

BOARD MEETING

Tuesday, September 26, 2023 at 6:00pm

MINUTES

- I. REGULAR MEETING CALLED TO ORDER – Roll Call, Flag Salute
Attendance: Bill Barnet, Mary Fickett, Shirley Towne, Michelle Matheson and Superintendent Patricia Beathard. Not in attendance: Josh Cunningham
- 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. Motion carried.
- IV. APPROVAL OF MINUTES
 - a. August 23, 2023 Meeting Minutes (H000.1)
Mary Fickett made a motion to accept the August meeting minutes as presented. 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. ACTION ITEM
 - a. Approval of Rural School Modernization project with Apollo (H)
 - i. Approve Energy Services Proposal with exclusions
 - ii. Approve IGA report
 - iii. Approve DES to go to contract on this project*Shirley Towne made a motion to approve the Rural School Modernization project with Apollo which includes with the Energy Services Proposal with exclusions, IGA report and DES to go to contract on this project. Motion carried.*
 - b. Accept the Parking Lot Project
Mary Fickett made a motion to accept the Parking Lot Project as presented. Motion carried

VII. CONSENT AGENDA

- a. Payroll: August 2023 Final: \$101,090.86
- b. Capital Project Fund AP Vouchers, pre-approved:
9/27/23, #4698049, \$25,399.17, parking lot – Final payment
- c. General Fund AP Vouchers, pre-approved:
8/31/23, #4601775 – 4601779, \$13,952.99, due before next Board meeting
8/31/23, #4601780 – 4601782, \$180.52, Re-Issue 3 canceled warrants
8/31/23, #4650430 – 4650459, \$442.50, Re-Issue PFML warrant
9/5/23, #4601783, \$13,202.68, Employment Security Depart (WRC fee)
- d. General Fund AP Vouchers: 9/27/23, #4601784 – 4601818, \$42,796.13
- e. Pre-approve General Fund AP Vouchers: Payments due before the next Board meeting.
- f. Payroll: 9/30/23, estimate: \$108,659.49
- g. Approve Staff 23-24 Meal Prices – Breakfast: \$2.25 and Lunch: \$3.50. Required Lunch Price is \$4.27. Keeping current prices means the excess cost, approximately \$375, must be absorbed by non-federal funds
- h. Second Read Policy 6210 – Purchase Authorization Control (H01)
 - i. Superintendent spending authority – \$3,500.00
- i. Approve Simmons to attend the WASWUG (for WSIPC Skyward software users) Conference, March 10-12, 2024, in Bellevue, WA (H02)
- j. Approve Intensive Tutor Coordination PD Stipend (H03)
- k. Approve Highly Capable Program (HCP) Plan (H04)
- l. Approve Transportation District-defined Safe Walk Area – No Safe Walk Area
- m. Approve conditional certificate plan for support (H05)

Shirley Towne made a motion to accept the Consent Agenda as presented, keeping the lunch price for staff at \$3.50, Superintendent spending authority set at \$3,500. Motion carried.

VIII. STATUS OF THE SCHOOL – SUPERINTENDENT'S REPORT

- a. First Read: Policy 3432 Emergencies (H06)
- b. First Read: Policy 6022 Minimum Fund Balance (H07)
- c. Article: *Brinnon School District Awarded Multimillion-Dollar Grant* (H08)
- d. State assessment update (H09)
- e. Sign Brinnon School Employees Consolidated Bargaining Agreements approved at August meeting – classified and certificated
- f. Pacific Science Center visit on 9/25/23
- g. WSSDA (Washington School Directors' Association) conference in November & conflicts
- h. P.T.O. updates
- i. Upcoming Dates

- i. October 6 – Fun Friday
- ii. October 19 – Great Shake Out Drill
- iii. October 20 – Fall Festival

IX. Levy Discussion

- a. How is the amount we can ask voters for determined?
- b. What are next steps in levy process
 - i. Levy plan
 - ii. Pro and Con committees/statements for the voter's pamphlet
 - iii. Publicity & brochure (ballots mailed January 24)
 - iv. Board approval of resolution by November 28 meeting
 - v. Resolution due to County by December 15

X. ACTION ITEM

- a. 2- year levy amount for collection in 2025 & 2026
- b. 2025: 107.27 students, \$337,216
- c. 2026: 107.27 students, \$347,344 (3% increase)

Shirley Towne made a motion to accept the 2 – year levy amount for collection in 2025 to amended amount of \$337,217 & 2026 3% increase to \$347,344. Motion carried.

XI. FACILITIES

XII. REQUIRED BOARD TRAINING - WSSDA website – certificates to Alicia Simmons – paid for with school credit card or by reimbursement

- a. Educational Equity (H10)
 - i. Initial Requirement - 5 hours - (Two trainings)
 - 1. Beginning with the 2022 calendar year, each school director must take any two of WSSDA's educational equity courses. Newly elected or appointed directors must meet the initial professional development requirement within two years of taking office
 - ii. Continuing Requirement - 2.5-hours (One training)
 - 1. In subsequent terms of office after completing the initial professional development requirement, directors will need to take one elective course per term.
- b. Every school director must complete training on the Open Public Meetings Act (OPMA), Public Records Act (PRA) and records retention within 90 days of taking the oath of office following appointment or election.

XIII. BOARD MEMBERS REPORTS

- a. JCEP (Jefferson County Educational Partnership) Report
 - i. Shirley Towne

XIV. AUDIENCE PARTICIPATION

XV. EXECUTIVE SESSION

a. Discuss the performance of a public employee

The executive session is estimated to take 15 minutes. The executive session began at 7:25pm and ended at 7:54pm.

XVI. ADJOURNMENT

Shirley Towne made a motion to adjourn the meeting at 7:55pm. Motion carried.

Approval: 
William Barnett, School Board President

Date: 10/24/23

Approval: 
Patricia Beathard, Brinnon School Superintendent

Date: 10/24/23