



## Regular Meeting Agenda

Steilacoom High School, 54 Sentinel Drive, Steilacoom, WA

Wednesday, January 18, 2023 06:00 PM

### I. CALL TO ORDER

(Action)

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

### II. PRESENTATIONS

#### A. Cherrydale Community Recognition - Good Grace Farm/Karin Dudley (Presentation)

**Presenter:** Ryan Douglas

[Good Grace Farm Presentation.pdf \(p. 3\)](#)

#### B. National Board Certified Teachers Recognition (Presentation)

**Presenter:** Paul Harvey

[National Board Certified Teachers Presentation.pdf \(p. 14\)](#)

#### C. School Board Recognition (Presentation)

**Presenter:** Superintendent Weight

### 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. IMC progress report (STI)

(Information)

Presenter: Paul Harvey

[STI Curriculum Update.pdf \(p. 17\)](#)

### B. Legislative Update

(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 \(p. 19\)](#)

[Approval of December 2022 and January 2023 Accounts Payable and December 2022 Payroll.pdf \(p. 30\)](#)

[Approval of December 14 2022 Regular Meeting Minutes.pdf \(p. 31\)](#)

[Approval of Classified Personnel Report.pdf \(p. 34\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 35\)](#)

## VI. NEW BUSINESS

### A. Review and Approval of Board Operating Protocol

(Action)

Presenter: Superintendent Weight

[Board Operating Protocol 1.18.23.pdf \(p. 36\)](#)

### B. First Reading of Policy 2411 High School Equivalency Certificate

(Action)

Presenter: Paul Harvey

[Policy 2411 High School Equivalency Certificate.pdf \(p. 40\)](#)

### C. Resolution 902-01-18-23 Interfund Loans

(Action)

Presenter: Shawn Lewis

[Resolution 902-01-18-23 Interfund Loans.pdf \(p. 45\)](#)

## VII. BOARD COMMUNICATION

(Information)

## VIII. ANNOUNCEMENTS

(Information)

## IX. ADJOURNMENT

(Action)









































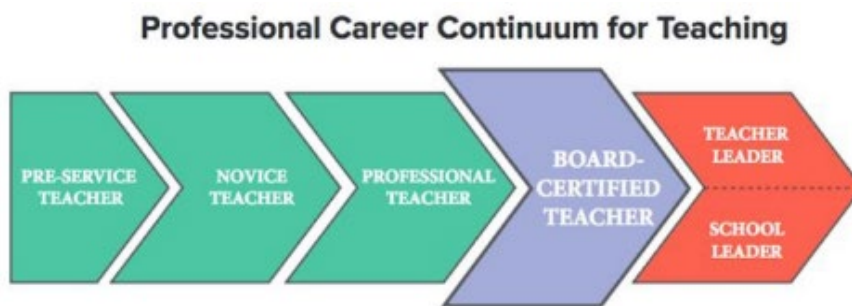






## **National Board Certified Teachers and The Steilacoom Historical School District No.1**

- Washington State has the second highest number of NBCT's in the nation
- The estimated time commitment is between 200 to 400 hours to complete the certification process
- Certification is not guaranteed; the national certification rate hovers around 40% passing rate
- Certification allows teachers to sharpen their practice, showcase their talent and demonstrate their dedication to their students and their profession.



Teachers who successfully certify are reimbursed the cost of certification.

The school board's support of accomplished teaching promotes the National Board's mission to "advance the quality of teaching and learning through a voluntary advanced certification process" that puts students at the center of instruction and positively impacts student achievement.

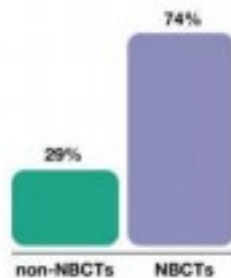
Through National Board Certification, teachers demonstrate that their teaching meets the profession's standards for accomplished practice through a rigorous, peer-reviewed and performance-based process, similar to professional certification in fields such as medicine. By achieving Board certification, teachers prove their ability to advance student learning and achievement.



More than a decade of research from across the country confirms:

- Students taught by Board-certified teachers learn more than students taught by other teachers.
- Estimates of the increase in learning are on the order of an additional one to two months of instruction. The positive impact of having a Board-certified teacher (NBCT) is even greater for students of color and low income students. This improvement in student outcomes is mirrored by NBCTs achieving stronger results on leading measures of teacher effectiveness, including robust classroom observations and value added scores. The compelling research on the effectiveness of Board certified teachers is particularly noteworthy when compared to the lack of consistent research on the effectiveness of teachers with masters degrees.

Students of NBCTs demonstrate evidence of deeper learning nearly three times more frequently than their peers



Student work samples that reflect deeper learning, in the classrooms of NBCTs compared to the classrooms of non-NBCTs

National Board Certification is a voluntary advanced professional certification for PreK-12 educators that identifies teaching expertise through a performance-based, valid and reliable peer reviewed assessment.



## National Board Five Core Propositions

1. Teachers Are Committed to Students and Their Learning
2. Teachers Know the Subjects They Teach and How to Teach Those Subjects to Students
3. Teachers Are Responsible for Managing and Monitoring Student Learning
4. Teachers Think Systematically About Their Practice and Learn from Experience
5. Teachers Are Members of Learning Communities

### Congratulations to these SHSD professionals:

#### NBCT Initial Certification

- **Kylie Martin**
- **Trina McJunkins**
- **Sarah Dorsch**

#### Successful renewal of NBCT credential

- **Rod Enos**
- **Keane Hansen**
- **Deirdre Davis**

### Current National Board Certified Teachers in SHSD:

<b>Steilacoom HS</b>	<b>Pioneer MS</b>	<b>Saltar's Point</b>	<b>Cherrydale</b>	<b>Chloe Clark</b>
<ul style="list-style-type: none"> <li>• Renee Chase</li> <li>• Megan Mattes</li> <li>• Kelsey Tretheway</li> <li>• Marilyn Wynn</li> <li>• Sarah Dorsch</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Kylie Martin</b></li> <li>• <b>Trina McJunkins</b></li> <li>• Aimee Brown</li> <li>• Stephanie Matteus</li> <li>• Scott Stuglemeyer</li> <li>• Jenessa Stout</li> </ul>	<ul style="list-style-type: none"> <li>• Kristen Barton</li> </ul>	<ul style="list-style-type: none"> <li>• Deirdre Davis</li> <li>• Lanae Olson</li> </ul>	<ul style="list-style-type: none"> <li>• Kaitlyn Almeida</li> <li>• Karen Antonowicz</li> <li>• Brett Bradshaw</li> <li>• <b>Rod Enos</b></li> <li>• <b>Keane Hansen</b></li> <li>• Bonnie Landes</li> <li>• Adriana Posada</li> <li>• Shannon Schmitz</li> <li>• Trisha Byrne</li> </ul>
		<b>Anderson Island</b>		
		<ul style="list-style-type: none"> <li>• Cara Kamel</li> </ul>		



TO: Board of Directors  
FROM: Instructional Materials Committee; Paul Harvey-Chair  
RE: Since Time Immemorial/Social Studies Core Curriculum Update  
DATE: January 18, 2023

In October, you were presented with a progress report regarding our ongoing review of the district's social studies curricula. This work is prescribed in policy and procedure 2020/2020P and has been led by our Instructional Materials Committee (IMC). .

Several recommendations were made to the board from the IMC within the fall progress report. One of the priorities was to name and embed a Native American history and culture curriculum within the larger K-12 social studies core materials.

For all grade levels, a comprehensive curriculum outline and implementation plan using the Since Time Immemorial (STI) curriculum was recommended for this school year. During the social studies comprehensive review, teachers reported varying degrees of awareness and use of the curriculum. The recommendation to the board from the IMC was to take a deliberate and inclusive path to mapping out our use of STI.

Since the fall progress report, two important steps have been taken, following the IMC recommendations. First, there were three teachers who volunteered to participate in a training provided by OSPI training on the STI curriculum, which took place in November. The second step was the formation and meeting of a sub-committee of six teachers representing the six district schools. This group met on January 5th and was presented with the recommendations given to the school board in October regarding the STI curriculum. The group was charged with reviewing the curriculum, which is open-access and located on the OSPI website. The group will make a recommendation to the IMC regarding the quality and feasibility native history and culture before the January 18th board meeting. Principals were also informed of the social studies review plan and the need for STI review.

The IMC will meet after receiving the recommendation related to the STI curriculum from the sub-committee. The IMC will review the information provided by the sub-committee and will give the board a recommendation regarding STI being adopted as part of our core curriculum. This recommendation will be made at the March board meeting.



As we did with the current social studies material, the IMC team will apply the OSPI *Screening tool for biased content in instructional materials* to the STI material.

Work by the IMC and key district staff is ongoing through the winter and spring and will result in a recommendation for adoption to the board of all core materials before the end of the school year.

The IMC thanks the board again for their ongoing support of our schools and their interest in this process of curriculum review. We are excited to be engaged in this work, and we anticipate the completed curriculum review will provide many benefits to our staff and students.

Future IMC Meetings: 1/23; 2/27; 3/27; 4/24; 5/22; 6/26

Presented to the school board on 1/18/23 by Paul Harvey, Executive Director of Student Achievement.



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

The following information is a summary of the financial position as of December 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	49,026,864	15,794,112	32.22%
Expenditures & Other Financing Uses	50,132,164	18,573,829	37.05%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(1,105,300)	(2,779,717)

Transfer to Capital Projects	100,000
Net Change in Unassigned Fund Balance	(2,679,717)

Fund Balances	Budget	12/31/2022	Variance
Committed to Other Purposes	(100,000)	0	
Unassigned Fund Balance	894,700	(2,222,861)	-3,117,561
Unassigned Minimum Fund Balance	3,000,000	3,000,000	0
Fund Balance	3,794,700	777,139	-3,017,561

**Capital Projects Fund:**

Fund Balance - Impact Fees \$361.60 - Turf Field Replacement \$600,000

Beginning Fund Balance		1,577,853	
GF Transfer to Capital Projects	0		
Revenues	1,868,726		
Expenses	900,435		
		968,291	
Ending Fund Balance 12/31/2022			<u>2,546,144</u>



	9/1/2022 Beginning Balance	12/31/2022 Ending Fund Balance	Variance
<b>Debt Service Fund*:</b>	<b>6,382,866</b>	<b>1,491,117</b>	<b>(4,891,748)</b>
<b>ASB Fund:</b>	<b>331,791</b>	<b>405,452</b>	<b>73,661</b>
<b>Transportation Fund:</b>	<b>137,303</b>	<b>138,688</b>	<b>1,385</b>

**\*12/1/2022 Principal and Interest - \$8,712,381; 6/1/2023 Interest payment - \$217,375**



10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	6,835,703	11,632.51-	2,882,499.45		3,953,203.55	42.17
2000 LOCAL SUPPORT NONTAX	791,400	47,232.19	294,616.27		496,783.73	37.23
3000 STATE, GENERAL PURPOSE	30,597,692	2,753,701.13	9,484,970.54		21,112,721.46	31.00
4000 STATE, SPECIAL PURPOSE	6,968,363	650,086.60	2,227,169.65		4,741,193.35	31.96
5000 FEDERAL, GENERAL PURPOSE	292,000	.00	.00		292,000.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	3,541,706	281,471.90	660,109.80		2,881,596.20	18.64
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	.00	244,745.80		244,745.80-	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>49,026,864</b>	<b>3,720,859.31</b>	<b>15,794,111.51</b>		<b>33,232,752.49</b>	<b>32.22</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	28,188,298	2,333,172.19	9,853,266.05	18,202,114.63	132,917.32	99.53
10 Federal Stimulus	0	.00	15,643.88	0.00	15,643.88-	0.00
20 Special Ed Instruction	7,460,271	756,986.70	2,719,378.52	5,015,755.60	274,863.12-	103.68
30 Voc. Ed Instruction	2,153,604	222,847.76	771,582.81	1,369,538.42	12,482.77	99.42
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,395,511	131,306.22	478,930.42	947,342.47	30,761.89-	102.20
70 Other Instructional Pgms	211,449	43,857.33	211,321.58	307,829.89	307,702.47-	245.52
80 Community Services	0	.00	1,634.85	0.00	1,634.85-	0.00
90 Support Services	10,723,031	1,090,525.20	4,522,070.49	7,774,066.61	1,573,106.10-	114.67
<b>Total EXPENDITURES</b>	<b>50,132,164</b>	<b>4,578,695.40</b>	<b>18,573,828.60</b>	<b>33,616,647.62</b>	<b>2,058,312.22-</b>	<b>104.11</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	100,000	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</b>						
	1,205,300-	857,836.09-	2,779,717.09-		1,574,417.09-	130.62
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	5,000,000		3,556,855.65			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>						
	XXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>						
	3,794,700		777,138.56			



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	100,000-	.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	894,700	2,222,861.44-
G/L 891 Unassigned Min Fnd Bal Policy	3,000,000	3,000,000.00
<u>TOTAL</u>	3,794,700	777,138.56



20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

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

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	170,000	115.03	40,046.50		129,953.50	23.56
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	9,700,000	.00	1,828,679.10		7,871,320.90	18.85
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>9,870,000</b>	<b>115.03</b>	<b>1,868,725.60</b>		<b>8,001,274.40</b>	<b>18.93</b>
<b>B. EXPENDITURES</b>						
10 Sites	5,721,000	4,647.50	4,647.50	0.00	5,716,352.50	0.08
20 Buildings	1,995,000	22,731.93	869,187.04	360,066.79	765,746.17	61.62
30 Equipment	0	966.35	21,143.74	2,294.63	23,438.37-	0.00
40 Energy	400,000	.00	2,481.78	0.00	397,518.22	0.62
50 Sales & Lease Expenditure	50,000	170.00	2,975.00	0.00	47,025.00	5.95
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	4,084,841	.00	.00	0.00	4,084,841.00	0.00
<b>Total EXPENDITURES</b>	<b>12,250,841</b>	<b>28,515.78</b>	<b>900,435.06</b>	<b>362,361.42</b>	<b>10,988,044.52</b>	<b>10.31</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>4,200,000</b>	<b>.00</b>	<b>.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</b>						
<b>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</b>	<b>6,580,841-</b>	<b>28,400.75-</b>	<b>968,290.54</b>		<b>7,549,131.54</b>	<b>114.71-</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>9,585,395</b>		<b>1,577,853.07</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXXXXX</b>		<b>.00</b>			
<b>H. TOTAL ENDING FUND BALANCE</b>	<b>3,004,554</b>		<b>2,546,143.61</b>			
<b>(E+F + OR - G)</b>						



I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	935,395	361.60
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	600,000	600,000.00
G/L 889 Assigned to Fund Purposes	1,469,159	1,945,782.01
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	3,004,554	2,546,143.61



30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	8,714,126	15,434.57-	3,807,554.51		4,906,571.49	43.69
2000 Local Support Nontax	2,000	3,265.80	13,078.13		11,078.13-	653.91
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	4,199,999	.00	.00		4,199,999.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	12,916,125	12,168.77-	3,820,632.64		9,095,492.36	29.58
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	12,340,000	8,340,000.00	8,340,000.00	0.00	4,000,000.00	67.59
Interest On Bonds	700,000	372,381.00	372,381.00	0.00	327,619.00	53.20
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	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	13,042,500	8,712,381.00	8,712,381.00	0.00	4,330,119.00	66.80
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	126,375-	8,724,549.77-	4,891,748.36-		4,765,373.36-	> 1000
<u>F. TOTAL BEGINNING FUND BALANCE</u>	6,384,370		6,382,865.52			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	6,257,995		1,491,117.16			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	6,257,995		1,491,117.16			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	6,257,995		1,491,117.16			



40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	234,994	6,330.86	67,171.17		167,822.83	28.58
2000 Athletics	166,314	5,914.80	14,632.46		151,681.54	8.80
3000 Classes	69,014	747.40	7,415.57		61,598.43	10.75
4000 Clubs	593,640	8,082.02	65,222.22		528,417.78	10.99
6000 Private Moneys	19,380	1,188.00	2,078.78		17,301.22	10.73
<b>Total REVENUES</b>	1,083,342	22,263.08	156,520.20		926,821.80	14.45
<b>B. EXPENDITURES</b>						
1000 General Student Body	229,532	788.29	2,721.20	200.00	226,610.80	1.27
2000 Athletics	202,169	12,915.97	31,721.49	7,424.55	163,022.96	19.36
3000 Classes	76,500	1,128.58	6,027.93	0.00	70,472.07	7.88
4000 Clubs	654,761	20,065.88	41,623.06	26,635.39	586,502.55	10.42
6000 Private Moneys	21,680	765.50	765.50	0.00	20,914.50	3.53
<b>Total EXPENDITURES</b>	1,184,642	35,664.22	82,859.18	34,259.94	1,067,522.88	9.89
<b>C. EXCESS OF REVENUES</b>						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	101,300-	13,401.14-	73,661.02		174,961.02	172.72-
<b>D. TOTAL BEGINNING FUND BALANCE</b>	324,270		331,790.97			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	XXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE</b>	222,970		405,451.99			
<u>C+D + OR - E)</u>						
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	221,970		404,358.49			
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			
<b>TOTAL</b>	221,970		404,358.49			
Differences	1,000		1,093.50-			

Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance. An activity for GL 898 will indicate an expected difference.

Exception s Found:

40 819 2022 G/L ACCOUNT MISSING  
40 819 2022 G/L ACCOUNT MISSING  
40 819 2022 G/L ACCOUNT MISSING  
40 889 2022 G/L ACCOUNT MISSING



90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	429.56	1,384.71		884.71-	276.94
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	6,500	.00	.00		6,500.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	7,000	429.56	1,384.71		5,615.29	19.78
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	7,000	429.56	1,384.71		5,615.29	19.78
<u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	10,000	.00	.00	0.00	10,000.00	0.00
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	3,000-	429.56	1,384.71		4,384.71	146.16-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	135,125		137,302.99			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	132,125		138,687.70			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	132,125		138,687.70			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	132,125		138,687.70			

\*\*\*\*\* 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: **January 18, 2023**

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
<b>GENERAL FUND:</b>					
December 14, 2022	Accounts Payable	132693	to 132731	\$	586,724.24
	Payroll	800916	to 800918	\$	6,162.29
	Payroll A/P	132732	to 132742	\$	513,438.10
	Payroll ACH Payments			\$	611,005.21
	Payroll Taxes			\$	640,296.16
	Direct Deposit			\$	1,846,112.28
December 20, 2022	Accounts Payable	132743	to 132751	\$	32,151.31
December 29, 2022	Accounts Payable	132752	to 132771	\$	68,137.80
January 5, 2023	Accounts Payable	132772	to 132794	\$	261,881.95
<b>TOTAL GENERAL FUND:</b>					<b>\$ 4,565,909.34</b>

<b>CAPITAL PROJECTS FUND:</b>					
December 14, 2022	Accounts Payable	200534	to 200536	\$	14,239.63
December 29, 2022	Accounts Payable	200537	to 200538	\$	5,613.85
			to		
<b>TOTAL CAPITAL PROJECTS FUND:</b>					<b>\$ 19,853.48</b>

<b>ASSOCIATED STUDENT BODY FUND:</b>					
December 14, 2022	Accounts Payable	405117	to 405123	\$	1,955.27
December 16, 2022	Accounts Payable	405124	to 405124	\$	8,200.97
December 29, 2022	Accounts Payable	405125	to 405128	\$	5,787.65
January 5, 2023	Accounts Payable	405129	to 405130	\$	1,048.02
January 12, 2023	Accounts Payable	405131	to 405138	\$	8,015.57
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>					<b>\$ 25,007.48</b>

<b>TRANSPORTATION VEHICLE FUND:</b>					
			to		
			to		
<b>TOTAL TRANSPORTATION VEHICLE FUND:</b>					<b>\$ -</b>

Board of Directors of Steilacoom Historical School District No. 1

I, Kathi Weight, being duly sworn, depose and say: That I am the Secretary to the Board of Steilacoom Historical School District No. 1, Pierce County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.

*Kathi Weight*  
**Kathi Weight, Secretary to the Board**



## **Regular Meeting Minutes**

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

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

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

### **II. PRESENTATIONS**

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

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

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

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

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

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

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

No comments.

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

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

### **V. CONSENT AGENDA**

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



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

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

## **VII. NEW BUSINESS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**F. Audit Committee**

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

**VIII. BOARD COMMUNICATION**

No communication to the board as a whole.

**IX. ANNOUNCEMENTS**

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

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

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

**X. ADJOURNMENT**

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

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

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



**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CLASSIFIED PERSONNEL REPORT - JANUARY 18, 2023**

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
RABY JOHNNNA	PARAPROFESSIONAL (SPEECH)	7.00	STUDENT SERVICES	1/19/2023	NEW HIRE	
SARGENT RICK	PARAPROFESSIONAL	6.50	CHERRYDALE	1/27/2023	RESIGNATION	
TRULL AMBER	DEPARTMENT SPECIALIST	8.00	STUDENT SERVICES	2/1/2023	LEAVE OF ABSENCE	0.2 LOA FROM 2/1/2023 TO 8/31/2023
MURPHY SHEILA	DEPARTMENT SPECIALIST	8.00	MAINTENANCE	2/1/2023	LEAVE OF ABSENCE	0.2 LOA FROM 2/1/2023 TO 7/31/2023

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CO-CURRICULAR PERSONNEL REPORT - JANUARY 18, 2023**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
BEAULIEU DEREK	TECH STUDENT ASSOCIATION CLUB ADVISOR	PIONEER	1/3/2023	\$ 700.00	
TIEDEMAN JAKOB	TECH STUDENT ASSOCIATION CLUB ADVISOR	PIONEER	1/3/2023	\$ 700.00	
MCJUNKINS TRINA	ASSISTANT GIRLS SOCCER COACH	PIONEER	1/3/2023	\$ 3,176.25	
HALLER KYLE	HEAD GIRLS SOCCER COACH	PIONEER	1/3/2023	\$ 4,235.00	
SHERVE PATRICIA	KEY CLUB ADVISOR	HIGH SCHOOL	1/3/2023	\$ 700.00	replacing previous advisor
RUFFIN ARMAND	ASSISTANT BOYS BASKETBALL COACH	PIONEER	1/3/2023	\$ 3,176.25	
BYRD NATE	ASSISTANT BOYS BASKETBALL COACH	PIONEER	1/3/2023	\$ 2,625.00	
CROSBY TAYLIR	ASSISTANT GIRLS SOCCER COACH	PIONEER	1/3/2023	\$ 2,625.00	



**Steilacoom Historical School District No. 1**  
**Board of Directors' Operating Protocol**  
**Adopted January 18, 2023**

The most effective way to operate and supervise a dynamic, growing school district is through close cooperation between the school board, the superintendent, and the administrative leadership team. Each group plays a different role, and each role is essential to the success of the entire system (staff and students). In order to allow each group to compliment and ensure the success of the others, there must be agreement on some philosophical ideas and practical ways of working together to achieve the common goal – quality education programs for each student. To achieve, within the legal and financial limits of the District, quality education programs for each student, the Board pledges to strive toward excellence in performance and expects the same from each individual who works in Steilacoom Historical School District.

Board directors and administrators have an obligation to provide educational leadership. The public expects the best in planning, decision-making, communication, and educational expertise. However, all decisions and policies of the Board-Administration Team must be gauged and tested against two fundamental beliefs: schools are for kids; and schools belong to the people.

For the purpose of enhancing teamwork among members of the Board and between the Board and the Administrative Team, we, the members of the Steilacoom School District Board of Directors, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

**PRINCIPLES FOR BOARD-ADMINISTRATION RELATIONS**

The following philosophical ideas, operating principles, and behaviors, when adhered to by all, will create an open, productive environment for a team approach to school leadership:

**1. Positive Approach**

Each member of the team is charged with the responsibility of working with the team to find the best way to meet the needs of the students and staff. An open, positive, and problem solving atmosphere toward designing, implementing, and assessing plans to achieve the goals of the organization is critical.

**2. Judgment and Trust**

To develop an effective team process, each group must support and cooperate with team members, collectively and individually.

### **3. Loyalty and Disagreement**

Cooperation, support, and loyalty do not mean there will be agreement on every issue. Dialogue, divergent thinking, and debate will encourage the best decisions. To clarify this principle, a few ground rules must be covered:

- Each team member has the responsibility for being loyal to the District, to each member of the team, and to the primary goal -- a quality education for every child.
- Board Directors should not be contacting employees of the District on operational issues. Questions about operations, direction, etc., should be directed to the Superintendent.
- Board Directors are encouraged to offer praise for employees, but criticism must be channeled through the Superintendent's office.
- Debate the issues, not one another. Avoid personal slurs and snide comments.
- Information about employees, negotiations, and other confidential areas discussed in executive session will remain completely confidential. Information given in confidence, particularly when planning and exploring alternatives must also remain confidential. Team members should state in advance whatever they consider to be confidential information.
- When Board Directors or the superintendent find themselves in disagreement with another team member, a one-to-one meeting with that person should be arranged to resolve the disagreement. Once resolved, the disagreement will remain a private matter.
- Discussion at meetings and debate over issues should be open and honest. Once a final team decision is reached, each member has the responsibility to support the decision.
- Agendas must be open and on the table for meaningful dialogue to occur. Information upon which decisions are to be made, with accompanying alternatives, will be given to the Board in a timely manner so that appropriate input and analysis can take place prior to the time of the decision. Surprises at meetings are counterproductive.

### **4. Accountability to Community**

The School Board, Superintendent, and administrative team are accountable to the public for the decisions made and for the quality of their work. Responsibility to the community is demonstrated by listening to them and by using effective systems of gathering information as assessment.



## 5. Communication

Effective interpersonal communication requires a healthy communication climate with high levels of trust and respect for individuals and for the mission of providing a quality education for all students. To achieve this, messages must be open, straightforward, and honest.

- The Superintendent and the Board will make deliberate attempts to share information and data with all team members. Team members shall utilize the chain of command as outlined by District policy/procedures.
- When an individual Board Director is contacted by a staff or community member, each member has agreed to the following procedures:
  - a. Hear out the individual's concern.
  - b. Ask if the issue has been discussed with the person immediately responsible.
  - c. Express concern about the issue and a desire to assist in resolution, while reinforcing the need to resolve the issue at the immediate local level. If unsuccessful, proceed to the next level(s) of responsibility.
- Only the Superintendent, his/her designee, or a Board-designated representative may contact the District's negotiator, should one be used, on current negotiations. If a Board Director feels a need to talk to District counsel or the negotiator, he or she is to contact the Superintendent who will arrange for all meetings. The Board president may contact the District's legal counsel in reference to the Superintendent's contract.
- It is important to keep the Superintendent and other Board members informed of unusual happenings as quickly as they occur.
- The Superintendent is responsible for communicating official district operational positions to the media. There will also be occasions when the Board president communicates the official District position. Board members may certainly state personal positions; as long as they make it known they are not speaking for the Board or the District.
- The Board will emphasize planning, policy making, and public relations rather than becoming involved in the daily operations of the schools.
- After reviewing the agenda, Board members agree to ask questions when clarification is needed so that the Board meetings can proceed smoothly and efficiently. Board members can also contact the Superintendent to discuss issues prior to the meetings. Members may also request addition of items to the agenda prior to its adoption.

- Each Board member will become conversant with matters on which the Board acts, reviewing all materials prior to meetings. They will attend essential Board training and inform themselves about important issues through individual readings.
- All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent.
- Members agree to operate as a team and employ appropriate group problem solving techniques. They agree to focus on issues rather than personalities, to propose viable alternatives to problems, to disagree constructively and communicate with each other in a respectful manner.

Signed this 18<sup>th</sup> day of January 2023;

---

Sam Scott, Board Chair

---

Loujanna Rohrer, Board Vice Chair

---

Kathi Weight, Superintendent

---

Victor Hogan, Board Legislative  
Representative

---

Jennifer McDonald, Board Director

---

Melanie Tinsley, Board Director



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

- Board Meeting Date: January 18, 2023

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

- Policy 2411: High School Equivalency Certificate
  - Reflects House Bill (HB) 1686 (2013), which included replacing the term “certificate of educational competence” with “high school equivalency certificate.”
  - Reflects other updates to pathways to graduation, such as the high school equivalency test process found in WAC
  - Our practice:
    - SHS student’s counselor is the sign off
    - Form is completed and sent with student to CC/CTC
  - Only two requests have been made in recent 4 years

## **RECOMMENDED ACTION:**

Approve the policy as amended.

**Report prepared by: Paul Harvey, Executive Director**

---

## ~~CERTIFICATE OF EDUCATIONAL COMPETENCY~~

### High School Equivalency Certificate

High School Equivalency Certificates ~~of educational competency~~ will be awarded by the Superintendent of Public Instruction and the State Board for Community and Technical Colleges.

~~To be~~

#### Eligibility to take high school equivalency test

The following individuals are eligible ~~for~~ to take the high school equivalency test:

- A. Any person aged nineteen or over who has not graduated from a certificate public or private high school.
- B. Any person between the ages of educational competency, sixteen and nineteen who has not graduated from a student who is 16 years of age or older but under 19 years of age must public or private high school and who has been adjudged by a school district to have a substantial and warranted reason for leaving the regular high school program, ~~or have been home schooled.~~
- The student
- C. Any student aged sixteen or over who has completed an education center individual student program in accordance with chapter 392-185 WAC.
- D. Any person between the ages of sixteen and twenty-one who has not graduated from public or private high school and is currently enrolled in the open doors program.
- E. Any person between the ages of sixteen and nineteen who has not graduated from a public or private high school, and who has completed a program of home-based instruction in compliance with RCW 28A.225.010(4) as certified by the written and notarized statement of the parent or legal guardian who provided the home-based instruction.
- F. Any person who is an active member of the military, national guard, or reserves and has not received a high school diploma.
-



G. Adjudicated youth under the director of prisons, jails, detention centers, parole and probation offices, and other correctional facilities while enrolled in school if so ordered by a court or officer of the court.

**Determination of substantial and warranted reason for leaving the regular high school program**

A person between the ages of sixteen and nineteen who has not graduated from a public or private high school may apply to either to the resident district in which they reside or the school the student last attended in the State of Washington. district they attended for a determination that they have a substantial and warranted reason for leaving the regular high school education program.

The application must be submitted to a designated employee who has empowered by the district to make determinations about whether a person has a substantial and warranted reason for leaving the regular high school program.

Upon receiving the application, the designated employee will evaluate the facts and make a determination. The determination of the designated employee shall be in writing and signed by the student's parent and will include the recommendation of a staff review committee and the superintendent. Reasons for withdrawal to seek a certificate of education competency may include: employee.

A substantial and warranted reason for leaving the regular high school program exists if one of the more following applies:

A. Personal problems which seriously impair the student's ability to make reasonable progress toward high school graduation;

~~E.~~ B. A financial crisis which directly affects the student and necessitates the student's employment during school hours;

~~E.~~ C. The lack of curriculum and instruction which constitute appropriate learning experiences for the student;

~~E.~~ D. The inability or failure of the school of attendance to adjust its program for the individual or otherwise make arrangements for enrollment in a program in a manner which enables the student to advance toward graduation with

reasonable progress and success;

-

~~I.E.~~ A determination by the designated employee of the district that it is in the best interests of the student to withdraw in order to enter a postsecondary institution or the military, or to engage in employment; ~~or.~~

~~J. The student has been home-schooled and has essentially completed high school work.~~

~~Any student who feels that the denial to apply for a certificate of educational competency was unwarranted may appeal.~~

~~No person under eighteen years of age may be adjudged to have a substantial and warranted reason for leaving the regular high school education program unless their parent, guardian, or legal custodian agrees that dropping out of school is in the minor's best interests.~~

~~If the designated employee determines there isn't a substantial and warranted reason for leaving the regular high school education program, the person may appeal that decision~~ to the board of directors. The board of directors will make a decision within 30 calendar days of the request and such decision will be final, subject to an appeal to a court of law pursuant to RCW 28A.645.010.RCW 28A.645.010.

Cross References:

~~3114 - Part-Time, Home-Based, or Off-Campus Students~~  
3114 - Part-Time, Home-Based, or Off-Campus Students

Legal References:

~~RCW 28A.205.030 Reentry of prior dropouts into common schools, rules — Eligibility for GED test~~  
RCW 28A.205.030 Reentry of prior dropouts into common schools, rules — Eligibility for GED test  
~~RCW 28A.305.190 Eligibility to take GED test~~  
RCW 28A.305.190 Eligibility to take GED test  
~~Chapter 180-96 WAC General Education Development (GED) Test~~  
Chapter 180-96 WAC General Education Development (GED) Test  
~~Chapter 131-48 WAC Certificate of educational competence~~  
Chapter 131-48 WAC Certificate of educational competence

Adoption Date: 2.27.08

Revised Dates: 8.25.16; **1.18.23**

**Steilacoom Historical School District No.1**



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: January 18, 2023

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

Policy 6021 allows interfund loans between the general fund, the transportation vehicle fund, the capital projects fund, or the debt service fund may be used to alleviate a temporary cash deficiency.

The policy also states that such loans shall not be used to balance the budget of the borrowing fund; nor will they deter any function or project for which the fund was established.

As indicated in the resolution, the district projects that general fund cash balances may be insufficient to cover all required expenses until planned revenues from the State Safety Net, the Federal Emergency Management Agency, and local levy resources are received.

Based on current cash balances and expected revenues and expenses, staff are requesting authority for an interfund loan up to \$1,500,000 from the Capital Projects Fund and \$100,000 from the Transportation Vehicle Fund to address the general fund cash deficiency.

The funds will be repaid to the loaning funds with interest no later than August 31, 2023.

## **RECOMMENDED ACTION:**

***I move approval of resolution 902-01-18-23 authorizing interfund loans.***

**Report prepared by:**  
**Shawn Lewis, Community Relations and Planning**

---

**Steilacoom Historical School District No. 1**  
**511 Chambers Street**  
**Steilacoom, WA 98388**

**Resolution No. 902-01-18-23**

**Interfund Loans**

A RESOLUTION of the Board of Directors of Steilacoom Historical School District Number 1, authorizing interfund loans from the District's Capital Projects Fund and Transportation Vehicle Fund to the General Fund, and providing for other matters properly related thereto, all as more particularly set forth herein.

WHEREAS, WAC 392-123-140 provides that loans are allowable to the District's General Fund ("GF") from the District's Capital Projects Fund ("CPF") and Transportation Vehicle Fund ("TVF"). However, such loan shall not be made to the detriment of any function or project for which the CPF or TVR was established, and

WHEREAS, the District is not expected to receive planned revenue from the State Special Education Safety Net for required, significant and unplanned special education costs until June 2023, and

WHEREAS, the District is not expected to receive planned revenue from the Federal Emergency Management Agency for expenditures incurred during a federal and state emergency related to the COVID-19 pandemic until March 2023, and

WHEREAS, the District will receive a significant percentage of its planned revenue from its 2023 Educational Programs and Operations Levy in April 2023; and

WHEREAS, existing fund and cash balances in the General Fund are insufficient to meet the ongoing cash flow needs of the district until planned revenue from the State Special Education Safety Net, Federal Emergency Management Agency, and the Levy are received, and

WHEREAS; borrowed funds from the CPF and TVF can be added to existing funds on deposit in the general fund to meet ongoing cash flow needs; and

WHEREAS, It is necessary and desirable to authorize interfund loans to the GF from the CPF in the aggregate amount of not to exceed \$1,500,000 to fund any anticipated cash flow deficit in the GF pending the District's receipt of state, federal, or local levy funds due in the GF until August 31 2023; and

WHEREAS, It is necessary and desirable to authorize interfund loans to the GF from the TVF in the aggregate amount of not to exceed \$100,000 to fund any anticipated cash flow deficit in the GF pending the District's receipt of state, federal, or local levy funds due in the GF until August 31 2023; and

NOW, THEREFORE BE IT RESOLVED, The Board of Directors (the "Board") of Steilacoom Historical School District Number 1, Pierce County, Washington (the "District"), authorize interfund loans to the GF from the CPF in the aggregate amount of not to exceed \$1,500,000, and from the TVF in the aggregate amount of not to exceed \$100,000 to fund any anticipated cash flow deficit in the GF pending the District's receipt of State Apportionment and other money due in the GF during the 2022-23 Fiscal Year. Such interfund loans will not be a detriment to any function or project for which the CPF was established.

BE IT FURTHER RESOLVED, the Board hereby authorizes the District's Superintendent to make temporary interfund loans to the GF from the CPF and TVF as deemed necessary and advisable by the Superintendent. The source of money for repayment of the interfund loans shall be State Safety Net Funding, funding from Federal Emergency Management Grants, local levy resources, and other money due in the GF. Each loan will be fully repaid by August 31, 2023. The interest rate on such loans shall be the current interest rate earned by the TVF and CPF then prevailing in Pierce County, Washington, as established by the Pierce County Treasurer's Office, as exofficio treasurer of the District. Interest will be credited to the CPF and TVF funds and may not be transferred to any other fund.

The Superintendent and other appropriate officers of the District, are hereby further severally authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution. All actions taken prior to the effective date and in furtherance of and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

This resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of Directors of Steilacoom Historical School District, Pierce County, Washington, at a regular open public meeting thereof, held this 18th day of January, 2023, the following Directors being present and voting in favor of the resolution.

#### **BOARD OF DIRECTORS**

---

Chair

---

Director

---

Director

---

Director

---

Director

ATTESTED TO BY:

---

Secretary, Board of Directors