

BOARD MEETING

Tuesday, January 28, 2025 at 6:00pm

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AGENDA

- I. REGULAR MEETING CALLED TO ORDER – Roll Call, Flag Salute
- II. AUDIENCE PARTICIPATION

The Brinnon School Board welcomes and recognizes the value of public input in its meetings. Your comments and input may address an item on the agenda or on any topic within the scope of the board’s responsibilities. The board will allow for public comments at the beginning of every regular board meeting. Comments from the public will not be added to the agenda, and the board will not typically respond to these comments. However, the board will take these comments into consideration for future meetings. Please limit your polite and respectful comments to three minutes.
- III. APPROVAL OF AGENDA (H000)
- IV. APPROVAL OF MINUTES
 - a. December 17, 2024 Meeting Minutes (H000.1)
- V. FINANCIAL REPORT
 - a. Budget Status Report (H001)
 - b. Cash Flow Spreadsheet (H002)
 - c. AP Invoice Spreadsheet (H003)
 - d. Enrollment Report (H004)
- VI. CONSENT AGENDA
 - a. Approve Payroll: December 2024 Final: \$114,675.31
 - b. Approve Accounts Payable Vouchers:

Vouchers pre-approved/due and released before this Board meeting:

Fund	Date	Voucher Numbers	Purpose	Amount
General	1/04/25	#4650597–4650598		
		4 th Qtr PFML, WaCares	\$ 2,861.33	
General	1/10/25	#201900058	wire transfer	
		4 th Qtr Comp Tax	\$ 95.37	
General	1/22/25	#4602316–4602325		
		Early payments due	\$ 7,511.91	
General	1/29/25	#90000001294–900000013	Direct	
Deposit/ACH Payments		\$	-----	
CPF	1/2/25	#4698080	KCDA: HKHS Retainage (All Play	
Systems)		\$ 9,564.51		

Approve AP Vouchers releasing this month:

General 1/29/25 #4602316–#4602345 Current Vouchers due
 \$ -----
 CPF 1/31/25 #4698081 Modernization Grant #1
 \$ -----

Pre-approve for release before next Board meeting:

General Fund AP Vouchers:

Phones, utilities, copier lease, Amazon Capital, credit card, F2S produce & delivery fees, Hood Canal Communications (e-Rate tech re-wiring project, \$36,250, if completed), OESD invoices (ACH payments), grant expenditures, process ACH payments: \$53,000.00

- c. Approve Payroll: January 2025, estimate: \$116,000.00 (includes stipends)
- d. Accept BEST (Beginning Educator Support Team) Grant - \$2,025 (H01)
- e. Accept \$269 grant for Julie McEdwards for a “Let’s Be a Reading Detective” project from Jefferson County Retired School Employees Association
- f. Approve Washington Reading Corps – intent to continue - \$35,000 for 25-26 school year – 5 members
- g. Approve Summer School 2025 \$10,000 approximate cost
 - i. More specific cost to come based on hiring
 - ii. 4 – 5 weeks/4 days per week
 - iii. Will seek coordination with YMCA for half day for each of us
- h. Approve purchase of kitchen dishwasher - \$7,000 - \$9,000
 - i. Will obtain 3 bids and choose lowest reasonable bid
- i. Approve Brinnon School District calendar 2025-2026 & 2026-2027 (H)

VII. STATUS OF THE SCHOOL – SUPERINTENDENT’S REPORT

- a. Policy 1610 – first ready – attorney said this was out of date in the May email – I think you said we’re good?
- b. Kitchen floor installation update (H) - Alicia – before and after pic? Diane’s email?
- c. Students made holiday cards for Brinnon Food Bank visitors (H02)
- d. Students made thank you cards for Pleasant Harbor Marina Resort – do we have any handout there?
- e. Community recognition of OSPI award (H03)
- f. Letter of support submitted for Mason County PUD1 for a grant for vegetation management
- g. Brinnon Fire Department will be donating a bike helmet for each student & making a safety presentation
- h. Washington Reading Corps. M.L.K. Day Food Drive to support the Brinnon Food Bank (H) Alicia – a pic?
- i. Jefferson Transit has started on the covered bus stop

- j. Board term updates – per Jefferson County Election office
 - i. Reynolds – expires in 2025 (will run for a 2-year term)
 - ii. Fickett – expires in 2025 (will run for a 4-year term)
 - iii. Ventura – expires in 2025 (will run for a 4-year term)
 - iv. Barnet – expires in 2027
 - v. Matheson – expires in 2027
 - vi. If your term is expiring, register by May for the November 2025 election
 - k. Upcoming dates
 - i. February 3 Snow make up day, if needed.
 - ii. Special Board Meeting – Wednesday, February 12 – 4:00 – 5:30
 - iii. February 14 Awards Assembly at 9:00am
 - iv. February 14 class Valentine’s parties
 - v. February 17-21 No school for mid-Winter break
 - vi. February 24 – 28 - SmileMobile
- VIII. Discussion Item
- a. If a board member wishes to add an item to the agenda in advance of the meeting, 3 members must support the addition of that item (suggestion from our board roles and responsibilities training on 12/17/24.)
 - i. Is this a protocol we wish to follow?
 - b. Budget priorities
 - i. Discussed with staff on 1/17 - good stock of basic school supplies
 - ii. Board thoughts?
 - c. Pleasant Harbor Marina Resort MOU (H04)
 - i. Met with Cristina Haworth<Cristina.Haworth@otak.com> and George Terry <GTerry@co.jefferson.wa.us> on 1.13.25 - purpose to check in on PHMR MOU with the school district
 - ii. My comments in the meeting
 - 1. Can’t speak on behalf of the board
 - 2. Are there inflation measures in place for the dollar amounts in the MOU?
 - 3. Are the services listed still being offered? (they said yes)
 - 4. Please keep us updated on housing
 - 5. I will talk with the board and give more input if they wish
 - d. Policy 6022 Fund Balance Policy(H05) – first read – what amount do you prefer?
 - i. State Auditor’s Office looks for 60-days of expenditures (for Brinnon \$320,000)
 - ii. A more standard 10% is approximately \$200,000
- IX. BOARD MEMBERS REPORTS
- a. JCEP (Jefferson County Educational Partnership) report from meeting on 1/27/25 - Director Summer Ventura
- X. EXECUTIVE SESSION
- a. Discuss the performance of a public employee
- XI. ADJOURNMENT