

# 1.3. Agenda

## **Shaw Island School District Board of Directors**

### **Agenda**

Date: Tuesday, August 12, 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. 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 Meeting: July 14, 2025 regular meeting and budget hearing.
- 4.1.2. July 2025 Accounts Payable and Payroll.
- 4.1.3. Donations Since Previous Meeting: \$400 donation to general fund.
- 4.1.4. Review of July 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.
- 4.2.2. Nature Bridge March 22-25.

- 4.3. Approval of 2025-26 Staff Contracts:

- 4.3.1. Certificated Contract Diane Clifton
- 4.3.2. Supplemental Contract Diane Clifton
- 4.3.3. Exempt Contract Deanna Shannon
- 4.3.4. Classified Contract Anita Orne
- 4.3.5. Classified Contract Adam Bates

#### **5. Unfinished Business**

- 5.1. Teacher Housing Project:
  - 5.1.1. General Update.

#### **6. School Board**

- 6.1. Approval of 2025-2026 Board Calendar (Action).
- 6.2. School Board Director's Reports (Information).

#### **7. Adjournment**

Next meeting: September 16, 2025

# 4.1.1. Minutes

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

Monday, July 14, 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, and John Bogert. Directors Shannon Klohr and Jon Shannon were not present.

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 2:31 PM by Chair Carol Criss.
- 1.2. Changes or Additions to the Agenda: None.
- 1.3. Approval of Agenda: **Director Lange moved to approve the agenda as presented; Director Bogert seconded the motion; the motion carried unanimously.**

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

#### 3. Budget Hearing for 2025-26 Fiscal Year

- 3.1. Open Budget Hearing: Chair Criss opened the Budget Hearing at 2:31.
- 3.2. Public Comment: Chair Criss stated no one from the public was in attendance.
- 3.3. Close Budget Hearing: Chair Criss closed the Budget Hearing at 2:31.

#### 4. Superintendent Report and Discussion:

- 4.1. Superintendent Bell reported that she had been working on grants. The District would be receiving a \$9,000 mental health grant from San Juan County which would pay for a school counselor to come to the school once a month. A \$5,000 safety grant was available to the District from WSRMP (Washington Schools Risk Management Pool) which could be used to remove unsafe playground equipment. Dr. Bell had also applied to the state grant to fund services for unhoused or inadequately housed students in the District.
- 4.2. Superintendent Bell reported that she had been working on contracts. Next Level Speech Therapy would be coming to the school in the fall for Child Find screenings for speech therapy. Dr. Bell was also working on the interlocal agreement with SJISD (San Juan Island School District) for her services, and the District's contracts with NWESD 189 (Northwest Educational Service District).
- 4.3. Superintendent Bell was advocating with OSPI for TK (Transition to Kindergarten) funding for small districts even if they did not have TK students every year.
- 4.4. Superintendent Bell reported that interviews for the paraeducator position had taken place that day.

#### 5. Business and Operations:

- 5.1. Approval of Resolution 2025-10 Adopting the 2024-25 Budget: Director Lange moved to approve Resolution 2025-10; **Director Bogert seconded the motion; the budget was discussed; Chair Criss called for the question and the motion passed unanimously.**
- 5.2. Consent Agenda: Items under the Consent Agenda are considered by the board to be routine and subject to one motion and vote. **Director Lange moved to approve the consent agenda; Director Bogert seconded the motion; the motion passed unanimously.**

5.2.1. Minutes from previous meeting (June 17, 2025 Regular Meeting).

5.2.2. 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 \$26,387.82 are also approved.

General Fund 6361:  
Warrant numbers 2500119 through 250129 and 250131 through 250132  
Totaling \$5,683.18

Capital Fund 6367:  
Warrant number 250130  
Totaling \$238.50

Payroll (April):  
ACH numbers 9000000035 through 9000000042  
Totaling \$13,667.81 and  
Warrant numbers 250133 through 250137  
Totaling \$12,720.01

5.1.3. Donations Since Previous Meeting: \$5,000.00 for Teacher Housing Project.

5.1.4. Review of June 2025 Budget Summary.

6. Unfinished Business:

6.1. Teacher Housing Project:

6.1.1. General Update: Superintendent Bell stated that the building permit had been approved. She wanted to make sure there was approval to pay the permit fee which was \$5,091.40. **Director Lange moved to approve paying the building permit fee; Director Bogert seconded the motion; the motion carried unanimously.** Superintendent Bell gave an update on the determination of residential prevailing wage verses commercial prevailing wage from Labor and Industry LNI). She had submitted a request to LNI for a determination. LNI responded that a determination would not be given as they had stated in previous communications (email documentation) that the project was residential. The bids would have the costs for both residential and commercial prevailing wage.

6.1.2. Determination of Bid Due Date and Opening: Superintendent Bell stated that because of the timing of the LNI response, consulting with the District's legal advisors, and PBW Architects waiting for a determination, the August 12<sup>th</sup> deadline for opening the bids was not feasible. The situation was discussed with August 26<sup>th</sup> as a target date. Dr. Bell should communicate with PBW to determine the soonest feasible date.

7. School Board

7.1. Director Criss stated that she had attended a Zoom from the State Auditor's Office on fraud risk and red flags that was informative. She would share information with staff.

8. Adjournment: **Director Bogert moved to adjourn the meeting; Director Lange seconded the motion; the meeting was adjourned at 3:25 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

## Payroll Check Summary

Payroll Run: 07/31/2025

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 August 12, 2025, the Board, by a \_\_\_\_\_ vote, approves payments, totaling \$10,762.10, 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 9000000043 through 9000000048, totaling \$10,762.10

Additional Direct Deposit amount, totaling \$0.00

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

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

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

## Pay Code Totals

Payroll Run: 07/31/2025

Pay Type	Count	Gross Amount
EX3 - Extra Pay 613	1	405.72
EX4 - Extra Pay 614	3	717.31
SAL3 - Salary 613	2	15,007.05
ST-NOHR - Stipend No Hours	1	250.00
<b>Totals:</b>	<b>7</b>	<b>16,380.08</b>

## Deduction Code Totals

Payroll Run: 07/31/2025

Deduction	Count	Amount
1FICA - FICA	6	963.93
1FIT - FEDERAL INCOME TAX	6	1,246.49
1FIT+ - FIT ADDITIONAL AMOUNT	1	120.00
1MED - MEDICARE	6	225.43
1WC - WORKERS' COMPENSATION	6	25.14
1WLTC - WA CARES LTC TAX	6	95.01
2E0 - SERS PLAN 0	3	0.00
2E2 - SERS PLAN 2	2	442.73
2T3 - TRS PLAN 3	1	494.02
DCP - Deferred Compensation-457	3	1,118.00
HCFSA - 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>47</b>	<b>5,617.98</b>

## Benefit Code Totals

Payroll Run: 07/31/2025

Benefit	Count	Amount
1FICA - FICA	6	963.93
1MED - Medicare	6	225.43
1PFML - WA PAID FAMILY MEDICAL LEAVE	6	107.78
1UC - Unemployment	6	44.24
1WC - WORKERS' COMPENSATION	6	53.71
2E0 - SERS Plan 0	3	0.00
2E2 - SERS Plan 2	2	599.61
2T3 - TRS Plan 3	1	974.20
3SEBB - SEBB ER Share	2	2,356.00
<b>Totals:</b>	<b>38</b>	<b>5,324.90</b>



# 4.1.2. Payroll

## AP Check Summary with Board Certification

Shaw Island School District

Warrant Date: 07/31/2025

### 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 August 12, 2025, the Board, by a \_\_\_\_\_ vote, approves payments, totaling \$11,138.60. The payments and/or voids are further identified in this document.

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

**Warrant Numbers 250150 through 250158, totaling \$11,138.60**

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

Check Number	Vendor Name	Check Date	Check Amount
250150	Department of Labor & Industries	07/31/2025	\$0.32
250151	Department of Retirement Systems	07/31/2025	\$3,628.56
250152	Employment Security Dept. LTC	07/31/2025	\$354.34
250153	Employment Security Dept. PFML	07/31/2025	\$401.99
250154	Employment Security Dept. UC	07/31/2025	\$164.95
250155	HCA-SEBB Benefits	07/31/2025	\$2,522.00
250156	HCA-SEBB Flex Spend	07/31/2025	\$266.67
250157	San Juan County Treasurer	07/31/2025	\$3,745.21
250158	The Standard Insurance Company	07/31/2025	\$54.56
<b>9 Check(s) for a Total of:</b>			<b>\$11,138.60</b>

### Fund Summary

#### Fund

10 - General Fund	\$11,138.60
<b>Total:</b>	<b>\$11,138.60</b>

## 4.1.2. Expenditures

### AP Check Summary with Board Certification

Shaw Island School District

Warrant Date: 07/14/2025

#### 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 August 12, 2025, the Board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,652.57. The payments and/or voids are further identified in this document.

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

**Warrant Numbers 250138 through 250149, totaling \$7,652.57**

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

Check Number	Vendor Name	Check Date	Check Amount
250138	ACE Hardware of Anacortes	07/14/2025	\$32.62
250139	Banner Bank	07/14/2025	\$310.42
250140	Bell, Becky	07/14/2025	\$1,250.00
250141	CenturyLink/Lumen	07/14/2025	\$226.44
250142	Deanna Shannon, Shaw Island SD #10	07/14/2025	\$61.46
250143	Great American Financial Services	07/14/2025	\$102.95
250144	Next Level Speech Therapy	07/14/2025	\$23.50
250145	Northwest Educational Service District #189	07/14/2025	\$1,337.00
250146	OPALCO	07/14/2025	\$323.86
250147	Prentiss + Balance + Wickline Architects	07/14/2025	\$2,035.21
250148	The Math Learning Center	07/14/2025	\$1,699.11
250149	Washington Association of School Business Officials	07/14/2025	\$250.00
<b>12 Check(s) for a Total of:</b>			<b>\$7,652.57</b>

#### Fund Summary

##### Fund

10 - General Fund	\$5,617.36
20 - Capital Projects Fund	\$2,035.21
<b>Total:</b>	<b>\$7,652.57</b>

## 4.1.3. Donations

### 4.1.3. Donations Since Previous Meeting

Other Donations for approval 8/12/2025		
Donor	Amount	Date Rec'd
Jon and Joan Christoffersen	400	7/14/2025

# 4.1.5 Budget

## Expenditures GF 6361

	2024-25 Budget	YTD 7/31/2025	Amount Remaining	Percent Spent
20 Certificated Salaries	101,350.00	111,731	-10,381	110.24%
30 Classified Salaries	158,349.00	112,567	45,782	71.09%
40 Employee Benefits	86,581.00	84,622	1,959	97.74%
60 Supplies / Materials	8,670.00	12,834	-4,164	148.02%
70 Purchased Services	32,125.00	49,361	-17,236	153.65%
70 Purchased Services Capacity	40,000.00	0	40,000	0.00%
70 Payments to Other Districts	6,400.00	1,558	4,843	24.34%
70 Utilities	10,000.00	8,957	1,043	89.57%
80 Travel	3,200.00	4,315	-1,115	134.83%
90 Capital Outlay	200.00	0	200	0.00%
<b>Totals</b>	<b>446,875</b>	<b>385,944</b>	<b>60,931</b>	<b>86.37%</b>

## Revenues GF 6361

	2024-25 Budget	YTD 7/31/2025	Amount Remaining	Percent Received
3100 State-General*	435,600	317,431	118,169	72.87%
3121		138		
4109 State Funded TK		25,442		
4121 Special Ed		137	-137	
4174 Highly Capable	360	113	247	31.31%
410001 Para Ed		541	-479	
415801 one time (MSOC)		300		
2300 Interest	13,200	13,033	167	98.73%
6100 Federal Grants	22,000	31,022	-9,022	141.01%
6109 Federal Funding TK		0		
2500 Other	8,000	5,975	2,025	74.68%
3600 CAPACITY	40,000	0	40,000	
6113 ESSER	0	0	0	
<b>Total Revenues</b>	<b>519,160</b>	<b>395,889</b>	<b>123,271</b>	<b>76.26%</b>

## SUMMARY GENERAL FUND

	2024-25 Budget	YTD 7/31/2025	YTD	YTD
ending cash	4,311	74,578	beginning bal	74,778
ending investments	198,999	205,899	revenue	395,889
ending outstanding warrants		9,448	expenditures	385,944
Ending Cash & Investments	203,310	271,029	transfer out	59,713
			transfer in	42,100
			transfer to invest	
			ending cash	67,110

beg cash less outstanding warrants

## SUMMARY CAPITAL FUND

	24-25 Budget	7/31/2025	YTD	YTD
Beginning Cash CF 6367	0	11,668	beginning bal	27,525
deposits	0	100	rev other	
interest		2,544	rev TH donations	218,677
transfer in	100,000	0	interest	20,114
warrants redeemed			transfer in	559,713
investments purchased			expenditure other	10,999
warrants outstanding	100,000	239	expenditure TH	80,357
Ending Cash CF 6367	0	14,073	ending balance	734,674

## CASH BALANCE DETAIL

3,475 other bal

731,199 TH bal

734,674

## SUMMARY ASB FUND

	24-25 Budget	7/31/2025	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	

#### 4.1.5. Adjustment of Pay Periods for Deanna shannon

Between the 2021-22 fiscal year/school year and the 2022-23 fiscal year/school year Deanna's employment status was changed from classified time sheet to an exempt contract. Classified employees using a timesheet are paid a month behind (August hours paid in September). Exempt employees are paid for the current month (August contracted hours paid in August). When the change in status occurred, the pay period was not adjusted. An addition to this month's payroll (August 2025) will be made to pay for Deanna's August 2022 payroll. This will clear the month behind payroll due before the status change to exempt.

# 4.2.1. Canoe Field Trip

**Request date:** August 12, 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, Anita, and Adam

**Trip Destination:** Canoe Island French Camp

**Date:** September 18-19th, 2025

**Depart Time:** 9:00 AM (Sept. 18<sup>th</sup>)

**Return Time:** 3:00 PM (Sept. 19<sup>th</sup>)

**Purpose:** Overnight field trip to kick off the start of a new school year.

**Student Learning Objectives of Trip:** Social emotional learning, collaboration throughout age groups, building relationships with students from other small schools (Waldron, and Stuart Island Schools have been invited to join us).

**Chaperones/Drivers:** Canoe Island will provide boat transportation from Shaw Landing. 3-teachers and 3 parent chaperones for kindergarten students

### **Estimated Expenditures:**

Camp cost which includes transportation, accommodation, food, and activities:  
\$90 per person (7 students, 3 teachers, 3 chaperones). Staff stipend \$300.00

$\$300 + (\$90 \times 13 \text{ participants}) = \mathbf{\$1,470.00}$

**Funding:** Shaw School Foundation \$1,470.00

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

\_\_\_\_\_  
Date

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

# 4.2.2. Nature Bridge

**Requested Date:** August 12, 2025

**FIELD TRIP APPROVAL FORM** (If this is an overnight trip or costs exceed \$450, this request must be to the office by the Thursday AM preceding the regular monthly board meeting).

**Teacher(s):** Diane Clifton, Anita Orne, Adam Bates

**Trip Destination:** NatureBridge, Olympic National Park Campus, Port Angeles, WA

**Date:** Arrival: Sunday, March 22, 2026

Depart: Wednesday, March 25, 2026

**Purpose:** Shaw School students will travel to NatureBridge, an environmental science camp that is located in the Olympic National Park on the shore of Lake Crescent.

**Student Learning Objectives of Trip:** Students will study forest ecology, abiotic and biotic features in forest ecosystems, food chains, and integrate history/economics of Olympic Peninsula, which will include Native Americans. Students will complete an inquiry-based project.

**Classroom Activities and Dates to Prepare for Trip:** Students will study Native American tribes and study Olympic National Park

**Chaperones/Drivers:** Three vehicles with (2 chaperones per vehicle), depending upon configuration, we may need only two vehicles

**Post Trip Activities:** Students will complete presentation to share, compare and contrast the Olympic National Park to their Shaw Island surroundings

## Estimated Expenditures:

Camp cost: \$379 per person ( $\$379.00 \times 12 = \$4,548.00$ )	\$	4,548.00
Non contract day stipend <b>\$300.00</b>	\$	300.00
Travel cost: <b>\$740.71</b> (WA State ferries and mileage)	\$	740.71
Food cost: \$20.00 per person ( $\$20 \times 12 = \$240.00$ )	\$	240.00
<b>Grand total based on 3 cars, 7 students, 5 adults:</b>	<b>\$</b>	<b>5,828.71</b>
<b>Funding:</b>		
<b>Shaw School Foundation</b>	\$	3,000.00
<b>Private donations</b>	\$	2,828.71
<b>Total:</b>	<b>\$</b>	<b>5,828.71</b>

Note: Any costs associated with Anita will be covered by donations or a Shaw School Foundation request from her music funds.

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

\_\_\_\_\_  
Date

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

# 4.3.1. Cert Contract Diane Clifton

## SHAW ISLAND SCHOOL DISTRICT 10 CERTIFICATED EMPLOYEE'S CONTRACT 2025-26 SCHOOL YEAR

It is hereby agreed by and between the board of directors of Shaw Island School District No. 10, of San Juan County, State of Washington, hereinafter called the district, and **Diane C. Clifton** hereinafter called the employee, that in accordance with action of the board of directors of said district as found in the minutes of the meeting held on the 12<sup>th</sup> day of August, 2025, said employee shall teach and/or perform other assigned professional services in the public school of said district and perform such duties as are prescribed by the laws of the State of Washington and by the rules and regulations made thereunder pertaining to said district, for one year, which shall include 184 days of service exclusive of holidays and vacations. The position of said employee shall be that of teacher with it understood that said employee shall be subject to assignment or reassignment by the board of directors of the district or its delegated administrative authority. Duties under this contract are to begin on the 25<sup>th</sup> day of August, 2025, and end on the 13<sup>th</sup> day of June 2026.

Said employee is to receive an annual salary of **\$120,300 (one hundred twenty thousand three hundred dollars) for 184 work days**. Said salary is to be paid in twelve installments with the first installment being paid on or before the first day of October 2025; the following installments on or before the first day of each succeeding calendar month.

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

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

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

If this contract is not signed by said employee and returned to the business office of the school district on or before August 22, 2025 the board reserves the right to withdraw this offer. The employee further affirms that he or she is not bound by any other contract, which might interfere with the performance of duties.

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



IN WITNESS WHEREOF, we have hereunto subscribed our names this 12<sup>th</sup> Day August 2025:

Teacher's certification number: 455653F

Social Security Number: -9632

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

Shaw Island School District No. 10  
San Juan County

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

\_\_\_\_\_  
Address

# 4.3.2. Supplemental Clifton

## SUPPLEMENTAL EMPLOYMENT CONTRACT DATED AUGUST 12, 2025 BETWEEN

SHAW ISLAND SCHOOL DISTRICT NO. 10, San Juan County, and Diane Clifton  
beginning September 1, 2025 and ending August 31, 2026.

The School District agrees to pay Diane Clifton  
Employee

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

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

APPROVED this 12<sup>th</sup> Day of August, 2025

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

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

\_\_\_\_\_  
Employee

Date \_\_\_\_\_

## CLASSIFIED MANAGEMENT EMPLOYEE LETTER OF ASSIGNMENT September 1, 2025 – August 31, 2026

Name: Deanna Shannon  
Name of Position: Office Administrator

Date: August 12, 2025  
FLSA Status: Exempt

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

### Deanna Shannon

Shall be employed for the **2025-2026** school year or portion thereof as Office Administrator to include the duties of the Office Administrator and other duties as assigned on the following terms and conditions:

I

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

Period:	September 1, 2025 - August 31, 2026
Annual Salary:	\$68,833.56
<i>Per Diem</i> Rate:	\$337.89
Full Time Equivalent (FTE):	.7
Benefits Eligible	Yes
Calendar Days:	208
Work Days:	194
Days per Week:	4
Hours per Day:	7.0
Annual Hours	1456
Vacation Leave:	20 days (140 hours)
Annual Sick Leave:	8.4 days (58.8 hours)
Holidays:	14
Personal Leave	2 (14 hours)

II

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

III

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

IV

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

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

V

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

**SHAW ISLAND SCHOOL DISTRICT #10**

Superintendent.

**VI**

The *Employee* shall be provided bereavement leave with pay for no more than five (5) days per year, for the death of a relative or close personal friend.

**VII**

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

**VIII**

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

**IX**

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

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

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

**EMPLOYEE**

\_\_\_\_\_  
Becky Bell, Superintendent

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

\_\_\_\_\_  
Date

Issued: August 12, 2025

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

# 4.3.4, Contract Orne

## 2025-26 School Year Special Program Aide Employment Agreement

Agreement between Shaw Island SD 10 and Anita Orne.

Anita Orne  
545 Boddington  
Eastsound, WA 98245

Special Program Aide –Music

Program:

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

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

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

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

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

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

Training: Up to 6 hours professional development including required in-service trainings

**Other Hours: Not to exceed 16 hours**

Compensation: Special Program Aide Salary Schedule - \$35.34 per hour

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

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

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

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

Becky Bell: \_\_\_\_\_  
Superintendent

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

# 4.3.5 Contract Bates

## Shaw Island School District #10

### Non-Exempt Classified Staff Employment Agreement



#### EMPLOYMENT SUMMARY DETAILS

<b>Name</b>	Adam Bates
<b>Position</b>	Para educator
<b>Exemption status</b>	Non-exempt
<b>Employment Period</b>	August 25, 2025 to June 12, 2025
<b>Benefit Status</b>	Yes
<b># of Annual paid workdays</b>	148
<b># of Annual paid holidays</b>	12
<b>Total # paid days</b>	160
<b># Hrs/day</b>	7
<b>Total # paid hours</b>	1120
<b>x Hourly rate</b>	\$26.42
<b>Total Annual Pay</b>	\$29,590.40
<b>Pay schedule</b>	Monthly, Sept – June
<b>Pay day</b>	Last business day of each month
<b>Workweek</b>	Monday - Thursday
<b>Annual Sick Leave Accrual Hours</b> (= 1 hr per 40 hours worked)	25.9

Terms: Employment shall begin on August 25, 2025 and end on June 12, 2026. Employment may be terminated by either party with thirty days' advance notice and is subject to the laws and guidelines of the State of Washington, Department of Labor & Industries. It is understood and agreed that this employment agreement is under a limited-term ten-month agreement for the 2025-26 school year, and shall be discontinued at the end of the term.

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

\_\_\_\_\_  
Adam Bates

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

\_\_\_\_\_  
Becky Bell  
Superintendent

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

6.1. Board Calendar 2025-26  
SHAW ISLAND SCHOOL BOARD CALENDAR  
2025-2026  
APPROVED: TBD

Aug 12, 2025	<b>2:30 Regular Meeting</b> Approve School Board Calendar Approval of Form 600 – Minimum Basic Education Requirement
Sep 16, 2025	<b>2:30 Regular Meeting</b> Report on School Opening Approval Minimum Basic Education Requirements Superintendent's Goals (If applicable)
Oct 1, 2025	<b>3:00 Special Meeting</b> Opening of Teacher Housing Bids
Oct 14, 2025	<b>2:30 Regular Meeting</b> Update School Board Operating Principles Approve SIP
Nov 18, 2025	<b>2:30 Regular Meeting</b> Review End of Year Financial Report (F-196) Annual Review of Safety Program Approval of Annual School Performance Report
Dec 16, 2025	<b>2:30 Regular Meeting</b> Annual Organization Meeting/Election of Officers VEBA Annual Renewal
Jan 13, 2026	<b>2:30 Regular Meeting</b> Annual Goals/Objectives Development Board Retreat This Month Superintendent Mid-Year Evaluation (Exec Session)(If applicable)
Feb 10, 2026	<b>2:30 Regular Meeting</b> Commitment to Superintendent's Contract (If applicable) Review SIP Board Self Evaluation
Mar 17, 2026	<b>2:30 Regular Meeting</b> Review Proposed School Calendar Mid-Year Budget Status Review New Superintendent Search Initiated If Necessary (If applicable)
Apr 14, 2026	<b>2:30 Regular Meeting</b> Budget Study Session: Assumption and Parameters RIFF (If Applicable, Due by May 15) Approve School Calendar
May 12, 2026	<b>Regular Meeting</b> Budget Study Session: Assumption and Parameters - Continued
Jun 16, 2026	<b>2:30 Regular Meeting</b> Preliminary Review of Final Budget End- of – Year Review of School Improvement Plan Superintendent End-of-Year Performance Evaluation (If applicable) Final Approval of Superintendent's Contract (If applicable)
Jul 14, 2026	<b>2:30 Regular Meeting</b> Budget Hearing/approval

# 6.1. Board Calendar Template

## SHAW ISLAND SCHOOL BOARD CALENDAR ALL YEARS TEMPLATE APPROVED: TBD

Aug	<b>2:30 Regular Meeting</b> Draft Superintendent Goals (If applicable) Review of Board Annual Goals/Objectives Development Approval of Highly Capable Plan Approval – Minimum Basic Education Requirement
Sep	<b>2:30 Regular Meeting</b> Report on School Opening (Enrollment Review) Superintendent's Goals (If applicable)
Oct	<b>3:00 Special Meeting</b> Opening of Teacher Housing Bids
Oct	<b>2:30 Regular Meeting</b> Approval of Superintendent Goals and Board Goals Approve SIP
Nov	<b>2:30 Regular Meeting</b> Review End of Year Financial Report (F-196) Annual Review of Safety Program Approval of Annual School Performance Report
Dec	<b>2:30 Regular Meeting</b> Annual Organization Meeting/Election of Officers Annual VEBA renewal Report on WSSDA Conference
Jan	<b>2:30 Regular Meeting</b> Mid-Year Technology Plan Review Annual Goals/Objectives Development Board Retreat This Month Superintendent Mid-Year Evaluation (exec session) (If applicable)
Feb	<b>2:30 Regular Meeting</b> Commitment to Superintendent's Contract (If applicable) Review SIP Board Self Evaluation
Mar	<b>2:30 Regular Meeting</b> Review Proposed School Calendar Mid-Year Budget Status Review New Superintendent Search Initiated If Necessary (If applicable)
Apr	<b>2:30 Regular Meeting</b> Budget Study Session: Assumption and Parameters RIFF Notices (If applicable) (Due by May 15) Approve School Calendar
May	<b>Regular Meeting</b> Budget Study Session: Assumption and Parameters - Continued
Jun	<b>2:30 Regular Meeting</b> Preliminary Review of Final Budget End- of – Year Review of School Improvement Plan Superintendent End-of-Year Performance Evaluation (If applicable) Final Approval of Superintendent's Contract (If applicable)
Jul	<b>2:30 Regular Meeting</b> Budget Hearing/approval Following Year Board Calendar Approval