



Medical Lake School District

Medical Lake School District #326, WA

Regular Board Meeting

Date and Time

Tuesday December 17, 2024 at 5:00 PM PST

Location

Administration Office

Agenda

	Purpose	Presenter	Time
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I. Opening Items			5:00 PM
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A. Record Attendance			1 m
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B. Call the Meeting to Order			
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C. Pledge of Allegiance			1 m
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D. Approve Agenda	Vote		1 m
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E. What's Right	Discuss		5 m
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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			5:08 PM
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	Purpose	Presenter	Time
A. Minutes from Regular Board Meeting 11-26-2024 and Special Meeting 12-3-2024	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 			
C. Approve Minutes from Special Board Meeting 12.3.2024	Approve Minutes		

III. Public Comments on Individual Action Items

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

IV. Individual Actions Items 5:09 PM

A. Board Policy 3205 ~ Sex Discrimination and Sex-Based Harassment of Students Prohibited; First Reading	Vote		1 m
B. Board Policy 3206 ~ Pregnant and Parenting Students; First Reading	Vote		1 m
C. Board Policy 5011 ~ Sex Discrimination and Sex-Based Harassment of District Staff Prohibited; First Reading	Vote		1 m

	Purpose	Presenter	Time
D. Board Policy 5012 ~ Parental, Family, or Marital Status, and Pregnancy or Related Conditions of Staff; First Reading	Vote		1 m
E. Board Policy ~ 6220 ~ Bid or Proposal Requirements; Second Reading	Vote		1 m
F. Approve the Technology Theft Sensitive List	Vote		1 m
G. Reorganization of the School Board	Vote		5 m
V. Student Representatives Report			5:20 PM
A. Gabby ~ Middle School Visit; Trinity ~ Hallett Visit Chuks ~ Michael Anderson Visit; Ashley ~ High School Visit	Discuss		5 m
VI. Reports and Discussions			
VII. Board Reports and Discussion			
VIII. Superintendent's Report			
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			
XI. Closing Items			
A. Adjourn Meeting	FYI		

Coversheet

Minutes from Regular Board Meeting 11-26-2024 and Special Meeting 12-3-2024

Section: II. Consent Agenda
Item: A. Minutes from Regular Board Meeting 11-26-2024 and Special Meeting 12-3-2024
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on November 26, 2024
12.3.2024 Special Meeting Minutes.pdf

APPROVED



Medical Lake
School District

Medical Lake School District #326, WA

Minutes

Regular Board Meeting

Date and Time

Tuesday November 26, 2024 at 6:00 PM

Location

Administration Office

Directors Present

Alexis Alexander, Ron Cooper, Wendy Williams-Gilbert

Directors Absent

Gerri Johnson, Laura Parsons

Guests Present

Sarra Reiber

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

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

C. Pledge of Allegiance

D. Approve Agenda ~ with Noted Change

Alexis Alexander made a motion to approve.
Ron Cooper seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. What's Right

Each Central Office Administrator and Board Member shared something they observed in the District or Community.

II. Consent Agenda

A. Minutes from Regular Board Meeting 10-22-2024

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.
Ron Cooper made a motion to approve the minutes from Regular Board Meeting on 10-22-24.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve the Consent Agenda

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.

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;

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

III. Individual Actions Items

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

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Board Resolution 24-25.01 ~ Reimbursement

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve the F196 Financial Report

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve the Propane Fuel Bid

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
Valley Wide Cooperative bid of OPIS Average + \$0.795.
The board **VOTED** unanimously to approve the motion.

E. Approval for 8th Grade Girls to Play on the High School Basketball Team

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
WIAA rules state that 2B schools with 157 or greater enrollment or 1A schools may allow 8th grade students to play at the high school level when the number of participants is at or below a specific number. In this case that number is 16. We have 23 girls currently registered for basketball in FinalForms. Of those, 4 are managers and 4 have injuries that have not been cleared or have not been able to practice yet.
The board **VOTED** unanimously to approve the motion.

IV. Student Representatives Report

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

Ashley started by saying, she, Chuks and Trinity really enjoyed attending the WSSDA Annual Conference in Spokane with the Board. They liked getting to meet student representatives from other districts and hear their various visions and goals. It gave our representatives a lot of things to think about and possibly implement down the road.

The focus during the school walks this time was based on the Medical Lake Promise #3: Promote Hope and a Vision for the Future from Early Learning Through Post-Secondary. Students were asked these 5 questions: Do you have dreams or goals for the future? Do you think you can achieve your dreams? Do your teachers help you believe in yourself? Do you feel excited about going to school? What can we do to help you reach your goals and feel hopeful about the future?

Ashley went to Michael Anderson Elementary, Gabby was at Hallett Elementary, Trinity went to the Middle School and Chuks went to the High School.

All students at Anderson said they are excited about their future goals and how to get there. Most say they feel they can achieve their dreams if they work hard with the support of family and teachers. All of them said their teachers help them believe in themselves and provide help as needed. They're excited about school and said the teachers are what make it that way. More clubs and afterschool activities around careers are what they feel would help them reach their goals.

Students at Hallett shared their future goals and dreams, most were about being in the Air Force, being police officers, being parents, restaurateurs and famous soccer players. They believe doing well in school will help them accomplish those goals and dreams. Their teachers are encouraging and pushing them to learn. All students are excited to go to school, most said it was to see their friends and some said it was to learn new things. After school programs related to the military, a career day and information about what it's like in High School and college are things they'd like to see as options to make the school better.

Every Middle School student has dreams and goals for the future, some of which include being an MLB player, actresses, lawyers and scientists. The students feel they can achieve their dreams if they work hard enough, and said they are excited to go to school.

High School students have goals for after High School which include going to college, and joining the military. The students felt their school was doing a good job of preparing them for the future but that some personal finance guidance would be helpful through CCR to help them with every day life skills (paying taxes, balancing finances, etc.). They say their counselors have been helpful with scholarship opportunities and feel the school is doing a good job of promoting a positive and hopeful outlook towards the future. Most students felt there wasn't anything extra the school could do to prepare them for post-graduation. While a few felt cracking down on absences and classroom disruptions would be beneficial.

V. Reports and Discussions

A. High School Wrestling Room ~ Chad Moss

In an earlier meeting we had a community member bring a concern to us about the High School wrestling room. We want to recognize that we take concerns seriously, and Chad Moss has done some work researching and reviewing those concerns. He had our insurance carrier come out to walk the wrestling room and do a safety evaluation. They noted, that while what they found was not a huge safety concern as far risk management is concerned, some light fixtures hanging low and equipment that is being stored in the room when did not belong could be easily corrected. There was also a sprinkler head hanging low. Options to correct that could be moving the light fixtures and sprinkler heads up into the recessed ceiling and storing the unnecessary items in a different room.

As a suggestion, they said the supervising windows currently cut into the wall need to be made safer. Chad was also told that Clear Risk will match up to \$5,000.00 for that room's updates. He will be writing a formal report to share with the concerned community member mentioned earlier.

B. Assessments Update ~ Rob Haugen

Rob shared a power point highlighting AimswebPlus comparing ELA and Math data from Hallett and Michael Anderson Elementary for grades K - 5. There was a slide explaining MAP growth, which was pertinent to the next slide depicting reading, algebra 1 and science data from the High School, and reading, math and science from the Middle School. Mr. Haugen's next slide was a score comparison between the District as a whole as well as individual schools compared with that of the State. It was interesting to note that our students were outscoring the State in every subject and grade shown except for math and science at the High School. SBAC scores in ELA, math and science were reviewed based off of demographic. Rob noted how improving scores ties into the Medical Lake Promises working towards our vision for the future.

VI. Board Reports and Discussion

A. WSSDA Conference

The WSSDA Conference was in Spokane this year. Our Board said that it was great networking with other school district board members. Hearing how things are going for them, what's working, what's not working.

In connecting with new board members, some were mentioning their districts had gone through some hard times. Those districts were working on establishing connections with their community and families and they were having a difficult time.

Our Board gave kudos to the Medical Lake School District administration team for their hard work around building community relations and said "our District is lucky, a lot of boards around the state are not doing as well as ours."

VII. Superintendent's Report

A. Milliken Leadership

WSSDA gave Kim the opportunity to attend the Milliken Leadership Conference Milliken Corporation campus in South Carolina. Milliken specializes in flooring and innovations and currently have 1500+ patents, some of which are washable crayons, the color in Windex that doesn't color the surface it's placed on and a whole host of others.

While Milliken is a business, the goals in a business are similar to goals in a school district, and can be cross referenced. There were leaders from businesses around the US as well as other school leaders. It was really interesting and great to meet such a vast group of individuals.

3 Key topics from the conference were:

- power of transformational leadership
- brand identity and transformational leadership
- continuous improvement

It was a very insightful conference and Kim was honored to have to have the opportunity to attend.

B. Early Learning Center

Earlier in November, our MLSD team visited the Early Learning Center at Central Valley. Looked at their daily operations, and visited with them about how they run their ELC.

Our team has also met with KCDA about a 4 classroom modular building bid. Currently the State is taking up to 3 months to approve plans before anyone can move forward with their building process. So by planning now and getting as many things in line now, we hope to help lessen the gap between plan/site approval and construction.

We put out a "needs assessment" survey and have received approximately 100 responses so far. Of those responses, 40% shared their children are not in any early learning programs. 30% of those who responded are also looking for birth to 3 support. So the need in our community is out there.

We have a meeting with local child care providers and the ESD on December 5 to see how can we partner together to build a community learning continuum.

Once our ECEAP application is approved, we can order the modular building and get the ball rolling and hope for an August delivery. We'll begin advertisement for our ECEAP program and run registration the same timeframe as kindergarten, which is March 1.

Staffing for the program would consist of a lead teacher, assistant teacher, family coordinator, educational coach.

Currently the State funds for 1500 ELC slots state-wide. 75 is the minimum we can request, we're going to ask for 100.

C. High School Principal Hiring Process

High School principal, Chris Spring is retiring the end of this school year after 32 years of service.

We're proposing to use the same hiring process as we did for the Middle School principal position. The positive feedback for that was great and it ensures an opportunity for staff, students, parents and community to weigh in on what they'd like to see as a building leader.

There will be surveys for staff, students, families and the community, in-person meetings, application screenings for the same groups, an interview panel and information nights. The initial survey question, "what are you looking for in a principal", will help drive the qualifications we list in posting.

We'll send out a timeline for High School staff on December 6, followed by communication to High School families on December 9. We'll gather staff and family feedback December 6-12 and share that feedback on December 18. December 19 - January 17, the position will post and be open internal and external simultaneously. Applications will be screened to narrow them down to 4 highly qualified candidates on January 21. We will invite volunteers to be on the team with interviews taking place February 4-6. Finally, Tuesday, February 11, we will have selected the new principal.

VIII. Executive Session ~ Noted Change

A. Litigation Update and Personnel Issue

The Board will meet, with no action to be taken, for 20 minutes.
Executive Session ended at 8:01 p.m.

IX. 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 7:21 PM.

Respectfully Submitted,
Wendy Williams-Gilbert

DRAFT



Medical Lake
School District

Medical Lake School District #326, WA

Minutes

Special Board Meeting

Date and Time

Tuesday December 3, 2024 at 6:00 PM

Location

Administration Office Board Room and Zoom

Directors Present

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

Directors Absent

None

Guests Present

Kimberly Headrick

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

Wendy Williams-Gilbert called a meeting to order on Tuesday Dec 3, 2024 at 6:00 PM.

C. Accept Staff Resignation

Ron Cooper made a motion to approve.

Gerri Johnson seconded the motion.

Col. Alan Hart, director of the JROTC program at MLHS
The team **VOTED** unanimously to approve the motion.

II. 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 6:01 PM.

Respectfully Submitted,
Wendy Williams-Gilbert

Coversheet

Approve Minutes from Special Board Meeting 12.3.2024

Section: II. Consent Agenda
Item: B. Approve Minutes from Special Board Meeting 12.3.2024
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on December 3, 2024

APPROVED



Medical Lake
School District

Medical Lake School District #326, WA

Minutes

Special Board Meeting

Date and Time

Tuesday December 3, 2024 at 6:00 PM

Location

Administration Office Board Room and Zoom

Directors Present

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

Directors Absent

None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Wendy Williams-Gilbert called a meeting to order on Tuesday Dec 3, 2024 at 6:00 PM.

C. Accept Staff Resignation

Ron Cooper made a motion to approve.

Gerri Johnson seconded the motion.

Col. Alan Hart, director of the JROTC program at MLHS

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

II. 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 6:01 PM.

Respectfully Submitted,
Wendy Williams-Gilbert

Coversheet

Approve the Consent Agenda

Section: II. Consent Agenda
Item: C. Approve the Consent Agenda
Purpose: Vote
Submitted by:
Related Material: Financials.pdf
Enrollment.pdf
12.17.2024 Consent Agenda.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 November, 2024

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	1,805,624	86,291.34	667,925.90		1,137,698.10	36.99
2000 LOCAL SUPPORT NONTAX	314,581	15,242.15	128,867.07		185,713.93	40.96
3000 STATE, GENERAL PURPOSE	19,257,084	1,148,944.36	4,300,612.20		14,956,471.80	22.33
4000 STATE, SPECIAL PURPOSE	5,230,066	359,746.92	1,237,842.60		3,992,223.40	23.67
5000 FEDERAL, GENERAL PURPOSE	2,740,283	.00	.00		2,740,283.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	2,087,362	277,771.18	288,723.25		1,798,638.75	13.83
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	674.63	2,043.82		2,043.82-	0.00
Total REVENUES/OTHER FIN. SOURCES	31,500,000	1,888,670.58	6,626,014.84		24,873,985.16	21.03
B. EXPENDITURES						
00 Regular Instruction	17,308,788	1,400,666.33	4,051,671.05	456,969.15	12,800,147.80	26.05
10 Federal Stimulus	0	210.87	366.23	0.00	366.23-	0.00
20 Special Ed Instruction	4,096,558	445,727.98	1,197,772.99	368,664.94	2,530,120.07	38.24
30 Voc. Ed Instruction	1,182,004	100,183.63	296,297.44	728.11	884,978.45	25.13
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,196,862	92,711.03	255,919.56	0.00	940,942.44	21.38
70 Other Instructional Pgms	353,588	38,071.02	85,521.99	0.00	268,066.01	24.19
80 Community Services	333,161	31,963.72	95,713.23	0.00	237,447.77	28.73
90 Support Services	7,829,039	646,963.94	1,824,794.30	1,419,364.07	4,584,880.63	41.44
Total EXPENDITURES	32,300,000	2,756,498.52	7,808,056.79	2,245,726.27	22,246,216.94	31.13
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)						
	800,000-	867,827.94-	1,182,041.95-		382,041.95-	47.76
F. TOTAL BEGINNING FUND BALANCE						
	4,000,000		4,268,002.53			
G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)						
	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	3,200,000		3,085,960.58			

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	3,034,764.58
G/L 891 Unassigned Min Fnd Bal Policy	0	.00
<u>TOTAL</u>	3,200,000	3,085,960.58

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 November, 2024

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	449,173	16,472.31	127,508.43		321,664.57	28.39
2000 Local Support Nontax	3,000	1,308.82	4,127.39		1,127.39-	137.58
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	17,781.13	131,635.82		320,537.18	29.11
B. EXPENDITURES						
10 Sites	447,173	.00	.00	0.00	447,173.00	0.00
20 Buildings	200,000	105,354.16	263,134.08	100,368.58	163,502.66-	181.75
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	105,354.16	263,134.08	100,368.58	283,670.34	56.17
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	674.63	2,043.82			
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-	88,247.66-	133,542.08-		61,457.92	31.52-
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		108,375.47			

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-	263,134.08-
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	333,484.74
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 5,000	 108,375.47

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 November, 2024

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	1,528,730	79,376.96	614,435.65		914,294.35	40.19
2000 Local Support Nontax	12,270	4,812.84	11,276.59		993.41	91.90
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>84,189.80</u>	<u>625,712.24</u>		<u>915,287.76</u>	<u>40.60</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. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)						
	0	84,189.80	625,712.24		625,712.24	0.00
F. TOTAL BEGINNING FUND BALANCE						
	1,051,000		1,174,295.93			
G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)						
			.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	1,051,000		1,800,008.17			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	1,051,000		1,800,008.17			
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>1,800,008.17</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 November, 2024

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	191,250	2,379.07	57,485.08		133,764.92	30.06
2000 Athletics	152,710	8,330.00	60,589.09		92,120.91	39.68
3000 Classes	11,500	.00	680.00		10,820.00	5.91
4000 Clubs	77,000	4,010.21	21,558.11		55,441.89	28.00
6000 Private Moneys	10,350	.00	190.00		10,160.00	1.84
<u>Total REVENUES</u>	442,810	14,719.28	140,502.28		302,307.72	31.73
B. EXPENDITURES						
1000 General Student Body	230,700	8,279.98	15,491.32	10,555.82	204,652.86	11.29
2000 Athletics	146,930	22,197.20	46,996.10	12,487.14	87,446.76	40.48
3000 Classes	9,630	24.34	177.62	0.00	9,452.38	1.84
4000 Clubs	69,950	9,213.88	10,515.30	0.00	59,434.70	15.03
6000 Private Moneys	10,611	787.20	1,668.14	0.00	8,942.86	15.72
<u>Total EXPENDITURES</u>	467,821	40,502.60	74,848.48	23,042.96	369,929.56	20.92
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	25,011-	25,783.32-	65,653.80		90,664.80	362.50-
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		320,732.84			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	199,989		320,732.84			
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>	199,989		320,732.84			

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 November, 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	1,236.42	3,613.26		1,613.26-	180.66
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>1,236.42</u>	<u>3,613.26</u>		<u>240,386.74</u>	<u>1.48</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>1,236.42</u>	<u>3,613.26</u>		<u>240,386.74</u>	<u>1.48</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>1,236.42</u>	<u>3,613.26</u>		<u>196,613.26</u>	<u>101.87-</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>XXXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>2,000</u>		<u>442,030.35</u>			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	2,000	442,030.35
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	2,000	442,030.35

2024-2025 Medical Lake School District Enrollment

Number of months to use in average

4

	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	81	81.00													82	81.75
One	77	77.00	78	78.00	78	78.00	80	80.00													78	78.25
Two	85	85.00	84	84.00	83	83.00	85	85.00													84	84.25
Three	84	84.00	85	85.00	84	84.00	84	84.00													84	84.25
Four	70	70.00	69	69.00	69	69.00	70	70.00													70	69.50
Five	82	82.00	82	82.00	83	83.00	83	83.00													83	82.50
HALLETT	480	480.00	480	480.00	479	479.00	483	483.00													481	480.50
K	82	82.00	82	82.00	82	82.00	82	82.00													82	82.00
One	61	61.00	61	61.00	62	62.00	60	60.00													61	61.00
Two	58	58.00	60	60.00	60	60.00	57	57.00													59	58.75
Three	66	66.00	65	65.00	64	64.00	64	64.00													65	64.75
Four	52	52.00	50	50.00	53	53.00	51	51.00													52	51.50
Five	50	50.00	50	50.00	49	49.00	48	48.00													49	49.25
ANDERSON	369	369.00	368	368.00	370	370.00	362	362.00													367	367.25
Five																						
Six	131	131.00	132	132.00	134	134.00	133	133.00													133	132.50
Seven	127	127.00	128	128.00	130	130.00	128	128.00													128	128.25
Eight	118	118.00	120	120.00	120	120.00	119	119.00													119	119.25
MLMS	376	376.00	380	380.00	384	384.00	380	380.00													380	380.00
Seven																						
Eight																						
Nine	122	121.36	122	121.36	122	120.72	121	119.72													122	120.79
Ten	118	118.00	113	113.00	116	116.00	116	116.00													116	108.00
Eleven	131	106.23	130	106.21	131	107.38	132	108.38													131	100.96
Twelve	137	106.51	136	105.06	135	103.91	134	102.57													136	104.51
MLHS	508	452.10	501	445.63	504	448.01	503	446.67													504	448.10
TOTAL	1,733	1,677.10	1,729	1,673.63	1,737	1,681.01	1,728	1,671.67													1,732	
Hallett	1	1.00	1	1.00	1	1.00	1	1.00													1	1.00
Anderson	2	2.00	4	4.00	4	4.00	3	3.00													3	3.25
MLMS	10	8.99	14	12.66	18	16.66	20	18.66													16	14.24
Connect+	13	11.99	19	17.66	23	21.66	24	22.66													20	18.49
Nine			2	1.69	4	3.21	4	3.69													3	2.86
Ten					2	2.00	1	1.00														
Eleven	3	1.91	5	3.27	5	3.27	8	6.27													5	3.68
Twelve	15	11.12	16	11.48	19	13.84	19	13.73													17	12.54
Connect+	18	13.03	23	16.44	30	22.32	32	24.69													26	19.12
RS			48		48		47															
RS Only			34		35		32															
RS Non-Voc				40.87		41.06		40.80														
RS Voc.				-																		
TK	20	20.00	22	22.00	22	22.00	21	21.00													21	21.25
K-21 SpEd	207		217		221		222														217	
3-5 SpEd	26		30		34		32														31	
SpEd TK	1		2		2		3														2	
Total SpEd	234		249		257		257														249	
E-672	1	1.00	1	1	1	1.00															1	1.00
Fed Pre	72		75		77		76														75	
SpEd Pre	27		32		36		34														32	
Total Pre	99		107		113		110														107	
ESL	17		24		27		25														23	
MS Voc.Ed.																						
HS Voc.Ed.		121.64		117.66		114.74		114.60														117.16
Open Doors	1		1		2		2														2	
O.D. Voc																						
O.D. Non V		1.00		1.00		2.00		2.00														1.50

12.17.2024 ~ Consent Agenda

Resignations - Mike Phillips ~ CTE Shop Teacher, High School (retirement effective end for the 24/25 school year); Lori Wilbanks ~ Counselor, High School (effective end of the 24/25 school year);

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 - None at this time

Classified Substitutes - None at this time

Extra Curricular Activities - None at this time

Other - None at this time

Teachers Teaching Out of Content Areas: None at this time

Staff Travel: Ron Cooper and Gerri Johnson to NSBA in Atlanta, GA (April 4-6, 2025);

Board Member Compensation: None at this time

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 (Payroll) for November 29, 2024, warrants 136302 - 136308 in the amount of \$9,026.88;

General Fund (Payroll/Accounts Payable) for November 29, 2024, warrants 136309 - 136325 in the amount of \$710,730.29;

General Fund (Accounts Payable) for November 27, 2024, warrants 136326 - 136371 in the amount of \$58,648.56;

ASB Fund (Accounts Payable) for November 27, 2024, warrants 136372 - 136376 in the amount of \$4,871.37;

General Fund (Payroll) for December 9, 2024, warrants 136377 - 136382 in the amount of \$2,117.08;

General Fund (Accounts Payable) for December 16, 2024, warrants 136383 - 136456 in the amount of \$417,848.96;

ASB Fund (Accounts Payable) for December 16, 2024, warrants 136457 - 136468 in the amount of \$25,985.87;

Coversheet

Board Policy 3205 ~ Sex Discrimination and Sex-Based Harassment of Students Prohibited; First Reading

Section: IV. Individual Actions Items
Item: A. Board Policy 3205 ~ Sex Discrimination and Sex-Based Harassment of Students Prohibited; First Reading
Purpose: Vote
Submitted by:
Related Material: ESSENTIAL 3205.pdf

Medical Lake School District Board Policy**3205****1****Sex Discrimination and Sex-Based Harassment of Students Prohibited****Sexual Harassment of Students Prohibited**

~~This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.~~

Definitions

~~For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.~~

~~The term “sexual harassment” includes:~~

- ~~● acts of sexual violence;~~
- ~~● unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;~~
- ~~● unwelcome sexual advances;~~
- ~~● unwelcome requests for sexual favors;~~
- ~~● sexual demands when submission is a stated or implied condition of obtaining an educational benefit;~~
- ~~● sexual demands where submission or rejection is a factor in an academic, or other school related decision affecting an individual.~~

~~A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.~~

Investigation and Response

~~If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or formally.~~

~~Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps~~

Medical Lake School District Board Policy

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~~to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.~~

~~Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.~~

~~Retaliation and False Allegations~~

~~Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.~~

~~It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.~~

~~Staff Responsibilities~~

~~The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.~~

~~Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process. Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.~~

~~District/school staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.~~

~~Notice and Training~~

~~The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously~~

Medical Lake School District Board Policy**3205****3**

~~posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.~~

Policy Review

~~The superintendent will make an annual report to the board reviewing the use and efficiency of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.~~

The district is committed to a positive and productive education free from discrimination. The district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Federal and State laws. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.

The district has jurisdiction over complaints of sex discrimination, including sex-based harassment, pursuant to the Federal law Title IX of the Education Amendments of 1972 (Title IX) and Washington State laws, including Chapter 28A.640 RCW and Chapter 392-190 WAC.

This policy is developed to meet the district's obligations under Title IX and aligned with Washington State laws and regulations that define sex discrimination. Sex discrimination that does not fall under this policy may be addressed under other district policies and procedures.

The district prohibits sex discrimination of students by other students, employees, or third parties involved in school district activities. The district also prohibits sex discrimination in the policies, procedures, and practices of the district's program and activities, including but not limited to counseling and guidance services, recreational and athletics activities, and access to course offerings.

For purposes of this policy, "sex discrimination" includes discrimination on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, and gender expression. Sex-based harassment is a form of sex discrimination and is prohibited by this policy.

Definitions

"Sex-based harassment" means sexual harassment and other harassment on the basis of sex stereotypes, sex characteristics, sexual orientation, gender identity, gender expression, pregnancy or related conditions, and marital status.

The term "sexual harassment" includes the following, which Title IX defines at 34 C.F.R. § 106.2:

- "Quid pro quo harassment,"
- "Hostile environment harassment," and
- Specific offenses of sexual assault, dating violence, domestic violence, or stalking

Medical Lake School District Board Policy**3205****4**

The term “sexual harassment” is also prohibited under state law as defined at WAC 392-190-056 and includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:

- a. Submission to that conduct or communication is condition of obtaining an education or
- b. a factor in decisions affecting that individual's education; or
- c. the conduct or communication has the purpose or effect of substantially interfering with an individual's educational performance or of creating an intimidating, hostile, or offensive educational environment.

Harassment based on sexual orientation, gender expression, or gender identity is also prohibited under Washington state law.

For the purpose of these definitions, sex-based harassment may include conduct or communication that involves adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The district will address all sex-based harassment in its program and activities, even when some conduct alleged to be contributing to a hostile environment occurs outside of its program or activities.

The district has also developed other specific, related policies for students to comply with its obligations under State and Federal laws, including nondiscrimination (Policy 3210), pregnant and parenting students (Policy 3206), gender-inclusive schools (Policy 3211), district employees (Policy 5011), and pregnant and parenting staff (5012) to comply with its obligations under State and Federal laws, including Title IX, and to create inclusive and welcoming school-communities.

Investigation and Response

The Superintendent will develop and implement procedures for receiving, investigating, and resolving complaints or reports of sex discrimination and will include reasonable and prompt timelines and delineate roles and responsibilities for such. The procedure can be found at 3205P.

If the district knows, or reasonably should know, that sex discrimination has occurred, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sex-based harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sex-based harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects. The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging sex discrimination that come to the attention of the district. The district will take these steps every time a complaint alleging sex discrimination comes to the attention of the district.

Allegations of criminal misconduct and suspected child abuse will be reported to law enforcement or Child Protective Services as required by law. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A

Medical Lake School District Board Policy**3205****5**

criminal investigation does not relieve the district of its independent obligation to investigate and resolve sex-based harassment.

Engaging in sex-based harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or other third parties involved in school district activities. Anyone else who engages in sex-based harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

It is a violation of this policy to engage in retaliation, as defined under Federal and State laws and the Superintendent's procedure, including retaliation by a student against another student, and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sex discrimination. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline as discussed in the Superintendent's procedure. However, no party, witness, or others participating in the district's grievance process will be disciplined based solely on a determination of whether sex discrimination occurred under the Superintendent's procedure.

Staff Responsibilities and Training

The Superintendent will develop and implement a procedure that identifies the roles, responsibilities, and training requirements of the Title IX Coordinator and other district employees.

The Superintendent will also develop materials to provide age-appropriate information and education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sex-based harassment. The procedures can be found at 3205P.2.

District Notice

At a minimum, the district's website will include a statement that the district prohibits sex discrimination and sex-based harassment in any education program or activity that it operates, as required by Title IX and other laws, and employment. It will also state that questions about Title IX, how to locate the district's policy and grievance procedure, and how to report sex discrimination or make a complaint may be directed to the District's Title IX Coordinator. The Title IX Coordinator's contact information will also be provided, including their name or title, office address, email address, and telephone number.

This policy and the procedure, which includes the complaint process, will be conspicuously posted in each district building in a place accessible to staff, students, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and posted throughout each school building, provided to each employee, and reproduced in each student, staff, volunteer, and parent handbook. Such notices will identify the district's Title IX coordinator and provide contact information, including the coordinator's email address.

Additionally, sex-based harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientations.

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Policy Review

The Superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The Superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

Cross References:

Board Policy 3207	Prohibition for Harassment, Intimidation and Bullying
Board Policy 3210	Nondiscrimination
Board Policy 3240	Student Conduct
Board Policy 3421	Child Abuse, Neglect and Exploitation Prevention
Board Policy 5010	Nondiscrimination and Affirmative Action
Board Policy 5011	Sexual Harassment of District Employees
Board Policy 5281	Disciplinary Action and Discharge

Legal References:

RCW 28A.640.020	Regulations, guidelines to eliminate discrimination Scope – Sexual harassment policies
WAC 392-190-058	Sexual harassment
20 U.S.C. §§1681-1688	
34C.F.R. § 106	

Management Resources:

- 2020 August Issue
- 2019 March Issue
- 2015 July Policy Alert
- 2014 December Issue
- 2010 October Issue

Adoption Date: 10.15; 11.20;
Medical Lake School District
Revised Date: 10.11; 12.14; 07.15; 03.19; 08.20; 08.24;

Coversheet

Board Policy 3206 ~ Pregnant and Parenting Students; First Reading

Section: IV. Individual Actions Items
Item: B. Board Policy 3206 ~ Pregnant and Parenting Students; First Reading
Purpose: Vote
Submitted by:
Related Material: NEW 3206 Pregnant and Parenting Students.pdf

Medical Lake School District Board**3206****1****Pregnant and Parenting Students**

The district is committed to a positive and productive education free from sex-based discrimination as required by Federal, State, and local laws for all students in its education programs and activities. These laws prohibit discrimination against any student based on their current, potential, or past pregnancy or related conditions or marital or parental status. Sex-based harassment is a form of sex-based discrimination and includes harassment on the basis of pregnancy or related conditions or marital or parental status.

The district establishes this policy and the accompanying Superintendent's procedures for ensuring the protection and equal treatment of students who are or become pregnant, individuals with pregnancy-related conditions, and new parents.

Pregnancy or related conditions include:

- Pregnancy, childbirth, termination of pregnancy, or lactation;
- Medical conditions related to the above; or
- Recovery from above.

The district must also not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex, except as necessary to provide pregnancy or pregnancy-related medical accommodations.

This commitment and discrimination prohibition extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.

The district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity, provided the district ensures that the separate portion is comparable to that offered to students who are not pregnant or parenting, and do not have related conditions.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific notice, training, and compliance requirements are included in the accompanying procedure 3206P.

Investigation and Response / Grievance Procedures

The Superintendent will develop and implement procedures for receiving, investigating, and resolving complaints or reports of sex-based discrimination and will include reasonable and prompt timelines and delineate roles and responsibilities for such. The procedure can be found at 3205P.1.

Complaints alleging discrimination or harassment based on a person's actual or perceived pregnancy status are to be taken seriously and handled in the same manner as other sex-based discrimination and harassment complaints.

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If an investigation reveals that sex-based harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sex-based harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Allegations of criminal misconduct and suspected child abuse will be reported to law enforcement or Child Protective Services as required by law. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sex-based harassment.

Retaliation and False Allegations

Retaliation, as defined under Federal and State laws and the Superintendent’s procedure, including retaliation by a student against another student, is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sex-based discrimination. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline as discussed in the Superintendent’s procedure.

This policy and its procedure will support that effort by facilitating district compliance with local, state, and federal laws concerning sex-based discrimination.

Cross References:

- | | |
|-------------------|---|
| Board Policy 3205 | Sex Discrimination of Students Prohibited |
| Board Policy 3210 | Nondiscrimination |
| Board Policy 3230 | Searches of Students and Student Privacy |
| Board Policy 3231 | Student Records |

Legal References:

- | | |
|------------------------|--|
| RCW 28A.640.010 | Sexual Equality, Purpose – Discrimination Prohibited |
| RCW 28A.642 | Discrimination Prohibition |
| RCW 49.60.040 | Definitions |
| 20 U.S.C. §§ 1681-1688 | Title IX of the Education Amendments Act of 1973 |
| 34 C.F.R. § 106.40, | Title IX Regulations (2024 Amendments) |

Management Resources:

August 2024 Issue

Adoption Date:

Medical Lake School District

Revised Date: 08.24;

Coversheet

Board Policy 5011 ~ Sex Discrimination and Sex-Based Harassment of District Staff Prohibited; First Reading

Section: IV. Individual Actions Items
Item: C. Board Policy 5011 ~ Sex Discrimination and Sex-Based Harassment of District Staff Prohibited; First Reading
Purpose: Vote
Submitted by:
Related Material: ESSENTIAL 5011.pdf

Medical Lake School District Board Policy

5011

1

~~SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED~~

~~This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.~~

Definitions

~~For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature.~~

~~Sexual harassment can occur student to adult, adult to adult, or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.~~

~~Under federal and state law, the term “sexual harassment” includes:~~

- ~~● acts of sexual violence;~~
- ~~● unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s employment performance or creates an intimidating, hostile or offensive environment;~~
- ~~● unwelcome sexual advances;~~
- ~~● unwelcome requests for sexual favors;~~
- ~~● sexual demands when submission is a stated or implied condition of obtaining work opportunity or other benefit;~~
- ~~● sexual demands where submission or rejection is a factor in a work or other school related decision affecting an individual;~~

~~A “hostile environment” for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.~~

Investigation and Response:

~~If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonable calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and, as appropriate, remedy its effects.~~

~~The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievances alleging sexual harassment comes to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.~~

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5011

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~~Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.~~

~~Retaliation and False Allegations~~

~~Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.~~

~~It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.~~

~~Staff Responsibilities~~

~~The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.~~

~~Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.~~

~~This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities. A formal complaint filed and employee or filed by or on behalf of a student complainant against and employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P~~

~~Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.~~

~~Notice and Training~~

~~The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be easily understood and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.~~

Medical Lake School District Board Policy**5011****3****Policy Review**

~~The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers and parents in the review process.~~

Sex Discrimination and Sex-Based Harassment of District Staff Prohibited

This district is committed to a positive and productive working environment free from discrimination, including sex-based discrimination and harassment. This commitment extends to all employees, applicants for employment, and others involved in academic, educational, extracurricular, athletic, and other programs or activities of the district, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

This policy is developed to meet the district's obligations under Title IX and is aligned with Washington State laws and regulations that define sex-based discrimination. The district will not adopt or implement any policy, practice, or procedure or take any employment action on the basis of sex, except to meet its obligations related to pregnancy and pregnancy-related conditions.

The district will not make any pre-employment inquiry as to the marital status of an applicant for employment, including whether such applicant is "Miss or Mrs." Pre-employment, the district may ask an applicant for employment to self-identify their sex, but only if this question is asked of all applicants and if the response is not used as a basis for discrimination prohibited by Title IX or this policy.

Consistent with the Title IX regulation, the district will not implement any policy, practice, or procedure or take any employment action on the basis of sex:

- 1) concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment, which treats persons differently; or
- 2) that is based upon whether an employee or applicant for employment is the head of household or principal wage earner in such employee's or applicant's family unit.

The district will not discriminate against any employee or applicant for employment on the basis of current, potential, or past pregnancy or related conditions. The district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions for all job-related purposes, including commencement, duration and extensions of leave; payment of disability income; accrual of seniority and any other benefit or service; and reinstatement; and under any fringe benefit offered to employees by virtue of employment.

The district has jurisdiction over complaints of sex-based discrimination pursuant to the Federal law Title IX of the Education Amendments of 1972 (Title IX) and Washington State laws, including Chapter 28A.640 RCW and Chapter 392-190 WAC.

Medical Lake School District Board Policy**5011****4****Definitions**

“Sex-based harassment” means sexual harassment and other harassment on the basis of sex stereotypes, sex characteristics, sexual orientation, gender identity, gender expression, pregnancy or related conditions, and marital status.

The term “sexual harassment” includes the following, which Title IX defines at 34 C.F.R. § 106.2:

- “Quid pro quo harassment,”
- “Hostile environment harassment,” and
- Specific offenses of sexual assault, dating violence, domestic violence, or stalking

The term “sexual harassment” is also prohibited under state law as defined at W.A.C. 392-190-056 and includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:

- a) Submission to that conduct or communication is condition of obtaining employment;
- b) a factor in decisions affecting that individual's employment; or
- c) the conduct or communication has the purpose or effect of substantially interfering with an individual's employment or of creating an intimidating, hostile, or offensive educational environment.

Harassment based on sexual orientation, gender expression, or gender identity is also prohibited under Washington state law as defined at RCW 49.60.040 and WAC 162.32-040.

For the purpose of these definitions, sexual harassment may include conduct or communication that involves adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The district will address all sex-based harassment in its program and activities, even when some conduct alleged to be contributing to a hostile environment occurs outside of its program or activities.

The district has also developed other specific related policies for district employees to comply with its obligations under State and Federal laws, including Title IX, and to create an inclusive and welcoming work environment, including [WSSDA Model Policies or modified for your district equivalent] Policy 5210 (Prohibiting Discrimination of Staff), Policy 5012 (Parental, family, or marital status; pregnancy or related conditions), and 5404 (Family Medical and Maternity Leave).

Investigation and Response

The Superintendent will develop and implement procedures for receiving, investigating, and resolving complaints or reports of sex discrimination, including sex-based harassment, and will include reasonable and prompt timelines and delineate roles and responsibilities for such.

If the district knows, or reasonably should know, that sex-based discrimination has occurred, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sex-based harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sex-based harassment, eliminate the hostile environment,

Medical Lake School District Board Policy**5011****5**

prevent its occurrence, and, as appropriate, remedy its effects. The district will take prompt, equitable, and remedial action within its authority every time a report, complaint, and grievance alleging sex-based harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement or Child Protective Services as required by law. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sex-based harassment.

Engaging in sex-based discrimination will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in district activities. Anyone else who engages in sex-based discrimination on district property or district workspaces will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

It is a violation of this policy to engage in retaliation, as defined under Federal and State laws and the Superintendent's procedure, against any person who makes or is a witness in a sex-based discrimination complaint and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sex-based discrimination. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. However, no party, witness, or others participating in the district's grievance process will be disciplined based solely on a determination of whether sex-based discrimination occurred under the Superintendent's procedure.

Staff Responsibilities and Training

The Superintendent will develop and implement a procedure that identifies the roles, responsibilities, and training requirements of the Title IX Coordinator and school employees.

The Superintendent will also develop materials to provide age-appropriate information and education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sex-based harassment.

District Notice

At a minimum, the district's website will include a statement that the district prohibits sex discrimination and sex-based harassment in any education program or activity that it operates, as required by Title IX and other laws, and employment. It will also state that questions about Title IX, how to locate the district's policy and grievance procedure, and how to report sex discrimination or make a complaint may be directed to the District's Title IX Coordinator. The Title IX Coordinator's contact information will also be provided, including their name or title, office address, email address, and telephone number.

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5011

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This policy and the procedure, which includes the complaint process, will be conspicuously posted in each district building in a place accessible to staff, students, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and posted throughout each school building, provided to each employee, and reproduced in each student, staff, volunteer, and parent handbook. Such notices will identify the district’s Title IX coordinator and provide contact information, including the coordinator’s email address.

Additionally, sex-based harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientations.

Policy Review

The Superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The Superintendent is encouraged to involve staff, volunteers, and parents in the review process.

Cross References:

Board Policy 3205	Sexual Harassment of Students Prohibited
Board Policy 3207	Prohibition of Harassment, Intimidation and Bullying
Board Policy 3210	Nondiscrimination
Board Policy 3240	Student Conduct
Board Policy 3211	Gender-Inclusive Schools
Board Policy 3421	Child Abuse, Neglect and Exploitation Prevention
Board Policy 5010	Nondiscrimination and Affirmative Action
Board Policy 5281	Disciplinary Action and Discharge
Board Policy 5012	Parent, Family, and Marital Status, and Pregnancy

Legal References:

RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope—Sexual harassment policies
RCW 49.60	Washington Law Against Discrimination
WAC 162-32-040	Harassment
WAC 392-190-058	Sexual harassment
2024 Title IX Regulations at 34 C.F.R. § 106 et seq	
20 U.S.C §§ 1681-1688	

Management Resources:

- 2024 August Issue
- 2022 June Issue
- 2021 June
- Policy Alert, July 2015
- Policy News, December 2014 Issue
- Policy News, October 2011 Policy Manual Revisions

Adoption Date: 05.02; 01.12; 1.15; 06.21; 07.22;

Medical Lake School District

Revised Date: 10.11; 12.14; 07.15; 06.21; 06.22; 08.24;

Coversheet

Board Policy 5012 ~ Parental, Family, or Marital Status, and Pregnancy or Related Conditions of Staff; First Reading

Section: IV. Individual Actions Items
Item: D. Board Policy 5012 ~ Parental, Family, or Marital Status, and
Pregnancy or Related Conditions of Staff; First Reading
Purpose: Vote
Submitted by:
Related Material:
NEW 5012 Parental, Family, or Marital Status, and Pregnancy or Related Conditions of Staff.pdf

Medical Lake School District Board

5012

1

Parental, Family, or Marital Status, and Pregnancy or Related Conditions of Staff

The district is committed to a positive and productive workplace free from sex-based discrimination.

The district does not discriminate on the basis of sex and prohibits sex discrimination against applicants or employees as required by Federal, State, and local laws. Sex discrimination is prohibited and illegal in the district's education programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Parent, Family, or Marital Status

Consistent with the Title IX regulation at 34 CFR 106.57, the district will not implement any policy, practice, or procedure or take any employment action on the basis of sex:

- 1) concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment, which treats persons differently; or
- 2) that is based upon whether an employee or applicant for employment is the head of household or principal wage earner in such employee's or applicant's family unit.

Pregnancy or Related Conditions

The district will not discriminate against any employee or applicant for employment on the basis of current, potential, or past pregnancy or related conditions.

The district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions for all job-related purposes, including commencement, duration and extensions of leave; payment of disability income; accrual of seniority and any other benefit or service; and reinstatement; and under any fringe benefit offered to employees by virtue of employment.

In the case of an employee who does not have an applicable leave policy or in the case of an employee with insufficient leave or accrued employment time to qualify for leave under such a policy, the district must treat pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status held when the leave began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

The district establishes this policy, and the Superintendent will develop and implement procedures for ensuring the protection and equal treatment of employees and applicants for employment on the basis of parental, family, and marital status and for employees and applicants for employment who are pregnant individuals, people with pregnancy-related conditions, and new parents.

Pregnancy or related conditions include:

- Pregnancy, childbirth, termination of pregnancy, or lactation;
- Medical conditions related to the above, including infertility treatment; or
- Recovery from above.

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This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and compliance requirements. The Superintendent will develop and implement procedures to ensure the district’s compliance with the above requirements.

The district has also developed specific related policies for district employees to comply with its obligations under State and Federal laws, including Title IX, the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act, and Pregnant Works Fairness Act (PWFA), and RCW 43.10, to create inclusive and a welcoming work environment, including other nondiscrimination policies (Policy 5210), Policy 5210 (Sex-Based Discrimination of Staff Prohibited), and 5404 (Family Medical and Maternity Leave).

The district has jurisdiction over complaints of sex-based discrimination pursuant to the Federal law Title IX of the Education Amendments of 1972 (Title IX) and Washington State laws, including Chapter 28A.640 RCW and Chapter 392-190 WAC.

The Superintendent will develop and implement procedures for receiving, investigating, and resolving complaints or reports of sex-based discrimination based on family, parenting, or marital status, and pregnancy and pregnancy-related conditions. The procedures will include reasonable and prompt timelines and delineate roles and responsibilities for such.

It is a violation of this policy to engage in retaliation, as defined under Federal and State laws and the Superintendent’s procedure, against any person who makes or is a witness in a sex-based discrimination complaint under this policy and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

Cross References:

- | | |
|-------------------|--|
| Board Policy 5010 | Nondiscrimination and Affirmative Action |
| Board Policy 5404 | Family Medical and Maternity Leave |

Legal References:

- 34 C.F.R. 106.56, Title IX of the Education Amendments Act
- Title VII of the Civil Rights Act of 1964
- Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act
- Pregnant Works Fairness Act (PWFA - 2023)
- RCW 43.10 Washington’s Healthy Starts Act
- Washington Law Against Discrimination (WLAD)

Management Resources:

- August 2024 Issue

Adoption Date:

Medical Lake School District

Revised Date: 08.24;

Coversheet

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

Section: IV. Individual Actions Items
Item: E. Board Policy ~ 6220 ~ Bid or Proposal Requirements; Second Reading
Purpose: Vote
Submitted by:
Related Material: ESSENTIAL 6220 Revised 11.2024.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

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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.~~

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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.

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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 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 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

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\$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

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2 CFR 200.324	Contract Cost and Price
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:

[2024 August Issue](#)

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 the Technology Theft Sensitive List

Section: IV. Individual Actions Items
Item: F. Approve the Technology Theft Sensitive List
Purpose: Vote
Submitted by:
Related Material: Theft List.pdf

Theft Sensitive Missing Inventory 2023-24

Asset ID	Serial Number	Make	Model	Value	Reason	Note
5985	5CD111H03M	HP	Chromebook x360 11 G3 EE	\$250	Stolen	Spokane Police Report #92003324
8848	5CD1143QSY	HP	HP Chromebook x360 11MK G3 EE	\$250	Lost	Student fined
6526	5CD120TBG7	HP	HP Chromebook x360 11MK G3 EE	\$250	Lost	Student fined
6891	5CD120TM6J	HP	HP Chromebook x360 11MK G3 EE	\$250	Lost	Student fined
5874	5CD111GWGD	HP	Chromebook x360 11 G3 EE	\$250	Lost	Student fined
8760	5CD032JRYB	HP	HP Chromebook 11A G6 EE/ HP Chromebook 11A G8 EE	\$250	Lost	Student fined
8753	5CD032JRYX	HP	HP Chromebook 11A G6 EE/ HP Chromebook 11A G8 EE	\$250	Lost	Student fined
8187	P2060F3N	Lenovo	Lenovo 300e Chromebook 2nd Gen MTK	\$250	Lost	Student fined

Coversheet

Reorganization of the School Board

Section: IV. Individual Actions Items
Item: G. Reorganization of the School Board
Purpose: Vote
Submitted by:
Related Material: 1210 Annual Organizational Meeting, Election of Officers.pdf
1220 Board Officers and Duties of Board Members.pdf

Medical Lake School District Board Policy

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Annual Organizational Meeting, Election of Officers

At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the board shall elect from among its members a *chair/president* and a vice president to serve one-year terms. A newly appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.

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

The superintendent shall act as board secretary. In order to provide a record of the proceedings of each meeting of the board, the superintendent shall appoint a recording secretary of the board.

In even-numbered years in June a legislative representative shall be elected who shall serve a two-year term.

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

- A. Welcome and introduction of newly elected board members by the chair/president.
- B. Call for nominations for chair/president to serve during the ensuing year.
- C. Election of a chair/president (roll call vote).
- D. Assumption of office by the new chair/president.
- E. Call for nominations for vice chair/president to serve during the ensuing year.
- F. Election of a vice chair/president (roll call vote).

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

Legal References:

- RCW 28A.330.010 Board president, vice-president or president pro tempore - Secretary
- RCW 28A.330.020 Certain board elections, manner and vote required - Selections of personnel, manner
- RCW 28A.330.050 Duties of superintendent as secretary of the board
- RCW 28A.400.030 Superintendent duties
- RCW 29A.20.040 Local elected officials, commencement of term of office - Purpose

Adoption Date: 02.06; 03.11;
Medical Lake School District
Revised Date: 08.99; 08.05; 02.11;

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Board Officers and Duties of Board Members

Chair/President

The chair/president shall preside at all meetings of the board and sign all papers and documents as required by law or as authorized by action of the board. The chair/president shall conduct the meetings in the manner prescribed by the board's policies, provided that the chair/president shall have the full right to participate in all aspects of board action without relinquishing the chair, including the right to vote on all matters put to a vote.

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

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

When time and circumstance demand an immediate decision from the board, and the board has no opportunity to confer, the chair/president is authorized to make decisions on behalf of the board provided, however, that the decision shall be communicated as soon as practical thereafter to all members of the board for review and ratification.

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

The chair/president shall confer with the superintendent regarding sensitive issues which need immediate attention. When appropriate, he/she will confer with individual board members when other opinions should be sought.

Officers of the Board: Vice Chair/President

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

Legislative Representative

A legislative representative shall serve as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative shall assume office July 1st in an even year for a two-year period. The legislative representative shall attend Washington State School Directors' Association Assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative shall monitor proposed school legislation and inform the board of the issues.

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Duties of Individual Board Members

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

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

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

Legal References:

- RCW 28A.315.520 Directors - Quorum - Failure to attend meetings may result in vacation of office
- RCW 28A.320 Provisions applicable to all district
- RCW 28A.330.100 Additional powers of the board
- RCW 28A.330.030 Duties of president
- RCW 28A.330.080 Payments of claims - Signing of warrants
- RCW 28A.330.200 Organization of the board
- RCW 28A.330.040 Duties of vice president

Adoption Date:02.99;
Medical Lake School District
Revised Date: 04.97;