

Shaw Island School District Board of Directors

Agenda

Date: Tuesday, February 11, 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 Meetings: January 14, 2025 regular meeting
 - 4.1.2. January 2025 Payroll.
 - 4.1.3. January 2025 Accounts Payable.
 - 4.1.4. **December 2024 Budget Status Report. (Not available at the January 2025 meeting).**
 - 4.1.5. Donations Since Previous Meeting: Teacher Housing donations in the amount of \$12,657.00 in new donations and \$30,000 in collected pledges.

5. Unfinished Business

- 5.1. Teacher Housing Project

6. School Board

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

7. Adjournment

Next meeting: March 18, 2025

Shaw Island School District Board of Directors Regular Meeting

Tuesday, January 14, 2025

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

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

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

Guests: Kara Moore, NWESD 189 Business Manager, via Zoom online platform.

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 Shannon moved to approve the agenda as presented; Director Lange seconded the motion; the motion carried unanimously.**

2. Personnel:
 - 2.1. Welcome and Swearing-In of New Principal/Superintendent Becky Bell. **Chair Criss administered the Oath of Office to Principal/Superintendent Bell.**
 - 2.2. Approval of the Following Resolutions for Principal/Superintendent Becky Bell:
 - 2.2.1. Resolution 2025-1 Designation of District Agent: **Director Shannon moved to approve Resolution 2025-1; Director Lange seconded the motion; the motion carried unanimously.**
 - 2.2.2. Resolution 2025-2 Authorization of Warrant Signature: **Director Lange moved to approve Resolution 2025-2; Director Klohr seconded the motion; the motion carried unanimously.**
 - 2.2.3. Resolution 2025-3 Authorization to Invest Funds: **Director Klohr moved to approve Resolution 2025-3; Director Lange seconded the motion; the motion carried unanimously.**
 - 2.2.4. Resolution 2025-4 Designation of audition Officers: **Director Bogert moved to approve Resolution 2025-4; Director Klohr seconded the motion; the motion carried unanimously.**
 - 2.2.5. Resolution 2025-5 Appointment of District Claims Agent: **Director Lange moved to approve Resolution 2025-5; Director Shannon seconded the motion; the motion carried unanimously.**
 - 2.2.6. Resolution 2025-6 Certified Signature of District Personnel Authorized to Sign School Construction Project Documents: **Director Shannon moved to approve Resolution 2025-6; Director Lange seconded the motion; the motion carried unanimously.**
 - 2.3. Approval of the Following Resolution for Kara Moore, Scholl District Business Service Manager, NWESD 189: Superintendent Bell introduced NWESD School District Business Services Manager Kara Moore, who will be working with the District through its new Business Management Services Contract with NWESD 189 for payroll and accounts payable services. Kara stated that she is looking forward to a great working relationship with the school.
 - 2.3.1. Resolution 2025-7 Authorization to Invest Funds: **Director Shannon moved to approve Resolution 2025-7; Director Bogert seconded the motion; the motion carried unanimously.**

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

4. Superintendent Report and Discussion:

4.1. Superintendent Bell reported on the following:

- Ms. Bell welcomed Kara Moore.
- Ms. Bell stated that she had had her first “Bagels with Becky” meeting with parents.
- Ms. Bell had been able to meet Shaw community members at the Teacher Housing Project fundraiser concert the previous Saturday.
- Ms. Bell had been able to meet with former Superintendent Kari McVeigh for their approved mentorship meetings.
- Ms. Bell had attended the county-wide legislative group meeting which superintendents and board members attend. Director Bogart brought up the regionalization factors throughout the county, with Shaw having 18% and the other districts 12%.
- Ms. Bell stated that she was involved with the county early learning community and that she was going to stay involved since Shaw School had TK students.
- Ms. Bell stated that she was meeting weekly with the other island superintendents.
- Ms. Bell stated that she had checked her endorsements. Her principal endorsement would not expire for a long time, and her program administrator endorsement would not expire for a long time. Her superintendent endorsement had expired. While the endorsement was not necessary for her to do the job of superintendent, she was going to check into reinstating it.
- Ms. Bell stated that the students were collaborating with the other small island schools (Waldron, Decatur, and Stuart). Next month the other schools would be coming to Shaw Island for the Pacific Science Center Science Van. The event was funded by the Shaw School Foundation.

5. Business and Operations:

5.1. Consent Agenda: Items under the Consent Agenda are considered by the board to be routine and subject to one motion and vote. ***Director Shannon moved to approve the consent agenda; Director Klohr seconded the motion; the motion passed unanimously.***

- Minutes from previous meetings (December 17, 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 \$30,576.43 are also approved.

General Fund 6361:
Warrant numbers 286908 through 286917
Totaling \$6,069.46

Capital Fund 6367:
Warrant number 286918
Totaling \$455.00

Payroll (November):
ACH numbers 111250 through 111256
Totaling \$30,576.43

- December 2024 Budget Status Report (There was not report sent out because San Juan County had not closed out December before the meeting).
- Donations Since Previous Meeting: Teacher Housing Project donations in the amount of \$700.00.
- Review of Final 2023-24 Financial Report (F-196).

5.2. Approval of Resolution 2025-8 Changing the Date of the February 2025 Regular Meeting: **Director Klohr moved to approve Resolution 2025-8; Director Lange seconded the motion; the resolution would change the meeting from February 18th to February 11th due to the Mid-Winter Break; the motion carried unanimously.**

6. Unfinished Business:

6.1. Teacher Housing Project:

- Superintendent Bell had updates on the well from Project Manager John Bingham: There is no flow rate yet. The well driller had returned to drill deeper. The well driller did not charge the district an additional mobilization fee, just for an additional 100 feet of drilling. The well did have adequate recharge for the project, but storage might be recommended.
- Bids would be posted the following week.
- The total funds for the project to date, including pledges and donations received, was \$981,219. This included the benefit concert given by JP and the OK Rhythm Boys the previous Saturday which brought in approximately \$6,600.
- Ms. Bell stated she had reminded the architecture firm to communicate with her, and she would update the board as needed.

7. School Board

7.1. Director Criss stated she would also be attending the legislative meetings mentioned by Superintendent Bell in her report above. Director Criss stated that school funding had been discussed. Director Shannon asked if the other island small schools had TK. None did.

8. Adjournment: **Director Shannon moved to adjourn the meeting; Director Lange seconded the motion; Chair Bogert adjourned the meeting at 3:03 PM.**

Carol Criss, Chair

Becky Bell
Superintendent/Secretary to the Board

John Bogert, Director

Shirley Lange, Director

Shannon Klohr, Director

Jon Shannon, Director

AP Check Summary with Board Certification

Shaw Island School District

Warrant Date: 01/31/2025

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 February 11, 2025, the Board, by a _____ vote, approves payments, totaling \$13,672.40. The payments and/or voids are further identified in this document.

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

Warrant Numbers 250020 through 250030, totaling \$13,672.40

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

Check Number	Vendor Name	Check Date	Check Amount
250020	Department of Labor & Industries	01/31/2025	\$692.13
250021	Department of Retirement Systems	01/31/2025	\$4,064.06
250022	Employment Security Dept. LTC	01/31/2025	\$110.86
250023	Employment Security Dept. PFML	01/31/2025	\$125.78
250024	Employment Security Dept. UC	01/31/2025	\$51.62
250025	HCA-SEBB Benefits	01/31/2025	\$3,700.00
250026	HCA-SEBB Flex Spend	01/31/2025	\$266.67
250027	Health Equity (HSA)	01/31/2025	\$200.00
250028	San Juan County Treasurer	01/31/2025	\$1,145.86
250029	San Juan County Treasurer	01/31/2025	\$3,260.57
250030	The Standard Insurance Company	01/31/2025	\$54.85
11 Check(s) for a Total of:			\$13,672.40

Fund Summary

Fund	Amount
10 - General Fund	\$13,672.40
Total:	\$13,672.40

Payroll Check Summary

Payroll Run: 01/31/2025

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 February 11, 2025, the Board, by a _____ vote, approves payments, totaling \$12,906.27, 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 9000000001 through 9000000005, totaling \$12,906.27

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

Pay Code Totals

Payroll Run: 01/31/2025

Pay Type	Count	Gross Amount
EX3 - Extra Pay 613	2	437.32
EX4 - Extra Pay 614	2	443.42
SAL3 - Salary 613	3	17,983.82
ST-NOHR - Stipend No Hours	1	250.00
Totals:	8	19,114.56

Deduction Code Totals

Payroll Run: 01/31/2025

Deduction	Count	Amount
1FICA - FICA	5	1,145.86
1FIT - FEDERAL INCOME TAX	5	1,458.75
1FIT+ - FIT ADDITIONAL AMOUNT	1	120.00
1MED - MEDICARE	5	267.98
1WC - WORKERS' COMPENSATION	5	243.51
1WLTC - WA CARES LTC TAX	5	110.86
2E0 - SERS PLAN 0	2	0.00
2E2 - SERS PLAN 2	2	681.65
2T3 - TRS PLAN 3	1	492.16
DCP - Deferred Compensation-457	2	1,000.00
HCFA - Flexible Spending Arrangement	1	266.67
HEHSA - Health Equity HSA	1	200.00
LTD-B - Employee Paid LTD 50%	2	54.85
LTD-N - Employee Paid LTD Declined	1	0.00
SEBB-T - SEBB Tobacco Surcharge	1	25.00
SEBB-W - SEBB Waived	1	0.00
VHSAE - UMP CDHP EMP ONLY	1	21.00
VUFR - UMP ACHIEVE 1 FULL FAMILY	1	120.00
Totals:	42	6,208.29

Benefit Code Totals

Payroll Run: 01/31/2025

Benefit	Count	Amount
1FICA - FICA	5	1,145.86
1MED - Medicare	5	267.98
1PFML - WA PAID FAMILY MEDICAL LEAVE	5	125.78
1UC - Unemployment	5	51.62
1WC - WORKERS' COMPENSATION	5	448.62
2E0 - SERS Plan 0	2	0.00
2E2 - SERS Plan 2	2	924.70
2T3 - TRS Plan 3	1	965.55
3SEBB - SEBB ER Share	3	3,534.00
Totals:	33	7,464.11

AP Check Summary with Board Certification

Shaw Island School District

Warrant Date: 01/16/2025

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 February 11, 2025, the Board, by a _____ vote, approves payments, totaling \$13,745.63. The payments and/or voids are further identified in this document.

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

Warrant Numbers 250002 through 250017, totaling \$13,745.63

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

Check Number	Vendor Name	Check Date	Check Amount
250002	Banner Bank	01/16/2025	\$233.53
250003	Bell, Becky	01/16/2025	\$1,250.00
250004	CenturyLink/Lumen	01/16/2025	\$215.38
250005	Coombs, Bethany	01/16/2025	\$183.94
250006	Deanna Shannon, Shaw Island SD #10	01/16/2025	\$39.07
250007	Great American Financial Services	01/16/2025	\$103.14
250008	Guardian Security	01/16/2025	\$212.03
250009	LibraryWorld, Inc.	01/16/2025	\$525.00
250010	McVeigh, Karen L	01/16/2025	\$200.00
250011	Next Level Speech Therapy	01/16/2025	\$141.00
250012	Northwest Educational Service District #189	01/16/2025	\$6,610.00
250013	OPALCO	01/16/2025	\$682.15
250014	Pacific Science Center	01/16/2025	\$1,565.00
250015	San Juan County Auditor	01/16/2025	\$1,004.64
250016	San Juan County Health Services	01/16/2025	\$480.00
250017	Washington State Ferries	01/16/2025	\$300.75
16 Check(s) for a Total of:			\$13,745.63

Fund Summary

Fund	Amount
10 - General Fund	\$13,745.63
Total:	\$13,745.63

AP Check Summary with Board Certification

Shaw Island School District

Warrant Date: 01/16/2025

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 February 11, 2025, the Board, by a _____ vote, approves payments, totaling \$46,462.43. The payments and/or voids are further identified in this document.

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

Warrant Numbers 250018 through 250019, totaling \$46,462.43

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

Check Number	Vendor Name	Check Date	Check Amount
250018	Bingham, John W	01/16/2025	\$227.50
250019	Livermore & Son LLC	01/16/2025	\$46,234.93
2 Check(s) for a Total of:			\$46,462.43

Fund Summary

Fund	Amount
20 - Capital Projects Fund	\$46,462.43
Total:	\$46,462.43

Expenditures GF 6361		2024-25 Budget	YTD 12/31/2024	Amount Remaining	Percent Spent	December Notes: Capital Fund: \$180,000 was moved to investments
20	Certificated Salaries	101,350.00	41,717	59,633	41.16%	
30	Classified Salaries	158,349.00	53,073	105,276	33.52%	
40	Employee Benefits	86,581.00	30,369	56,212	35.08%	
50	Supplies / Materials	8,670.00	7,453	1,217	85.97%	
70	Purchased Services	32,125.00	11,494	20,631	35.78%	
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	2,917	7,083	29.17%	
80	Travel	3,200.00	2,403	797	75.08%	
90	Capital Outlay	200.00	0	200	0.00%	
Totals		446,875	150,983	295,892	33.79%	

Revenues GF 6361		2024-25 Budget	YTD 12/31/2024	Amount Remaining	Percent Received
3100	State-General*	435,600	110,892	324,708	25.46%
4109	State Funded TK		8,413		
4121	Special Ed		0	0	
4174	Highly Capable	360	0	360	0.00%
410001	Para Ed		541	-479	
2300	Interest	13,200	8,740	4,460	66.21%
6100	Federal Grants	22,000	3,913	18,087	17.79%
6109	Federal Funding TK		0		
2500	Other	8,000	670	7,330	8.38%
3600	CAPACITY	40,000	0	40,000	
6113	ESSER	0	0	0	
Total Revenues		519,160	134,928	384,232	25.99%

SUMMARY GENERAL FUND

	2024-25 Budget	12/31/2024	YTD	YTD	
ending cash	4,311	64,152	beginning bal	74,778	beg cash less outstanding warrants
ending investments	198,999	205,899	revenue	134,928	
ending outstanding warrants		5,209	expenditures	150,983	
Ending Cash & Investments	203,310	264,842	transfer out	42,100	
			transfer in	42,100	
			transfer to invest		
			ending cash	58,724	

SUMMARY CAPITAL FUND

	24-25 Budget	12/31/2024	YTD	YTD	
Beginning Cash CF 6367	0	58,722	beginning bal	27,525	CASH BALANCE DETAIL
deposits	0	167,838	rev other		
interest		2,270	rev TH donations	169,088	
transfer in	100,000		interest	2,578	
warrants redeemed		455	transfer in	542,100	
investments purchased		180,000	expenditure other	10,999	
warrants outstanding	100,000	23,500	expenditure TH	25,418	
Ending Cash CF 6367	0	24,875	ending balance	704,875	
					3,475 other bal
					21,400 TH bal
					24,875

SUMMARY ASB FUND

	24-25 Budget	12/31/2024	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	#REF!

4.1.5. Donations since previous meeting

Teacher Housing Donations for approval 2/11/2025		
Donor	Amount	Date Rec'd
Debbie Anderson	5,000.00	1/14/2025
James Chowdry	500.00	1/14/2025
Teresa and Steve Mason	100.00	1/14/2025
Teresa and Steve Mason	100.00	1/14/2025
Ellen Jones	50.00	1/14/2025
cash	907.00	1/14/2025
Kari and Cynthia McVeigh	5,000.00	1/21/2025
Joanne Colman Wester	1,000.00	1/23/2025
Donation Total	12,657.00	
Sally & Eben Frankenburg	10,000.00	1/23/2025
Jon & Joan Christofferson	20,000.00	1/31/2025
Pledges Collected	30,000.00	