

BOARD MEETING
Tuesday, September 30, 2025 at 6:00pm
MINUTES

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

Attendance: Michelle Matheson, Mike Reynolds, Summer Ventura, Mary Fickett, Rhonda Burell 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.

- Trey Beathard – wanted to share two scriptures - James 4:11, James 5:9.
- Jacob Rember – concern of disclosure of student confidential educational information.
- Casey Bringham – disagrees with the statement read by Mr. Rember.

III. ACTION ITEM:

- I. Swearing in of new board director, Rhonda Burell (H)**

Rhonda Burell was sworn in.

IV. APPROVAL OF AGENDA (H000)

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

V. APPROVAL OF MINUTES

- I. August 26, 2025 Retreat Meeting Minutes (H000.1)**
- II. August 26, 2025 Regular Meeting Minutes (H000.2)**
- III. August 29, 2025 Special Board Meeting Minutes (H000.3)**
- IV. September 26, 2025 Special Board Meeting Minutes (H000.4)**
- V. September 29, 2025 Special Board Meeting Minutes (H000.5)**

Mary Fickett made a motion to approve the August 26, 2025 Retreat Meeting Minutes, August 26, 2025 Regular Meeting Minutes, August 29, 2025 Special Board Meeting Minutes, September

26, 2025 Special Board Meeting Minutes and the September 29, 2025 special meeting minutes as presented. Michelle Matheson seconded the motion. Motion carried.

VI. FINANCIAL REPORT

- I. Budget Status Report (H001)
- II. Cash Flow Spreadsheet (H002)
- III. AP Invoice Spreadsheet (H003)
- IV. Enrollment (H004)

Debi Johnson gave the financial report.

VII. 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 4650643–4650647 in the amount of \$36,087.25 and Employee payroll warrant number 4630097–4630101, for \$2,267.19, were approved.

- I. Approve Payroll: August 2025, Final: \$106,931.99
- II. Approve Accounts Payable Vouchers:

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

Fund	Date	Voucher Numbers	Purpose	Amount
General	–8/31/25,	#4602528–4602533,	End of Month Payments	\$8,468.72
General	–9/12/25,	#4602534–4602543,	Early payments due	\$38,073.36
General	–9/24/25,	#9000001569–9000001575,	ACH Payments	\$ 4,506.75

Approve AP Vouchers already released due to change of Board meeting date:

General	–9/26/25,	#4602544–4602563,	Regular payments due	\$35,776.90
General	–8/26/25,	#4602516, 4602524, 4602526,	VOID-	
			Wrong amount	- \$ 1,963.64
General	–9/29/25,	#4602564–4602566,	Re-Issue VOIDED above	\$ 1,665.45

Approve CPF AP Vouchers – Modernization Grant #2:

CPF	–9/12/25,	#4698086,	Modern Grant #2–Water Htrs (partial)	\$43,680.00
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Pre-approve for release before next Board meeting:

General Fund: laptops, General Fund early AP Vouchers for next month: phones, utilities, copier lease, Amazon Capital, credit card, F2S-produce & delivery fees, process ACH reimbursements & payments (including OESD, 6,000+), 11,000.

- III. Approve Payroll: September 2025, final: \$121,599.43
- IV. Approve meal prices for upcoming 2025-2026 school year

- i. Approved prices – Breakfast: \$3.00, Lunch: \$5.00 effective October 1, 2025.
- V. Approve update to Yearbook Advisor stipend (H01)
- VI. Accept the donation of \$1,633.00, designated for school supplies, from First Security Bank in Port Hadlock
- VII. Approve up to \$1,000 for expenses associated with Alicia Simmons' training
 - i. Alicia was awarded a \$2,000 scholarship from our "insurance company" (WSRMP) to attend a training on Educator Ethics in Minneapolis. The scholarship covers travel, registration, and lodging. It does not cover items like meals and parking.
- VIII. Approve Highly Capable Plan for 2025 –2026 (H02)

Mary Fickett made a motion to accept the consent agenda as presented with the exception of item IV. Approve meal prices for upcoming 2025-2026 school year. Michelle Matheson seconded the motion. Motion carried.

Mary Fickett made a motion to approve the price increase for upcoming 2025-2026 school year – Breakfast: \$3.00, Lunch: \$5.00 effective October 1, 2025. Michelle Matheson seconded the motion. Mike Reynolds was against. Motion carried.

VIII. STATUS OF THE SCHOOL – SUPERINTENDENT'S REPORT

- I. First Read - Policy 3231 – Student Records (H03)
- II. First Read – Policy 3421 - Child Abuse, Neglect and Exploitation Prevention (H04)
- III. First Read – Policy 4020 – Confidential Communications (H05)
- IV. First Read – Policy 4040 – Public Access to District Records (H06)
- V. First Read – Policy 5253 - Maintaining Professional Staff/Student Boundaries (H07)
- VI. First Read - Policy 6210 - Purchasing: Authorization and Control (H08)
- VII. Awarded Farm to School Grant 2025-2027 - \$14,000
- VIII. 23-24 Audit Report (H09)
- IX. Effective Oct. 1st we are required to pay taxes on more services than previously, including all ESD114 services – comes to at least \$8,600 additional in taxes just for OESD services and Employment Services Dept for Washington Reading Corps.
- X. Bus shelter work underway/to begin soon
- XI. Jacob Rember – positive comments regarding his work from outside agencies (H10a & b)
- XII. Upcoming Dates
 - i. Monday, October 6 at 3:30 – Rember Baby Shower in library
 - ii. Tuesday, October 7 at 8:30am Adventures in Music

- iii. Friday, October 24 from 5:00pm-7:00pm Fall Festival
- iv. October 13-17 Beathard out of town (5 school days)
 - 1. Jacob Rember & Bill Barnet covering
- v. Wednesday, October 15 – Pacific Science Center – Science on Wheels – All School Math Day
- vi. October 20-November 21 Rember out of town DATES NOT FIRM
- vii. Week of October 20 – Key Theater from Port Townsend working on a performance with Ms. Brown's classroom
- viii. Ms. Brown's Key Theater performances
 - 1. Monday, Oct 27 at 11:30 at Senior Soup at the Community Center
 - 2. Monday, Oct 27 at 12:45 for school
- ix. JCEP (Jefferson County Educational Partnership) Mon 10/27/2025 4:30 PM - 6:00 PM

Superintendent Patricia Beathard gave the status of the school.

IX. BOARD MEMBERS REPORTS

- I. Summer Ventura - addressing concerns raised during the August board meeting about the IPD language discrepancy in the teacher's contract and the board's decision not to vote on amending it. (H)

X. EXECUTIVE SESSION

- I. Discuss the performance of a public employee – no action will be taken

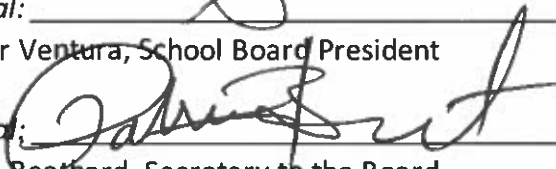
The executive session is estimated to take 25 minutes. The executive session began at 6:54pm and ended at 7:25pm.

XI. ADJOURNMENT

Mary Fickett made a motion to adjourn the meeting at 7:26pm. Michelle Matheson seconded the motion. Motion carried.

Approval:  _____
Summer Ventura, School Board President

Date: 10/28/25

Approval:  _____
Patricia Beathard, Secretary to the Board

Date: 10/28/25