



North Mason School District

Draft School Board Meeting Agenda

Published on August 26, 2026 at 4:10 PM PDT

Date and Time

Monday September 28, 2026 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: Rick Biehl, Nicole González Timmons, Leanna Krotzer, Nicholas Thomas, and Erik Youngberg

Superintendent: Dr. Kristine Michael

Student Board Members: Sophia Mairs, Camrynn Pike & Hayden Thomas

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Call the Meeting to Order			
Board President Gonzalez Timmons will call the meeting to order.			

	Purpose	Presenter	Time
B. Record Attendance			
C. Flag Salute			
	Board President Gonzalez Timmons will lead the Pledge of Allegiance.		
D. Approval of Agenda	Vote		
	The board will move to approve or amend the meeting agenda.		
E. Public Comments on Agenda Items			
	• Please sign in, state your name, and limit comments to three minutes. 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.		

II. Consent Items

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 24, 2026 School Board Meeting and September 14, 2026 Study Session.

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

The board will consider approval of Payroll and Employee Benefits Warrants.

D. Personnel Report

The board will consider approval of employee hire recommendations.

	Purpose	Presenter	Time
E.	TBD		
F.	TBD		
G.	Donations		
	The board will consider approval of donations to NMSD.		
H.	2025-2026 Budget Update		
I.	Surplus textbooks/Reading Material/Equipment		
	The board must approve surplus of outdated and/or unusable textbooks/reading material and equipment. We are requesting the surplus of outdated and unused materials as listed below.		
J.	Agreements/Contracts		
	The board will consider agreements and contracts.		
III.	Board Development and Linkage		
A.	Superintendent Update	FYI	
B.	Teaching and Learning Update		
C.	Legislative Representative Report		
D.	Washington Interscholastic Activities Association (WIAA) Report		
IV.	Five-Minute Recess		
A.	President Gonzalez Timmons may call for a motion for a five-minute recess.		
V.	ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY REVIEW		
A.	Monitoring Reports	Vote	
	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		

	Purpose	Presenter	Time
	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. 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.		
B.	ER-6 Facilities A monitoring report is included in this digital board packet. The administration believes that all provisions of this policy have been following and implemented. The administration recommends that... ... the board find the superintendent's performance to comply with ER-6. The administration also invites comments regarding the superintendent's performance.		
C.	ER-7 Asset Protection A monitoring report is included in this digital board packet. The administration believes that all provisions of this policy have been following and implemented. The administration recommends that... ... the board find the superintendent's performance to comply with ER-7. The administration also invites comments regarding the superintendent's performance.		
D.	Policy Review - Second Reading and Possible adoption of Revisions At its August 2026 Study Session and subsequent Board meeting, the Board reviewed proposed revisions to Executive Requirement ER-2 (Organizational Continuity and Executive Succession), Ends Policy E-2 (Student Success), and Ends Policy E-5 (Responsible Citizens). The proposed revisions are intended to improve clarity, eliminate redundant language, and ensure consistency within the Board's governance framework. The Board reached consensus on the proposed revisions to ER-2 and on incorporating the key concepts of E-5 into E-2, resulting in the recommendation to eliminate E-5 as a standalone policy. During the first reading, the Board requested additional time to consider alternative wording related to student civility and communication expectations within E-2 and to		

	Purpose	Presenter	Time
	allow Director Biehl, who was absent from the discussion, an opportunity to provide input. The revised policies are presented for a second reading, Board discussion, and possible adoption. Approval of the proposed revisions would update ER-2 and E-2 and formally retire E-5 as a separate Ends policy.		
	Recommended Action: Move to adopt the proposed revisions to Executive Requirement ER-2 and Ends Policy E-2 and approve the elimination of Ends Policy E-5 as a standalone policy.		
E.	Policy Review		
	As part of its ongoing policy governance responsibilities, the Board previously reviewed Executive Requirements ER-1, ER-3, and ER-4 through the monitoring process to assess compliance. This agenda item provides an opportunity for the Board to discuss whether any revisions to these policies are necessary based on the monitoring results.		
	During the monitoring review, the Board did not identify any concerns or revisions needed to ER-1 or ER-3. The Board recently reviewed and revised ER-4 (Budget Planning) at a study session. At this time, the Board may determine whether it wishes to schedule future study session discussions for ER-1 and/or ER-3 to consider potential policy revisions.		
F.	Policy Review - First Reading		

VI. Closing Items

- A.** Announcements and Comments: Public

Please sign in, state your name, and limit comments to three minutes.

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

	Purpose	Presenter	Time
	Director Biehl will process the board's self-assessment of the meeting.		
D.	Next Board Meeting Date		
	The next regular school board meeting will be held on October 26, 2026 at 6:30pm at the NMSD Administration Office Boardroom. The board will be holding a study session on October 13, 2026 at 6 pm at the NMSD Administration Office Boardroom.		
E.	Adjourn Meeting		
	President Gonzalez Timmons will adjourn the meeting.		

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

Section:	I. Opening Items
Item:	E. Public Comments on Agenda Items
Purpose:	FYI
Submitted by:	
Related Material:	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.

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,

Nicole Gonzalez Timmons, Board President

Coversheet

ER-6 Facilities

Section:	V. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY
REVIEW	
Item:	B. ER-6 Facilities
Purpose:	
Submitted by:	
Related Material:	ER-6 Facilities Rev 10 9 13 Final.pdf ER 6 Facilities 9 28 26.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 28A.530.030	District Bonds for Land, Buildings and Equipment 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 28, 2026**

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

Section:	V. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY
REVIEW	
Item:	C. ER-7 Asset Protection
Purpose:	
Submitted by:	
Related Material:	ER-7 Asset Protection.pdf ER 7 Asset Protection 9 28 26.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 28, 2026**

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

Board Self-Assessment of Meeting

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

BOARD SELF ASSESSMENT

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

Date of Meeting 09/28/2026 Biehl 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

North Mason School District

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