

# 1.3. Agenda

## Shaw Island School District Board of Directors

### Agenda

Date: Tuesday, April 16, 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. Unfinished Business

- 4.1. Grants
- 4.2. Teacher Housing Project
  - 4.2.1. Discussion and Possible Approval of Appraisal of Parcel.
  - 4.2.2. Discussion and Possible Approval of Driveway.
  - 4.2.3. Approval to Drill Well not to exceed \$15,000.

#### 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 Meetings: March 12, 2024 regular meeting.
  - 5.1.2. March 2024 Payroll.
  - 5.1.3. March 2024 Claims.
  - 5.1.4. March 2024 Budget Status Report.
  - 5.1.5. Donations Since Previous Meeting: Teacher Housing Project \$15,725. Other Donations \$4,785.83.
  - 5.1.6. Resolution 2024-2 Declaring Property Surplus to the District.
- 5.2. Approval of 2024-25 School Year Calendar.
- 5.3. Approval to Hire Board Director Jon Shannon as Substitute Maintenance Person.
- 5.4. Staffing Level for 2024-25 School Year: Discussion and Possible Action.

#### 6. School Board

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

#### 7. Adjournment: Next meeting: May 14, 2024

## 4.2.3. Approval to Drill Well

### Well Drilling Estimate from Mauldin Well Drilling

\$13,605.50 Included 400 feet drilling @ \$27 per foot; \$200 state permit; \$1,500 20' surface seal; well cap; sales tax.

Note: prices go up and down along with fuel and parts prices

Note: A road and a site pad (minimum 40' x 40') and SOLID would be needed for the drill rigs to get in to drill.

Future costs: pump	3500 - 10,000
pressure tank	2500 - 3000
<b>OR</b>	
storage	10,000 - 13,000

# 5.1.1. Minutes

## Shaw Island School District Board of Directors Regular Meeting

Tuesday, March 12, 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. Director Bogert participated via telephone.

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

### 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: None.

1.3. Approval of Agenda: **Director Klohr moved to approve the agenda as amended; 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 McVeigh reported on the following:

- Ms. McVeigh informed the board that the Washington State biennial budget included increases that could benefit the District including increased MSOC (Materials, Supplies and Operating Costs), an adjusted funding model, and more money in the Small Rural Schools Modernization Grant.

#### 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.**

- Minutes from previous meetings (February 13, 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 \$19,291.92 are also approved.

General Fund 6361:

Warrant numbers 276441 through 276443 and 276848 through 276854

Totaling \$5,625.26

ASB Fund 6368:

Warrant number 276441

Totaling \$5,000

Payroll (February):

Warrant numbers 105240 through 105248

Totaling \$19,291.92

- February 2024 budget status report.

# Minutes Cont'd

- \$510,500 Donations for Teacher Housing Project.
  - Resolution 2024-1 Declaring Property Surplus to the District.
- 4.2. Approval to Contract with John T. Kurtz Painting, LLC, in the Amount of \$64,935.08, for Painting the Exterior of All Buildings. Director McVeigh reminded the board that the District had not received the grant for painting. She also reminded the board that the other bid for painting that the District had received was \$128,000. **Director Klohr moved to approve the contract with John T. Kurtz Painting in the amount of \$64,935.08; Director Lange seconded the motion; the motion carried unanimously.**
  - 4.3. Approval to Contract with Apollo Solutions Group to Assist the District with OSPI's Small Rural School Modernization Grant: Superintendent McVeigh explained that this was the first of a two-part modernization grant from OSPI (Office of Superintendent of Public Instruction). The first grant would be for planning phase, and the second grant would provide funding to do the actual work. If contracting with Apollo Solutions was approved, they would complete the first phase of the grant application and only collect a fee once the grant funds were received. Ms. McVeigh stated that in phase two, all districts applying would receive funding, it was just a matter of when the funds would be available over the next five years. **Director Shannon moved to approve contracting with Apollo Solutions to assist the District with the first phase of OSPI's Small Rural School Modernization Grant; Director Klohr seconded the motion; the motion was discussed; the motion carried unanimously.**
  - 4.4. Discussion of Plumbing Issues at the Wellhouse and Discussion of How to Move Forward: Director Shannon updated the board on the recent problems and repairs in the water system. The failed booster pump in the wellhouse had been replaced. The new pump log reported a leak and the pump was repeatedly cycling. Staff looked for plumbing leaks, but none were found until several days later when water was coming up from the floor in the wellhouse. The concrete pad was cut and opened, and a broken pipe joint was discovered and subsequently repaired. The hole in the concrete would be covered with a removable cover so that the joint could be monitored. A discussion of the water system followed, especially concerning the previous elevated copper levels. Director Shannon stated that while retesting for copper was not yet due, it would be included in this spring's annual water test. While the levels were not unsafe, a water dispenser for drinking water was being used at the school. Installing a purification system in the water system to replace purchasing water for the dispenser was discussed. Director McVeigh would add the District's water system to the list of things to be done through the modernization grant discussed above in item 4.3.
5. Unfinished Business
    - 5.1. Grants: No updates.
    - 5.2. Teacher Housing Project:
      - Approval to Proceed with Drilling the Well on the Teacher Housing Parcel: **Director Shannon moved that the board instruct Superintendent McVeigh to solicit bids to drill the well on the teacher housing parcel; Director Criss seconded the motion.** The impact of the well location, septic location, and driveway location on the building permit was discussed. Director Shannon clarified the motion was to solicit the bid only, not to begin drilling. **Chair Criss called for a vote; the motion carried unanimously.**
      - Discussion of Appraisal of Parcel: Getting an appraisal was discussed. Consensus was to get a price on the cost of an appraisal.
6. School Board: None.
  7. Adjournment: **Director Shannon moved to adjourn the meeting; Director Klohr seconded the motion; Chair Criss adjourned the meeting at 4:10 PM.**

# Minutes Continued

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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

# 5.1.2. Payroll

PyBatch  
03/21/2024 1:50:36PM

Payroll Processing Report  
San Juan County  
3/1/2024 to 3/31/2024-1 Cycle j1

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EARNINGS SECTION					DEDUCTIONS SECTION			LEAVE SECTION					
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
Grand Totals					Employees: 11								
a			333.33		defcmp	14,755.80	1,075.00		waskpt	0.95			
hsapeb			42.50		draw		1,000.00						
rr	498.25		26,660.44		ficahc	370.02	22.94	22.94					
sr	24.00		1,227.26		ficahc	823.65	51.07	51.07					
vr	7.00		300.79		ficahc	3,750.00	232.50	232.50					
					ficahc	18,054.75	1,119.39	1,119.39					
					ficahw	4,831.23	299.54	299.54					
					fwl	25,168.12	2,508.48						
					haef	8,689.75	200.00						
					lshc	11.75	2.58	7.99					
					lshc	25.50	3.24	5.77					
					lshc	38.00	4.83	8.60					
					lshc	315.00	40.05	71.27					
					lshw	108.00	13.75	24.44					
					mcshe	370.02	5.37	5.37					
					mcshe	823.65	11.94	11.94					
					mcshe	3,750.00	54.38	54.38					
					mcshe	18,054.75	261.79	261.79					
					mcshe	4,831.23	70.05	70.05					
					pmi-d	28,521.82		150.76					
					sebjj		238.00	3,300.00					
					sebjj		254.17						
					sen2	5,242.40	406.81	572.99					
					shrd	23,178.15	90.04						
					lrs	9,246.00	745.23	896.86					
					lrs3	8,689.75	434.49	842.81					
					unemp	28,521.82		165.06					
					wskc	28,461.27		8,010.56					
Grand Totals	529.25		28,521.82				9,310.70	8,010.56	Gross:	28,521.82			
									Net:	19,211.12			

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 McVaugh  
Auditing Officer

3/21/24  
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

# 5.1.3 Warrant Report

GF 6361

apChkLst  
03/05/2024 10:30:43AM

FinalCheck List  
San Juan County

Page: 1

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Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
277359	3/5/2024	ban155	BANNER BANK 3204	3/1/2024	CREDIT CARD VARIOUS	5,365.92	5,365.92
277360	3/5/2024	gre065	GREATAMERICA FIN SRVS CC36053693	3/1/2024	CONTRACT SERVICES OFFIC	103.32	103.32
277361	3/5/2024	orc830	OPALCO 3037000	2/29/2024	UTILITIES	740.91	740.91
277362	3/5/2024	om065	ORNE, ANITA G 20240301	3/1/2024	PD REIMBURSEMENT	168.00	168.00
277363	3/5/2024	san275	SAN JUAN SANITATION, INC 2904491	3/1/2024	UTILITIES	41.70	41.70
277364	3/5/2024	sha004	SHANNON LAND & WATER SE24-011	2/16/2024	CONTRACT MAINTENANCE	828.00	828.00
<b>Sub total for BANNER BANK:</b>							<b>7,247.85</b>

# 5.1.3 Warrant Report GF 6361

apChkLst  
03/19/2024 12:11:55PM

Final Check List  
San Juan County

Page: 1

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
277949	3/19/2024	cen657	CENTURYLINK	300521788	3/6/2024	UTILITIES	99.42
				300523168	3/6/2024	UTILITIES	63.59
				300521802	3/6/2024	UTILITIES	50.38
				300523166	3/6/2024	UTILITIES	39.26
							252.65
277950	3/19/2024	lib105	LIBRARY WORLD, INC	13958	1/1/2024	REAP CONTRACT	495.00
277951	3/19/2024	nex636	NEXT LEVEL SPEECH THERA 1811		2/29/2024	SPED CONTRACT	871.25
277952	3/19/2024	pet524	PETTY CASH --SHAW SCHOO20240318		3/18/2024	SUPPLIES OPERATING	14.13
277953	3/19/2024	sha004	SHANNON LAND & WATER SE24-013		3/10/2024	CONTRACT MAINTENANCE	170.19
277954	3/19/2024	wsf440	WASHINGTON STATE FERRIEF 114300/RK4211		2/29/2024	INSTRUCTIONAL TRAVEL	76.55
							76.55
						<b>Sub total for BANNER BANK:</b>	<b>1,879.77</b>



# 5.1.3 Warrant Report CF 6367

apChkLst  
03/19/2024 12:15:12PM

Final Check List  
San Juan County

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Bank : apbank BANNER BANK

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
277955	3/19/2024	bin003 BINGHAM, JOHN W	101	2/29/2024	CONTRACT TEACHER HOUS	455.00	455.00
<b>Sub total for BANNER BANK:</b>							455.00

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Expenditures GF 6361		2022-24 Budget	YTD 3/31/2024	Amount Remaining	Percent Spent	March Notes: GF: \$4,438 from SSF for DC Field Trip
20	Certificated Salaries	221,240.00	127,350	93,890	57.56%	CF: Teacher Housing donatins \$21,625
30	Classified Salaries	126,520.00	70,869	55,651	56.01%	
40	Employee Benefits	114,890.00	56,666	58,224	49.32%	
50	Supplies / Materials	7,100.00	4,828	2,272	68.00%	
70	Purchased Services	27,200.00	23,777	3,423	87.42%	
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	6,030	3,970	60.30%	
80	Travel	16,700.00	9,967	6,733	59.69%	
90	Capital Outlay	200.00	0	200	0.00%	
<b>Totals</b>		<b>570,850</b>	<b>304,071</b>	<b>266,779</b>	<b>53.27%</b>	

Revenues GF 6361		2022-24 Budget	YTD 3/31/2024	Amount Remaining	Percent Received
3100	State-General*	435,600	237,730	197,870	54.58%
4121	Special Ed		7,232	-7,232	
4174	Highly Capable	360	112	248	31.04%
410001	Para Ed		505	-479	
2300	Interest	13,200	9,661	3,539	73.19%
6100	Federal Grants	22,000	12,246	9,754	55.66%
6109	Federal Funding TK		7,138		
2500	Other	8,000	507,059	-499,059	6338.23%
3600	CAPACITY	40,000	0	40,000	
6113	ESSER recovery	0 0	4,386 0	-4,386 0	
<b>Total Revenues</b>		<b>519,160</b>	<b>786,068</b>	<b>-266,908</b>	<b>151.41%</b>

SUMMARY GENERAL FUND		3/31/2024	YTD	YTD
ending cash	4,311	44,873	beginning bal	70,398
ending investments	198,999	767,999	revenue	786,068
ending outstanding warrants		2,646	expenditures	304,071
Ending Cash & Investments	203,310	810,226	transfer out	20,000
			transfer in	10,000
			transfer to invest	500,000
			ending cash	42,395

beg cash less outstanding warrants

SUMMARY CAPITAL FUND		23-24 Budget	3/31/2024	YTD	YTD
Beginning Cash CF 6367	0	41,633	beginning bal	7,730	
deposits	0	21,625	revenue	93,036	
transfer in	100,000		transfer in	20,000	
warrants redeemed		455	expenditures	57,963	
warrants outstanding	100,000	0	ending balance	62,803	
Ending Cash CF 6367	0	62,803			

\$48,246.35 Teacher Housing  
\$14,556.84 other capital proj

SUMMARY ASB FUND		23-24 Budget	3/31/2024	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	

# 5.1.5. Donations

## Donations for approval 4/16/2024

<b>Donor</b>	<b>Amount</b>	<b>Date Rec'd</b>
Corinne Storey	75.00	3/19/2024
Mira Machlis	50.00	3/26/2024
Jon & Amy Perera	1,000.00	3/26/2024
Annette & Jaime Smith	10,000.00	3/26/2024
Peter & Adam Thelin	100.00	3/28/2024
Jerry McNeill & Ann Meehan	100.00	4/2/2024
Carol Davis & Brud Joslin	100.00	4/2/2024
Andrew & Delney Hilen	2,500.00	4/2/2024
Team Voctional Serv. (Robert Evans)	250.00	4/2/2024
Lisa Roberts & Peter Rehon	500.00	4/11/2024
Brad & Nancy Zakes	250.00	4/11/2024
Diana Wisen	100.00	4/11/2024
Stacy and Drew Graham	500.00	4/11/2024
Zora Edwards	200.00	4/11/2024
	15,725.00	

# 5.1.6. Resolution 2024-2



Shaw Island School District 10

## RESOLUTION NO. 2024-2

### DECLARING CERTAIN PROPERTY OF SHAW ISLAND SCHOOL DISTRICT 10 SURPLUS TO THE NEEDS OF THE DISTRICT

WHEREAS, the following District owned items have served their useful life; and

WHEREAS, the Board of Directors of Shaw Island School District, San Juan County, Washington desires to declare such property surplus;

THEREFORE, BE IT RESOLVED by the Board of Directors of Shaw Island School District, San Juan County, Washington, that the following items are approved for sale, transfer, or disposal:

1 lot miscellaneous P.E. and playground equipment

APPROVED this 16<sup>th</sup> Day of April, 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

# 5.2. Calendar

## Shaw Island Elementary | 2024-2025 CALENDAR

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**26-28 Teacher Prep Days**  
**29 First Day of School – Early Release**

2 Days

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**5,12,26, Early Release**  
**17 Presidents Day No School**  
**18-21 Mid-Winter Break No School**

15 Days

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**2 Labor Day No School**  
**4,11,18,25 Early Release**

20 Days

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**5,12,19,26 Early Release**  
**13 End of 2nd Trimester**  
**20 Parent Conferences Early Release**

21 Days

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**2,9,16,23,30 Early Release**

23 Days

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**2,16,23,30 Early Release**  
**7-11 Spring Break No School**

17 Days

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**6,13,20,27, Early Release**  
**11 Veterans Day No School**  
**22 End of 1st Trimester**  
**28-29 Thanksgiving Break No School**

18 Days

MAY '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**7,14,21,28 Early Release**  
**26 Memorial Day No School**

21 Days

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**4,11,18 Early Release**  
**5 Parent Conferences Early Release**  
**20-31 Winter Break No School**

14 Days

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**4,11 Early Release**  
**13 Last Day of School Early Release**  
**Graduation & Spring Concert (early evening)**  
**16 Teacher Final Day**

10 Days

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**1-3 New Year's Day – Winter Break No School**  
**6 Return to School**  
**8,15,22,29 Early Release**  
**20 M.L. King Day No School**

19 Days

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		