



## Regular Meeting Agenda

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

STUDY SESSION: The School Board normally convenes at 6:30 pm just prior to the start of the formal Board meeting to discuss the Board agenda.

No decision making is undertaken. These study sessions are open to the Public.

Wednesday, February 26, 2020 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 not be heard outside of Executive Session. The Board reserves the right to terminate presentations containing personal attacks on individuals.

### III. PRESENTATION - Pioneer Middle School Choir

**(Presentation)**

**Presenter:** JoAnne Fernandes and Katie Elshire

### IV. REPORTS

#### A. Asset Preservation Program Report

**(Information)**

**Presenter:** Melissa Beard

[Asset Preservation Program Report.pdf \(p. 4\)](#)

#### B. Diversity Committee Report

**(Information)**

**Presenter:** Coley Fannin and Jacky Diaz

[Diversity Committee Report.pdf \(p. 14\)](#)

## **C. Legislative Update**

**(Information)**

**Presenter:** Sam Scott

## **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 \(p. 23\)](#)

[Approval of January and February 2020 Accounts Payable and January 2020 Payroll.PDF \(p. 33\)](#)

[Approval of January 22, 2020 Regular Meeting Minutes.pdf \(p. 34\)](#)

[Approval of February 12, 2020 Study Session Minutes.pdf \(p. 37\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 39\)](#)

[Approval of Classified Personnel Report.pdf \(p. 40\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 41\)](#)

[Approval of Policy 5404 Family, Medical, Maternity and Military Caregiver Leave.pdf \(p. 42\)](#)

## **VI. NEW BUSINESS**

### **A. First Reading of Policy 1105 Electoral System**

**(Action)**

**Presenter:** Superintendent Weight

[Policy 1105 Electoral System.pdf \(p. 50\)](#)

### **B. First Reading of Policy 3225 School-Based Threat Assessment**

**(Action)**

**Presenter:** Susanne Beauchaine

[Policy 3225 School-Based Threat Assessment.pdf \(p. 53\)](#)

### **C. First Reading of Policy 3416 Medication at School**

**(Action)**

**Presenter:** Gudrun Sullivan

[Policy 3416 Medication at School.pdf \(p. 58\)](#)

### **D. First Reading of Policy 3423 Parental Administration of Marijuana for Medical Purposes**

**(Action)**

**Presenter:** Gudrun Sullivan

[Policy 3423 Parental Administration of Marijuana for Medical Purposes.pdf \(p. 62\)](#)

### **E. Approval of Adoption and Purchase of K-8 Science Curriculum**

**(Action)**

**Presenter:** Paul Harvey

[K-8 Science Curriculum Adoption and Purchase.pdf \(p. 65\)](#)

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

## **VIII. BOARD COMMUNICATION**

**(Information)**

## **IX. ANNOUNCEMENTS**

**(Information)**

## **X. ADJOURNMENT**

**(Action)**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: February 26, 2020

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION**

OSPI implemented the Asset Preservation Program (APP) in 1992 to ensure performance accountability; promote student health and safety by maintaining and operation building systems to their design capacity; maintain an encouraging learning environment; and extend building life, thus minimizing future capital needs.

In order to remain eligible for future state assistance in capital projects, districts must have an APP. The three components of an APP are:

1. A commitment from the school board of directors to implement best practices of school building maintenance through the adoption of an APP. *For SHSD, it is Resolution 746.12.15.10 passed in 2010.*
2. The implementation of an Asset Preservation System or maintenance plan that is proactive, predictive or preventative for maintaining a facility over its 30-year expected life cycle. *Our Maintenance manager maintains this plan.*
3. An annual Building Condition Assessment and a report detailing the results of that assessment to the school board of directors and OSPI. *This is attached for your review and is completed by our Maintenance manager. In 2023, we are required to hire a certified assessor to assess the condition of each building.*

You will see that the report includes only two buildings, Pioneer and Saltar's Point. This requirement only applies to buildings completed after 1993. The only building component changed was the condition rating on B2050 for Pioneer Middle School. This is the Exterior Doors and Grilles. The previous low rating was because of the security issue with the aluminum mullions. Because we've upgraded all of these mullions with steel reinforcements, the rating was changed from "Fair" to "Good".

### **RECOMMENDED ACTION:**

For your information only. No action required.

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

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# ICOS

School Facilities and Organization

INFORMATION AND CONDITION OF SCHOOLS

Asset Preservation Program Annual Board Report (Steilacoom Hist. School District)

-----2019-2020-----						
SITE	BUILDING	BUILDING BOARD ACCEPTANCE DATE	APP YEAR	BUILDING CONDITION ASSESSMENT %	ANNUAL REVIEW COMPLETED BY	NEXT CERTIFIED BCA DUE
Pioneer Middle School	Main Building	5/25/2011	8	94.27	District	2023
Saltars Point Elementary School	Main Building	3/22/2000	20	86.19	District	2023



School Facilities and Organization

INFORMATION AND CONDITION OF SCHOOLS

Asset Preservation Program Annual Board Report (Steilacoom Hist. School District)

## Pioneer Middle School - Main Building

### Building Details

PROFILE TYPE	Classroom Building - Multi-Story
NUMBER OF FLOORS	2
BOARD ACCEPTANCE DATE	5/25/2011
CHARACTERISTICS	Occupied
ANNUAL REVIEW COMPLETED BY	District

This building is required to comply with the Asset Preservation Program

REPORTING YEAR	APP YEAR	BUILDING CONDITION ASSESSMENT	ANNUAL REVIEW COMPLETED BY	BOARD REPORT PRESENT DATE
2019-2020	8	94.27	District	Not Reported
2018-2019	7	94.13	District	3/27/2019
2017-2018	6	97.99	Consultant	3/28/2018
2016-2017	5	97.99	Consultant	3/22/2017
2015-2016	4	97.99	Consultant	3/23/2016
2014-2015	3	98.38	Consultant	3/25/2015

The next certified BCA is due: **2023**

### Building Inventory

AREA YEAR BUILT	DISTRICT ASSIGNED AREA	GROSS BUILDING SQ FT	GROSS INSTRUCTIONAL SQ FT	SCAP RECOGNIZED SQ FT	ORIGINAL OCCUPANCY DATE	ORIGINAL BOARD ACCEPTANCE DATE
2008	Main Building	103,128	103,128	103,128	9/1/2008	5/25/2011
<b>Building Totals</b>		<b>103,128</b>	<b>103,128</b>	<b>103,128</b>		

### Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Foundations	Standard Foundation	A1010		100.00% Excellent
Subgrade Enclosures	Walls for Subgrade Enclosures	A2010		100.00% Excellent
Water and Gas Mitigation	Building Subdrainage	A6010		100.00% Excellent



# ICOS

School Facilities and Organization

INFORMATION AND CONDITION OF SCHOOLS

Asset Preservation Program Annual Board Report (Steilacoom Hist. School District)

## Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Superstructure	Floor Construction	B1010		90.00% Good
	Roof Construction	B1020		90.00% Good
	Stairs	B1080		100.00% Excellent
Exterior Vertical Enclosures	Exterior Walls	B2010		62.00% Fair
	<i>Deficiencies:</i>	Cracking, Peeling, Flaking, Efflorescence and Staining		
	<i>Causes:</i>	Moisture Penetration, Other		
	<i>Comments:</i>	Deficiency: Building metal fascia starting to peel, masonry has minor staining. Both due to weather.		
	Exterior Windows	B2020		90.00% Good
	<i>Deficiencies:</i>	Other		
	<i>Causes:</i>	Caulking/Weather Stripping, Other		
	<i>Comments:</i>	Deficiency: Water intursion on west side of the building due to insufficient flashing.		
	Exterior Doors and Grilles	B2050		90.00% Good
	Exterior Louvers and Vents	B2070		90.00% Good
Exterior Horizontal Enclosures	Roofing	B3010		90.00% Good
	Roof Appurtenances	B3020		90.00% Good
	Horizontal Openings	B3060		100.00% Excellent
	Overhead Exterior Enclosures	B3080		90.00% Good
Interior Construction	Interior Partitions	C1010		100.00% Excellent
	Interior Windows	C1020		100.00% Excellent
	Interior Doors	C1030		90.00% Good
	Suspended Ceiling Construction	C1070		90.00% Good



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Asset Preservation Program Annual Board Report (Steilacoom Hist. School District)

## Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Interior Finishes</b>	Wall Finishes	C2010		90.00% Good
	Interior Fabrications	C2020		100.00% Excellent
	Flooring	C2030		90.00% Good
	Stair Finishes	C2040		100.00% Excellent
	Ceiling Finishes	C2050		100.00% Excellent
<b>Conveying</b>	Vertical Conveying Systems	D1010		100.00% Excellent
<b>Plumbing</b>	Domestic Water Distribution	D2010		90.00% Good
	Sanitary Drainage	D2020		100.00% Excellent
	Building Support Plumbing Systems	D2030		100.00% Excellent
<b>HVAC</b>	Facility Fuel Systems	D3010		100.00% Excellent
	Heating Systems	D3020		100.00% Excellent
	Facility HVAC Distribution Systems	D3050		90.00% Good
	Ventilation	D3060		100.00% Excellent
<b>Fire Protection</b>	Fire Suppression	D4010		100.00% Excellent
	Fire Protection Specialties	D4030		100.00% Excellent
<b>Electrical</b>	Facility Power Generation	D5010		100.00% Excellent
	Electrical Services and Distribution	D5020		100.00% Excellent
	General Purpose Electrical Power	D5030		100.00% Excellent
	Lighting	D5040		90.00% Good
<b>Communications</b>	Data Communications	D6010		100.00% Excellent
	Voice Communications	D6020		100.00% Excellent





**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Communications</b>	Audio-Video Communications	D6030		100.00% Excellent
	Distributed Communications and Monitoring	D6060		100.00% Excellent
<b>Electronic Safety and Security</b>	Access Control and Intrusion Detection	D7010		100.00% Excellent
	Electronic Surveillance	D7030		100.00% Excellent
	Detection and Alarm	D7050		100.00% Excellent
<b>Integrated Automation</b>	Integrated Automation Facility Controls	D8010		90.00% Good
<b>Furnishings</b>	Fixed Furnishings	E2010		90.00% Good
	Movable Furnishings	E2050		90.00% Good



School Facilities and Organization

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## Saltars Point Elementary School - Main Building

### Building Details

PROFILE TYPE	Elementary School - Single Story
NUMBER OF FLOORS	1
BOARD ACCEPTANCE DATE	3/22/2000
CHARACTERISTICS	Occupied
ANNUAL REVIEW COMPLETED BY	District

This building is required to comply with the Asset Preservation Program

REPORTING YEAR	APP YEAR	BUILDING CONDITION ASSESSMENT	ANNUAL REVIEW COMPLETED BY	BOARD REPORT PRESENT DATE
2019-2020	20	86.19	District	Not Reported
2018-2019	19	86.19	District	3/27/2019
2017-2018	18	93.47	Consultant	3/28/2018
2016-2017	17	93.47	Consultant	3/22/2017
2015-2016	16	93.47	Consultant	3/23/2016
2014-2015	15	93.49	Consultant	3/25/2015

The next certified BCA is due: **2023**

### Building Inventory

AREA YEAR BUILT	DISTRICT ASSIGNED AREA	GROSS BUILDING SQ FT	GROSS INSTRUCTIONAL SQ FT	SCAP RECOGNIZED SQ FT	ORIGINAL OCCUPANCY DATE	ORIGINAL BOARD ACCEPTANCE DATE
1999	Areas 1-8, 10-23	37,233	37,233	37,233	9/1/1999	3/22/2000
1999	Area 9	12,290	12,290	12,290	9/1/1999	3/22/2000
1999	Area 24	3,612	3,612	1,806	9/1/1999	3/22/2000
Building Totals		53,135	53,135	51,329		

### Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Foundations	Standard Foundation	A1010		100.00% Excellent



# ICOS

School Facilities and Organization

INFORMATION AND CONDITION OF SCHOOLS

Asset Preservation Program Annual Board Report (Steilacoom Hist. School District)

## Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Slabs on Grade</b>	Standard Slabs on Grade	A4010		90.00% Good
<b>Water and Gas Mitigation</b>	Building Subdrainage	A6010		100.00% Excellent
<b>Superstructure</b>	Roof Construction	B1020		90.00% Good
<b>Exterior Vertical Enclosures</b>	Exterior Walls	B2010		90.00% Good
	Exterior Windows	B2020		90.00% Good
	Exterior Doors and Grilles	B2050		90.00% Good
	Exterior Louvers and Vents	B2070		90.00% Good
<b>Exterior Horizontal Enclosures</b>	Roofing	B3010		90.00% Good
	Roof Appurtenances	B3020		90.00% Good
	Horizontal Openings	B3060		90.00% Good
	Overhead Exterior Enclosures	B3080		90.00% Good
<b>Interior Construction</b>	Interior Partitions	C1010		90.00% Good
	Interior Windows	C1020		100.00% Excellent
	Interior Doors	C1030		90.00% Good
	Interior Grilles and Gates	C1040		100.00% Excellent
	Raised Floor Construction	C1060		100.00% Excellent
	Suspended Ceiling Construction	C1070		90.00% Good
<b>Interior Finishes</b>	Wall Finishes	C2010		90.00% Good
	Interior Fabrications	C2020		90.00% Good
	Flooring	C2030		90.00% Good
	Ceiling Finishes	C2050		90.00% Good
<b>Plumbing</b>	Domestic Water Distribution	D2010		90.00% Good
	Sanitary Drainage	D2020		90.00% Good



# ICOS

School Facilities and Organization

INFORMATION AND CONDITION OF SCHOOLS

Asset Preservation Program Annual Board Report (Steilacoom Hist. School District)

## Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Plumbing</b>	Building Support Plumbing Systems	D2030		90.00% Good
<b>HVAC</b>	Facility Fuel Systems	D3010		90.00% Good
	Heating Systems	D3020		62.00% Fair
	Cooling Systems	D3030		62.00% Fair
	Facility HVAC Distribution Systems	D3050		62.00% Fair
	Ventilation	D3060		62.00% Fair
<b>Fire Protection</b>	Fire Suppression	D4010		90.00% Good
	Fire Protection Specialties	D4030		90.00% Good
<b>Electrical</b>	Electrical Services and Distribution	D5020		90.00% Good
	General Purpose Electrical Power	D5030		90.00% Good
	Lighting	D5040		90.00% Good
<b>Communications</b>	Data Communications	D6010		100.00% Excellent
	Voice Communications	D6020		100.00% Excellent
	Audio-Video Communications	D6030		90.00% Good
	Distributed Communications and Monitoring	D6060		90.00% Good
<b>Electronic Safety and Security</b>	Access Control and Intrusion Detection	D7010		100.00% Excellent
	Electronic Surveillance	D7030		100.00% Excellent
	<i>Comments:</i>	Systems have been upgraded		
	Detection and Alarm	D7050		90.00% Good
<b>Integrated Automation</b>	Integrated Automation Facility Controls	D8010		90.00% Good



**Building Components**

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
<b>Integrated Automation</b>	<i>Comments:</i>	Additional: Programing needed to prevent unneeded shutdowns. Backup power need to preserve programming during power outages.		
<b>Equipment</b>	Commercial Equipment	E1030		100.00% Excellent
	<i>Causes:</i>	Age Deterioration		
	Institutional Equipment	E1040		90.00% Good
	Entertainment and Recreational Equipment	E1070		90.00% Good
	Other Equipment	E1090		90.00% Good
<b>Furnishings</b>	Fixed Furnishings	E2010		90.00% Good
	Movable Furnishings	E2050		90.00% Good



Steilacoom Historical School District  
2019-2020



# Vision Statement

A Connected and Caring  
Community



# Current Mission Statement

The SHSD Diversity Committee works to increase opportunities to share and value each other's stories through mentorship, education, and hiring practices with the goal of growing caring relationships.

# Diversity Members 2019 - 2020

Cherrydale	Gail Clark Barbie Gonzalez
Chloe Clark	Amy Marlow Joanna Brodziak Jacqueline Diaz
Saltar's Point	Tabitha Ellison Coley Fannin Bridget King Dani Torres

Pioneer Middle	Claudia Duenas Bruce Hayes
Steilacoom High	Jody McDonald Vanessa Lindgren Royce Albert
District Office	Mary Snyder Julie Anderson

From **two** members in 1993 to a total of **15 this year**, our highest number in recent memory.



# District Wide Professional Learning Opportunities

The Diversity Committee supports the district in its effort to provide relevant and quality professional learning to all staff

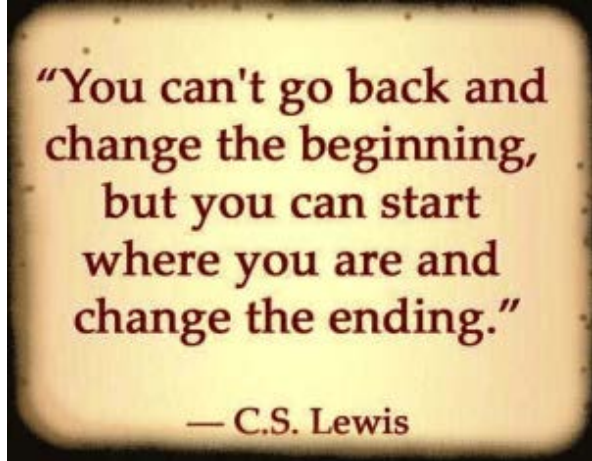
District Initiatives for Professional Learning  
2019-2020  
2018-2019

- Social Emotional Learning
- STEM
- Race + Equity

# District Wide Professional Learning Opportunities

District Professional Development offered to staff:

Equity, Race, and Social Emotional Learning



Father Oleksa: Communicating across Cultures

Jessie Doran: Adverse Childhood Experiences

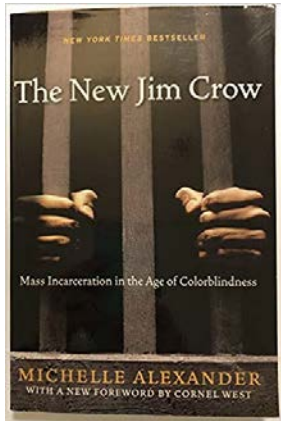
Jahmad Canley: Expanding cultural identity and diversity to further individual and organizational growth

OASIS Youth Center: Daniel Ensley training to support ongoing community and professional development for LGBTQ community.

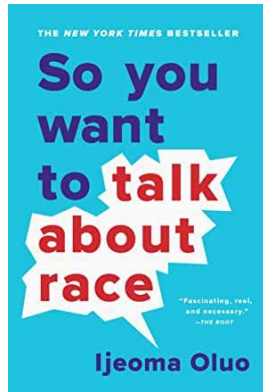
Erin Jones: Going beyond Diversity to Equity

# Book Studies

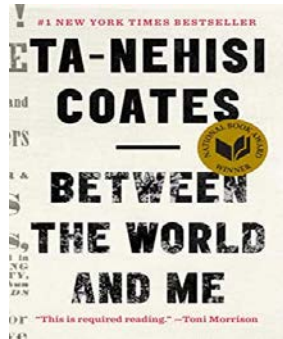
*The New Jim Crow* by Michelle Alexander



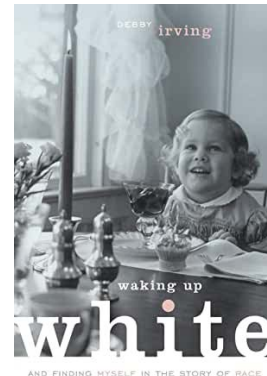
*So you want to talk about Race?* by Ijeoma Oluo



*Between the World and Me* by Ta-Nehisi Coates



*Waking up White* by Debby Irving



# New Initiatives

After educating ourselves on a number of issues, as well as aligning ourselves with the District's focus on **Race & Equity** with respect to staff professional development, we believe it is time to move forward with an expanded mission.



## New Mission statement (draft)

The SHSD Diversity Committee exists to assist students who have historically been marginalized and lack the skills and resources necessary to access all that the school district has to offer. This is accomplished in the following ways:

- Utilizing **hiring practices** that identify staff who look like our student body and/or reflect an open mind toward those that look, act, or believe differently than they do
- **Educating** our staff members on how best to work with students around culture, race, gender, sexual orientation, religion, class, disability, etc.
- Being an **agent of change** when inequities are identified
- Working within a **committee structure** at both the District and building levels in order to support change wherever it needs to occur

# Moving forward with a new committee structure

A district wide committee provides the following:

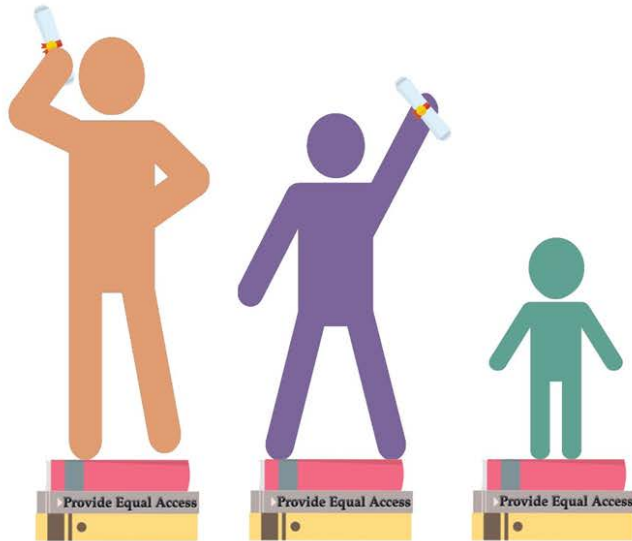
- An interface between SHSD leadership and the building levels
- A Point of Contact for initiatives and programs that encompass all staff members such as the District's Affirmative Action plan
- A staff dedicated to the ideals of diversity to serve on hiring committees

Building level committees allow us to:

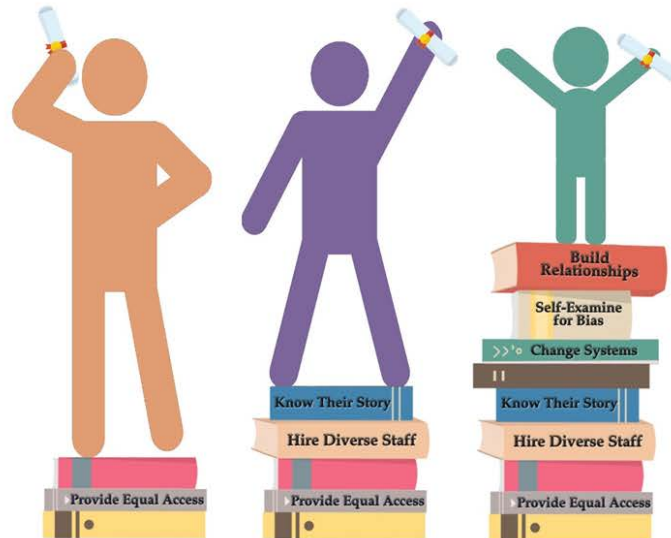
- Support the staff members most likely to uncover and address the challenges our students face
- Tap into a new source for generating ideas that can be disseminated to other buildings



## EQUALITY



## EQUITY





**Steilacoom Historical School District No. 1**  
**Financial Report - January 31, 2020**  
**Budget/Year-End Projection/YTD Actual**

The following information is a summary of the financial position as of January 31, 2020 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	43,279,587	17,747,915	41.01%
Expenditures & Other Financing Uses	43,661,008	18,991,308	43.50%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(381,421)	(1,243,393)

Transfer to Capital Projects	(100,000)
Net Change in Unassigned Fund Balance	(1,343,393)

Fund Balances	9/1/2019	1/31/2020	Variance
Restricted for Carryover	200,000	177,137	-22,863
Committed for Other Purposes	25,369	0	-25,369
Unassigned Fund Balance	2,600,094	1,048,637	-1,551,456
Unassigned Minimum Fund Balance	2,610,000	2,610,000	0
Fund Balance	5,435,463	3,835,775	-1,599,688

**Capital Projects Fund:**

Fund Balance - Impact Fees \$525,262 - Turf Field Replacement \$300,000

Beginning Fund Balance		1,499,927	
GF Transfer to Capital Projects	100,000		
Revenues	81,905		
Expenses	5,311		
		176,594	
Ending Fund Balance 1/31/2020			1,676,522

	9/1/2019 Beginning Balance	1/31/2020 Ending Fund Balance	Variance
Debt Service Fund*:	3,950,862	619,331	(3,331,532)
Transportation Fund:	114,263	115,039	777
ASB Fund:	341,714	412,806	71,091

\*12/1/2019 Principal and Interest - \$6,784,725; 6/1/2020 Interest payment - \$ 676,100



10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	5,239,334	4,094.50	2,188,600.61		3,050,733.39	41.77
2000 LOCAL SUPPORT NONTAX	909,950	82,330.92	446,294.52		463,655.48	49.05
3000 STATE, GENERAL PURPOSE	28,564,251	3,014,995.65	11,756,928.33		16,807,322.67	41.16
4000 STATE, SPECIAL PURPOSE	6,243,599	737,530.32	2,644,106.17		3,599,492.83	42.35
5000 FEDERAL, GENERAL PURPOSE	281,500	.00	.00		281,500.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	2,038,453	202,755.30	711,985.13		1,326,467.87	34.93
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	2,500	.00	.00		2,500.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	43,279,587	4,041,706.69	17,747,914.76		25,531,672.24	41.01
<u>B. EXPENDITURES</u>						
00 Regular Instruction	24,537,988	2,401,635.90	10,595,318.66	13,941,235.79	1,433.55	99.99
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,833,090	547,720.53	2,442,094.26	3,470,609.40	79,613.66	101.36
30 Voc. Ed Instruction	2,253,471	173,014.68	852,824.25	1,123,406.30	277,240.45	87.70
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,076,705	86,858.63	429,606.32	544,270.11	102,828.57	90.45
70 Other Instructional Pgms	517,692	34,253.25	260,756.17	226,035.73	30,900.10	94.03
80 Community Services	0	3,507.50	17,702.24	24,019.14	41,721.38	0.00
90 Support Services	9,442,062	861,182.19	4,393,006.10	4,508,531.19	540,524.71	94.28
<u>Total EXPENDITURES</u>	43,661,008	4,108,172.68	18,991,308.00	23,838,107.66	831,592.34	98.10
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>	481,421-	66,465.99-	1,243,393.24-		761,972.24-	158.28
F. <u>TOTAL BEGINNING FUND BALANCE</u>	4,585,369		5,079,168.05			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	4,103,948		3,835,774.81			

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	200,000	177,137.32
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	25,369	.00
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	1,368,579	1,048,637.49
G/L 891 Unassigned Min Fnd Bal Policy	2,610,000	2,610,000.00
<u>TOTAL</u>	4,203,948	3,835,774.81
Differences	100,000-	.00

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.

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2020

	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	100,000	33,265.85	81,905.37		18,094.63	81.91
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>	200,000	33,265.85	81,905.37		118,094.63	40.95
<u>B. EXPENDITURES</u>						
10 Sites	50,000	.00	.00	10,550.40	39,449.60	21.10
20 Buildings	800,000	.00	3,812.50	0.00	796,187.50	0.48
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	121.50	1,498.50	0.00	8,501.50	14.99
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	121.50	5,311.00	10,550.40	844,138.60	1.84
<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>	660,000-	33,144.35	76,594.37		736,594.37	111.61-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,000,000		1,499,927.25			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	1,340,000		1,576,521.62			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.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	3,812.50-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	150,000	607,958.19
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	300,000	326,761.00
G/L 889 Assigned to Fund Purposes	890,000	645,614.93
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,340,000	1,576,521.62

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT

Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	7,670,120	4,853.36	3,449,610.16		4,220,509.84	44.97
2000 Local Support Nontax	20,000	710.11	3,583.20		16,416.80	17.92
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>	7,690,120	5,563.47	3,453,193.36		4,236,926.64	44.90
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	6,000,000	.00	5,965,000.00	0.00	35,000.00	99.42
Interest On Bonds	1,500,000	.00	819,725.00	0.00	680,275.00	54.65
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	.00	0.00	2,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	7,502,500	.00	6,784,725.00	0.00	717,775.00	90.43
<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</u>						
<u>OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	187,620	5,563.47	3,331,531.64-		3,519,151.64-	< 1000-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,914,157		3,950,862.47			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	4,101,777		619,330.83			
<u>(E+F + OR - G)</u>						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	4,101,777		619,330.83			
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>	4,101,777		619,330.83			

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	191,000	9,284.15	100,005.46		90,994.54	52.36
2000 Athletics	169,300	8,107.04	28,404.37		140,895.63	16.78
3000 Classes	96,100	3,064.84	18,516.27		77,583.73	19.27
4000 Clubs	476,600	12,504.38	110,059.31		366,540.69	23.09
6000 Private Moneys	15,700	180.00	2,245.30		13,454.70	14.30
<u>Total REVENUES</u>	948,700	33,140.41	259,230.71		689,469.29	27.32
<u>B. EXPENDITURES</u>						
1000 General Student Body	231,326	2,130.99	18,573.81	8,811.30	203,940.89	11.84
2000 Athletics	220,902	7,208.43	65,112.14	23,786.43	132,003.43	40.24
3000 Classes	86,823	1,272.47	17,435.32	2,441.79	66,945.89	22.89
4000 Clubs	514,768	11,076.60	86,283.71	24,387.25	404,097.04	21.50
6000 Private Moneys	16,968	80.00	734.55	0.00	16,233.45	4.33
<u>Total EXPENDITURES</u>	1,070,787	21,768.49	188,139.53	59,426.77	823,220.70	23.12
<u>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)</u>	122,087-	11,371.92	71,091.18		193,178.18	158.23-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	270,217		341,714.41			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE C+D + OR - E)</u>	148,130		412,805.59			
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	148,130		412,805.59			
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			
<u>TOTAL</u>	148,130		412,805.59			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of January, 2020

	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	142.02	776.61		223.39	77.66
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	142.02	776.61		7,723.39	9.14
<u>B. 9900 TRANSFERS IN FROM GF</u>						
	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	8,500	142.02	776.61		7,723.39	9.14
<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-	142.02	776.61		2,276.61	151.77-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	105,362		114,262.74			
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		115,039.35			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	103,862		115,039.35			
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		115,039.35			

\*\*\*\*\* 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: **February 26, 2020**

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

  
**Dr. Melissa Beard, Chief of Finance and Operations**

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

FUND NAME		WARRANTS (INCLUSIVE)		AMOUNT
<b>GENERAL FUND:</b>				
January 21, 2020	Accounts Payable	127452	to 127475	\$ 465,809.03
	Payroll	800873	to 800874	\$ 5,991.39
	Payroll A/P	127476	to 127493	\$ 906,528.05
	Payroll Taxes			\$ 520,031.45
	Direct Deposit			\$ 1,454,404.88
January 28, 2020	Accounts Payable	127495	to 127495	\$ 25,978.44
January 30, 2020	Accounts Payable	127496	to 127536	\$ 93,018.69
February 5, 2020	Accounts Payable	127537	to 127553	\$ 110,805.13
February 12, 2020	Accounts Payable	127554	to 127581	\$ 72,625.80
February 12, 2020	Accounts Payable	127582	to 127593	\$ 515.89
February 18, 2020	Accounts Payable	127594	to 127612	\$ 55,132.87
February 18, 2020	Accounts Payable	127613	to 127613	\$ 129.82
February 20, 2020	Accounts Payable	127614	to 127622	\$ 212,134.66
<b>TOTAL GENERAL FUND:</b>				\$ 3,352,764.80
<b>CAPITAL PROJECTS FUND:</b>				
January 22, 2020	Accounts Payable	200366	to 200366	\$ 121.50
February 20, 2020	Accounts Payable	200367	to 200367	\$ 2,880.00
<b>TOTAL CAPITAL PROJECTS FUND:</b>				\$ 3,001.50
<b>ASSOCIATED STUDENT BODY FUND:</b>				
January 22, 2020	Accounts Payable	404352	to 404352	\$ 463.75
January 28, 2020	Accounts Payable	404353	to 404353	\$ 7,851.06
January 28, 2020	Accounts Payable	404354	to 404360	\$ 3,445.22
February 6, 2020	Accounts Payable	404361	to 404365	\$ 7,763.31
February 12, 2020	Accounts Payable	404366	to 404366	\$ 7.00
February 18, 2020	Accounts Payable	404367	to 404367	\$ 285.35
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>				\$ 19,815.69
<b>TRANSPORTATION VEHICLE FUND:</b>				
			to	
			to	
<b>TOTAL TRANSPORTATION VEHICLE FUND:</b>				\$ -

Board of Directors of Steilacoom Historical School District No. 1

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

  
**Kathi Weight, Secretary to the Board**



**Regular Meeting Minutes**  
**Steilacoom High School 54 Sentinel Drive Steilacoom, WA**  
**Wednesday, January 22, 2020**

**STUDY SESSION:**

- Agenda review

**REGULAR MEETING:**

**I. CALL TO ORDER**

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

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

All Directors and Superintendent Weight present.

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

**II. COMMENTS FROM THE AUDIENCE**

No comments.

**III. PRESENTATION**

**A. School Board Recognition**

Superintendent Weight acknowledged the all-volunteer School Board Directors. Directors received cards of appreciation from each school. Director Sam Scott received special recognition from Washington State School Directors Association and the District for his 16 years of service.

**B. National Board Certified Teachers**

Executive Director Paul Harvey introduced Louann Stalder, SHSD Instructional Specialist, who shared National Board Certification student impact information and teacher data. District National Board Certified Teachers in attendance introduced themselves and shared their work location and certification area: Meggan Mattes, Kaitlyn Almeida, Karen Antonowicz, and Bonnie Landes (Chloe Clark Elementary), Kelsey Tretheway (Steilacoom High School), Deirdre Davis (Cherrydale Primary), and Stephanie Mateus (Pioneer Middle School). SHSD's newest National Board achiever, Kaitlyn Almeida, was introduced and shared how the process has impacted her and her teaching practice, as well as which state and district resources she was able to utilize. Karen Antonowicz shared information about the National Board Certification 200-hour renewal process. SHSD teachers who renewed their certification this past year are Brett Bradshaw (Chloe Clark Elementary), Kristen Barton (Saltar's Point Elementary), and Louann Stalder (District Instructional Specialist).

#### **IV. CONSENT AGENDA**

Director Pierce made a motion to approve the Consent Agenda; Director McDonald seconded the motion, and the motion passed (5/0). The Consent Agenda included attached financial reports, December 2019 and January 2020 accounts payable including December 2019 payroll, minutes from the December 18, 2019 Board meeting, January 8, 2020 Special Session, January 8, 2020 Study Session, and January 15, 2020 Study Session, personnel reports, Chloe Clark donation, SHS Jazz Band field trip to Idaho, and Pioneer 6th Grade Outdoor Education Week.

#### **V. OLD BUSINESS**

##### **A. Approval of School Board Operating Protocol**

Director Rohrer made a motion to approve the 2020 Board Operating Protocol; Director Scott seconded the motion, and the motion passed (5/0).

##### **B. Approval of Resolution 858-01-22-20 Sale of Property International Place**

Director McDonald made a motion to approve Resolution 858-01-22-20 Sale of Property International Place; Director Pierce seconded the motion, and the motion passed (5/0).

#### **VI. COMMENTS FROM THE AUDIENCE**

No comments.

#### **VII. BOARD COMMUNICATION**

No Board communication.

#### **VIII. ANNOUNCEMENTS**

- Director Scott announced the SHS boys' swim & dive team meet and senior night tomorrow at Clover Park High School at 3:30 pm. He encouraged SHS and District administration to attend.
- Director McDonald congratulated the SHS cheer team on their success.
- Director Pierce thanked Kyle Haller and Amanda Gidley from Pioneer Middle School for their efforts in heading up Pioneer's 6th Grade Outdoor Education Camp again this year, and shared that he is especially appreciative of their efforts to remove the fee for parent chaperones.

#### **IX. RECESS TO EXECUTIVE SESSION**

Chair Forbes recessed the meeting to Executive Session at 7:19 pm, anticipating a 5-10 minute Executive Session.

#### **X. EXECUTIVE SESSION**

per RCW 42.30.110(1)(g) to review the performance of a public employee (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

No actions taken.

**XI. RETURN TO REGULAR MEETING**

Chair Forbes resumed the public meeting at 7:33 pm.

**XII. ADJOURNMENT**

Director Scott made a motion to adjourn the meeting at 7:33 pm; Director Rohrer seconded the motion, and the motion passed (5/0).

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

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



**Study Session of the Board of Directors  
Meeting Minutes  
Pioneer Middle School 1750 Bob's Hollow Lane DuPont, WA  
Wednesday, February 12, 2020**

**I. CALL TO ORDER**

Chair Forbes called the meeting to order at 6:00 pm.  
Executive Director Susanne Beauchaine led the Pledge of Allegiance.  
All Directors and Superintendent Weight present.  
Director Scott made a motion to approve the agenda; Director Pierce seconded the motion, and the motion passed (5/0).

**II. TOPIC FOR BOARD DISCUSSION**

**A. Director Districts**

Superintendent Weight shared information regarding Director Districts. Questions and discussion followed. Further discussion postponed until after the 2020 Census.

**B. Board Self-Assessment Results**

Board reviewed and discussed report from WSSDA Board Assessment Results, including potential best ways to effectively communicate the role of the Board of Directors, as well as current Board topics and discussions, to district families and staff.

**C. Maintenance Facility Project Update**

Superintendent Weight presented an update regarding the SHSD maintenance facility project. Questions and discussion followed. Executive Director Melissa Beard shared information on the relocation of the bus barn to Lakewood beginning next school year.

**D. March 11, 2020 Study Session Agenda Items**

Study Session agenda topic of Policy Governance Work Session reviewed, and Maintenance Facility Project Update added to March 11 Study Session agenda.

**E. Superintendent Updates**

Superintendent Weight shared the following updates:

- The current Thoughtexchange regarding the 2020-21 district budget has had a successful response, and the district looks forward to sharing the results after the Thoughtexchange closes on February 14.
- The Parenting from Inside the Brain Workshop was well-attended and we received great feedback from district families and staff. The next workshop will be held at Pioneer Middle School.
- SHSD will be hosting two upcoming screenings of the documentary film Screenagers Next Chapter on February 27 at Pioneer Middle School and March 3 at Steilacoom High School.
- The district has begun to work on the Annual Report. Superintendent Weight asked the Board to offer their input/ideas to include in the report.
- Director Scott and Superintendent Weight attended the Legislative Conference on February 9. Director Scott will share legislative updates with the Board at the February 26 Board meeting.

**III. ADJOURNMENT**

Director Rohrer made a motion to adjourn the meeting at 7:01 pm; Director McDonald seconded the motion, and the motion passed (5/0).

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(Chair)

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(Secretary/Superintendent)

Steilacoom Historical School District No. 1  
Certificated Personnel Report

Personnel Report 02/26/2020						
Name	Position	FTE	Location	Effective Date	Action	Comment
MOTTOLA JULIE	TEACHER	1.00	CHLOE CLARK	2/27/2020	NEW HIRE	
CARR REID	TEACHER	0.80	SALTARS POINT	9/3/2020	NEW HIRE	
YORK MELEESA	TEACHER	1.00	CHERRYDALE	9/3/2020	NEW HIRE	
JOLLY MYRANDA	TEACHER	1.00	PIONEER	9/3/2020	LEAVE OF ABSENCE	2020-21 SCHOOL YEAR

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



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

<b>Personnel Report 2/26/2020</b>					
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
MCJUNKINS TRINA	ASSISTANT BOYS SOCCER COACH	PIONEER	2/3/2020	3,176.25	
HAYES BRUCE	ASSISTANT BOYS BASKETBALL COACH	PIONEER	2/3/2020	3,176.25	
HONEY ARISTA	ASSISTANT GIRLS FASTPITCH COACH	HIGH SCHOOL	2/25/2020	3,052.50	

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: February 26, 2020

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION**

Policy 5404 Family, Medical, Maternity and Military Caregiver leave is revised to encompass the new Washington state program which offers paid family and medical leave benefits to workers. The program will allow workers to take necessary time off when they welcome a new child into their family, are struck by a serious illness or injury, or need to take care of an ill or ailing relative.

The program is administered by the Employment Security Department, not the district.

### **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve this policy as revisions are mandated by state law.

**Report prepared by:**  
**Susanne Beauchaine, Executive Director for Human Resources**

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## **FAMILY, MATERNITY AND MILITARY CAREGIVER LEAVE**

### **Family, Medical, and Maternity, and Military Caregiver Leave**

#### **I. State Paid Family and Medical Leave**

- Paid family and medical leave are benefits administered by the Washington State Employment Security Department. Employees interested in applying for these benefits must follow the process described in Chapter 192-610 WAC. Employees who have questions regarding the application process may contact the Employment Security Department or visit its website at [paidleave.wa.gov](http://paidleave.wa.gov). The district will post notices made available by the Employment Security Department that provide pertinent information regarding paid family and medical leave benefits.

- A brief description of the paid family and medical leave benefits program is provided below. The description is not meant to capture every aspect of the program; rather, it is meant to give a general overview.

#### **Eligibility**

Employees who have worked 820 hours during the first four of the last five completed calendar quarters or the last four completed calendar quarters are eligible for paid family and medical leave.

#### **Reasons for leave**

Family leave means leave taken by an employee from work for the following reasons:

- A. To participate in providing care, including physical or psychological care, for a family member made necessary by a serious health condition of the family member;
- B. To bond with the employee's child during the first 12 months after the child's birth, or the first 12 months after the placement of a child under the age of eighteen within the employee; or
- C. Because of any qualifying exigency as permitted under the federal family and medical leave act for family members as defined by RCW 50A.05.010(10).

Medical leave means any leave taken by an employee from work made necessary by the employee's own serious health condition as defined by RCW 50A.05.010(20).

#### **Amount of leave**

Employees may take up to 12 weeks of paid family leave during a period of 52 consecutive calendar weeks.

- Employees may take up to 12 weeks of paid medical leave during a period of 52 consecutive calendar weeks. Paid medical leave may be extended by two weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.

- Employees may take a combined 16 weeks of paid family and paid medical leave during a period of 52 consecutive calendar weeks. The combined total may be extended to 18 weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.

#### **Employee notice to district**

An employee must provide the district at least 30 days written notice before paid family or medical leave is to begin if the need for the leave is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition.

- An employee must provide the district written notice as soon as practicable when 30 days notice is not possible because of a lack of knowledge of approximately when leave will be required to begin, because of a change in circumstances, or because of a medical emergency.

- An employee must provide the district written notice as soon as is practicable for foreseeable leave due to a qualifying military exigency, regardless of how far in advance such leave is foreseeable.

- The notice must be in writing and contain at least the anticipated timing and duration of the leave.

- **District notice to employee**

Whenever the district becomes aware that an employee is absent from work for more than seven consecutive days to take family or medical leave, the district must will provide the employee with a written statement provided by the Employment Security Department of the employee's rights.

- The notice will be sent by the fifth business day after the employee's seventh consecutive missed day of work due to family or medical leave or by the fifth business day after the employer becomes aware that the employee's absence is due to family or medical leave, whichever is later.

- **Employment restoration**

Upon return from paid family or medical leave, an employee is entitled to be restored to the position of employment held by the employee when the leave commenced or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

- As a condition of restoration for employees who have taken medical leave, the district may require those employees to receive certification from their health care provider that they are able to resume work.

- The district may deny restoration to any salaried employee who is among the highest paid ten percent of its employees if the following apply:

- A. Denial is necessary to prevent substantial and grievous economic injury to the operations of the employer;
- B. The district notifies the employee of its intent to deny restoration on such basis at the time the district determines the injury would occur; and
- C. The leave has commenced and the employee elects not to return to employment after receiving the notice.

The district may also deny restoration if the employee would not otherwise have been employed at the time of reinstatement.

- If the district chooses to deny restoration, it will provide written notice of such denial in person or by certified mail. The notice will include a statement that the district intends to deny employment restoration when the leave has ended, the reasons behind the decision to deny restoration, an explanation that health benefits will still be paid for the duration of the leave, and the date on which eligibility for employer-provided health benefits ends.

The rights described above only apply in the following circumstances: the district has 50 or more employees; the employee has been employed by the district for twelve months or more; and the employee has worked for the district for at least 1,250 hours during the 12 months immediately preceding the date on which leave will commence.

## **II. Federal Family and Medical Leave**

### **General provisions**

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to do the following:

- A. Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child;
- B. Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for his or her own serious personal health condition if it renders the employee unable to perform his or her job; or
- C. Respond to a qualifying exigency emergency occurring because the employee's spouse, son or daughter, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.

### **Military Caregiver Leave**

An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.

~~Leave taken for newborn or adopted child care will be completed within one year after the date of birth or placement for adoption.~~ Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the superintendent or designee or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20 percent of the number of working days in the period during which the leave would extend without the approval of the superintendent or designee. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth.

The superintendent or designee may require written verification from the employee's health care provider when the employee is taking medical leave based on his or her own serious health condition.

The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive.

**Birth or adoption**

Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption.

The district will grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child. Leave will be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six, as is available to employees who become biological parents. Such leave is available only when the child lives in the employee's household at the time of birth or initial placement.

Employee requests for leave of absence due to birth or initial placement for adoption of a child will be submitted in writing to the superintendent or designee not less than 30 days prior to the beginning date of the leave. The notice will include the approximate beginning and ending dates for the leave requested.

If both parents of a newborn or newly adopted child are employed by the school district, they will be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave will be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

**Employment restoration**

Any employee returningThe superintendent may require written verification from an authorized family leave will be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

An employee may be denied restoration under the following circumstances: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave, d) or as otherwise allowed by law. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leavecare provider.

Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

- A. The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.
- B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.
- C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.

**III.** The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers

~~differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive.~~

### **Maternity Leave**

A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period will extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

If the employee's accumulated sick leave is exhausted during the period of maternity, the district will grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family.

#### **~~Notice Required~~**

##### **A. Notice**

A pregnant staff member is requested to notify her immediate supervisor and the superintendent or designee by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member will submit a written request to her immediate supervisor and the superintendent or designee for one or more of the following:

1. Maternity leave for the period of her actual disability due to pregnancy or childbirth;
2. Family leave for a period of up to 12 weeks, in addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;
3. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
4. Termination of employment by resignation.

The notice to the district will include the approximate beginning and ending dates for the leave.

##### **A.B. Employment Conditions**

A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.

The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the superintendent or designee of the specific date when she will return to work. Unless the superintendent or designee approves an earlier date of return, the employee will give at least 14 days advance notice of the actual date of return.



The staff member will return to her duties following an extended leave of absence on the date approved by the superintendent or designee. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent or designee based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

#### **B.C. Assignment upon Return**

An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave will return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.

Upon return from an extended maternity leave, a staff member will be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort will be made to place the staff member in her original position or in a comparable position.

#### **~~Military Caregiver Leave~~**

~~An employee who is the spouse, son or daughter, parent or next of kin of a service member who is recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.~~

#### **~~Return to Work~~**

~~Any employee returning from an authorized family leave will be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.~~

~~Reinstatement of an employee returning from family leave need not occur if: a) the specific job is eliminated by a bona fide restructuring, or a reduction in force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave. If an employee fails to return from family leave, the district may recover the costs of the employee's health benefits paid during the leave. Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:~~

- ~~A. The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.~~
- ~~B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.~~
- ~~C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.~~



Legal References: [RCW 28A.400.300](#)

[Chapter 49.78 RCW](#)  
[WAC 162-30-020](#)

[29 USC Sec 2601](#)

Hiring and discharging of employees — Written  
leave policies — Seniority and leave  
benefits of employees transferring between  
school districts and other educational  
employers  
Family Leave  
Pregnancy, childbirth, and pregnancy related  
conditions  
Family and Medical Leave Act of 1993

Management Resources:

*Policy News*, October 2011  
*Policy News*, April 2009

Policy Manual Revisions  
Military Leave

**Adoption Date: 8.12.10**

**School District Name: Steilacoom Historical School District #1**

**Revised: 9.26.12**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: February 26, 2020

Policy 1105 – Electoral System

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

As discussed at the Study Session on February 12, it is recommended we add a new policy which addresses the election of a school district board of directors. The policy concerns the board's responsibility to establish an electoral system and the sources of authority for changing the system (under RCW 28A.342.040 and under the Washington Voting Rights Act, Ch. 29A.92 RCW).

The procedure will outline the main steps set forth under the law should the district choose to exercise either of those source of authority.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve Policy 1105 – Electoral System.

## **Report prepared by:**

Dr. Kathi Weight, Superintendent

## **ELECTORAL SYSTEM**

It is the responsibility of the board of directors to establish the electoral system used for electing board members.

### **Authority under RCW 28A.343.040**

The board of directors, with the assistance of the administration, the educational service district, the state redistricting commission, and consultants (e.g., attorneys, demographic experts, etc.) as appropriate, will prepare for the division or redivision of the district into director districts no later than eight months after any of the following:

1. Receipt of federal decennial census data from the redistricting commission established in RCW 44.05.030;
2. Consolidation of the district with one or more other districts into one district under RCW 28A.315.195;
3. Transfer of territory to or from the district or dissolution and annexation of the district under RCW 28A.315.215; or
4. Approval by a majority of the district's registered voters of a proposition to divide the district into director districts pursuant to RCW 28A.343.030.

The districting or redistricting plan shall be adopted according to the procedure established under RCW 29A.76.010.

### **Authority under the Washington Voting Rights Act, Ch. 29A.92 RCW**

The district will ensure that its voting system does not impair the ability of a protected class or classes, as defined by the Washington Voting Rights Act, to have an equal opportunity to elect candidates of their choice as a result of the dilution or abridgment of the rights of voters who are members of a protected class or classes.

To remedy a potential violation of the Washington Voting Rights Act, the district may change its electoral system, which may include, but is not limited to, implementing district-based elections requiring a candidate for the Board of Directors to reside within an election district that is a divisible part of the Steilacoom Historical School District and elected only by voters residing within that election district.

Legal References:

RCW 28A.343.030 Certain school districts—Election to authorize division in school districts not already divided into directors' districts

RCW 28A.343.040 Division or redivision of district into director districts

RCW 28A.343.050 Dissolution of directors' districts

RCW 28A.343.670 First-class districts having city with population of 400,000 people or more—Initial director district boundaries—

Appointments to fill vacancies for new director districts—Director district numbers

RCW 28A.315.195 Transfer of territory by petition—Requirements—Rules

RCW 28A.315.199 Transfer of territory or dissolution of financially insolvent school district by petition—Notification to affected districts—Mediation—Request for hearing—Notification to regional committee—Costs

RCW 28A.315.205 Transfer of territory or dissolution by petition—Regional committee responsibilities—Rules—Appeals

RCW 28A.315.215 Transfer of territory or annexation of financially insolvent district by agreement or order—Approval—Order—Previously approved and imposed excess tax levies

RCW 29A.76.010 Counties, municipal corporations, and special purpose districts

Chapter 29A.92 RCW Voting Rights Act

Chapter 44.05 RCW Washington State Redistricting Act

Adoption Date:

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: February 26, 2020

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION**

HB 1216 – Relating to Non-Firearm Measures to Increase School Safety and Student Well-being was passed during the 2019 session. It specifies that school-based threat assessment programs must be consistent with a model policy developed by WSSDA and OSPI.

Policy 3225 School-Based Threat Assessment is a new policy for the district to adopt to meet the requirements of the statute. Our district is currently a member of a regional Pierce County Workgroup which includes school districts, School Resource Officers, Pierce County Emergency Management Office, and law enforcement agencies. Our threat assessment process has been aligned with the practices of our region, and are aligned with the requirements under Policy 3225.

### **RECOMMENDED ACTION:**

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

**Report prepared by:**  
**Susanne Beauchaine, Executive Director for Human Resources**

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## School-Based Threat Assessment

The Board is committed to providing a safe and secure learning environment for students and staff. This policy establishes a school-based threat assessment program to provide for timely and methodical school-based threat assessment and management.

Threat assessment best occurs in school climates of safety, respect, and emotional support. Student behavior, rather than a student's demographic or personal characteristics will serve as the basis for a school-based threat assessment.

The threat assessment process is distinct from student discipline procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension or expulsion and the district will not impose suspension or expulsion, including emergency expulsion, *solely* for investigating student conduct or conducting a threat assessment. Further, suspension, or other removal from the school environment can create the risk of triggering either an immediate or a delayed violent response, unless such actions are coupled with containment and support. However, nothing in this policy precludes district personnel from acting immediately to address an imminent threat, including imposing an emergency expulsion, if the district has sufficient cause to believe that the student's presence poses an immediate and continuing danger to other students or school personnel or an immediate and continuing threat of material and substantial disruption of the educational process.

### Structure of Threat Assessment Teams

The superintendent will establish and ensure the training of a multidisciplinary, multiagency threat assessment team or more than one such team to serve district schools. As the threat assessment team must be multidisciplinary and multiagency, it might include persons with expertise in:

- Counseling, such as a school counselor, a school psychologist and/or school social worker,
- Law enforcement, such as a school resource officer,
- School administration, such as a principal or other senior administrator,
- Other district or school staff,
- Community resources,
- Special education teachers, and a
- Practicing educational staff member.

Not every multidisciplinary team member need participate in every threat assessment. When faced with a potential threat by, or directed towards, a student receiving special education services, the threat assessment team must include a team member who is a special education teacher.

Although parents, guardians, or family members are often interviewed as part of the threat assessment process, neither the student nor the student's family members are part of the threat assessment team. This does not diminish the district's commitment that school personnel will make every reasonable attempt to involve parents and the student in the resolution of the student's behavioral violations, consistent with Policy and Procedure 3241 – Student Discipline.

### **Function of Threat Assessment Team**

Each threat assessment team member, whether a teacher, counselor, school administrator, other school staff, contractor, consultant, volunteer, or other individual, functions as a “school official with a legitimate educational interest” in educational records controlled and maintained by the district. The district provides the threat assessment team access to educational records as specified by the Family Educational Rights and Privacy Act (FERPA). No member of a threat assessment team, including district / school-based members and community resource / law enforcement members, will use any student record beyond the prescribed purpose of the threat assessment team or re-disclose records obtained by being a member of the threat assessment team, except as permitted by FERPA.

The threat assessment team:

- Identifies and assesses the behavior of a student that is threatening, or potentially threatening, to self, other students, staff, school visitors, or school property. Threats of self-harm or suicide unaccompanied by threats of harm to others should be promptly evaluated according to Policy 2145 – Suicide Prevention.
- Gathers and analyzes information about the student’s behavior to determine a level of concern for the threat. The threat assessment team may conduct interviews of the person(s) who reported the threat, the recipient(s) or target(s) of the threat, other witnesses who have knowledge of the threat, and where reasonable, the individual(s) who allegedly engaged in the threatening behavior or communication. The purpose of the interviews is to evaluate the individual’s threat in context to determine the meaning of the threat and intent of the individual. The threat assessment team may request and obtain records in the district’s possession, including student education, health records, and criminal history record information. The purpose of obtaining information is to evaluate situational variables, rather than the student’s demographic or personal characteristics.
- Determines the nature, duration, and level of severity of the risk and whether reasonable modifications of policies, practices, or procedures will mitigate the risk. The threat assessment team will not base a determination of threat on generalizations or stereotypes. Rather, the threat assessment team makes an individualized assessment, based on reasonable judgment, best available objective evidence, or current medical evidence as applicable;
- Communicates lawfully and ethically with each other, school administrators, and other school staff who have a need to know particular information to support the safety and well-being of the school, its students, and its staff; and
- Timely reports its determination to the superintendent or designee.

Depending on the level of concern determined, the threat assessment team develops and implements intervention strategies to manage the student’s behavior in ways that promote a safe, supportive teaching, and learning environment, without excluding the student from the school.

In cases where the student whose behavior is threatening or potentially threatening also has a disability, the threat assessment team aligns intervention strategies with the student’s individualized education program (IEP) or the student’s plan developed under section 504 of the rehabilitation act of 1973 (section 504 plan) by coordinating with the student’s IEP team or section 504 plan team. Although some of the functions of a school-based threat assessment may

run parallel to the functions of a student's IEP team or 504 plan team, school-based threat assessments remain distinct from those teams and processes.

### **Data Collection, Review and Reporting**

The superintendent will establish procedures for collecting and submitting data related to the school-based threat assessment program that comply with OSPI's monitoring requirements, processes, and guidelines.

### **Other Tasks of Threat Assessment Team**

The threat assessment team may also participate in other tasks that manage or reduce threatening or potentially threatening behavior and increase physical and psychological safety. This may include:

- Providing guidance to students and staff regarding recognition of behavior that may represent a threat to students, staff, school, the community, or the individual;
- Providing informational resources for community services boards or health care providers for medical evaluation or treatment, as appropriate;
- Assessing individuals other than students whose behavior poses a threat to the safety of students or staff and notify the superintendent or designee of such an individual

#### **Cross References:**

2121 - Substance Abuse Program  
2145 - Suicide Prevention  
2161 - Special Education and Related Services for Eligible Students  
2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973  
3143 - District Notification of Juvenile Offenders  
3231 - Student Records  
3241 - Student Discipline  
3432 - Emergencies  
4210 - Regulation of Dangerous Weapons on School Premises  
4310 - District Relationships with Law Enforcement and other Government Agencies  
4314 - Notification of Threats of Violence or Harm

#### **Legal References:**

CFR 34, Part 99, Family Educational Rights and Privacy Act Regulations  
Chapter 28A.320 RCW  
Chapter 28A.300 RCW



Adoption Date: **12.19**  
Classification: **Essential**  
Revised Dates: ; **12.19**

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DRAFT

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 02/26/2020

## **Policy Number and Name**

3416: Medication at School

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

Board Policy 3416 is presented with minor revisions, including additional procedures for transporting, labeling, administering, and disposing of medications. The section in previous policy about medical marijuana has been changed to reference Policy 3423-Parental Administration of Marijuana for Medical Purposes.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve this policy.

**Report prepared by:**  
**Gudrun Sullivan, Executive Director for Student Services**

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## MEDICATION AT SCHOOL

### General Statement

Under normal circumstances, all student medications, both prescription and ~~non-prescription,~~ over-the-counter (OTC) medications, should be administered before and/or after school hours under supervision of the parent/ guardian.

When it is necessary for ~~If~~ a student ~~must~~ receive prescription or OTC oral medication, or topical medication, eye drops, ear drops, or nasal spray at school or at school-sponsored events from an authorized staff member, the parent/guardian must submit a written parental request and accompanied by a written authorization form request from a licensed healthcare practitioner (LHP), prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the LHP must also provide written, current and unexpired instructions for the administration of the medication.

The superintendent will establish procedures for required and proper:

- A. Designating staff members who may administer medication to students;
- B. Training, delegation, and supervision of staff members in the administration of ~~oral~~ medication to students by a registered nurse (RN); including oral medication, topical medication, eye drops, ear drops, and/or nasal spray;
- C. Obtaining signed and dated parent/guardian and LHP request and authorization for the administration of medications, including instructions from the LHP if the medication is to be given for more than fifteen(15) days;
- ~~C.D.~~ Transporting medications to and from school;
- E. Storing medication in a locked or limited access area;
- F. Labeling medication;
- G. Administering of medication, including identification of student and medication;
- H. Documenting administration of medication, including errors, reactions, or side effects;
- ~~D.I.~~ Disposing of medications;
- J. Maintaining records pertaining to the administration of medication;
- ~~E.K.~~ Maintaining student confidentiality;
- ~~F.L.~~ Permitting, as appropriate under limited circumstances, students to possession carry and self-administration of medications necessary to their for student school attendance at school; and
- M. Permitting possession and self-administration of over-the-counter topical sunscreen products. (See Sunscreen Section below); and
- ~~G.N.~~ Reviewing and evaluating of medication practices and documentation;

School District Policy and Procedure 3419 – Self-Administration of Asthma and Anaphylaxis Medication and School District Policy and Procedure 3420 – Anaphylaxis Prevention and Response govern ~~The use of injectable medication for the treatment of anaphylaxis is covered in School District Policy and Procedure 3419 Self-Administration of Asthma and Anaphylaxis Medication and School District Policy and Procedure 3420, Anaphylaxis Prevention and Response.~~

Except for limited situations, no school staff other than a RN or licensed practical nurse (LPN) may administer ~~Medications including~~ suppositories, rectal gels, or injections (except for emergency injections for student with anaphylaxis, ~~that is covered as stated~~ in School District Policy and Procedure 3419 Self-Administration of Asthma and Anaphylaxis Medication and School District Policy and Procedure 3420, Anaphylaxis Prevention and Response) ~~may not be administered by school staff other than by a RN, licensed practical nurse (LPN), or in some situations, by a parent, designated adult (PDA)~~ may administer certain injections.

If the school decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent/ guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

### Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parent/guardians, and school staff without a written prescription or note from a licensed health care provider if the following conditions are met:

- A. The product is regulated by the US Food and Drug administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by a parent/guardian.

### Medical Marijuana:

Washington State law ([RCW 69.51A.060](#)) permits the use of medical marijuana, however, federal law (Title IV-Part A—Safe and Drug Free Schools and Communities and the Controlled Substances Act (CSA) ([21 U.S.C. § 811](#)) prohibits the possession and use of marijuana on the premises of recipients of federal funds including educational institutions. School nurses may not administer medical marijuana. See 3423 – Parental Administration of Marijuana for Medical Purposes. Therefore, there will be no regarding accommodation of any parental administration of medical marijuana use on any school grounds, school bus, or and at any other school-sponsored related activities.

Cross-References: [Policy 3419](#)

Self-Administration of Asthma and  
Anaphylaxis Medications

[Policy 3420](#)

Anaphylaxis Prevention and Response

[Policy 3423](#)

Parental Administration of Marijuana for  
Medical Purposes

Legal References: [RCW 28A.210.260](#)

[RCW 28A.210.270](#)

Public and Private Schools –  
Administration of Oral Medication  
by Conditions  
Public and Private Schools –  
Administration of Oral Medication  
by  
Immunity from Liability

Management Resources:

*[Policy News, July 2019](#)*

*Policy News, August 2018*

*Policy News, July 2017*

*Policy News, February 2014*

*Policy News, August 2012*

*Policy News, February 2001*

“Medication” Definition Expanded  
Oral Medication Definition Expanded

**Adoption Date: 2.27.08**

**School District Name: Steilacoom Historical School District No. 1**

**Revised: 9.25.13; 11.14.18; [2.26.20](#)**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: 02/26/2020

### **Policy Number and Name**

Policy 3423: Parental Administration of Marijuana for Medical Purposes

### **Strategic Focus Area**

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

### **BACKGROUND INFORMATION**

This is a new policy from WSSDA necessitated by a change in state law. Parents may administer medical marijuana on school grounds, aboard a school bus, or while attending a school-sponsored event to students who meet statutory requirements and are able to present valid Washington recognition cards for medical marijuana. The district will not store or administer marijuana products and students will not be able to self-carry or self-administer marijuana products. Smoking as a means of administration is prohibited. If an individual student meets statutory requirements, a location for administration will be identified. The superintendent will work with building principals to ensure that such locations are non-disruptive to the educational environment and that other students are not exposed to marijuana products. If parents violate the policy and parameters set by the district, the district may revoke permission to administer. This policy does not provide accommodations for medical marijuana use by employees and does not prevent enforcement of the district's drug free schools policies.

### **RECOMMENDED ACTION:**

It is recommended to move this policy to a second reading.

**Report prepared by:**  
**Gudrun Sullivan, Executive Director for Student Services**

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## **PARENTAL ADMINISTRATION OF MARIJUANA FOR MEDICAL PURPOSES**

The district will permit a student who meets Washington's statutory requirements for medical marijuana to consume marijuana-infused products for medical purposes on school grounds, aboard a school bus, or while attending a school-sponsored event in accordance with this policy. The district will first verify that the student and parent or guardian meet the statutory requirements by requiring presentation of valid Washington recognition cards for medical marijuana under RCW 69.51A.220.

The district will not store or administer marijuana-infused products for any purpose. Although the school nurse may oversee the process of compliance with this policy, the school nurse will not provide, administer, or assist the student with the consumption of the marijuana-infused product. The parents or guardian of such a student are the only persons who may provide, administer, or assist student with the consumption of the marijuana-infused product. Students will not self-carry or self-administer marijuana for medical purposes or for any other purpose. Administration of a marijuana-infused product by smoking is strictly prohibited.

The superintendent will consult building principals to identify a location on school grounds where the parent or guardian can administer a marijuana-infused product to the student, considering feasibility and the needs for privacy. Specifically, a location that does not create risk of disruption to the educational environment or exposure to other students. The district discourages parental administration of marijuana-infused products on board a school bus. However, the district acknowledges that there may be circumstances where parental administration of a marijuana infused product on board a school bus is necessary; therefore, the superintendent will establish procedures to address such circumstances. When a school-sponsored event occurs at another Washington public school, the location identified by that school will serve as the location for parental administration of a marijuana-infused produce. The superintendent will establish procedures to address circumstances where a school-sponsored event occurs in a place of public accommodation in Washington. However, school-sponsored events that occur outside the state of Washington or on federal property are not subject to Washington law and cannot be included in the scope of this policy.

After administering the permissible form of medical marijuana to the qualified student, the parents or guardian will remove any remaining marijuana from school or district grounds, school bus, or school-sponsored event. The district may limit or revoke permission for the parents or guardian of a qualifying student to administer marijuana for medical purposes if the parents or guardian or qualified student violates this policy or demonstrates an inability to follow this policy's parameters responsibly.

Nothing in this policy requires an accommodation for medical marijuana in the place of employment or diminishes the district's ability to enforce its drug-free schools policy. Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of the district's drug-free schools and subject to district action.

Cross References: [3416 – Medication at School](#)  
[5201 – Drug-Free Schools, Community, and Workplace](#)

Legal References: [RCW 28A.210.260 Public and private schools - Administration of medication — Conditions](#)  
[Chapter 69.51A RCW – Medical Cannabis](#)

Management  
Resources: July 2019

**Adoption Date: 02.26.20**  
**School District Name: Steilacoom Historical School District**  
**Revised:**



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 2/26/20

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

K-8 Science Curriculum Recommendation for Adoption from the Instructional Materials Committee

- Attached is the written recommendation from the IMC team for our science curriculum adoption
- The DODEA PROJECT INSPIRE GRANT will fund the purchase of materials and professional learning for teachers

## **RECOMMENDED ACTION:**

It is recommended that the board approve the adoption and purchase of the Amplify Curriculum science curriculum for K-8.

**Report prepared by: Paul Harvey, Executive Director of Student Achievement & Instructional Materials Committee**

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TO: Board of Directors  
FROM: Paul Harvey and the Instructional Materials Committee (IMC)  
RE: Recommendation for K-8 Science Curriculum Adoption  
DATE: 2/26/20

The Instructional Materials Committee (IMC) is chartered in school board Policy 2020 and is responsible for reviewing curriculum in the school district. A primary responsibility of the committee is to recommend curriculum for adoption when the committee determines a new or updated curriculum is needed. The district's IMC consists of volunteers representing all grade spans of our school district and is comprised of teachers, support staff, and administrators.

The IMC meets three times a year to do the business of review. In January, the meeting agenda consists of reviewing requests from district teachers and principals and to monitor progress of prior adoptions and projects. Most recently the committee has recommended, and the board has approved K-5 ELA curriculum (Wonders in 2018). This year, we are finishing the pilot and recommendation process for K-5 mathematics curriculum, which will be presented to the board in March.

The IMC also approved the request for research and piloting of middle school science curriculum in 2018-2019. The science teachers at Pioneer reviewed different curricula and requested that the Amplify curriculum be moved to adoption. Since that time, our school district was awarded another DODEA grant which we have named Project Inspire and which was approved for the specific purpose of improving STEM education in our school district. The \$1 million award contains provisions for purchasing and implementing science curriculum for grades K through 8. Because elementary is in the middle of two significant adoptions of core curricula, the grant was written with a multi-phase adoption plan. Because middle school is already familiar and screened materials, the grant plan states that grades 6-8 will be first to implement.

We have provisioned through the DODEA grant for professional learning in support of successful onboarding of the curriculum. The grant also provides for a STEM coordinator who will be a leader in this adoption and onboarding process. Finally, the grant provides for extra-curricular clubs and materials to extend the STEM experience.

Honoring a request to take more time investigating materials, the middle school staff representing grades 6-8 were allowed to proceed the curriculum review separate from the K-5 teachers. The last time middle school science curricula was adopted was 2006 (8th grade), 2007 (7th grade), and 2013 (6th grade). The teachers took the initiative in 2017-2018 to do a comprehensive review of the curriculum to align units and lessons to the Next Generation Science Standards (NGSS), which are the Washington State standards for science education. The faculty determined that the current curricula was lacking alignment to NGSS. Currently, the 6-8 science curriculum includes two different curriculum publishers and requires a significant amount of supplemental material.

The middle school science teachers completed a thorough review of five curricula that had either high rankings by independent evaluators or are commonly used around our region. The Amplify science curriculum scored high in both Next Generation Science Standards criteria: alignment and coherence. Three of the five curricula did not meet screening minimum scores for one of the criteria and the only other curricula that had scores in both criteria was significantly lagging behind Amplify. Each of the six middle school science teachers took one of the finalist curricula and then researched and sampled lessons, assessments, materials. There were two finalists for in-class trial and two of our teachers did full three

month pilots of a separate curriculum (Elevate, Pearson).

Another endorsement in favor of Amplify comes from our staff connection to state science leadership. One of our teachers is a Washington State Science Fellow, a special distinction for being a strong science teacher. Through her work with the Fellow program, she has experience in reviewing multiple science programs. Our recommended curriculum (Amplify) has been highly rated by the Fellows teachers across the state.

It is the recommendation of the Instructional Materials Committee (IMC) that the school board take the following action:

1. Adopt the Amplify science curriculum for grades Kindergarten through 8th grade.
2. Approve the purchase of Amplify materials, licenses, and professional learning for implementation in the 2020-2021 school year

Per school board policy, teachers may use additional materials with principal approval to supplement or enhance any core curriculum.