

# 1.3. Agenda

## Shaw Island School District Board of Directors

### Agenda

Date: Tuesday, September 16, 2025

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. Acknowledging the Passing of Board Member John Bogert.

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

#### 4. Superintendent Report and Discussion

- 4.1. Superintendent Report (Information).

#### 5. Business and Operations

- 5.1. Consent Agenda (Action). The superintendent recommends approval of the following items on the consent agenda:
  - 5.1.1. Minutes from Previous Meeting: August 12, 2025 regular meeting.
  - 5.1.2. August 2025 Accounts Payable and Payroll.
  - 5.1.3. Review of August 2025 Budget Summary.
- 5.2. Review of 2023-24 State Auditor's Office Audit Assessment.
- 5.3. Approval of October 3<sup>rd</sup> Apple Day Field Trip

#### 6. Unfinished Business

- 6.1. Teacher Housing Project:
  - 6.1.1. General Update.

#### 7. School Board

- 7.1. Discussion of Board Vacancy and Process to Move Forward.
- 7.2. School Board Director's Reports (Information).

#### 8. Adjournment

Next meeting: October 14, 2025

# 5.1.1. Minutes previous meeting

## Shaw Island School District Board of Directors Regular Meeting and Budget Hearing

Tuesday, August 12, 2025

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

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

Administration Present: Superintendent Becky Bell and Office Administrator Deanna Shannon.

Guests: None.

### Minutes

#### 1. Opening Items:

- 1.1. Call to Order: The meeting was called to order at 2:30 PM by Chair Carol Criss.
- 1.2. Changes or Additions to the Agenda: None.
- 1.3. Approval of Agenda: **Director Shannon moved to approve the agenda as presented; Director Lange seconded the motion; the motion carried unanimously.**

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

#### 3. Superintendent Report and Discussion:

- 3.1. Superintendent Bell reported that the District had received the county mental health grant for one year in the amount of \$9,880 to provide a counselor onsite once a month who would provide supports and services. It also provides discretionary mental health funding for supplies and curriculum as well as therapy for a student if needed. The funding was from San Juan County from one-tenth of one percent of taxes. Starting in the 2026-27 school year, \$10,000 through the County Cultural Access Fund would be available to the District for arts, science, professional development, and enrichment; those funds would flow through a county non-profit. The District received a \$1,500 Special Ed and the Law grant to send a staff member to training provided by WSRMP (Washington Schools Risk Management Pool). San Juan Institute would be providing a two-day professional development conference for San Juan Island School District and Shaw School District had been invited to join for free. Dr. Bell would be coming to Shaw twice a month, once on board meeting day and then another day to be determined each month. Dr. Bell addressed superintendent goals and stated she would like to collaborate with teacher Diane Clifton on the School Improvement Plan focusing on community outreach. Dr. Bell distributed an updated budget status report. Dr. Bell would be doing a new hire orientation with paraeducator Adam Bates on the first day of school when she would be on island. He would need to work on the paraeducator Fundamental Course of Study. There is a 90 day review period for new paraeducators.

#### 4. Business and Operations:

- 4.1. 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 Lange seconded the motion; the motion passed unanimously.**
  - 4.1.1. Minutes from previous meeting (July 14, 2025 Regular Meeting and Budget Hearing).
  - 4.1.2. 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 \$21,900.70 are also approved.

## 5.1.1. minutes cont'd

General Fund 6361:

Warrant numbers 2500138 through 250146 and 250147 through 250149

Totaling \$5,617.36

Capital Fund 6367:

Warrant number 250147

Totaling \$2,035.21

Payroll (July):

ACH numbers 9000000043 through 9000000048

Totaling \$10,762.10 and

Warrant numbers 250150 through 250158

Totaling \$11,138.60

4.1.3. Donations Since Previous Meeting: \$400.00 General Fund Enrichment.

4.1.4. Review of June 2025 Budget Summary.

4.1.5. Adjustment of Pay Periods for Deanna Shannon Due to 2023 Employment Change.

4.2. Approval of 2025-26 Overnight Field Trips:

4.2.1. Canoe Island September 18 – 19: Estimated costs for the field trip were \$1,470. Funding for field trip would be coming from Shaw School Foundation.

4.2.2. Nature Bridge March 22 -25: Estimated costs for the field trip were \$5,828.71. Funding for field trip would be provided entirely by a private donor.

**Director Shannon moved to approve both overnight field trips; Director Bogert seconded the motion; the motion carried unanimously.**

4.3. Approval of 2025-26 Staff Contracts: Superintendent Bell stated the contracts represented a 4.5% increase over the previous year. She stated she had compared the increase with the other island districts and, though positions at other districts didn't align directly with the Shaw District, the salaries were in line with the other districts.

4.3.1. Certificated Contract Diane Clifton: **Director Shannon moved to approve the contracts; Director Bogert seconded the motion; the motion carried unanimously.**

4.3.2. Supplemental Contract Diane Clifton: Superintendent Bell stated the contract was for website management and state testing. **Director Shannon moved to approve the contract; Director Lange seconded the motion; the motion carried unanimously.**

4.3.3. Exempt Contract Deanna Shannon: **Director Lange moved to approve the contract; Director Bogert seconded the motion;** Dr. Bell stated it had been difficult to compare the position but that the hourly rate was close to the middle of the range of multiple positions at other districts. **The question was called. Directors Criss, Lange, and Bogert voted to approve the contract. Director Shannon abstained.**

4.3.4. Classified Contract Anita Orne: **Director Bogert moved to approve the contract; Director Shannon seconded the motion.** Dr. Bell stated the hourly rate was in line with Orcas Island for the same number of years. **The question was called and the motion carried unanimously.**

4.3.5. Classified Contract Adam Bates: **Director Shannon moved to approve the contract; Director Lange seconded the motion.** Dr. Bell stated the rate was in line with the other districts and he would get paid for any outside training. **The question was called and the motion carried unanimously.**

5. Unfinished Business

5.1. Teacher Housing Project:

5.1.1. Superintendent Bell stated September 2<sup>nd</sup> was the optional site visit for contractors. September 17<sup>th</sup> was the last day to ask questions. Bid opening would be October 1<sup>st</sup> at a

# 5.1.1. minutes cont'd

special board meeting with bids due at 2:59 PM. Dr. Bell would reach out to the finance committee and have a meeting before the next board meeting.

## 6. School Board

6.1. Approval of 2025-2026 Board Calendar: **Director Shannon moved to approve the calendar; Director Lange seconded the motion; the calendar was discussed; the motion carried unanimously.**

6.2. School Board Directors' Reports: Director Bogert stated he would like to thank the private donor who is funding the Nature Bridge field trip.

## 7. Adjournment: **Director Shannon moved to adjourn the meeting; Director Lange seconded the motion; the meeting was adjourned at 3:36 PM**

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Carol Criss, Chair

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Becky Bell  
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

# 5.1.2. AP payroll

## AP Check Summary with Board Certification

Shaw Island School District

Warrant Date: 08/29/2025

### BOARD CERTIFICATION STATEMENT

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. Those payments have been recorded on this listing which has been made available to the board.

As of September 16, 2025, the Board, by a \_\_\_\_\_ vote, approves payments, totaling \$12,604.84. The payments and/or voids are further identified in this document.

Total by Payment Type: BANK - AP & Payroll Warrants and ACH

**Warrant Numbers 250171 through 250175, totaling \$12,604.84**

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Number	Vendor Name	Check Date	Check Amount
250171	Department of Retirement Systems	08/29/2025	\$4,453.02
250172	HCA-SEBB Benefits	08/29/2025	\$2,522.00
250173	HCA-SEBB Flex Spend	08/29/2025	\$266.67
250174	San Juan County Treasurer	08/29/2025	\$5,308.59
250175	The Standard Insurance Company	08/29/2025	\$54.56
<b>5 Check(s) for a Total of:</b>			<b>\$12,604.84</b>

### Fund Summary

#### Fund

10 - General Fund	\$12,604.84
<b>Total:</b>	<b>\$12,604.84</b>

## Payroll Check Summary

Payroll Run: 08/31/2025

Shaw Island School District

## BOARD CERTIFICATION STATEMENT

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of September 16, 2025, the Board, by a \_\_\_\_\_ vote, approves payments, totaling \$14,557.91, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: AP & Payroll Warrants and ACH

Direct Deposit Numbers 9000000049 through 9000000053, totaling \$14,557.91

Additional Direct Deposit amount, totaling \$0.00

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

# 5.1.2 Payroll cont'd

## Pay Code Totals

Payroll Run: 08/31/2025

Pay Type	Count	Gross Amount
EX3 - Extra Pay 613	2	5,627.12
EX4 - Extra Pay 614	3	762.50
SAL3 - Salary 613	2	15,007.07
ST-NOHR - Stipend No Hours	1	250.00
<b>Totals:</b>	<b>8</b>	<b>21,646.69</b>

## 5.1.2. Payroll Cont'd

## Deduction Code Totals

Payroll Run: 08/31/2025

Deduction	Count	Amount
1FICA - FICA	5	1,290.47
1FIT - FEDERAL INCOME TAX	5	1,933.20
1FIT+ - FIT ADDITIONAL AMOUNT	2	190.83
1MED - MEDICARE	5	301.81
1WC - WORKERS' COMPENSATION	5	32.50
1WLTC - WA CARES LTC TAX	5	125.55
2E0 - SERS PLAN 0	3	0.00
2E2 - SERS PLAN 2	1	795.63
2T3 - TRS PLAN 3	1	531.56
DCP - Deferred Compensation-457	2	1,000.00
HCFA - Flexible Spending Arrangement	1	266.67
HEHSA - Health Equity HSA	1	400.00
LTD-B - Employee Paid LTD 50%	2	54.56
SEBB-T - SEBB Tobacco Surcharge	1	25.00
VHSAE - UMP CDHP EMP ONLY	1	21.00
VUFR - UMP ACHIEVE 1 FULL FAMILY	1	120.00
<b>Totals:</b>	<b>41</b>	<b>7,088.78</b>



## 5.1.2. Payroll Cont'd

## Benefit Code Totals

Payroll Run: 08/31/2025

Benefit	Count	Amount
1FICA - FICA	5	1,290.47
1MED - Medicare	5	301.81
1PFML - WA PAID FAMILY MEDICAL LEAVE	5	142.42
1UC - Unemployment	5	37.82
1WC - WORKERS' COMPENSATION	5	67.38
2E0 - SERS Plan 0	3	0.00
2E2 - SERS Plan 2	1	1,077.58
2T3 - TRS Plan 3	1	1,048.25
3SEBB - SEBB ER Share	2	2,356.00
Totals:	32	6,321.73

# 5.1.2. AP General Fund and Capital Fund

## AP Check Summary with Board Certification

Shaw Island School District

Warrant Date: 08/13/2025

### BOARD CERTIFICATION STATEMENT

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. Those payments have been recorded on this listing which has been made available to the board.

As of September 16, 2025, the Board, by a \_\_\_\_\_ vote, approves payments, totaling \$16,268.67. The payments and/or voids are further identified in this document.

Total by Payment Type: BANK - AP & Payroll Warrants and ACH

**Warrant Numbers 250159 through 250170, totaling \$16,268.67**

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Number	Vendor Name	Check Date	Check Amount
250159	Banner Bank	08/13/2025	\$255.65
250160	Bell, Becky	08/13/2025	\$1,250.00
250161	CenturyLink/Lumen	08/13/2025	\$227.55
250162	Deanna Shannon, Shaw Island SD #10	08/13/2025	\$119.15
250163	Great American Financial Services	08/13/2025	\$103.09
250164	Northwest Educational Service District #189	08/13/2025	\$1,337.00
250165	OPALCO	08/13/2025	\$262.05
250166	Perkins Coie	08/13/2025	\$2,077.50
250167	San Juan Island School District	08/13/2025	\$4,786.50
250168	SJC DCD	08/13/2025	\$5,091.40
250169	Sound Publishing, Inc.	08/13/2025	\$458.78
250170	Windjammer Carpet Care, Inc	08/13/2025	\$300.00
<b>12 Check(s) for a Total of:</b>			<b>\$16,268.67</b>

### Fund Summary

#### Fund

10 - General Fund	\$9,099.77
20 - Capital Projects Fund	\$7,168.90
<b>Total:</b>	<b>\$16,268.67</b>

# 5.1.3 Budget Summary

Expenditures GF 6361		2024-25 Budget	YTD 8/31/2025	Amount Remaining	Percent Spent
20	Certificated Salaries	101,350.00	122,362	-21,012	120.73%
30	Classified Salaries	158,349.00	123,583	34,766	78.04%
40	Employee Benefits	86,581.00	90,924	-4,343	105.02%
50	Supplies / Materials	8,670.00	13,005	-4,335	150.00%
70	Purchased Services	32,125.00	52,978	-20,853	164.91%
70	Purchased Services Capacity	40,000.00	0	40,000	0.00%
70	Payments to Other Districts	6,400.00	6,344	56	99.13%
70	Utilities	10,000.00	9,447	553	94.47%
80	Travel	3,200.00	4,350	-1,150	135.94%
90	Capital Outlay	200.00	0	200	0.00%
Totals		446,875	422,993	23,882	94.66%

Revenues GF 6361		2024-25 Budget	YTD 8/31/2025	Amount Remaining	Percent Received
3100	State-General*	435,600	350,829	84,771	80.54%
3121			168		
4109	State Funded TK		28,268		
4121	Special Ed		138	-138	
4174	Highly Capable	360	125	235	34.79%
410001	Para Ed		541	-479	
415801	one time (MSOC)		300		
2300	Interest	13,200	14,490	-1,290	109.77%
6100	Federal Grants	22,000	31,022	-9,022	141.01%
6109	Federal Funding TK		0		
2500	Other	8,000	17,080	-9,080	213.49%
3600	CAPACITY	40,000	0	40,000	
6113	ESSER	0	0	0	
Total Revenues		519,160	444,720	74,440	85.66%

## SUMMARY GENERAL FUND

		8/31/2025	YTD	YTD
ending cash	4,311	87,494	beginning bal	74,778
ending investments	198,999	205,899	revenue	444,720
ending outstanding warrants		8,348	expenditures	422,993
Ending Cash & Investments	203,310	285,045	transfer out	59,713
			transfer in	42,100
			transfer to invest	
			ending cash	78,892

beg cash less outstanding warrants

## SUMMARY CAPITAL FUND

	24-25 Budget	8/31/2025	YTD	YTD
Beginning Cash CF 6367	0	22,108	beginning bal	27,525
deposits	0	0	rev other	
interest		2,630	rev TH donations	224,077
transfer in	100,000	0	interest	22,743
warrants redeemed		7,127	transfer in	559,713
investments purchased or trans out		400	expenditure other	11,399
warrants outstanding	100,000	2,078	expenditure TH	87,525
Ending Cash CF 6367	0	15,134	ending balance	735,135

## CASH BALANCE DETAIL

3,475 other bal  
731,659 TH bal  
735,135

## SUMMARY ASB FUND

	24-25 Budget	8/31/2025	YTD	YTD
Beginning Cash ASB 6367	2,879	150	revenue	
revenues	4,200	0	transfer in	
expenditures	7,000		expenditures	
Ending Cash ASB 6368	79	150	ending balance	



Office of the Washington State Auditor  
Pat McCarthy

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## Assessment Audit Report

# Shaw Island School District No. 10

For the period September 1, 2023 through August 31, 2024

*Published (Inserted by OS)*  
Report No. (Inserted by OS)



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**Office of the Washington State Auditor  
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Directors  
Shaw Island School District No. 10  
Shaw Island, Washington

**Report on Assessment Audit**

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

The attached report describes the procedures performed and conclusions for the areas we reviewed. We appreciate the opportunity to work with your staff, and value your cooperation during the assessment audit.

Sincerely,

Signature Here (Please do not remove this line)

Pat McCarthy, State Auditor

Olympia, WA

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## AUDIT SUMMARY

### Results in brief

Based on the procedures performed, nothing came to our attention in the areas we reviewed that caused us to believe the District was not in substantial compliance with applicable state laws, regulations, and its own policies, or had not provided adequate controls over the safeguarding of public resources. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

### About the assessment audit

This report contains the results of our independent audit of Shaw Island School District No. 10 from September 1, 2023 through August 31, 2024.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives. State law (WAC 392-117-035) also requires school districts to prepare and submit certified annual reports to the Office of the Superintendent of Public Instruction (OSPI) detailing the District's revenues and other financing sources, expenditures and other financing uses, assets, liabilities, financial condition, and fund balances.

This assessment audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments at least once every three years. Assessment audits are risk-based, limited-scope reviews of small local governments, generally defined as school districts with 250 or fewer FTE students. To help minimize audit costs, our work for this engagement was conducted off-site primarily using financial and other information provided by the District.

This assessment audit was limited to the following:

- Reviewing meeting minutes for compliance with the Open Public Meetings Act
- Inquiring as to internal controls over assets, revenues, and disbursements
- Verifying that annual reports submitted to our Office were complete and filed timely in compliance with state law
- Reviewing the District's annual revenues and expenditures for unusual transactions or trends
- Corroborating financial information reported by the District by comparing reported revenues, expenditures, and cash and investment balances to third-party sources
- Reviewing expenditures for indications of unusual activities, excessive Board of Directors compensation, conflicts of interest, or procurement requirements
- Evaluating the District's financial information for indications of financial distress
- Using validation queries to verify the completeness and accuracy of Eden Gold JDT data
- Reviewing payroll transactions for unusual or excessive payments

## INFORMATION ABOUT THE DISTRICT

Shaw Island School District No. 10 serves about nine students in kindergarten through eighth grade. The District operates one school. An elected, five-member Board of Directors governs the District. A part-time Superintendent oversees the District's daily operations as well as its employees. The District had total revenues of \$1.0 million in fiscal year 2024, which included fundraising for new teacher housing.

### Contact information related to this report

Contact:	Deanna Shannon, Office Administrator
Telephone:	(360) 468-2570
Website:	<a href="https://www.shawislandschool.org/">https://www.shawislandschool.org/</a>

*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for Shaw Island School District No. 10 at <https://portal.sao.wa.gov//ReportSearch>.

## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, [www.sao.wa.gov](http://www.sao.wa.gov). Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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(866) 902-3900
- Email:  
[webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov)





Exit Recommendations  
Shaw Island School District No. 10  
Audit Period Ending: 8/31/2024

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We are providing the following exit recommendations for management's consideration. They are not referenced in the audit report. We may review the status of the following exit items in our next audit.

**Theft Sensitive Assets Policy**

District policies and procedures do not include controls over Theft Sensitive Assets.

We recommend the District include controls over Theft Sensitive Assets in their policies.

**Open Public Meeting Minutes Requirements**

District board meeting minutes did not include enough detail to determine if one executive session was held for an allowable purpose.

We recommend the District ensure board meeting minutes comply with OPMA requirements.

**Accounting/Financial Reporting**

The District did not report a compensated absences liability, which should be reported for all districts with absence accruals.

We recommend the District strengthen its internal controls over financial reporting and review to ensure the accuracy and completeness of financial statements, schedules and note disclosures. This is a repeat recommendation.



## Office of the Washington State Auditor

### Pat McCarthy

### Exit Letter: Shaw Island School District No. 10

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independence and transparent examinations of how state and local governments use public funds, and to develop strategies that make government more efficient and effective.

The purpose of this letter is to share our audit results with management and the Board. This letter is not your official audit report, which will be published on our website. You will receive a separate email with an alert that the report is available.

#### Audit Highlights

We appreciate the District's cooperation and responsiveness to audit requests.

#### About the Audit

We performed an assessment audit of Shaw Island School District No. 10 for the years 2024. This is a risk-based audit wherein we review the annual reports Shaw Island School District No. 10 submitted to our Office. We typically perform assessment audits for governments that receive \$300,000 or less in annual revenues or for school districts with less than 250 full-time students.

#### Audit Results

Based on the procedures performed, nothing came to our attention in the areas we reviewed that caused us to believe the School District did not substantially comply with applicable state laws, regulations, and its own policies, or had significant weaknesses in controls over the safeguarding of public resources. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

#### Recommendations not included in the Audit Report

##### **Exit Items**

We have provided exit recommendations for management's consideration in a separate, attached document. Exit items address control deficiencies or non-compliance with laws or regulation that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report. A summary of the exit items is attached to this letter.

#### Status of Prior Audit Recommendations

Brief Description	Resolved	Unresolved
<b>Exit Item:</b> Open public meeting minutes	x	
<b>Exit Item:</b> Accounting/Financial Reporting		x

## 5.2. Audit

### Additional Reminders

Below is a list of areas where small local governments might need additional guidance.

#### Board Compensation

Elected Official rate of pay is set by RCW, depending on your government type. Any Board member who receives less than the full allowable compensation must sign a waiver of compensation and file it with the government's secretary.

#### Procurement and Public Works Projects

State law (RCW 39.04) requires competitive procurement for public works projects and purchases of supplies and equipment for most local government types. Laws that require specific methods of procurement differ by government type. Further, all public works contracted for by the government must meet state prevailing wage requirements by obtaining an "Affidavit of Prevailing Wages Paid" from the contractor unless the work is performed exclusively by the business owner.

For additional guidance on public works projects and procurement for your government type, please visit Municipal Research and Services Center of Washington's website: [Procurement and Public Works Requirements](#).

#### Credit Cards

The state Department of Enterprise Services has a Purchase Card Contract with US Bank that local governments are eligible to use. The card has no annual fee and offers annual rebates on purchases made using the card. For more information, go to [Purchase Card Guidance](#).

It is also important to note that having policies and procedures for credit/debit cards and charge account use is important for safeguarding the local government's funds. State law (RCW 43.09.2855) allows local governments to use credit cards. This law provides some guidelines for their use, which include adopting a system for their distribution, control, authorization, etc.

### Working Together to Improve Government

#### **Local Government Support Team**

This team provides support services to local governments through the Budget, Accounting, and Reporting System (BARS), annual online filing technical assistance, and training on accounting, reporting and BARS. Our website and client portal offer many resources, including a client Help Desk that answers auditing and accounting questions, updated BARS Manuals, access to resources and recorded trainings, and other accounting and reporting resources. Additionally, this team helps with the online filing of your financial statements.

#### **The Center for Government Innovation**

The Center for Government Innovation of the Office of the Washington State Auditor offers services designed to help you assist the residents you serve, at no additional cost to your government. What does this mean? They provide expert advice in areas like building a Lean culture to help local governments find ways to be more efficient, effective, and transparent. The Center also provides financial management technical advice, best practices, and resources. These can be accessed from the "Improving Government" tab of our website and can help you act on accounting standard changes, comply with regulations, protect public resources, minimize your cybersecurity risk and respond to recommendations in your audit. The Center also offers the Financial Intelligence

## 5.2. Audit

Tool, better known as FIT, to help you assess and monitor your finances and compare your financial operations to similar local governments like you. You can email the Center for a personal training session to learn all the benefits using the FIT tool can provide. The Center understands that time is your most precious commodity as a public servant and wants to help you do more with the limited hours you have. If you are interested in learning how the Center can help you maximize your effect in government, call (564) 999-0818 or send an email to [Center@sao.wa.gov](mailto:Center@sao.wa.gov).

### Finalizing Your Audit

#### **Report Publication**

Audit reports are published on our website and distributed via e-mail in a PDF. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/SAOPortal/>

#### **Audit Cost**

In the entrance communication, we estimated the cost of the audit to be \$1,400, and actual audit costs will approximate that amount. Billing invoices are sent at the beginning of the month after the report issuance.

#### **Next Scheduled Audit**

Assessment audit costs are based on the government's annual revenue and fluctuates depending on revenue received each year. The cost for the next audit is based on the School District's last report revenue and our Office's current rates. The next assessment audit for 2025 is estimated at \$1,400. *This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost. If the government receives increased revenues in future years, it may incur additional audit costs.*

Further, if the government exceeds the assessment audit threshold of \$300,000, does not comply with filing requirements or presents other risk factors, then we could perform an onsite audit in the future. Finally, if expenditures of federal awards are \$750,000 or more in any fiscal year, notify our Office because federal rules require the School District to receive a financial and federal audit for that year.

#### **Audit Survey**

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

### Concluding Comments

We appreciate your assistance throughout the audit. We hope you find the information above informative and helpful to the government's operations. If you have any questions or concerns, please call or email at your convenience and we can discuss your audit.

**Tina Watkins, CPA, Director of Local Audit, (360) 260-6411, [Tina.Watkins@sao.wa.gov](mailto:Tina.Watkins@sao.wa.gov)**

**Ann Strand, CFE, Assistant Director of Local Audit, (509) 454-7849, [Ann.Strand@sao.wa.gov](mailto:Ann.Strand@sao.wa.gov)**

**Sara Heath, CFE, Audit Manager, (564) 999-0861, [Sara.Heath@sao.wa.gov](mailto:Sara.Heath@sao.wa.gov)**

## 5.2. Audit

**Ryan Montgomery, Assistant Audit Manager, (253) 372-6250, [Ryan.Montgomery@sao.wa.gov](mailto:Ryan.Montgomery@sao.wa.gov)**

**Melissa Ritter-Maylone, Audit Lead, (253) 677-0654, [Melissa.Ritter-Maylone@sao.wa.gov](mailto:Melissa.Ritter-Maylone@sao.wa.gov)**

# 5.3. Field Trip

**Request date:** September 8, 2025

## FIELD TRIP APPROVAL FORM

(If this is an overnight trip or costs exceed \$450, this request must be in to the office by the Thursday A.M. preceding the regular monthly board meeting).

**Teacher(s):** Diane and Anita

**Trip Destination:** Apple Day on Waldron Island

**Date:** October 3, 2025

**Depart Time:** 9:00 AM

**Return Time:** 3:00 PM

**Purpose:** Attend Apple Day on Waldron Island which is a small school gathering and community event.

**Student Learning Objectives of Trip:** Social emotional learning, collaboration throughout age groups, building relationships with students from other small schools. (Waldron, Stuart, and Shaw)

**Chaperones/Drivers:** Canoe Island will provide boat transportation from Shaw Landing. Staff chaperones: Diane and Anita. One parent from each family will be invited to serve as a chaperone. Anita will join us to chaperone and lead music sessions.

**Estimated Expenditures:** Canoe Island boat transportation to and from Waldron Island at cost of \$500.00

**Funding:** Shaw School Foundation \$500.00

\_\_\_\_\_  
Superintendent Recommends Approval

\_\_\_\_\_  
Date

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

# 7.1. Board Vacancy



## The Shaw Island School Board Has an Open Position.

Dear Shaw Community,

There is an opening on the Shaw Island School District Board due to the passing of dedicated board member John Bogert.

The board is looking for someone who encompasses the following:

- ✓ Is enthusiastic about public education
- ✓ Treasures our historical school
- ✓ Has time to commit to an active board
- ✓ Can attend regular monthly board meetings
- ✓ Can attend special board meetings as called
- ✓ Can attend committee meetings as needed
- ✓ Can work on board responsibilities outside of meeting time

To be eligible to serve as a Shaw Island School Board Director, an applicant must be a registered voter on Shaw Island. If you are interested, please submit a letter of application by Thursday, October 9, 2025. Please include a resume or summary of background information along with the letter of interest. You can mail the documents to PO Box 426, Shaw Island, WA 98286, or you can email them to [office@shaw.k12.wa.us](mailto:office@shaw.k12.wa.us).

Interviews will be conducted at the regular October 14, 2025, board meeting. The Oath of Office will be administered to the selected candidate at the November 18, 2025, regular meeting.

The appointee will serve until the 2027 general election at which time he or she could choose to run for the position.

Current board members are Carol Criss, Shirley Lange, Shannon Klohr, and Jon Shannon.

# ~~3~~ 7.2. Board Vacancy

Policy: 1114  
Section: 1000 - Board of Directors

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## Board Member Resignation and Vacancy

### Resignation

If a board member's permanent residence ceases to be in the school district, the director will resign immediately. Upon receipt of a director's written resignation for this or any other reason, the board will acknowledge and announce the resignation at its next regularly scheduled meeting. The resignation will be effective immediately unless otherwise stated. If a future date is stated, the resignation may be withdrawn any time prior to the effective date.

Board members who have resigned may not vote on the selection of their replacement.

### Vacancy

In case of a board vacancy, the remaining board members will fill such vacancy by appointment. The board will receive applications from any qualified persons seeking to fill the position after suitable public notice. Interviews of candidates for vacant positions will take place in a meeting open to the public. The board will appoint one of the candidates to serve until the next regularly scheduled board election, at which time a director will be elected for the unexpired term, if any.

The appointment will be approved, by roll call vote, by not less than three members of the board. If there exists fewer than three members, the educational service district board members will appoint a sufficient number to constitute a legal majority of the board. Should the board fail to fill a vacancy within ninety (90) days from the creation of such vacancy, the educational service district board members will fill such vacancy. Appointees will be United States citizens and qualified voter residents of the school district and appropriate director district, if any.

### Cross References:

1450 - Absence of a Board Member

### Legal References:

RCW 28A.310.030 ESD Board — Membership — Board member district boundaries

RCW 28A.330.020 Certain board elections, manner and vote required — Selection of personnel, manner

RCW 28A.343.370 Vacancies

RCW 29A.04.151 Residence

RCW 42.30.110(h) Executive sessions

### Management Resources:

2009 - June Issue

Adoption Date: 04.15.08