

1.3. Agenda

Shaw Island School District Board of Directors

Agenda

Date: Tuesday, May 14, 2024

Time: 3:10 PM

Location: Shaw Island School, Shaw Island, Washington

Regular Board Meeting and Budget Hearing

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: April 16, 2024 regular meeting.
 - 4.1.2. April 2024 Payroll.
 - 4.1.3. April 2024 Claims.
 - 4.1.4. April 2024 Budget Status Report.
 - 4.1.5. Approval of RIF (Reduction in Force) for 1FTE Upper Grade Teacher Abigail Ellingson.
 - 4.1.6. Donations Since Previous Meeting: Teacher Housing Project \$4,800.
- 4.2. Preliminary 2024-25 Budget Discussion

5. Unfinished Business

- 5.1. Teacher Housing Project
 - 5.1.1. Update on Teacher Housing
 - 5.1.2. Approval to Solicit Construction Bids for Teacher Housing.

6. School Board

- 6.1. Approval of Resolution 2024-3 to Change Board Meeting Start Time
- 6.2. School Board Director's Reports (Information).

7. Adjournment:

Next meeting: May 14, 2024

4.1.1. Minutes

Shaw Island School District Board of Directors Regular Meeting

Tuesday, April 16, 2024

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

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

Administration Present: Superintendent Kari McVeigh and Office Administrator Deanna Shannon.

Guest: Teacher Housing Project Manager John Bingham.

Minutes

1. Opening Items:

- 1.1. Call to Order: The meeting was called to order at 3:10 PM by Chair Criss.
- 1.2. Changes or Additions to the Agenda: Item 4. Unfinished Business was moved before Item 3. Superintendent Report and Discussion. Item 5.1.4. March 2024 Budget Status Report was pulled off of the consent agenda for discussion.
- 1.3. Approval of Agenda: **Director Bogert moved to approve the agenda as amended; Director Shannon seconded the motion; the motion carried unanimously.**

2. Hearing of Individuals or Groups on Agenda and Non-Agenda Items: None.

3. Unfinished Business:

- 3.1. Grants: Superintendent McVeigh had met with representatives from Apollo Solutions concerning the first phase of the OSPI Modernization Grant.
- 3.2. Teacher Housing Project:
 - Discussion and Possible Approval of Appraisal of Parcel: **Director Shannon moved to approve the appraisal of the parcel subject to discussion; Director Klohr seconded the motion.** The price of an appraisal (\$995) and the benefits of having an appraisal were discussed. **Chair Criss called for a vote. The motion to approve an appraisal for the teacher housing parcel failed unanimously.**
 - Discussion and Possible Approval of Driveway: **Director Bogert moved to approve the driveway subject to discussion; Director Shannon seconded the motion.** Clearing, grading, type of driveway, and access and pad for well drilling were discussed. **Chair Criss called for a vote. Yeas: Director Shannon. Nays: Directors Criss, Bogert, and Klohr. Abstentions: Director Lange. Director Shannon moved to direct Superintendent McVeigh to direct the project manager to get bids for building an access road for drilling the well; Director Klohr seconded the motion; the motion carried unanimously.**
 - Approval to Drill Well not to exceed \$15,000: Deanna Shannon reported that she had checked the L&I prevailing wage training status of the five local well drillers on the bid solicitation list. Only two of the companies had completed the training. She contacted those two companies and answered their follow-up questions. Only Mauldin Well Drilling submitted a bid at \$13,605 plus \$27 per foot over 400 feet. **Director Shannon moved to approve drilling the well not to exceed \$15,000; Director Lange seconded the motion; the motion carried unanimously.**

4. Superintendent Report and Discussion:

- 4.1. Superintendent McVeigh reported on the following:
 - Ms. McVeigh had spoken with the painter, John Kurtz, and he was planning to paint the exterior in Mid-June.

4.1.1. Minutes Continued

- The IPD (Implicit Price Deflator) for the next fiscal year was 3.7. Ms. McVeigh would be recommending a 4.7% cost of living increase for staff.

5. Business and Operations:

5.1. 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 (March 12, 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 \$19,211.12 are also approved.

General Fund 6361:

Warrant numbers 277359 through 277364 and 277949 through 277954

Totaling \$9,127.62

Capital Fund 6367:

Warrant number 277955

Totaling \$455.00

Payroll (March):

Warrant numbers 105826 through 105834

Totaling \$19,211.12

- Teacher Housing Project donations: \$15,725. Other donations: \$4,785.83.
- Resolution 2024-2 Declaring Property Surplus to the District.

5.2. Approval of 2024-25 School Year Calendar: **Director Shannon moved to approve the 2024-25 school year calendar as presented; Director Klohr seconded to motion; the motion passed unanimously.**

5.3. Approval to Hire Board Director Jon Shannon as Substitute Maintenance Person: Superintendent McVeigh stated that a substitute custodian had been hired, but that no candidates for the substitute maintenance person had come forward. Director Shannon was willing to come onboard as substitute maintenance person to work as needed. **Director Bogert moved to approve Director Shannon as Substitute Maintenance Person; Director Lange seconded the motion; Directors Criss, Bogert, Lange, and Klohr voted to approve the motion; Director Shannon abstained.**

5.4. Staffing Level for 2024-25 School Year: Discussion and Possible Action: Superintendent McVeigh stated that expected enrollment for the 2024-25 school year was 7 with 2 TK students, 2 Kindergarten, and 3 third graders. One teacher and one part-time paraeducator would be needed.

5.5. March 2024 Budget Status Report: Deanna Shannon stated that a correction had been made after the board meeting packet had been emailed to the board directors. The corrected budget report was distributed.

6. School Board:

6.1. School Board Directors' Reports:

- Director Klohr reported that Shaw School Foundation would be holding an open house at the school on Saturday, May 25th, from 10 – 12, the same day as a Shaw Library event.
- Director Criss thanked Director Klohr for the help in cutting the salary.

4.1.1. Minutes Cont'd

7. Adjournment: *Director Bogert moved to adjourn the meeting; Director Klohr seconded the motion; Chair Criss adjourned the meeting at 3:57 PM.*

Carol Criss, Chair

Kari McVeigh
Superintendent/Secretary to the Board

John Bogert, Director

Shirley Lange, Director

Shannon Klohr, Director

Jon Shannon, Director

4.1.2. April 2024 Payroll

PyBatch
04/22/2024 4:07:39PM

Payroll Processing Report
San Juan County
4/1/2024 to 4/30/2024-1 Cycle |1

Page: 6

EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION				
Type	Hours/Units	Rate	Amount	Src	Plan	Base Wages	Deduction	Base@/Cost	LvPlan	Accrued	Taken	Banked	Lost
Grand Totals					Employees: 12								
a			332.33		doComp	14,852.70	1,075.00		waaktpt	0.95			
hsapeb			83.88		draw		1,000.00						
rf	462.50		27,532.43		ficshc	656.83	40.73	40.73					
sr	14.50		839.77		ficshc	920.55	57.07	57.07					
					ficshs	3,750.00	232.50	232.50					
					ficshw	17,854.75	1,106.99	1,106.99					
					fw1	4,831.23	299.54	299.54					
					fw1	25,351.83	2,589.00						
					hsaj	8,689.75	280.00						
					lschc	26.00	5.72	17.69					
					lsche	28.50	3.82	6.45					
					lschs	38.00	4.83	8.60					
					lscht	255.00	32.42	57.70					
					lschw	115.00	14.62	26.82					
					mdcshc	656.83	9.53	9.53					
					mdcshc	920.55	13.35	13.35					
					mdcshs	3,750.00	54.38	54.38					
					mdcshw	17,854.75	258.89	258.89					
					mdcshw	4,831.23	70.05	78.05					
					prn-d	28,705.53		151.73					
					sebbjr		238.00	3,300.00					
					sebfso		254.17						
					scr2	5,242.40		572.98					
					slnd	25,178.15	406.81						
					tr3	9,246.90	745.23	806.86					
					tr3	8,689.75	434.49	842.91					
					unemp	28,785.53							
					waac	28,638.25	186.10						
Grand Totals	477.00		28,705.53				9,403.08	8,023.96					
									Gross:	28,705.53			
									Net:	19,302.45			

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.

Cand Criss
Auditing Officer

4/22/24
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. April 2024 Claims general fund

apChkLst
04/17/2024 3:27:40PM

Final Check List
San Juan County

Page: 1

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
278956	4/17/2024	a1m100	A-1 MOBILE LOCK & KEY, INC 183921	4/10/2024	CONTRACT SERVICES MAINTEN	759.50	759.50
278957	4/17/2024	ace101	ACE HARDWARE OF ANACO 6722	3/25/2024	WATER	60.77	60.77
278958	4/17/2024	ban155	BANNER BANK 3204	4/1/2024	CREDIT CARD VARIOUS	476.52	476.52
278959	4/17/2024	cen657	CENTURYLINK 300521788	4/6/2024	UTILITIES	112.28	
			300523168	4/6/2024	UTILITIES	75.10	
			300521802	4/6/2024	UTILITIES	63.12	
			300523166	4/6/2024	UTILITIES	39.02	289.52
278960	4/17/2024	gre065	GREATAMERICA FIN SRVS C 36256301	4/1/2024	CONTRACT SERVICES OFFICE	103.32	103.32
278961	4/17/2024	nex636	NEXT LEVEL SPEECH THER 1861	3/31/2024	SPED SERVICES	297.50	297.50
278962	4/17/2024	orc830	OPALCO 3037000	3/29/2024	UTILITIES	765.09	765.09
278963	4/17/2024	orn065	ORNE, ANITA G 20240405	4/5/2024	PROFESSIONAL DEVELOPMENT	82.00	82.00
278964	4/17/2024	san180	SAN JUAN COUNTY 03839	4/1/2024	CONTRACT SERVICES OFFICE	977.12	977.12
278965	4/17/2024	san275	SAN JUAN SANITATION, INC 2904491	5/1/2024	UTILITIES	41.70	41.70
278966	4/17/2024	wsf440	WASHINGTON STATE FERRI F114300/RK42306	3/31/2024	INSTRUCTIONAL TRAVEL	184.90	184.90
Sub total for BANNER BANK:						4,037.94	

4.1.3. April 2024 Claims General Fund

apChkLst
04/30/2024 2:15:06PM

Final Check List
San Juan County

Page: 1

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
279394	4/30/2024	per400	DEPT OF RETIREMENT-OAS 1610605	3/29/2024	OASI	25.00	25.00
279395	4/30/2024	orn065	ORNE, ANITA G 20240426	4/26/2024	PD REIMBURSEMENT	40.00	40.00
279396	4/30/2024	pet524	PETTY CASH --SHAW SCHOI 20240425	4/25/2024	PETTY CASH VARIOUS	243.83	243.83
Sub total for BANNER BANK:							308.83

Page: 1

4.1.3. April 2024 Claims capital fund

apChkLst
04/17/2024 3:43:05PM

Final Check List
San Juan County

Page: 1

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
278967	4/17/2024	bin003 BINGHAM, JOHN W	102	4/8/2024	TEACHER HOUSING PROJECT	325.00	325.00
Sub total for BANNER BANK:							325.00

Page: 1

4.1.4. April 2024 Budget Summary

Expenditures GF 6361		2022-24 Budget	YTD 4/30/2024	Amount Remaining	Percent Spent	April Notes:
20	Certificated Salaries	221,240.00	145,486	75,754	65.76%	GF: \$347.53 from SSF for ukes.
30	Classified Salaries	126,520.00	81,439	45,081	64.37%	
40	Employee Benefits	114,890.00	65,173	49,717	56.73%	CF: Teacher Housing donations \$4,700
50	Supplies / Materials	7,100.00	5,136	1,964	72.33%	
70	Purchased Services	27,200.00	26,678	522	98.08%	
70	Purchased Services Capacity	40,000.00	0	40,000	0.00%	
70	Payments to Other Districts	7,000.00	4,584	2,416	65.49%	
70	Utilities	10,000.00	7,126	2,874	71.26%	
80	Travel	16,700.00	10,152	6,548	60.79%	
90	Capital Outlay	200.00	0	200	0.00%	
Totals		570,850	345,774	225,076	60.57%	

Revenues GF 6361		2022-24 Budget	YTD 4/30/2024	Amount Remaining	Percent Received
3100	State-General*	435,600	275,258	160,342	63.19%
4121	Special Ed		8,407	-8,407	
4174	Highly Capable	360	112	248	31.04%
410001	Para Ed		505	-479	
2300	Interest	13,200	12,968	232	98.24%
6100	Federal Grants	22,000	12,246	9,754	55.66%
6109	Federal Funding TK		8,359		
2500	Other	8,000	507,406	-499,406	6342.58%
3600	CAPACITY	40,000	0	40,000	
6113	ESSER	0	4,386	-4,386	
	recovery	0	0	0	
Total Revenues		519,160	829,648	-310,488	159.81%

SUMMARY GENERAL FUND

	2022-24 Budget	YTD 4/30/2024	YTD	YTD
ending cash	4,311	46,241	beginning bal	70,398
ending investments	198,999	767,999	revenue	829,648
ending outstanding warrants		1,969	expenditures	345,774
Ending Cash & Investments	203,310	812,271	transfer out	20,000
			transfer in	10,000
			transfer to invest	500,000
			ending cash	44,272

beg cash less outstanding warrants

SUMMARY CAPITAL FUND

	23-24 Budget	4/30/2024	YTD	YTD
Beginning Cash CF 6367	0	62,803	beginning bal	7,730
deposits	0	4,700	revenue	97,736
transfer in	100,000		transfer in	20,000
warrants redeemed		325	expenditures	58,288
warrants outstanding	100,000	0	ending balance	67,178
Ending Cash CF 6367	0	67,178		

SUMMARY ASB FUND

	23-24 Budget	4/30/2024	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. RIF letter



Shaw Island School District 10

Hand Delivered

May 10, 2024

Abigail Ellingson
6134 Parkside Drive
Anacortes, WA 98221

RE: Notice of Probable Cause for Nonrenewal of Contract

Dear Abigail,

You are hereby given notice that it has been determined that probable cause exists under RCW 28A.405.210 for your current 1 equivalent [FTE] employment contract with the Shaw Island School District to be non-renewed for the **2024-2025** school year. This is consistent with the pre-notification of probable cause letter that was originally provided to you on **April 18, 2024**.

This determination is based upon state school funding levels, resulting in a lack of funds for the District to maintain the current educational program with two teachers holding Elementary Endorsements. The Board of Directors has determined that a fiscal necessity exists that will not allow the District to maintain its education program (2 elementary certified teachers) at substantially the same level and has adopted a reduced educational program that will reduce part of the elementary certificated staff for the **2024-2025** school year. Due to this reduction, you are not entitled to a contract for **2024-2025** and are therefore receiving this notice of probable cause for nonrenewal. Your general competency in your position was not a factor in reaching this determination.

Pursuant to RCW 28A.405.210, enclosed, you have the right to appeal this determination by filing a written notice of appeal with my office within ten (10) days of receiving this notice. The procedures for appeal are fully described in the copy of the statute enclosed. You also have the right under RCW 28A.405.380 to file a direct appeal of this determination in the San Juan County Superior Court and serve a copy of the appeal on the District within ten days of receiving this notice. I regret the necessity of taking this action.

Respectfully,

A handwritten signature in black ink that reads "Kari McVeigh".

Kari McVeigh

Superintendent

Enclosures: RCW 28A.405.210, RCW 28A.405.380

4.1.6. Donations since previous meeting

Donations for approval 5/14/2024

<u>Donor</u>	<u>Amount</u>	<u>Date Rec'd</u>
Marie and Robert Grant	100.00	4/18/2024
Deborah Jacobs	200.00	4/26/2024
Mary Frances Brown & David Cahalan	500.00	5/8/2024
Matt & Stephanie King	500.00	5/8/2024
Joanne Dornan	2,500.00	5/8/2024
Harley Soltes & Susan Buster Thomas	1,000.00	5/8/2024
	4,800.00	

5.1.1. Teacher Housing Costs to Date

Teacher Housing Costs							
Date	Approved by Board	Cost	Running cost	INV	Entitiy	Purpose	PAID
PHASE 1							
5/17/2022	25,000.00					design initial plan	
7/5/2022		2,715.30	2,715.30	072239	PBW	design services	7/11/2023
8/1/2022		768.60	3,483.90	082237	PBW	design services	8/15/2022
9/1/2022		879.20	4,363.10	092243	PBW	design services	9/12/2022
10/3/2022		627.20	4,990.30	102240	PBW	design services	10/17/2022
11/1/2022		4,431.70	9,422.00	112236	PBW	design services	11/14/2022
12/1/2022		5,345.20	14,767.20	122235	PBW	design services	1/16/2023
1/2/2022		3,957.10	18,724.30	012336	PBW	design services	1/16/2023
		18,724.30 Sub Total PBW Phase 1					54,200.00
							49,515.82
9/30/2022		1,425.00		5673	San Juan Surveying		10/3/2023
		1,425.00 Sub Total Other Phase 1					
							4,684.18
		20,149.30 Total Initial Phase					4,684.18
over/under		4,850.70 under					
PHASE 2							
12/13/2022	24,000.00					flat fee to produce full set of architectual plans	
6/1/2023		17,500.00	17,500.00	062327	PBW	design services pricing set	
10/4/2023		6,500.00	24,000.00	102331	PBW	final design services pricing set	
		24,000.00 Total PBW Phase 2					
1/31/2022	5,200.00						
2/27/2023		689.51		27502	Harriott Valentine Engineering	structural engineer fee	3/13/2023
3/28/2023		1,487.08		27654	Harriott Valentine Engineering	structural engineer fee	4/10/2023
8/28/2023		1,471.93		28398	Harriott Valentine Engineering		9/18/2023
9/28/2023		476.25		28548	Harriott Valentine Engineering		10/17/2023
10/27/2023		1,129.25		28696	Harriott Valentine Engineering		12/18/2023
11/27/2023		112.50		28841	Harriott Valentine Engineering		12/18/2023
		5,366.52 Total Other Phase 2					
		-166.52 take out of willy's donation					
		29,366.52 Total Phase 2					
over/under		-166.52 under					
Borner donation	20000.00						
		700.00	700.00		septic design applicaitn	design gift in kind Jon Shannon	
		166.52	866.52		overage engineering	see above Harriot Valentine	
1/29/2024		2223.65	3090.17		SJC Dept of Community Developme	permit application fee	
2/29/2024		455.00	3545.17		John Bingham	project manager	
4/8/2024		325.00	3870.17		John Bingham	project manager	
5/1/2024		853.05	4723.22		John Bingham	project manager	

6.1. Resolution 2024-3



Shaw Island School District 10

RESOLUTION NO. 2024-3

CHANGING THE START TIME OF REGULAR BOARD MEETINGS

WHEREAS, the Shaw Island School District 10 Board of Directors hold a regular meeting each month on the first Tuesday on or after the 12th of the month starting at 3:10 PM; and

WHEREAS, an earlier start time aligns with interisland ferry schedules;

THEREFORE, BE IT RESOLVED by the Board of Directors of Shaw Island School District, San Juan County, Washington, to change the regular meeting start time to 2:30/ _____ PM for the June through August 2024 meetings/going forward.

APPROVED this 14th Day of May, 2024.

Attest:

Kari McVeigh
Superintendent/Secretary to the Board

Carol Criss, Chair

John Bogert, Vice Chair

Jon Shannon, Director

Shirley Lange, Director

Shannon Klohr, Director