



## Napavine School District

### Minutes

#### Napavine School District No. 14 Board of Directors Meeting

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**Date and Time**

Tuesday May 27, 2025 at 6:00 PM

**Location**

District Office Board Room

413 E Park St.

Napavine, WA 98565

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**Directors Present**

Brad Woodrum, Brandon Barnes, Dan Mikota, Justin Evander, Tony Kinswa

**Directors Absent**

*None*

**Guests Present**

Bob Hunt, David Rutherford, Debbie Wickert, Jason Prather, Kelly Hylton, Shane Schutz, Visitor, Tell Salee

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**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 Tuesday May 27, 2025 at 6:00 PM.

**C. Approve Minutes of Previous Meetings April 28th Regular Meeting, and May 19th Workshop Meeting**

Brandon Barnes made a motion to approve the minutes from April 28, 2025 Regular Board Meeting and May 19, 2025 Workshop Meeting Napavine School District No. 14 Board of Directors Meeting on 04-28-25.

Justin Evander seconded the motion.

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

**II. Consent Agenda**

**A. Approve Agenda**

**B. Approve Personnel**

1. New Hires - Josh Seymour (Secondary Social Studies/ELA Teacher), Nicole Popowich-Reith(Elementary/Middle School Special Education Teacher)
2. Superintendent Contract Extension
3. Provisional and Continuing Contracts for 2025-2026 Certificated Staff
4. Supplemental Contracts - Class and Club advisors, Hi-Cap, Principal stipends LCSSC Stipend
5. Resignations - Robyn Fisher as Secondary Teacher effective at the end of the 2024-2025 school year, Jordan Hunt as Middle/High School Boys' Basketball Coach, Dan Craig 6-12 Music Teacher effective at the end of the 2024-2025 school year.

**C. Agreements**

1. Teachers on Call Amendment One
2. Apprenticeship Training Agreement Between AJAC - Advanced Manufacturing Training and Napavine School District for Youth Apprenticeship - Manufacturing Program

**D. Approve Anonymous Donation to Boys' Basketball in the Amount of \$1,400**

**E. Approve Summer Travel for Athletics and SkillsUSA Nationals out of State Travel**

**F. Consent Agenda Vote**

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

Justin Evander seconded the motion.

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

**III. Recognition of Service for Eric Anderson and Andy Macomber**

**A.**

### **Presented by Superintendent Schutz**

Superintendent Schutz expressed his appreciation to Andy Macomber for his 25 years of service to the district, complementing his consistency and leadership in the classroom, along with his hard work and dedication to the district. He also recognized Eric Anderson for his 30 plus years in the district, adding that he is not retiring, but moving on to other things. He shared that he appreciates his caring for kids and the many hours he has had in many subject areas.

## **IV. General Fund Budget Extension**

### **A. Budget Hearing**

Mr. Mikota opened the hearing for the 2024-2025 General Fund budget extension. Mrs. Wickert explained that we have had quite a few increased expenses in special education, grants, and running start. She shared a handout with board members, showing the beginning fund balance and where the fund balance is projected to end. She shared that this does not include safety net. Discussion was held regarding whether the 1.4 million in increased expenditures were included in the 13.9 million in expenditures. Mrs. Wickert explained that it is included. Discussion was also held regarding some of the grants that we have received. Hearing no further questions or comments, Mr. Mikota closed the hearing.

## **V. Reports**

### **A. CTE**

Mr. Rutherford reported on the following:

- Apprentice graduation
- SkillsUSA travel to nationals
- Arts and Science Night - Culinary sold \$300 in cakes and cake pops
- Advisory board meeting
- Increasing the parking behind shop area
- Book study - 12 teachers participating
- May 28th presentation for Northern Italy trip - 40 planning to attend and 20 more planning to go
- AJAC - Thursday is the signing night for the apprentice program
- Water apprentice curriculum approved by OSPI
- Apprentice finals

Discussion was held regarding the cost of the Italy trip. Mr. Rutherford shared that it would be near \$5,000, explaining that is why they are meeting now to help parents do smaller payment plans. He shared that kids can do fundraising as well. He reported that this is not a school sponsored activity.

### **B.**

## **Principals**

Middle/High School Principal Jason Prather reported on the following:

- Last week of state testing - 8th grade science
- Approving the hire of Josh Seymour for social studies
- Upcoming interviews - Band (currently 15 applicants) and ELA (currently 45 applicants)
- Keeping seniors on track - 6 days remaining
- State track in Yakima - leaving Thursday

Discussion was held regarding the projection for running start next year. Mrs. Wickert shared that it is 61.

Discussion was held regarding whether we can do a Q&A about running start. Mr. Prather explained that Mrs. Craft did that, adding that we do what we can do, but the college is always willing to take the money. Mr. Prather explained that we currently don't have online learning available, but we are looking into it for next year through Apex so we can keep kids and monitor them. Superintendent Schutz explained that all of the community colleges are trending towards online classes.

Elementary Principal, Bob Hunt reported on the following:

- Spring concert for grades 3-5 at the beginning of May
- Book Fair and Night of the Arts were well attended
- Testing for grades 3-6 almost wrapped up
- Monitoring kids through interventions based on iReady and Dibels to track student growth goals
- Theme for 4th quarter is "Finish Strong"
- Field trips - Thanks to PTA
- Student of the Month assemblies on character traits - Recognize students who are most improved at end of year in reading and math. Bike drawings.

## **C. Business Manager**

Business Manager, Mrs. Wickert reported the ending fund balance on file with the treasurer is \$2,135,529. She reported that FTE is 767, special education enrollment is 107 and running start is 49. She reported that there are almost 4 more months to close the fiscal year and that she is working on the budget.

Discussion was held regarding costs for substitutes when we have a long term sub. Mrs. Wickert explained that we pay for the sub, adding that we don't get money from FMLA.

She shared that if a staff member goes on PFML, they have leave with no pay, so we are saving their salary somewhat, but we are paying a sub. If the staff member is using sick leave then we are paying them and the substitute and we are paying double.

Discussion was held regarding the following invoices

- OAC - Superintendent Schutz explained that it's what we are paying for the studies for the city with the developer, adding that there is a long range facility plan that we have to do every 10 years. This had to be done with our attorneys to rationalize the cost. Mr. Mikota shared that the same document is applicable to any new development.
- WAAE - Mr. Rutherford explained that it is for Mr. Deebach's summer training.
- WA ACTE - Mr. Rutherford explained that is for his summer training.
- Pape - Superintendent Schutz explained that it was for a new part for the mower, adding that we thought it was going to cost more to fix.

#### **D. Superintendent**

Superintendent Schutz shared that he doesn't have much to report this month. He reported that it will be a quiet summer with no new projects. Superintendent Schutz shared that the custodial and maintenance staff are doing a great job. He explained that we will not have summer help this year due to the budget.

Discussion was held regarding the schools participating in the sped co-op.

Superintendent Schutz explained that some schools went back to ESD due to finances.

#### **E. Legislative**

Superintendent Schutz explained that they are going to pursue funding for the lack of salaries.

### **VI. Discussion**

#### **A. Financial Report**

No discussion.

#### **B. Vouchers and Payroll**

No further discussion.

#### **C. Curriculum Adoption for PE, Health and Fine Arts**

No discussion.

#### **D. Policy First Reading**

Mr. Mikota reviewed policies presented for first reading as follows:

2020 and 2020P Course Design, Selection, and Adoption of Instructional Materials

2021 and 2021P Library Information and Technology Programs

2230 - Transition to Kindergarten

3205P - Sexual Harassment of Students Prohibited  
5011 and 5011P- Sexual Harassment of District Staff Prohibited  
6801 and 6801P - Capital Assets/Theft-Sensitive Assets

#### **E. CTE - 4 Year Plan**

Mr. Rutherford explained that there are 45 board members, adding that each teacher needs to have 2 advisory board members. He explained that they can be someone in the industry, a parent, or past student, to give input. He reported that there are lots of people on the AG advisory board. The 4-year plan was shared with board members.

Discussion was held regarding what FACS is. Mr. Rutherford explained that it is Family and Consumer Sciences.

#### **F. Budget Extension**

As discussed above.

#### **G. Resolution 24-25-10 To Adopt the Budget Extension in the General Fund**

Mr. Mikota explained that this is the resolution to adopt the budget extension.

### **VII. Action Items**

#### **A. Financial Report**

Brad Woodrum made a motion 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 vouchers and payroll.  
Brandon Barnes seconded the motion.  
Check Summary 4/25 ASB Warrant 38402653 Totaling \$200  
Check Summary 5/01 ASB Warrant 38402654 Totaling \$5,958  
Check Summary 5/19 ASB Warrant 38402655 Totaling \$1,690  
Check Summary 5/21 ASB Warrant 38402656 Totaling \$1,950  
Check Summary 5/21 ASB Warrant 38402657 Totaling \$1,840  
Check Summary 5/21 ASB Warrants 38402658 - 38402674 Totaling \$7,227.67  
Check Summary 4/29 GF AP Warrants 38114377 - 38114379 Totaling \$4,820.80  
Check Summary 5/05 GF AP Warrants 38114380 - 38114391 Totaling \$77,499.55  
Check Summary 5/15 GF AP Warrants 38114392 - 38114432 Totaling \$157,990.34  
Check Summary 5/16 GF AP Warrant 38114433 Totaling \$300

Check Summary 5/16 Capital Projects Warrant 38200078 - 38200079 Totaling \$28,782.20

Check Summary 5/30 Payroll AP Warrants 38114434 - 38114451 Totaling \$266,698.02

Check Summary 5/30 Payroll Direct Deposits 900016543 - 900016642 Totaling \$841,787.07

Check Summary 5/30 Payroll CT Wires 202400026 - 202400027 Totaling \$143,666.29

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

### **C. Policy First Reading**

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

2020 and 2020P Course Design, Selection, and Adoption of Instructional Materials

2021 and 2021P Library Information and Technology Programs

2230 - Transition to Kindergarten

3205P - Sexual Harassment of Students Prohibited

5011 and 5011P- Sexual Harassment of District Staff Prohibited

6801 and 6801P - Capital Assets/Theft-Sensitive Assets

### **D. Curriculum Adoption for PE, Health and Fine Arts**

Justin Evander made a motion to to adopt the PE, Health and Fine Arts Curriculum for the 2025-2026 school year.

Brandon Barnes seconded the motion.

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

### **E. CTE 4 Year Plan**

Brandon Barnes made a motion to approve the CTE 4-Year Plan as presented.

Justin Evander seconded the motion.

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

### **F. Resolution 24-25-10 Budget Extension General Fund**

Justin Evander made a motion to adopt Resolution 24-25-10 to increase the 2024-2025 General Fund appropriation amount from \$12,515,123.00 to 13,915,123.00.

Brandon Barnes seconded the motion.

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

## **VIII. Closing Items**

### **A. Adjourn Meeting**

Brandon Barnes made a motion to adjourn the meeting.

Justin Evander 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 6:48 PM.

Respectfully Submitted,  
Dan Mikota

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### Documents used during the meeting

- Minutes - April 28, 2025 Regular Meeting.pdf
- Minutes - May 19, 2025 Workshop Meeting.pdf
- Supplemental Contracts.pdf
- 2025-2026 Certificated Staff Approval for Continuing & Provisional Contracts.pdf
- Teachers on Call Amendment One 2025 .pdf
- Napavine MOU - 2025-2027.pdf
- Donation - Anonymous donor in the amount of \$1,400 for boys' basketball.pdf
- 2025 Athletic Summer Activities (1).pdf
- Budget Status Report.pdf
- Balance Sheet Summary.pdf
- Enrollment - FTE.pdf
- Enrollment - Headcount.pdf
- Enrollment - Sped.pdf
- Check Summary - 4:25 ASB AP Warrant 38402653 Totaling \$200.00.pdf
- Check Summary - 5:01 ASB AP Warrant 38402654.pdf
- Check Summary - 5:19 ASB Warrant 38402655 Totaling \$1,690.pdf
- Check Summary - 5:19 ASB AP Warrant 38402656 Totaling \$1,950.pdf
- Check Summary - 5:19 ASB Warrant 38402657 Totaling \$1,840.00.pdf
- Check Summary 5:21 ASB AP Warrants 38402658 - 38402674 Totaling \$7,227.67.pdf
- Check Summary - 4:29 GF AP Warrants 38114377 - 38114379 \$4,820.80.pdf
- Check Summary - 5:05 GF AP Warrants 38114380 - 38114391 Totaling \$77,499.55.pdf
- Check Summary - 5:15 GF AP Warrants 38114392 - 38114432 Totaling \$157,990.34.pdf
- Check Summary - 5:16 GF AP Warrant 38114433 Totaling \$300.pdf
- Check Summary - Capital Projects Warrants 38200078 - 38200079 Totaling \$28,782.20.pdf
- Check Summary - 5:31 Payroll AP Warrants 38114434 - 38114451 Totaling \$266,698.02.pdf
- Check Summary - 5:31 Payroll Direct Deposits 900016543 - 900016642 Totaling \$841,787.07.pdf



- Check Summary - 5:31 Payroll CT Wires 202400026 - 202400027 Totaling \$143,666.29.pdf
- ASB Fund Balance.pdf
- 2020-Course Design Selection and Adoption of Instructional Materials Markup (1).pdf
- 2020P-Procedure Course Design Selection and Adoption of Instructional Materials Markup.pdf
- 2021-Library Information and Technology Programs Markup (1).pdf
- 2021P-Procedure Library Information and Technology Programs Markup.pdf
- 2230-Transition to Kindergarten Program Markup.pdf
- 3205P - Option B - Procedure Sexual Harassment of Students Prohibited Markup.pdf
- 5011-Sexual Harassment of District Staff Prohibited Markup.pdf
- 5011P-Procedure Sexual Harassment of District Staff Prohibited Markup (1).pdf
- 6801-Capital AssetsTheftSensitive Assets Markup.pdf
- 6801P-Procedure Capital AssetsTheftSensitive Assets Markup.pdf
- CTE Four Year Plan.pdf
- Resolution 24-25-10 General Fund Budget Extension.pdf