APPROVED

Steilacoom Historical School District

Minutes

June 18 2025 Regular Board Meeting

Date and Time
Wednesday June 18, 2025 at 1:00 PM

Location
Anderson Island Elementary School
13005 Camus Road, Anderson Island, WA

Directors Present
Chair Scott, Director Lewis (remote), Director McDonald, Director Rohrer (remote)

Directors Absent
Director Tinsley

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 Jun 18, 2025 at 1:00 PM.

B. Pledge of Allegiance

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

C.

Roll Call

Director McDonald made a motion to excuse Director Tinsley.
Director Rohrer seconded the motion.
Directors McDonald and Scott present in person. Directors Lewis and Rohrer present via Zoom. Director Tinsley absent.
The board **VOTED** unanimously to approve the motion.

D. Agenda Review

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

E. Approval of Agenda

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

II. Presentation

A. Anderson Island Elementary 2024-25 Recap

Mike Miller, Principal of Anderson Island Elementary School, shared a 2024-25 year in review presentation. Mr. Miller shared about the unique aspects of the school as well as its connection to the community. He also shared about academic growth for the students of AIE and numerous activities the students have participated in throughout the school year.

Director McDonald commended the community for the amazing amount of volunteer hours given. She also asked about summer programs so students don't backslide in all the learning growth that has happened. Mr. Miller shared there is help available in the community. Director McDonald asked about attendance concerns, and asked if the concern is grade-specific or school-wide. Mr. Miller shared the issue is not just grade-specific or even school-specific, but is an issue for all schools post-COVID.

III. Comments from the Audience

A. Comments from the Audience

No comments.

IV. Reports

A. Budget Status Report

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

Chair Scott inquired about Running Start enrollment being lower than projected, and whether that was a result of CiHS enrollment. Dr. Weight responded she doesn't believe this is the case yet, but hopes this is indeed the case for the 2025-26 school year.

B. Budget and 4-Year Budget Forecast Presentation

Ms. Jahn shared a 2025-26 preliminary budget presentation, including enrollment statistics, information about the district's revenues and expenses for the general fund, capital projects fund, Associated Student Body fund, and transportation and debt services. Additionally, she shared the F-195F four-year projection.

Director Rohrer thanked Ms. Jahn for her hard work developing the budget and corresponding reports.

Director McDonald also thanked Ms. Jahn for the transparency and clarity. Director McDonald asked regarding the shortfalls in payments from OSPI - is there a plan in case OSPI defaults on payments or gets behind on payments in the future? Ms. Jahn clarified that OSPI's financial challenges are based on the legislature's failure to provide funds promised. She shared if this had happened 2-3 years ago, it would have been a major concern for the district. However, because of the district's hard work over the last few years to rebuild the district's financial stability, the district is now able to ride out a short-term storm.

Chair Scott asked about the amount of federal funds received by the district. Ms. Jahn shared federal funds (entitlement funds, DoDEA, etc.) are not a huge part of our district's budget. The district is currently planning as if all funding will continue as it has.

V. Consent Agenda

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

B. Approval of May 21 2025 Regular Board Meeting Minutes

Director Rohrer made a motion to approve the minutes from May 21 2025 Regular Board Meeting on 05-21-25.
Director McDonald seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approval of Personnel Reports

D.

Approval of Highly Capable Grant

E. Approval of MLL Grant

F. Approval of Sodexo Contract Amendment for 2025-26 School Year

G. Approval of 2025 SHSD CTE 4-Year Plan

H. Approve Consent Agenda

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

VI. Old Business

A. Approval of 2026-2031 Capital Facilities Plan

Director Lewis made a motion to approve the 2026-2031 Capital Facilities Plan.
Director McDonald seconded the motion.
Shae Emery, Director of Operations, shared the draft update of the 2026 Capital Facilities Plan was reviewed by the board meeting on May 21,
2025. No comments were received by the district during the SEPA review period, and no other comments have been received to date. Mr. Emery recommended the board approve the district's updated six-year Capital Facilities Plan.
The board **VOTED** unanimously to approve the motion.

B. Audit Results

Ms. Jahn shared the 2023-2024 Financial and Federal Single Audit concluded with an exit conference with the State Auditor’s Office (SAO) on May 21, 2025, with Board Chair Scott and Vice Chair Tinsley in attendance.. Additionally, an Accountability Audit for the period 09/01/2022-08/31/2024 was also concluded on that day.

SAO issued an unmodified opinion on the fair presentation of our financial statements according to our regulatory basis of accounting, the Accounting Manual for Public School Districts in the State of Washington. (AMPSD). As expected, SAO issued an adverse opinion with regard to presentation of financial information in accordance with generally accepted accounting principles in the United States of America (GAAP) because the AMPSD deviates from GAAP to comply with Washington law.

SAO reviewed seven different operational areas for the Accountability Audit and determined that the District complied with applicable state laws, regulations and our own policies and provided adequate controls over the safeguarding of public resources.

C.

Request to SAO for Annual Accountability Audit

Director Rohrer made a motion to request the State Auditor's Office conduct annual Accountability Audits.
Director McDonald seconded the motion.
Ms. Jahn shared that as part of the 2023-2024 financial audit, the State Auditor's Office (SAO) also conducted an Accountability Audit. Currently, SAO performs an Accountability Audit biannually resulting in an audit of two years of district activities at one time. This requires staff to retrieve two years of information which may not be readily available depending on the subject area. Audit requests are usually detailed in nature, requiring additional supporting documentation and additional staff time to collect needed information. The additional response time from staff and auditor time reviewing two years of data result in a slightly higher audit cost every other year. District staff believe annual Accountability Audits will improve staff response time by reducing excessive research activities and increase the overall efficiency of all audit activities each year. Ms. Jahn recommended the board approve the letter to the State Auditor's Office requesting annual Accountability Audits.
The board **VOTED** unanimously to approve the motion.

VII. NEW BUSINESS

A. First Reading of Policy 2020 Course Design, Selection, and Adoption of Instructional Materials

Director Lewis made a motion to approve Policy 2020 Course Design, Selection, and Adoption of Instructional Materials.
Director McDonald seconded the motion.
Laurie Vallieres, Executive Director of Teaching & Learning, shared this revised policy outlines the district's commitment to ensuring high-quality educational programs through intentional course design and the careful selection and adoption of instructional materials. The policy emphasizes alignment with Washington State learning standards and supports student readiness for college and careers. Dr. Vallieres recommended the board approve revised Policy 2020.
The board **VOTED** unanimously to approve the motion.

B. Approval of Steilacoom High School CTE Sports Medicine Curriculum Adoption

Director Rohrer made a motion to approve adoption of Steilacoom High School's CTE Sports Medicine Curriculum.
Director McDonald seconded the motion.
Dr. Vallieres shared that as part of expanding opportunities in our Health Sciences Career and Technical Education (CTE) Pathway, Steilacoom High School is introducing a new Sports Medicine course. To support high-quality instruction aligned with Washington State Health Science Standards and industry expectations, the Instructional Materials Committee is recommending the adoption of Sports Medicine Essentials, 4th Edition (2026) by Jim Clover and Rikki Watson, published by Cengage. She shared the

community and committee review process as well as the funding source. Dr. Vallieres recommended the board approve the adoption of this curriculum.
The board **VOTED** unanimously to approve the motion.

C. Approval of Steilacoom High School Advanced Placement Psychology Curriculum Adoption

Director Lewis made a motion to approve adoption of Steilacoom High School's Advanced Placement Psychology Curriculum.
Director Rohrer seconded the motion.
Dr. Vallieres shared The College Board requires that instructional materials for Advanced Placement (AP) courses be updated at least every 10 years to maintain alignment with current frameworks and standards. The current textbook used for AP Psychology was published in 2014 and is now outdated. To ensure compliance with College Board requirements and to reflect the latest research and developments in psychology, the district proposes the adoption of the Myers' Psychology for the AP Course, 4th Edition (2024), authored by David Myers, C. Nathan DeWall, and Elizabeth Yost. Published by Bedford, Freeman, and Worth, this edition is specifically designed to align with the AP Psychology curriculum and supports Washington State College and Career Readiness Standards. She shared the community and committee review process as well as the funding source. Dr. Vallieres recommended the board approve the adoption of this curriculum.
The board **VOTED** unanimously to approve the motion.

D. Approval of School Board Calendar for 2025-26 School Year

Director Lewis made a motion to approve the school board calendar for the 2025-26 school year.
Director McDonald seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Draft Resolution 937-07-16-25 Replacement Capital Projects Levy

Ms. Jahn shared Draft Resolution 937-07-16-25 which authorizes a Capital Projects and Technology Levy to be submitted to voters at the November 4, 2025, general election. The draft resolution provides funds to address the most urgent capital facilities needs of the district.

Ms. Jahn will bring the resolution before the board at the July 16 Regular Board Meeting for board approval.

F. Draft Resolution 938-07-16-25 Replacement Educational Programs and Operations Levy

Ms. Jahn shared Draft Resolution 938-07-16-25 which authorizes a replacement Educational Programs and Operations (EP & O) Levy to be placed on the November 4,

2025, ballot for the purpose of funding enrichment programs and operations that are not funded by the state.

Ms. Jahn will bring the resolution before the board at the July 16 Regular Board Meeting for board approval.

G. Board Goal - Professional Learning

Chair Scott shared he hopes everyone is receiving Rick Maloney's emails. RIck has done a great job at informing boards on how they should conduct business.

VIII. Closing Items

A. Board Communication

No communication received by all board members.

B. Announcements

No announcements.

C. Adjourn Meeting

Director Lewis made a motion to adjourn the meeting at 1:50 p.m.
Director McDonald 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 1:50 PM.

Respectfully Submitted,
Superintendent Weight

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