Brinnon School District #46 46 Schoolhouse Road, Brinnon, WA 98320

SCHOOL BOARD MEETING
Tuesday, October 27, 2026 at 6:00pm
M I N U T E S

I. REGULAR MEETING CALLED TO ORDER – Roll Call, Flag Salute
All regular and special meetings of the board at which a final action is taken, or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded.

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

II. SUPERINTENDENT RESPONSE TO A QUESTION RECEIVED ANONYMOUISLY

Superintendent Beathard spoke.

III. 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.

No audience participation.

IV. APPROVAL OF AGENDA (H000)

Michelle Matheson made a motion to approve the agenda as presented. Mike Reynolds seconded the motion. Motion carried.

V. APPROVAL OF MINUTES
   a. September 22, 2026 Workshop Minutes (H000.1)
   b. September 22, 2026 Minutes (H000.2)

Michelle Matheson made a motion to approve the minutes for the September 22, 2026 workshop and regular meeting. Mike Reynolds seconded the motion. Motion carried.

VI. FINANCIAL REPORT
   a. Budget Status Report - Cash Basis (H001)

b. Cash Flow Spreadsheet (H002a)
    i. Expense by NCES Codes (H002b)
c. AP Invoice Spreadsheet (H003)
d. Enrollment (H004a)
    i. Detailed student count document (H004b)

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 4650711–4650715 in the amount of $29,678.96 were approved.

a. Approve Payroll:

September 2026 Final Payroll		$92,782.06
Employee Warrants	4630110–4630112	$2,496.35
Vendor Warrants	4650711–4650715	$29,678.96
Oct. 2026 Preliminary Payroll		$96,564.83

b. Approve Accounts Payable Vouchers:

GF AP Warrants	4602827–4602834	$9,860.00
3rd Qtr PFML & WaCares	4650716–4650717	$3,312.85
3rd Qtr Comp Tax	No Comp Tax	$0.00
AP ACH	9000001926–9000001928	$7,328.95
GF AP Warrants	4602835–4602850	$26,426.23
	General Fund Total:	$46,928.03

CPF AP Warrant	4698098	$215,363.73

c. Pre-approve for release before next Board meeting:
    i. General Fund early AP Vouchers for next month: phones, utilities, copier lease, Amazon Capital, credit card, F2S produce, ACH reimbursements & payments (including OESD), est. $11,000.00
d. Approve Policies
    i. 1000 series policies WSSDA identifies as encouraged or essential (H01)
        1. 1000 Legal Status and Operation (encouraged) (H)
        2. 1310 Policy Adoption, Manuals, and Administrative Procedure (encouraged)(H)
        3. 1320 Suspension of a Policy (no BSD policy/discretionary)

4. 1330 Administration in the Absence of Policy or Procedure (encouraged) (H)
5. 1450 Absence of a Board Member (encouraged) (H)
6. 1630 Evaluation of the Superintendent (essential) (H)

e. Accept $800 donation from First Security Bank (H02)
f. Accept donation from Emerald Towns Alliance – grant request funded
   i. $2,333 – field trips – iFly
   ii. $575 – counselor curriculum
   iii. They have already given $6,000 for the stage curtain

Mike Reynolds made a motion to approve the consent agenda as presented. Michelle Matheson seconded the motion. Motion carried.

VIII. ACTION ITEMS WITH DISCUSSION

a. Updated projects for consideration – all previously approved (H03)
b. Approve hire of Christi Taylor as part-time classified staff – application materials available for board review
   1. Should be approximately 11 hours/week
   2. Debi will discuss funding and cash position effects

Michelle Matheson made a motion to approve the action items in VIII. Mike Reynolds seconded the motion. Motion carried.

IX. DISCUSSION AND PLANNING ITEMS

a. Proposed non-bargained contract/handbook to be added as Procedure 5021 (H04)
b. Legal review (H05)

X. STATUS OF THE SCHOOL – SUPERINTENDENT'S REPORT

a. First Read Policies – 1000 series- focus on policies WSSDA identifies as encouraged or essential (H06)
   i. 1620 The Board-Superintendent Relationship (H)
      1. Procedure included for review (H)
   ii. 1733 – Board Member Compensation (encouraged) (H)
   iii. 1805 – Open Government Training (essential, no BSD policy) (H)
   iv. 1810 – Annual Governance Goals and Objectives – *remove this policy adopted in 2000* – it is no longer in the WSSDA catalog and it is currently embedded in
      1. 1005 - Key Functions of the Board (H)
      2. 1820 – Board Self-Assessment (H)

3. 1822 – Training and Professional Development for Board Members (this policy is current) (H)

v. 1815 – Ethical Conduct for Board Directors (discretionary, no BSD policy) (H)
vi. 1820 – Board Self-Assessment (encouraged) (H)
vii. 1821- Standards for Individual Directors (no BSD policy) (H)
viii. 1825 – Addressing School Director Violations (no BSD policy) (H)
ix. 1830 – Participation in School Boards' Association (encouraged) (H)

b. West Sound STEM Recognition (H07)
c. School board – working copy of calendar of items (H08)
d. Fun historical document – enrollment 1967 – 1991 (H09)
e. Upcoming Dates:
   i. October 26 – Pacific Science Center/Science on Wheels (funding through West Sound STEM Network) - full day visit – *Blood and Guts*
      1. All school assembly at 8:15
      2. Each class has a time with interactive exhibits in the gym and workshops in modular room 6
      3. Highly Capable students will have a session
   ii. October 27 – TK/K and 3rd – 5th – walking field trip to Jefferson County Mobile Dental Van in the Fire Dept. parking lot
   iii. October 27 - Read to Rover weekly visits start with 1st/2nd grade classroom
   iv. November 3-5 11am Early Release for Parent Teacher Conferences
   v. November 9 3rd/4th/5th Field Trip to the Seattle Aquarium
   vi. November 10 Salmon tank setup and initial presentation – Washington Dept. of Fish and Wildlife Salmon Project/Pacific Northwest Salmon Center – coordinated through Mr. Rember
   vii. November 11 No School Veterans Day
   viii. November 12 Awards and Veterans Assembly
   ix. November 13 iFly field trip – grades 6-8
   x. November 23-27 No School Thanksgiving Week

Superintendent Beathrd gave the status of the school.

XI. BOARD MEMBERS REPORTS
   a. JCEP - *Superintendent Beathard presented. Next JCEP meeting will be May 9th.*
   b. Mike Reynolds read a statement regarding Rhonda Burell.
   c. Summer Ventura stated there has been one person who has applied for the vacant position

XII. ADJOURNMENT

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Michelle Matheson made a motion to adjourn the meeting at 7:02pm. Mike Reynolds seconded the motion. Motion carried.

Approval: _____ Date: 11/17/26
Summer Ventura, School Board President

Approval: _____ Date: 11/17/25
Patricia Beathard, Secretary to the Board