



Napavine School District

Minutes

Napavine School District No. 14 Board of Directors Meeting

Date and Time

Monday June 23, 2025 at 6:00 PM

Location

District Office Boardroom

413 E Park St.

Napavine, WA 98565

Directors Present

Brad Woodrum, Brandon Barnes, Dan Mikota, Justin Evander, Tony Kinswa (remote)

Directors Absent

None

Guests Present

Debbie Wickert, Kelly Hylton, Shane Schutz

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 Jun 23, 2025 at 6:00 PM.

C.

Approve Minutes of Previous Meeting May 27, 2025 Regular Board Meeting

Justin Evander made a motion to approve the minutes from May 27, 2025 Regular Meeting Napavine School District No. 14 Board of Directors Meeting on 05-27-25.

Brandon Barnes seconded the motion.

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

II. Consent Agenda

A. Approve Agenda

B. Approve Personnel

1.
New Hires - Ben Martin (6-12 Band Teacher), Kaylee Bracy (Secondary ELA), Bryan Bullock(High School Assistant Boys' Basketball Coach)
2. Approve Admin Contracts to begin July 1, 2025 - June 30, 2026 for the following: Superintendent; Shane Schutz, Business Manager; Debbie Wickert, Elementary Principal; Robert Hunt, Middle/High School Principal; Jason Prather, Transportation Supervisor; Bobbi Hamilton; Technology Supervisor; Matthew Ross, Maintenance/Grounds Supervisor; Lance Calstoy; CTE Director; David Rutherford; and Special Education Assistant Director (Lewis County Small Schools Cooperative); Ryan Guzman
3. National Board Contracts for Margaret Ross, Dan Craig, Robyn Fisher, Jill Smith and Lindsay Bullock
4. Supplemental Contracts for Skills Assistant CTSO Supervisors as follows: Kim Roberts, Dalton Workman, Jennifer Kinsman, and James Carney

C. Approve Food Service Renewal Agreement No. 1 with Chartwells to begin September 1, 2025 - August 31, 2026

D. Approve Health Care Authority Contract No. K3500 Amendment No. 2 Beginning July 1, 2025 - June 30, 2031

E. Consent Agenda Vote

Brandon Barnes made a motion to To approve the consent agenda as written.

Brad Woodrum seconded the motion.

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

III. Reports

A. Business Manager

Business Manager, Mrs. Wickert explained that she will bring the budget for approval at the July board meeting, noting that she is working on the 4 year projected budget. She

reported that the fund balance on file with the treasurer is \$1,801,825.76 and that FTE is 766.88 and special education enrollment is 104.

Discussion was held regarding whether we would cut money from Capital Projects and move it to the General Fund. Mrs. Wickert explained that the money that was currently there was for the fire alarm project. She explained that she plans to put \$5,000,000 so that we have the spending capacity in the event we have a major repair. Superintendent Schutz explained that student enrollment is our way to generate funds. He shared that we are looking to accept 30 plus kids through choice. Further discussion was held regarding choice and running start and how the funding works and class size.

B. Superintendent

Superintendent Schutz shared that graduation went well. He explained that we hired new teachers, Ben Martin, who is the new band teacher at the high school and Kaley Bracy who will be the new secondary ELA teacher. Superintendent Schutz reviewed summer projects, noting that a card reader will be installed into ball room in middle school gym due to some remaining funds from the fire alarm grant. He also shared that the finishing of the gym floors will happen in July. Superintendent Schutz reported that Ms. Roberts, along with a couple of students traveled to Atlanta Georgia for SkillsUSA Nationals and athletes are busy with summer activities. Superintendent Schutz shared that they came to an agreement at the city public hearing for the new development, noting that our attorney did an incredible job and forced the hand of developer and attorneys to agree to \$600.00 per home. Mr. Mikota shared that approval was for phase one but conditions will follow for phase 2 and shared that they will likely break ground this summer or fall.

Superintendent Schutz explained that he was trying to be sensitive to community members who were against that project, adding that the school needs to benefit from the project if it's going to happen. He shared that we are likely 4-5 years away from receiving the first check, adding that it will likely go into Capital Projects. Superintendent Schutz explained that we will still need to run a bond. He explained that we may have one teacher that may be resigning with opportunities in another district so we could see that in a couple of weeks.

C. Legislative

No discussion.

IV. Discussion

A. Financial Report

No discussion.

B. Vouchers and Payroll

Discussion was held regarding the following invoices:

L Rock - Superintendent Schutz explained it is for the annual field maintenance.

Petty cash replenishment - Mrs. Wickert explained that it was for meal money for track and fastpitch.

Division 9 - Superintendent Schutz explained that it was to replace carpet on stairs at the elementary school.

C. Policy Adoption

Mr. Mikota reviewed policy being presented for adoption as follows:

2020 Course Design, Selection, and Adoption of Instructional Materials

2021 Library Information and Technology Programs

2230 Transition to Kindergarten

5011 Sexual Harassment of Staff Prohibited

6801 Capital Assets/Theft Sensitive Assets

D. Resolution 24-25-11 Declaration of Surplus Property

Discussion was held regarding when the surplus sale will take place. Mrs. Hylton explained that we have to advertise it to area school districts for 30 days so it will likely be the end of July or first part of August.

E. Resolution 24-25-12 To Cancel Stale-dated Warrants in the General Fund

This warrant is for two warrants that were issued one year ago and have not been cashed.

F. Resolution 24-25-13 To Cancel a Lost Warrant in the General Fund

Mrs. Wickert explained that this warrant was issued to Ferrellgas and has been lost in the mail.

G. Title IX Athletic Report

Superintendent Schutz reviewed athletic participation numbers with the board, noting that we are gaining more girls in the ratio between boys and girls. He also shared that we are closing the gap with coaching, adding that we hired Kristen Lantau and Courtney Craft. He shared that the AD is doing great job providing balance.

V. Action Items

A. Financial Report

Brandon Barnes made a motion to Approve the financial report.

Justin Evander seconded the motion.

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

B. Vouchers and Payroll

Brandon Barnes made a motion to Approve the vouchers and payroll.

Justin Evander seconded the motion.

Check Summary 6/03 ASB Warrant 38402675 Totaling \$720.00

Check Summary 6/13 ASB Warrants 38402676 - 38402689 Totaling \$10,635.36

Check Summary 6/13 ASB Warrant 38402690 Totaling \$340.00

Check Summary 5/27 GF AP Warrants 38114452 - 38114453 Totaling \$948.81

Check Summary 6/04 GF AP Warrants 38114454 - 38114474 Totaling \$107,100.37

Check Summary 6/30 Payroll Warrants 38114475 - 38114492 Totaling \$263,069.46

Check Summary 6/18 GF AP Warrants 38114493 - 38114548 Totaling \$288,364.32

Check Summary 6/30 Payroll Direct Deposits 900016643 - 900016741 Totaling
\$864,720.56

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

C. Policy Adoption

Brad Woodrum made a motion to Adopt policy as follows:.

Justin Evander seconded the motion.

2020 Course Design, Selection, and Adoption of Instructional Materials

2021 Library Information and Technology Programs

2230 Transition to Kindergarten

5011 Sexual Harassment of Staff Prohibited

6801 Capital Assets/Theft Sensitive Assets

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

D. Resolution 24-25-11 Declaration of Surplus Property

Brandon Barnes made a motion to adopt Resolution 24-25-11 Declaration of surplus property and authority for disposal of the attached listing of library books, computer table, textbooks, trombone, and miscellaneous kitchen items.

Justin Evander seconded the motion.

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

E. Resolution 24-25-12 To Cancel Stale-dated Warrants in the General Fund

Justin Evander made a motion to adopt Resolution 24-25-12 to cancel General Fund warrants as follows: warrant no. 38113554, payable to LaRae Edmonds in the amount of \$15.55, which was issued for a food service refund on June 17, 2024, and warrant no. 38113560 payable to Stephanie Grose in the amount of \$40.90, which was issued for a food service refund on June 17, 2024. Cancellation is necessary because the warrants are stale-dated.

Brandon Barnes seconded the motion.

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

F. Resolution 24-25-13 To Cancel a Lost Warrant in the General Fund

Brad Woodrum made a motion to adopt Resolution 24-25-13 to cancel General Fund warrant no. 38114207, payable to Ferrellgas in the amount of \$25.90, which was issued for a vendor payment on March 5, 2025. Cancellation is necessary because the warrant is deemed lost.

Brandon Barnes seconded the motion.

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

VI. Closing Items

A. Adjourn Meeting

Brad Woodrum 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 6:33 PM.

Respectfully Submitted,
Dan Mikota

Documents used during the meeting

- Minutes - May 27, 2025 Regular Board Meeting.pdf
- Contract - Shane Schutz, Superintendent.pdf
- Contract - Debbie Wickert, Business Manager.pdf
- Contract - Jason Prather, Middle:High School Principal.pdf
- Contract - Robert Hunt, Elementary Principal.pdf
- Contract - Bobbi Hamilton, Transportation Supervisor.pdf
- Contract - Matthew Ross, Technology Supervisor.pdf
- Contract - Lance Calstoy, Maintenance Grounds Supervisor.pdf
- Contract - David Rutherford, CTE Director.pdf
- Contract - Ryan Guzman, Special Education Assistant Director (LCSSC).pdf
- Supplemental Contracts for Skills CTSO Advisors and National Board.pdf
- 2025-26 FSMC Renewal Agreement No. 1.pdf
- K3500-02-Napavine School District 14.pdf
- May Balance Sheet Summary.pdf
- Budget Status Report.pdf
- Enrollment - FTE.pdf
- Enrollment - Headcount.pdf

- Enrollment - Sped.pdf
- ASB FUND BALANCE 6:13.pdf
- Check Summary 6:03 ASB AP Warrant 38402675 Totaling \$720.00.pdf
- Check Summary - 6:13 ASB AP Warrants 38402676 - 38402689 Totaling \$10,635.36pdf.pdf
- Check Summary - 6:13 ASB AP Warrant 38402690 Totaling \$340.00.pdf
- Check Summary - 5:27 GF AP WARRANTS 38114452 - 38114453 Totaling \$948.81.pdf
- Check Summary 6:04 GF AP Warrants 38114454 - 38114474 Totaling \$107,100.37.pdf
- Check Summary 6:30 Payroll Warrants 38114475 - 38114492 Totaling \$263,069.46.pdf
- Check Summary 6:18 GF AP Warrants 38114493 - 38114548 Totaling \$288,364.32.pdf
- Check Summary - 6:30 Payroll Warrants 900016643 - 900016741 Totaling \$864,720.56 .pdf
- 2020-Course Design Selection and Adoption of Instructional Materials Markup (1) copy.pdf
- 2021-Library Information and Technology Programs Markup (1) copy.pdf
- 2230-Transition to Kindergarten Program Markup copy.pdf
- 5011-Sexual Harassment of District Staff Prohibited Markup copy.pdf
- 6801-Capital AssetsTheftSensitive Assets Markup copy.pdf
- Resolution 24-25-11 Declaration of Surplus Property.pdf
- Resolution 24-25-12 To Cancel Warrants in the General Fund.pdf
- Resolution 24-25-13 to Cancel a Warrant in the General Fund.pdf
- Title IX Report.pdf