



# Medical Lake School District

Medical Lake School District #326, WA

## Regular Board Meeting

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### Date and Time

Tuesday July 23, 2024 at 5:00 PM PDT

### Location

Medical Lake School District Administration Office  
and [Zoom](#)

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### Agenda

|  | Purpose | Presenter | Time           |
|--|---------|-----------|----------------|
| <b>I. Opening Items</b>  |         |           | <b>5:00 PM</b> |
| 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  | Discuss |           | 5 m            |
| <b>Administrators, Board and Guests Comment on Something Positive They've Seen in the District and Community</b> ~ Anyone attending the meeting will be given the opportunity to share something positive following the Board's comments |         |           |                |
| <b>II. Consent Agenda</b>  |         |           | <b>5:08 PM</b> |

|  | Purpose  | Presenter | Time |
|--|--|-----------|------|
| <b>A.</b> Minutes from Regular Board Meeting 6-25-2024 | Approve Minutes  |           | 1 m  |
| <b>B.</b> Approve the Consent Agenda                   | Vote   |           |      |
|  | <ul style="list-style-type: none"> <li>• Personnel (Certificated and Classified)                             <ul style="list-style-type: none"> <li>◦ Resignations</li> <li>◦ Leaves</li> <li>◦ Staff Contracts</li> </ul> </li> <li>• Staff Travel</li> <li>• Board Member Compensation</li> <li>• Fiscal Vouchers                             <ul style="list-style-type: none"> <li>◦ General Fund (Payroll and Accounts Payable)</li> <li>◦ A.S.B. Fund</li> <li>◦ Capital Projects</li> </ul> </li> <li>• Financial Report</li> </ul> |           |      |

**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 5:09 PM**

|   |      |  |     |
|---|------|--|-----|
| <b>A.</b> Board Policy 2409 ~ Credit for Competency/Proficiency; First and Second Reading | Vote |  | 1 m |
| <b>B.</b> Board Policy ~ 2413 Equivalency Credit Opportunities; First Reading             | Vote |  | 1 m |
| <b>C.</b> Approve Board Resolution 23-24.08 ~ General Fund Budget Extension               | Vote |  | 1 m |
| <b>D.</b> Approve Board Resolution 23-24.09 ~ Capital Fund Budget Extension               | Vote |  | 1 m |
| <b>E.</b> Approve the 2024-2025 School Year Budget  | Vote |  | 1 m |
| <b>F.</b> Approve the Annual Notifications  | Vote |  | 1 m |

|  | Purpose | Presenter | Time |
|--|---------|-----------|------|
| <p>There is a new annual notification requirement from OSPI for the 2024-2025 school year that will take effect for the 2025-2026 school year. It pertains to high school students only and requires school districts to share student information with OSPI who will then share it with higher education entities that have signed a data sharing agreement. There is an opt out option, but the language below is what is required for our annual notifications.</p> |         |           |      |

***Data-Sharing with Higher Education RCW 28A.150.515 and RCW 28B.10.041***  
*require that school districts submit directory information for high school students and their parents/guardians to OSPI. "Directory information" means the names, addresses, email addresses, and telephone numbers of students and their parents or legal guardians. OSPI is required to make this information available to institutions of higher education for the purpose of informing students of postsecondary educational opportunities available in the state. Institutions of higher education for this purpose are Central Washington University, Eastern Washington University, The Evergreen State College, University of Washington, Washington State University, Western Washington University, Washington State Community and Technical Colleges, St. Martin's University, and Heritage University.*

*Students or their parents/guardians may opt-out of having this data shared.*

|  |             |            |
|--|-------------|------------|
| <p><b>G.</b> Approve the School Board Meetings for the 2024-2025 School Year</p> | <p>Vote</p> | <p>3 m</p> |
|--|-------------|------------|

- **September 24, 2024 6:00 pm ~ Administration Office**
- **October 22, 2024 @ 5:30 pm ~ Middle School Library**
  - **\*Board Work Session/SIP Presentations**
- **October 22, 2024 7:00 pm ~ Middle School Library**
- **November 26, 2024 @ 6:00 pm ~ Administration Office**
- **December 3, 2024 @ 5:00 pm ~ Administration Office**
  - **\*Board Work Session**
- **December 17, 2024 @ 5:00 pm ~ Administration Office**
- **January 28, 2025 6:00 pm ~ Administration Office**
  - **\*School Board Appreciation**
- **February 25, 2025 6:00 pm ~ Middle School Library**
- **March 25, 2025 6:00 pm ~ Hallett Elementary Library**
- **April 22, 2025 6:00 pm ~ Michael Anderson Library\*\***
- **May 27, 2025 6:00 pm ~ High School Auditorium**
- **June 24, 2025 @ 5:00 pm ~ Administration Office**
- **July 22, 2025 @ 4:45 pm ~ Administration Office**

|           | Purpose  | Presenter | Time |
|-----------|--|-----------|------|
|           | <ul style="list-style-type: none"> <li>◦ <b>*Special Meeting/Budget Hearing</b></li> <li>• <b>July 22, 2025 @ 5:00 pm ~ Administration Office</b></li> <li>• <b>August 26, 2025 @ 5:00 pm ~ Administration Office</b></li> </ul> <p style="text-align: center;"><b>~ Or Option 2 ~</b></p> <ul style="list-style-type: none"> <li>• <b>September 24, 2024 6:00 pm ~ Administration Office</b></li> <li>• <b>October 15 2024 @ 6:00 pm ~ Middle School Library</b> <ul style="list-style-type: none"> <li>◦ <b>*Board Work Session/SIP Presentations</b></li> </ul> </li> <li>• <b>October 22, 2024 6:00 pm ~ Middle School Library</b></li> <li>• <b>November 26, 2024 @ 6:00 pm ~ Administration Office</b></li> <li>• <b>December 3, 2024 @ 5:00 pm ~ Administration Office</b> <ul style="list-style-type: none"> <li>◦ <b>*Board Work Session</b></li> </ul> </li> <li>• <b>December 17, 2024 @ 5:00 pm ~ Administration Office</b></li> <li>• <b>January 28, 2025 6:00 pm ~ Administration Office</b> <ul style="list-style-type: none"> <li>◦ <b>*School Board Appreciation</b></li> </ul> </li> <li>• <b>February 25, 2025 6:00 pm ~ Middle School Library</b></li> <li>• <b>March 25, 2025 6:00 pm ~ Hallett Elementary Library</b></li> <li>• <b>April 22, 2025 6:00 pm ~ Michael Anderson Library**</b></li> <li>• <b>May 27, 2025 6:00 pm ~ High School Auditorium</b></li> <li>• <b>June 24, 2025 @ 5:00 pm ~ Administration Office</b></li> <li>• <b>July 22, 2025 @ 4:45 pm ~ Administration Office</b> <ul style="list-style-type: none"> <li>◦ <b>*Special Meeting/Budget Hearing</b></li> </ul> </li> <li>• <b>July 22, 2025 @ 5:00 pm ~ Administration Office</b></li> <li>• <b>August 26, 2025 @ 5:00 pm ~ Administration Office</b></li> </ul> |           |      |
| <b>H.</b> | Approve the Voluntary Student Accident & Sickness Insurance Plan for the 2024-2025   | Vote      | 1 m  |
|           | <p>No changes in prices again this year. This will be sent, via parent square to all families in our district as required.</p> <p>In the past, we've had a handful of families that have taken advantage of this program.</p>  |           |      |
| <b>I.</b> | Approve the Annual Fuel Bid Renewal  | Vote      | 1 m  |
| <b>J.</b> | Approve the Medical Lake School District CTE 4-Year Plan ~ Justin Blayne   | Vote      | 3 m  |
| <b>K.</b> | Approve the Surplus of 3 Varidesks from the District Office  | Vote      | 1 m  |



|   | Purpose | Presenter | Time           |
|---|---------|-----------|----------------|
| <p><b>L. Approve the Surplus of Old Office Furniture from Hallett Elementary</b></p> <ul style="list-style-type: none"> <li>• <b>Qty 3:</b> 4-drawer filing cabinets</li> <li>• <b>Qty 2:</b> 2-drawer filing cabinets</li> <li>• <b>Qty 1:</b> large rolling cart</li> <li>• <b>Qty 2:</b> projector screens</li> <li>• <b>Qty 1:</b> easel</li> <li>• <b>Qty 1:</b> book cart</li> </ul>  | Vote    |           | 1 m            |
| <p><b>M. Approve the Surplus of Office Furniture from the High School</b></p> <ul style="list-style-type: none"> <li>• <b>Qty 2:</b> large filing cabinets</li> <li>• <b>Qty 4:</b> damaged tables (approximately 15 years)</li> <li>• Stereo Equipment (approximately 30 years old, not functioning properly)</li> </ul>   | Vote    |           | 1 m            |
| <b>V. Student Representatives Report</b>  |         |           |                |
| <b>VI. Reports and Discussions</b>  |         |           |                |
| <b>VII. Board Reports and Discussion</b>  |         |           |                |
| <b>VIII. Superintendent's Report</b>  |         |           | <b>5:26 PM</b> |
| <p><b>A. Medical Lake Promise Data Dashboards</b></p> <p><a href="#">Medical Lake Promise</a></p>   | Discuss |           | 10 m           |
| <b>IX. Communications with Staff, Guests, and District Residents</b>  |         |           |                |
| <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**

- Superintendent's Evaluation
- Negotiations
- Potential Litigation

|           |                                       |     |
|-----------|---------------------------------------|-----|
| <b>A.</b> | Superintendent's Evaluation Documents | FYI |
|-----------|---------------------------------------|-----|

**XI. Closing Items**

|           |                 |     |
|-----------|-----------------|-----|
| <b>A.</b> | Adjourn Meeting | FYI |
|-----------|-----------------|-----|

# Coversheet

## Minutes from Regular Board Meeting 6-25-2024

**Section:** II. Consent Agenda  
**Item:** A. Minutes from Regular Board Meeting 6-25-2024  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on June 25, 2024

APPROVED



**Medical Lake**  
School District

## Medical Lake School District #326, WA

# Minutes

## Regular Board Meeting

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### Date and Time

Tuesday June 25, 2024 at 5:00 PM

### Location

Medical Lake School District Administration Office

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### Directors Present

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

### Directors Absent

*None*

### Guests Present

Kimberly Headrick (remote), Robert Haugen, Sarra Reiber

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## 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 Jun 25, 2024 at 5:06 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

Dr. Headrick honored our 5 retirees

- Cami Ortega, para at Michael Anderson Elementary ~ 3 years
- Nancy Warnecke, 3rd grade teacher at Hallett Elementary ~ 7 years
- Heidi Archer, nutrition services at the High School ~ 10 years
- Judy Dunbar, 6th grade teacher at the Middle School ~ 20 years
- Nancy Cote', 1st grade teacher at Hallett Elementary ~ 31 years

Tawni Barlow introduced Lindsey McIntyre hired through the grant they applied for earlier this year. She'll be the new peer specialist at the Wellness Center and also works for Charmed services.

## II. Consent Agenda

### A. Minutes from Regular Board Meeting 5-28-2024

Laura Parsons made a motion to approve the minutes from Regular Board Meeting on 05-28-24.

Alexis Alexander seconded the motion.

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

### B. Minutes from Special Meeting 6-18-2024

Laura Parsons made a motion to approve the minutes from Special Board Meeting on 06-18-24.

Alexis Alexander seconded the motion.

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

### C. Approve the Consent Agenda

Laura Parsons made a motion to approve.

Alexis Alexander seconded the motion.

**Resignations** - *Mandy Barnes ~ Paraeducator, Middle School (effective end of the 23/24 school year); Cami Ortega, Paraeducator, Pre-School, Michael Anderson Elementary (effective June 13, 2024); Brandi Shaffer ~ Paraeducator, Hallett Elementary (effective end of the 23/24 school year); Nikki Bauman ~ Parent and family Partner, District (effective 5/29/2024); Cody Vela ~ Paraeducator, Middle School (effective end of the 23/24 school year); Brandie Barry ~ Special Education Teacher, Middle School (effective 6/13/2024); Kyle Fischer ~ Security and Coach, High School (effective 6/13/2024);*

**Leaves** - *None at this time*

**Staff Contracts:**

**Administrative Staff** - Kimberly Headrick ~ Superintendent; Robert Haugen ~ Assistant Superintendent; Tawni Barlow ~ Student Services Director; Chris Spring ~ MLHS Principal; Justin Blayne ~ MLHS Assistant Principal; Shelby Schoesler ~ MLMS Principal; Lyra McGirk ~ MLMS Assistant Principal; Darlene Starr ~ MAE Principal; Barry Warren ~ MAE Assistant Principal; Kristin Kuster ~ Hallett Principal; Ben Gilsdorf ~ Hallett Assistant Principal;

Chad Moss ~ Assistant Superintendent of Finance and Operations; Trevor Meade ~ Director of Technology; Andrew Mills ~ Maintenance Supervisor; Tonya Jaynes ~ Transportation Supervisor; Jill Howard ~ Nutrition Services Supervisor;

**Certificated Staff** - Dan Collins ~ Summer Transitions School Math Teacher (July 29 - August 15); Mo Owens ~ Summer Transition School ELA/SS Teacher (July 29 - August 15); Tera Hart ~ Summer School/Edmentum Coordinator (July 29 - August 15); Heather Reither ~ Extended School Year Special Education Teacher (July 30 - August 15); Daniel Simon ~ Math Teacher, 7th Grade, Middle School (effective beginning of the 24/25 school year); Anna Bollinger ~ 7th Grade Social Studies Teacher, Middle School (effective beginning of the 24/25 school year); Jennifer Russell ~ 1st Grade Teacher, Michael Anderson Elementary (effective beginning of the 24/25 school year); Logan Stanley ~ 6th Grade Social Studies Teacher, Middle School (effective beginning of the 24/25 school year); Kelei Motz ~ Assignment Change from 1st Grade to Kindergarten at Michael Anderson Elementary (effective beginning of the 24/25 school year); Alizabeth Williams ~ CTE Ag Teacher & FFA Advisor, High School (effective beginning of the 24/25 school year);

**Certificated Substitutes** - None at this time

**Long-term Substitutes** - None at this time

**Classified Staff** - Rochelle Gulling ~ Extended School Year Paraeducator (effective July 30 - August 15); Lisa Wentland ~ Cafeteria III ESY Summer Program, District (effective July 8 - August 15); Cheyanne Rightler ~ Cafeteria III ESY Summer Program, District (effective July 8 - August 15);

Carrie Fitch; Garrett Grau; Malenna King; Rachel Lawson; Tonya Mills; Christy Nauta; Sarra Reiber; Joshua Rux; Stefan Swenson;

**Classified Substitutes** - None at this time

**Extra Curricular Activities** - none at this time

**Other - None at this time**

**Teachers Teaching Out of Content Areas: None at this time**

**Staff Travel:** *Tawni Barlow ~ OSEP Leadership and Director's Conference, August 6-8, 2024, Arlington, Virginia;*

**Board Member Compensation: None at this time**

**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 (Payroll) for May 24, 2024, warrants 135376 - 135378 in the amount of \$4,111.07;*

*General Fund (Payroll/Accounts Payable) for May 24, 2024, warrants 135379 - 135395 in the amount of \$680,024.99;*

*General Fund (Accounts Payable) for May 31, 2024, warrants 135396 - 135463 in the amount of \$116,900.00;*

*ASB Fund (Accounts Payable) for May 31, 2024, warrants 135464 - 135472 in the amount of \$12,365.15;*

*General Fund (Accounts Payable) for June 13, 2024, warrants 135473 - 135495 in the amount of \$112,612.30;*

*General Fund (Accounts Payable) for June 14, 2024, warrants 135496 - 135529 in the amount of \$175,276.27;*

*ASB Fund (Accounts Payable) for June 14, 2024, warrants 135530 - 135540 in the amount of \$20,620.35;*

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

**III. Individual Actions Items**

**A. Board Policy 6700 ~ Nutrition; Second Reading**

Laura Parsons made a motion to approve.

Alexis Alexander seconded the motion.

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

**B. Board Policy 6701 ~ Recess and Physical Activity; Second Reading**

Laura Parsons made a motion to approve.

Alexis Alexander seconded the motion.

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

**C. Board Policy 6702 ~ Wellness; Second Reading**

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

**D. Approve Board Resolution 23-24.07 ~ Interfund Loan**

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

**E. Approve the Summer School and Extended School Year Programs**

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

**F. Approve the Continued Membership with Puget Sound Joint Cooperative Purchasing for Nutrition Services**

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

**G. Approve the \$0.10 Lunch Price Increase**

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

**H. Approve the 2024-2025 Free and Reduced Meals Application**

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

**I. Approve the Surplus of Old Office Furniture from Michael Anderson Elementary**

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

**J. Approve the Surplus of 9 Tennis Shirts from the High School**

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.**



### **Final Audit Report ~ Stefan Swenson**

Stefan said Thank You to Ron and Gerri for attending exit interview. The audit went well, we received an unmodified opinion, which is a clean audit. Typically, auditors spend 1 week onsite, the remainder of their audit is conducted off site. They have said they love working the our District, and use us as a "training site" for new auditors in a sense since our team is easy to work with and always prepared.

Dr. Headrick and Mr. Haugen noted that these clean audits are a testament to Chad and Stefan and all their hard work in the fiscal department.

### **B. General and Capital Projects Budget Extension Discussion ~ Stefan Swenson**

This goes along with the interfund loan approved earlier. Approval of these will be on the July Board Meeting.

Capital projects currently has a \$200K fund balance, will need to get it up to \$500K to complete the previously approved controls at the high school. If you'll recall, we completed the Middle School vestibule improvement at the beginning of 2024 which was billed out of this fund.

General fund was affected by a late billing cycle from EWU's running start our insurance rates through USIP. They have been hit quite heavily by every day claims and of course, this year we had the fire. Our insurance rates for fiscal year 22/23 were 46% higher than fiscal year 21/22, fiscal year 23/24 will have another 40% increase on top of that. A budget extension for the general fund will help offset the increased prices for insurance we're facing.

## **V. Board Reports and Discussion**

### **A. Potential Board Retreat?**

Board President Wendy Williams-Gilbert suggested a Board retreat to go over trainings that would be beneficial for the Board. Wendy and Kim will create an agenda. The Board unanimously agreed to do the retreat Tuesday, July 30th ~ 5:00 pm to 8:00 pm at a location to be determined. We will send out invitations to our student representatives so they can attend as well.

## **VI. 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 5:53 PM.

Respectfully Submitted,  
Wendy Williams-Gilbert

### **Documents used during the meeting**

- 6.25.2024 Consent Agenda (1).pdf
- Financials.pdf
- Enrollment.pdf
- REQ 6700 Revised 5.24.pdf
- REQ NEW 6701 Revised 5.24.pdf
- REQ NEW 6702 Revised 5.24.pdf
- Resolution 23-24.07.pdf
- MLSD Summer Programs-2024.pdf
- MLSD Lunch Prices 18\_19 and on.pdf
- 24-25 Letter and Application.pdf
- 20240416\_134749.jpg
- 20240416\_133302.jpg
- 20240617\_073736.jpg
- Budget Extension FYI.pdf

# Coversheet

## Approve the Consent Agenda

**Section:** II. Consent Agenda  
**Item:** B. Approve the Consent Agenda  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 7.23.2024 Consent Agenda (2).pdf  
Financials.pdf

## 7.23.2024 Consent Agenda

**Resignations** - Kam Gunther ~ Social Interventionist, High School (effective end of the 23/24 school year);

**Leaves** - None at this time

**Staff Contracts:**

**Administrative Staff** - None at this time

**Certificated Staff** - Trevor Buckley ~ Dean of Students, High School (effective for the 24/25 school year); Kailey Crockett ~ ELA/Social Studies Teacher, High School (effective beginning of the 24/25 school year);

**Certificated Substitutes** - None at this time

**Long-term Substitutes** - None at this time

**Classified Staff** - Carrie Andrade ~ Para Sped/Behavioral Support, Michael Anderson Elementary (effective beginning of the 24/25 school year); Jessica Jacobs ~ Para Pre-School, Michael Anderson Elementary (effective beginning of the 24/25 school year);

**Classified Substitutes** - None at this time

**Extra Curricular Activities** - Matt Riddle ~ Assistant Boys Basketball Coach, Middle School (effective January 2024/February 2025); Logan Stanley ~ Assistant Girls 7th Grade Volleyball Coach, Middle School (effective November/December 2024);

**Other** - None at this time

**Teachers Teaching Out of Content Areas:** None at this time

**Staff Travel:** Rey Ornelas ~ MCEC Conference, July 28-31, 2024, Washington DC;

**Board Member Compensation:** Laura Parsons (4/23/2024 - 7/16/2024);

**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 (Payroll) for June 28, 2024, warrants 1355441 - 135543 in the amount of \$4,360.48;

General Fund (Payroll/Accounts Payable) for June 28, 2024, warrants 135544 - 135561 in the amount of \$665,045.01;

General Fund (Accounts Payable) for June 28, 2024, warrants 135562 - 135617 in the amount of \$123,292.26;

ASB Fund (Accounts Payable) for June 28, 2024, warrants 135618 - 135629 in the amount of \$27,219.16;

General Fund (Accounts Payable) for July 16, 2024, warrants 135630 - 135687 in the amount of \$263,116.68;

ASB Fund (Accounts Payable) for July 16, 2024, warrants 135682 - 135688 in the amount of \$16,914.84;

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 June, 2024

|  | ANNUAL<br>BUDGET  | ACTUAL<br>FOR MONTH | ACTUAL<br>FOR YEAR   | ENCUMBRANCES      | BALANCE             | PERCENT      |
|--|-------------------|---------------------|----------------------|-------------------|---------------------|--------------|
| <b>A. REVENUES/OTHER FIN. SOURCES</b>  |                   |                     |                      |                   |                     |              |
| 1000 LOCAL TAXES   | 1,557,148         | 9,493.37            | 1,527,056.68         |                   | 30,091.32           | 98.07        |
| 2000 LOCAL SUPPORT NONTAX  | 570,626           | 22,574.31           | 516,279.87           |                   | 54,346.13           | 90.48        |
| 3000 STATE, GENERAL PURPOSE  | 18,346,710        | 1,015,659.38        | 14,110,790.68        |                   | 4,235,919.32        | 76.91        |
| 4000 STATE, SPECIAL PURPOSE  | 5,010,294         | 336,806.31          | 3,754,369.86         |                   | 1,255,924.14        | 74.93        |
| 5000 FEDERAL, GENERAL PURPOSE  | 2,527,258         | 151,136.00          | 3,079,734.36         |                   | 552,476.36-         | 121.86       |
| 6000 FEDERAL, SPECIAL PURPOSE  | 1,962,964         | 164,874.25          | 1,769,196.44         |                   | 193,767.56          | 90.13        |
| 7000 REVENUES FR OTH SCH DIST  | 25,000            | .00                 | .00                  |                   | 25,000.00           | 0.00         |
| 8000 OTHER AGENCIES AND ASSOCIATES   | 0                 | .00                 | 9,308.07             |                   | 9,308.07-           | 0.00         |
| 9000 OTHER FINANCING SOURCES   | 0                 | .00                 | .00                  |                   | .00                 | 0.00         |
| <b>Total REVENUES/OTHER FIN. SOURCES</b>   | <b>30,000,000</b> | <b>1,700,543.62</b> | <b>24,766,735.96</b> |                   | <b>5,233,264.04</b> | <b>82.56</b> |
| <b>B. EXPENDITURES</b>   |                   |                     |                      |                   |                     |              |
| 00 Regular Instruction   | 16,875,671        | 1,255,888.13        | 13,201,568.54        | 225,076.15        | 3,449,026.31        | 79.56        |
| 10 Federal Stimulus  | 381,304           | 26,042.40           | 300,283.56           | 0.00              | 81,020.44           | 78.75        |
| 20 Special Ed Instruction  | 4,128,859         | 335,953.76          | 3,533,090.55         | 90,611.53         | 505,156.92          | 87.77        |
| 30 Voc. Ed Instruction   | 1,161,240         | 93,314.19           | 924,919.78           | 9,716.91          | 226,603.31          | 80.49        |
| 40 Skills Center Instruction   | 0                 | .00                 | .00                  | 0.00              | .00                 | 0.00         |
| 50+60 Compensatory Ed Instruct.  | 997,577           | 98,769.31           | 928,679.20           | 4,622.83          | 64,274.97           | 93.56        |
| 70 Other Instructional Pgms  | 49,993            | 2,916.80            | 29,450.63            | 0.00              | 20,542.37           | 58.91        |
| 80 Community Services  | 217,451           | 28,338.81           | 304,271.06           | 0.00              | 86,820.06-          | 139.93       |
| 90 Support Services  | 6,987,905         | 606,796.83          | 6,104,639.33         | 462,488.53        | 420,777.14          | 93.98        |
| <b>Total EXPENDITURES</b>  | <b>30,800,000</b> | <b>2,448,020.23</b> | <b>25,326,902.65</b> | <b>792,515.95</b> | <b>4,680,581.40</b> | <b>84.80</b> |
| 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<br/>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u> | 800,000-          | 747,476.61-         | 560,166.69-          |                   | 239,833.31          | 29.98-       |
| 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<br/>(E+F + OR - G)</u>                                     | 3,950,000         |                     | 3,961,736.45         |                   |                     |              |

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 Stabilizatn | 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 | 3,913,120.99 |
| 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          |
| <br>                                    |           |              |
| <u>TOTAL</u>                            | 3,950,000 | 3,961,736.45 |

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 June, 2024

|   | ANNUAL<br>BUDGET | ACTUAL<br>FOR MONTH | ACTUAL<br>FOR YEAR | ENCUMBRANCES      | BALANCE            | PERCENT       |
|---|------------------|---------------------|--------------------|-------------------|--------------------|---------------|
| <b>A. REVENUES/OTHER FIN. SOURCES</b>   |                  |                     |                    |                   |                    |               |
| 1000 Local Taxes  | 306,038          | 1,967.89            | 299,284.39         |                   | 6,753.61           | 97.79         |
| 2000 Local Support Nontax   | 4,000            | 605.93              | 4,532.27           |                   | 532.27-            | 113.31        |
| 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          |
| <b>Total REVENUES/OTHER FIN. SOURCES</b>  | <b>310,038</b>   | <b>2,573.82</b>     | <b>303,816.66</b>  |                   | <b>6,221.34</b>    | <b>97.99</b>  |
| <b>B. EXPENDITURES</b>  |                  |                     |                    |                   |                    |               |
| 10 Sites  | 400,038          | .00                 | .00                | 0.00              | 400,038.00         | 0.00          |
| 20 Buildings  | 0                | .00                 | 342,052.41         | 195,000.00        | 537,052.41-        | 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          |
| <b>Total EXPENDITURES</b>   | <b>400,038</b>   | <b>.00</b>          | <b>342,052.41</b>  | <b>195,000.00</b> | <b>137,014.41-</b> | <b>134.25</b> |
| 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<br/>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u> | 90,000-          | 2,573.82            | 38,235.75-         |                   | 51,764.25          | 57.52-        |
| F. <u>TOTAL BEGINNING FUND BALANCE</u>  | 200,000          |                     | 273,514.94         |                   |                    |               |
| G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>  | XXXXXXXXX        |                     | .00                |                   |                    |               |
| H. <u>TOTAL ENDING FUND BALANCE<br/>(E+F + OR - G)</u>                                    | 110,000          |                     | 235,279.19         |                   |                    |               |

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 Restrictd 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- | 342,052.41- |
| G/L 866 Restricted Impact Fees          | 0        | .00         |
| G/L 867 Restrictd 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  | 539,306.79  |
| 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         |
| <br>                                    |          |             |
| <u>TOTAL</u>                            | 110,000  | 235,279.19  |



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 June, 2024

|   | ANNUAL<br>BUDGET | ACTUAL<br>FOR MONTH | ACTUAL<br>FOR YEAR  | ENCUMBRANCES | BALANCE          | PERCENT      |
|---|------------------|---------------------|---------------------|--------------|------------------|--------------|
| <b>A. REVENUES/OTHER FIN. SOURCES</b>   |                  |                     |                     |              |                  |              |
| 1000 Local Taxes  | 1,481,720        | 9,541.87            | 1,448,350.47        |              | 33,369.53        | 97.75        |
| 2000 Local Support Nontax   | 4,000            | 2,976.69            | 20,657.70           |              | 16,657.70-       | 516.44       |
| 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         |
| <b>Total REVENUES/OTHER FIN. SOURCES</b>  | <b>1,485,720</b> | <b>12,518.56</b>    | <b>1,469,008.17</b> |              | <b>16,711.83</b> | <b>98.88</b> |
| <b>B. EXPENDITURES</b>  |                  |                     |                     |              |                  |              |
| Matured Bond Expenditures   | 1,190,000        | .00                 | 1,190,000.00        | 0.00         | .00              | 100.00       |
| Interest On Bonds   | 304,050          | 143,100.00          | 304,050.00          | 0.00         | .00              | 100.00       |
| 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         |
| <b>Total EXPENDITURES</b>   | <b>1,519,050</b> | <b>143,100.00</b>   | <b>1,494,050.00</b> | <b>0.00</b>  | <b>25,000.00</b> | <b>98.35</b> |
| <b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>   |                  |                     |                     |              |                  |              |
|   | 0                | .00                 | .00                 |              |                  |              |
| <b>D. OTHER FINANCING USES (GL 535)</b>   |                  |                     |                     |              |                  |              |
|   | 0                | .00                 | .00                 |              |                  |              |
| <b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES<br/>OVER(UNDER) EXPENDITURES (A-B-C-D)</b> |                  |                     |                     |              |                  |              |
|   | 33,330-          | 130,581.44-         | 25,041.83-          |              | 8,288.17         | 24.87-       |
| <b>F. TOTAL BEGINNING FUND BALANCE</b>  |                  |                     |                     |              |                  |              |
|   | 1,140,000        |                     | 1,171,051.83        |              |                  |              |
| <b>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>  |                  |                     |                     |              |                  |              |
|   | XXXXXXXX         |                     | .00                 |              |                  |              |
| <b>H. TOTAL ENDING FUND BALANCE<br/>(E+F + OR - G)</b>                                |                  |                     |                     |              |                  |              |
|   | 1,106,670        |                     | 1,146,010.00        |              |                  |              |
| <b>I. ENDING FUND BALANCE ACCOUNTS:</b>   |                  |                     |                     |              |                  |              |
| G/L 810 Restricted for Other Items  | 0                |                     | .00                 |              |                  |              |
| G/L 830 Restricted for Debt Service   | 1,106,670        |                     | 1,146,010.00        |              |                  |              |
| 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                 |              |                  |              |
| <b>TOTAL</b>  | <b>1,106,670</b> |                     | <b>1,146,010.00</b> |              |                  |              |

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 June, 2024

|  | ANNUAL         | ACTUAL           | ACTUAL            | ENCUMBRANCES     | BALANCE           | PERCENT      |
|--|----------------|------------------|-------------------|------------------|-------------------|--------------|
|  | BUDGET         | FOR MONTH        | FOR YEAR          |                  |                   |              |
| <b>A. REVENUES</b>   |                |                  |                   |                  |                   |              |
| 1000 General Student Body                                    | 193,600        | 3,685.52         | 79,001.13         |                  | 114,598.87        | 40.81        |
| 2000 Athletics   | 136,310        | 8,334.00         | 109,358.79        |                  | 26,951.21         | 80.23        |
| 3000 Classes   | 11,900         | 331.00           | 8,372.15          |                  | 3,527.85          | 70.35        |
| 4000 Clubs   | 90,571         | 4,075.75         | 76,213.94         |                  | 14,357.06         | 84.15        |
| 6000 Private Moneys  | 8,150          | .00              | 30,479.48         |                  | 22,329.48         | 373.98       |
| <b>Total REVENUES</b>  | <b>440,531</b> | <b>16,426.27</b> | <b>303,425.49</b> |                  | <b>137,105.51</b> | <b>68.88</b> |
| <b>B. EXPENDITURES</b>                                       |                |                  |                   |                  |                   |              |
| 1000 General Student Body                                    | 219,650        | 14,764.59        | 78,131.99         | 13,247.34        | 128,270.67        | 41.60        |
| 2000 Athletics   | 138,676        | 17,447.56        | 100,868.89        | 10,683.66        | 27,123.45         | 80.44        |
| 3000 Classes   | 16,455         | 5,038.50         | 8,387.22          | 1,117.58         | 6,950.20          | 57.76        |
| 4000 Clubs   | 79,480         | 8,280.89         | 77,661.82         | 4,364.62         | 2,546.44          | 103.20       |
| 6000 Private Moneys  | 10,211         | 2,307.97         | 15,198.51         | 332.35           | 5,319.86          | 152.10       |
| <b>Total EXPENDITURES</b>                                    | <b>464,472</b> | <b>47,839.51</b> | <b>280,248.43</b> | <b>29,745.55</b> | <b>154,478.02</b> | <b>66.74</b> |
| <b>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)</b> |                |                  |                   |                  |                   |              |
|  | 23,941-        | 31,413.24-       | 23,177.06         |                  | 47,118.06         | 196.81-      |
| <b>D. TOTAL BEGINNING FUND BALANCE</b>                       |                |                  |                   |                  |                   |              |
|  | 225,000        |                  | 244,631.82        |                  |                   |              |
| <b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>              |                |                  |                   |                  |                   |              |
|  | XXXXXXXX       |                  | .00               |                  |                   |              |
| <b>F. TOTAL ENDING FUND BALANCE (C+D + OR - E)</b>           |                |                  |                   |                  |                   |              |
|  | 201,059        |                  | 267,808.88        |                  |                   |              |
| <b>G. ENDING FUND BALANCE ACCOUNTS:</b>                      |                |                  |                   |                  |                   |              |
| G/L 810 Restricted for Other Items                           | 0              |                  | .00               |                  |                   |              |
| G/L 819 Restricted for Fund Purposes                         | 201,059        |                  | 267,808.88        |                  |                   |              |
| G/L 840 Nonspnd FB - Invent/Prepd Itms                       | 0              |                  | .00               |                  |                   |              |
| G/L 850 Restricted for Uninsured Risks                       | 0              |                  | .00               |                  |                   |              |
| G/L 870 Committed to Other Purposes                          | 0              |                  | .00               |                  |                   |              |
| G/L 889 Assigned to Fund Purposes                            | 0              |                  | .00               |                  |                   |              |
| G/L 890 Unassigned Fund Balance                              | 0              |                  | .00               |                  |                   |              |
| G/L 896 Change in Accounting Principles                      | 0              |                  | .00               |                  |                   |              |
| G/L 897 Change to or within the Financi                      | 0              |                  | .00               |                  |                   |              |
| <b>TOTAL</b>   | <b>201,059</b> |                  | <b>267,808.88</b> |                  |                   |              |

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 June, 2024

|   | ANNUAL<br>BUDGET | ACTUAL<br>FOR MONTH | ACTUAL<br>FOR YEAR | ENCUMBRANCES | BALANCE     | PERCENT |
|---|------------------|---------------------|--------------------|--------------|-------------|---------|
| <u>A. REVENUES/OTHER FIN. SOURCES</u>   |                  |                     |                    |              |             |         |
| 1000 Local Taxes  | 0                | .00                 | .00                |              | .00         | 0.00    |
| 2000 Local Nontax   | 2,000            | 498.95              | 11,007.52          |              | 9,007.52-   | 550.38  |
| 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                | 4,000.00            | 4,500.00           |              | 4,500.00-   | 0.00    |
| A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>  | 390,000          | 4,498.95            | 15,507.52          |              | 374,492.48  | 3.98    |
| B. <u>9900 TRANSFERS IN FROM GF</u>   | 0                | .00                 | .00                |              | .00         | 0.00    |
| C. <u>Total REV./OTHER FIN. SOURCES</u>   | 390,000          | 4,498.95            | 15,507.52          |              | 374,492.48  | 3.98    |
| <u>D. EXPENDITURES</u>  |                  |                     |                    |              |             |         |
| Type 30 Equipment   | 315,000          | .00                 | 314,897.52         | 0.00         | 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>   | 315,000          | .00                 | 314,897.52         | 0.00         | 102.48      | 99.97   |
| E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>   | 0                | .00                 | .00                |              |             |         |
| F. <u>OTHER FINANCING USES (GL 535)</u>   | 0                | .00                 | .00                |              |             |         |
| G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES<br/>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u> | 75,000           | 4,498.95            | 299,390.00-        |              | 374,390.00- | 499.19- |
| H. <u>TOTAL BEGINNING FUND BALANCE</u>  | 104,000          |                     | 494,345.57         |              |             |         |
| I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>  | XXXXXXXX         |                     | .00                |              |             |         |
| J. <u>TOTAL ENDING FUND BALANCE<br/>(G+H + OR - I)</u>                                    | 179,000          |                     | 194,955.57         |              |             |         |
| K. <u>ENDING FUND BALANCE ACCOUNTS:</u>   |                  |                     |                    |              |             |         |
| G/L 810 Restricted For Other Items  | 0                |                     | .00                |              |             |         |
| G/L 819 Restricted for Fund Purposes  | 179,000          |                     | 194,955.57         |              |             |         |
| 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>  | 179,000          |                     | 194,955.57         |              |             |         |

## Coversheet

### Board Policy 2409 ~ Credit for Competency/Proficiency; First and Second Reading

**Section:** IV. Individual Actions Items  
**Item:** A. Board Policy 2409 ~ Credit for Competency/Proficiency; First and Second Reading  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2409.pdf

**Medical Lake School District Board Policy****2409****1****CREDIT FOR COMPETENCY/PROFICIENCY**

The Medical Lake School District recognizes the importance of allowing students to learn at their own pace, and the educational benefits that can be gained by giving students the opportunity to demonstrate competency of skills, proficiency of standards, and mastery of concepts.

In order to recognize the proficiency of students in: English Language Arts, Math, Science, Social Studies, The Arts, ~~and~~ Health and Fitness ~~and~~ financial Education, the superintendent is directed to develop procedures for awarding credits to students based on demonstrated proficiency across a range of the above listed courses.

**Passing Subsequent Core Content Classes**

The Board recognizes that courses in English language arts and mathematics are progressive in nature. The superintendent/designee will develop procedures for awarding credits to students who have previously failed courses based on demonstrated proficiency in subsequent English language arts and mathematics courses.

**Mastery-Based Credit Across Content Areas**

The Board recognizes the state's guidance for granting master-based crediting and the ability to expand the policy across multiple subjects in order to meet diverse student needs. In addition to state/national assessments and end-of-course assessments, students may demonstrate their mastery of multiple learning standards over the course of time via student exhibitions tied to projects-based, experiential and work-based learning which may result in earning more than one credit.

The state definition of mastery-based learning (MBL) in WAC 180-51-051;

- Students advance upon demonstrated mastery of content;
- Competencies include explicit, measurable, transferable learning objectives that empower students;
- Assessments are meaningful and a positive learning experience for students;
- Student receive rapid, differentiated support based on their individual learning needs; and
- Learning outcomes emphasize competencies that include application and creation of knowledge along with the development of important skills and dispositions.

**World Languages**

The board recognizes the value of preparing students to be global citizens with the skills to communicate in English and other world languages. In our state's diverse communities, it is not unusual for students to have various opportunities to develop language skills, for example, through experiences of using the language at home, attendance at language programs offered in the community, learning online or time spent living abroad. The district encourages students and their families to take advantage of any language learning opportunities available to them.

To enable students to fully benefit from the advantages of multilingualism, the district will encourage students to learn to understand, speak, read and write at a high level of language proficiency. Proficiency can also be demonstrated in languages that are only spoken or signed.

**Medical Lake School District Board Policy**

**2409**

**2**

In order to recognize the language proficiency of students, the superintendent is directed to develop procedures for awarding world language credits to students based on demonstrated proficiency across a range of language skills.

**Cross References:**

RCW 28A.230.090(4)(5) High school graduation requirements or equivalencies -  
Reevaluation of graduation requirements – Review and  
authorization of proposed changes – Credit for courses  
taken before attending high school – Postsecondary credit  
equivalencies

**Legal References:**

WAC 180-51-050 High school credit - Definition

**Adoption Date: 02.11; 04.20; 11.20; 05.22; 06.24;**

**Medical Lake School District**

**Revised Date: 8.10; 04.20; 11.20; 04.22; 05.24;**

# Coversheet

## Board Policy ~ 2413 Equivalency Credit Opportunities; First Reading

**Section:** IV. Individual Actions Items  
**Item:** B. Board Policy ~ 2413 Equivalency Credit Opportunities; First Reading  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2413.pdf



**Medical Lake School District Board Policy**

2413

1

**Equivalency Credit Opportunities**

Prior to course scheduling or course registration for the next school term, the district will provide information to students and their parents or legal guardians about meeting credit-based graduation requirements through equivalency courses.

**Experiential Education Opportunities**

The district may grant credit, including high school graduation credit, for school planned or approved learning experiences which may be conducted away from the facilities owned, operated, or supervised by the district or conducted primarily by individuals not employed by the district.

To grant credit for such experiences, a proposal for approval of credit must be submitted to the district's designated team.

The proposal shall include the following elements:

- a) Name of program or planned learning experience;
- b) Length of time for which approval is desired;
- c) Objectives of the program or planned learning experience;
- d) Which one or more of the state learning goals and related essential academic learning requirements are part of the program or planned learning experience;
- e) Description of how credits shall be determined (completion of a district-defined course or satisfactory demonstration of proficiency or competency in the related state learning standards in accord with WAC 180-51-050(1) and WAC 180-51-051;
- f) Content outline of the program and/or major learning activities and instructional materials to be used;
- g) Description of how student performance will be assessed;
- h) Qualifications of instruction personnel;
- i) Plans for evaluation of program; and
- j) How and by whom the student will be supervised.

Approved experiences may include, but are not limited to, the following: School planned or approved learning experiences such as travel study, work study, private lessons, and education programs sponsored by governmental agencies.

**Career and Technical Education Courses Provided by the District**

~~Until September 1, 2021 the district will offer high school students with the opportunity to access at least one career and technical education course that is considered a statewide equivalency course as determined by the office of the superintendent of public instruction under RCW 28A.700.070.~~

On or after September 1, 2021, any statewide equivalency course offered by the district or assessed at a skill center will be offered for academic credit. Any approved state and local equivalency course offered by a host district in a skill center in which the district participates under an interdistrict cooperative agreement will be honored as an equivalency course by the district. Students served at any core, branch, or satellite skill center campus must have access to academic credit for any approved local or state equivalency courses offered at those sites and in accordance with transcript requirements in RCW 28A.230.097.



**Medical Lake School District Board Policy****2413****2**

The district ~~will~~ **may** also adopt local course equivalencies for career and technical education courses that are not on the list of courses approved by the superintendent of public instruction under RCW 28A.700.070.

Each high school ~~shall~~ **will** adopt core academic course equivalencies for high school career and technical courses, provided that the career and technical course has been reviewed and approved for equivalency credit by a district team appointed by the superintendent or a designee.

The district team ~~shall~~ **will** include a school administrator, the career and technical administrator, an instructor from the core academic subject area, an instructor from the appropriate career and technical course, a school counselor and a representative from the curriculum department.

Career and technical courses approved for equivalency must meet the following criteria:

- A. Align with the state's essential academic learning requirements and grade level expectations; and
- B. Align with current industry standards, as evidenced in the curriculum frameworks. The local career and technical advisory committee shall certify that courses meet industry standards.
- C. Recorded on the student's transcripts as the academic course the equivalence credit fulfills.

**Mastery/Competency-Based Credits**

The mastery/competency examination must be offered in a proctored setting with appropriate technology. The district will approve the site(s) where the examination is offered, which could include individual schools, district buildings, community colleges, universities, education service districts, or other community settings. A student may take the examination for competency. The district will award credit based on the highest examination score.

The student will be responsible for the cost of taking a competency examination. The district will offer financial assistance to students who demonstrate need, such as qualifying for free or reduced lunch.

The district will receive official test results for each student who takes a competency examination. The district will provide a letter to the student with a copy of the test results and an indication of how many credits the student will be awarded. Credits awarded will be recorded on the student's transcript with a grade of "Pass."

**Elective Credit for Paid Work Experience**

Students ages 16 and older may earn up to two elective high school credits through paid work experience according to the requirements contained in chapter 28A.600 RCW, which include pre-approval of a proposal and assessment of the student's grade-level proficiency on the state financial education learning standards. Credits earned through this policy do not restrict students from earning additional credits through cooperative worksite learning (WAC 392-410-315) through mastery/competency policy.

Students who are legally eligible for paid employment may earn elective credit for paid work experience. Students who meet the requirements below as determined by the appropriate school official will be awarded one-half elective credit for each 180 hours of paid, verified work experience. Students may earn up to a maximum of two elective high school credits through this process.

**Medical Lake School District Board Policy**

2413

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In order to be eligible to receive elective credit, the student's High School and Beyond Plan must be updated to reflect the paid work experience. In addition, the student's paid work experience must be approved in advance and in writing by the school counselor, principal, or principal designee. Approval is contingent upon the student's submission of the following information:

- Identification of the work-based sponsor (employer) who will serve as the point of contact for the employer and participate in supervising the student during the student's employment;
- A student narrative describing how the paid work experience will enable the student to develop the knowledge and skills necessary to meet the goals of basic education, including those essential to understanding the importance of work and finance and how performance, effort, and decisions directly affect future career and educational opportunities as provided in RCW 28A.150.210(4); and
- A plan for demonstrating or otherwise assessing the student's:
  - Grade-level proficiencies on the state financial education learning standards for employment and income or financial decisions as provided in the state financial education learning standards adopted in RCW 28A.300.469; and
  - Growth in proficiency in meeting the state financial education learning standards that occurred between pre-work and post-work experiences.

The hours worked may occur during a student's school day, outside of the regular school calendar, or in accordance with WAC 180-51-050 and 180-51-051. The district will verify the number of paid hours worked by the student at least once per term.

**Courses taken before attending high school**

The district will award high school credit for computer science courses taken before attending high school if either of following occurs:

1. The course was taken with high school students, if the academic level of the course exceeds the requirements for seventh and eighth grade classes, and the student has successfully passed by completing the same course requirements and examinations as the high school students enrolled in the class; or
2. The academic level of the course exceeds the requirements for seventh and eighth grade classes and the course would qualify for high school credit because the course is similar or equivalent to a course offered at a high school in the district determined by the board.

Students who have taken and successfully completed high school courses under the circumstances above shall not be required to take an additional competency examination or perform any other additional assignment to receive credit.

**Computer Science Courses****AP Courses**

The board will approve Advanced Placement (AP) computer science courses as equivalent to high school mathematics or science, and may be used by a student to meet math or science graduation requirements. The superintendent or designee will adopt procedures to denote on the student's transcript that AP computer science qualifies as a math-based quantitative course for students who complete it in their senior year.

**Medical Lake School District Board Policy****2413****4****Mastery/Competency-based credits**

The district may award academic credit for computer science to students based on student completion of a competency examination that is aligned with the state learning standards for computer science or mathematics and course equivalency requirements adopted by the office of the superintendent of public instruction (OSPI).

To receive mastery/competency-based credits for computer science, a student must take a competency examination that OSPI has found aligns with the state learning standards for computer science or mathematics and that aligns with course equivalency requirements adopted by OSPI. The number of credits awarded will be based on the student's performance on the competency examination.

**Cross References:**

Policy 2170 Career and Technical Education  
 Policy 2409 **Credit for Competency/Proficiency**  
 Policy 2410 High School Graduation Requirements

**Legal References:**

|                        |  |
|------------------------|--|
| Laws of 2019, ch. 180, | 2 High school computer science courses – availability – competency testing   |
| WAC 392-410            | Courses of Study and Equivalencies   |
| WAC 180-51             | High School Graduation Requirements  |
| RCW 28A.230.010        | Course content requirements – Access to career and technical course equivalencies – Duties of school boards of directors - Waivers |
| RCW 28A.230.097        | Career and technical high school course equivalencies  |
| RCW 28A.230.120        | High School Diplomas – Issuance- Option to receive final transcripts –Notice.  |

**Management Resources:**

2023 December Policy News  
 April 2020 Policy News  
 Policy News, August 2006 Legislature Codifies Course Equivalency for Career and Technical Courses

**Adoption Date: 05.09; 04.20;****Medical Lake School District****Revised Date: 08.06; 04.20; 12.20; 12.23;**

# Coversheet

## Approve Board Resolution 23-24.08 ~ General Fund Budget Extension

**Section:** IV. Individual Actions Items  
**Item:** C. Approve Board Resolution 23-24.08 ~ General Fund Budget Extension  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Resolution 23-24.08.pdf

**Medical Lake School District No. 326  
Medical Lake, Washington**

**Resolution No. 23-24.08**

**WHEREAS** the Medical Lake School District #326 has unbudgeted general fund expenditures for 2023-2024 in excess of the 2023-2024 budget and has a fund balance available to pay those expenditures;

**NOW THEREFORE, BE IT RESOLVED** the Board of Directors of the Medical Lake School District No. 326 petitions the Superintendent of Public Instruction to grant the following general fund budget extension for the 2023-2024 school year:

|                  |              |
|------------------|--------------|
| Original Budget  | \$30,800,000 |
| Increased Amount | \$500,000    |
| Revised Budget   | \$31,300,000 |

**DATED this 23<sup>rd</sup> of July, 2024**

\_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

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Board Member

\_\_\_\_\_  
Board Member

# Coversheet

## Approve Board Resolution 23-24.09 ~ Capital Fund Budget Extension

**Section:** IV. Individual Actions Items  
**Item:** D. Approve Board Resolution 23-24.09 ~ Capital Fund Budget Extension  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Resolution 23-24.09.pdf

**Medical Lake School District No. 326  
Medical Lake, Washington**

**Resolution No. 23-24.09**

**WHEREAS** the Medical Lake School District #326 has unbudgeted capital projects expenditures for 2023-2024 in excess of the 2023-2024 budget and has a fund balance available to pay those expenditures;

**NOW THEREFORE, BE IT RESOLVED** the Board of Directors of the Medical Lake School District No. 326 petitions the Superintendent of Public Instruction to grant the following capital projects fund budget extension for the 2023-2024 school year:

|                  |           |
|------------------|-----------|
| Original Budget  | \$400,038 |
| Increased Amount | \$400,000 |
| Revised Budget   | \$800,038 |

**DATED this 23<sup>rd</sup> of July, 2024**

\_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
President, Board of Directors

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Board Member

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Board Member

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Board Member

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Board Member

# Coversheet

## Approve the 2024-2025 School Year Budget

**Section:** IV. Individual Actions Items  
**Item:** E. Approve the 2024-2025 School Year Budget  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Budget Resolution ~ 23-24.10.pdf



**Medical Lake School District No. 326  
Medical Lake, Washington**

**Resolution No. 23-24.10**

**Adoption of 2024-2025 Budget**

**A RESOLUTION** of the Board of Directors of Medical Lake School District No. 326, Medical Lake, Washington, fixing and determining fund appropriations; adopting the 2024-2025 budget, the four year budget plan summary and the four-year enrollment projection; and providing for other related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MEDICAL LAKE SCHOOL DISTRICT NO. 326, MEDICAL LAKE, WASHINGTON, AS FOLLOWS:

**Section 1.** Findings and Determinations. The Board of Directors (the “Board”) of Medical Lake School District No. 326, Medical Lake, Washington (the “District”), takes note of the following facts and hereby makes the following findings and determinations:

- a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2024-25 fiscal year and published electronic notice of the same on its website. The 2024-25 budget includes, among other things, a complete financial plan of the District for the ensuing 2024-25 fiscal year and a summary of the four-year budget plan that includes a four-year enrollment projection.
- b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2024-25 budget on or before August 1, 2024. Prior to adoption of the 2024-25 budget, the Board shall meet and conduct a public hearing to allow any person to be heard for or against any part of the 2024-25 budget, the four year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 (a/k/a educational programs and operation levy).
- c) The Board, following notice thereof being published in a newspaper of general circulation within the District, conducted a public hearing on Tuesday, July 23, 2024, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2024-25 budget.

**Section 2.** Fixing and Determining Fund Appropriations; Adoption of 2024-25 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

- a) The Board hereby fixes and determines the appropriation from each fund contained in the 2024-25 budget, as follows:

|                              |               |
|------------------------------|---------------|
| General Fund                 | \$ 32,300,000 |
| Associated Student Body Fund | \$ 467,821    |
| Debt Service Fund            | \$ 1,541,000  |
| Capital Projects Fund        | \$ 647,173    |
| Transportation Vehicle Fund  | \$ 437,000    |

- b) The Board hereby adopts the 2024-25 budget, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

**Section 3.** General Authorization and Ratification. The Secretary to the Board, the President of the Board, the District's Director of Finance and other appropriate officers of the District are hereby further authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution, and all actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

**ADOPTED** by the Board of Directors of Medical Lake School District No. 326, Medical Lake, Washington, at a special open public meeting thereof held this 23rd day of July, 2024, the following Directors being present and voting in favor of the resolution.

**DATED this 23<sup>rd</sup> of July, 2024**

\_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
President, Board of Directors

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Board Member

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Board Member

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Board Member

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Board Member

# Coversheet

## Approve the Annual Notifications

**Section:** IV. Individual Actions Items  
**Item:** F. Approve the Annual Notifications  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Annual Notifications 2024-25.pdf



## MEDICAL LAKE SCHOOL DISTRICT No. 326

P.O. Box 128, Medical Lake, WA 99022  
Phone (509) 565-3100 Fax (509) 565-3102

### **Annual Notifications**

State or Federal Law requires these annual notifications. Please read through this information carefully and if you have questions, please call our Educational Support Services office at 565-3145. We always strive to provide accurate and timely communication.

### **Homeless Assistance**

Students who become homeless may receive assistance to remain at their school as well as receive other assistance. Please contact the school counselor or our Homeless Liaison at 509-565-3302.

### **Policies and Procedures**

Parents and other members of the public have the right to request policies and procedures and any required evaluations, plans, and reports relating to the Special Education Part B Program. Requests may be sent in writing to: Director, Student Support Services, Medical Lake School District, P.O. Box 128, Medical Lake, WA 99022.

### **Special Education Public Participation Information**

Those interested in attending a meeting and/or reviewing the IDEA application and related surveys and reports may call the Student Support Services office at 565-3145 for specific information.

### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds (OEO) is an independent state agency that helps to reduce educational opportunity gaps by supporting families, students, educators, and other stakeholders in communities across WA in understanding the K-12 school system and resolving concerns collaboratively. OEO services are free and confidential. Anyone can contact OEO with a question or concern about school.

OEO listens, shares information and referrals, and works informally with families, communities, and schools to address concerns so that every student can fully participate and thrive in our state's public schools. OEO provides support in multiple languages and has telephone interpretation available. To get help or learn more about what OEO does, please visit our website: <https://www.oeo.wa.gov/en>; email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov), or call: 1-866-297-2597 (interpretation available).

### **Notification of Rights Under the Family Education Rights and Privacy Acts (FERPA) for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.\* Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a

special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

**Data-Sharing with Higher Education RCW 28A.150.515 and RCW 28B.10.041 require that school districts submit directory information for high school students and their parents/guardians to OSPI. "Directory information" means the names, addresses, email addresses, and telephone numbers of students and their parents or legal guardians. OSPI is required to make this information available to institutions of higher education for the purpose of informing students of postsecondary educational opportunities available in the state. Institutions of higher education for this purpose are Central Washington University, Eastern Washington University, The Evergreen State College, University of Washington, Washington State University, Western Washington University, Washington State Community and Technical Colleges, St. Martin's University, and Heritage University.**

**Students or their parents/guardians may opt-out of having this data shared.**

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

\*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a "public records" request within five business days. RCW 42.17.320. For further information regarding FERPA or for other questions for special needs students, please call the Educational Support Services office at (509) 565-3145.

### **Child Find Screening**

Medical Lake School District provides a preschool screening clinic for those who live in this district. The screening is offered at no cost to all children birth through five years of age in order to prepare for their future educational needs.

**Appointments are necessary.** If you would like more information about the screening or would like to make an appointment to have their preschooler screened, please contact Educational Services office at 565-3145. The screening takes about two hours to complete. During this time, children will be given free vision, hearing, speech, language, and developmental checks. Even very young children can be tested in some of these areas.

While the child is being screened, parents will be asked to provide general information on their child's development. Their baby book or calendar may be helpful to parents in answering some of the questions. Results of the screening will be provided to parents after the screening has been completed.

### **Use of Tobacco and Nicotine Products Prohibited**

Current school laws of the State of Washington and Medical Lake School District Policy 4215 prohibit the use of tobacco in any form on school district property. The Board of Directors and your school staff realizes that this will be an inconvenience for some patrons. Thank you for your cooperation and understanding.

### **Firearms or Dangerous Weapons Prohibited**

It is a violation of Medical Lake School District Policy 4210 and state law (RCW# 9.41.280) for any person to carry a firearm or dangerous weapon on school premises, school provided transportation, or areas of other facilities being used exclusively for school activities.

### **Asbestos Hazard Emergency Response Act (AHERA)**

In compliance with federal legislation, the Medical Lake School District has contracted with accredited personnel to complete AHERA inspections and management plans for all district buildings. The inspection discovered some friable and, or, non-friable asbestos containing building materials (ACBM) in district buildings. Friable ACBM has been removed, encapsulated, encased, or otherwise protected in accordance with federal AHERA and state WISHA laws. Non-friable ACBM are being regulated in accordance with all federal and state laws.

All friable and non-friable ACMF discovered during the inspections are recorded in the AHERA management plan along with the approved response actions for each. Copies of the AHERA inspection report and management plan for the entire school district are available for public review at the administration office during regular business hours. Each school office also has available a copy of their respective building report. All questions regarding asbestos in the school district should be directed to Gary Hartman, maintenance supervisor at 565-3135.

**Pesticide Notification**

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds, notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children. All pesticides and herbicides used in the District are filed in the maintenance office. If you have any questions please call 565-3135.

**Nutrition Services Information**

Students in families that qualify for reduced price meals will now be able to receive breakfast at no cost. Middle and high school students can pick up menus at the office. The high school also displays their menu on the TV in the cafeteria. Menus will be e-mailed to parents and can also be found on our web page. Please see the Food Services tab on our website at www.mlsd.org. If you would like more information, please call Nutrition Services at (509) 565-3131.

**Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. Medical Lake School District has designated the following information as directory information:

|  |                                      |
|--|--------------------------------------|
| Student's name   | Address/Telephone listing            |
| Electronic mail address                                  | Grade level                          |
| Honors and awards received                               | Photograph                           |
| Date and place of birth                                  | Dates of attendance                  |
| Weight /height of members of athletic teams              | Most recent previous school attended |
| Participation in officially recognized activities/sports |                                      |

If you do not want Medical Lake School District to disclose directory information for your child you must notify the District in writing within 30 days of the start of the school year.

**Title I**

Schools that have a free/reduced lunch percentage at or above the district average qualify for additional funding through a Title I federal grant. Funds are used to support qualified struggling students in reading and/or math. Title I information is available from the school office.

### **District Complaint Procedures**

Anyone can file a citizen complaint. There is no special form or need to know the law that governs a federal program to file a complaint. Complaints should first be directed to your child's teacher or principal. If you feel this has not yielded the desired results, contact the district's Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator, Timothy D. Ames at (509) 565-3100.

(the following is from OSPI's website)

Here is an overview of the citizen complaint process: 392-168 WAC, Special Service Programs—Citizen Complaint Procedure

- STEP 1 Use Your Local Process First
- STEP 2 File a Citizen Complaint Through OSPI <http://www.k12.wa.us/title/> (file a citizen complaint is in the lower left corner)
- STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI
- Office of Superintendent of Public Instruction  
Attn: Citizen Complaint-Title I, Part A  
P.O. Box 47200  
Olympia, WA 98504  
Fax: (360) 586-3305

### **Highly Qualified Staff**

Medical Lake School District ensures you that teachers and para educators are "Highly Qualified" to be in the classrooms. Teachers must have: at least a Bachelor's Degree, Washington State Teaching Certificate and be endorsed in the areas they are teaching. Para educators must have: High School diploma or equivalent, two years college or certification of passing a competency exam. Parents have the right to request this information from Kimberly Headrick, Assistant Superintendent of Teaching and Learning at (509) 565-3100.

### **Highly Capable**

Medical Lake School District welcomes nominations from parents, teachers and community members on the Highly Capable Program. Students nominated will be screened and results will be shared with the parent/guardian by the district Director of Teaching and Learning. For more information please contact Kimberly Headrick, (509) 565-3100.

### **Non-Discrimination**

Medical Lake School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator, [civilrights@mlsd.org](mailto:civilrights@mlsd.org)  
116 W Third St, Medical Lake, WA 99022 (509) 565-3100

Title IX Coordinator, [titleix@mlsd.org](mailto:titleix@mlsd.org)  
116 W Third St, Medical Lake, WA 99022 (509) 565-3100

Section 504/ADA Coordinator, [section504@mlsd.org](mailto:section504@mlsd.org)  
116 W Third St, Medical Lake, WA 99022 (509) 565-3100

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view online at [www.mlsd.org](http://www.mlsd.org) (district/nondiscrimination notice).

### **Americans With Disabilities Act (ADA)**



Individuals with disabilities who may need a modification to participate in programs and/or meetings held in the District should contact the school or district office location no later than three (3) days prior to the program/meeting so that arrangements for modification or accommodations can be made.

#### **Students With Disabilities**

Board Policy and Procedure 2162 and 2162P addresses education of students with disabilities as it pertains to the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Questions pertaining to IDEA or Section 504 should be directed to Educational Support Services (509) 565-3145.

#### **Prohibition of Harassment, Intimidation and Bullying**

Medical Lake School District is committed to an environment for all students that is free from harassment, intimidation and bullying. Harassment, intimidation and bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. Any complaints or concerns regarding harassment, intimidation and bullying can be directed to Kimberly Headrick (509) 565-3125.

#### **Sexual Harassment**

Medical Lake School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. Informal and formal reporting procedures can be found on the district website (our district/forms and policies/policies and notices) Sexual Harassment Policy 6590 and Procedure 6590P.

Revised 8.2023



## Coversheet

### Approve the Voluntary Student Accident & Sickness Insurance Plan for the 2024-2025

**Section:** IV. Individual Actions Items  
**Item:** H. Approve the Voluntary Student Accident & Sickness Insurance Plan for  
the 2024-2025  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** WA\_VoluntaryPrograms.25.pdf

# Student Accident & Sickness Plans for the **2024-2025** School Year



Arranged and Administered by



WA 05.24

## ABOUT MYERS-STEVENSON & TOOHEY (MS&T)

- Founded in 1970, MS&T is a fully licensed Managing General Agent/ Third Party Administrator
- Provides carefully integrated insurance solutions to thousands of school systems throughout the United States
- Over 53 years of experience and knowledge in the highly specialized area of Student Accident Insurance
- Committed to superior customer service from plan design to payment of claims
- Allows insureds the freedom to seek medical treatment from any licensed provider
- Gives access to First Health, one of the largest provider networks in the nation



## ABOUT MS&T CLAIMS ADMINISTRATION

- On-site claims administration provided by a seasoned and experienced team with an average tenure of over 27 years.
- Average claims response is less than 10 business days
- Claims accuracy audit score has averaged 99.1% over the last 11 years
- HIPAA and OFAC compliant
- Open 5 days per week 7:30 am to 4:30 pm Pacific Standard Time, Monday through Friday
- Claims team and support staff routinely go the extra mile
- Bi-lingual support

## ABOUT FIRST CHOICE

- First Choice is an extensive provider network that allows for deep discounts on billed charges
- Savings average over 41%
- Comprehensive coverage in urban and rural markets eliminate the patch-work approach
- Over 5,000 hospitals, 90,000 ancillary facilities, and 1 million health care professional service locations nationwide
- 98% of the U.S. population with access to a network provider
- Electronic web directories which enable members to find network providers, office hours, languages spoken, hospital affiliation and driving directions
- Annually, *U.S. News & World Report* publishes **America's Best Hospitals**. Students and athletes will have access to the best of care and lower costs as the great majority of these hospitals and doctors published in this report are contracted.

## MS&T'S UNDERWRITING COMPANY

MST has been working with ACE American Insurance Company (a CHUBB member company) to underwrite its student insurance programs for over 20 years. This long-term relationship gives us the trust needed to optimally design our programs to best fit the needs of our schools and students. Additionally, we have the flexibility needed to address special situations as they arise.



### Overview

Chubb is the world's largest publicly traded property and casualty insurer, providing commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance and life insurance.

- As an underwriting company, we assess, assume and manage risk with insight and discipline
- Chubb operates in 54 countries and territories, with approximately 40,000 employees serving a diverse group of clients worldwide

### Balance Sheet Strength

(As of December 31, 2023)

- Total assets of \$228.9 billion
- Total capital, which reflects our capacity to take on risk, of \$74.3 billion
- Net loss reserves of \$60.2 billion back our policyholder commitments
- Book value, or shareholders' equity in the company, is \$59.5 billion
- Total investments of \$136.7 billion are predominantly investment grade fixed income securities

### Balanced, Diversified Leader

- The leading personal lines insurer for America's successful individuals and families and a large personal lines provider globally
- A global leader in personal accident and supplemental health insurance
- A P&C reinsurer
- An international life insurer focused on Asia

| Current Ratings <sup>1</sup>  |                           |          |
|---|---------------------------|----------|
| Rating Agency Ratings   | Financial Strength Rating | Outlook  |
| S&P   | AA                        | Stable   |
| A.M. Best   | A++                       | Stable   |
| Fitch   | AA                        | Stable   |
| Moody's   | Aa3                       | Positive |
| <sup>1</sup> Ratings apply to Chubb's core operating insurance companies as of January 04, 2024. For ratings of individual insurance companies, see Investor Information on <a href="https://investors.chubb.com">investors.chubb.com</a> . |                           |          |

This information is a brief description of the important features of this insurance plan. It is not an insurance contract. Insurance benefits are underwritten by ACE American Insurance Company. Coverage may not be available in all states or certain terms may be different where required by state law. The terms and conditions of coverage are set forth in the policies issued in the states in which the policy is delivered under form numbers AH-55720-Base and AH-55720-CAT. Complete details may be found in the policies which can be found on file with the district office. Coverage may not be available in all states or certain terms may be different where required by state law. Chubb NA is the U.S.-based operating division of the Chubb Group of Companies, headed by Chubb Ltd. (NYSE:CB) Insurance products and services are provided by Chubb Insurance underwriting companies and not by the parent company itself.



# STUDENT ACCIDENT & SICKNESS PROGRAMS

Student injuries can represent problems for families as well as the school involved. This is especially the case when the student is otherwise uninsured or underinsured. Accessing care can be an issue and the risk of litigation against the school may increase with every out-of-pocket dollar a family experiences.

## Changes in the delivery of healthcare and personal finance

- ❗ Despite what many may think about the evolution of health care in the U.S., there remain a significant number of students who are completely uninsured for a variety of reasons.
- ❗ Another segment consists of those covered as dependents through either individual or employer health plans where co-insurance has increased dramatically.
- ❗ Choice of providers has become more limited when families discover their doctors and facilities are no longer participating in their network.
- ❗ And, while many students may be covered under Medicaid, lower reimbursement levels mean that significant number of providers do not accept Medicaid patients.
- ❗ Out-of-pocket spending for health care continues to be a leading hardship with medical debt being the #1 cause of bankruptcy in the US.\*
- ❗ 60% of Americans are unable to cover an unexpected \$1,000 expense\*\*; a concern when the average ER cost for a broken bone is \$10,000. †

***By providing Student Accident Insurance, schools can help families access and pay for the medical care needed by their children following covered school-related injuries.***

## Student Accident Insurance can also:

- ✓ Facilitate compliance with relevant state law or Board policy (when applicable)
- ✓ Mitigate liability exposure and related costs to the school resulting from uninsured or underinsured school-related injuries
- ✓ Provide access to additional 24/7 coverage for both accidents and sickness † †
- ✓ Help families avoid serious financial hardship
- ✓ Remove financial barriers for children participating in extracurricular/co-curricular activities
- ✓ Reduce the administrative load for staff
- ✓ Foster positive relationships with the community

\* <https://finance.yahoo.com/news/medical-debt-uniquely-american-problem-155327746.html>

\*\* <https://www.cnbc.com/2019/01/23/most-americans-dont-have-the-savings-to-cover-a-1000-emergency.html>

† <https://www.talktomira.com/post/how-much-does-an-er-visit-cost>

† † Plans do not constitute comprehensive health insurance coverage (often referred to as "major medical coverage") and do not satisfy a person's individual obligation to secure the requirement of minimum essential coverage under the Affordable Care Act (ACA).



# PLAN DESCRIPTIONS

Our plans\* can provide useful insurance protection for families. They can even be used to assist with the high co-insurance, deductibles and other cost sharing requirements common to many of today's health plans. To assist families during unforeseen emergencies and help expand choice of provider, the voluntary coverages below are offered for accidents or illnesses.

## Student Accident & Sickness Plan

Covers Injuries sustained and Sickness commencing while covered under the plan. Coverage protects your student 24 hours a day, anywhere in the world, including participating in all interscholastic sports, except high school tackle football.

**\$200,000 maximum coverage per Injury - \$50,000 maximum coverage per Sickness - \$10,000 accidental death benefit**

There is a \$50 deductible (disappearing\*\*) per Accidental Injury or Sickness.

Any student of a participating School or School District, grades P-12, is eligible to purchase the Student Accident & Sickness Plan. The first payment provides coverage for the remainder of the month premium is received by the Company plus the following month. Thereafter, premium is billed and payable every two months. If subsequent payments are not made for any reason, the student's coverage under the Student Accident & Sickness Plan will end.



## Tackle Football Accident Plans

Covers injuries caused by accidents occurring:

- While practicing or playing in interscholastic high school tackle football activities which are School-sponsored and directly supervised, including spring practice and summer conditioning, weight training and passing league; and
- While traveling for football in a School Vehicle or traveling directly and without interruption between School and off-campus sites for such activities.

NOTE: Football coverage can be made effective as early as May 1st, 2024.

## Full-Time (24/7) Accident Plans

Covers injuries caused by accidents occurring 24 hours a day, anywhere in the world, except while participating in interscholastic tackle football. Note: Faculty/staff are also eligible for this plan!



## School-Time Accident Plans

Covers injuries caused by accidents occurring:

- While on School premises during the hours and on the days when the School's regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while the Covered Person is continuously on the School premises;
- While participating in or attending School-sponsored and directly supervised School Activities including interscholastic athletic activities and non-contact spring football (except interscholastic high school tackle football);
- While traveling directly and without interruption: to or from residence and School for regular attendance; or School and off-campus site to participate in School-sponsored and directly supervised School Activities;
- While traveling in School Vehicles at any time.

## Dental Accident Plan

Covers injuries to teeth caused by accidents occurring anywhere in the world, 24 hours a day, including participation in all sports and all forms of transportation. The "Benefit Period" under the dental plan provides accident dental benefits for up to one year from the date of first Treatment. However, the benefit period for an Injury may be extended each year, provided that: coverage is renewed prior to October 1, the student remains enrolled in grades P-12, and written notice is received by the Company at the time of injury that further Treatment will be deferred to a later date.

Coverage is not limited to treatment of sound, natural teeth. We pay a maximum of \$75,000 up to 100% of the Usual, Customary and Reasonable charges for Treatment of injured teeth, including repair or replacement of existing caps and crowns. (We do not pay for damage to or loss of dentures or bridges or damage to existing orthodontic equipment.)



\* Plans do not constitute comprehensive health insurance coverage (often referred to as "major medical coverage") and do not satisfy a person's individual obligation to secure the requirement of minimum essential coverage under the Affordable Care Act (ACA).

\*\*May be satisfied by other primary insurance.

## BENEFITS

*(Applies to all plans except the Dental Accident Plan)*

We will pay benefits only for covered Injuries sustained (or covered Sickness if this coverage is purchased) while insured under this School Year's plan. Benefits payable will be based on the Usual, Customary and Reasonable Charges incurred for covered medical and dental services, as defined by the Policy, subject to exclusions, requirements and limitations. We do not pay for a service or supply unless it is Medically Necessary and listed in the Description of Benefits below. Applicable benefits mandated by Washington will be included in the covered expenses. The covered person may go to any licensed provider of their choice however, seeking Treatment through a *First Choice* contracted provider may reduce your out-of-pocket costs.

To find participating *First Choice* medical providers nearest you, call 800-231-6935 or log on to [www.fchn.com](http://www.fchn.com).

| Covered Benefit Levels  | Low Option                               | High Option         | Student Accident & Sickness Plan  |
|---|--|---------------------|---|
| <b>PLAN NAME</b>  | <b>MAXIMUMS PER ACCIDENT OR SICKNESS</b> |                     |   |
| <b>Tackle Football Accident Plan</b>  | \$25,000                                 | \$50,000            | <b>\$50,000 Maximum per Sickness</b><br><br><b>\$200,000 Maximum per Accident</b> |
| <b>Full-Time 24/7 Accident Plan</b>   | \$50,000                                 | \$150,000           |   |
| <b>School-Time Accident Plan</b>  | \$25,000                                 | \$50,000            |   |
| <b>Deductible (Disappearing*) Per Covered Accident/Sickness</b>   | \$0                                      |                     | \$50  |
| <b>COVERED EXPENSES</b>   | <b>BENEFIT MAXIMUMS</b>                  |                     |   |
| <b>Hospital Room &amp; Board</b> (semi private room rate) - Paid up to:   | 60%                                      | 100%                | 80%   |
| <b>Inpatient Hospital Miscellaneous Charges</b><br>All other miscellaneous charges - Paid up to   | \$600/Day                                | \$1,600/Day         | 80% to \$4,000/Day  |
| <b>Intensive Care Unit</b> - Paid up to   | \$1,500/Day                              | \$2,500/Day         | 80%   |
| <b>Hospital Emergency Room</b> (room & supplies)  | 100%                                     |                     | 80%   |
| <b>Outpatient Surgery, Misc.</b> (room & supplies)  | \$600                                    | \$1,500             | 80% to \$4,000  |
| <b>Physician Non-Surgical Treatment &amp; Exam</b><br>(excluding Physical Therapy)  |  |                     |   |
| First Visit   | \$40                                     | \$70                | 80%   |
| Each Follow Up  | \$25                                     | \$45                | 80%   |
| Consultation (when referred by attending Physician)   | \$150                                    | \$250               | 80%   |
| <b>Surgery</b>  | 50% to \$12,000                          | 90% to \$12,000     | 80%   |
| <b>Assistant Surgeon Services</b>   | 25% of Surgical Allowance                |                     | 80%   |
| <b>Anesthesiologist Services</b>  | 25% of Surgical Allowance                |                     | 80%   |
| <b>Physiotherapy</b> (includes related office visits) when prescribed by a Physician  | \$30/Visit to \$500                      | \$60/Visit to \$700 | 80% to \$2,000  |
| <b>Diagnostic X-Ray Examinations</b>  | 60% to \$500                             | 90% to \$500        | 80%   |
| <b>Diagnostic Imaging</b> MRI, Cat Scan   | 80% to \$500                             | 80% to \$1,000      | 80%   |
| <b>Ambulance</b> (from site of covered loss directly to hospital)   | 100%                                     |                     | 80%   |
| <b>Laboratory Procedures and Registered Nurse Services</b>  | 60%                                      | 100%                | 80%   |
| <b>Braces and Appliances</b>  | 60% to \$300                             | 100% to \$700       | 80% to \$1,000  |
| <b>Prescription Drugs</b>   | 60%                                      | 100%                | 80%   |
| <b>Dental Services</b> (including dental x-rays) for Treatment due to a covered Accident  | 60%                                      | 90%                 | 80%   |
| <b>Eyeglass Replacement</b> (for replacement of broken eyeglass frames or lenses resulting from a covered Accident requiring medical Treatment) | \$300                                    | \$300               | 80%   |

### ACCIDENTAL DEATH, DISMEMBERMENT, LOSS OF SIGHT, PARALYSIS, AND PSYCHIATRIC/PSYCHOLOGICAL COUNSELING BENEFITS

In addition to medical benefits, if, within 365 days from the date of Accident covered by the policy, bodily Injuries result in any of the following losses, we will pay the benefit set opposite such loss. Only one such benefit (the largest) will be paid for all such losses due to any one Accident.

|   |          |
|---|----------|
| Accidental Death  | \$10,000 |
| Single dismemberment or entire loss of sight in one eye   | \$25,000 |
| Double dismemberment or entire loss of sight in both eyes, or paraplegia or hemiplegia or quadriplegia  | \$50,000 |
| Counseling - In addition to the AD&D benefits, we will pay 100% of the Usual, Customary and Reasonable costs of psychiatric/psychological counseling needed after covered dismemberment, loss of sight or paralysis up to | \$5,000  |

## RATES

Accident-Only Rates: (One-Time Payment Per Student for Entire School Year)

| COVERAGE OPTIONS                | Low-Option | High-Option |
|---------------------------------|------------|-------------|
| Interscholastic Tackle Football | \$134      | \$280       |
| Full-Time (24/7)                | \$117      | \$273       |
| School-Time                     | \$32       | \$68        |

Student Accident & Sickness Rates: **\$139** First Payment covers the remainder of that month in which it was paid and the month following  
**\$238** Subsequent payments cover additional two-month periods

Dental Accident Coverage is **\$21** if purchased separately or **\$17** when added to any purchased Plan(s).

### Effective and Termination Dates

Coverage begins at 11:59 p.m. on the latest of the following dates: the day the Company receives the completed enrollment form, and the required premium is paid, or August 01, 2023, provided the company receives the completed enrollment form and premium is paid. Coverage ends at 11:59 p.m. on July 31, 2024 provided the required premium is paid.

## OPTIONAL COVERAGES



### Worldwide Exchange Accident & Sickness Plan

Available on either a blanket or individually purchased basis. Covers both inbound and outbound international students. Valuable travel assistance features are also included in this plan.

|                        |  |  |                  |
|------------------------|--|--|------------------|
| <b>Basic Benefits:</b> | <b>100%</b> Usual, Customary and Reasonable charges for covered expenses | <b>Maximum per Injury or Sickness:</b> | <b>\$500,000</b> |
| <b>Rate:</b>           | <b>\$64</b> per participant per month                                    |  |                  |

### School-To-Work Coverage

Many schools offer job shadowing and other employer partnerships meant to help students prepare for the future. Our School-to-Work plan covers students participating in such programs and while traveling directly between school and the approved work site.

|                        |  |                                  |                 |
|------------------------|--|----------------------------------|-----------------|
| <b>Basic Benefits:</b> | <b>100%</b> Usual, Customary and Reasonable charges for covered expenses | <b>Maximum per Injury:</b>       | <b>\$25,000</b> |
| <b>Rate:</b>           | <b>\$4.50</b> /participant per day                                       | <b>Minimum premium required:</b> | <b>\$250</b>    |

### Specified Trip and Student Activities Coverage

Both the frequency and severity of injuries tend to increase when students are not supervised. This can create a heightened liability exposure. Our Short-Term 24-Hour/Specified Trip coverage protects your students on an around-the-clock basis. It should be strongly considered for high-risk activities or situations where it is impossible or impractical to keep students under constant, direct and immediate supervision. Examples include ski trips, camping excursions, overnight field trips, amusement park visits, out-of-state travel, etc.

|                               |  |                                  |                    |
|-------------------------------|--|----------------------------------|--------------------|
| <b>Basic Benefits:</b>        | <b>100%</b> Usual, Customary and Reasonable charges for covered expenses | <b>Maximum per Injury:</b>       | <b>\$25,000</b>    |
| <b>Catastrophic Benefits:</b> |  |                                  | <b>\$1,000,000</b> |
| <b>Rate:</b>                  | <b>\$1.56</b> /participant per day                                       | <b>Minimum premium required:</b> | <b>\$35</b>        |

### Special Activities?

If you have any unique activities or concerns, please call our office for a coverage plan that best suits your needs!



## LIMITED ACTIVITIES COVERAGE

The following coverages will be provided in consideration of your district's completed application and with the understanding and assurance that the district will make diligent efforts to distribute and promote the voluntary student accident insurance options to the parent/guardian of every enrolled student.

**NOTE:** To receive these coverages, please complete the Limited Activities Agreement attached to the application.

### Interscholastic Sports Coverage

Covers injuries to interscholastic athletes who: 1) did not purchase student accident insurance because district personnel inadvertently failed to offer student accident insurance plans to the injured athlete as required by Education Code (where applicable) and 2) did not file a Waiver of Student Insurance, and 3) participated in interscholastic athletics without any insurance coverage. Benefits are paid at 100% of Usual, Customary and Reasonable charges up to a maximum of \$1,500 per Accident.

### Non-Competing Participants Coverage

Covers injuries occurring while traveling in a School Vehicle to a School sponsored athletic event as a representative of the School to assist with non-competitive activities associated with the event, e.g. members of school bands, cheerleaders, pompom girls and team managers. Benefits are paid at 100% of Usual, Customary and Reasonable charges up to a maximum of \$1500 per Accident.



### One-Day Field Trip Coverage

Covers injuries which occur while your students are attending or participating in School-sponsored one-day field trips which are under the direct supervision of School.

Benefits are paid at 100% of Usual, Customary and Reasonable charges up to a maximum of \$1,500 per Accident.

Students attending or participating in interscholastic sports activities are not covered under this plan.

### Blanket Accidental Death Coverage

Provides a \$2,500 accidental death benefit for all of your students and district employees for loss resulting from an Accident occurring while attending School or participating in any school sponsored activities and under the direct supervision of the School during the regular School Year, including all sports and while being transported in a School-provided and operated vehicle.

### Felonious Assault (Counseling Benefit) Coverage

Provides up to a \$1,500 psychiatric or psychological counseling benefit for all of your students for counseling required after a felonious assault against a student. Benefits are provided for any student whose injury occurs during the regular School Year while: traveling directly to or from School; participating in a School-sponsored and supervised activity; or on the School's premises. A felonious assault is an act of violence directed against a student, which results in a bodily Injury for which a student receives medical Treatment, and the School files a written report with the police within 24 hours of the assault. Benefits are paid at 100% of Usual, Customary and Reasonable charges.



## ADMINISTRATIVE SERVICES

As an MGA/TPA, Myers-Stevens & Toohey provides many services on behalf of our clients and underwriting partners. Those services include, but are not limited to, designing, marketing, and fully administering the plans.

In order to deliver those services in a first-class fashion, we must also employ a first-class team. Collectively our team members are well-versed in all of our student accident plans and are able to promptly and professionally assist customer inquiries on the spot.

### Secure data collection and financial management

All data collected is solely used for delivering agreed upon services. These include enrollment of students, billings, claims adjudication and underwriting.

We take security and fraud prevention very seriously and ensure that all data records, physical or digital, are stored in compliance with all applicable regulatory statutes in secured & temperature-controlled warehouses. Our systems allow for easy data retrieval with the ability to produce premium, enrollment, and claims reports as needed.

When it comes to handling money we are proud to contract with only top-rated financial institutions offering the latest in industry technology. We leverage these technologies to guarantee timely and secure transactions which help us cover our clients faster.

### Reporting tools



Our school clients can access real-time enrollment information to verify individual student coverage. We routinely provide our clients with detailed claims reports to help

them better evaluate risk exposures and sources of injury at each of their sites.

## DISTRIBUTION

We will provide your schools with both fillable electronic and paper brochures forms detailing our coverage options. Parents/guardians of every enrolled student should receive a brochure on or before the start of the School Year for optimal results. To further assist in the delivery and distribution process, we offer the following services:

### Digital Distribution

- PDF brochures available in 6 different languages with direct online enrollment access
- Claim forms also available via fillable PDF format
- Seamless marketing integration through leading online registration and distribution portals
- Direct email and website marketing capabilities. We are happy to work with your internal webmasters and IT staff at no charge!

### Print Distribution

- Convenient packaging by school site – our boxes are clearly labeled as Student Insurance Materials
- Materials delivered when and where you indicate – individual sites, district office or district warehouse
- Real-time tracking – immediate confirmation of shipment status including date, delivery address and signature verification
- Each shipment includes enrollment brochures, claim forms and other necessary documents

## COVERAGE VERIFICATION ENSURES RESULTS

Enrollees in our voluntary plans will receive personalized Insurance Verification cards.

We believe proof of coverage is important. With proof of coverage in hand, not only is it easier for parents to access the care their children need, but providers are more inclined to “bill the insurance” first.

*This enables families to focus on recovery rather than fronting the costs of care.*



## Exclusions

1. Dental care or Treatment including damage to or loss of dentures or bridges or damage to existing orthodontic equipment. This exclusion does not apply to care of sound, natural teeth and gums required due to an Injury resulting from an Accident while the Covered Person is insured under the Policy, and rendered within 12 months of the Accident
2. Damage to or loss of dentures or bridges or damage to existing orthodontic equipment.
3. War or any act of war, declared or undeclared.
4. Commission of or active participation in a riot or insurrection; fighting or brawling, except in self-defense; commission of or attempt to commit a felony; or other illegal activity.
5. Suicide, attempted suicide or intentionally self-inflicted injury.
6. Treatment by persons employed or retained by a School, or by any Immediate Family or member of the Insured's household; or covered medical expenses for which the Insured would not be responsible for in the absence of the Policy.
7. Practice or play in interscholastic high school tackle football (unless separate football coverage is purchased), intercollegiate sports, semi-professional sports, or professional sports.
8. Injury covered by Worker's Compensation, Employer's Liability Laws, or similar occupational benefits; expenses payable by any automobile insurance policy without regard to fault.
9. Sickness, disease, bodily or mental infirmity, bacterial or viral infection or medical or surgical Treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food. (Does not apply to the Sickness-Only Coverage under the *Student Accident & Sickness Plan*.)
10. Treatment of detached retina (unless directly caused by an Injury), osteomyelitis, or pathological fractures.
11. Treatment of hernia. (Does not apply to the Sickness-Only Coverage under the *Student Accident & Sickness Plan*.)

In addition to the General Exclusions listed in the Policy, the following exclusions may apply to the 24-Hour Sickness Benefit Rider:

1. The diagnosis and treatment of non-malignant warts, moles and lesions, acne or allergies, including allergy testing.
2. Any expenses related to the treatment of tonsils, adenoids, or congenital weakness; or expenses for Treatment of congenital anomalies and conditions arising or resulting directly there from.
3. Benefits are not payable for a Sickness that is a "Pre-existing Condition" (a condition for which the Insured received medical treatment, care or advice within 3 months before being insured under the Policy). But, this exclusion does not apply after the Insured has been insured under the Policy for 3 straight months or was insured under prior creditable coverage.

In addition to the General Exclusions listed in the Policy, the following exclusions may also apply to the 24-Hour Dental Accident Benefit Rider:

1. Aggravation or reinjury of a condition existing prior to the Accident.
2. Infection, except a pyogenic infection through an open wound caused by a Covered Accident.
3. Orthodontic treatment for any purpose, unless necessitated by a covered Injury.

Student Accident & Sickness benefits are subject to a pre-existing condition limitation. Refer to Policy for definitions. This insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit us from providing insurance, including but not limited to, the payment of claims.

## Requirements and Limitations

Aggravations of Injuries which did not occur while insured under this plan are paid up to \$500 maximum benefit per policy term. School-time and high school tackle football injuries must be reported to the School within 72 hours of the date of Injury. The first Physician's visit must be within 365 days after the Accident occurs or Sickness commences. A claim form must be filed with Myers-Stevens & Toohey & Co., Inc. within 90 days after the date of loss or as soon as reasonably possible. The plan pays for covered expenses incurred within up to a year from the date of the first Treatment. However, should the Injury sustained require the removal of surgical pins, continued Treatment for serious burns, or Treatment of a non-union or mal-union fracture, the benefit period will be extended to 104 weeks. Each covered condition may be subject to a deductible - see plan details.

## Definitions

**Accident** means a sudden, unexpected and unintended incident. "**Covered Accident**" means an Accident that results in Injury or loss covered by the Policy. **Injury** means accidental bodily harm sustained by the Insured that results directly from an Accident (independently of all other causes) and occurs while coverage under the Policy is in force. The Injury must be caused solely through accidental means. All injuries sustained by one person in any one Accident, including all related conditions and recurrent symptoms of these injuries, are considered a single Injury. **Medically Necessary** or **Medical Necessity** means the services or supplies provided by a Hospital, Physician, or other provider that are required to identify or treat an Injury and that, as determined by Us, are: (1) consistent with the symptom or diagnosis and Treatment of Injury; (2) appropriate with regard to standards of good medical practice; (3) not solely for the convenience of the Insured; and (4) the most appropriate supply or level of service that can be safely provided. When applied to the care of an Inpatient, it further means that the Insured's medical symptoms or condition requires that the services cannot be safely provided as an Outpatient. **Sickness** means illness or disease contracted by and causing loss to the Insured Person whose Sickness is the basis of claim. Any complications or any condition arising out of a Sickness for which the Insured Person is being treated or has received Treatment will be considered as part of the original Sickness. All related conditions and recurrent symptoms of the same or similar condition will be considered one Sickness. Usual, Customary and Reasonable Charges – "**Usual**" means those charges made by a provider for services and supplies rendered to all patients for the same or similar Injury. "**Customary**" means those charges made by the majority of providers in the area for the same or similar services or supplies. "**Reasonable**" means those charges that do not exceed the majority of the prevailing fees in the area for the same or similar services or supplies. "**Area**" means a county or larger geographically significant area as determined by Us. "**School Activities**" means an event or activity that is sponsored, authorized, and supervised by the School and is an official part of the School's curriculum or program.

## Excess Provision

In order to keep premiums as affordable as possible, these plans pay benefits on a non-duplicating basis. This means, if a person sustains a loss covered under these plans that is covered under any other valid and collectable insurance, any amount payable or provided by the other coverage will be subtracted from the covered expenses, and we will pay benefits based on the remaining amount.

**IMPORTANT NOTICE:** Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at <http://www.chubb.com>. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. This communication contains product summaries only. Coverage is subject to the language of the policies as actually issued. The terms and conditions of coverage are set forth in the policies issued in the states in which the policy is delivered under form number AH-11648a. Surplus lines insurance sold only through licensed surplus lines producers. Chubb, 202 Hall's Mill Road, Whitehouse Station, NJ 08889-1600.

CERTAIN INSURANCE PLANS DESCRIBED HEREIN PROVIDE SHORT-TERM LIMITED DURATION SICKNESS BENEFITS. THEY DO NOT CONSTITUTE COMPREHENSIVE HEALTH INSURANCE COVERAGE (OFTEN REFERRED TO AS "MAJOR MEDICAL COVERAGE") AND DO NOT SATISFY A PERSON'S INDIVIDUAL OBLIGATION TO SECURE THE REQUIREMENT OF MINIMUM ESSENTIAL COVERAGE UNDER THE AFFORDABLE CARE ACT (ACA). FOR MORE INFORMATION ABOUT THE ACA, PLEASE REFER TO [WWW.HEALTHCARE.GOV](http://WWW.HEALTHCARE.GOV).



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## Coversheet

### Approve the Medical Lake School District CTE 4-Year Plan ~ Justin Blayne

**Section:** IV. Individual Actions Items  
**Item:** J. Approve the Medical Lake School District CTE 4-Year Plan ~ Justin Blayne  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 4-Year CTE Report for School Board\_ July 2024.pdf

**WHO:** Medical Lake School District School Board

**WHAT:** Seeking Board Action to approve the MLSD 4-Year CTE Plan

**WHEN:** July 23, 2024

*Medical Lake School Board,*

At the end of each school year, the Career & Technical Education (CTE) Programs that we offer at MLSD have to conduct an extensive program evaluation. The program evaluation is based on 16 quality criteria that should be examined when running an effective program. Each CTE teacher conducts an evaluation of their program area followed by reviewing that evaluation with their individual advisory committees in order to highlight successful program elements as well as areas for improvement.

Once this is complete, the CTE teacher is then required to complete a 5-year long range plan to outline how improvements will come to life. Once each program has completed these steps, a district-wide plan is then established that consolidates all of that information. Again, this work is in the spirit of program improvement to support our students as they learn industry and career skills and knowledge that will better prepare them for life after high school.

At the board meeting on July 23, I will briefly highlight the district plan and subsequently ask for board approval. Here is the [MLSD Career & Technical Education 4-Year Plan](#). Please understand that this plan is updated every year and is subject to change based on a variety of factors. ***Having said that, our focus for the 24-25 school year centers around Criteria 13A and 13B which are located on page 6 of the report.***

I am seeking School Board approval for the report linked above and will be available to answer any questions you may have. As a reminder, here are the 7 CTE Programs that we currently offer. Each program has one CTE teacher that provides the leadership for instruction and opportunity in their respective area.

1. **Agricultural Sciences**
2. **Business & Marketing**
3. **Skilled & Industrial Trades- Traditional Woods & Metals**
4. **Skilled & Industrial Trades- Junior Reserve Officers' Training Corps**
5. **Family & Consumer Sciences**
6. **Science, Technology, Engineering & Math or STEM**
7. **Health Sciences**

# Coversheet

## Approve the Surplus of 3 Varidesks from the District Office

**Section:** IV. Individual Actions Items  
**Item:** K. Approve the Surplus of 3 Varidesks from the District Office  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** varidesk.jpeg





## Coversheet

### Approve the Surplus of Old Office Furniture from Hallett Elementary

**Section:** IV. Individual Actions Items  
**Item:** L. Approve the Surplus of Old Office Furniture from Hallett Elementary  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Hallett July Surplus.jpg



# Hallett July Surplus





# Coversheet

## Superintendent's Evaluation Documents

**Section:** X. Executive Session  
**Item:** A. Superintendent's Evaluation Documents  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Superintendent Evaluation Framework.pdf  
Supt Evaluation Template.pdf

## Washington Standards-Based Superintendent Framework<sup>®</sup>

**Standard 1 — Mission, Vision, and Core Values: Effective educational leaders develop, advocate, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of *each* student.**

*The superintendent...*

| Themes  | Unsatisfactory  | Basic   | Proficient   | Distinguished  |
|---|---|---|--|--|
| <i>A. Builds commitment to the vision and mission.</i>  | limits references to the district’s vision for learning                 | engages the board, principals and other administrators, teachers, and other district employees in periodic discussions of the district vision | engages both internal and external stakeholders in regular discussions of the district vision and builds shared understanding and commitment to the vision                             | engages both internal and external stakeholders in systematically evaluating the continuing value of the vision, and leads efforts to resolve conflicts that may arise   |
| <i>B. Aligns district procedures and practices with the vision.</i>   | does not align district procedures and practices with the vision        | aligns district procedures and practices with the vision  | collaborates with staff to ensure that major decisions on curriculum, budgeting, staffing, and planning advance the vision   | develops procedures and practices to ensure that the vision is systematically and routinely used to guide decisions on curriculum, budgeting, staffing, and planning   |
| <i>C. Holds board and staff mutually accountable for striving toward the vision.</i>                          | does not hold staff and board accountable for honoring the vision       | reminds staff and board periodically of the need to make decisions consistent with the vision   | evaluates district procedures and practices systematically to ensure their alignment with the vision; expects principals and other administrators to do the same at the building level | creates a culture in which board, principals and other administrators, teachers, and other district staff understand the vision and hold each other mutually accountable for realizing it                      |
| <i>D. Uses the vision as an indicator of progress.</i>  | does not use the vision as an indicator of progress                     | assesses progress toward the vision and uses it as an informal indicator of success   | uses data to assess progress toward the vision and communicates results to the board, staff, and community   | ensures that data is available and systematically used to assess progress toward the vision, to communicate results to the board, staff, and community and to formulate plans to bring about necessary changes |
| <i>E. Develops explicit strategies and processes to study and improve the district’s capacity to improve.</i> | does not use cohesive strategy for guiding district improvement efforts | ensures that each district improvement project uses a continuous improvement cycle of planning, implementing, assessing, and revising         | regularly analyzes results of the district’s <i>collective</i> improvement efforts in order to identify organizational factors that support or hinder improvement                      | ensures district staff engage in continuous reflective analysis of improvement efforts in order to identify organizational factors that support or hinder improvement  |

## Washington Standards-Based Superintendent Framework<sup>®</sup>

**Standard 2 — Equity and Cultural Responsiveness: Effective educational leaders strive for equity of educational opportunity and culturally responsive practices to promote *each* student’s academic success and well-being.**

*The superintendent...*

| Themes  | Unsatisfactory   | Basic  | Proficient  | Distinguished   |
|---|--|--|---|---|
| <i>A. Recognizes and capitalizes on the diversity within the community.</i>   | does not recognize or capitalize on the presence of diverse groups in the community  | ensures that all district staff have access to professional learning resources that enhance the necessary cultural competence to recognize and respect the needs of all students | implements strategies to help staff capitalize on the assets that students from diverse cultural, ethnic, racial, and economic backgrounds bring to the classroom | uses formal and informal partnerships with diverse groups to develop a district-wide welcoming culture that honors the values, beliefs, norms, and traditions of all stakeholders and integrate diverse representation into school and district decision-making processes |
| <i>B. Increases district capacity to positively address cultural tensions or conflicts.</i>   | disregards cultural tensions or conflicts that negatively impact students  | ensures that cultural tensions or conflicts are addressed in positive ways   | ensures that principals and other administrators and teachers have the necessary skills to help students address cultural tensions or conflicts                   | sustains a climate in which members of the school community can constructively discuss and examine their own views on diversity to improve mutual understanding   |
| <i>C. Works to reduce opportunity and achievement gaps.</i>   | disregards or minimizes the existence of opportunity and achievement gaps among diverse groups   | keeps staff attention focused on opportunity and achievement gaps and possible school-based solutions  | systematically uses data to identify and implement instructional approaches and school and district practices that reduce opportunity and achievement gaps        | establishes partnerships with families and community groups to leverage cultural knowledge and instructional strategies to eliminate opportunity and achievement gaps   |
| <i>D. Examines district policies, procedures, and practices to ensure adherence to principles of fairness, social justice, and human dignity.</i> | does not examine district policies, procedures, and practices for adherence to principles of fairness, social justice, and human dignity | examines district policies, procedures, and practices for adherence to principles of fairness, social justice, and human dignity   | guides staff to use equity audits to ensure that district procedures and practices adhere to principles of fairness, social justice, and human dignity            | collaborates with board, staff and community to review results of equity audits and recommend steps to ensure fairness, social justice, and respect for human dignity for each member of the school community   |

## Washington Standards-Based Superintendent Framework<sup>®</sup>

**Standard 3 — Curriculum, Instruction, and Assessment: Effective educational leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote *each* student’s academic success and well-being.**

*The superintendent...*

| Themes  | Unsatisfactory  | Basic  | Proficient   | Distinguished   |
|---|---|--|--|---|
| <i>A. Advocates for student learning as the district’s highest priority.</i>  | does not communicate that student learning is central to the district’s mission   | communicates to all stakeholders that student learning is central to the district’s mission                        | consistently emphasizes student learning is central to the district mission by actively engaging stakeholders in collaborative discussion of ways to continuously improve learning | motivates stakeholders to pursue continuous improvement and innovation in student learning to achieve the district’s mission                                      |
| <i>B. Promotes the systematic improvement of coherent curriculum, instruction, and assessment.</i>                  | takes few steps to analyze district curriculum, instruction, and assessment to improve student learning                                 | engages staff in regular analysis of district curriculum, instruction, and assessment                              | ensures that decisions on curriculum, instruction, and assessment are guided by regular, objective data analysis   | develops or sustains a comprehensive system for the review, analysis and modification of curriculum, instruction, and assessment based on key learning indicators |
| <i>C. Ensures that district policies, practices, and resources support learning for each student.</i>               | does not align district policies, practices, and resources to support learning for each student   | ensures that existing district policies, practices, and resources are aligned to support learning for each student | uses data to identify achievement gaps and seek improvements in district policies, practices, and resources to better support learning for each student                            | motivates members of the school community to seek improvement in district policies, practices, and resources to support learning for each student                 |
| <i>D. Promotes values, beliefs and behaviors that create an organizational culture devoted to student learning.</i> | does not address the values, beliefs, behaviors, and organizational practices that support a school culture focused on student learning | recognizes and celebrates individual and collective efforts that reinforce the culture to improve student learning | creates or sustains a culture of expectation that leads members of the school community to openly acknowledge and collaboratively address problems in student learning             | creates or sustains a shared moral imperative for the continuous improvement of student learning  |

## Washington Standards-Based Superintendent Framework<sup>®</sup>

**Standard 4 — Community of Care and Support for Students: Effective educational leaders cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of *each* student.**

*The superintendent...*

| Themes   | Unsatisfactory  | Basic  | Proficient  | Distinguished  |
|--|---|--|---|--|
| <i>A. Develops and implements procedures and practices that advance the safety and well-being of students, employees, and volunteers.</i>          | does not develop and implement procedures and practices that ensure the safety and well-being of students, employees, and volunteers            | develops and implements procedures and practices that address threats to student, employee, and volunteer safety and well-being (e.g., bullying, incivility, accessibility, emergencies) | involves members of the school community in developing procedures and practices that address threats to student, volunteer, and employee safety and well-being (e.g., bullying, incivility, accessibility, emergencies) | conducts systematic data-based evaluations of the effectiveness of procedures and practice that address threats to student, employee, and volunteer safety and well-being (e.g., bullying, incivility, accessibility, emergencies) |
| <i>B. Develops and implements procedures and practices that advance a purposeful and safe learning environment.</i>                                | does not develop and implement procedures and practices that ensure a purposeful and safe learning environment                                  | develops, communicates, and implements procedures and practices that guide student behavioral expectations and disciplinary actions  | engages parents, students, and staff in developing, implementing, monitoring and updating guidelines and norms for accountable student behavior   | regularly conducts data-based evaluations of the effectiveness of policies and practice that guide student behavioral expectations and disciplinary actions  |
| <i>C. Ensures that district procedures and practices promote a climate that is positive, friendly, and responsive to the needs of individuals.</i> | does not ensure that district procedures and practices promote a climate that is positive, friendly, and responsive to the needs of individuals | develops and implements procedures and practices that result in a climate that is positive, friendly, and responsive to the needs of individuals   | engages parents, teachers, students, and administrative staff in reflecting on and developing procedures and practices that promote a climate that is positive, friendly, and responsive to the needs of individuals    | involves parents, teachers, students, and administrative staff in a data-based continuous improvement cycle for student and employee well-being and community satisfaction   |
| <i>D. Promotes the development of student agency in learning and community participation.</i>  | does not promote, monitor, or support efforts to develop student agency in learning and community participation.                                | promotes efforts to help students understand, articulate, and act on their own learning needs as well as participate in classroom/school decision making                                 | ensures that curricular and co-curricular activities provide opportunities and support for development of student agency  | collaborates with staff and students to conduct data-based evaluations of district efforts to help students understand, articulate, and act on their learning needs and participate in classroom/school decision-making            |
| <i>E. Articulates high expectations for ethical and professional behavior of district employees.</i>   | does not model or articulate expectations and monitor compliance for ethical and professional behavior in the district                          | models and articulates expectations for ethical and professional behavior by staff   | guides administrators to model, articulate and reinforce high ethical and professional expectations for staff   | elevates a climate in which district employees are highly conscious of ethical and professional expectations and hold each other accountable   |

## Washington Standards-Based Superintendent Framework<sup>®</sup>

**Standard 5 — Professional Capacity of School Personnel: Effective educational leaders develop the professional capacity and practice of school personnel to promote *each* student’s academic success and well-being.**

*The superintendent...*

| Themes   | Unsatisfactory   | Basic  | Proficient  | Distinguished  |
|--|--|--|---|--|
| <i>A. Focuses evaluation and professional development on the improvement of student learning.</i>  | pays little attention to staff evaluation and professional development to improve student learning                         | ensures that the district has clear strategies for evaluation and professional development to improve student learning   | uses evaluation and professional development strategically to promote candid and collaborative self-assessment of effectiveness                             | uses evaluation and professional development as a tool to challenge existing practices to improve student learning                                       |
| <i>B. Implements effective procedures for staff evaluation.</i>  | makes little effort to ensure that staff evaluations are fair, meaningful, and consistent with state expectations          | ensures that staff evaluations are fair, meaningful, and consistent with state expectations  | develops and supports processes for effective individual improvement efforts resulting from staff evaluations   | evaluates staff evaluation processes systematically and collaboratively to ensure effectiveness  |
| <i>C. Develops systematic strategies for using professional development to improve student learning.</i>                                   | does not design coherent professional development strategies linked to the district improvement plan                       | establishes strategies for aligning district professional development efforts with the district improvement plan   | ensures that district professional development activities are extensive, accessible, and focused on continuous improvement of teaching and student learning | evaluates professional development activities systematically and collaboratively with participants to ensure effectiveness in improving student learning |
| <i>D. Personally models effective professional development.</i>  | does not have a written professional growth plan   | models professional development by creating and implementing a written professional growth plan  | engages in candid self-assessment of personal assumptions, values, beliefs, and practices that guide improvement of professional growth                     | models professional growth planning as a continuous cycle of assessment, reflection, and changes in practice in order to improve professional growth     |
| <i>E. Builds leadership capacity to improve student learning.</i>  | does not attempt to stimulate, mentor, or coach the professional development of principals and other instructional leaders | takes steps to stimulate, mentor, or coach the professional development of principals and other instructional leaders  | guides principals and other instructional leaders to assist the professional development of teachers  | creates a district-wide culture that leads all staff to engage in continuous collaborative professional development focused on student learning          |
| <i>F. Empowers and supports teachers and staff in developing professional learning communities that promote instructional improvement.</i> | does not promote or support development of professional learning communities that promote instructional improvement        | establishes workplace conditions (time, resources, and vision) that empower and support professional learning communities focused on instructional improvement | establishes/sustains a professional culture characterized by trust, transparency, mutual accountability, and commitment to the vision                       | engages staff in a continuous improvement cycle to evaluate and enhance the effectiveness of the district’s professional learning communities            |



## Washington Standards-Based Superintendent Framework<sup>®</sup>

**Standard 6 — Meaningful Engagement of Families and Community: Effective educational leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote *each* student’s academic success and well-being.**

*The superintendent...*

| Themes  | Unsatisfactory   | Basic   | Proficient  | Distinguished  |
|---|--|---|---|--|
| <i>A. Develops two-way communication strategies to reach families, and other individuals, agencies, or groups in the community.</i>   | does not have communication strategies to inform families and community about district needs, goals and activities     | develops strategies and communication vehicles to share information and answer questions about district needs, goals, and activities                    | develops data-informed strategies to solicit the views and concerns of families and other individuals, agencies, or groups in the community about the district’s schools    | empowers effective networks of families and other individuals, agencies, or groups in the community to maintain regular two-way communication about district needs, goals and activities |
| <i>B. Develops strategies to involve families and community members in the educational process.</i>   | does not involve families and diverse community members in the educational process                                     | ensures district implementation of strategies to involve families and diverse community members through conferences, meetings, and volunteer activities | ensures district implementation of multiple strategies for involving families and community members in decision making about children’s education                           | sustains or expands a network of key family and diverse community stakeholders who can serve as formal and informal advisors on key issues   |
| <i>C. Develops strategies for constructive resolution of conflicts with families and community members.</i>   | does not develop or implement strategies for constructively resolving conflicts with families and community members    | ensures that the district has defined procedures allowing families and community members to express concerns and disagreements                          | develops the capacity of staff and board to maintain open lines of communication with families and community members, constructively resolve conflicts, and build consensus | creates a culture in which conflicts are reflectively addressed and viewed as opportunities for respectful dialogue, consensus-building, and constructive resolution                     |
| <i>D. Mobilizes community resources to support district goals.</i>  | makes minimal efforts to mobilize potential community resources to support district goals                              | builds relationships with community members and groups that lead to improved resources to support district goals  | collaborates with community agencies to create cohesive networks of services to support district goals  | provides evidence (e.g., surveys, volunteer rates, partnerships) of increased belief that the learning and well-being of children are community responsibilities                         |
| <i>E. Engages board and community in planning, conducting, and building community understanding of levy and bond measures.</i>  | does not provide board with timely and helpful guidance on preparing levy and bond measures                            | helps board ensure that levy and bond measure preparations are conducted in legally correct and fiscally responsible manner                             | helps board ensure that levy and bond measures meet immediate fiscal needs and advance long-term district goals   | engages board and community routinely in long-term planning processes to identify and support district educational and fiscal needs  |
| <i>F. Engages with community members, government agencies, professional associations and other external groups to understand the current environment and develop district responses to emerging issues.</i> | does not engage with local community members, government agencies, professional associations and other external groups | engages with local community members, government agencies, professional associations and other external groups  | communicates to board, staff and community knowledge of emerging issues that affect the district  | works with board and staff to develop understanding of and appropriate responses to emerging issues in order to preserve and advance the district vision                                 |

## Washington Standards-Based Superintendent Framework<sup>®</sup>

**Standard 7 — Operations and Management: Effective educational leaders manage school operations and resources to promote *each* student’s academic success and well-being.**

| <i>The superintendent...</i>   |  |   |  |   |
|--|--|---|--|---|
| Themes   | Unsatisfactory   | Basic   | Proficient   | Distinguished   |
| <i>A. Uses a continuous improvement process for implementing, monitoring, evaluating, and improving district operations.</i> | does not systematically plan, implement, and monitor district operations   | ensures that operational decisions are guided by a long-term plan that is periodically reviewed and updated                           | ensures that operations are systematically and consistently managed through planning, data analysis, review of progress, and necessary changes in practice               | collaborates with board and staff to analyze and modify the long-term plan to ensure that results support district priorities and superintendent goals                              |
| <i>B. Effectively manages fiscal resources in accord with board priorities and instructional improvement.</i>                | does not effectively plan and implement district budget in accordance with board priorities                                | develops budget in accordance with board priorities and manages expenditures in financially responsible manner                        | develops a budget in accordance with board priorities and manages it in an efficient, financially responsible manner to support improved instruction and other key goals | collaborates with board, staff, and community to continually seek efficiencies, identify new sources of funding, and assess fiscal stability over several years                     |
| <i>C. Strategically manages human resources to support instructional improvement and other district goals.</i>               | does not efficiently or strategically manage human resources   | ensures that the district has systematic policies and procedures guiding recruitment, hiring, induction, and long-term career growth  | implements a coherent approach to recruiting, hiring, induction, and career growth that promotes high-quality instruction and improved student learning                  | engages staff in a continuous improvement process to ensure effectiveness of policies and practices for recruiting, hiring, induction, and career growth and make changes as needed |
| <i>D. Effectively manages key elements of district operations.</i>   | does not effectively manage key elements of district operations, including facilities, transportation, and enrollment      | ensures that key elements of district operations are governed by defined policies and practices                                       | monitors district operations in accordance with established policies and practices   | engages staff in a continuous improvement process to review effectiveness of district operations and make changes as needed   |
| <i>E. Develops system for ensuring that employee performance meets district expectations.</i>                                | does not ensure that the district has procedures to set, monitor, and act on standards for acceptable employee performance | ensures that the district has defined procedures for setting, monitoring, and acting on standards for acceptable employee performance | ensures that district procedures for setting, monitoring, and acting on standards for acceptable employee performance are widely understood and observed                 | engages staff in a continuous improvement process for employee performance  |

## Washington Standards-Based Superintendent Framework<sup>®</sup>

**Standard 8 — Collaboration with the Board: Effective educational leaders develop positive working relationships and procedures that help the board of directors to promote *each* student’s academic success and well-being.**

*The superintendent...*

| Themes  | Unsatisfactory   | Basic   | Proficient   | Distinguished  |
|---|--|---|--|--|
| <i>A. Respects and advocates mutual understanding of the roles and responsibilities of superintendents and board.</i> | does not articulate or adhere to the roles and responsibilities of the board and superintendent      | articulates and adheres to the roles and responsibilities of the superintendent and board   | collaborates with board to review and refine guidelines for effective board and superintendent roles and responsibilities  | models candid but respectful discussion of board and superintendent roles and responsibilities, including areas of friction or misunderstanding in the board-superintendent relationship |
| <i>B. Honors board policy.</i>  | does not follow board policy   | follows board policy  | consults with the board when questions of interpretation arise on board policy   | facilitates systematic board review and revision of policy-making process  |
| <i>C. Provides the board with timely information.</i>   | does not provide the board with timely information needed for effective board decision-making        | ensures that the board receives necessary information in a timely way, including relevant laws, policies and procedures from local, state and federal mandate | assists board in understanding the multiple perspectives surrounding issues, as well as possible implications of decisions | collaborates with the board to review and improve the effectiveness of information and guidance provided to the board  |
| <i>D. Treats all board members fairly, respectfully. and responsibly.</i>   | favors certain board members or is unresponsive to board members’ perspectives on educational issues | treats all board members fairly, respectfully, and responsibly  | facilitates resolution of concerns or conflicts through board dialogue that creates greater mutual understanding           | increases board capacity through trust, encouragement, and personal example  |
| <i>E. Provides necessary support for effective board decision-making.</i>   | does not establish and implement effective procedures for board meetings                             | ensures that the board has the necessary materials, information, and logistical support to make effective decisions   | works with the board to ensure that meeting agendas are focused and consistent with board priorities                       | collaborates frequently with the board to evaluate and improve the effectiveness of board decision-making  |
| <i>F. Builds strong team relationships with the board.</i>  | does not attempt to establish a working team relationship with board                                 | collaborates with board to develop structures, procedures, and norms for working as a team  | works with board to monitor team effectiveness and adjust procedures accordingly   | facilitates development of a board-superintendent team characterized by candor, deep listening, a collaborative spirit and openness to change  |

## SUPERINTENDENT PERFORMANCE EVALUATION 20\_\_-20\_\_ SCHOOL YEAR

Superintendent: \_\_\_\_\_

Director: \_\_\_\_\_

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

**Standard 1 – *Mission, Vision, and Core Values:* Effective educational leaders develop, advocate, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.**

The Superintendent...

| Themes   | Performance Rating |
|--|--------------------|
| A. Builds commitment to the vision and mission.  |                    |
| B. Aligns district procedures and practices with the vision.   |                    |
| C. Holds board and staff mutually accountable for striving toward the vision.                          |                    |
| D. Uses the vision as an indicator of progress.  |                    |
| E. Develops explicit strategies and processes to study and improve the district’s capacity to improve. |                    |

**Comments:**

**Standard 2 – *Equity and Cultural Responsiveness*: Effective educational leaders strive for equity of educational opportunity and culturally responsive practices to promote each student’s academic success and well-being.**

The Superintendent...

| Themes   | Performance Rating |
|--|--------------------|
| A. Recognizes and capitalizes on the diversity within the community.   |                    |
| B. Increases district capacity to positively address cultural tensions or conflicts.   |                    |
| C. Works to reduce opportunity and achievement gaps.   |                    |
| D. Examines district policies, procedures, and practices to ensure adherence to principles of fairness, social justice, and human dignity. |                    |
|  |                    |

**Comments:**

|  |  |
|--|--|
|  |  |
|--|--|

**Standard 3 — Curriculum, Instruction, and Assessment:** Effective educational leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student’s academic success and well-being.

The Superintendent...

| Themes   | Performance Rating |
|--|--------------------|
| A. Advocates for student learning as the district’s highest priority.  |                    |
| B. Promotes the systematic improvement of coherent curriculum, instruction, and assessment.                  |                    |
| C. Ensures that district policies, practices, and resources support learning for each student.               |                    |
| D. Promotes values, beliefs and behaviors that create an organizational culture devoted to student learning. |                    |
|  |                    |

**Comments:**

**Standard 4 — *Community of Care and Support for Students*: Effective educational leaders cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.**

The Superintendent...

| Themes  | Performance Rating |
|---|--------------------|
| A. Develops and implements procedures and practices that advance the safety and wellbeing of students, employees, and volunteers.           |                    |
| B. Develops and implements procedures and practices that advance a purposeful and safe learning environment.                                |                    |
| C. Ensures that district procedures and practices promote a climate that is positive, friendly, and responsive to the needs of individuals. |                    |
| D. Promotes the development of student agency in learning and community participation.  |                    |
| E. Articulates high expectations for ethical and professional behavior of district employees.   |                    |

**Comments:**

**Standard 5 — Professional Capacity of School Personnel: Effective educational leaders develop the professional capacity and practice of school personnel to promote each student’s academic success and well-being.**

The Superintendent...

| Themes  | Performance Rating |
|---|--------------------|
| A. Focuses evaluation and professional development on the improvement of student learning.  |                    |
| B. Implements effective procedures for staff evaluation.  |                    |
| C. Develops systematic strategies for using professional development to improve student learning.                                   |                    |
| D. Personally models effective professional development.  |                    |
| E. Builds leadership capacity to improve student learning.  |                    |
| F. Empowers and supports teachers and staff in developing professional learning communities that promote instructional improvement. |                    |

**Comments:**



**Standard 6 — *Meaningful Engagement of Families and Community*: Effective educational leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student’s academic success and well-being.**

The Superintendent...

| Themes   | Performance Rating |
|--|--------------------|
| A. Develops two-way communication strategies to reach families, and other individuals, agencies, or groups in the community.   |                    |
| B. Develops strategies to involve families and community members in the educational process.   |                    |
| C. Develops strategies for constructive resolution of conflicts with families and community members.   |                    |
| D. Mobilizes community resources to support district goals.  |                    |
| E. Engages board and community in planning, conducting, and building support for levy and bond campaigns.  |                    |
| F. Engages with community members, government agencies, professional associations and other external groups to understand the current environment and develop district responses to emerging issues. |                    |

**Comments:**

*Standard 7 — Operations and Management: Effective educational leaders manage school operations and resources to promote each student’s academic success and well-being.*

The Superintendent...

| Themes  | Performance Rating |
|---|--------------------|
| A. Uses a continuous improvement process for implementing, monitoring, evaluating, and improving district operations. |                    |
| B. Effectively manages fiscal resources in accord with board priorities and instructional improvement.                |                    |
| C. Strategically manages human resources to support instructional improvement and other district goals.               |                    |
| D. Effectively manages key elements of district operations.   |                    |
| E. Develops system for ensuring that employee performance meets district expectations.                                |                    |

**Comments:**

***Standard 8 — Collaboration with the Board: Effective educational leaders develop positive working relationships and procedures that help the board of directors to promote each student’s academic success and well-being.***

The Superintendent...

| Themes   | Performance Rating |
|--|--------------------|
| A. Respects and advocates mutual understanding of the roles and responsibilities of superintendents and board. |                    |
| B. Honors board policy.  |                    |
| C. Provides the board with timely information.   |                    |
| D. Treats all board members fairly, respectfully, and responsibly.   |                    |
| E. Provides necessary support for effective board decision-making.   |                    |
| F. Builds strong team relationships with the board.  |                    |

**Comments:**

Signatures:

\_\_\_\_\_  
Board Chair  
Superintendent Performance Evaluation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date