



Medical Lake School District

Medical Lake School District #326, WA

Regular Board Meeting

Date and Time

Tuesday November 26, 2024 at 6:00 PM PST

Location

Administration Office

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Pledge of Allegiance			1 m
D. Approve Agenda ~ with Noted Change	Vote		1 m
E. What's Right	Discuss		5 m
Administrators, Board and Guests Comment on Something Positive They've Seen in the District and Community ~ Anyone attending the meeting will be given the opportunity to share something positive following the Board's comments			
II. Consent Agenda			6:08 PM

	Purpose	Presenter	Time
A. Minutes from Regular Board Meeting 10-22-2024	Approve Minutes		1 m
B. Approve the Consent Agenda	Vote		
<ul style="list-style-type: none"> • Personnel (Certificated and Classified) <ul style="list-style-type: none"> ◦ Resignations ◦ Leaves ◦ Staff Contracts • Staff Travel • Board Member Compensation • Fiscal Vouchers <ul style="list-style-type: none"> ◦ General Fund (Payroll and Accounts Payable) ◦ A.S.B. Fund ◦ Capital Projects • Financial Report • Enrollment 			

III. Public Comments on Individual Action Items

Anyone wishing to speak to a specific individual action item, board policy or other, listed below will be given the opportunity here, prior to action being taken by the Board.

IV. Individual Actions Items 6:09 PM

A. Board Policy ~ 6220 ~ Bid or Proposal Requirements; First Reading	Vote		1 m
B. Approve Board Resolution 24-25.01 ~ Reimbursement	Vote		1 m
C. Approve the F196 Financial Report	Vote		5 m
D. Approve the Propane Fuel Bid	Vote		1 m
E. Approval for 8th Grade Girls to Play on the High School Basketball Team	Vote		1 m

V. Student Representatives Report 6:18 PM

	Purpose	Presenter	Time
A. Chuks ~ High School Visit; Ashley ~ Michael Anderson Visit Gabby ~ Hallett Visit; Trinity ~ Middle School Visit	Discuss		5 m
VI. Reports and Discussions			6:23 PM
A. High School Wrestling Room ~ Chad Moss	Discuss		5 m
B. Assessments Update ~ Rob Haugen	Discuss		10 m
VII. Board Reports and Discussion			6:38 PM
A. WSSDA Conference	FYI		5 m
VIII. Superintendent's Report			6:43 PM
A. Milliken Leadership	Discuss		5 m
B. Early Learning Center	Discuss		5 m
C. High School Principal Hiring Process	Discuss		5 m
IX. Communications with Staff, Guests, and District Residents			
<p>Anyone wishing to speak to something other than a “What’s Right” or an “Individual Action Item” will be given the opportunity to speak. Public comment period is not a time for dialogue between the board and the public. The board will not respond to the public. The board will not respond to statements, questions, or challenges made during public comment period and there will be no back-and-forth dialogue. Please know that the board’s silence is neutral. It is neither a signal of agreement nor disagreement with the speaker’s remarks.</p>			
X. Executive Session ~ Noted Change			
A. Litigation Update and Personnel Issue	Discuss		
XI. Closing Items			
A. Adjourn Meeting	FYI		

Coversheet

Minutes from Regular Board Meeting 10-22-2024

Section: II. Consent Agenda
Item: A. Minutes from Regular Board Meeting 10-22-2024
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on October 22, 2024

APPROVED



Medical Lake
School District

Medical Lake School District #326, WA

Minutes

Regular Board Meeting

Date and Time

Tuesday October 22, 2024 at 6:00 PM

Location

Administration Office

Directors Present

Alexis Alexander, Gerri Johnson, Laura Parsons, Ron Cooper

Directors Absent

Wendy Williams-Gilbert

Guests Present

Sarra Reiber

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

Laura Parsons called a meeting of the board of directors of Medical Lake School District #326, WA to order on Tuesday Oct 22, 2024 at 6:01 PM.

C. Pledge of Allegiance**D. Approve Agenda**

Alexis Alexander made a motion to approve.
Gerri Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. What's Right

Dr. Headrick noted that October is National Principal month. Principals will be given a principal placard for their desks. The placard says "Principal: *noun* an educational leader who lies to inspire, loves to encourage and makes the world a better place. Synonyms ~ superstar, problem solver, difference-maker."

Staffer, parent and community member, Ryan Grant, wanted to give kudos to Dawn Eliassen for making games work for our girls soccer team. We only have enough to play 5 on 5 so the matches don't count towards standings for anyone we play, but everyone she's asked has said yes. He also acknowledged Middle School football home game, he said there were several hundred people there to watch 7th and 8th grade do their thing. He's proud of all the after school offerings the Middle School has to offer. The ROTC kids helping clean the weeds at the cemetery is always appreciated.

Kim Glick wanted to shout to the Middle School special education department. It was her younger sons first assembly and found the event a little overwhelming. His supervisory teacher noticed his was looking a little distressed and pulled him aside to a quiet location and checked on him often to make sure he was OK. Kim and her son both were very touched by this interaction.

II. Consent Agenda

A. Minutes from Regular Board Meeting 8-27-2024

Alexis Alexander made a motion to approve the minutes from Regular Board Meeting on 09-24-24.
Gerri Johnson seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve the Consent Agenda

Alexis Alexander made a motion to approve.
Gerri Johnson seconded the motion.

Resignations - *Daniel Simon ~ Assistant Basketball Coach, High School (effective 9/25/2024); Cheryl Spilker ~ 4th Grade Teacher, Hallett Elementary (retirement, effective at the end of the 24/25 school year); Terri Remendowski ~ 1st Grade Teacher, Hallett Elementary (retirement, effective at the end of the 24/25 school year); Lathan Antolin ~ Assistant Football Coach, High School (leave effective through the end of football season, resignation effective end of the football season); Aidan Niblock ~ Cafeteria, Hallett Elementary (effective 10/15/2024);*

Leaves - *None at this time*

Staff Contracts:

Administrative Staff - *None at this time*

Certificated Staff - *None at this time*

Certificated Substitutes - *None at this time*

Long-term Substitutes - *None at this time*

Classified Staff - *Jacob Beitingger ~ Lead Custodian, Michael Anderson Elementary (effective 9/27/2024);*

Classified Substitutes - *None at this time*

Extra Curricular Activities - *Garrett Johnson ~ Assistant Wrestling Coach, High School (effective winter 2024); John Potter ~ Head Baseball Coach, Middle School (effective spring 2025); Halle Barsness ~ Assistant 7th Grade Girls Basketball Coach, Middle School (effective winter 24/25); Baylor Galley ~ Assistant Track Coach, Middle School (effective spring 2025);*

Other - *None at this time*

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

Staff Travel: *None at this time*

Board Member Compensation: *Laura Parsons (July 22, 2024 - October 15, 2024);*

FinancialsThe following vouchers/warrants as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, were approved for payment.

General Fund (Accounts Payable) for September 30, 2024, warrants 135997 - 136033 in the amount of \$106,897.60;

ASB Fund (Accounts Payable) for September 30, 2024, warrants 136034 - 136037 in the amount of \$6,630.60;

General Fund (Payroll) for September 30, 2024, warrants 136038 - 136041 in the amount of \$4,468.57;

General Fund (Payroll/Accounts Payable) for September 30, 2024, warrants 136042 - 136057 in the amount of \$649,900.50;

General Fund (Accounts Payable) for October 16, 2024, warrants 136058 -136136 in the amount of \$254,733.06;

ASB Fund (Accounts Payable) for October 16, 2024, warrants 136137 - 136138 in the amount of \$11,898.93;

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

III. Individual Actions Items

A. Board Policy ~ 3241 ~ Student Discipline; Second Reading

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

B. Board Policy 4130 ~ Title I, Part A Parent and Family Engagement; Second Reading

Alexis Alexander made a motion to approve.

Ron Cooper seconded the motion.

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

C. Approve the School Improvement Plans

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

D. Approve to Surplus Old JROTC Uniform Boots from the High School

Alexis Alexander made a motion to approve.

Ron Cooper seconded the motion.

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

IV. Student Representatives Report

A. Gabby ~ Michael Anderson Visit; Ashley ~ Middle School Visit; Trinity ~ High School Visit; Chuks ~ Hallett Elementary Visit;

The focus on October's walk & talks was Promise 2: Focus on Personalized Instruction That Is Engaging, Challenging, and Relevant.

Gabby went to Michael Anderson Elementary, there, everyone like learning new things, especially the new reading curriculum. When asked how they feel about getting help if needed, they said they get help either from the teacher or another student. The love the game Sparkle, a multiplication game and think there should be more brain breaks from frustrating subjects. The students feel the things their learning now will help them in the future. When asked what they'd like to see as improvements, it was more hands-on learning styles, interactive learning and no more tests.

Gabby also reported on Chuks visit to Hallett Elementary. The students there like learning about new things they will use in the future. The like writing essays, makes it seem like

they're doing more "grown-up" things. They'd like more hands-on learning and less computer time. When asked if they feel they can get help, they said their teachers have them try first or ask a fellow student first. They like doing fun activities in class and think that Blooket or Kahoot could be used more in class.

Trinity went to the High School where the students say the teachers understand their learning styles. While they feel the courses are easy, the challenge is the amount of curriculum being used. They feel they're given adequate opportunities to practice and apply what they know and the teachers give them plenty of time or help either before school, after school or at lunch if needed. Chromebooks have been a good source of assistance and several said more hands-on activities would be good.

Trinity spoke to Ashley's visit to the Middle School. 6th and 8th graders feel their teachers give them assistance while 7th grade said their teachers ask them to try to figure it out first. All grades felt their work is challenging and engaging. 6th grade felt they had adequate time to complete assignments while 7th and 8th grade felt they could benefit from more time but feel it is probably due to the schedule change. All students felt they had access to resources needed to learn and while they think there might be some improvements to be done, they weren't able to pin-point anything at the moment.

V. Reports and Discussions

A. Learning Improvement Day Report ~ Rob Haugen

School Districts are required to have 3 Learning Improvement Days (LID) annually. One of them must be either Social Emotional Learning (SEL) or Cultural Competency, Diversity, Equity, and Inclusion (CCDEI). This year, we focused on SEL and tied it to the second Medical Lake School District promise #2, "Focus on personalized instruction that is engaging, challenging, and relevant." Each building had their own "choose your own adventure" module in the Google Classroom. Most were asynchronous and self-paced. There were opportunities for staff to do reflections on their modules and provide feedback, some of which, were shared on the presentation. There were graphs depicting the number of attendees in the various class options and one show where the teams were located during their class time. It was a very successful LID for sure.

VI. Superintendent's Report

A. School Principal Appreciation Month

Dr. Headrick honored the principals by reading the proclamation.

VII. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,
Laura Parsons

Coversheet

Approve the Consent Agenda

Section: II. Consent Agenda
Item: B. Approve the Consent Agenda
Purpose: Vote
Submitted by:
Related Material: Financials.pdf
Enrollment.pdf
11.26.2024 Consent Agenda (1).pdf

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	1,805,624	541,085.48	581,634.56		1,223,989.44	32.21
2000 LOCAL SUPPORT NONTAX	314,581	63,618.76	113,624.92		200,956.08	36.12
3000 STATE, GENERAL PURPOSE	19,257,084	1,556,813.00	3,151,667.84		16,105,416.16	16.37
4000 STATE, SPECIAL PURPOSE	5,230,066	479,311.55	878,095.68		4,351,970.32	16.79
5000 FEDERAL, GENERAL PURPOSE	2,740,283	.00	.00		2,740,283.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	2,087,362	9,206.20	10,952.07		2,076,409.93	0.52
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	65,000	.00	.00		65,000.00	0.00
9000 OTHER FINANCING SOURCES	0	691.71	1,369.19		1,369.19-	0.00
Total REVENUES/OTHER FIN. SOURCES	31,500,000	2,650,726.70	4,737,344.26		26,762,655.74	15.04
B. EXPENDITURES						
00 Regular Instruction	17,308,788	1,296,318.68	2,651,004.72	464,861.16	14,192,922.12	18.00
10 Federal Stimulus	0	155.36	155.36	0.00	155.36-	0.00
20 Special Ed Instruction	4,096,558	390,582.68	752,045.01	450,253.19	2,894,259.80	29.35
30 Voc. Ed Instruction	1,182,004	95,267.61	196,113.81	4,004.11	981,886.08	16.93
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,196,862	83,880.26	163,208.53	0.00	1,033,653.47	13.64
70 Other Instructional Pgms	353,588	44,509.02	47,450.97	30,234.64	275,902.39	21.97
80 Community Services	333,161	31,706.32	63,749.51	0.00	269,411.49	19.13
90 Support Services	7,829,039	641,044.07	1,177,830.36	1,593,702.86	5,057,505.78	35.40
Total EXPENDITURES	32,300,000	2,583,464.00	5,051,558.27	2,543,055.96	24,705,385.77	23.51
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	800,000-	67,262.70	314,214.01-		485,785.99	60.72-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	4,000,000		4,268,002.53			
G. <u>GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	3,200,000		3,953,788.52			

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	51,196.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 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	3,100,000	3,902,592.52
G/L 891 Unassigned Min Fnd Bal Policy	0	.00
<u>TOTAL</u>	3,200,000	3,953,788.52

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

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

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	449,173	103,298.48	111,036.12		338,136.88	24.72
2000 Local Support Nontax	3,000	1,359.63	2,818.57		181.43	93.95
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	452,173	104,658.11	113,854.69		338,318.31	25.18
B. EXPENDITURES						
10 Sites	447,173	.00	.00	0.00	447,173.00	0.00
20 Buildings	200,000	157,779.92	157,779.92	194,620.48	152,400.40-	176.20
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	647,173	157,779.92	157,779.92	194,620.48	294,772.60	54.45
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	691.71	1,369.19			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	195,000-	53,813.52-	45,294.42-		149,705.58	76.77-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	200,000		241,917.55			
G. <u>GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	5,000		196,623.13			

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	647,173-	157,779.92-
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	652,173	316,378.24
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	5,000	196,623.13

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

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

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	1,528,730	497,774.45	535,058.69		993,671.31	35.00
2000 Local Support Nontax	12,270	3,291.76	6,463.75		5,806.25	52.68
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>1,541,000</u>	<u>501,066.21</u>	<u>541,522.44</u>		<u>999,477.56</u>	<u>35.14</u>
B. EXPENDITURES						
Matured Bond Expenditures	1,255,000	.00	.00	0.00	1,255,000.00	0.00
Interest On Bonds	261,000	.00	.00	0.00	261,000.00	0.00
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
<u>Total EXPENDITURES</u>	<u>1,541,000</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>1,541,000.00</u>	<u>0.00</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	0	501,066.21	541,522.44		541,522.44	0.00
F. <u>TOTAL BEGINNING FUND BALANCE</u>	1,051,000		1,174,295.93			
G. <u>GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	1,051,000		1,715,818.37			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	1,051,000		1,715,818.37			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>1,051,000</u>		<u>1,715,818.37</u>			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	191,250	35,149.88	55,106.01		136,143.99	28.81
2000 Athletics	152,710	15,600.14	52,259.09		100,450.91	34.22
3000 Classes	11,500	680.00	680.00		10,820.00	5.91
4000 Clubs	77,000	8,121.90	17,547.90		59,452.10	22.79
6000 Private Moneys	10,350	.00	190.00		10,160.00	1.84
<u>Total REVENUES</u>	<u>442,810</u>	<u>59,551.92</u>	<u>125,783.00</u>		<u>317,027.00</u>	<u>28.41</u>
B. EXPENDITURES						
1000 General Student Body	230,700	1,437.35	7,211.34	10,810.88	212,677.78	7.81
2000 Athletics	146,930	9,126.98	24,798.90	12,240.17	109,890.93	25.21
3000 Classes	9,630	153.28	153.28	0.00	9,476.72	1.59
4000 Clubs	69,950	1,301.42	1,301.42	1,495.13	67,153.45	4.00
6000 Private Moneys	10,611	880.94	880.94	0.00	9,730.06	8.30
<u>Total EXPENDITURES</u>	<u>467,821</u>	<u>12,899.97</u>	<u>34,345.88</u>	<u>24,546.18</u>	<u>408,928.94</u>	<u>12.59</u>
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	25,011-	46,651.95	91,437.12		116,448.12	465.59-
D. TOTAL BEGINNING FUND BALANCE						
	225,000		255,079.04			
E. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)						
	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)						
	199,989		346,516.16			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	199,989		346,516.16			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>199,989</u>		<u>346,516.16</u>			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

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

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	2,000	1,191.24	2,376.84		376.84	118.84
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	242,000	.00	.00		242,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	<u>244,000</u>	<u>1,191.24</u>	<u>2,376.84</u>		<u>241,623.16</u>	<u>0.97</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>244,000</u>	<u>1,191.24</u>	<u>2,376.84</u>		<u>241,623.16</u>	<u>0.97</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	437,000	.00	.00	0.00	437,000.00	0.00
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>437,000</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>437,000.00</u>	<u>0.00</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>193,000-</u>	<u>1,191.24</u>	<u>2,376.84</u>		<u>195,376.84</u>	<u>101.23-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>195,000</u>		<u>438,417.09</u>			
<u>I. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>2,000</u>		<u>440,793.93</u>			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	2,000	440,793.93
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	2,000	440,793.93

2024-2025 Medical Lake School District Enrollment

Number of months to use in average

	SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		AVERAGE	
	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's
K	82	82.00	82	82.00	82	82.00															82	82.00
One	77	77.00	78	78.00	78	78.00															78	77.67
Two	85	85.00	84	84.00	83	83.00															84	84.00
Three	84	84.00	85	85.00	84	84.00															84	84.33
Four	70	70.00	69	69.00	69	69.00															69	69.33
Five	82	82.00	82	82.00	83	83.00															82	82.33
HALLETT	480	480.00	480	480.00	479	479.00															480	479.67
K	82	82.00	82	82.00	82	82.00															82	82.00
One	61	61.00	61	61.00	62	62.00															61	61.33
Two	58	58.00	60	60.00	60	60.00															59	59.33
Three	66	66.00	65	65.00	64	64.00															65	65.00
Four	52	52.00	50	50.00	53	53.00															52	51.67
Five	50	50.00	50	50.00	49	49.00															50	49.67
ANDERSON	369	369.00	368	368.00	370	370.00															369	369.00
Five																						
Six	131	131.00	132	132.00	134	134.00															132	132.33
Seven	127	127.00	128	128.00	130	130.00															128	128.33
Eight	118	118.00	120	120.00	120	120.00															119	119.33
MLMS	376	376.00	380	380.00	384	384.00															380	380.00
Seven																						
Eight																						
Nine	122	121.36	122	121.36	122	120.72															122	121.15
Ten	118	118.00	113	113.00	116	116.00															116	115.67
Eleven	131	106.23	130	106.21	131	107.38															131	106.61
Twelve	137	106.51	136	105.06	135	103.91															136	105.16
MLHS	508	452.10	501	445.63	504	448.01															504	448.58
TOTAL	1,733	1,677.10	1,729	1,673.63	1,737	1681.01															1,733	
Hallett	1	1.00	1	1.00	1	1.00															1	1.00
Anderson	2	2.00	4	4.00	4	4.00															3	3.33
MLMS	10	8.99	14	12.66	18	16.66															14	12.77
Connect+	13	11.99	19	17.66	23	21.66															18	17.10
Nine			2	1.69	4	3.21															3	2.45
Ten					2	2.00																
Eleven	3	1.91	5	3.27	5	3.27															4	2.82
Twelve	15	11.12	16	11.48	19	13.84															17	12.15
Connect+	18	13.03	23	16.44	30	22.32															24	17.26
RS			48		48																	
RS Only			34		35																	
RS Non-Voc				40.87		41.06																
RS Voc.				-																		
TK	20	20.00	22	22.00	22	22.00															21	21.33
K-21 SpEd	207		217		221																215	
3-5 SpEd	26		30		34																30	
SpEd TK	1		2		2																2	
Total SpEd	234		249		257																247	
E-672	1	1.00	1	1	1	1.00															1	1.00
Fed Pre	72		75		77																75	
SpEd Pre	27		32		36																32	
Total Pre	99		107		113																106	
ESL	17		24		27																23	
MS Voc.Ed.																						
HS Voc.Ed.		121.64		117.66		114.74																118.01
Open Doors	1		1		2																1	
O.D. Voc																						
O.D. Non V		1.00		1.00		2.00																1.33

11.26.2024 ~ Consent Agenda

Resignations - *Chris Spring ~ Principal, High School (retirement effective 6/30/2025); Ernie Silveria ~ Bus Driver, Transportation (retirement effective 1/6/2025); Kim Nowalk ~ Head Secretary, Michael Anderson (retirement effective end of the 24/25 school year); Breann Hudson ~ Inclusion Para, Michael Anderson Elementary (effective 12/31/2024); Matthew Riddle ~ Assistant Football Coach, High School (effective 11/25/2024);*

Leaves - *None at this time*

Staff Contracts:

Administrative Staff - *Dr. Kimberly Headrick ~ Superintendent Contract Amendment for VEBA;*

Certificated Staff - *None at this time*

Certificated Substitutes - *None at this time*

Long-term Substitutes - *None at this time*

Classified Staff - *Jason Gohl ~ Regular Custodian/Maintenance, High School (effective 11/4/2024); Kelly Luiten ~ Health Aide, District (effective 11/12/2024);*

Classified Substitutes - *None at this time*

Extra Curricular Activities -

Other - *None at this time*

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

Staff Travel: *Tawni Barlow, Mardee King, Rob Haugen to the 2024 DoDEA Grant Program Community of Practice Meeting 11/12/2024 - 11/16/2024, in Norfolk, Virginia.*

Board Member Compensation: *Ron Cooper (6/25/2024 - 10/29/2024); Laura Parsons (10/22/2024 - 11/22/2024);*

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 October 31, 2024, warrants 136139 - 136143 in the amount of \$6,678.55 - \$1,460.62 = \$5,037.93;

General Fund (Payroll/Accounts Payable) for October 31, 2024, warrants 136144 - 136159 in the amount of \$695,539.60;

General Fund (Payroll) for October 31, 2024, warrants 136160 - 136160 was voided;

General Fund (Payroll) for October 31, 2024, warrants 136161 - 136161 in the amount of \$1,445.41;

General Fund (Accounts Payable) for October 31, 2024, warrants 136162 - 136210 in the amount of \$153,533.55;

Capital Fund (Accounts Payable) for October 31, 2024, warrants 136211 - 136211 in the amount of \$157,779.92;

ASB Fund (Accounts Payable) for October 31, 2024, warrants 136212 - 136217 in the amount of \$1,374.82;

General Fund (Payroll/Stipends) for November 1, 2024, warrants 136218 - 136218 in the amount of \$1,606.82;

General Fund (Accounts Payable) for November 4, 2024, warrants 136219 - 136227 in the amount of \$3,770.59;

ASB Fund (Accounts Payable) for November 4, 2024, warrants 136228 - 136230 in the amount of \$5,959.13;

General Fund (Accounts Payable) for November 15, 2024, warrants 136231 - 136288 in the amount of \$373,409.43;

Capital Fund (Accounts Payable) for November 15, 2024, warrants 136289 - 136290 in the amount of \$105,354.16;

ASB Fund (Accounts Payable) for November 15, 2024, warrants 136291 - 136301 in the amount of \$29,663.20;

Coversheet

Board Policy ~ 6220 ~ Bid or Proposal Requirements; First Reading

Section: IV. Individual Actions Items
Item: A. Board Policy ~ 6220 ~ Bid or Proposal Requirements; First Reading
Purpose: Vote
Submitted by:
Related Material: ESSENTIAL 6220.pdf

Medical Lake School District Board Policy**6220****1****BID OR PROPOSAL REQUIREMENTS**

The board recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing and public works regulations; and
- the need for clear documentation.

I. Procurement and Public Works Using Non-Federal Funds**A. Furniture, Supplies, or Equipment**

Whenever the board estimates that the purchase of furniture, supplies, or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow its informal competitive bidding procedure; and
- over \$75,000, the board will follow its formal competitive bidding process by:
 1. preparing clear and definite plans and specifications for such purchases;
 2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
 3. ensuring that the district takes steps to assure that when possible, the district will use small and minority business, women's business enterprises and labor surplus firms.
 4. providing the clear and definite plans and specifications to those interested in submitting a bid;
 5. requiring that bids be in writing;
 6. opening and reading bids in public on the date and in the place named in the notice; and
 7. filing all bids for public inspection after opening.

B. Use of Non-Federal Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed ~~\$75,000~~ 100,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow its formal competitive bidding procedure outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.151 through RCW 39.04.1545 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are under ~~within the \$75,000 to~~ \$100,000 ~~range~~. For projects in this range, the district may consider using any of these options: using its small works roster process, under RCW 39.04.151 through RCW 39.04.1545; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

Medical Lake School District Board Policy

6220

2

C. Construction-related services

The board, when contracting for construction-related professional and personal services, shall include in bid documents language that encourages participation by minority or women-owned business enterprises. The services covered by this section include, but are not limited to, construction management services, value engineering services, and building commissioning services.

D. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

“Emergency” means unforeseen circumstances beyond the district’s control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

The board may also waive bid requirements for making improvements to district property if it contracts with an eligible local organization, such as a chamber of commerce, service organization, or other community, youth, or athletic association. Such organizations may utilize non-paid volunteers for completing the projects. The total value of such contracts may not exceed the lesser of \$75,000 or \$2 per resident of the district in a calendar year.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

E. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

F. Interlocal Cooperation Act

~~The board reserves the right to enter into interlocal cooperative agreements for purchases and public works with other governmental agencies or groups of governmental agencies, pursuant to~~ In coordination of the Interlocal Cooperation Act, Chapter 39.34 RCW the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements. ~~board will ensure that the other governmental entities have followed their own procedures for procurement prior to making any purchases under this section. The board must have entered into these agreements prior to making any purchase arrangements utilizing the contracted terms. Use of cooperative agreements for public works contracts does not relieve the board of other obligations under public works contract requirements, such as retainage, prevailing wage, etc.~~

Medical Lake School District Board Policy**6220****3**

Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
 - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
 - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

G. Women and Minority Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids.

II. Procurement Using Federal Funds**A. Goods**

When the district uses federal funds for procurement of textbooks, the allowable self certification is \$50,000. When the district uses federal funds for procurement of goods including (furniture, supplies, and equipment):

- Purchases of \$10,000.00 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchase must be distributed equitably among suppliers.
- Purchases between \$10,000.00 and \$75,000.00 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000.00 or more must be publicly solicited using sealed bids its formal bidding procedure.

Medical Lake School District Board Policy**6220****4****Self-Certification**

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2C.F.R. § 200.520, as determined by the auditor or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using the district's formal bidding procedure.
- If the district uses Self-Certification, the Superintendent or designee will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

B. Services

When the district uses federal funds for procurement of **services**:

- Purchases of \$10,000.00 or less do not require quotes. However, must consider price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$10,000.00 and \$250,000.00 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$250,000.00 or more must be publicly solicited using the district's formal bidding procedure.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the

Medical Lake School District Board Policy**6220****5**

\$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following five circumstances applies: The district must maintain documentation supporting the applicable circumstance for noncompetitive proposals.

- Acquiring property or services that do not exceed \$10,000 (or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000);
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g. OSPI) authorizes noncompetitive procurement in response to a written request from the districts; or
- After solicitation of a number of sources, competition is determined inadequate;

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

C. Cost/Price Analysis

The district will perform a cost or price analysis in connections with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

D. Suspension and Debarment

Before entering into federally funded vendor contracts for good and services that equal or exceed \$25,000.00 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs;

E. Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise with the employee, officer or agent, any member of his or her immediate

family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal or removal.

F. Interlocal Cooperation

~~The board reserves the right to enter into interlocal cooperative agreements for purchases with other governmental agencies or groups of governmental agencies pursuant to 2 CFR 200.318(e) and~~ In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements. ~~Prior to making any purchases through agreements entered into in this manner, the district will confirm the other governmental agency has followed its purchasing procedures and shall maintain that documentation for the duration of the contract. The board must have entered into these agreements prior to making any purchase arrangements utilizing the contracted terms. Use of cooperative agreements for public works contracts does not relieve the board of other obligations under public works contract requirements, such as retainage, prevailing wage, etc.~~

Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
 - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
 - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
 - c. The contracting agency must ensure that it met any procurement requirements laid out in 2 CFR §200.317 – 200.327.
2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and that the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.
6. The district must verify that the awarding entity is neither suspended nor debarred from participating in federal assistance programs.
7. The district must also verify that the contract contains all contract provisions described in 2 CFR §200.327 and Appendix II to Part 200.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

G. Women and Minority-Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids. The district will also include language requiring any prime contractor that employs subcontractors to show proof that it provides equal opportunity for bidding to women or minority-owned businesses.

H. Federal Agency or Pass-Through Entity Review

The district will maintain records of all purchases made using Federal funds and shall provide any and all documentation to the Federal awarding agency or the state pass-through entity for compliance with all rules and regulations.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Legal References:

- RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies
- RCW 28A.400.330 Crimes against children —contractor employees — Termination of contract
- RCW 39.04.155 Small works roster contract procedures — Limited public works process Definition
- RCW 39.04.280 Competitive bidding requirements — Exemptions
- RCW 39.26.160 Bid Awards – Considerations – Requirements and criteria to be set forth – Negotiations – Use of enterprise vendor registrations and bid notification system
- RCW 39.30.060 Bids on public works — Identification, substitution of contractors Review, report of subcontractor listing requirements
- Chapter 39.34 RCW Interlocal Cooperation Act
- 2CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2CFR 200.1 Simplified Acquisition Threshold
- 2CFR 200.318 General Procurement Standards
- 2CFR 200.320 Methods of Procurement to be Followed
- 2 CFR 200.324 Contract Cost and Price

Medical Lake School District Board Policy

6220

8

2CFR 200.520	Criteria for a low-risk auditee
2CFR Part 3485	Nonprocurement Debarment and Suspension
2 CFR 200.321	Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.
2 CFR 200.325	Federal awarding agency or pass-through entity review.

Management Resources:

2023 July Issue
2021 December Issue
2020 December Issue
2019 January Policy Alert
2018 August Issue
2017- July Issue
2016 March Issue
2015 June Issue
2013 June Issue Bid limit increase offers districts more flexibility and greater savings
Policy News, April 2012 Bid requirements policy revised to address audit concerns
Policy News, February 2011 Bid requirements
Policy News, October 2005 Competitive bid process changes
Policy News, June 2001 Legislation further simplifies bid compliance

Adoption Date: 12.12.06; 02.23.10; 12.17.13; 10.27.15; 04.26.16; 02.18; 10.18; 03.19; 4.21; 02.24;

Medical Lake School District

Revised Date: 10.00; 06.01; 10.05; 12.09; 02.11; 04.12; 06.13; 06.15; 03.16; 09.17; 08.18; 01.19; 12.20; 12.21; 07.23; 08.24;

Coversheet

Approve Board Resolution 24-25.01 ~ Reimbursement

Section: IV. Individual Actions Items
Item: B. Approve Board Resolution 24-25.01 ~ Reimbursement
Purpose: Vote
Submitted by:
Related Material: Board Resolution 24-25.01 ~ Reimbursement.pdf

MEDICAL LAKE SCHOOL DISTRICT No. 326
MEDICAL LAKE, WASHINGTON
BOARD RESOLUTION 24-25.01

A RESOLUTION of the Board of Directors of Medical Lake School District No. 326, Spokane County, Washington, declaring its official intent to reimburse capital expenditures from proceeds of a future borrowing; and providing for related matters.

BE IT RESOLVED by the Board of Directors (the “Board”) of Medical Lake School District No. 326, Spokane County, Washington (the “District”), as follows:

Section 1. Findings and Determinations. The Board takes note of the following facts and makes the following findings and determinations:

(a) The District issues tax-exempt and tax-advantaged bonds and other obligations (“bonds”) from time to time for the purpose of financing its governmental activities. United States Treasury Regulations Section 1.150-2 relating to the use of proceeds of bonds to reimburse expenditures made before the issue date of the bonds requires that, not later than 60 days after payment of the original expenditure, the District declare a reasonable official intent to reimburse those original expenditures from proceeds of bonds.

(b) The District intends to make capital expenditures for the Project identified in Section 2 from money that is available but that is not (and is not reasonably expected to be) reserved, allocated on a long-term basis or otherwise set aside for those expenditures, and the District reasonably expects to be reimbursed for those expenditures from proceeds of bonds issued or incurred to finance those expenditures.

Section 2. Declaration of Intent and Description of Project. The District intends to make (and/or, not more than 60 days before the date of this resolution, has made) expenditures from the District’s General Fund and/or Capital Projects Fund, and reasonably expects to reimburse itself for those expenditures from proceeds of bonds, to acquire and install modular (portable) classrooms and related equipment, facilities and infrastructure for the early learning center, all as determined necessary and advisable by the Board (the “Project”).

Section 3. Maximum Principal Amount of Bonds Expected to be Issued for the Project. The District expects that the maximum principal amount of bonds that will be issued to finance the Project is approximately \$2,500,000.

Section 4. Declaration Reasonable. The Board has reviewed the existing and reasonably foreseeable budgetary and financial circumstances of the District and has determined that the District reasonably expects to reimburse itself for expenditures for the Project from proceeds of bonds because the District has no funds available that already are, or are reasonably expected to be, reserved, allocated on a long-term basis or otherwise set aside by the District for those expenditures on the Project.

Section 5. Limitations on Uses of Reimbursement Amounts. The District will not, within one year after the expected reimbursement, use amounts corresponding to proceeds received from bonds issued in the future to reimburse the District for previously paid expenditures for the Project in any manner that results in

those amounts being treated as replacement proceeds of any tax-exempt bonds, i.e., as a result of being deposited in a reserve fund, pledged fund, sinking fund or similar fund (other than a bona fide debt service fund) that is expected to be used to pay principal of or interest on tax-exempt bonds. The District will not use those amounts in any manner that employs an abusive arbitrage device to avoid arbitrage restrictions.

Section 6. Date of Declaration. The declaration of official intent made herein is dated as of the effective date of this resolution.

Section 7. Ratification and Confirmation. All actions of the District and its officers taken prior to the effective date and consistent with the terms of this resolution are ratified and confirmed.

Section 8. Effective Date. This resolution takes effect from and after its adoption.

ADOPTED by the Board of Directors of Medical Lake School District No. 326, Spokane County, Washington at a regular open public meeting held on November 26, 2024, the following Directors being present and voting in favor of the resolution.

MEDICAL LAKE SCHOOL DISTRICT NO. 326
SPOKANE COUNTY, WASHINGTON

President and Directors

Vice President and Director

Director

Director

Director

ATTEST:

Dr. Kimberly Headrick
Secretary to the Board

Coversheet

Approve the F196 Financial Report

Section: IV. Individual Actions Items
Item: C. Approve the F196 Financial Report
Purpose: Vote
Submitted by:
Related Material: F196.pdf

Medical Lake School District
 F-196 Summary
 2023-2024

	General Fund	Capital Projects Fund	ASB Fund	Debt Service Fund	Transportation Vehicle Fund
Total Revenue	30,970,937	311,106	318,599	1,497,644	258,969
Total Expenditures	31,224,838	342,052	308,152	1,494,400	314,897
Beginning Fund Balance	4,521,903	273,514	244,631	1,171,051	494,345
Ending Fund Balance	4,268,002	241,917	255,079	1,174,295	438,417

General Fund:

	Actual	Budget	Difference
Attending Enrollment	1,668	1,760	(92)
Running Start	37	30	7
Total Enrollment	1,705	1,790	(85)

The 2023-2024 school year was a great year for Medical Lake School District. Enrollment was down from budget however additional Impact Aid revenue offset the enrollment shortage. The district was able to use all the remaining ESSER funds by the August 31, 2024 deadline.

Capital Projects:

For our Capital Projects Fund 2023-2024 was another exciting year. Capital projects levy collection was \$311,106. We had a beginning fund balance of \$273,514 and ended with \$241,917. The High-School HVAC controls were originally scheduled to be completed in the summer of 2024, the project was delayed but is now almost finished.

ASB Fund:

Overall our ASB fund remains strong, and our fund balance increased by \$10,448 during the past year. The total ending fund balance is \$255,079 which is good, especially during a post pandemic years. The ASB revenues increased by \$17,596 and expenditures increased by \$14,533.

Debt Service Fund:

The bonds for our Middle School remodel have a principal balance of \$7,155,000 outstanding. The district paid down the principal balance by \$1,190,000.

Transportation Vehicle Fund:

In 2023-2024 we purchased two buses, and we hope to purchase two more in 2024-2025. The district usually purchases 2 buses per year.

**MEDICAL LAKE SCHOOL DISTRICT
GENERAL FUND - 2023-2024
EXPENDITURE / REVENUE COMPARISON
(by program)**

EXPENDITURES			REVENUES			SUBSIDY
Program	Description	Total	Revenue Account #	Description	Total	(Revenue-Expenditures)
01/04	Basic Ed.	15,376,878	1100	Property Taxes	1,549,729	
02	Alt. Learning	544,224	1500	Timber Excise Tax	1,191	
03	Open Doors	22,666	2100	Fees	-	
09	TTK	156,285	2200	Community Services	50	
13	ESSER III	371,924	2300	Investment Earnings	136,760	
31	Vocational ED-HS	1,097,285	2500	Gifts & Donations	134,184	
89	Pre Sch/Sum Food	363,216	2600	Fines	480	
79	Other Inform	20,102	2700	Rental	2,210	
97	Support Services	5,423,761	2800	Insurance Recoveries	121,271	
	Total	23,376,342	2900	Local Nontax		
			2910	E-rate	20,102	
			3100	Apportionment	16,385,614	
			4300	Other State	49,098	
			3300	Levy Equalization	1,431,663	
			4109	State TTK	58,102	
			5300	Impact Aid	3,318,965	
			5400	Federal Forests	-	
			6109	TTK Federal	126,526	
			6113	ESSER III	422,995	
			6200	Fed. Spec. Purposes	72,357	
			7301	Non High	-	
			8200	Foundations	11,500	
			9900	Operating Transfer	651	
					23,843,448	467,106
21	Special Ed	3,044,015	3121	SpEd - Basic Ed	315,482	
			4121	State Allocation	2,628,100	
			6321	Medicaid - Direct Bill	8,565	
					2,952,147	(91,868)
24	Spec Ed IDEA	446,270	6124	Spec. Ed.-Federal	442,077	(4,193)
26	Instutional ED	211,336	4126	Instutional Ed	219,451	8,115
29	Sp. Ed -Impact Aid	129,459	5329	Sp. Ed -Impact Aid	108,900	(20,559)
38	Voc. Ed.-Federal	15,176	6138	Voc. Ed.-Federal	14,193	(983)
51	Title 1	415,357	6151	Title 1-Federal	377,490	(37,867)
52	Targeted Other	90,656	6152	School Improvement	88,708	(1,948)
55	LAP	449,586	4155	Remediation	453,079	3,493
58	Pilot Programs	89,663	4158	Pilot Programs	40,775	(9,797)
			4358		39,091	
69	UHC Grant	89,915				
65	Transit. Bilingual	22,661	4165	Transit. Bilingual	24,396	1,735
74	Highly Capable	44,602	4174	Gifted & Talented-State	51,116	6,513

EXPENDITURE / REVENUE COMPARISON
(by program)

EXPENDITURES			REVENUES			SUBSIDY
<u>Program</u>	<u>Description</u>	<u>Total</u>	<u>Revenue Account #</u>	<u>Description</u>	<u>Total</u>	<u>(Revenue-Expenditures)</u>
98	Food Service	1,399,533	2298	Students Lunches	177,857	
			4198-01	Breakfast	52,301	
			4198-03	Reduced Breakfast		
			4198-04	Reduced Lunch		
			6198	Federal	614,240	
			6998	Federal Commodities	133,408	
					<u>977,805</u>	(421,727)
990	Pupil Transportation	1,400,268	4199	Bus Revenue-State	1,338,261	(62,007)
	Total Expenditures	31,224,838		Total Revenues	30,970,937	(253,901)
	Beginning of Year	Fund Balance				\$4,521,903
	End of Year	Fund Balance				\$4,268,002
	Fund Balance - percent of Expenditures					13.67%

The Annual Financial Statements (Report F-196) for Medical Lake School District of Spokane County for the fiscal year ended August 31, 2024, were prepared on the modified accrual basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.

The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2023-August 31, 2024

Approved: DocuSigned by:
Chad Moss
20007F2540B460...
School District Superintendent or Authorized Official

11/12/2024
Date

Reviewed: DocuSigned by:
Leslie Oliver
00E45E02229F497...
ESD Superintendent or Authorized Official

11/12/2024
Date

REPORT F-196 SUMMARY	General Fund	ASE Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing Sources	30,970,937.41	318,599.33	1,497,644.10	311,106.00	258,969.04	0.00	33,357,255.88
Total Expenditures	31,224,838.02	308,152.11	1,494,400.00	342,052.41	314,897.52	0.00	33,684,340.06
Other Financing Uses	0.00	0.00	0.00	650.98	0.00	0.00	650.98
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	-253,900.61	10,447.22	3,244.10	-31,597.39	-55,928.48	0.00	-327,735.16
Beginning Total Fund Balance	4,521,903.14	244,631.82	1,171,051.83	273,514.94	494,345.57	0.00	6,705,447.30
Accounting Changes and Error Corrections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Total Fund Balance	4,268,002.53	255,079.04	1,174,295.93	241,917.55	438,417.09	0.00	6,377,712.14

Not Locked

REPORT F196

Medical Lake School District No. 326

RUN DATE: 11/21/2024

E.S.D. 101

Balance Sheet - Governmental Funds

RUN TIME: 12:37:07 PM

COUNTY: 32 Spokane

August 31, 2024

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Assets							
Cash and Cash Equivalents	5,625,442.72	262,061.83	1,174,295.93	492,568.53	438,417.09	0.00	7,992,786.10
Minus Warrants Outstanding	-1,525,910.01	-6,982.79	0.00	0.00	0.00	0.00	-1,532,892.80
Taxes Receivable	742,465.64		684,471.77	141,905.29	0.00		1,568,842.70
Due From Other Funds	650.98	0.00	0.00	0.00	0.00	0.00	650.98
Due From Other Governmental Units	140,294.78	0.00	0.00	0.00	0.00	0.00	140,294.78
Accounts Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interfund Loans Receivable	250,000.00			0.00			250,000.00
Accrued Interest Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inventory	51,196.00	0.00		0.00			51,196.00
Prepaid Items	0.00	0.00			0.00	0.00	0.00
Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investments/Cash With Trustee	0.00		0.00	0.00	0.00	0.00	0.00
Investments-Deferred Compensation	0.00			0.00			0.00
Self-Insurance Security Deposit	0.00						0.00
TOTAL ASSETS	5,284,140.11	255,079.04	1,858,767.70	634,473.82	438,417.09	0.00	8,470,877.76
DEFERRED OUTFLOWS OF RESOURCES:							
Deferred Outflows of Resources - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEFERRED OUTFLOWS OF RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	5,284,140.11	255,079.04	1,858,767.70	634,473.82	438,417.09	0.00	8,470,877.76
LIABILITIES							
Accounts Payable	251,145.63	0.00	0.00	0.00	0.00	0.00	251,145.63
Contracts Payable Current	0.00	0.00		0.00	0.00	0.00	0.00
Accrued Interest Payable			0.00				0.00

REPORT F196

Medical Lake School District No. 326

RUN DATE: 11/21/2024

E.S.D. 101

Balance Sheet - Governmental Funds

RUN TIME: 12:37:07 PM

COUNTY: 32 Spokane

August 31, 2024

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Accrued Salaries	0.00	0.00		0.00			0.00
Anticipation Notes Payable	0.00		0.00	0.00	0.00		0.00
LIABILITIES:							
Payroll Deductions and Taxes Payable	0.00	0.00		0.00			0.00
Due To Other Governmental Units	895.42	0.00		0.00	0.00	0.00	895.42
Deferred Compensation Payable	0.00			0.00			0.00
Estimated Employee Benefits Payable	0.00						0.00
Due To Other Funds	0.00	0.00	0.00	650.98	0.00	0.00	650.98
Interfund Loans Payable	0.00		0.00	250,000.00	0.00		250,000.00
Deposits	21,630.89	0.00		0.00			21,630.89
Unearned Revenue	0.00	0.00	0.00	0.00	0.00		0.00
Matured Bonds Payable			0.00				0.00
Matured Bond Interest Payable			0.00				0.00
Arbitrage Rebate Payable	0.00		0.00	0.00	0.00		0.00
TOTAL LIABILITIES	273,671.94	0.00	0.00	250,650.98	0.00	0.00	524,322.92
DEFERRED INFLOWS OF RESOURCES							
Unavailable Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unavailable Revenue - Taxes Receivable	742,465.64		684,471.77	141,905.29	0.00		1,568,842.70
TOTAL DEFERRED INFLOWS OF RESOURCES	742,465.64	0.00	684,471.77	141,905.29	0.00	0.00	1,568,842.70
FUND BALANCE:							
Nonspendable Fund Balance	51,196.00	0.00	0.00	0.00	0.00	0.00	51,196.00
Restricted Fund Balance	73,069.89	255,079.04	1,174,295.93	0.00	438,417.09	0.00	1,940,861.95
Committed Fund Balance	0.00	0.00	0.00	38,024.81	0.00	0.00	38,024.81
Assigned Fund Balance	0.00	0.00	0.00	203,892.74	0.00	0.00	203,892.74

REPORT F196

Medical Lake School District No. 326

RUN DATE: 11/21/2024

E.S.D. 101

Balance Sheet - Governmental Funds

RUN TIME: 12:37:07 PM

COUNTY: 32 Spokane

August 31, 2024

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Unassigned Fund Balance	4,143,736.64	0.00	0.00	0.00	0.00	0.00	4,143,736.64
TOTAL FUND BALANCE	4,268,002.53	255,079.04	1,174,295.93	241,917.55	438,417.09	0.00	6,377,712.14
TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND FUND BALANCE	5,284,140.11	255,079.04	1,858,767.70	634,473.82	438,417.09	0.00	8,470,877.76

REPORT F196

Medical Lake School District No. 326

RUN DATE: 11/21/2024

E.S.D. 101

Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds

RUN TIME: 12:37:07 PM

COUNTY: 32 Spokane

For the Year Ended August 31, 2024

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
REVENUES:							
Local	2,143,832.90	318,599.33	1,497,644.10	311,106.00	12,129.46		4,283,311.79
State	23,086,530.33		0.00	0.00	242,339.58		23,328,869.91
Federal	5,728,423.20		0.00	0.00	0.00		5,728,423.20
Other	11,500.00			0.00	0.00	0.00	11,500.00
TOTAL REVENUES	30,970,286.43	318,599.33	1,497,644.10	311,106.00	254,469.04	0.00	33,352,104.90
EXPENDITURES:							
CURRENT:							
Regular Instruction	16,100,052.22						16,100,052.22
Special Education	3,831,079.65						3,831,079.65
Vocational Education	1,112,462.19						1,112,462.19
Skill Center	0.00						0.00
Compensatory Programs	1,157,837.61						1,157,837.61
Other Instructional Programs	64,703.88						64,703.88
Federal Stimulus COVID-19	371,923.82						371,923.82
Community Services	363,216.49						363,216.49
Support Services	8,032,525.72						8,032,525.72
Student Activities/Other		308,152.11				0.00	308,152.11
CAPITAL OUTLAY:							
Sites				0.00			0.00
Building				342,052.41			342,052.41
Equipment				0.00			0.00
Instructional Technology				0.00			0.00
Energy				0.00	0.00		0.00
Transportation Equipment					314,897.52		314,897.52
Sales and Lease				0.00			0.00
Other	191,036.44						191,036.44
DEBT SERVICE:							
Principal	0.00		1,190,000.00	0.00	0.00		1,190,000.00

REPORT F196

Medical Lake School District No. 326

RUN DATE: 11/21/2024

E.S.D. 101

Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds

RUN TIME: 12:37:07 PM

COUNTY: 32 Spokane

For the Year Ended August 31, 2024

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Interest and Other Charges	0.00		304,400.00	0.00	0.00		304,400.00
Bond/Levy Issuance				0.00	0.00		0.00
TOTAL EXPENDITURES	31,224,838.02	308,152.11	1,494,400.00	342,052.41	314,897.52	0.00	33,684,340.06
REVENUES OVER (UNDER) EXPENDITURES	-254,551.59	10,447.22	3,244.10	-30,946.41	-60,428.48	0.00	-332,235.16
OTHER FINANCING SOURCES (USES):							
Bond Sales & Refunding Bond Sales	0.00		0.00	0.00	0.00		0.00
Long-Term Financing	0.00			0.00	0.00		0.00
Transfers In	650.98		0.00	0.00	0.00		650.98
Transfers Out (GL 536)	0.00		0.00	-650.98	0.00	0.00	-650.98
Other Financing Uses (GL 535)	0.00		0.00	0.00	0.00		0.00
Other	0.00		0.00	0.00	4,500.00		4,500.00
TOTAL OTHER FINANCING SOURCES (USES)	650.98		0.00	-650.98	4,500.00	0.00	4,500.00
EXCESS OF REVENUES/OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	-253,900.61	10,447.22	3,244.10	-31,597.39	-55,928.48	0.00	-327,735.16
BEGINNING TOTAL FUND BALANCE	4,521,903.14	244,631.82	1,171,051.83	273,514.94	494,345.57	0.00	6,705,447.30
Accounting Changes and Error Corrections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDING TOTAL FUND BALANCE	4,268,002.53	255,079.04	1,174,295.93	241,917.55	438,417.09	0.00	6,377,712.14

Coversheet

Approve the Propane Fuel Bid

Section: IV. Individual Actions Items
Item: D. Approve the Propane Fuel Bid
Purpose: Vote
Submitted by:
Related Material: Bid.pdf

**Medical Lake School District No. 326
P.O. Box 128
116 W Third Street
Medical Lake, WA 99022**

Propane BID

Bid Opening: 2:01 p.m., November 19th 2024

GENERAL TERMS AND CONDITIONS

INVITATION. Sealed bids will be received until **2:00 p.m., November 19th, 2024**, in the office of the Assistant Superintendent of Finance and Operations at Medical Lake School District No. 326, P.O. Box 128, 116 W Third Street, Medical Lake, Washington 99022, for the supply of propane from the period December 15th 2024, through August 31, 2025. Bids will be opened and read in public on the same date and location beginning at 2:01 p.m.

BID COMPLETION. Bids must be completed as set forth in the enclosed Bid Document and signed by an authorized agent of the bidding company. Return the original completed Bid Document in a sealed envelope, marked with "SEALED BID-Propane BID", to the Assistant Superintendent of Finance and Operations at the above address. A copy of the Bid Document should be retained by the Bidder. Bids will be opened at the time and date designated above.

BID CHANGES OR WITHDRAWAL. All changes and erasures must be made before bid opening time and initialed. Bidder may not withdraw his/her bid after the bid opening or prior to the award of Contract.

BID QUOTATIONS. All prices must be quoted for Propane, as specified, delivered FOB to the appropriate storage tanks on an "KEEP FILLED" basis. Exclude all taxes.

ACCEPTANCE/REJECTION. The Bid award for supplying propane will be on the basis determined to be in the best interest of the Medical Lake School District. Medical Lake School District reserves the right to accept or reject bids, to waive informalities, and to contract as deemed in the best interest of the District. Successful Bidder shall enter into Contract and provide a Certificate of Insurance as required within ten (10) days of written notification of Bid Award.

Propane BID
Section I

Bid Opening: 2:01 p.m., November 19th 2024

Page 2 of 3

SAVE HARMLESS. Bidder agrees to protect and hold harmless Medical Lake School District No. 326 against all claims, suits, or proceeding for patent, trademark, copyright or franchise infringements and against any damage cost or liability for any injuries to persons or property arising from acts or omissions of the Bidder or his/her agents, any of which result from the purchase of goods or services from his/her Bid.

QUANTITIES. Quantities shown are an estimation based on a twelve (12) month period.

CERTIFICATE OF INSURANCE. A Certificate of Insurance, provided by the Contractor, naming the Medical Lake School District as an additional named insured, will be required of the successful Bidder. Minimum coverage of this certificate is to be \$2,000,000.

DELIVERY. Deliveries are to be made to the location as shown in Section II and may be required to be made on an "KEEP FILLED" basis (see Section III, paragraph 4C). All deliveries must be signed for by Medical Lake School District personnel. Hours for deliveries are to be between 7:30 a.m. and 3:30 p.m. (except weekends and holidays) unless the supplier and the District have agreed upon other arrangements. A delivery slip shall be left with each delivery.

TERMINATION. The District requires the Contractor to prohibit any of its employees who have ever been convicted or plead guilty of any of the child-related felonies from working where s/he would have contact with public school children. Any failure to comply with this section (Washington State RCW 28A.400.330) shall be grounds for the District to immediately terminate the Contract.

NONDISCRIMINATION. The Contractor assures the Medical Lake School District that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities and all contracts for goods and services will be considered and will not be discriminated against on the basis of race, creed, religion, color, national origin, age, economic status, gender, sexual orientation including gender expression or identity, pregnancy, familial status, marital status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX/Chapter 28A.640 RCW of the Education Amendments of 1972, as amended.

Propane BID

Section I

Bid Opening: 2:01 p.m., November 19th 2024

Page 3 of 3

It is further understood that any Contractor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from the District, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

MINORITY-OWNED AND WOMEN-OWNED BUSINESS ENTERPRISES. Medical Lake School District No. 326 encourages the participation of minority-owned and women-owned Business Enterprises in this Invitation to Bid.

COOPERATIVE PURCHASING AGREEMENTS. State or other member associations' contracts, where applicable and in compliance with RCW 39.34, will be considered as a bid.

ACCOMMODATIONS FOR THE DISABLED. Individuals with disabilities who may need a modification to participate in a public bid opening meeting should contact the office of the Director of Finance NO LATER THAN three (3) days before the scheduled bid opening so that arrangements for the modification can be made.

RENEWAL. Successful Bidder(s) and the District covenant that this Contract may be renewed under the same terms and conditions of this Contract for a period of one year at the option of the District up to four additional times after the initial Contract, for a total period not to exceed five years.

QUESTIONS. Questions regarding bids or requests for bid documents should be directed to Tonya Jaynes Transportation Supervisor, at (509) 565-3111.

**Propane BID
Section II**

Bid Opening: 2:01 p.m., November 19th 2024

Page 1 of 1

ESTIMATED USAGES AND LOCATION

<u>Location</u>	<u>Type</u>	<u>Storage Capacity (Gal.)</u>	<u>Estimated Annual Usage (Gal.)</u>
Medical Lake School District Transportation Dept. P.O. Box 128 900 E Lake Street Medical Lake, WA 99022	Propane	1,000	27,000

Deliveries for the summer months of June, July and August will be minimal, as school is not in session.

Propane BID
Bid Opening: 2:01 p.m., November 19th 2024
1 of 3

Section III
Page

SPECIAL INSTRUCTIONS

1. No bid bond will be required on this bid.
2. PRICE ESCALATION/DE-ESCALATION:

The prices in any contract award shall escalate/de-escalate in exact proportion to an established price base. That base price is as published in "Oil Price Information Service (OPIS), 1405 Fenwick Lane, Silver Springs, MD 20910, Petroleum Administrative District (PAD) 4/5, Spokane WA AVERAGE." All bids will be based on the above AVERAGE price as published in the OPIS.

Price differentials for each product shall be established by determining the difference between the OPIS PAD 4/5 Spokane AVERAGE and the prices bid. That price differential shall remain constant throughout the contract period.

3. TAXES

Bid prices shall exclude all taxes including Federal excise tax, Washington State sales tax, Superfund assessment (tax), State Fuel tax, and Hazardous Material assessment (tax).

For your information:

- A. Federal Excise Tax. Medical Lake School District is exempt from the payment of this tax pursuant to Internal Revenue Code. It shall be the Contractor's responsibility to provide Federal Tax Exemption Certificates to the District for authentication and return to the Contractor. The filing of Federal Tax Exemption Certificates shall be the sole responsibility of the Contractor subsequent to District authentication. Under no circumstances will Federal excise taxes be shown on invoices.
- B. Washington State Sales Tax. This sales tax is not applicable to this type of purchase.
- C. Other Taxes. All other taxes assessed by Federal or State authorities, as a part of doing business, are the sole responsibility of the Contractor.

**Propane BID
Section III**

Bid Opening: 2:01 p.m., November 19th 2024

Page 2 of 3

4. DELIVERY

- A. Bid prices are to be FOB Medical Lake School District Transportation Dept., 900 E Lake Street, Medical Lake, Washington.
- B. All deliveries are to be during normal working hours unless otherwise agreed upon by Medical Lake School District.
- C. The District may choose that the Contractor deliver on a "KEEP FILLED" basis on a regular schedule, or the District may choose that deliveries only be made as requested, in which case the Contractor must make the delivery within twenty-four (24) working hours of the District's request.

PENALTY FOR LATE DELIVERY: If the Contractor fails to deliver the propane products within twenty-four (24) working hours of the District's request, the District then has the right to purchase from another supplier that one time and charge any added costs to the Contractor who failed to deliver. This penalty shall not apply if the non-delivery is caused by events beyond the Contractor's control.

5. SPECIFICATIONS OF PRODUCT

Propane that is compatible for vehicle use.

Propane Tank and Pump Company provides a currently certified tank and agrees to keep certifications updated and compliant. The Selected contractor will provide a current and certified pump. All maintenance will be provided by the contractor representative of. In the event of malfunction of pump or tank that results in repairs taking longer than 48 hours, the company provides an alternative fuel source provider.

Propane BID

Section III

Bid Opening: 2:01 p.m., November 19th 2024

Page 3 of 3

6. PRODUCT SAMPLING AND PENALTY CLAUSE

Medical Lake School District reserves the right, whenever they choose, to take test samples of any products that have been delivered. If the test results show that the products delivered do not meet the minimum specifications, a \$1,000 penalty fee may be assessed to the supplier by the District.

7. BID AWARD

The total cost on annual usage estimate for propane will be determined for each bidder and then awarded to the Contractor offering the lowest cost. Only one Contractor will be awarded.

8. CANCELLATION OF CONTRACT

Notwithstanding the Contract period, Medical Lake School District, without notice, may terminate the Contract for failure to comply with the conditions stated herein.

IMPORTANT NOTE: By signing and returning your BID DOCUMENT, it is understood that you understand the above conditions and that you agree to comply with all of the General Terms and Conditions and Special Instructions.

**Propane BID
Section IV**

Bid Opening: 2:01 p.m., November 19th 2024

Page 1 of 2

BID PROPOSAL

Item
Number

Item

1 Propane

OPIS Average

+/- Price differential
(State within bracket
whether + or -)

+ .795 (A)

Please specify minimum order
quantity for T & T delivery

0

TOTAL PRICE DIFFERENTIAL/GALLON \$ + .795 (A - B)

One final item would be the Valley Wide Cooperative Patronage Program. As a member of the Coop, our customers can earn patronage each year based off dollars spent, patronage checks are dispersed annually and vary in the amount depending on the amount spent with the coop; typically providing a 2-4% return.

Valley Wide Cooperative is proud to be a Northwest company with a local office to assist your team. Please don't hesitate to reach out with any questions.

Regards, The Valley Wide Cooperative Energy Team

**Propane BID
Section IV**

Bid Opening: 2:01 p.m., November 19th 2024

Page 2 of 2

BID PROPOSAL

The price differential amount will remain constant throughout the duration of the Contract.

Commercial Brand of Propane:

VALLEY WIDE COOPERATIVE

BIDDER:

Respectfully submitted,

Retain a copy
Return Original

VALLEY WIDE COOPERATIVE
FIRM NAME

Return NO LATER THAN
2:00 p.m., November 19th 2024

235 N. LAKE ST
ADDRESS

TO:
Medical Lake School District
P.O. Box 128
116 W Third Street
Medical Lake, WA 99022

REARDAN WA 99029
CITY STATE ZIP

[Signature]
SIGNATURE

TRAVIS BENSON OPERATIONS MANAGER
PRINT OR TYPE NAME TITLE

PHONE 509-647-5586

FAX _____

Mark envelope " Sealed Propane BID"

Coversheet

Chuks ~ High School Visit; Ashley ~ Michael Anderson Visit Gabby
~ Hallett Visit; Trinity ~ Middle School Visit

Section: V. Student Representatives Report
Item: A. Chuks ~ High School Visit; Ashley ~ Michael Anderson Visit Gabby ~
Hallett Visit; Trinity ~ Middle School Visit
Purpose: Discuss
Submitted by:
Related Material: Student Representative Board Report November 2024 (1).pdf

MLSD Student Representative Board Report November 2024

Promise 3: Promote Hope and a Vision for the Future from Early Learning Through Post-Secondary

Hallett Elementary

- All students shared they had dreams and goals for the future. When asked what did they want to be when they grew up they said Air Force, police officer, a mom or restaurateur and two famous soccer players
- The students believe they can achieve their dreams by doing well in school and for the soccer players putting in effort practicing.
- They feel that their teachers are encouraging them and pushing them and helping them to understand harder things.
- They are excited to go to school mostly to see their friends but also one said she liked to learn something new everyday and another was excited about going to high school to play sports.
- Some ideas about ways we can help them reach their goals for the future they shared the idea of an after school program related to the military, have a career day, and helping them know about general future like what is in high school and/or college.

Medical Lake Middle School

- Every student said they had dreams and goals for the future and they included MLB player, actress, lawyer, and scientist.
- They felt they could achieve their dreams if they worked hard enough.
- All of the students felt that the teachers help them to believe in themselves and achieve their goals
- Most of the students said they were excited to go to school with one not loving the school work.
- The student who wanted to be an MLB player felt that the school could help him reach his goal by having opportunities to play baseball year round.

Medical Lake High School

- Each of the students but one shared that they had goals for after high school to include going to college for political science and lawyer, start a YouTube channel or become a civil engineer like one of his teachers, and one want to go into the military as a veterinarian or a domestic vet and go to WSU for vet school.
- They all said that the school was preparing them for the future. In terms of skills or experiences that we could help them develop they shared to be more disciplined in their work, provide more personal finance information through CCR to better prepare them for life experiences like paying taxes, and explain more about how classes are important for future life.

MLSD Student Representative Board Report November 2024

- One of the students shared that the counselors have been very helpful with scholarship opportunities and connections with admissions counselors. Another students felt that our school is much more helpful than other schools with helping kids to achieve their career goals after high school. None of them thought we could offer more specific programs
- With respect to the promotion of a positive and hopeful outlook toward the future they felt the school was doing a good job. One student shared that it would be great if students could recognize other peoples beliefs without having to call them out or criticize them for them.
- In terms of what the school can do to help them develop a strong work ethic and succeed in college and beyond, the students shared that the teachers are helpful in guiding them about colleges and careers. One student stated he needed to start maturing and not goof around and another talked about cracking down on absences and classroom disruptions.

Michael Anderson Elementary

- Do you have dreams or goals for the future?
 - All students replied yes excitedly across all grades. Most dreams and goals from all the kids revolved around their future career ideas and their ideas to get there.
- Do you think you can achieve your dreams?
 - Most students said yes explaining to me that if they work hard and support their family and teacher they could do it. There were a few students that said maybe explaining that they don't feel like they have enough support to go after their dreams.
- Do your teachers help you believe in yourself?
 - All students said yes, explaining that if they need help or a harder challenge their teachers provide it to them.
- Do you feel excited about going to school?
 - All students said yes, telling me their teachers make school exciting for them.
- What can we do to help you reach your goals and feel hopeful about the future?
 - Provide more clubs for them to do after school revolving around careers so they can get more information about it.

Coversheet

Assessments Update ~ Rob Haugen

Section: VI. Reports and Discussions
Item: B. Assessments Update ~ Rob Haugen
Purpose: Discuss
Submitted by:
Related Material: MLSD Assessment Update 1 (Nov 2024).pdf



Medical Lake School District
Assessment Update
November 2024

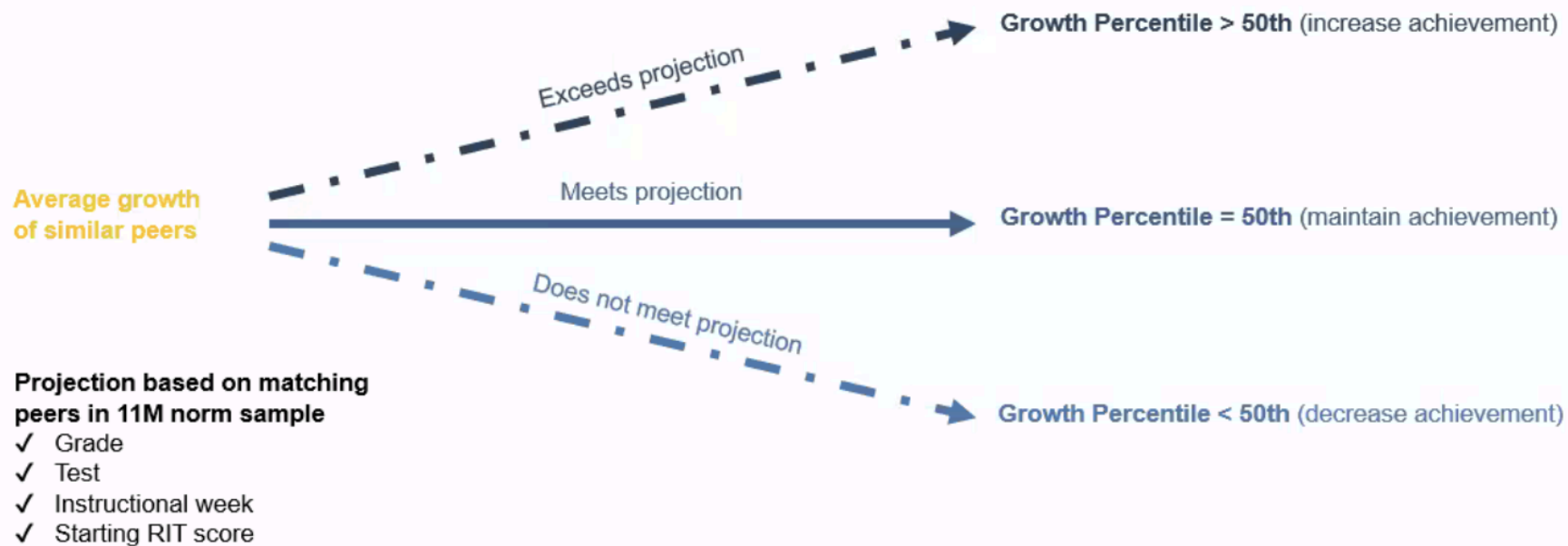
aimswebPlus

	K	1	2	3	4	5
HES ELA	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 56 (70) 12 (15) 12 (15)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 47 (60) 8 (10) 23 (30)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 50 (58) 5 (6) 31 (36)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 21 (25) 20 (23) 44 (52)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 14 (20) 15 (21) 41 (59)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 16 (19) 13 (16) 54 (65)</p>
HES Math	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 42 (53) 17 (21) 21 (26)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 42 (54) 19 (24) 17 (22)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 44 (51) 11 (13) 31 (36)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 39 (46) 17 (20) 29 (34)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 16 (23) 14 (20) 40 (57)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 13 (16) 9 (11) 60 (73)</p>
MAE ELA	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 33 (40) 28 (34) 21 (26)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 45 (72) 4 (6) 14 (22)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 25 (46) 10 (18) 20 (36)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 14 (21) 18 (28) 33 (51)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 5 (10) 9 (18) 37 (72)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 7 (14) 8 (16) 35 (70)</p>
MAE Math	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 33 (40) 19 (23) 30 (37)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 33 (52) 17 (27) 13 (21)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 25 (46) 10 (18) 20 (36)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 14 (21) 18 (28) 33 (51)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 5 (10) 9 (18) 37 (72)</p>	<p>FALL</p> <p>Tier 3 Tier 2 Tier 1 N (%) 7 (14) 8 (16) 35 (70)</p>

Reports with greater detail are available in [this folder](#).

MAP Growth Measuring Growth & Achievement

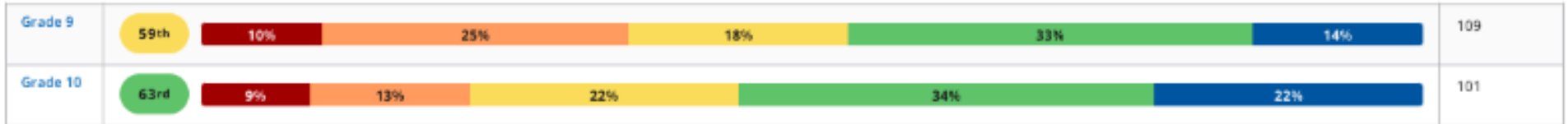
How Are Achievement and Growth Related?



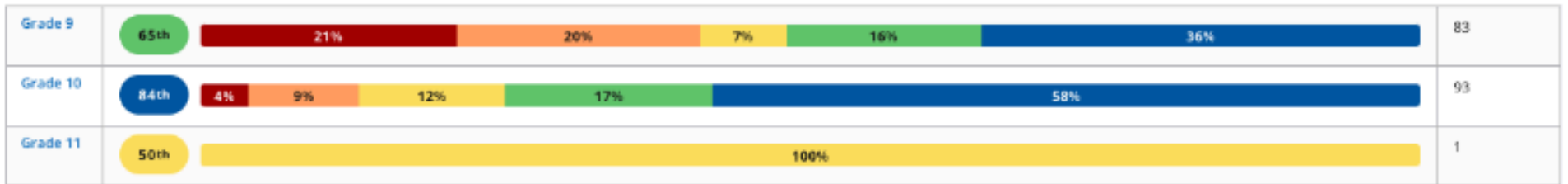
map GROWTH

MAP Growth Medical Lake High School Achievement by Content Area & Grade

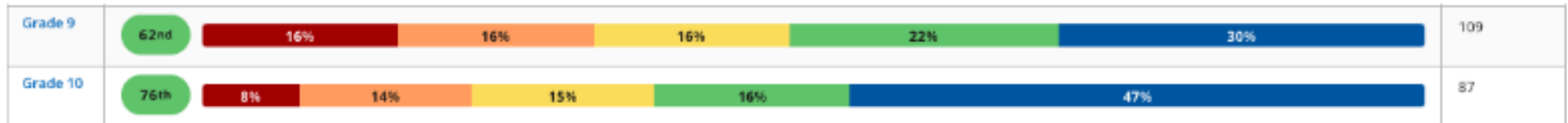
Achievement Results: Reading



Achievement Results: Algebra 1



Achievement Results: Science

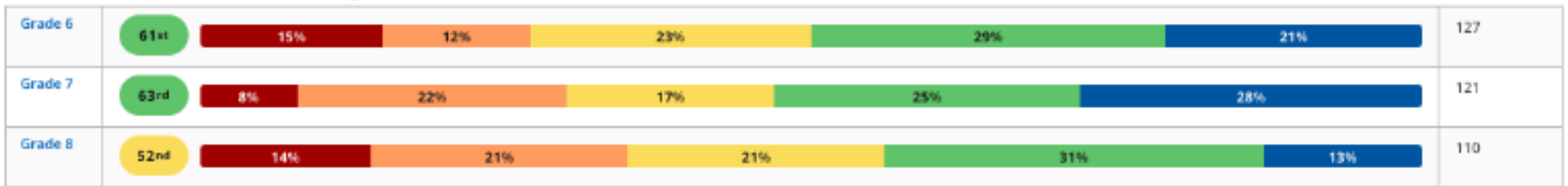


Percentiles Key ● 1st - 20th ● 21st - 40th ● 41st - 60th ● 61st - 80th ● >80th

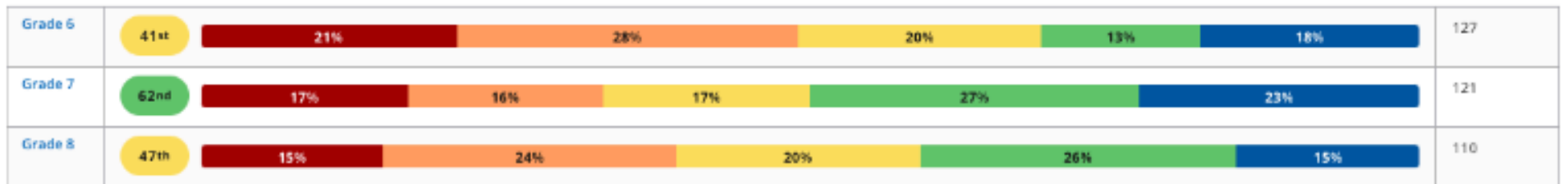
Reports with greater detail are available in [this folder](#).

MAP Growth Medical Lake Middle School Achievement by Content Area & Grade

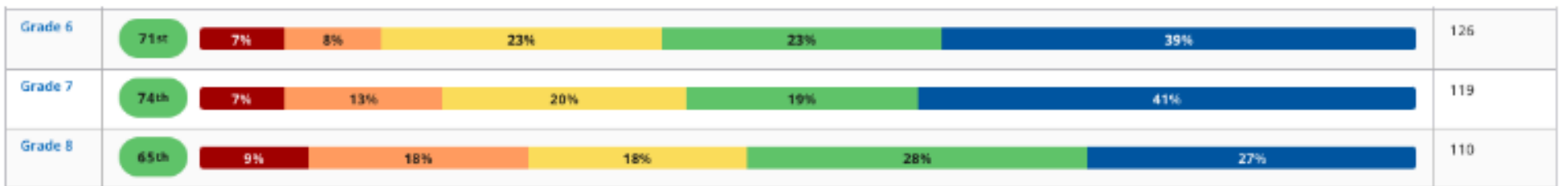
Achievement Results: Reading



Achievement Results: Math



Achievement Results: Science



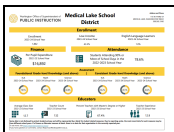
Percentiles Key ● 1st - 20th ● 21st - 40th ● 41st - 60th ● 61st - 80th ● >80th

Reports with greater detail are available in [this folder](#).



Overall Achievement Levels
2023-24 SBA Results

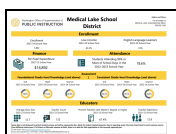
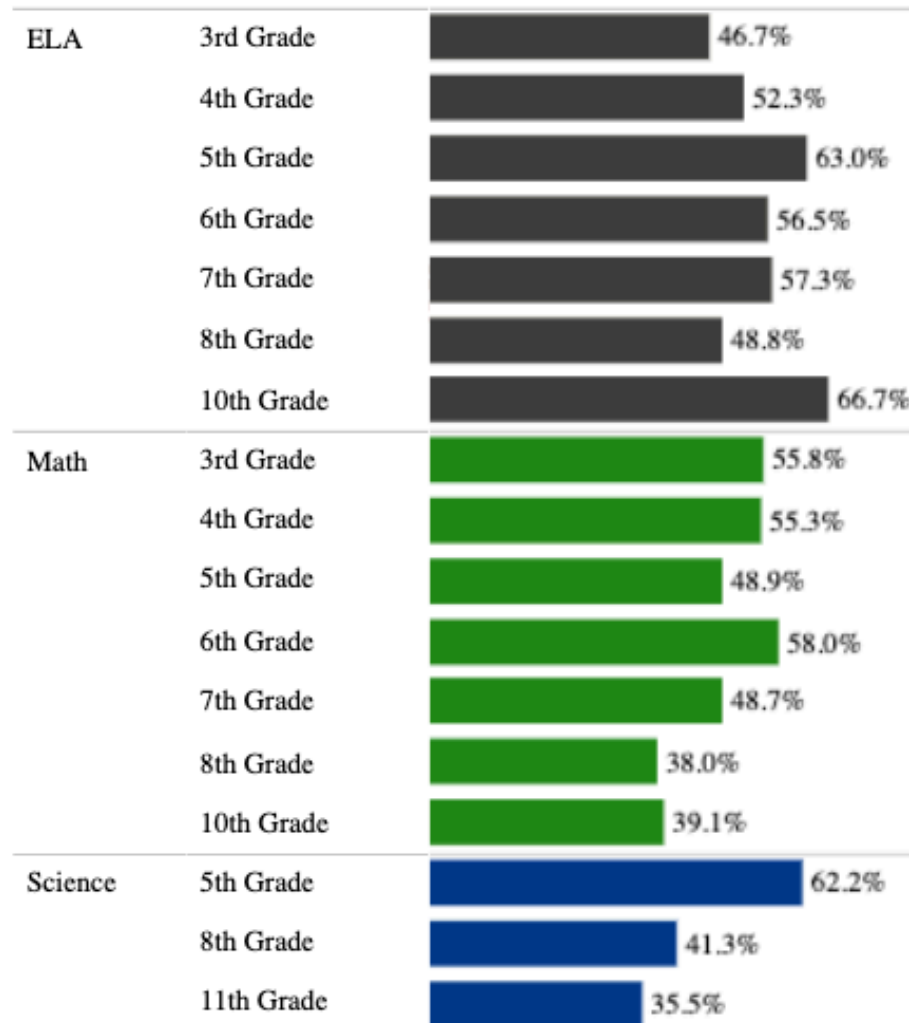
	ELA	Math	Science
WA State	50.3%	39.7%	43.5%
MLSD	56.2%	49.1%	46.5%
Hallett	53.5%	53.1%	54.3%
Anderson	55.3%	53.4%	74.1%
MLMS	54.2%	48.5%	41.3%
MLHS	66.7%	39.1%	35.5%



More specific state assessment results and information is available on our [OSPI School Report Card](#).



Achievement Levels by Grade 2023-24 SBA Results

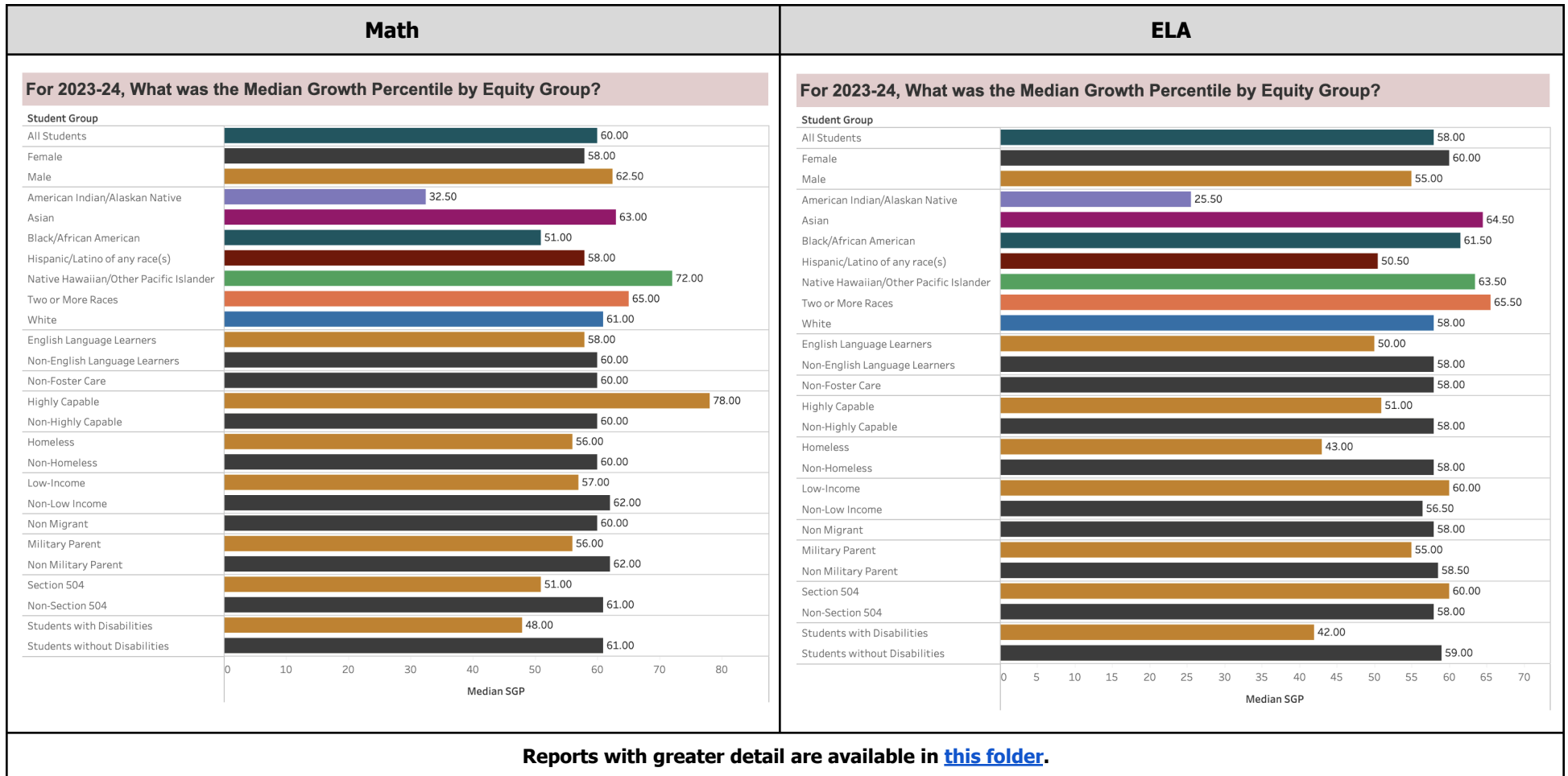


More specific state assessment results and information is available on our [OSPI School Report Card](#).



Improving Outcomes for All Learners
The Impact of Inclusive Practices in MLSD

Median Growth Percentiles Based on SY2023-24 SBA Results





Achievement Levels Over Time

	Year	ELA	Math	Science
WA State	2023-24	50.3%	39.7%	43.5%
	2022-23	50.7%	39.1%	42.9%
	2021-22	50.7%	37.7%	42.7%
	2020-21	47.7%	30.4%	45.8%
MLSD	2023-24	56.2%	49.1%	46.5%
	2022-23	54.5%	51.6%	60.8%
	2021-22	57.2%	48.7%	56.7%
	2020-21	52.3%	33.9%	59.1%
Hallett	2023-24	53.5%	53.1%	54.3%
	2022-23	49.4%	55.6%	59.8%
	2021-22	51.4%	51.2%	59.3%
	2020-21	50.0%	42.5%	
Anderson	2023-24	55.3%	53.4%	74.1%
	2022-23	58.2%	63.3%	63.5%
	2021-22	57.5%	62.5%	65.9%
	2020-21	45.4%	46.9%	
MLMS	2023-24	54.2%	48.5%	41.3%
	2022-23	53.2%	47.9%	54.2%
	2021-22	55.5%	44.2%	50.7%
	2020-21	51.1%	32.3%	57.9%
MLHS	2023-24	66.7%	39.1%	35.5%
	2022-23	63.0%	40.4%	65.7%
	2021-22	77.4%	40.9%	60.2%
	2020-21	59.7%	27.2%	61.2%



Making Connections, Informing Next Steps

Next Steps

Working Towards Our Vision for the Future

- **Promise 1: Safe and Supportive Learning Environment through a Culture of Belonging**
 - Next Step - Increase the number of students who report they enjoy coming to school.
 - Next Step- Begin a Staff Connections group to ensure hearing from all voices.
 - Next Step- Collaborate with home school families to engage them in the district.
- **Promise 2: Personalized Instruction that is Engaging, Challenging, and Relevant**
 - Next Step - Increase the number of students who indicate being challenged by relevant learning opportunities.
 - Next Step- Increase the number of students meeting grade-level standards in ELA, Math, and Science.
- **Promise 3: Hope and a Vision for the Future from Early Learning through Post-Secondary**
 - Next Step - Increase the number of students who transition successfully to post-secondary opportunities that will provide family-sustaining wages.
 - Next Step- Expand the Early Learning opportunities provided through the addition of ECEAP and Transitional Kindergarten.

Connecting the Superintendent's [State-of-the-District](#) "Next Steps"

- **Promise 2:** *"...personalized instruction that is engaging, challenging, and relevant."*
 - Focus of Professional Learning (October and March)
 - Emphasis of DoDEA grant on effective collaborative practices for systemic improvement
- **Promise 3:** *"...hope and a vision for the future from early learning through post-secondary."*
 - Working with Abl schools to identify actionable steps, informed by current assessment data, for improved post-secondary outcomes (eg: Science, Academic Acceleration Policy)

The Medical Lake Promise



We promise to

Foster a **safe and supportive learning environment** through a **culture of belonging**

Focus on **personalized instruction** that is **engaging, challenging, and relevant**

Promote hope and a **vision for the future** from Early Learning through Post Secondary for **Every Student, Every Day**

Every Student, Every Day

Coversheet

Milliken Leadership

Section: VIII. Superintendent's Report
Item: A. Milliken Leadership
Purpose: Discuss
Submitted by:
Related Material: Superintendent Report.pdf

Milliken Leadership Conference

Campus of Milliken Corporation, Spartanburg, South Carolina

Three Key Topics:

- **Power of Transformational Leadership**
 - Creating a positive culture- “when you have a problem with a customer you don’t run from it, you run to it.”
 - Customer success- helping the customer be better than they were before
 - Trust- without trust none of this works- when you have trust you earn respect- when you have total trust you get three times the productivity
 - David Kelly- GM- Univ. of Colo. football- Righter personnel, establish authority appropriately, confront undesirable behavior
- **Brand Identity and Transformational Leadership**
 - Building brand is always #1
 - The brands that create the most value are building on human ideals not product ideals
 - The most powerful brands promise the high-value, meaningful experiences their customers seek
- **Continuous Improvement**
 - “We cannot solve our problems with the same thinking we used when we created them” Einstein
 - Leaders and best companies in the world spend time
 - 60% continuous improvement, 20% firefighting, 20% daily operations
 - MPS- a methodology that embraces leadership principles and problem solving tools to create sustainable organizational improvement.

Early Learning Center- ECEAP

- Accomplished to date/timeline
 - Toured Central Valley Early Learning Center
 - Met with KCDA- Engineering specs
 - Early Learning Needs Assessment
 - Meeting with local providers in ML/FAFB- Dec 5th
 - ECEAP Application available early Dec.- know by February
 - Once ECEAP application approved order the modular building- hopeful deliver by August
 - Begin advertisement and registration process-Feb/March 1
 - Staffing- Lead Teacher, Assistant Teacher 2:20, Family Coordinator 1:40, Educational Coach 1:Program
 - Open MAE September- Hallett Sept/Oct



MLHS Principal Hiring Process

- Positive feedback from the MLMS process
- Ensures opportunity for staff, families, and students to be included
- Transparent
- Several options for engagement
 - Survey
 - In person meetings
 - Screening applicants
 - Interview panel
 - Staff meet & greet
 - Student activity
 - Family/Community Night

Medical Lake High School- Staff Principal Hiring Process

Step	Action	Who	Date
1	Communicate with MLHS Staff (email/in-person) <ul style="list-style-type: none"> ● Outline the Process ● Receive staff feedback (What are the essential leadership characteristics of MLMS's next principal?) <ul style="list-style-type: none"> ○ Google Survey ○ Opportunity to meet with Kim/Rob in person (12/09-11/24) 	Kim	Friday 12/06/24
2	Communicate with MLHS Families (email/in-person/Zoom) <ul style="list-style-type: none"> ● Outline the Process ● Receive family feedback (What are the essential leadership characteristics of MLHS's next principal?) <ul style="list-style-type: none"> ○ Google Survey ○ Opportunity to meet with Admin/Board at Meet and Greets or Parent Connections <ul style="list-style-type: none"> ■ December 10- Thomas Hammer ■ December 16- Parent Connections ■ December 17- Roam 	Kim	Monday 12/09/24
3	Gather Staff and Family Feedback <ul style="list-style-type: none"> ● Google survey sent to staff and families (12/06-13) ● Drop-in in-person sharing for staff @ MLHS (12/09-11) 	Kim/Rob	Friday 12/06/24 - Friday 12/13/24
4	Share a Summary of Feedback Received (email) <ul style="list-style-type: none"> ● Send an email to the staff and families with a summary of themes that were shared through Google Surveys and In-person sharing 	Kim	Wednesday 12/18/24
5	Post Position Internally/Externally <ul style="list-style-type: none"> ● Closing date for applicants will be January 17, 2025 	Christy	Thursday 12/19/24- Friday 01/17/25
6	Screen, Schedule, and Interview Applicants <ul style="list-style-type: none"> ● Screen applicants for up to 4 candidates for interviews ● Invite volunteers to serve on the interview team(s) ● Interview Prep (questions, paperwork, location, schedule candidates, reference checks, etc) ● Conduct Interviews 02/04-06 	Kim/Rob	Tuesday 01/21/25- Thursday 02/06/25
7	Offer Position and Communication to Staff <ul style="list-style-type: none"> ● Offer Position to Selected Candidate (by 02/11) ● Communicate with MLHS Staff and families about final selection by email and possible staff meeting ● Start date for the new principal would be July 1, 2025 	Kim	Tuesday 02/11/25

Coversheet

High School Principal Hiring Process

Section: VIII. Superintendent's Report
Item: C. High School Principal Hiring Process
Purpose: Discuss
Submitted by:
Related Material: MLHS Principal Timeline- Staff.pdf

Medical Lake High School- Staff

Principal Hiring Process

Step	Action	Who	Date
1	<p>Communicate with MLHS Staff (email/in-person)</p> <ul style="list-style-type: none"> ● Outline the Process ● Receive staff feedback (What are the essential leadership characteristics of MLMS's next principal?) <ul style="list-style-type: none"> ○ Google Survey ○ Opportunity to meet with Kim/Rob in person (12/09-11/24) 	Kim	Friday 12/06/24
2	<p>Communicate with MLHS Families (email/in-person/Zoom)</p> <ul style="list-style-type: none"> ● Outline the Process ● Receive family feedback (What are the essential leadership characteristics of MLHS's next principal?) <ul style="list-style-type: none"> ○ Google Survey ○ Opportunity to meet with Admin/Board at Meet and Greet or Parent Connections <ul style="list-style-type: none"> ■ December 10- Thomas Hammer ■ December 16- Parent Connections ■ December 17- Roam 	Kim	Monday 12/09/24
3	<p>Gather Staff and Family Feedback</p> <ul style="list-style-type: none"> ● Google survey sent to staff and families (12/06-13) ● Drop-in in-person sharing for staff @ MLHS (12/09-11) 	Kim/Rob	Friday 12/06/24 - Friday 12/13/24
4	<p>Share a Summary of Feedback Received (email)</p> <ul style="list-style-type: none"> ● Send an email to the staff and families with a summary of themes that were shared through Google Surveys and In-person sharing 	Kim	Wednesday 12/18/24
5	<p>Post Position Internally/Externally</p> <ul style="list-style-type: none"> ● Closing date for applicants will be January 17, 2025 	Christy	Thursday 12/19/24- Friday 01/17/25
6	<p>Screen, Schedule, and Interview Applicants</p> <ul style="list-style-type: none"> ● Screen applicants for up to 4 candidates for interviews ● Invite volunteers to serve on the interview team(s) ● Interview Prep (questions, paperwork, location, schedule candidates, reference checks, etc) ● Conduct Interviews 02/04-06 	Kim/Rob	Tuesday 01/21/25- Thursday 02/06/25
7	<p>Offer Position and Communication to Staff</p> <ul style="list-style-type: none"> ● Offer Position to Selected Candidate (by 02/11) ● Communicate with MLHS Staff and families about final selection by email and possible staff meeting ● Start date for the new principal would be July 1, 2025 	Kim	Tuesday 02/11/25