

# 1.3. Agenda

## Shaw Island School District Board of Directors

### Agenda

Date: Tuesday, August 13, 2024

Time: 2:30 PM

Location: Shaw Island School, Shaw Island, Washington

### Regular Board Meeting

#### 1. Opening Items

- 1.1. Call to Order.
- 1.2. Changes or Additions to the Agenda.
- 1.3. Approval of Agenda (Action).

#### 2. Hearing of Individual or Groups on Agenda and Non-Agenda Items

#### 3. Superintendent Report and Discussion

- 3.1. Superintendent Report (Information).

#### 4. Business and Operations

- 4.1. Consent Agenda (Action). The superintendent recommends approval of the following items on the consent agenda:
  - 4.1.1. Minutes from Previous Meetings: June 18, 2024 regular meeting.
  - 4.1.2. June 2024 Payroll.
  - 4.1.3. June 2024 Claims.
  - 4.1.4. June 2024 Budget Status Report.
  - 4.1.5. Donations Since Previous Meeting: Teacher Housing Project for \$ 2,300.
- 4.2. Approval to Hire Aidan Shannon as Paraeducator for the 2024-25 School Year. The superintendent recommends approval of new hire Aidan Shannon.
- 4.3. Approval of Employment Contracts and Agreements. (The superintendent recommends approval of the following contracts and agreements:
  - 4.3.1. Approval of Certificated Teacher Contract with Diane Clifton.
  - 4.3.2. Approval of Supplemental Contract for Diane Clifton
  - 4.3.3. Approval of Classified Contract with Deanna Shannon.
  - 4.3.4. Approval of Paraeducator Employment Agreement with Anita Orne.
  - 4.3.5. Approval of Paraeducator Employment Agreement with Aidan Shannon.

#### 5. Unfinished Business

- 5.1. Teacher Housing Project
  - 5.1.1. Update on Teacher Housing

#### 6. School Board

- 6.1. School Board Director's Reports (Information).

#### 7. Executive Session

- 7.1. Personnel Matter--Superintendent

#### 8. Adjournment

Next meeting: September 17, 2024

# 4.1.1. Minutes

## Shaw Island School District Board of Directors Regular Meeting & Budget Hearings

Tuesday, July 16, 2024

The open public meeting was held at Shaw Island Elementary School, 44 Hoffman Cove Road, Shaw Island, Washington.

Directors Present: Carol Criss, Jon Shannon, Shirley Lange, Shannon Klohr, and John Bogert.

Administration Present: Superintendent Kari McVeigh (via Zoom online platform) and Office Administrator Deanna Shannon.

Guest: Philip Burkhardt and Shawn Kemna from PBW Architects. Shawn participated via Zoom online platform.

### Minutes

1. Opening Items:
  - 1.1. Call to Order: The meeting was called to order at 2:32 PM by Chair Carol Criss.
  - 1.2. Changes or Additions to the Agenda: Item 6.4. was removed as it was from the previous month's agenda.
  - 1.3. Approval of Agenda: **Director Bogert moved to approve the agenda as corrected; Director Lange seconded the motion; the motion carried unanimously.**
2. Hearing of Individuals or Groups on Agenda and Non-Agenda Items: None.
3. Budget Hearing for 2023-24 Capital Project Budget Extension:
  - 3.1. Open Budget Hearing: The hearing was opened at 2:33 by Chair Criss.
  - 3.2. Public Comment: There was no public comment.
  - 3.3. Close Budget Hearing: The hearing was closed at 2:33 by Chair Criss.
4. Budget Hearing for 2024-25 Budget:
  - 4.1. Open Budget Hearing: The hearing was opened at 2:34 by Chair Criss.
  - 4.2. Public Comment: There was no public comment.
  - 4.3. Close Budget Hearing: The hearing was closed at 2:34 by Chair Criss.
5. Superintendent Report and Discussion:
  - 5.1. Superintendent McVeigh reported on the following:
    - The San Juan County Council eliminated the Land Use Division of the Community Development Department. The elimination resulted in the loss of five jobs. The County would be contracting out services in the land use division and hiring a code enforcement officer, planning manager, and land use permit technician. The County would also be aligning the Uniform Development Code with current legislation.
    - San Juan County Auditor Natasha Warmenhoven sent junior taxing districts a letter informing them that the County Auditor's Office would no longer process payroll for the junior districts beginning January 2025. They would continue to process accounts payable warrants as mandated by law, but would not be providing other services associated with accounts payable. Ms. McVeigh and Deanna Shannon would be meeting with NWESD in August to talk about the services they offer and the costs. Working with another school district or with the other junior districts was also a possibility.
    - The ground breaking for the Teacher Housing Project would take place July 26<sup>th</sup>.
6. Business and Operations:

- 6.1. Approval of Resolution 2024-5 Capital Project Fund Budget Extension: **Director Shannon moved to approve Resolution 2024-5; Director Klohr seconded the motion; the motion carried unanimously.**
- 6.2. Approval of Resolution 2024-6 Adopting the 2023-24 Budget: Director Shannon noted the dates on the agenda referenced the 2023-24 Budget. **Director Bogert moved to correct the agenda to reference the 2024-25 budget; Director Lange seconded the motion; the motion carried unanimously. Director Shannon moved to approve Resolution 2024-6 Adopting the 2024-25 Budget; Director Lange seconded the motion; the motion carried unanimously.**
- 6.3. Consent Agenda: Items under the Consent Agenda are considered by the board to be routine and subject to one motion and vote. **Director Shannon moved to approve the consent agenda; Director Klohr seconded the motion; the motion passed unanimously.**

- Minutes from previous meetings (June 18, 2024 Regular Meeting).
- Claims and Payroll: 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, are approved for payment. In addition, payroll warrants in the amount of \$19,734.6 are also approved.

General Fund 6361:  
Warrant numbers 280468 through 280504 and 280859 through 280864  
Totaling \$5,944.63

Capital Fund 6367:  
Warrant number 280552  
Totaling \$707.35

Payroll (June):  
Warrant numbers 107600 through 107610  
Totaling \$19,734.60

- June 2024 Budget Status Report.
- Resolution 2024-7 Declaring Property Surplus to the District.
- Donations Since Previous Meeting: Teacher Housing Project \$8,300.

7. Unfinished Business:

7.1. Teacher Housing Project

- Review of Construction Bid Documents with PBW Architects. Shawn Kemna and Philip Burkhart from PBW Architects presented the construction bid documents. The documents and the bid process, as well as a possible timeline for going to bid, were discussed.
- There was no general report on the teacher housing project.

8. School Board

8.1. School Board Directors' Reports: None.

9. Adjournment: **Director Shannon moved to adjourn the meeting; Director Bogert seconded the motion; Chair Criss adjourned the meeting at 3:54 PM.**

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Carol Criss, Chair

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Kari McVeigh  
Superintendent/Secretary to the Board

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John Bogert, Director

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Shirley Lange, Director

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Shannon Klohr, Director

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Jon Shannon, Director

# 4.1.2. Payroll

PyBatch  
07/18/2024 4:18:28PM

Payroll Processing Report  
San Juan County  
7/1/2024 to 7/31/2024-1 Cycle [1]

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EARNINGS SECTION				DEDUCTIONS SECTION			LEAVE SECTION						
Type	Hours/Units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Coat	LvPlan	Accrued	Taken	Banked	Lost
<b>Grand Totals</b>					<b>Employees: 13</b>								
a			8,530.33		defcnp	14,303.60	1,075.00		waakpt	0.95			
hsa00b			27,131.59		draw		1,900.00						
jr	182.50				fcshc	466.11	28.80	28.90					
vr	7.00		300.79		fcshc	371.45	23.03	23.03					
					fcshc	3,750.00	232.50	232.50					
					fcshc	23,860.75	1,479.37	1,479.37					
					fcshw	4,831.23	288.54	288.54					
					fwf	30,117.81	3,901.10						
					hesjr	8,689.75	200.00						
					lshc	18.00	3.95	12.24					
					lshc	11.50	1.46	2.60					
					lshc	38.00	4.83	8.60					
					lshw	115.00	14.62	26.02					
					mdcshc	466.11	6.75	6.75					
					mdcshc	371.45	5.39	5.39					
					mdcshc	3,750.00	54.38	54.38					
					mdcshw	23,860.75	345.98	345.98					
					mdcshw	4,831.23	70.05	70.05					
					ptml-d	33,971.71		178.54					
					sebjr		238.00	3,300.00					
					sebjr		254.17						
					sera2	5,242.40	406.81	572.99					
					stnd	29,384.15	90.04						
					tr	15,452.00	1,245.43	1,496.84					
					tr3	8,689.75	434.49	842.91					
					unemp	33,971.71	196.76						
					walc	33,924.62		8,989.63					
<b>Grand Totals</b>	<b>189.50</b>		<b>33,971.71</b>				<b>11,612.55</b>	<b>8,989.63</b>		<b>Gross: 33,971.71</b>			
										<b>Net: 22,359.16</b>			

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Shaw Island School District, and that I am authorized to authenticate and certify to said claim.

Kari McVeigh  
Auditing Officer

7-18-24  
Date

**Board Authorization**

I, the undersigned, do hereby certify that I concur with the review of the claims as just obligations against the Shaw Island School District.  
Signed the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

# 4.1.3. Claims General Fund

apChkLst  
07/16/2024 4:13:08PM

Final Check List  
San Juan County

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Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
281764	7/16/2024	ban155	BANNER BANK 3204	7/1/2024	CREDIT CARD VARIOUS	118.12	118.12
281765	7/16/2024	cen657	CENTURYLINK / LUMEN 300521788	7/6/2024	UTILITIES	80.47	
			300523168	7/6/2024	UTILITIES	36.81	
			300523166	7/6/2024	UTILITIES	26.03	143.31
281766	7/16/2024	typ144	EDCLUB, INC DBA TYPINGCI 257099	6/7/2024	REAP: STUDENT RESOURCES	143.75	143.75
281767	7/16/2024	gre065	GREATAMERICA FIN SRVS C 36903046	7/1/2024	CONTRACT SERVICES OFFICE	103.14	103.14
281768	7/16/2024	kel155	KELLEY CREATE CO IN1664394	6/18/2024	ANNUAL CONTRACT	715.44	715.44
281769	7/16/2024	nex636	NEXT LEVEL SPEECH THER. 1949	6/28/2024	SPED SERVICES	85.00	85.00
281770	7/16/2024	orc830	OPALCO 3037000	6/28/2024	UTILITIES	425.50	425.50
281771	7/16/2024	san180	SAN JUAN COUNTY 03870	7/1/2024	ADMIN FEES	1,077.28	1,077.28
281772	7/16/2024	san167	SAN JUAN COUNTY TREASL 23HC054	6/20/2024	NURSING SERVICES	2,980.00	2,980.00
281773	7/16/2024	san275	SAN JUAN SANITATION, INC 2904491	7/1/2024	UTILITIES	81.47	81.47
281774	7/16/2024	sou100	SOUND PUBLISHING INC 8139523	5/31/2024	CLASSIFIED AD	80.00	80.00
281775	7/16/2024	sou121	SOUND PUBLISHING, INC. JSJ998128	6/26/2024	LEGAL NOTICE	292.44	
			ISJ998130	6/26/2024	LEGAL NOTICE	289.33	581.77
281776	7/16/2024	tea155	TEACHERS' CURRICULUM II INV122950	7/12/2024	INSTRUCTIONAL MATERIALS	345.05	345.05
281777	7/16/2024	mat115	THE MATH LEARNING CENT INV54421	6/17/2024	INSTRUCTIONAL MATERIALS	1,674.13	1,674.13
281778	7/16/2024	wsf440	WASHINGTON STATE FERRI F114300/RK42732	6/30/2024	TRAVEL	108.35	108.35
281779	7/16/2024	win001	WINDJAMMER CARPET CAR 12723	7/13/2024	CONTRACT MAINTENANCE	300.00	300.00
<b>Sub total for BANNER BANK:</b>							<b>8,962.31</b>

# 4.1.3. Claims Capital Fund

apChkLst  
07/16/2024 4:15:40PM

Final Check List  
San Juan County

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Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
281780	7/16/2024	bin003	BINGHAM, JOHN W 105	7/1/2024	PROJECT MANAGER	227.50	227.50
281781	7/16/2024	col105	COLDSPRING RESOURCE M 5970	7/7/2024	TEACHER HOUSING	510.00	510.00
<b>Sub total for BANNER BANK:</b>							<b>737.50</b>

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# 4.1.3. Claims Capital Fund

apChkLst  
07/30/2024 12:37:09PM

Final Check List  
San Juan County

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Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
282412	7/30/2024	gre559	GREENSTONE EXCAVATION 20-925	7/19/2024	TEACHER HOUSING	5,715.93	5,715.93
Sub total for BANNER BANK:							5,715.93

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# 4.1.4. Budget Summary

Expenditures GF 6361		2022-24 Budget	YTD 7/31/2024	Amount Remaining	Percent Spent	<b>July Notes:</b> <b>GF: \$1114 nursing grant from NWESD. \$28.61 reimbursement from Abi.</b> <b>\$20,000 transferred from investments to GF cash.</b> <b>CF: \$3,300 donations for teacher housing</b>
20	Certificated Salaries	221,240.00	206,699	14,541	93.43%	
30	Classified Salaries	126,520.00	111,924	14,596	88.46%	
40	Employee Benefits	114,890.00	90,684	24,206	78.93%	
50	Supplies / Materials	7,100.00	7,969	-869	112.23%	
70	Purchased Services	27,200.00	35,346	-8,146	129.95%	
70	Purchased Services Capacity	40,000.00	0	40,000	0.00%	
70	Payments to Other Districts	7,000.00	6,110	890	87.29%	
70	Utilities	10,000.00	9,388	612	93.88%	
80	Travel	16,700.00	12,707	3,993	76.09%	
90	Capital Outlay	200.00	0	200	0.00%	
<b>Totals</b>		<b>570,850</b>	<b>480,828</b>	<b>90,022</b>	<b>84.23%</b>	

Revenues GF 6361		2022-24 Budget	YTD 7/31/2024	Amount Remaining	Percent Received
3100	State-General*	435,600	372,530	63,070	85.52%
4109	State Funded TK		2,766		
4121	Special Ed		11,378	-11,378	
4174	Highly Capable	360	112	248	31.04%
410001	Para Ed		505	-479	
2300	Interest	13,200	23,104	-9,904	175.03%
6100	Federal Grants	22,000	22,708	-708	103.22%
6109	Federal Funding TK		8,567		
2500	Other	8,000	508,549	-500,549	6356.86%
3600	CAPACITY	40,000	0	40,000	
6113	ESSER	0	4,386	-4,386	
<b>Total Revenues</b>		<b>519,160</b>	<b>962,179</b>	<b>-443,019</b>	<b>185.33%</b>

## SUMMARY GENERAL FUND

	2022-24 Budget	YTD 7/31/2024	YTD	YTD	
ending cash	4,311	63,232	beginning bal	70,398	beg cash less outstanding warrants
ending investments	198,999	747,999	revenue	962,179	
ending outstanding warrants		1,483	expenditures	480,828	
Ending Cash & Investments	203,310	809,748	transfer out	20,000	
			transfer in	30,000	
			transfer to invest	500,000	
			ending cash	61,749	

## SUMMARY CAPITAL FUND

	23-24 Budget	7/31/2024	YTD	YTD	
Beginning Cash CF 6367	0	79,570	beginning bal	7,730	CASH BALANCE DETAIL
deposits	0	3,300	rev other	40,114	
transfer in	100,000		rev TH donations	74,874	
warrants redeemed		738	transfer in	20,000	
warrants outstanding	100,000	5,716	expenditure other	44,895	
Ending Cash CF 6367	0	76,416	expenditure TH	21,407	
			ending balance	76,416	76,416

## SUMMARY ASB FUND

	23-24 Budget	7/31/2024	YTD	YTD
Beginning Cash ASB 6367	2,879	1,150	beginning bal	3,695
revenues	4,200	0	revenue	2,455
expenditures	7,000	0	transfer in	0
Ending Cash ASB 6368	79	1,150	expenditures	5,000
			ending balance	1,150

# 4.1.5. Donations since previous meeting

## Donations for approval 8/13/2024

<b>Donor</b>	<b>Amount</b>	<b>Date Rec'd</b>
Bryce and Chris Seidl	1,000.00	8/2/2024
John and Carolyn Brantigan	1,000.00	8/2/2024
Jan Chamberlin	200.00	8/2/2024
Valerie Ann Swengel (see collected pledge above)	100.00	8/2/2024

# 4.3.1. Contract Diane Clifton

## SHAW ISLAND SCHOOL DISTRICT 10 CERTIFICATED EMPLOYEE'S CONTRACT 2024-25 SCHOOL YEAR

It is hereby agreed by and between the board of directors of Shaw Island School District No. 10, of San Juan County, State of Washington, hereinafter called the district, and **Diane C. Clifton** hereinafter called the employee, that in accordance with action of the board of directors of said district as found in the minutes of the meeting held on the 13<sup>th</sup> day of August, 2024, said employee shall teach and/or perform other assigned professional services in the public school of said district and perform such duties as are prescribed by the laws of the State of Washington and by the rules and regulations made thereunder pertaining to said district, for one year, which shall include 184 days of service exclusive of holidays and vacations. The position of said employee shall be that of teacher with it understood that said employee shall be subject to assignment or reassignment by the board of directors of the district or its delegated administrative authority. Duties under this contract are to begin on the 26<sup>th</sup> day of August, 2024, and end on the 16<sup>th</sup> day of June 2025.

Said employee is to receive an annual salary of **(115,120) one hundred fifteen thousand one hundred twenty dollars for 184 work days.** Said salary is to be paid in twelve installments with the first installment being paid on or before the first day of October 2024; the following installments on or before the first day of each succeeding calendar month.

The employee will receive twelve (12) days annual leave for illness, injury, and emergency leave. Unused days shall accumulate to the extent allowed by law. The employee shall be allocated three (3) personal days with pay per year to be used for personal business. The employee determines what constitutes personal business. Notification shall be made in advance, if possible, to the employee's supervisor (except in cases of emergency). Employees may carry a balance of unused personal days not to exceed five (5) days in any contract year. Utilization of personal days in excess of two days in a row or attached to a holiday requires the prior approval of the employee's supervisor, and approval is contingent upon the availability of substitute teachers. The employee may receive Bereavement Leave Up to five (5) days per occurrence with pay for bereavement of a relative or close personal friend who has the status of a family member. Such leave is non-cumulative.

Regular building hours are sixty (60) minutes longer than the student day. The district will determine the starting and dismissal times for students. The normal workday shall be 7 ½ hours in length. All workdays start at 8:00 AM and end at 3:30 PM. The time before student start time shall not be used for regularly scheduled meetings and trainings.

The employee may participate in the state sponsored insurance programs offered through the State Employees Benefits Board (SEBB). The employee may also participate in limited additional insurance programs available through SEBB and through the district.

If this contract is not signed by said employee and returned to the business office of the school district on or before August 23, 2024 the board reserves the right to withdraw this offer. The employee further affirms that he or she is not bound by any other contract, which might interfere with the performance of duties.

This contract is contingent upon receipt of a satisfactory criminal background report, authorization to work in the United States, a valid Washington teaching certificate, and verification of previous experience and academic credits.

IN WITNESS WHEREOF, we have hereunto subscribed our names this 13<sup>th</sup> Day August 2024:

Teacher's certification number: 455653F

Social Security Number: -9632

Attest: \_\_\_\_\_

Superintendent

Shaw Island School District No. 10  
San Juan County

\_\_\_\_\_ Date: \_\_\_\_\_

Employee

\_\_\_\_\_  
Address

# 4.3.2. Clifton supplemental contract

SUPPLEMENTAL EMPLOYMENT CONTRACT  
DATED AUGUST 13, 2024  
BETWEEN

SHAW ISLAND SCHOOL DISTRICT NO. 10, San Juan County, and Diane Clifton  
beginning September 1, 2024 and ending August 31, 2025.

The School District agrees to pay Diane Clifton  
Employee

A total of \$2,000 for technology and website support  
A total of \$1,000 for organization of state assessments

THIS CONTRACT ISSUED PURSUANT TO RCW 28A.67.074 and is not a continuing  
contract within the scope of RCW 28A.67.070.

APPROVED this 13<sup>th</sup> Day of August, 2024

\_\_\_\_\_  
Chairperson, Board of Directors

\_\_\_\_\_  
Superintendent/Secretary to the Board

\_\_\_\_\_  
Employee

Date \_\_\_\_\_

# 4.3.4. D. Shannon contract

## SHAW ISLAND SCHOOL DISTRICT #10

### CLASSIFIED MANAGEMENT EMPLOYEE LETTER OF ASSIGNMENT September 1, 2024 – August 31, 2025

Name: Deanna Shannon  
Name of Position: Office Administrator

Date: August 13, 2024  
FLSA Status: Exempt

It is hereby agreed by and between the Board of Directors (*Board*) of Shaw Island School District (*District*) #10, San Juan County, Washington, that said *Employee*,

#### Deanna Shannon

Shall be employed for the **2024-2025** school year or portion thereof as Office Administrator to include the duties of the Office Administrator and other duties as assigned on the following terms and conditions:

The *Employee* shall administer and perform assigned professional services to the public schools in the District in accordance with District policies and procedures. All performed duties shall be as prescribed by the laws of the State of Washington and by rules, regulations and codes made thereunder pertaining to the District.

Period:	September 1, 2024 - August 31, 2025
Annual Salary:	\$65,869.44
Per Diem Rate:	\$361.92
Full Time Equivalent (FTE):	.7
Benefits Eligible	Yes
Calendar Days:	260
Work Days:	146
Days per Week:	4
Hours per Day:	7.0
Vacation Leave:	20 days (140 hours)
Annual Sick Leave:	8.4 days (67.2 hours)
Holidays:	14
Personal Leave	2 (14 hours)

#### II

The employee shall notify the superintendent in advance, if possible, (except in cases of emergency) when choosing to use a personal day. Utilization of personal days in excess of two days in a row or attached to a holiday requires prior approval of the superintendent. The *Employee* may choose to rollover 1-2 personal days per year, not to exceed 5 personal days in any one work year. The employee may choose to buy out (at per diem rate) any unused yearly personal days. They must notify the superintendent in writing by August 1<sup>st</sup> if they wish the buyout. The *Employee* shall schedule his or her vacation days at reasonable times and submit leave requests to the superintendent for preapproval.

#### III

During the term of this employment, the *Employee* shall devote his or her time energies and skills to the district and to the promotion of its interests. Salaries and all other manner of compensation will be rendered in accordance with applicable District policies and procedures and the State of Washington rules, regulations and/or codes. Said salary is to be paid in twelve (12) equal monthly installments, with the first installment to be paid on the last business day of **September**, unless mutually agreed otherwise by the *Employee* and the District.

#### IV

The *Employee* may participate in the state sponsored insurance programs offered through the State Employees Benefits Board (SEBB). The *Employee* may also participate in limited additional insurance program(s) available through SEBB and through the District.

The *Employee* may participate in the Section 125 HSA option offered through SEBB.

#### V

The District agrees to provide funds for professional growth to enhance job performance and satisfaction as approved by the Superintendent.

**SHAW ISLAND SCHOOL DISTRICT #10**

**VI**

The *Employee* shall be provided bereavement leave with pay for no more than five (5) days per year, for the death of family members or close relatives, subject to Superintendent approval.

**VII**

The *Employee's* performance under the terms of this contract, will be evaluated annually by the **Superintendent**. Matters of non-renewal, discharge, or other adverse change in contract status, must be conducted in accordance with applicable state laws.

**VIII**

If this contract is not signed by the *Employee* and returned to the District within ten (10) days of the date of the contract, the District reserves the right to withdraw this offer. The *Employee* further affirms that he or she is not bound by any other contract which might interfere with these duties.

**IX**

This contract represents the entirety of the agreement between the *Employee* and the District. It supersedes and replaces all prior agreements between the parties. Any revision and/or addendum must be written, approved by the Board and be attached hereto.

*DISTRICT agrees to defend, hold harmless, and indemnify the above named confidential employee from any and all demands, suits, actions and legal proceedings brought against the employee in his or her official capacity as agent and employee of the district, provided the incident giving rise to such demand, claim, suit, action or legal proceeding arose while employee was acting within the scope of his or her employment and further provided that this indemnification shall not extend to actions between district and employee wherein district and employee have adverse interests in such litigation.*

**SHAW ISLAND SCHOOL DISTRICT, #10**  
San Juan County, Washington

**EMPLOYEE**

\_\_\_\_\_  
Kari McVeigh, Superintendent

\_\_\_\_\_  
Deanna Shannon Date

Issued: August 13, 2024

*Sign and return one copy to the District Office.  
Please keep a signed copy for your records.*

# 4.3.4. Orne contract

## 2024-25 School Year Special Program Aide Employment Agreement

Agreement between Shaw Island SD 10 and Anita Orne.

Anita Orne  
545 Boddington  
Eastsound, WA 98245

Special Program Aide –Music

Program:

- 1) To develop music appreciation by exposing students to a variety of types of music, to introduce music theory, and to help students develop an enjoyment of singing, movement and dance as it relates to music.

Schedule: 3 hour block each Friday, schedule to be determined as grade appropriate

Planning Time: 1.5 hours per week prep time  
.5 hour per week creative development

**Regular Schedule: Total of 5.0 hours per week not to exceed 180 hours per year**

Program: Up to 4 hours: 2 times per year additional time with students up to 2 hours per time

Special Programs: Up to 6 hours special music events as approved by Superintendent

Training: Up to 20 hours professional development including required in-service trainings

**Other Hours: Not to exceed 30 hours**

Compensation: Special Program Aide Salary Schedule - \$33.81 per hour

Term of Contract: This contract shall begin on August 27, 2024 and end on June 13, 2025. This contract may be terminated by either party with thirty days' advance notice. It is understood and agreed that this contract is for a specific assignment for a set period of time, is not a continuing contract, and in no case will the term of the contract exceed one year.

Board Approval Date: \_\_\_\_\_

Anita Orne: \_\_\_\_\_

Date: \_\_\_\_\_

Kari McVeigh: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent



# 4.3.5. A Shannan agreement



## Shaw Island School District #10

### Non-Exempt Classified Staff Employment Agreement

#### EMPLOYMENT SUMMARY DETAILS

<b>Name</b>	Aidan Shannon
<b>Position</b>	Para educator
<b>Exemption status</b>	Non-exempt
<b>Employment Period</b>	August 26, 2024 to June 13, 2025
<b>Benefit Status</b>	Yes
<b># of Annual paid workdays</b>	145
<b># of Annual paid holidays</b>	12
<b>Total # paid days</b>	157
<b># Hrs/day</b>	7
<b>Total # paid hours</b>	1099
<b>x Hourly rate</b>	\$25.28
<b>Total Annual Pay</b>	\$27,475.00
<b>Pay schedule</b>	Monthly, Sept – June
<b>Pay day</b>	Last business day of each month
<b>Workweek</b>	Monday - Thursday
<b>Annual Sick Leave Accrual Hours</b> (= 1 hr per 40 hours worked)	25.38

Terms: Employment shall begin on August 27, 2024 and end on June 13, 2025. Employment may be terminated by either party with thirty days' advance notice and is subject to the laws and guidelines of the State of Washington, Department of Labor & Industries. It is understood and agreed that this employment agreement is under a limited-term one-year agreement for the 2024-25 school year, and shall be discontinued at the end of the term.

Board Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Aidan Shannon

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kari McVeigh,  
Superintendent

\_\_\_\_\_  
Date