



## Regular Meeting Agenda

Pioneer Middle School, 1750 Bob's Hollow Lane, DuPont, WA

Wednesday, December 14, 2022 06:00 PM

### I. CALL TO ORDER

(Action)

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

### II. PRESENTATIONS

#### A. Pioneer Middle School Band

(Presentation)

**Presenter:** JoAnne Fernandes/Jenessa Stout

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

(Presentation)

**Presenter:** Jake Tyrrell/Katie Redman

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

(Presentation)

**Presenter:** Shawn Lewis

### III. COMMENTS FROM THE AUDIENCE

(Information)

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

### IV. REPORT - SHS Fall Sports Recap

(Information)

**Presenter:** Katie Redman

[SHS Fall Sports Recap.pdf \(p. 4\)](#)

## V. CONSENT AGENDA

(Action)

The purpose of the consent agenda is to reduce time going through motion, second and voting on issues of common consent. Any Board member can ask for any item to be removed from the consent agenda. There is no discussion of items on the consent agenda. By motion of the Board, remaining items are approved without discussion as part of the consent agenda. Discussion of items removed from the consent agenda occurs immediately following action on the consent agenda.

[Approval of Financial Reports.pdf \(p. 13\)](#)

[Approval of November and December 2022 Accounts Payable and November 2022 Payroll.pdf \(p. 24\)](#)

[Approval of November 16 2022 Regular Meeting Minutes.pdf \(p. 25\)](#)

[Approval of Classified Personnel Report.pdf \(p. 29\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 30\)](#)

## VI. OLD BUSINESS - Manchester Place Property

(Discussion)

**Presenter:** Shawn Lewis

[Manchester Place Property.pdf \(p. 31\)](#)

## VII. NEW BUSINESS

### A. Election of Board Chair

(Action)

**Presenter:** Superintendent Weight

### B. Election of Board Vice Chair

(Action)

**Presenter:** Board Chair

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

(Action)

**Presenter:** Gudrun Sullivan

[Policy 3116 Students in Foster Care.pdf \(p. 36\)](#)

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

(Action)

**Presenter:** Gudrun Sullivan

[Policy 3117 Students in or Released from an Institutional Education Facility.pdf \(p. 42\)](#)

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

(Action)

**Presenter:** JoAnne Fernandes

[Pioneer Middle School Outdoor Education.pdf \(p. 45\)](#)

### F. Audit Committee

(Discussion)

**Presenter:** Melissa Beard

[Audit Committee.pdf \(p. 52\)](#)

**VIII. BOARD COMMUNICATION**

**(Information)**

**IX. ANNOUNCEMENTS**

**(Information)**

**X. ADJOURNMENT**

**(Action)**



# Steilacoom High School

Fall 2022 Athletics Recap



# Golf - Coached by John Ford and Caroline Matelski

Girls' and Boys' Golf had a fantastic season.

For the girls, Abby Matelski finished 1st Team All-League and qualified for state in the spring. She was also a WIAA athlete of the week.

Emily Medina qualified for the Spring District Playoff.

Eva Clapp placed 17th at the District Tournament and Destiny Nakamura placed 22nd.

The girls received the Sportsmanship Award for the League and Coach Matelski was named coach of the year.

For the boys, Jackson Lee qualified for the Spring District Playoff and made 2nd team All League.

Miles Foit placed 19th in the District Tournament, Trenton Bergren placed 25th, Liam Matelski placed 29th, and Jacob Flyte placed 31st,



# Girls' Soccer - Coached By James Van Dusen and Vanessa Walters

The Girls' Soccer team finished in fifth place in the SPSL this season.

The girls competed in the district tournament. They lost in a shootout.

Kyra Brown earned Second Team All-League.





# Cross Country - Coached by Erin Anderson and Jim Seefeldt

Cross Country had a great season placing the girls' team 12th at State and the boys' team 13th at State.

Caleb Wilcox placed 7th at state.

Caleb Wilcox and Aiden Koshinsky were First Team All-League. Aaron Cruz and Andy Glaze were both Second Team All-League. Boys were SPSL League Champions. Coach Anderson was Coach of the Year.

Jasmin Contreras and Hannah Koivisto were First Team All-League.



# Boys' Tennis - Coached by Alan Magaway and Ernie Manning

The Boys' Tennis team had a solid season and participated in the district tournament.

Killian Farooqui was MVP of the League.

Jack Marchant was Second Team All-League.

Liam Butac and Bryan Clapper were Second Team All-League for doubles.



# Volleyball - Coached by Becky Saravia, Shelbie Boyd and Sole White

The Girls' Volleyball team had an rebuilding season.

They finished the season 8th in the SPSL.

Sophie Derout and Kaylee Cullen received honorable mention for the league.





# Girls' Swim and Dive - Coached by Kathy Casey and Kristen Gibbard

Girls' Swim and Dive had a great season and took 2nd at the League Championship.

Lizzy Lingenfelter earned a 6th place and 6th place title at State.

Emily Adachi placed 11th and Avery Smith placed 14th in diving.

The team took 11th overall at State.

Lizzy Lingenfelter and Christine Hong were named First Team All-League.

Nora Agosto-Sungino, Danica Raymundo and Avery Smith were named Second Team All-League.

McKenna Novak, Emily Adachi, Sophia Basco, Alli McGhinnis and Sarah Wyant were Honorable Mention for the SPSL.



# Football - Coached by Kyle Haller

The football team had a good season this year and finished 4th in the SPSL.

Jaycion Cain was Offensive Player of the Year.

Jaydus Green and Deidrick McCrayton were named First Team All-League.

Vincent Foster was named Second Team All-League.

Drew Macdonald, Aidan Feil, Xander Shaw and Tayshaun Ellis all received Honorable Mention for the SPSL.





# Questions?





**Steilacoom Historical School District No. 1**  
**Financial Report - November 30, 2022**  
**Budget/Year-End Projection/YTD Actual**

The following information is a summary of the financial position as of November 30, 2022 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

**General Fund Budget/YTD Actual:**

	Annual Budget	YTD Actual	
Revenues & Other Financing Sources	49,026,864	11,784,836	24.04%
Expenditures & Other Financing Uses	50,132,164	13,988,037	27.90%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(1,105,300)	(2,203,201)

Transfer to Capital Projects	100,000
Net Change in Unassigned Fund Balance	(2,103,201)

Fund Balances	Budget	11/30/2022	Variance
Committed to Other Purposes	(100,000)	0	
Unassigned Fund Balance	894,700	(1,646,345)	-2,541,045
Unassigned Minimum Fund Balance	3,000,000	3,000,000	0
Fund Balance	3,794,700	1,353,655	-2,441,045

**Capital Projects Fund:**

Fund Balance - Impact Fees \$477.19 - Turf Field Replacement \$600,000

Beginning Fund Balance		1,577,853	
GF Transfer to Capital Projects	0		
Revenues	1,863,814		
Expenses	871,919		
		991,895	
Ending Fund Balance 11/30/2022			2,569,748

	9/1/2022 Beginning Balance	11/30/2022 Ending Fund Balance	Variance
Debt Service Fund*:	6,382,866	9,839,935	3,457,070
ASB Fund:	331,791	418,094	86,303
Transportation Fund:	137,303	137,880	577

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

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

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	6,835,703	.00	2,612,857.15		4,222,845.85	38.22
2000 LOCAL SUPPORT NONTAX	791,400	76,386.57	247,808.84		543,591.16	31.31
3000 STATE, GENERAL PURPOSE	30,597,692	1,529,833.96	6,731,269.41		23,866,422.59	22.00
4000 STATE, SPECIAL PURPOSE	6,968,363	361,375.61	1,577,068.85		5,391,294.15	22.63
5000 FEDERAL, GENERAL PURPOSE	292,000	.00	.00		292,000.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	3,541,706	219,457.42	371,085.88		3,170,620.12	10.48
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	244,745.80		244,745.80-	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>49,026,864</b>	<b>2,187,053.56</b>	<b>11,784,835.93</b>		<b>37,242,028.07</b>	<b>24.04</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	28,188,298	2,312,857.72	7,596,025.26	20,581,466.58	10,806.16	99.96
10 Federal Stimulus	0	.00	15,709.00	0.00	15,709.00-	0.00
20 Special Ed Instruction	7,460,271	636,392.96	1,962,391.82	5,718,994.78	221,115.60-	102.96
30 Voc. Ed Instruction	2,153,604	180,489.41	548,735.05	1,549,369.98	55,498.97	97.42
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,395,511	124,330.32	354,848.94	1,019,101.70	21,560.36	98.46
70 Other Instructional Pgms	211,449	29,228.86	84,242.99	248,129.44	120,923.43-	157.19
80 Community Services	0	525.00	1,634.85	0.00	1,634.85-	0.00
90 Support Services	10,723,031	960,072.04	3,424,448.98	8,862,845.48	1,564,263.46-	114.59
<b>Total EXPENDITURES</b>	<b>50,132,164</b>	<b>4,243,896.31</b>	<b>13,988,036.89</b>	<b>37,979,907.96</b>	<b>1,835,780.85-</b>	<b>103.66</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	100,000	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</b>						
	1,205,300-	2,056,842.75-	2,203,200.96-		997,900.96-	82.79
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	5,000,000		3,556,855.65			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>						
	3,794,700		1,353,654.69			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	100,000-	.00
G/L 872 Committed 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	894,700	1,646,345.31-
G/L 891 Unassigned Min Fnd Bal Policy	3,000,000	3,000,000.00
<u>TOTAL</u>	3,794,700	1,353,654.69

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

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	170,000	.00	35,135.17		134,864.83	20.67
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	9,700,000	75,000.00	1,828,679.10		7,871,320.90	18.85
<b>Total REVENUES/OTHER FIN. SOURCES</b>	9,870,000	75,000.00	1,863,814.27		8,006,185.73	18.88
<b>B. EXPENDITURES</b>						
10 Sites	5,721,000	.00	.00	4,647.50	5,716,352.50	0.08
20 Buildings	1,995,000	85,283.08	846,455.11	371,343.23	777,201.66	61.04
30 Equipment	0	.00	20,177.39	3,260.98	23,438.37-	0.00
40 Energy	400,000	.00	2,481.78	0.00	397,518.22	0.62
50 Sales & Lease Expenditure	50,000	2,125.00	2,805.00	0.00	47,195.00	5.61
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	4,084,841	.00	.00	0.00	4,084,841.00	0.00
<b>Total EXPENDITURES</b>	12,250,841	87,408.08	871,919.28	379,251.71	10,999,670.01	10.21
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	4,200,000	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</b>	6,580,841-	12,408.08-	991,894.99		7,572,735.99	115.07-
<b>F. TOTAL BEGINNING FUND BALANCE</b>	9,585,395		1,577,853.07			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	XXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	3,004,554		2,569,748.06			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	935,395	477.19
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	600,000	600,000.00
G/L 889 Assigned to Fund Purposes	1,469,159	1,969,270.87
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	3,004,554	2,569,748.06

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

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

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	8,714,126	.00	3,451,365.82		5,262,760.18	39.61
2000 Local Support Nontax	2,000	.00	5,703.83		3,703.83-	285.19
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	4,199,999	.00	.00		4,199,999.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>12,916,125</b>	<b>.00</b>	<b>3,457,069.65</b>		<b>9,459,055.35</b>	<b>26.77</b>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	12,340,000	.00	.00	0.00	12,340,000.00	0.00
Interest On Bonds	700,000	.00	.00	0.00	700,000.00	0.00
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
<b>Total EXPENDITURES</b>	<b>13,042,500</b>	<b>.00</b>	<b>.00</b>	<b>0.00</b>	<b>13,042,500.00</b>	<b>0.00</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</b>	<b>126,375-</b>	<b>.00</b>	<b>3,457,069.65</b>		<b>3,583,444.65</b>	<b>&lt; 1000-</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>6,384,370</b>		<b>6,382,865.52</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	<b>6,257,995</b>		<b>9,839,935.17</b>			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	6,257,995		9,839,935.17			
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			
<b>TOTAL</b>	<b>6,257,995</b>		<b>9,839,935.17</b>			

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

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

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	234,994	5,626.50	60,081.05		174,912.95	25.57
2000 Athletics	166,314	1,393.96	8,717.66		157,596.34	5.24
3000 Classes	69,014	1,223.05	6,668.17		62,345.83	9.66
4000 Clubs	593,640	11,386.71	57,140.20		536,499.80	9.63
6000 Private Moneys	19,380	559.76	890.78		18,489.22	4.60
<b>Total REVENUES</b>	<b>1,083,342</b>	<b>20,189.98</b>	<b>133,497.86</b>		<b>949,844.14</b>	<b>12.32</b>
<b>B. EXPENDITURES</b>						
1000 General Student Body	229,532	72.00	1,932.91	0.00	227,599.09	0.84
2000 Athletics	202,169	7,966.35	18,805.52	17,656.75	165,706.73	18.04
3000 Classes	76,500	3,418.25	4,899.35	0.00	71,600.65	6.40
4000 Clubs	654,761	8,941.33	21,557.18	12,133.83	621,069.99	5.15
6000 Private Moneys	21,680	.00	.00	0.00	21,680.00	0.00
<b>Total EXPENDITURES</b>	<b>1,184,642</b>	<b>20,397.93</b>	<b>47,194.96</b>	<b>29,790.58</b>	<b>1,107,656.46</b>	<b>6.50</b>
<b>C. EXCESS OF REVENUES</b>						
<b>OVER (UNDER) EXPENDITURES (A-B)</b>	<b>101,300-</b>	<b>207.95-</b>	<b>86,302.90</b>		<b>187,602.90</b>	<b>185.20-</b>
<b>D. TOTAL BEGINNING FUND BALANCE</b>	<b>324,270</b>		<b>331,790.97</b>			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXXXX</b>		<b>.00</b>			
<b>F. TOTAL ENDING FUND BALANCE</b>	<b>222,970</b>		<b>418,093.87</b>			
<b>C+D + OR - E)</b>						
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	221,970		417,000.37			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>221,970</b>		<b>417,000.37</b>			
Differences	1,000		1,093.50-			

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



Exception s Found:

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

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT  
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	.00	576.58		76.58-	115.32
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	6,500	.00	.00		6,500.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	7,000	.00	576.58		6,423.42	8.24
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	7,000	.00	576.58		6,423.42	8.24
<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 OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	3,000-	.00	576.58		3,576.58	119.22-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	135,125		137,302.99			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	132,125		137,879.57			
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	132,125		137,879.57			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	132,125		137,879.57			

\*\*\*\*\* 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: **December 14, 2022**

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

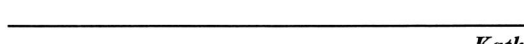
  
**Dr. Melissa Beard, Chief of Finance and Operations**

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

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
<b>GENERAL FUND:</b>					
November 15, 2022	Accounts Payable	132575	to	132575	\$ 22,891.55
November 16, 2022	Accounts Payable	132576	to	132610	\$ 190,723.97
	Payroll	800916	to	800918	\$ 4,425.52
	Payroll A/P	132611	to	132621	\$ 469,344.82
	Payrol ACH Payments				\$ 623,670.16
	Payroll Taxes				\$ 640,636.19
	Direct Deposit				\$ 1,812,413.41
December 1, 2022	Accounts Payable	132622	to	132640	\$ 88,644.68
December 7, 2022	Accounts Payable	132641	to	132691	\$ 214,740.04
December 8, 2022	Accounts Payable	132692	to	132692	\$ 31.22
<b>TOTAL GENERAL FUND:</b>					\$ 4,067,521.56
<b>CAPITAL PROJECTS FUND:</b>					
November 16, 2022	Accounts Payable	200528	to	200530	\$ 9,460.85
December 6, 2022	Accounts Payable	200531	to	200533	\$ 8,662.30
<b>TOTAL CAPITAL PROJECTS FUND:</b>					\$ 18,123.15
<b>ASSOCIATED STUDENT BODY FUND:</b>					
November 15, 2022	Accounts Payable	405096	to	405096	\$ 13,018.78
November 15, 2022	Accounts Payable	405097	to	405113	\$ 13,171.71
November 16, 2022	Accounts Payable	405101	to	405106	\$ 2,103.33
December 1, 2022	Accounts Payable	405107	to	405107	\$ 6,131.40
December 7, 2022	Accounts Payable	405108	to	405113	\$ 8,667.47
December 8, 2022	Accounts Payable	405114	yo	405115	\$ 4,877.14
December 8, 2022	Accounts Payable	405116	to	405116	\$ 355.84
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>					\$ 48,325.67
<b>TRANSPORTATION VEHICLE FUND:</b>					

Board of Directors of Steilacoom Historical School District No. 1

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

  
**Kathi Weight, Secretary to the Board**



## **Regular Meeting Minutes**

Steilacoom High School · 54 Sentinel Drive · Steilacoom, WA

November 16, 2022

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

Director Scott called the meeting to order at 6:00 pm.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

As Director Hogan had yet not arrived at the meeting, Director Scott proceeded to introduce the presentation portions of the agenda. Upon Director Hogan's arrival, Director Scott moved back to the Call to Order portion of the agenda and called for a motion to excuse Director Rohrer and Director McDonald. Director Tinsley made a motion to excuse Director Rohrer and Director McDonald, Director Hogan seconded the motion, and the motion was approved (3/0). Directors Rohrer and McDonald are both participating in the WSSDA leadership class in Spokane. Director Hogan, Director Scott, and Director Tinsley are present.

Director Tinsley made a motion to approve the agenda, Director Hogan seconded the motion, and the motion passed (3/0).

### **II. PRESENTATIONS**

#### **A. CTE Community Member Recognition**

Jessica Soete, Steilacoom High School Assistant Principal, recognized John and Niki O'Reilly, owners of Topside Bar & Grill, for their continued community partnership with Steilacoom High School's CTE program.

#### **B. Saltar's Point Elementary Inspire Lab**

Laurie Vallieres, Director of Elementary Education, and Alex Clauson, Saltar's Point Elementary Principal, recognized Katelyn Manglona for her creation of the Inspire Lab at Saltar's Point, along with the incredible STEAM work she has done with the Saltar's Point students. The Inspire Lab, along with purchased curriculum and numerous clubs throughout the district, are funded by the 2019 DoDEA Inspire Grant, which is a K-8 STEAM grant. Ms. Manglona shared photos of students participating in hands-on experiences where they are able to use their skills and their imaginations to build, create, and invent.

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

No comments.

### **IV. REPORTS**

#### **A. CTE Advisory Committee Report**

Jessica Soete shared the CTE Fall General Advisory Report. She shared student highlights, CTE updates including dual credit articulations and dual credit opportunities, new CTE staff members, and possible future collaboration between the high school and middle school in their video production and photography and yearbook classes.

#### **B. Steilacoom High School Class of 2022 Graduation Data**

Mike Miller, Steilacoom High School Principal, shared a presentation regarding SHS graduation data. The 4-year cohort adjusted graduation rate for the SHS class of 2022 is currently 93.5%. The 5-year cohort adjusted graduation rate for the SHS class of 2021 is 93.5%.

Mr. Miller also shared that the SHS Class of 2023 graduation has been scheduled for June 8 at 6:00 pm. The ceremony will take place at Cheney Stadium in Tacoma.

#### **C. End of Year Budget Update**

Melissa Beard, Chief of Finance and Operations, shared an End of Year Budget Report with the Board. Dr. Beard shared a general fund summary, general fund impacts, and next steps for the district. Questions and discussion followed.

### **V. CONSENT AGENDA**

Director Tinsley made a motion to approve the Consent Agenda, Director Hogan seconded the motion, and the motion passed (3/0). The Consent Agenda included attached Financial Reports; October and November 2022 Accounts Payable including October 22 Payroll; October 19, 2022 Regular Board Meeting Minutes; Personnel Reports; Exhibit A of the SRO Interlocal Agreement; and Non-Discrimination/Affirmative Action Plan.

### **VI. OLD BUSINESS - Approval of 2023-2028 Capital Facilities Plan**

Shawn Lewis, Executive Director of Community Relations and Planning, shared the SHSD 2023-2028 Capital Facilities Plan. The district has prepared the Capital Facilities Plan to assess the facilities needed to accommodate projected student enrollment at acceptable levels of service, as well as a more detailed schedule and financing program for capital improvements, over the next six years.

Director Tinsley made a motion to approve the 2023-2028 Capital Facilities Plan, Director Hogan seconded the motion, and the motion passed (3/0).

## **VII. NEW BUSINESS**

### **A. First Reading of Policy 1610 Conflicts of Interest**

Shawn Lewis presented updates to Policy 1610 to reflect revised statutory language, including Senate Bill 6326 from the 2020 legislative session. This legislation amended threshold amounts regarding certain exceptions to the rule on conflicts of interest.

Director Tinsley made a motion to approve Policy 1610 Conflicts of Interest, Director Hogan seconded the motion, and the motion passed (3/0).

### **B. First Reading of Policy 2401 Competency/Mastery Based Credits**

Paul Harvey, Executive Director of Student Achievement, presented the board with an update to district Policy 2401 Competency/Mastery Based Credits. The update adds Financial Education into the policy, reflecting the recent emphasis from the legislature on financial literacy.

Director Tinsley made a motion to approve Policy 2401 Competency/Mastery Based Credits, Director Hogan seconded the motion, and the motion passed (3/0).

### **C. First Reading of Policy 6100 Revenues from Local, State and Federal Sources**

Melissa Beard presented Policy 6100 Revenues from Local, State and Federal Sources. The revised policy authorizes the superintendent or designee to apply for optional federal grants that exceed \$250,000.

Director Tinsley made a motion to approve Policy 6100 Revenues from Local, State and Federal Sources, Director Hogan seconded the motion, and the motion passed (3/0).

### **D. Appointment of For/Against Statement Committees for Bond Voters' Pamphlet**

Shawn Lewis shared that under a new State law, all election departments of county auditors are now required to print and distribute a local voters' pamphlet for all elections. Each school district is required to prepare an explanatory statement for each ballot proposition, filed with the county elections department by December 16, 2022. The school district attorney who drafted the bond resolution has prepared and we have approved the statement. School Boards must also formally appoint committees "For" and "Against" the ballot measure. These committees will write the pro/for and con/against statements that will appear in the voters' pamphlet.

Director Tinsley made a motion to appoint Starlene Enfield and Patrick Lewis to the For Committee and to notify the Pierce County Elections department that the district was unable to find individuals for the Against Committee, Director Hogan seconded the motion, and the motion passed (3/0).

## **VIII. BOARD COMMUNICATION**

Director Hogan shared he has heard great things about Susan Greer's work at Anderson Island Elementary.

No board communication as a whole.

**IX. ANNOUNCEMENTS**

- Director Tinsley shared Cherrydale PTA raised \$15,000 for Cherrydale.
- Director Scott shared there will be a bond presentation next Tuesday, November 22, at the DuPont City Council meeting.

**X. ADJOURNMENT**

Director Tinsley made a motion to adjourn the meeting at 6:47 pm, Director Hogan seconded the motion, and the motion passed (3/0).

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

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



**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CLASSIFIED PERSONNEL REPORT - DECEMBER 14, 2022**

<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>	<b>Comment</b>
WILLIAMS JOSIAH	PARAPROFESSIONAL	6.50	PIONEER	12/15/2022	NEW HIRE	
ROBERTS CHRISTEN	SLPA	7.00	STUDENT SERVICES	12/31/2022	RESIGNATION	
MCJUNKINS MICHAEL	PARAPROFESSIONAL	6.50	PIONEER	12/7/2022	LEAVE OF ABSENCE	For the remainder of the 2022-23 school year
ALWARD LORI	PARAPROFESSIONAL	6.50	HIGH SCHOOL	12/16/2022	RESIGNATION	
VAZQUEZ FRANCESKA	PARAPROFESSIONAL	6.50	CHLOE CLARK	12/16/2022	RESIGNATION	

**STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1**  
**CO-CURRICULAR PERSONNEL REPORT - DECEMBER 14, 2022**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>	<b>Amount</b>	<b>Comment</b>
FROEHLE STEVEN	ASSISTANT BOYS SWIM COACH	HIGH SCHOOL	12/15/2022	\$ 3,258.75	
FORD JAMES	ASSISTANT BOWLING COACH	HIGH SCHOOL	12/15/2022	\$ 3,038.25	

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 14, 2022

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### **Manchester Place Property Discussion:**

Manchester Place property owned by the school district consists of approximately 14.72 acres. The property was declared surplus by the Board of Directors on May 26, 2021 through resolution 877-05-26-21.

After being declared surplus, a purchase and sale agreement was finalized between SHSD and Bridge Acquisition LLC, which would have provided \$8 million to the district after a specified due diligence period. In November 2022, Bridge Acquisition LLC notified the district they were not moving forward with the acquisition and forfeited the cash earnest money that had been deposited in escrow.

Throughout the process, Bridge Acquisition LLC representatives kept the district aware of their site access, site analysis results, and development applications. Based on the work performed by Bridge, District staff would like to discuss options available to the district that influence the timeline and value for the sale of the property.

In addition to the information provided in the board packet, district staff will provide their plan for evaluating options for the property and a sample timeline.

## **RECOMMENDED ACTION:**

No action is required. This item is for information purposes only.

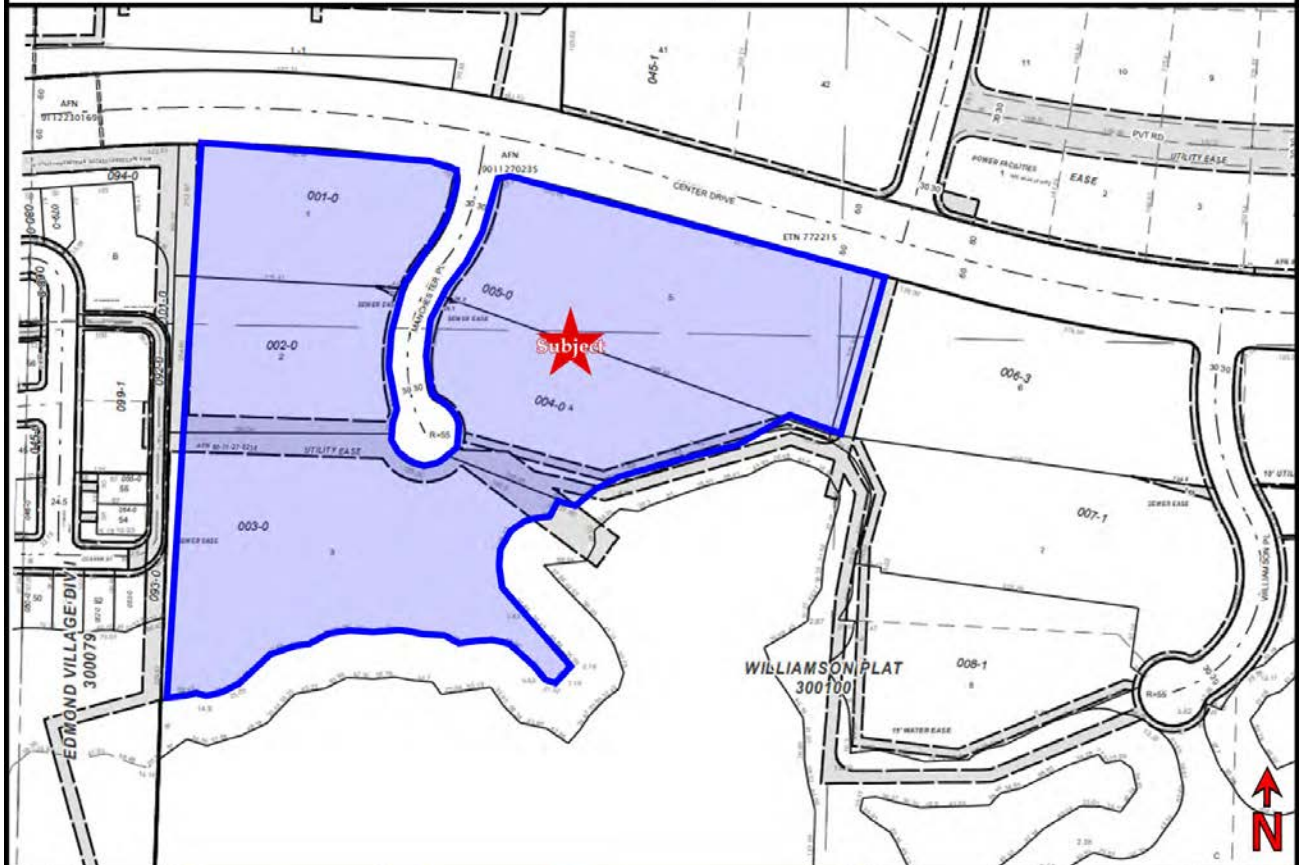
**Report prepared by:**  
**Shawn Lewis, Community Relations and Planning**

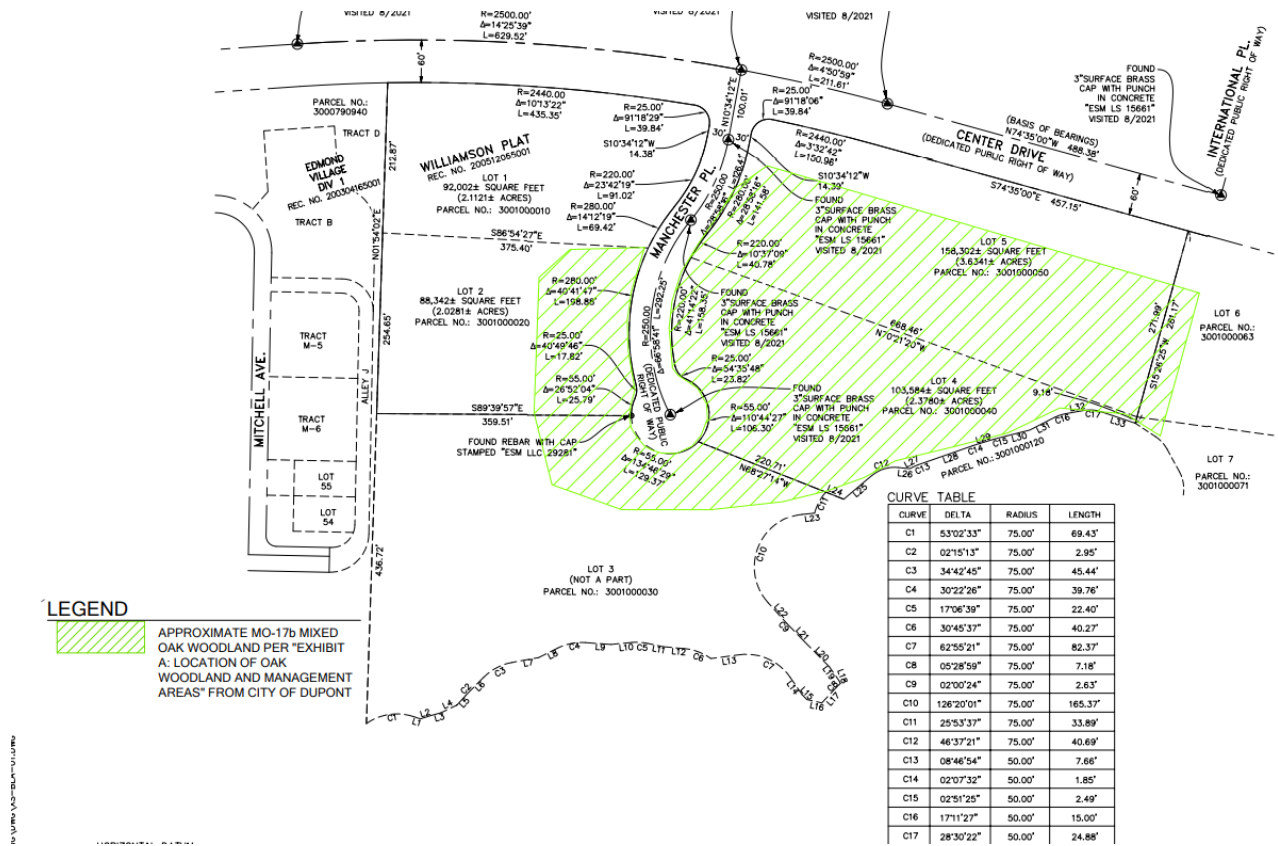
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Aerial Photograph



Site Map





## Current Zoning





## Current Permitted Uses of Manchester Place property

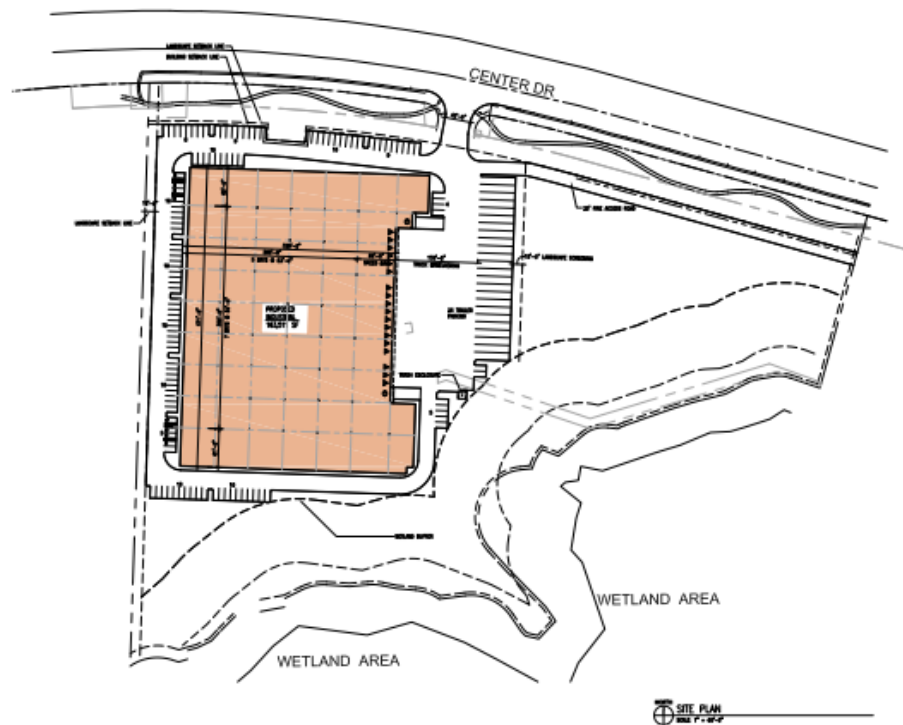
Light manufacturing, office, research, warehousing/distribution, and service providers that do not create significant noise, risk of explosion, or radioactive release, or air or water pollution;

- Electrical component assembly, including assembly of computer products, systems, and related components
- Printing
- manufacture of handcrafted products
- Software engineering
- Electronic components and board systems engineering, development application
- Biotechnology laboratory.
- Communications service;
- Personnel service;
- Small-scale distribution center;
- Industrial equipment sales and service;
- Child day care center;
- Automotive and light truck repair;
- Car rental; and
- Specialty contractor, such as for flooring, building insulation, and building maintenance.
- Wireless communication facilities, attached.
- Wireless communication facilities, public.
- Utility facility.
- Similar land use.

## Conditional Uses of Manchester Place property (requires a conditional use permit)

- Mineral extraction within the mineral overlay district identified in the comprehensive plan;
- Single-tenant retail outlet over five acres in size (big-box retail);
- Veterinary clinic;
- Fitness center;
- Amusement park;
- Wireless communication facilities, freestanding;
- Church;
- School;
- Senior housing or retirement home, only in the Bell Hill Plat and within 500 feet of a residential district; and
- Similar land use

What might commercial Development look like:



What might residential Development look like:

R-5 – Potential for 75+ Residential Lots

R-12 – Potential for 176+ Residential Units

Possible mix or residential zoning with density bonuses for 10% to 30% depending on use and designations for open space. For instance, if zoned R-5 and ultimately used for senior housing with 15% set aside for open space – number of potential residential lots could be nearly 100.

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 14, 2022

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

WSSDA revised **Policy 3116: Students In Foster Care** to align with HB 1955, which changes requirements for students subject to dependency proceedings. The new requirements pertain to transmission of student records, attendance reviews, on-time grade level progression, graduation, and transportation services to ensure continuity of access to a student's school of origin. This is already our current practice.

## **RECOMMENDED ACTION:**

Move to approve Policy 3116: Students In Foster Care

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

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## STUDENTS IN FOSTER CARE

The board recognizes that students in foster care include all students who are the subject of a dependency proceeding as defined in RCW 26A.150.510 and that these students experience mobility in and out of these care systems and from one home placement to another that disrupts their education, thereby creating barriers to academic success and on-time graduation. Through collaboration with state, local, and/or tribal child welfare agencies, the district will strive to minimize or eliminate educational barriers for students in ~~out-of-home~~ foster care, particularly with regard to enrollment, transfer of student records, and transportation to their school of origin. Pursuant to chapter [26A.225 RCW](#), the district's collaboration with the state department of children, youth, and families in compliance with [RCW 74.13.56](#) is mandatory. The superintendent or designee is authorized to establish procedures and/or practices for implementing this policy.

The District and its schools will work to improve systems to identify students in ~~out-of-home~~ foster care to ensure that each student has proper access to free school meals and that applicable accountability and reporting requirements are satisfied.

### District and Building Level Points of Contact

The superintendent or designee will designate an appropriate staff member to serve as the ~~district's~~ foster care liaison with local child welfare agencies, if such agencies notify the district in writing that they have designated a point of contact for the district. The district foster care liaison will work with appropriate state, local, and/or tribal child welfare agencies to receive notifications and share information regarding the status and progress of students who are in out-of-home foster care. The district foster care liaison will also work collaboratively with the district's Title I coordinator to provide supports for students in foster care that are enrolled or seeking to enroll in the district. The district's foster care liaison will train the building level points of contact.

Each district school, including elementary, middle, and high schools will establish a building point of contact for students who are in foster care. The principal of each district school will appoint the building point of contact for students in foster care in consultation with the district foster care liaison. The building level point of contact will be responsible for coordinating services and resources for students in foster care.

### Enrollment

Students in foster care must remain enrolled in the school they were attending at the time they entered foster care or changed foster placements, unless it is determined to be in their best interest to attend the neighborhood school. ~~Best-interest~~ determinations should be made as quickly as possible in order to prevent educational discontinuity for the student, and should take into consideration the student-centered factors and input from the relevant and appropriate persons. ~~The superintendent will identify appropriate persons as part of district procedures.~~ listed in procedure 3116P.

If remaining in the school of origin is determined not to be in the student's best interest, the district will immediately enroll that student in their new school. Enrollment may not be denied or delayed based on the fact that documents normally required for enrollment have not been provided.

A school may not prevent a student in foster care from enrolling based on incomplete information of any history of placement in special education, any past, current, or pending disciplinary action, any history of violent behavior, or behavior listed in [RCW 13.04.155](#), any unpaid fines or fees imposed by other schools, or any health conditions affecting the student's educational needs during the ten (10) day period that the Department of Children, Youth, and Families has to obtain that information. Upon enrollment, the district will make reasonable efforts to obtain and assess the child's educational history in order to meet the child's unique needs within two (2) school business days.

### **Records Transfer**

When a student in foster care transfers schools, whether within the district or to another school district, the enrolling school will immediately contact the sending school to obtain academic and other records. The sending school will respond as soon as possible to requests it receives for records of students in foster care.

Additionally, upon receipt of a request for education records of a student in foster care from the Department of Children, Youth, and Families, the district will provide the records to the agency within two (2) school days.

### **Transportation**

~~By December 10, 2016, the~~**The** district will collaborate with state, local or tribal child welfare agencies, as appropriate, to implement a written transportation procedure by which prompt, cost-effective transportation will be provided, arranged and funded for students to remain in their school of origin when in their best interest for the duration of their time in foster care. -

~~The written procedure will ensure that if additional costs are incurred in providing transportation, the district will provide transportation to the school of origin if: 1) the child welfare agency agrees to reimburse the transportation; (2) the district agrees to pay for the cost of the transportation; or 3) the district and the child welfare agency agree to share transportation costs.~~

If the student's foster care placement changes to an area served by another school district, and it is determined to be in the best interest of the student to remain in the school of origin, the school district of origin and the school district in which the student is living shall agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the school of origin. If the school districts are unable to agree upon an apportionment method, the responsibility and costs for transportation shall be shared equally between the districts.

### **Dispute resolution**

In the event that a caregiver or education decision-maker disputes a district decision regarding the best interest of the student in foster care or the implementation of any other foster care provisions of the Every Student Succeeds Act of 2015, including transportation, the caregiver or education decision-maker may use the three-tiered appeals process outlined in the procedure that accompanies this policy. The district will make all reasonable efforts to collaborate with appropriate agencies and aggrieved parties to resolve the dispute at the local level.

Disputes between the district and a child welfare agency that remain unresolved may be forwarded to the Office of Superintendent of Public Instruction for resolution.

### **Review of unexpected or excessive absences**

A district representative or school employee will review unexpected or excessive absences of students in foster care and those awaiting placement with the student and adults involved with the student, including their caseworker, educational liaison, attorney if one is appointed, parent, guardian and foster parents. The purpose of the review is to determine the cause of the absences, taking into account: unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and unavoidable appointments during the school day. The representative or employee will take proactive steps to support the student's school work so the student does not fall behind and to avoid suspension or expulsion based on truancy.

### **Facilitating on-time grade level progression**

The district will: 1) waive specific courses required for graduation for students in foster care if similar coursework has been satisfactorily completed in another school district; or 2) provide reasonable justification for denial of the waiver. In the event the district denies a waiver and the student would have qualified to graduate from their sending school district, the district will provide an alternative process of obtaining required coursework so that the student may graduate on time.

The district will consolidate partial credit, unresolved, or incomplete coursework and will provide students in ~~out-of-home~~foster care with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the student.-

For students who have been unable to complete an academic course and receive full credit due to withdrawal or transfer, the district will grant partial credit for coursework completed before the date of the withdrawal or transfer. When the district receives a transfer student in these circumstances, it will accept the student's partial credits, apply them to the student's academic progress or graduation or both, and allow the student to earn credits regardless of the student's date of enrollment in the district.

In the event a student is transferring at the beginning of or during their junior or senior year of high school and is ineligible to graduate after all alternatives have been considered, the district will work with the sending district to ensure the awarding of a diploma from the sending district if the student meets the graduation requirements of the sending district.

In the event a student enrolled in three or more school districts as a high school student, has met state requirements, has transferred to the district, but is ineligible to graduate from the district after all alternatives have been considered, the district will waive its local requirements and ensure that the student receives a diploma.

Legal References:

[RCW 28A.150.510](#) Transmittal of education records to department of social and health services – Disclosure of educational records – Data-sharing agreements – Comprehensive needs requirement document – Report

[RCW 28A.225.023](#) Youth dependent pursuant to Chapter 13.34 RCW - Review of unexpected or excessive absences – Support for youth’s school work

[RCW 28A.225.215](#) Enrollment of children without legal residences

[RCW 28A.225.330](#) Enrolling students from other districts—Requests for information and permanently records—Withheld transcripts-Immunity from liability—Notification to teachers and security personnel—Rules

[RCW 28A.225.350](#) Best interest determinations

[RCW 28A.320.148](#) Foster care liaison – Building point of contact

[RCW 28A.320.192](#) On-time grade level progression and graduation of students who are dependent youth

[RCW 74.13.550](#) Child placement – Policy of educational continuity

[20 U.S.C. 6301 et seq. Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act \[ESSA\]](#)

Cross References:

[2418 - Waiver of High School Graduation Credits](#)  
[3115 - Homeless Students- Enrollment Rights and Services](#)  
[3120 - Enrollment](#)

[3122 - Excused and Unexcused Absences](#)  
[3231 - Student Records](#)  
[6100 - Revenues From Local, State and Federal  
Sources](#)

Management Resources:

[2022 – June Issue](#)  
2021 – June Issue  
2018 – May Issue  
2017 – July Issue  
2016 - November Issue  
OSPI list of Foster Care Liaisons/DSHS Contacts

**Adoption Date: 1.25.17**  
**Steilacoom Historical School District No. 1**  
**Revised: 10.25.17; 7.25.18; 1.26.22; ~~xx.xx.xx~~**

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 14, 2022

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

**Policy 3117: Students in or Released from an Institutional Education Facility** is a new policy issued by WSSDA that incorporates requirements of HB 1295 which established new and modified requirements for Washington's institutional education system, including school districts. Under HB 1295 school districts must waive specific courses if similar coursework has been satisfactorily completed in another district, consolidate partial credit, eliminate barriers to credit accrual, and grant diplomas to students who have enrolled in three or more school districts as a high school student if state, but not local, graduation requirements have been met. School districts must also proactively offer opportunities for students to take proficiency tests in American Sign Language, world languages, and to earn GEDs.

## **RECOMMENDED ACTION:**

Move to approve Policy 3117: Students in or Released from an Institutional Education Facility

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

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## **STUDENTS IN OR RELEASED FROM AN INSTITUTIONAL EDUCATION FACILITY**

The Steilacoom Historical School District School Board recognizes that students in Washington's secure facilities have been unable to access the education and supports they need to make life-changing academic progress. As a result, these students have experienced dismal graduation and recidivism rates, and have lost invaluable opportunities for hope and transformation. Therefore, the Steilacoom Historical School District and its schools will take steps to support students in or released from an institutional education facility, such that these students have the opportunity to graduate with a meaningful diploma that prepares them for postsecondary education, gainful employment, and citizenship.

### **Facilitating on-time grade level progression**

The district will: 1) waive specific courses required for graduation for students in or released from an institutional education facility if similar coursework has been satisfactorily completed in another school district; or 2) provide reasonable justification for denial of the waiver. In the event the district denies a waiver and the student would have qualified to graduate from their sending school district, the district will provide an alternative process of obtaining required coursework so that the student may graduate on time.

The district will consolidate partial credit, unresolved, or incomplete coursework and will provide students in or released from an institutional education facility with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the student.

For students who have been unable to complete an academic course and receive full credit due to withdrawal or transfer, the district will grant partial credit for coursework completed before the date of the withdrawal or transfer. When the district receives a transfer student in these circumstances, it will accept the student's partial credits, apply them to the student's academic progress or graduation or both, and allow the student to earn credits regardless of the student's date of enrollment in the district. In the event a student is transferring at the beginning of or during their junior or senior year of high school and is ineligible to graduate after all alternatives have been considered, the district will work with the sending district to ensure the awarding of a diploma from the sending district if the student meets the graduation requirements of the sending district. In the event a student enrolled in three or more school districts as a high school student, has met state requirements, has transferred to the district, but is ineligible to graduate from the district after all alternatives have been considered, the district will waive its local requirements and ensure that the student receives a diploma.

Additionally, the district will provide students in or released from an institutional education facility with access to world language proficiency tests, American Sign Language proficiency tests, and General Education Development tests. The district will not condition access to the tests upon a student's request. The district will award mastery-based credit according to the board's

mastery-based credit policies cross-referenced below. For students in or released from an institutional education facility, the district will award at least one high school credit to students upon meeting the standard established by the State Board of Education on a world language or American Sign Language proficiency test or a General Education Development test. The district may award additional credits if a student in or released from an institutional education facility has completed a course or courses of study to prepare for the test.

Legal References      [RCW 28A.320.192](#)  
                                 [RCW 28A.175.105](#)

Cross References    [2401](#) – Competency/Mastery Based Credits  
                             [2411](#) – Certificate of Educational Competency  
                             [2413](#) – Equivalency Credit Opportunities  
                             [2418](#) - Waiver of High School Graduation Credits

Management Resources:      2022 - September Policy Issue

**Adoption Date: XX.XX.XX**  
**Steilacoom Historical School District No. 1**



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 14, 2022

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

### **Approval of 6<sup>th</sup> Grade Outdoor Camp Plan**

Sixth grade Outdoor School (also called Outdoor Camp) is a long-standing tradition within the Steilacoom Historical School District.

Board policy 2320 and its accompanying procedure lay out a number of requirements for an outdoor education resident program to be in place. The first requirement is to present a plan to the school board for annual approval.

The presentation will provide the board with our plan, including:

- The purpose of Outdoor Education
- The location and dates proposed
- The activities and curricula planned
- The number of students, staff, and volunteers needed
- The cost of outdoor school, and
- Next steps if approved by the school board.

While some details of outdoor camp will still need to be developed, policy requires board approval of the plan prior to finalizing these details with staff and families.

## **RECOMMENDED ACTION:**

I move approval of the 6<sup>th</sup> Grade Outdoor Camp plan and authorize the superintendent to approve any adjustments required based on staff and family feedback.

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

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# SIXTH GRADE OUTDOOR EDUCATION Spring 2023

Pioneer Middle School  
Steilacoom Historical School District  
Principal JoAnne Fernandes



# Purpose of Outdoor School

Outdoor education **supports emotional, behavioral and intellectual development.** Students who learn outdoors develop:

- a sense of self, independence, confidence, and creativity
- decision-making and problem-solving skills
- empathy towards others
- self-discipline and initiative

It is our mission to foster a greater sense of self-worth in individual students and develop community between 6th graders as they continue on their middle school journey!



# Previous Outdoor School Experience

Although Outdoor School has taken place at different locations over the years, we have settled in recently, partnering with YMCA, and attending **Camp Colman** in Longbranch, WA on the Key Peninsula. Link to Camp Colman [HERE](#)



Outdoor School is planned for April 10-14.

Half of the sixth grade attends the first part of the week; the other half attend the second part.

Sixth grade teachers attend the week, additional support staff is required (such as a nurse), and admin make visits throughout the week.

Approximately 8-10 campers are in a cabin; 1-2 parents/guardians + HS student

# Activities/Curricula



Activities and curricula include:

- \*Orienteering
- \*Challenge Courses
- \*Archery
- \*Outdoor Wilderness Survival Skills
- \*Squid Dissection
- \*Beach Exploration
- \*Climbing Tower







# Important Details

**Total Student Attendance Expected:** 232 6th Graders currently

**Total Number of Volunteers Needed:** Ideally, 30 HS Student Volunteers and 18-20 Parents/Guardians, if all students attend

**Total Number of Teachers Needed:** Nine 6th Grade Teachers

**Overall Cost:** Still to be determined. Overall cost, including cost to families is approximately \$45,000. Cost to each student is \$146 plus bus cost. Cost from district funds is estimated to be \$12,000.

- For students qualifying for Free and Reduced Price Lunch - the fee would be waived
  - Fundraising: PTA has approximately \$10,000 for scholarships currently; Kiwanis Club has scholarship funds to contribute as well
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# Next Steps if approved

**Gather family and staff input and feedback:** Family survey is being conducted now. Staff will also be surveyed to finalize the program details

**Provide insurance details to families:** Families must purchase accident insurance or have family accident insurance in accordance with board policy.

**Proposed curricula and activities:** Co-create with Staff

**Identify staff leadership:** Specific positions must be filled to work on outdoor school details

**Program for students who opt-out:** All students and families have the ability to opt out of the program. The school will have a program for students who do not attend - which has been a relatively low number in the past.



# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: December 14, 2022

## **Strategic Focus Area**

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

## **BACKGROUND INFORMATION**

As we have been reviewing our current and historical budget and accounting processes, we would like to recommend that the board appoint an "auditing committee" of two board members - consistent with a requirement in RCW 28A.330.090. This law does not specify the exact duties of these members.

We would like to use the committee as an additional internal control. They would be notified when any advance payment vouchers were processed and the committee members would have the opportunity (not requirement) to review the vouchers and backup. We would hope that each of the members review vouchers a few times each year - based on their choice of times and availability. This would serve as a "random" check of back-up documentation and also give the board members better insight to the type of documentation we require and review prior to authorizing payment. The committee members would also attend the entrance and exit conference with the state auditors each year.

## **RECOMMENDED ACTION:**

Discussion only. No action required.

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

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