



North Mason School District

School Board Study Session

Published on August 26, 2026 at 3:53 PM PDT

Amended on August 26, 2026 at 3:57 PM PDT

Date and Time

Monday September 14, 2026 at 6:00 PM PDT

Location

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

North Mason School District #403

71 E Campus Drive

Belfair, WA 98528

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
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|-----------|---------------------------|--|----------------|
| I. | Opening Items | | 6:00 PM |
| A. | Record Attendance | | |
| B. | Call the Meeting to Order | | |

	Purpose	Presenter	Time
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Board President Gonzalez Timmons will call the study session to order.

II. Review Policies ER-5 & ER-8

- A.** Policies ER-5 Budget Execution & ER-8
Communication and Counsel to Board

III. Closing Items

- A.** Next Board Meeting Date FYI

The next regular school board meeting will be held on September 28, 2026 at 6:30pm at the NMSD Administration Office Boardroom. The board will be holding a study session on October 13, 2026 at 6:00 pm at the NMSD Administration Office Boardroom.

- B.** Adjourn Meeting FYI

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

Policies ER-5 Budget Execution & ER-8 Communication and Counsel to Board

Section:	II. Review Policies ER-5 & ER-8
Item:	A. Policies ER-5 Budget Execution & ER-8 Communication and Counsel
Purpose:	
Submitted by:	
Related Material:	ER-5 Budget Execution .pdf ER-08 Communication and Counsel to Board.pdf

BUDGET EXECUTION

With respect to execution of the budget and the actual, ongoing condition of the district's financial health, the Superintendent shall not cause or allow a material deviation from the annual budget or budget policy adopted by the Board, cause or allow any fiscal condition that is inconsistent with achieving the Board's *Ends*, or places the long-term financial health of the district in jeopardy.

Accordingly, the Superintendent shall:

1. Expend funds only to the amount revenues are anticipated to be received in the fiscal year unless authorized by the Board through utilization of available reserves or unless resources are made available through other legal means;
2. Maintain and protect the minimum maintenance of year-end general fund balance as budgeted;
3. Settle payroll and debts in a timely manner;
4. Ensure reports or filings required by any state or federal agency are timely and accurately filed;
5. Aggressively pursue receivables after a reasonable grace period;
6. Keep complete and accurate financial records by funds and accounts in accordance with established fiscal accounting procedures as reflected in generally accepted accounting principles;
7. Publish a financial condition statement annually as a part of the district's annual report to the public.

Cross Reference:	Policy 6000	Program Planning, Budget Preparation, Adoption and Implementation
	Policy 6050	Financial Management
Legal Reference:	RCW 28A.320.010	Corporate powers
	28A.320.020	Liability for debts and judgments
	28A.505	School District Budgets
	28A.400.300	Hiring and discharging employees — Seniority and leave benefits, transfers between school districts
	28A.320.090	Preparing & distributing information on district's instructional program, operation and maintenance — Limitation
	28A.330.100	Additional powers of the board
	28.505.150	Budgeted expenditures as appropriations — Interim expenditures — Transfer between budget classes — Liability for nonbudgeted expenditures
	28A.510	Apportionment to District — District Accounting

Monitoring Method: Internal Report
Monitoring Frequency: Annually in December

ER- 5
Executive Requirements

1 **Adoption Date:** **01/22/09**
2 **Revised:** **12/10/09**
3 **Revised:** **06/21/12**

COMMUNICATION AND COUNSEL TO THE BOARD

With respect to providing information and counsel to the Board, the Superintendent shall give the Board as much information as necessary to be adequately informed.

Accordingly, the Superintendent shall:

1. Submit monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of the board policies being monitored;
2. Advise the Board in a timely manner of relevant trends, facts, information, and legal proceedings, anticipated significant media coverage, and changes in assumptions upon which Board policy has been established
3. Advise the Board of changes which reasonably could be expected to substantially affect the district's financial condition.
4. Provide for the Board as many staff and external points of view and opinions as needed for fully informed Board decisions;
5. Advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies on *Governance Process* and *Board-Superintendent Relations*;
6. Present information in complex or lengthy form only as necessary;
7. Provide a mechanism for official Board or committee communications;
8. Work with the Board as a whole except when:
 - a. Fulfilling individual requests for information as long as such requests do not require a material amount of staff time or resources or are not disruptive;
 - b. Working with officers or committees duly charged by the Board;
 - c. Communicating with the Chair.
9. Report in a timely manner any actual or anticipated noncompliance with any Board Ends or Executive Requirements policy;
10. Supply for the consent agenda all items delegated to the Superintendent that are required by law or contract to be Board-approved, along with supporting data necessary to keep the Board informed.
11. Advise and include the Board in a timely manner of any anticipated formal mass communication with the public, such as the publishing of newsletters, district newspapers, news releases, community letters, parent surveys, etc.

Cross Reference: Policy ER-1 Expectations of Superintendent
Monitoring Method: Internal Report
Monitoring Frequency: Annually in December

Adoption Date: 01/22/09
Revised: 06/21/12