

BOARD MEETING

Tuesday, January 28, 2025 at 6:00pm

MINUTES

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

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

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)

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

IV. APPROVAL OF MINUTES

a. December 17, 2024 Meeting Minutes (H000.1)

Mary Fickett made a motion to approve the December meeting minutes as presented. Michelle Matheson seconded the motion. Motion carried.

b. December 17, 2024 Workshop Minutes (H000.2)

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

c. January 8, 2025 Special Executive Minutes (H000.3)

Summer Ventura made a motion to approve the January executive meeting minutes as presented. Michelle Matheson seconded the motion. Motion carried.

V. 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.

VI. 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 4650599–4650603 in the amount of \$36,552.98 were approved. There were no payroll warrants issued to Employees.

- a. Approved Payroll: December 2024 Final: \$114,675.31
- b. Approved Resolution #295-25, Cancellation of Warrant
- c. Approved 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	#9000001312–99000001320	Direct Deposit/ACH Payments	\$6,511.35
CPF	1/2/25	#4698080	KCDA: HKHS Retainage (All Play Systems)	\$9,564.51

Approved AP Vouchers releasing this month:

General-1/29/25, #4602326–#4602346, Current Vouchers due \$16,866.67
 CPF – 1/29/25, #4698081, Re-Issue Canceled Warrant, \$358,803.86
 CPF - 1/29/25, #4698082, Modernization Grant #1, \$20,025.42

Pre-approved 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, \$15,000 over e-Rate), OESD invoices (ACH payments), grant expenditures, process ACH payments: \$53,000.00

- d. Approved Payroll: January 2025, estimate: \$122,500.00 (includes stipends)
- e. Accepted BEST (Beginning Educator Support Team) Grant - \$2,025 (H01)
- f. Accepted \$269 grant for Julie McEdwards for a “Let’s Be a Reading Detective” project from Jefferson County Retired School Employees Association
- g. Approve Washington Reading Corps – intent to continue - \$35,000 for 25-26 school year – 5 members
- h. 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

- i. Approve purchase of kitchen dishwasher - \$7,000 - \$9,000
 - i. Will obtain 3 bids and choose lowest reasonable bid
- j. Approve Brinnon School District calendar structure 2025-2026 (H02) & 2026-2027 (H03)
 - i. Early release day may change – based on staff input

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

VII. STATUS OF THE SCHOOL – SUPERINTENDENT’S REPORT

- a. Kitchen floor installation update (H04)
- b. Students made holiday cards for Brinnon Food Bank visitors (H05)
- c. Students made thank you cards for Pleasant Harbor Marina Resort
- d. Community recognition of OSPI award (H06)
- e. Letter of support submitted for Mason County PUD1 for a grant for vegetation management
- f. Brinnon Fire Department will be donating a bike helmet for each student & making a safety presentation
- g. Washington Reading Corps. M.L.K. Day Food Drive to support the Brinnon Food Bank (H07)
- h. Jefferson Transit has started on the covered bus stop
- i. Plumbing – expect expenses
 - i. Potential septic problem with dedicated line to gym bathroom currently effecting that location
 - ii. Room 1 – pinhole leak in overhead elbow pipe – repaired today
 - iii. Main restroom repair today – loose toilet causing smell
 - iv. We need to explore a water filter system
- 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 – executive session only - 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 ITEMS

- 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 (H08)
 - 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 (H09) – 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. Director Summer Ventura - JCEP (Jefferson County Educational Partnership) report from meeting on 1/27/25
- b. Director Mike Reynolds Legislative Update

X. EXECUTIVE SESSION

- a. Discuss the performance of a public employee

The executive session is estimated to take 5 minutes. The executive session began at 6:51pm and ended at 6:57pm.

XI. ADJOURNMENT

Mary Fickett made a motion to adjourn the meeting at 6:58pm. Summer Ventura seconded the motion. Motion carried.

Approval: 

William Barnett, School Board President

Date: 2/25/25

Approval: 

Patricia Beathard, Secretary to the Board

Date: 2/25/25