APPROVED

Steilacoom Historical School District

Minutes

May 21 2025 Regular Board Meeting

Date and Time
Wednesday May 21, 2025 at 6:00 PM

Location
Steilacoom Historical School District Professional Development Center
511 Chambers Street, Steilacoom, WA
https://steilacoom-k12-wa-us.zoom.us/j/82280497992

Directors Present
Chair Scott, Director Lewis, Director McDonald, Director Rohrer, Director Tinsley

Directors Absent
None

Guests Present
Gwen Miller, Superintendent Weight

I. Opening Items

A. Call the Meeting to Order

Chair Scott called a meeting of the board of directors of Steilacoom Historical School District to order on Wednesday May 21, 2025 at 6:00 PM.

B. Pledge of Allegiance

Executive Director Susanne Beauchaine led the Pledgeof Allegiance.

C.

Roll Call

Directors Lewis, McDonald, Rohrer, Scott, and Tinsley all present.

D. Agenda Review

Chair Scott asked if anyone had any questions about the agenda. No questions.

E. Approval of Agenda

Director Rohrer made a motion to approve the agenda.
Director McDonald seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Presentations

A. Steilacoom High School Military Academy Appointment Recognition

Steilacoom High School Principal Jake Tyrrell congratulated SHS senior Luke Ewers on receiving an appointment to the United States Military Academy West Point. Luke could not be present at tonight's meeting because he is competing in the Track & Field District Championships in Bremerton.

B. Steilacoom High School Student Athlete Recognition for 2024-25 School Year & Athletics Recap Spring 2025

Steilacoom High School Assistant Principal and Athletic Director Tracy Garza shared athletic recognitions for the 2024-25 school year as well as a spring athletics recap.

Chair Scott congratulated the athletes and commended the school for having almost a third of its students participating in athletics.
Director TInsley also congratulated the athletes, and reminded them of the influence they have on the younger students in our district.
Director Rohrer congratulated the athletes and thanked the parents and staff for their role in the success of our student athletes.

C. Steilacoom High School Student ASB Leader Goals for 2025-26

Principal Jake Tyrrell introduced next year's Steilacoom High School ASB Leadership team who shared a presentation on their activities and accomplishments for the 2024-25 school year, as well as their goals for the 2025-26 school year.

Director Lewis shared his appreciation for all the work the students did.
Director Rohrer thanked the SHS admin team as well as Ms. Balogh for empowering our students to lead.
Director Tinsley thanked the students for their leadership.

Director McDonald shared she appreciates all the things the student leadership did, and looks forward to all they will continue to do.
Chair Scott shared this is the best high school presentation he has ever seen in a school board meeting.

D. Recognition of Retirees

Ms. Susanne Beauchaine, Executive Director of Human Resources, recognized the following Steilacoom Historical School District employees and congratulated them on their retirement:

- Bettina Evans and Laura Johnson from Cherrydale Primary School
- Kim Tate from Anderson Island Elementary School
- Coley Fannin from Saltar's Point Elementary School
- Karen Ripp from Pioneer Middle School
- Patricia Kadel and Patty Zech from the District Office
- Lynn Emery from the district's Maintenance Department.

Christine Firth, Cherrydale Primary School Principal, introduced Bettina Evans and Laura Johnson, and shared heartfelt statements for each, thanking them for their dedication to the students, staff, and families of Cherrydale.

Mike Miller, Principal of Anderson Island Elementary School, shared it is his privilege to celebrate Kim Tate tonight, and thanked her for her tireless work to establish Anderson Island's preschool and Transition to Kindergarten programs. Mr. Miller also thanked Mr. Rob for his dedicated service driving school bus on Anderson Island.

Saltar's Point Elementary School Principal Alex Clauson recognized Coley Fannin. Mr. Clauson shared Coley has been in the school district for 20 years and with Saltar's Point for the last 11 years. He thanked Coley for the creative systems he put into place at Saltar's Point.

Pioneer Middle School Principal JoAnne Fernandes introduced Karen Ripp, and shared Karen has spent 31 years in education, and her quiet wisdom has left a lasting impression on staff, students, and families at Pioneer Middle School.

Director of Operations, Shae Emery, thanked Lynn Emery for his 32 years of dedicated service to the district in our Maintenance Department, and shared he always led by example.

Laurie Vallieres, Executive Director of Teaching & Learning, recognized Patricia Kadel for being an invaluable part of the district's MLL team.

Susanne Beauchaine, Executive Director of Human Resources, introduced Pam Hiles, the district's Human Resources Manager, who recognized Patty Zech. Pam shared Patty has always shown nothing but kindness and patience in her role with the district.

III. Retiree Reception

A. Recess to Reception

Chair Scott recessed the meeting to a reception honoring the retirees at 6:44 p.m., anticipating a 10-25 minute reception.

B. Reception

Reception to honor retirees.

C. Return to Regular Meeting

Chair Scott reconvened the Regular Meeting at 6:59 p.m.

IV. Comments from the Audience

A. Comments from the Audience

Marilyn Trujillo shared regarding the lack of diversity among district staff in a culturally diverse community.

V. Reports

A. Budget Status Report

Sarah Jahn, Chief Financial Officer, shared budget status reports for all funds as of the end of April 2025, along with charts and data showing monthly attendance, general fund balance, and general fund cash balance.

B. Revised Budget Timeline

Ms. Jahn shared a revised budget timeline due to legislative action in the recently concluded session. Budget tools and guidance are expected from OSPI and PSESD over the next couple of weeks.

VI. Consent Agenda

A. Approval of April and May 2025 Accounts Payable and April 2025 Payroll

B. Approval of April 16 2025 Regular Board Meeting Minutes

Director Tinsley made a motion to approve the minutes from April 16 2025 April 16 2025 Regular Board Meeting on 04-16-25.
Director Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approval of Personnel Reports

D. Approval of Resolution 934-05-21-25 Interdistrict Agreement

E. Approval of Resolution 935-05-21-25 Granting Authority to WIAA

F. Approval of Resolution 936-05-21-25 Authorization to Employ Certificated Personnel for 2025-26 School Year

G. Approval of Cherrydale PTA Donation for Kindergarten Playground Project

H. Approval of SHS Music Boosters Donation for SHS Choir Risers

I. Approve Consent Agenda

Director Tinsley made a motion to approve the Consent Agenda.
Director Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Old Business

A. Capital Facilities Committee Recommendation

Lauren Peterson and Ashley Waltrip, members of the district's Capital Facilities Committee, shared a presentation and recommended the board place a 4-year Capital Projects Levy on the November 4, 2025 ballot. Project categories include Safety and Security, Building Maintenance, Technology, and Site Improvements.

Director McDonald made a motion to place a 4-year Capital Projects Levy on the November 4, 2025 ballot.

Director Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. New Business

A. Election of WIAA Representative

Director McDonald made a motion to elect Director Rohrer to the WIAA Representative position for one year.
Director Tinsley seconded the motion.
Director Tinsley nominated Director Rohrer to serve as the WIAA Representative for the next year. No other nominations. Director Rohrer elected to the WIAA Representative position for one year.
The board **VOTED** unanimously to approve the motion.

B. State Audit Results

Ms. Jahn shared the State Auditor's Office (SAO) has completed their audit of the 2023-2024 fiscal year. The district's exit conference to review the audit results occurred today, and the district received a clean audit in all areas. The final audit report will be available on the SAO website by the end of June.

C. Approval of 2025-26 Fees and Fines

Director Tinsley made a motion to approve the 2025-26 fees and fines schedule.
Director Rohrer seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Draft Capital Facilities Plan

Shae Emery, Director of Operations, shared district staff has prepared the 2026-2031 Capital Facilities Plan for school board and community review. Following a 14-day SEPA notice period and review by the Town of Steilacoom, City of DuPont, and Pierce County, the board will be asked to consider the final plan at their regularly scheduled June school board meeting.

The updated plan incorporates new studies on student generation rates and enrollment projections. Those studies are included in the agenda packet. Also included are impact fee calculations outlining discretionary reduction for certain fees.

The Capital Facilities Plan is shared with the Town of Steilacoom, the City of DuPont, Pierce County and the greater SHSD community. This plan will be adopted by reference as a part of the local jurisdiction's Comprehensive Plan for purposes of identifying whether
school facilities are adequate to serve existing and proposed new development.

No questions from the board.

E. Board Goal - Professional Learning

Nothing shared from directors.

IX. Communication and Announcements

A. Board Communication

No communication received.

B. Announcements

Chair Scott shared Day of Champions is tomorrow.

X. Executive Session

A. Recess to Executive Session

Chair Scott recessed to an Executive Session at 7:40 p.m. with a time estimate of 10 minutes.

B. Executive Session

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

C. Return to Regular Meeting

No audience in attendance at 7:50 for update that a few more minutes is needed for the Executive Session.

Chair Scott returned to the Regular Meeting at 7:53 p.m.

XI. Closed Session

A. Recess to Closed Session

Chair Scott recessed to a Closed Session at 7:53 p.m. with a time estimate of 10 minutes.

B. Closed Session

Closed Session per RCW 42.30.140 (4)(b) to discuss collective bargaining (4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

C. Return to Regular Meeting

No audience in attendance at 8:03 for update that a few more minutes is needed for the Closed Session.

Chair Scott returned to the Regular Meeting at 8:07 p.m.

XII. Closing Items

A. Adjourn Meeting

Director McDonald made a motion to adjourn the meeting at 8:07 p.m.
Director Rohrer seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:07 PM.

Respectfully Submitted,
Superintendent Weight

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