

BOARD MEETING

Tuesday, August 27, 2024 at 6:00pm

MINUTES

I. REGULAR MEETING CALLED TO ORDER – Roll Call, Flag Salute

Attendance: Mary Fickett, Bill Barnet, Summer Ventura, Michelle Matheson, and non-voting Secretary to the Board: Superintendent Patricia Beathard

- II. AUDIENCE PARTICIPATION/AGENDA ITEMS** - Agenda items are welcome, but depending on time, these issues are at the discretion of the board chairperson as to whether or not they are added to the agenda. At the conclusion of our meeting, audience members will have the opportunity to address items not on the agenda. The board encourages constructive and solution-oriented comments.

III. APPROVAL OF AGENDA (H000)

Mary Fickett made a motion to approve the agenda as presented. Summer Ventura seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES

- a. July 25, 2024 Meeting Minutes (H000.1)

Mary Fickett made a motion to approve the July 25, 2024 Minutes as presented. Michelle Matheson seconded the motion. Motion carried.

V. ACTION ITEM

- a. Oath of Office – Mike Reynolds (H00)

Mary Fickett made a motion to accept the Oath of Office of Mike Reynolds. Michelle Matheson seconded the motion. Motion carried.

VI. FINANCIAL REPORT

- a. Budget Status Report (H001)
- b. Cash Flow Spreadsheet (H002)
- c. AP Invoice Spreadsheet (H003)
- d. Enrollment Report (H004)

Debi Johnson gave the financial report.

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VII. CAPITAL PROJECTS

a.

No action was taken.

VIII. CONSENT AGENDA

The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, were approved for payment. In addition, Payroll Vendor warrant numbers 4650559– 4650566 in the amount of \$32,260.83 were approved. There were no warrants issued to Employees.

- a. Payroll: July 2024 Final: \$92,431.28
- b. Vouchers, pre-approved/due and paid before this Board meeting:
 - GF AP Vouchers, 8/19/24, #4602141–4602153, \$40,361.71
 - CPF AP Vouchers: None
- c. General Fund AP Vouchers, 8/28/24, #4602154–4602175, \$72,630.37
- d. General Fund AP ACH Vouchers, 8/29/24, #9000001155–9000001160, \$474.86
- e. CPF Vouchers, 8/30/24: #4698071–#4698071, \$431,935.70 (actual amount; no additional invoices received)
- f. GF Vouchers, 9/13/24, pre-approved as due before the next Board meeting:
 - General Fund AP Vouchers: Phones, utilities, copier lease, Amazon Capital, credit card, Employment Security (balance of WRC Fee), bus detailing, F2S produce & delivery fees, DOL, Henery Hardware, #4602176–#4602188, \$9,516.63 (actual amount)
 - CPF AP Voucher: ~~\$9,564.51~~ \$0(retainage for HKHS playground project, if invoice is received) No invoice received.
- g. Payroll: August 2024, final: \$111,822.88
- h. Approve returning WRC members
 - i. E. Soehl
 - ii. L. Moreno
- i. Approve new WRC member
 - i. V. Murray
- j. Approve hire of school custodian
 - i. K. Melton
- k. Accept HKHS Basketball Court project
 - i. Basketball posts set
 - ii. Line painting planned week of August 19, or when weather permits
- l. Approve plan for out-of-endorsement teaching assignments
 - i. Keri Madill – all non-art or special education courses
 - ii. Tirzah Small – all non-Math courses

- iii. Out of endorsement plan (H01)
- m. Approve conditional certificate support plans (H02)
- n. Declare Bus 1 as surplus and available after new bus arrives (scheduled on/before Sept. 28th but may not be on the road until mid-October).
- o. Declare 2011 Reading Street reading curriculum as surplus.
- p. Approve Brinnon Community Church request to do a prayer walk at school – September 1 at 11:15
- q. Approve the 2024-25 School Board Meeting Schedule (H03)

Mary Fickett made a motion to accept the consent agenda as presented. Michelle Matheson seconded the motion. Motion carried.

IX. STATUS OF THE SCHOOL – SUPERINTENDENT’S REPORT

- a. Audit Report for 2022-23 was released 8/19/2024
- b. Jefferson County Educational Partnership (JCEP) meeting
 - i. Monday, September 23 – 4:30 – 6:00 in Chimacum (note date change)
- c. Procured schoolwork truck 8/6/24
 - i. \$7,665.52 (tax included) plus registration fees paid in AP invoices.
 - ii. Josh Bowers did not feel a mechanic needed to look at it
 - iii. District Transportation Guidelines (H05)
- d. First Day of School was Monday, August 26
- e. Upcoming dates
 - i. September 2 – No School for Labor Day
 - ii. September 11 – Picture Day
 - iii. September 26 - 5-6:30pm Open House
- f. WSSDA (Washington School Directors’ Association) annual conference – do we want to go?
 - i. Thursday 11/21 at 2:30 pm – Saturday 11/23 at 1:45 pm in Spokane
 - ii. \$640 for conference or \$350/day + travel and hotel
- g. 2024-25 Minimum Basic Education Requirement Collection (H06)
- h. WSSDA School Funding Document (H07)
- i. WSSDA Policy Suggestions (H08)
- j. Superintendent Year-End Review (H)

X. BOARD MEMBERS REPORTS

XI. AUDIENCE PARTICIPATION

XII. EXECUTIVE SESSION

- a. Discuss the performance of a public employee

The executive session is estimated to take 30 minutes. The executive session began at 7:05pm and ended at 7:40pm.

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XIII. ACTION ITEM

a. Approval of superintendent contract

Michelle Matheson made a motion to extend Patricia Beathard as superintendent for 3 years from July 1, 2024 to July 1, 2027, with a salary increase of 6% and a 5% of annual salary towards a tax annuity. Mary Fickett seconded the motion. Motion carried.

b. Approval of staff stipend

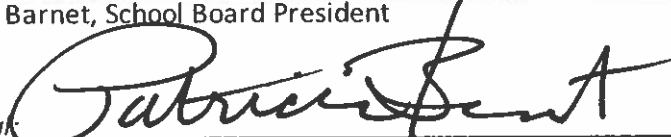
Summer Ventura made a motion to approve the staff stipend. Mary Fickett seconded the motion. Motion carried.

XIV. ADJOURNMENT

Michelle Matheson made a motion to adjourn the meeting at 7:53pm. Mary Fickett seconded the motion. Motion carried.

Approval: 
William Barnet, School Board President

Date: 9/24/24

Approval: 
Patricia Beathard, Secretary to the Board

Date: 9/24/24