

MARY M. KNIGHT SCHOOL DISTRICT NO. 311
Regular Meeting of the Board of Directors
Monday, October 28, 2019
Administration Building
2987 Matlock-Brady Rd
Elma, WA 98541

AGENDA

1. CALL TO ORDER AT 6:30 PM:

- A. Flag Salute
- B. Introduction of Visitors

2. COMMUNITY AND DIRECTOR COMMENTS:

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. Statements or presentations may relate to any aspect of the educational system of the District, with the exception of matters pertaining to specific staff or students. Comments regarding specific staff or students will not be allowed during public meetings. In the interest of maintaining the integrity of the published agenda, individual speakers are asked to limit their comments to not more than three minutes.

3. RECOGNITION: The Board will recognize any staff and or community member for going above and beyond.

- A. Presentation. MMK Athletic Booster.

4. APPROVAL OF AGENDA

5. CONSENT AGENDA:

- A. September 17, 2019 Board Work Session 3
- B. September 26, 2019 Board Meeting 4
- C. Bills/Payroll

	Check#	Total	
1. ASB Fund A/P	144002890		6
-144002894 \$ 3,655.05			
2. ASB Fund			10
A/P (2) 144002895-144002895 \$ 2,739.10			
3. General Fund A/P	141037558 -		12
141037604 \$ 1,495,487.67			
4. General Fund Payroll	141037522-141037534	\$ 27,779.09	
5. General Fund Benefits/Deductions	141037535-141037556	\$ 183,924.89	
6. General Fund Payroll ACH Direct Deposit	900004250-900004277	\$ 82,475.11	
- D. Personnel:
 - 1. Recommendations for hire for the 2019-20 School Year:
 - a. Kiah Lofgren - SPED Para
 - 2. Resignations, Terminations, Retirements:
 - a. Tiki Willey - Business Manager 22
 - 3. Enrichment Contracts:
 - a. Melisa Woodward (Bennett) - SPED Additional Time
- E. Surplus Items:
- F. Policy Review

G. Service Contract			
1. Puget Sound Joint Purchasing COOP			23

6. FINANCIALS:

A. Review of District Financial Reports			
1. Ending Fund Balances - September, 2019	General Fund	\$	2,709,280.07
	Capital Projects Fund	\$	110.28
	Debt Service Fund	\$	14,529.46
	ASB Fund	\$	29,208.88
	Transportation Fund	\$	121,118.69
B. Mason County Treasurer Fiscal Activity			26
C. Budget Analysis			
D. Monthly Summary			

7. SUPERINTENDENT REPORT: 36

8. DISCUSSION ITEMS:

9. ACTION ITEMS:

A. 19-20 Minimum Fund Balance			37
B. Board Monitoring: Governance Policy 2			39
C. Superintendent Reports Executive Limit			
1. EL -2 Internal Report			
D. Board Governance Ends			40

CLOSED MEETING: Approximately 15 minutes; Action is anticipated

A. Union Bargaining Update

ACTION ITEM:

A. PSE 2019 - 2022 Union Agreement

EXECUTIVE SESSION:

A. Executive session : Approximately 20 minutes to review qualifications and performance of an employee. Action is anticipated.

Under RCW 42.30.110, an Executive Session may be held for the purpose of (a) (b) considering the sale or acquisition of real estate; (c) negotiations on the performance of publicly bid contracts; (d) receiving and evaluating complaints against a director or staff member; (e) reviewing the qualifications of an applicant for public employment and or reviewing the performance of a public employee; (f) evaluate qualifications of a candidate for appointment to the board; (g) consulting with legal counsel or on matters regarding agency enforcement actions or current or potential agency litigation.

ADJOURNMENT:

MARY M. KNIGHT SCHOOL DISTRICT NO. 311
Working Session of the Board of Directors
September 17, 2019
Administrative Building

MINUTES

President, Cynthia Brehmeyer called the meeting to order at 6:07 p.m. Following the flag salute, roll call was taken.

PRESENT Shawn Donnelly, Jennifer House, Cynthia Brehmeyer, Mike Bateman, Patti McLean, Matthew Mallery, Superintendent, and Tiki Willey, Business Manager

ABSENT None.

DISCUSSION ITEMS:

DISCIPLINE POLICY A review of the new WSSDA Discipline Policy was discussed. Request was made to amend the policy with the addition of *“all incidents of discipline, to include behavior agreements, must be documented in writing.”* All were in agreement.

ENRICHMENT LEVY Details were shared with the Board on the current and upcoming Enrichment Levy rates, dates and options. Discussion followed.

ADJOURNMENT Jennifer House moved to adjourn the meeting at 7:20 p.m.

Respectfully submitted,

Matthew Mallery
Board Secretary

Cynthia Brehmeyer, President

Under RCW 42.30.110, an Executive Session may be held for the purpose of (a) (b) considering the sale or acquisition of real estate; (c) negotiations on the performance of publicly bid contracts; (d) receiving and evaluating complaints against a director or staff member; (e) reviewing the qualifications of an applicant for public employment and/or reviewing the performance of a public employee; (f) evaluate qualifications of a candidate for appointment to the board; (g) consulting with legal counsel or on matters regarding agency enforcement actions or current or potential agency litigation.

MARY M. KNIGHT SCHOOL DISTRICT NO. 311
Regular Meeting of the Board of Directors
Thursday, September 26, 2019
Administration Building

President, Cynthia Brehmeyer called the meeting to order at 6:32 p.m. Following the flag salute, roll call was taken and visitors were welcomed.

PRESENT Cynthia Brehmeyer, Jennifer House, Patti McLean, Mike Batemen, Shawn Donnelly (by phone), and Matthew Mallery, Superintendent.

ABSENT None

COMMENTS Comments and questions were shared by the audience regarding student discipline and consistency. They were asked to meet with the principal and or Superintendent to discuss their concern.

RECOGNITION All of the staff for pulling together for the start of a new year with new students and staff and assisting with coverage through staff sickness.

AGENDA Shawn Donnelly moved to approve the Agenda as presented. Mike Bateman seconded the motion. All in favor, motion carried.

CONSENT AGENDA Jennifer House moved to approve the consent agenda as presented with adjustment. Mike Bateman seconded the motion. All in favor, motion carried.

FINANCIALS Tiki shared the financials. Discussions followed.

SUPERINTENDENT REPORT Matthew Mallery discussed his monthly Superintendent Report as presented.

DISCUSSION ITEMS:

2021-2022 LEVY Jennifer House moved to approve Resolution 20-01 2021-2022 Levy. Mike Bateman seconded the motion. All in favor, motion carried.

DIESEL FUEL REMOVAL A quote was shared on the anticipated cost of removing the diesel fuel. Discussion followed. The Superintendent was given direction to move forward at his discretion.

ACTION/DECISION ITEMS:

2020 LEVY Jennifer House moved to approve Resolution 19-06 2020 Levy Rate. Mike Bateman seconded the motion. All in favor, motion carried.

WSSDA ANNUAL CONFERENCE Patti McLean moved to approve Resolution 19-07 WSSDA Conference attendance. Jennifer House seconded the motion. All in favor, motion carried.

AGENT DESIGNATION Mike Bateman moved to approve Resolution 20-02 Designation Agent. Jennifer House seconded the motion. All in favor, motion carried.

GP 9 Shawn Donnelly moved that the Board was “In Compliance” with Governance Process 9. Jennifer House seconded the motion. All in favor, motion carried.

EL 9 & 10 Shawn Donnelly moved approve the Executive Limits 9 & 10. Mike Bateman seconded the motion. All in favor, motion carried.

CLOSED MEETING The Board moved into a closed/exempt meeting at 7:15 to review the 2019-2022 MMKEA contract for approximately 15 minutes. Action was anticipated. Closed meeting extended for an additional 10 minutes.

The regular meeting was re-opened at 7:40 p.m.

MMKEA Mike Bateman moved to approve the MMKEA Contract 2019-2022. Patti McLean seconded the motion. All in favor, motion carried.

ADJOURNMENT Mike Bateman moved to adjourn the meeting at 7:42 p.m. Jennifer House seconded. Motion carried.

Respectfully submitted,

Matthew Mallery
Superintendent

Cynthia Brehmeyer, President

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of October 28, 2019, the board, by a _____ vote, approves payments, totaling \$3,655.05. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB Warrants Outstanding:
Warrant Numbers 144002890 through 144002894, totaling \$3,655.05

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
144002890	AMAZON	10/31/2019	464394437654	asb Duck tape, glue sticks, double sided tape, photo stick props	0	67.50	266.19
40 E 530 1000 00 0000 4730 0000 0000 0				Associated Student Body Fund/Expenditures/General Stude		67.50	
			843749779483	Supplies - Paint, tape, brushes, etc	0	198.69	
40 E 530 1000 00 0000 4730 0000 0000 0				Associated Student Body Fund/Expenditures/General Stude		198.69	
144002891	MARY M KNIGHT SD 311	10/31/2019	1019	Ticket Taking	0	189.73	341.63
40 E 530 2010 00 0000 4730 0000 0000 0				Associated Student Body Fund/Expenditures/HS Football		96.72	
40 E 530 2015 00 0000 4730 0000 0000 0				Associated Student Body Fund/Expenditures/HS Volleyball		93.01	
			1019 a	Pumpkin Patch Filedtrip	0	151.90	
40 E 530 3999 00 0000 4730 0000 0000 0				Associated Student Body Fund/Expenditures/1st Grade		151.90	
144002892	MASTERCARD CORP CLIENT PAYMENT	10/31/2019	1019	asb MC/Lucky Eagle - FB	0	594.32	594.32
40 E 530 2000 00 0000 4730 0000 0000 0				Associated Student Body Fund/Expenditures/Athletics		594.32	
144002893	Teamleader	10/31/2019	RG 103350	Cheer Gear	0	1,057.41	1,057.41
40 E 530 4040 00 0000 4730 0000 0000 0				Associated Student Body Fund/Expenditures/Cheerleaders		1,147.29	
40 L 601 0000 00 0000 0000 0000 0000				Associated Student Body Fund/Accounts Payable		-89.88	
144002894	WIAA	10/31/2019	37240	2019-20 Annual Membeship / L& I Fee	0	1,395.50	1,395.50
40 E 530 2000 00 0000 4730 0000 0000 0				Associated Student Body Fund/Expenditures/Athletics		1,395.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			5	Computer	Check(s) For a Total of		3,655.05

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	3,655.05
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	3,655.05
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,655.05

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Student Body Fund	-89.88	0.00	3,744.93	3,655.05

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of October 28, 2019, the board, by a _____ vote, approves payments, totaling \$2,739.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB Warrants Outstanding:
Warrant Numbers 144002895 through 144002895, totaling \$2,739.10

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
144002895	Kirkland, Amanda	10/31/2019	1019	19-20 Cheer Gear	0	2,739.10	2,739.10
40 E 530 4040 00 0000 4730 0000 0000 0	Associated Student Body Fund/Expenditures/Cheerleaders					2,739.10	
			1	Computer	Check(s) For a Total of		2,739.10

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	2,739.10
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	2,739.10
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,739.10

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Student Body Fund	0.00	0.00	2,739.10	2,739.10

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of October 28, 2019, the board, by a _____ vote, approves payments, totaling \$1,495,487.67. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF Warrants Outstanding:
Warrant Numbers 141037558 through 141037604, totaling \$1,495,487.67

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
141037558	ADOBE SYSTEMS INC	10/31/2019	1095696284	(11) Adobe Creative Cloud EDU Device Site License	0	2,708.16	2,708.16
10 E 530 3100 27 7432 0110 0000 0000 0				General Fund/Expenditures/Vocational Basic State		2,708.16	
141037559	ALARM CENTER, INC.	10/31/2019	1187368	10/1/19 - 12/31/19 Monitoring Fees	0	328.11	328.11
10 E 530 9700 67 7431 0110 0000 0000 0				General Fund/Expenditures/District Support		328.11	
141037560	AMAZON	10/31/2019	113-3217252-8767440	(1) StarTech USB to VGA Adapter	0	44.25	906.17
10 E 530 0100 27 5650 0110 0000 0000 0				General Fund/Expenditures/Basic Education		44.25	
			113-6915891-0158601	(1) 12 pk C Batteries; (1) TP; (2) Flashlights; (3) First Aid Kits; (1) 20 pk Myler Emergency Blanket	0	68.21	
10 E 530 0100 25 5610 0110 0000 0000 0				General Fund/Expenditures/Basic Education		68.21	
			113-7464713-4259451	(1) 3pk Culligan IC-100A Icemaker Filter Pack, (1) Welding Magnet Tig Arc Holder; (4) Flux core Mig Wire	0	142.50	
10 E 530 3100 27 5610 0110 0000 0000 0				General Fund/Expenditures/Vocational Basic State		97.91	
10 E 530 9800 44 5610 0110 0000 0000 0				General Fund/Expenditures/Food Service		44.59	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			113-9343995-5254642	(2) Contact Tip for Mig Welding	0	19.45	
10 E 530 3100 27 5610 0110 0000 0000 0				General Fund/Expenditures/Vocational Basic State		19.45	
			464394437654	Motovational posters, stencil kit, interlocking letters, pencils	0	146.89	
10 E 530 0100 27 5610 0110 0000 0000 0				General Fund/Expenditures/Basic Education		74.12	
10 E 530 5500 27 5610 0110 0000 0000 0				General Fund/Expenditures/Learning Assistance Program		72.77	
			493876895634	(2) Ink Cartridges; (1) Desk Organizer; (1) 30 ct glue stick	0	121.58	
10 E 530 0100 27 5610 0110 0000 0000 0				General Fund/Expenditures/Basic Education		121.58	
			679594886979	Scotch Tape	0	18.50	
10 E 530 0100 27 5610 0110 0000 0000 0				General Fund/Expenditures/Basic Education		18.50	
			767539984934	(1) 40 count 12x12 Vinyl Sheets	0	28.27	
10 E 530 3100 27 5610 0110 0000 0000 0				General Fund/Expenditures/Vocational Basic State		28.27	
			834686893434	Supplies	0	110.86	
10 E 530 0100 27 5610 0110 0000 0000 0				General Fund/Expenditures/Basic Education		110.86	
			97797743898	(7) Digital Photography Complete Course	0	205.66	
10 E 530 3100 33 5640 0110 0000 0000 0				General Fund/Expenditures/Vocational Basic State		205.66	
141037561	ASCD	10/31/2019	1019	19-20 Membership - Marstrom	0	59.00	59.00
10 E 530 5804 31 7310 0110 0000 0000 0				General Fund/Expenditures/TPEP		59.00	
141037562	CAUSGROVE TECHNOLOGIES	10/31/2019	1748	IT Services	0	2,031.12	2,031.12
10 E 530 9700 72 7350 0110 0000 0000 0				General Fund/Expenditures/District Support		2,031.12	
141037563	CENTURYLINK	10/31/2019	637B	Business Lines	0	768.80	768.80
10 E 530 9700 65 7530 0110 0000 0000 0				General Fund/Expenditures/District Support		768.80	
141037564	CENTURYLINK- BUSINESS SERVICES	10/31/2019	1477028556	Long Distance	0	33.90	33.90
10 E 530 9700 65 7530 0110 0000 0000 0				General Fund/Expenditures/District Support		33.90	
141037565	CHS, INC	10/31/2019	484246 484247	Annual Tank Lease - Shop / Greenhouse	0	184.46	184.46

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 65 7621 0110 0000 0000 0				General Fund/Expenditures/District Support		184.46	
141037566	Connections Eduction	10/31/2019	1019	Sept Budget BEA - 1720 FTE / Sept Budget SPED - 205 FTE	0	1,434,441.43	1,434,441.43
10 E 530 0200 27 7321 0110 0000 0000 0				General Fund/Expenditures/ALE		1,289,955.80	
10 E 530 0200 27 7321 0110 2100 0000 0				General Fund/Expenditures/ALE		144,485.63	
141037567	DAIRY FRESH FARMS INC	10/31/2019	1121926614	Milk	0	246.60	978.68
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		246.60	
			1121927311	Milk	0	246.60	
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		246.60	
			1121928012	Milk	0	248.56	
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		248.56	
			1121929412	Milk	0	236.92	
10 E 530 9800 42 5630 0110 0000 0000 0				General Fund/Expenditures/Food Service		236.92	
141037568	e3 MSR West	10/31/2019	1292837	Audiometer Calibration	0	113.00	113.00
10 E 530 0100 26 7352 0110 0000 0000 0				General Fund/Expenditures/Basic Education		113.00	
141037569	Elma School District No. 68	10/31/2019	0000151575	Bus 402 - Replace upper and lower radiator hoses, oil, oil filter, heater hose, LH/RH Tie Rods	0	1,569.84	3,936.84
10 E 530 9900 53 5610 0110 0000 0000 0				General Fund/Expenditures/Transportation		588.66	
10 E 530 9900 53 7511 0110 0000 0000 0				General Fund/Expenditures/Transportation		981.18	
			0000151579	Bus 416 - Oil filter, Oil, clean heater filters, trans filter, antifreeze, air dry cartridge	0	903.29	
10 E 530 9900 53 5610 0110 0000 0000 0				General Fund/Expenditures/Transportation		400.95	
10 E 530 9900 53 7511 0110 0000 0000 0				General Fund/Expenditures/Transportation		502.34	
			0000151581	55 Gal Drum w/pump - filled with coolant	0	907.39	
10 E 530 9700 62 5610 0110 0000 0000 0				General Fund/Expenditures/District Support		722.27	
10 E 530 9700 62 7431 0110 0000 0000 0				General Fund/Expenditures/District Support		185.12	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			0000151582	Bus 412 - Radiator Pressure Test	0	222.16	
10 E 530 9900 53 7511 0110 0000 0000 0				General Fund/Expenditures/Transportation		222.16	
			0000151595	Bus 412 - Regenerated x2 to clear codes	0	334.16	
10 E 530 9900 53 7431 0110 0000 0000 0				General Fund/Expenditures/Transportation		334.16	
141037570	ESD 113	10/31/2019	1002000283	19-20 Media Services	0	940.10	940.10
10 E 530 0100 27 7340 0110 0000 0000 0				General Fund/Expenditures/Basic Education		940.10	
141037571	Finch, Andee	10/31/2019	1019	19-20 Nursing Contract	0	861.34	861.34
10 E 530 0100 26 7340 0110 0000 0000 0				General Fund/Expenditures/Basic Education		861.34	
141037572	Hanson Law Offices	10/31/2019	242	Legal Services	0	325.00	325.00
10 E 530 9700 11 7340 0110 0000 0000 0				General Fund/Expenditures/District Support		325.00	
141037573	HERITAGE FINANCIAL INC	10/31/2019	36227	HS/ADM Copier Lease	0	678.36	678.36
10 E 530 0100 27 7550 0110 0000 0000 0				General Fund/Expenditures/Basic Education		678.36	
141037574	KCDA PURCHASING COOPERATIVE	10/31/2019	300431942	(2) cases pan liners	0	76.49	76.49
10 E 530 9800 42 5610 0110 0000 0000 0				General Fund/Expenditures/Food Service		76.49	
141037575	Kelley Imaging Systems	10/31/2019	IN582485	Copier Maintenance	0	447.85	447.85
10 E 530 0100 27 7550 0110 0000 0000 0				General Fund/Expenditures/Basic Education		447.85	
141037576	LES SCHWAB SHAUB-ELLISON COMPA	10/31/2019	36400318889	V07 - (2) front tires and alignment	0	276.59	390.83
10 E 530 9900 53 5610 0110 0000 0000 0				General Fund/Expenditures/Transportation		246.13	
10 E 530 9900 53 7431 0110 0000 0000 0				General Fund/Expenditures/Transportation		30.46	
			83200516852	On-site service for screw in lawnmower tire	0	114.24	
10 E 530 9900 53 7431 0110 0000 0000 0				General Fund/Expenditures/Transportation		114.24	
141037577	MASON COUNTY GARBAGE, INC	10/31/2019	5809799	Garbage Service	0	385.71	659.38
10 E 530 9700 65 7420 0110 0000 0000 0				General Fund/Expenditures/District Support		385.71	
			5810181	Recycle Service	0	273.67	
10 E 530 9700 65 7420 0110 0000 0000 0				General Fund/Expenditures/District Support		273.67	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
141037578	MASTERCARD CORP CLIENT PAYMENT	10/31/2019	1019 1	MC/Westside Pizza - Board Retreat	0	86.97	318.45
10 E 530 9700 11 5610 0110 0000 0000 0			General Fund/Expenditures/District Support			86.97	
			1019 2	MC/Food Service Equip - Switch for Dishwasher	0	35.52	
10 E 530 9800 44 5610 0110 0000 0000 0			General Fund/Expenditures/Food Service			35.52	
			1019 3	MC/Smartfoods - Laundry Soap	0	38.51	
10 E 530 0100 28 5610 0110 0000 0000 0			General Fund/Expenditures/Basic Education			38.51	
			1019 4	MC/Walmart - Food	0	39.28	
10 E 530 9800 42 5630 0110 0000 0000 0			General Fund/Expenditures/Food Service			39.28	
			1019 5	MC/Wix - annual domain fee	0	118.03	
10 E 530 9700 72 7350 0110 0000 0000 0			General Fund/Expenditures/District Support			118.03	
			1019 6	MC/BMO - Fee	0	0.14	
10 E 530 0100 27 5610 0110 0000 0000 0			General Fund/Expenditures/Basic Education			0.14	
141037579	MATLOCK STORE	10/31/2019	1019	Fuel	0	3,216.58	3,216.58
10 E 530 9900 52 5626 0110 0000 0000 0			General Fund/Expenditures/Transportation			2,290.65	
10 E 530 9900 52 5626 0110 2100 0000 0			General Fund/Expenditures/Transportation			925.93	
141037580	North Thurston Public Schools	10/31/2019	1019	Delivery of Surplus	0	53.00	53.00
10 E 530 0100 27 8580 0110 0000 0000 0			General Fund/Expenditures/Basic Education			53.00	
141037581	Office of Minority & Women's B	10/31/2019	30313357	Annual Political Subdivision Fee	0	100.00	100.00
10 E 530 9700 12 7310 0110 0000 0000 0			General Fund/Expenditures/District Support			100.00	
141037582	Oien, Debra K	10/31/2019	1019	Food	0	14.32	14.32
10 E 530 9800 42 5630 0110 0000 0000 0			General Fund/Expenditures/Food Service			14.32	
141037583	ORKIN EXTERMINATING	10/31/2019	27995182	Pest Control	0	120.27	120.27
10 E 530 9700 62 7340 0110 0000 0000 0			General Fund/Expenditures/District Support			120.27	
141037584	OSPI - Accounts Receivable	10/31/2019	0524600	Refund of Revenue - Overcharged grant	0	934.00	934.00
10 R 960 5200 61 0000 0000 0000 0000 0			General Fund/Revenues/School Improvement			934.00	
141037585	OSPI - SUPERINTENDENT OF PUBLI	10/31/2019	20-130	Annual K-20 Network Access Internet Services	0	2,656.00	2,656.00
10 E 530 9700 72 7432 0110 0000 0000 0			General Fund/Expenditures/District Support			2,656.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
141037586	PEARSON EDUCATION	10/31/2019	4025975176	ELA Curriculum - Grades 7 - 11	0	704.89	6,803.60
10 E 530 0100 33 5640 0110 0000 0000 0			General Fund/Expenditures/Basic Education			704.89	
			4025993094	Math Navigator Curriculum	0	3,126.81	
10 E 530 0100 33 5640 0110 0000 0000 0			General Fund/Expenditures/Basic Education			3,126.81	
			7026934207	ELA Curriculum - Grades 7 - 11	0	2,971.90	
10 E 530 0100 33 5640 0110 0000 0000 0			General Fund/Expenditures/Basic Education			2,971.90	
141037587	PETTY CASH - MMK	10/31/2019	1019	UPS/Scholastic Book Fair Pickup	0	7.40	7.40
10 E 530 0100 22 5610 0110 0000 0000 0			General Fund/Expenditures/Basic Education			7.40	
141037588	PNW Pumps, LLC	10/31/2019	3977	Septic Pump Alarm Inspection. Found impeller clogged cleared out and working fine.	0	2,956.63	2,956.63
10 E 530 9700 65 7431 0110 0000 0000 0			General Fund/Expenditures/District Support			2,956.63	
141037589	POSTMASTER	10/31/2019	1019	Postage	0	165.00	165.00
10 E 530 9700 13 5610 0110 0000 0000 0			General Fund/Expenditures/District Support			165.00	
141037590	PUD 3	10/31/2019	25815001	Power	0	173.72	3,781.09
10 E 530 9700 65 7622 0110 0000 0000 0			General Fund/Expenditures/District Support			173.72	
			25817001	Power - Demand 1357.92	0	3,505.96	
10 E 530 9700 65 7622 0110 0000 0000 0			General Fund/Expenditures/District Support			3,505.96	
			73599001	Power	0	101.41	
10 E 530 9700 65 7622 0110 0000 0000 0			General Fund/Expenditures/District Support			101.41	
141037591	RENAISSANCE LEARNING INC	10/31/2019	4523237	(100) Star Reading Subscription	0	527.68	527.68
10 E 530 5100 27 7350 0110 0000 0000 0			General Fund/Expenditures/Title I Federal			527.68	
141037592	SCHOLASTIC INC	10/31/2019	M6811161	Grade 3 Scholastic News Subscription	0	119.62	119.62
10 E 530 0100 27 5640 0110 0000 0000 0			General Fund/Expenditures/Basic Education			119.62	
141037593	SHELTON LOCK AND KEY	10/31/2019	6624	Repair/replace 10 door locks - 50% down payment	0	3,000.00	3,000.00
10 E 530 9700 62 7431 0110 0000 0000 0			General Fund/Expenditures/District Support			3,000.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
141037594	STAPLES - DEPT 31 CREDIT PLAN	10/31/2019	3424685002	(1) 36pk AA Batteries; (1) Toner; (5) 3x5 ruled index cards; (1) 10 pk correction tape	0	171.94	1,028.14
10 E 530 0100 27 5610 0110 0000 0000 0			General Fund/Expenditures/Basic Education			171.94	
			3424751779	(2) Toner	0	527.03	
10 E 530 0100 27 5610 0110 0000 0000 0			General Fund/Expenditures/Basic Education			527.03	
			3424751780	(1) Legal Pad	0	30.17	
10 E 530 0100 27 5610 0110 0000 0000 0			General Fund/Expenditures/Basic Education			30.17	
			3426748060	(1) Annual Premium Membership Fee	0	299.00	
10 E 530 0100 27 7310 0110 0000 0000 0			General Fund/Expenditures/Basic Education			299.00	
141037595	Teacher Discovery	10/31/2019	150719	(3) Book Poster Set; (1) Novel Gilde Mini Poster Set; (1) Online Savanger Hunt Games	0	157.66	157.66
10 E 530 0100 27 5610 0110 0000 0000 0			General Fund/Expenditures/Basic Education			171.06	
10 L 601 0000 00 0000 0000 0000 0000			General Fund/Accounts Payable			-13.40	
141037596	Tozier Bros. Inc	10/31/2019	439365	Lawnmower Owner Manual and Maint book	0	39.15	39.15
10 E 530 9700 62 5610 0110 0000 0000 0			General Fund/Expenditures/District Support			39.15	
141037597	US Foods	10/31/2019	3559556	Food	0	1,350.98	6,940.74
10 E 530 9800 44 5610 0110 0000 0000 0			General Fund/Expenditures/Food Service			5.00	
10 E 530 9800 42 5630 0110 0000 0000 0			General Fund/Expenditures/Food Service			1,345.98	
			3573405	Food	0	1,774.36	
10 E 530 9800 44 5610 0110 0000 0000 0			General Fund/Expenditures/Food Service			96.92	
10 E 530 9800 42 5630 0110 0000 0000 0			General Fund/Expenditures/Food Service			1,677.44	
			4002228	Food	0	1,803.14	
10 E 530 9800 44 5610 0110 0000 0000 0			General Fund/Expenditures/Food Service			19.06	
10 E 530 9800 42 5630 0110 0000 0000 0			General Fund/Expenditures/Food Service			1,784.08	
			4136131	Food	0	2,012.26	
10 E 530 9800 42 5630 0110 0000 0000 0			General Fund/Expenditures/Food Service			2,012.26	
141037598	USPS	10/31/2019	1019	Newsletter Bulk Mailing	0	65.02	65.02

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 15 5610 0110 0000 0000 0				General Fund/Expenditures/District Support		65.02	
141037599	WA STATE DEPT OF NATURAL RESOU	10/31/2019	9140699	Property Txs 2019 - DNR Fire Control	0	17.40	17.40
10 E 530 9700 67 7340 0110 0000 0000 0				General Fund/Expenditures/District Support		17.40	
141037600	Warren Hopkins Consulting Serv	10/31/2019	292	MMKEA Negotiations Consulting - final payment	0	4,000.00	9,000.00
10 E 530 9700 11 7340 0110 0000 0000 0				General Fund/Expenditures/District Support		4,000.00	
			294	PSE Negotiations Consulting - final payment	0	5,000.00	
10 E 530 9700 11 7340 0110 0000 0000 0				General Fund/Expenditures/District Support		5,000.00	
141037601	Willey, Tiki L	10/31/2019	1019	Travel	0	220.40	220.40
10 E 530 9700 13 8580 0110 0000 0000 0				General Fund/Expenditures/District Support		220.40	
141037602	WSIPC	10/31/2019	1001900331	19-20 Hardware Maintenance	0	284.16	1,906.50
10 E 530 9700 72 7432 0110 0000 0000 0				General Fund/Expenditures/District Support		284.16	
			1001900510	19-20 EES School Desktop Core	0	1,622.34	
10 E 530 9700 72 7432 0110 0000 0000 0				General Fund/Expenditures/District Support		1,622.34	
141037603	WSPA	10/31/2019	12886	School Law Conference Registration 2019	0	395.00	395.00
10 E 530 9700 12 7310 0110 0000 0000 0				General Fund/Expenditures/District Support		395.00	
141037604	WSSDA	10/31/2019	1019	WSSDA Regional Conference, MM, CB, SD	0	75.00	75.00
10 E 530 9700 11 7340 0110 0000 0000 0				General Fund/Expenditures/District Support		50.00	
10 E 530 9700 12 7310 0110 0000 0000 0				General Fund/Expenditures/District Support		25.00	

47 Computer Check(s) For a Total of 1,495,487.67

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
47	Computer	Checks For a Total of	1,495,487.67
Total For	47	Manual, Wire Tran, ACH & Computer Checks	1,495,487.67
Less	0	Voided	0.00
		Net Amount	1,495,487.67

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-13.40	934.00	1,494,567.07	1,495,487.67

October 10, 2019

Mary M Knight School Board, Staff, and Community:

I would first like to thank everyone for the opportunities, achievements, and growth I have received at Mary M. Knight School over the past several years.

It is with a heavy heart that I announce my resignation, effective November 1, 2019. The decision has not been a light or easy one.

I have been offered and accepted a position with the McCleary School District that I feel would be a good challenge for me, and open new opportunities and growth. I will always have a big heart for MMK and the kids. I will continue to support or school, kids and community.

Again, I thank you and wish each of you the very best in the future.

Sincerely,

A handwritten signature in cursive script that reads "Tiki Willey". The signature is written in dark ink and is positioned above the printed name and title.

Tiki Willey
Business Manager

(Mary M. Knight School District #311, Mason County, Washington)

INTERLOCAL AGREEMENT
with the
PUGET SOUND JOINT PURCHASING COOPERATIVE

THIS AGREEMENT is made and entered into, by and among the school districts of the State of Washington on the signature page hereto (the “*Member Districts*”) and has been authorized by each of the Member Districts.

RECITALS

WHEREAS, each of the Member Districts is a duly constituted school district organized and existing under and by virtue of the laws of the State of Washington;

WHEREAS, each of the Member Districts is authorized by RCW 28A.320 or by the Interlocal Cooperation Act, Chapter 39.34 RCW, to enter into cooperative agreements for the purchase of various equipment, supplies and services;

WHEREAS, the Member Districts seek to reduce their respective costs in purchasing various food products, supplies, services, equipment and commodity processing, storage and transportation services for use in the school districts and to make the most efficient use of their powers by enabling them to cooperate with each other on a basis of mutual advantage;

WHEREAS, the Executive Committee (the “*Executive Committee*”) has caused the Puget Sound Joint Purchasing Association (DBA Puget Sound Joint Purchasing Cooperative (the “*Cooperative*”)) to be formed as a cooperative under Chapter 24.03 RCW;

NOW THEREFORE, in consideration of the promises and agreements contained in this Agreement and subject to the terms and conditions set forth, it is mutually understand and agreed by the parties as follows:

- The Cooperative shall continue to have all rights and responsibilities as contemplated and accomplished pursuant to its articles and bylaws, as amended, including but not limited to provide centralized purchasing and other services. Nothing herein shall be deemed to prevent the Cooperative from any further reorganization permitted by applicable law.
- The purpose of the Cooperative is to procure various equipment, supplies and services in support of the Member District’s programs.
- This agreement shall allow the purchase or acquisition of goods and services by each Member District directly from a third-party vendor if a provision has been made in the lead agency’s contract with that third party vendor that permits other agencies to avail themselves of the goods and services offered under the contract.

- The Superintendent or designee of the undersigned school district is hereby designated as representative to the joint purchasing agency Cooperative Board and the Superintendent or designee is further authorized to execute and implement the requisite agreement or agreements to accomplish this purpose.
- The Superintendent or designee of the undersigned school district shall have full voting rights regarding Cooperative matters upon approval as a Member.
- The undersigned school district will be assessed fees based on total equivalent lunches (meals) as reported on the last OSPI 1800D report, with a minimum annual fee of \$200. Fees will be determined by the Executive Committee on an annual basis and shall be assessed to each Member District to reimburse documented actual administrative, legal, insurance, and other costs. The Executive Committee will be responsible for annual budgeting and reporting. Upon termination of this Agreement or dissolution of the Cooperative, all remaining assessed fees will be returned to the Member Districts pro rata.
- Each Member District will be solely responsible for purchase, service, and disposal obligations for its use of the Puget Sound Joint Purchasing Cooperative's contracts.
- Each Member District reserves the right to contract purchases independently, with or without notice to the other Member Districts. This Agreement does not obligate any Member Districts to acquire goods or services through the contractual agreements of the other Member District.
- The Cooperative shall have all powers allowed by law for interlocal agencies created under RCW 28A.320.080, RCW 39.34.030 or Chapter 23.86 RCW, as they now exist or may hereafter be amended, and as authorized, amended, or removed by the Executive Committee, as provided for in this Agreement.
- The Cooperative shall be financed through dues from Member Districts.
- This Agreement shall remain in full force and effect until terminated in accordance with the Puget Sound Joint Purchasing Cooperative Bylaws or Articles.

This Agreement and any amendments thereto, shall be executed on behalf of each Member District by its duly authorized representative and pursuant to an appropriate motion, resolution or ordinance. This Agreement may be executed in any number of counterparts, each of which shall be an original, but those counterparts will constitute one and the same instrument. This Agreement shall be deemed adopted and effective as of the date signed.

Mary M. Knight School District

2987 W Matlock Brady Road

Elma, WA 98541

Phone:360.426.6767 Fax: 360.427.5516

Signature of District Superintendent or Board President

Printed Name and Title

<u>Matt Mallery</u>	<u>Superintendent</u>
Name	Title

Signature _____

Date: _____

Attest:
 Secretary to the Board _____ Date _____

Received PSJPC

Date _____

Signature _____

_____	_____
Name	Title

MASON COUNTY TREASURER'S MONTHLY REPORT

To Mary M Knight School District
 For September-2019
 Month Year

School District No. 311

ESD No. 113

	Item No.	General Fund 1	ASB Fund 4
I CASH:			
Beginning Cash Balance		1,531,289.15	47.61
ADD: School District Deposits Received In	01	2,792.23	3,759.00
Investment Earnings	02		44.34
Investments Sold (Exclude Interest)	03		
Interfund Loan Proceeds from Fund 2	52		
Repayment of Interfund Loan Principal from Funds 2, 3, or 9 (Exclude Interest)	49		
Proceeds from Revenue Anticipation Notes Issued	15		
Total Schedule A Cash Increases (see page 8)	04	1,651,594.39	
Other Cash Increases - Identify	19		
DEDUCT: Warrants Redeemed	05	1,635,984.10	
Warrants Interest Paid	06		
Investments Purchased	07	1,357,104.39	3,431.61
Interfund Loans to Funds 2, 3, or 9	13		
Repayment of Interfund Loan Principal from Funds 2 (Exclude Interest)	08		
Interfund Loan Interest Paid	09		
Revenue Anticipation Notes Redeemed	16		
Revenue Anticipation Note Interest Paid	17		
Transfer to Funds 2, 3, or 9	10		
Other Cash Decreased - Identify	11		
Ending Cash Balance		192,587.28 ✓	419.34
II INVESTMENTS:			
Beginning Investment Balance		1,337,049.37	25,540.16
ADD: Investments Purchased	07	1,357,104.39	3,431.61
DEDUCT: Investments Sold	03		
Ending Investments Balance		2,694,153.76 ✓	28,971.77 ✓
III WARRANTS OUTSTANDING:			
Beginning Warrants Outstanding Balance		1,523,925.31	
ADD: Warrants Issued	12	300,580.74	375.00
DEDUCT: Warrants Redeemed	05	1,635,984.10	
Warrants Cancelled	14	9,676.57	
Ending Warrants Outstanding Balance		178,845.38 ✓	375.00
IV REVENUE ANTICIPATION NOTES OUTSTANDING:			
Beginning Revenue Anticipation Notes Outstanding Balance		0.00	
ADD: Revenue Anticipation Notes Issued	15		
DEDUCT: Revenue Anticipation Notes Redeemed	16		
Ending Revenue Anticipation Notes Outstanding Balance			
Ending Cash Plus Investments Less Warrants Outstanding Less Revenue Anticipation Notes Outstanding		2,707,895.66	29,016.11

IMPREST + 600.00
 2,708,495.66
 COMP TAX - 609.73
 PAYROLL VOID + 1,394.14
 2,709,280.07 ✓
 200.00
 29,216.11
 7.23
 29,208.88 ✓
 ✓
 ✓

MASON COUNTY TREASURER'S MONTHLY REPORT

To Mary M Knight School District
 For September-2019
 Month Year

School District No. 311

ESD No. 113

		Item No.	Capital Projects Fund 2	Transportation Vehicle Fund 9
I	CASH:			
	Beginning Cash Balance		2,047.57	21,640.00
	ADD: School District Deposits Received In	01		
	Investments Sold (Exclude Interest)	03		
	Interfund Loan Proceeds from Fund 1 and 2	52		
	Repayment of Interfund Loan Principal from Funds 1, 3, or 9 (Exclude Interest)	49		
	Proceeds from Revenue Anticipation Notes Issued	15		
	Total Schedule A Cash Increases (see page 8)	04	0.20	183.07
	Other Cash Increases - Identify	19		
	DEDUCT: Warrants Redeemed	05	2,047.35	
	Warrants Interest Paid	06		
	Investments Purchased	07	0.22	21,640.00
	Interfund Loans to Funds 1, 3, or 9	13		
	Repayment of Interfund Loan Principal to Funds 1 or 2 (Exclude Interest)	08		
	Interfund Loan Interest Paid	09		
	Revenue Anticipation Notes Redeemed	16		
	Revenue Anticipation Note Interest Paid	17		
	Transfer to Funds 1 or 3	10		
	Bond Issuance Expenditures	18	0.00	
	Other Cash Decreased - Identify	11		
	Ending Cash Balance		0.20 ✓	183.07 ✓
II	INVESTMENTS:			
	Beginning Investment Balance		109.86	99,295.62
	ADD: Investments Purchased	07	0.22	21,640.00
	DEDUCT: Investments Sold	03		
	Ending Investments Balance		110.08 ✓	120,935.62 ✓
III	WARRANTS OUTSTANDING:			
	Beginning Warrants Outstanding Balance		2,047.35	
	ADD: Warrants Issued	12		
	DEDUCT: Warrants Redeemed	05	2,047.35	
	Warrants Cancelled	14		
	Ending Warrants Outstanding Balance		0.00 ✓	0.00
IV	REVENUE ANTICIPATION NOTES OUTSTANDING:			
	Beginning Revenue Anticipation Notes Outstanding Balance		0.00	0.00
	ADD: Revenue Anticipation Notes Issued	15		
	DEDUCT: Revenue Anticipation Notes Redeemed	16		
	Ending Revenue Anticipation Notes Outstanding Balance			
	Ending Cash Plus Investments Less Warrants Outstanding Less Revenue Anticipation Notes Outstanding		110.28 ✓	121,118.69 ✓

MASON COUNTY TREASURER'S MONTHLY REPORT

To Mary M Knight School District
 For September-2019
 Month Year

School District No. 311

ESD No. 113

		Item No.	Debt Service Fund 3
I COUNTY TREASURER'S CASH:			
Beginning County Treasurer's Cash Balance			14,699.46
ADD:	School District Deposits Received In	01	
	Investments Sold (Exclude Interest)	03	
	Interfund Loan Proceeds from Fund 1 and 2	52	
	Accrued Interest and Premium on Bond Sales	50	
	Monies Remitted to County Treas. by Fiscal Agent	77	
	Proceeds from Revenue Anticipation Notes Issued	15	
	Total Schedule A Cash Increases (see page 8)	04	
	Other Cash Increases - Identify	19	
DEDUCT:	Warrants Redeemed	05	
	Warrants Interest Paid	06	
	Voted Bonds Redeemed by County Treasurer	71	
	Nonvoted Bonds Redeemed by County Treasurer	58	
	Voted Coupon Interest Paid by County Treasurer	72	
	Nonvoted Coupon Interest Paid by County Treasurer	65	
	Bond Transfer Fees	98	170.00
	Investments Purchased	07	14,529.46
	Monies Remitted to Fiscal Agent by County Treas.	73	
	Repayment of Interfund Loan to Funds 1 or 2	08	
	Interfund Loan Interest Paid	09	
	Revenue Anticipation Notes Redeemed	16	
	Revenue Anticipation Note Interest Paid	17	
	Transfer to Fund 1		
	to Close Out Debt Service Fund	10	
	Other Cash Decreased - Identify	11	
Ending County Treasurer's Cash Balance			0.00
II COUNTY TREASURER'S INVESTMENTS:			
Beginning County Treasurer's Investments Balance			
ADD:	Investments Purchased	07	14,529.46
DEDUCT:	Investments Sold	03	
Ending County Treasurer's Investments Balance			14,529.46
III FISCAL AGENT CASH:			
Beginning Fiscal Agent Cash Balance			
ADD:	Monies Remitted to the Fiscal Agent by County Treas.	73	
DEDUCT:	Voted Bonds Redeemed by the Fiscal Agent	75	
	Nonvoted Bonds Redeemed by the Fiscal Agent	57	
	Voted Coupon Interest Paid by the Fiscal Agent	76	
	Nonvoted Coupon Interest Paid by the Fiscal Agent	64	
	Monies Remitted to County Treas. by Fiscal Agent	77	
Ending Fiscal Agent Cash Balance			
IV REVENUE ANTICIPATION NOTES OUTSTANDING:			
Beginning Revenue Anticipation Notes Outstanding Balance			0.00
ADD:	Revenue Anticipation Notes Issued	15	
DEDUCT:	Revenue Anticipation Notes Redeemed	16	
Ending Revenue Anticipation Notes Outstanding Balance			
V WARRANTS OUTSTANDING:			
Beginning Warrants Outstanding Balance			
ADD:	Warrants Issued	12	
DEDUCT:	Warrants Redeemed	05	

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the MARY M KNIGHT SD 311 School District for the Month of September, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	390,213	10,796.18	10,796.18		379,416.82	2.77
2000 LOCAL SUPPORT NONTAX	37,675	4,861.66	4,861.66		32,813.34	12.90
3000 STATE, GENERAL PURPOSE	17,946,169	1,431,073.10	1,431,073.10		16,515,095.90	7.97
4000 STATE, SPECIAL PURPOSE	2,608,395	207,649.18	207,649.18		2,400,745.82	7.96
5000 FEDERAL, GENERAL PURPOSE	1,000	.00	.00		1,000.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	253,370	.00	.00		253,370.00	0.00
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	2,000	.00	.00		2,000.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	21,238,822	1,654,380.12	1,654,380.12		19,584,441.88	7.79
B. EXPENDITURES						
00 Regular Instruction	17,327,425	138,908.56	138,908.56	0.00	17,188,516.44	0.80
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,432,637	24,440.65	24,440.65	0.00	2,408,196.35	1.00
30 Voc. Ed Instruction	223,004	9,499.64	9,499.64	0.00	213,504.36	4.26
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	354,185	11,479.40	11,479.40	0.00	342,705.60	3.24
70 Other Instructional Pgms	51,315	.00	.00	0.00	51,315.00	0.00
80 Community Services	0	1,585.55	1,585.55	0.00	1,585.55-	0.00
90 Support Services	1,240,771	94,470.92	94,470.92	0.00	1,146,300.08	7.61
Total EXPENDITURES	21,629,337	280,384.72	280,384.72	0.00	21,348,952.28	1.30
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	239,000	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	629,515-	1,373,995.40	1,373,995.40		2,003,510.40	318.26-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	1,452,500		1,335,284.67			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	822,985		2,709,280.07			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	39,400.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	600.00
G/L 890 Unassigned Fund Balance	230,762	2,126,755.53
G/L 891 Unassigned Min Fnd Bal Policy	592,223	542,524.54
<u>TOTAL</u>	822,985	2,709,280.07

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the MARY M KNIGHT SD 311 School District for the Month of September, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	100	.20	.20		99.80	0.20
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	100	.20	.20		99.80	0.20
<u>B. EXPENDITURES</u>						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	0	.00	.00	0.00	.00	0.00
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	0	.00	.00	0.00	.00	0.00
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN. SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	100	.20	.20		99.80-	99.80-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	125		110.08			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	225		110.28			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	640,747.00-
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	1,754.88
G/L 864 Reserve from Federal Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted from Impact Proceeds	0	.00
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	225	639,102.40
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	225	110.28

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the MARY M KNIGHT SD 311 School District for the Month of September, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	600	.00	.00		600.00	0.00
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	239,000	.00	.00		239,000.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	239,600	.00	.00		239,600.00	0.00
B. EXPENDITURES						
Matured Bond Expenditures	239,000	.00	.00	0.00	239,000.00	0.00
Interest On Bonds	6,610	.00	.00	0.00	6,610.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	500	170.00	170.00	0.00	330.00	34.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	246,110	170.00	170.00	0.00	245,940.00	0.07
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)						
	6,510-	170.00-	170.00-		6,340.00	97.39-
F. TOTAL BEGINNING FUND BALANCE						
	14,350		14,699.46			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	7,840		14,529.46			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	7,840		14,529.46			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	7,840		14,529.46			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the MARY M KNIGHT SD 311 School District for the Month of September, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 GENERAL STUDENT BODY	8,000	2,175.09	2,175.09		5,824.91	27.19
2000 ATHLETICS	7,200	1,218.25	1,218.25		5,981.75	16.92
3000 CLASSES	7,500	.00	.00		7,500.00	0.00
4000 CLUBS	6,000	70.00	70.00		5,930.00	1.17
6000 PRIVATE MONEY	400	340.00	340.00		60.00	85.00
<u>Total REVENUES</u>	29,100	3,803.34	3,803.34		25,296.66	13.07
B. EXPENDITURES						
1000 GENERAL STUDENT BODY	5,000	290.00	290.00	0.00	4,710.00	5.80
2000 ATHLETICS	14,250	92.23	92.23	0.00	14,157.77	0.65
3000 CLASSES	7,850	.00	.00	0.00	7,850.00	0.00
4000 CLUBS	2,600	.00	.00	0.00	2,600.00	0.00
6000 PRIVATE MONEY	500	.00	.00	0.00	500.00	0.00
<u>Total EXPENDITURES</u>	30,200	382.23	382.23	0.00	29,817.77	1.27
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	1,100-	3,421.11	3,421.11		4,521.11	411.01-
D. TOTAL BEGINNING FUND BALANCE						
	25,000		25,787.77			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)						
	23,900		29,208.88			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	23,900		29,208.88			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	23,900		29,208.88			

Handwritten initials

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the MARY M KNIGHT SD 311 School District for the Month of September, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	500	183.07	183.07		316.93	36.61
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	21,443	.00	.00		21,443.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	21,943	183.07	183.07		21,759.93	0.83
<u>B. 9900 TRANSFERS IN FROM GF</u>						
	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	21,943	183.07	183.07		21,759.93	0.83
<u>D. EXPENDITURES</u>						
Type 30 Equipment	115,000	.00	.00	0.00	115,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	115,000	.00	.00	0.00	115,000.00	0.00
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>						
	0	.00	.00			
<u>F. OTHER FINANCING USES (GL 535)</u>						
	0	.00	.00			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	93,057-	183.07	183.07		93,240.07	100.20-
<u>H. TOTAL BEGINNING FUND BALANCE</u>						
	100,000		120,935.62			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>						
	XXXXXXXXX		.00			
<u>J. TOTAL ENDING FUND BALANCE</u>						
<u>(G+H + OR - I)</u>	6,943		121,118.69			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	6,943		121,118.69			
G/L 830 Reserved for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	6,943		121,118.69			

Handwritten mark

Mary M. Knight School District

2987 W. Matlock-Brady Road
Elma, WA 98541

360.426.6767 (office)
360.427.5516 (fax)

www.marymknight.com



Matt Mallery
Superintendent
Michael Marstrom
Principal

Mike Bateman
Cynthia Brehmeyer
Shawn Donnelly
Jennifer House
Patti McLean
Board of Directors

Superintendent Report for October 28, 2019.

1. Personnel:
 - a. One (1) Paraprofessional Position has been filled. It is listed under the consent agenda.
 - b. Business Manager Position has been posted. Interviews tentatively scheduled for October 28 to November 1.
 - c. We reached a Tentative Agreement with the Public School Employees (PSE).
2. Facilities:
 - a. Fire Marshall Inspection follow-up scheduled for October 29, 2019.
3. Transportation.
 - a. Two Bus Drivers on Medical Leave, combined routes and athletic trips.
4. Other
 - a. Harvest Dinner-September 28. Large Community Turn out.
 - b. WASA Fall Conference on October 8. Social Emotional Learning.
 - c. Parent Teacher Conferences October 9, 10, 11.
 - d. Homecoming, October 14 to 18. Football Game was on Oct 19
 - e. Mason County Superintendents meeting on October 17.
 - f. WASSDA Regional Meeting. October 29 at Rochester School District.
 - g. Mason County Joint School Board Meeting. December 10, 2019 at PUD #3.

Request to Set Minimum Fund Balance

The Mary M. Knight School District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels due to revenue shortfalls, working capital needs, contingencies, and unpredicted expenditures. The district's current minimum fund balance policy requires a reserve of at least two months averaged operating expenditures.

It is the recommendation of several recognized governmental accounting standards that LEAs maintain a minimum fund balance equal to two months of averaged operating expenditures, which is no less than 14.50% . The district believes a reserve of this level is appropriate to safeguard the financial stability of the General Fund.

2012-13	\$2,882,783.00	14.5%	<u>\$418,003.54</u>	2 mo	\$480,463.84 (16.67%)
2013-14	\$3,239,206.00	14.5%	<u>\$469,684.87</u>	2 mo	\$539,867.68 (16.67%)
2014-15	\$3,243,206.08	14.5%	<u>\$470,264.89</u>	2 mo	\$540,642.46 (16.67%)
2015-16	\$3,031,961.99	14.5%	<u>\$439,634.49</u>	2 mo	\$505,428.00 (16.67%)
2016-17	\$3,129,879.67	14.5%	<u>\$453,832.55</u>	2 mo	\$521,750.94 (16.67%)
2017-18	\$2,815,562.49	14.5%	<u>\$408,256.56</u>	2 mo	\$469,354.27 (16.67%)
2018-19	\$3,741,548.50	14.5%	<u>\$542,524.54</u>	2 mo	\$623,716.14 (16.67%)
2019-20	\$3,716,415.16	14.5%	\$538,880.20	2 mo	\$619,526.41 (16.67%)

Minimum Fund Balance Review

19-20 Budget Revenue	\$ 21,238,822.03	
19-20 Budget Expenditures	\$ 21,629,337.00	
Less ALE BEA Pymt	- \$ 14,625,418.00	
Less ALE SPED Pymt	- <u>\$ 3,287,503.84</u>	
	\$ 3,716,415.16	
Beg Fund Balance	\$ 1,373,995.40	
Minimum Fund Balance	- <u>\$ 619,526.41</u> (16.67%)	<u>\$ 538,880.20</u> (14.50%)
	\$ 754,468.99	\$ 629,690.20
Supt Search	\$ 10,000.00	
Van/Truck Replacement	\$ 30,000.00	
Annual Teach Budget	\$ 18,700.00	
Annual Facilities Budget	\$ 39,700.00	
Solar Grant	\$ 15,000.00	
HS Siding	\$ 57,000.00	
Classroom Locks	\$ 6,076.00	
Negotiator	\$ 9,000.00	
Curriculum Needs	\$ 50,000.00	
Security Panel Replacement	<u>\$ 7,500.00</u>	
	\$ 242,976.00	
Transfer Out	\$ 239,000.00	
Unassigned Fund Balance	\$ 272,492.99	\$ 147,714.20
Est Ending Fund Balance	\$ 892,019.40	\$ 892,019.40

Policy Type: Governance Process

Governing Style

GP-2

The Board will govern with emphasis on organizational vision rather than on interpersonal relationships; encourage diversity in viewpoints; focus on strategic leadership rather than administrative detail; observe clear distinction between Board and Superintendent roles; make collective rather than individual decisions; exhibit future orientation rather than past or present; and govern proactively rather than reactively. Accordingly:

1. The Board will cultivate a sense of group responsibility. The Board will work in partnership with the Superintendent, staff, students, parents, and the community. The Board, not the Superintendent or staff, will be responsible for excellence in governing. The Board will use the expertise of individual Board members to enhance the ability of the Board as a body, but will not substitute individual judgments for the Board’s collective values.
2. The Board will hold itself accountable for governing with excellence. This self-discipline will apply to attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability.
3. The Board will direct, control, and inspire the district through the careful establishment of written policies reflecting the Board’s values and perspectives. The Board’s major policy focus will be on the intended long-term benefits for students, not on the administrative or programmatic means of attaining those benefits.
4. Continuous Board development will include orientation of candidates and new members in the Board’s governance process and periodic Board discussion and evaluation of process to assure continued improvement.
5. The Board will allow no officer, individual, or committee of the board to hinder or be an excuse for not fulfilling its commitments.
6. The Board will monitor the Board’s process and performance at each meeting. Self monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Staff Relationship categories.
7. The Board, by majority vote, may revise or amend its policies at any time. However, the norm is after review and monitoring as scheduled in GP-8-E, a proposed policy revision will be discussed at one session of the Board prior to being approved at a subsequent Board meeting. In emergency circumstances, the Board may approve a policy change without delay.

Adopted: August 29, 2015

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually in July

[INDEX](#)

[PREVIOUS PAGE](#)

[NEXT PAGE](#)

Policy Type: ENDS

Academic Competence

E-2

The Board recognizes without any doubt that our vision statement, which includes the words, "preparation to be a successful participant in family and civic life" both directly and indirectly encompasses the need for excellent academic achievement by all students. Therefore, the Board establishes this ENDS standard of academic competence: All Mary M. Knight students meet or exceed high academic standards by acquiring the knowledge and skills essential for success in post-secondary education, the world of work, and citizenship.

1. District Standards. The Board establishes the following three standards by which academic progress (in subjects for which standardized test and other data are available) is to be measured:

S1. Student achievement in the district will exceed that of Washington State and the nation as measured by standardized test and other available data. This standard specifically includes all standardized state and federally-mandated testing data, as well as standardized college entry tests such as the SAT and ACT.

S2. The district will make yearly progress toward eliminating the achievement gap of disparate performance among identified student sub-groups; further, identified student sub-groups will outperform their peers when measures that yield standardized disaggregated data are implemented.

S3. The grade level cohorts within the district will make continuous progress over time and when compared to their state peers on all available measures and indicators, including percent passing, percent passing all parts of the assessment and the improvement of performance of each quartile.

2. The Board intends the three district standards to be applied to the following indicators:

- a. On-time graduation rates (S1, S2 & S3).
- b. Attendance (S1, S2 & S3)

3. The Board specifically intends the above three standards to be applied to the following subjects:

- a. Reading.
- b. Writing.
- c. Mathematics.
- d. Science.

4. The Board intends the district to make progress toward the state's essential academic learning requirements in the following two areas not measured by state mandated tests:

- a. Social studies.
- b. The arts.

5. The Board intends high levels of participation, test-taking, and passing rates for Advanced Placement courses.

6. The board endorses the use of Common Core Standards throughout the MMK curriculum.

Adopted: April 27, 2015

Monitoring Method: Internal Report

Monitoring Frequency: Annually in October

[INDEX](#)

[PREVIOUS PAGE](#)

[NEXT PAGE](#)