



Napavine School District

Minutes

Napavine School District No. 14 Board of Directors Meeting

Date and Time

Monday July 21, 2025 at 6:00 PM

Location

District Office Board Room

413 E Park St.

Napavine, WA 98565

Directors Present

Brad Woodrum, Brandon Barnes, Dan Mikota, Tony Kinswa

Directors Absent

Justin Evander

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 Jul 21, 2025 at 6:02 PM.

C.

Approve Minutes of Previous Meeting June 23, 2025 Regular Meeting

Brad Woodrum made a motion to approve the minutes from June 23, 2025 Regular Meeting Napavine School District No. 14 Board of Directors Meeting on 06-23-25.

Brandon Barnes seconded the motion.

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

II. Consent Agenda

A. Approve Agenda

B. Approve Personnel

Resignation - Amber Johnson (Elementary Paraeducator)

C. Approve Agreements

1. MOU Between Centralia College and Napavine School District to Establish Roles and Responsibilities in Support of Financial Aid Outreach and Completion Activities.
2. E3 Roll Call #20250611-093831598
3. Agreement for Interdistrict Cooperative Educational Services for Children with Disabilities with Chehalis School District for 2025-2026 (Visions)
4. Agreement for Legal Services with Porter Foster Rorick LLP, Beginning September 1, 2025 - August 30, 2027
5. Contract #6105-IA-0003700 - Napavine SD Olympic Academy 2025-2026
6. Central Washington University - College in the High School Interlocal Agreement for 2025-2026 Academic Year
7. TransAlta Centralia Board Funding, LLC Economic & Community Development Fund Grant Agreement

D. Approve Participation in State Programs to Include: Hi-Cap, LAP, and Bilingual and Federal Programs: Title I, Title II and Title IV, National School Lunch and Breakfast Program, Carl Perkins, IDEA and any other programs that may come available.

E. Accept Donation from Lenovo for Technology Equipment Valued at \$2,880.00

F. Consent Agenda Vote

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

Brandon Barnes seconded the motion.

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

III. General Fund Budget Extension Hearing for 2024-2025

A. Presentation by Debbie Wickert

Mr. Mikota opened the hearing for the 2024-2025 General Fund Budget Extension. Mrs. Wickert explained that she put in the extension for \$250,000 because she has to do year end accounting adjustments for leases and transportation transfers. Mrs. Wickert shared that we were close and couldn't wait for July expenditures to come through without having a special board meeting. She explained that we are not spending money to do it, we will just do accounting adjustments. Mr. Mikota opened the hearing for questions. With no further questions or comments the hearing was closed.

IV. 2025-2026 Budget Hearing

A. Budget Presentation by Debbie Wickert

Mr. Mikota opened the 2025-2026 fiscal year budget hearing. Mrs. Wickert reported on all funds, enrollment 5-year history, staffing 5-year history, budget to actual revenue - 2 year comparison, expenditures by activity, and expenditures by object. She discussed projected enrollment numbers, noting that the enrollment trend is continuing to drop in the four year enrollment, due to smaller class sizes. She also reviewed running start numbers. Discussion was held regarding the amount we receive through apportionment per student. Mrs. Wickert explained that we received about \$10,000 per kid, adding that it is supposed to increase this upcoming year. Mrs. Wickert reported that staffing has stayed the same, with no reductions. She shared that we did not fill an elementary position, but included it in the budget in case we need to. Discussion was held regarding the second grade position that was not filled. Mrs. Wickert reported that we are projected to receive \$1,023,490 in MSOC revenue, adding that we are not spending MSOC expenditures on salaries. She explained that MSOC funds can't be used on salaries and shared that we have way more MSOC's than we receive. Discussion was held regarding program 01, 03, and 97. Mrs. Wickert explained that 01 is basic education, 03 is open doors, and 97 is district expenditures, such as maintenance, utilities, district office and custodial staff. Mr. Mikota opened the hearing for questions. With no further questions or comments the hearing was closed.

V. Reports

A. Business Manager

Mrs. Wickert reported the fund balance on file with the treasurer is \$1,226,933, noting it is an 8.83% fund balance. She shared that we are projected to end at around a 14% fund balance. She reported that the fund balance comparison compared to last year is lower. Mrs. Wickert explained that we got less in apportionment from OSPI, adding that they will catch us up in July. She explained that she will start year end for next year now that the budget is done.

B. Superintendent

Superintendent Schutz reported that this has been a quiet summer. He reviewed upcoming projects as follows: backboard painting, Matt is pulling wire for the portables for

the intercom system, key card lock for the ball closet in the middle school gym, and gym floor refinishing for both gyms. He shared that the ball field maintenance has been done. Discussion was held regarding the CTE truck in the Funtime Festival Parade, a 5k, and the fundraiser for STP, put on by boys basketball. Mr. Mikota shared that the cheerleaders facilitated meals for STP, but didn't make money.

C. Legislative

No report

VI. Discussion

A. Financial Report

No further discussion.

B. Vouchers and Payroll

Discussion was held regarding invoices as follows:

Minga - Superintendent Schutz explained that it is a way to track and monitor students.

He explained that the staff and administrators really like it. He shared that we had a grant last year and explained that Mr. Prather used his own budget this year.

Curriculum Associates - Mrs. Wickert explained it is for i-ready.

Bus seat repairs for \$500 - Mrs. Hylton explained that we have seat repairs done annually. She shared that we only had two busses that needed seat repairs this year.

C. School Board Meeting Calendar for 2025-2026 School Year

Superintendent Schutz reviewed the proposed board calendar with board members, suggesting the elimination of the workshop meeting in February, due to conflicts with district basketball and the move of the regular board meeting in September to the 5th Monday to allow ample time for payroll processing. Discussion was held regarding the option to schedule a special meeting in the event it is determined that a workshop is needed in February. It was also discussed that workshops will still be held via Zoom.

D. Lunch Price Increase for Middle/High School Students for 2025-2026

Discussion was held regarding the .10 meal increase to maintain compliance with USDA guidelines.

E. NESP Contract Ratification

Superintendent Schutz discussed the NESP bargaining agreement with board members, explaining that a lot the changes to the contract were language changes. He shared that they will get IPD + 2.3% increase for 2025-2026, and the next year they will get IPD + .5%, as well as IPD + .5% the following year. He shared that it will be consistent with the certified contract. Superintendent Schutz shared that the salary schedule was

reduced to 16 years to be able to top out sooner, adding that we rarely get a para that stays for 25 years.

F. Resolution 24-25-14 - Adoption of 2025-2026 Budget

Mr. Mikota reviewed the resolution to adopt the 2025-2026 fiscal year budget. Discussion was held regarding whether we believe that we will see 20 new students this year. Superintendent Schutz explained that we didn't see an increase in enrollment with the new apartments that were built. Mrs. Wickert shared that a lot of the housing developments are older people that don't have kids.

G. Resolution 24-25-15 - Resolution of Budget Extension General Fund

No further discussion was held. Mr. Mikota commended Mrs. Wickert on her presentation of the budget.

VII. Action Items

A. Financial Report

Brandon Barnes made a motion to approve the financial report.
Brad Woodrum 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 - 7/10 ASB 38402691 - 38402697 Totaling \$5,094.07
Check Summary - 7/02 Void Warrant 38114207 Totaling \$25.90
Check Summary - 7/07 GF AP Warrants 38114549 - 38114561 Totaling \$60,638.29
Check Summary - 7/31 Payroll AP Warrants 38114562 - 38114579 Totaling \$256,899.34
Check Summary - 7/16 GF AP Warrants 38114580 - 38114610 Totaling \$92,558.77
Check Summary - 7/17 Capital Projects Warrant 38200080 Totaling \$2,523.05
Check Summary - 7/31 Payroll Direct Deposits 900016742 - 900016840 Totaling \$785,701.69
Check Summary - 7/02 Comptax CT Wires Transfers 202400030 - 202400031 Totaling \$1,891.30
Check Summary - 7/31 Payroll CT Wires 202400032 - 202400033 Totaling \$133,967.40
The board **VOTED** unanimously to approve the motion.

C. School Board Meeting Calendar for 2025-2026 School Year

Brandon Barnes made a motion to adopt the school board meeting calendar as presented for the 2025-2026 school year.
Brad Woodrum seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Lunch Price Increase for Middle/High School Students for 2025-2026

Brad Woodrum made a motion to approve an increase of .10 to the middle/high school lunch price for the 2025-2026 school year.

Brandon Barnes seconded the motion.

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

E. NESP Contract Ratification

Brandon Barnes made a motion to ratify the 2025-2028 NESP contract.

Brad Woodrum seconded the motion.

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

F. Resolution 24-25-14 - Adoption of 2025-2026 Budget

Brad Woodrum made a motion to adopt Resolution 24-25-14 for Fixing and Determining Fund Appropriations; Adoption of 2025-2026 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

Brandon Barnes seconded the motion.

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

G. Resolution 24-25-15 - Resolution of Budget Extension General Fund

Brandon Barnes made a motion to adopt Resolution 24-25-15 to increase the 2024-2025 General fund appropriation amount from \$13,915,123.00 to \$14,165,123.00.

Brad Woodrum seconded the motion.

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

VIII. 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 6:40 PM.

Respectfully Submitted,
Dan Mikota

Documents used during the meeting

- June 23, 2025 Regular Meeting Minutes.pdf

- Memorandum of Understanding Between Centralia College and Napavine School District to Establish Roles and Responsibilities in Support of Financial Aid Outreach.pdf
- Emergent 3 Service Agreement - Roll Call - Napavine School District (1).pdf
- Agreement for Interdistrict Cooperative Educational Services for Children with Disabilities .pdf
- Agreement for Legal Services with Porter Foster Rorick LLP.pdf
- Contract #6105-IA-0003700 Napavine SD Olympic Academy 2025-2026 with ESD 113.pdf
- CWU - College in the High School Interlocal Agreement 2025-2026 Academic Year.pdf
- Transalta Grant Agreement.pdf
- Donation from Lenovo for technology equipment valued at \$2,880.00.pdf
- FY 2025-2026 Budget Report.pdf
- Balance Sheet Summary.pdf
- Balance Sheet.pdf
- Enrollment - Running Headcount.pdf
- Enrollment - Running Start FTE.pdf
- ASB Fund Balance.pdf
- Check Summary - 7:10 ASB Warrants 38402691 - 38402697 Totaling \$5,094.07.pdf
- Check Summary - 7:02 GF AP Void Warrant 38114207 Totaling \$25.90.pdf
- Check Summary - GF AP Warrants 38114549 - 38114561 Totaling \$60,638.29.pdf
- Check Summary - 7:31 Payroll AP Warrants 38114562 - 38114579 Totaling \$256,899.34.pdf
- Check Summary 7:16 GF AP Warrants 38114580 - 38114610 Totaling \$92,558.77.pdf
- Check Summary - 7:17 CPF Warrant Totaling \$2,523.05.pdf
- Check Summary - July 31 - Warrants 900016742 - 900016840 Totaling \$785,701.69.pdf
- Check Summary - Comptax CT Wires 202400030 - 202400031 Totaling \$1,891.30.pdf
- Check Summary - July 31st Payroll Wire Transfers 202400032 - 202400033 Totaling \$133,967.40.pdf
- Board Calendar 2025-2026.pdf
- 2025-2026 Meal Price Increase Recommendation.pdf
- Resolution 24-25-14 Adoption of 2025-2026 Budget.pdf
- Resolution 24-25-15 - Resolution of Budget Extension for the General Fund.pdf