



## North Mason School District

### Draft School Board Meeting Agenda

Published on September 29, 2025 at 10:26 AM PDT

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#### Date and Time

Monday October 27, 2025 at 6:30 PM PDT

#### Location

North Mason School District Administration Office, 250 E. Campus Drive Belfair, WA 98528.

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#### District Mission

*The Mission of North Mason School District, together with our community, is to educate, empower, inspire and prepare all students to graduate confident in their abilities to meet life's challenges and opportunities.*

School Board: Arla Shephard Bull, Leanna Krotzer, Erik Youngberg, Nicole González Timmons, and Nicholas Thomas

Superintendent: Dr. Kristine Michael

Student Board Members: Sophia Mairs

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#### Agenda

	Purpose	Presenter	Time
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I.	Opening Items		6:30 PM
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A.	Call the Meeting to Order		
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Board President Youngberg will call the meeting to order.

	Purpose	Presenter	Time
<b>B.</b>	Record Attendance		
<b>C.</b>	Flag Salute		
	Board President Youngberg will lead the Pledge of Allegiance.		
<b>D.</b>	Approval of Agenda	Vote	
	The board will move to approve or amend the meeting agenda.		
<b>E.</b>	Public Comments on Agenda Items		
	<p>• <b>Please sign in, state your name, and limit comments to three minutes.</b></p> <p>The NMSD Board of Directors values the opinion and input of the community. This is an opportunity for the public to offer comments regarding issues being considered by the board. On matters of the day-to-day operation of the district, such as policy, curriculum, academic standards, etc. the public is invited and encouraged to meet with the Superintendent.</p>		
<b>F.</b>	Student Board Member Comments		
	The Student Board Members will have the opportunity to communicate with the full Board, administration, and community about school events and issues.		

## II. Consent Items

The consent agenda enables the Board to efficiently deal with matters that have been delegated to the Superintendent, but by law must be approved by the Board. Items on the consent agenda are voted upon as one block and approved with one vote. An item may be removed from the consent agenda only upon approval of a majority of the Board.

**The administration recommends that the Board of Directors...**

**... approve the consent agenda as presented (or as modified at the meeting).**

### A. Minutes of previous meeting

Minutes from September 22, 2025 School Board Meeting.

### B. Accounts Payable

The board will consider approval of General Fund Warrants, Capital Projects Fund Warrants, and Associated Student Body Program Fund Warrants.

### C. Payroll

The board will consider approval of Payroll and Employee Benefits Warrants.

	Purpose	Presenter	Time
<b>D. Personnel Report</b>			
The board will consider approval of employee hire recommendations.			
<b>E. Donations</b>			
The board will consider approval of donations to NMSD.			
<b>F. Agreements/Contracts</b>			
The board will consider agreements and contracts.			
<b>G. Policy Review</b>			
The board will consider revisions to current district policies.			
<b>III. North Mason High School Presentation</b>			
<b>A. NMHS Presentation</b>		FYI	
<b>IV. Board Development and Linkage</b>			
<b>A. Superintendent Update</b>		FYI	
<b>B. Teaching and Learning Update</b>		FYI	
District Goal-Academics			
<b>C. Budget Status Update 2025-2026</b>		FYI	
Included in the board packet is a current budget update. Assistant Superintendent of Finance and Operations, Daniel King, will be available to respond to any questions board members may have.			
<b>D. Legislative Representative Report</b>		Discuss	
<b>V. Five-Minute Recess</b>			
President Youngberg may call for a motion for a five-minute recess.			
<b>VI. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY REVIEW</b>			
<b>A. Monitoring Reports</b>			
The school board adheres to the principles of Policy Governance ©. The board has written four sets of policies: Ends, Executive Requirements, Board-Superintendent			

	Purpose	Presenter	Time
	<p>Relationships, and Governance Process. The Ends policies describe the student outcomes the superintendent is charged with achieving. The Executive Requirement policies set the parameters within which the superintendent must operate as he/she leads the district toward the expected Ends. The BoardSuperintendent Relationships policies describe the way in which the board will oversee the superintendent's performance and the superintendent will support the board. The Governance Process policies describe how the board and its individual members shall conduct business, represent the community, and relate to each other.</p> <p>No less than once per year, the Board receives and considers evidence regarding the level of compliance with the provisions of these four sets of policies, a few at each meeting. The following are those policies to be monitored during this meeting.</p>		
<b>B.</b>	ER-13 Mandatory Policies	Vote	
	<p>A monitoring report is included in this digital board packet. The administration believes that all provisions of this policy have been following and implemented.</p> <p><b>The administration recommends that...</b></p> <p><b>... the board find the superintendent's performance to comply with ER-13.</b></p> <p>The administration also invites comments regarding the superintendent's performance.</p>		
<b>C.</b>	Policy Review		
	<p>This is the Board's opportunity to discuss, propose and/or make revisions to the policies. The Board reviewed these policies for compliance in its previous meeting. This is an opportunity for the board to consider any needed changes to these recently monitored policies. The Board did not indicate a need to revise these policies during our monitoring review.</p>		

## VII. Closing Items

### A. Announcements and Comments: Public

The NMSD Board of Directors values the opinion and input of the community. This is an opportunity for the public to offer comments whether or not they are on the agenda. On matters of the day-to-day operation of the district, such as personnel, policy, curriculum, academic standards, etc. the public is invited and encouraged to meet with the Superintendent.

### B. Good of the Order: Board & Superintendent

	Purpose	Presenter	Time
	This is an opportunity for Board Members and the Superintendent to make any comments or announcements that may or may not be related to agenda items or public comments.		
C.	Board Self-Assessment of Meeting		
	Director Youngberg will process the board's self-assessment of the meeting.		
D.	Next Board Meeting Date		
	The next school board meeting will be held on November 24, 2025 at 6:30pm at the NMSD Administration Office Boardroom.		
E.	Adjourn Meeting		
	Board President Youngberg will adjourn the meeting.		

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*Note: Persons with disabilities needing special accommodations should contact the North Mason School District Office at (360) 277-2300 prior to the date of this meeting.*

# Coversheet

## Public Comments on Agenda Items

<b>Section:</b>	I. Opening Items
<b>Item:</b>	E. Public Comments on Agenda Items
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Meeting Guidelines rev 12 31 19.pdf

## North Mason School District #403 Board of Directors Meeting

### Board Meeting Guidelines – How We Conduct our Meetings

Welcome to our meeting! The NMSD Board of Directors values the opinions, suggestions and thoughts of our community. We also appreciate members of our community “keeping an eye on us” by attending and observing our meetings. This notice will help you understand how the board meeting works, the roles of the Board and the superintendent, and how you might share your thoughts with the board during this meeting.

The NMSD Board of Directors and Superintendent adhere to the principles of **Policy Governance®**. The Board runs all meetings according to these principles. Under Policy Governance®, the board has intentionally delegated administrative and management decisions to the superintendent. The Board is prohibited from making management decisions such as setting staffing levels, selecting instructional materials, or initiating school programs or services. While you are invited to provide input on such matters during the meeting, such decisions are the superintendent’s to make, and we encourage you to talk directly with the superintendent.

Under Policy Governance®, the Board directs the superintendent through two sets of policies: **Ends** policies and **Executive Requirement** policies. The Ends policies specify the Board’s expectations for student learning and student growth. The Executive Requirements policies set very specific parameters for actions the superintendent may take to attain the expected results. The Board closely monitors the attainment of Ends policies and compliance with Executive Requirement policies. The superintendent’s evaluation is fully dependent on attainment of expected results and compliance with mandated procedures.

In addition to the Ends and Executive Requirement policies, the Board has also defined the relationship between the Board and Superintendent in a set of Board-Superintendent Relationship (BSR) policies, and the way the Board Members will conduct themselves in a set of Governance Process (GP) policies. We invite you to our web site, where these policies are posted, at [www.northmasonschools.org](http://www.northmasonschools.org).

### Community Participation at Board Meetings

Again, we welcome your comments. It is important that members of the public understand how public participation at board meetings will occur.

1. Board meetings are not community hearings or public forums. They are meetings of the Board, with discussion between board members, the superintendent, and the superintendent’s designees. While the meetings are held in public, they are not open to public participation except as described in items 2-4, below.
2. There is an opportunity on the agenda for public input during the meeting to comment on specific items on the board agenda at the beginning of the meeting. For matters not on the agenda please contact the Superintendent or a board member directly.
3. Comments should be limited to THREE MINUTES. This is not an opportunity to make a formal or extended presentation to the board. If the presenter wishes the board to have more information, the presenter is invited to present written comments.
4. The board will not enter into dialogue with community members during the comment period. It is an opportunity for the board to hear from community members, but not to enter into policy or program discussions. On matters of the day to day operation of the district such as policy, curriculum, academic standards, etc. the public is invited and encouraged to meet with the Superintendent.

Welcome, and thank you for coming.

Sincerely,

Erik Youngberg, Board President

# Coversheet

## Minutes of previous meeting

<b>Section:</b>	II. Consent Items
<b>Item:</b>	A. Minutes of previous meeting
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	2025_09_22_board_meeting_minutes (1).pdf



DRAFT



## North Mason School District

### Minutes

#### School Board Meeting Agenda

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##### Date and Time

Monday September 22, 2025 at 6:30 PM

##### Location

North Mason School District Administration Office, 250 E. Campus Drive Belfair, WA 98528.

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##### District Mission

***The Mission of North Mason School District, together with our community, is to educate, empower, inspire and prepare all students to graduate confident in their abilities to meet life's challenges and opportunities.***

School Board: Arla Shephard Bull, Leanna Krotzer, Erik Youngberg, Nicole González Timmons, and

Nicholas Thomas

Superintendent: Dr. Kristine Michael

Student Board Members: Sophia Mairs

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##### Directors Present

A. Shephard Bull, E. Youngberg, L. Krotzer, N. Gonzalez Timmons, N. Thomas

##### Directors Absent

None

##### Guests Present

J. Young, K. Michael

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## I. Opening Items

### A. Call the Meeting to Order

E. Youngberg called a meeting of the board of directors of North Mason School District to order on Monday Sep 22, 2025 at 6:30 PM.

### B. Please open here to view the live recording of the meeting. MasonWebTv Board meeting link. <https://youtube.com/live/L03TiZGfep0>

### C. Record Attendance

### D. Student Board Member, Sophia Mairs was absent.

### E. Flag Salute

Director Youngberg led the Pledge of Allegiance.

### F. Approval of Agenda

Director Krotzer moved to approve the agenda as presented.

### G. Public Comments on Agenda Items

There were no public comments.

### H. Student Board Member Comments

There were no student board member comments.

## II. Consent Items

### A. Director Shephard Bull moved to remove the NMEA MOU & CBA from the consent agenda due to a conflict of interest. Remaining items were approved. The Board then approved the NMEA items separately, with Director Thomas recusing himself from those votes.

### B. Minutes of previous meeting

A. Shephard Bull made a motion to approve the minutes from School Board Meeting Agenda on 08-25-25.

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

### C. Accounts Payable

General Fund, Capital Projects and Associated Student Body Program Fund Warrants were approved as presented.

### D.

## **Payroll**

Payroll and Employee Benefits Warrants were approved as presented.

### **E. Personnel Report**

Personnel report was approved as presented.

### **F. Donations**

Donation report was approved as presented.

### **G. Agreements/Contracts**

All agreements and contracts were approved as presented.

### **H. Establishing a Club**

High School TSA and Sand Hill Leadership club were approved as presented.

## **III. Facilities, Maintenance, Safety and Security Presentation**

### **A. Facilities Presentation**

Director Joan Moore shared a brief overview of the 24-25 Facility Projects completed.

## **IV. Board Development and Linkage**

### **A. Superintendent Update**

Superintendent Michael celebrated the Transportation Department's exceptional results for their annual school bus inspection by the Washington State Patrol.

### **B. Teaching and Learning Update**

Director of Systems and Supports, Cris Turner, along with Principals, shared district attendance data.

### **C. Budget Status Update 2024-2025**

Assistant Superintendent of Finance and Operations, Dan King presented the budget status update.

### **D. Legislative Representative Report**

Director Krotzer shared information from current legislation.

## **V. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND POLICY REVIEW**

### **A. Monitoring Reports**

### **B.**

## **ER-6 Facilities**

Director Shephard Bull moved to find that the Superintendent's performance complies with the requirements of ER-6. Motion carried.

## **C. ER-7 Asset Protection**

Director Krotzer moved to find that the Superintendent's performance complies with the requirements of ER-7. Motion carried.

## **D. Policy Review**

There were no recommendations for changes to policies, ER-1, ER-3, and ER-4.

## **VI. Closing Items**

### **A. Monthly Study Session Proposal**

Director Gonzalez Timmons proposed a monthly study session to be able to spend more time on reviewing policies and other district data. The board voted to hold a study session if needed on the second Monday of the month. The first study session will be held on October 6, due to a conflict on the 13th.

### **B. Announcements and Comments: Public**

There were no public comments.

### **C. Good of the Order: Board & Superintendent**

Several Board Members offered comments for the Good of Order.

### **D. Board Self-Assessment of Meeting**

Director Thomas processed the board self-assessment of their performance during this meeting and gave an overall score of Satisfactory.

### **E. Next Board Meeting Date**

The next board meeting will be a study session meeting held on October 6, 2025 at 6:30 pm. The next regular school board meeting will be held on October 27, 2025 at 6:30pm. Both meetings will be at the NMSD Administration Office Boardroom.

### **F. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:16 PM.

Respectfully Submitted,  
E. Youngberg

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Erik Youngberg, Board of Directors President

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Dr. Kristine Michael, Secretary to the Board

Minutes approved at meeting on \_\_\_\_\_

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### Documents used during the meeting

- Board Meeting Guidelines rev 12 31 19.pdf
- 2025\_08\_25\_board\_meeting\_minutes.pdf
- Accounts Payable.pdf
- Accounts Payable II.pdf
- Payroll Report.pdf
- Payroll Report II.pdf
- Personnel Report 25-26 Sept.pdf
- Donation Report to board .pdf
- NMEA MOU 8 25 25.pdf
- Mason County Juvenile Court Services MOU.pdf
- NMEA Collective Bargaining Agreement 2025-2027 School Year 9 22 25.pdf
- Establishing a club-SH Leadership.pdf
- Establishing A club-HS TSA.pdf
- Facilities power point for school board 9 22 25.pdf
- 2025-26 Minimum Basic Education Requirement Collection-Review.pdf
- Attendance Board Presentation 9-22-25.pdf
- Budget Status Report.pdf
- Budget Financial Report.pdf
- ER-6 Facilities Rev 10 9 13 Final.pdf
- ER-6 Facilities Rpt 9 22 25 K Michael update.pdf
- ER 6 Facilities Monitoring Response 9 22 25.pdf
- ER-7 Asset Protection.pdf
- ER-7 Asset Protection Monitoring Rpt Sept 22 25 - Dr. Michael.pdf
- ER 7 Asset Protection Monitoring Response 9 22 25.pdf
- ER-1 Expectations of Superintendent.pdf

- ER-3 Treatment of Parents, Students, Staff and the Public.pdf
- ER-4 Budget Planning rev 3 24 25.pdf
- BOARD SELF ASSESSMENT .pdf

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*Note: Persons with disabilities needing special accommodations should contact the North Mason School District Office at (360) 277-2300 prior to the date of this meeting.*

# Coversheet

## Agreements/Contracts

<b>Section:</b>	II. Consent Items
<b>Item:</b>	F. Agreements/Contracts
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	MOU PREP College Gates Grant (1).pdf Miles ABA Services.pdf



# MEMORANDUM OF UNDERSTANDING BETWEEN

## PREP LEAD PARTNERS AND PREP SCHOOL DISTRICT PARTNERS

### SECTION I: PARTIES TO MOU

This Memorandum of Understanding ("MOU") is entered into between PREP Lead Partners, College Success Foundation ("CSF") and West Sound STEM Network ("WSSN"), collectively referred to as "Partners" in this agreement, and PREP district partners Port Angeles, Crescent, Sequim, Port Townsend, Cape Flattery, Quillayute Valley, Quileute Tribal, Quilcene, North Mason, and Suquamish Education Department, collectively referred to as "Districts" during the period of September 1, 2025 through August 31, 2027 (two years).

NOW, THEREFORE, PARTNERS AND DISTRICTS AGREE AS FOLLOWS:

### SECTION II: PURPOSE AND SCOPE

#### Purpose

The purpose of this collaborative effort is to support all students in becoming college- and career-ready, with the goal of college enrollment immediately after high school graduation. PREP services and activities are available to all students enrolled in a high school with some supports tailored to students from underserved communities. The program is designed to contribute to all students' progress toward the goal of college enrollment directly following high school graduation. PREP services include:

- Later high school programming for 11<sup>th</sup> and 12<sup>th</sup> graders focused exploring postsecondary pathways, applying to postsecondary institutions/programs, paying for postsecondary programs/degrees, and high school-to-postsecondary transition.

Partners Advisors serve 11<sup>th</sup> and 12<sup>th</sup> grade students in the following school(s):

- CSF- Cape Flattery K-12 School / Neah Bay Secondary (Cape Flattery School District)
- CSF- Crescent K-12 School (Crescent School District)
- CSF- Forks HS (Quillayute Valley School District)
- CSF- Port Angeles HS / Lincoln HS (Port Angeles School District)
- CSF- Port Townsend High School / Ocean K-12 (Port Townsend School District)
- CSF- Quilcene HS (Quilcene School District)
- CSF- Quileute Tribal School (Quileute Tribal)
- CSF- Sequim HS (Sequim School District)
- WSSN- North Mason HS (North Mason School District)
- WSSN- Chief Kitsap Academy (Suquamish Education Department)

#### Responsibilities of Parties

Partners: CSF/WSSN will assign an advisor, who is a CSF or WSSN employee, to collaboratively with school partners to provide services to students. Services include:

- Student outreach and engagement to raise awareness of CSF services and promote continued participation throughout the school year
- College and career workshops and group meetings to build college and career knowledge and skills
- Help sessions to provide students with structured support with college and career projects and tasks



- One-on-one advising to support high school completion and postsecondary planning
- A limited number of in-person college and career visits to increase awareness of postsecondary options  
Virtual experiences will also be provided

Districts: To enable consistent and successful Partners programming, the District agrees to provide the following:

- Regular access to students before, during (as appropriate) and after school to provide one-on-one support and group activities
- Meeting space in school building to conduct individual and group meetings with students and staff
- A dedicated workspace with furniture (chair and desk), an internet connected computer, printer, district phone, and district email address for communicating with staff and students. This workspace should be a private office to allow for individual/small group meetings with students
- Access to teachers, counselors, and other staff to coordinate student supports and college planning.
- School/district staff assistance with outreach and/or promotion to encourage student participation throughout the school year
- A designated school contact who will partner and consult with the CSF Advisor(s) as needed
- Regular meetings as needed between Partners and the school and district contacts to align on college and career goals, strategize on future work, and assess status of the partnership

### **Workspace, Meeting Space and Workplace Safety**

The Districts will provide a consistent meeting space in the school buildings for services to be conducted. This includes consistent space which is conducive to the privacy and confidential needs of services and to the needs of other students and staff. In the event the use of the space conflicts with any school event or program, the Districts may elect to use the space for such school events or programs. The Districts will provide reasonable notice to Tanner Zahrt, PREP Program Director, or Kareen Borders, WSSN Executive Director, of the need for such use. All reasonable efforts will be made to provide similar alternative spaces. The building principal will have final authority over building use and availability issues.

To ensure the safety of staff and students, Partners have identified the following to be provided by the Districts:

- Safe and secure workspace: Workspace with a locking door to ensure safety in the event of an imminent threat to the school and security of sensitive program information.
- Regular safety communication and training: Inclusion of CSF staff in school and district communications and trainings regarding safety policies and procedures at respective school sites

### **Employee(s) Assigned to School District**

Both parties agree that CSF or WSSN employees assigned to PREP District Partners are and shall always remain and in all respects an employee of CSF or WSSN. Under no circumstances will the CSF employees be considered an employee or member of the Districts.

### **Employee Schedule**

There will be a weekly schedule established by the CSF / WSSN Supervisor. In the event that the District has a request to change Employee/Member work schedule, changes must be approved by the CSF/WSSN Supervisor.

### **Leave and Holidays**

CSF/WSSN employees assigned to the school district will use accrued leave and personal holiday according to the policies and rules of CSF. The CSF/WSSN Supervisor approves any request for use of annual leave or personal holiday.

To support planning and service delivery, CSF/WSSN employees will notify appropriate District partners when there is planned leave or illness as early as practical at the start of the workday.

### **SECTION III: TERMS AND CONDITIONS**

#### **Professional Qualifications**

The Partners declare that they have complied with all federal, state, and local laws regarding business permits and licenses that may be required to conduct the work to be performed under this agreement. Partners further declare that they have the requisite qualifications, skills, and experience necessary to provide such services.

#### **Payment**

Partners and the Districts wish to enter into an agreement to assist in providing the services described above. Partners shall receive funding for services through outside sources such as grants. There will be no charge to Districts.

#### **Background Checks**

Partners agree that all staff assigned to work in a District school or with District students under this MOU have undergone a criminal history background check per RCW 43.43.830 through 43.43.834. CSF/WSSN must cover the background check and ensure completion prior to staff working directly with any students. CSF/WSSN will not place staff in schools without completion of a background check.

If districts care to verify, it is their responsibility to verify that CSF/WSSN employees have been appropriately cleared through the background check via their own systems.

#### *Criminal Background Check Process*

- A. Criminal background checks done pursuant to this process are conducted by the Partner's Human Resources Department or the respective Educational Service District. The criminal background checks include:
  - Criminal County Search (7-Year Address History)
  - Multi-State Instant Criminal and Sex Offender Registry Check
- B. The following types of convictions will normally render an individual ineligible for an employment/a service placement through Partners unless a determination is made, after an assessment of the criminal history, that placement would be acceptable:
  - Drug distribution activity or felony drug possession
  - Sexual offenses
  - Crimes of violence involving physical injury to another person
  - Child abuse, molestation or other crimes involving child endangerment
  - Murder
  - Kidnapping
  - Theft or embezzlement
  - Any other felony or crime involving moral turpitude
- C. The assessment of an individual's criminal history will take into account:
  - The nature and gravity of any criminal offense(s).
  - The individual's age at the time of the offense(s).

- The number and type of offense (felony, misdemeanor, traffic violations, etc.).
- The sentence or sanction for the offense and compliance with the sanction(s).
- The amount of time that has passed since the offense and/or completion of the sentence(s).
- Whether there is a pattern of offenses.
- Whether the offense arose in connection with the individual's prior employment or volunteer activities.
- Information supplied by the individual about the offense(s).
- Work record and references after the offense(s).
- Subsequent criminal activity; and
- Truthfulness of the individual in disclosing the offense(s).

As part of the criminal background check process, individuals who do not have satisfactory criminal background check results will be provided with an opportunity to explain the results and give clarifying information to the CSF/WSSN Human Resources Department before a final decision regarding eligibility is made. The results of criminal background checks will be kept confidential to the maximum extent permissible by law and will not be shared with Districts.

### **Confidential Student Information**

A key aspect of this partnership is the exchange of student data. To formalize the data sharing process, the Parties will enter into a separate Data Sharing Agreement (DSA) that outlines the specific terms and conditions for the collection, access, use, storage, and disclosure of data.

### **Independent Contractors**

The parties agree this MOU does not make any person an employee of the other party. CSF/WSSN shall be an independent contractor and not an agent or representative of the Districts with regard to the services provided under this MOU. No CSF/WSSN employee or member assigned to work at a District location or for a District student shall become a District employee because of this MOU. CSF/WSSN is responsible for all wages and benefits owed to CSF/WSSN staff, agents, or volunteers.

### **Indemnification**

The Districts agree that to the fullest extent permitted by law, District will hold harmless, defend and indemnify Partners, its agents, employees, and board members from any and all liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from any and all negligent acts or omission by Districts under this agreement. Partners agree that to the fullest extent permitted by law, Partners will hold harmless, defend, and indemnify the Districts, its agents, employees, and the board members from any liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from any and all negligent acts or omissions of Partners.

The terms of this section shall survive termination of this agreement.

### **Insurance**

Partners, at their own cost, shall maintain and provide evidence of the following insurance coverage:

1. General Liability insurance for bodily injuries (including sickness or death) and property damages in the minimum amount of \$ 1,000,000 per occurrence, \$3,000,000 aggregate.
2. Professional Liability in the minimum amount of \$1,000,000 per occurrence, \$3,000,000 aggregate

3. Sexual Abuse and Molestation insurance in the minimum amount \$1,000,000 per occurrence, \$1,000,000 aggregate.
4. Employers Liability (Washington Stop-Gap) in the amount of no less than \$1,000,000 per occurrence.
5. Automobile bodily injury and property damage liability in a minimum amount of \$1,000,000 per accident for owned, non-owned and hired vehicles.

Prior to the commencement of this Contract, Partners will provide Districts with evidence of such insurance protection in the form of a certificate of insurance.

### Terms of the Agreement

This MOU is effective from the date of signing through August 31, 2027.

### Termination

Either party may terminate this MOU for convenience by giving written notice to the other party's designated representative at least 60 days prior to the commencement of a new academic year.

### Notices

All notices contemplated or required under this MOU shall be in writing and delivered by email or U.S. Mail as follows:

To the Districts:

- Cape Flattery - Michelle Parkin, Superintendent, [mparkin@cfsd401.org](mailto:mparkin@cfsd401.org)
- Crescent- Ann Renker, Interim Superintendent, [arenker@csd313.org](mailto:arenker@csd313.org)
- Quillayute Valley- Diana Reaume, Superintendent, [diana.reaume@qvschools.org](mailto:diana.reaume@qvschools.org)
- Port Angeles - Michelle Olsen, Superintendent, [molsen@portangelesschools.org](mailto:molsen@portangelesschools.org)
- Port Townsend – Linda Rosenbury, Superintendent, [lrosenbury@ptschools.org](mailto:lrosenbury@ptschools.org)
- Quilcene- Ron Moag, Superintendent, [rmoag@qsd48.org](mailto:rmoag@qsd48.org)
- Quileute Tribal- Rhonda Akbaachime' 'lassiialaache, [rhonda.lassiialaache@qtschools.org](mailto:rhonda.lassiialaache@qtschools.org)
- Sequim – Ned Floeter, Principal / CTE Coordinator, [nfloeter@sequimschools.org](mailto:nfloeter@sequimschools.org)
- North Mason – Cris Turner, Director Systems & Supports, [cturner@northmasonschooldistrict.org](mailto:cturner@northmasonschooldistrict.org)
- Suquamish Education Dept- Brenda Guerrero, Superintendent, [bguerrero@suquamish.nsn.us](mailto:bguerrero@suquamish.nsn.us)

To CSF: Keith Stier-Van Essen, Director, [kstier.vanessen@collegesuccessfoundation.org](mailto:kstier.vanessen@collegesuccessfoundation.org)

To WSSN: Dr. Kareen Borders, Executive Director, [borders@skschools.org](mailto:borders@skschools.org)

### Other Provisions

1. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided herein.
2. Amendment. Modifications to this MOU must be in writing and be signed by each party.
3. Governing Law. The terms of this MOU shall be interpreted according to and enforced under the law of the State of Washington and is subject to all laws and regulations of the State of Washington.
4. Severability. If any provision of this MOU is held invalid or unenforceable, the remainder of the MOU will not be affected and continue in full force.

5. Assignment. Neither party shall assign its rights or responsibilities under this Agreement unless it receives written permission from the Districts.
6. Non-Waiver. Any expressed waiver or failure to exercise promptly any right under this MOU will not create a continuing waiver or expectation of non-enforcement of any MOU provision.
7. District Policies and Procedures. Partners agrees that all staff assigned to a District school or to provide services to District students under this MOU shall comply with all District policies, procedures, and guidelines.
8. Counterparts. The parties agree that this MOU may be executed in one or more counterparts, each of which shall constitute an enforceable original of the Agreement and that facsimile signatures shall be as effective and binding as original signatures.

**COLLEGE SUCCESS FOUNDATION:**

\_\_\_\_\_  
CSF SIGNATURE

\_\_\_\_\_  
Danette Knudson

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
Vice President, Programs

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**WSSN- SOUTH KITSAP SCHOOL DISTRICT:**

\_\_\_\_\_  
DISTRICT SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**CAPE FLATTERY SCHOOL DISTRICT:**

\_\_\_\_\_  
DISTRICT SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**PORT TOWNSEND SCHOOL DISTRICT:**

\_\_\_\_\_  
DISTRICT SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**SEQUIM SCHOOL DISTRICT:**

*Ned Floeter*

DISTRICT SIGNATURE

PRINTED NAME

TITLE

DATE

**QUILCENE SCHOOL DISTRICT:**

*Mark Gudger*

Mark Gudger (Sep 24, 2025 13:22:31 PDT)

DISTRICT SIGNATURE

PRINTED NAME

TITLE

DATE

**QUILLAYUTE VALLEY SCHOOL DISTRICT:**

*DIANA REAUME*

DIANA REAUME (Sep 24, 2025 13:49:18 PDT)

DISTRICT SIGNATURE

PRINTED NAME

TITLE

DATE

**QUILEUTE TRIBAL SCHOOL DISTRICT:**

*Rhonda Iassiiilaache*

Rhonda Iassiiilaache (Sep 24, 2025 13:48:16 PDT)

DISTRICT SIGNATURE

PRINTED NAME

TITLE

DATE

**CRESCENT SCHOOL DISTRICT:**

DISTRICT SIGNATURE

PRINTED NAME

TITLE

DATE

**PORT ANGELES SCHOOL DISTRICT:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**NORTH MASON SCHOOL DISTRICT:**

*Cris Turner*

Cris Turner (Sep 25, 2025 08:20:00 PDT)

\_\_\_\_\_  
DISTRICT SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**SUQUAMISH EDUCATION DEPARTMENT:**

\_\_\_\_\_  
DISTRICT SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE



**North Mason School District  
AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES**

THIS AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES ("Agreement") is made by and between the North Mason School District a Washington quasi-municipal corporation ("District"), and Miles ABA Services, LLC, a Washington limited liability company ("Consultant") (collectively, the "Parties").

In consideration of the mutual promises and agreements herein, the District and Consultant agree as follows:

**1. Purpose.** The purpose of this Agreement is to secure Board Certified Behavior Analyst (BCBA) as consultants to provide collaboration and support to the Student.

**2. Scope of Services.**

2.1 In the course of evaluating the Student, the Consultant will provide the following services ("Services"):

2.1.1 Review the Student's education records provided by the District and, if applicable, the Student's parents/guardians ("Parents").

2.1.2 Provide consultation and collaboration on any Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) of the Student.

2.1.3 Attend District Individualized Education Program (IEP) meetings at a mutually agreeable time to review and update a Behavioral Intervention Plan (BIP).

2.2 The Consultant will provide the Services under this Agreement to the standard of care generally accepted in Washington State by professionals in Consultant's profession in a timely and professional manner, in compliance with all applicable laws, regulations, and ordinances.

2.3 During the duration of provision of the Services, the Consultant will have in effect all business licenses required by state or local governments required for the Consultant's business activities.

**3. Performance Period.** All work contemplated under this Agreement will commence on Sep19, 2025- June 30, 2026. This Agreement may be extended by mutual written agreement of the Parties pursuant to Section 21.9 of this Agreement.

**4. Payment.**

4.1 The District will compensate Consultant for the Services performed under this Agreement in the amount of one hundred and sixty dollars (\$160.00) per hour of BCBA services

4.2 The Consultant will submit an invoice to the District at the completion of the Services provided. The invoice will be in a format acceptable to the District.



4.3 The District will pay Consultant within thirty (30) days of receipt of a properly completed invoice after approval of the Consultant's completed tasks/deliverables.

5. **District Representative.** The District's Director of Special Education or his or her designee will be the District's Representative under this Agreement and will oversee, manage, review, and evaluate for conformity the Services to be performed, coordinate all communications between the Consultant and the District, and review for approval all invoices submitted by Consultant under this Agreement.

6. **Family Educational Rights and Privacy Act (FERPA) Compliance and Medical Releases.**

6.1 Under this Agreement, the District may disclose and Consultant may have access to personally identifiable information contained in education records of the Student that is protected from disclosure under the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations, 34 C.F.R. § 99.1 *et seq.*, and in which Consultant has a legitimate educational interest. Under 34 C.F.R. § 99.31(a), the District is permitted to disclose such information to Consultant without first obtaining parental consent, subject to the requirements of FERPA, its implementing regulations, and this Agreement.

6.2 Consultant will use personally identifiable information from the Student's records only for purposes of the Services contemplated by this Agreement.

6.3 Consultant will not disclose education records or personally identifiable information contained in education records to any individual other than representatives of the District who have legitimate interests in the information. Consultant will take reasonable electronic and/or physical measures to secure and protect student data in Consultant's possession or control against unauthorized access or disclosure.

6.4 To the extent the Consultant determines, based on professional judgment, that additional medical information is required to appropriately evaluate the Student, Consultant will obtain from the Parents (or the Student in the event of an adult Student legally capable of giving consent) the necessary medical releases (e.g., per the federal Health Insurance Portability and Accountability Act, or "HIPAA") allowing transmission of medical information from the Student's medical providers to the Consultant, and from the Consultant to the District. The Consultant will also be generally responsible for obtaining a release from the Parents (or an adult student legally capable of giving consent) for release of medical information to the District otherwise required to carry out the Services described in this Agreement.

7. **Confidentiality**

7.1 From time to time during the term of this Agreement, either party (as the "Disclosing Party") may disclose or make available to the other party (as the "Receiving Party"), non-public, proprietary, and confidential information of Disclosing Party ("Confidential Information"), which includes any and all non-public information concerning Consultant and/or its business, customers, investment, affiliates, employees, processes, trade secrets or plans. The Receiving

Party hereby agrees: (i) to use the Confidential Information of the Disclosing Party only for the purposes of performing its obligations under the Agreement or, in the case of the District, to make use of the Services and materials; and (ii) not to disclose or otherwise make available Confidential Information of the Disclosing Party to any third party without the prior written consent of the Disclosing Party; provided, however, that the Receiving Party may disclose the Confidential Information of the Disclosing Party to its officers, employees, consultants, and legal advisors who have a need to know to assist the Receiving Party, or act on its behalf, to exercise its rights or perform its obligations under this Agreement.

## **8. Non-Conforming Work.**

8.1 In the event Consultant fails to perform the Services, whether in whole or in part, consistent with the terms of this Agreement, the District will give Consultant a reasonable opportunity to promptly correct such work. Any expenses or costs incurred by Consultant to correct non-conforming work will be borne solely by Consultant, and the District will have the right to withhold payment for non-conforming work until Consultant satisfactorily completes such work.

8.2 In the event Consultant fails to satisfactorily correct non-conforming work within a reasonable amount of time, which will be determined by the District in its sole discretion, the District may separately contract the work to another vendor and adjust the Agreement terms accordingly, and/or pursue other remedies provided for in this Agreement and under law. Nothing in this provision limits the District's remedies under this Agreement or by law.

9. **Non-Discrimination.** In providing the Services pursuant to this Agreement, including employment of any of Consultant's employees or consideration of applicants for employment, Consultant will not discriminate with respect to race, creed, religion, color, national origin/language, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Consultant will comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination applicable to provision of the Services, including, but not limited to: the Washington Law Against Discrimination, chapter 49.60 RCW.

10. **Termination.** This Agreement may be terminated by the District, with or without reason, upon five (5) days' written notice to Consultant. Services provided on or prior to the date of termination will be due and payable in full, subject to the agreed method of billing. Upon such termination, Consultant will not be entitled to any other payment or damages of any kind whatsoever.

## **11. License of Work Product and Records.**

11.1 Consultant hereby grants the District an unlimited, perpetual, irrevocable, royalty-free, and nonexclusive license to use, reproduce, prepare derivative works based upon, distribute, perform, and display (with rights to sublicense to others) any and all materials created in the scope of Consultant's services under this Agreement—whether in electronic or tangible form and whether

complete or incomplete—effective from the moment of creation of such materials; provided, however, that Consultant shall remain the sole and exclusive owner of all right, title, and interest in and to the materials used by Consultant In connection with performing the Services, in each case as developed or acquired by Consultant from a source other than District prior to or independently of this Agreement ("Pre -Existi ng Mate rials" ), including all intellectual property rights therein. For purposes of this Agreement, the term “materials” means all items, in any format, and includes, but is not limited to, data, reports, documents, images, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Consultant will promptly forward all such materials to the District upon request.

**11.2** For materials that are delivered under the Agreement that include Consultant’s Pre-Existing Materials, Consultant hereby grants to the District a limited, perpetual, irrevocable, royalty-free, and nonexclusive license to use, reproduce, prepare derivate works based upon, distribute, perform, and display such materials for educational or internal purposes only. The Consultant warrants and represents that Consultant has all rights and permissions, including intellectual property rights, moral rights, and rights of publicity, necessary to grant such a license to the District.

**12. Hold Harmless.** To the extent permitted by law, Consultant will hold harmless the District and its elected officials, officers, employees, agents, attorneys, and insurers, and any heirs, successors, and assigns of the same, from and against all claims, suits, actions, losses, damages, liabilities, judgments, costs, demands, penalties, and expenses (including attorney’s fees arising therefrom) of any nature whatsoever arising out of, in connection with, or incident to Consultant’s performance or failure to perform any aspect of this Agreement, with the exception that Consultant may bring legal action to interpret or enforce this Agreement. This Section 11 will survive termination or expiration of this Agreement for any reason.

**13. Insurance and Risk of Loss.**

**13.1** The Consultant will obtain and keep in full force and effect during the term of this Agreement liability insurance coverage as set forth in this section.

**13.1.1 Commercial General Liability:** Consultant will have in effect a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activities, but in any event with limits of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.

**13.1.2 Professional Liability:** To the extent Consultant is providing professional services under this Agreement, Consultant will have in effect a professional liability insurance (i.e., malpractice) policy of no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.

**13.2** The insurance required by this Agreement will be issued by an insurance company or companies authorized to do business within the State of Washington. All insurance will be written on an occurrence basis.

13.3 Consultant will provide the District with written notice of any modification to or cancellation of any insurance policy required by this Agreement within five (5) business days (weekdays Monday through Friday, excluding District holidays). If any such insurance is cancelled or not renewed, the Consultant will promptly provide equivalent protection.

#### **14. Relationship of the Parties.**

14.1 **Independent Consultant:** The parties agree that Consultant is an independent contractor of the District. The District is interested only in the results to be achieved, and the right to control the particular manner, method, and means in which the services are performed is solely within the discretion of Consultant. Nothing contained in this Agreement will be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship between the District and Consultant, or between the District and the Consultant's employees, agents, or independent contractors. The Consultant and its employees, agents, or independent contractors do not have authority to act as agent for, or on behalf of, the District, to represent the District, or to bind the District in any manner. The Consultant's personnel will be employees, agents, or independent contractors of Consultant. The Consultant will be solely responsible for the activities of its employees, agents, independent contractors, and their employees or agents acting in the course of their employment.

14.2 **Substitution of Personnel:** The parties will endeavor to minimize substitutions and maintain continuity of personnel, but each reserves the right to substitute its personnel for the purpose of carrying out its responsibilities under this Agreement. If the Consultant substitutes personnel, it will not charge the District for any extra costs incurred thereby, including without limitation costs incurred to familiarize new personnel with the Services. If requested by the District, the Consultant will remove from performing the Services, without cost to the District or delay to the Services, any person whose removal the District reasonably requests.

14.3 Consultant will supply all labor, supplies, materials, equipment, and tools required to complete the work.

15. **Debarment and Suspension.** Consultant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency. Further, Consultant agrees not to enter into any agreements or contracts related to this Agreement with any party that is on the General Services Administration's "List of Parties Excluded from Federal Procurement or Nonprocurement Programs."

16. **Background Checks.** In the event that Consultant or any of Consultant's employees or applicants for employment will have regularly scheduled unsupervised access to children, Consultant will require a record check through the Washington State Patrol criminal investigation system under RCW 43.43.830-.834, RCW 10.97.030, and RCW 10.97.050, and through the Federal Bureau of Investigation, before either hiring the applicant or allowing the previously hired employee to work at

District facilities. The record check will include a fingerprint check using a complete Washington State criminal identification fingerprint card. The Consultant will promptly share the outcome of the record check to the subject of the records and to the District. If an applicant has had a record check within the previous two (2) years, the Consultant may waive the record check requirement for that applicant. The Consultant will pay all costs of the requirements set forth in this provision.

**17. Crimes Against Children.** In accordance with RCW 28A.400.330, Consultant will prohibit the Consultant or any employee of the Consultant from working at a public school who has or may have contact with children at a public school during the course of his or her employment and who has pleaded guilty to or been convicted of any crime enumerated in RCW 28A.400.322, as now or hereafter amended. Any failure to comply with this section will be grounds for the District to immediately terminate this Agreement.

**18. Maintaining Professional Boundaries.** The Consultant and all of its employees, volunteers, subcontractors, or community partners involved in providing the Services under this Agreement will abide by the provisions of District.

**19. Reporting Obligations of Consultant.** The Consultant understands and acknowledges that while working with District students in the provision of the Services under this Agreement, Consultant and all of its employees, volunteers, contractors, and community partners are expected by the District to report suspected abuse or neglect of any child under the age of 18 pursuant to the provisions of Chapter 26.44 RCW.

**20. Public Records Act Obligations.** Pursuant to the Washington Public Records Act (PRA), Chapter 42.56 RCW, all records and documents related to the District's involvement in the Consultant's Services under this Agreement must be available for public inspection and copying upon request unless any record or document, or a portion of the record or document, falls within a specific exception to the PRA. All requests for public records related to the Consultant's services or activities under this Agreement will be referred to the District's Public Records Officer (PRO), who will evaluate the request and determine whether the records sought are subject to disclosure, redaction, and/or withholding under applicable state law.

**21. General Provisions.**

**21.1 Governing Law and Forum:** In the event that any party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties agree that any such action or proceeding will be brought in a court of competent jurisdiction in Kitsap County, Washington. The laws of the State of Washington will apply to this Agreement, with the exception of its choice-of-law rules.

**21.2 Severability:** If any provision of the Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue in full force without being impaired or invalidated in any way. The District and the Consultant agree to replace any invalid provision with a valid provision that most closely approximates the intent and economic effect of the invalid provision.



**21.3 Non-waiver:** Any failure by the District to enforce strict performance of any provision of the Agreement will not constitute a waiver of the District's right to subsequently enforce such provision or any other provision of the Agreement.

**21.4 No Assignment:** Neither the Agreement, nor any of the rights or obligations of the Consultant arising under the Agreement, may be assigned without the District's prior written consent. Subject to the foregoing, the Agreement will be binding upon, enforceable by, and inure to the benefit of, the Parties and their successors and assigns.

**21.5 District Marks:** The Consultant will not use any trade name, trademark, service mark or logo of the District (or any name, mark, or logo confusingly similar to District marks) in any advertising, promotions, or otherwise without the District's prior written consent.

**21.6 Notices:** All notices and other communications under the Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand to the party to whom the communication is to be given, at its address as set forth below.

**21.7 Legal Fees:** If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party will be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney fees and other costs incurred in that action or proceeding.

**21.8 Counterparts:** The Agreement may be signed in counterparts, each of which will be deemed an original, and all of which, taken together, will be deemed one and the same document.

**21.9 Modifications:** Modifications to this Agreement may be made only by written instrument properly signed by the authorized representatives of both Parties.

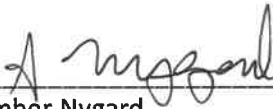
**21.10 Survival:** The District and Consultant expressly intend and agree that the terms of Sections 6 and 11 will survive the expiration or termination of this Agreement for any reason.

**21.11 No Third-Party Beneficiaries:** This Agreement is made and entered into for the sole benefit of the District and Consultant. No third party will be deemed to have any rights under this Agreement, and there are no third-party beneficiaries to this Agreement.

**21.12 Integrated Agreement:** This Agreement, together with the attachments and addenda, if any, represents the entire and fully integrated Agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either written or oral.

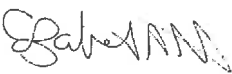
The Parties executing this Agreement below hereby certify they have the authority to sign this Agreement on behalf of their respective Parties. The Parties agree to the terms and conditions of this Agreement as shown by the signatures below.

**North Mason School District**

  
\_\_\_\_\_  
Amber Nygard  
250 E. Campus Drive  
Belfair Wa 98528  
360.277.2111

9/22/25  
Date

**Miles ABA Services, PLLC**

  
Name: Mindy Miles, Director Miles ABA Services  
Address: 3100 Bucklin Hill Rd Suite 223  
Silverdale, WA 98383  
Uniform Business Identifier (UBI): 604 155 096

09/19/2025  
Date

# Coversheet

## ER-13 Mandatory Policies

<b>Section:</b>	VI. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND
<b>POLICY REVIEW</b>	
<b>Item:</b>	B. ER-13 Mandatory Policies
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	ER-13 Mandatory Policies rev June 2012 final.pdf ER 13 Monitoring Response 10 27 25.pdf



**MANDATORY POLICIES**

The board understands that certain legislative bodies may require the board to adopt policies that would be considered operational and therefore delegated to the Superintendent, under Policy Governance. In order to satisfy both these regulatory requirements and the board's desire to delegate operational issues to the Superintendent, the board adopts this policy.

Accordingly, the Superintendent shall:

1. Create and implement policies as required by local, state and federal legislation and regulation
2. Present the proposed policy to the board for review and adoption, through the consent agenda, before implementation.

Cross Reference:	Policy 2020	Curriculum Development and Adoption of Instructional Materials
	2104	Federal and/or State Funded Special Instructional Programs
	2255	Alternative Learning Experience Programs
	6895	Pesticide Notification, Posting and Record Keeping

Legal Reference:	RCW 17.21	Washington pesticide application act
	28A.235.120	Meal programs-Establishment and operation-Personnel-Agreements
	28A.235.130	Milk for children at school expense
	28A.300.070	Receipt of federal funds for school purposes-Superintendent of public instruction to administer
	28A.320.010	Corporate powers
	28A.320.040	Bylaws for board and school government
	28A.320.230	Instructional materials-Instructional materials committee
	69.06.010	Food and beverage service worker's permit-Filing, duration-Minimum training requirements
	69.06.020	Permit exclusive and valid throughout state-Fee
	69.06.030	Diseased persons-May not work-Employer may not hire
	69.06.050	Permit to be secured within fourteen days from time of Employment
	69.06.070	Limited duty permit
	20 U.S.C. 1120 A(c)	Required Comparability Report for Title I
	WAC 392-121-182	Alternative learning experience requirements

*Monitoring Method:* Internal Report

*Monitoring Frequency:* Annually in October

**Adoption Date:** 01/22/09

**Revised:** 06/21/12

**MONITORING RESPONSE DOCUMENT (EXECUTIVE REQUIREMENTS)**Policy Being Monitored: **ER-13 Mandatory Policies**Date Report Submitted: **October 27, 2025**

The Board on the date shown above received and reviewed the official internal monitoring report of the above cited policy submitted by the Superintendent. Following its review of the report, the Board concludes:

1. With respect to the provisions of its policy, the North Mason School District Board of Directors concludes that the Superintendent's performance during the previous year has been (check one)

☐ In compliance

☐ In compliance with the following exceptions:

☐ Not in compliance

2. Compliance Exceptions and Additional Remarks

Signed: \_\_\_\_\_, Chair

Date: \_\_\_\_\_

Signed: \_\_\_\_\_, Superintendent

Date: \_\_\_\_\_

*Monitoring Method:* Board self-assessment*Monitoring Frequency:* Annually in October**Adoption Date: 10/17/13**

# Coversheet

## Policy Review

<b>Section:</b>	VI. ASSURANCE OF ORGANIZATIONAL PERFORMANCE AND
<b>POLICY REVIEW</b>	
<b>Item:</b>	C. Policy Review
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ER-6 Facilities Rev 10 9 13 Final.pdf ER-7 Asset Protection.pdf

**FACILITIES**

The Superintendent shall ensure that district facilities are adequate, safe, clean, inviting and conducive to teaching and learning.

Therefore, the Superintendent shall:

1. Develop and maintain a continual 20-year plan for developing and modernizing facilities.
2. Develop and maintain a continual five-year plan for managing and developing facilities.
3. Involve key stakeholders in the process of establishing attendance line adjustments.
4. Provide an annual report to the board.

Cross Reference: Policy 6800 Operation and Maintenance of School Property

Legal Reference: RCW 28A.530 District Bonds for Land, Buildings and Equipment  
28A.530.030 Disposition of bond proceeds-Capital projects  
Fund

*Monitoring Method:* Internal Report

*Monitoring Frequency:* Annually in September

**Adoption Date: 01/22/09**

**Revised: 06/21/12**

**Revised: 10/18/12**

**Revised: 10/09/13**

## ASSET PROTECTION

The Superintendent shall ensure that assets are protected, adequately maintained, appropriately used, and not unnecessarily risked.

Accordingly, the Superintendent shall:

1. Take steps to ensure that a program of preventive maintenance is in place for district facilities and equipment;
2. Conduct energy assessments and to make modifications which result in energy savings;
3. Implement and monitor an inventory system assuring proper tracking of district physical assets.

Further, the Superintendent may not:

1. Recklessly expose the district, its Board, or staff to legal liability;
2. Knowingly or recklessly endanger the district's public image or credibility, thereby jeopardizing the district's ability to accomplish its mission.

Cross Reference:	ER-1	Expectations of Superintendent
	ER-6	Facilities
	4020	Confidential Communications
	6050	Financial Management
	6210	Purchasing: Authorization and Control
	6530	Insurance
	6800	Operations and Maintenance of School Property
	6881	Disposal of Surplus Equipment and/or Materials
	6882	Sale of Real Property
Legal Reference:	RCW 28A.505	School District Budgets
	28A.335.010	School Buildings, maintenance, furnishing and insuring
	28A.335.090	Conveyance and acquisition of property-Management-Appraisal
	28A.335.120	Real Property-Sale
	39.33.10	Sale, exchange, transfer, lease of public property
		Authorized-Section deemed alternative

*Monitoring Method: Internal Report*

*Monitoring Frequency: Annually in September*

**Adoption Date: 01/22/09**

**Revised: 09/24/09**

**Revised: 06/21/12**

# Coversheet

## Board Self-Assessment of Meeting

<b>Section:</b>	VII. Closing Items
<b>Item:</b>	C. Board Self-Assessment of Meeting
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	BOARD SELF ASSESSMENT .pdf

**BOARD SELF ASSESSMENT**

The Board will use the following instrument to evaluate its performance during meetings.

Date of Meeting 10/27/2025 Youngberg Number of Members Present \_\_\_\_\_

**I. General meeting behavior**

Rate the Board's meeting behavior as "satisfactory" or "not satisfactory."

Satisfactory	Not Satisfactory	
		The agenda was well planned to focus on the real work of the Board.
		The Board followed its agenda and did not allow itself to get sidetracked
		Board members prepared for and contributed to the meeting
		The meeting proceeded without interruptions or distractions
		The Board's deliberations and decision-making processes were public
		Participation was balanced. All participated; no one dominated
		Members listened attentively, avoiding side conversations
		Work was conducted in an atmosphere of trust and openness
		Meeting participants treated each other with respect and courtesy

Remarks:

**II. Governance principles review**

Were these principles followed? Mark ☐ Yes or ☐ No. For any **not** followed, please add remarks.

YES	NO	N/A	
			1. Board actions occur at the policy level rather than at the operational level.
			2. The Board reviews policy about each topic before discussing that issue.
			3. In writing additional policies, the Board starts with a broad statement and becomes more detailed in a logical and disciplined sequence.
			4. The Board minimizes time spent monitoring past performance.
			5. The Board routinely dedicates time to reviewing/improving its own process.
			6. The Board clarifies priorities/values when considering potential outcomes, beneficiaries and costs of outcomes.
			7. The Board follows an annual calendar based on a plan for doing its work.
			8. The Board Chair helps the Board efficiently conduct its meeting.
			9. The Board spends most of its time deliberating issues, defining and clarifying its vision, and linking with its community, as opposed to "fixing things."
			10. The Board supports the Superintendent in any reasonable interpretation of its policies.

Remarks:

**II. Overall** ☐ Satisfactory ☐ Not Satisfactory

**Comments:**

*Monitoring Method:* Board self-assessment

*Monitoring Frequency:* Annually in July

**Adoption Date:** 01/22/09

**Revised:** 10/21/10

North Mason School District

Page 1 of 1