



## North Mason School District

### Draft School Board Meeting Agenda

Published on September 2, 2025 at 2:35 PM PDT

Amended on September 9, 2025 at 1:08 PM PDT

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#### Date and Time

Monday September 22, 2025 at 6:30 PM PDT

#### Location

North Mason School District Administration Office, 250 E. Campus Drive Belfair, WA 98528.

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#### District Mission

***The Mission of North Mason School District, together with our community, is to educate, empower, inspire and prepare all students to graduate confident in their abilities to meet life's challenges and opportunities.***

School Board: Arla Shephard Bull, Leanna Krotzer, Erik Youngberg, Nicole González Timmons, and Nicholas Thomas

Superintendent: Dr. Kristine Michael

Student Board Members: Sophia Mairs

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#### Agenda

	Purpose	Presenter	Time
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I.	Opening Items		6:30 PM
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A.	Call the Meeting to Order		
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	Purpose	Presenter	Time
	Board President Youngberg will call the meeting to order.		
<b>B.</b>	Record Attendance		
<b>C.</b>	Flag Salute		
	Board President Youngberg will lead the Pledge of Allegiance.		
<b>D.</b>	Approval of Agenda	Vote	
	The board will move to approve or amend the meeting agenda.		
<b>E.</b>	Public Comments on Agenda Items		3 m
	<p>• <b>Please sign in, state your name, and limit comments to three minutes.</b></p> <p>The NMSD Board of Directors values the opinion and input of the community. This is an opportunity for the public to offer comments regarding issues being considered by the board. On matters of the day-to-day operation of the district, such as policy, curriculum, academic standards, etc. the public is invited and encouraged to meet with the Superintendent.</p>		
<b>F.</b>	Student Board Member Comments		
	The Student Board Members will have the opportunity to communicate with the full Board, administration, and community about school events and issues.		

## II. Consent Items 6:33 PM

The consent agenda enables the Board to efficiently deal with matters that have been delegated to the Superintendent, but by law must be approved by the Board. Items on the consent agenda are voted upon as one block and approved with one vote. An item may be removed from the consent agenda only upon approval of a majority of the Board.

**The administration recommends that the Board of Directors...**

**... approve the consent agenda as presented (or as modified at the meeting).**

### **A.** Minutes of previous meeting

Minutes from August 25, 2025 School Board Meeting.

### **B.** Accounts Payable

The board will consider approval of General Fund Warrants, Capital Projects Fund Warrants, and Associated Student Body Program Fund Warrants.

### **C.** Payroll

	Purpose	Presenter	Time
	The board will consider approval of Payroll and Employee Benefits Warrants.		
<b>D.</b>	Personnel Report		
	The board will consider approval of employee hire recommendations.		
<b>E.</b>	Donations		
	The board will consider approval of donations to NMSD.		
<b>F.</b>	Agreements/Contracts		
	The board will consider agreements and contracts.		
<b>G.</b>	Policy Review		
	The board will consider revisions to current district policies.		
<b>H.</b>	Establishing a Club		
<b>III.</b>	<b>Five-Minute Recess</b>		
	President Youngberg may call for a motion for a five-minute recess.		
<b>IV.</b>	<b>Facilities, Maintenance, Safety and Security Presentation</b>		
<b>V.</b>	<b>Board Development and Linkage</b>		
<b>A.</b>	Superintendent Update	FYI	
	Transportation - Letter of Achievement		
	Enrollment Update		
<b>B.</b>	Teaching and Learning Update	FYI	
	District Goal-Attendance		
<b>C.</b>	Budget Status Update 2024-2025	FYI	
	Included in the board packet is a current budget update. Assistant Superintendent of Finance and Operations, Daniel King, will be available to respond to any questions board members may have.		
<b>D.</b>	Legislative Representative Report	Discuss	
<b>VI.</b>	<b>ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY REVIEW</b>		

	Purpose	Presenter	Time
<b>A. Monitoring Reports</b>	Vote		
<p>The school board adheres to the principles of Policy Governance ©. The board has written four sets of policies: Ends, Executive Requirements, Board-Superintendent Relationships, and Governance Process. The Ends policies describe the student outcomes the superintendent is charged with achieving. The Executive Requirement policies set the parameters within which the superintendent must operate as he/she leads the district toward the expected Ends. The BoardSuperintendent Relationships policies describe the way in which the board will oversee the superintendent's performance and the superintendent will support the board. The Governance Process policies describe how the board and its individual members shall conduct business, represent the community, and relate to each other.</p> <p>No less than once per year, the Board receives and considers evidence regarding the level of compliance with the provisions of these four sets of policies, a few at each meeting. The following are those policies to be monitored during this meeting.</p>			
<b>B. ER-6 Facilities</b>			
<p>A monitoring report is included in this digital board packet. The administration believes that all provisions of this policy have been following and implemented.</p> <p><b>The administration recommends that...</b></p> <p><b>... the board find the superintendent's performance to comply with ER-6.</b></p> <p>The administration also invites comments regarding the superintendent's performance.</p>			
<b>C. ER-7 Asset Protection</b>			
<p>A monitoring report is included in this digital board packet. The administration believes that all provisions of this policy have been following and implemented.</p> <p><b>The administration recommends that...</b></p> <p><b>... the board find the superintendent's performance to comply with ER-7.</b></p> <p>The administration also invites comments regarding the superintendent's performance.</p>			
<b>D. Policy Review</b>			
<p>This is the Board's opportunity to discuss, propose and/or make revisions to the policies. The Board reviewed these policies for compliance in its previous meeting. This is an opportunity for the board to consider any needed changes to these recently monitored policies. The Board did not indicate a need to revise these policies during our monitoring review.</p>			



	Purpose	Presenter	Time
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**VII. Closing Items**

**A. Announcements and Comments: Public**

The NMSD Board of Directors values the opinion and input of the community. This is an opportunity for the public to offer comments whether or not they are on the agenda. On matters of the day-to-day operation of the district, such as personnel, policy, curriculum, academic standards, etc. the public is invited and encouraged to meet with the Superintendent.

**B. Good of the Order: Board & Superintendent**

This is an opportunity for Board Members and the Superintendent to make any comments or announcements that may or may not be related to agenda items or public comments.

**C. Board Self-Assessment of Meeting**

Director Thomas will process the board's self-assessment of the meeting.

**D. Next Board Meeting Date**

The next school board meeting will be held on October 27, 2025 at 6:30pm at the NMSD Administration Office Boardroom.

**E. Adjourn Meeting**

Board President Youngberg will adjourn the meeting.

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*Note: Persons with disabilities needing special accommodations should contact the North Mason School District Office at (360) 277-2300 prior to the date of this meeting.*

# Coversheet

## Public Comments on Agenda Items

<b>Section:</b>	I. Opening Items
<b>Item:</b>	E. Public Comments on Agenda Items
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Meeting Guidelines rev 12 31 19.pdf

**North Mason School District #403  
Board of Directors Meeting**

**Board Meeting Guidelines – How We Conduct our Meetings**

Welcome to our meeting! The NMSD Board of Directors values the opinions, suggestions and thoughts of our community. We also appreciate members of our community “keeping an eye on us” by attending and observing our meetings. This notice will help you understand how the board meeting works, the roles of the Board and the superintendent, and how you might share your thoughts with the board during this meeting.

The NMSD Board of Directors and Superintendent adhere to the principles of **Policy Governance®**. The Board runs all meetings according to these principles. Under Policy Governance®, the board has intentionally delegated administrative and management decisions to the superintendent. The Board is prohibited from making management decisions such as setting staffing levels, selecting instructional materials, or initiating school programs or services. While you are invited to provide input on such matters during the meeting, such decisions are the superintendent’s to make, and we encourage you to talk directly with the superintendent.

Under Policy Governance®, the Board directs the superintendent through two sets of policies: **Ends** policies and **Executive Requirement** policies. The Ends policies specify the Board’s expectations for student learning and student growth. The Executive Requirements policies set very specific parameters for actions the superintendent may take to attain the expected results. The Board closely monitors the attainment of Ends policies and compliance with Executive Requirement policies. The superintendent’s evaluation is fully dependent on attainment of expected results and compliance with mandated procedures.

In addition to the Ends and Executive Requirement policies, the Board has also defined the relationship between the Board and Superintendent in a set of Board-Superintendent Relationship (BSR) policies, and the way the Board Members will conduct themselves in a set of Governance Process (GP) policies. We invite you to our web site, where these policies are posted, at [www.northmasonschools.org](http://www.northmasonschools.org).

**Community Participation at Board Meetings**

Again, we welcome your comments. It is important that members of the public understand how public participation at board meetings will occur.

1. Board meetings are not community hearings or public forums. They are meetings of the Board, with discussion between board members, the superintendent, and the superintendent’s designees. While the meetings are held in public, they are not open to public participation except as described in items 2-4, below.
2. There is an opportunity on the agenda for public input during the meeting to comment on specific items on the board agenda at the beginning of the meeting. For matters not on the agenda please contact the Superintendent or a board member directly.
3. Comments should be limited to THREE MINUTES. This is not an opportunity to make a formal or extended presentation to the board. If the presenter wishes the board to have more information, the presenter is invited to present written comments.
4. The board will not enter into dialogue with community members during the comment period. It is an opportunity for the board to hear from community members, but not to enter into policy or program discussions. On matters of the day to day operation of the district such as policy, curriculum, academic standards, etc. the public is invited and encouraged to meet with the Superintendent.

Welcome, and thank you for coming.

Sincerely,

Erik Youngberg, Board President

# Coversheet

## Minutes of previous meeting

<b>Section:</b>	II. Consent Items
<b>Item:</b>	A. Minutes of previous meeting
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	2025_08_25_board_meeting_agenda (1).pdf



North Mason School District

School Board Meeting Agenda

Published on August 5, 2025 at 1:57 PM PDT  
Amended on August 20, 2025 at 2:36 PM PDT

Date and Time

Monday August 25, 2025 at 6:30 PM PDT

Location

North Mason School District Administration Office, 250 E. Campus Drive Belfair, WA 98528.

District Mission

*The Mission of North Mason School District, together with our community, is to educate, empower, inspire and prepare all students to graduate confident in their abilities to meet life’s challenges and opportunities.*

School Board: Arla Shephard Bull, Leanna Krotzer, Erik Youngberg, Nicole González Timmons, and Nicholas Thomas  
Superintendent: Dr. Kristine Michael  
Student Board Members: Sophia Mairs

Agenda

	Purpose	Presenter	Time
I.	Opening Items		6:30 PM
A.	Call the Meeting to Order		

	Purpose	Presenter	Time
	Board President Youngberg will call the meeting to order.		
<b>B.</b>	Record Attendance		
<b>C.</b>	Flag Salute		
	Board President Youngberg will lead the Pledge of Allegiance.		
<b>D.</b>	Approval of Agenda	Vote	
	The board will move to approve or amend the meeting agenda.		
<b>E.</b>	Public Comments on Agenda Items		3 m
	<p>• <b>Please sign in, state your name, and limit comments to three minutes.</b></p> <p>The NMSD Board of Directors values the opinion and input of the community. This is an opportunity for the public to offer comments regarding issues being considered by the board. On matters of the day-to-day operation of the district, such as policy, curriculum, academic standards, etc. the public is invited and encouraged to meet with the Superintendent.</p>		
<b>F.</b>	Student Board Member Comments		
	The Student Board Members will have the opportunity to communicate with the full Board, administration, and community about school events and issues.		

## II. Consent Items 6:33 PM

The consent agenda enables the Board to efficiently deal with matters that have been delegated to the Superintendent, but by law must be approved by the Board. Items on the consent agenda are voted upon as one block and approved with one vote. An item may be removed from the consent agenda only upon approval of a majority of the Board.

**The administration recommends that the Board of Directors...**

**... approve the consent agenda as presented (or as modified at the meeting).**

### **A.** Minutes of previous meeting

Minutes from July 28, 2025 School Board Meeting.

### **B.** Accounts Payable

The board will consider approval of General Fund Warrants, Capital Projects Fund Warrants, and Associated Student Body Program Fund Warrants.

### **C.** Payroll

	Purpose	Presenter	Time
	The board will consider approval of Payroll and Employee Benefits Warrants.		
<b>D.</b>	Personnel Report		
	The board will consider approval of employee hire recommendations.		
<b>E.</b>	Donations		
	The board will consider approval of donations to NMSD.		
<b>F.</b>	Agreements/Contracts		
	The board will consider agreements and contracts.		
<b>G.</b>	Policy Review		
	The board will consider revisions to current district policies.		
<b>H.</b>	25-26 School Fees		

### III. Five-Minute Recess

President Youngberg may call for a motion for a five-minute recess.

### IV. Board Development and Linkage

<b>A.</b>	Superintendent Update	FYI	
	Transportation - Letter of Achievement		
<b>B.</b>	Teaching and Learning Update		
<b>C.</b>	Budget Status Update 2024-2025	FYI	
	Included in the board packet is a current budget update. Assistant Superintendent of Finance and Operations, Daniel King, will be available to respond to any questions board members may have.		
<b>D.</b>	2025-2026 Budget Presentation	FYI	
	Assistant Superintendent of Finance and Operations, Dan King, will present the budget for the next school year and the district's 4 year plan. He will be available to answer questions.		
<b>E.</b>	Public Hearing		

Purpose Presenter Time

President Youngberg will officially open the public hearing for the NMSD 2025-2026 budget and four year budget plan, invite testimony, and at the conclusion of testimony, close the hearing.

**F. 2025-2026 Budget Resolution** Vote

ESD has reviewed our budget and the four-year budget plan, and we are now presenting it for board adoption through the approval of the budget Resolution 21-G-25. If the Board wishes to do so, the Board may adopt the 2025-2026 NMSD budget.

**In the absence of testimony that demonstrates that the budget, as presented, conflicts with ER policies, the administration recommends that the Board of Directors ...**

**... approve and adopt the 2025-2026 North Mason School District budget and summary four year budget plan as presented in Resolution 21-G-25.**

**G. Capital Projects Fund Budget Extension** FYI

Assistant Superintendent of Finance and Operations, Dan King, will present the request for the Capital Projects Fund budget extension.

**H. Public Hearing-2024-2025 Capital Projects Fund Budget Extension** Discuss

President Youngberg will officially open the public hearing to hear from members of the public who wish to speak for or against the NMSD 2024-25 Capital Projects Fund Budget Extension, and at the conclusion of testimony, close the hearing

**I. Resolution 22-G-25 Capital Projects Fund Budget Extension**

If the Board wishes to do so, the Board may adopt Resolution 22-G-25 for the Capital Projects Fund Budget Extension for 2024-2025. In the absence of testimony that demonstrates that the resolution conflicts with policies;

**The administration recommends that the Board of Directors...**

**... approve and adopt Resolution 22-G-25 Capital Projects Fund Budget Extension as presented.**

**J. Legislative Representative Report** Discuss

**V. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY REVIEW**

**A. Monitoring Reports** Vote



	Purpose	Presenter	Time
	<p>The school board adheres to the principles of Policy Governance ©. The board has written four sets of policies: Ends, Executive Requirements, Board-Superintendent Relationships, and Governance Process. The Ends policies describe the student outcomes the superintendent is charged with achieving. The Executive Requirement policies set the parameters within which the superintendent must operate as he/she leads the district toward the expected Ends. The Board-Superintendent Relationships policies describe the way in which the board will oversee the superintendent's performance and the superintendent will support the board. The Governance Process policies describe how the board and its individual members shall conduct business, represent the community, and relate to each other.</p> <p>No less than once per year, the Board receives and considers evidence regarding the level of compliance with the provisions of these four sets of policies, a few at each meeting. The following are those policies to be monitored during this meeting.</p>		
<b>B.</b>	Board/Superintendent Relationship Policies		
	<p>These policies clarify the relationship between the Board and the Superintendent. The Board delegates the day-to-day operations of the school district to the Superintendent. The Superintendent will be held accountable for leading the district's personnel in moving toward accomplishment of the Board's identified End Results while at the same time working within the framework established by the Board. The Board will monitor the district's compliance with various policies throughout each year.</p>		
<b>C.</b>	ER-1 Expectations of Superintendent		
	<p>A monitoring report is included in this digital board packet. The administration believes that all provisions of this policy have been following and implemented.</p> <p><b>The administration recommends that...</b></p> <p><b>... the board find the superintendent's performance to comply with ER-1.</b></p> <p>The administration also invites comments regarding the superintendent's performance.</p>		
<b>D.</b>	ER-3 Treatment of Parents, Students, Staff and the Public		
	<p>A monitoring report is included in this digital board packet. The administration believes that all provisions of this policy have been following and implemented.</p> <p><b>The administration recommends that...</b></p> <p><b>... the board find the superintendent's performance to comply with ER-3.</b></p> <p>The administration also invites comments regarding the superintendent's performance.</p>		

	Purpose	Presenter	Time
<b>E. ER-4 Budget Planning</b>	<p>A monitoring report is included in this digital board packet. The administration believes that all provisions of this policy have been following and implemented.</p> <p><b>The administration recommends that...</b></p> <p><b>... the board find the superintendent's performance to comply with ER-4.</b></p> <p>The administration also invites comments regarding the superintendent's performance.</p>		
<b>F. Policy Review</b>	<p>This is the Board's opportunity to discuss, propose and/or make revisions to the policies. The Board reviewed these policies for compliance in its previous meeting. This is an opportunity for the board to consider any needed changes to these recently monitored policies. The Board did not indicate a need to revise these policies during our monitoring review.</p>		

## VI. Closing Items

- A. Announcements and Comments: Public**
- The NMSD Board of Directors values the opinion and input of the community. This is an opportunity for the public to offer comments whether or not they are on the agenda. On matters of the day-to-day operation of the district, such as personnel, policy, curriculum, academic standards, etc. the public is invited and encouraged to meet with the Superintendent.
- B. Good of the Order: Board & Superintendent**
- This is an opportunity for Board Members and the Superintendent to make any comments or announcements that may or may not be related to agenda items or public comments.
- C. Board Self-Assessment of Meeting**
- Director Gonzalez Timmons will process the board's self-assessment of the meeting.
- D. Next Board Meeting Date**
- The next school board meeting will be held on September 22, 2025 at 6:30pm at the NMSD Administration Office Boardroom.
- E. Adjourn Meeting**
- Board President Youngberg will adjourn the meeting.

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*Note: Persons with disabilities needing special accommodations should contact the North Mason School District Office at (360) 277-2300 prior to the date of this meeting.*

# Coversheet

## Public Comments on Agenda Items

<b>Section:</b>	I. Opening Items
<b>Item:</b>	E. Public Comments on Agenda Items
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Meeting Guidelines rev 12 31 19.pdf

# Coversheet

## Minutes of previous meeting

<b>Section:</b>	II. Consent Items
<b>Item:</b>	A. Minutes of previous meeting
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	2025_07_28_board_meeting_minutes.pdf

# Coversheet

## Accounts Payable

<b>Section:</b>	II. Consent Items
<b>Item:</b>	B. Accounts Payable
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Accounts Payable.pdf Accounts Payable II.pdf

# Coversheet

## Payroll

<b>Section:</b>	II. Consent Items
<b>Item:</b>	C. Payroll
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Payroll Report.pdf Payroll Report II.pdf

# Coversheet

## Personnel Report

<b>Section:</b>	II. Consent Items
<b>Item:</b>	D. Personnel Report
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Personnel Report 24-25 August.pdf



# Coversheet

## Donations

**Section:** II. Consent Items  
**Item:** E. Donations  
**Purpose:**  
**Submitted by:**  
**Related Material:** Donation Report to board -Aug.pdf

# Coversheet

## Agreements/Contracts

Section:	II. Consent Items
Item:	F. Agreements/Contracts
Purpose:	
Submitted by:	
Related Material:	6804 - Communications Consortium Serv - ESD112.pdf NMEA MOU 8 25 25.pdf Veritas Medical (1).pdf LSI_North Mason SD MOU_5.2025 (1).pdf OESD 114 (1).pdf Next Level Speech.pdf

# Coversheet

## Policy Review

**Section:** II. Consent Items

**Item:** G. Policy Review

**Purpose:**

**Submitted by:**

**Related Material:**

2420 Grading and Progress Reports rev 8 25 25 Markup.pdf

3226 Interviews and Interrogations of Students on School Premises rev 8 25 25 Markup.pdf

5010 Nondiscrimination & Affirmative Action rev 08 25 25 Markup.pdf

5260 Personnel Records rev 08 25 25 markup.pdf

3143 Notification and Dissemination of Info about student offenses and Not 8 25 25 Markup.pdf

3210 NonDiscrimination rev 8 25 25 Markup.pdf

4260 Use of School Facilities 8 25 25 Markup.pdf

GP-02-E2 ELECTION OF MEMBERS rev 8 25 25 Markup.pdf

# Coversheet

## 25-26 School Fees

<b>Section:</b>	II. Consent Items
<b>Item:</b>	H. 25-26 School Fees
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	School Fees for board approval 25-26.pdf

# Coversheet

## Superintendent Update

<b>Section:</b>	IV. Board Development and Linkage
<b>Item:</b>	A. Superintendent Update
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	SRP-North Mason School District All Staff -BOE copy.pdf

# Coversheet

## Budget Status Update 2024-2025

<b>Section:</b>	IV. Board Development and Linkage
<b>Item:</b>	C. Budget Status Update 2024-2025
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Budget Status thru July 31 All Funds for Aug_25_25 Board.pdf Budget Financial Report.pdf

# Coversheet

## 2025-2026 Budget Presentation

<b>Section:</b>	IV. Board Development and Linkage
<b>Item:</b>	D. 2025-2026 Budget Presentation
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	FY 2025-2026 Budget Presentation for Aug 2025 Board.pdf F195_Entire_Budget_document Aug_22_2025.pdf

# Coversheet

## 2025-2026 Budget Resolution

<b>Section:</b>	IV. Board Development and Linkage
<b>Item:</b>	F. 2025-2026 Budget Resolution
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Resolution 21-G-25 Annual Budget 2025_2026.pdf



## Coversheet

### Resolution 22-G-25 Capital Projects Fund Budget Extension

**Section:** IV. Board Development and Linkage  
**Item:** I. Resolution 22-G-25 Capital Projects Fund Budget Extension  
**Purpose:**  
**Submitted by:**  
**Related Material:** Resolution 22-G-25 2024-25 CPF Budget Extension.pdf

# Coversheet

## ER-1 Expectations of Superintendent

Section:	V. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY REVIEW
Item:	C. ER-1 Expectations of Superintendent
Purpose:	
Submitted by:	
Related Material:	ER-1 Expectations of Superintendent.pdf ER 1 aug 2025 expecations report.pdf ER 1 Monitoring Response 8 25 25.pdf

# Coversheet

## ER-3 Treatment of Parents, Students, Staff and the Public

**Section:** V. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY REVIEW  
**Item:** D. ER-3 Treatment of Parents, Students, Staff and the Public  
**Purpose:**  
**Submitted by:**  
**Related Material:** ER-3 Treatment of Parents, Students, Staff and the Public.pdf  
ER-3 Monitoring Report 8 25 25 Rosenbach.pdf  
ER-3 Monitoring Response 8 25 25.pdf

# Coversheet

## ER-4 Budget Planning

<b>Section:</b>	V. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY REVIEW
<b>Item:</b>	E. ER-4 Budget Planning
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ER-4 Budget Planning rev 3 24 25.pdf ER-4 Monitoring Report 8 25 25.pdf ER 4 Monitoring Response 8 25 25.pdf

# Coversheet

## Policy Review

Section:	V. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY REVIEW
Item:	F. Policy Review
Purpose:	
Submitted by:	
Related Material:	E-2 Student Success rev 12 27 18 final.pdf E-5 Responsible Citizens Rev 10 17 13 Final.pdf ER-2 Organizational Continuity and Executive Succession.pdf

# Coversheet

## Board Self-Assessment of Meeting

<b>Section:</b>	VI. Closing Items
<b>Item:</b>	C. Board Self-Assessment of Meeting
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	BOARD SELF ASSESSMENT .pdf

# Coversheet

## Accounts Payable

<b>Section:</b>	II. Consent Items
<b>Item:</b>	B. Accounts Payable
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Accounts Payable.pdf Accounts Payable II.pdf

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 22, 2025, the board, by a majority vote, approves payments, totaling \$827.67. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB Accounts Payable:  
Warrant Numbers 160022150 through 160022152, totaling \$827.67

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

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160022150	ADMIRAL THEATRE	08/29/2025	25-26 SY prom deposit- Admiral Theater	500.00	500.00
160022151	North Mason S.D. ACH	08/29/2025	BMO 24-25 August BMO ASB	247.67	247.67
160022152	WIAA	08/29/2025	State Golf Trnmnt Fee - NMHS - 24/25 SY	80.00	80.00
	3	Computer	Check(s) For a Total of		827.67



Check Summary

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	827.67
Total For	3	Manual, Wire Tran, ACH & Computer Checks		827.67
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	827.67

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 22, 2025, the board, by a majority vote, approves payments, totaling \$18,592.07. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF Accounts Payable:  
Warrant Numbers 160003073 through 160003073, totaling \$18,592.07

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

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160003073	N.MASON SCHOOL DIST B	08/29/2025	Reimburse GF for 24-25 employee salaries for Bond Planning; Dan King, Dana Rosenbach, Joan Moore, Patti Johnson & Felicity Milovich.	18,592.07	18,592.07
	1	Computer	Check(s) For a Total of		18,592.07

Check Summary

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	18,592.07
Total For	1	Manual, Wire Tran, ACH & Computer Checks		18,592.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	18,592.07

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 22, 2025, the board, by a majority vote, approves payments, totaling \$372,476.48, and voids/cancellations, totaling \$325.00. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, General Fund Accounts Payable:  
Warrant Numbers 160072981 through 160073032, totaling \$372,476.48  
Voids/Cancellations, totaling \$325.00

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

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

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

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160072981	ALLEN & SONS WINDOW R	08/29/2025	Window Repair at Portables	1,811.27	1,811.27
160072982	AMAZON CAPITAL SERVIC	08/29/2025	Open PO for Amazon These prices are determined to be reasonable based on: Research, History/Experience	22.78	2,744.27
			OPEN PO NOT TO EXCEED 2412.69	424.88	
			FILL THE BUS FUNDS USED TO PURCHASE SCHOOL		

## Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			SUPPLIES.		
			Open PO for	85.95	
			Amazon These		
			prices are		
			determined to be		
			reasonable based		
			on: Research,		
			History/Experience		
			OPEN PO NOT TO	1,945.80	
			EXCEED 2412.69		
			FILL THE BUS		
			FUNDS USED TO		
			PURCHASE SCHOOL		
			SUPPLIES.		
			OPEN PO NOT TO	237.73	
			EXCEED 2412.69		
			FILL THE BUS		
			FUNDS USED TO		
			PURCHASE SCHOOL		
			SUPPLIES.		
			4x6 SIGN HOLDERS	27.13	
			- NMSD DO BO -		
			24/25 SY		
160072983	Auburn Band Parents A	08/29/2025	PO Auburn Band,	325.00	325.00
			NMHS Band, 24/25		
160072984	AVID CENTER	08/29/2025	Ignite July	675.00	675.00
			15-16, 2025		
			Virtual training		
160072985	BELFAIR BOB'S LOCKSMI	08/29/2025	Bank Vault	97.74	423.54
			Service/Repair -		
			NMSD DO/BO -		
			24/25 SY		
			OPEN PO FOR SCH	325.80	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160072986	Cardio Partners Inc	08/29/2025	YR 24-25 DIST WIDE OTTENBACHER'S EMT ORDER - NMHS - 24/25 SY	156.38	156.38
160072987	CENTURYLINK- BUSINESS	08/29/2025	#77961058 Belfair Elevator 360-275-2863 Long Distance Carrier Open PO 24/25 SY	13.38	13.38
160072988	COPY THAT REPROGRAPHI	08/29/2025	OPEN PURCHASE ORDER FOR 24-25 SY	167.24	167.24
160072989	Doctors Clinic	08/29/2025	OPEN PURCHASE ORDER FOR 24-25 SY	330.00	330.00
160072990	EDNETICS, INC.	08/29/2025	Standard User, Analog Adapter/ Fax User, Adjunct User Add-on 2024-2025 School Year	7,384.73	7,384.73
160072991	Embrace Education	08/29/2025	OPEN PO 24/25 SY FEE FOR SERVICE	308.58	308.58
160072992	ESD #112	08/29/2025	OPEN PURCHASE ORDER FOR 24-25 SY	1,200.00	1,200.00
160072993	Fabrega, Tawnya Dee	08/29/2025	OPEN PO FOR SCH YR 24-25 DIST WIDE	21.16	21.16
160072994	FLOHAWKS	08/29/2025	OPEN PO FOR SCH YR 24-25 MAINT	1,668.53	1,668.53
160072995	FMX	08/29/2025	FMX Technology	1,332.97	1,332.97

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Implementation and Training 07/01/2025-06/30/2 026		
160072996	GENSCO	08/29/2025	OPEN PO FOR SCH YR 24-25 MAINT	24.26	3,824.18
			OPEN PO FOR SCH YR 24-25 MAINT	48.22	
			OPEN PO FOR SCH YR 24-25 MAINT	508.94	
			OPEN PO FOR SCH YR 24-25 MAINT	491.92	
			OPEN PO FOR SCH YR 24-25 MAINT	295.41	
			OPEN PO FOR SCH YR 24-25 MAINT	2,455.43	
160072997	GRAINGER	08/29/2025	OPEN PO FOR 24-25 SCH YR MAINT	146.35	146.35
160072998	GUARDIAN SECURITY SYS	08/29/2025	FIRE INTRUSION INSPECTION DEFICIENCY REPAIRS 24-25 SY DIST WIDE OPEN PO FOR FIRE INTRUSTION TESTING INSPECTIONS AND FIRE EXTINGUISHER REPLACEMENTS SCH YR 25-26 ** THIS IS A WA STATE SLABOR AND INDUSTRIES	8,015.22     2,743.10	42,644.45



Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			PREVAILING WAGE JOB**		
			OPEN PO FOR FIRE INTRUSTION TESTING INSPECTIONS AND FIRE EXTINGUISHER REPLACEMENTS SCH YR 25-26 ** THIS IS A WA STATE SLABOR AND INDUSTRIES PREVAILING WAGE JOB**	2,158.68	
			OPEN PO FOR FIRE INTRUSTION TESTING INSPECTIONS AND FIRE EXTINGUISHER REPLACEMENTS SCH YR 25-26 ** THIS IS A WA STATE SLABOR AND INDUSTRIES PREVAILING WAGE JOB**	707.74	
			OPEN PO FOR FIRE INTRUSTION TESTING INSPECTIONS AND FIRE EXTINGUISHER REPLACEMENTS SCH YR 25-26 ** THIS	2,767.90	



Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			IS A WA STATE SLABOR AND INDUSTRIES PREVAILING WAGE JOB** OPEN PO FOR FIRE INTRUSTION TESTING INSPECTIONS AND FIRE EXTINGUISHER REPLACEMENTS SCH YR 25-26 ** THIS IS A WA STATE SLABOR AND INDUSTRIES PREVAILING WAGE JOB** OPEN PO FOR FIRE INTRUSTION TESTING INSPECTIONS AND FIRE EXTINGUISHER REPLACEMENTS SCH YR 25-26 ** THIS IS A WA STATE SLABOR AND INDUSTRIES PREVAILING WAGE JOB** OPEN PO FOR FIRE INTRUSTION TESTING INSPECTIONS AND	6,335.80	
				2,212.90	
				906.30	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			FIRE EXTINGUISHER REPLACEMENTS SCH YR 25-26 ** THIS IS A WA STATE SLABOR AND INDUSTRIES PREVAILING WAGE JOB**		
			OPEN PO FOR SCH YR 24-25 MAINT	705.90	
			OPEN PO FOR FIRE INTRUSTION TESTING INSPECTIONS AND FIRE EXTINGUISHER REPLACEMENTS SCH YR 25-26 ** THIS IS A WA STATE SLABOR AND INDUSTRIES PREVAILING WAGE JOB**	938.88	
			OPEN PO FOR FIRE INTRUSTION TESTING INSPECTIONS AND FIRE EXTINGUISHER REPLACEMENTS SCH YR 25-26 ** THIS IS A WA STATE SLABOR AND INDUSTRIES PREVAILING WAGE	9,574.33	

### Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			JOB**		
			OPEN PO FOR FIRE	4,632.88	
			INTRUSTION		
			TESTING		
			INSPECTIONS AND		
			FIRE EXTINGUISHER		
			REPLACEMENTS SCH		
			YR 25-26 ** THIS		
			IS A WA STATE		
			SLABOR AND		
			INDUSTRIES		
			PREVAILING WAGE		
			JOB**		
			OPEN PO FOR SCH	944.82	
			YR 24-25 MAINT		
160072999	HOODZ OF THE GREATER	08/29/2025	Open PO for HOODZ	1,927.65	1,927.65
			These prices are		
			determined to be		
			reasonable based		
			on: Research,		
			History/Experience		
			This is a WA		
			STATE DEPARTMENT		
			OF LABOR AND		
			INDUSTRIES		
			PREVAILING WAGE		
			JOB		
160073000	Innovative Behavioral	08/29/2025	Innovative	2,000.00	2,000.00
			Consulting		
			another day was		
			added Ref PO		
			1102400061		
160073001	Kinship Group LLC	08/29/2025	OPEN PO FOR SCH	358.43	716.86

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			YR 24-25 MAINT		
			OPEN PO FOR SCH	358.43	
160073002	MASONWEBTV.COM	08/29/2025	YR 24-25 MAINT 9/24-8/25 Open PO for Monthly Board Meeting	100.00	100.00
160073003	MITCHELL LUMBER	08/29/2025	Recordings OPEN PO FOR SCH	161.81	429.84
			YR 24-25 MAINT		
			OPEN PO FOR SCH	57.46	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	-57.46	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	79.05	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	135.80	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	53.18	
160073004	N.MASON SCHOOL DIST I	08/29/2025	YR 24-25 MAINT OPEN PO FOR SCH	20.00	20.00
160073005	North Mason S.D. ACH	08/29/2025	YR 24-25 MAINT APACH	1,104.80	49,008.16
			REIMBURSEMENTS GF		
			BMO 24-25 August	46,714.57	
			BMO GF		
			BMO Prepaid 25-26	1,188.79	
			August BMO GF		
160073006	OLYMPIC COLLEGE	08/29/2025	9/24-8/25 Open PO for Running start payments	26,548.37	26,548.37
160073007	OLYMPIC ESD 114	08/29/2025	Olympic ESD 114 CERT Services and Clock Hour	199.68	51,898.59

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Services per Invoice #200500144		
			WRISC Combined Fiscal and Student System 9-1-24 to 8-31-25	9,203.37	
			School Safety and Security Co-Op Services & Regional crisis support 9-1-24 to 8-31-25	495.54	
			OPEN PO 24/25 SY COOPERATIVE SERVICES AGREEMENT APENDIX K SPECIAL EDUCATION AND REALTED SERVICES	42,000.00	
160073008	PACIFIC OFFICE AUTOMA	08/29/2025	Open PO for Copier Usage for 24.25 SY	208.09	2,705.08
			Open PO for Copier Usage for 24.25 SY	2.89	
			Open PO for Copier Usage for 24.25 SY	18.51	
			Open PO for Copier Usage for 24.25 SY	7.43	
			Open PO for	9.78	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Copier Usage for 24.25 SY		
			Open PO for Copier Usage for 24-25 SY	1.37	
			Open PO for Copier Usage for 24.25 SY	1.95	
			Transportation Open PO for Copier Usage for 24.25 SY	44.96	
			7T09741 & 7T09742 Konica Copier Lease 60 Months Jan 2023 - Dec 2027	306.87	
			7T09743, 7T09744, 7T09745 Konica Copier Lease 60 Months Jan 2023 - Dec 2027 24.25 SY & Papercut	518.53	
			7T09746 @ \$94.56, 7T09747 @ \$142.64 & Papercut for both @ \$16.80 ea per month Konica Copier Lease 24.25 SY	293.82	
			7T09748 & 7T09749 Konica Copier Lease 60 Months	345.98	

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Jan 2024 - Dec 2027		
			7T09750, 7T09751 Konica Copier lease 60 months January 23- December 2027	345.98	
			7T09752, 7T09754 Konica Copier Lease 60 Months Jan 2023 - Dec 2027 24.25 SY	225.93	
			7T09753 Konica Copier Lease 60 Months Jan 2023 - Dec 2027 24.25 SY	78.40	
			7T09755 Konica Copier Lease 60 Months Jan 2023 - Dec 2027 24.25 SY	120.83	
			C251i Theler Copier Lease 60 mos Sept 24 - Aug 29	173.76	
160073009	PROJECT LEAD THE WAY,	08/29/2025	PLTW PARTICIPATION - NMHS - 25/26 SY	5,400.00	6,350.00
			PARTICIPATION FEES - HMS- 25-26 SY	950.00	
160073010	PUD OF MASON CO	08/29/2025	#149093002 Fields PUD Open PO 24/25 SY	61.45	17,692.66

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			#151669001 Transportation PUD Open PO 24/25 SY	448.55	
			#151669002 Stadium Concession Stand PUD Open PO 24/25 SY	267.63	
			#151685001 State Route 3 Reader Board Open PO 24/25 SY	95.20	
			#152145001 DO, NMHS, HMS & Child Nutrition PUD Open PO 24/25 SY	12,192.84	
			#176889001 Sand Hill PUD Open PO 24/25 SY	2,700.97	
			#176889002 Sand Hill Portable #1 Open PO 24/25 SY	322.36	
			#176889003 Sand Hill Portable #2 Open PO 24/25 SY	130.65	
			#176891001 Sand Hill Pump PUD Open PO 24/25 SY	1,473.01	
160073011	RED'S ELECTRIC MOTOR	08/29/2025	OPEN PO FOR SCH YR 24-25 MAINT	31.54	31.54
160073012	SCOTT MCLENDON'S HARD	08/29/2025	OPEN PO FOR SCH YR 24-25 MAINT	6.07	1,766.52



Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			OPEN PO FOR SCH	23.87	
			YR 24-25 GROUNDS		
			OPEN PO FOR SCH	37.07	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	61.86	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	5.42	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	10.85	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	71.86	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	72.34	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	558.07	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	17.79	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	10.08	
			YR 24-25 CUST		
			OPEN PO FOR SCH	27.66	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	34.72	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	36.08	
			YR 24-25 GROUNDS		
			OPEN PO FOR SCH	170.90	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	442.75	
			YR 24-25 MAINT		
			OPEN PO FOR SCH	25.05	
			YR 24-25 CUST		
			OPEN PO FOR SCH	17.27	

## Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			YR 24-25 MAINT OPEN PO FOR SCH	71.62	
			YR 24-25 MAINT OPEN PO FOR SCH	28.30	
			YR 24-25 MAINT OPEN PO FOR SCH	27.67	
			YR 24-25 CUST OPEN PO FOR SCH	9.22	
160073013	SHELTON MASON CO JOUR	08/29/2025	9/24-8/25 Open PO for Legal Notices	160.00	160.00
160073014	Shirinzadeh, Yasaman	08/29/2025	OPEN PO 24/25 SY REMOTE PSYCHOLOGICAL SERVICES TERMS 1/6/2025 TO 6/18/2025	5,200.00	5,200.00
160073015	SOLUTION TREE	08/29/2025	Solution Tree - PD for All staff trauma informed practices and virtual trainings.	6,000.00	6,000.00
160073016	SOUTH KITSAP SCHOOL D	08/29/2025	Open purchase order for 24-25 SY Mckinney transportation	6,059.68	6,059.68
160073017	STAPLES BUSINESS ADVA	08/29/2025	OPEN PURCHASE ORDER FOR 24-25 SY 9/24-8/25 Open PO for District Office Supplies	429.80  35.83	1,696.45

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			OPEN PURCHASE	367.87	
			ORDER FOR 24-25 SY		
			Office Supplies -	121.95	
			Open PO for 24/25 SY		
			9/24-8/25 Open PO for District	16.30	
			Office Supplies		
			Office Supplies -	32.60	
			Open PO for 24/25 SY		
			OPEN PO FOR SCH YR 24-25 CUST	692.10	
160073018	STATE FARM FIRE AND C	08/29/2025	Surety Bond for 25/26 Dan King Policy #98-G7-6343-4	394.00	394.00
160073019	TACOMA SCHOOL DISTRIC	08/29/2025	OPEN PO 24/25 SY SERVICE THREE STUDENTS W/DISABILITIES	8,631.08	8,631.08
160073020	TK Elevator	08/29/2025	Emerg Call Elevator Batt Alarm Alert @ NMHS	1,027.62	1,027.62
160073021	TRANSFINDER CORPORATI	08/29/2025	OPEN PURCHASE ORDER FOR 24-25 SY	7,384.80	83,664.49
			OPEN PURCHASE ORDER FOR 24-25 SY	76,279.69	
160073022	UniFirst Corporation	08/29/2025	OPEN PURCHASE	188.45	517.25

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			ORDER FOR 24-25 SY OPEN PURCHASE	164.40	
			ORDER FOR 24-25 SY OPEN PURCHASE	164.40	
160073023	UNITED SCHOOLS INSURA	08/29/2025	Deductible for 11/6/23 Property *U2283 Boys & Girls Club Inv-02264	5,000.00	5,000.00
160073024	US Foods Inc.	08/29/2025	Open PO for US Foods Food and Supplies These prices are determined to be reasonable based on: Research, History/Experience	2,194.29	3,414.52
			Open PO for US Foods Food and Supplies These prices are determined to be reasonable based on: Research, History/Experience	94.90	
			Open PO for US Foods Food and Supplies These prices are	1,163.86	

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			determined to be reasonable based on: Research, History/Experience Open PO for US Foods Food and Supplies These prices are determined to be reasonable based on: Research, History/Experience	-38.53	
160073025	WA-ACTE	08/29/2025	TQUINN - SUMM CONF REG - JTHS - 24/25 SY	675.00	675.00
160073026	WASA	08/29/2025	2025-26 TransAct Board on Track (Eduportal)	3,562.08	3,562.08
160073027	WASBO	08/29/2025	Open PO for membership and training - NMSD - 25/26 SY	287.50	317.50
			Open PO for membership and training - NMSD - 25/26 SY	30.00	
160073028	WAXIE SANITARY SUPPLY	08/29/2025	OPEN PO FOR SCH YR 24-25 CUST OPEN PO FOR SCH YR 24-25 CUST	693.22 2,636.82	3,330.04
160073029	WESTBAY AUTO PARTS	08/29/2025	OPEN PURCHASE ORDER FOR 24-25 SY	515.77	515.77

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160073030	WESTERN EXTERMINATOR	08/29/2025	OPEN PO FOR SCH YR 24-25 MAINT	126.95	1,059.30
			OPEN PO FOR SCH YR 24-25 MAINT	101.60	
			OPEN PO FOR SCH YR 24-25 MAINT	90.68	
			OPEN PO FOR SCH YR 24-25 MAINT	128.64	
			OPEN PO FOR SCH YR 24-25 MAINT	101.60	
			OPEN PO FOR SCH YR 24-25 MAINT	112.46	
			OPEN PO FOR SCH YR 24-25 MAINT	114.84	
			OPEN PO FOR SCH YR 24-25 MAINT	142.05	
			OPEN PO FOR SCH YR 24-25 MAINT	74.23	
			OPEN PO FOR SCH YR 24-25 MAINT	66.25	
160073031	WILCOX FLEGEL	08/29/2025	OPEN PURCHASE ORDER FOR 24-25 SY	456.01	456.01
160073032	YouScience, LLC	08/29/2025	Invoice #33949 - NMHS/HMS - 25-26 SY	14,423.39	14,423.39
52	Computer		Check(s) For a Total of		372,476.48

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160072001	Auburn Band Parents A	08/29/2025	PO Auburn Band, NMHS Band, 24/25	325.00	325.00
	1	Void	Check(s) For a Total of		325.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	52	Computer	Checks For a Total of	372,476.48
Total For	52	Manual, Wire Tran, ACH & Computer Checks		372,476.48
Less	1	Voided	Checks For a Total of	325.00
			Net Amount	372,151.48



The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 22, 2025, the board, by a majority vote, approves payments, totaling \$9,180.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, General Fund Accounts Payable:  
Warrant Numbers 160073033 through 160073033, totaling \$9,180.00

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

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160073033	DEPT OF LABOR AND IND	08/29/2025	L&I Inspection #317986447 PO Box 44835, Olympia, WA 98504-4835	9,180.00	9,180.00
	1	Computer	Check(s) For a Total of		9,180.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	9,180.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		9,180.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	9,180.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 22, 2025, the board, by a Majority vote, approves payments, totaling \$158.07. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB Accounts Payable:  
Warrant Numbers 160022153 through 160022153, totaling \$158.07

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

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160022153	HUDL	09/15/2025	25-26 sy NMHS-HUDL- ASB	158.07	158.07
	1	Computer	Check(s) For a Total of		158.07

Check Summary

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	158.07
Total For	1	Manual, Wire Tran, ACH & Computer Checks		158.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	158.07

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 22, 2025, the board, by a majority vote, approves payments, totaling \$280,695.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, General Fund Accounts Payable:  
Warrant Numbers 160073034 through 160073092, totaling \$280,695.75

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

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160073034	AAA SEPTIC TANK PUMPI	09/15/2025	O&M Inspections & Pumping District Wide	2,517.35	8,566.37
			O&M Inspections & Pumping District Wide	825.36	
			O&M Inspections & Pumping District Wide	3,268.86	
			O&M Inspections & Pumping District Wide	1,031.70	
			O&M Inspections & Pumping District Wide	923.10	
160073035	AGILE MIND EDUCATIONA	09/15/2025	12 Def Agile Mind	1,933.08	1,933.08

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160073036	AMAZON CAPITAL SERVIC	09/15/2025	Algebra-20 books		
			Open PO for	197.39	6,966.79
			Supplies		
			25-26 SY	176.16	
			Counseling office		
			supplies		
			25-26 SY NMHS -	374.64	
			Amazon- front		
			office supplies.		
			OPEN	421.66	
			PO-SCIENCE-NMHS		
			25/26 SY		
			25-26 SY NMHS -	25.12	
			Amazon- front		
			office supplies.		
			OPEN PO FOR SCH	189.54	
			YR 25-26 FOR		
			MAINT		
			PO for Health and	179.70	
			Fitness		
			Curriculum		
			OPEN PURCHASE	732.84	
			ORDER FOR JTHS		
			2025-26 SCHOOL		
			YEAR		
			25 -26 SY Gin	654.91	
			Lucas - Amazon		
			art supplies		
			OPEN PURCHASE	86.78	
			ORDER FOR JTHS		
			2025-26 SCHOOL		
			YEAR		
			OPEN	74.20	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			PO-SUPPLIES-HMS-25		
			/26 SY		
			Open PO for	40.15	
			Amazon for SY		
			25/26 These		
			prices are		
			determined to be		
			reasonable based		
			on: Research,		
			History/experience		
			OPEN PO FOR 25/26	176.66	
			SCHOOL YEAR TO		
			PURCHASE SUPPLIES		
			Open PO for	77.15	
			Supplies		
			OPEN PURCHASE	992.41	
			ORDER FOR JTHS		
			2025-26 SCHOOL		
			YEAR		
			25-26 SY- Amazon-	46.69	
			JFullington-		
			notebooks		
			OPEN PO-CAREER	9.33	
			CHOICES-NMHS-25/26		
			SY		
			25-26 Sy CTE-	125.98	
			Travis Quinn-		
			AMAZON		
			OPEN PURCHASE	1,151.28	
			ORDER FOR JTHS		
			2025-26 SCHOOL		
			YEAR		
			25-26 SY	234.64	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			CShounder		
			CTE/NMHS-		
			culinary		
			25-26 SY	35.83	
			Counseling office		
			supplies		
			OPEN PURCHASE	-32.56	
			ORDER FOR JTHS		
			2025-26 SCHOOL		
			YEAR		
			OPEN PO-CAREER	210.12	
			CHOICES-NMHS-25/26		
			SY		
			Open PO for	28.64	
			Amazon for SY		
			25/26 These		
			prices are		
			determined to be		
			reasonable based		
			on: Research,		
			History/experience		
			OPEN PURCHASE	159.62	
			ORDER FOR 25-26		
			SY		
			Open PO for	35.07	
			Supplies		
			Open PO for	40.16	
			Supplies		
			OPEN	382.24	
			PO-HORTICULTURE-NM		
			HS - 25/26 SY		
			Amazon Open PO	140.44	
			2025-2026 School		



Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160073037	BREMERTON SCHOOL DIST	09/15/2025	Supplies 25-26 Open PO for Cost shares WST and 23-24 Past Due invoice OPEN PURCHASE ORDER FOR MCKINNEY VENTO TRANSPORTATION FOR 24-25 SY	1,080.00     1,260.00	2,340.00
160073038	CARNEGIE LEARNING, IN	09/15/2025	Alg 1, Alg 2, Geometry Quote-Q-62327	34,753.63	34,753.63
160073039	CASCADE NATURAL GAS C	09/15/2025	#106 021 0000 9 Grounds Natural Gas Open PO 24/25 SY #245 021 0000 1 Belfair Elem Natural Gas Open PO 24/25 SY #483 050 1845 8 Admin Building Natural Gas Open PO 24/25 SY #538 331 5305 8 HMS Natural Gas Open PO 24/25 SY #595 021 0000 7 Transportation Natural Gas Open PO 24/25 SY #608 891 4515 1	24.57     134.05   39.77   678.67  20.00  30.65	1,970.34

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Theler Pre-K		
			Natural Gas Open		
			PO 24/25 SY		
			#610 750 6350 5	39.77	
			Boys & Girls Club		
			Natural Gas Open		
			PO 24/25 SY		
			#695 021 0000 6	123.40	
			Community Gym		
			Natural Gas Open		
			PO 24/25 SY		
			#708 965 4613 5	859.46	
			NMHS Natural Gas		
			Open PO 24/25 SY		
			#795 021 0000 5	20.00	
			Maintenance		
			Natural Gas Open		
			PO 24/25 SY		
160073040	Central Welding Suppl	09/15/2025	OPEN PO FOR SCH	369.12	369.12
			YR 25-26 MAINT		
160073041	CENTURYLINK	09/15/2025	#360-275-2863	112.28	344.87
			229B Phone Lines		
			Open PO 24/25 SY		
			#360-275-2658	232.59	
			922B NMHS & HMS		
			Elevator Phone		
			Lines Open PO		
			24/25 SY		
160073042	CHARACTER STRONG	09/15/2025	All schools tier	8,679.33	8,679.33
			1 lessons-inv		
			34708		
160073043	CivicPlus, LLC	09/15/2025	Social Media	5,014.35	5,014.35
			Archiving School		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Year 09/01/2025-08/31/2026		
160073044	CLAY ART CENTER INC	09/15/2025	25-26 SY open PO for Ceramics- Clay Art studio	2,771.75	2,771.75
160073045	DAIRY FRESH FARMS INC	09/15/2025	Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	332.45	5,900.47
			Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	297.75	
			Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	261.22	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	339.97	
			Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	462.45	
			Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	447.26	
			Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be	339.81	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY	447.26	
			reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY	294.21	
			reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY	294.49	
			reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY	123.15	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
		25/26	These prices are determined to be reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY	261.93	
		25/26	These prices are determined to be reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY	269.82	
		25/26	These prices are determined to be reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY	269.82	
		25/26	These prices are determined to be reasonable based on: Research, History/experience		

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	3.38	
			Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	465.18	
			Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	450.19	
			Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be	231.30	

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			reasonable based on: Research, History/experience Open PO for Dairy Fresh for food items for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	308.83	
160073046	DELL	09/15/2025	25-26 SY - dell- travis quinn	332.31	332.31
160073047	DEPARTMENT OF HEALTH	09/15/2025	PUBLIC WATER SYSTEM ANN FEE FOR SH PUBLIC WATER SYSTEM ANN FEE FOR NMHS	454.00 754.00	1,208.00
160073048	Edmentum, Inc.	09/15/2025	PER QUOTE: Q680121 PROGRAM LICENSE 8-14-2025 TO 8-13-2026 COURSEWARE LIBRARY, CUSTOMER SERVICE, EXACT PATH STANDARDS MASTERY CORE LIBRARY ED Options Academy/ALVS Quote-662193	20,096.02 7,059.00	27,155.02



Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160073049	EDNETICS, INC.	09/15/2025	InformaCast Fusion 3 year Subscription Expiration Date 8/23/2026	10,641.18	10,641.18
160073050	Embrace Education	09/15/2025	EMBRACE SUBSCRIPTION, IEP, 504, FILE IMPORT, ANNUAL PLAN FOR 25/26 SY	6,659.22	6,659.22
160073051	ERNN-EMPLOYEE RELATIO	09/15/2025	9/2025-6/2026 Membership Renewal	495.00	495.00
160073052	First Choice Health N	09/15/2025	EAP Work/Life Benefits for Certified & Classified Staff Period 09/01/24 - 08/31/2025	466.44	466.44
160073053	FLINN SCIENTIFIC	09/15/2025	25-26 Flinn Scientific- CTE/NMHS 25-26 Flinn Scientific- CTE/NMHS	269.28 163.86	433.14
160073054	FRANZ FAMILY BAKERY	09/15/2025	Open PO for Franz Open PO for Franz	362.01 279.23	641.24
160073055	Generation Genius, In	09/15/2025	Generation Genius videos & lessons	1,395.00	1,395.00
160073056	GRAINGER	09/15/2025	OPEN PO FOR SCH YR 25-26 MAINT OPEN PO FOR SCH YR 25-26 MAINT	183.14 35.48	218.62

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160073057	Imagine Learning LLC	09/15/2025	Edgenuity 6-12	9,978.29	9,978.29
160073058	InTouch Receipting	09/15/2025	Quote Q-115804		
			25-26 ANNUAL	4,569.35	4,802.62
			SUPPORT		
			InTouch Credit	233.27	
			Card Transaction		
			Fees Billed		
			Annually		
160073059	K-12 LEADERSHIP MATTE	09/15/2025	Admin onsite	12,000.00	12,000.00
			training-First		
			installment.		
160073060	K.C.D.A.	09/15/2025	OPEN	984.79	984.79
			PO-SCIENCE-NMHS-25		
			/26 SY		
160073061	NAFIS	09/15/2025	7/1/25-6/30/26	350.00	350.00
			Membership		
160073062	NASCO	09/15/2025	25 - 26 SY Gin	655.30	655.30
			Lucas - Nasco -		
			Fine Arts		
160073063	NCS PEARSON INC	09/15/2025	OPEN PO FOR 25/26	1,124.01	1,124.01
			SY PROTOCOLS AND		
			TESTING DISTRICT		
			WIDE		
160073064	North Mason S.D. ACH	09/15/2025	Comp Tax GF	118.10	1,525.56
			8.31.25 24-25 FY		
			Comp Tax GF	1,407.46	
			8.31.25 25-26 FY		
160073065	NORTHWEST WATER SYSTE	09/15/2025	OPEN PO FOR SCH	283.80	525.90
			YR 25-26 UPPER		
			CAMPUS MAINT		
			OPEN PO FOR SCH	242.10	
			YR 25-26 SH/MAINT		
160073066	OOTOPIA COFFEE ROASTE	09/15/2025	OPEN PO 25/26 SY	592.72	592.72

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160073067	Porter Foster Rorick	09/15/2025	BULLDOG JAVA SUPPLIES 9/25-8/26 Open PO legal fees	600.00	600.00
160073068	PROJECT LEAD THE WAY,	09/15/2025	KIVI'S SHEEP BRAIN ORDER - HMS - 24/25 SY KIVI'S WINDMILL ORDER - HMS - 24/25 SY	1,270.62 794.95	2,065.57
160073069	Red Rover Technologie	09/15/2025	Absence Management Services Sept 1, 2025 thru Aug 31, 2026	8,601.96	8,601.96
160073070	Renaissance Learning,	09/15/2025	Renaissance Quote # Q-1844147 v3 1 year subscription starts 9/9/2025-8/31/2026	5,004.94	5,004.94
160073071	SAVVAS LEARNING COMPA	09/15/2025	Interactive American History 6-8 grade-172139	5,735.22	5,735.22
160073072	SCHOLASTIC	09/15/2025	25-26 SY NMHS - Scholastic order pt.2 - MMiller	118.18	118.18
160073073	SCHOLASTIC INC	09/15/2025	25 - 26 SY Melinda Miller- Scholastics action magazine	118.18	118.18
160073074	SCOTT MCLENDON'S HARD	09/15/2025	OPEN PO FOR SCH YR 25-26 MAINT OPEN PO FOR SCH	39.03 32.53	971.52

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			YR 25-26 FOR CUST/WAREHOUSE		
			OPEN PO FOR SCH	13.23	
			YR 25-26 MAINT		
			OPEN PO FOR SCH	38.16	
			YR 25-26 MAINT		
			OPEN PO FOR SCH	18.65	
			YR 25-26 MAINT		
			OPEN PO FOR SCH	87.67	
			YR 25-26 MAINT		
			OPEN PO FOR SCH	45.58	
			YR 25-26 GROUNDS		
			OPEN PO FOR SCH	4.98	
			YR 25-26 MAINT		
			OPEN PO FOR SCH	108.59	
			YR 25-26 MAINT		
			OPEN PO FOR SCH	10.85	
			YR 25-26 FOR CUST/WAREHOUSE		
			OPEN PO FOR SCH	46.62	
			YR 25-26 MAINT		
			OPEN PO FOR SCH	20.62	
			YR 25-26 MAINT		
			OPEN PO FOR SCH	50.97	
			YR 25-26 MAINT		
			OPEN PO FOR SCH	338.42	
			YR 25-26 GROUNDS		
			OPEN PO FOR SCH	18.66	
			YR 25-26 FOR CUST/WAREHOUSE		
			OPEN PO FOR SCH	96.96	
			YR 25-26 MAINT		
160073075	Seesaw Learning Inc	09/15/2025	9/1/25-//31/2026	7,059.00	7,059.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160073076	SIRS	09/15/2025	Subscription Renewal 8/25-7/26 membership renewal	604.00	604.00
160073077	STAPLES BUSINESS ADVA	09/15/2025	OPEN PO FOR SCH YR 25-26 FOR CUST/WAREHOUSE OPEN PO FOR SCH YR 25-26 MAINT OPEN PO FOR SCH YR 25-26 MAINT OPEN PO FOR SCH YR 25-26 FOR CUST/WAREHOUSE OPEN PO FOR SCH YR 25-26 FOR CUST/WAREHOUSE 25-26 SY Staples Open PO for supplies NMHS - Front office OPEN PO FOR SCH YR 25-26 FOR CUST/WAREHOUSE	191.08  198.31  13.67  367.01  1,815.44  101.39  113.70	2,800.60
160073078	SYSCO	09/15/2025	Open PO for Sysco for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	1,681.98	1,681.98
160073079	TACOMA SCHOOL DISTRIC	09/15/2025	OPEN PO 24/25 SY	8,916.50	8,916.50

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160073080	Technology Student As	09/15/2025	SERVICE THREE STUDENTS W/DISABILITIES 25-26 Sy Tech. Student association HMS- NWells	296.00	296.00
160073081	THERMAL SUPPLY INC	09/15/2025	OPEN PO FOR 25-26 SY MAINT	130.51	130.51
160073082	UNITED SALAD OF WASHI	09/15/2025	Open PO for United Salad	1,601.49	1,601.49
160073083	University of Oregon	09/15/2025	University of Oregon - SWIS License and Bundled App SWIS & CICO/SWIS Annual License 09/01/25-08/31/26	675.00 675.00	1,350.00
160073084	US Foods Inc.	09/15/2025	Open PO for US Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for US Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for US	295.50 3,310.22 3,706.73	38,402.49



Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for US	0.00	
			Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for US	1,888.14	
			Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for US	325.75	
			Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for US	5,067.68	
			Foods SY 25/26 These prices are determined to be reasonable based on: Research,		

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			History/experience OPEN PO-CULINARY-NMHS-2 5/26 SY	1,144.35	
			OPEN PO-CULINARY-NMHS-2 5/26 SY	187.09	
			Open PO for US Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	3,927.09	
			Open PO for US Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	12,533.83	
			Open PO for US Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	48.21	
			Open PO for US Foods SY 25/26 These prices are determined to be reasonable based	313.83	



Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			on: Research, History/experience Open PO for US Foods SY 25/26 These prices are determined to be reasonable based	5,200.08	
			on: Research, History/experience Open PO for US Foods SY 25/26 These prices are determined to be reasonable based	2,020.61	
			on: Research, History/experience Open PO for US Foods SY 25/26 These prices are determined to be reasonable based	26.23	
			on: Research, History/experience Open PO for US Foods SY 25/26 These prices are determined to be reasonable based	-4.61	
			on: Research, History/experience Open PO for US Foods SY 25/26 These prices are	-5.32	

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			determined to be reasonable based on: Research, History/experience Open PO for US Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for US Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO For US foods Storage fees for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience Open PO for US Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	-1,170.00	
				-380.64	
				5.00	
				-62.28	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Open PO For US foods Storage fees for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	5.00	
			Open PO for US Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	5.00	
			Open PO For US foods Storage fees for SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	5.00	
			Open PO for US Foods SY 25/26 These prices are determined to be reasonable based on: Research, History/experience	5.00	
			Open PO for US Foods SY 25/26 These prices are	5.00	

Check Summary

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
160073085	Vector Solutions	09/15/2025	determined to be reasonable based on: Research, History/experience Vector Training K-12 Edition Cyber Security 9/1/2025 - 8/31/2026	1,039.50	1,039.50
160073086	Veritas Medical	09/15/2025	OPEN PO 25/26 SY DISTRICT WIDE NURSING SERVICES TERM 6/25/25 TO 7/15/26	16,143.75	16,143.75
160073087	WALTER E NELSON CO OF	09/15/2025	OPEN PO FOR 25-26 SY MAINT OPEN PO FOR 25-26 SY MAINT	504.99 504.99	1,009.98
160073088	WAXIE SANITARY SUPPLY	09/15/2025	OPEN PO FOR SCH YR 25-26 FOR CUST/WAREHOUSE	5,028.82	5,028.82
160073089	WESTERN EXTERMINATOR	09/15/2025	OPEN PO FOR SCH YR 25-26 DIST WIDE MAINT OPEN PO FOR SCH YR 25-26 DIST WIDE MAINT OPEN PO FOR SCH YR 25-26 DIST WIDE MAINT OPEN PO FOR SCH YR 25-26 DIST WIDE MAINT	126.95 126.95 90.68 102.79	792.29

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			OPEN PO FOR SCH YR 25-26 DIST WIDE MAINT	128.64	
			OPEN PO FOR SCH YR 25-26 DIST WIDE MAINT	142.05	
			OPEN PO FOR SCH YR 25-26 DIST WIDE MAINT	74.23	
160073090	WILCOX FLEGEL	09/15/2025	OPEN PURCHASE ORDER FOR 24-25 SY	4,173.81	4,173.81
160073091	WSPA	09/15/2025	25/26 OPEN PO FOR HUMAN RESOURCES TRAINING	125.00	125.00
160073092	WSSDA	09/15/2025	9/25-8/26 OPEN PO for conferences for staff and Board members	3,740.00	4,530.00
			9/25-8/26 OPEN PO for conferences for staff and Board members	790.00	
59	Computer		Check(s) For a Total of		280,695.75

Check Summary

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	59	Computer	Checks For a Total of	280,695.75
Total For	59	Manual, Wire Tran, ACH & Computer Checks		280,695.75
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		280,695.75

# Coversheet

## Payroll

<b>Section:</b>	II. Consent Items
<b>Item:</b>	C. Payroll
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Payroll Report.pdf

As of 9/22/2025 by a majority vote does approve for payment those checks (warrants) included in the list and further described as follows: Payroll Cash Account

check numbers 160105077-160105103

\$2,724,894.09

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

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

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

27 CHECKS FOR A TOTAL OF

\$2,724,894.09

CERTIFICATION OF AUDITING OFFICER

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 herein, and the claims are just, due and unpaid obligations against North Mason School District No. 403 and that I am authorized to authenticate and certify to said claim. I further certify that the expense reimbursements are just, due and unpaid obligations against the North Mason School District No. 403 and that I am authorized to certify said claim.

Daniel S. King  
Auditing Officer

August 28, 2025  
Date



CTP      Payroll Cash Account

PAYEE	DATE	WARRANT			MICR	DATE	DATE	INTEREST
	ISSUED	NUMBER	FND	AMOUNT	NUMBER	REDEEMED	REGISTERED	
FUND TOTALS								
Total 403 001    General Fund		2,724,884.15						
Total 403		2,724,884.15						
Total All Funds		2,724,884.15						
*****								
BURNS, KIMBERLY	08/29/2025	160105077	001	2,919.72	160105077			
Citizens For North Mason Schools	08/29/2025	160105078	001	44.00	160105078			
DEPT OF RETIREMENT SYSTEMS	08/29/2025	160105079	001	70,502.54	160105079			
DEPT OF RETIREMENT SYSTEMS	08/29/2025	160105080	001	75,184.81	160105080			
DEPT OF RETIREMENT SYSTEMS	08/29/2025	160105081	001	12,858.22	160105081			
HCA-SEBB BENEFITS/Agency#600E15	08/29/2025	160105082	001	400,277.00	160105082			
HCA-SEBB FLEX SPEND/Agency#600E15	08/29/2025	160105083	001	5,107.55	160105083			
HCA-SEBB DECAP/AGENCY #600E15	08/29/2025	160105084	001	1,004.16	160105084			
North Mason Scholarship Foundation	08/29/2025	160105085	001	209.00	160105085			
North Mason S.D. ACH Account	08/29/2025	160105086	001	487,180.63	160105086			
North Mason S.D. ACH - P/R	08/29/2025	160105087	001	1,387,622.43	160105087			
Olympic ESD 114 UNEMPPOOL-PAYROLL	08/29/2025	160105088	001	3,198.81	160105088			
Olympic ESD 114 RW CMP TR - PAYROLL	08/29/2025	160105089	001	18,391.64	160105089			
Omni Group	08/29/2025	160105090	001	12,903.33	160105090			
Paylogix F/B/O N. Mason School Dist #19519	08/29/2025	160105091	001	580.04	160105091			
PUBLIC SCHOOL EMP #909	08/29/2025	160105092	001	4,876.09	160105092			
The Standard Insurance Company	08/29/2025	160105093	001	4,825.35	160105093			
State of WA - DSHS Fin-Recovery	08/29/2025	160105094	001	250.00	160105094			
STATE TREASURER	08/29/2025	160105095	001	12,313.86	160105095			
TEACHER RET SYST	08/29/2025	160105096	001	195,592.51	160105096			
UFCW 3000	08/29/2025	160105097	001	185.24	160105097			
UNUM LIFE INSURANCE	08/29/2025	160105098	001	820.10	160105098			
Page Total				2,696,847.03				

CTP

Payroll Cash Account

<u>PAYEE</u>	<u>DATE</u> <u>ISSUED</u>	<u>WARRANT</u> <u>NUMBER</u>	<u>FND</u>	<u>AMOUNT</u>	<u>MICR</u> <u>NUMBER</u>	<u>DATE</u> <u>REDEEMED</u>	<u>DATE</u> <u>REGISTERED</u>	<u>INTEREST</u>
Veba Trust #Y1253	08/29/2025	160105099	001	11,105.98	160105099			
Vertigo, LLC	08/29/2025	160105100	001	475.00	160105100			
WASH STATE SCH RETIREES ASSOC.	08/29/2025	160105101	001	70.00	160105101			
WEA Payroll Deductions	08/29/2025	160105102	001	16,386.14	160105102			
	Page Total			28,037.12				
	Subtotal			2,724,884.15				
	GRAND TOTAL			2,724,884.15				

\*\*\*\*\* End of report \*\*\*\*\*

CTP Payroll Cash Account

PAYEE	DATE	WARRANT			AMOUNT	MICR	DATE	DATE	INTEREST
	ISSUED	NUMBER	FND	NUMBER		REDEEMED	REGISTERED		
FUND TOTALS									
Total 403 001    General Fund			9.94						
Total 403			9.94						
Total All Funds			9.94						
*****									
North Mason S.D. ACH Account	08/29/2025	160105103	001		9.94	160105103			
	Page Total				9.94				
	Subtotal				9.94				
	GRAND TOTAL				9.94				

\*\*\*\*\* End of report \*\*\*\*\*

# Coversheet

## Donations

<b>Section:</b>	II. Consent Items
<b>Item:</b>	E. Donations
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Donation Report to board .pdf

**DONATIONS, GIFTS & TEACHER GRANTS**  
**Board Meeting, September 22, 2025**

<b>By</b>	<b>To</b>	<b>For</b>	<b>Donation</b>
<b>Under \$250.00</b>			
Pat Rhea	Sand Hill	Crayons, markers, Paper	\$50.00
Rachel Thomas	Sand Hill	Boys clothes	\$50.00
Coca Cola	NMHS	ASB	\$221.28

**\$250.00 - \$999.99**

**\$1,000.00 - \$4999.99**

Kiwanis	AIOC(Adulting in our community)	Exterior beautification	\$2,668.10
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**\$5,000.00 or greater**

(requires Board acceptance)

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**\$2,989.38**

\_\_\_\_\_

# Coversheet

## Agreements/Contracts

<b>Section:</b>	II. Consent Items
<b>Item:</b>	F. Agreements/Contracts
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	NMEA MOU 8 25 25.pdf Mason County Juvenile Court Services MOU.pdf

## SECTION A - LENGTH OF WORKDAY MOU (to be rolled into contract beginning year 25-26)

The normal total length of the workday shall be 7 hours 30 minutes which shall include all conference time, class time, and lunch periods.

Three (3) half days will be the last student day before Thanksgiving, winter break, and the last student day. Any day of school canceled for any reason will be made up as a full day of school unless the day lost is on one of the three (3) half-days stated above. When one of these half-days is lost the District will reschedule a half-day before a holiday or school break as a makeup day. Employees shall have scheduled, at a reasonable time, a continuous thirty (30) minute duty-free lunch period, not adjacent to any student lunch without a transition period.

Employees are required to be at their assigned teaching station at the beginning of the teacher day, prior to the start of the regularly scheduled student day and after the end of the regularly scheduled student day until the end of the teacher day for the benefit of pupils and patrons. If training is proposed for this time, the decision will be jointly made by the principal and the NMEA Building Rep(s). "Teaching station" shall be defined as the campus on which the employee is assigned. A part-time employee shall be required to be present at their teaching station only during the time immediately before or after the employee teaching time. A part-time employee who works during the mid-portion of a day is required to be available for 30 minutes either before or after their teaching time.

The District will not require elementary teachers to regularly supervise students in their classroom prior to the published start time of the student day. This shall not prohibit staff members from supervising clubs or participating in cafeteria supervision. This time will be no earlier than 25 minutes after the beginning of the contracted day.

Both parties to this Agreement recognize that an employee's workday must be flexible, and both parties will make a reasonable effort to allow for this. Attendance at Open House and Graduation are expected for appropriate staff.

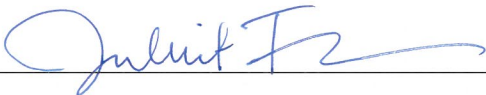
The parties recognize that the professional work of an educator goes beyond the employee workday. The employee's base contract is intended to include core duties related to the employee's teaching position including not only the instruction of students, but also the following professional obligations:

- i. Prepare workspace for instruction or support of instruction prior to the opening and at the conclusion of the school year;
- ii. Complete mandatory (state and District) student assessments training;
- iii. A reasonable number of outside of the school day events as determined by building leadership team;
- iv. Prepare appropriate progress and grade reports as scheduled and to participate in individual student-focused meetings such as 504, RTI and IEP meetings which may extend beyond the normal workday. Additionally, the following are fundamental for an



employee to be successful under the established performance standards. The amount and timing of these activities is a matter of the employee's professional judgement.

- i. Self-reflection, goal setting, gathering evidence for evaluation and related professional growth activities, such as attending workshops, classes, conferences or seminars or participating in research projects;
- ii. Development of a building site-plan or other building activities or voluntary committees;
- iii. Researching instructional practices, educational materials and supplies; iv. Improving and maintaining professional skills;
- v. Planning with other staff in the areas of instruction, curriculum and assessment;
- vi. Working with technology as related to educational uses, and
- vii. Attending building/District connected meetings (i.e. PTA/PTO, IMC)

For the Association  DATE 8/8/25

For the District  DATE 8/8/25

Article III SECTION B – COLLABORATION/EARLY RELEASE MOU (to be rolled into the contract starting 25-26)

Collaboration Time is a consistent block of time in which teachers can work collaboratively on curriculum, instruction, assessment, professional development and other appropriate professional responsibilities.

The school year calendar will include days with a ninety (90) minute student early release. In order to eliminate the loss of instructional time, the association agrees to restructure work schedules provided the length of the contract day not be lengthened beyond seven and one-half hours.

The Association and the District will jointly determine the scheduling of these days prior to the start of the school year or as otherwise mutually agreed in a BILT and communicated to the Association President. Communication of any changes will be through the BILT or, in the case of James A. Taylor and Theler, through the Supervisor. The early release time shall be dedicated to such programs or activities as specified herein. Fifteen (15) of these days will be scheduled by the District or BILT for the purpose of professional development regarding District or building commitments. The remaining days will be used for collaboration among grade level or content area PLCs. If an employee does not have a building level PLC or grade level grouping, individuals may work independently to support their district PLC goal. The specific work of the PLCs shall be focused on the following inquiries:

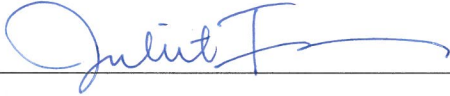
1. What do we want all students to know and be able to do? This may include an inquiry such as how do our priority standards align with our current instruction?
2. How will we know if they learn it? This may include an inquiry such as to whether are the assessment tools we are utilizing giving us data that supports our observations of students' daily work?
3. How will we respond when some students do not learn? This may include an inquiry such as what UDL supports and interventions are we utilizing consistently, and are they increasing student achievement; or do we need to adjust our supports and interventions?
4. How will we extend the learning for students who are already proficient? This may include an inquiry such as how can we increase student engagement by leveraging their interests to connect with content?

PLCs are not required to create a written agenda or minutes but are encouraged to document and share their work in a manner that assists team members in making progress. PLCs may be required to create a product or report that is necessary to implement the commitments within the building blueprint.

The composition of a building instructional leadership team(s) as defined at each building shall be jointly determined between NMEA Building Rep(s) and the Building Principal as stated in Article II, RIGHTS AND RESPONSIBILITIES, Section N.

James Taylor High School and the Preschool program are scheduled differently from the regular general education length of workday. To provide flexibility when scheduling these programs, the staff will work with their program administrators to schedule weekly collaboration. A schedule of their weekly collaboration times will be shared with the Association as part of the information Article II section N Instructional Leadership determinations.

In the event Collaboration Time is not implemented as described above, an informal meeting shall be held between the site administrator and NMEA Representative(s). If resolution is not reached at that level, the informal process will continue with a meeting between NMEA Building Rep(s), NMEA President, site administrator and the Superintendent or designee. If informal processes do not result in resolution, the dispute may move to a formal grievance process.

For the Association  DATE 8/8/25

For the District Kristin Michael DATE 8/8/25

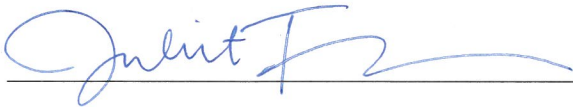
## ARTICLE III SECTION C Preparation Time MOU (to be rolled into contract beginning 25-26)

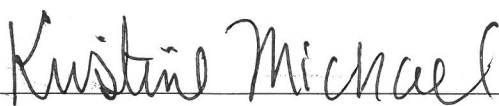
The District will maintain the minimum amount of guaranteed planning time during the student day of sixty (60) minutes each regular workday, exclusive of alternate student schedules, i.e. Collaboration Time and other early-release days, where teacher planning time will be adjusted proportionately. Elementary employees will have duty-free recess free. Planning time for certificated staff who work less than 1.0 FTE shall be prorated based upon the employee's FTE.

Non-classroom certificated employees shall have an equivalent amount of daily planning time within their workday although the scheduling of such will be at the discretion of the employee. However, counselors and special education staff will have planning time represented on the master schedule. Non-classroom certificated employees may be reimbursed for lost planning time if the employee cannot reschedule the time within the rest of the week or the following week. The planning period buyback form will be available on the District's website for staff access. Employees will give forms to office coordinator for administrator signature and submission.

Each building will have available up to 300 minutes of time each year for professional development or faculty meetings. Such time will be outside the employee workday and will be scheduled at each building by its Building Instructional Leadership Team using mutually developed agendas. As part of its agenda development, BILT will evaluate the time associated with each agenda item and will communicate the draft agenda at least 2 days prior to the meeting. Additional items may be added by the building administrator based on the needs of the building provided that the agenda does not exceed the allotted meeting time

Class coverage: Each building leadership team will determine the protocol for assigning building staff to cover classrooms when no substitute is available and when no employee volunteers to cover for a class. This protocol shall be established at the team's first meeting of the school year and shared with the NMEA building representatives. Teachers who cover another class will be compensated at the curriculum rate.

For the Association  DATE 8/8/25

For the District  DATE 8/8/25



## **MEMORANDUM OF UNDERSTANDING**

### **BETWEEN**

**North Mason School District and Mason County Juvenile Court Services**

**For the School Year 2025-2026**

### **PURPOSE**

Through a collaboration of efforts the Mason County Juvenile Court Services and North Mason School District agree to use a coordinated and cooperative approach to create and operate a community engagement board as an intervention to identify barriers to student attendance and to promote positive solutions to those barriers.

The MOU between North Mason School District and Mason County Juvenile Court Services has been developed for the following purposes:

1. Establish appropriate communication and understanding between the parties.
2. Define the roles of the each of the parties.

### **COMMITMENTS**


**The North Mason School District agrees to:**

1. Partner with Juvenile Court Services to maintain Community Engagement Boards.
2. Establish consistent district wide policies and procedures for attendance and truancy petitions including utilizing data to determine appropriate interventions.
3. File necessary documentation for the Petition Regarding Truancy and make recommendations to the Mason County Prosecutor's Office about when to lift the Order for Stay of Proceedings and whether to dismiss or refer cases back to court.
4. Administer the WARNS or other appropriate assessment to students prior to filing the truancy petition.
5. Schedule and host the Community Engagement Board.
6. Designate a school representative who will attend the Community Engagement Board meetings, provide mutually agreed upon packets of information for board members and bring relevant family supports.
7. Monitor student and family compliance with the Engagement Board Agreement.
8. Recruit, screen and train all community volunteers serving on the Community Engagement Board.
9. Participate independently or jointly with court staff to enhance the Community Engagement Board partnership.

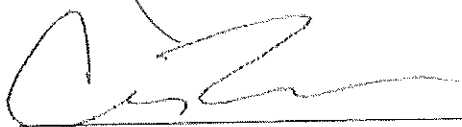
10. Collaborate with Juvenile Court Services as needed to coordinate interventions for truant and chronically absent students.

**The Juvenile Court Services agree to:**

1. Partner with North Mason School District to maintain a Community Engagement Board.
2. Process engagement board paperwork including copying, collecting and filing of the Engagement Board Agreement with the Court.
3. Assist with recruiting, screening and training all community volunteers serving on the Community Engagement Board.
4. Assist in scheduling and facilitating the Community Engagement Board.
5. Provide information to the Community Engagement Board as needed.
6. Participate independently or jointly with school staff to enhance the Community Engagement Board partnership.
7. Collaborate with North Mason School District as needed to coordinate interventions for truant and chronically absent students.

  
Mike Dunn  
\_\_\_\_\_  
Juvenile Court Administrator or Designee

9.2.25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
North Mason School District Superintendent or Designee

9-23-2025  
\_\_\_\_\_  
Date

# Coversheet

## Establishing a Club

<b>Section:</b>	II. Consent Items
<b>Item:</b>	H. Establishing a Club
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Establishing a club-SH Leadership.pdf

## Establishing a Club

### Requesting Approval for starting a new ASB Club or Activity

**Name of Club or Activity Requested:** Sand Hill Leadership

**Describe proposed activities and goals of Club:** This club is designed to help students develop essential life skills such as leadership, responsibility, and empathy. Through hands-on experiences and collaborative projects, members will strengthen their abilities in teamwork, communication, and initiative. Students will take part in meaningful activities that benefit the school community, including organizing school-wide events like a talent show, creating a Kindness Wall to promote positivity, Participating in PBIS assemblies, designing and publishing a student-led newsletter. Students can serve Serving as role models and mentors for younger grades. By joining this club, students will grow as leaders while making a positive impact on their peers and school environment.

**Describe how money will be raised to fund activities:** We don't need money for this activity.

**Funds raised will be used to:** Click here to enter text.

**Name of proposed advisor in charge of activities:** Allie Stolz (Wojtanowicz)

**Budget capacity requested:** Click here to enter text.

**Submitted by:** Allie Stolz (Wojtanowicz)

**Date:** 9/8/2025



Principal: Approved ☒

Denied ☐

Signature:

Jessica Collins

ASB:

Approved ☒

Denied ☐

Signature:

Uma C. Bailey

Board of Directors:

Date [Click here to enter a date.](#)

Approved ☐

Denied ☐

Signature:

\_\_\_\_\_

# Coversheet

## ER-6 Facilities

<b>Section:</b>	VI. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND
<b>POLICY REVIEW</b>	
<b>Item:</b>	B. ER-6 Facilities
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ER-6 Facilities Rev 10 9 13 Final.pdf ER 6 Facilities 9 22 25.pdf

**FACILITIES**

The Superintendent shall ensure that district facilities are adequate, safe, clean, inviting and conducive to teaching and learning.

Therefore, the Superintendent shall:

1. Develop and maintain a continual 20-year plan for developing and modernizing facilities.
2. Develop and maintain a continual five-year plan for managing and developing facilities.
3. Involve key stakeholders in the process of establishing attendance line adjustments.
4. Provide an annual report to the board.

Cross Reference: Policy 6800 Operation and Maintenance of School Property

Legal Reference: RCW 28A.530 District Bonds for Land, Buildings and Equipment  
28A.530.030 Disposition of bond proceeds-Capital projects  
Fund

*Monitoring Method:* Internal Report

*Monitoring Frequency:* Annually in September

**Adoption Date: 01/22/09**

**Revised: 06/21/12**

**Revised: 10/18/12**

**Revised: 10/09/13**

# MONITORING RESPONSE DOCUMENT (EXECUTIVE REQUIREMENTS)

Policy Being Monitored: **ER-6 Facilities**

Date Report Submitted: **September 22, 2025**

The Board on the date shown above received and reviewed the official internal monitoring report of the above cited policy submitted by the Superintendent. Following its review of the report, the Board concludes:

1. With respect to the provisions of its policy, the North Mason School District Board of Directors concludes that the Superintendent's performance during the previous year has been (check one)

☐ In compliance

☐ In compliance with the following exceptions:

☐ Not in compliance

2. Compliance Exceptions and Additional Remarks

Signed: \_\_\_\_\_, Chair Date: \_\_\_\_\_

Signed: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

*Monitoring Method:* Board self-assessment

*Monitoring Frequency:* Annually in October

**Adoption Date: 10/17/13**

# Coversheet

## ER-7 Asset Protection

<b>Section:</b>	VI. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND
<b>POLICY REVIEW</b>	
<b>Item:</b>	C. ER-7 Asset Protection
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ER-7 Asset Protection.pdf ER 7 Asset Protection 9 22 25.pdf

## ASSET PROTECTION

The Superintendent shall ensure that assets are protected, adequately maintained, appropriately used, and not unnecessarily risked.

Accordingly, the Superintendent shall:

1. Take steps to ensure that a program of preventive maintenance is in place for district facilities and equipment;
2. Conduct energy assessments and to make modifications which result in energy savings;
3. Implement and monitor an inventory system assuring proper tracking of district physical assets.

Further, the Superintendent may not:

1. Recklessly expose the district, its Board, or staff to legal liability;
2. Knowingly or recklessly endanger the district's public image or credibility, thereby jeopardizing the district's ability to accomplish its mission.

Cross Reference:	ER-1	Expectations of Superintendent
	ER-6	Facilities
	4020	Confidential Communications
	6050	Financial Management
	6210	Purchasing: Authorization and Control
	6530	Insurance
	6800	Operations and Maintenance of School Property
	6881	Disposal of Surplus Equipment and/or Materials
	6882	Sale of Real Property
Legal Reference:	RCW 28A.505	School District Budgets
	28A.335.010	School Buildings, maintenance, furnishing and insuring
	28A.335.090	Conveyance and acquisition of property-Management-Appraisal
	28A.335.120	Real Property-Sale
	39.33.10	Sale, exchange, transfer, lease of public property
		Authorized-Section deemed alternative

*Monitoring Method: Internal Report*

*Monitoring Frequency: Annually in September*

**Adoption Date: 01/22/09**

**Revised: 09/24/09**

**Revised: 06/21/12**

# MONITORING RESPONSE DOCUMENT (EXECUTIVE REQUIREMENTS)

Policy Being Monitored: **ER-7 Asset Protection**

Date Report Submitted: **September 22, 2025**

The Board on the date shown above received and reviewed the official internal monitoring report of the above cited policy submitted by the Superintendent. Following its review of the report, the Board concludes:

1. With respect to the provisions of its policy, the North Mason School District Board of Directors concludes that the Superintendent's performance during the previous year has been (check one)

☐ In compliance

☐ In compliance with the following exceptions:

☐ Not in compliance

2. Compliance Exceptions and Additional Remarks

Signed: \_\_\_\_\_, Chair

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

Signed: \_\_\_\_\_, Superintendent

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

*Monitoring Method:* Board self-assessment

*Monitoring Frequency:* Annually in October

**Adoption Date: 10/17/13**

# Coversheet

## Policy Review

<b>Section:</b>	VI. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND
<b>POLICY REVIEW</b>	
<b>Item:</b>	D. Policy Review
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ER-1 Expectations of Superintendent.pdf ER-3 Treatment of Parents, Students, Staff and the Public.pdf ER-4 Budget Planning rev 3 24 25.pdf



ER-1  
Executive Requirements

1

2

3 **EXPECTATIONS OF SUPERINTENDENT**

4 The Superintendent shall cause or allow only those practices, activities, decisions,  
5 conditions, procedures or organizational circumstances which are lawful, ethical, safe,  
6 respectful, prudent, fair, equitable, dignified and in compliance with contract, state and  
7 federal law and regulation, Board policy, and collective bargaining agreements.  
8

9 Legal References: RCW 28A.400.030 Superintendent's Duties

10 *Monitoring Method:* Internal Report

11 *Monitoring Frequency:* Annually in August

12 **Adoption Date:** 01/22/09

**TREATMENT OF PARENTS, STUDENTS, STAFF, AND THE PUBLIC**

With respect to interactions with stakeholders (parents, students, staff, and the public), the Superintendent shall ensure that all are treated with respect and

Accordingly, the Superintendent shall:

1. Use methods of managing that protect confidential information;
2. Provide for effective handling of complaints;
3. Appropriately involve stakeholders in an advisory capacity in important issues which impact them directly; and provide to district advisory groups, such as those formed for curriculum, facilities, and levy/bond matters, a formal charter document advising each such group of its purpose, organization and functions.
4. Take reasonable steps to inform stakeholders of those policies and procedures that impact them.
5. Facilitate orderly and appropriate public access to the Board, and to ensure timely and appropriate follow-up in response to expressed public input.
6. Establish and maintain a working environment for staff that is safe, civil and conducive to teaching and learning;
7. Operate within written personnel policies which;
  - a. Clarify personnel rules and procedures for staff;
  - b. Provide for effective handling of grievances;
  - c. Protect against discrimination, harassment, or other mistreatment;
8. Ensure that all staff is informed of the provisions of this policy.

Further, the Superintendent may not:

1. Prevent employees from grieving to the Board when internal and/or contractual grievance procedures have been exhausted and the employee alleges that Board policy has been violated;

Cross Reference:	Policy 2106	Program Compliance
	Policy 3231	Student Records
	Policy 4000	Public Information Program
	Policy 4050	Citizen Advisory Committees
	Policy 5005	Employment: Disclosures, Certification, Assurance and Approval
	Policy 5630	Volunteers
	Policy 6511	Staff Safety

Legal Reference:	RCW 28A.150.230	Basic Education Act of 1977 – District School Director’s Responsibilities
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1	20 U.S.C. § 1232g	Family Education Rights and Privacy Act
2	CFR 45, Part 99	Family Education Rights and Privacy Act Regulations
3	RCW 40.24.030	Address Confidentiality Program – Application
4		Certification

5 WAC 296-24 General Safety and Health Standards

6 *Monitoring Method:* Internal Report  
7 *Monitoring Frequency:* Annually in August

8    **Adoption Date:**        **01/22/09**  
9    **Revised:**                **06/21/12**  
10 **Revised:**                **09/19/13**

**BUDGET PLANNING**

Financial planning for any fiscal year shall not deviate materially from the Board's policies, risk fiscal jeopardy to the district, or fail to be derived from a multi-year plan.

Accordingly, the Superintendent shall present to the Board a recommended budget which:

1. Is consistent with the board's established priorities;
2. Is in a comprehensive summary format understandable to the Board and community.
3. Adequately describes major budget initiatives and funding sources;
4. Compare, for each major fund type and activity, the amount of actual expenditures for the most recently closed fiscal year, budgeted expenditures for the current fiscal year, and proposed budget expenditures for the next fiscal year;
5. Discloses major budget development assumptions, including anticipated changes in state funding;
6. Provides adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audits, Board and committee meetings, Board memberships and district legal fees;
7. Takes into consideration fiscal soundness in future years nor ignores the building of organizational capabilities sufficient to achieve *Ends* in future years;
8. Reflects anticipated changes in employee compensation including inflationary adjustments, step increases, and benefits.

Further, the Superintendent shall not present to the Board a recommended budget which:

1. Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be received or appropriated during the year unless otherwise approved by the Board in a multi-year projection;
2. Plans for the reduction, without approval of the Board, of the unreserved and undesignated general fund balance for any fiscal year to a range below 8.0% and 10.0% of total expenditures. **For the 2024-25 and 2025-26 budget year the minimum fund balance is reduced to between 4% and 6%;**

Cross Reference: Policy 6000 Program Planning, Budget Preparation, Adoption and Implementation

Legal References: RCW 28A.300.060 Studies and adoption of classifications for school district budgets — Publication  
28A.320.010 Corporate powers  
28A.320.020 Liability for debts and judgments  
28A.400.300 Hiring and discharging employees — Seniority and leave benefits, transfers between school districts

## Executive Expectations

1	28A.320.090	Preparing & distributing information on
2		district's instructional program, operation
3		and maintenance — Limitation
4	28A.330.100	Additional powers of the board
5	28A.505	School Districts' Budgets
6	28A.505.040	Budget — Notice of completion — Copies —
7		Review by ESD
8	28A.505.060	Budget — Hearing and adoption of — Copies
9		filed with ESDs
10	28A.505.080	Budget — Disposition of copies
11	28.505.150	Budgeted expenditures as appropriations —
12		Interim expenditures — Transfer between
13		budget classes — Liability for
14		nonbudgeted expenditures
15	28A.510	Apportionment to District — District
16		Accounting
17	WAC 392-123-054	Time Schedule for Budget

18 *Monitoring Method:* Internal Report  
 19 *Monitoring Frequency:* Annually in August

20 **Adoption Date:** 01/22/09  
 21 **Revised:** 06/21/12  
 22 **Revised:** 09/18/14  
 23 **Revised:** 09/21/17

# Coversheet

## Board Self-Assessment of Meeting

<b>Section:</b>	VII. Closing Items
<b>Item:</b>	C. Board Self-Assessment of Meeting
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	BOARD SELF ASSESSMENT .pdf

**BOARD SELF ASSESSMENT**

The Board will use the following instrument to evaluate its performance during meetings.

Date of Meeting 09/22/2025 Thomas Number of Members Present \_\_\_\_\_

**I. General meeting behavior**

Rate the Board's meeting behavior as "satisfactory" or "not satisfactory."

Satisfactory	Not Satisfactory	
		The agenda was well planned to focus on the real work of the Board.
		The Board followed its agenda and did not allow itself to get sidetracked
		Board members prepared for and contributed to the meeting
		The meeting proceeded without interruptions or distractions
		The Board's deliberations and decision-making processes were public
		Participation was balanced. All participated; no one dominated
		Members listened attentively, avoiding side conversations
		Work was conducted in an atmosphere of trust and openness
		Meeting participants treated each other with respect and courtesy

Remarks:

**II. Governance principles review**

Were these principles followed? Mark ☐ Yes or ☐ No. For any **not** followed, please add remarks.

YES	NO	N/A	
			1. Board actions occur at the policy level rather than at the operational level.
			2. The Board reviews policy about each topic before discussing that issue.
			3. In writing additional policies, the Board starts with a broad statement and becomes more detailed in a logical and disciplined sequence.
			4. The Board minimizes time spent monitoring past performance.
			5. The Board routinely dedicates time to reviewing/improving its own process.
			6. The Board clarifies priorities/values when considering potential outcomes, beneficiaries and costs of outcomes.
			7. The Board follows an annual calendar based on a plan for doing its work.
			8. The Board Chair helps the Board efficiently conduct its meeting.
			9. The Board spends most of its time deliberating issues, defining and clarifying its vision, and linking with its community, as opposed to "fixing things."
			10. The Board supports the Superintendent in any reasonable interpretation of its policies.

Remarks:

**II. Overall** ☐ Satisfactory ☐ Not Satisfactory

**Comments:**

*Monitoring Method:* Board self-assessment

*Monitoring Frequency:* Annually in July

**Adoption Date:** 01/22/09

**Revised:** 10/21/10