



Napavine School District

Minutes

March 24, 2025 Regular Board Meeting

Date and Time

Monday March 24, 2025 at 6:00 PM

Location

District Office Board Room

413 E Park St.

Directors Present

Brad Woodrum, Brandon Barnes, Dan Mikota, Tony Kinswa

Directors Absent

Justin Evander

Guests Present

Bob Hunt, David Rutherford, Debbie Wickert, Jason Prather, Kelly Hylton, Shane Schutz, Sharee Ozretich

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

Dan Mikota called a meeting of the board of directors of Napavine School District to order on Monday Mar 24, 2025 at 6:00 PM.

C.

**Approve Minutes of Previous Meetings - Special Meeting February 17, 2025,
Regular Board Meeting February 24, 2025 and Workshop Meeting March 18, 2025**

Brandon Barnes made a motion to Approve the minutes of the previous meetings.

Tony Kinswa seconded the motion.

The board **VOTED** to approve the motion.

II. Consent Agenda

A. Approve Agenda

B. Approve Personnel

1. New Hires - Megan Evander (Middle School Assistant Track Coach), Tamara Johnston (High School Assistant Track Coach), Dani Tupuola (2nd Assistant Middle School Track Coach), Jerry Welch (Bus Driver) Caleb Perz-Stewart (2nd Assistant Middle School Track Coach), Gary Reboin (2nd Assistant High School Track Coach)
2. Resignations - James Carney (Middle School Assistant Track Coach), Jeorgi Ritzman (Secondary Paraeducator), Patricia Coleman (Bus Driver) effective March 13, 2025, Jordan Hunt (Middle School Girls' Basketball Coach), Eric Hersman (High School Head Boys' Basketball Coach)
3. Supplemental Contracts for Coaches and Title II Effective School Stability

C. Approve Out of State Travel for Senior Trip to Oaks Amusement Park in Portland, OR on June 5th

D. Adoption of the 2025-2026 School Calendar

E. Consent Agenda Vote

Brad Woodrum made a motion to approve the consent agenda as written.

Brandon Barnes seconded the motion.

The board **VOTED** to approve the motion.

III. Reports

A. CTE

Mr. Rutherford reported on the following:

- Apprenticeship Night, planned for tomorrow night
- Culinary class making meals for staff
- FFA districts
- SkillsUSA state, coming up Thursday, Friday and Saturday

- Meeting at New Market Skills, noting that we are the number two biggest chapter in the state.

Discussion was held regarding the apprenticeship night. Mr. Rutherford explained that he invited everyone from Lewis County, noting that we have to have 10 to continue the program.

B. Principals

Elementary Principal Mr. Hunt reported on the following:

- Mr. Mikota came to the elementary to speak to 3rd graders about electricity
- Upcoming conferences / report cards
- Teacher evaluations
- Spring break
- Field trips
- State testing
- Kindergarten screening
- PLC survey/agenda

Middle/High School Principal, Mr. Prather reported on the following:

- End of Quarter
- Student led conferences
- State assessments
- Substitutes for March
- Number of students turning out for spring sports
- CTE book study

C. Business Manager

Mrs. Wickert reported the fund balance on file with the treasurer is \$1,702,771.29, which is a 12.36% fund balance. She reported that special education enrollment was 105 and FTE was 767.14. She shared a fund balance comparison, noting that most of the expenditures are about half way except for purchased services which are a little high. She reported that she is watching contracted services pretty close. Mrs. Wickert reported that we completed the audit, adding that it was a clean audit. She shared that she is beginning the budget for the 25-26 school year.

Discussion was held regarding state expenditures. Superintendent Schutz explained that sports costs are always covered and the district covers the cost of the coaches, but activities, such as cheer and band have to cover some of their own costs. Mr. Kinswa explained that we allotted \$20,000 to ASB about 10 years ago to ensure kids go to state. Discussion was held regarding the photographers. Superintendent Schutz explained that it comes at the cost of the district.

D. Superintendent

SS - Superintendent Schutz reported on legislation, adding that it doesn't look like we will get much for MSOC's and special education. He shared that there are 148 kids out for spring sports. Superintendent Schutz shared that the scholarship dinner will be held this Friday at Jestors and that tickets are sold out. He shared that Dan has done a good job with it. Superintendent Schutz reported that we are getting ready for spring break and conferences. He shared that he is impressed with the buildings, adding that there have not been a lot of challenges this year and he hopes to finish year strong. Superintendent Schutz shared that we are just doing small projects in maintenance due to funding.

Discussion was held regarding how some of the head coaches and assistants are getting the same pay. Superintendent Schutz explained that some of the coaches have chosen to split the stipend equally and have the help.

E. Legislative

Superintendent Schutz reported that he hopes to hear something soon about the small schools grant that we applied for last year, but added that he is not hearing a lot of positive about it.

IV. Discussion Items

A. Financial Report

Discussion was held regarding whether the Washington State Gambling Commission invoice is an annual invoice. Mrs. Wickert explained that it is.

Discussion was also held regarding the Travers invoice for the exit lights. Mrs. Wickert explained that the exit lights were purchased as part of the grant that Dave got.

B. Vouchers and Payroll

No Discussion

C. Policy First Reading

3211 / 3211P Superintendent Schutz explained that these just have updates that are required by OSPI.

3205 / 3205P & 5011/5011P - Superintendent Schutz shared that we are going back to the original verbiage per a court case that stated we had to revert back.

D. Resolutions

Superintendent Schutz explained that we have to do these resolutions if we have to make cuts or reductions so we have the flexibility in the event we have budget concerns.

E. Out of State Travel to Columbia River Maritime Museum in Astoria, OR on May 5th

Superintendent Schutz explained that 5th grade is taking a field trip.

V. Public Comment

A. No Comment

VI. Actions Items

A. Financial Report

Brad Woodrum made a motion to to approve the financial report.

Brandon Barnes seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Vouchers and Payroll

Brad Woodrum made a motion to approve the vouchers and payroll.

Brandon Barnes seconded the motion.

Check Summary 2/24 ASB Warrant 38402629 Totaling \$6,800

Check Summary 3/18 ASB Warrants 38402630 - 38402645 Totaling \$26,848.27

Check Summary 2/26 CP Warrant 38200075 Totaling \$1,506.32

Check Summary 3/05 CP Warrant 38200076 Totaling \$4,963.40

Check Summary 2/24 GF AP Warrant 38114202 Totaling \$1,590

Check Summary 3/05 GF AP Warrants 38114203 - 38114214 Totaling \$52,158.27

Check Summary 3/05 GF AP Warrants 38114215 - 38114216 Totaling \$29,771.75

Check Summary 3/31 GF Payroll Warrants 38114217 - 38114234 Totaling \$265,084.24

Check Summary 3/19 GF AP Warrants 38114235 - 38114294 Totaling \$356,544.72

Check Summary 3/31 Payroll Warrants 900016343 - 900016441 Totaling \$833,805.12

Check Summary 3/31 CT Wires 202400020 - 202400021 Totaling \$142,290.16

The board **VOTED** unanimously to approve the motion.

C. Policy First Reading - Dan Mikota

Mr. Mikota did a first reading of policy as follows:

3211 Gender-Inclusive Schools

3205 Sexual Harassment of Students Prohibited

5011 Sexual Harassment of District Staff Prohibited

D. Resolutions

Brandon Barnes made a motion to Adopt Resolution 24-25-07 Reduced Educational Program for the 2025-2026 school year.

Brad Woodrum seconded the motion.

The board **VOTED** unanimously to approve the motion.

Brandon Barnes made a motion to Adopt Resolution 24-25-08 Reduced Educational Support Program for the 2025-2026 school year.

Brad Woodrum seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Out of State Travel - 5th Grade to Columbia River Maritime Museum in Astoria, OR on May 5th

Brandon Barnes made a motion to approve the out of state travel to Columbia River Maritime Museum in Astoria, OR on May 5th.

Brad Woodrum seconded the motion.

The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Adjourn Meeting

Tony Kinswa made a motion to Adjourn the meeting.

Brandon Barnes seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,
Dan Mikota

Documents used during the meeting

- Minutes - Special Meeting February 17, 2025 copy.pdf
- Minutes - March 18, 2025 Workshop Meeting.pdf
- Minutes - February 24, 2025 Regular Board Meeting.pdf
- Supplemental Contracts - Spring Sports.pdf
- 2025-26 Napavine School Calendar copy.pdf
- Balance Sheet Summary.pdf
- Budget Status Report.pdf
- Enrollment - FTE.pdf
- Enrollment - Headcount.pdf
- Enrollment - Sped..pdf
- ASB Fund Balance.pdf
- Check Summary - ASB AP 2:24:2025 Warrant 38402629 Totaling \$6,800.pdf
- Check Summary - 3:18 ASB Warrants 38402630 - 38402645 Totaling \$26,848.27.pdf
- Check Summary - CP AP Warrant 38200075 Totaling \$1,506.32.pdf
- Check Summary - 3:05 CP Warrant 38200076 Totaling \$4,963.40.pdf

- Check Summary - 2:24:2025 AP Warrant 38114202 Totaling \$1,590.00.pdf
- Check Summary - 3:05:2025 Warrants 38114203 - 38114214 Totaling \$52,158.27.pdf
- Check Summary - 3:05 GF AP Warrants Totaling \$29,771.75.pdf
- Check Summary - 3:31 Payroll AP Warrants 38114217 - 38114234 Totaling \$265,084.24.pdf
- Check Summary 3:19 GF AP Warrants 38114235 - 38114 294 Totaling \$356,544.72.pdf
- Check Summary - 3:31 Payroll Warrants 900016343 - 900016441 Totaling \$833,805.12.pdf
- Check Summary - 3:31 CT Wires 202400020 - 2024. 21 Totaling \$142,290.16.pdf
- 3211-Gender Inclusive Schools Policy.pdf
- 3211P-Procedure Gender Inclusive Schools.pdf
- 3205-Sexual Harassment of Students Prohibited 2020V.pdf
- 3205P-Procedure Sexual Harassment of Students Prohibited 2020V.pdf
- 5011-Sexual Harassment of District Staff Prohibited.pdf
- 5011P-Procedure Sexual Harassment of District Staff Prohibited..pdf
- Resolution 24-25-07 Reduced Educational Program.pdf
- Resolution 24-25-08 Reduced Educational Support Program.pdf
- Transportation Request.pdf