

BOARD MEETING
Tuesday, November 28, 2023 at 6:00pm
MINUTES

I. REGULAR MEETING CALLED TO ORDER at 6:00pm – Roll Call, Flag Salute

Attendance: Bill Barnet, Josh Cunningham, Mary Fickett, Michelle Matheson, Superintendent Patricia Beathard. Absent: Shirley Towne.

- 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)

Josh Cunningham made a motion to approve the Agenda as presented. Motion carried.

IV. APPROVAL OF MINUTES

- a. October 24, 2023 Meeting Minutes (H000.1)

Mary Fickett made a motion to accept the October Meeting Minutes as presented. Motion carried.

- b. November 15, 2023 Special Meeting Minutes (H000.2)

Josh Cunningham made a motion to accept the November Special 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. CONSENT AGENDA

- a. Payroll: October 2023 Final: \$102,693.04

- b. General Fund AP Vouchers, pre-approved/ due before this Board meeting:
#4601848– 4601855, 11/15/23, \$4,715.76, Utilities, phone svcs, Amazon Capital, Fox Draperies, modular heat pump service call
- c. General Fund AP Vouchers, #4601856–4601880, 11/29/23, \$39,186.41
- d. General Fund AP ACH Vouchers, #9000000914–9000000917, 11/30/23, \$1,668.14
- e. General Fund AP Voucher #4601881, 11/29/23, \$15,194.00, Flood Insurance - all buildings, except portable – part of WSRMP reimbursement program - \$15,194 (H01)
 - i. Main building - \$6,465
 - ii. Modular - \$4,289
 - iii. Big bus barn - \$2,904
 - iv. Small bus barn - \$1,536
- f. Pre-approve Payments due before the next Board meeting:
General Fund AP Vouchers: Utilities, phone svcs, Amazon Capital, other necessary payments.
10/31/23, #4698050, \$30,200.00 - DES
10/31/23, #4698051, \$____, Apollo Solutions Group-finalize the building grants
- g. Payroll: 11/30/23, Final: \$102,165.66
- h. Hire of new kitchen staff – Kage Melton
- i. Hire of student support staff – Michael Schattenkerk
- j. Accept Outdoor Learning Grant - \$16,299
- k. Accept Outdoor Schools Washington grant – 5,632 (H02)
- l. Accept Jefferson County Public Health grant for Run Club - \$1,000 (H03)
- m. Accept Olympic Aero ETS LLC grant for Run Club - \$1,000
- n. Accept Computer Science and Education Grant - \$15,000
- o. Accept Farm to School Grant - \$20,000 (through June 2025)
 - i. \$15,000 – locally sourced food
 - ii. \$5,000 – non-food cost
- p. BEST (Beginning Educator Support Team) - \$3,050

Josh Cunningham made a motion to accept the Consent Agenda as presented. Motion carried.

VII. STATUS OF THE SCHOOL – SUPERINTENDENT’S REPORT

- a. Gates Horizon Grant update (H04)
 - i. Attended Washington Student Achievement Council (WSAC) - 11/6/23
- b. Healthy Kids Healthy School Grant – applied
 - i. Playground equipment replacement
 - ii. Regulation sized basketball court
- c. Counseling updates

- i. School-Based Health Clinic Advisory Committee report (H05)
- d. School calendar updates
 - i. Winter Program – 12/14 @ 6:00 - this date may change
 - ii. PTO Stockings to Students – 12/20 during the school day
- e. First Read on Policies
 - i. 5630 Volunteers (H06)
 - ii. 5005 Employment and Volunteers Disclosures Certification Requirements Assurances and Approval (H07)
 - iii. 3225 School Based Threat Assessment (H08)
- f. JCEP (Jefferson County Educational Partnership) – next meeting - December 4 @4:30 in Port Townsend
 - i. Bill and Josh assigned to JCEP
- g. Bus inspection on 11.14.23 went well – Inspection Recap (H09)
- h. Look at new blinds in gym and classrooms funded by Emerald Towns Alliance and installed by Fox Draperies

VIII. LEVY DISCUSSION

- a. School district November election results (H10)
- b. Pre-Ballot Approval Form approved by OSPI on 11/22/23 (H11)
- c. Pro/Con Committee post – 11/13/23 (H12)
- d. What are next steps in levy process
 - i. Board approval of resolution by November 28 meeting (H13a,b,c)

Mary Fickett made a motion to approve Resolution 290-23 Replacement of the Expiring Levy for Educational Programs and Operations as presented. Motion carried.

- ii. Resolution due to County by December 15
- iii. Ballots mailed January 24, 2024
- e. Levy talks - sharing
 - i. ETA on 10/9/23
 - ii. Approximately 24 students sing at Senior Soup – Dec. 11 - Beathard gives levy talk after
 - iii. Good news of Brinnon School on back of Winter Program agenda
 - iv. Brinnon Community Church – January
 - v. Brochure mailed day ballots go out
 - vi. More TBD

IX. FACILITIES

- a. Initial planning meeting for summer 2024- Friday, Nov. 17

X. BOARD MEMBERS REPORTS

XI. AUDIENCE PARTICIPATION

XII. EXECUTIVE SESSION

- a. Discuss the performance of a public employee

Executive session will take about 10 minutes. Session began at 6:30pm and ended at 6:43pm.


XIII. ADJOURNMENT

Josh Cunningham made a motion to Adjourn the meeting at 6:44pm. Motion carried.

Approval: 

William Barnet, School Board President

Date: 12/19/23

Approval: 

Patricia Beathard, Brinnon School Superintendent

Date: 12/19/23