



Regular Meeting Agenda

Steilacoom High School 54 Sentinel Drive Steilacoom, Washington

STUDY SESSION: The School Board normally convenes at 6:00 pm just prior to the start of the formal Board meeting, to discuss the Board agenda and to have a brief dinner. No decision making is undertaken. These study sessions are open to the Public; however, food is not provided for the general public.

1/23/2019 07:00 PM

I. CALL TO ORDER

(Action)

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

II. COMMENTS FROM THE AUDIENCE

(Information)

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments From the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments to three (3) minutes.** The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will be heard in executive session following the business meeting. The Board reserves the right to terminate presentations containing personal attacks on individuals.

III. PRESENTATION - National Board Certified Teachers

(Presentation)

Presenter: Louann Stalder

IV. PRESENTATION - School Board Recognition

(Presentation)

Presenter: Kathi Weight

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 \(p. 3\)](#)

[Approval of December 2018 & January 2019 Accounts Payable and December 2018 Payroll.pdf \(p. 13\)](#)

[Approval of 12.12.18 Regular Meeting Minutes.pdf \(p. 14\)](#)

[Approval of 1.9.19 Study Session Minutes.pdf \(p. 16\)](#)

[Approval of Administrative Personnel Report.pdf \(p. 18\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 19\)](#)

[Approval of Classified Personnel Report.pdf \(p. 20\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 21\)](#)

[Approval of Pioneer Middle School Outdoor Education 2019.pdf \(p. 22\)](#)

VI. OLD BUSINESS

a. Approval of School Board Operating Protocol (Action)

[Board Operating Protocol 2019.pdf \(p. 24\)](#)

b. Approval of 2018 - 2023 Affirmative Action Plan (Action)

Presenter: Paul Harvey

[Approval of 2018-2023 Affirmative Action Plan.pdf \(p. 28\)](#)

c. Approval of School Board Meeting Schedule Revision (Action)

[2018-19 mtg schedule approved 6.28.18, revised 1.23.19.pdf \(p. 40\)](#)

VII. COMMENTS FROM THE AUDIENCE (Information)

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments From the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments to three (3) minutes.** The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will be heard in executive session following the business meeting. The Board reserves the right to terminate presentations containing personal attacks on individuals.

VIII. BOARD COMMUNICATION (Information)

IX. ANNOUNCEMENTS (Information)

X. RECESS TO EXECUTIVE SESSION

XI. EXECUTIVE SESSION (Executive Session)

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

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

XII. RETURN TO PUBLIC MEETING

XIII. ADJOURNMENT (Action)

Steilacoom Historical School District No. 1
Financial Report - December 31, 2018
Budget/Year-End Projection/YTD Actual

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

General Fund Budget/YTD Actual:

	Annual Budget	YTD Actual	
Revenues & Other Financing Sources	42,686,670	14,924,419	34.96%
Expenditures & Other Financing Uses	42,584,622	14,318,664	33.62%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	102,048	605,756

Transfer to Capital Projects	(100,000)
Net Change in Unassigned Fund Balance	505,756

Fund Balances	9/1/2018	12/31/2018	Variance
Restricted for Carryover		148,271	
Nonspendable Fund Balance-prepays		2,508	
Committed for Other Purposes	(74,631)	25,229	99,860
Unassigned Fund Balance	1,791,928	3,429,659	1,637,731
Unassigned Minimum Fund Balance	2,610,000	2,125,000	(485,000)
Fund Balance	4,327,297	5,730,667	1,403,370

Capital Projects Fund:

Fund Balance - Impact Fees \$401,735 - Turf Field Replacement \$200,000 - Unassigned Fund Balance \$0.

Beginning Fund Balance		1,856,813	
General Fund Transfer to Capital Projects	100,000		
Revenues	48,847		
Expenses	(23,480)		
		172,326	
Ending Fund Balance 11/30/2018			<u>2,029,140</u>

	9/1/2018 Beginning Fund Balance	12/31/2018 Ending Fund Balance	Variance
Debt Service Fund*:	3,650,047	576,809	(3,073,238)
Transportation Fund:	105,362	105,916	553
ASB Fund:	280,669	401,680	121,011

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

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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	5,745,095	16,800.69	3,273,168.21		2,471,926.79	56.97
2000 LOCAL SUPPORT NONTAX	994,500	61,281.92	322,935.70		671,564.30	32.47
3000 STATE, GENERAL PURPOSE	26,717,087	2,381,415.00	6,607,859.56		18,109,227.44	32.22
4000 STATE, SPECIAL PURPOSE	6,639,215	523,680.66	1,853,745.04		4,785,469.96	27.92
5000 FEDERAL, GENERAL PURPOSE	354,000	132,233.73	292,581.68		61,418.32	82.65
6000 FEDERAL, SPECIAL PURPOSE	2,210,273	288,489.63	573,959.59		1,636,313.41	25.97
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	21,500	.00	.00		21,500.00	0.00
9000 OTHER FINANCING SOURCES	5,000	169.55	169.55		4,830.45	3.39
<u>Total REVENUES/OTHER FIN. SOURCES</u>	42,686,670	3,404,071.18	14,924,419.33		27,762,250.67	34.96
<u>B. EXPENDITURES</u>						
00 Regular Instruction	23,559,979	2,056,588.91	7,944,670.75	11,924,935.69	3,690,372.56	84.34
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,076,087	431,536.53	1,730,467.42	3,077,066.38	268,553.20	94.71
30 Voc. Ed Instruction	2,022,217	173,038.50	722,691.18	929,344.05	370,181.77	81.69
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,215,821	138,516.37	444,007.56	620,650.36	151,163.08	87.57
70 Other Instructional Pgms	1,489,819	42,079.38	216,396.66	286,603.78	986,818.56	33.76
80 Community Services	0	.00	.00	0.00	.00	0.00
90 Support Services	9,220,699	1,238,779.63	3,260,430.15	4,686,311.15	1,273,957.70	86.18
<u>Total EXPENDITURES</u>	42,584,622	4,080,539.32	14,318,663.72	21,524,911.41	6,741,046.87	84.17
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	100,000	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	2,048	676,468.14-	605,755.61		603,707.61	> 1000
F. <u>TOTAL BEGINNING FUND BALANCE</u>	5,250,369		5,124,911.73			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	5,252,417		5,730,667.34			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	148,271.49
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	2,507.50
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	74,631-	25,229.27
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	2,717,048	3,429,659.08
G/L 891 Unassigned Min Fnd Bal Policy	2,610,000	2,125,000.00
<u>TOTAL</u>	5,252,417	5,730,667.34

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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	105,000	2,808.25	48,846.77		56,153.23	46.52
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	100,000	.00	.00		100,000.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 205,000	 2,808.25	 48,846.77		 156,153.23	 23.83
 <u>B. EXPENDITURES</u>						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	850,000	.00	31,479.51-	164,566.17	716,913.34	15.66
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	10,000	8,000.00	8,000.00	0.00	2,000.00	80.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 860,000	 8,000.00	 23,479.51-	 164,566.17	 718,913.34	 16.41
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	 655,000-	 5,191.75-	 72,326.28		 727,326.28	 111.04-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 1,900,000		 1,856,813.27			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	 XXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 1,245,000		 1,929,139.55			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	250,000	412,302.60
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	200,000	200,000.00
G/L 889 Assigned to Fund Purposes	795,000	1,316,836.95
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,245,000	1,929,139.55

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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	7,494,447	16,699.55	3,268,574.43		4,225,872.57	43.61
2000 Local Support Nontax	15,000	.00	17,337.68		2,337.68-	115.58
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	7,509,447	16,699.55	3,285,912.11		4,223,534.89	43.76
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	5,425,000	5,425,000.00	5,425,000.00	0.00	.00	100.00
Interest On Bonds	1,753,575	933,850.00	933,850.00	0.00	819,725.00	53.25
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	300.00	0.00	2,200.00	12.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	7,181,075	6,358,850.00	6,359,150.00	0.00	821,925.00	88.55
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	328,372	6,342,150.45-	3,073,237.89-		3,401,609.89-	< 1000-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,650,047		3,650,046.52			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	3,978,419		576,808.63			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,978,419		576,808.63			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	3,978,419		576,808.63			

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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2018

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	201,100	8,339.21	101,812.81		99,287.19	50.63
2000 Athletics	261,404	6,290.45	29,420.05		231,983.95	11.25
3000 Classes	62,300	1,865.15	13,981.15		48,318.85	22.44
4000 Clubs	477,200	14,804.17	100,537.13		376,662.87	21.07
6000 Private Moneys	25,500	.00	5,884.86		19,615.14	23.08
Total REVENUES	1,027,504	31,298.98	251,636.00		775,868.00	24.49
B. EXPENDITURES						
1000 General Student Body	214,007	2,496.43	16,090.67	0.00	197,916.33	7.52
2000 Athletics	227,183	17,513.23	35,186.26	7,976.00	184,020.74	19.00
3000 Classes	66,483	3,195.07	12,760.69	3,320.00	50,402.31	24.19
4000 Clubs	484,989	26,840.05	64,209.21	25,715.37	395,064.42	18.54
6000 Private Moneys	22,814	487.50	2,378.21	0.00	20,435.79	10.42
Total EXPENDITURES	1,015,476	50,532.28	130,625.04	37,011.37	847,839.59	16.51
C. EXCESS OF REVENUES						
OVER (UNDER) EXPENDITURES (A-B)	12,028	19,233.30-	121,010.96		108,982.96	906.08
D. TOTAL BEGINNING FUND BALANCE	270,217		280,668.94			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE	282,245		401,679.90			
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	282,245		394,611.61			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		7,068.29			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	282,245		401,679.90			

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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,000	151.33	553.49		446.51	55.35
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	7,500	.00	.00		7,500.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	8,500	151.33	553.49		7,946.51	6.51
 B. <u>9900 TRANSFERS IN FROM GF</u>	 0	 .00	 .00		 .00	 0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	8,500	151.33	553.49		7,946.51	6.51
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 10,000	 .00	 .00	 0.00	 10,000.00	 0.00
 E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	1,500-	151.33	553.49		2,053.49	136.90-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	105,362		105,362.25			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	103,862		105,915.74			
 K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	103,862		105,915.74			
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>	 103,862		 105,915.74			

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

Steilacoom Historical School District

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

DATE: 1/23/2019

THIS IS TO CERTIFY, under penalty of perjury, that the undersigned has examined the attached vouchers and payroll, and that each of the invoices and vouchers were duly certified to have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law; that the extensions and additions of said invoices and vouchers have been checked by Business Office staff and were found to be correct.

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

THIS IS TO CERTIFY that the warrants and electronic transfers of the Steilacoom Historical School District No. 1, Pierce County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME	WARRANTS (INCLUSIVE)				AMOUNT
GENERAL FUND:					
	Payroll	800828	to	800830	\$ 8,942.29
December 18, 2018	Payroll A/P	125292	to	125316	\$ 803,955.52
	Payroll Taxes				\$ 475,677.79
	Direct Deposit				\$ 1,404,801.07
December 13, 2018	Accounts Payable	125255	to	125280	\$ 81,117.17
December 13, 2018	Accounts Payable	125281	to	125282	\$ 22,710.84
December 14, 2018	Accounts Payable	125283	to	125289	\$ 299.25
December 17, 2018	Accounts Payable	125290	to	125291	\$ 390,315.50
December 21, 2018	Accounts Payable	125317	to	125317	\$ 88.19
December 21, 2018	Accounts Payable	125318	to	125329	\$ 27,597.06
December 21, 2018	Accounts Payable	125330	to	125365	\$ 192,453.50
December 28, 2018	Accounts Payable	125366	to	125374	\$ 44,574.80
January 3, 2019	Accounts Payable	125375	to	125394	\$ 217,663.10
January 11, 2019	Accounts Payable	125395	to	125408	\$ 50,400.63
January 15, 2019	Accounts Payable	125409	to	125447	\$ 223,631.35
January 18, 2019	Accounts Payable	125448	to	125448	\$ 202.69
January 18, 2019	Accounts Payable	125449	to	125469	\$ 51,033.73
TOTAL GENERAL FUND:					\$ 3,995,464.48

CAPITAL PROJECTS FUND:

December 14, 2018	Accounts Payable	200338	to 200338	\$ 8,000.00
January 4, 2019	Accounts Payable	200339	to 200340	\$ 730.77
January 18, 2019	Accounts Payable	200341	to 200341	\$ 332.00
TOTAL CAPITAL PROJECTS FUND:				\$ 8,730.77

ASSOCIATED STUDENT BODY FUND:

December 14, 2018	Accounts Payable	403915	to 403918	\$ 1,218.16
December 20, 2018	Accounts Payable	403919	to 403921	\$ 1,461.36
December 20, 2018	Accounts Payable	403922	to 403932	\$ 710.00
December 21, 2018	Accounts Payable	403933	to 403933	\$ 178.78
December 28, 2018	Accounts Payable	403934	to 403934	\$ 17,176.08
January 7, 2019	Accounts Payable	403935	to 403938	\$ 1,363.48
January 8, 2019	Accounts Payable	403939	to 403941	\$ 225.00
January 14, 2019	Accounts Payable	403942	to 403947	\$ 4,192.96
January 15, 2019	Accounts Payable	403948	to 403948	\$ 1,363.48
January 18, 2019	Accounts Payable	403949	to 403949	\$ 321.49
TOTAL ASSOCIATED STUDENT BODY FUND:				\$ 28,210.79

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, Washington
Wednesday, 12/12/2018

STUDY SESSION:

- Consent Agenda
- Policies 3143, 3144, 3241
- Board Elections

REGULAR MEETING:

I. CALL TO ORDER

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

Executive Director Beauchaine led the Pledge of Allegiance.

All directors present; Executive Director Paul Harvey in attendance for Superintendent Weight.

Director Scott made a motion to amend the agenda by moving the Affirmative Action Plan from the Consent Agenda to New Business; Director McDonald seconded the motion and the motion passed (5/0).

II. COMMENTS FROM THE AUDIENCE

- Jillian Holyfield, DuPont, commented on a teacher concern
- Aubrey Holyfield, DuPont, commented on a teacher concern

III. PRESENTATION - Pioneer Middle School Band

Principal Joanne Fernandes introduced Band Director Jenessa Stout who led the Pioneer Middle School Jazz band in two performance numbers.

IV. REPORTS - Fall Sports Recap

Steilacoom High Assistant Principal and Athletic Director Jake Tyrrell presented a recap of the high school fall sports, including awards, accomplishments, participation and injury numbers.

V. CONSENT AGENDA

Director Schenk made a motion to approve the Consent Agenda with the Affirmative Action Plan removed; Director Pierce seconded the motion and the motion passed (5/0).

VI. OLD BUSINESS

- a. **Second Reading of Policy 3143 District Notification of Juvenile Offenders**
- b. **Second Reading of Policy 3144 Release of Information Concerning Student Sexual & Kidnapping Offenders**
- c. **Second Reading of Policy 3241 Classroom Management, Discipline & Corrective Action**

Director McDonald made a motion to approve Policy 3143, 3144 and 3241; Director Scott seconded the motion and the motion passed (5/0).

VII. NEW BUSINESS

a. 2018-2023 Affirmative Action Plan

Executive Director Harvey presented the Affirmative Action Plan. Approval will move to the January 23, 2019 regular board meeting.

b. Election of Board Chair

Executive Director Harvey called for nominations for Board Chair to serve a one year term. Director Scott nominated Director Forbes. No other nominations. Roll Call vote – Forbes, Forbes; McDonald, Forbes; Pierce, Forbes; Schenk, Forbes; Scott, Forbes. Director Forbes elected Board Chair for one year term (5/0).

c. Election of Board Vice Chair

Chair Forbes called for nominations for Board Vice Chair to serve a one year term. Director Scott nominated Director Pierce. No other nominations. Roll Call vote – Forbes, Pierce; McDonald, Pierce; Pierce, Pierce; Schenk, Pierce; Scott, Pierce. Director Pierce elected Board Vice Chair for one year term (5/0).

VIII. COMMENTS FROM THE AUDIENCE

No comments.

IX. BOARD COMMUNICATION

- Director McDonald received communication similar to the teacher concern comments heard early in the meeting; communication from an alumni regarding inappropriate conduct by a Steilacoom High teacher; and school start time report resulting in improved academics.
- Director Pierce received communications regarding Steilacoom High ASB elections and middle school teacher concerns.
- Director Schenk received communications regarding bias at Steilacoom High; students lacking at-home technology; parents confused by specific teacher web pages; later start times at the middle and high school; school zones signs and lights on Center Drive, DuPont – date they will be fixed.

X. ANNOUNCEMENTS

- Director Scott announced the SHS Boys Swim home meet on 12.15.18 at Clover Park HS

XI. ADJOURNMENT

Director Pierce made a motion to adjourn the meeting at 7:50 pm; Director Schenk seconded the motion and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)



Study Session of the Board of Directors Meeting Minutes
Steilacoom High School 54 Sentinel Drive Steilacoom, WA 98388
Wednesday, 1/9/2019

1. CALL TO ORDER

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

Executive Director Harvey led the Pledge of Allegiance.

Superintendent Weight and all Directors were present.

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

2. TOPIC FOR BOARD DISCUSSION

a. Review of Board Operating Protocol

Discussion of election year protocol and communications. The protocol will be approved at the January 23, 2019 meeting.

b. Committee Recommendations for Long-Range Capital Facility Plan

Chief of Finance and Operations Melissa Beard presented recommendations from the committee as a starting point for the Board to move forward with future planning. Superintendent Weight will set up a study session time with Piper Jaffray, district investment firm, to discuss future bond measure to determine classroom expansion possibilities. She will also review the feasibility studies for the HS North property. This topic will be revisited in May or June.

c. Study Session Start Times

Board director suggestion to move regular meeting study session start times to 6:30 pm, unless there is a major item to study in-depth. Also suggested moving the regular meetings study sessions held at Pioneer Middle School from a conference room to the library. The schedule will be revised for approval at the January 23, 2019 meeting.

d. Progress Report

1. Sleep Study and School Start Time – Executive Director Harvey presented a handout and information acquired through discussion with Seattle School District who changed their high school start times to one hour later. A research partnership between Seattle Public Schools and the University of Washington resulted in a study of student's academic performance after the start time change. This project has prompted regional discussion of school start times. Discussion followed of steps to consider in pursuing such a change. Superintendent Weight will complete a regional inquiry as well as district specific issues and report back to the Board.

2. Center Drive School Zone Lights – to be delivered January 25th; City of DuPont will hire installers.

e. February 13, 2019 Study Session Agenda Items

Agenda times will include Special Education, Health Education and progress reports from this study session.

Director McDonald suggested a future topic of Dyslexia screening. Superintendent Weight, Executive Director Harvey and Director McDonald will meet to discuss prior to scheduling a study session on instructional interventions.

3. ADJOURNMENT

Director Pierce made a motion to adjourn the meeting at 8:37 pm; Director Schenk seconded the motion and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District No. 1
Admin Personnel Report

Personnel Report 1-23-19					
Name	Position	Location	Effective Date	Action	Comment
LALLEMAND KRISTA	ASSISTANT PRINCIPAL	HIGH SCHOOL	6/30/2019	RESIGNATION	

Steilacoom Historical School District No. 1
Certificated Personnel Report

Personnel Report 1-23-19						
Name	Position	FTE	Location	Effective Date	Action	Comment
PERCEFULL SAMANTHA	TEACHER	1.00	PIONEER	8/30/2019	LEAVE OF ABSENCE	FOR THE 2019-20 SCHOOL YEAR

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

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

Personnel Report 1-23-19				
Name	Position	Location	Effective Date	Amount
YUCKERT HEATHER	GSA CLUB ADVISOR (REPLACES SAMANTHA PERCEFULL)	PIONEER	4/1/2019	600.00
BLANCHARD STANLEY	BASKETBALL BOYS ASSISTANT	PIONEER	1/28/2019	3,176.25

Board approval required for overnight, Eastern Washington or out-of-state trips.

Date of Request: 1/15/2019 School: Pioneer Middle School
Name of teacher(s) requesting field trip: Kyle Haller - 6th grade teachers
Proposed student group: 6th grade
Proposed date(s) of field trip: April 8-12, 2019 Proposed destination(s): YMCA Camp Colman
Departure time from School: _____ Transportation by: ☒ Bus ☐ Private Car ☐ Air
Return time to School: _____ Will students need meals: ☒ Yes ☐ No
Content area(s) addressed: 6th grade outdoor education camp

Description of proposed field trip and ASB fundraising efforts (please attach itinerary):

Nolan Fundraising option for all students available. All profit will be deducted from their camp tuition.
Also in discussion with PTA about holding a fund raiser to help pay for busses, camp supplies, etc.

Number of Students: 240 Number of Chaperones: 30 per session
Revenue Source: ☐ General Fund (GF) ☒ ASB Is this in the ASB Budget? ☒ Yes ☐ No
Individual student cost to be used for: Tuition/lodging, transportation, food
Estimated individual student cost \$ 140
GF/ASB Funds: \$ 32,500 Budgeted
Total Cost \$ 32,500 dependent on enrollment
Account code 237-4030

Teacher Name: Kyle Haller Signature: Kyle Haller

Teacher Name: Amanda Gidley Signature: Amanda Gidley

Principal Name: John Nystrom Signature: John Nystrom

Approve

Deny

Memo

To: Board of Directors & Kathi Weight, Superintendent
From: Kyle Haller and Amanda Gidley, 6th Grade Teachers
CC: Celeste Johnston
Date: 1/14/2019
Re: 6th Grade Camp Board approval is requested for our annual 6th grade outdoor education program. Details of the program are provided below:

Event: 6th grade Outdoor Education 2019

Destination: Camp Colman; Longbranch, WA

Dates: Two Sessions: April 8-10th and April 11-12th

Estimated Cost: \$32,500 – Dependent on Enrollment

Funding: Outdoor Education Budget, Student fundraisers through ASB, students pay (140.00/student). Chaperones and counselors pay \$70 each.

Fundraiser: Nolan Fundraising (nolanfundraising.com). Students will have opportunity to participate selling Yankee Candles online. Sale options go beyond only candles. 40% of all sales will be deducted from each campers account (chaperones included). Fundraiser will run from Feb. 1-15th, 2019.

Students: All 6th grade students, Approx. 30 high school counselors

Chaperones: 6th grade teachers, Approx. 30 parents who have will have WSP clearance

Travel: Buses

Lodging: Cabins at Camp Colman

Classes taught by Camp Colman instructors. Classes include challenge courses (team building), outdoor wilderness survival, orienteering, archery.

Steilacoom Historical School District No. 1
Board of Directors' Operating Protocol
Adopted January 23, 2019

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 23rd day of January 2019;

Bob Forbes, Board Chair

Jason Pierce, Vice Chair

Kathi Weight, Superintendent

Steve Schenk, Board Director

Sam Scott, Board Director

Jennifer McDonald, Legislative Representative

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Meeting Date: 1/23/19

Strategic Focus Area

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

BACKGROUND INFORMATION

School districts in the state of Washington are required by WAC 392-190-0592 to establish and implement Affirmative Action programs. It is the purpose of the district's Affirmative Action Plan to promote, monitor, and maintain the district's Affirmative Action and Equal Employment Opportunity policies. This plan is designed to promote recruitment, training, and education efforts and to expand the pool of applicants without preferential treatment.

This plan was developed utilizing data collected and maintained by the Human Resources Department as well as data from the U.S. Census EEO tabulation for Pierce County. The district's Diversity Committee helped develop the goals and will serve as partners in monitoring progress toward our goals.

The plan will be reviewed periodically, and will be in place from January 2019 through December 2023.

The board of directors reviewed and discussed the plan in the December 2018 study session and board meeting.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to approve the 2018 – 2023 Affirmative Action Plan.

Report prepared by:
Dr. Paul Harvey, Executive Director of Student Achievement



**Steilacoom Historical School District No. 1
Employment Affirmative Action Plan
2018-2022**

December 2018

INTRODUCTION AND REAFFIRMATION OF POLICY

The Steilacoom Historical School District No. 1 has established a firm commitment to providing equal employment opportunity to its staff and to applicants for positions in the district. We believe education enhancement requires consistently fair and equitable educational and employment practices without regard to race, creed, color, national origin, age, honorably-discharged veteran or military status, gender, sexual orientation, marital status, or qualified individuals with disabilities. The current Nondiscrimination and Affirmative Action Policy was adopted by the board of directors in 2008 and revised in 2017. The policy will be reaffirmed concurrent with the adoption of this five-year plan. The plan presented here is designed for the years 2018-2023. Although this plan covers a five-year period, it will be reviewed regularly and modified, if necessary, in accordance with applicable law.

The basis for analysis in the current plan involves a comparison of the district's minority staff in various job categories relative to the percentage of minorities in the available labor force. Similarly, the basis for the analysis relative to gender balance in this plan is the proportion of men to women in the available labor force for various job categories. The purpose of these affirmative action commitments remains the same as that of earlier plans, to ensure the absence of discrimination in employment practices.

Each employee of Steilacoom School District involved in the recommendation of hiring or promotion is committed to ensuring that the recommendation is made without discrimination. It is the responsibility of each employee to promote a strong commitment to equal employment opportunity at his/her work site and throughout the district.

Dr. Kathi Weight, Superintendent

Bob Forbes, Chair, Board of Directors

Date of approval by board: _____

AUTHORITY

School districts in the state of Washington are required by WAC 392-190-0592 to establish and implement Affirmative Action programs that are designed to “eliminate discrimination on the basis of race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.”

PURPOSE

It is the purpose of the district’s Affirmative Action Plan to promote, monitor, and maintain the district’s affirmative action and equal employment opportunity policies. These policies provide for equal employment opportunities for all employees and applicants for employment and to promote diversity in the District’s workforce.

It is also the purpose of the district’s Affirmative Action Plan to identify at all levels of the workforce, areas of underutilization when planning and implementing recruitment efforts. This plan is designed to promote outreach, recruitment, training, and education efforts intended to expand the pool of applicants and to advance equal opportunity without preferential treatment.

RESPONSIBILITY FOR IMPLEMENTATION AND EVALUATION

The Superintendent will provide leadership and guidance to all administrators, supervisors, and personnel in the conduct of their employment practices to assure conformity with federal and state laws, regulations and district’s policies. The Human Resources Department will monitor and audit this plan and regularly update the Superintendent regarding efforts toward meeting goals. All staff will annually participate in a review of the district’s Nondiscrimination Policy and Procedure. The district’s Diversity Committee will participate and support this plan by working in partnership with the Human Resource Department to participate in interview committees and recruitment efforts. All publications which advertise employment opportunities will include the district’s nondiscrimination statement and contact information for the Affirmative Action Officer.

The Affirmative Action Officer is charged with responding to any questions or complaints concerning discrimination in employment and ensures that the district’s Nondiscrimination and Affirmative Action Policy and Procedure 5010 are available on the district’s website and communicated in new employee trainings

and professional development. All staff are required to review district policy and practices regarding non-discrimination each year.

Affirmative Action/Title IX/Section 504 Coordinator for Staff

Human Resources Coordinator

Steilacoom Historical School District No. 1

510 Chambers Street

Steilacoom, WA 98388

Phone: (253) 983-2220 Fax: (252) 584-7198

UTILIZATION ANALYSIS

This section summarizes an analysis of the district's workforce demographics. The following tables show the district's workforce diversity as measured by race and gender by the following job categories.

Job Group	Job Category
Certificated Administrators	Principals, Assistant Principals, District Administrators
Secondary Teachers	9-12 th grade teachers and counselors
Elementary and Middle School Teachers	Preschool – 8 th grade teachers and counselors
Certificated Support Personnel	Certificated staff whose job assignment is not teaching.
Classified Administrators and Professional Staff	Classified District Administrators and Managers
Office Personnel	Office Assistants, Secretaries, Clerks
Custodians	Custodians
Maintenance	Maintenance
Instructional Assistants	Para-Educators
Informational Technology	Technology

The term “underutilization” as used in this plan means having fewer members of an affected group in a specific job category than reasonably would be expected based upon their availability. The statistical comparisons in this section involve the use of workforce statistics for geographic areas relevant to Pierce County derived from the U.S. Census EEOC Tabulation for 2006-2010. At the time of development, the 2010 data is the most current available. These statistical comparisons do not have any independent legal or factual significance. The statistics and geographic areas have been selected and used in good faith with respect to this Affirmative Action Plan.

The availability study discussed above was used to generate theoretical availability” (“TA”) figures, which indicate the percentage of workers in a given job category, or across all jobs, whose worksite is reported as Pierce County and identifying themselves as belonging to a particular protected class. The TA figure is a useful tool in approximating whether the District is underutilizing any such protected class in its employment practices, but it should be noted that true availability figures may be significantly higher or lower than the TA.

**Steilacoom Historical School District
Utilization Analysis
Gender (September 2018)¹**

Job Group²	Total Employees³	Total Female	% Total Female	Theoretical Availability⁴ (%)	Deviation from TA⁵ (%)
CERTIFICATED PERSONNEL					
Certificated Admins	16	9	56.2%	54.5%	1.7%
Cert. Support Personnel	24	19	79.1%	48.5%	30.6%
Elementary/Middle (P-8)	126	102	80.9%	63.0%	17.9%
Secondary Teachers (9-12)	43	24	55.8%	37.4%	18.4%
Total Certificated	209	154	73.6%		
CLASSIFIED PERSONNEL					
Class. Admin/Professional	10	9	90.0%	25.0%	65.0%
Office Personnel	28	25	89.2%	70.4%	18.8%
Custodians	25	11	44.0%	23.1%	20.9%
Maintenance	6	0	0	7.5%	-7.5%
Instructional Assistants	57	54	94.7%	71.5%	23.2%
Technology	4	0	0	16.9%	-16.9%
Total Classified	127	102	80.3%		
Grand Totals	336	256	76.1%		

¹ Does not include substitutes or athletic coaches.

² The occupational titles under which Census data is tracked to match job categories by the school district.

³ Total FTE reported September 2018

⁴ Total percentage of labor force identified by gender for Pierce County as reported in U.S. Census EEO tabulation 2006-2010.

⁵ Calculated by subtracting the utilization from the theoretical availability.

**Steilacoom Historical School District
Utilization Analysis
Minority (September 2018)¹**

Job Group²	Total Employees³	Total Minority⁴	% Total Minority	Theoretical Availability⁵ (%)	Deviation from TA⁶ (%)
CERTIFICATED PERSONNEL					
Certificated Admins	16	2	12.5%	19.0%	-6.5%
Cert. Support Personnel	24	3	12.5%	19.3%	-6.8%
Elementary/Middle (P-8)	126	12	9.5%	8.1%	1.4%
Secondary Teachers (9-12)	43	5	11.6%	12.4%	-.7%
Total Certificated	209	22	10.5%		
CLASSIFIED PERSONNEL					
Class. Admin/Professional	10	3	30.0%	17.5%	12.5%
Office Personnel	25	4	16.0%	26.3%	-10.3%
Custodians	25	12	48.0%	25.0%	23.0%
Maintenance	6	1	16.6%	17.2%	-0.5%
Instructional Assistants	57	13	22.8%	16.3%	6.5%
Technology	4	1	25.0%	15.4%	9.6%
Total Classified	127	34	26.7%		
Grand Totals	336	56	16.6%		

¹ Does not include substitutes or athletic coaches.

² The occupational titles under which Census data is tracked to match job categories by the school district.

³ Total FTE reported September 2018

⁴ Self-reported by employee

⁵ Total percentage of labor force identified by minority status for Pierce County as reported in U.S. Census EEO tabulation 2006-2010.

⁶ Calculated by subtracting the utilization from the theoretical availability.

EXECUTIVE SUMMARY: PROGRESS SINCE THE LAST PLAN

Our school district has prioritized race and equity as one of the three professional learning topics for the 2018-2019 school year. Staff have already participated in August seminars and will continue to work on the topic through ACE day offerings at each building and at the optional March 8th inservice day.

Comparing the data from the 2013 plan to this current plan reveals progress toward diversifying our workforce. In particular, employment of individuals who identify as non-white increased by 4.8% for all staff; with an increase of 9.8% for classified employees and an increase of 1.6% for certificated employees.

Other accomplishments and current endeavors related to our Affirmative Action Plan:

- Our district has and will continue to partner with our Diversity Committee to include representation during interviews. We have also prioritized induction support for new staff.
- Our district has several partnerships with local universities and their respective teacher preparation programs including Pierce College, PLU, UPS, Saint Martin's, and The Evergreen State College. Addressing equity and in recruiting and hiring a more diverse workforce are top priorities in these partnerships.
- Our district representatives at career fairs are encouraged to seek diverse candidates into the pool and we intend on reviewing this plan with the administrative team prior to career fairs and prior to staffing conferences. We also review and adjust our annual recruiting documents to attract interest from underrepresented candidates.
- Our district has ongoing partnerships with our JBLM family liaison, the Washington Education Association (WEA), and the Washington State Association for Multicultural Education (WSAME).
- Our district will use annual hiring data to analyze progress toward this plan by September 30 of each year.
- Our district will analyze data regarding student to staff ratios along the same criteria of this report.

While we are proud of our progress, we recognize that the work needs to continue. We currently have no females in our technology department and the supervisor is the only female in our maintenance department. Also, there is a gap in utilization of available persons of color among our certificated administrators, certificated support staff, and our office staff. With these areas of growth in mind, we have created and revised goals within this plan.

GOALS AND ACTION STEPS

The goals of this Affirmative Action Plan are to promote equal employment opportunities in Steilacoom Historical School District No.1; to attract, promote, develop, and retain a high-performing diverse workforce to serve diverse student needs; and to encourage career advancement of all persons, including members of protected groups, once employed.

GOAL 1

Job Recruitment, Selection and Analysis

Actively seek a diverse pool of qualified applicants from all protected groups, as well as non-protected groups, for certificated and classified positions at all levels so that more members of under-represented groups are available for consideration as District employees.

- 1.1 Review outcomes the hiring process to make sure that a diverse pool of candidates is considered and that hiring reflects both the available workforce and also our student population.
- 1.2 In partnership with our district Diversity Committee and university programs, ensure that recruitment efforts include and actually reach all protected groups, as well as non-protected groups.
- 1.3 Partner with the district's Diversity Committee and university programs in developing and disseminating recruitment materials and job opportunities to organizations and outlets which have the opportunity to reach protected groups. Invite Diversity Committee participation on recruitment teams that participate in job fairs and other outreach efforts.
- 1.4 Continue the District's practice of inviting Diversity Committee members to participate in interview committees.

- 1.5 Increase the awareness of equal employment opportunity among all personnel involved in hiring; and have the Superintendent and Human Resources Department monitor all hiring.

GOAL 2

Education and Training

Promote a culture of respect and diversity in the workplace, and ensure that employees are aware of this plan and their roles and responsibilities in enforcing the district's Equal Employment Opportunity policy.

- 2.1 Continue to develop annual objectives and strategies at each building to increase work place diversity and multi-cultural opportunities in both the instructional and activities programs.
- 2.2 Continue to provide training and professional development at all schools and in all departments to promote cultural competency in conjunction with incorporating multi-cultural and gender equity concepts, awareness, and information into the curriculum.
- 2.3 Other means of promotion and information dissemination will be utilized as necessary to ensure that the community and district staff and students are informed of the goals and objectives of equal educational and employment opportunities.

GOAL 3

Preventing Employment Discrimination

Ensure that the district does not discriminate against any person on the basis of any protected status in employment, recruitment, promotion, or advancement.

- 3.1 Maintain credential requirements for relevant personnel.
- 3.2 Make no differentiation in pay scale on the basis of any protected status.
- 3.3 Make no differentiation in the assignment of school duties on the basis of any protected status, except where there is a compelling need for a lawful or bona fide occupational qualification based on the nature of duties.
- 3.4 Provide the same opportunities for advancement without regard to a protected status.

- 3.5 Make no differentiation in conditions of employment, including, but not limited to, hiring practices, leaves of absence, hours of employment, and assignment of, or pay for, instructional and non-instructional duties on the basis of any protected status.
- 3.6 Monitor hiring data and set objectives which address gaps in representation of protected classes among our employees.

Steilacoom Historical School District Board Meeting Schedule 2018-19

Meeting Date	Meeting Type	Location	Time
Wednesday, 9/12/18	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 9/26/18	Regular Business Meeting	Anderson Island Elementary School	6:30 P.M.
Wednesday, 10/10/18	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 10/24/18	Study Session	Pioneer Middle School Commons Conference Room	6:00 P.M.
Wednesday, 10/24/18	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 11/14/18	Study Session	Steilacoom High School Library	6:00 P.M.
Wednesday, 11/14/18	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 12/12/18	Study Session	Pioneer Middle School Commons Conference Room	6:00 P.M.
Wednesday, 12/12/18	Regular Business Meeting	Pioneer Middle School Multi-purpose Room	7:00 P.M.
Wednesday, 1/9/19	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 1/23/19	Study Session	Steilacoom High School Library	6:00 P.M.
Wednesday, 1/23/19	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 2/13/19	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 2/27/19	Study Session	Pioneer Middle School Multipurpose Room	6:30 P.M.
Wednesday, 2/27/19	Regular Business Meeting	Pioneer Middle School Multi-purpose Room	7:00 P.M.
Wednesday, 3/13/19	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 3/27/19	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 3/27/19	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 4/10/19	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 4/24/19	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 4/24/19	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 5/8/19	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 5/22/19	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 5/22/19	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 6/12/19	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 6/26/19	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 6/26/19	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.
Wednesday, 7/10/19	Study Session Only	Steilacoom High School Library	6:00 P.M.
Wednesday, 7/24/19	Study Session	Steilacoom High School Library	6:30 P.M.
Wednesday, 7/24/19	Regular Business Meeting	Steilacoom High School Library	7:00 P.M.
Wednesday, 8/14/19	Study Session Only	Pioneer Middle School Library	6:00 P.M.
Wednesday, 8/28/19	Study Session	Pioneer Middle School Library	6:30 P.M.
Wednesday, 8/28/19	Regular Business Meeting	Pioneer Middle School Library	7:00 P.M.