



*The best education for every student.*

# STEILACOOM

## Historical School District No. 1

### Regular Meeting Minutes

Pioneer Middle School 1750 Bob's Hollow Lane DuPont, Washington  
6/29/2017 07:00 PM

#### Study Session

- Agenda Review

#### Regular Meeting

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

Chair Scott called the meeting to order at 7:00 pm. Executive Director Beauchaine led the Pledge of Allegiance. Director Forbes made a motion to excuse Directors Denning and Pierce; Director Schenk seconded the motion and the motion passed (3/0). Director Forbes made a motion to approve the agenda; Director Schenk seconded the motion and the motion passed (3/0).

#### **II. COMMENTS FROM THE AUDIENCE**

No comments.

#### **III. REPORTS**

##### **a. Spring Sports Recap**

Steilacoom High Assistant Principal Tyrrell reported that Pioneer Middle School had a successful spring season. He highlight Steilacoom High spring achievements. Other high school items included increased branding, baseball scoreboard, basketball score tables, volleyball equipment and soccer shed/dugout. WIAA and regional athletic directors will be looking to reorganize after the 2017-18 school year.

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

Director Forbes made a motion to approve the Consent Agenda which included May and June 2017 accounts payable, May 2017 Payroll, 5.24.17 & 6.10.17 minutes, Superintendent Contract, attached personnel reports, Highly Capable and English Language Learner grants, and SHS Choir Fall field trip; Director Schenk seconded the motion and the motion passed (3/0).

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

- Second Reading of Policy 2255 Alternative Learning Experience**
- Second Reading of Policy 3235 Protection of Student Personal Information**

**c. Second Reading of Policy 5010 Nondiscrimination and Affirmative Action**

Director Schenk made a motion to approve second reading of Policy 2255, 3235 and 5010; Director Forbes seconded the motion and the motion passed (3/0).

**d. Special Education Transportation**

Superintendent Weight thanked the board for the information required for August Study Session discussion regarding purchase of our district special education busses, discussion around RFP language and pro/cons of running our own transportation vs contract services.

**VI. NEW BUSINESS**

**a. 2016-17 School Board Meeting Schedule Revision**

Director Forbes made a motion to approve the revised school board meeting schedule canceling the July 13, 2017 study session; Director Schenk seconded the motion and the motion passed (3/0).

**b. 2017-18 School Board Meeting Calendar**

Director Schenk made a motion to approve the 2017-18 School Board meeting schedule; Director Forbes seconded the motion and the motion passed (3/0).

**VII. COMMENTS FROM THE AUDIENCE**

No comments.

**VIII. BOARD COMMUNICATION**

No communications.

**IX. ANNOUNCEMENTS**

- Superintendent Weight announced that the Town of Steilacoom may need to use property behind the high school for the July 4 fireworks display. A final determination will be made by the end of the week; government budget vote dependent.
- Director Schenk thanked Superintendent Weight for being prompt in answering his many questions regarding transportation and ELL and HI Cap documents.
- Director Forbes thanked all administration and staff for a successful school year.

**X. ADJOURNMENT**

Director Forbes made a motion to adjourn the meeting at 7:30 pm; Director Schenk seconded the motion and the motion passed (3/0).

Saul Hunt

(Chair)

Donald Coleman  
S. R. P.  
MAJL

K. Weight

(Secretary/Superintendent)



# Steilacoom Historical School District

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

**DATE:** June 29, 2016

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.

**James E. Brittan, CPA, Executive Director of Finance & Operations**

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

| FUND NAME                   |                  | WARRANTS (INCLUSIVE) |    |        | AMOUNT                 |
|-----------------------------|------------------|----------------------|----|--------|------------------------|
| <b><u>GENERAL FUND:</u></b> |                  |                      |    |        |                        |
| May 23, 2017                | Accounts Payable | 121646               | to | 121646 | \$ 11.41               |
|                             | Payroll          | 800770               | to | 800771 | \$ 6,208.55            |
|                             | Payroll A/P      | 121647               | to | 121672 | \$ 677,477.56          |
|                             | Payroll Taxes    |                      |    |        | \$ 394,119.76          |
|                             | Direct Deposit   |                      |    |        | \$ 1,076,288.90        |
| June 1, 2017                | Accounts Payable | 121673               | to | 121673 | \$ 59,027.65           |
| June 1, 2017                | Accounts Payable | 121674               | to | 121717 | \$ 86,193.10           |
| June 2, 2017                | Accounts Payable | 121718               | to | 121726 | \$ 351.54              |
| June 2, 2017                | Accounts Payable | 121727               | to | 121727 | \$ 4,382.93            |
| June 8, 2017                | Accounts Payable | 121728               | to | 121744 | \$ 65,078.64           |
| June 15, 2017               | Accounts Payable | 121745               | to | 121826 | \$ 478,917.92          |
| <b>TOTAL GENERAL FUND:</b>  |                  |                      |    |        | <b>\$ 2,848,057.96</b> |

**CAPITAL PROJECTS FUND:**

|              |                  |        |    |                                     |    |                  |
|--------------|------------------|--------|----|-------------------------------------|----|------------------|
| June 8, 2017 | Accounts Payable | 200321 | to | 200321                              | \$ | 12,659.88        |
|              |                  |        |    | <b>TOTAL CAPITAL PROJECTS FUND:</b> | \$ | <b>12,659.88</b> |

**ASSOCIATED STUDENT BODY FUND:**

|  |                  |        |    |        |           |                  |
|--|------------------|--------|----|--------|-----------|------------------|
| May 18, 2017                               | Accounts Payable | 403251 | to | 403262 | \$        | 7,758.61         |
| June 1, 2017                               | Accounts Payable | 403263 | to | 403275 | \$        | 8,816.05         |
| June 1, 2017                               | Accounts Payable | 403276 | to | 403276 | \$        | 13,526.53        |
| June 2, 2017                               | Accounts Payable | 403277 | to | 403278 | \$        | 75.00            |
| June 8, 2017                               | Accounts Payable | 403279 | to | 403321 | \$        | 704.00           |
| June 8, 2017                               | Accounts Payable | 403322 | to | 403332 | \$        | 5,144.73         |
| June 15, 2017                              | Accounts Payable | 403333 | to | 403344 | \$        | 10,724.91        |
| <b>TOTAL ASSOCIATED STUDENT BODY FUND:</b> |                  |        |    |        | <b>\$</b> | <b>46,749.83</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.

KWeight

*Kathi Weight, Secretary to the Board*

# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: June 29, 2017

Personnel Action: Approval Contract for Dean of Students – Pioneer Middle School

## **Strategic Focus Area**

- ☒ Teaching and Learning
- ☐ Safety, Service and Support
- ☐ Family & Community Involvement
- ☐ Resource Management

## **BACKGROUND INFORMATION**

22 applicants applied for the Pioneer Middle School Dean of Students position. 6 applicants were chosen by the school's paper screening team to participate in interviews. A team of 9 staff members interviewed the candidates and identified 2 candidates forward to a final interview with Pioneer's Principal, the Executive Director of Student Achievement and the Superintendent. A thorough reference check process was conducted.

As a result of the interview process, staff feedback and reference checks, the Superintendent recommends Ms. Ruth Erwin-Svobada to serve as the Dean of Students for Pioneer Middle School.

Ruth currently serves as the Assistant Principal of Keithley Middle School in the Franklin Pierce School District. She previously served as the Dean of Students at Federal Way High School. Ruth is a former middle school math teacher and holds a National Board Certification in Early Adolescence Mathematics. Ruth earned her Principal certification from Seattle Pacific University in 2013.

## **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve the issuance of an administrative contract to Ruth Erwin-Svobada for the position of Dean of Students.

**Report prepared by:**  
Kathi Weight, Superintendent

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# STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1

## BOARD OF DIRECTORS

Board Meeting Date: June 29, 2017

Personnel Action: Change in title and salary – Chief Finance and Operations position

### **Strategic Focus Area**

- ☐ Teaching and Learning
- ☒ Safety, Service and Support
- ☐ Family & Community Involvement
- ☒ Resource Management

### **BACKGROUND INFORMATION**

Jim Brittain has served as the district's Executive Director of Finance and Operations for the last 4 years. With additional district responsibilities and oversight, we will be changing Jim's title to Chief of Finance and Operations (CF&O) and his salary for the 2017-18 contract year will be \$133,000.

### **RECOMMENDED ACTION:**

It is the recommendation of the Superintendent to approve the Administrative Personnel Report, which includes the above changes for the contract year.

**Report prepared by:**  
Kathi Weight, Superintendent

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Steilacoom Historical School District No. 1  
Admin Personnel Report

| <b>Personnel Report 6-29-17</b> |   |                 |                       |
|---------------------------------|---|-----------------|-----------------------|
| <b>Name</b>                     | <b>Position</b>                                   | <b>Location</b> | <b>Effective Date</b> |
| Greer Susan                     | Principal   | Anderson Island | 7/1/2017              |
| Douglas Ryan                    | Principal   | Cherrydale      | 7/1/2017              |
| Lee Sandy                       | Assistant Principal                               | Chloe Clark     | 7/1/2017              |
| Yoho Gary                       | Principal   | Chloe Clark     | 7/1/2017              |
| Beauchaine Susanne              | Executive Director of Student Services            | District Office | 7/1/2017              |
| Brittain James                  | Chief Finance and Operations                      | District Office | 7/1/2017              |
| Harvey Paul                     | Executive Director of Student Achievement         | District Office | 7/1/2017              |
| McClure Nancy                   | Executive Director of Assessment and Intervention | District Office | 7/1/2017              |
| Erwin-Svobado Ruth              | Dean of Student                                   | Pioneer Middle  | 7/1/2017              |
| Fernandes JoAnne                | Principal   | Pioneer Middle  | 7/1/2017              |
| Nystrom John                    | Assistant Principal                               | Pioneer Middle  | 7/1/2017              |
| Clauson Alexander               | Principal   | Saltar's Point  | 7/1/2017              |
| Vallieres Laurie                | Assistant Principal                               | Saltar's Point  | 7/1/2017              |
| Lallemand Krista                | Assistant Principal                               | Steilacoom High | 7/1/2017              |
| Miller Michael                  | Principal   | Steilacoom High | 7/1/2017              |
| Tyrrell Jacob                   | Assistant Principal                               | Steilacoom High | 7/1/2017              |

Steilacoom Historical School District No. 1  
Certificated Personnel Report

|                                 |                 |            |                 |                       |               |                                     |
|---------------------------------|-----------------|------------|-----------------|-----------------------|---------------|-------------------------------------|
| <b>Personnel Report 6-29-17</b> |                 |            |                 |                       |               |                                     |
|                                 |                 |            |                 |                       |               |                                     |
| <b>Name</b>                     | <b>Position</b> | <b>FTE</b> | <b>Location</b> | <b>Effective Date</b> | <b>Action</b> | <b>Comment</b>                      |
| Sincero Lauren                  | Teacher         | 1.00       | Saltar's Point  | 8/31/2017             | New Hire      |                                     |
| Gleb Elizabeth                  | Teacher         | 1.00       | High School     | 6/16/2017             | Resignation   |                                     |
| Haverkamp Cynthia               | Teacher         | 0.50       | Pioneer         | 6/16/2017             | Resignation   | accepted .5 Highly Capable position |
| Smith Rachel                    | Teacher         | 1.00       | High School     | 6/16/2017             | Resignation   |                                     |
| Snow Dena                       | Teacher         | 1.00       | Saltar's Point  | 6/16/2017             | Resignation   |                                     |
| Haymond Sarah                   | Teacher         | 1.00       | Pioneer         | 6/16/2017             | Retirement    |                                     |



Steilacoom Historical School District No. 1  
Classified Personnel Report

| <b>Personnel Report 6-29-17</b> |                               |              |                 |                       |               |                |
|---------------------------------|-------------------------------|--------------|-----------------|-----------------------|---------------|----------------|
| <b>Name</b>                     | <b>Position</b>               | <b>Hours</b> | <b>Location</b> | <b>Effective Date</b> | <b>Action</b> | <b>Comment</b> |
| Auston Miriam                   | Paraeducator                  | 6.50         | Chloe Clark     | 8/31/2017             | New Hire      |                |
| Giannetti Barbara               | Office Coordinator            | 8.00         | Saltar's Point  | 8/14/2017             | New Hire      |                |
| Mazikowski Gretchen             | Secretary                     | 6.50         | Pioneer         | 5/30/2017             | New Hire      |                |
| Pickel Heather                  | Paraeducator                  | 6.50         | Chloe Clark     | 8/31/2017             | New Hire      |                |
| Talley Nicole                   | Paraeducator Student Specific | 6.50         | Pioneer         | 8/31/2017             | New Hire      |                |
| Williams Jennifer               | Paraeducator Student Specific | 6.50         | Saltar's Point  | 8/31/2017             | New Hire      |                |
| Wright Rebecca                  | Secretary                     | 8.00         | Cherrydale      | 8/23/2017             | New Hire      |                |
| Bass Anthony                    | Custodian                     | 8.00         | Pioneer         | 6/30/2017             | Resignation   |                |
| Million Sara                    | Fiscal Clerk                  | 8.00         | District Office | 7/28/2017             | Resignation   |                |
|                                 |                               |              |                 |                       |               |                |
|                                 |                               |              |                 |                       |               |                |