

SCHOOL BOARD MEETING

Tuesday, November 18, 2025 at 6:00pm

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MINUTES

I. REGULAR MEETING CALLED TO ORDER at 6:00pm – 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.

- Casey Bringham - Disappointed in a lack of response to comments made two months ago.

III. APPROVAL OF AGENDA (H000)

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

IV. APPROVAL OF MINUTES

I. October 28, 2025 Regular Meeting Minutes (H000.1)

Mary Fickett made a motion to approve October 28, 2025 minutes. Michelle Matheson seconded the motion. Motion carried.

II. October 28, 2025 Special Workshop Minutes (H000.2)

Mary Fickett made a motion to approve October 28, 2025 workshop minutes. Michelle Matheson seconded the motion. Motion carried.

V. 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.

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 11/28/25 warrant numbers 4650655–4650659 in the amount of \$34,882.51 and Employee payroll warrant numbers 4630104–4630106, for \$1,392.26, were approved.

I. Approve Payroll: October 2025, Final: \$121,147.28

II. Approve Accounts Payable Vouchers:

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

Fund	Date	Voucher Numbers	Purpose	Amount
General	11/17/25,	#4602594–4602596,	Early payments due	\$1,974.16
General	11/26/25,	#9000001628–9000001632,	ACH Payments	\$4,980.56

Approve AP Vouchers releasing this month:

General–11/26/25, # (run 12/3/25), Regular payments est.: \$34,696.97
CPF–11/28/25, #14698087, Modernization #2–hot water heaters \$178,733.10

Pre-approve for release before next Board meeting:

General Fund: 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, 6,650+).

III. Approve Payroll: November 2025, est.: \$122,500.00

IV. Approve Beathard's attendance at WASA (Washington Association of School Administrators) Small School Leaders Conference – approximate cost - \$2,000

V. Confirm Levy Request to Voters of:

\$403,769 in 2026 for collection in 2027, and

\$427,309 in 2027 for collection in 2028

i. Amounts previously approved remain the same, but are not the maximums on the Oct. 1, 2025 version of the calculation spreadsheet; different CPIs; slight reasonable change to enrollment entered.

ii. DRAFT Pre-Ballot Approval form (H Levy01)

iii. DRAFT Resolution – cannot be passed until OSPI approves the Pre-Ballot Approval form. (H Levy02)

VI. Bus #4 – repair estimate \$6,000 per maintenance coop.

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

VII. Action Item with Board Discussion

- I. Third Read Policy 3421 – Child Abuse, Neglect and Exploitation Prevention (H01)
 - i. Minor change to policy (H01x)

Mary Fickett made a motion to approve policy 3421 – Child Abuse, Neglect and Exploitation Prevention with minor change to policy. Rhonda Burell seconded the motion. Motion carried.

II. Restroom Layout

- i. Approve one of the following:
 1. Option A with Option B sinks – approved design from October meeting (H02)
 2. Option with one urinal (H03)

Mary Fickett made a motion to approve the grant funded restroom layout concept A with concept B sink configuration with one urinal. Michelle Matheson seconded the motion. Mike Reynolds and Rhonda Burell voted against. Motion carried.

III. Levy Discussions/Action Items

- i. November passing rates (H06)
- ii. Review brochure, Alicia will email a copy for you to review
- iii. Beathard speaking to groups
 1. Senior Soup – December 15
 2. Emerald Towns Alliance - TBD
 3. VFW /Booster Club- TBD
- iv. Approve Special Board Meeting to approve the Levy Resolution (signatures will be needed)
 1. Tuesday, December 2 at 3:30?

Special Board Meeting to approve the Levy Resolution on Tuesday, December 3 at 3:30pm.

VIII. STATUS OF THE SCHOOL – SUPERINTENDENT’S REPORT

- I. WSRMP – Washington State Risk Management Pool focus this year – playground safety and inspections
- II. Washington State Patrol no notice bus inspection – 11/13/25 - satisfactory result
- III. Stage curtain bid - \$12,337 installed (Hertz Furniture) (H04)
- IV. Urgent Repair Grant – application submitted 11/10/2025
 - i. Requested \$90,000 for stage ceiling and back wall

- V. Working on Healthy Kids, Healthy School grant application
- VI. Brinnon/Quilcene Rec League basketball- practice Tuesday/Thursday after school in our gym
- VII. Jumping Mouse Turkey Trot – registration is open on their website
- VIII. Thank you to Hood Canal Communication for the snack bags (H05)
- IX. School Board Election Results as of 2025.11.13 (H07)
 - i. Mary Fickett
 - ii. Mike Reynolds
 - iii. Summer Ventura
- X. Upcoming Dates
 - i. Nov. 24-28 No School for Thanksgiving Break
 - ii. Dec. 10 - School District insert comes out in the Port Townsend Leader
 - iii. Dec. 15 @11:10am TK-2 sings at Hot Soup at Community Center/Beathard levy talk
 - iv. Dec. 16 - 6:00pm Brinnon School Board Meeting
 - v. Dec. 18 - 6:00pm Winter Program
 - vi. Dec. 19 – Holiday Parties – early release before a holiday (winter break)

Superintendent Patricia Beathard gave the status of the school.

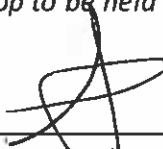
IX. BOARD MEMBERS REPORTS

No report given.

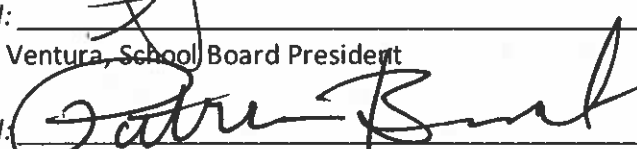
X. ADJOURNMENT

Mary Fickett made a motion to adjourn the meeting at 7:30pm. Michelle Matheson seconded the motion. Motion carried.

Next regular meeting to be held Tuesday, December 16, 2025 at 6:00pm in the Library, with a budget workshop to be held at 4:00pm.

Approval: 
Summer Ventura, School Board President

Date: 12/16/25

Approval: 
Patricia Beathard, Secretary to the Board

Date: _____