

1.3. Agenda

Shaw Island School District Board of Directors

Agenda

Tuesday, September 13, 2022

3:10 PM

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

- 3.1. Superintendent Report (Information)

4. Business and Operations

- 4.1. Update on Teacher Housing
- 4.2. Consent Agenda (Action)
 - 4.2.1. Minutes from Previous Meeting
 - 4.2.2. Approval of Payroll
 - 4.2.3. Approval of Claims
 - 4.2.4. Budget Status Report
 - 4.2.5. Approval of Interlocal Agreement with San Juan County Health and Human Services for Nursing Services.

5. School Board

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

6. Adjournment

Next meeting: October 18, 2022

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Shaw Island School District Board of Directors Regular Meeting

Tuesday, August 16, 2022

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

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

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

Audience: None.

Minutes

1. Opening Items: correspondence
 - 1.1. Call to Order: The meeting was called to order at 3:14 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; Director Bogert seconded the motion; the motion carried unanimously.**
2. Hearing of Individual or Groups on Agenda and Non-Agenda Items: None.
3. Business and Operations:
 - 3.1. Approval of Survey Proposal for Teacher Housing Parcel from San Juan Surveying. The Superintendent recommended approving the proposal and noted that the proposal had been discounted from \$2,850. The size of the area was discussed. **Director Shannon moved to approve the proposal from San Juan Surveying in the amount of \$1,425; Director Klohr seconded the motion; the motion carried unanimously.**
 - 3.2. Consent Agenda: Items under the Consent Agenda are considered by the board to be routine and subject to one motion and vote. **Director Bogert moved to approve the following items on the consent agenda; Director Shannon seconded the motion; the motion carried unanimously:**
 - Minutes from the previous meeting (July 12, 2022 Regular Meeting and Budget Hearing and July 22, 2022 Special Meeting).
 - July 2022 payroll in the amount of \$24,065.54.
 - July 2022 claims: General Fund Warrants 255239 through 255246 in the amount of \$2,778.98 and Capital Fund Warrant 255247 in the amount of \$2,715.30.
 - July 2022 budget status report
 - Supplemental Contracts for Certificated Staff.
4. Superintendent:
 - 4.1. Superintendent McVeigh reported on the following
 - Ms. McVeigh would be communicating with families and staff concerning the return to school and the new COVID response protocols.
 - Ms. McVeigh along with other island superintendents would be attending bi-weekly meetings with Dr. James and would keep the Shaw School community posted on any COVID updates.
 - Ms. McVeigh, other island superintendents, and some board members would be traveling to NWESD in Anacortes that Friday to meet with legislative representatives. Director Klohr asked what issues would be discussed. Some topics the superintendents were interested in addressing were viable housing, non-high payments to other districts, sick leave buyout, and especially the 12% regionalization factor used by the state for school funding.
 - Ms. McVeigh would be continuing Coffee with Kari monthly meetings with parents this school year with the first meeting on September 15th.
 - Ms. McVeigh had developed a staff handbook.

5. School Board:
 - 5.1. First Reading and Public Comment on Policy 5282 Civility: The policy was reviewed. There were no changes or public comment. **Director Shannon moved to approve Policy 5282; Director Bogert seconded the motion; the motion carried unanimously.**
 - 5.2. School Board Directors' Reports: Director Criss sought direction on the board chair voting on the WSSDA general assembly; it had not been done in the past. Director Shannon reported on meeting with the contractor who would be building the shelter platform.
6. Adjournment: **Chair Criss adjourned the meeting at 3:40 PM.**

Carol Criss, Chair

Kari McVeigh
Superintendent/Secretary to the Board

John Bogert, Director

Shirley Lange, Director

Shannon Klohr, Director

Jon Shannon, Director

4.2.2. Payroll Certification

PyBatch
08/24/2022 2:32:36PM

Payroll Processing Report
San Juan County
8/1/2022 to 8/31/2022-1 Cycle [1]

Page: 6

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:				Employee:	11								
a			6,038.33	defcrp	11,819.12	1,025.90		weekpt	0.95				
b			85.24	draw		1,000.00							
baseeb	4.00		85.24	ficahc	361.61	21.80	21.80						
nr	188.75		22,350.08	ficahc	3,750.00	232.50	232.50						
nr	8.50		320.78	ficahc	20,596.83	1,274.52	1,274.52						
nr	18.75		589.29	ficahw	4,268.29	264.63	264.63						
				fwl	26,990.12	3,849.61							
				hsajr	7,214.83	50.00							
				lsahc	10.50	2.22	5.50						
				lsahs	38.00	4.45	7.78						
				lsahs	8.00	0.94	1.64						
				lsahw	98.75	11.87	20.21						
				mdcahc	361.61	5.10	5.10						
				mdcahc	3,750.00	54.38	54.38						
				mdcaht	20,596.83	298.07	298.07						
				mdcahw	4,268.29	61.80	61.80						
				pfnd-d	29,393.73		129.13						
				sebbir		217.00	3,078.00						
				sebrse		200.00							
				sera2	4,604.29	357.28	538.40						
				tra	13,473.00	1,984.58	1,842.81						
				tra3	7,214.83	368.74	1,040.38						
				uemp	29,393.73								
Grand Totals	184.50		29,393.73			10,378.29	8,975.82						

Gross: 29,393.73
Net: 18,017.44

<< 12 Errors / 7 Warnings >>

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.

Keri McVaigh
Auditing Officer

8/24/2022
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

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4.2.3. Claims

CLAIMS PAYMENT REQUEST						8/1/2022	Batch#	
FROM: Fund# 6367.00 Shaw Island School District						Page 1 of 1		
Invoice #	Description	Inv. Date	Vendor#	Vendor Name	\$Amount	Grant #/Level	Bars #	1099
1438	platform deposit ESSER	7/29/2022		San Juan Fix It Build It	6,000.00		6367.00.500.84.20.0069	
6,000.00								

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.

Prepared by: Deanne Chapman _____ Title: Office Administrator

Certified by: Kari McVeigh _____ Title: Auditing Officer

Board Authorization

As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$ 6,000.00 for the period ending August 1, 2022. We approve payment with our signatures below.

Director _____ Date _____ Director _____ Date _____

Director _____ Date _____ Director _____ Date _____

Director _____ Date _____ Director _____ Date _____

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

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4.2.3 Claims

CLAIMS PAYMENT REQUEST					8/15/2022		Batch#													
FROM: Fund# 6367.00 Shaw Island School District					Page 1 of 1															
Invoice #	Description	Inv. Date	Vendor#	Vendor Name	\$Amount	Grant #/Level	Bars #	1099												
082237	design services	8/1/2022	PRE001	PBW Architects	768.60		6367.00.500.84.20.0069													
					768.60															
<p>I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.</p> <p>Prepared by: <u>Deanna Shannon</u> Title: <u>Office Admin</u> Certified by: <u>Carol Criss</u> Auditing Officer <u>8/14/2022</u> Date</p> <p>Board Authorization As the duly elected board for this district we have reviewed the claims listed above(including original backup materials) totaling \$ <u>768.60</u> for the period ending August 15, 2022. We approve payment with our signatures below.</p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____ Director</td> <td style="width: 50%; border: none;">_____ Director</td> </tr> <tr> <td style="width: 50%; border: none;">_____ Date</td> <td style="width: 50%; border: none;">_____ Date</td> </tr> <tr> <td style="width: 50%; border: none;">_____ Director</td> <td style="width: 50%; border: none;">_____ Director</td> </tr> <tr> <td style="width: 50%; border: none;">_____ Date</td> <td style="width: 50%; border: none;">_____ Date</td> </tr> <tr> <td style="width: 50%; border: none;">_____ Director</td> <td style="width: 50%; border: none;">_____ Director</td> </tr> <tr> <td style="width: 50%; border: none;">_____ Date</td> <td style="width: 50%; border: none;">_____ Date</td> </tr> </table> <p>Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.</p>									_____ Director	_____ Director	_____ Date	_____ Date	_____ Director	_____ Director	_____ Date	_____ Date	_____ Director	_____ Director	_____ Date	_____ Date
_____ Director	_____ Director																			
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4.2.3 Claims

CLAIMS PAYMENT REQUEST 8/15/2022 Batch#

FROM: Fund# 6361.00
Shaw Island School District

Page 1 of 2

Invoice #	Description	Inv. Date	Vendor#	Vendor Name	\$Amount	Grant #/Level	Bars #	1099
3204	supplies maintenance	8/1/2022	BAN155	Banner Bank	15.68		6361.00.500.97.50.0063	
3204	supplies maintenance	8/1/2022	BAN155	Banner Bank	432.12		6361.00.500.97.50.0064	
3204	supplies instructional	8/1/2022	BAN155	Banner Bank	50.33		6361.00.500.01.50.0027	
3204	supplies office	8/1/2022	BAN155	Banner Bank	360.04		6361.00.500.97.50.0013	
3204	REAP: contract serv	8/1/2022	BAN155	Banner Bank	89.87		6361.00.500.79.70.0027	
300523166	utilities	8/6/2022	CEN657	Centurylink	38.87		6361.00.500.97.70.0065	
300521802	utilities	8/6/2022	CEN657	Centurylink	48.86		6361.00.500.97.70.0065	
300521788	utilities	8/6/2022	CEN657	Centurylink	94.43		6361.00.500.97.70.0065	
300523168	utilities	8/6/2022	CEN657	Centurylink	60.88		6361.00.500.97.70.0065	
32145586	contract services office	8/1/2022	GRE065	Great American Financial	103.05		6361.00.500.97.70.0013	
300644370	supplies instructional	7/6/2022	KCD100	KCDA	40.22		6361.00.500.01.50.0027	
5652437	curriculum (ESSER)	8/25/2022	LEX001	Voyager Sopris	592.08		6361.00.500.69.50.0027	
INV8460	curriculum (ESSER)	9/7/2021	MAT115	Math Learning Center	69.31		6361.00.500.69.50.0027	

1,995.74

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.

Prepared by: *Deanna Shannon* *Olga Adamestaker*
Title
Auditing Officer 8/14/2022
Date

Certified by: *Paul Criss*

Board Authorization

As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$ **12,068.61** for the period ending August 15, 2022. We approve payment with our signatures below.

Director	Date	Director	Date
Director	Date	Director	Date
Director	Date	Director	Date

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

CLAIMS PAYMENT REQUEST	8/15/2022	Batch#
FROM: Shaw Island School District 10 Fund# 6361.00 (District Name)		Page 2 of 2

Invoice #	Description	Inv. Date	Vendor #	Vendor Name	\$Amount	Grant/Level	Bars #	1099
3037000	utilities	7/30/2022	ORC830	OPALCO	300.80		6361.00.500.97.70.0065	
20220815	supplies operations	8/14/2022	PET524	Petty Cash	20.62		6361.00.500.97.50.0063	
03622	Admin Fees 2nd Qtr	8/8/2022	SAN180	San Juan County	722.82		6361.00.500.97.70.0013	
03598	Admin Fees 1st Qtr	8/5/2022	SAN180	San Juan County	749.01		6361.00.500.97.70.0013	
592	pest control	8/2/2022	SAN246	San Juan Pest Control	182.45		6361.00.500.97.70.0064	
2904491	contract serv maint	9/30/2022	SAN275	San Juan Sanitation	41.70		6361.00.500.97.70.0064	
21-29	non-high	7/27/2022	SAN280	SJISC	4,207.50		6361.00.500.01.70.0029	
JSJ950799	legal notice	6/22/2022	SOU121	Sound Publishing	41.34		6361.00.500.97.70.0013	
L149473	assessment audit	7/13/2022	STA890	State Auditor's Office	1,160.00		6361.00.500.97.70.0013	
INV93043	curriculum (ESSER)	7/29/2022	TEA155	TCI	1,475.33		6361.00.500.69.50.0027	
1109	maintenance	8/4/2022	TIM143	Timberhorse Farm	1191.30		6361.00.500.97.70.0064	
					10,072.87			

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

4.2.3. Claims

CLAIMS PAYMENT REQUEST 8/29/2022 Batch#

FROM: Fund# 6361.00
Shaw Island School District

Invoice #	Description	Inv. Date	Vendor#	Vendor Name	\$Amount	Grant #/Level	Bars #	1099
300644861	supplies instructional	7/12/2022	KCD100	KCDA	4.18		6361.00.500.01.50.0027	
1999	contract maintenance	8/23.2022	SEC159	Secure Fire Protection L	85.56		6361.00.500.97.70.0064	
0625-2	supplies maintenance	8/18/2022	SHE925	Sherwin-Williams	146.63		6361.00.500.97.50.0064	
12218	contract maintenance	8/19/2022	WIN001	Windjammer Carpet Care	300.00		6361.00.500.97.70.0064	

536.37

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.

Prepared by: *Deanna Shannon* Office Administrator
Certified by: *Carol Cirio* Title
Auditing Officer 8/26/2022
Date

Board Authorization
As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$ 536.37 for the period ending August 29, 2022. We approve payment with our signatures below.

<u><i>Carol Cirio</i></u> 8/26/2022 Director Date	Director Date
Director Date	Director Date
Director Date	Director Date

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

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4.2.3 Claims

CLAIMS PAYMENT REQUEST 8/29/2022 Batch#

FROM: Fund# 6367.00
Shaw Island School District

Page 1 of 1

Invoice #	Description	Inv. Date	Vendor#	Vendor Name	\$Amount	Grant #/Level	Bars #	1099
1447	platform deposit ESSER	8/22/2022		San Juan Fix It Build It	7,725.25		6367.00.500.84.20.0069	

7,725.25

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.

Prepared by: *Deanne Sherman* *Office Administrator*
 Certified by: *Carol Ciro* Title: *Auditing Officer* Date: *8/26/2022*

Board Authorization
 As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$ 7,725.25 for the period ending August 1, 2022. We approve payment with our signatures below.

Director <u><i>Carol Ciro</i></u> Date <u>8/26/2022</u>	Director _____	Director _____
Director _____	Director _____	Director _____
Director _____	Director _____	Director _____

Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.

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4.2.4 Budget Summary

Expenditures GF 6361		2021-22 Budget	YTD 8/31/2022	Amount Remaining	Percent Spent
20	Certificated Salaries	181,600.00	183,164	-1,564	100.86%
30	Classified Salaries	103,700.00	100,899	2,801	97.30%
40	Employee Benefits	104,300.00	93,692	10,608	89.83%
50	Supplies / Materials	9,400.00	9,296	104	98.90%
50	Supplies / Materials ESSER	60,000.00	11,401	48,599	19.00%
70	Purchased Services	30,025.00	31,261	-1,236	104.12%
70	Purchased Services Capacity	40,000.00	0	40,000	0.00%
70	Payments to Other Districts	8,000.00	6,949	1,052	86.86%
70	Utilities	9,000.00	10,388	-1,388	115.43%
80	Travel	3,680.00	1,751	1,929	47.58%
90	Capital Outlay	6,200.00	20,937	-14,737	337.69%
Totals		555,905	469,738	86,167	84.50%

Revenues GF 6361		2021-22 Budget	YTD 8/31/2022	Amount Remaining	Percent Received
3100	State-General*	396,225	381,034	15,191	96.17%
3121	Special Ed	0	0	0	
4121	Special Ed	0	0	0	
4122	Special Ed Infants & Toddlers	0	0	0	
4174	Highly Capable	325	-215	540	-66.25%
410001	Para Ed	0	479	-479	
415803			6,964		
2300	Interest	400	1,614	-1,214	403.39%
6100	Federal Grants	28,000	32,812	-4,812	117.19%
6152	School Improvement	0	562	-562	
	Compensation for Loss		1,174	-1,174	
	Sale of Surplus		1,298	-1,298	
2500	Other	5,750	2,940	2,810	51.12%
3600	CAPACITY	40,000	0	40,000	0.00%
6113	ESSER	60,000	40,158	19,842	66.93%
	recovery	0	0	0	
Total Revenues		530,700	468,818	61,882	88.34%

ending cash	96,464
ending investments	298,999
ending outstanding warmats	11,604
Ending Cash & Investments	383,859

Expenditures CF 6367		2021-22 Budget	YTD 8/31/2022	Amount Remaining	Percent Spent
20	Buildings	62,400	12,930	49,470	
	Beginning Cash CF 6367		62,312		
	Ending Cash CF 6367		49,383		

Expenditures ASB 6368		2021-22 Budget	YTD 8/31/2022	Amount Remaining	Percent Spent
20	ASB Expenses	4,200	1,500	2,700	
	Beginning Cash ASB 6367		3,636		
	Ending Cash ASB 6368		2,136		

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Expenditures GF 6361		2021-22 Budget	YTD 8/31/2022	Amount Remaining	Percent Spent
20	Certificated Salaries	181,600.00	183,164	-1,564	100.86%
30	Classified Salaries	103,700.00	100,899	2,801	97.30%
40	Employee Benefits	104,300.00	93,692	10,608	89.83%
50	Supplies / Materials	9,400.00	9,296	104	98.90%
50	Supplies / Materials ESSER	60,000.00	11,401	48,599	19.00%
70	Purchased Services	30,025.00	31,261	-1,236	104.12%
70	Purchased Services Capacity	40,000.00	0	40,000	0.00%
70	Payments to Other Districts	8,000.00	6,949	1,052	86.86%
70	Utilities	9,000.00	10,388	-1,388	115.43%
80	Travel	3,680.00	1,751	1,929	47.58%
90	Capital Outlay	6,200.00	20,937	-14,737	337.69%
Totals		555,905	469,738	86,167	84.50%

Revenues GF 6361		2021-22 Budget	YTD 8/31/2022	Amount Remaining	Percent Received
3100	State-General*	396,225	381,034	15,191	96.17%
3121	Special Ed	0	0	0	
4121	Special Ed	0	0	0	
4122	Special Ed Infants & Toddlers	0	0	0	
4174	Highly Capable	325	-215	540	-66.25%
410001	Para Ed	0	479	-479	
415803			6,964		
2300	Interest	400	1,614	-1,214	403.39%
6100	Federal Grants	28,000	32,812	-4,812	117.19%
6152	School Improvement	0	562	-562	
	Compensation for Loss		1,174	-1,174	
	Sale of Surplus		1,298	-1,298	
2500	Other	5,750	2,940	2,810	51.12%
3600	CAPACITY	40,000	0	40,000	0.00%
6113	ESSER	60,000	40,158	19,842	66.93%
	recovery	0	0	0	
Total Revenues		530,700	468,818	61,882	88.34%

ending cash	96,464
ending investments	298,999
ending outstanding warrnats	11,604
Ending Cash & Investments	383,859

Expenditures CF 6367		2021-22 Budget	YTD 8/31/2022	Amount Remaining	Percent Spent
20	Buildings	62,400	12,930	49,470	
Beginning Cash CF 6367			62,312		
Ending Cash CF 6367			49,383		

Expenditures ASB 6368		2021-22 Budget	YTD 8/31/2022	Amount Remaining	Percent Spent
20	ASB Expenses	4,200	1,500	2,700	
Beginning Cash ASB 6367			3,636		
Ending Cash ASB 6368			2,136		

