



Medical Lake
School District

Medical Lake School District #326, WA

Regular Board Meeting

Date and Time

Monday June 30, 2025 at 6:00 PM PDT

Location

Administration Office

Agenda

	Purpose	Presenter	Time
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I.	Opening Items		6:00 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		6:08 PM
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	Purpose	Presenter	Time
A. Minutes from Regular Board Meeting 5/27/2025	Approve Minutes		1 m
B. Approve the Consent Agenda	Vote		
<ul style="list-style-type: none"> • Personnel (Certificated and Classified) <ul style="list-style-type: none"> ◦ Resignations ◦ Leaves ◦ Staff Contracts • Staff Travel • Board Member Compensation • Fiscal Vouchers <ul style="list-style-type: none"> ◦ General Fund (Payroll and Accounts Payable) ◦ A.S.B. Fund ◦ Capital Projects • Financial Report • Enrollment 			

III. Public Comments on Individual Action Items

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

IV. Individual Actions Items 6:09 PM

A. Board Policy 3120 ~ Enrollment; First Reading	Vote	1 m
When Board Policy 3143 absorbed Board Policies 3144 and 4314, some of the language and cross references carried over into the enrollment policy as well.		
B. Board Policy 3143 ~ Notification and Dissemination of Information About Student Offenses and Notification of Threats of Violence or Harm; First Reading	Vote	1 m
It actually combined three policies into one. 3144 ~ Release of Information Concerning Student Sexual and Kidnapping Offenders, and 4314 ~ Notification of Threats of Violence or Harm were rolled into 3143, originally titled District Notification of Juvenile Offenders, and they modified the name to match.		

	Purpose	Presenter	Time
C. Board Policy 3420 ~ Anaphylaxis Prevention and Response; First Reading	Vote		1 m
Changes to this policy include language on schools having epi pens on hand that the school nurse can use if the student's prescription is not immediately available.			
D. Board Policy 3424 ~ Opioid Related Overdose Reversal; First Reading	Vote		1 m
Language changes require schools to have naloxone on hand.			
E. Approve Board Resolution ~ 24-25.04 ~ District Credit Cards	Vote		1 m
F. Approve Board Resolution 24-25.05 ~ 2025-2026 Proposed Budget	Vote		1 m
G. Approve the Continued Membership with Puget Sound Joint Cooperative Purchasing for Nutrition Services	Vote		1 m
H. Approve 10 Cent Meal Price Increase	Vote		1 m
Breakfast ~			
No Change for Elementary ~ FREE			
No Change for Secondary ~ \$1.70			
Adult increase from \$3.20 to \$3.30			
Lunch ~			
No Change for Elementary ~ FREE			
Secondary increase from \$3.35 to \$3.45			
Adult increase from \$5.00 to \$5.10			
I. Approve the 2025/2026 Free and Reduced Price Meals Application	Vote		1 m
OSPI requires the application to be mailed to all families in our district regardless of qualifying status. It will be mailed out August 1, 2025.			
J. Approve the ESY Program	Vote		1 m
This is for a student at Eastern State Hospital. We have 1 teacher and 1 para working with them Tuesdays Wednesday and Thursday Mornings.			
Scheduled dates:			
June ~ 12, 17, 18, 25, 26			

	Purpose	Presenter	Time
July ~ 15, 16, 17, 22, 23, 24, 29, 30, 31 August 5, 6, 7, 12, 13, 14			
K. Approve the Surplus of Old Sled Dummies from the High School	Vote		1 m
They're from the 1990s and no longer used. It's not possible to tell from the photos, but they are literally falling apart.			
L. Approve to Surplus an Old Desk from the Hallett PT Office	Vote		1 m
She'll be replacing it with a new one over the summer. It has a tendency to pinch everyone's fingers in the drawers that are tricky to get open.			
M. Approve the Surplus an Old Copier from Hallett	Vote		1 m
This copier is broken and has just been sitting, taking up space.			
V. Student Representatives Report ~ Will Return In October 2025			
VI. Reports and Discussions			
VII. Board Reports and Discussion			
VIII. Superintendent's Report			6:22 PM
A. Acknowledge the District Retirees	Discuss		5 m
Expressing deepest gratitude and heartfelt congratulations to our retiring colleagues for their dedication, passion, and years of service for Every Student. Every Day.			
<ul style="list-style-type: none"> • Cheryl Spilker • Tom Falmoe • Kim Nowalk • Mike Beecher • Cathy Smith • Chris Spring • Mike Phillips • Doug Martin • Julie Robison 			

	Purpose	Presenter	Time
• Terri Remendowski			

IX. Communications with Staff, Guests, and District Residents

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.

X. Executive Session ~ Superintendent's Evaluation

XI. Closing Items

A. Adjourn Meeting	FYI
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Coversheet

Minutes from Regular Board Meeting 5/27/2025

Section:	II. Consent Agenda
Item:	A. Minutes from Regular Board Meeting 5/27/2025
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on May 27, 2025

APPROVED



Medical Lake
School District

Medical Lake School District #326, WA

Minutes

Regular Board Meeting

Date and Time

Tuesday May 27, 2025 at 6:00 PM

Location

High School Auditorium

Directors Present

Alexis Alexander, Gerri Johnson, 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 of the board of directors of Medical Lake School District #326, WA to order on Tuesday May 27, 2025 at 6:01 PM.

C. Pledge of Allegiance

D. Approve Agenda

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

E. What's Right

Teacher and community member Ryan Grant thanked Mr. Craig Johnson for helping a student master the bugle for an ROTC performance. He mentioned all the sporting events are still taking place at the Middle School and how exciting it is for our 6th graders to be able to participate in sports and be in the league with Mead. Ryan also invited everyone to the Dollars for Scholars awards on Monday, June 2 and noted that Alexis Alexander will be the special speaker.

Bill Colley's High School civics class created a mock house and senate with half the students representing the republican party and the other half representing the democratic party. Students created bills and presented them to other students in class. Bills that most students felt would be a good one to get passed, presented them to the two history/civics teachers, hoping the bill would be accepted. Of the 80 bills that the students created, only 4 were signed into action.

The Board asked for an example of one that passed. Students said that the bill abolishing the Washington state bag tax passed.

For this assignment, students researched actual bills that passed and/or didn't pass by legislators. This enabled them to figure out what might be worth presenting to the teachers. During this process, they found out that well worded bills with more detail were more likely to be chosen by all students to be presented to the teachers.

Another take away, was that those chosen to present the bill, whether they wrote it or not, were the ones in the hot seats for answering questions and being blamed, so to speak, if the bill ended up being vetoed.

They said this assignment helped them better understand the process and all said they would not pursue a career in politics.

II. Consent Agenda

A. Minutes from Regular Board Meeting 4/22/2025

Alexis Alexander made a motion to approve the minutes from Regular Board Meeting on 04-22-25.

Ron Cooper seconded the motion.

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

B. Approve the Consent Agenda

Alexis Alexander made a motion to approve.

Ron Cooper seconded the motion.

Resignations - None at this time

Leaves - Lisa Prewitt ~ (beginning of the 2025/2026 school year with intent to return for the 2026/2027 school year); Marilyn Musselwhite ~ (1 year LOA beginning of the 2025/2026 school year); Paul Butorac ~ Assistant Basketball Coach, High School (effective 5/30/2025);

Staff Contracts:

Administrative Staff - None at this time

Certificated Staff - Noelle Mills ~ School Counselor, High School (effective fall 2025); Annie Leendertser ~ Health/Fitness, PE Teacher, Hallett & Michael Anderson Split (effective beginning of the 2025/2026 school year); Emma Weberling ~ 1st Grade Teacher, Michael Anderson Elementary (effective beginning of the 2025/2026 school year);

Certificated Substitutes - None at this time

Long-term Substitutes - None at this time

Classified Staff - Cheyanne Rightler ~ Cafeteria III, ESY Summer Meal Program (effective Tues-Thurs, June 24 - August 14, 2025, 4.5 hours per day); Morgan Benner ~ Cafeteria III, ESY Summer Meal Program (effective Tues-Thurs, June 24 - August 14, 2025, 4.5 hours per day); Dana Swalm ~ Cafeteria III, ESY Summer Meal Program (effective Tues-Thurs, June 24 - August 14, 2025, 4.5 hours per day); Nick Tanis ~ CTE Shop Teacher, High School (180 day contract, effective 2025/2026 school year); Jeremy Lock ~ JROTC Aerospace Science Instructor, High School (7.5 hours per day, effective 2025/2026 school year);

Classified Substitutes - None at this time

Extra Curricular Activities - Hank Brower ~ Assistant Baseball Coach, Middle School (effective Spring 2025);

Other - None at this time

Teachers Teaching Out of Content Areas: None at this time

Staff Travel: None at this time

Board Member Compensation: Ron Cooper (2/25/2025 - 5/19/2025);

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 April 30, 2025, warrants 137067 - 137074 in the amount of \$13,183.73;

General Fund (Payroll/Accounts Payable) for April 30, 2025, warrants 137075 - 137092 in the amount of \$709,791.18;

General Fund (Accounts Payable) for April 30, 2025, warrants 137093 - 137131 in the amount of \$196,260.68;

ASB Fund (Accounts Payable) for April 30, 2025, warrants 137132 - 137143 in the amount of \$10,393.66;

General Fund (Accounts Payable) for May 16, 2025, warrants 137144 - 137216 in the amount of \$281,314.29;

ASB (Accounts Payable) for May 16, 2025, warrants 137217 - 137229 in the amount of \$33,235.56;

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

III. Individual Actions Items

A. Board Policies ~ None at this time

B. Approve Board Resolution 24-25.02 ~ Martin Hall Juvenile Detention Center

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

C. Approve Board Resolution 24-25.03 ~ Delegate Authority to WIAA

Alexis Alexander made a motion to approve.

Ron Cooper seconded the motion.

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

D. Approve High School Cheer Uniform Surplus

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

IV. Student Representatives Report

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

Trinity went to Michael Anderson Elementary and talked with 1st, 4th, and 5th graders. She asked how they felt the year went, and most said it went great. When asked what made it great they noted it was the teachers and their friends. Areas that were a struggle were Zern math and science, and only one student said they struggled to make friends. Students felt they had achieved a better understanding of math, and that fractions were getting easier as the year progressed.

Ashley talked with 4th and 5th graders at Hallett Elementary who felt school work was relatively easy, especially since they thought school was going to be harder. The 5th graders said they had struggles with math and science, specifically fractions and dividing. They've been practicing opening locks for lockers when they're in higher grades. Students said in the beginning math was confusing but it got easier as time went on. They wanted to improve their reading fluency. Most felt they were reading just to get through an assignment, but wanted to go back and do better and read for fun. The 4th graders accomplishments were making friends and being more kind to others.

Chuks was at the Middle School and talked to each grade level. All grades said they felt good about the school year overall. 8th graders felt they were in a good spot academically, while 6th graders felt they did average when it came to school work. Students in 7th grade said they felt accomplished at grade level standards.

Gabby talked to High School 9th and 10th graders who said they felt good overall for the year. Some said they wished they had picked better classes geared more for their career choices. Students said catching up with work when they'd been sick was a challenge and some new students didn't feel they knew their way around school. A lot of students felt they were more involved with drama classes and new sports.

V. Reports and Discussions

A. Social Emotional Learning and Wellness Report ~ Tawni Barlow

Student and Community Services Director Tawni Barlow presented "what is Social Emotional Learning." She talked about how SEL helps children and adults manage emotions, work on goals, learn about empathy, relationships and making responsible choices.

Tawni discussed why we prioritize SEL and about the Washington State standards. Next Tawni went into depth about how students are screened for behavioral and emotional problems and the process flowchart. She also noted that parents can opt their student out of being screened.

Last year, the District received a grant for a Peer Specialist that was supposed to go for 2 years. The program and funding was discontinued in May 2025.

Tawni was able to share the collected data from the Peer Specialist program for the short time it was going.

B. Homebased Education Update ~ Rob Haugen

Assistant Superintendent Robert Haugen gave an update on our Home Connections. He shared the front facing flyer that has been posted around the community. He's working with a third party vendor "schooldata.net" that offers curriculum for ALE students, those

identified as Highly Capable and those receiving language supports which will also benefit those in the Home Connections program.

A few parents in the group are asking to add in a specific writing resource for the curriculum which will be presented at the next board meeting for approval.

Our Military Family Advocate Rey Ornelas, is helping with the Fairchild Air Force Base homeschool community to get the word out about our program.

To date, Mr. Haugen has met with 8 families with a total of 12 students to discuss the program details and review curriculum. Not all of those families have enrolled yet, but we're feeling very encouraged that they will.

With our new website rolling out, we have a dedicated space on the main page for Connect + Learning options.

C. Final Audit Report ~ Chad Moss/Stefan Swenson

Our 2023/2024 school year audit finished up in April. Auditors are typically onsite between one to four weeks with the remaining hours being offsite. We had a clean audit with only two minor house cleaning items.

One interesting thing to note, we only did the financial audit and not the accountability piece as originally planned. The county auditing team was behind, timewise, so our two year accountability audit is being pushed to next year and will be a three year accountability audit along with the fiscal audit.

VI. Board Reports and Discussion

A. District 10 Event and Tribal Convening

Director Johnson said it was fun to host the WSSDA District 10 meeting at the Wellness Center. She noted it is always interesting to hear thoughts and happenings from directors of other districts. She said it was a very informative meeting and she enjoyed meeting new people.

Gerri also attended the Tribal and Educational Leader Convening at Northern Quest Casino on March 27. In talking with one school district, they're moving from a five day school week to a four day school week.

Dir. Cooper really liked the Tribal and Educational Leader Convening event. He felt it expanded his knowledge about tribal customs and liked how they were teaching their students about their culture and being able to integrate that into their current curriculum. It was his first time attending this event.

VII. Superintendent's Report

A. Board Representatives ~ Senior Recognition

Dr. Headrick moved recognition of our three senior board reps up to allow Chuks the opportunity to get to practice.

Dr. Williams-Gilbert handed out thank you gifts to Trinity, Gabby and Ashley from the Board and District Administration and read a speech she'd prepared to express thanks and best wishes for their next journey.

B. Early Learning

An Early Learning program has been a long work in progress. It has been the District's goal to get Home Based Instruction and Early Learning programs out this year. There were rumblings about State funding for Early Learning that were going to be a potential barrier. This has been little progress to date. We continued with our Early Learning survey and Transitional Kindergarten interest survey in the spring and had parental interest with over 50 potential students in our area we could serve.

Recently, I testified in front of legislation asking them not to cap funding for Transition to Kindergarten. They did cap it, but at the current TTK enrollment levels. Michael Anderson Elementary is currently at 20 and also our only program so far, so that makes that number our cap. ECEAP (Early Childhood Education Assistance Program) resides under DCYF (Department of Children Youth and Family), they had a limited increase in ECEAP slots with no opportunity for new providers which is what we would be. We reached out to the ESD's ECEAP coordinator who asked if we'd consider being an ECEAP sub-contractor for a current provider. Community Colleges of Spokane has the big, broad contract with DCYF for ECEAP and sub-contracts to private providers. Three days later we were meeting with their team and found out we can be sub-contractors with 20 spots, they'd contract through us and we'd do the teaching. As of right now, they committed 20 slots to us. We have asked for a total of 40, if they have the opportunity to expand, we will see. MLSD is planning to open ECEAP as sub-contractors for DCYF at Hallett and Michael Anderson Elementary in September 2025. We are currently working on a braided model, which would allow us to use TTK and ECEAP slots along with local funding to increase spots available.

Community Colleges of Spokane will come out and do assessments of the spaces in our elementary classrooms to make sure we're good to go. We will be sending out the exciting information to families once we have received a contract through CCS for the program.

VIII. 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 7:30 PM.

Respectfully Submitted,
Wendy Williams-Gilbert

Coversheet

Approve the Consent Agenda

Section:	II. Consent Agenda
Item:	B. Approve the Consent Agenda
Purpose:	Vote
Submitted by:	
Related Material:	6.30.2025 Consent Agenda (1).pdf

6.30.2025 ~ Consent Agenda

Resignations - Chelsea Dunkin ~ Para, High School (effective end of the 2024/2025 school year); Catie Sweet ~ Para, Michael Anderson Elementary (effective 5/30/2025); Jennifer Kennedy ~ Mental Health Coordinator, District (effective 6/11/2025); Josh Rux ~ Network Systems Supervisor, District (effective 6/30/2025); Doug McDowell ~ Bus Driver, Transportation (effective end of the 2024/2025 school year); Andrew Mills ~ Maintenance Supervisor, District (effective 6/30/2025);

Leaves - None at this time

Staff Contracts:

Administrative Staff - Justin Blayne (assignment change from Assistant Principal at MLHS to Assistant Principal at Hallett); Lyra McGirk (assignment change from Assistant Principal at MLMS to Assistant Principal at MLHS);

Dr. Kimberly Headrick ~ Superintendent; Robert Haugen ~ Assistant Superintendent, Learning & Teaching; Tawni Barlow ~ Director Student & Community Services; Chad Moss ~ Assistant Superintendent, Maintenance & Operations;

Jeremy Vincent ~ Principal MLHS; Lyra McGirk ~ Assistant Principal, MLHS; Shelby Schoesler ~ Principal, MLMS; Trevor Buckley ~ Assistant Principal, MLMS; Darlene Starr ~ Principal, MAE; Barry Warren ~ Assistant Principal, MAE; Kristin Kuster ~ Principal, Hallett Elementary; Justin Blayne ~ Assistant Principal, Hallett Elementary;

Jill Howard ~ Nutrition Services Supervisor; Tonya Jaynes ~ Transportation Supervisor; Trevor Meade ~ Technology Director;

Certificated Staff - Deb Horner ~ ESY Special Education Teacher, working with student at Eastern State Hospital (Tues, Wed, Thurs mornings, June 12 - August 14, 2025); Tara Hart ~ General Education or Special Education Teacher, Summer School/Edmentum Coordinator, High School (effective Monday - Thursday, July 29 - August 15, 2025);

Hunter Hollingsworth ~ Special Education Teacher, Michael Anderson Elementary (effective beginning of the 2025/2026 school year); Halle Barsness ~ Special Education Teacher, Middle School (continuing contract, effective beginning of the 2025/2026 school year); Lanee Alaniz ~ Health & Fitness, PE/Spanish Teacher, Middle School (effective beginning of the 2025/2026 school year); Catherine Donnelley ~ Mental Health Therapist/Coordinator, District (effective 7/1/2025); Matt Bergman ~ Health & Fitness, PE/Math Teacher, Middle School (split position, effective beginning of the 2025/2026 school year); Kayla Stemkowski ~ Elementary Teacher, Hallett Elementary (continuing contract, effective beginning of the 2025/2026 school year); Wendy Armes ~ Elementary Teacher, Hallett Elementary (1 year LOA, effective beginning of the 2025/2026 school year); Hannah Larson ~ Elementary Teacher, Pre-School, District (continuing contract, effective beginning of the 2025/2026 school year);

Certificated Substitutes - None at this time

Long-term Substitutes - None at this time

Classified Staff -

Allison Knight ~ ESY Para, Assisting Sped Teacher with student at Eastern State Hospital (Tues, Wed, Thurs mornings, June 12 - August 14, 2025); Doug McDowell ~ Food and Mail Transportation, Cafeteria II, 190 Days at 2.5 Hours per day, Nutrition Services (effective beginning of the 2025/2026 school year); Hank Brower ~ JROTC Aerospace Science Instructor, High School (effective beginning of the 2025/2026 school year); Kevin Orense ~ Network Systems Supervisor, District (effective 7/1/2025); Miriam Weinfurter ~ Cafeteria I, Michael Anderson Elementary (4.5 hours per day, 8:30 am - 1:30 pm, effective beginning of the 2025/2026 school year);

Mark Behl; Carrie Fitch; Rachel Lawson; Malenna King; Mardee King; Tonya Mills; Christy Nauta; Kevin Orense; Sarra Reiber; Stefan Swenson;

Classified Substitutes - None at this time

Extra Curricular Activities -

Other - None at this time

Teachers Teaching Out of Content Areas: None at this time

Staff Travel: None at this time

Board Member Compensation: Laura Parsons (March 24, 2025 - June 24, 2025);

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

General Fund (Payroll) for May 30, 2025, warrants 137230 - 137235 in the amount of \$10,434.95;

General Fund (Payroll/Accounts Payable) for May 30, 2025, warrants 137236 - 137254 in the amount of \$699,513.68;

General Fund (Accounts Payable) for May 30, 2025, warrants 137255 - 137287 in the amount of \$79,612.20;

General Fund (Accounts Payable) for June 16, 2025, warrants 137288 - 137364 in the amount of \$263,314.10;

ASB Fund (Accounts Payable) for June 16, 2025, warrants 137365 - 137381 in the amount of \$48,119.75;

General Fund (Payroll) for June 30, 2025, warrants 137382 - 137389 in the amount of \$15,769.82;

General Fund (Payroll/Accounts Payable) for June 30, 2025, warrants 137390 - 137408 in the amount of \$775,509.22;

Coversheet

Board Policy 3120 ~ Enrollment; First Reading

Section:	IV. Individual Actions Items
Item:	A. Board Policy 3120 ~ Enrollment; First Reading
Purpose:	Vote
Submitted by:	
Related Material:	Essential 3120 Enrollment.pdf

ENROLLMENT

The superintendent or designee will develop procedures for enrolling students, recording attendance behavior, and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has:

- Any history of placement in a special education program;
- Any past, current or pending disciplinary actions;
- Any history of violent behavior or conviction;
- Adjudications or convictions described in RCW 13.04.155, which include violent offenses, sex offenses, firearm or dangerous weapon offenses, and controlled substance offenses; ~~diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson;~~
- Any unpaid fines or fees from other schools; and
- Any health conditions affecting the student's educational needs.

~~If the district receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff or students, the student's teachers and building security personnel will be informed.~~

The school enrolling the student shall request the student's permanent record – including records of disciplinary action, history of violent behavior or behavior listed in RCW 13.04.155, attendance records, immunization records, and academic performance – from the school the student previously attended.

If a school principal receives information about adjudications or convictions described in RCW 13.04.155, then he or she will follow the procedure described in Policy 3143 – Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm.

★ The district may will require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements. The ~~school~~ district will not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student does not have a legal residence. For students who meet the definition of homeless, the district will immediately enroll the student, including while any enrollment dispute is pending (see 3115 – Homeless Students Enrollment Rights and Services).

★ The district will not inquire into a student's citizenship or immigration status or that of his/her parents or guardians.

The district will conditionally accept applications, including electronic applications, for enrollment and course registration for a student of a military family transferred to, or is pending transfer to, a military installation within the state (see 2100 – Educational Opportunities for Military Children). The request for enrollment may be made by the student, parent or guardian.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, will be diligent in maintaining such records.

Cross Reference:

Board Policy 2100 Educational Opportunities for Military Children

Medical Lake School District Board Policy**3120****2**

Board Policy 2255	Alternative Learning Experience Programs
Board Policy 3115	Students Experiencing Homelessness – Enrollment Rights and Services
Board Policy 3143	Notification of Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm

Legal References:

RCW 28A.225.215	Enrollment of children without legal residences
28A.225.216	Children of military families – Residency
RCW 28A.225.330	Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules
WAC 392-121-108	Definitions — Enrollment exclusions
WAC 392-121-122	Definitions — Full-time equivalent students
WAC 392-121-182	Alternative learning experience requirements
WAC 392-169-022	Running start student — definition

Management Resources:

2020 August Issue
 2019 July Issue
 2014 June Issue

Adoption Date: 11.27.01; 11.22.11; 12.19;**Medical Lake School District****Revised Date: 06.99; 08.11; 07.19;**

Coversheet

Board Policy 3143 ~ Notification and Dissemination of Information About Student Offenses and Notification of Threats of Violence or Harm; First Reading

Section: IV. Individual Actions Items
Item: B. Board Policy 3143 ~ Notification and Dissemination of Information
About Student Offenses and Notification of Threats of Violence or Harm; First Reading
Purpose: Vote
Submitted by:
Related Material: Essential 3143 District Notification of Juvenile Offenders (1).pdf

Medical Lake School District Board Policy**3143****1****~~DISTRICT NOTIFICATION OF JUVENILE OFFENDERS~~**

~~A court will notify the common school in which a student is enrolled if the student has been convicted, adjudicated, or entered into a diversion agreement for any of the following offenses: a violent offense, a sex offense, a firearms offense, inhaling toxic fumes, a drug offense, liquor offense, assault, kidnapping, harassment, stalking or arson. The principal must inform any teacher of the student and any other personnel who should be aware of the information. The information may not be further disseminated.~~

~~A student convicted, adjudicated, or entering into a diversion agreement for an assault, kidnapping, harassment, stalking, or arson against a teacher shall not be assigned to that teacher's classroom during the duration or the student's attendance at that school or any school to which the teacher is assigned. Neither shall the student be assigned to a classroom where another student who was his or her victim for the offense is enrolled.~~

~~The state department of social and health services will notify the board of directors in writing at least thirty days before a juvenile convicted of a violent offense, a sex offense or stalking is discharged, paroled, given authorized leave or otherwise released to reside in the district. The Department of Social and Health Services (DSHS) Sex Offender School Attendance Program assists with ensuring that juvenile sex offenders, committed to Juvenile Rehabilitation Administration (JRA), do not enroll in the same school as their victim or victims' siblings. If there is a conflict in schools, DSHS program staff will work with JRA to have the offender moved to another school.~~

~~A community residential facility to which an adjudicated juvenile is transferred shall provide written notice of the offender's criminal history to the district if the juvenile is attending school in the district while residing at the community residential facility.~~

~~Convicted juvenile sex offenders shall not attend a school attended by their adjudicated victims or a victim's sibling. The offender and his or her parent or guardian shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.~~

Notification and Dissemination of Information About Student Offenses and Notification of Threats of Violence or Harm

The Medical Lake School District is committed to providing a safe and secure environment for all its students and staff. All students, including those who have committed or been adjudicated for offenses, have constitutional rights to public education.

A. Notification of Student Offenses from County Sheriff's Office, Courts, Department of Social and Health Services, Department of Corrections, and Other School Districts.

The district receives notices and information about student offenders from several statutorily authorized sources, including the county sheriff's office, the courts, the department of social and health services, the department of corrections, and other school districts where the student previously enrolled. The district will take appropriate precautionary measures when it receives notices and information of student offenses from any of these sources. Student discipline, if any, will be consistent with 3241 – Student Discipline.

Medical Lake School District Board Policy**3143****2**

The superintendent, or designee, and school principals play an important role in determining and implementing appropriate precautionary measures relating to notices and information about student offenses. If the superintendent, a designee of the superintendent, or a principal of a school receives student offense information under RCW 28A.225.330 (notifications from other school districts), 9A.44.138 (sheriff notifications to school districts), 13.04.155 (court notifications to school districts), 13.40.215 (department of children, youth, and families notifications to school districts), or 72.09.730 (department of corrections notifications to school districts), the following notification provisions will be followed.

1. Sex Offenses and Registered Sex or Kidnapping Offenders.

- a. **Superintendent or Designee.** Upon receipt of information about sex offenses as defined in RCW 9A.44.030 or upon receipt of information about registered sex or kidnapping offenders pursuant to RCW 9A.44.138, the superintendent or his or her designee will provide the information to the principal of the school where the student is enrolled or will enroll—or, if not known, where the student was most recently enrolled.
- b. **Principals.** When the principal receives the information described above, he or she must then disclose the information as follows.

If the student is classified as a risk level II or III, the principal shall provide the information received to every teacher of the student and to any other personnel who, in the judgment of the principal, supervises the student or for security purposes should be aware of the student's record.

If the student is classified as a risk level I, the principal shall provide the information received only to personnel who, in the judgment of the principal, for security purposes should be aware of the student's record.

- c. **Convicted Juvenile Sex Offenders Attendance at Victims School.** Convicted juvenile sex offenders are prohibited from attending the elementary, middle, or high school attended by their victims or their victims' siblings. The parents or legal guardians of the convicted juvenile sex offender shall be responsible for providing transportation or covering other costs associated with or required by the sex offender's change in school.

The Department of Social and Health Services (DSHS) Sex Offender School Attendance Program assists with ensuring that juvenile sex offenders, committed to Juvenile Rehabilitation Administration (JRA), do not enroll in the same school as their victim or their victims' siblings. If there is a conflict in schools, DSHS program staff will work with JRA to have the offender moved to another school.

- d. **Collaboration.** The principal or designee will consult and collaborate with department of corrections, juvenile justice staff, treatment providers, victim support groups, and families, as applicable, when working with students required to register as a sex or kidnapping offender.

Medical Lake School District Board Policy**3143****3**

- e. **Inquiries by the Public.** Law enforcement agencies receive relevant information about the release of sex and kidnapping offenders into communities and decide when such information needs to be released to the public. Therefore, district and school staff will refer all inquiries by the public at large (including parents and students) regarding students required to register as a sex or kidnapping offender directly to law enforcement.
2. **Violent Offenses, Firearms and Dangerous Weapons Crimes, Unlawful Possession or Delivery of Controlled Substances, or School Disciplinary Actions.**
 - a. **Superintendent or Designee.** Upon receipt of information about a violent offense as defined in RCW 9.94A.030, any crime under chapter 9.41 RCW, unlawful possession or delivery, or both, of a controlled substance in violation of chapter 69.50 RCW, or a school disciplinary action, the superintendent or designee will provide the information to the principal of the school where the student is enrolled or will enrolled—or, if not known, where the student was most recently enrolled.
 - b. **Principals.** When the principal, receives the information described above, he or she, has discretion to share the information with a district staff member if, in the principal's judgment, the information is necessary for:
 - The staff member to supervise the student;
 - The staff member to provide or refer the student to therapeutic or behavioral health services; or
 - Security purposes.

School principals and staff should use care not to allow a student's demographic or personal characteristics to bias the decision of whether to share information received.

Upon receipt of information about an adjudication in juvenile court for an unlawful possession of a controlled substance in violation of chapter 69.50 RCW, the principal must notify the student and the parent or legal guardian at least five days before sharing the information with a district staff member.

If either the student or the student's parent or legal guardian objects to the proposed sharing of the information, the student, the student's parent or legal guardian, or both, may, within five business days of receiving notice from the principal, appeal the decision to share the information with staff to the superintendent of the district in accordance with procedures developed by the district.

The superintendent shall have five business days after receiving an appeal under the above to make a written determination on the matter. Determinations by the superintendent under this subsection are final and not subject to further appeal.

A principal may not share adjudication information under this subsection with a district staff member while an appeal is pending.

3. **Public Records Act.**

Medical Lake School District Board Policy**3143****4**

Any information received by district staff under this section is exempt from disclosure under the public records act (chapter 42.56 RCW) and may not be further disseminated except as provided in RCW 28A.225.330, other statutes or case law, and the family and educational and privacy rights act of 1994 (20 U.S.C. Sec. 1232g et seq.).

4. Assignment of Student Offenders to Certain Classrooms.

A student committing an offense under chapter 9A.36 (assault), 9A.40 (kidnapping, unlawful imprisonment, custodial interference, luring, trafficking, and coercion of involuntary servitude), 9A.46 (harassment), or 9A.48 RCW (arson, reckless burning, and malicious mischief) when the activity is directed toward the teacher, shall not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned.

A student who commits an offense under chapter 9A.36 (assault), 9A.40 (kidnapping, unlawful imprisonment, custodial interference, luring, trafficking, and coercion of involuntary servitude), 9A.46 (harassment), or 9A.48 RCW (arson, reckless burning, and malicious mischief), when directed toward another student, may be removed from the classroom of the victim for the duration of the student's attendance at that school or any other school where the victim is enrolled.

B. Notification of Threats of Violence or Harm.

Students and school employees who are subjects of threats of violence or harm will be notified of the threats. "Threats of violence or harm" means direct or indirect communications by any means of the intent to inflict physical harm upon a specific individual or individuals or that place a person in fear of the imminent likelihood of serious harm.

The district will assess and address potential threats of violence or harm in a manner consistent with Policy and Procedure 3225 – School-Based Threat Assessment, other safety policies, and comprehensive safe school plans. In instances where the threat is deemed moderate risk or high risk, or requires further intervention to prevent violence or serious harm, the school administrator shall notify the parent and/or guardian of any student who is the target/recipient of a threat as well as the parent and/or guardian of any student who made the threat. The district will ensure that the notice is in a language the parent and/or guardian understands, which may require language assistance for parents or guardians with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

The district may use information about a threat of harm or violence in connection with student discipline consistent with Policy and Procedure 3241 – Student Discipline.

The district, board, school officials, and school employees providing notice in good faith as required and consistent with the board's policies are immune from any liability arising out of such notification. A

Medical Lake School District Board Policy**3143****5**

person who intentionally and in bad faith or maliciously, knowingly makes a false notification of a threat under this section is guilty of a misdemeanor punishable under RCW 9A.20.021.

C. Immunity.

Any school district or district employee who releases the information in compliance with federal and state law is immune from civil liability for damages unless it is shown that the school district or district employee acted with gross negligence or in bad faith.

Cross References:

Board Policy 2161	Special Education and Related Services for Eligible Students
Board Policy 2162	Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
Board Policy 3120	Enrollment
Board Policy 3140	Release of Resident Students
Board Policy 3207	Prohibition of Harassment, Intimidation, and Bullying
Board Policy 3225	School-Based Threat Assessment
Board Policy 3231	Student Records
Board Policy 3241	Student Discipline
Board Policy 4020	Confidential Communications
Board Policy 4315	Release of Information Regarding Sexual Offenders
Board Policy 5281	Disciplinary Action and Discharge
Board Policy 6513	Workplace Violence Prevention

Legal References:

RCW 4.24.550	Sex offenders and kidnapping offenders — Release of information to public — Web site
RCW 9A.44.130	Registration of sex offenders and kidnapping offenders — Procedures — Definition — Penalties
RCW 13.04.155	Notification to school principal of conviction, adjudication, or Diversion agreement-provision of information to teachers and other personnel — Confidentiality
RCW 13.40.215	Juveniles found to have committed violent or sex offense or stalking — Notification of discharge, parole, leave release, transfer, or escape — To whom given — Definitions
RCW 28A.225.330	Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules
RCW 28A.320.128	Notice and disclosure policies — Threats of violence — Student conduct — Immunity for good faith notice — Penalty
RCW 28A.600.460	Classroom discipline — policies — classroom placement of student offenders — data on disciplinary actions
RCW 28A.320; 2020 c 167 § 1	Notification provisions
RCW 72.09.345	Sex offenders — Release of information to protect public —

Medical Lake School District Board Policy

3143

6

End-of-sentence review committee — Assessment — Records
access — Review, classification, referral of offenders — Issuance
of narrative notices

WAC 392-400

Student Discipline

20 U.S.C. 1232g; 34 C.F.R. Part 99 Family Educational Rights and Privacy Act

Article IX, Section 1, Washington State Constitution

Management Resources:

2020 - August Issue

2019 - December Issue

2018 - December Issue

Adoption Date: 01.02; 11.10; 07.25;

Medical Lake School District

Revised Date: 06.00; 10.10; 06.25;

Coversheet

Board Policy 3420 ~ Anaphylaxis Prevention and Response; First Reading

Section:	IV. Individual Actions Items
Item:	C. Board Policy 3420 ~ Anaphylaxis Prevention and Response; First Reading
Purpose:	Vote
Submitted by:	
Related Material:	Essential 3420 Revised 12.2024.pdf

Medical Lake School District Board Policy**3420****1****ANAPHYLAXIS PREVENTION AND RESPONSE**

Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and follow-up care by a licensed healthcare provider (LHP).

The Medical Lake School District Board of Directors expects school administrators, teachers and support staff to be informed and aware of life threatening allergic reactions (anaphylaxis) and how to deal with the resulting medical emergencies. For students, some common life threatening allergens are peanuts, tree nuts, fish, dairy, bee or other insect stings, latex and some medications. Affected students require planned care and support during the school day and during school sponsored activities. Additionally, any student could potentially have a life threatening allergic reaction even without a history of such.

Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. The district will take reasonable measures to avoid allergens for affected students. The district will also train all staff in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel. The plan shall be distributed to appropriate staff based on the students' needs and the staffs' level of interaction with the student as determined in the health plan.

Even with the district's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the district will take precautions to reduce the risk of a students with a history of anaphylaxis coming into contact with the offending allergen in school.

The district may maintain at designated school locations a supply of epinephrine auto injectors and/ or nasal sprays based on the number of students enrolled at the school. Undesignated epinephrine auto injectors and nasal sprays must be obtained with a prescription in the name of the school by a licensed health professional within the scope of their prescribing authority and must be accompanied by a standing order protocol for their administration.

In the event a student with a current prescription for epinephrine on file at the school experiences an anaphylactic event, the school nurse or designated trained school personnel may use the school supply of epinephrine to respond if the student's supply is not immediately available. In the event a student with undiagnosed anaphylaxis experiences an anaphylactic event, the school nurse may utilize the school supply of epinephrine to respond under the standing order protocol according to RCW 28A.210.380 and RCW 28A.210.383.

The school's supply of epinephrine does not negate parent/guardian responsibility to ensure that they provide the school with appropriate medication and treatment orders pursuant to RCW 28A.210.320 if their student is identified with a life-threatening allergy.

The superintendent will establish procedures to support this policy and to ensure:

1. Rescue protocol in cases of suspected anaphylaxis will follow OSPI's Guidelines for the Care of Students with Anaphylaxis (2009);

Medical Lake School District Board Policy**3420****2**

2. A simple and standardized format for emergency care plans is utilized;
3. A protocol is in place to ensure emergency care plans are current and completed;
4. Medication orders are clear and unambiguous;
5. Training and documentation is a priority; and
6. Each school's supply of epinephrine, if any, is maintained pursuant to manufacturer's instructions and district medication policy and procedures.

Cross References:

Board Policy 3416	Medication at School
Board Policy 3418	Response to Student Injury or Illness
Board Policy 3419	Self-Administration of Asthma and Anaphylaxis Medications

Legal References:

WAC 392-380	Public School Pupils - Immunization Requirement and Life-Threatening Health Condition
RCW 28A.210.380	Anaphylaxis – Policy Guidelines – Procedures – Report
RCW 28A.210.383	Epinephrine and epinephrine autoinjectors (EIP pens) - School Supply - Use

Management Resources:

2024 October Issue
 2018 August Issue
 Policy News, August 2012 Anaphylaxis Prevention and Response
 Policy News, February 2009 Anaphylaxis Prevention Policy Required
 OSPI, March 2009 Guidelines for the Care of Students with Anaphylaxis

Adoption Date: 06.13; 05.18;**Medical Lake School District****Revised Date: 02.09; 08.12; 08.18; 06.25;**

Coversheet

Board Policy 3424 ~ Opioid Related Overdose Reversal; First Reading

Section:	IV. Individual Actions Items
Item:	D. Board Policy 3424 ~ Opioid Related Overdose Reversal; First Reading
Purpose:	Vote
Submitted by:	
Related Material:	ESSENTIAL 3424 Revised 12.2024.pdf

Medical Lake School District Board Policy**3424****1****Opioid Related Overdose Reversal**

The board recognizes that the opioid epidemic is a public health crisis and access to opioid-related overdose reversal medication can be life-saving. To assist a person at risk of experiencing an opioid-related overdose, the district will seek to obtain and maintain at least one set of opioid overdose reversal medication doses in each of its ~~high~~ schools.

SSB 5804 amended RCW 28A.210.390, the district ~~has authority to~~ **must** obtain and maintain opioid overdose reversal medication either through a standing order, prescribed and dispensed according to RCW 69.41.095(5), or through one or more donation sources. The district will seek at least one set of opioid reversal medication doses for each of its ~~high~~ schools. However, if the district documents a good faith effort to obtain and maintain opioid overdose reversal medication through a donation source, and is unable to do so, the district is exempt from the obligation to have a set of opioid reversal medication doses for each ~~high~~ school. **Documentation of good faith effort must be kept on file.**

The following personnel may distribute or administer the school-owned opioid overdose reversal medication to respond to symptoms of an opioid-related overdose:

- A school nurse,
- School personnel who become designated trained responders, or
- A health care professional or trained staff person located at a health care clinic on public school property or under contract with the school district.

Training for school personnel to become designated trained responders and distribute or administer opioid overdose reversal medication must meet the requirements for training described in the statute and any rules or guidelines for such training adopted by the Office of Superintendent Public Instruction. ~~If a district high school does not have a full-time school nurse or trained health care clinic staff,~~ The district shall identify at least one member of each high school's personnel to become a designated trained responder who can distribute and administer opioid overdose reversal medication.

Opioid overdose reversal medication may be used on school property, including the school building, playground, and school bus, as well as during field trips or sanctioned excursions away from school property. A school nurse or a designated trained responder may carry an appropriate supply of school-owned opioid overdose reversal medication on in-state field trips and sanctioned in-state excursions.

Individuals who have been directly prescribed opioid overdose reversal medication according to RCW 69.41.095 lawfully possess and administer opioid overdose reversal medication, based on their personal prescription. However, such "self-carrying" individuals **and those who obtain opioid overdose reversal medication over-the-counter,** must show proof of training as verified by a licensed registered professional nurse employed or contracted by the district or participate in district training as specified in the accompanying procedure.

Administration of the district's opioid overdose reversal medication will be performed by designated, trained, district personnel as needed. However, "RCW 69.41.095 allows for "any person" (including students) to

Medical Lake School District Board Policy**3424****2**

lawfully possess, store, deliver, distribute, and administer an opioid overdose reversal medication that has been properly prescribed and/or authorized. The board further recognizes that:

- incidences of opioid overdoses are increasing in communities and schools,
- naloxone is highly unlikely to cause harm if administered when not needed,
- students may carry naloxone at school in order to have access to it outside of school, and
- delay in administering naloxone for suspected overdose or delay activating emergency medical services could cause severe harm.

Therefore, neither the district nor its schools will pursue disciplinary action for students or personnel solely for possession or good faith administration of naloxone. Naloxone will not be confiscated from students.

Students who exhibit concern for the risk of overdose for themselves or others shall be counseled on the availability of behavioral health supports and instructed of the district policy and procedure for opioid overdose response, and the importance of summoning adult help and emergency services for any suspected overdose.

If any type of overdose is suspected, including an opioid related overdose, district staff will call 9-1-1 and alert ~~a first responder~~ emergency services. The school nurse, designated trained responder, or trained staff person located at a health care clinic on public school property or under contract with the school district will follow the Washington Department of Health steps for administering naloxone for a suspected opioid related overdose.

Cross References:

Board Policy 3416	Medication at School
Board Policy 3418	Response to Student Injury or Illness

Legal References:

Chapter 69.50.315 RCW	Drug Related Overdose
Chapter 69.50.315 RCW	Health Screening and Requirements
Chapter 28A.210 RCW	Health Screening Requirements

Management Resources:

October 2024 Issue	
OSPI January 2020	Opioid Related Overdose Policy Guidelines and Training in the School Setting

Adoption Date: 11.22;

Medical Lake School District

Revised Date: 02.20; 10.24;

Coversheet

Approve Board Resolution ~ 24-25.04 ~ District Credit Cards

Section:	IV. Individual Actions Items
Item:	E. Approve Board Resolution ~ 24-25.04 ~ District Credit Cards
Purpose:	Vote
Submitted by:	
Related Material:	Board Resolution 24-25.04~ Credit Card Issuance (1).pdf

MEDICAL LAKE SCHOOL DISTRICT No. 326**MEDICAL LAKE, WASHINGTON****BOARD RESOLUTION 24-25.04**

WHEREAS, RCW 42.24 provides for the issuance of charge cards to officers and employees for expenses incurred for district materials and travel;

WHEREAS, Medical Lake School District has provided credit cards to Board Members, District Administrators and Central Office Staff;

WHEREAS, prior Board approval of district credit card expenses is not required;

WHEREAS, expenditures incurred for District business represent legal, authorized and appropriate obligations of the Medical Lake School District;

WHEREAS, this resolution is in compliance with Medical Lake School District Board Policy 6212 ~ Charge Cards which provides further information regarding credit card use;

NOW THEREFORE BE IT RESOLVED, that officers and employees of Medical Lake School District who have been issued a credit card for the following limits and may use the credit card for expenses incurred for District business.

Alexis Alexander	\$4,000	Malenna King	\$5,000	Darlene Starr	\$4,000
Tawni Barlow	\$7,000	Mardee King	\$3,000	Stefan Swenson	\$2,500
Mark Behl	\$8,000	Kristin Kuster	\$4,000	Jeremy Vincent	\$6,000
Justin Blayne	\$4,000	Rachel Lawson	\$5,000	Barry Warren	\$4,000
Trevor Buckley	\$5,000	Lyra McGirk	\$6,000	Wendy Williams-Gilbert	\$4,000
Ron Cooper	\$4,000	Trevor Meade	\$10,000	CTE 1	\$2,500
Dawn Eliassen	\$6,000	Chad Moss	\$200,000	CTE 2	\$2,500
Robert Haugen	\$10,000	Christy Nauta	\$2,000	Transportation 1	\$1,000
Kimberly Headrick	\$20,000	Kevin Orense	\$5,000	Transportation 2	\$1,000
Jill Howard	\$20,000	Laura Parsons	\$4,000	Transportation 3	\$1,000
Tonya Jaynes	\$5,000	Sarra Reiber	\$10,000	Transportation 4	\$1,000
Gerri Johnson	\$4,000	Shelby Schoesler	\$5,000	Transportation 5	\$1,000

Dated this 30th Day of June, 2025

Secretary to the Board

President, Board of Directors

Board Member

Board Member

Board Member

Board Member

Coversheet

Approve Board Resolution 24-25.05 ~ 2025-2026 Proposed Budget

Section:	IV. Individual Actions Items
Item:	F. Approve Board Resolution 24-25.05 ~ 2025-2026 Proposed Budget
Purpose:	Vote
Submitted by:	
Related Material:	Budget Resolution ~ 24-25.05.pdf

Medical Lake School District No. 326
Medical Lake, Washington

Resolution No. 24-25.05

Adoption of 2025-26 Budget

A RESOLUTION of the Board of Directors of Medical Lake School District No. 326, Medical Lake, Washington, fixing and determining fund appropriations; adopting the 2025-2026 budget, the four year budget plan summary and the four-year enrollment projection; and providing for other related matters.

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

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

- a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2025-26 fiscal year and published electronic notice of the same on its website. The 2025-26 budget includes, among other things, a complete financial plan of the District for the ensuing 2025-26 fiscal year and a summary of the four-year budget plan that includes a four-year enrollment projection.
- b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2025-26 budget on or before August 1, 2025. Prior to adoption of the 2025-26 budget, the Board shall meet and conduct a public hearing to allow any person to be heard for or against any part of the 2025-26 budget, the four year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 (a/k/a educational programs and operation levy).
- c) The Board, following notice thereof being published in a newspaper of general circulation within the District, conducted a public hearing on Monday, June 30, 2025, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2025-26 budget.

Section 2. Fixing and Determining Fund Appropriations; Adoption of 2025-26 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

- a) The Board hereby fixes and determines the appropriation from each fund contained in the 2025-26 budget, as follows:

General Fund	\$ 33,600,000
Associated Student Body Fund	\$ 502,238
Debt Service Fund	\$ 1,573,560
Capital Projects Fund	\$ 858,351
Transportation Vehicle Fund	\$ 370,673

- b) The Board hereby adopts the 2025-26 budget, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

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

ADOPTED by the Board of Directors of Medical Lake School District No. 326, Medical Lake, Washington, at a special open public meeting thereof held this 30th day of June, 2025, the following Directors being present and voting in favor of the resolution.

DATED this 30th of June, 2025

Secretary, Board of Directors

President, Board of Directors

Board Member

Board Member

Board Member

Board Member

Coversheet

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

Section: IV. Individual Actions Items
Item: G. Approve the Continued Membership with Puget Sound Joint
Cooperative Purchasing for Nutrition Services
Purpose: Vote
Submitted by:
Related Material: Nutrition Services Agreement.pdf

Medical Lake School District, Medical Lake, Washington

INTERLOCAL AGREEMENT
with the
PUGET SOUND JOINT PURCHASING COOPERATIVE

THIS AGREEMENT is made and entered into, by and among the school districts of the State of Washington on the signature page hereto (the “*Member Districts*”) and has been authorized by each of the Member Districts.

RECITALS

WHEREAS, each of the Member Districts is a duly constituted school district organized and existing under and by virtue of the laws of the State of Washington;

WHEREAS, each of the Member Districts is authorized by RCW 28A.320 or by the Interlocal Cooperation Act, Chapter 39.34 RCW, to enter into cooperative agreements for the purchase of various equipment, supplies and services;

WHEREAS, the Member Districts seek to reduce their respective costs in purchasing various food products, supplies, services, equipment and commodity processing, storage and transportation services for use in the school districts and to make the most efficient use of their powers by enabling them to cooperate with each other on a basis of mutual advantage;

WHEREAS, the Executive Committee (the “*Executive Committee*”) has caused the Puget Sound Joint Purchasing Association (DBA Puget Sound Joint Purchasing Cooperative (the “*Cooperative*”)) to be formed as a cooperative under Chapter 24.03 RCW;

NOW THEREFORE, in consideration of the promises and agreements contained in this Agreement and subject to the terms and conditions set forth, it is mutually understand and agreed by the parties as follows:

- The Cooperative shall continue to have all rights and responsibilities as contemplated and accomplished pursuant to its articles and bylaws, as amended, including but not limited to provide centralized purchasing and other services. Nothing herein shall be deemed to prevent the Cooperative from any further reorganization permitted by applicable law.
- The purpose of the Cooperative is to procure various equipment, supplies and services in support of the Member District’s programs.
- This agreement shall allow the purchase or acquisition of goods and services by each Member District directly from a third-party vendor if a provision has been made in the lead agency’s contract with that third party vendor that permits other agencies to avail

themselves of the goods and services offered under the contract.

- The Superintendent or designee of the undersigned school district is hereby designated as representative to the joint purchasing agency Cooperative Board and the Superintendent or designee is further authorized to execute and implement the requisite agreement or agreements to accomplish this purpose.
- The Superintendent or designee of the undersigned school district shall have full voting rights regarding Cooperative matters upon approval as a Member.
- The undersigned school district will be assessed fees based on total equivalent lunches (meals) as reported on the last OSPI 1800D report, with a minimum annual fee of \$200. Fees will be determined by the Executive Committee on an annual basis and shall be assessed to each Member District to reimburse documented actual administrative, legal, insurance, and other costs. The Executive Committee will be responsible for annual budgeting and reporting. Upon termination of this Agreement or dissolution of the Cooperative, all remaining assessed fees will be returned to the Member Districts pro rata.
- Each Member District will be solely responsible for purchase, service, and disposal obligations for its use of the Puget Sound Joint Purchasing Cooperative's contracts.
- Each Member District reserves the right to contract purchases independently, with or without notice to the other Member Districts. This Agreement does not obligate any Member Districts to acquire goods or services through the contractual agreements of the other Member District.
- The Cooperative shall have all powers allowed by law for interlocal agencies created under RCW 28A.320.080, RCW 39.34.030 or Chapter 23.86 RCW, as they now exist or may hereafter be amended, and as authorized, amended, or removed by the Executive Committee, as provided for in this Agreement.
- The Cooperative shall be financed through dues from Member Districts.
- This Agreement shall remain in full force and effect until terminated in accordance with the Puget Sound Joint Purchasing Cooperative Bylaws or Articles.

This Agreement and any amendments thereto, shall be executed on behalf of each Member District by its duly authorized representative and pursuant to an appropriate motion, resolution or ordinance. This Agreement may be executed in any number of counterparts, each of which shall be an original, but those counterparts will constitute one and the same instrument. This Agreement shall be deemed adopted and effective as of the date signed.

Signatures as follows:

Medical Lake School District #326
PO Box 128
116 W. Third St.
Medical Lake, WA 99022
(509) 565-3100

Signature of District Superintendent or Board President

Printed Name and Title

Name	Title

Signature_____

Date:

Attest:
Secretary to the Board _____ Date _____

Received PSJPC

Date _____

Signature _____

Name	Title

Coversheet

Approve 10 Cent Meal Price Increase

Section:	IV. Individual Actions Items
Item:	H. Approve 10 Cent Meal Price Increase
Purpose:	Vote
Submitted by:	
Related Material:	Paid Lunch Equity Calculator.pdf

SFA NAME: [TYPE SFA NAME HERE]

The prices are based on adjusting SY 2024-25 price requirement by the 2% rate increase plus the Consumer Price Index (6.03%).

SY 2025-26 Weighted Average Price Requirement	
Requirement to the nearest cent	Requirement ROUNDED DOWN to the nearest 5 cents
\$4.01	\$ 4.00

SY 2025-26 Price Raise Calculator**Step 1**

If the SY 2024-25 Weighted Average Price is equal to or above the target price of \$4.01 then the SFA is compliant for SY 2025-26.

SY 2024-25 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2024.

	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2024-25
1	7,482	\$ 3.35	\$ 25,064.70	
2			\$ -	
3			\$ -	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
Total	7,482		\$ 25,064.70	\$ 3.35

Step 2

Shortfall or Credit
Enter any shortfall or credit carried forward from SY 2024-25
\$ (0.70)

Overview of the Calculations

Total Price Increase for SY 2025-26 (Based on the requirement rounded down to the nearest 5 cents)	
\$	1.35
Required Weighted Average Price for SY 2025-26 (Increase with the 10 cents cap)	
\$	3.45
Remaining Shortfall to Meet the Total Price Increase for SY 2025-26 (Based on establishing the price with the 10 cents cap)	
\$	1.25
Credit From the Total Price Increase for SY 2025-26 (Based on a greater price in SY 24-25 and/or credit from the previous year)	
\$	-

(Optional Step)**Pricing Estimation Calculator**

Below is a tool allowing users to manipulate prices to achieve the required weighted average price for SY 2025-26.

	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2025-26
1			\$ -	
2			\$ -	
3			\$ -	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
Total	-		\$ -	\$ -

Step 3**SY 25-26 Report**

To review the instructions for the SY 25-26 Price Raise Calculator:

[Instructions](#)

Attention: Users should only enter information in the cells highlighted in green. Modifications should not be made to the tool as changes can cause an incorrect new average price to be calculated which will impact future calculations.

May 2025

Coversheet

Approve the 2025/2026 Free and Reduced Price Meals Application

Section:	IV. Individual Actions Items
Item:	I. Approve the 2025/2026 Free and Reduced Price Meals Application
Purpose:	Vote
Submitted by:	
Related Material:	Combined Letter and Application.pdf

National School Lunch Program/School Breakfast Program 2025–26 Letter to Households (Public Schools)

Dear Parent/Guardian:

Completing the Child Nutrition Eligibility & Education Benefit Application may qualify you for: free or reduced-price meals, Summer EBT benefits, reduced fees for other programs and activities, and help secure funding for your school district. The cost of school meals is shown below.

Breakfast and lunch will be served at no cost to those children who qualify for free and reduced-price meals in grades K-12. All other students will be charged the rates shown below.

REGULAR			
Grade Level	Breakfast	Lunch	Snack
K-5	\$ FREE	\$ FREE	
6-12	\$ 1.70	\$ 3.45	
Adult	\$ 3.30	\$ 5.10	

Who should fill out an application?

Fill out the application if:

- Total household income is the SAME or LESS than the amount on the chart.
- You receive Basic Food, take part in the Food Distribution Program on Indian Reservations (FDPIR), or receive Temporary Assistance for Needy Families (TANF) for your children.
- You are applying for foster children that are under the legal responsibility of a foster care agency or court.

Turn in the application to Jill Howard, PO Box 128, Medical Lake, WA 99022.

Be sure to submit ONLY ONE application per household. We will notify you if the application is approved or denied. If any child you are applying for is homeless (McKinney-Vento), or migrant, check the appropriate box.

What counts as income? Who is considered a member of my household?

Look at the income chart below. Find your household size. Find your total household income. If members in the household are paid at different times during the month and you are unsure if your household is eligible, fill out an application and we will determine your income eligibility for you. The information you give will be used to determine your child's eligibility for free or reduced-price meals.

Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals regardless of personal use income. If you have questions about applying for meal benefits for foster children, please contact us at [509-565-3131](tel:509-565-3131) or jhoward@mlsd.org.

USDA Child Nutrition Program Income Guidelines Effective July 1, 2025–June 30, 2026					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$28,953	\$2,413	\$1,207	\$1,114	\$557
2	\$39,128	\$3,261	\$1,631	\$1,505	\$753
3	\$49,303	\$4,109	\$2,055	\$1,897	\$949
4	\$59,478	\$4,957	\$2,479	\$2,288	\$1,144
5	\$69,653	\$5,805	\$2,903	\$2,679	\$1,340
6	\$79,828	\$6,653	\$3,327	\$3,071	\$1,536
7	\$90,003	\$7,501	\$3,751	\$3,462	\$1,731
8	\$100,178	\$8,349	\$4,175	\$3,853	\$1,927
For each add'l family member, add:	\$10,175	\$848	\$424	\$392	\$196

HOUSEHOLD is defined as all persons, including parents, children, grandparents, and all people related or unrelated who live in your home and share living expenses. If applying for a household with a foster child, you may include the foster child in the total household size.

HOUSEHOLD INCOME is considered to be the income each household member received before taxes. This includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income. If including a foster child as part of the household, you must also include the foster child's personal income. Do not report foster payments as income.

What must be on the application?

A. For households not getting any assistance:

- Student name(s)
- Names of all household members
- Income by source for all household members
- Adult household member's signature
- Last 4 digits of social security number of the adult household member who signs the application (or if the adult signing does not have a social security number, check the associated box).

Complete *Parts 1, 2, 3, 4, and 5*; *Part 6* is optional.

B. For households with only foster child(ren)

- Student's name
- Adult household member signature

Complete *Parts 1* and *5*; *Part 6* is optional. You may also send the school a copy of the court documentation showing the foster child(ren) was/were placed with you instead of filling out an application form.

Last 4 digits of SSN are not required for B.

**National School Lunch Program/School Breakfast Program
2025–26 Letter to Households (Public Schools)**

What must be on the application? *continued*

C. For a family getting Basic Food/TANF/FDPIR:

- List all student names
- Enter a case number
- Adult household member's signature

Complete *Parts 1, 2, 4, and 5. Part 6 is optional.*

Last 4 digits of SSN are not required for C.

D. For household with a foster child(ren) and other children:

Apply as a household and include foster children. Follow the directions for “**A. For households not getting any assistance:**” and include the foster child’s personal use income.

What if I’m not receiving basic food dollars?

If you have been approved for Basic Food but do not actually receive Basic Food dollars, you may be eligible for free or reduced-price meals. You must apply for meal benefits by filling out a meal application and returning it to your child’s school.

Do my children automatically qualify if they have a case number?

Yes. Children on TANF or Basic Food may get free meals and children receiving some Medicaid benefits may be eligible for free or reduced-price meals without the household having to complete an application. These children are identified by the school using a data matching process. This matched list is then made available to your child’s school food service staff. The students on this list get free meals if their schools have the free and reduced-price breakfast and/or lunch program (not all schools do). Please contact us immediately if you feel your children should be receiving free meals and are not. If you do not want your child to participate in the free meal programs using this method, please notify the school.

If anyone in my household has a case number, will all children qualify for free meals?

Yes. If someone else in the household has a case number, other than a foster child, you must fill out an application and send it to your student’s school. Please contact us immediately if you feel other children in your household should be receiving free meals and are not.

Basic Food - Can I qualify for assistance in buying food?

Basic Food is the state’s food stamp program. It helps households make ends meet by providing monthly benefits to buy food. Getting Basic Food is easy! You can apply in person at the local DSHS Community Service Office, by mail, or online. There are other benefits too. You can learn about Basic Food by calling 1-877-501-2233 or by logging on to <https://www.dshs.wa.gov/esa/community-services-offices/basic-food>.

We are in the military. Do we report our income differently?

Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

My child’s application was approved last year. Do I need to fill out a new one?

Yes. Your child’s application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

What if some household members have no income to report?

Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

Health Coverage

To inquire about or apply for health care coverage for kids in your family, please visit <http://www.wahealthplanfinder.org> or you may call Washington Health Plan Finder at 1-855-923-4633.

What if my child needs special foods?

If your child needs special foods, contact the school/district food service office.

Proof of Eligibility

The information you provide may be verified at any time. You may be asked to send additional information to prove your child is eligible to receive free and reduced-price meals.

Fair Hearing

If you do not agree with the decision on your child's application or the process used to prove income eligibility, you may talk with Superintendent/Designee the fair hearing official. You have the right to a fair hearing which may be arranged by calling the school/school district at this number (509) 565-3100.

**National School Lunch Program/School Breakfast Program
2025–26 Letter to Households (Public Schools)**

Reapplication

You may apply for benefits any time during the school year. If you should have a decrease in household income, an increase in household size, or become unemployed, or receive Basic Food, TANF, or FDPIR, you may be eligible for benefits and may fill out an application at that time.

USDA Non-Discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

2025–26 Child Nutrition Eligibility & Education Benefit Application – Medical Lake School District #326

***this form may allow you to receive discounted or waived fees for ASB activities, or any other eligible fee reductions. Please check with your student's school to see if you qualify. By checking this box**

☐ **you agree to allow ASB to use your application for discounted or waived ASB activities fees, or any other eligible fee reductions.**

This application may qualify you for: meal benefits, Summer EBT benefits (if enrolled in a NSLP/SBP school), reduced fees for other programs and activities, and/or help secure funding for your school district. If your child(ren) are enrolled in a Community Eligibility Provision (CEP) or Provision 2 school, completing this application will not impact your eligibility to receive meals at no cost.

Complete, sign, and return this application to: Jill Howard, PO Box 128, Medical Lake, WA 99022

Check here if you received meal benefits last year: ☐

1. List **all students** living with you that are attending school. If the student is in foster care, experiencing homelessness, or receiving migrant education services, indicate this by placing an "x" in the appropriate box. Include any personal income received by the student and make an "x" in the correct box for how often it is received. ☐ **Homeless** ☐ **Migrant**

Student's Last Name	Student's First Name	MI	Foster	Date of Birth	School	Grade	Student Income	Weekly	Bi-weekly	2 X Month	Monthly
			<input type="checkbox"/>				\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. If any Household Members (including yourself) currently participate in one or more of the following assistance programs, please write in a case number. If no, go to Step 3.

☐ Basic Food

☐ TANF

☐ Food Distribution Program on Indian Reservations (FDIPR)

Case Number: _____

3. List the names of all other household members - Enter income (in whole dollars) and CHECK how often it is received. If a household member does not receive income, write 0. If you enter 0 or leave the income sections blank, you are promising there is no income to report.

Names of ALL other household members (do not include students listed above)	Foster	Earnings from work (before any deductions)	Weekly	Bi-weekly	2 X Month	Monthly	Public Assistance/ Child Support/ Alimony	Weekly	Bi-weekly	2 X Month	Monthly	Pensions/ Retirement/ Social Security (SSI)	Weekly	Bi-weekly	2 X Month	Monthly	Any Other Income Not Already Listed	Weekly	Bi-weekly	2 X Month	Monthly
	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Total Household Members (include all people living in your household): Last Four Digits of Social Security Number (SSN) of Check if no SSN: ☐
(total listed must equal number of household members listed above) Primary Wage Earner or Other Household Member (Optional if only applying for Summer EBT)

5. Contact Information & Signature – Complete, sign, and return this application to:

I certify (promise) that all information on this application is true, that all income is reported, and that my household does not receive Summer EBT benefits through a different State or Indian Tribal Organization (if applicable). I understand that this information is given in connection with the receipt of federal or state benefits and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose these benefits, and I may be prosecuted under applicable State and Federal laws.

Printed Name of Adult Household Member

Adult Household Member Signature

E-mail Address

Mailing Address

City, State & Zip Code

Daytime Phone

Date

6. **Children's Racial and Ethnic Identities (Optional)** – We are required to ask for information about your child(ren)'s race and ethnicity. This information is important and helps make sure we are fully serving our community. Responding to this section is optional and does not affect your child(ren)'s eligibility for free & reduced-price meals.

Mark one or more racial identities:

☐ American Indian or Alaska Native

☐ Asian

☐ Black, or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

Mark one ethnic identity:

☐ Hispanic or Latino

☐ Not Hispanic or Latino

Child Nutrition Eligibility: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (Basic Food), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Medical Lake School District's Non-Discrimination Statement Medical Lake School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

SCHOOL USE ONLY – DO NOT WRITE BELOW THIS LINE

ANNUAL INCOME CONVERSION: Weekly x 52; Bi-Weekly x 26; Twice per month x 24; Monthly x 12.

(Do **NOT** convert to annual income unless household reports multiple pay frequencies).

LEA APPROVAL: ☐ Basic Food/TANF/FDPIR/Foster
☐ Income Household

Total Household Size	_____	Weekly	Bi-Weekly	2x per Month	Monthly	Annual
Total Household Income	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION APPROVED FOR: ☐ Free Eligible
☐ Reduced-Price Eligible

APPLICATION DENIED BECAUSE: ☐ Income Over Allowed Amount ☐ Other: _____
☐ Incomplete/Missing Information

Date Notice Sent

Signature of Approving Official

Date

Coversheet

Approve the Surplus of Old Sled Dummies from the High School

Section:	IV. Individual Actions Items
Item:	K. Approve the Surplus of Old Sled Dummies from the High School
Purpose:	Vote
Submitted by:	
Related Material:	Sled Dummies.jpg



Coversheet

Approve to Surplus an Old Desk from the Hallett PT Office

Section:	IV. Individual Actions Items
Item:	L. Approve to Surplus an Old Desk from the Hallett PT Office
Purpose:	Vote
Submitted by:	
Related Material:	IMG_8303.jpeg



Purpose

Every student deserves to achieve their highest potential in physical functioning and mobility in order to access and participate alongside their peers in school. My purpose is to help create an inclusive environment where all students can thrive in our school community by empowering them, promoting functional independence and recognizing the unique challenges and abilities of each student.

Mission

I will provide exceptional care and support to students, fostering their physical development, independence, and overall well-being within the educational environment. I aim to remove barriers to participation, promote lifelong health and wellness for my students, and foster confidence, independence, and growth ensuring I meet the needs of each student.

Crisis Drill Email Protocol

Send email to: Crisis Hallett

Subject Line: Red, Green, or Specialist

Red means you have extra or missing students (even if they are supposed to be somewhere else i.e. Title, Speech)

Green means all of your students are accounted for

Specialist Means your class is with a specialist.

Body of Email

*State who your extra or missing students/staff are and where you think they should be.

*Indicate what specialist your class is in.

Hallett Elementary School Phone Numbers

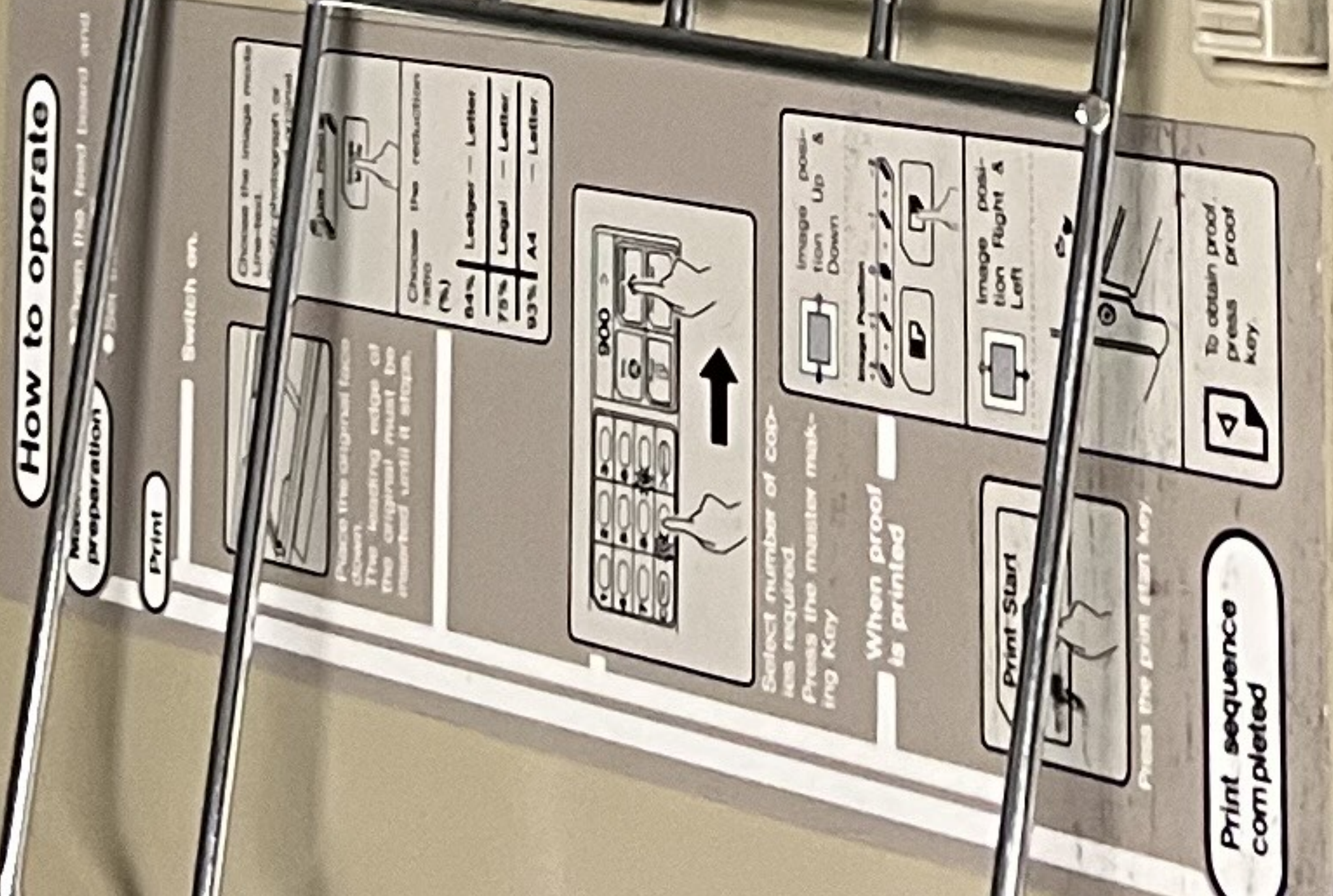
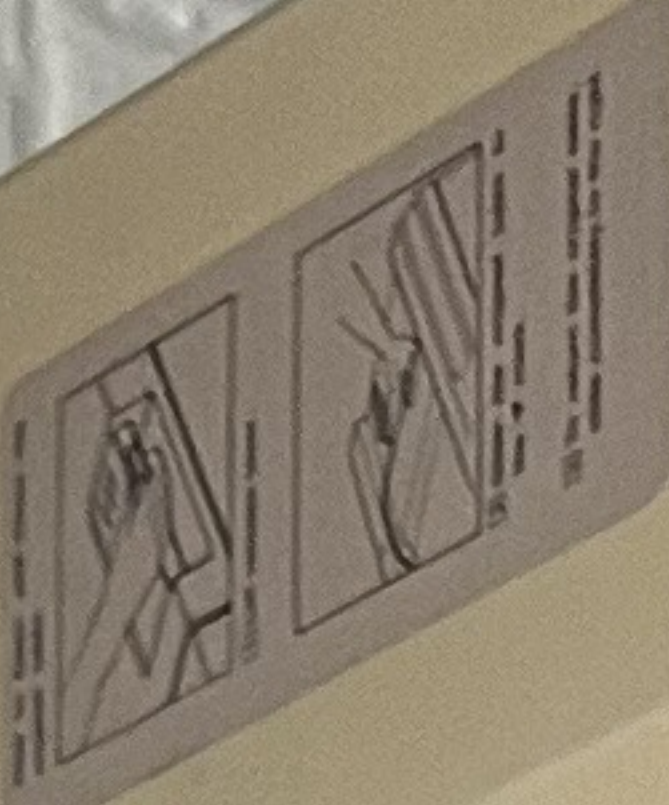
Department	Phone Number
Administrative Services	361-4233
Business Office	361-4233
Classroom Support	361-4233
Food Service	361-4233
Health Services	361-4233
IT Services	361-4233
Library	361-4233
Physical Education	361-4233
Recreation	361-4233
Security	361-4233
Transportation	361-4233
Wrestling	361-4233

22 TUE	22 FRI	22 MON	22 WED	22 SAT	22 MON	22 THU	22 SUN	22 WED
23 WED	23 SAT	23 TUE	23 THU	23 SUN	23 FRI	23 MON	23 MON	23 THU
24 THU	24 SUN	24 WED	24 FRI	24 MON	24 WED	24 SAT	24 TUE	24 FRI
25 FRI	25 MON	25 THU	25 SAT	25 TUE	25 THU	25 SUN	25 WED	25 SAT
26 SAT	26 TUE	26 FRI	26 SUN	26 WED	26 FRI	26 MON	26 THU	26 SUN
27 SUN	27 WED	27 SAT	27 MON	27 THU	27 SAT	27 TUE	27 FRI	27 MON
28 MON	28 THU	28 SUN	28 TUE	28 FRI	28 SUN	28 WED	28 SAT	28 TUE
29 TUE	29 FRI	29 MON	29 WED	29 SAT	29 MON	29 THU	29 SUN	29 WED
30 WED	30 SAT	30 TUE	30 THU	30 SUN	30 WED	30 FRI	30 MON	30 THU
31 FRI	31 WED	31 SAT	31 TUE	31 SUN	31 FRI	31 WED	31 SAT	31 TUE

Coversheet

Approve the Surplus an Old Copier from Hallett

Section:	IV. Individual Actions Items
Item:	M. Approve the Surplus an Old Copier from Hallett
Purpose:	Vote
Submitted by:	
Related Material:	IMG_5277.jpeg



Open carefully.

6520
EMPIRE OFFICE MACHINES, INC.
1000 20th Ave. S.W.
Atlanta, Georgia 30331
SALES • SERVICE • SUPPLY



Coversheet

Acknowledge the District Retirees

Section:	VIII. Superintendent's Report
Item:	A. Acknowledge the District Retirees
Purpose:	Discuss
Submitted by:	
Related Material:	Retirees 2.jpg

