

SCHOOL BOARD MEETING
Tuesday, December 16, 2025 at 6:00pm
MINUTES

I. REGULAR MEETING CALLED TO ORDER at 6:05pm– 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.

III. OATH OF OFFICE

- I. Mary Fickett
- II. Mike Reynolds
- III. Summer Ventura

Oaths of office were taken.

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. November 18, 2025 Regular Meeting Minutes (H000.1)

Mary Fickett made a motion to approve November 18, 2025 minutes. Michelle Matheson seconded the motion. Motion carried.

- II. December 3, 2025 Special Meeting – Levy Resolution (H000.2)

Mary Fickett made a motion to approve December 3, 2025 special meeting minutes. Michelle Matheson seconded the motion. Motion carried.

VI. FINANCIAL REPORT

- I. Budget Status Report-Cash Basis-251216 (H001) & Fund Balance-251216 (H001a)
- 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 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: November 2025, Final: \$123,928.81
- II. Approve Accounts Payable Vouchers:

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

Fund	Date	Voucher Numbers	Purpose	Amount
General	12/3/25	#4602597–4602618	Nov.25 "Regular" pmts,	\$36,856.34

Pre-Approve AP Vouchers releasing this month:

General	12/22/25	#4602619 –4602624	"early" Pymts	\$6,615.65
General	12/24/25	#9000001660–9000001663	ACH Payments	\$8,676.42
General	12/30/25	#4602625–4602640	Regular pymts,	\$14,754.35
CPF	12/31/25	#14698088	Modernization #2–Scope gym pipes,	\$6,515.96

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, ACH reimbursements & payments (including OESD, 6,650+).

- III. Approve Payroll: December 2025, est.: \$122,840.00
- IV. Approve Simmons' attendance at WASWUG in March 2026 (H01)

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

VIII. Levy Updates

- I. Community talks
 - i. Senior Soup with TK-2 singing – 12/15
 - ii. Emerald Towns Alliance – 1/12 at 5:30 at Community Center
 - iii. VFW/Booster Club – not confirmed

II. Latest version of the brochure (H)

Superintendent Beathard gave Levy updates.

IX. STATUS OF THE SCHOOL – SUPERINTENDENT’S REPORT

- I. Congratulations to Tirzah Small on her National Board Certification
- II. Weather management/school delays, cancellations, snow routes, communication (H02)
- III. District safety plan – most recent version discussed with staff on 12/12/25 (H03)
- IV. Dec. 10 - School District insert came out in the Port Townsend Leader (H)
- V. Dec. 4 Grant funded Roxy Theater in Bremerton 7th/8th grade field trip (H04)
- VI. Civil Rights Audit update (H05)
 - i. Full 580-page report is available on the OSPI website and was emailed to all board directors
 - ii. General information and Brinnon page is included
- VII. December 8 - Beathard spoke at open public comment time at the County Commissioners’ Meeting to advocate for 4H funding
- VIII. Thank you to County Juvenile Services & Clallam County Knights of Columbus for the large donation of coats for students to be distributed at Winter Program, along with a diaper donation from Brinnon Food bank organized by Alicia (H6)
- IX. Thank you to First Security Bank for providing cake for the staff (H7)
- X. Week of March 9 - Smile Mobile – not confirmed
- XI. December 1 - Unannounced kitchen inspection - Passed 100%. They also made it a point to mention they have never seen such a clean kitchen
- XII. The Brinnon School District was recently notified that we are being recognized by the Office of the Superintendent of Public Instruction as a 2025 State Distinguished School! There are only 4 schools in the state of Washington being recognized in this way. This award comes as a result of our truly exceptional student academic performance and growth. Congratulations to students and staff!
- XIII. Upcoming Dates
 - i. Dec 18 – 6:00 Winter Program
 - ii. Dec 22 – Jan 2 Winter Break
 - iii. Jan 19 - No School for MLK Jr Day

Superintendent Beathard gave the status of the school.

X. BOARD MEMBERS REPORTS

- I. WSSDA (Washington State School Directors’ Association) Bootcamp – Summer Ventura and Rhonda Burell

- i. Both received scholarships to attend
- ii. There are resources and trainings available on their website
- iii. WSSDA is here to guide and support
- iv. 1000 series of policies apply directly to school board directors
- v. Biggest takeaway - "Listen to understand, not to respond."

XI. EXECUTIVE SESSION

- I. Discuss the performance of a public employee

The executive session is estimated to take 20 minutes. The executive session began at 7:11pm and ended at 8:09pm.

XII. ADJOURNMENT

Rhonda Burell made a motion to adjourn the meeting at 8:10pm. Mary Fickett seconded the motion. Motion carried.

Next meeting will be held on Tuesday, January 27, 2026 at 6:00pm in the library.

Approval: _____
Summer Ventura, School Board President

Date: 1/27/26

Approval: _____
Patricia Beathard, Secretary to the Board

Date: 1/27/26