTHEW	DEPARTMENT CHAIR	HIGH SCHOOL	9/1/2022	\$ 2,500.00	
VEGH MATTHEW	ULTIMATE FRISBEE CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
WEBSTER LINDSAY	YEARBOOK ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
WILLIAMS ASHLEY	ASL CLUB ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
WILLIAMS LORIANN	DEPARTMENT CHAIR	HIGH SCHOOL	9/1/2022	\$ 2,500.00	
WILLIAMS LORIANN	SPANISH HONORS SOCIETY ADVISOR	HIGH SCHOOL	9/1/2022	\$ 2,400.00	
WOOD SEAN	STUDENT 2 STUDENT ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
ZAJAC-MATTER MEGGAN	FCCLA ADVISOR	HIGH SCHOOL	9/1/2022	\$ 1,200.00	
ELSHIRE KATHERINE	CHAMBER CHOIR CLUB	PIONEER	9/1/2022	\$ 2,400.00	
ELSHIRE KATHERINE	CHOIR MIDDLE SCHOOL	PIONEER	9/1/2022	\$ 2,500.00	
HEINLEN MICHAEL	DEPARTMENT CHAIR	PIONEER	9/1/2022	\$ 2,000.00	
KEEFER CHARM	BUILDERS CLUB ADVISOR	PIONEER	9/1/2022	\$ 2,400.00	
KEEFER CHARM	STUDENT 2 STUDENT ADVISOR	PIONEER	9/1/2022	\$ 2,400.00	
MARTIN KYLIE	DEPARTMENT CHAIR	PIONEER	9/1/2022	\$ 2,000.00	
MARTIN MICHAEL	DEPARTMENT CHAIR	PIONEER	9/1/2022	\$ 2,000.00	
MCJUNKINS TRINA	DEPARTMENT CHAIR	PIONEER	9/1/2022	\$ 2,000.00	

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1
CO-CURRICULAR PERSONNEL REPORT - SEPTEMBER 21, 2022

NIXON JULIE	GAME CLUB ADVISOR	PIONEER	9/1/2022	\$ 2,400.00	
PALACIOS LINDA	ART CLUB ADVISOR	PIONEER	9/1/2022	\$ 1,800.00	
PARR KAREN	CHEMICAL HYGIENE OFFICER	PIONEER	9/1/2022	\$ 400.00	
PARR KAREN	DEPARTMENT CHAIR	PIONEER	9/1/2022	\$ 2,000.00	
PERCEFULL SAMANTHA	DEPARTMENT CHAIR	PIONEER	9/1/2022	\$ 2,000.00	
STOUT JENESSA	ASB ADVISOR MIDDLE SCHOOL	PIONEER	9/1/2022	\$ 2,500.00	
STOUT JENESSA	BAND MIDDLE SCHOOL	PIONEER	9/1/2022	\$ 2,500.00	
STOUT JENESSA	JAZZ BAND CLUB	PIONEER	9/1/2022	\$ 2,400.00	
TIEDEMAN JAKOB	YEARBOOK ADVISOR	PIONEER	9/1/2022	\$ 2,400.00	
YUCKERT HEATHER	GSA ADVISOR	PIONEER	9/1/2022	\$ 2,400.00	
BATHURST ERIN	INTERMEDIATE MUSIC DIRECTOR	SALTAR'S POINT	9/1/2022	\$ 2,500.00	
URIARTE LAVONNE	LEADERSHIP ADVISOR	SALTAR'S POINT	9/1/2022	\$ 2,400.00	
WHITE SOLE	ASSISTANT VOLLEYBALL COACH	HIGH SCHOOL	9/22/2022	\$ 3,117.75	

Steilacoom Historical School District

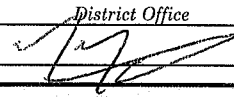
Surplus Form - Information Technology

The items listed are no longer required by our department and may be declared surplus. Items may be picked-up from locations indicated.
NOTE: All licensed software and proprietary information must be removed from technology equipment.

Date 9/14/2022

Location/Building District Office

Signature



Quantity	Item Description	Surplus or Damage
3	Laptop	Damage
34	Laptop	Surplus
6	Computer	Damage
82	Computer	Surplus
32	Smartboard	Surplus
2	Document Camera	Damage
25	Document Camera	Surplus
14	Projector	Surplus
1	External HDD	Damage
1	Printer	Damage
84	Printer	Surplus
1	Monitor	Damage
97	Monitor	Surplus
1	Chomebook	Damage
12	Chomebook	Surplus
3	Docking Station	Damage
2	Conference Phone	Surplus
1	Server	Surplus
1	Security Appliance	Surplus
2	eSATA expansion unit	Surplus
5	Storage Array	Surplus
3	UPS	Damage
1	Smartboard USB Adapter	Damage
1	Security Appliance	Surplus
27	Tablet	Surplus
29	Mobile Device Cart	Surplus

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 21, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 6970 Naming Schools and Facilities

- No changes since first reading.

RECOMMENDED ACTION:

I move to adopt Policy 6970 Naming Schools and Facilities.

Report prepared by:
Shawn Lewis, Executive Director of Community Relations and Planning

NAMING SCHOOLS AND FACILITIES

New district buildings and facilities will be named using the following criteria:

1. Representative of the geography in the area,
2. Representative of the historical significance of the area,
3. A name with significance or connections to the surrounding community, or
4. After persons who have attained national or local prominence in the fields of education, arts and sciences, politics, military achievements and statesmanship, after past U.S. presidents or Washington national senators or representatives.

It is the responsibility of the Board of Directors to adopt official names for District facilities.

In fulfilling this responsibility, the Board will make every effort to respect community preferences. The superintendent will develop procedures for broad-based involvement whenever possible.

School and team mascots, logos or images will not be of Native American names, symbols, or images.

Adoption Date: 2.27.08
Steilacoom Historical School District No.
1 Revised: 4.22.15; 11.17.21; XX.XX.XX

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 21, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 4218 Language Access Plan

- No changes since first reading.

RECOMMENDED ACTION:

I move to adopt Policy 4218 Language Access Plan.

Report prepared by:
Shawn Lewis, Executive Director of Community Relations and Planning

LANGUAGE ACCESS PLAN

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services and activities for students and their parents and families. The Board recognizes that students whose family members have limited English proficiency might also speak or be learning multiple languages and are assets to the community. It is crucial that the District seek to address language barriers and do so free of charge. To that end and as required by law the District will develop and adopt a plan for implementing and maintaining a language access program that is culturally responsive, provides for systematic family engagement developed through meaningful stakeholder engagement, and is tailored to the District's current population of students and families who have limited English proficiency.

At a minimum, the District's plan for a language access program will adhere to the principles of an effective language access program for culturally responsive, systematic family engagement, which are:

- Accessibility and equity. This means that schools provide access to all; two-way communication is a priority and is woven into the design of all programs and services.
- Accountability and transparency. This means that the language access program and decision-making processes at all levels are: Open, accessible, and usable to families; readily available; continuously improved based on ongoing feedback from families and staff; and regulated by a clear and just complaint process.
- Responsive culture. This means that schools are safe, compassionate places where each family's opinions are heard, needs are met, and contributions are valued. School staff are humble and empathetic towards families.
- Focus on relationships. This means that schools seek to understand families without judgment on an individual level, building trust through respectful relationships that recognize the unique strengths that each family and student possesses.

The District will implement its Language Access Program by the 2023-2024 school year.

Parent Identification

The District will accurately and in a timely manner identify parents/family members of students with limited English proficiency and provide them information in a language they can understand regarding the language service resources available within the District.

Oral Interpretation

The District will take reasonable steps to provide parents/family members with limited English proficiency with competent oral interpretation of materials or information about any program, service, and activity provided to non-LEP parents and to facilitate any interaction with district staff significant to the student's education. The District may provide such services upon request

of the LEP parent(s) and/or when it may be reasonably anticipated by District staff that such services will be necessary.

Written Translation

The District will provide a written translation of vital documents for each limited English proficient group that constitutes at least 5 percent of the District's total parent population or 1000 persons, whichever is less. For purposes of this policy, "vital documents" include, but are not limited to, those related to:

- registration, application, and selection;
- academic standards and student performance;
- safety, discipline, and conduct expectations;
- special education and related services, Section 504 information, and McKinney-Vento services;
- policies and procedures related to school attendance;
- requests for parent permission in activities or programs;
- opportunities for students or families to access school activities, programs, and services;
- student/parent handbook;
- the District's Language Access Plan and related services or resources available;
- school closure information; and
- any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

If the District is unable to translate a vital document due to resource limitations or if a small number of families require the information in a language other than English such that document translation is unreasonable, the District will still provide the information to parents in a language they can understand through competent oral interpretation.

Staff Guidance

The Superintendent will designate a staff member to serve as the Language Access Liaison / Coordinator, who will monitor and facilitate compliance with state and federal laws related to language access and family engagement. The Language Access Coordinator's name and contact information will be widely shared so parents, school staff, and community members may contact them to inquire about language access services.

All school administrators, particularly those who have the most interaction with the public such as registrars and enrollment staff, certificated staff and other appropriate staff as determined by the Language Access Coordinator/Liaison, will receive guidance on meaningful communication with parents/family members with limited English proficiency, best practices for working with an interpreter, how to access an interpreter or translation services in a timely manner, language services available within the District and other information deemed necessary by the superintendent to effectuate the language access plan.

Appropriate district staff, as determined by the Language Access Coordinator/ Liaison, will also receive guidance on the interaction between this policy and the District's policy on effective communication with students, families, and community members with disabilities.

The superintendent is authorized to establish procedures and practices for implementing this policy.

Review and Update

The Board will periodically review, evaluate, and further update this policy and its associated procedure based on pertinent data, including the data collected according to the accompanying procedure. This review will also include community feedback collected according to this policy and procedure and with opportunity for participation from the school community, including school personnel, students, parents, families, and the community members. .

The Board will annually review the District's spending on language access services and consider whether budget adjustments are needed to effectively engage with families who would benefit from Language Access services.

The District will provide effective communication for students' families who are deaf, deaf and blind, blind, hard of hearing, or need other communication assistance according to 4217 – Effective Communication.

Cross References: [3210](#) - Nondiscrimination
 [4217](#) - Effective Communication

Legal References: [Chapter 28A.642 RCW](#) Discrimination prohibition
 [Chapter 49.60 RCW](#) Discrimination – Human Rights
 Commission
 [Chapter 392-400 WAC](#) Pupils
 [WAC 392-400-215](#) Student rights
 Title VI of the Civil Rights Act of 1964
 [Chapter 28A.155 RCW](#) Special Education

Management Resources: 2016 - July Issue
 OSPI website: Interpretation and Translation Services

Adoption Date: 10.26.16
Steilacoom Historical School District No. 1
Revised: 11.14.18
Reviewed: 9.1.19; XX.XX.XX

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 21, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 1410 provides the purposes and conditions required for the board to convene in executive or closed sessions.

The revisions provided in this update provide minor clarifications to existing policy.

Specifically, the policy as amended clarifies:

- The discussion of the factors comprising the minimum value of the property (the appraisal) is a necessary part of public transparency regarding the selling or leasing of public property;
- The purpose of executive sessions must be reflected in the meeting minutes; and
- Closed sessions may be separate or a portion of a meeting where the board is planning or adopting a bargaining strategy, professional negotiations, grievance proceedings, or reviewing negotiation proposals.

These changes above are necessary clarifications to ensure the District complies with the open public meetings act and related statutes.

RECOMMENDED ACTION:

I move to adopt Policy 1410 to align with Washington state law.

Report prepared by:

Shawn Lewis, Director of Community Relations and Planning

EXECUTIVE OR CLOSED SESSIONS

Executive Sessions

Before convening in executive session, the chair will publicly announce the general purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the chair.

An executive session may be conducted for one or more of the following purposes:

- A. To consider, if in compliance with any required data breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments, and security test results to the extent that they identify specific system vulnerabilities, and other information that, if made public, may increase risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;
- B. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- C. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; However, discussion of the factors comprising the minimum value of the property and ~~however~~, the final action of selling or leasing public property will be taken in a meeting open to the public;
- D. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- E. To receive and evaluate complaints or charges brought against a director or staff member; however, upon the request of such director or staff member, a public hearing or a meeting open to the public will be conducted on such complaint or charge;
- F. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within the district ~~shall~~will occur in a meeting open to the public, and when the board elects to take the final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action ~~shall~~will be taken in a meeting open to the public;
- G. To evaluate the qualifications of a candidate for appointment to the board; however, any interview of such candidate and final action appointing a candidate to the board ~~shall~~will be in a meeting open to the public; or
- H. To discuss with legal counsel representing the district matters relating to district enforcement actions, or litigation or potential litigation to which the district, the board, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the district. Potential litigation means matters protected by attorney-client privilege related to litigation that has been specifically threatened; litigation that the district reasonably believes may be commenced; or the litigation or legal risks of a proposed action or current practice of the

district, if public discussion is likely to result in an adverse or financial consequence to the district.

The announced purpose of the executive session will be entered into the minutes of the meeting.

Closed Sessions/Private Meetings

The Open Public Meetings Act does not apply to certain board activities and public notice is not required prior to holding a closed session for any of the following purposes:

- A. Consideration of a quasi-judicial matter between named parties as distinguished from a matter having a general effect on the public or a class or group; or
- B. Collective bargaining sessions with employee organizations or professional negotiations with an employee, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or ~~when that portion of a meeting in~~ which the board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Legal References:	RCW 42.30.110	Executive sessions
	RCW 42.30.140	Chapter controlling — Application
	RCW 19.255.010	Disclosure, notice - Definitions - Rights,
remedies	RCW 42.56.590	Personal information - Notice of security breaches.

Management Resources:	2017 – July Issue	
	<i>Policy News</i> , June 2001	Legislature Addresses Executive Session

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 5.28.08; 9.27.17; X.XX.XX
Reviewed: 4.30.11

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 21, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 3122: Excused and Unexcused Absences was revised to align with changes due to the passage of HB 1834, concerning student excused absences for mental health reasons.

HB 1834 updated the definition of an excused absence to include mental health symptoms, illnesses, and conditions, as well as appointments for mental health care.

Additional revisions to the policy provide additional details about absences from asynchronous and synchronous online instruction and remove language about marking unexcused absences from remote learning and “non-truancy remote learning” absences.

RECOMMENDED ACTION:

Move to adopt **Policy 3122: Excused and Unexcused Absences** to align with Washington state law.

Report prepared by:
Gudrun Sullivan, Executive Director of Student Services

EXCUSED AND UNEXCUSED ABSENCES

Definition of Absence

Absence from in-person learning

~~WAC 392-401-015~~ AWAC 392-401-015 states the definition of an absence:

1. A student is absent from in-person instruction when they are:
 - a. Not physically present on school grounds; and
 - b. Not participating in the following activities at an approved location:
 - i. Instruction; or
 - ii. Any instruction-related activity; or
 - iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

Definition of absence from ~~remote learnings~~ synchronous and asynchronous instruction

1. (1) A student is absent from ~~remote learnings~~ synchronous online instruction when the student ~~is~~ does not ~~participating in~~ log in to the synchronous meeting/class. (2) A student is absent from asynchronous instruction when there is no evidence that the student accessed the planned instructional activities on a scheduled remote learning day. (2) asynchronous activity. (3) Evidence of student participation in ~~remote learning~~ may include, but is not limited to: (a) Daily logins to learning management systems; (b) Daily interactions with the teacher to acknowledge attendance (including messages, emails, phone calls or video chats); or (c) Evidence asynchronous activities must occur daily, within a twenty-four-hour time frame of when the participation is planned or expected.

Minimum Time for Being Considered Present

The District has authority to establish minimum thresholds similar to in-person attendance for the time in which a student must be logged in to be considered present. The Superintendent will develop a task consistent and equitable approach that is documented in the student handbook and communicated clearly to all students and families. Determining a threshold for when a student is present or absent should not be left to individual teachers.

Presence vs. Participation

Participation, such as turning video on and participating in discussion or assignment chat, are not to be considered when determining if a student is present or not. These are examples of participation and should be considered distinct from attendance.

Absence from Asynchronous Instruction

Similar to local determinations on what constitutes presence for synchronous online instruction, the Superintendent will develop a consistent and equitable approach that establishes what constitutes "evidence of participation." This approach will be documented in the student handbook and communicated clearly to all students and families. Determining what constitutes "evidence of participation" should not be left to individual teachers.

Tardies

The District has the flexibility to determine what constitutes a tardy in synchronous online settings. The District differentiates a tardy from an absence (where the student does not attend at all) and will exclude tardies from any reports that tally absences for the purposes of filing a truancy petition.

Daily attendance taking

The District will take daily attendance for all enrolled students whether the instructional modality is in-person, synchronous, or asynchronous. When instruction is synchronous online or asynchronous, secondary schools will take attendance daily in each course with planned instruction and elementary schools will take attendance at least twice a day.

Excused and Unexcused Absences

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities; except when there are necessary reasons for students to be absent. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be absent from class or not able to participate remotely. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

- A. ~~The Absences due to the following reasons are valid excuses for absences excused:~~
1. ~~Illness~~ Physical health or mental health symptoms, illness, health condition or medical appointment (including for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;)
 2. Family emergency including, but not limited to, a death or illness in the family;
 3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 4. Court, judicial proceeding, court-ordered activity, or jury service;

5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055 RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107 WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status; and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth;
13. Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

B. In the event of emergency school facility closure due to COVID-19, other communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction, absences due to the following reasons are excused:

- 13.1. Absences related to the student's illness, health condition, or medical appointments due to COVID-19 or other communicable disease;
- 14.2. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19, other communicable disease, or other emergency health condition related to school facility closures;
- 15.3. Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 because of school facility closures, until other arrangements can be made, including placement in a more flexible education program; and
- 16.4. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made; and
17. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
18. Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

The District may define additional categories or criteria for excused absences. A school principal or designee has the authority to determine if an absence meets this policy according to the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed.
2. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.
3. Except as provided in subsection (2) of this section, in the event that a child in elementary school is required to attend school under ~~RCW 28A.225.010 or 28A.225.015(1)~~ RCW 28A.225.010 or 28A.225.015(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the school district shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. To satisfy the requirements of this section, the conference must include at least one school district employee such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education program or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required.

This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.

Unexcused Absences

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above or in administrative procedure for an excused absence.
2. ~~As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence.~~ A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent and that absence is not excused.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.

4. The school will hold a conference with the parent or guardian after three unexcused absences within any month during the current school year. The conference will analyze the causes of the student's absences and develop a plan that identifies student, school, and family commitments to reduce the student's absences from school. If the parent does not attend the conference, the school official may still hold the conference with the student. However, the school will notify the parent of the steps the district has decided to take to eliminate or reduce the student's absences.
5. Between the student's second and ~~fifth~~seventh unexcused absence, the school must take the following data-informed steps:
 - I. Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment
 - II. These steps must include, where appropriate, providing an available approved best practice or research-based intervention, or both, consistent with the WARNS profile or other assessment, if an assessment was applied, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the child to a community truancy board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.
 - III. For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.

Not later than the student's seventh unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community engagement board or file a petition and affidavit with the juvenile court alleging a violation of ~~RCW 28A.225.010~~RCW 28A.225.010.

6. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of ~~RCW 28A.225.010~~RCW 28A.225.010 by the parent, student or parent and student no earlier than the seventh unexcused absence within any month during the current school year and not later than the fifteenth unexcused absence during the current school year.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

~~Unexcused absences from remote learning.~~

~~Absences from remote learning must be marked as a "nontruancy remote learning absence" until October 4, 2020. Such absences shall not be marked as excused or unexcused. Beginning October 5, 2020, any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.~~

Tardies and Disciplinary Actions

1. Students shall not be absent if:
 - a. They have been suspended, expelled, or emergency expelled pursuant to chapter ~~392-400 WAC~~; 392-400 WAC;
 - b. Are receiving educational services as required by RCW 28A.600.015 ~~RCW 28A.600.015~~ and chapter 392-400 WAC; and
 - c. The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107. ~~WAC 392-121-107. Course of study activities do not include sending homework packets home.~~
2. A full day absence is when a student is absent for fifty percent or more of their scheduled day.
3. A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

A student shall be considered absent if they are on school grounds but not in their assigned setting.

Tiered response system for student absences

~~WAC 392-401A-045 states:~~

WAC 392-401A-045 requires

School districts ~~must to~~ implement minimum requirements of a tiered response ~~multitiered~~ system of support for attendance to address barriers to student attendance, provide timely interventions and best practices to reduce chronic absenteeism and ~~address barriers to student engagement in learning during the COVID epidemic. Tiered response~~ truancy. Multitiered systems ~~under this section must of support~~ include: _

- a. (a) Monitoring daily attendance data for all students who are absent ~~from remote learning~~, whether the absence is excused or unexcused;
- b. (b) A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent's home language;
- c. ~~Daily notification of absences to parents;~~
- d. ~~A process for outreach from the school to determine student needs, such as basic needs, connectivity and hardware, connection with health and social services as necessary;~~
- e. (c) Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence; ~~and, including school and district attendance or engagement teams, connecting to community resources, and community engagement boards; and~~ When feasible (d) A process for outreach and appropriate, transitioning the reengagement for students who have been withdrawn due to full-time in-nonattendance and there is no evidence that the student is enrolled elsewhere. This outreach and reengagement process must include:

- (i) A school and/or district point person-learning/people to maintain the list, keep it updated, and coordinate the outreach;
- f. (ii) School or district staff assigned to conduct the outreach and attempts at reengagement in coordination with community partners or other program to accommodate the student's needs;programs;
- (iii) Multiple methods of communication and outreach in a language or mode of communication that the parent understands including phone calls, texts, letters, and home visits;
- (iv) Referral to community-based organizations;
- (v) Documentation of the attempts to reach student and family; and
- (vi) Follow the required steps to address unexcused absences in chapter 28A.225 RCW, including early communication to parents, holding parent conferences and administering a truancy screener to understand the underlying reasons for the absences, and providing evidence-based or best practice interventions, even if the student has been withdrawn due to nonattendance.

Students dependent pursuant to Chapter 13.34, RCWChapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Migrant Students

The district, parent/guardian and student are encouraged to work to create an Extended Absence Agreement with the school to decrease the risk of an adverse effect on the student's educational progress.

Cross References: [3120](#) - Enrollment
 [3230](#) - Student Privacy and Searches
 [3241](#) - Student Discipline
 [4218](#) - Language Access

Legal References: [Chapter 28A.225](#) Compulsory school attendance and admission
 [RCW 13.34.300](#) Relevance of failure to cause juvenile to attend school to neglect petition
 [Chapter 392-401A WAC](#) Statewide definition of absence for the 2020-21 school year

	Management Resources	2018 - August 2018 - August Policy Issue 2017 - July Policy Issue 2016 - July Issue 2015 - June Issue 2012 - December Issue 2011 - December Issue Policy News, June 2001 More Tweaking of Becca Petitions 2020 – September Alert
--	----------------------	---

	Adoption Date: 2.27.08
	Steilacoom Historical School District No. 1
	Revised Dates: 7.15.10; 1.25.12; 4.10.13; 9.28.16; 10.25.17; 10.24.18; 9.22.21;xx.xx.xx

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 21, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

WSSDA recommends a minor revision to **Policy 5011 Sexual Harassment of District Staff Prohibited**.

This revision provides clarification and aligns with current practice, that the district follows the detailed investigation process in Policy and Procedure 3205 when responding to complaints involving staff.

RECOMMENDED ACTION:

I move to adopt Policy 5011 Sexual Harassment of District Staff Prohibited to align with current district practices.

Report prepared by:
Susanne Beauchaine, Executive Director of Human Resources

SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's employment performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities.

A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduce in each staff, volunteer and parent handbook. Such notices will

identify the District’s Title IX coordinator and provide contact information, including the coordinator’s email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers and parents in the review process.

Cross References:	Policy	3205	Sexual Harassment of Students
			Prohibited
	Policy	3207	Prohibition of Harrassment, Intimidation and Bullying
	Policy	3210	Nondiscrimination
	Policy	3240	Student Conduct
	Policy	3421	Child Abuse, Neglect and Exploitation
	Policy	5010	Nondiscrimination and Affirmative Action

Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope—Sexual harrassment policies
	WAC 392-190-058	Sexual harassment

Management Resources:	2022 June Issue
	<i>Policy News</i> , October 2011
	<i>Policy News</i> , December 2014
	2015 – July Policy Alert

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 7.29.10; 2.12.14; 1.28.15; 8.27.15; 9.22.21

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 21, 2022

Strategic Focus Area

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

BACKGROUND INFORMATION

Budgets for sports and clubs are created in the Spring for the following school year. Part of this process includes setting a fee for participation and presenting it to the Board for their approval. The fee schedule approved by the Board in May did not include a fee for Dance club. A Dance club has since been created and would now like to charge a fee to students to participate. This late addition to the previously approved and published Fee Schedule requires Board action to amend the 2022-23 Fee Schedule.

RECOMMENDED ACTION:

I move the Board adopt the revised fee schedule to allow for Dance to collect fees.

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

Steilacoom Historical School District 2022-2023 Student Fee Schedule

DISTRICTWIDE

School Field Trips	Price varies	Lost or Damaged Equipment	Replacement or Repair Cost
NSF Check Fee	20.00	Lost or Damaged Library or Textbook	Replacement Cost
Online Payment Convenience Fees	No Charge	Chromebook fees	Next page

PIONEER MIDDLE SCHOOL

Yearbook-subject to vendor pricing	approx. 35.00	Planner	5.00
ASB Fees and Extracurricular Participation (Fee Waiver Eligible)			
ASB Card required for all ASB activities	15.00	Athletic Fee (except Football)	45.00
Builder's Club	0.00	Baseball Uniform - 1st Year	36.00
ASB Clubs	15.00	Athletic Fee Football	75.00
ASB Sponsored Field Trip	Price Varies	Athletic Fee Football, sibling	50.00
Choir Fee	15.00	Dance Team Uniform (vendor pricing)	Price Varies
Choir Uniform Rental	25.00		

STEILACOOM HIGH SCHOOL

Yearbook-subject to vendor pricing	approx. 70.00	Parking	50.00
Credit Enhancement or Retrieval	Price Varies	Transcript (certified only-each)	6.50
Athletic Event Prices (Free for SHSD Students with an ASB Card)			
Gate Ticket - Adults and Students w/o ASB Card	6.00	Gate Ticket - Seniors (62+)	2.00
Gate Ticket - Visiting Students w/ASB Card, Military w/ID	4.00	Family Pass	12.00
Gate Ticket - All K-5 Students	2.00	Steilly Pass*	Varies per season/sport

ASB Fees and Extracurricular Participation (Fee Waiver Eligible)

ASB Card required for all Clubs and Sports	25.00		
Club Fees/ASB Card also required			
Anime Club	10.00	FCCLA	20.00
Art	0.00	Frisbee	0.00
ASL Club	5.00	GSA	0.00
Band	25.00	HOSA	25.00
Band Uniform Rental	25.00	Key Club	15.00
Cheer	50.00	Leadership	15.00
Choir	25.00	Literature	5.00
Choir Uniform Rental	25.00	Math Team	5.00
Dance/Drill Team	50.00	National Honor Society first year	10.00
DECA	25.00	National Honor Society subsequent years	5.00
Digital Gaming	5.00	Spanish Honor Society	5.00
Drama Club	5.00	Student 2 Student	0.00
Dungeons and Dragons	0.00	Wet Plate Engineering	0.00
Environmental Stewardship	0.00	Yearbook	0.00

Athletic Fees/ ASB Card also required

Baseball/Fastpitch	75.00	Soccer	75.00
Basketball	75.00	Swimming	50.00
Bowling	50.00	Tennis	50.00
Cross Country	50.00	Track	75.00
Football	100.00	Volleyball	75.00
Golf	50.00	Wrestling	75.00

ASB Fee Waiver Eligibility

Available for any student who qualifies for free or reduced lunch through the National Lunch Program **AND** the family authorizes the district to use this information for fee waivers.

CHROMEBOOK FEES			
<i>Repairs or Theft (Police report required for theft)</i>			
First Incident (unless intentional)	Lesser of \$25 or repair cost	Second Incident	Repair Cost or 250.00 to Replace

<i>Repair/Replacement Costs</i>			
Bezel (Screen frame)	54.00	Keyboard	50.00
Camera Lens	72.00	Key (Individual)	21.00
Case (Top or Bottom)	82.00	Power Cord	23.00
IMIE Device (Hotspot)	150.00	Protective Case	22.00
Touchpad	72.00	Screen - Non-touch	110.00
Hinge	25.00	Screen - Touch	150.00
Note: Repairs of Charging Ports and Headphone Jacks are not possible.			

MEAL PRICES			
Breakfast (K-5)	2.25	Breakfast (6-12)	2.75
Lunch (K-5)	3.50	Lunch (6-12)	3.75