



Medical Lake School District

Medical Lake School District #326, WA

Regular Board Meeting

Date and Time

Tuesday April 23, 2024 at 6:00 PM PDT

Location

Michael Anderson Elementary

Please note, access to the base is required to attend in-person. Those without base access can attend by using the zoom link available the Monday prior to the meeting.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Pledge of Allegiance			1 m
D. Approve Agenda	Vote		1 m
E. What's Right			15 m

Administrators, Board and Guests Comment on Something Positive They've Seen in the District and Community ~ Anyone attending the meeting will be given the opportunity to share something positive following the Board's comments

	Purpose	Presenter	Time
F. Marci Dayton and her afterschool robotics club presentation	Discuss		15 m
II. Consent Agenda			6:33 PM
A. Minutes	Approve Minutes		
Approve minutes for Regular Board Meeting on March 26, 2024			
B. Approve the Consent Agenda	Vote		
<ul style="list-style-type: none"> • Personnel (Certificated and Classified) <ul style="list-style-type: none"> ◦ Resignations ◦ Leaves ◦ Staff Contracts • Staff Travel • Board Member Compensation • Fiscal Vouchers <ul style="list-style-type: none"> ◦ General Fund (Payroll and Accounts Payable) ◦ A.S.B. Fund ◦ Capital Projects • Financial Report • Enrollment 			
III. Public Comments on Individual Action Items			
Anyone wishing to speak to a specific individual action item, board policy or other, listed below will be given the opportunity here, prior to action being taken by the Board.			
IV. Individual Actions Items			6:33 PM
A. Board Policies ~ Contracts; Second Reading. No Changes	Vote		2 m
B. Approve Board Resolution 23-24.05 ~ Approval for ESD101 to Run Martin Hall Juvenile Detention Facility	Vote		5 m
C. Approve the Updated Facility Use Agreement and Form	Vote		

	Purpose	Presenter	Time
D. Approve the Corrective Action Procedure for Nutrition Services	Vote		2 m
E. Approve the Summer Meal Program	Vote		
V. Student Representatives Report			6:42 PM
A. Student Representatives	Discuss		5 m
Student Representatives will talk about their first walk throughs in school buildings.			
VI. Reports and Discussions			6:47 PM
A. Budget & Cash Reserve Discussion ~ Chad Moss	Discuss		2 m
B. ALE Report ~ Lyra McGirk	Discuss		2 m
C. Recognize National Board Certified Teachers ~ Rob Haugen	Discuss		2 m
VII. Board Reports and Discussion			6:53 PM
A. NSBA Conference ~ Ron Cooper	Discuss		5 m
B. Legislative Assembly ~ Wendy Williams-Gilbert	Discuss		5 m
VIII. Superintendent's Report			7:03 PM
A. Certificated Employee Week Proclamation ~ May 6 - 10, 2024	Discuss		2 m
B. National Principal Day ~ May 1, 2024	Discuss		2 m
C. School Lunch Hero Day ~ May 3, 2024	Discuss		2 m
IX. Communications with Staff, Guests, and District Residents			
<p>Anyone wishing to speak to something other than a "What's Right" or an "Individual Action Item" will be given the opportunity to speak. Public comment period is not a time for dialogue between the board and the public. The board will not respond to the public. The board will not respond to statements, questions, or challenges made during public comment period and there will be no back-and-forth dialogue. Please know that the board's</p>			

	Purpose	Presenter	Time
	silence is neutral. It is neither a signal of agreement nor disagreement with the speaker's remarks.		
X. Executive Session			
	Negotiations		
XI. Closing Items			
A. Adjourn Meeting		FYI	

Coversheet

Minutes

Section: II. Consent Agenda
Item: A. Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on March 26, 2024
4.23.2024 Consent Agenda (2).pdf
Financials.pdf

APPROVED



Medical Lake
School District

Medical Lake School District #326, WA

Minutes

Regular Board Meeting

Date and Time

Tuesday March 26, 2024 at 6:00 PM

Location

Medical Lake High School Auditorium

Directors Present

Alexis Alexander, Gerri Johnson, Laura Parsons, Ron Cooper, Wendy Williams-Gilbert (remote)

Directors Absent

None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Wendy Williams-Gilbert called a meeting of the board of directors of Medical Lake School District #326, WA to order on Tuesday Mar 26, 2024 at 6:01 PM.

C. Pledge of Allegiance

D. Approve Agenda

Laura Parsons made a motion to Approve.

Alexis Alexander seconded the motion.

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

E. What's Right

JROTC presented the colors. They do 30+ color presentations annually.

They played a slideshow of some fun experiences they've had as a team, while the cadets stepped up and spoke from the heart. Each spoke about what JROTC means to them and how it has changed their lives. They all enjoy the community service, not just for the community but for themselves. One cadet was a freshman new to the district who joined to be part of a group and loves it. Being in JROTC has made each cadet grow as a person and they wouldn't change it for anything.

II. Consent Agenda

A. Minutes

Laura Parsons made a motion to approve the minutes from 2/27/2024.

Alexis Alexander seconded the motion.

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

B. Approve the Consent Agenda

Laura Parsons made a motion to Approve.

Alexis Alexander seconded the motion.

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

C. Financials

The following vouchers/warrants 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, were approved for payment.

General Fund (Accounts Payable) for February 28, 2024, warrants 134947 - 134950 in the amount of \$73.54;

General Fund (Accounts Payable) for February 29, 2024, warrants 134951 - 134990 in the amount of \$141,042.21;

Capital Fund (Accounts Payable) for February 29, 2024, warrants 134991 - 134992 in the amount of \$28,317.96;

ASB Fund (Accounts Payable) for February 29, 2024, warrants 134993 - 134999 in the amount of \$3,108.37;

General Fund (Accounts Payable for March 15, 2024, warrants 135000 -135059 in the amount of \$254,558.68;

ASB Fund (Accounts Payable) for March 15, 2024, warrants 135060 - 135072 in the amount of \$26,718.58;

General Fund (Accounts Payable) for March 22, 2024, warrants 135073 - 135104 in the amount of \$145,511.21;

General Fund (Payroll) for March 26, 2024, warrants 135105 - 135108 in the amount of \$4,687.38;

General Fund (Payroll/Accounts Payable) for March 26, 2024, warrants 135109 - 135125 in the amount of \$674,032.47;

III. Individual Actions Items

A. Board Policies

Laura Parsons made a motion to Approve.
Alexis Alexander seconded the motion.
Board Policy 5050 ~ Contracts; First Reading
The board **VOTED** unanimously to approve the motion.

B. Approve Board Resolution 23-24.04 ~ Accepting the Completed Study and Survey

Laura Parsons made a motion to Approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve the Drug Free Workplace Notice of Compliance

Laura Parsons made a motion to Approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve \$500.00 Bid for Buses 10, 29 and 30

Laura Parsons made a motion to Approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve the Surplus of 3 Additional Buses from Transportation

Laura Parsons made a motion to Approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Reports and Discussions

A. Spring Sports

High School AD Dawn Eliassen said there are 180 student athletes participating in the 6 spring sports. Two of our teams have started strong, soccer beat Northwest Christian and baseball beat Colville, teams we normally do not win against. Our JV golf team, along side Cheney, have been able to use The Plains for practice. It has been really nice to get them out on the green to practice.

Middle School spring sports will begin after break. Lisa Lemire, Middle School AD, is looking to start an e-Sports program next year as well as an intermural for tennis grades 6-8. We'd keep it intermural for a few years to before moving it to competitive to make sure there is enough student interest.

B. Enrollment Report

Assistant Superintendent of Finance and Operations, Chad Moss said it is a little early for projecting for budget. We're waiting on the F203 to get updated with legislative changes before Chad and the finance team can work on budget for the next school year. We're currently sitting at 1670 FTE with 16 - 17 in TTK. We haven't rebounded back to pre-covid numbers, as is the case with most districts. Last year we budgeted for 1720 FTE. We're hoping enrollment stabilizes and starts to grow. Superintendent Dr. Headrick noted that kindergarten registration is 150 - 160 between the two elementary schools, which is starting to grow back slowly.

V. Superintendent's Report

A. Assistant Principal's Week April 1-5, 2024

While there was no proclamation available, Dr. Headrick warmly said since assistant principal week falls on spring break, they should take the week off. That elicited chuckles from the audience. She then sincerely thanked Justin Blayne, Lyra McGirk, Shelby Schoesler, Barry Warren and Ben Gilsdorf for all they do for the students in our schools.

VI. Communications with Staff, Guests, and District Residents

A. Audience Member, Mr. Spears

Mr. Spears wanted to thank the School Board for the Robotics Club. He recently went with the team to a competition. While they didn't score enough points to go to Districts, they did well and were excited to be participating.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:02 PM.

Respectfully Submitted,
Wendy Williams-Gilbert

Documents used during the meeting

- 2.27.2024 Regular Board Meeting.pdf
- 3.26.2024 Consent Agenda (2).pdf

4.23.2024 Consent Agenda

Resignations - Tommi Ogle ~ 4th Grade Teacher, Hallett Elementary (effective 8/31/2024); Jessica Sharp ~ 4th Grade Teacher, Michael Anderson Elementary (effective 6/13/2024); Alyssa Choi ~ Core Sub, Michael Anderson Elementary (effective 4/19/2024);

Leaves - None at this time

Staff Contracts - None at this time

Administrative Staff - None at this time

Certificated Staff - Holly Rasmussen ~ LOA School Counselor, High School (effective 4/8/2024);

Certificated Substitutes - None at this time

Long-term Substitutes - None at this time

Classified Staff - Sarah Puzycki ~ Extended School Hours/Year Para, High School Golf Program (effective 3/11/2024); Jake Klein ~ Assignment Change, From Sub Driver to Contracted Driver, Transportation (effective 3/27/2024);

Classified Substitutes - None at this time

Extra Curricular Activities -

Other - None at this time

Teachers Teaching Out of Content Areas: None at this time

Staff Travel: None at this time

Board Member Compensation: Laura Parsons (2/27/2024 - 4/18/2024);

FinancialsThe following vouchers/warrants 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, were approved for payment.

General Fund (Accounts Payable) for March 29, 2024, warrants 135126 - 135148 in the amount of \$67,199.29;

ASB Fund (Accounts Payable) for March 29, 2024, warrants 135149 - 135152 in the amount of \$3,309.11;

General Fund (Accounts Payable) for April 18, 2024, warrants 135153 - 135214 in the amount of \$269,758.41;

Capital Fund (Accounts Payable) for April 18, 2024, warrants 135215 - 135215 in the amount of \$4,252.80;

ASB Fund (Accounts Payable) for April 18, 2024, warrants 135216 - 135222 in the amount of \$12,782.26;

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the Medical Lake School District School District for the Month of March, 2024

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	1,557,148	104,746.25	692,099.78		865,048.22	44.45
2000 LOCAL SUPPORT NONTAX	570,626	79,731.62	438,250.17		132,375.83	76.80
3000 STATE, GENERAL PURPOSE	18,346,710	1,495,581.69	9,904,407.08		8,442,302.92	53.98
4000 STATE, SPECIAL PURPOSE	5,010,294	424,822.88	2,689,484.04		2,320,809.96	53.68
5000 FEDERAL, GENERAL PURPOSE	2,527,258	.00	1,801,546.36		725,711.64	71.28
6000 FEDERAL, SPECIAL PURPOSE	1,962,964	184,009.15	1,211,088.44		751,875.56	61.70
7000 REVENUES FR OTH SCH DIST	25,000	.00	.00		25,000.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	6,203.89		6,203.89-	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>30,000,000</u>	<u>2,288,891.59</u>	<u>16,743,079.76</u>		<u>13,256,920.24</u>	<u>55.81</u>
<u>B. EXPENDITURES</u>						
00 Regular Instruction	16,875,671	1,254,560.43	9,243,377.16	224,152.12	7,408,141.72	56.10
10 Federal Stimulus	381,304	30,453.87	213,235.59	0.00	168,068.41	55.92
20 Special Ed Instruction	4,128,859	360,071.56	2,464,146.68	149,757.54	1,514,954.78	63.31
30 Voc. Ed Instruction	1,161,240	85,631.53	654,388.32	10,027.05	496,824.63	57.22
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	997,577	106,605.30	654,929.44	4,622.83	338,024.73	66.12
70 Other Instructional Pgms	49,993	2,917.10	20,699.80	0.00	29,293.20	41.41
80 Community Services	217,451	30,070.84	219,310.56	0.00	1,859.56-	100.86
90 Support Services	6,987,905	650,661.09	4,287,563.93	818,962.43	1,881,378.64	73.08
<u>Total EXPENDITURES</u>	<u>30,800,000</u>	<u>2,520,971.72</u>	<u>17,757,651.48</u>	<u>1,207,521.97</u>	<u>11,834,826.55</u>	<u>61.58</u>
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 OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	800,000-	232,080.13-	1,014,571.72-		214,571.72-	26.82
F. <u>TOTAL BEGINNING FUND BALANCE</u>	4,750,000		4,521,903.14			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	3,950,000		3,507,331.42			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	.00
G/L 823 Restricted for Carryover of Tra	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 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	100,000	48,615.46
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 Committed to Econmc Stabilizatr	0	.00
G/L 873 Committed to Depreciation Sub-F	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	.00
G/L 890 Unassigned Fund Balance	3,850,000	3,458,715.96
G/L 891 Unassigned Min Fnd Bal Policy	0	.00
G/L 896 Change in Accounting Principles	0	.00
G/L 897 Change to or within the Financi	0	.00
<u>TOTAL</u>	3,950,000	3,507,331.42

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the Medical Lake School District School District for the Month of March, 2024

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	306,038	20,031.85	139,707.08		166,330.92	45.65
2000 Local Support Nontax	4,000	188.67	3,166.42		833.58	79.16
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>	310,038	20,220.52	142,873.50		167,164.50	46.08
<u>B. EXPENDITURES</u>						
10 Sites	400,038	.00	.00	0.00	400,038.00	0.00
20 Buildings	0	.00	337,799.61	195,000.00	532,799.61-	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>	400,038	.00	337,799.61	195,000.00	132,761.61-	133.19
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	90,000-	20,220.52	194,926.11-		104,926.11-	116.58
<u>F. TOTAL BEGINNING FUND BALANCE</u>	200,000		273,514.94			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	110,000		78,588.83			

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	.00
G/L 862 Committed from Levy Proceeds	0	38,024.81
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	400,038-	337,799.61-
G/L 866 Restricted Impact Fees	0	.00
G/L 867 Restricted 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	510,038	378,363.63
G/L 890 Unassigned Fund Balance	0	.00
G/L 896 Change in Accounting Principles	0	.00
G/L 897 Change to or within the Financi	0	.00
<u>TOTAL</u>	110,000	78,588.83

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the Medical Lake School District School District for the Month of March, 2024

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	1,481,720	96,562.55	679,292.39		802,427.61	45.84
2000 Local Support Nontax	4,000	1,031.96	13,252.97		9,252.97-	331.32
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>1,485,720</u>	<u>97,594.51</u>	<u>692,545.36</u>		<u>793,174.64</u>	<u>46.61</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	1,190,000	.00	1,190,000.00	0.00	.00	100.00
Interest On Bonds	304,050	.00	160,950.00	0.00	143,100.00	52.94
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	25,000	.00	.00	0.00	25,000.00	0.00
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>	<u>1,519,050</u>	<u>.00</u>	<u>1,350,950.00</u>	<u>0.00</u>	<u>168,100.00</u>	<u>88.93</u>
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 OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	33,330-	97,594.51	658,404.64-		625,074.64-	> 1000
F. <u>TOTAL BEGINNING FUND BALANCE</u>	1,140,000		1,171,051.83			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	1,106,670		512,647.19			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	1,106,670		512,647.19			
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			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
<u>TOTAL</u>	<u>1,106,670</u>		<u>512,647.19</u>			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the Medical Lake School District School District for the Month of March, 2024

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	193,600	22,393.48	65,759.41		127,840.59	33.97
2000 Athletics	136,310	9,934.00	88,025.58		48,284.42	64.58
3000 Classes	11,900	1,425.00	1,669.00		10,231.00	14.03
4000 Clubs	90,571	2,928.90	63,750.67		26,820.33	70.39
6000 Private Moneys	8,150	12,750.00	29,979.48		21,829.48	367.85
Total REVENUES	440,531	49,431.38	249,184.14		191,346.86	56.56
B. EXPENDITURES						
1000 General Student Body	219,650	10,515.55	51,999.18	20,037.50	147,613.32	32.80
2000 Athletics	138,676	7,458.29	64,216.77	12,024.15	62,435.08	54.98
3000 Classes	16,455	.00	1,421.80	1,117.58	13,915.62	15.43
4000 Clubs	79,480	12,062.31	54,032.93	7,007.74	18,439.33	76.80
6000 Private Moneys	10,211	.00	9,459.07	493.27	258.66	97.47
Total EXPENDITURES	464,472	30,036.15	181,129.75	40,680.24	242,662.01	47.76
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	23,941-	19,395.23	68,054.39		91,995.39	384.26-
D. TOTAL BEGINNING FUND BALANCE						
	225,000		244,631.82			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)						
	201,059		312,686.21			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	201,059		312,686.21			
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			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
TOTAL	201,059		312,686.21			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the Medical Lake School District School District for the Month of March, 2024

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	2,000	1,246.41	8,197.71		6,197.71-	409.89
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	388,000	.00	.00		388,000.00	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
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	<u>390,000</u>	<u>1,246.41</u>	<u>8,197.71</u>		<u>381,802.29</u>	<u>2.10</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>390,000</u>	<u>1,246.41</u>	<u>8,197.71</u>		<u>381,802.29</u>	<u>2.10</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	315,000	.00	.00	314,897.52	102.48	99.97
Type 40 Energy	0	.00	.00	0.00	.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>	<u>315,000</u>	<u>.00</u>	<u>.00</u>	<u>314,897.52</u>	<u>102.48</u>	<u>99.97</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>75,000</u>	<u>1,246.41</u>	<u>8,197.71</u>		<u>66,802.29-</u>	<u>89.07-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>104,000</u>		<u>494,345.57</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>179,000</u>		<u>502,543.28</u>			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	179,000		502,543.28			
G/L 830 Restricted 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			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
<u>TOTAL</u>	<u>179,000</u>		<u>502,543.28</u>			

Coversheet

Board Policies ~ Contracts; Second Reading. No Changes

Section: IV. Individual Actions Items
Item: A. Board Policies ~ Contracts; Second Reading. No Changes
Purpose: Vote
Submitted by:
Related Material: 5050_Contracts.pdf

Medical Lake School District Board Policy**5050****1****CONTRACTS****A. Certificated Staff Contracts**

~~The district will write contracts for certificated staff for a period not to exceed one year.~~ Upon recommendation of the superintendent and approval by a majority of the board of directors, the district will offer ~~a certificated staff~~ written contracts to those individuals hired as certificated employees. ~~recommended and approved applicant.~~ Such contracts will state the salary to be paid based upon the applicable salary schedule, the number of days of service, the effective date and the term of the contract - which will not be for more than one year.

Continuing Contracts

Certificated staff—besides the superintendent, retire-rehires, and leave-replacement employees—who do not receive timely notice of nonrenewal have a right to have their contracts renewed for another term.

Provisional Employees

Provisional employees, as defined by RCW 28A.405.220, may have their contracts nonrenewed in accordance with RCW 28A.405.220 ~~The district will issue a “provisional contract” to first, second, and third year certificated teaching staff and other non-supervisory certificated staff who are “provisional employees,” subject to non-renewal of employment as provided by law.~~

Retire-Rehire and Leave-Replacement Employees

Contracts with retire-rehires and persons replacing certificated staff on leave are ~~do not have not subject to the~~ continuing contract ~~law, and~~ rights. Accordingly, retire-rehire and leave-replacement contracts will include the following ~~rider~~ language: “It is understood and agreed that the staff member is employed pursuant to the provisions of RCW 28A.405.900. In accordance with the provisions of RCW 28A.405.900, this contract expires automatically at the end of the contract terms set forth herein and is not subject to the provisions of RCW 28A.405.210.”

C. Classified Staff Contracts

Upon the recommendation of the superintendent, contracts for selected classified staff may be in writing and/or for a specific period ~~of time~~ not to exceed one year. Otherwise, the employment of classified staff will be on a month-to-month basis commencing from the first day of work.

Paraeducators

All paraeducators must be at least 18 years of age, must hold a high school diploma or a recognized equivalent, and must meet one of the following requirements:

1. Earned 72 quarter credits or 48 semester credits at an institution of higher education;
2. Hold an associate’s of arts degree;
3. Received a passing score on one of the assessments approved by the paraeducator board; or
4. Completed a registered apprenticeship program.

D. Supplemental Contracts

Medical Lake School District Board Policy

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The district will issue supplemental contracts, which are not subject to the continuing contract statute, for services to be rendered in addition to a staff member’s normal “full-time” assignment. Supplemental contracts will not exceed one year, and if not renewed, will not constitute an adverse change in contract status.

E. Consultants

The district may obtain **staff** consultant services when unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs shall be submitted to the superintendent or designee for action. The superintendent or designee will determine compensation, but normally compensation may not exceed that paid to a regular staff member with comparable duties. The superintendent or designee will determine the **honorarium compensation** paid to a consultant, ~~taking into account~~ **considering** cost incurred and benefits derived therefrom. The district will determine the compensation classification of a consultant on a personal services contract or payroll in compliance with the guidelines of the Internal Revenue Service.

~~**F. Paraeducators**~~

~~All paraeducators must be 18 years of age, must hold a high school diploma or a recognized equivalent, and must have one (1) of the following:~~

- ~~1. Earned 72 quarter credits or 48 semester credits at an institution of higher learning;~~
- ~~2. Obtained at least an associate’s degree;~~
- ~~3. Received a passing grade on the education testing services paraeducator assessment; or~~
- ~~4. Completed a registered apprenticeship program.~~

Cross References:

Board Policy 5280 Separation of Employment

Legal References:

- RCW 28A.330.100 Additional powers of the board
- RCW 28A.400.010 Employment of superintendent - Superintendent’s qualifications, general powers, term, contract renewal.**
- RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
- RCW 28A.400.315 Employment contracts [not retroactive]
- RCW 28A.405.210 Conditions and contracts of employment — Determination of probable cause for nonrenewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing
- RCW 28A.405.220 Conditions and contracts of employment — Non-renewal of provisional employees — Procedure
- RCW 28A.405.240 Conditions and contracts of employment Supplemental contracts, when — Continuing contract provisions, not applicable to
- RCW 28A.405.900 Certain certificated employees exempt from chapter provisions

Medical Lake School District Board Policy

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RCW 28A.413.040 Minimum employment requirements
6311 State Plans

Management Resources:

[2023 July Issue](#)

Policy News, August 2001 Legislature Authorizes “RetireRehire”

Policy News, August 2003 No Child Left Behind Update

Policy News, October 2010 Employment Disclosures

Adoption Date: 10.04; 03.11; 06.18;

Medical Lake School District

Revised Date: 04.98; 10.01; 8.03; 10.10; 01.18; 07.23;

Coversheet

Approve Board Resolution 23-24.05 ~ Approval for ESD101 to Run Martin Hall Juvenile Detention Facility

Section: IV. Individual Actions Items
Item: B. Approve Board Resolution 23-24.05 ~ Approval for ESD101 to Run
Martin Hall Juvenile Detention Facility
Purpose: Vote
Submitted by:
Related Material: Resolution 23-24.05 ~ Martin Hall.pdf

MEDICAL LAKE SCHOOL DISTRICT No. 326
Medical Lake, Washington 99022

Board Resolution 23-24.05

WHEREAS, pursuant to RCW 28A.190.010, Medical Lake School District requests Northeast Washington Educational Service District 101 to provide and administer the educational program for the Martin Hall Juvenile Detention Facility, located within the Medical Lake School District service area for the 2024-25 school year;

WHEREAS, the ongoing administration of this program will be reviewed in the Spring of 2025;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of Medical Lake School District have reviewed and approved this proposal.

APPROVED AND ADOPTED on this 23rd day of April, 2024.

Secretary to the Board/Designee

President, Board of Directors

Board Member

Board Member

Board Member

Board Member

Coversheet

Approve the Updated Facility Use Agreement and Form

Section: IV. Individual Actions Items
Item: C. Approve the Updated Facility Use Agreement and Form
Purpose: Vote
Submitted by:
Related Material: Revised Facility Use Form Rules.pdf
Revised Facility Use Form.pdf
Marked Up WIAA Rules.pdf
Marked Up WIAA Use Form.pdf

Medical Lake School District No. 326

Rules For Facility Usage

The term “USING PARTY” includes, but is not limited to, USING PARTY’S employees, agents, representatives, contractors, participants, volunteers, servants, members, spectators, invitees, licensees, and guests.

1. Use of District facilities shall be limited to the following:

Activity Title/Purpose: _____
 Organization/Individual: _____
 Facility/Room(s): _____
 Day(s) of Week: _____
 Date(s) of Month(s) and Year: _____
 Event Time (set up to exit): from _____ to _____
 Equipment: _____

2. USING PARTY shall use the above-identified facility/room(s) in compliance with all applicable policies, procedures, including but not limited to District Policy No. 4260 and Procedure No. 4260 (available upon request and online at www.mlzd.org), federal, state, and local statutes, regulations, rules, and ordinances for the use of District property and facilities.

3. USING PARTY shall not possess, use, transmit, or distribute drugs on District property. USING PARTY is prohibited from the use of any tobacco products on District property. USING PARTY shall not possess firearms, knives, other dangerous weapons, or “look alike” guns or other “look alike” weapons on District property.

4. No concessions or other items shall be sold on District property unless approved in writing by the District.

5. USING PARTY shall be responsible for closely supervising the activities of any person, including but not limited to, its employees, agents, representatives, contractors, participants, volunteers, servants, members, spectators, invitees, licensees, or guests, with responsible adults at all times during USING PARTY’S use of District property. USING PARTY expressly understands, agrees, and acknowledges that the District shall have no obligation whatsoever to supervise the activities of any person, including but not limited to, USING PARTY’S employees, agents, representatives, contractors, participants, volunteers, servants, members, spectators, invitees, licensees, or guests, who are in or upon District facilities or property in connection with the use authorized by this Agreement.

6. USING PARTY shall not use any District personal property, equipment, or devices, unless specific permission has been granted in writing in advance by a representative of the District who is duly authorized by the District to grant such permission. Where such permission is granted, USING PARTY shall be solely responsible for inspecting all personal property, equipment, and devices before usage, and USING PARTY shall be solely responsible for assuring that such personal property, equipment, or devices are in reasonably safe condition and are reasonably appropriate and safe for the USING PARTY’S intended usage.

7. USING PARTY acknowledges that it has completely examined the District facilities and real property, including inspection for obvious and latent conditions, and it has found the facilities and real property are in all respects suitable for the permitted uses described herein. USING PARTY acknowledges that the District has made no representations whatsoever as to the suitability of the facilities and real property for USING PARTY’S intended, foreseeable, and permitted uses, and the District has no obligation to make any additions or improvements to it and expressly disclaims any warranty that the facilities and real property are suitable for the permitted uses. **The parties expressly understand that the facilities and real property are rented on an “AS IS” basis.**

8. If any unsafe defects, conditions, or hazards are later identified, USING PARTY shall refrain from using the facilities or property until the said defects, conditions, or hazards are brought to the attention of the District by the USING PARTY, and are removed, repaired, or otherwise made safe by the District.

9. USING PARTY shall not place or display any other sign, notice, picture, placard, or poster without written District permission. USING PARTY agrees to remove any materials on the District’s request promptly. USING PARTY shall repair any damage to District property caused by the placement and/or removal. USING PARTY shall not publish or allow to be published any oral or written statements, communications, or advertisements stating, suggesting or implying District or school sanction or sponsorship of any of USING PARTY’S activities. Any advertisement for the USING PARTY’S activities shall conspicuously contain the following: **“This is not a Medical Lake School District No. 326 sanctioned or sponsored event/activity.”**

10. USING PARTY is solely responsible for meeting any special event or other permit requirements or other non-permit requirements from entities, including but not limited to law enforcement, fire department, and health department at USING PARTY’S sole expense.

Medical Lake School District No. 326

Rules For Facility Usage

11. At any time during the term of this Agreement, the District shall be entitled to recapture use of the identified room(s) of the facility should the identified room(s) of the facility be needed for District purposes, as required by RCW 28A.335.040. If the District intends to recapture the facility's identified room(s), the District shall give written notice to USING PARTY prior to the date the District intends to recapture its use of the identified room(s) of the facility.

12. Facility use is limited to USING PARTY'S specific time. USING PARTY is expected to start on time and complete use promptly at the event end time.

13. After each use of the above identified facility/room(s), and upon the termination of this Agreement for any reason, USING PARTY shall be responsible to ensure that the identified facility/room(s) is returned to as good a condition as it was before USING PARTY's activities.

ANY VIOLATION OF THE ABOVE RULES OR ANY OTHER PROVISION IN THE FACILITY USAGE AGREEMENT BY USING PARTY SHALL ENTITLE THE DISTRICT TO IMMEDIATELY PROHIBIT FURTHER USE OF DISTRICT FACILITIES BY USING PARTY AND TO TERMINATE THE FACILITY USAGE AGREEMENT.

USING PARTY UNDERSTANDS AND ACCEPTS THE ABOVE RULES AS PART OF ITS RENTAL OF DISTRICT FACILITIES AND AGREES TO ENFORCE THEM DURING USING PARTY'S SCHEDULED TIME.

Dated this _____ day of _____, 20_____

MEDICAL LAKE SCHOOL DISTRICT NO. 326 signature

USING PARTY signature

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

Name: _____
Organization/Individual: _____
Address: _____
Phone: _____
Email: _____

Medical Lake School District No. 326

Facility Usage Agreement

THIS FACILITY USAGE AGREEMENT (“Agreement”) is entered into by and between MEDICAL LAKE SCHOOL DISTRICT NO. 326 (“District”) and the USING PARTY identified below. Throughout this Agreement, the term “USING PARTY” includes, but is not limited to, USING PARTY’S employees, agents, representatives, contractors, participants, volunteers, servants, members, spectators, invitees, licensees, and guests.

1. USE. Use of District facilities shall be limited to the following:

Activity Title/Purpose: _____
 Organization/Individual: _____
 Facility/Room(s): _____
 Day(s) of Week: _____
 Date(s) of Month(s) and Year: _____
 Event Time (setup to exit): from _____ to _____
 Equipment: _____

1.1 USING PARTY shall use the above-identified facility/room(s) only during the allotted times. Such usage shall not include use of the property, facilities, or designated areas of other parties lawfully upon the facilities. If additional times are desired, USING PARTY shall request extra time from District. USING PARTY shall complete use of the above-identified facility/room(s) by the time set forth above unless the District has granted specific written permission.

1.2 USING PARTY shall execute the attached “Rules for Facility Usage” while executing this Agreement.

1.3 USING PARTY agrees to follow all current federal, state, and local statutes, regulations, rules, and ordinances related to the conduct, operation, and activities associated with this event.

2. FEES. USING PARTY shall pay the fees identified below. If any such payment is not timely made, the District reserves the right to cancel USING PARTY’S use of the facility and to prohibit further use of District facilities by USING PARTY.

Room Fee	\$	_____
Custodial Fee	\$	_____
Kitchen Fee	\$	_____
Equipment Fee	\$	_____
Other	\$	_____
TOTAL FEE(S)	\$	_____ (Due in advance)

All fee payments required under this Agreement shall be delivered to the address set forth below:

Medical Lake School District No. 326
 PO Box 128
 Medical Lake, WA 99022

USING PARTY is responsible for all fees incurred for additional custodial cleanup and any other fees associated with the use of the facilities. Invoicing will occur following the use. Payment is due upon receipt of the invoice.

REGULAR SCHOOL DAY (custodian on duty)

GROUP	SUPERVISION	CUSTODIAN	USE FEE	KITCHEN ASSISTANCE**
Group 1 School or Child-Related Groups of other Government Agencies	Negotiable	No charge if majority are Medical Lake students/\$35 per hour otherwise	No Charge	\$30 per hour (if needed)
Group 2 Nonprofit Group	Negotiable	No charge if majority are Medical Lake students/\$35 per hour otherwise	No Charge	\$30 per hour (if needed)
Group 3* Commercial Enterprises	Negotiable	\$35 per hour	\$200	\$30 per hour (if needed)

***Group 3** activities, which are deemed to provide a definite benefit for students and/or members of the community, may be allowed to pay a reduced rate when deemed appropriate by the superintendent or designee. The fee will be based on a cost charged to the community and the District's incurred expenses to include, but not limited to, personnel and utilities.

**Minimum of 2 (two) hours

NON-SCHOOL DAY

GROUP	SUPERVISION	CUSTODIAN	USE FEE	KITCHEN ASSISTANCE**
Group 1 School or Child-Related Groups of other Government Agencies	Negotiable	No charge if majority are Medical Lake students/\$35 per hour otherwise	No Charge	\$30 per hour (if needed)
Group 2 Nonprofit Group	Negotiable	No charge if majority are Medical Lake students/\$35 per hour otherwise	No Charge	\$30 per hour (if needed)
Group 3* Commercial Enterprises	Negotiable	\$35 per hour	\$200	\$30 per hour (if needed)

***Group 3** activities, which are deemed to provide a definite benefit for students and/or members of the community, may be allowed to pay a reduced rate when deemed appropriate by the superintendent or designee. The fee will be based on a cost charged to the community and the District's incurred expenses to include, but not limited to, personnel and utilities.

**Minimum of 2 (two) hours

After-Hours and Non-School Day

Damage Deposit MAY be required.

A minimal custodial fee of \$35 per hour will be assessed if the facility and/or field are not left clean. If any damage is incurred, parties WILL be responsible for payment.

If payment is not made, parties may no longer be allowed to use the facility and/or field.

If you desire to reserve a gymnasium for a time period overlapping two seasons, the following cut of dates apply.

Requests for use will NOT be accepted before:

- August 15
- December 1
- March 1
- May 1

For use encompassing:

- Sept 1 - Dec 31
- Jan 1 - March 31
- April 1 - May 31
- June 1 - July 31

3. DAMAGE, INDEMNIFICATION, AND INSURANCE.

3.1 Damage. USING PARTY shall be responsible for and shall immediately pay the cost to repair or replace any real or personal property owned by the District or by a third party that is damaged or destroyed in connection with USING PARTY’S activities under this Agreement.

3.2 Indemnification. USING PARTY agrees to defend, indemnify, and hold the District (“Indemnitee”) and their current and former directors, employees, agents, and representatives, (also, “Indemnitees”), harmless from and against any allegation, claim, demand, suit, cause of action, settlement, judgment, or expense (including attorney fees and all expenses of litigation), (each and all, hereinafter, “Claim”), that may be asserted against any Indemnitee, if a Claim against the Indemnitee relates in any way to USING PARTY’S use of facilities or equipment or property hereunder. This agreement to defend, indemnify and hold harmless shall be triggered upon the assertion of any allegation of fault or responsibility against any Indemnitee. Attorney fees and litigation expenses incurred in successfully enforcing the obligations of this Paragraph 3.2 shall be paid by the USING PARTY

In the event a Claim is asserted against an Indemnitee by an employee of USING PARTY, USING PARTY hereby knowingly and specifically waives any RCW Title 51 worker’s compensation immunity defenses that otherwise might have been available to it relative to USING PARTY’S defense, indemnity, and hold harmless obligations herein; and the parties hereby acknowledge that, by their authorized signatures below, this wavier of RCW Title 51 immunity has been specifically and mutually negotiated.

Any Indemnitee may bring suit to enforce this Paragraph 3.2, in any court of competent jurisdiction, without complying with the dispute resolution and mediation provisions in Paragraphs 6 and 7 below.

3.3 Insurance. For the duration of this Agreement, USING PARTY shall maintain in force at its own expense the following insurance:

A. USING PARTY is is not required to maintain Worker’s Compensation insurance in compliance with RCW Title 51. (District check one box)

B. USING PARTY is is not required to maintain liability insurance as follows:

i. A standard “occurrence based” General Comprehensive Liability Insurance policy issued by an insurer authorized to do business in Washington state providing, without limitation, the following: (a) a combined single limit of not less than \$1,000,000 for bodily injury liability and property damage liability; and (b) contractual liability insurance coverage for the defense, indemnification, and hold harmless promises made by USING PARTY to the District elsewhere in this Agreement. (District check one box)

ii. With respect to the insurance policy required of USING PARTY by the immediately preceding subparagraph 3.3.B.i, USING PARTY shall: (a) cause the insurer from whom USING PARTY procures such insurance to issue an endorsement to such policy, naming and protecting the District and their directors, employees, agents, and representatives as additional insureds under said policy and list the District as a certificate holder on USING PARTY’S general liability certificate of insurance, for all purposes and claims made against the District or any of them related to or arising from USING PARTY’S usage of the facilities or property hereunder; and (b) USING PARTY shall assure that such policy of insurance shall serve as primary-level insurance coverage with respect to any insurance separately procured and maintained by the District, which shall be excess-level insurance.

C. There shall be no cancellation, material change, reduction of limits or non-renewal of the insurance coverage required by this Agreement without thirty (30) days’ written notice to the District.

D. Before his, her, or its first use of the facilities, USING PARTY is is not required to submit to the District such certifications, endorsements, certificates, or other appropriate documents of proof, from USING PARTY’S insurer, establishing to the District’s satisfaction that compliance with USING PARTY’S obligations under this Paragraph 3.3 of this Agreement has occurred. The District’s election not to require USING PARTY to submit such documentation (or any portion of it) shall not operate to waive or diminish USING PARTY’S obligations to comply with the insurance provisions of this Paragraph 3.3 of this Agreement. (District check one box)

4. TERMINATION. The District may cause this Agreement to terminate immediately, without cause, upon receipt by the USING PARTY of written notice via mail or personal delivery to the individual identified below. In the event of a termination by the District,

USING PARTY shall have no claim or right to damages as a result of such termination, and USING PARTY shall still be liable for standard usage fees, which may only be waived at the exclusive option of the District. In the event of such termination by the District, USING PARTY agrees to hold the District harmless and release the District from all claims, damages, or actions that result or may result, directly or indirectly from such termination.

5. NO DUAL EMPLOYMENT. Nothing contained in this Agreement shall be construed as creating any form of an employment relationship between the District and USING PARTY or between the District and the employees, agents, contractors, or volunteers of USING PARTY. The agents, employees, contractors, or volunteers of USING PARTY shall not be entitled to any rights or privileges of employment with the District.

6. DISPUTE RESOLUTION. The following procedure shall be utilized for the resolution of all disputes regarding this Agreement, with the exception noted in Paragraph 3.2 above: (1) USING PARTY and the District Superintendent (or designee) shall meet to resolve the dispute within thirty (30) days of the event giving rise to the dispute; (2) USING PARTY and the District Superintendent (or designee) may, if they deem it advisable, develop and establish mutually agreed upon rules and procedures to implement, clarify, or in any other manner, carry out the purpose of the intent of this Agreement. Failure to strictly adhere to this procedure shall result in a waiver of any claim, grievance, action, and damage based on all events giving rise to the dispute.

7. MEDIATION. If a dispute regarding the terms, conditions, or breach of this Agreement shall not be resolved by the process described in Paragraph 6 above (and assuming that no waiver has occurred by failure to follow the process in Paragraph 6), with the exception noted in Paragraph 3.2 above, the parties shall, as a condition precedent to taking any action and as a condition precedent to seeking judicial resolution (which can only occur as provided for in this Agreement), mediate the dispute using the services of a mutually agreed upon independent mediator. The site of the mediation shall be in Spokane County, Washington. Each party shall split the expenses of the mediator and the facility for the mediation. Each party shall otherwise pay its own expenses. Failure to strictly adhere to this procedure shall result in a waiver of any claim, grievance, action, and damage based on all events giving rise to the dispute.

8. MISCELLANEOUS. The laws of the State of Washington govern this Agreement. If legal action is commenced to resolve a dispute arising out of this Agreement, the venue of such action shall be in Spokane County, Washington. No waiver of any breach of this Agreement shall be construed, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing and signed by the District. If any provision of this Agreement is determined to be invalid or ultra vires under any applicable statute or rule of law, it is to that extent to be deemed omitted and the balance of the Agreement shall remain enforceable. This Agreement may not be assigned by USING PARTY without written authorization by the District. Likewise, USING PARTY may not assign USING PARTY’S respective rights to any claims or actions arising out of or relating to this Agreement without written authorization by the District. This Agreement shall not be construed to favor or disfavor either District or USING PARTY. Time shall be of the essence in the payment of fees and performance of USING PARTY’S obligations under this Agreement. This Agreement constitutes the entire and exclusive agreement between the parties regarding this matter and no deviations shall be allowed unless by formal, written, mutual agreement.

9. RULES FOR FACILITY USAGE. This Agreement expressly incorporates, and USING PARTY expressly agrees to abide by, the attached “Rules for Facility Usage.”

10. ASSUMPTION OF RISK AND RELEASE. USING PARTY understands and assumes the specific risks of its activities in connection with the use of the District’s property. By entering into this Agreement, USING PARTY voluntarily acknowledges and assumes the specific risks of its activities and hereby releases, discharges, and holds harmless the District and its directors, agents, representatives, and employees from all liability arising from its activities in connection with the use of the District’s property. Any accident involving injury to persons or damages to District facilities or equipment occurring during the use of the facilities or equipment shall be reported to the District immediately.

11. SURVIVAL. All of the provisions of this Agreement, including, but not limited to, USING PARTY’S defense, indemnification, and hold harmless obligations in Paragraph 3.2, shall survive the expiration, cancellation, or termination of this Agreement.

12. AUTHORITY. The undersigned represent that they are authorized to enter into this Agreement.

Dated this _____ day of _____, 20_____

MEDICAL LAKE SCHOOL DISTRICT NO. 326 signature

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

USING PARTY signature

Name: _____
Organization/Individual: _____
Address: _____
Phone: _____
Email: _____

Medical Lake School District No. 326

WIAA Rules For Facility Usage

The term “USING PARTY” includes, but is not limited to, USING PARTY’S employees, agents, representatives, contractors, participants, volunteers, servants, members, spectators, invitees, licensees, and guests.

1. Use of District facilities shall be limited to the following:

Activity Title/Purpose: _____
Organization/Individual: _____
Facility/Room(s): _____
Day(s) of Week: _____
Date(s) of Month(s) and Year: _____
Event Time (set up to exit): from _____ to _____
Equipment: _____

2. USING PARTY shall use the above-identified facility/room(s) in compliance with all applicable ~~policies, procedures, including but not limited to District Policy No. 4260 and Procedure No. 4260P (available upon request and online at www.mlzd.org)~~ federal, state, and local statutes, regulations, rules, and ordinances for the use of District property and facilities.

3. USING PARTY shall not possess, use, transmit, or distribute drugs on District property. USING PARTY is prohibited from the use of any tobacco products on District property. USING PARTY shall not possess firearms, knives, other dangerous weapons, or “look alike” guns or other “look alike” weapons on District property.

4. No concessions or other items shall be sold on District property unless approved in writing by the District.

5. USING PARTY shall be responsible for closely supervising the activities of any person, including but not limited to, its employees, agents, representatives, contractors, participants, volunteers, servants, members, spectators, invitees, licensees, or guests, with responsible adults at all times during USING PARTY’S use of District property. USING PARTY expressly understands, agrees, and acknowledges that the District shall have no obligation whatsoever to supervise the activities of any person, including but not limited to, USING PARTY’S employees, agents, representatives, contractors, participants, volunteers, servants, members, spectators, invitees, licensees, or guests, who are in or upon District facilities or property in connection with the use authorized by this Agreement.

6. USING PARTY shall not use any District personal property, equipment, or devices, unless specific permission has been granted in writing in advance by a representative of the District who is duly authorized by the District to grant such permission. Where such permission is granted, USING PARTY shall be solely responsible for inspecting all personal property, equipment, and devices before usage, and USING PARTY shall be solely responsible for assuring that such personal property, equipment, or devices are in reasonably safe condition and are reasonably appropriate and safe for the USING PARTY’S intended usage.

7. USING PARTY acknowledges that it has completely examined the District facilities and real property, including inspection for obvious and latent conditions, and it has found the facilities and real property are in all respects suitable for the permitted uses described herein. USING PARTY acknowledges that the District has made no representations whatsoever as to the suitability of the facilities and real property for USING PARTY’S intended, foreseeable, and permitted uses, and the District has no obligation to make any additions or improvements to it and expressly disclaims any warranty that the facilities and real property are suitable for the permitted uses. **The parties expressly understand that the facilities and real property are rented on an “AS IS” basis.**

8. If any unsafe defects, conditions, or hazards are later identified, USING PARTY shall refrain from using the facilities or property until the said defects, conditions, or hazards are brought to the attention of the District by the USING PARTY, and are removed, repaired, or otherwise made safe by the District.

9. USING PARTY shall not place or display any other sign, notice, picture, placard, or poster without written District permission. USING PARTY agrees to remove any materials on the District’s request promptly. USING PARTY shall repair any damage to District property caused by the placement and/or removal. USING PARTY shall not publish or allow to be published any oral or written statements, communications, or advertisements stating, suggesting or implying District or school sanction or sponsorship of any of USING PARTY’S activities. Any advertisement for the USING PARTY’S activities shall conspicuously contain the following: **“This is not a Medical Lake School District No. 326 sanctioned or sponsored event/activity.”**

10. USING PARTY is solely responsible for meeting any special event or other permit requirements or other non-permit requirements from entities, including but not limited to law enforcement, fire department, and health department at USING PARTY’S sole expense.

11. At any time during the term of this Agreement, the District shall be entitled to recapture use of the identified room(s) of the facility should the identified room(s) of the facility be needed for District purposes, as required by RCW 28A.335.040. If the District intends to recapture the facility's identified room(s), the District shall give written notice to USING PARTY prior to the date the District intends to recapture its use of the identified room(s) of the facility.

12. Facility use is limited to USING PARTY'S specific time. USING PARTY is expected to start on time and complete use promptly at the event end time.

13. After each use of the above identified facility/room(s), and upon the termination of this Agreement for any reason, USING PARTY shall be responsible to ensure that the identified facility/room(s) is returned to as good a condition as it was before USING PARTY's activities.

ANY VIOLATION OF THE ABOVE RULES OR ANY OTHER PROVISION IN THE FACILITY USAGE AGREEMENT BY USING PARTY SHALL ENTITLE THE DISTRICT TO IMMEDIATELY PROHIBIT FURTHER USE OF DISTRICT FACILITIES BY USING PARTY AND TO TERMINATE THE FACILITY USAGE AGREEMENT.

USING PARTY UNDERSTANDS AND ACCEPTS THE ABOVE RULES AS PART OF ITS RENTAL OF DISTRICT FACILITIES AND AGREES TO ENFORCE THEM DURING USING PARTY'S SCHEDULED TIME.

Dated this _____ day of _____, 20_____

MEDICAL LAKE SCHOOL DISTRICT NO. 326 signature

USING PARTY signature

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

Name: _____
Organization/Individual: _____
Address: _____
Phone: _____
Email: _____

Medical Lake School District No. 326 WIAA Facility Usage Agreement

THIS FACILITY USAGE AGREEMENT (“Agreement”) is entered into by and between MEDICAL LAKE SCHOOL DISTRICT NO. 326 (“District”) and the USING PARTY identified below. Throughout this Agreement, the term “USING PARTY” includes, but is not limited to, USING PARTY’S employees, agents, representatives, contractors, participants, volunteers, servants, members, spectators, invitees, licensees, and guests.

1. USE. Use of District facilities shall be limited to the following:

Activity Title/Purpose: _____
Organization/Individual: _____
Facility/Room(s): _____
Day(s) of Week: _____
Date(s) of Month(s) and Year: _____
Event Time (setup to exit): from _____ to _____
Equipment: _____

1.1 USING PARTY shall use the above-identified facility/room(s) only during the allotted times. Such usage shall not include use of the property, facilities, or designated areas of other parties lawfully upon the facilities. If additional times are desired, USING PARTY shall request extra time from District. USING PARTY shall complete use of the above-identified facility/room(s) by the time set forth above unless the District has granted specific written permission.

1.2 USING PARTY shall execute the attached “Rules for Facility Usage” while executing this Agreement.

1.3 USING PARTY agrees to follow all current federal, state, and local statutes, regulations, rules, and ordinances related to the conduct, operation, and activities associated with this event.

2. FEES. USING PARTY shall pay the fees identified below. If any such payment is not timely made, the District reserves the right to cancel USING PARTY’S use of the facility and to prohibit further use of District facilities by USING PARTY.

Room Fee	\$ _____
Custodial Fee	\$ _____
Kitchen Fee	\$ _____
Equipment Fee	\$ _____
Other	\$ _____
TOTAL FEE(S)	\$ _____ (Due in advance)

All fee payments required under this Agreement shall be delivered to the address set forth below:

Medical Lake School District No. 326
PO Box 128
Medical Lake, WA 99022

USING PARTY is responsible for all fees incurred for additional custodial cleanup and any other fees associated with the use of the facilities. Invoicing will occur following the use. Payment is due upon receipt of the invoice.

REGULAR SCHOOL DAY (custodian on duty)

GROUP	SUPERVISION	CUSTODIAN	USE FEE	KITCHEN ASSISTANCE**
Group 1 School or Child-Related Groups of other Government Agencies	Negotiable	No charge if majority are Medical Lake students/\$35 per hour otherwise	No Charge	\$30 per hour (if needed)
Group 2 Nonprofit Group	Negotiable	No charge if majority are Medical Lake students/\$35 per hour otherwise	No Charge	\$30 per hour (if needed)
Group 3* Commercial Enterprises	Negotiable	\$35 per hour	\$200	\$30 per hour (if needed)

***Group 3** activities, which are deemed to provide a definite benefit for students and/or members of the community, may be allowed to pay a reduced rate when deemed appropriate by the superintendent or designee. The fee will be based on a cost charged to the community and the District’s incurred expenses to include, but not limited to, personnel and utilities. **Minimum of 2 (two) hours

NON-SCHOOL DAY

GROUP	SUPERVISION	CUSTODIAN	USE FEE	KITCHEN ASSISTANCE**
Group 1 School or Child-Related Groups of other Government Agencies	Negotiable	No charge if majority are Medical Lake students/\$35 per hour otherwise	No Charge	\$30 per hour (if needed)
Group 2 Nonprofit Group	Negotiable	No charge if majority are Medical Lake students/\$35 per hour otherwise	No Charge	\$30 per hour (if needed)
Group 3* Commercial Enterprises	Negotiable	\$35 per hour	\$200	\$30 per hour (if needed)

***Group 3** activities, which are deemed to provide a definite benefit for students and/or members of the community, may be allowed to pay a reduced rate when deemed appropriate by the superintendent or designee. The fee will be based on a cost charged to the community and the District’s incurred expenses to include, but not limited to, personnel and utilities. **Minimum of 2 (two) hours

After-Hours and Non-School Day

Damage Deposit MAY be required.

A minimal custodial fee of \$35 per hour will be assessed if the facility and/or field are not left clean. If any damage is incurred, parties WILL be responsible for payment.

If payment is not made, parties may no longer be allowed to use the facility and/or field.

If you desire to reserve a gymnasium for a time period overlapping two seasons, the following cut of dates apply.

Requests for use will NOT be accepted before:

- August 15
- December 1
- March 1
- May 1

For use encompassing:

- Sept 1 - Dec 31
- Jan 1 - March 31
- April 1 - May 31
- June 1 - July 31

3. DAMAGE, INDEMNIFICATION, AND INSURANCE.

3.1 **Damage.** USING PARTY shall be responsible for and shall immediately pay the cost to repair or replace any real or personal property owned by the District or by a third party that is damaged or destroyed in connection with USING PARTY’S activities under this Agreement, **except to the extent such damages or destruction arises out of negligence, inaction and/or actions of the District, its representatives, employees, and/or agents.**

3.2 **Indemnification.** USING PARTY agrees to defend, indemnify, and hold the District (“Indemnitee”) and their current and former directors, employees, agents, and representatives, (also, “Indemnitees”), harmless from and against any allegation, claim, demand, suit, cause of action, settlement, judgment, or expense (including attorney fees and all expenses of litigation), (each and all, hereinafter, “Claim”), that may be asserted against any Indemnitee, if a Claim against the Indemnitee relates in any way to USING PARTY’S use of facilities or equipment or property hereunder, **except to the extent such Claim arises out of negligence, inaction and/or actions of the District, its representatives, employees, and/or agents.** This agreement to defend, indemnify and hold harmless shall be triggered upon the assertion of any allegation of fault or responsibility against any Indemnitee. Attorney fees and litigation expenses incurred in successfully enforcing the obligations of this Paragraph 3.2 shall be paid by the USING PARTY **except to the extent such litigation expenses arise out of negligence, inaction and/or actions of the District, its representatives, employees, and/or agents.**

In the event a Claim is asserted against an Indemnitee by an employee of USING PARTY, USING PARTY hereby knowingly and specifically waives any RCW Title 51 worker’s compensation immunity defenses that otherwise might have been available to it relative to USING PARTY’S defense, indemnity, and hold harmless obligations herein, **except to the extent such Claim arises out of negligence, inaction and/or actions of the District, its representatives, employees, and/or agents;** and the parties hereby acknowledge that, by their authorized signatures below, this waiver of RCW Title 51 immunity has been specifically and mutually negotiated.

Any Indemnitee may bring suit to enforce this Paragraph 3.2, in any court of competent jurisdiction, without complying with the dispute resolution and mediation provisions in Paragraphs 6 and 7 below.

3.3 **Insurance.** For the duration of this Agreement, USING PARTY shall maintain in force at its own expense the following insurance:

- A. USING PARTY is is not required to maintain Worker’s Compensation insurance in compliance with RCW Title 51. (District check one box)
- B. USING PARTY is is not required to maintain liability insurance as follows:
 - i. A standard “occurrence based” General Comprehensive Liability Insurance policy issued by an insurer authorized to do business in Washington state providing, without limitation, the following: (a) a combined single limit of not less than \$1,000,000 for bodily injury liability and property damage liability; and (b) contractual liability insurance coverage for the defense, indemnification, and hold harmless promises made by USING PARTY to the District elsewhere in this Agreement. (District check one box)
 - ii. With respect to the insurance policy required of USING PARTY by the immediately preceding subparagraph 3.3.B.i, USING PARTY shall: (a) cause the insurer from whom USING PARTY procures such insurance to issue an endorsement to such policy, naming and protecting the District and their directors, employees, agents, and representatives as additional insureds under said policy and list the District as a certificate holder on USING PARTY’S general liability certificate of insurance, for all purposes and claims made against the District or any of them related to or arising from USING PARTY’S usage of the facilities or property hereunder; and (b) USING PARTY shall

assure that such policy of insurance shall serve as primary-level insurance coverage with respect to any insurance separately procured and maintained by the District, which shall be excess-level insurance.

- C. There shall be no cancellation, material change, reduction of limits or non-renewal of the insurance coverage required by this Agreement without thirty (30) days' written notice to the District.
- D. Before his, her, or its first use of the facilities, USING PARTY is is not required to submit to the District such certifications, endorsements, certificates, or other appropriate documents of proof, from USING PARTY'S insurer, establishing to the District's satisfaction that compliance with USING PARTY'S obligations under this Paragraph 3.3 of this Agreement has occurred. The District's election not to require USING PARTY to submit such documentation (or any portion of it) shall not operate to waive or diminish USING PARTY'S obligations to comply with the insurance provisions of this Paragraph 3.3 of this Agreement. (District check one box)

4. TERMINATION. The District may cause this Agreement to terminate immediately, without cause, upon receipt by the USING PARTY of written notice via mail or personal delivery to the individual identified below. In the event of a termination by the District, USING PARTY shall have no claim or right to damages as a result of such termination, and USING PARTY shall still be liable for standard usage fees, which may only be waived at the exclusive option of the District. In the event of such termination by the District, USING PARTY agrees to hold the District harmless and release the District from all claims, damages, or actions that result or may result, directly or indirectly from such termination.

5. NO DUAL EMPLOYMENT. Nothing contained in this Agreement shall be construed as creating any form of an employment relationship between the District and USING PARTY or between the District and the employees, agents, contractors, or volunteers of USING PARTY. The agents, employees, contractors, or volunteers of USING PARTY shall not be entitled to any rights or privileges of employment with the District.

6. DISPUTE RESOLUTION. The following procedure shall be utilized for the resolution of all disputes regarding this Agreement, with the exception noted in Paragraph 3.2 above: (1) USING PARTY and the District Superintendent (or designee) shall meet to resolve the dispute within thirty (30) days of the event giving rise to the dispute; (2) USING PARTY and the District Superintendent (or designee) may, if they deem it advisable, develop and establish mutually agreed upon rules and procedures to implement, clarify, or in any other manner, carry out the purpose of the intent of this Agreement. Failure to strictly adhere to this procedure shall result in a waiver of any claim, grievance, action, and damage based on all events giving rise to the dispute.

7. MEDIATION. If a dispute regarding the terms, conditions, or breach of this Agreement shall not be resolved by the process described in Paragraph 6 above (and assuming that no waiver has occurred by failure to follow the process in Paragraph 6), with the exception noted in Paragraph 3.2 above, the parties shall, as a condition precedent to taking any action and as a condition precedent to seeking judicial resolution (which can only occur as provided for in this Agreement), mediate the dispute using the services of a mutually agreed upon independent mediator. The site of the mediation shall be in Spokane County, Washington. Each party shall split the expenses of the mediator and the facility for the mediation. Each party shall otherwise pay its own expenses. Failure to strictly adhere to this procedure shall result in a waiver of any claim, grievance, action, and damage based on all events giving rise to the dispute.

8. MISCELLANEOUS. The laws of the State of Washington govern this Agreement. If legal action is commenced to resolve a dispute arising out of this Agreement, the venue of such action shall be in Spokane County, Washington. No waiver of any breach of this Agreement shall be construed, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing and signed by the District. If any provision of this Agreement is determined to be invalid or ultra vires under any applicable statute or rule of law, it is to that extent to be deemed omitted and the balance of the Agreement shall remain enforceable. This Agreement may not be assigned by USING PARTY without written authorization by the District. Likewise, USING PARTY may not assign USING PARTY'S respective rights to any claims or actions arising out of or relating to this Agreement without written authorization by the District. This Agreement shall not be construed to favor or disfavor either District or USING PARTY. Time shall be of the essence in the payment of fees and performance of USING PARTY'S obligations under this Agreement. This Agreement constitutes the entire and

exclusive agreement between the parties regarding this matter and no deviations shall be allowed unless by formal, written, mutual agreement.

9. RULES FOR FACILITY USAGE. This Agreement expressly incorporates, and USING PARTY expressly agrees to abide by, the attached “Rules for Facility Usage.”

10. ASSUMPTION OF RISK AND RELEASE. USING PARTY understands and assumes the specific risks of its activities in connection with the use of the District’s property. By entering into this Agreement, USING PARTY voluntarily acknowledges and assumes the specific risks of its activities and hereby releases, discharges, and holds harmless the District and its directors, agents, representatives, and employees from all liability arising from its activities in connection with the use of the District’s property, **except to the extent such claims, risks, injury, damage, arises out of the actions, inactions and/or negligence of the District, its representatives, officers, employees and/or agents.** Any accident involving injury to persons or damages to District facilities or equipment occurring during the use of the facilities or equipment shall be reported to the District immediately.

11. SURVIVAL. All of the provisions of this Agreement, including, but not limited to, USING PARTY’S defense, indemnification, and hold harmless obligations in Paragraph 3.2, shall survive the expiration, cancellation, or termination of this Agreement.

12. AUTHORITY. The undersigned represent that they are authorized to enter into this Agreement.

Dated this _____ day of _____, 20_____

MEDICAL LAKE SCHOOL DISTRICT NO. 326 signature

USING PARTY signature

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

Name: _____
Organization/Individual: _____
Address: _____
Phone: _____
Email: _____

Coversheet

Approve the Corrective Action Procedure for Nutrition Services

Section: IV. Individual Actions Items
Item: D. Approve the Corrective Action Procedure for Nutrition Services
Purpose: Vote
Submitted by:
Related Material: Implementing Procedures for Effective Date for Students.pdf

Procedure for Implementing the Eligibility Effective Date for Students

Effective 4/8/2024

Medical Lake School District #326

Directly Certified Students:

1. Download the Direct Certification lists for All Matches and Medicaid Matches from EDS OSPI
2. Save in the Direct Certification folder
3. Print lists
4. Go through each approved student and set the effective date back to the date of eligibility listed
5. Refund any monies that have been paid in the current school year
6. Sign and date the lists
7. Store list in the DC section of the Application files
8. Upload the lists to Skyward for both Medicaid free and reduced, and All Matches Free
9. Check student profile for siblings, and change status of all who live in approved home

Homeless Students:

1. Write Date when application is received
2. Make effective date retroactive back to the first day of the school year
3. Refund any monies that have been paid in the current school year
4. Store in Homeless section of the Application files

Paper Applications:

1. Write the date received on top front page of all applications and initial
2. Make effective date the date that is written on application by guardian
3. Refund any monies paid after the effective date
4. Check for Psuedo Applications in Skyward every week, print and process immediately
5. Print approval/denial letters every day when you are finished processing the applications, fold them and stuff them into envelopes then send put them in the outgoing mail bin
6. File all apps in the Application File in the cabinet.

Fairchild Applications:

1. When receiving an application from a family residing on Fairchild AFB, you must call and let them know they do not have to include their housing allowance (BAH) if they live on base. Change their income if they did include their BAH, process it, and follow the other steps for printing letters and mailing them out.

Coversheet

Student Representatives

Section: V. Student Representatives Report
Item: A. Student Representatives
Purpose: Discuss
Submitted by:
Related Material: Student Representative Report- April 2024 (1).pdf



Medical Lake

SCHOOL DISTRICT

Student Representative Report- April 2024

Thank you to all the administrators, teachers, and students who shared their thoughts on this report.

Michael Anderson Elementary

What's going well?

- Every grade identified math as something they liked and felt good about
- Students love their free time
- The teachers are awesome

Areas to improve

- Struggles with other students at recess and reporting issues
- More big kid playground equipment
- More afterschool opportunities

Hallett Elementary

What's going well?

- Kids like Wit & Wisdom reading curriculum
- Love the staff, teachers, nutrition staff, substitutes, etc.
- Two recesses for the younger grades

Areas to improve

- More recess for older grades
- Less emphasis on computers and technology
- More time at specialists (music/PE/library)



Medical Lake

SCHOOL DISTRICT

Medical Lake Middle School

What's going well?

- Students love the environment
- Most teachers love the block schedule

Areas to improve

- Students did not like the block schedule as well

Medical Lake High School

What's going well?

- Enjoyable- work load is good overall
- Classrooms are doing great
- Students like classes that have hands-on learning opportunities

Areas to improve

- Less emphasis on technology and more hands-on learning opportunities
- We plan to gather more general information on social areas outside of the classrooms next month

Coversheet

Certificated Employee Week Proclamation ~ May 6 - 10, 2024

Section: VIII. Superintendent's Report
Item: A. Certificated Employee Week Proclamation ~ May 6 - 10, 2024
Purpose: Discuss
Submitted by:
Related Material: Teacher Proclamation.pdf

The State of Washington



Proclamation

WHEREAS, a strong, effective system of free public school education for all children and youth is essential to our democratic system of government; and

WHEREAS, the United States has made considerable progress in the social, technological, and scientific fields due to our system of free and universal public education; and

WHEREAS, much of this progress can be attributed to the qualified and dedicated teachers entrusted with the educational development of our children; and

WHEREAS, teachers provide opportunities for students to connect with the world around them, develop basic skills for success in life and work, experience the realization of high expectations and the fulfillment of steps toward achievable goals; and

WHEREAS, teachers should be accorded high public esteem, reflecting the value placed on their skills and abilities, and the importance of public education; and

WHEREAS, it is appropriate that teachers be recognized for their dedication and commitment to educating their students;

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim May 6-10, 2024 as

Teacher Appreciation Week

and May 7, 2024 as

Teacher Appreciation Day

in Washington, and I encourage all people in our state to join me in this special observance.



Signed 11th day of March, 2024

Governor Jay Inslee

Coversheet

School Lunch Hero Day ~ May 3, 2024

Section: VIII. Superintendent's Report
Item: C. School Lunch Hero Day ~ May 3, 2024
Purpose: Discuss
Submitted by:
Related Material: SLHD-Lunch-hero-T-1.jpg

SCHOOL
LUNCH
HERO