



Deer Park Board of Directors

DECEMBER 8, 2025 REGULAR BOARD MEETING

Published on December 4, 2025 at 12:11 PM PST

Amended on December 8, 2025 at 8:16 AM PST

Date and Time

Monday December 8, 2025 at 6:00 PM PST

Location

DISTRICT ADMINISTRATION - BOARD ROOM

Agenda

- I. Opening Items**
 - A. Record Attendance
 - B. Call the Meeting to Order
 - C. Oath of Office
 - D. Board Reorganization - (Policy 1210)

- II. SUPERINTENDENT'S REPORT**
 - A. DISTRICT UPDATE

- III. CONSENT AGENDA ITEMS**

A. MINUTES OF PREVIOUS MEETINGS

B. VOUCHERS

C. PAYROLL

D. HUMAN RESOURCES REPORT

E. SURPLUS ITEMS

F. Policies for 2nd Read

IV. BOARD DISCUSSION

A. Facilities

B. Athletics

V. ITEMS FROM THE FLOOR

VI. Closing Items

A. Adjourn Meeting

Coversheet

PAYROLL

Section: III. CONSENT AGENDA ITEMS
Item: C. PAYROLL
Purpose:
Submitted by:
Related Material: 11 - NOVEMBER PAYROLL BOARD APPROVAL 2025.pdf

DEER PARK SCHOOL DISTRICT NO. 414

Payroll for the month of **November 2025 Payroll**

We, the undersigned, do hereby certify that the foregoing payroll is just, true and correct; that the persons whose names appear hereon actually performed services as stated for the time shown, and that the amounts are actually due and unpaid.

Clerk of District

November 2025 Payroll
Approved gross in the sum of **\$3,251,616.05**
Payroll Warrant's #170581-170586
Payroll AP Warrant's #170587-170602

DIRECTORS:

Provision is made for the adjusting of employee and employer benefits as necessary.

Coversheet

HUMAN RESOURCES REPORT

Section: III. CONSENT AGENDA ITEMS
Item: D. HUMAN RESOURCES REPORT
Purpose:
Submitted by:
Related Material: HR Report.pdf

**Deer Park School District No. 414
Deer Park, WA 99006**

**Date: December 2025
To: Deer Park School District Board of Directors
From: Terra Sirevog
RE: Human Resources Board Report**

The following staff changes are being submitted for school board approval at the board meeting.

Terminations/Resignations

Brickner, Mikayla - DPHS Para Resigned

DeerhRetirees

Layoff/Furlough

Employment

Certified Employees:

Administrators

Classified Employees:

Sluss, Tessa - DPE Assistant Cook
Foust, Justeena - Class Sub

Substitutes:

Coaches

Orgill, Hunter - DPHS Girls Assistant Wrestling Coach
Holmes, Micah - DPHS Head Boys Track Coach
Whittle, Cheryl - DPMS Archery Club Advisor
Johnson, Jen - DPMS Archery Club Advisor

Stipends

Laurich, Moravia -DPMS Destination Imagination \$500
Broz, Jennifer-DPMS Destination Imagination \$500
Broz, Jennifer - DPMS Destination Imagination \$600
Brodie, Kieran - DPMS Destination Imagination \$500
Brodie, Kieran - DPMS Destination Imagination \$600

Emmans, Jessica - HL Drama Specialist \$3134.00
Whittle, Cheryl - DPMS Archery Club \$500
Johnson, Jen - DPMS Archery Club \$500

Certificated out of Endorsement Waiver

Leave of Absence - Separate Action Item:

Coversheet

SURPLUS ITEMS

Section: III. CONSENT AGENDA ITEMS
Item: E. SURPLUS ITEMS
Purpose:
Submitted by:
Related Material: SURPLUS - ARCADIA.pdf

APPROVED BY BOARD _____

QUANTITY	DESCRIPTION
1	Wood Filing Cabinet

X John Burke

Coversheet

Policies for 2nd Read

Section: III. CONSENT AGENDA ITEMS
Item: F. Policies for 2nd Read
Purpose:
Submitted by:
Related Material: 1310 - Policy Adoption Manuals and Administrative Procedures (1).pdf
1220 - Board Officers and Duties of Board Members (3).pdf
1111 - Oath of Office (1).pdf
1210 - Annual Organizational Meeting (1).pdf
1005 - Key Functions of the Board (1).pdf

Policy Adoption, Manuals and Administrative Procedures

Policy Adoption

Proposed new policies and proposed changes in existing policies will be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the district, the final vote for adoption will take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. The board may invite oral statements from staff members or community members as an order of business.

When the board of directors is considering a district policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district, the proposed policy will be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the [Open Public Meetings Act, Ch. 42.30 RCW](#). The board of directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption will provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies will become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended will be made a part of the minutes of the meeting at which action was taken and will also be included in the district's policy manual.

Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the board.

Policy Interpretation

It is the policy of the state of Washington that policies and procedures adopted by school districts under Title 28A RCW must prioritize the protection of every student's safety, access to the state's statutory program of basic education as defined in RCW 28A.150.203, and privacy, to the fullest extent possible, except as required by state or federal law.

Policy Manuals

The superintendent will develop and maintain a current policy manual which contains the policies of the district.

The manual is intended both as a tool for district management as well as a source

of information to community members, staff and others about how the district operates. To that end, each administrator will have ready access to the manual. In addition, a manual will be available as the superintendent may determine for the use of staff, students and community members.

All policy manuals distributed to anyone will remain the property of the district. They will be subject to recall at any time.

Administrative Procedures

The superintendent will develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the board.

When a written procedure is developed, the superintendent will submit it to the board as an information item. Such procedures need not be approved by the board, though the board may request a revision when it appears that they are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance; however, on controversial topics, the superintendent may request prior board consultation.

Legal References:

RCW 28A.320.010 Corporate powers

RCW 28A.320.040 Bylaws for board and school government

RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice— Secret voting prohibited

Engrossed Substitute House Bill 1296 (2025), Section 101

Classification: Important

Adoption Date: 07/11/1984

Revised Dates: 05/02/00, 12/15/09, 10/23/17; 12/8/25

Board Officers and Duties of Board Members

Chair/President

The president presides at all meetings of the board and signs all papers and documents as required by law or as authorized by action of the board. The *president* conducts the meetings in the manner prescribed by the board's policies. The president has the full right to participate in all aspects of board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It is the responsibility of the board president to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; to summarize discussion and/or action before moving on to the next agenda item; and to generally manage the meeting so that the agenda is treated in an expeditious manner.

The president will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

The president is authorized to consult with the superintendent on issues such as board meeting, study session and board retreat planning prior to presentation to the full board and perform tasks to facilitate board meetings.

In dealing with the media and the public in general, the president or his/her designee will serve as the spokesperson of the board. The president is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The president will avoid speculating upon actions or decisions which the board may take but has not yet taken.

Officers of the Board: Vice Chair/President

The vice president will preside at board meetings in the absence of the president and will perform all of the duties of the president in case of his/her absence or disability.

Legislative Representative

The legislative representative serves as the board's liaison with the Washington State School Directors' Association (WSSDA) on legislative issues. The legislative representative will be elected from among the board members at the first regular meeting of the year in even numbered years and will serve for a period of two years. The legislative representative, board chair/president, or other board designee will represent the board at WSSDA's General Assembly, conveying local views and concerns to that body. When appropriate, the legislative representative obtains their board's support for a legislative proposal to be submitted to the Assembly and supporting it at the Assembly. The legislative representative will monitor proposed school legislation, and provide legislative updates periodically at board meetings. Additionally, he/she will build relationships with local policy makers regarding WSSDA's legislative positions and priorities.

Duties of Individual Board Members

The authority of individual board members is limited to participating in actions taken by the board as a whole when legally in session. Board members will not assume responsibilities of administrators or other staff members. The board or staff will not be bound in any way by any action taken or statement made by any individual board member except when such statement or action is pursuant to specific instructions and official action taken by the board.

Each board member will review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend board meetings regularly. Whenever possible, each director will give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a director's absence from a meeting if requested to do so. The board may declare a board member's position vacant after four consecutive unexcused absences from regular board meetings.

Cross References: 1225 - School Director Legislative Program
1450 - Absence of a Board Member

Legal References: RCW 28A.330.030 Duties of president
RCW 28A.330.040 Duties of vice-president
RCW 28A.330.080 Payment of claims — Signing of warrants
RCW 28A.330.200 Organization of the board — Assumption of superintendent's duties by board member, when
RCW 28A.343.390 Quorum — Failure to attend meetings

Classification: Discretionary
Adoption Date: 07/11/1984
Revised Dates: **07/15/98, 12/15/09, 04/13/15, 12/8/25**

Policy: 1111
Section: 1000 - Board of Directors

Oath of Office

Each newly elected, re-elected, or appointed director will take an oath or affirmation to support the constitutions of the United States and the state of Washington, and the laws of the state of Washington and to faithfully discharge the duties of the office to the best of his/her ability. The oath or affirmation must be endorsed by and sworn to before an officer authorized to administer oaths. School officials are authorized to administer all oaths or affirmations pertaining to their respective offices. After the oath or affirmation is made, it will be filed with the county auditor.

Legal References: RCW 28A.343.360 Oath of office

Classification: Discretionary

Adoption Date: 07/11/84

Revised Dates: **05/02/00, 12/15/09, 12/25**

Annual Organization Meeting

At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the board will elect from among its members a president and a vice president to serve one-year terms. A newly elected or appointed (less than one year) board member will not be eligible to serve as an officer unless a majority of the board is newly appointed or elected.

If a board member is unable to continue to serve as an officer, a replacement will be elected immediately. In the absence of both the president and the vice president, the board will elect a president pro tempore who will perform the functions of the president during the latter's absence.

The superintendent will act as board secretary and perform all the duties as outlined by law. In order to provide a record of the proceedings of each meeting of the board, the superintendent will appoint a recording secretary of the board.

In even-numbered years at the same meeting, a WSSDA legislative representative will be elected to serve a two-year term.

The normal order of business will be modified for the annual organizational meeting by considering the following matters, after the approval of the minutes of the previous meeting:

- A. Welcome and introduction of newly elected board members by the president;
- B. Call for nominations for president to serve during the ensuing year;
- C. Election of a president (roll call vote);
- D. Assumption of office by the new president;
- E. Call for nominations for vice president to serve during the ensuing year;
- F. Election of a vice president (roll call vote);
- G. Call for nominations for WSSDA legislative representative to serve for the next two years; and
- H. Election of a WSSDA legislative representative.

Policies will continue from year to year and board to board until and unless the board changes them.

Cross
References: 1225 - School Director Legislative
Program

Legal
References: RCW 28A.330.010 Board president, vice-president or president
pro tempore — Secretary
RCW 28A.330.020 Certain board elections, manner and vote
required — Selection of personnel, manner
RCW 28A.330.050 Duties of superintendent as secretary of the
board
RCW 28A.400.030 Superintendent's duties
RCW 29A.60.280 Local elected officials, commencement of
term of office — Purpose

Classification: Discretionary

Adoption Date: 07/11/84

Revised Dates: **06/26/06, 12/15/09, 10/23/17, 12/8/25**

Key Functions of the Board

The research-based WA School Board standards outline the primary functions of the school board. These standards are linked to higher student achievement and more effective governance practices:

Responsible School District Governance:

Provide responsible school district governance by:

- Conducting board and district business in a fair, respectful, and responsible manner.
- Ensuring the board is accountable and open to the public, including seeking divergent and diverse perspectives in its decision-making process.
- Respecting and advocating mutual understanding of the roles and responsibilities of board members and the superintendent.
- Adopting policies based on well-researched practices that emphasize a belief that all students can achieve at high levels and that support continuous improvement of student achievement.
- Promoting healthy relationships by communicating supportively; inspiring, motivating, and empowering others; and exercising influence in a positive manner.
- Working as an effective and collaborative team.

Creating Conditions District-Wide for Student and Staff Success:

Create conditions district-wide for student and staff success by:

- A. Providing for the safety and wellness of all students and staff;
- B. Employing and supporting quality teachers, administrators and other staff and providing for their professional development;
- C. Providing for learning essentials, including rigorous curriculum, technology and high-quality facilities;
- D. Ensuring management of the organization, operations, and resources for an efficient and effective learning environment; and
- E. Adopting and monitoring an annual budget that allocates resources based on the district's vision, goals and priorities for student learning.

Communication of and Commitment to High Expectations for Student Learning:

Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

- Articulating the conviction that each and every student can learn and the belief that student learning can improve regardless of existing circumstances or resources;
- Leading the development, articulation, and stewardship of a vision of learning that is shared and supported by schools and the community;
- Adopting a collaboratively developed district strategic plan focused on learning and achievement outcomes for each and every student; and
- Ensuring non-negotiable goals for student achievement are established and aligned with the district's strategic plan.

Holding the District Accountability for Student Learning:

Hold school district accountable for meeting student learning expectations by:

- Committing to continuous improvement in student achievement at each school and throughout the district;
- Evaluating the superintendent on clear and focused expectations; and
- Measuring student academic progress and needs based on valid and reliable assessments.

Engagement of the Community in Engagement:

Engage the local community and represent the values and expectations they hold for their schools by:

- Collaborating with families and community members, responding to diverse interests and needs, and mobilizing community resources;
- Ensuring school board and district transparency through a process that is open and accountable;
- Ensuring district information and decisions are communicated community-wide; and
- Soliciting input from staff and a wide spectrum of the community so that a diverse range of interests and perspectives on issues is considered.

Annually the board will reflect on the degree to which it has operated according to its key functions by conducting a board self-assessment and engaging in board development activities where needed. For more information, visit the [WSSDA School Board Standards](#).

Cross References:

1310 - Policy Adoption, Manuals and Administrative Procedures

1810 - Annual Governance Goals and Objectives

1820 - Board Self-Assessment

Classification: Discretionary

Adoption Date: 11/18/97

Revised Dates: **11/19/97, 12/15/09, 11/13/17, 12/8/25**