

## BOARD MEETING

**Tuesday, January 23, 2024 at 6:00pm**

### MINUTES

I. REGULAR MEETING CALLED TO ORDER at 6:03pm – Roll Call, Flag Salute

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

- 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 accept the Agenda as presented. Motion carried.*

IV. APPROVAL OF MINUTES

- a. December 19, 2023 Meeting Minutes (H000.1)

*Josh Cunningham made a motion to accept the December 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: December 2023 Final: \$100,475.15  
b. Vouchers, pre-approved/due before this Board meeting:  
CPF AP Vouchers (Apollo, DES), 1/1/24: 4698050 – 4698051, \$49,191.91  
GF AP Vouchers, 1/16/24, #4601908–4601915, \$2,175.18  
GF AP Voucher, Qtrly PFML payment (Payroll), 1/22/24, #4650497, \$1,284.59  
GF AP Voucher, Qtrly WaCares payment (Payroll), 1/22/24, #4650498, \$1,282.39  
c. General Fund AP Vouchers, 1/24/24, #4601916–4601936, \$28,517.63

- d. GF AP ACH Reimb. Vouchers, 1/24/24, #9000000949- #9000000954, \$840.32
- e. GF AP Wire Voucher–Qtrly Comp Tax, 1/24/24, #201900054, \$9.09
- f. CPF Voucher (Apollo-HKHS/URG/ADA, Modernization #1), 1/31/24: 4698052, \$240,838.20
- g. Pre-approve Payments due before the next Board meeting:  
General Fund AP Vouchers: Utilities, Amazon Capital, Brinnon General Store, estimate: 2,665.00
- h. Payroll: January 2024 estimate: \$106,937.00
- i. Outdoor Education – June events – grant funded - \$11,260 invoice (H01a & b)
- j. Accept resignation from Jeremy Simmons (H02)
- k. Approve attendance/travel to the 2024 Washington Association of School Business Officials (WASBO) Conference, May 8-10, 2024, Tacoma, approximately \$1,000.00 for Debi Johnson
- l. Washington Reading Corps – grant application for 2024-25 school year
- m. Accept Healthy Kids, Healthy Schools Grant - \$200,000 for outdoor basketball court & new playground equipment
- n. Second Read on Policies
  - i. 3225 School Based Threat Assessment (H03)
- o. Early resignation stipend – one week extension this year on first resignation date(H04)
- p. Igrant 777 stipend (H05) - \$1,500
- q. Highly Capable supervision stipend (H06) - \$800
- r. New School Wide Camera System (H07) - \$3,551
- s. New School Wide Phone System (H08)
  - i. Initial cost - \$2,188.21
  - ii. Monthly cost - \$287.30
  - iii. Current Mitel monthly cost - \$422.37

*Shirley Towne made a motion to accept the Consent Agenda as presented. Motion carried.*

#### VII. ACTION ITEMS

- a. Tree trimming quotes (H09)

*Josh Cunningham made a motion to table the tree trimming discussion. Motion carried.*

- b. Parking lot lighting from Mason County PUD#1
  - i. Initial cost - \$1,088.29 (H10)
  - ii. Monthly cost for 2024- \$13.67

*Mary Fickett made a motion to accept the bid to place a parking lot light pole near the new parking lot. Motion carried.*

VIII. STATUS OF THE SCHOOL – SUPERINTENDENT’S REPORT

- a. Jacob Rember working on E-Rate application (grant program) to get our building rewired this summer
- b. Jim Weller, Quilcene math teacher, email about Tirzah Small (H11)
- c. School calendar updates
  - i. Middle School Author Visit in Chimacum today
  - ii. Monday 1/29 Snow Make Up day that is not needed, so no school
  - iii. Valentine’s Classroom Parties on 2/14
  - iv. Mid-Winter Break – no school 2/19-2/23
- d. Students' drawings published in the Shelton-Mason County Journal (H12)

IX. LEVY DISCUSSION

- a. Pro/Con Committees – none for Brinnon on voter pamphlet
- b. Ballots & levy brochure mailed January 24, 2024 (H13)
- c. Levy talks - sharing
  - i. Emerald Towns Alliance on 10/9/23
  - ii. TK-2<sup>nd</sup> grade students sang at Senior Soup – Beathard gave levy talk after - 12/11/23 -
  - iii. Good news of Brinnon School on back of Winter Program agenda - 12/14/23
  - iv. Brinnon Community Church – 1/21/24

X. FACILITIES

XI. BOARD MEMBERS REPORTS

XII. AUDIENCE PARTICIPATION

XIII. EXECUTIVE SESSION

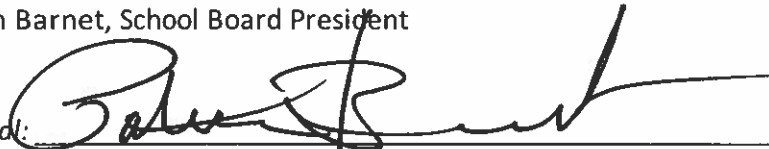
- a. Discuss the performance of a public employee

*Executive session is estimated to take 15 minutes. Executive session began at 6:32pm and ended at 6:50 pm.*

XIV. ADJOURNMENT

*Josh Cunningham made a motion to Adjourn the meeting at 6:55pm. Motion carried.*

Approval:  Date: 2/27/24  
 William Barnet, School Board President

Approval:  Date: 2/27/24  
 Patricia Beathard, Brinnon School Superintendent