



Regular Meeting Agenda

via Zoom

Wednesday, September 23, 2020 06:30 PM

I. CALL TO ORDER

(Action)

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

II. PRESENTATION

(Information)

Presenter: Anderson Island Elementary Staff and Students

III. REPORT - Summer Capital Projects Report

(Information)

Presenter: Melissa Beard

IV. 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 \(p. 4\)](#)

[Approval of August and September 2020 Accounts Payable and August 2020 Payroll.pdf \(p. 15\)](#)

[Approval of August 26 2020 Board Meeting Minutes.pdf \(p. 16\)](#)

[Approval of September 9 2020 Study Session Minutes.pdf \(p. 18\)](#)

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

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

[Approval of Resolution 868-09-23-20 Cancellation of Outstanding Warrants.pdf \(p. 23\)](#)

V. NEW BUSINESS

- A. Student Enrollment Projections Study (2020-2030)** (Information)
Presenter: Superintendent Weight
[Student Enrollment Projections Study.pdf \(p. 25\)](#)
- B. First Reading of Policy 2255 Alternative Learning Experience Courses** (Action)
Presenter: Paul Harvey
[Policy 2255 Alternative Learning Experience Courses.pdf \(p. 60\)](#)
- C. First Reading of Policy 3510 Associated Student Bodies** (Action)
Presenter: Melissa Beard
[Policy 3510 Associated Student Bodies.pdf \(p. 66\)](#)
- D. First Reading of Policy 6112 Rental or Lease of District Property** (Action)
Presenter: Melissa Beard
[Policy 6112 Rental or Lease of District Real Property.pdf \(p. 70\)](#)
- E. First Reading of Policy 3143 District Notification of Juvenile Offenders** (Action)
Presenter: Shawn Lewis
[Policy 3143 District Notification of Juvenile Offenders.pdf \(p. 73\)](#)
- F. First Reading of Policy 3424 Opioid Related Overdose Reversal** (Action)
Presenter: Shawn Lewis
[Policy 3424 Opioid Related Overdose Reversal.pdf \(p. 80\)](#)
- G. First Reading of Policy 4300 Limiting Immigration Enforcement** (Action)
Presenter: Shawn Lewis
[Policy 4300 Limiting Immigration Enforcement.pdf \(p. 83\)](#)
- H. First Reading of Policy 4314 Notification of Threats of Violence or Harm** (Action)
Presenter: Shawn Lewis
[Policy 4314 Notification of Threats of Violence or Harm.pdf \(p. 88\)](#)
- I. First Reading of Policy 5408 Jury Duty Subpoena Leave** (Action)
Presenter: Susanne Beauchaine
[Policy 5408 Jury Duty Subpoena Leave.pdf \(p. 91\)](#)

VI. BOARD COMMUNICATION	(Information)
VII. ANNOUNCEMENTS	(Information)
VIII. ADJOURNMENT	(Action)

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

The following information is a summary of the financial position as of August 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	46,958,683	108.50%
Expenditures & Other Financing Uses	46,161,008	45,949,193	99.54%
Excess Revenues/Other Financing Sources			
Over (under) Expend & Other Financing Uses	(2,881,421)	1,009,490	
Transfer to Capital Projects		(100,000)	
Net Change in Unassigned Fund Balance		909,490	

Fund Balances	9/1/2019	8/31/2020	Variance
Restricted for Carryover	200,000	0	-200,000
Committed for Other Purposes	25,369	0	-25,369
Prior Year Adjustment	0	0	
Unassigned Fund Balance	2,600,094	3,378,658	778,564
Unassigned Minimum Fund Balance	2,610,000	2,610,000	0
Fund Balance	5,435,463	5,988,658	553,195

Capital Projects Fund:

Fund Balance - Impact Fees \$658,004 - Turf Field Replacement \$300,000

Beginning Fund Balance		1,499,927	
GF Transfer to Capital Projects	100,000		
Revenues	155,670		
Expenses	219,684		
		35,986	
Ending Fund Balance 8/31/2020			1,535,914

	9/1/2019 Beginning Balance	8/31/2020 Ending Fund Balance	Variance
Debt Service Fund*:	3,950,862	4,547,738	596,875
ASB Fund:	341,714	370,554	28,839
Transportation Fund:	114,263	121,744	7,482

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

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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 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	32,303.24	5,367,758.47		128,424.47-	102.45
2000 LOCAL SUPPORT NONTAX	909,950	7,216.25-	636,096.29		273,853.71	69.90
3000 STATE, GENERAL PURPOSE	28,564,251	2,986,026.78	30,050,463.10		1,486,212.10-	105.20
4000 STATE, SPECIAL PURPOSE	6,243,599	797,437.80	7,718,592.95		1,474,993.95-	123.62
5000 FEDERAL, GENERAL PURPOSE	281,500	102,140.05	371,919.13		90,419.13-	132.12
6000 FEDERAL, SPECIAL PURPOSE	2,038,453	560,034.44	2,792,726.52		754,273.52-	137.00
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	2,990.10	21,126.10		21,126.10-	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	43,279,587	4,473,716.16	46,958,682.56		3,679,095.56-	108.50
<u>B. EXPENDITURES</u>						
00 Regular Instruction	24,537,988	2,273,391.15	25,296,907.16	61,162.95	820,082.11-	103.34
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	5,833,090	461,882.91	5,852,320.97	133,157.51	152,388.48-	102.61
30 Voc. Ed Instruction	2,253,471	295,411.67	2,143,117.88	203,735.57	93,382.45-	104.14
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,076,705	225,429.27	1,278,970.88	2,472.84	204,738.72-	119.02
70 Other Instructional Pgms	517,692	180,672.28-	941,867.50	37,691.50	461,867.00-	189.22
80 Community Services	0	198,050.24	385,923.25	0.00	385,923.25-	0.00
90 Support Services	11,942,062	626,950.74	10,050,085.00	723,214.60	1,168,762.40	90.21
<u>Total EXPENDITURES</u>	46,161,008	3,900,443.70	45,949,192.64	1,161,434.97	949,619.61-	102.06
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	100,000	.00	100,000.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	2,981,421-	573,272.46	909,489.92		3,890,910.92	130.51-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	4,585,369		5,079,168.05			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		1,104.00-			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	1,603,948		5,987,553.97			

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	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	25,369	.00
G/L 872 Committd to Econmc Stabilizatr	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	1,131,421-	3,378,657.97
G/L 891 Unassigned Min Fnd Bal Policy	2,610,000	2,610,000.00
<u>TOTAL</u>	1,703,948	5,988,657.97
Differences	100,000-	1,104.00

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.

Exceptions Found:

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

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

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	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	7,948.91	155,669.95		55,669.95-	155.67
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	100,000.00		.00	100.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	200,000	7,948.91	255,669.95		55,669.95-	127.83
<u>B. EXPENDITURES</u>						
10 Sites	50,000	28,073.70	104,900.85	12,233.14	67,133.99-	234.27
20 Buildings	800,000	41,799.59	100,040.57	21,504.24	678,455.19	15.19
30 Equipment	0	.00	9,707.65	0.00	9,707.65-	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	10,000	.00	5,034.50	0.00	4,965.50	50.35
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	69,873.29	219,683.57	33,737.38	606,579.05	29.47
<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) EXP/OTH FIN USES (A-B-C-D)</u>	660,000-	61,924.38-	35,986.38		695,986.38	105.45-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,000,000		1,499,927.25			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	1,340,000		1,535,913.63			

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	36,628.13-
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	641,952.25
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	300,000.00
G/L 889 Assigned to Fund Purposes	890,000	634,402.01
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,340,000	1,535,913.63

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

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

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	7,670,120	46,339.37	8,049,837.10		379,717.10-	104.95
2000 Local Support Nontax	20,000	599.95	7,863.35		12,136.65	39.32
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	46,939.32	8,057,700.45		367,580.45-	104.78
<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	1,495,825.00	0.00	4,175.00	99.72
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	7,460,825.00	0.00	41,675.00	99.44
<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	46,939.32	596,875.45		409,255.45	218.13
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,914,157		3,950,862.47			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	4,101,777		4,547,737.92			
<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		4,547,737.92			
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		4,547,737.92			

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

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

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	191,000	1,401.90-	107,934.40		83,065.60	56.51
2000 Athletics	169,300	235.00	31,743.93		137,556.07	18.75
3000 Classes	96,100	30.00	20,363.99		75,736.01	21.19
4000 Clubs	476,600	9,658.39	147,295.59		329,304.41	30.91
6000 Private Moneys	15,700	31.23	6,870.13		8,829.87	43.76
<u>Total REVENUES</u>	948,700	8,552.72	314,208.04		634,491.96	33.12
<u>B. EXPENDITURES</u>						
1000 General Student Body	231,326	.00	38,926.35	1,387.68	191,011.97	17.43
2000 Athletics	220,902	.00	102,272.40	14,442.95	104,186.65	52.84
3000 Classes	86,823	1,116.58	19,843.66	500.00-	67,479.34	22.28
4000 Clubs	514,768	.00	118,325.03	2,486.14	393,956.83	23.47
6000 Private Moneys	16,968	.00	6,001.16	0.00	10,966.84	35.37
<u>Total EXPENDITURES</u>	1,070,787	1,116.58	285,368.60	17,816.77	767,601.63	28.31
<u>C. EXCESS OF REVENUES</u>						
<u>OVER(UNDER) EXPENDITURES</u> (A-B)	122,087-	7,436.14	28,839.44		150,926.44	123.62-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	270,217		341,714.41			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	148,130		370,553.85			
<u>C+D + OR - E)</u>						
<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		370,553.85			
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		370,553.85			

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

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of August, 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	23.80	1,207.08		207.08-	120.71
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	7,500	6,274.47	6,274.47		1,225.53	83.66
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	6,298.27	7,481.55		1,018.45	88.02
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	8,500	6,298.27	7,481.55		1,018.45	88.02
<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-	6,298.27	7,481.55		8,981.55	598.77-
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		121,744.29			
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	103,862		121,744.29			
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		121,744.29			

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

Steilacoom Historical School District

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

DATE: September 23, 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.

Melissa Beard

Dr. Melissa Beard, Chief of Finance and Operations

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

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
<u>GENERAL FUND:</u>					
August 24, 2020	Accounts Payable	128495	to	128510	\$ 153,297.66
	Payroll	0	to	0	\$ -
	Payroll A/P	128511	to	128530	\$ 993,250.30
	Payroll Taxes				\$ 539,644.30
	Direct Deposit				\$ 1,504,448.19
August 27, 2020	Accounts Payable	128531	to	128534	\$ 6,912.47
August 27, 2020	Accounts Payable	128535	to	128563	\$ 105,435.48
September 3, 2020	Accounts Payable	128564	to	128592	\$ 58,213.76
September 3, 2020	Accounts Payable	128593	to	128599	\$ 374,106.15
September 10, 2020	Accounts Payable	128600	to	128600	\$ 2,043.96
September 11, 2020	Accounts Payable	128601	to	128646	\$ 185,623.59
September 16, 2020	Accounts Payable	128647	to	128652	\$ 385.35
September 17, 2020	Accounts Payable	128653	to	128662	\$ 99,453.97
September 18, 2020	Accounts Payable	128663	to	128682	\$ 77,956.97
September 18, 2020	Accounts Payable	128683	to	128686	\$ 58,213.76
TOTAL GENERAL FUND:					\$ 4,158,985.91
<u>CAPITAL PROJECTS FUND:</u>					
August 27, 2020	Accounts Payable	200392	to	200392	\$ 2,128.85
August 27, 2020	Accounts Payable	200393	to	200393	\$ 5,410.35
September 2, 2020	Accounts Payable	200394	to	200396	\$ 41,230.95
September 16, 2020	Accounts Payable	200397	to	200397	\$ 18,035.92
TOTAL CAPITAL PROJECTS FUND:					\$ 66,806.07
<u>ASSOCIATED STUDENT BODY FUND:</u>					
August 22, 2020	Accounts Payable	404777	to	404777	\$ 22,690.35
August 22, 2020	Accounts Payable	404778	to	404778	\$ 4,175.00
September 3, 2020	Accounts Payable	404779	to	404779	\$ 1,116.58
September 16, 2020	Accounts Payable	404780	to	404781	\$ 256.13
September 17, 2020	Accounts Payable	404782	to	404795	\$ 825.00
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 29,063.06
<u>TRANSPORTATION VEHICLE FUND:</u>					
			to		
			to		
TOTAL TRANSPORTATION VEHICLE FUND:					\$ -

Board of Directors of Steilacoom Historical School District No. 1

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

Kathi Weight, Secretary to the Board



**Regular Meeting Minutes
via Zoom
Wednesday, August 26, 2020**

I. CALL TO ORDER

Chair Forbes called the meeting to order at 7:00 pm. Due to the extension of the statutory waivers/suspensions of the Open Public Meeting Act (OPMA) cited in Proclamation 20-28.4 until 11:59 pm on September 1, 2020, this Study Session was held via a Zoom webinar with a public link shared on the SHSD website.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

All Directors and Superintendent Weight present.

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

II. REPORT - NEW STAFF

Susanne Beauchaine, Executive Director of Human Resources, presented a report featuring new Steilacoom Historical School District staff.

III. CONSENT AGENDA

Director Pierce made a motion to approve the Consent Agenda; Director Rohrer seconded the motion, and the motion passed (5/0). The Consent Agenda included attached Financial Reports, July and August 2020 Accounts Payable and July 2020 Payroll, July 22, 2020 Regular Meeting Minutes, August 12, 2020 Study Session Minutes, Admin, Certificated, Classified Exempt, and Classified Personnel Reports, and 2020-2021 SCEA Salary Schedule.

IV. NEW BUSINESS

A. First Reading of Policy 2004 Accountability Goals

Director Scott made a motion to approve Policy 2004 Accountability Goals; Director McDonald seconded the motion, and the motion passed (5/0).

B. First Reading of Policy 4311 School Resource Officer

Director Rohrer made a motion to approve Policy 4311 School Resource Officer; Director Pierce seconded the motion, and the motion passed (5/0).

C. Approval of 2020-2022 Steilacoom Education Association Collective Bargaining Agreement

Director McDonald made a motion to approve the 2020-2022 Steilacoom Education Association Collective Bargaining Agreement, ratified on August 25, 2020; Director Scott seconded the motion, and the motion passed (5/0).

D. Approval of Resolution 867-08-26-20 District Reopening Plan

Director Pierce made a motion to approve Resolution 867-08-26-20 District Reopening Plan; Director Rohrer seconded the motion, and the motion passed (5/0).

Regularly scheduled meetings of the Board of Directors of Steilacoom Historical School District No. 1 are digitally recorded.

E. Approval of 2020-2021 School Year District Focus

Superintendent Weight presented the 2020-2021 School Year District Focus plan. Questions and discussion followed. Director Scott made a motion to approve the 2020-2021 School Year District Focus; Director McDonald seconded the motion, and the motion passed (5/0).

V. BOARD COMMUNICATION

- Director Scott received email communication with regards to Referendum 90 and its ramifications.
- Director Rohrer shared a reminder of WSSDA general assembly, and stated that Pierce County approved an emergency ordinance to assist school districts including Steilacoom Historical School District. SHSD will receive \$117,775 from Pierce County. Director Rohrer also brought up a suggestion of sharing “good news” articles with SHSD families and staff.

VI. ANNOUNCEMENTS

- Director Rohrer raised questions of when we would move to a hybrid schedule. Superintendent Weight shared that the Board had previously instructed the District to offer consistent planning for our families, and to accommodate that request the District has shared with families that we will be in a remote learning phase at least through the first full quarter of the 2020-21 school year.
- Director Pierce suggested District communication to parents regarding ParentSquare and daily health screenings.
- Director Scott shared a reminder of the Kiwanis meeting tomorrow morning featuring Dr. Farmer.
- Director Forbes thanked Dr. Weight and the SHSD team for all their work throughout the reopening process.

VII. ADJOURNMENT

Director Rohrer made a motion to adjourn the meeting at 7:49 pm; Director Pierce seconded the motion, and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)



**Study Session of the Board of Directors
Meeting Minutes
via Zoom
Wednesday, September 9, 2020**

I. CALL TO ORDER

Due to the extension of the statutory waivers/suspensions of the Open Public Meeting Act (OPMA) cited in Proclamation 20-28.4 until 11:59 pm on October 1, 2020, this Study Session was held via a Zoom webinar with a public link shared on the SHSD website.

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. School Reopening Plan Update

Superintendent Weight and SHSD Executive Directors shared a School Reopening Plan Update. Questions and discussion followed.

B. School Improvement Planning for 2020-21 School Year for Board Input

Executive Director of Teaching & Learning Paul Harvey presented the requirements of School Improvement Plans and sought Board input and guidance on designing future SHSD School Improvement Plans.

C. October 14, 2020 Study Session Agenda Items

1. Capital Facilities and Bond Planning

Director Shawn Lewis will share information on Capital Facilities and Bond Planning at the October 14, 2020 Study Session.

2. Other Topics

Director Forbes requested continued reopening schools updates be added to October's Study Session agenda.

D. Superintendent Updates

No additional updates.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District No. 1 are digitally recorded.

Page 1 of 2

III. ADJOURNMENT

Director Rohrer made a motion to adjourn the meeting at 7:29 pm; Director McDonald seconded the motion, and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 9/23/2020						
Name	Position	Hours	Location	Effective Date	Action	Comment
GRAVSETH KEVIN	GROUNDS	8.00	MAINTENANCE	9/24/2020	NEW HIRE	
ROGERS JOSHUA	CUSTODIAN	8.00	CHERRYDALE	9/24/2020	NEW HIRE	

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

Personnel Report 9/23/2020					
Name	Position	Location	Effective Date	Amount	Comment
CHRISTENSEN LEANN	DEPARTMENT TEAM LEADER	CHERRYDALE	9/3/2020	2,000.00	
EVANS BETTINA	DEPARTMENT TEAM LEADER	CHERRYDALE	9/3/2020	2,000.00	
FROEHLE STEFANIE	DEPARTMENT TEAM LEADER	CHERRYDALE	9/3/2020	2,000.00	
PERRY ANNETTE	DEPARTMENT TEAM LEADER	CHERRYDALE	9/3/2020	2,000.00	
YEARWOOD KRISTA	DEPARTMENT TEAM LEADER	CHERRYDALE	9/3/2020	2,000.00	
SNOWDEN AUDRA	DATA TEAM LEADER	CHERRYDALE	9/3/2020	2,000.00	
MCDONALD JODY	ANIME CLUB ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
KELLER AIRICA	ART CLUB ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
EASTMAN KATHY	ASB ADVISOR	HIGH SCHOOL	9/3/2020	4,500.00	
LANIER CJ	ASL CLUB ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
TRETHEWAY KELSEY	BOOK CLUB ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
JOHNSON KENT	CHEMICAL HYGIENE OFFICER	HIGH SCHOOL	9/3/2020	400.00	
BRADBURY TOM	CLASS ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
CHASE RENEE	CLASS ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
HENDERSON SAMANTHA	CLASS ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
TRETHEWAY KELSEY	CLASS ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
HENDERSON SAMANTHA	CREATIVE WRITING ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
HAYDEN TINA	DECA ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
BARTLETT TYLER	DEPARTMENT CHAIR	HIGH SCHOOL	9/3/2020	2,500.00	
BRADBURY TOM	DEPARTMENT CHAIR	HIGH SCHOOL	9/3/2020	2,500.00	
DORSCH SARAH	DEPARTMENT CHAIR	HIGH SCHOOL	9/3/2020	2,500.00	
STUTZ MIGUEL	DEPARTMENT CHAIR	HIGH SCHOOL	9/3/2020	2,500.00	
EASTMAN KATHY	DEPARTMENT CHAIR	HIGH SCHOOL	9/3/2020	2,500.00	
ZIMMERMAN CHRISTINA	DEPARTMENT CHAIR	HIGH SCHOOL	9/3/2020	2,500.00	
DILL MICAH	DIGITAL GAMING CLUB ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
BRUGMAN CHRIS	DIVERSITY CLUB ADVISOR	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
NITZ MACKENZIE	DIVERSITY CLUB ADVISOR	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
SCHULTZ-BRACE KERI	FFCLA ADVISOR	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
ZAJAC-MATTES MEGGAN	FFCLA ADVISOR	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
CHASE RENEE	GSA ADVISOR	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
JOHNSON KENT	GSA ADVISOR	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
MILLER CAMERON	HEALTH OCCUPATION STUDENT ASSOC (HOSA)	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
SORTORE TRISH	HEALTH OCCUPATION STUDENT ASSOC (HOSA)	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
ANDERSON ERIN	HONOR SOCIETY ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
VAN WYHE JACI	KEY CLUB ADVISOR	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
ZIMMERMAN CHRISTINA	KEY CLUB ADVISOR	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
NORRIS LAURIE	MODEL UN ADVISOR	HIGH SCHOOL	9/3/2020	1,200.00	First Semester
WILLIAMS LORI	SPANISH HONOR SOCIETY ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
CAMPBELL SARAH	STUDENT TO STUDENT ADVISOR	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
WOOD SEAN	STUDENT TO STUDENT ADVISOR	HIGH SCHOOL	9/3/2020	1,200.00	Split Stipend
JONES CARL	TECH STUDENT ASSOC ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
VAN WYHE GABE	VIDEO PRODUCTION ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
VAN WYHE JACI	YEARBOOK ADVISOR	HIGH SCHOOL	9/3/2020	2,400.00	
STOUT JENESSA	ASB ADVISOR	PIONEER	9/3/2020	2,500.00	

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

PARR KAREN	CHEMICAL HYGIENE OFFICER	PIONEER	9/3/2020	400.00	
BEAULIEU DEREK	DEPARTMENT CHAIR	PIONEER	9/3/2020	2,000.00	
MARTIN MICHAEL	DEPARTMENT CHAIR	PIONEER	9/3/2020	2,000.00	
MCJUNKINS TRINA	DEPARTMENT CHAIR	PIONEER	9/3/2020	2,000.00	
PARR KAREN	DEPARTMENT CHAIR	PIONEER	9/3/2020	2,000.00	
STEWART CATHY	DEPARTMENT CHAIR	PIONEER	9/3/2020	2,000.00	
YUCKERT HEATHER	GSA ADVISOR	PIONEER	9/3/2020	2,400.00	
MORIYAMA-YODER JOY	YEARBOOK ADVISOR	PIONEER	9/3/2020	2,400.00	

STEILACOOM HISTORICAL SCHOOL DISTRICT #1

RESOLUTION # 868-09-23-20

CANCELLATION OF OUTSTANDING WARRANTS

WHEREAS, RCW 39.56.040 requires the cancellation of warrants not presented for payment within one (1) year of the date of issue, and

WHEREAS, the following outstanding warrants have not been presented for payment:

<u>Fund</u>	<u>War. #</u>	<u>Issue Date</u>	<u>Payee</u>	<u>Amount</u>
General	122380	09/14/2017	Rodriguez,Michelle	\$ 7.15
General	122425	09/20/2017	Bassaw, Nana	\$ 12.05
General	122582	10/03/2017	Garcia, Daisy	\$ 5.60
General	122586	10/03/2017	Person, Deneen	\$ 39.35
General	122681	10/17/2019	Maassen, Kirsten	\$ 40.00
General	122721	10/25/2017	Brix, Ryan	\$ 22.00
General	122990	12/05/2017	Tilfas, Serah	\$ 26.35
General	123076	12/20/2017	Robinson, Tiffany	\$ 13.65
General	123254	01/25/2018	Curnutt, Becky	\$ 31.65
General	123257	01/25/2018	Nuon, Rith	\$ 16.50
General	123366	02/07/2018	David, Tricha	\$ 16.96
General	123368	02/07/2018	Laroche, Alexandra	\$ 5.20
General	123549	03/09/2018	Golle, Jonathan	\$ 19.96
General	123665	03/28/2018	Salave' A, Kuuipo	\$ 5.55
General	123800	04/19/2018	Mitchell, Destiny	\$ 18.00
General	123942	05/11/2018	Willcox, Erin L.	\$ 15.00
General	124230	06/28/2018	Reed, Stephanie	\$ 11.26
ASB	403470	11/15/2017	Randy, Christenson	\$ 15.00
ASB	403487	12/05/2017	Sakthivelu, Sridhara	\$ 45.00
ASB	403573	02/07/2018	Copes, Ketsida	\$ 10.00
ASB	403599	02/23/2018	Seiman, Anna	\$ 45.00
ASB	403638	03/28/2018	Koon, Carmela	\$ 65.00

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Pierce County Auditor and the Pierce County Treasurer be authorized to cancel the above listed outstanding warrants.

Adopted this 23rd day of September, 2020

ATTEST:

STEILACOOM SCHOOL DISTRICT #1
BOARD OF DIRECTORS

Secretary to the Board

Chairperson

Director

Director

Director

Director

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 23, 2020

Student Demographic Study

Strategic Focus Area

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

BACKGROUND INFORMATION

SHSD contracted with BERK Consulting to conduct a student demographic study. The last student demographic study was completed in 2014.

BERK completed a study of the 2020-2030 Enrollment Projections. Attached is the final report, along with references to the data and calculations for these projections.

- “Birth Data 1.2 CK” – summarizes the data received from DOH
- “Survival Rates 1.4 CK” – summarizes the enrollment data received from the District and calculates survival rate projections incorporating the DOH birth data
- “Enrollment projections – OFM and 2030 Targets” – calculates projections using the GMA targets.

The student demographic data will be included in our upcoming Capital Facilities Plan.

RECOMMENDED ACTION:

Information only.

Report prepared by:

Dr. Kathi Weight, Superintendent

Steilacoom Historical School District

Enrollment Projections 2020-2030

Executive Summary

STUDY BACKGROUND

Steilacoom Historical School District No. 1 is a public school district located in Pierce County, Washington State. The District **operates six general education schools** - three pre-kindergarten through 3rd grade elementary schools, one 4th and 5th grade elementary school, one middle school, and one high school.

The District engaged BERK Consulting to produce **enrollment projections for 2020-2030**. The work included analysis of historical birth records and enrollment data, interviews with local land use planning bodies, and projections based on a range of methods.

SITUATION ASSESSMENT

BERK reviewed planning documents and conducted interviews with planning departments at the Town of Steilacoom, City of DuPont, and Pierce County to capture a current situation assessment and anticipated trends in housing. About one-third of housing in Steilacoom and DuPont is currently multi-family. Planners in both Steilacoom and DuPont predict **very little growth in residential housing** over the next 10 years, and particularly little growth in multi-family housing.

The Town of Steilacoom and City of DuPont both experienced **slower-than-projected growth** in the 2008-2020 period. Given that the impacts of the COVID-19 pandemic are likely to slow economic growth, it is likely that both jurisdictions will fall short of their 2030 population growth targets.

Steilacoom Historical School District is close to Joint Base Lewis-McChord (JBLM), which has both an active duty military population and local civilian employees that can have great influence on housing demands and school enrollment. While the Clover Park School District operates on-base K-5 schools for military-affiliated families, 87% of civilian employees and 60-70% of service members live off base. Steilacoom Historical School District is **one of the top three school districts serving students from families affiliated with JBLM**.

PROJECTIONS

BERK used two methods of projection. The first method, **cohort survival analysis**, is widely used in school-enrollment projections. In this method, historical enrollment numbers are used to estimate how grade cohorts change over time and project future enrollment numbers. Using enrollment data from the District and birth records from the Washington State Department of Health, BERK generated a range of enrollment projections using different numbers of years of historical data. Under these projections, the district K-12 general education enrollment will fall between 3,615 and 4,299 students in 2025 and between 3,634 and 4,650 students in 2030.

The second projection method is based on the correlation between school enrollment and **household population projections**. Our Growth Management Act (GMA)-based projections use a range of assumptions referencing the 2017 Washington State Office of Financial Management projections and subsequent targets set for the City of DuPont and the Town of Steilacoom to project student enrollment. The projections based on GMA planning projections for households indicates a range of enrollment from 3,618 to 3,959 in 2025 and 3,944 to 4,427 in 2030.

Methodological literature indicates cohort survival to be a better predictor of enrollment than other methods. Among these, the 5-year average survival rates provide projections that balance recency and stability among the cohort survival projections. Based on the 5-year rates, the projected total enrollment district-wide is **3,759 in 2025** and **3,839 in 2030**.

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About the Steilacoom Historical School District and this Study

Steilacoom Historical School District No. 1 (“the District”) is a public school district located in Pierce County, Washington. The District is located on the South Puget Sound and includes several waterfront communities, as well as two islands. Founded in 1854, Steilacoom is the oldest school district in Pierce County. The District’s area covers the Town of Steilacoom, the City of DuPont, Anderson and Ketron islands, a portion of the City of Lakewood, and a portion of unincorporated Pierce County.

The District operates six general education schools—three pre-kindergarten through 3rd grade elementary schools, one 4th and 5th grade elementary school, one middle school, and one high school. The schools and their key characteristics are summarized in Exhibit 1.

Exhibit 1. Summary of Schools, Steilacoom Historical School District

School	Community Served	Grade Levels	Enrollment (2019-20)
Anderson Island Elementary	Anderson Island	P-3	22
Cherrydale Primary	Steilacoom, Lakewood, unincorporated Pierce County	P-3	424
Chloe Clark Elementary	DuPont	P-3	679
Saltar’s Point Elementary	District-wide	4-5	515
Pioneer Middle School	District-wide	6-8	849
Steilacoom High School	District-wide	9-12	822
Total Enrollment		P-12	3311

Sources: Steilacoom Historical School District, 2020; BERK, 2020.

The District engaged with BERK Consulting to produce enrollment projections for 2020-2030. The work included analysis of historical birth records and enrollment data, interviews with local land use planning bodies, and projections based on a range of methods.

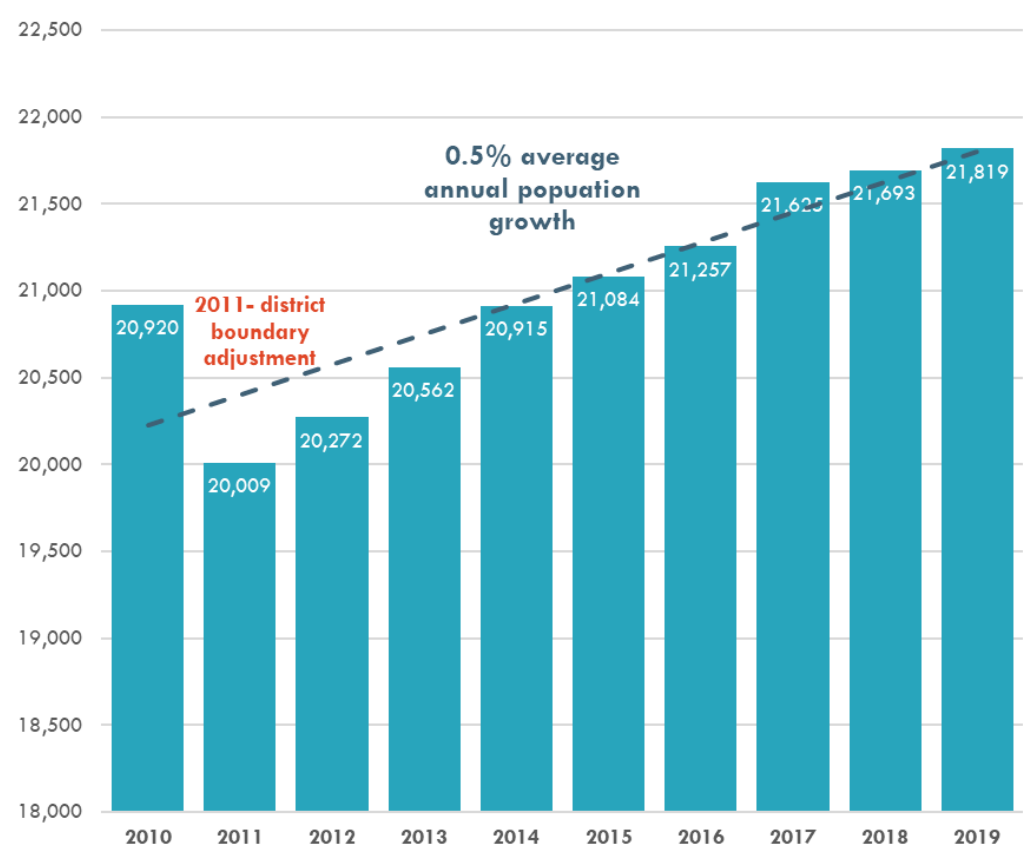
2010-20 Trends in Population, Housing, and Enrollment

POPULATION TRENDS

As of 2019, 21,819 adults and children lived within the boundaries of the Steilacoom Historical School District. While the population living within the district has increased steadily over the last 10 years, the area’s population growth rate is lower than Pierce County as a whole. The population living in the District grew by an average annual rate of 0.5% over the last 10 years (Exhibit 2), while Pierce County’s

population grew by an average annual rate of 1.2% (Exhibit 3).

Exhibit 2. Resident Population of Steilacoom School District, 2010-2019



Note: In 2011, Steilacoom Historical School District's resident population fell and Clover Park School District's population increased, suggesting a district boundary adjustment, though BERK was unable to confirm this adjustment with documentation.

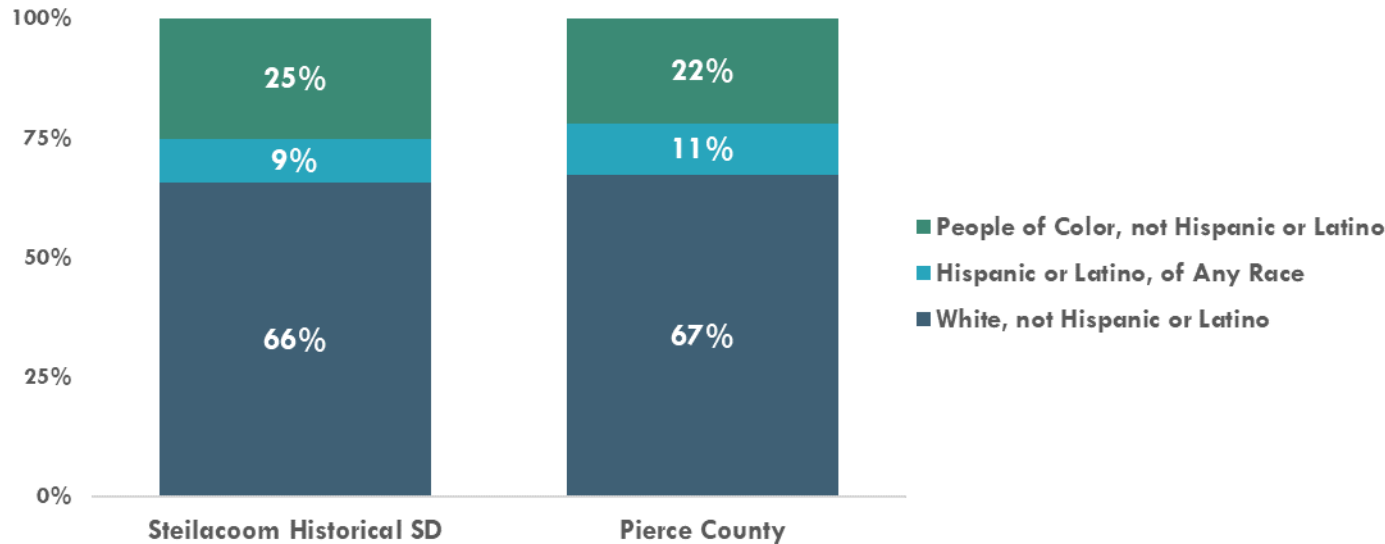
Sources: Washington State Office of Financial Management (OFM), 2019; BERK, 2020.

Exhibit 3. Population Growth Rates

Growth Measure	Steilacoom Historical School District	Pierce County
5-year growth rate	4.3%	8.2%
5-year average annual growth rate	0.9%	1.6%
10-year growth rate	4.3%	11.7%
10-year average annual growth rate	0.5%	1.2%

Sources: OFM, 2019; BERK, 2020.

Exhibit 4. Percentage of Population by Race and Ethnicity

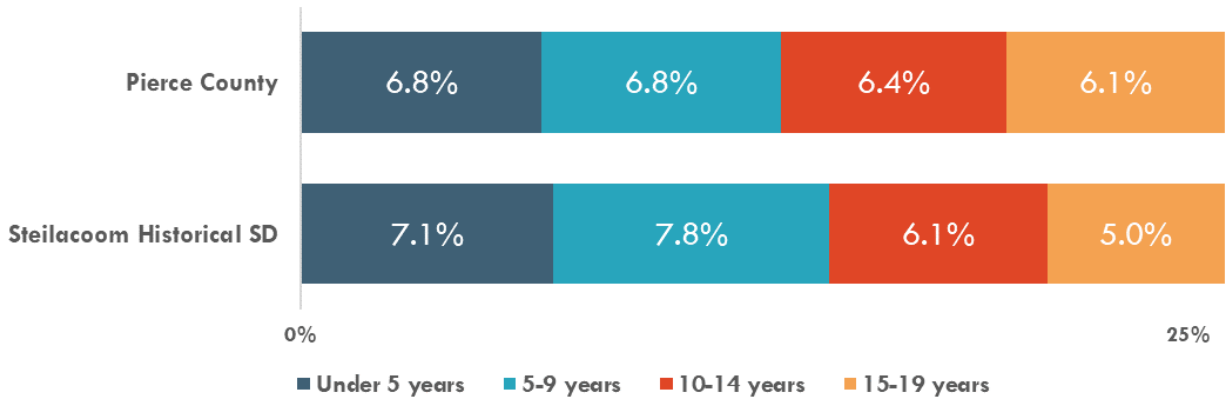


Sources: American Community Survey (ACS) 5-year Estimates, 2018; BERK, 2020.

Among children and adults living in Steilacoom Historical School District, 25% identify as non-Hispanic people of color, compared with 22% in Pierce County as a whole. Nine percent of residents of Steilacoom Historical School District identify as Hispanic or Latino of any race, compared with 11% of residents in Pierce County as a whole (Exhibit 4).

While youth ages 19 and under make up 26% of the population living in both Steilacoom Historical School District and Pierce County as a whole, the District has a slightly higher proportion of children under age 10 than the County as a whole. In Steilacoom Historical School District, 14.9% of the population is under age 10, while 13.6% of the County's population is under age 10 (Exhibit 5).

Exhibit 5. Distribution of Population by Age (19 and under)



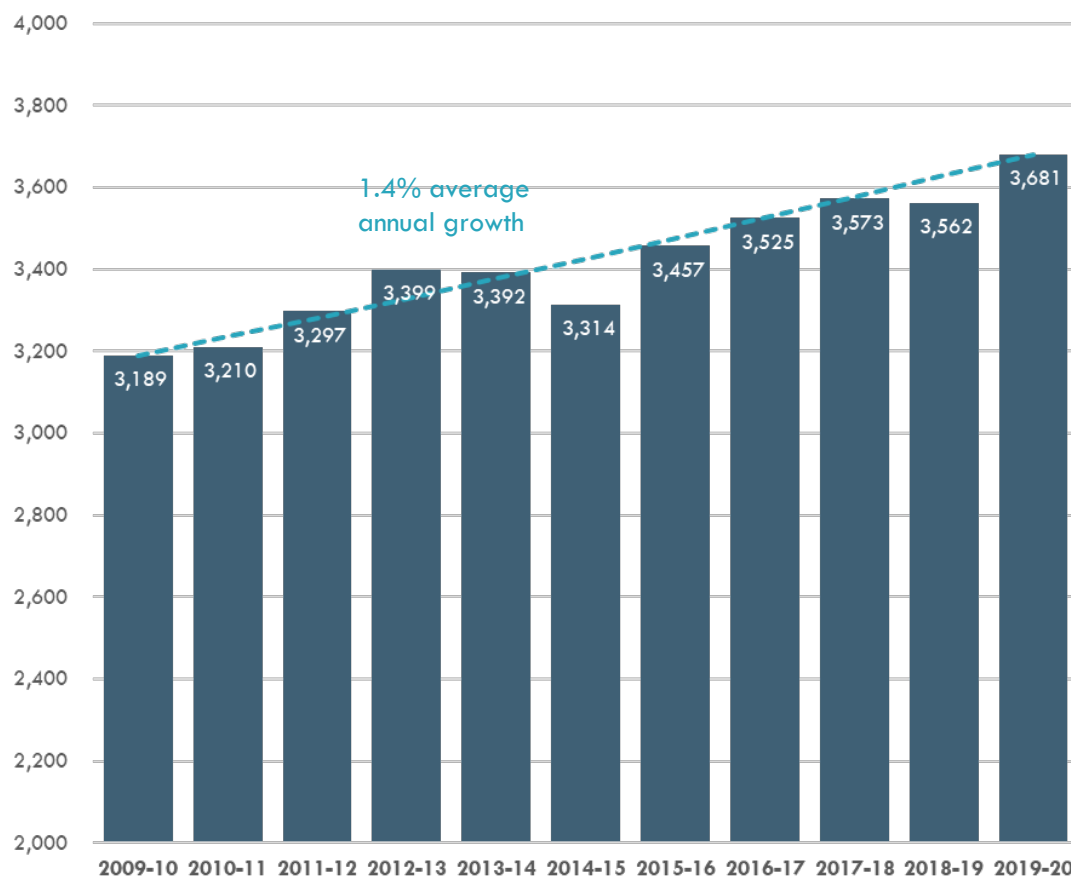
Sources: ACS 5-year Estimates, 2018; BERK, 2020.

OVERALL DISTRICT AND SCHOOL LEVEL ENROLLMENT TRENDS

District-wide enrollment has generally trended upwards over the last 10 years, with very slight dips in the 2014-15 school year (-2.3%) and the 2018-19 school year (-0.3%). There was no corresponding dip in

the underlying resident and military population in these years. These years appear to reflect a smaller than usual kindergarten cohort, and comparatively low cohort retention across all grade levels. Exhibit 6 shows district-wide enrollments from 2009-10 to 2019-20. Exhibit 7 shows enrollments by grade level over the same period.

Exhibit 6. Steilacoom Historical School District, Pre-K-12 Enrollment History, 2009-10 to 2019-20



Note: These data include students enrolled in infant and toddler special education services from 2009 to 2015. These students numbered 28 at their maximum. These data also include preschool enrollment for three- and four-year-olds available at Cherrydale and Chloe Clark elementary schools.

Sources: Steilacoom Historical School District, 2020; BERK, 2020.

Exhibit 7. Enrollment by Grade Level and School Year

Grade	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	Avg. Ann. Δ
Pre-K	94	83	88	85	94	102	62	63	67	67	74	-2.4%
K	257	225	235	274	292	245	276	264	284	269	277	0.8%
1	250	247	241	253	261	285	253	287	269	274	290	1.5%
2	246	251	259	266	238	259	302	246	277	259	285	1.5%
3	219	258	275	268	242	229	263	295	238	284	268	2.0%
4	255	249	267	290	260	219	229	240	289	244	266	0.4%
5	238	244	252	271	285	274	230	244	246	282	248	0.4%
6	264	255	262	261	281	292	284	265	256	260	314	1.7%
7	263	269	255	284	246	266	303	301	257	279	264	0.0%
8	219	263	258	244	283	244	273	307	289	242	274	2.3%
9	253	214	254	239	239	249	250	272	296	305	250	-0.1%
10	228	235	223	235	227	210	270	246	278	285	307	3.0%
11	209	231	230	213	238	216	234	268	251	263	284	3.1%
12	194	186	198	216	205	224	228	228	276	249	280	3.7%
Total	3,189	3,210	3,297	3,399	3,392	3,314	3,457	3,525	3,573	3,562	3,681	1.4%

Sources: Steilacoom Historical School District, 2020; BERK, 2020.

School-level historical enrollment data are available in the Appendix.

SPECIAL POPULATION TRENDS

Exhibit 8 summarizes enrollment trends among special student populations in Steilacoom Historical School District between 2011-12 and 2019-20.

Exhibit 8. Special Populations as a Percentage of Total District Enrollment, 2011-2019

Category	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
McKinney-Vento	0.4%	0.5%	0.7%	0.6%	1.1%	0.9%	1.3%	1.3%	1.0%
Alternative Verification of Residence (AVOR)	*	*	*	*	*	0.6%	2.0%	2.9%	2.3%
McKinney-Vento + AVOR	0.4%	0.5%	0.7%	0.6%	1.1%	1.5%	3.3%	4.2%	3.3%
Military-affiliated	*	*	*	*	*	33.7%	34.0%	34.0%	35.3%
Futures	0.2%	0.2%	0.2%	0.0%	0.2%	0.1%	0.0%	0.3%	0.3%
Pride Academy	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	1.0%

* Data not available; n.a.= program not available.

Sources: Steilacoom Historical School District, 2020; BERK, 2020.

The McKinney-Vento Act defines homeless children as “individuals who lack a fixed, regular, and adequate nighttime residence.”¹ School districts are required to designate a liaison to support the education of these students, including provision of transportation to a “home” district if necessary. The proportion of McKinney-Vento-identified students enrolled in Steilacoom Historical School District schools has been low and fluctuated over the years.

For enrollment purposes, if a family is unable to provide documentation verifying residence in the school district’s boundaries, they can use a notarized form from the head of household in which they are staying. This Alternative Verification of Residence (AVOR) can be another indicator of housing unstable or doubled-up students. When considered together, the proportion of potentially homeless or housing unstable students in the District has doubled in the four most recent years data has been available.

Military-affiliated attendance has remained relatively steady at just over one-third of total enrollment. Military-affiliated attendance is more likely in upper grades, as elementary schools are available on-base through 5th grade and are operated by Clover Park School District.

Futures is a special education program serving students ages 18-21, located at 501 Chambers Street. Pride Academy is a virtual high school reengagement program operated under contract by Graduation Alliance. Available only in the most recent year, Pride Academy enrolled 37 students in the 2019-20 school year. The success thus far of these programs mean they are likely to continue in future years and possibly grow.

Current Situation Assessment

BERK reviewed planning documents and conducted interviews with planning departments at the Town of Steilacoom, City of DuPont, and Pierce County to capture a current situation assessment and anticipated trends in housing. Each jurisdiction adopted a Comprehensive Plan in 2015, and the Pierce County Plan includes a Community Plan for Anderson and Ketrion Islands. Interviews indicated that these documents are still accurate for planning purposes and the areas have not experienced any major shifts in development and growth.

HOUSING MIX

About one-third of housing in Steilacoom and DuPont is multi-family. Both jurisdictions report limited vacant land that is suitable for residential development. Available land is zoned for single family or duplex housing. As a result, planners in both jurisdictions predict very little growth in residential housing, and particularly little growth in multi-family housing. The DuPont Comprehensive Plan reports that their housing stock is 36% renter-occupied, and the Town of Steilacoom reported 40-45% renter-occupied housing stock. Many of these rental units meet the needs of active duty military personnel based at JBLM. Interviewees indicated that these ratios were likely to remain largely stable through 2030, with a possible small uptick in the proportion of housing that is single-family.

STUDENT GENERATION RATES

Student generation rates (SGRs) indicate the historical relationship between student enrollment and

¹ United States Code Title 42, Chapter 119, Subchapter VI, Part B: Education for Homeless Children and Youths.

housing development. Student generation rate analysis shows the number of students per grade grouping for each type of residential development. In the Steilacoom Historical School District, every 10 single family homes is associated with 7.2 K-12 students, most of whom can be expected in elementary school. Multi-family developments have a much lower ratio. Every 10 housing units is associated with only 1.0 K-12 students (Exhibit 9).

Exhibit 9. 2019 Steilacoom Public Schools Student Generation Rates

	Single Family	Multi-family
SGR	0.724	0.101
SGR by Grade Grouping		
▪ Elementary (K- 5)	0.483	0.024
▪ Middle School (6-8)	0.103	0.030
▪ High School (9-12)	0.138	0.048

Source: 3 Square Blocks (now BERK Consulting), 2019.

POPULATION AND HOUSING TARGETS AND GROWTH

The Growth Management Act (GMA) in Washington State requires Pierce County, cities, and towns to plan for projected needs based on projected population growth. Shared population, housing, and employment growth targets are a key piece to align planning efforts among jurisdictions in the region. These targets were last updated in 2017 and are indicated in Exhibit 10, Exhibit 11, and Exhibit 12.

The Town of Steilacoom was estimated for low population growth in the 2008-2030 period, at an annual average rate of 0.4%. Estimates from 2020 show that population growth has been on track with this estimate. Per the targets, Steilacoom was expecting to see a decline in population per housing unit. However, as shown in Exhibit 12 this ratio has remained steady from 2008-2020 at 2.2 persons per housing unit.

The City of DuPont has experienced population growth slightly below what was expected, at 1.9% annually versus a target rate of 2.2%. However, housing unit growth—like in Steilacoom—has been slower than expected at 1.5% annual growth instead of the targeted 2.3%. As a result, DuPont has seen an increase in population per housing unit, instead of the expected decline and currently has an estimated 2.5 persons per housing unit.

Both jurisdictions would have to accelerate growth over recent trends to meet the 2030 targets. However, this is unlikely given the anticipated impacts of the COVID-19 pandemic on the economy.

Exhibit 10. 2030 Population Target by VISION 2040 Regional Geography

	Estimated Population '08 (OFM)	Estimated Population '20 (OFM)	Total Population Allocation Target '30	Estimated Annual Average Growth '08-'30	Actual Annual Average Growth '08-'20	Annual Average Growth to meet Target '20- '30
Town of Steilacoom (fully within district)	6,255	6,505	6,830	0.4%	0.3%	0.5%
City of DuPont (fully within district)	7,390	9,525	11,900	2.2%	2.1%	2.3%

Sources: OFM, 2020; BERK, 2020; Pierce County Code (PCC) Ordinance No. 2017-24s, 2017.

Exhibit 11. 2030 Housing Target by VISION 2040 Regional Geography

	Estimated Housing Units '08 (OFM)	Estimated Housing Units '20 (OFM)	Total Housing Allocation Target '30	Estimated Annual Average Change '08-'30	Actual Annual Average Change '08-'20	Annual Average Change to meet Target '20- '30
Town of Steilacoom (fully within district)	2,795	2,917	3,385	0.9%	0.4%	1.5%
City of DuPont (fully within district)	3,191	3,798	5,291	2.3%	1.5%	3.4%

Sources: OFM, 2020; BERK, 2020; PCC Ordinance No. 2017-24s, 2017.

Exhibit 12. 2030 Population to Housing Ratio by VISION 2040 Regional Geography

	Population per Housing Unit '08	Population per Housing Unit '20	Total Population per Housing Unit Target 30	Estimated Annual Average Change '08-'30	Actual Annual Average Change '08-'20	Annual Average Change to meet Target '20- '30
Town of Steilacoom (fully within district)	2.2	2.2	2.0	-0.5%	0.0%	-1.0%
City of DuPont (fully within district)	2.3	2.5	2.2	-0.1%	0.7%	-1.1%

Sources: OFM, 2020; BERK, 2020; PCC Ordinance No. 2017-24s, 2017.

MILITARY-AFFILIATED POPULATION

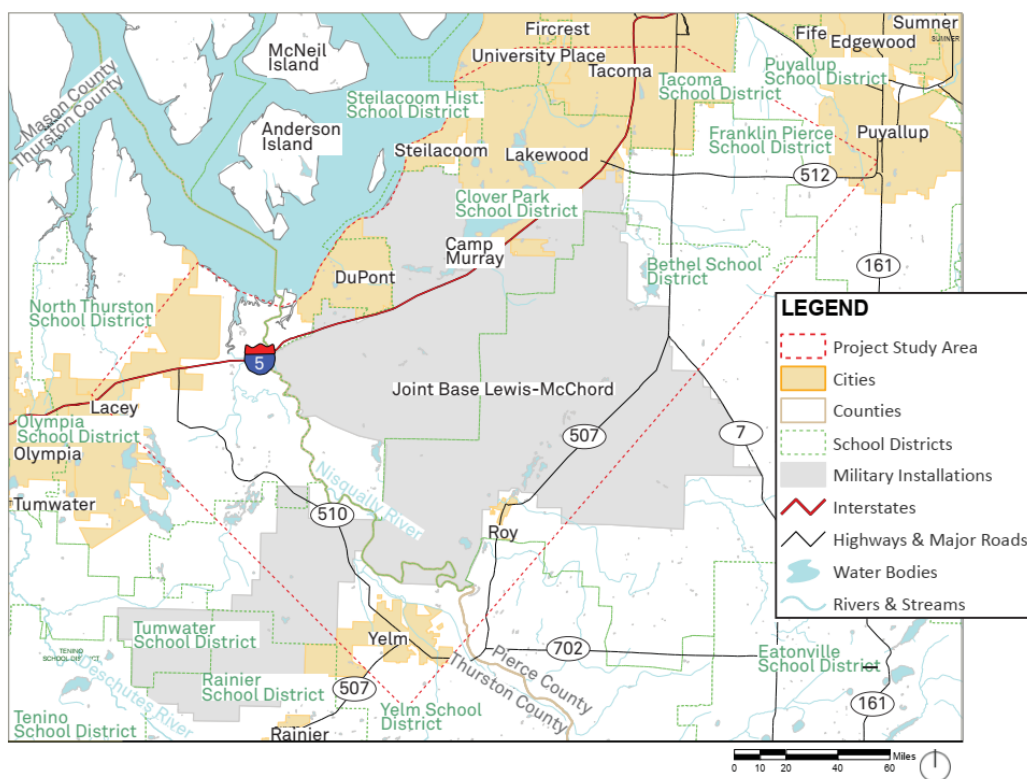
JBLM is associated with an active duty military population and local civilian employees that can have great influence on housing demands and school enrollment. About 15,000 civilians are employed by the base. JBLM annually has about 38,000 total service members. That number is expected to be relatively static for the foreseeable future though it includes an annual turnover of about 6,000 to 8,000 service

members, as each year service members depart for new duty assignments, retire, or end their time of service; and conversely, about the same number of service members arrive at JBLM to replace them.

The on-base housing stock of about 5,000 family housing units and 10,000 beds in dorms and barracks averages 95% occupancy. JBLM is surrounded by about 15 cities, and about 22 school districts (Exhibit 13). Typically, 60-70% of active duty members live off-base in surrounding communities. A higher proportion of the civilian workforce lives off-base (87%).

Service members who live off-base choose a city or community and school district by weighing several factors. The South Sound Military & Communities Partnership (SSMCP) regularly surveys the JBLM population to understand their housing priorities. Ease of commute, housing prices, and school quality are three top consistent factors in housing choice. For families with school-age children, there are six on-base elementary schools operated by the Clover Park School District. Among the SSMCP's 2018 survey respondents, the most commonly attended school districts are: Clover Park School District with 19.7% of JBLM families attending (including on-base schools), North Thurston Public School District at 16.3%, and Steilacoom Historical School District at 10.8%.

Exhibit 13. JBLM and Neighboring School Districts, 2010



Source: SSMCP JBLM Growth Coordination Plan, 2010.

Over time SSMCP has observed a southward trend as more JBLM-affiliated individuals and families choose Thurston County for affordability reasons. DuPont continues to have a high concentration of military families due to its proximity to JBLM. SSMCP is also currently engaged in an *Off-Base Housing Study* to document housing needs for service members, develop recommendations for improved communication of available housing, and issue recommendations for neighboring communities to improve housing availability to service members. The study is anticipated to be complete in late 2020.

ANTICIPATED COVID-19 IMPACTS ON ECONOMY AND ENROLLMENT

The first US case of COVID-19 was confirmed in Snohomish County at the end of January 2020. At the time of report writing, August 2020, over 4 million cases have been confirmed in the US. The long-term impacts of the virus and the associated public health precautions on the economy and enrollment have yet to be seen. However, we anticipate revenue impacts to public funds, including those for public education, enrollment impacts as families choose alternatives, and impacts to instructional time and quality and student progress. Some predict more fundamental shifts; including perhaps school district and building boundaries dissolving as location is no longer a necessary consideration for school attendance.

Economic impacts associated with COVID-19 are also anticipated. All development and construction were on hold during the Governor's Stay-at-Home order, and not all projects are likely to return. Pre-COVID plans already anticipated limited growth, and if anything, the economic crisis will make large projects even less likely.

2020-2030 Projections

For this study, BERK produced a set of enrollment projections through 2030. Projections are used to describe a range of possible future scenarios based on historical information and sets of mathematical assumptions. Of those projections, we indicate based on consultation with local planners and school district staff which enrollment scenario seem the most likely.

SOURCES AND METHODS

Cohort Survival Analysis

BERK used two methods of projection. The first method, cohort survival analysis, is widely used in school-enrollment projections.

Cohort survival analysis, also known as grade-progression ratio analysis, takes existing cohorts of students and moves them forward in time by projecting the change in cohort size over time.² This is accomplished by calculating the cohort survival rate from previous school years and then multiplying it by existing cohort sizes.

Cohort survival rates reflect students' progress to the next grade level and transfers into the district, netting out students not progressing to the next grade level and those transferring out-of-district, to private and home schools, or to in-district alternative schools.

For example, we calculate the 2nd grade cohort survival rate by dividing the number of students enrolled in 2nd grade in a given school year by the number of students enrolled in 1st grade in the prior school year. With multiple years of data, survival rates can be averaged across years to generate rates that are less sensitive to variation in the data due to chance.

$$\frac{\text{Number of 2nd graders in Year } X}{\text{Number of 1st graders in Year } (X - 1)} = \text{2nd grade cohort survival rate}$$

While a 1-year survival rate will reflect the most recent trends in population and cohort size changes, it

² The Demographics Research Group. n.d. "Methodology for Standard School Enrollment Projections." University of Virginia.

may reflect random variation that will not continue in future years. In contrast, a 10-year survival rate will be less sensitive to random variation in any one year's cohort size but may not adequately reflect recent trends in cohort growth or decline.

Literature suggests that, depending on the characteristics of the school district, survival rates that use between two and five years of data are the most accurate.^{3 4} In this study, we use a 5-year average of cohort survival rates to generate point estimates for future enrollments. We complement this point estimate with a range of enrollment estimates generated using 1-year, 3-year, and 10-year cohort average survival rates.

Cohort survival rates cannot be used to generate projections of kindergarten enrollment because there is no prior year's cohort size on which to base the projection. Though Steilacoom Historical School District does offer some preschool classes, eligibility and enrollment is not stable and does not reflect the full population of children likely to enroll in kindergarten. Thus, preschool enrollment numbers cannot be used to project future kindergarten cohort sizes.

To estimate future kindergarten enrollments, we use data from the Washington State Department of Health (DOH) on number of births to mothers residing in the District area between 2004 and 2018. These data allow us to compare the number of births to mothers residing in a school attendance area to the number of children that enroll in kindergarten at that school five years later. The number of children enrolling in kindergarten at a school divided by the number of births in the school area five years earlier is known as the birth-to-kindergarten (or birth-to-K) ratio.

Historical birth-to-K ratios are commonly used to project kindergarten enrollments, particularly in concert with cohort survival rate analysis.⁵ To project kindergarten enrollments using birth-to-K ratios, the historical ratio (which may be averaged across multiple years) is multiplied by the number of births in the school area in recent years to generate projections of kindergarten enrollment over the next several years. At the time of report writing, the state DOH had birth data available through 2018, and thus we were able to use historical birth-to-K ratios (using averages of one, three, five, and 10 years of data) to project kindergarten enrollments in the 2020-21, 2021-2022, 2022-23, and 2023-24 school years.⁶

For school years beyond 2023-24, birth data are either not yet available or do not yet exist. To project kindergarten enrollments for these years, we first project the number of births in each year from 2019 to 2024 within the Steilacoom Historical School District. To project these numbers of births, we calculate the linearized growth in the number of births in each school area between 2010 and 2018. We then use that

³ Anderson, Mary Estelle. 2014. *Projecting Enrollment in Urban Schools: A Comparative Study of Three Forecasting Models*. Dissertation: California State University, Fresno.

⁴ Berk & Associates. 2008. *K-12 School Enrollment Projections Study*. Office of the Superintendent of Public Instruction.

⁵ Anderson, 2014; Berk & Associates, 2008; The Demographics Research Group, n.d.

⁶ The birth years used in calculating the birth-to-K ratios are calendar years, while eligibility to enroll in kindergarten in Steilacoom Historical School District is based on birth years that extend from September 1 to August 31. Thus, the DOH birth numbers do not exactly match the number of students born in the District eligible to start kindergarten in the specified year. There is overlap between these two groups—for example, children born between January 1 and August 31, 2014 are included in our count of children eligible to start kindergarten in 2019 and were eligible by the District's standards. However, children born between September 1 and December 31, 2014 would be included in our 2019 eligibility count but would not actually have been eligible to start kindergarten in 2019 by the District's policy. Our count of children eligible to start in 2019 would exclude children born in 2018, many of whom (particularly those born between September 1 and December 31) likely did start kindergarten in 2019.

We attempted to obtain DOH birth data that included the month of birth but were unable to do so due to limited staff capacity at DOH during the COVID-19 pandemic. Obtaining this data would have required DOH to produce a custom data file, which they were not doing (due to capacity constraints) at the time of report writing.

linearized growth rate and the historical numbers of births to calculate future birth projections. The projected numbers of birth are then multiplied by the historical birth-to-K ratios to produce kindergarten enrollment projections in each school year through 2029-30.

Household Population Projection Analysis

The second projection method is based on a structural relationship between school enrollment and household population projections. Household population projections are regularly produced for counties participating GMA planning, including Pierce County. For these counties, the state Office of Financial Management (OFM) prepares a reasonable range of possible population growth and County officials, also by law, select a 20-year GMA planning target from within the range of high and low prepared by OFM. These adopted targets are further allocated among the cities, towns, and unincorporated areas within the county to guide long-term planning.

Historically, student enrollment has a high degree of correlation (0.94)⁷ with estimates of household population produced by OFM. District-wide enrollment as a percentage of household population has ranged from 15.9% to 17.0% over the last 10 years (Exhibit 14). Our GMA-based projections use a range of assumptions referencing the 2017 OFM projections and subsequent targets set for the City of DuPont and the Town of Steilacoom to project student enrollment.

Exhibit 14. GMA Household Population-Based Projection Assumptions

Population Growth Rates			Total District Enrollment "Capture Rate"	
Scenario	Source	Rate	Source	Rate
Low	2030 Targets (Historic)	1.45%	2010-2019 Min	15.87%
Medium	2030 Targets (Needed to Meet)	1.61%	5-year average	16.76%
High	OFM GMA 2020-2030 for all of Pierce County	1.88%	2010-2019 Max	17.00%

Sources: OFM, 2017; Steilacoom Historical School District, 2020; BERK, 2020.

PROJECTION RESULTS

Cohort Survival Analysis

Exhibit 15 reflects the cohort survival rates for grades 1-12 based on the most recent one, three, five, and 10 years of enrollment data. Generally, cohort sizes are growing—district-wide survival rates range between 101.4% and 103.2%, depending on the years of data used. However, there is variation across grade bands. Survival rates generally run higher for 6th grade than they do for other grades. This is largely due to military-affiliated families within the District. JBLM offers on-base schooling for grades K-5 through Clover Park School District, so a number of children in military-affiliated families that live in the Steilacoom Historical School District attend school on-base through 5th grade, and then move to the

⁷ BERK calculation, 2020; based on OFM historical population data, 2019, and Steilacoom Historical School District historical enrollment numbers, 2020.

Steilacoom schools in 6th grade.

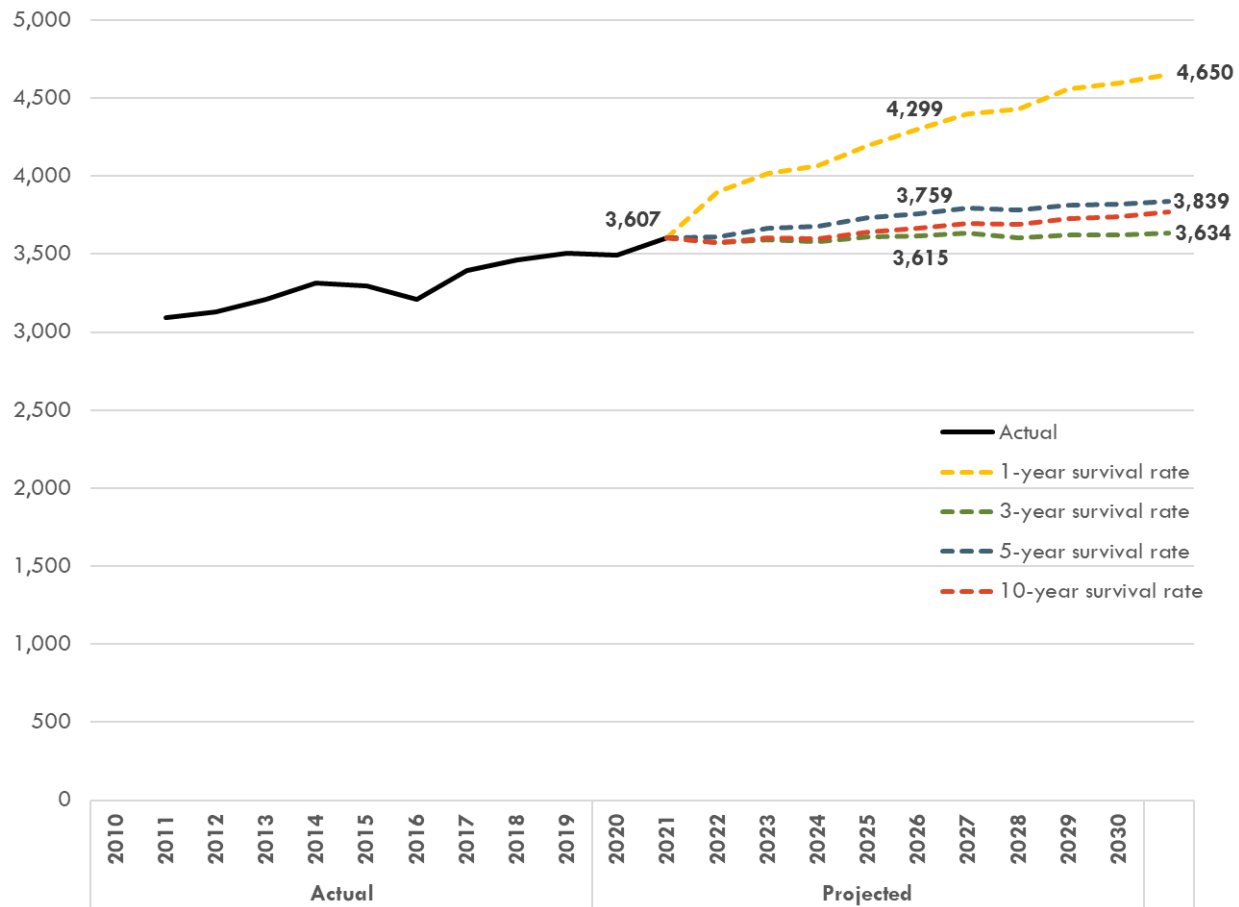
Exhibit 15. Cohort Survival Rates, by Grade Entering (based on 2009-2020 enrollment data)

Grade	Cohort Survival Rate (1-year)	Cohort Survival Rate (3-year)	Cohort Survival Rate (5-year)	Cohort Survival Rate (10-year)
1	107.8%	102.1%	102.7%	101.7%
2	104.0%	98.9%	100.0%	100.9%
3	103.5%	100.9%	100.4%	100.7%
4	93.7%	98.0%	97.1%	99.6%
5	101.6%	100.6%	102.7%	101.5%
6	111.3%	107.3%	108.2%	106.5%
7	101.5%	102.5%	103.5%	101.6%
8	98.2%	96.1%	98.4%	98.3%
9	103.3%	101.9%	101.5%	97.9%
10	100.3%	99.6%	101.2%	97.8%
11	97.2%	97.9%	100.9%	99.6%
12	90.9%	96.4%	97.6%	94.8%
All	103.2%	101.4%	102.4%	101.6%

Sources: Steilacoom Historical School District, 2020; BERK, 2020.

Exhibit 16 reflects the projected overall district enrollment in 2021-2030 using the cohort survival rate method and the sets of rates described above. According to this projection, the overall district enrollment will fall between 3,615 and 4,299 students (kindergarten through 12th grade) in 2025 and between 3,634 and 4,650 students in 2030. However, the higher end projection is based on just one year of cohort survival data and may be sensitive to one-time jumps in cohort sizes. In contrast, the estimate based on 10 years of cohort survival data may not adequately capture the higher level of cohort growth in recent years.

Exhibit 16. District-wide Cohort Survival Rate Enrollment Projections



Sources: Steilacoom Historical School District, 2020; BERK, 2020.

These district-wide projections reflect students enrolled in the District’s traditional K-12 schools. Because this study focuses on enrollment and capacity in the District’s traditional schools, the projections do not include students enrolled in Futures, a District special education program; and students enrolled in Steilacoom Pride Academy, an in-district alternative school. Futures was introduced in the 2011-2012 school year, and Steilacoom Pride Academy in the 2019-2020 school year.

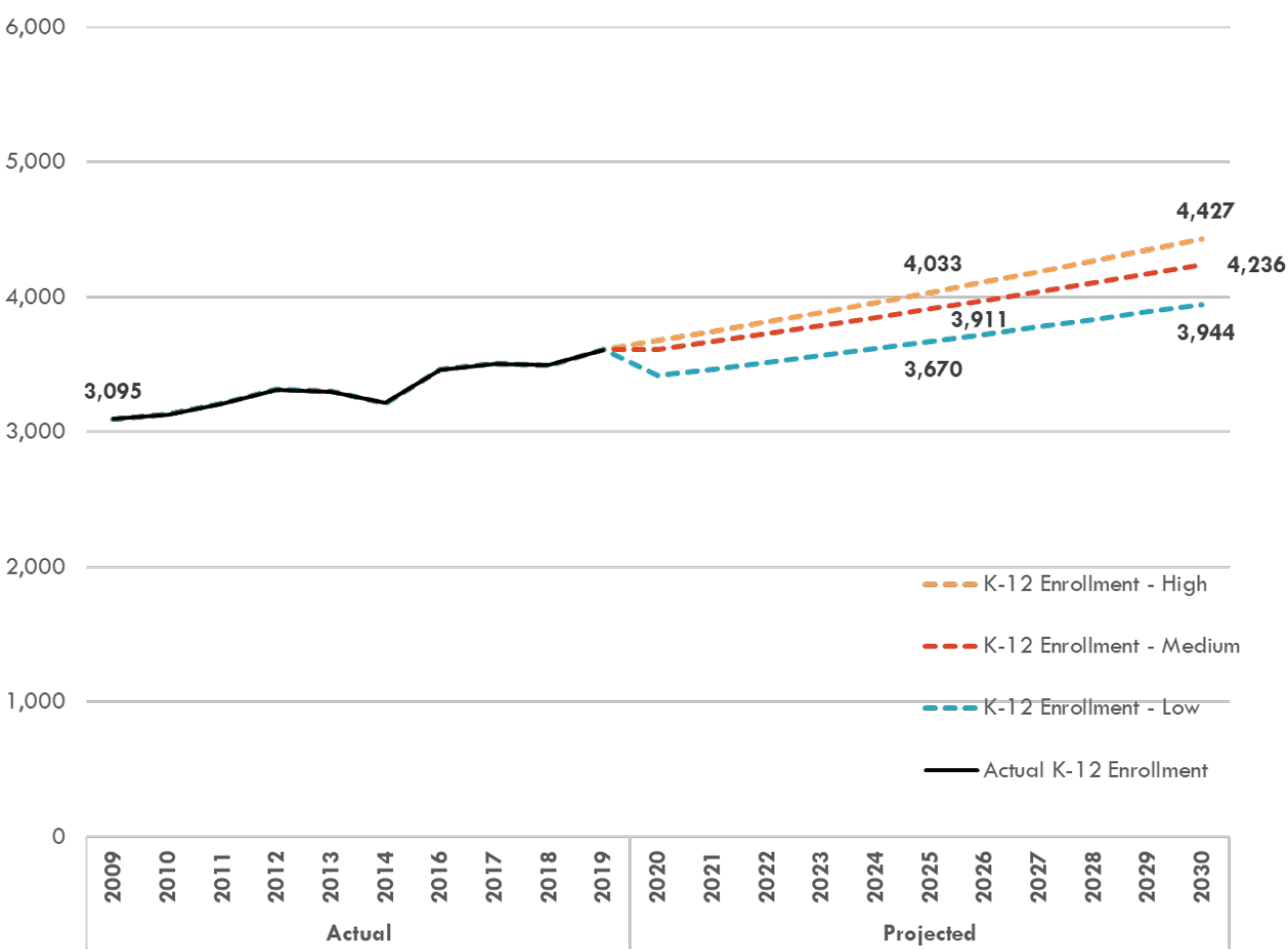
The district-wide historical enrollment numbers used in these projection charts, as well as the school-specific enrollment projection charts (see Appendix), exclude students enrolled in Futures and Pride Academy. Between 2011-12 and 2018-19, Futures students represented less than 0.3% of all District K-12 students per year. In 2019-20 (the first year Pride Academy was in operation), Futures and Pride Academy students together represented 1.4% of the District’s total K-12 enrollment.

We did not calculate projections for future enrollment in preschool, so the district-wide totals do not include these students. Because students must qualify for infant or toddler preschool services via a District assessment of special needs, cohort survival methods cannot be used in the same way to project preschool enrollment. Enrollment in preschool for three- and four-year-old’s does not capture the entire population of likely kindergarteners.

GMA Household Population-Based

The projections based on GMA planning projections for households indicate a range of enrollment in 2030 from 3,944 to 4,427 (Exhibit 17). The range of estimates based on this analysis is tightly clustered, as planning assumptions largely concur about a low rate of household population growth expected for this area.

Exhibit 17. GMA Household Population-Based Enrollment Projections



Sources: OFM, 2017; Steilacoom Historical School District, 2020; BERK, 2020.

MOST LIKELY SCENARIO

Methodological literature indicates cohort survival to be a better predictor of enrollment than other methods. Among these, the 5-year average survival rates provide projections that balance between achieving recency and stability among the cohort survival projections. Based on the 5-year rates, the projected total number of students district-wide is **3,759** in 2025 and **3,839** in 2030. Exhibit 18 summarizes the projected enrollment by grade level in 2025 and 2030 using 5-year cohort survival rates.

Exhibit 18. Actual and Projected Enrollments by Grade (Cohort Survival Rate Method, 5-year Average Rates)

Grade	2020 (actual)	2025 (projected)	2030 (projected)
K	261	267	275
1	285	275	281
2	292	290	282
3	286	307	282
4	250	256	263
5	276	279	271
6	268	309	293
7	322	311	318
8	260	285	329
9	278	308	296
10	252	280	315
11	309	328	326
12	270	263	309
Total K-12	3,609	3,759	3,839

Note: Excludes students enrolled in Futures and Pride Academy; excludes preschool students.

Sources: Steilacoom Historical School District, 2020; WA DOH, 2020; BERK, 2020.

Detailed district-wide projections and school-specific projections can be found in the Appendix.

Appendix

STUDENT GENERATION RATES

Exhibit 19. Steilacoom Public Schools 2019 Student Generation Rates Detail

	Single Family	Multi-family
Student Generation Rates		
Elementary (K through 5)	0.483	0.024
Middle School (6 through 9)	0.103	0.030
High School (10 through 12)	0.138	0.048
Total	0.724	0.101
New Housing Units in the District, 2014-2018		
Total	58	168
Students Living at the Housing Units, 2019		
Kindergarten	8	0
Grade 1	7	2
Grade 2	4	1
Grade 3	4	1
Grade 4	0	0
Grade 5	5	0
Grade 6	2	2
Grade 7	3	0
Grade 8	1	3
Grade 9	3	1
Grade 10	3	3
Grade 11	2	4
Grade 12	0	0
Elementary Total (K through 5)	28	4
Middle School Total (6 through 9)	6	5
High School Total (10 through 12)	8	8
Total (All Grades)	42	17

Source: 3 Square Blocks (now BERK Consulting), 2019.

COHORT SURVIVAL RATE PROJECTIONS, DISTRICT-WIDE, ALL RATES

Exhibit 20. District-wide Cohort Survival Rate Enrollment Projections, by Grade (2020-2030)

Survival Rate	Grade	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
1-year	K	277	265	299	284	271	273	274	276	278	279	281
3-year	K	277	260	291	276	264	266	267	268	270	272	273
5-year	K	277	261	296	281	268	267	269	270	272	274	275
10-year	K	277	271	307	290	277	279	280	282	284	285	287
1-year	1	290	301	287	326	309	295	296	298	300	302	304
3-year	1	290	284	265	298	282	270	271	273	274	276	277
5-year	1	290	285	268	304	289	275	275	276	278	280	281
10-year	1	290	283	277	314	297	284	285	287	288	290	292
1-year	2	285	305	313	301	342	325	310	312	314	317	319
3-year	2	285	289	281	264	296	280	268	269	271	272	274
5-year	2	285	292	286	271	306	290	277	277	278	280	282
10-year	2	285	294	286	280	317	300	287	288	290	292	293
1-year	3	268	295	315	326	313	357	339	323	325	328	330
3-year	3	268	287	291	283	266	298	283	270	272	273	275
5-year	3	268	286	294	287	272	307	291	278	278	280	282
10-year	3	268	288	297	289	283	320	303	290	291	293	294
1-year	4	266	250	277	296	306	294	335	318	303	305	307
3-year	4	266	250	269	274	266	250	280	266	254	255	257
5-year	4	266	250	268	276	269	256	288	274	261	261	263
10-year	4	266	250	270	279	272	266	301	285	272	273	275
1-year	5	248	274	257	285	304	315	303	344	327	312	314
3-year	5	248	271	255	274	279	271	255	285	271	259	260
5-year	5	248	276	259	277	286	279	265	299	284	271	271
10-year	5	248	271	255	275	285	277	271	306	290	277	279
1-year	6	314	276	305	287	317	339	351	337	384	365	347
3-year	6	314	266	291	274	294	299	290	273	306	290	278
5-year	6	314	268	298	280	300	309	301	287	323	307	293
10-year	6	314	264	289	271	293	303	295	289	326	309	295
1-year	7	264	317	281	311	292	323	346	358	343	391	372
3-year	7	264	320	274	299	281	302	308	299	281	315	299
5-year	7	264	322	278	309	290	311	320	312	297	334	318
10-year	7	264	316	269	294	276	298	308	300	294	332	314
1-year	8	274	259	311	276	305	287	317	339	351	337	384
3-year	8	274	254	307	263	287	270	291	296	287	270	302
5-year	8	274	260	317	273	304	285	305	315	307	292	329
10-year	8	274	259	311	264	288	271	293	303	294	288	326
1-year	9	250	283	268	322	286	315	296	328	351	363	348
3-year	9	250	279	258	313	268	293	275	296	301	292	275
5-year	9	250	278	263	321	277	308	290	310	320	311	296
10-year	9	250	268	254	304	258	282	266	286	296	288	282
1-year	10	307	250	284	269	323	287	316	297	329	352	364
3-year	10	307	248	278	257	312	267	292	274	295	300	291
5-year	10	307	252	281	267	325	280	312	293	314	323	315
10-year	10	307	243	262	248	297	253	276	260	280	290	282
1-year	11	284	297	243	276	261	314	278	307	289	320	342
3-year	11	284	300	243	272	252	305	261	286	269	289	294
5-year	11	284	309	254	284	269	328	283	315	296	316	326
10-year	11	284	305	242	261	247	296	252	275	259	279	289
1-year	12	280	252	270	221	251	237	285	253	279	263	290
3-year	12	280	267	289	234	262	243	294	252	275	259	278
5-year	12	280	270	301	248	277	263	320	276	307	289	309
10-year	12	280	263	289	230	248	234	281	238	261	245	264
1-year	Total	3,607	3,899	4,015	4,064	4,197	4,299	4,397	4,428	4,557	4,597	4,650
3-year	Total	3,607	3,574	3,593	3,581	3,610	3,615	3,635	3,607	3,626	3,623	3,634
5-year	Total	3,607	3,609	3,664	3,678	3,732	3,759	3,797	3,781	3,813	3,818	3,839
10-year	Total	3,607	3,576	3,607	3,600	3,639	3,663	3,696	3,688	3,725	3,742	3,774

Sources: Steilacoom Historical School District, 2020; WA DOH, 2020; BERK, 2020.

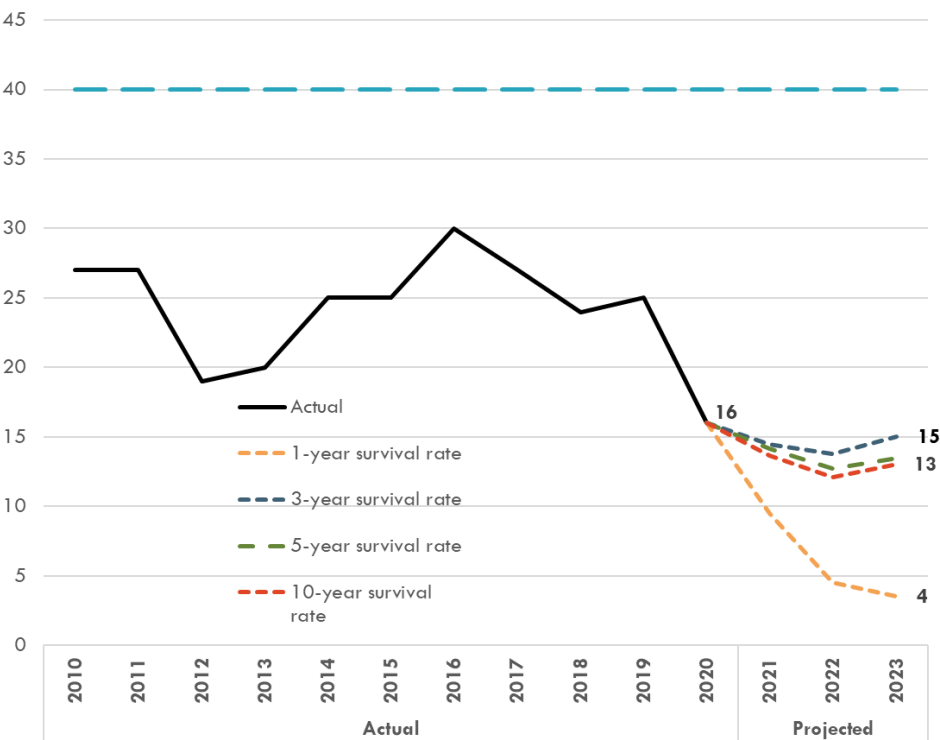
ANDERSON ISLAND ELEMENTARY

Anderson Island Elementary School is located 13005 Camas Road on Anderson Island, part of unincorporated Pierce County. While previously serving grades K-5, as of 2019-2020, Anderson Island Elementary no longer offers 4th and 5th grades, but has added preschool. In 2019-2020, the total enrollment in preschool through 3rd grade was 22 students. The current school, which has 11,366 square feet of space, consists of a one-room schoolhouse built in 1980, plus portable classrooms and a multipurpose room added between 1996 and 2007.

Exhibit 21 shows historical actual enrollment levels and projected enrollment numbers for Anderson Island Elementary School, 2010-2023. The Anderson Island projections are truncated at 2023 because enrollment projections cannot be relied upon for more than a few years in such small populations.

Because the school no longer offers 4th and 5th grades, this exhibit (including historical enrollment numbers) includes only students in kindergarten through 3rd grade. Because of the small cohort sizes at Anderson Island Elementary, we used absolute number estimations of cohort survival, rather than percentages. For example, if a cohort went from four students in a year to three students in the next year, we would estimate a cohort survival impact of -1 student, rather than -25%. This model helps to reduce the outsize impact of one or two students leaving a cohort on enrollment projections for this small school.

Exhibit 21. Anderson Island Elementary Cohort Survival Enrollment Projections (K-3 only; absolute numbers)



Sources: Steilacoom Historical School District, 2020; BERK, 2020.

Exhibit 22 summarizes historical and the most-likely scenario for projected enrollments by grade for

Anderson Island Elementary School. Enrollment declined significantly in the 2019-20 school year, possibly as a result of parents moving their younger children to the same (off-island) school as their older children when the school stopped offering 4th and 5th grades. This decrease in cohort sizes, plus declining birth numbers on Anderson Island, contribute to the declining projected enrollments over time.

Exhibit 22. Actual and Most-Likely Projected Enrollment by Grade, Anderson Island Elementary School

	School Year	K	1	2	3	All Grades
Actual	2009-10	8	8	6	5	27
	2010-11	3	10	8	6	27
	2011-12	4	4	7	4	19
	2012-13	5	5	3	7	20
	2013-14	8	6	7	4	25
	2014-15	8	7	4	6	25
	2015-16	8	8	8	6	30
	2016-17	6	8	3	10	27
	2017-18	7	6	7	4	24
	2018-19	4	7	6	8	25
	2019-20	6	2	3	5	16
Projected	2020-21	4	6	0	4	14
	2021-22	4	4	4	1	13
	2022-23	3	3	2	5	13

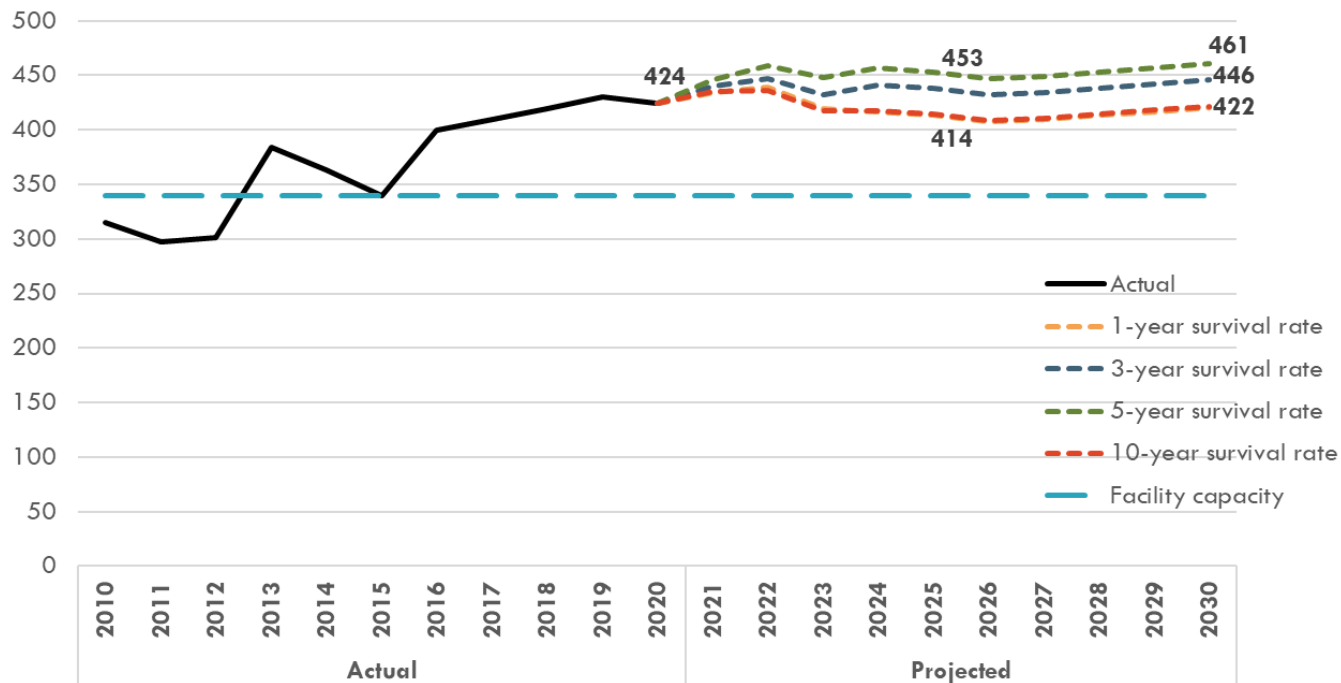
Sources: Steilacoom Historical School District, 2020; BERK, 2020.

CHERRYDALE PRIMARY

Cherrydale Primary School is located at 1201 Galloway Street in the Town of Steilacoom. Offering preschool through 3rd grade, Cherrydale had 424 enrolled students in the 2019-2020 school year. The current school building was constructed in 1962 and remodeled in 1998. It is located on 7.24-acre site and has 42,083 square feet of indoor space.

Exhibit 23 shows historical actual enrollment levels and projected enrollment numbers for Cherrydale Primary School, 2010-2030. School-wide enrollment projections range from 414 to 453 in 2025 and from 422 to 461 in 2030.

Exhibit 23. Cherrydale Primary Cohort Survival Rate Enrollment Projections



Sources: Steilacoom Historical School District, 2020; BERK, 2020.

Exhibit 24 summarizes historical enrollments and the most-likely scenario for projected enrollments by grade for Cherrydale Primary School. Overall, slight increases in enrollments are projected over the next 10 years, with some dips due to differences in birth cohort sizes.

Exhibit 24. Actual and Most-Likely Projected Enrollment by Grade, Cherrydale Primary School

	School Year	K	1	2	3	All Grades
Actual	2009-10	69	86	74	86	315
	2010-11	67	75	78	77	297
	2011-12	71	74	75	81	301
	2012-13	111	90	91	92	384
	2013-14	105	94	79	85	363
	2014-15	88	85	91	76	340
	2015-16	113	93	99	95	400
	2016-17	92	121	97	100	410
	2017-18	111	93	110	105	419
	2018-19	115	99	103	113	430
	2019-20	98	118	108	100	424
Projected	2020-21	110	99	125	111	446
	2021-22	113	111	105	129	459
	2022-23	107	114	119	108	448
	2023-24	106	108	121	122	457
	2024-25	107	107	115	125	453
	2025-26	108	108	114	118	447
	2026-27	109	109	115	117	449
	2027-28	110	110	116	118	453
	2028-29	111	111	117	119	457
	2029-30	111	112	118	120	461

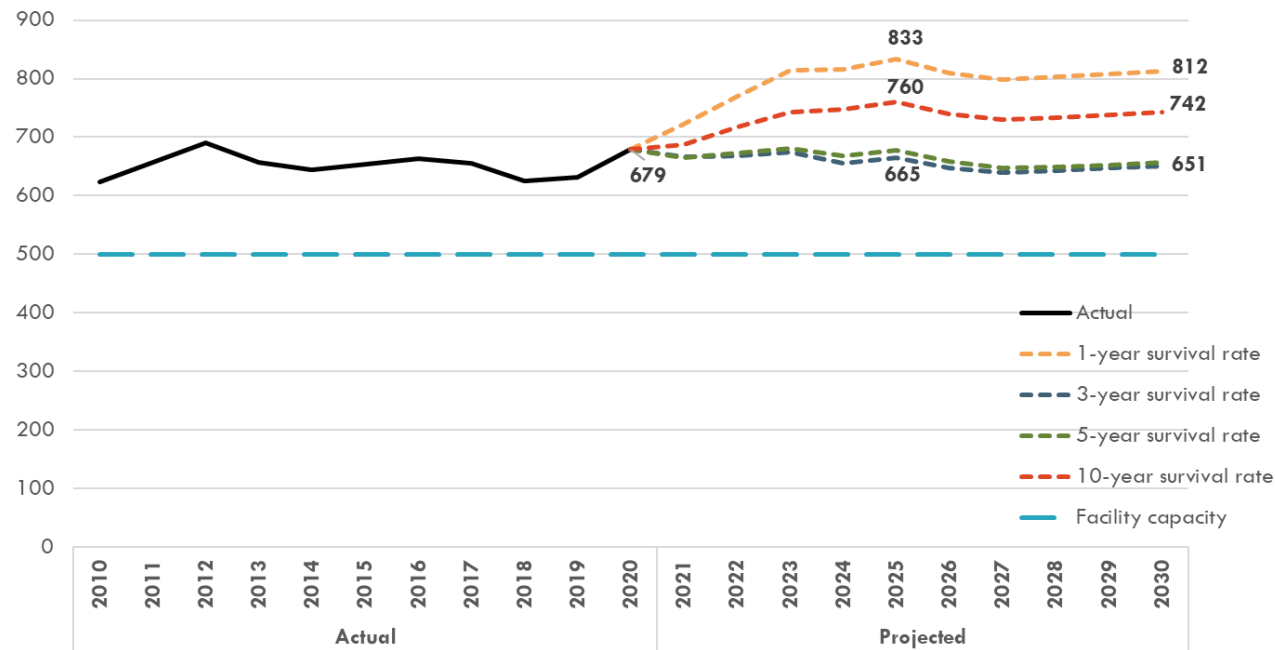
Sources: Steilacoom Historical School District, 2020; BERK, 2020.

CHLOE CLARK ELEMENTARY

Chloe Clark Elementary School is located at 1700 Palisade Boulevard in the City of DuPont. The school serves grades preschool through 3rd grade. In the 2019-2020 school year, the total enrollment was 679 students. The current school building was built in 2000 and remodeled in 2006 and has 59,333 square feet of indoor space on a 10-acre site.

Exhibit 25 shows historical actual enrollment levels and projected enrollment numbers for Chloe Clark Elementary School, 2010-2030. School-wide enrollment projections range from 665 to 833 in 2025 and from 651 to 812 in 2030.

Exhibit 25. Chloe Clark Elementary Cohort Survival Rate Enrollment Projections



Sources: Steilacoom Historical School District, 2020; BERK, 2020.

Exhibit 26. Actual and Most-Likely Projected Enrollment by Grade, Chloe Clark Elementary School

	School Year	K	1	2	3	All Grades
Actual	2009-10	178	156	163	126	623
	2010-11	155	162	165	175	657
	2011-12	160	163	177	190	690
	2012-13	159	159	172	169	659
	2013-14	179	161	152	153	645
	2014-15	149	193	164	147	653
	2015-16	155	152	195	162	664
	2016-17	166	159	146	185	656
	2017-18	166	170	160	129	625
	2018-19	150	168	150	163	631
	2019-20	173	170	174	162	679
Projected	2020-21	147	99	167	171	665
	2021-22	179	111	177	164	673
	2022-23	171	114	150	174	681
	2023-24	159	108	183	148	667
	2024-25	158	107	175	180	678
	2025-26	159	108	162	172	658
	2026-27	160	109	161	160	647
	2027-28	161	110	162	159	649
	2028-29	162	111	163	160	652
	2029-30	163	112	164	161	656

Sources: Steilacoom Historical School District, 2020; BERK, 2020.

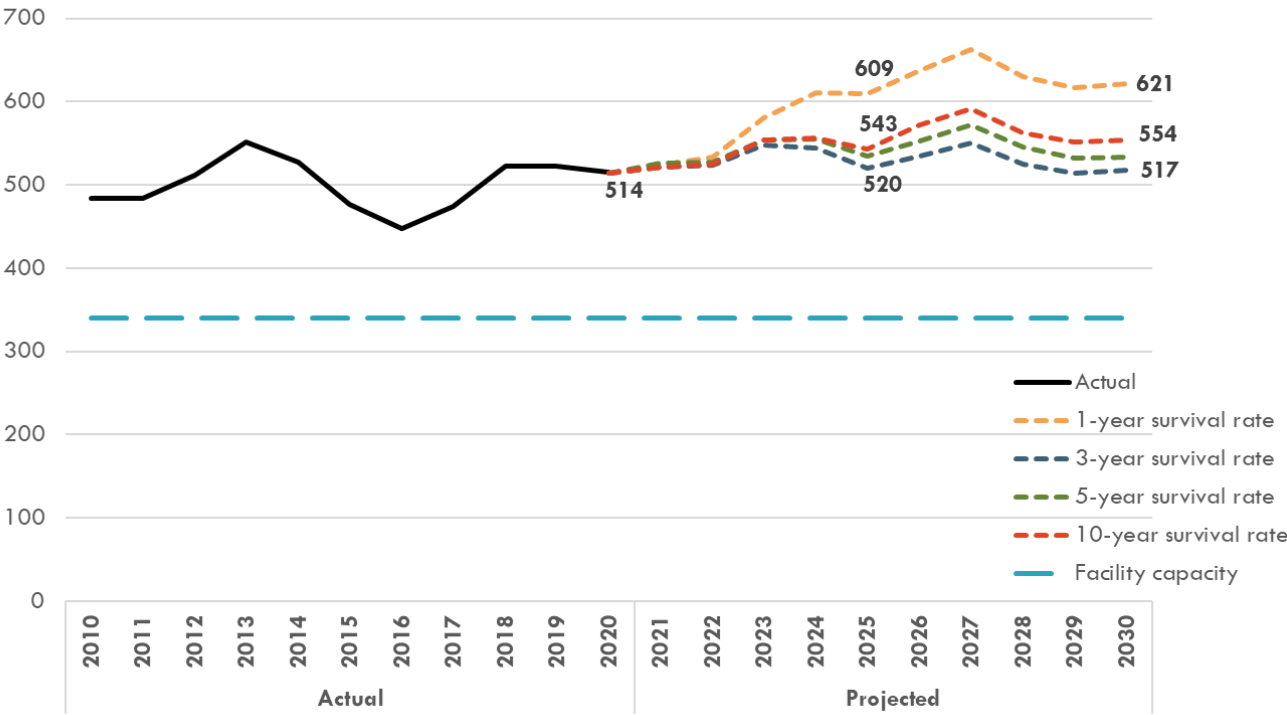
Exhibit 26 summarizes historical enrollments and the most-likely scenario for projected enrollments by grade for Chloe Clark Elementary School. Overall, relatively flat enrollment numbers are projected over the next 10 years, with some increases and some dips due to differences in birth cohort sizes.

SALTAR'S POINT ELEMENTARY

Saltar's Point Elementary school is located at 908 Third Street in the Town of Steilacoom. It is the District's only school serving grades 4 and 5. In the 2019-2020 school year, the total enrollment was 515 students. The school building—rebuilt in 1998—is located on a 7.69-acre site and has 55,235 square feet of indoor space.

Exhibit 27 shows historical actual enrollment levels and projected enrollment numbers for Saltar's Point Elementary School, 2010-2030. School-wide enrollment projections range from 520 to 609 in 2025 and from 517 to 621 in 2030.

Exhibit 27. Saltar’s Point Elementary Cohort Survival Rate Enrollment Projections



Sources: Steilacoom Historical School District, 2020; BERK, 2020.

Exhibit 28 summarizes historical enrollments and the most-likely scenario for projected enrollments by grade for Saltar’s Point Elementary School. Overall, slight increases in enrollments are projected over the next 10 years, with some dips due to differences in birth cohort sizes.

Exhibit 28. Actual and Most-Likely Projected Enrollment by Grade, Saltar's Point Elementary School

	School Year	4	5	All Grades
Actual	2009-10	250	234	484
	2010-11	244	240	484
	2011-12	264	247	511
	2012-13	285	266	551
	2013-14	248	279	527
	2014-15	215	261	476
	2015-16	221	226	447
	2016-17	237	237	474
	2017-18	280	243	523
	2018-19	241	281	522
	2019-20	266	248	515
Projected	2020-21	250	276	526
	2021-22	268	259	527
	2022-23	276	277	553
	2023-24	269	286	555
	2024-25	256	279	534
	2025-26	288	265	553
	2026-27	274	299	572
	2027-28	261	284	545
	2028-29	261	271	532
	2029-30	263	271	533

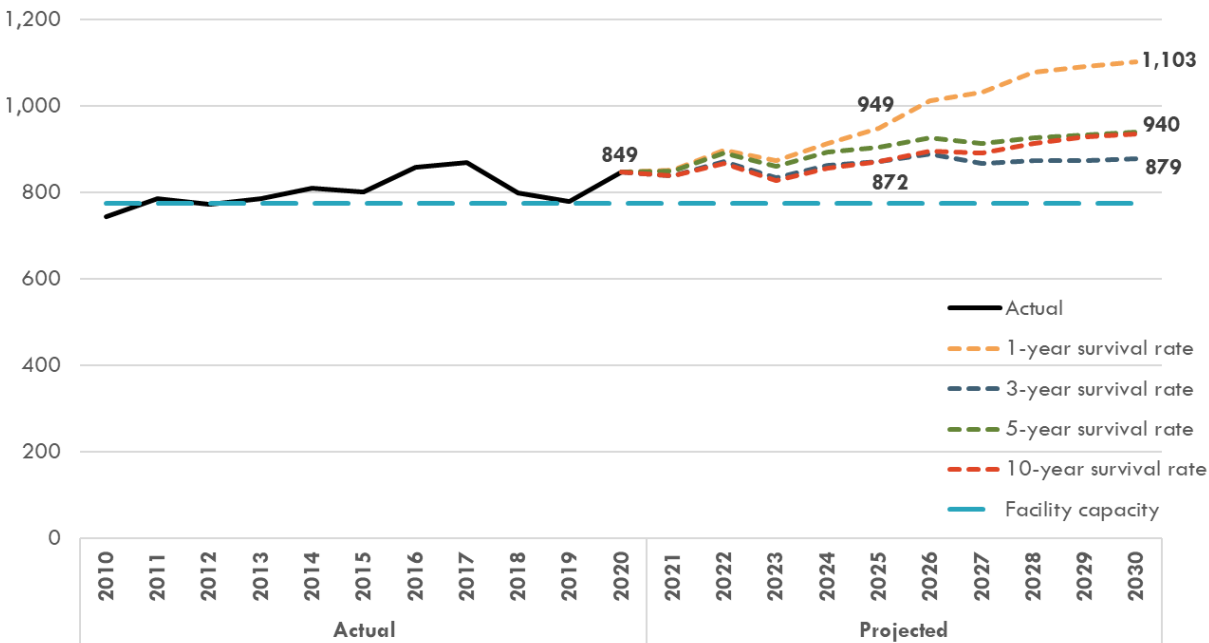
Sources: Steilacoom Historical School District, 2020; BERK, 2020.

PIONEER MIDDLE SCHOOL

Pioneer Middle School is located at 1750 Bob's Hollow Lane in the City of DuPont. It serves grades 6-8 for the entire District. The school had 849 enrolled students in the 2019-2020 school year. The school building is a 103,128 square foot structure built in 2008 and located on a 20-acre site.

Exhibit 29 shows historical actual enrollment levels and projected enrollment numbers for Pioneer Middle School, 2010-2030. School-wide enrollment projections range from 872 to 949 in 2025 and from 879 to 1,103 in 2030.

Exhibit 29. Pioneer Middle School Cohort Survival Rate Enrollment Projections



Sources: Steilacoom Historical School District, 2020; BERK, 2020.

Exhibit 30 summarizes historical enrollments and the most-likely scenario for projected enrollments by grade for Pioneer Middle School. Moderate increases in enrollments are projected over the next 10 years, with some dips due to differences in birth cohort sizes.

Exhibit 30. Actual and Most-Likely Projected Enrollment by Grade, Pioneer Middle School

	School Year	6	7	8	All Grades
Actual	2009-10	264	263	217	744
	2010-11	254	269	263	786
	2011-12	261	254	259	773
	2012-13	261	283	243	787
	2013-14	281	246	283	810
	2014-15	292	266	244	802
	2015-16	284	303	273	860
	2016-17	265	300	305	870
	2017-18	255	257	288	800
	2018-19	259	279	242	780
	2019-20	311	264	274	849
Projected	2020-21	268	322	260	850
	2021-22	298	278	317	893
	2022-23	280	309	273	862
	2023-24	300	290	304	894
	2024-25	309	311	285	905
	2025-26	301	320	305	927
	2026-27	287	312	315	913
	2027-28	323	297	307	926
	2028-29	307	334	292	933
	2029-30	293	318	329	940

Sources: Steilacoom Historical School District, 2020; BERK, 2020.

STEILACOOM HIGH SCHOOL

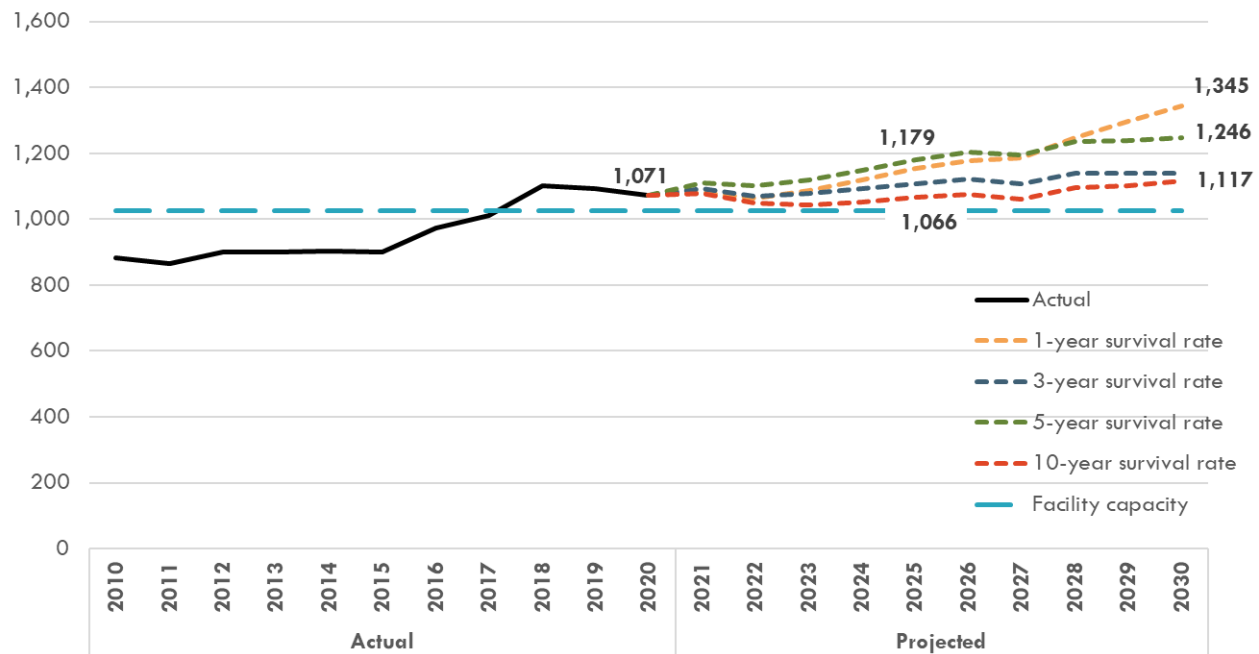
Steilacoom High School is located at 54 Sentinel Street in the Town of Steilacoom. The District's only traditional high school, it serves grades 9-12. In the 2019-2020 school year, the school had a total enrollment of 822 students. The current school building was built in 1980, has 133,374 square feet of indoor space, and is located on a 32.5-acre site.^{8 9}

Exhibit 31 shows historical actual enrollment levels and projected enrollment numbers for Steilacoom High School, 2010-2030. School-wide enrollment projections range from 1,066 to 1,179 in 2025 and from 1,117 to 1,345 in 2030.

⁸ Town of Steilacoom. 2015. *Comprehensive Plan*.

⁹ Steilacoom Historical School District No. 1. 2019. *Capital Facilities Plan: 2019-2025*.
<https://www.steilacoom.k12.wa.us/cms/lib/WA01001786/Centricity/Domain/37/2019-2025%20CFP%20FINAL%20Dec.%2018th%202019.pdf>

Exhibit 31. Steilacoom High School Cohort Survival Rate Enrollment Projections



Sources: Steilacoom Historical School District, 2020; BERK, 2020.

Exhibit 32 summarizes historical enrollments and the most-likely scenario for projected enrollments by grade for Steilacoom High School. Enrollment increases are projected in most school years over the next 10 years, with some dips due to differences in birth cohort sizes.

Exhibit 32. Actual and Most-Likely Projected Enrollment by Grade, Steilacoom High School

	School Year	9	10	11	12	All Grades
Actual	2009-10	253	228	209	194	884
	2010-11	214	235	231	186	866
	2011-12	253	219	229	198	899
	2012-13	238	234	211	216	899
	2013-14	237	227	237	203	904
	2014-15	249	210	216	224	899
	2015-16	249	270	234	221	974
	2016-17	272	246	268	226	1,012
	2017-18	296	278	251	275	1,100
	2018-19	305	285	263	240	1,093
	2019-20	249	306	277	239	1,071
Projected	2020-21	278	252	309	270	1,109
	2021-22	263	281	254	301	1,100
	2022-23	321	267	284	248	1,120
	2023-24	277	325	269	277	1,148
	2024-25	308	280	328	263	1,179
	2025-26	290	312	283	320	1,204
	2026-27	310	293	315	276	1,194
	2027-28	320	314	296	307	1,236
	2028-29	311	323	316	289	1,240
	2029-30	296	315	326	309	1,246

Sources: Steilacoom Historical School District, 2020; BERK, 2020.

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 09/23/2020

Strategic Focus Area

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

BACKGROUND INFORMATION

POLICY 2255 updates:

- Removes the requirement to obtain a parent or guardian's signature documenting the understanding of the difference between Home-Based Instruction and ALE. This information remains as a requirement to inform families at the time of enrollment.
- There is a truancy section revision which goes into effect 1/1/21.
- Our ALE include: Grad Alliance, BYU online for high school credit recovery and access for courses we cannot offer.
- Removes the requirement of self-evaluations from annual reporting requirements.
- Adds requirement of adding ALE data into CEDARS.
- Rewords the requirement that any student enrolled greater than .8 FTE through January must participate in required assessments for federal accountability – combining part-time with the .8 fulltime clauses.
- Adds reference for valid justifications for missed contact per WAC and board policy.
- Changes term from 'drops out of' to 'un-enrolls from.'
- Changes reference to WAC regarding board procedure.

RECOMMENDED ACTION:

It is recommended that the board adopt the policy revision as presented.

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

Alternative Learning Experience Courses

The board authorizes the creation of alternative learning experience (ALE) courses, as defined in the procedure which accompanies this policy.

The district will make available to students enrolled in an ALE courses educational opportunities designed to meet their individual needs. The district will comply with all program requirements necessary to count an ALE as a course of study and ensure state funding for ALE students.

ALE programs may include the following types of courses as defined in [RCW 28A.232.010](#):

1. Online courses (*See Policy 2024, Online Learning*);
2. Remote courses; and
3. Site-based courses.

The board will adopt and annually review written policies authorizing ALE courses, including each ALE course and course provider. The policy must designate, by title, one or more school district official(s) responsible for overseeing the district's ALE courses.

~~The district establishes the following~~ alternative courses(s) provided on site, ~~remote,~~ or ~~over the internet or by other electronic means~~ online, as defined in [WAC 392-121-182](#); WAC 392-550-020 are found under the Teaching & Learning section of the district's website.

The school district official(s) responsible for this (these) course(s) is the Executive Director of Student Achievement and the high school counselors.

Reporting Requirements

1. Annual Report to the Board of Directors

The school district official responsible for overseeing each ALE

course will report at least annually to the board. This annual report will include at least the following:

- ~~2.~~ 1. Documentation of ALE student headcount and full-time equivalent enrollment claimed for basic education funding;
2. Identification of the overall ratio of certificated instructional staff to full-time equivalent students enrolled in each ALE course; the number of certificated staff in each ALE course;
3. A description of how the course supports the district's overall goals and objectives for student academic achievement; and

Monthly Report to the Superintendent of Public Instruction

The district must report monthly to the Superintendent of Public Instruction:

1. Accurate monthly headcount and full-time equivalent enrollment for students enrolled in alternative learning experiences; and
- ~~1.2.~~ 2. Information about the resident and serving districts of such students.

3. -Regular Submissions to CEDARS

The district must report all required information to the office of superintendent of public instruction's Comprehensive Education Data and Research System under RCW 28A.300.500, including designating alternative learning experience courses as such when reporting course information to the Comprehensive Education Data and Research System.

Annual Report to the Superintendent of Public Instruction

The district must ~~submit an annual~~ report annually to the Superintendent of Public Instruction.

1. the number of certificated instructional staff full-time equivalent assigned to each alternative learning experience program; and detailing
2. enrollment of students (separately identified) where ALE instruction is provided entirely under contract pursuant to RCW 28A.150.305 and WAC 392-121-188.
3. the costs and purposes of any expenditures made to purchase or contract for instructional or co-curricular experiences and services that are included in an ALE written student learning plan, along with the substantially similar experiences or services made available to students enrolled in the district's regular instructional program.

Assessment Requirements:

All students enrolled in alternative learning experience courses or course work must be assessed at least annually, using, for full-time students, the state assessment for the student's grade level and using any other annual assessments required by the district.

~~Part-time students must also be assessed at least annually.~~

~~Part-time students whose ALE enrollment is claimed as greater than 0.8 FTE in any one month through the January count date must be included by the district in any required state or federal accountability reporting for that school year.~~

However, part-time students who are either receiving home-based instruction under [Chapter 28A.200, RCW](#) or who are enrolled in an approved private school under [Chapter 28A.195, RCW](#) are not required to participate in the assessments required under [Chapter 28A.655, RCW](#).

~~Any student whose alternative learning experience enrollment is claimed as greater than 0.8 fulltime equivalent in any one month through the January count date must be included by the district in any required state or federal accountability reporting for that school year, subject to existing state and federal accountability rules and procedures.~~

Students enrolled in nonresident district alternative learning experience courses or course work who are unable to participate in required annual state assessments at the nonresident district must have the opportunity to participate in such required

annual state assessments at the district of physical residence, subject to that district's planned testing schedule. It is the responsibility of the nonresident enrolling district to establish a written agreement with the district of physical residence that facilitates all necessary coordination between the districts and with the student and, where appropriate, the student's parent(s) to fulfill this requirement. Such coordination may include:

- arranging for appropriate assessment materials;
- notifying the student of assessment administration schedules;
- arranging for the forwarding of completed assessment materials to the enrolling district for submission for scoring and reporting; and
- arranging for any allowable testing accommodations, and other steps as may be necessary.

The agreement may include rates and terms for payment of reasonable fees by the enrolling district to the district of physical residence to cover costs associated with planning for and administering the assessments to students not enrolled in the district of physical residence. Assessment results for students assessed according to these provisions must be included in the enrolling district's accountability measurements, and not in the district of physical residence's accountability measurements.

—

Valid Justification for Missed Contact

Valid justifications why a student may miss the weekly contact requirements of ALE for the purpose of truancy include those outlined in Excused absences WAC 392-401-020 and in policy 3122.

Students who drop out of ALE courses:

A school district offering or contracting to offer an alternative learning experience course to a nonresident student must inform the resident school district if the student ~~drops out of~~ un-enrolls from the course or is otherwise no longer enrolled.

Procedures:

The superintendent is directed to develop procedures consistent with WAC 392-121-182 WAC chapter 392-550 to govern the administration of the district's ALE courses.

Legal References:

RCW 28A.150.305 Alternative educational service providers — Student eligibility.

RCW 28A.232.010 Alternative learning experience courses — Generally — Rules — Reports.

RCW 28A.250.050 Student access to online courses and online learning programs — Policies and procedures — Course credit — Dissemination of information — Development of local or regional online learning programs.

WAC 392-121-107 Definition-Course of study

WAC 392-121-188 Instruction provided under contract

WAC 392-137-230 Length of Acceptance

Chapter 28A.225 RCW Compulsory school attendance and admission

Adoption Date: 2.27.08

Revised Dates: 10.13.10; 9.25.13; 6.29.17; 8.31.18; 09.23.20

Steilacoom Historical School District No.1

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 23, 2020

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 3510 Associated Student Bodies

Requires that the district waive fees for students who are eligible for the free or reduced-price meals program and reduce fees for families who have difficulty paying.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 3510 to a second reading.

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

ASSOCIATED STUDENT BODIES

An associated student body (ASB) will be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district. An ASB will be a formal organization of students, including sub-components or affiliated student groups. Each ASB will submit a constitution and bylaws to the board for approval. The constitution and bylaws will identify how student activities become approved as student body activities and establish standards for their supervision, governance and financing. Subject to such approval process, any lawful activity which promotes the educational, recreational or cultural growth of students as an optional extracurricular or co-curricular activity may be considered for recognition as an ASB activity. Any lawful fund raising practices that are consistent with the goals of the district and which do not bring disrespect to the district or its students may be acceptable methods and means for raising funds for student body activities. The board of directors may act or delegate the authority to a staff member to act as the ASB for any school which contains no grade higher than grade six.

The principal will designate a staff member as the primary advisor to the ASB and assure that all groups affiliated with the ASB have an advisor assigned to assist them. Advisors will have the authority and responsibility to intervene in any activities that are inconsistent with district policy, ASB standards, student safety or ordinarily accepted standards of behavior in the community. When in doubt, advisors will consult the principal regarding the propriety of proposed student activities. Student activities cannot include support or opposition to any political candidate or ballot measure.

Each ASB will prepare and submit annually a budget for the support of the ASB program to the board for approval. All property and money acquired by ASBs, except private nonassociated student body funds, will be district funds and will be deposited and disbursed from the district's ASB program fund.

Money acquired by ASB groups through fundraising and donations for scholarships, student exchanges and charitable purposes will be private nonassociated student body fund moneys.

Solicitation of funds for nonassociated student body fund purposes must be voluntary and must be accompanied by notice of the intended use of the proceeds and the fact that the district will hold the funds in trust for their intended purpose. Nonassociated student body fund moneys will be disbursed as determined by the group raising the money. Private nonassociated student body funds will be held in trust by the district for the purposes indicated during the fund raising activities until the student group doing the fund raising requests disbursement of the funds and the accounts of the fundraising are complete and reconciled.

The board may establish and collect a fee from students and nonstudents as a condition to their attendance at or participation in any optional noncredit extracurricular district event of a cultural, social, recreational, or athletic nature. If the board establishes such a fee or fees, the superintendent or designee will establish a procedure for waiving fees for students who are eligible to

~~participate in the federal free or reduced-price meals program and for reducing such fees in the cases of those students whose families, by reason of their low income, would have difficulty in paying the entire amount of such fees and may likewise waive or reduce such fees for students' family members and other~~ nonstudents ~~of the age of sixty-five or over older~~ who, by reason of their low income, would have difficulty in paying the entire amount of such fees. Fees collected pursuant to this paragraph shall be deposited in the ASB program fund of the district.

Cross References: ~~6020 — System of Funds and Accounts~~

Cross References: ~~2150 – Co-Curricular Program~~

~~3515 - Student Incentives~~

~~4200 - Safe and Orderly Learning Environment~~

~~6020 - System of Funds and Accounts~~

~~4200 — Safe and Orderly Learning Environment~~

~~3515 — Student Incentives~~

Legal References: ~~RCW 28A.325.010 Fees for optional noncredit extracurricular events — Disposition~~

~~Legal References:~~ ~~RCW 28A.325.020~~ Associated student bodies — Powers and responsibilities affecting

~~RCW 28A.325.030~~ Associated student body program fund — Fundraising activities — Nonassociated student body program fund moneys

~~RCW 28A.325.050 Associated student body program fund — Publication of information on school district web site~~

~~Chapter 392-138 WAC~~ Finance — Associated student body moneys

Management Resources: ~~2020 – August Issue~~

~~2014 – December Issue~~

Adoption Date: 2.27.08
Steilacoom Historical School District No. 1
Revised: 7.24.14; 5.27.20; 9.23.20

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 9/23/2020

Strategic Focus Area

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

BACKGROUND INFORMATION

First Reading of Policy 6112 Rental or Lease of District Real Property

Policy recently updated by WSSDA to require any lease or rental agreements to include a “recapture clause” that allows the District to change the agreement if the property is needed for school purposes.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 6112 to a second reading.

[Click here to enter text.](#)

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

RENTAL OR LEASE OF DISTRICT REAL PROPERTY

When district real property is not needed, the board has the authority to call for bids to rent or lease any surplus real property. A notice of the intent to rent or lease property will be published in a newspaper of general circulation in the district at least 45 days before the rental or lease takes effect, if the value of the rental or lease is \$10,000.00 or more. The district may establish a minimum acceptable bid based upon the fair market value, provided that such minimum bid is non-discriminatory within classes of users.

Such property shall be rented or leased for lawful purposes. The rental or lease will be in the best interests of the district and will not interfere with the conduct of the district's educational program and related activities. The lease or rental agreement shall permit the recapture of the leased or rented surplus property should such property be needed for school purposes in the future unless proximity to an international airport precludes the possible or appropriate use of the property for a school, or the property is leased or rented for affordable housing purposes. It is a violation of district policy for any person, including a renter or leaser to carry a firearm or dangerous weapon on district property. Proceeds from rental or lease of district property which are in excess of the operational costs incurred for such rental or lease will be deposited in the capital projects fund or debt service fund.

At the option of the board of directors, after evaluating the sufficiency of the school district's capital projects fund for purposes of meeting demands for new construction and improvements, moneys derived from the lease or rental of real property may be deposited into the district's general fund to be used exclusively for nonrecurring costs related to operating school facilities, including but not limited to, expenses for maintenance.

Cross References: [4210 - Regulation of Dangerous Weapons on School Premises](#)

Legal References:	RCW 28A.335.040	Surplus school property, rental, lease or use of — Authorized
	28A.335.050	Surplus school property, rental, lease or use of — Joint use
	28A.335.060	Surplus school property, rental lease or use of — Disposition of moneys received for
	28A.335.070	Surplus school property, rental, lease or use of — Existing contracts not impaired
	28A.335.080	Surplus school property, rental, lease or use of — Community use not impaired
	28A.335.090	Conveyance and acquisition of property — Management
	28A.335.130	Real property — Sale — Use of proceeds

Management Resources: [2020 – August Issue](#)

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 10.22.14; 12.18.19; 09.23.20

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 23, 2020

Strategic Focus Area

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

BACKGROUND INFORMATION

The 2020 legislature enacted 2SHB 1191 entitled “Concerning school notifications.” That bill:

- Modifies requirements governing notifications from criminal justice entities to schools and school districts by establishing uniformity in notice requirements and in the duties of school personnel after a notification is received.
- Discontinues notifications to schools and school districts related to the unlawful inhalation of toxic fumes and specified criminal laws, and
- Makes information received by superintendents and principals in accordance with notification requirements for certain criminal offenses by students exempt from disclosure under the Public Records Act.

This law also requires school districts to adopt a revised policy for notification that is consistent with WSSDA’s model policy unless it has a compelling reason to develop and adopt a policy that addresses the same content requirements as the model policy.

The WSSDA model policy has the effect of repealing all the current language in policies 3143 and 4314, and replaces them with a single revised policy incorporated in 3143.

After adoption of the policy, the superintendent will adopt revised procedures.

RECOMMENDED ACTION:

The administration recommends that the Board move revisions to policy 3143 to a second reading.

The administration further recommends that the Board repeal policy 4314 upon passage of revised policy 3143.

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

NOTIFICATION AND DISSEMINATION OF INFORMATION ABOUT STUDENT OFFENSES AND NOTIFICATION OF THREATS OF VIOLENCE OR HARM

DISTRICT NOTIFICATION OF JUVENILE OFFENDERS

~~A court will notify the principal of a school in which a student is enrolled if the student has been convicted of, adjudicated for, or entered into a diversion agreement for any of the following offenses: a violent offense, a sex offense, a firearms offense, inhaling toxic fumes, a drug offense, liquor offense, assault, kidnapping, harassment, stalking, or arson. When the principal receives such notification, he or she must provide the information received about the student to every teacher of the student and to any other personnel who, in the judgment of the principal, supervises the student or for security purposes should be aware of the student's record. The information that the principal must provide is based on any written records that the principal maintains or receives from a juvenile court administrator or a law enforcement agency regarding the student.~~

~~-~~
~~Any information received by a principal or school personnel under this policy is confidential and may not be further disseminated except as allowed by RCW 28A.225.330, other statutes and case law, or the Family and Educational and Privacy Rights Act, 20 U.S.C. Sec. 1232g et seq.~~

~~-~~
~~If a student is convicted of, adjudicated for, or has entered into a diversion agreement for assault, kidnapping, harassment, stalking, or arson against a teacher, then that student will never be assigned to that teacher's classroom. Additionally, if a student is convicted of, adjudicated for, or has entered into a diversion agreement for assault, kidnapping, harassment, stalking, or arson against another student, the offending student will never be assigned to the same class as the other student.~~

~~-~~
~~Convicted juvenile sex offenders will not attend a school attended by their victims or their victims' siblings. Offenders and their parents or guardians will be responsible for providing transportation or covering other costs related to the offenders' attendance at another school.~~

~~The department of social and health services (DSHS) will notify the board of directors in writing at least thirty days before a juvenile convicted of a violent offense, a sex offense, or stalking is discharged, paroled, given authorized leave, or otherwise released to reside in the district. The DSHS Sex Offender School Attendance Program assists with ensuring that juvenile sex offenders, committed to Juvenile Rehabilitation Administration (JRA), do not enroll in the same school as their victim or their victims' siblings. If there is a conflict in schools, DSHS program staff will work with JRA to have the offender moved to another school. A community residential facility to which an adjudicated juvenile is transferred will provide written notice of the offender's criminal history to the district if the juvenile is attending school in the district while residing at the community residential facility.~~

The Steilacoom Historical School District is committed to providing a safe and secure environment for all its students and staff. All students, including those who have committed or been adjudicated for offenses, have constitutional rights to public education.

A. Notification of Student Offenses from County Sheriff's Office, Courts, Department of Social and Health Services, Department of Corrections, and Other School Districts.

The district receives notices and information about student offenders from several statutorily authorized sources, including the county sheriff's office, the courts, the department of social and health services, the department of corrections, and other school districts where the student previously enrolled. The district will take appropriate precautionary measures when it receives notices and information of student offenses from any of these sources. Student discipline, if any, will be consistent with 3241 – Student Discipline.

The superintendent, or his or her designee, and school principals play an important role in determining and implementing appropriate precautionary measures relating to notices and information about student offenses. If the superintendent, a designee of the superintendent, or a principal of a school receives student offense information under RCW 28A.225.330 (notifications from other school districts), 9A.44.138 (sheriff notifications to school districts), 13.04.155 (court notifications to school districts), 13.40.215 (department of children, youth, and families notifications to school districts), or 72.09.730 (department of corrections notifications to school districts), the following notification provisions will be followed.

1. Sex Offenses and Registered Sex or Kidnapping Offenders.

a. Superintendent or Designee. Upon receipt of information about sex offenses as defined in RCW 9.94A.030 or upon receipt of information about registered sex or kidnapping offenders pursuant to RCW 9A.44.138, the superintendent or his or her designee will provide the information to the principal of the school where the student is enrolled or will enroll—or, if not known, where the student was most recently enrolled.

b. Principals. When the principal receives the information described above, he or she must then disclose the information as follows.

If the student is classified as a risk level II or III, the principal shall provide the information received to every teacher of the student and to any other personnel who, in the judgment of the principal, supervises the student or for security purposes should be aware of the student's record.

If the student is classified as a risk level I, the principal shall provide the information received only to personnel who, in the judgment of the principal, for security purposes should be aware of the student's record.

c. Convicted Juvenile Sex Offenders Attendance at Victims School. Convicted juvenile sex offenders are prohibited from attending the elementary, middle, or high school attended by their victims or their victims' siblings. The parents or legal guardians of the convicted juvenile sex offender shall be responsible for providing transportation or covering other costs associated with or required by the sex offender's change in school.

The Department of Social and Health Services (DSHS) Sex Offender School Attendance Program assists with ensuring that juvenile sex offenders, committed to Juvenile Rehabilitation Administration (JRA), do not enroll in the same school as their victim or their victims' siblings. If

there is a conflict in schools, DSHS program staff will work with JRA to have the offender moved to another school.

d. Collaboration. The principal or designee will consult and collaborate with department of corrections, juvenile justice staff, treatment providers, victim support groups, and families, as applicable, when working with students required to register as a sex or kidnapping offender.

e. Inquiries by the Public. Law enforcement agencies receive relevant information about the release of sex and kidnapping offenders into communities and decide when such information needs to be released to the public. Therefore, district and school staff will refer all inquiries by the public at large (including parents and students) regarding students required to register as a sex or kidnapping offender directly to law enforcement.

2. Violent Offenses, Firearms and Dangerous Weapons Crimes, Unlawful Possession or Delivery of Controlled Substances, or School Disciplinary Actions.

a. Superintendent or Designee. Upon receipt of information about a violent offense as defined in RCW 9.94A.030, any crime under chapter 9A RCW, unlawful possession or delivery, or both, of a controlled substance in violation of chapter 69.50 RCW, or a school disciplinary action, the superintendent or designee will provide the information to the principal of the school where the student is enrolled or will be enrolled—or, if not known, where the student was most recently enrolled.

b. Principals. When the principal, receives the information described above, he or she, *has discretion* to share the information with a district staff member if, in the principal's judgment, the information is necessary for:

- The staff member to supervise the student;
- The staff member to provide or refer the student to therapeutic or behavioral health services; or
- Security purposes.

School principals and staff should use care not to allow a student's demographic or personal characteristics to bias the decision of whether to share information received.

Upon receipt of information about an adjudication in juvenile court for an unlawful possession of a controlled substance in violation of chapter 69.50 RCW, the principal *must* notify the student and the parent or legal guardian at least five days before sharing the information with a district staff member.

If either the student or the student's parent or legal guardian objects to the proposed sharing of the information, the student, the student's parent or legal guardian, or both, may, within five business days of receiving notice from the principal, appeal the decision to share the information with staff to the superintendent of the district in accordance with procedures developed by the district.

The superintendent shall have five business days after receiving an appeal under the above to make a written determination on the matter. Determinations by the superintendent under this subsection are final and not subject to further appeal.

A principal may not share adjudication information under this subsection with a district staff member while an appeal is pending.

3. Public Records Act.

Any information received by district staff under this section is exempt from disclosure under the public records act (chapter 42.56 RCW) and may not be further disseminated except as provided in RCW 28A.225.330, other statutes or case law, and the family and educational and privacy rights act of 1994 (20 U.S.C. Sec. 1232g et seq.).

4. Assignment of Student Offenders to Certain Classrooms.

A student committing an offense under chapter 9A.36 (assault), 9A.40 (kidnapping, unlawful imprisonment, custodial interference, luring, trafficking, and coercion of involuntary servitude), 9A.46 (harassment), or 9A.48 RCW (arson, reckless burning, and malicious mischief) when the activity is directed toward the teacher, shall not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned.

A student who commits an offense under chapter 9A.36 (assault), 9A.40 (kidnapping, unlawful imprisonment, custodial interference, luring, trafficking, and coercion of involuntary servitude), 9A.46 (harassment), or 9A.48 RCW (arson, reckless burning, and malicious mischief), when directed toward another student, may be removed from the classroom of the victim for the duration of the student's attendance at that school or any other school where the victim is enrolled.

B. Notification of Threats of Violence or Harm.

Students and school employees who are subjects of threats of violence or harm will be notified of the threats in a timely manner. "Threats of violence or harm" means direct or indirect communications by any means of the intent to inflict physical harm upon a specific individual or individuals or that place a person in fear of the imminent likelihood of serious harm.

The district will assess and address potential threats of violence or harm in a manner consistent with Policy and Procedure 3225 – School-Based Threat Assessment, other safety policies, and comprehensive safe school plans. In instances where the threat is deemed moderate risk or high risk, or requires further intervention to prevent violence or serious harm, the school administrator shall notify the parent and/or guardian of any student who is the target/recipient of a threat as well as the parent and/or guardian of any student who made the threat. The district will ensure that the notice is in a language the parent and/or guardian understands, which may require language assistance for parents or guardians with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive

as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

The district may use information about a threat of harm or violence in connection with student discipline consistent with Policy and Procedure 3241 – Student Discipline.

The district, board, school officials, and school employees providing notice in good faith as required and consistent with the board’s policies are immune from any liability arising out of such notification. A person who intentionally and in bad faith or maliciously, knowingly makes a false notification of a threat under this section is guilty of a misdemeanor punishable under RCW 9A.20.021.

C. Immunity.

Any school district or district employee who releases the information in compliance with federal and state law is immune from civil liability for damages unless it is shown that the school district or district employee acted with gross negligence or in bad faith.

Cross References:	Board Policy 2161	Special Education and Related Services for Eligible Students
	Board Policy 2162	Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
	Board Policy 3120	Enrollment
	Board Policy 3140	Release of Resident Students
	Board Policy 3207	Prohibition of Harassment, Intimidation, and Bullying
	Board Policy 3225	School Based Threat Assessment
	Board Policy 3231	Student Records
	Board Policy 3241	Student Discipline
	Board Policy 4020	Confidential Communications
	Board Policy 5281	Disciplinary Action and Discharge
Legal References:	Board Policy 6513	Workplace Violence Prevention
	Board Policy 4315	Release of Information Regarding Sexual Offenders
	RCW 4.24.550	Sex offenders and kidnapping offenders — Release of information to public — Web site
	RCW 9A.44.130	Registration of sex offenders and kidnapping offenders — Procedures — Definition — Penalties
	RCW 13.04.155	Notification to school principal of conviction, adjudication, or diversion agreement-provision of information to teachers and other personnel — Confidentiality

RCW 13.40.215	Juveniles found to have committed violent or sex offense or stalking — Notification of discharge, parole, leave release, transfer, or escape — To whom given — Definitions2) RCW 28A.600.460 Classroom discipline--policies--classroom placement of student offenders — data on disciplinary action
RCW 28A.225.330	Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules
RCW 28A.320.128	Notice and disclosure policies — Threats of violence — Student conduct — Immunity for good faith notice — Penalty
RCW 28A.600.460	Classroom discipline — Policies - Classroom placement of student offenders — Data on disciplinary actions
RCW 28A.320; 2020 c 167 § 1	Notification provisions
RCW 72.09.345	Sex offenders — Release of information to protect public — End-of-sentence review committee — Assessment — Records access — Review, classification, referral of offenders — Issuance of narrative notices
WAC 392-400	Student Discipline
20 U.S.C. 1232g; 34 C.F.R. Part 99	Family Educational Rights and Privacy Act
Article IX, Section 1	Washington State Constitution

Management Resources:

Policy News, August 2020	
Policy News, August 2018	
Policy News, October 2010	Release of Sex Offender Information
Policy News, August 1997	Legislature addresses student discipline
Policy News, June 1999	School safety bills impact policy

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: 1.11.12; 12.12.18; ~~XX.XX.XX~~

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 23, 2020

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 3424 deals with Opioid Related Overdose Reversal requirements. In the 2019 Legislative Session, the Washington State Legislature passed Substitute Senate Bill 5380. To prevent opioid-related overdoses and respond to medical emergencies resulting from overdoses, by January 1, 2020, the Office of Superintendent of Public Instruction (OSPI), in consultation with the Department of Health (DOH) and the Washington State School Directors' Association (WSSDA), were required to develop opioid related overdose policy guidelines and training requirements for public schools and school districts.

A school district with two thousand or more students must obtain and maintain at least one set of opioid overdose reversal medication doses in each of its high schools. A school district that demonstrates a good faith effort to obtain the opioid overdose reversal medication through a donation source, but is unable to do so, is exempt from the requirement in the law.

Training for school personnel who have been designated to distribute or administer opioid overdose reversal medication must meet the requirements for training described in the statute and any rules or guidelines for such training adopted by OSPI. Each high school is encouraged to designate and train at least one school personnel to distribute and administer opioid overdose reversal medication if the high school does not have a full-time school nurse or trained health care clinic staff.

RECOMMENDED ACTION:

The administration recommends that the Board move this new policy to a second reading.

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

OPIOID RELATED OVERDOSE REVERSAL

The SHSD board of directors, as required by state law, authorizes the district to obtain, maintain, and administer opioid related overdose reversal medication in accordance with this policy, to assist a person at risk of experiencing an opioid-related overdose.

The district has authority to obtain and maintain opioid overdose reversal medication either through a standing order, prescribed and dispensed according to RCW 69.41.095(5), or through one or more donation sources. The district will seek at least one set of opioid reversal medication doses for its high school. However, if the district documents a good faith effort to obtain and maintain opioid overdose reversal medication through a donation source, and is unable to do so, the district is exempt from the obligation to have a set of opioid reversal medication doses for each high school.

The following personnel may distribute or administer the school-owned opioid overdose reversal medication to respond to symptoms of an opioid-related overdose:

- A school nurse,
- School personnel who become designated trained responders, or
- A health care professional or trained staff person located at a health care clinic on public school property or under contract with the school district.

Training for school personnel to become designated trained responders and distribute or administer opioid overdose reversal medication must meet the requirements for training described in the statute and any rules or guidelines for such training adopted by the Office of Superintendent Public Instruction. If the high school does not have a full-time school nurse or trained health care clinic staff, the district shall identify at least one member of each high school's personnel to become a designated trained responder who can distribute and administer opioid overdose reversal medication.

Opioid overdose reversal medication may be used on school property, including the school building, playground, and school bus, as well as during field trips or sanctioned excursions away from school property. A school nurse or a designated trained responder may carry an appropriate supply of school-owned opioid overdose reversal medication on in-state field trips and sanctioned in-state excursions.

Individuals who have been directly prescribed opioid overdose reversal medication according to RCW 69.41.095 lawfully possess and administer opioid overdose reversal medication, based on their personal prescription. However, such "self-carrying" individuals must show proof of training as verified by a licensed registered professional nurse employed or contracted by the district or participate in district training as specified in the accompanying procedure.

If any type of overdose is suspected, including an opioid related overdose, district staff will call 9-1-1 and alert a first responder. The school nurse, designated trained responder, or trained staff person located at a health care clinic on public school property or under contract with the school

district will follow the [Washington Department of Health](#) steps for administering naloxone for a suspected opioid related overdose.

Cross References:	3416 - Medication at School 3418 - Response to Student Injury or Illness
Legal References:	Chapter 69.50.315 RCW – Drug-related overdose Chapter 69.50.315 RCW – Health Screening and Requirements Chapter 28A.210 RCW – Health Screening and Requirements
Management Resources:	OSPI, January 2020, Opioid Related Overdose Policy Guidelines and Training in the School Setting

Adoption Date: XX.XX.XX

School District Name: Steilacoom Historical School District

Revised: NEW

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 23, 2020

Strategic Focus Area

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

BACKGROUND INFORMATION

The 2019 legislature enacted E2SSB 5497 entitled “Establishing a statewide policy supporting Washington state’s economy and immigrant’s role in the workplace.” That bill, among other things, required the state attorney general to develop model policies limiting immigration enforcement in public schools, health facilities, courthouses, and shelters to ensure safe access for Washington residents regardless of immigration or citizenship status.

Once published by the attorney general, all public schools, health facilities, and courthouses must:

- (a) Adopt necessary changes to policies consistent with the model policy; or
- (b) Notify the attorney general that the agency is not adopting the changes to its policies consistent with the model policy, state the reasons that the agency is not adopting the changes, and provide the attorney general with a copy of the agency's policies.

The attorney general model policies can be found here at this site: https://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/Office_Initiatives/KWW/KWW%20Schools%20Model%20Guidance.pdf

This policy essentially prohibits Steilacoom Historical School District and its employees from participating or aiding in immigration enforcements against students and their families, staff, and volunteers. It also requires the District to publish and distribute to parents and or guardians specific resources and policies regarding immigration enforcement on an annual basis.

The draft policy 4300, if adopted, is consistent with the attorney general’s model policy for K-12 school districts. Substantive changes to the draft would require the district to follow the notification and reporting process identified in statute.

RECOMMENDED ACTION:

The administration recommends that the Board move this new policy to a second reading.

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

LIMITING IMMIGRATION ENFORCEMENT IN SCHOOLS

Applicability of Policies to Immigration Enforcement

- Steilacoom Historical School District adheres to all requirements of federal and state law.
- The provisions of this policy shall apply to the Steilacoom School District and all school facilities, which include (but are not limited to) adjacent sidewalks, parking areas, sports facilities, playgrounds, and entrances and exits from said building spaces.
- Steilacoom Historical School District's policies prohibiting participation or aid in immigration enforcement shall apply for enforcement activity against students and their families, staff, and volunteers.
- Steilacoom Historical School District personnel shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.

Access to Schools

- Steilacoom Historical School District has a responsibility to ensure that all students who reside within their boundaries can safely access a free public K-12 education.
- Steilacoom Historical School District does not exclude students from receiving an education or unlawfully discriminate against anyone because of their race, color, national origin, age, disability, gender identity, immigration or citizenship status, sex, creed, use of a trained dog guide or service animal by a person with a disability, sexual orientation, or on any other basis prohibited by federal, state, or local law.
- Steilacoom Historical School District will uphold its responsibility to all students and ensure that all staff and volunteers are aware of the rights of immigrant students to an education.

Immigration Enforcement on School Campus

1. Steilacoom Historical School District does not grant permission for any person engaging in, or intending to engage in, immigration enforcement, including surveillance, to access the nonpublic areas of District facilities, property, equipment, databases, or otherwise on school grounds or their immediate vicinity. District staff shall direct anyone engaging in, or intending to engage in, immigration enforcement, including federal immigration authorities with official business that must be conducted on District property, to the school principal or authorized designee prior to permitting entrance to school grounds. District staff shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.
2. If anyone attempts to engage in immigration enforcement on or near Steilacoom Historical School District grounds, including requesting access to a student, employee, or school property:
 - a. District staff shall immediately alert and direct the person to the school principal or authorized designee, who shall: verify and record the person's credentials (at least, name, agency, and badge number), record the names of all persons they intend to contact, collect the nature of the person's business at the school, request a copy of the

- court order or judicial warrant, log the date and time, and forward the request to the Superintendent or designee for review.
- b. District staff shall request that any person desiring to communicate with a student, enter school grounds, or conduct an arrest first produce a valid court order or judicial warrant.
 - c. The District Superintendent or authorized designee shall review the court order or judicial warrant for signature by a judge and validity. For the District to consider it valid, any court order or judicial warrant must state the purpose of the enforcement activity, identify the specific search location, name the specific person to whom access must be granted, include a current date, and be signed by a judge.
 - d. The District Superintendent or authorized designee shall review written authority signed by an appropriate level director of an officer's agency that permits them to enter District property, for a specific purpose. If no written authority exists, the District Superintendent shall contact the appropriate level director for the officer's agency to confirm permission has been granted to enter District property for the specific purpose identified.
 - e. Upon receipt and examination of the required information, the District Superintendent or authorized designee will determine whether the District shall allow access to contact or question the identified individual and will communicate that decision to the school principal or authorized designee.
 - f. The District Superintendent or authorized designee shall make a reasonable effort, to the extent allowed by the Family Educational Rights and Privacy Act (FERPA), to notify the parent/guardian of any immigration enforcement concerning their student, including contact or interview.
 - g. The District Superintendent or authorized designee shall request the presence of a District representative to be present during any interview. The District shall not permit access to information, records, or areas beyond that specified in the court order, judicial warrant, or other legal requirement.

Gathering Immigration Related Information

1. Steilacoom Historical School District staff may review, but shall not inquire about, request, or collect any information about the immigration or citizenship status or place of birth of any person. District staff shall not seek or require, to the exclusion of other sufficient and permissible information, information regarding a student's or his/her parent or guardian's citizenship or immigration status.
2. Steilacoom Historical School District policies and procedures for gathering and handling student information during enrollment or other relevant periods shall be delineated in writing and made available to students and their parent or guardian(s) at least once per school year in a manner for households with individuals that have limited English proficiency (LEP) to understand.
3. If Steilacoom Historical School District is required to collect information related to a student's national origin (e.g., information regarding a student's birthplace, or date of first enrollment in a U.S. school) to satisfy certain federal reporting requirements for special programs, District staff shall:

- a. If feasible, consult with legal counsel to seek alternative, including alternatives to the specific program or documents accepted as adequate proof for the program;
- b. Explain to the student and student's parent(s) and/or guardian(s), in their requested language, the reporting requirements, including possible immigration enforcement impact;
- c. Provide notice to the student's parent(s) and/or guardian(s); and
- d. Mitigate deterring school enrollment of immigrants or their children by collecting this information separately from the school enrollment process.

The District Superintendent authorized designee shall request the presence of a District representative to be present during any interview. District staff shall not permit access to information, records, or areas beyond that specified in the court order, judicial warrant, or other legal requirement.

Responding to Requests for Information

1. Steilacoom Historical School District staff shall not share, provide, or disclose personal information about any person for immigration enforcement purposes without a court order or judicial warrant requiring the information's disclosure or approval by the Superintendent or authorized designee. Requests by federal immigration authorities shall be presumed to be for immigration enforcement purposes.
2. Steilacoom Historical School District staff shall immediately report receipt of any information request relating to immigration enforcement to school principal or authorized designee who shall document the request and refer the request to the Superintendent or authorized designee.
3. Steilacoom Historical School District shall, to the extent allowed by FERPA, notify an affected student's parent(s) and/or guardian(s) immediately of any request for information relating to immigration enforcement unless advised otherwise by the District's legal counsel.

Use of School Resources

1. Steilacoom Historical School District resources shall not be used for immigration enforcement.
2. Steilacoom Historical School District's resources and policies regarding immigration enforcement shall be published and distributed to parent(s) and/or guardian(s) on an annual basis. These resources shall include, at minimum:
 - a. The right of immigrant students to receive an education, including accommodations for limited English proficiency and special education programs;
 - b. General information policies including the types of records maintained by the District and a list of the circumstances or conditions under which the District might release student information to third parties, including limitations under FERPA and other relevant law;
 - c. Policies regarding the retention and destruction of personal information;

- d. The process of establishing notice and/or consent from parent(s) and/or guardian(s), as permitted under federal and state law, prior to releasing a student's personal information for immigration enforcement purposes;
- e. Name and contact information for District's designated point of contact on immigration related matters; and
- f. "Know Your Rights" resources and emergency preparedness forms to have completed in the event of a family separation.

Legal References: RCW 43.10.310 – Immigration enforcement model policies

Management Resources: *Policy News*, August 2020

Adoption Date: **XX/XX/XX**

Revised Dates: **NEW**

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 23, 2020

Strategic Focus Area

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

BACKGROUND INFORMATION

The 2020 legislature enacted 2SHB 1191 entitled “Concerning school notifications.” That bill:

- Modifies requirements governing notifications from criminal justice entities to schools and school districts by establishing uniformity in notice requirements and in the duties of school personnel after a notification is received.
- Discontinues notifications to schools and school districts related to the unlawful inhalation of toxic fumes and specified criminal laws, and
- Makes information received by superintendents and principals in accordance with notification requirements for certain criminal offenses by students exempt from disclosure under the Public Records Act.

This law also requires school districts to adopt a revised policy for notification that is consistent with WSSDA’s model policy unless it has a compelling reason to develop and adopt a policy that addresses the same content requirements as the model policy.

The WSSDA model policy has the effect of repealing all the current language in policies 3143 and 4314, and replaces them with a single revised policy incorporated in 3143.

After adoption of the policy, the superintendent will adopt revised procedures.

RECOMMENDED ACTION:

The administration recommends that the Board move revisions to policy 3143 to a second reading.

The administration further recommends that the Board repeal policy 4314 upon passage of revised policy 3143.

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

~~NOTIFICATION OF THREATS OF VIOLENCE OR HARM~~

~~Students and school employees who are subjects of threats of violence or harm will be notified of the threats in a timely manner. Parents will be included in notifications to students who are subjects of threats of violence or harm. If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act (FERPA), other legal limitations, and the circumstances.~~

~~Individual directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.~~

~~Building directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, community members or visitors.~~

~~The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.~~

~~Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff will work with in district and community based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat will be communicated by the principal to teachers and staff, including security personnel.~~

~~State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.~~

~~The superintendent is directed to develop and implement procedures consistent with this policy.~~

~~Cross References: Board Policy 3207 Prohibition of Harassment, Intimidation and Bullying
 Board Policy 3241 Classroom Management, Corrective Actions or Punishment
 Board Policy 5281 Disciplinary Action or Discharge
 Board Policy 6513 Workplace Violence Prevention
 Board Policy 2162 Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
 Board Policy 2161 Special Education and Related Services for Eligible Students~~

Legal References: ~~RCW 28A.320.128~~ ~~Notice and disclosure policies~~ ~~Threats of~~
~~violence~~ ~~student conduct~~ ~~Immunity for~~
~~good faith notice~~ ~~Penalty~~
~~WAC 392-400~~ ~~Pupils~~
~~20 U.S.C. § 1232g~~ ~~Family Educational Rights and Privacy Act~~
~~34 C.F.R. Part 99~~ ~~FERPA Regulations~~

Management Resources: ~~Policy News, February 2003~~ ~~Threats Policy Due in September~~
~~Policy News, February 2010~~
~~Policy News, December 2018~~

~~Adoption Date: 2.27.08~~

~~School District Name: Steilacoom Historical School District~~

~~Revised: 5.27.09; 12.09.15; 1.14.19~~

~~Reviewed: 9.1.19~~

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: September 23, 2020

Strategic Focus Area

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

BACKGROUND INFORMATION

Policy 5408 Jury Duty and Subpoena Leave is revised for clarity and to align with district practice.

RECOMMENDED ACTION:

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

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

JURY DUTY AND SUBPOENA LEAVE

The district may grant leaves to a staff member for the days he/she is required to serve on a jury. ~~Any compensation received by a staff member for jury duty performed on a contract day is to be reimbursed to the district.~~ Any expense reimbursement received by a staff member for jury duty performed on a contract day ~~shall~~ will be retained by the staff member. The district may grant a maximum of two days leave ~~(witness fees to be reimbursed to the district)~~ to staff subpoenaed as witnesses in court or other legal proceedings; provided that a leave with pay will ~~shall~~ not be granted to a staff member for a case brought or supported by a staff member union or association or for a case in which the staff member has a direct or indirect interest in the proceedings.

On any day that a staff member is released from jury duty or as a witness by the court and four or more hours of the staff member's scheduled work day remain, the staff member is to immediately inform his/her supervisor and report to work if requested to do so.

Legal References: [RCW 2.36](#)

Juries

Management Resources: *Policy News*, April 2007 Jury Compensation vs Expenses
Policy News, February 2007 Juror Payment Provisions

Adoption Date: 2.27.08

School District Name: Steilacoom Historical School District

Revised: