



Medical Lake
School District

Medical Lake School District #326, WA

Regular Board Meeting

Date and Time

Tuesday August 26, 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 ~ With Noted Change		6:08 PM
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	Purpose	Presenter	Time
A. Minutes of the Regular Board Meeting 7-22-2025	Approve Minutes		1 m
B. Approve the Consent Agenda ~ Noted Change	Vote		
<ul style="list-style-type: none"> • Personnel (Certificated and Classified) <ul style="list-style-type: none"> ◦ Resignations ◦ Leaves ◦ Staff Contracts ~ Noted Change • 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 			

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 0540 ~ Environmental Scanning; Second Reading No changes from the first reading.	Vote		1 m
B. Board Policy 0550 ~ Strategic Planning Goals; Second Reading No changes from the first reading.	Vote		1 m
C. Board Policy 0560 ~ Action Plan to Achieve Results; Second Reading No changes from the first reading.	Vote		1 m

	Purpose	Presenter	Time
D. Board Policy 0700 ~ Strategic Plan Evaluation; Second Reading No changes from the first reading.	Vote		1 m
E. Approve the Minimum Basic Education Requirements	Vote		1 m
F. Approve the Bus Driver Attendance Incentive Program	Vote		1 m

Contracted PSE Benefit Eligible Employees with the Medical Lake School District can earn \$2,000. Here is how:

Attendance Stipend (\$2,000) - Starting August 27, 2025 through the last day of school, including any make-up days if applicable, benefit eligible transportation employees with an attendance rate of 98% or greater would be eligible to earn the attendance incentive. Jury Duty, District Related Leave or Union Business will not be included in the calculation, however all other Sick or Personal Leave will apply to percentage total.

All Incentives earned will be paid in July 2026!

G. Approve 8th Grade Girls to Participate on the High School Girls' Soccer Team This Fall	Vote		1 m
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Medical Lake High School is requesting approval for 8th grade girls to join the soccer program again this year. They have league approval and their goal is to reach 10 players for the season. Coach Collins visited the Middle School multiple times last spring to answer questions and talk to the 8th grade students about playing this fall as freshman. The High School currently only has a league schedule. Once they can reach at least 7 players, the minimum needed to qualify as a team, they will work to schedule small side games against JV or Freshman teams from the area schools. The High School understands the need for games against like teams so that our girls maintain enthusiasm for playing and will continue with the program.

Participation numbers from past years:

- 2023 = 14 girls finished the season. 3 seniors, 3 others moved during the school year, 1 injury prevented continuation in soccer, 1 played volleyball in 2024, 2 did not turn out for any sports in 2024
- 2024 = 6 girls finished the season, 2 seniors, 2 8th grade

- 2025 (as of 8/14/25) = 3 girls, all freshman, 2 played last year, we're expecting 3 more High School girls to register

note: (as of 8/14/25) Volleyball has 24 and cross country has 5 girls signed up in FinalForms.

	Purpose	Presenter	Time
H.	Approval of Maintenance Equipment Surplus	Vote	1 m
	Gravelly mower and rototiller and John Deere tractor.		
I.	Approve the Sole Source for Nutrition Services	Vote	1 m
J.	Approve the PSE Collective Bargaining Agreement	Vote	1 m
K.	Approve the MLAA Collective Bargaining Agreement	Vote	1 m
L.	Approve the Coaching Collective Bargaining Agreement	Vote	1 m

V. Student Representatives Report ~ Coming in October

VI. Reports and Discussions 6:21 PM

A.	Summer School Report	Discuss	5 m
B.	Nutrition Services Summer Meals Report	Discuss	5 m

Summer Meals were served for a total of 27 days, running Tuesday - Thursday, June 24 - August 14 (no meals were served July 1 - 3). Families living in Medical Lake could pick up a daily breakfast and lunch at Hallett Elementary or the Wellness Center, while families living on base went to the cafeteria at Michael Anderson Elementary to have their meals on site.

There were 2,329 meals served which consisted of 1,186 lunches and 1,143 breakfasts.

The Nutrition Services revenue claim was \$1,420.91, and the cost for staffing labor was \$3,216.

VII. Board Reports and Discussion

	Purpose	Presenter	Time
VIII. Superintendent's Report			6:31 PM

- A.** Correspondence from Michael Baumgartner Discuss

We composed a letter to Representative Baumgartner thanking him for this continued support on special education and impact aid. He sent a response back, which we greatly appreciated.

- B.** 2025/2026 Meet & Greet Discuss 2 m

We've moved the Meet & Greet from morning to afternoons for the 2025/2026 school year. We will be at Thomas Hammer Coffee Roaster on Fairchild AFB and Roam Coffee Roaster in downtown Medical Lake on Tuesdays beginning in October.

Thomas Hammer
(3:30 pm - 4:30 pm)

- Tues ~ Oct 7
- Tues ~ Nov 4
- Tues ~ Dec 9
- Tues ~ Jan 13
- Tues ~ Feb 10
- Tues ~ Mar 10
- Tues ~ Apr 21
- Tues ~ May 12
- Tues ~ Jun 2

Roam
(3:00 pm - 4:00 pm)

- Tues ~ Oct 14
- Tues ~ Nov 18
- Tues ~ Dec 16
- Tues ~ Jan 20
- Tues ~ Feb 24
- Tues ~ Mar 17
- Tues ~ Apr 14
- Tues ~ May 19
- Tues ~ Jun 9

Purpose Presenter Time

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 ~ None at this time

XI. Closing Items

A. Adjourn Meeting FYI

Coversheet

Minutes of the Regular Board Meeting 7-22-2025

Section:	II. Consent Agenda ~ With Noted Change
Item:	A. Minutes of the Regular Board Meeting 7-22-2025
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on July 22, 2025

APPROVED



Medical Lake
School District

Medical Lake School District #326, WA

Minutes

Regular Board Meeting

Date and Time

Tuesday July 22, 2025 at 5:00 PM

Location

Medical Lake School District Administration Office

Directors Present

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

Directors Absent

Laura Parsons

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 Jul 22, 2025 at 5:00 PM.

C. Pledge of Allegiance

D. Approve Agenda

Alexis Alexander made a motion to approve.

Ron Cooper seconded the motion.

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

E. What's Right

II. Consent Agenda ~ with noted change

A. Minutes of the Budget Hearing 6-30-2025

Ron Cooper made a motion to approve the minutes from Budget Hearing on 06-30-25.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Minutes of the Regular Board Meeting 6-30-2025

Ron Cooper made a motion to approve the minutes from Regular Board Meeting on 06-30-25.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve the Consent Agenda ~ with noted change

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

Resignations - *None at this time*

Leaves - *None at this time*

Staff Contracts:

Administrative Staff - *2.5% increase for all administrative staff beginning July 1, 2025;*

Certificated Substitutes - *None at this time*

Long-term Substitutes - *None at this time*

Classified Staff - *2.5% increase for all non-represented staff beginning July 1, 2025;*

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: *None at this time*

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

General Fund (Accounts Payable) for July 15, 2025, warrants 137531 - 137572 in the amount of \$274,924.65;

ASB Fund (Accounts Payable) for July 15, 2025, warrants 137573 - 137576 in the amount of \$9,675.94;

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

III. Individual Actions Items

A. Board Policy 0540 ~ Environmental Scanning; First Reading

Ron Cooper made a motion to approve.

Gerri Johnson seconded the motion.

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

B. Board Policy 0550 ~ Strategic Planning Goals; First Reading

Ron Cooper made a motion to approve.

Wendy Williams-Gilbert seconded the motion.

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

C. Board Policy 0560 ~ Action Plan to Achieve Results; First Reading

Ron Cooper made a motion to approve.

Wendy Williams-Gilbert seconded the motion.

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

D. Board Policy 0700 ~ Strategic Plan Evaluation; First Reading

Ron Cooper made a motion to approve.

Gerri Johnson seconded the motion.

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

E. Board Policy 3120 ~ Enrollment; Second Reading

Ron Cooper made a motion to approve.

Gerri Johnson seconded the motion.

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

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

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

G. Board Policy 3420 ~ Anaphylaxis Prevention and Response; Second Reading

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

H. Board Policy 3424 ~ Opioid Related Overdose Reversal; Second Reading

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

I. Approve the 2025/2026 Board Meeting Dates

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

The Board discussed and agreed to keep all board meetings at 6:00 pm rather than an earlier time of 5:00 pm during summer months or during break. An additional day was added in July for student school board representative interviews as needed. The August 26, 2025 meeting will also be adjusted to 6:00 pm.

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

J. Approve the Technology Surplus List

Alexis Alexander made a motion to approve.

Ron Cooper seconded the motion.

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

K. Approve the Annual Notifications

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

L. Approve the 2025-2026 Voluntary Student Accident and Sickness Insurance Plan

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

M. Approve the Annual Fuel Bid Renewal

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

IV. Closing Items

A.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:32 PM.

Respectfully Submitted,
Wendy Williams-Gilbert

Coversheet

Approve the Consent Agenda ~ Noted Change

Section:	II. Consent Agenda ~ With Noted Change
Item:	B. Approve the Consent Agenda ~ Noted Change
Purpose:	Vote
Submitted by:	
Related Material:	Financials.pdf 8.26.2025 Consent Agenda with Noted Changes.pdf

Budget Status Report

2024-2025

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance

Account Codes: Agency

Fund Code: 10

Reporting Month: July

Budget Type: Revised

Fund Description: General Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 LOCAL TAXES	1,805,624	7,538.34	1,807,304.28		(1,680.28)	100.09
2000 LOCAL SUPPORT NONTAX	314,581	54,675.40	418,160.55		(103,579.55)	132.93
3000 STATE - GENERAL PURPOSE	19,257,084	2,383,969.61	17,062,881.09		2,194,202.91	88.61
4000 STATE - SPECIAL PURPOSE	5,230,066	763,439.46	5,537,155.41		(307,089.41)	105.87
5000 FEDERAL - GENERAL PURPOSE	2,740,283	0.00	2,716,917.00		23,366.00	99.15
6000 FEDERAL - SPECIAL PURPOSE	2,087,362	79,344.32	1,282,145.18		805,216.82	61.42
7000 REVENUES FR OTH SCH DIST	0	0.00	0.00		0.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	65,000	0.00	0.00		65,000.00	0.00
9000 OTHER FINANCING SOURCES	0	0.00	6,376.35		(6,376.35)	0.00
Total	31,500,000	3,288,967.13	28,830,939.86		2,669,060.14	91.53

B. EXPENDITURES

00 Regular Instruction	17,316,228	1,293,780.57	14,815,332.32	67,762.57	2,433,133.11	85.95
10 Federal Stimulus	0	0.00	46.18	0.00	(46.18)	0.00
20 Special Ed Instruction	4,096,558	435,812.57	4,535,162.11	3,409.00	(442,013.11)	110.79
30 Voc. Ed Instruction	1,174,564	77,084.33	1,006,765.99	1,120.00	166,678.01	85.81
40 Skills Center Instruction	0	0.00	0.00	0.00	0.00	0.00
50+60 Compensatory Ed Instruct.	1,196,862	113,123.64	1,008,054.06	0.00	188,807.94	84.22
70 Other Instructional Pgms	353,588	54,795.97	204,240.51	0.00	149,347.49	57.76
80 Community Services	333,161	40,065.86	359,022.56	0.00	(25,861.56)	107.76
90 Support Services	7,829,039	527,196.06	7,223,528.02	220,704.27	384,806.71	95.08
Total	32,300,000	2,541,859.00	29,152,151.75	292,995.84	2,854,852.41	91.16

C. OTHER FIN. USES TRANS. OUT (GL 536)

0	0.00	0.00
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D. OTHER FINANCING USES (GL 535)

0	0.00	0.00
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E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)

(800,000)	747,108.13	(321,211.89)	478,788.11	(59.85)
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F. TOTAL BEGINNING FUND BALANCE

4,000,000	4,268,002.53
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G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)

0.00

H. TOTAL ENDING FUND BALANCE (E+F + OR - G)

3,200,000	3,946,790.64
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Budget Status Report

2024-2025

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance

Account Codes: Agency

Fund Code: 10

Reporting Month: July

Budget Type: Revised

Fund Description: General Fund

I. ENDING FUND BALANCE ACCOUNTS

G/L 810 Restricted For Other Items	0	0.00
G/L 815 Restrict Unequalized Deduct Rev	0	0.00
G/L 821 Restrictd for Carryover	0	0.00
G/L 823 Restricted for Carryover of Transition to Kindergarten	0	0.00
G/L 825 Restricted for Skills Center	0	0.00
G/L 828 Restricted for C/O of FS Rev	0	0.00
G/L 830 Restricted for Debt Service	0	0.00
G/L 835 Restrictd For Arbitrage Rebate	0	0.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	100,000	51,196.00
G/L 845 Restricted for Self-Insurance	0	0.00
G/L 850 Restricted for Uninsured Risks	0	0.00
G/L 870 Committed to Other Purposes	0	0.00
G/L 872 Committd to Econmc Stabilizatn	0	0.00
G/L 873 Committed to Depreciation Sub- Fund for Facility Maintenance	0	0.00
G/L 875 Assigned Contingencies	0	0.00
G/L 884 Assigned to Other Cap Projects	0	0.00
G/L 888 Assigned to Other Purposes	0	0.00
G/L 890 Unassigned Fund Balance	3,100,000	3,895,594.64
G/L 891 Unassigned Min Fnd Bal Policy	0	0.00
Total	3,200,000	3,946,790.64

Differences 0 0.00

Budget Status Report

2024-2025

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance

Account Codes: Agency

Fund Code: 20

Reporting Month: July

Budget Type: Revised

Fund Description: Capital Projects

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	449,173	2,102.73	449,612.04		(439.04)	100.10
2000 Local Support Nontax	3,000	967.15	11,820.58		(8,820.58)	394.02
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
4000 State - Special Purpose	0	95,000.00	95,000.00		(95,000.00)	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
6000 Federal - Special Purpose	0	0.00	0.00		0.00	0.00
7000 Revenues Fr Oth Sch Dist	0	0.00	0.00		0.00	0.00
8000 Other Agencies and Associates	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	0	0.00	0.00		0.00	0.00
Total	452,173	98,069.88	556,432.62		(104,259.62)	123.06

B. EXPENDITURES

10 Sites	447,173	0.00	0.00	0.00	447,173.00	0.00
20 Buildings	200,000	0.00	384,362.09	0.00	(184,362.09)	192.18
30 Equipment	0	0.00	0.00	0.00	0.00	0.00
40 Energy	0	0.00	0.00	0.00	0.00	0.00
50 Sales & Lease Expenditure	0	0.00	0.00	0.00	0.00	0.00
60 Bond Issuance Expenditure	0	0.00	0.00	0.00	0.00	0.00
90 Debt	0	0.00	0.00	0.00	0.00	0.00
Total	647,173	0.00	384,362.09	0.00	262,810.91	59.39

C. OTHER FIN. USES TRANS. OUT (GL 536)

0	0.00	6,376.35
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D. OTHER FINANCING USES (GL 535)

0	0.00	0.00
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E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)

(195,000)	98,069.88	165,694.18	360,694.18	(184.
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F. TOTAL BEGINNING FUND BALANCE

200,000	241,917.55
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G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)

0.00

H. TOTAL ENDING FUND BALANCE (E+F + OR - G)

5,000	407,611.73
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Budget Status Report

2024-2025

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance

Account Codes: Agency

Fund Code: 20

Reporting Month: July

Budget Type: Revised

Fund Description: Capital Projects

I. ENDING FUND BALANCE ACCOUNTS

G/L 810 Restricted For Other Items	0	0.00
G/L 825 Restricted for Skills Center	0	0.00
G/L 830 Restricted for Debt Service	0	0.00
G/L 835 Restrictd For Arbitrage Rebate	0	0.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	0.00
G/L 850 Restricted for Uninsured Risks	0	0.00
G/L 861 Restricted from Bond Proceeds	0	0.00
G/L 862 Committed from Levy Proceeds	0	38,024.81
G/L 863 Restricted from State Proceeds	0	0.00
G/L 864 Restricted from Fed Proceeds	0	0.00
G/L 865 Restricted from Other Proceeds	(647,173)	(384,362.09)
G/L 866 Restrictd from Impact Proceeds	0	0.00
G/L 867 Restricted from Mitigation Fees	0	0.00
G/L 869 Restricted fr Undistr Proceeds	0	0.00
G/L 870 Committed to Other Purposes	0	0.00
G/L 889 Assigned to Fund Purposes	652,173	753,949.01
G/L 890 Unassigned Fund Balance	0	0.00
Total	5,000	407,611.73

Differences

0

0.00

Budget Status Report

2024-2025

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance

Account Codes: Agency

Fund Code: 30

Reporting Month: July

Budget Type: Revised

Fund Description: Debt Service Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	1,528,730	6,013.48	1,509,491.70		19,238.30	98.74
2000 Local Support Nontax	12,270	3,565.68	28,088.20		(15,818.20)	228.92
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	0	0.00	0.00		0.00	0.00
Total	1,541,000	9,579.16	1,537,579.90		3,420.10	99.78

B. EXPENDITURES

Matured Bond Expenditures	1,255,000	0.00	1,255,000.00	0.00	0.00	100.00
Interest On Bonds	261,000	0.00	261,100.00	0.00	(100.00)	100.04
Interfund Loan Interest	0	0.00	0.00	0.00	0.00	0.00
Bond Transfer Fees	25,000	0.00	0.00	0.00	25,000.00	0.00
Arbitrage Rebate	0	0.00	0.00	0.00	0.00	0.00
Underwriter's Fees	0	0.00	0.00	0.00	0.00	0.00
Total	1,541,000	0.00	1,516,100.00	0.00	24,900.00	98.38

C. OTHER FIN. USES TRANS. OUT (GL 536)

0	0.00	0.00
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D. OTHER FINANCING USES (GL 535)

0	0.00	0.00
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E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)

0	9,579.16	21,479.90	21,479.90	0.00
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F. TOTAL BEGINNING FUND BALANCE

1,051,000	1,174,295.93
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G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)

0.00

H. TOTAL ENDING FUND BALANCE (E+F + OR - G)

1,051,000	1,195,775.83
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I. ENDING FUND BALANCE ACCOUNTS

G/L 810 Restricted for Other Items	0	0.00
G/L 830 Restricted for Debt Service	1,051,000	1,195,775.83
G/L 835 Restrictd For Arbitrage Rebate	0	0.00
G/L 870 Committed to Other Purposes	0	0.00
G/L 889 Assigned to Fund Purposes	0	0.00
G/L 890 Unassigned Fund Balance	0	0.00
Total	1,051,000	1,195,775.83

Differences

0	0.00
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Budget Status Report

2024-2025

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance

Account Codes: Agency

Fund Code: 40

Reporting Month: July

Budget Type: Revised

Fund Description: Associated Student Body Fund

A. REVENUES

	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 General Student Body	191,250	889.40	106,658.57		84,591.43	55.77
2000 Athletics	152,710	1,485.00	135,130.78		17,579.22	88.49
3000 Classes	11,500	0.00	15,599.78		(4,099.78)	135.65
4000 Clubs	77,000	0.00	59,623.68		17,376.32	77.43
6000 Private Moneys	10,350	0.00	790.00		9,560.00	7.63
Total	442,810	2,374.40	317,802.81		125,007.19	71.77

B. EXPENDITURES

1000 General Student Body	230,700	3,282.28	88,905.27	1,163.05	140,631.68	39.04
2000 Athletics	146,930	4,638.13	140,156.04	31,791.03	(25,017.07)	117.03
3000 Classes	9,630	1,736.66	9,273.10	169.59	187.31	98.05
4000 Clubs	69,950	0.00	62,963.44	5,565.37	1,421.19	97.97
6000 Private Moneys	10,611	0.00	5,618.55	0.00	4,992.45	52.95
Total	467,821	9,657.07	306,916.40	38,689.04	122,215.56	73.88

C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)

(25,011)	(7,282.67)	10,886.41	35,897.41	(143.
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D. TOTAL BEGINNING FUND BALANCE

225,000	255,079.04
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E. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)

0.00

F. TOTAL ENDING FUND BALANCE (C+D + OR - E)

199,989	265,965.45
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G. ENDING FUND BALANCE ACCOUNTS

G/L 810 Restricted for Other Items	0	0.00
G/L 819 Restricted for Fund Purposes	199,989	265,965.45
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	0.00
G/L 850 Restricted for Uninsured Risks	0	0.00
G/L 870 Committed to Other Purposes	0	0.00
G/L 889 Assigned to Fund Purposes	0	0.00
G/L 890 Unassigned Fund Balance	0	0.00
Total	199,989	265,965.45

Differences

0

0.00

Budget Status Report

2024-2025

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance
Reporting Month: July

Account Codes: Agency
Budget Type: Revised

Fund Code: 90
Fund Description: Transportation Vehicle Fund

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	0	0.00	0.00		0.00	0.00
2000 Local Nontax	2,000	355.02	10,435.25		(8,435.25)	521.76
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
4000 State - Special Purpose	242,000	0.00	0.00		242,000.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
6000 Federal - Special Purpose	0	0.00	0.00		0.00	0.00
8000 Other Agencies and Associates	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	0	0.00	0.00		0.00	0.00
Total	244,000	355.02	10,435.25		233,564.75	4.28
B. 9900 TRANSFERS IN FROM GF	0	0.00	0.00		0.00	0.00
C. Total REV./OTHER FIN. SOURCES	244,000	355.02	10,435.25		233,564.75	4.28
D. EXPENDITURES						
Type 30 Equipment	437,000	0.00	330,481.02	0.00	106,518.98	75.62
Type 40 Energy	0	0.00	0.00	0.00	0.00	0.00
Type 60 Bond Levy Issuance	0	0.00	0.00	0.00	0.00	0.00
Type 90 Debt	0	0.00	0.00	0.00	0.00	0.00
Total	437,000	0.00	330,481.02	0.00	106,518.98	75.62
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	0.00	0.00			
F. OTHER FINANCING USES (GL 535)	0	0.00	0.00			
G. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)	(193,000)	355.02	(320,045.77)		(127,045.77)	65.83
H. TOTAL BEGINNING FUND BALANCE	195,000		438,417.09			
I. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			0.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	2,000		118,371.32			

Budget Status Report

2024-2025		MEDICAL LAKE SCHOOL DISTRICT	
Basis of Accounting: Fund Balance		Account Codes: Agency	Fund Code: 90
Reporting Month: July		Budget Type: Revised	Fund Description: Transportation Vehicle Fund

K. ENDING FUND BALANCE ACCOUNTS

G/L 810 Restricted For Other Items	0	0.00
G/L 819 Restricted for Fund Purposes	2,000	118,371.32
G/L 830 Restricted for Debt Service	0	0.00
G/L 835 Restrictd For Arbitrage Rebate	0	0.00
G/L 850 Restricted for Uninsured Risks	0	0.00
G/L 889 Assigned to Fund Purposes	0	0.00
G/L 890 Unassigned Fund Balance	0	0.00
Total	2,000	118,371.32

Differences	0	0.00
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8.26.2025 ~ Consent Agenda

Resignations - Wendy Armes ~ Assistant Softball Coach, Middle School (effective 8/13/2025); Yvonne Sulzman ~ Bus Driver, Transportation (effective 8/19/2025);

Leaves - None at this time

Staff Contracts:

Administrative Staff - Chris Harris ~ District Maintenance Supervisor, District (effective 8/11/2025);

Certificated Staff - 2.5% Salary Schedule Increase for All Certificated Staff

Alaniz, Lane; Allen, Christine; Allred, Angelina; Andrus, Robin; Armes, Wendy; Averill, Jeffrey; Backstrom, Rachel; Baldwin, Torrance; Barsness, Halene; Baughman, Brenda; Benson, Sheila; Bergman, Matt; Bolin, Lacey; Bollinger, Anna; Boyd, Dave; Boyd, Katrina; Breidenbach, Sierra; Campbell, Sylvia; Carr, Acecia; Cassem, Katie; Coins, Karen; Colley II, William; Collins, Daniel; Constantine, Michael; Cook, Freida; Corcoran, Arthur; Cornwell, Brandon; Cornwell, Phoenix; Crawford, Kora; Crockett, Kailey; Davis, Clifton; Dayton, Marci; Dayton, Scott; Dorcheus, Kerry; Dormaier, Dave; Dormaier, Stephanie; Dunlop, Keith; Dunlop, Lisa; Edwards, Charla; Eliassen, Dawn; Ellis, Kathryn; Engstrom, Julia; Feider, Tara; Finnerty, Jenna; Fragomeni, Grace; (Frost) Hodgson, Danielle; Galley, Baylor; Garza, Joe; Gilbert, Gwendolyn; Grant, Paula; Grant, Ryan; Griffiths, Danielle; Haase, Courtney; Hammond, Angela; Harris, Jolene; Hart, Tera; Henderson, Darla; Hester, Brenda; Hiam, Kristin; Hickman, Megan; Hill, Michelle; Hollingsworth, Hunter; Horner, Deborah; Houn, Mathew; Johnson, Craig; Kantola, Kimberly; Knutzen, Kailie; Koch, Theodore; Koellen, Lori; Kozyna, Alexis; Larson, Hannah Lee; Kimberly; Leendertsen, Elizabeth; Lemire, Lisa; Lock, Jeremy Lt. Col; Madsen, Gail; Masinter, Daniel; McDowell, Theresa; McFarland, Taylor; McLaughlin, Elyse; McMillan, David; McNeill, Mitchell David; Mills, Noelle; Motz, Kiley; Myers, Jamie; O'Donnell, Sara; Ornelas, Israel Jerry; Overman, Sheila; Owen, Morris; Perry, Davin; Petersen, Samuel; Petersen, Sandra; Peterson, Heidi; Petro, Heather; Pielop, Julie; Pierce, Megan; Potter, Amanda; Powers, Chad; Prewitt, Lisa; Puzycki, Nicholas; Reedy, Tanya; Reither, Heather; Riddle, Matthew; Robillard, Candace; Rodrigues, Siara; Roll, Rachael; Rupert, Cecelia; Sammons, Seth; Schwarzer, Carey; Shull, Christina; Simmons, Tammy; Simon, Daniel; Smith, Katharine; Stanley, Logan; Stemkoski, Kayla; Stigall, Amanda; Swegle, Lacey; Tanis, Nicholas; Tareski, Tanner; Tuman, Amy; Ulakovich, Austin; Van Soest, Hailey; Vanderhoof, Teresa; Vega, Jennifer; Wagner, Lisa; Walker, Cynnea; Wallace, Karlen; Ward, Brett; Watts, Ashley; Weber, Hannah; Weberling, Emma; White, Kelsey; Williams, Elizabeth; Williams, Angela; Wimmer, Hannah; Wissink, Keri; Work, Sharon; Yamane, Glen; Young, Jill; Young, Paula

Certificated Substitutes - None at this time

Long-term Substitutes - None at this time

Classified Staff - Kristin Reynolds ~ Transportation Dispatcher, Transportation (effective TBD); Allison Knight ~ Assignment Change to Transitional Kindergarten, 6.5 hours per day, Hallett Elementary (beginning of the 2025/2026 school year); Jacob Beitinger ~ Assignment Change from District Grounds to Classroom Para at Michael Anderson Elementary (effective 8/22/2025);

Andrade, Carrie; Bahme, Steve; Bahr, Jeremy; Beitinger, Jacob; Benner, Morgan; Bliven, Catherine; Bogle, Kayla; Broadway, Susan; Brower, Lindsay; Brown, Ellie; Burket, Roong; Burris, Amy; Caraway, Curtis; Carl, Leah; Carstens, Rebecca; Chadwick, Jessica; Cisewski, Katie; Clay, Lynne; Collins, Thomas; Daily, Gaiana; Deck, Carl; Devore, Daniel; Dorcheus, Masie; Dwight, Wendy; Edwards, Holly; Falmoe, Thomas; Fiske, Lisa; Fitzgerald, Yayoi; Fitzpatrick, Margaret; Flower, Kirstina; French, Jefferson; Greig-Marston, Shannon; Gulling, Rochelle; Halme, Johana; Haynes, Aleesa; Haynes, Jeff; Haynes, Melody; Heater, Clarita; Heiner, Ashley; Hernandez, Josue; Hiatt, Carolyn; Hofer, Jolene; Hofer, Nevin; Jacobs, Jessica; Jones, Deborah; Kiele, Amie; King, Gary; Klein, Jake; Knight, Allison; Kuszmaul, Kenneth; Lalicker, Erika; Lara, Marianne; Luiten, Kelly; Lundberg, Kyle; Lynds, Michaela; Markham, Aaron; McCaslin, Scott; McDowell II, Douglas; McKenzie, Marie; Meckel, Nerissa; Michener, Melisa; Newman, Dan; Niblock, Aidan; Niblock, Ross; O'Connor, Heidi; Oliver, Joe; Parkison, Karin; Patterson, Edward; Petersen, Anjeanette; Peterson, Sabrina; Phelps, Cara; Potter, Scott; Pound, Sean; Puckett, Sloan; Puzycki, Sarah; Rightler, Cheyanne; Rodney, Kristin; Rosa, Kathryn; Ruby, Laura; Salinas-Sanders, April; Sattler, Kurt; Schlotfeldt, Darcy; Scott, Georganne; Silveria, Ernest; Simpson, Haily; Singleton, Ariel; Smith, Camilla; Smith, Jodi; Smith, Laurie; Smith, Nickolas; Stevenson, Shari; Swalm, Dana; Sweet, Susan; Sylvester, Michelle; Town, Michael; Vanbuskirk, Jenny; Van Denend, Dylan; Vaughan, Bill; Wahl, Carolyn; Wentland, Lisa; Yazzie, Natasha; Zimmerman, Paula

Classified Substitutes - None at this time

Extra Curricular Activities - Mo Owen ~ Assistant Football Coach, High School (effective fall 2025); Matt Bergman ~ Assistant Football Coach, Middle School (effective fall 2025); Baylor Galley ~ Assistant Football Coach, Middle School (effective fall 2025); Jonah Coffin ~ Assistant Football Coach, Middle School (effective fall 2025); Ivanna Lomas ~ Assistant Softball Coach, Middle School (effective fall 2025);

Other - *None at this time*

Teachers Teaching Out of Content Areas: *Halene Barsness, Special Education (effective 8/27/2025 - 10/31/2025); Nick Tanis, CTE (effective 8/27/2025 - 10/31/2025); Matt Bergman, K-8, PE (effective 8/27/2025 - 10/31/2025);*

Staff Travel: *None at this time*

Board Member Compensation: *None at this time*

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

General Fund (Payroll) for July 31, 2025, warrants 137481 - 137490 in the amount of \$11,529.34;

General Fund (Payroll/Accounts Payable) for July 31, 2025, warrants 137491 - 137509 in the amount of \$711,279.90;

General Fund (Accounts Payable) for August 7, 2025, warrants 137577 - 137620 in the amount of \$154,297.94;

General Fund (Accounts Payable) for August 19, 2025, warrants 137621 - 137648 in the amount of \$805,593.20;

Capital Fund (Accounts Payable) for August 19, 2025, warrants 137637 - 137637 in the amount of \$95,000.00;

Coversheet

Board Policy 0540 ~ Environmental Scanning; Second Reading

Section:	IV. Individual Actions Items
Item:	A. Board Policy 0540 ~ Environmental Scanning; Second Reading
Purpose:	Vote
Submitted by:	
Related Material:	1 - 0540 Environmental Scanning Revised 06.2025.pdf

Medical Lake School District Board Policy**0540****1****Environmental Scanning**

The environmental scanning process is an ongoing, periodic activity to acquire information necessary to evaluate the district and the implementation of the strategic plan in terms of internal and external factors.

The superintendent, ~~working with the strategic planning committee and action planning teams, shall~~ will establish internal and external measures **using a third-party surveying company** for evaluating the district's environment and assessing progress in implementing the strategic plan. ~~Information sources for collecting data relevant to the measures shall be identified.~~

The superintendent is responsible for assuring that an internal and external environmental scan is completed a minimum of every five (5) years.

The data generated by the environmental scans are used by **district and building administrators to create goals for district and school improvement plans.** ~~staff, the action planning teams and the strategic planning committee in preparing evaluations of progress on the strategic plan. The data are also utilized in the annual evaluation of the plan.~~

Environmental scanning will focus on the following:

Demographic Data: Looking at Key Performance Indicators, disaggregated by a variety of measures to ensure ALL student needs are being met.

Perceptual Data: Surveys for staff, Students and Families.

Contextual Data: Kindergarten Readiness (WA Kids), Attendance, Discipline, SEL Indicator (BESS)

Achievement Data: Academic Progress (SBA, Aimsweb), Graduation Rates, Post-HS Enrollment (College/Military/Trades/etc.)

Adoption Date: 08.02;

Medical Lake School District

Revised Date: 07.07; 07.25;

Coversheet

Board Policy 0550 ~ Strategic Planning Goals; Second Reading

Section:	IV. Individual Actions Items
Item:	B. Board Policy 0550 ~ Strategic Planning Goals; Second Reading
Purpose:	Vote
Submitted by:	
Related Material:	1 - 0550 Strategic Planning Goals Revised 06.2025.pdf

Medical Lake School District Board Policy

0550

1

Strategic Planning Goals

~~To ensure that all students, beginning in the 3rd grade, are provided with information and resources to help them achieve their career and college goals.~~

~~Each student will show growth in meeting the State Standards.~~

~~Each member of a collaborative team will participate in continued professional development on research-proven strategies to implement targeted instruction.~~

Medical Lake Promise

The Medical Lake Promise is our commitment to serving our students, families, and communities; ensuring everyone feels valued, challenged, and prepared for the future.

We Promise To:

- Foster a safe and supportive learning environment through a culture of belonging.
- Focus on a personalized instruction that is engaging, challenging, and relevant.
- Promote hope and vision for the future from early learning through post-secondary.

For Every Student. Every Day.

Adoption Date:08.02; 08.13; 07.25;

Medical Lake School District

Revised Date: 07.02; 07.13; 06.25;

Coversheet

Board Policy 0560 ~ Action Plan to Achieve Results; Second Reading

Section:	IV. Individual Actions Items
Item:	C. Board Policy 0560 ~ Action Plan to Achieve Results; Second Reading
Purpose:	Vote
Submitted by:	
Related Material:	1 - 0560 Action Plan Revised 06.2025.pdf

Medical Lake School District Board Policy**0560****1****Action Plan to Achieve Results****Foster**

- A. Students are known, valued, and celebrated.
- B. Students are supported in developing needed Social and Emotional skills.
- C. All staff have knowledge and skills to appropriately respond to student's social and emotional needs.
- D. Student voice is included in decisions, planning, and measuring district success.
- E. Parent/Family voice is included in decisions and planning.
- F. Staff voice is included in decisions and planning (including professional development).
- G. Families, parents, and community members are actively engaged with students in the schools in a meaningful and systemic way.

Focus

- A. Students experience powerful instruction that includes personalized choices.
- B. Students and families will know their learning expectations and how success is determined.
- C. Students experience a balanced role of technology in learning.
- D. A comprehensive support system provides all students what they need to succeed.
 - a. Student primarily learning happens with their peers.*
 - b. Appropriate academic and behavioral supports are consistently implemented.*
- E. Teachers apply skills and resources to personalize learning for all students.
 - a. Teachers are supported in acquiring these skills and identifying these resources.*
- F. Students will demonstrate individual growth and high achievement.
- G. Students are engaged in relevant learning.

Promote

- A. Students are prepared and supported from Early Learning to Post Secondary opportunities.
 - a. Early childhood opportunities are aligned to schools.*
 - b. Schools appropriately welcome and guide new students and families at all grades.*
 - c. Consistent practices and expectations ease school-to-school transitions.*
 - d. Relevant instruction connects to a variety of host high school pathways.*
- B. Student learning experiences include connections to home, the community, Fairchild AFB, and beyond.
- C. Graduates are prepared for life in the pathways of their choice.
- D. Students develop skills in setting and achieving goals for their future.

Adoption Date: 07.25;**Medical Lake School District****Revised Date: 06.25;**

Coversheet

Board Policy 0700 ~ Strategic Plan Evaluation; Second Reading

Section:	IV. Individual Actions Items
Item:	D. Board Policy 0700 ~ Strategic Plan Evaluation; Second Reading
Purpose:	Vote
Submitted by:	
Related Material:	1 - 0700 Strategic Plan Evaluation Revised 07.2025.pdf

Medical Lake School District Board Policy**0700****1****Strategic Plan Evaluation**

By the end of August ~~No later than May 15th~~ of each year the strategic planning committee shall reconvene to assess the district's progress in implementing the strategic plan. At that time the strategic planning committee shall develop a report to the Board reviewing the district's progress and shortcomings in implementing the strategic plan and recommending changes in direction or priority in the strategic plan that are necessary or beneficial.

During the District/School Improvement Plan meeting in October ~~No later than June 1st of each year the Board will meet with the strategic planning committee and administration in public session to review the strategic planning committee's report.~~ The Board will review the progress of the plan as it aligns with the Medical Lake Promise and Superintendent and Board goals, and consider amendments and changes in priorities in the plan and realignment of resources in terms of changed or changing circumstances.

Proposed amendments to components of the strategic plan shall be considered by the Board on the merits of the proposed amendments.

Adoption Date: 08.02;
Medical Lake School District
Revised Date: 08.02; 07.25;

Coversheet

Approve the Minimum Basic Education Requirements

Section:	IV. Individual Actions Items
Item:	E. Approve the Minimum Basic Education Requirements
Purpose:	Vote
Submitted by:	
Related Material:	2025-26 Minimum Basic Education Requirement.pdf

2025-26 Minimum Basic Education Requirement Collection

2. School District/LEA Information

1. District or LEA Type

Public School District

2. School District or LEA Name

Name of the School District or LEA

Medical Lake School District

3. Confirm District Name and Leadership

Confirm Name of the School District

Medical Lake School District

Enter the School District or LEA Name

Superintendent's First Name

Kimberly

Superintendent's Last Name

Headrick

Superintendent's Email Address

kheadrick@mlsd.org

4. The SBE will contact the superintendent by email if there are questions about survey responses. However, if the district prefers that a different person is contacted, please enter that person's contact information below. If the superintendent is the main point of contact, you do not need to re-enter their name, but you will need to re-enter their email address.

First Name

Rob

Last Name

Haugen

Email

rhaugen@mlsd.org

3. Grade Levels Offered

5. Will your school district serve ALL grades, kindergarten through grade 12, in the 2025-26 school year?

Yes, the district will enroll students in ALL grades K-12

6. How many schools in the district will serve students in any of the grades 9 through 12 in the 2025-26 school year? (Include schools that offer 9-12, but may not have full enrollment yet)

1

4. Basic Education Requirement: Days of Instruction and Waivers

7. Minimum 180-Day School Year

([RCW 28A.150.220](#), [RCW 28A.150.203](#), [RCW 28A.150.315](#))

The Program of Basic Education requires that the school year is accessible to all legally eligible students and consists of at least 180 school days for students in grades K-12, inclusive of any waivers granted by the Superintendent of Public Instruction. A district that has been granted a waiver of the minimum 180-day school year requirement is considered in compliance, provided the district meets the conditions of the waiver.

Will your school district make accessible to all legally eligible students 180 days of instruction in the 2025-26 school year?

No, we have a waiver to offer less than 180 days for ALL schools

8. Which waiver(s) from the 180-day requirement did the district receive? Please choose "Yes" for each type of waiver that applies to your school district and select "No" for the others. (You must answer "Yes" or "No" for each waiver type.)

	Yes	No
180-Day Waiver for improvement of student learning (i.e. professional development, parent-teacher conferencing more than five days, transition days, alternative calendar, etc.)		X
Economy and Efficiency Waiver (i.e. four-day school week for districts under 1000 students)		X
A Parent-Teacher Conferencing Waiver off five days or less.	X	
A Waiver due to emergency closure		X
A Waiver for other reasons		X

9. How many days of instruction are being waived?

4

10. How many school days will the district offer in the regular school year after the use of any and all waivers from the 180-day requirement?

176

5. Basic Education Requirement: Instructional Hours

11. Kindergarten Minimum Instructional Hour Offering

([RCW 28A.150.205](#), [RCW 28A.150.220\(2\)](#), [RCW 28A.150.315](#))

The Program of Basic Education requires districts that offer kindergarten to have all-day kindergarten programs that comprise no fewer than 1,000 hours of instruction.

Will the school district make available to kindergarten students at least a minimum instructional hour offering of 1,000 hours in the 2025-26 school year?

Yes

12. How will your school district meet the minimum instructional hour requirement for grades 1-12 for the 2025-26 school year?

District-wide average of at least 1,027 hours

13. How many credits will a typical high school student have the opportunity to earn in your school district during the 2025-26 school year? (not including summer school, interim sessions, or other credit retrieval opportunities outside of the regular school day.)

6

7. High School Graduation Requirements: Subject Area and Credit Requirements

14. For the Class of 2026, will the school district require at least the following mandatory 17 [core credits](#) to earn a high school diploma (WAC [180-51-210](#))? Please check "yes" or no" for each subject area below

	Yes	No
4 credits of English	X	
3 credits of math (including the courses specified in WAC 180-51-210)	X	
3 credits of social studies (including the courses specified in 180-51-210)	X	
3 credits of science (including at least 2 credits of lab science)	X	
0.5 credits of health	X	
1.5 credits of physical education	X	
1 credit of arts	X	
1 credit of Career and Technical Education (or a course that meets program standards for an exploratory Career and Technical Education course)	X	

15. [RCW 28A.230.094](#) requires a one-half credit stand-alone course in civics as part of the 3 credits of social studies required for graduation. Civics content and instruction that is embedded in other social studies courses does not meet this requirement unless the social studies courses are for dual credit and include the content required by RCW 28A.230.094.

Will the district require at least a one-half credit stand-alone civics course as part of the 3 credits of social studies required for graduation in the 2025-26 school year?

Yes, the district requires at least .5 credits or more of a stand-alone civics course

16. [WAC 180-51-210](#) requires successful completion of Washington state history and government to earn a high school diploma. This is a requirement typically met in middle school and does not require high school credit. The requirement may be waived for certain students as outlined by the WAC. For the 2025-26 school year, will the district require completion of Washington state history and government to earn a high school diploma?

Yes. The requirement is typically completed in middle school for most graduates (in our district or another district).

17. [WAC 180-51-210](#) requires school districts to offer the opportunity for high school students to earn flexible credits toward their high school diploma, which include electives and personalized pathway requirements related to students' High School and Beyond Plans. Districts must offer, at minimum, 2 credits of world languages (including American Sign Language and American Indian Language) and 1 arts credit (in addition to the 1 arts core credit).

Will the school district offer the opportunity for high school students to earn flexible credits in the 2025-26 school year?

Yes

At minimum, will the school district offer the opportunity for high school students to take the following flexible credits to earn a high school diploma in the 2025-26 school year?

	Yes	No
2 credits of world languages (includes American Sign Language and American Indian languages)	X	
1 arts credit (in addition to 1 arts core credit)	X	

18. [Chapter 180-51 WAC](#) requires that students graduate high school with at least 24 credits as described on [SBE's website](#). (Individual students may be granted certain waivers of graduation requirements, such as a waiver of up to two flexible credits for individual circumstances).

For the Class of 2026, will the district require at least 24 credits for a student to graduate from high school under the framework in Chapter 180-51 WAC?

Yes

How many credits will be required to graduate in the 2025-26 school year?

24 credits

19. All public high schools are required to provide a program, directly or in cooperation with local community colleges or another school district, for students who would like to apply for entrance to a baccalaureate-granting institution after high school graduation. This program must help such students meet the minimum college entrance requirements. ([RCW 28A.230.130](#))

In the 2025-26 school year, will each public high school in your district provide a program that helps students meet the [minimum college entrance requirements](#), including [College Academic Distribution Requirements \(CADRs\)](#), established by the Washington Student Achievement Council (WSAC)?

Yes

20. All public high schools must provide a program, directly or in cooperation with local community or technical colleges, skill centers, apprenticeship committees, or other school districts, for students who plan to pursue career or work opportunities other than entrance to baccalaureate-granting institutions after high school graduation. ([RCW 28A. 230. 130](#))

In the 2025-26 school year, will each public high school in your district provide a program for students who plan to pursue career or work opportunities other than entrance to baccalaureate-granting institutions after high school graduation?

Yes

21. Which local high school graduation requirements will the school district require for the Class of 2026? (Requirements can be for credit or no credit).

	Yes	No
Community Service		X
Culminating Project		X
Financial Education		X
FAFSA or WASFA Completion	X	
Other		X

8. High School Graduation Requirements: High School and Beyond Plan

22. In the 2025-26 school year, by 7th grade will students have taken a career and interest/skill inventory to inform their 8th grade class choices?

Yes, students will take the inventory in Grade 7

23. In the 2025-26 school year, by 8th grade will students have begun developing the High School and Beyond Plan (HSBP) on an annual basis?

Yes, students will start developing the HSBP in Grade 8

24. In the 2025-26 school year, will all 9th through 12th graders update their High School and Beyond Plan (HSBP) on an annual basis?

Yes

25. For the Class of 2026, will your school district require the annually-updated High School and Beyond Plan as a graduation requirement? (Decisions about whether a student has met the requirements for the High School and Beyond Plan are made locally per RCW [28A.230.212](#)).

Yes

26. NEW Requirement:

[RCW 28A.230.215](#) requires school districts to move their High School and Beyond Plan to a statewide [universal online platform](#). In 2024, the Superintendent of Public Instruction (OSPI) chose the SchoolLinks platform to host the HSBP. All districts with a middle and/or high school must transition their HSBP to SchoolLinks within two years of OSPI developing the universal platform if they do not use it already. OSPI has given districts two date options for transitioning: Fall 2025 or Fall 2026.

When does your school district plan to transition the HSBP to the SchoolLinks universal online platform?

Fall 2025

27. Will students complete High School and Beyond plan activities as part of a credit-bearing course in the 2025-26 school year?

No

28. How will the district offer the High School and Beyond Plan (HSBP) in the 2025-26 school year? Choose all that apply.

It is offered through Advisory/Homeroom

9. High School Graduation Requirements: Graduation Pathway Options

29. For the 2025-26 school year, will the district annually provide information about graduation pathway options to students in grades 8 through 12 and their parents or guardians?

Yes, the district begins providing annual graduation pathway information in Grade 8 (or Grade 9 if that is the lowest grade served)

30. For the 2025-26 school year, will every student earning a high school diploma be required to complete at least one of the [nine graduation pathway options](#) that is in alignment with the student's high school and beyond plan?

Yes

31. School districts are encouraged to make the nine graduation pathway options specified below available to their students, yet have discretion in determining which options they will offer ([WAC 180-51-230](#)).

Which of the following graduation pathway options will be made available to the Class of 2026? Please answer "Yes" or "No" to each prompt.

	Yes	No
State Assessments in ELA and Math	X	
Dual Credit Courses (Running Start, College in the High School, CTE Dual Credit)	X	
AP/IB/Cambridge Courses/Exams	X	
SAT/ACT College Entrance Exams	X	
Transition/Bridge to College Courses	X	
Performance-based		X
Combination	X	
Armed Services Vocational Aptitude Battery (ASVAB)	X	
Career and Technical Education Sequence	X	

Which of the following may be used to meet the graduation pathways requirement?

	Yes	No
Advanced Placement (AP) ELA course(s) and/or exam(s)	X	
Advanced Placement (AP) math course(s) and/or exam(s)	X	
International Baccalaureate (IB) ELA course(s) and/or exam(s)		X
International Baccalaureate (IB) math course(s) and/or exam(s)		X
Cambridge International (CI) ELA course(s) and/or exam(s)		X
Cambridge International (CI) math course(s) and/or exam(s)		X

Which dual credit courses may be used to meet the graduation pathways requirement?

	Yes	No
Running Start ELA course(s)	X	
Running Start math course(s)	X	
College in the High School ELA course(s)	X	
College in the High School math course(s)	X	
CTA Dual Credit ELA course(s)		X
CTE Dual Credit math course(s)	X	

Which college entrance exam(s) may be used to meet the graduation pathway requirement?

	Yes	No
SAT - ELA	X	
SAT - Math	X	
ACT - ELA	X	
ACT - Math	X	

Which transition course(s) may be used to meet the graduation pathway requirement?

	Yes	No
Transition/Bridge to College ELA course(s)	X	
Transition/Bridge to College math course(s)	X	

Which subject(s) are available through the performance-based option?

	Yes	No
ELA		
Math		

10. Graduation Pathway Options: Additional Information

32. Please briefly explain why the school district will not offer a Performance-based option to meet graduation pathways in the 2025-26 school year?

We are interested in developed a Performance-based option in the future. At this time, we have not yet developed a performance-based option.

33. Running Start students and families do not pay tuition for courses (up to 1.4 FTE), but may have to pay for college fees, books, and/or transportation as outlined in the [Running Start FAQ](#). How will Running Start non-tuition costs be paid for in the 2025-26 school year?

	The district offers to cover this cost for ALL students	The district offers to cover this cost for SOME students	The college (or at least one college if more than one) covers this cost for ALL students	The college (or at least one college if more than one) covers this cost for SOME students	This cost is paid by student/family/guardian/caregiver	This cost does not exist for the district's Running Start students
Non-tuition fees (including campus fees and instructional fees)	X					
Books	X					
Transportation	X					
Tuition fees beyond 1.4 FTE						X

34. Students and families do not pay for College in the High School (CiHS) as outlined in the [College in the High School FAQ](#). However, colleges may charge a fee if the CiHS course is offered by an out-of-state or private institution of higher education not defined in RCW 28B.10.063.

If students in your school district are charged a fee for College in the High School, how is that fee paid?

The district covers the costs for all students

35. How will Advanced Placement (AP) costs be paid for in the 2025-26 school year? (Washington offers a [fee subsidy](#) to income-qualifying students)

The district covers the costs for some students

36. Will the district offer the SAT during the school day in the 2025-26 school year?

No

37. How will SAT costs be paid in the 2025-26 school year?

The district covers the costs for some students

38. Will the district offer the ACT during the school day in the 2025-26 school year?

Yes

39. How will ACT costs be paid in the 2025-26 school year?

The district covers the costs for some students

40. Will the district offer the ASVAB during the school day in the 2025-26 school year?

Yes

41. How many Career and Technical Education (CTE) course sequences that meet graduation pathway requirements will be available in your district for the 2025-26 school year?

7

11. Dual Credit Barriers

42. How significant is each barrier to providing Advanced Placement (AP), Cambridge International (CI), and/or International Baccalaureate (IB) opportunities to students in your school district?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
School/district financial limitations	X			
Lack of qualified instructors		X		
Lack of instructor interest	X			
Inequitable or insufficient instructor compensation	X			
Insufficient training of instructors or administrators		X		
Lack of administrative staffing capacity	X			
Master scheduling challenges	X			
Collaboration with higher education partners	X			
Low enrollment (overall headcount and/or student preparedness)		X		

43. How significant is each barrier to Advanced Placement (AP), Cambridge International (CI) and/or International Baccalaureate (IB) access for students?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
Lack of options: Too few offerings to serve all interested students	X			
Financial barriers: Costs associated with exam fees, college fees, transportation, books, materials, etc.	X			
Under-preparedness or poor performance: Students are not ready for or perform poorly in advanced coursework		X		
Inequitable advising practices: Students – especially those not perceived as “high-achievers” – are not being encouraged to pursue dual credit		X		
Poor marketing: Students do not know about dual credit opportunities, eligibility criteria, or benefits of participation		X		
Perceptions of college credit transferability: Students do not believe credit is portable or useful	X			
Lack of Internet	X			
Overly restrictive eligibility criteria	X			
Lack of transportation	X			
Time consuming: Students do not have the time for the extra work of dual credit (i.e. other extracurriculars, work, family obligations)	X			

44. How significant is each barrier to providing Running Start opportunities to students in your school district?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
School/district financial limitations	X			
Lack of qualified instructors	X			
Lack of instructor interest	X			
Inequitable or insufficient instructor compensation	X			
Insufficient training of instructors or administrators	X			
Lack of administrative staffing capacity	X			
Master scheduling challenges		X		
Collaboration with higher education partners	X			
Low enrollment (overall headcount and/or student preparedness)	X			

45. How significant is each barrier to Running Start access for students?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
Lack of options: Too few offerings to serve all interested students	X			
Financial barriers: Costs associated with exam fees, college fees, transportation, books, materials, etc.	X			
Under-preparedness or poor performance: Students are not ready for or perform poorly in advanced coursework		X		
Inequitable advising practices: Students – especially those not perceived as “high-achievers” – are not being encouraged to pursue dual credit		X		
Poor marketing: Students do not know about dual credit opportunities, eligibility criteria, or benefits of participation	X			
Perceptions of college credit transferability: Students do not believe credit is portable or useful	X			
Lack of Internet	X			
Overly restrictive eligibility criteria	X			
Lack of transportation	X			
Time consuming: Students do not have the time for the extra work of dual credit (i.e. other extracurriculars, work, family obligations)	X			

46. How significant is each barrier to providing College in the High School opportunities to students in your school district?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
School/district financial limitations		X		
Lack of qualified instructors	X			
Lack of instructor interest	X			
Inequitable or insufficient instructor compensation	X			
Insufficient training of instructors or administrators	X			
Lack of administrative staffing capacity	X			
Master scheduling challenges	X			
Collaboration with higher education partners	X			
Low enrollment (overall headcount and/or student preparedness)		X		

47. How significant is each barrier to College in the High School access for students?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
Lack of options: Too few offerings to serve all interested students	X			
Financial barriers: Costs associated with exam fees, college fees, transportation, books, materials, etc.	X			
Under-preparedness or poor performance: Students are not ready for or perform poorly in advanced coursework	X			
Inequitable advising practices: Students – especially those not perceived as “high-achievers” – are not being encouraged to pursue dual credit	X			
Poor marketing: Students do not know about dual credit opportunities, eligibility criteria, or benefits of participation		X		
Perceptions of college credit transferability: Students do not believe credit is portable or useful	X			
Lack of Internet	X			
Overly restrictive eligibility criteria	X			
Lack of transportation	X			
Time consuming: Students do not have the time for the extra work of dual credit (i.e. other extracurriculars, work, family obligations)	X			

48. How significant is each barrier to providing Career and Technical Education (CTE) opportunities to students in your school district?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
School/district financial limitations	X			
Lack of qualified instructors	X			
Lack of instructor interest	X			
Inequitable or insufficient instructor compensation	X			
Insufficient training of instructors or administrators	X			
Lack of administrative staffing capacity	X			
Master scheduling challenges	X			
Collaboration with higher education partners	X			
Low enrollment (overall headcount and/or student preparedness)	X			

49. How significant is each barrier to Career and Technical Education (CTE) access for students?

	No Barriers	Minor Barriers	Moderate Barriers	Major Barriers
Lack of options: Too few offerings to serve all interested students	X			
Financial barriers: Costs associated with exam fees, college fees, transportation, books, materials, etc.	X			
Under-preparedness or poor performance: Students are not ready for or perform poorly in advanced coursework	X			
Inequitable advising practices: Students – especially those not perceived as “high-achievers” – are not being encouraged to pursue dual credit	X			
Poor marketing: Students do not know about dual credit opportunities, eligibility criteria, or benefits of participation	X			
Perceptions of college credit transferability: Students do not believe credit is portable or useful	X			
Lack of Internet	X			
Overly restrictive eligibility criteria	X			
Lack of transportation	X			
Time consuming: Students do not have the time for the extra work of dual credit (i.e. other extracurriculars, work, family obligations)	X			

50. Please, provide additional information regarding any barriers to the provision of dual credit opportunities or student access to dual credit opportunities.

N/A. No further information on this topic to share.

12. Required Educational Offerings and Activities (All School Districts)

51. [RCW 28A.320.170](#) requires the [John McCoy \(Iulilaš\) Since Time Immemorial tribal sovereignty curriculum](#) or other tribally-developed curriculum addressing tribal history and culture to be adopted when the school district updates its social studies curriculum on or after July 24, 2015. In addition, the district may modify that curriculum in order to incorporate elements that have a regionally specific focus or to incorporate the curriculum into existing curricular materials.

By the 2025-26 school year will the school district have adopted the John McCoy (Iulilaš) Since Time Immemorial tribal sovereignty curriculum or other tribally-developed curriculum addressing tribal history and culture?

Yes

52. [RCW 28A.320.170](#) also requires that school districts collaborate with any federally recognized Indian tribe within their district, and with neighboring Indian tribes, to incorporate expanded and improved curricular materials about Indian tribes, and to create programs of classroom and community cultural exchanges. State law requires this to be done when the school district updates the social studies and history curriculum

By the 2025-26 school year, will the district have collaborated with any federally recognized Indian tribe within their district, and with neighboring Indian tribes, to incorporate expanded and improved curricular materials about Indian tribes, and to create programs of classroom and community cultural exchanges?

Yes

53. For the 2025-26 school year, will the school district provide instruction at all grade levels about conservation, natural resources, and the environment in an interdisciplinary manner through science, the social studies, the humanities, and other appropriate areas with an emphasis on solving the problems of human adaptation to the environment? ([RCW 28A.230.020](#) and [WAC 392-410-115](#))

Yes

54. [Social-emotional learning standards and benchmarks](#) were adopted on January 1, 2020 by the Superintendent of Public Instruction ([RCW 28A.300.478](#)). For the 2025-26 school year, will the school district have implemented social-emotional learning-specific standards and benchmarks?

Yes, we implemented standards and regularly measure social emotional learning in our schools.

55. Under the [comprehensive sexual health education](#) requirement ([RCW 28A. 300.475](#)), the school district must provide social emotional learning (SEL) instruction to all students in grades K–3 at least once. As of the 2025-26 school year, will the district provide SEL instruction to all students in grades K-3 at least once during their time in the district?

Yes

56. As of the 2025-26 school year, does the school district provide [comprehensive sexual health education](#) to all students at least once in grades 4–5 during their time in the district? ([RCW 28A.300.475](#))

Yes

57. As of the 2025-26 school year, will the school district provide comprehensive sexual health education to all students at least twice in grades 6–8 during their time in the district? ([RCW 28A.300.475](#))

Yes

58. As of the 2025-26 school year, will the school district provide comprehensive sexual health education to all students at least twice in grades 9–12 during their time in the school district? This is required in [RCW 28A.300.475](#).

Yes

59. Each school district is required to adopt an [HIV/AIDS prevention education program](#) that is taught at least once each school year beginning no later than the fifth grade. ([RCW 28A.230.070](#)). In the 2025-26 school year, will the district meet this requirement for all grades served between Grade 5 and Grade 12?

Yes

60. NEW Requirement:

Beginning no later than the 2025-26 school year, [RCW 28A.320.168](#) requires school districts to offer instruction in sex trafficking awareness and prevention. The instruction may be offered beginning in grade seven, but each student must be offered the instruction at least once before completing grade 12. The instruction, at the discretion of the school or school district, may be integrated into a relevant course or a course may be repurposed to include the instruction.

Will the district offer sex trafficking awareness and prevention instruction in the 2025-26 school year at least once for all students before completing grade 12?

Yes

61. In the 2025-26 school year, will students in all grades in your district have access to arts education as part of the basic education requirements?

Yes

62. How many students will your school district enroll in the 2025-26 school year?

More than 200

63. In the 2025-26 school year, will each student receive instruction in at least one arts discipline as described in [RCW 28A.230.305](#) throughout their elementary and middle education experience?

Yes

64. In the 2025-26 school year, will all students in grades 9 through 12 be given the opportunity to take arts coursework each academic year?

Yes

65. During the school week preceding November 11 of each year, every school is required to present educational activities suitable to the observance of Veterans' Day. ([RCW 28A.230.160](#)) Will the school district develop, promote or provide educational activities in observance of Veterans' Day in the 2025-2026 school year?

Yes

66. Annually, during the month of October, each public school shall conduct or promote educational activities that provide instruction, awareness, and understanding of disability history and people with disabilities. ([RCW 28A.230.158](#)). Will the school district develop, conduct or promote educational activities for Disability History and People with Disabilities Month in the 2025-2026 school year?

Yes

13. Required Educational Offerings and Activities (High School)

67. Will the school district provide the opportunity to all students in grades nine through twelve access to financial education in the 2025-26 school year as required under [RCW 28A.300.468](#)?

Yes, we will provide access to financial education to all students in grades 9 through 12

68. In the 2025-26 school year, how will the school district provide financial education opportunities to all students in grades nine through twelve? Choose all that apply.

Embedded in a for-credit course in another subject area.

69. In what subject area or areas is financial education embedded? Choose all that apply.

CTE Courses

70. In the 2025-26 school year, will the school district provide all high school students the opportunity to access an elective computer science course that is aligned to the state learning standards for computer science or mathematics ([RCW 28A.230.300](#))?

Yes, we offer the opportunity in all high schools but not every year.

71. The study of Constitution of the United States and of the State of Washington is a prerequisite (credit or noncredit) to graduation ([RCW 28A.230.170](#)).

For the 2025-26 school year, will the district require study of the U.S. and Washington constitutions to earn a high school diploma?

Yes

72. NEW Requirement:

Beginning with the 2025-26 school year, school districts are required to award the seal of biliteracy to graduating high school students who meet the [criteria](#) established by the Office of Superintendent of Public Instruction. ([RCW 28A.300.575](#)).

Will the school district award the seal of biliteracy to qualifying graduating high school students in 2025-26?

Yes

73. Each school district that operates a high school must offer instruction in cardiopulmonary resuscitation (CPR) to students. Instruction in CPR must be included in at least one health class necessary for graduation. ([RCW 28A.230.179](#)). A student is not required to earn CPR certification to successfully complete the instruction requirement.

Will the school district offer instruction in CPR in at least one health class required for graduation in the 2025-2026 school year?

Yes

74. By the 2021-22 school year, each school district board of directors shall adopt an academic acceleration policy for high school students. ([RCW 28A.320.195](#))

Will the school district have an academic acceleration policy for high school students in the 2025-26 school year?

Yes

75. School districts with a high school are required to provide a financial aid advising day (or series of days) at the beginning of each school year between September 1st and December 1st to students in 12th grade and their parents/guardians ([RCW 28A.300.815](#)). Districts are also required to provide notification of financial aid opportunities at the beginning of each school year to parents and guardians of any student entering the twelfth grade ([RCW 28A.230.310](#)).

In the 2025-2026 school year, will the school district provide the following?

	Yes	No
Financial aid advising day for 12th grade students, parents, and guardians	X	
Notification of financial aid opportunities to parents and guardians of 12th graders	X	

76. When will the district offer the financial aid advising day (or days) for 12th grade students, parents, and guardians?

Between September 1, 2025 and December 1, 2025

77. On January 16th of each year (or the preceding Friday when January 16th falls on a non-school day), each public school shall observe "Temperance and Good Citizenship Day." Social studies teachers must, as resources allow, coordinate a voter registration event in each history or social studies class attended by high school seniors. Voter sign up and registration must be available to all students who will be 18 by the next general election. ([RCW 28A.230.150](#)).

Will the school district provide the opportunity for voter registration for all students who will be 18 by the next general election in the 2025-2026 school year?

Yes

78. Will your school district award credit to students currently or formerly in institutionalized educational settings who pass all or part of the General Educational Development (GED) assessment in the 2025-2026 school year as required by [RCW 28A.320.192](#)?

Yes

14. State-Recommended Educational Offerings and Activities

79. Every public middle school, junior high school, and high school is strongly encouraged to include in its curriculum instruction of the events of the period in modern world history known as the Holocaust, which may include other examples of genocide and crimes against humanity. ([RCW 28A.300.115](#)).

As of 2025-26, does the school district provide Holocaust history instruction?

Yes

80. School districts are encouraged to commemorate the history of civil rights at least once a year, "providing an opportunity for students to learn about the personalities and convictions of heroes of the civil rights movement and the importance of the fundamental principle and promise of equality under our nation's Constitution." ([RCW 28A.230.178](#)).

As of the 2025-26 school year, does the school district commemorate the history of civil rights at least once a year?

Yes

81. Public schools in grades K-6 are encouraged to incorporate ethnic studies materials and resources [RCW 28A.300.112](#)).

For the 2025-26 school year, will the school district incorporate ethnic studies materials and resources for grades K-6?

Yes

82. Public schools with grades 7 to 12 are encouraged to offer a course in ethnic studies [RCW 28A.300.112](#)).

For the 2025-26 school year, will the school district offer at least one course in ethnic studies for grades 7 to 12?

No, the recommendation has not been implemented

83. You are seeing this prompt because you responded that the school district does not offer a course in ethnic studies in grades 7-12, which is encouraged. If you offer this course, please go back and change your response. If you do not deliver the encouraged course, please select the best response to continue.

We will consider implementing the recommended offering.

84. NEW for 2025-26:

Senate Bill 5641 (2025) recommends that beginning with the 2025-26 school year, instruction in awareness of bone marrow donation and blood donation may be included in at least one health class required for graduation. Each school district, charter school, and state-tribal education compact school that serves students in any of the grades K through 8 is also encouraged to offer instruction in awareness of bone marrow and blood donation.

In the 2025-26 school year, will the school district provide instruction in awareness of bone marrow donation and blood donation? Choose all that apply.

	Included in at least one health class required to graduate	Instruction offered to students in grades K-8	Instruction offered to students in grades 9-12, but not part of a required health class	Not currently offered, but district plans to implement in the future	Not currently offered with no plans to implement in the future
Bone Marrow Donation Awareness			X		
Blood Donation Awareness			X		

15. Mastery-Based Crediting (MBC) and Mastery-Based Learning (MBL)

85. Does your school district have a written policy to award mastery/competency-based high school credit (WAC 180-51-051)?

Yes, the school district has a permanent policy.

86. Does your district policy apply to:

All subject areas

87. A mastery-based learning and competency-based education program includes the following (Senate Bill 5189 updated the definition in 2025):

students are empowered daily to make important decisions about their learning experiences, how they will create and apply knowledge, and how they will demonstrate their learning;
the assessment is a meaningful, positive, and empowering learning experience for students yielding timely, relevant, and actionable evidence;
students receive timely, differentiated support based on their individual learning needs;
students' progress is based on evidence of mastery, not seat time;
students learn actively using different pathways and varied pacing;
strategies to ensure equity for all students are embedded in the culture, structure, and pedagogy of schools and education systems; and
rigorous, common expectations for learning, including knowledge, skills, and dispositions, are explicit, transparent, measurable, and transferable.

Will your school district have at least one school in the 2025-26 school year that offers a fully mastery-based learning and competency-based education program as described above?

No

16. Continuity of Operations, Healthy Youth, and School Climate

88. WAC 180-16-212 requires school districts to develop, maintain and, if necessary, implement a Continuity of Operations Plan that ensures delivery of basic education services during disruptions to basic education delivery resulting from an emergency or disaster.

Has your school district adopted a continuity of operations plan that ensures delivery of basic education services in the event of an emergency?

Yes

89. The [Healthy Youth Survey](#) is a collaborative project among OSPI and other Washington State agencies that is administered to students every other year. The survey is free and anonymous, and it asks students about different health and safety topics. Students in 6th, 8th, 10th and 12th grade take the survey. In smaller districts, where there are 150 students or less in a grade, the survey can be administered to students in 7th, 9th and 11th grades. To participate, schools need to have at least 15 students in a grade.

Will your school district administer the Healthy Youth Survey to students at the next statewide administration in Fall 2025?

Yes

90. Will your school district administer a school climate survey (other than the Healthy Youth Survey) in the 2025-26 school year?

Yes

91. For each of the following, please let us know if they will be included in your school climate survey. Please answer "Yes" or "No" for each group.

	Yes	No
Students	X	
Parents	X	
Teachers	X	
Other school staff	X	
School board members	X	
Community members	X	
Other survey recipients		X

92. Which grade levels participate in the school climate survey? (Mark all that apply)

3rd Grade
4th Grade
5th Grade
6th Grade
7th Grade
8th Grade
9th Grade
10th Grade
11th Grade
12th Grade

93. Who supports the survey creation, collection, and analysis of your school climate survey data? Choose all that apply.

Center for Educational Effectiveness (CEE)

17. Certification by Respondent

94. By entering my name, title, and the date below, I certify that the school district Superintendent and school board president or chairperson have reviewed and approve the submission of the Basic Education Compliance survey (as required by [WAC 180-16-195](#)) and that the answers are correct and accurate.

Name

Rob Haugen

Title

Assistant Superintendent

Date (MM/DD/YYYY)

08/22/2025

95. Email of Person Responsible for this Submission

rhaugen@mlsd.org

96. Telephone Number of Person Responsible for this Submission (Please enter the 10 digit number with no spaces or dashes (e.g., 3601239876))

5095653124

Coversheet

Approve the Bus Driver Attendance Incentive Program

Section:	IV. Individual Actions Items
Item:	F. Approve the Bus Driver Attendance Incentive Program
Purpose:	Vote
Submitted by:	
Related Material:	Sample Bus Incentive.jpg

Medical Lake School District Bus Driver Attendance Incentive Program for the 2025-2026 school year



Contracted PSE Benefit Eligible Employees with the Medical Lake School District can earn \$2,000. Here is how:

Attendance Stipend (\$2,000) – Starting August 27, 2025 through the last day of school, including any make-up days if applicable, benefit eligible employees with an attendance rate of 98% or greater would be eligible to earn the attendance incentive. Jury Duty, District Related Leave or Union Business will not be included in the calculation, however all other Sick or Personal Leave will apply to percentage total.

All Incentives earned will be paid in July 2026!

Thank You for all you do!

Coversheet

Approval of Maintenance Equipment Surplus

Section:	IV. Individual Actions Items
Item:	H. Approval of Maintenance Equipment Surplus
Purpose:	Vote
Submitted by:	
Related Material:	Maintenance Surplus.jpg



Coversheet

Approve the Sole Source for Nutrition Services

Section:	IV. Individual Actions Items
Item:	I. Approve the Sole Source for Nutrition Services
Purpose:	Vote
Submitted by:	
Related Material:	Sole Source (1).pdf

Medical Lake School District

116 W Third Street, PO Box 128
Medical Lake, WA 99022



Phone: (509) 565-3100
FAX (509) 565-3102 www.mlisd.org

Sole Source Justification Form

Requisition Item: Pizza Factory Pizza

Requisition Number: _____ or ☐ Blanket Contract Request

Prior Purchase Order Number (if item has been approved previously): _____

1. Please describe the item and its function:

Pizzas made for school, to comply with the Healthy Hunger Free Kids Act

2. Statement of Need:

3. This is a sole source* because:

- ☐ sole provider of a licensed or patented good or service
- ☐ sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- ☐ sole provider of goods and services for which the School District has established a standard**
- ☐ sole provider of factory-authorized warranty service
- ☐ sole provider of goods or services that will meet the specialized needs of the School District to perform the intended function (please detail below or in an attachment)
- ☐ the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the School District (please attach information on market price survey, availability, etc.)

4. What necessary features does this vendor provide which are not available from other vendors? Please be specific.

Delivered freshly made, only a few blocks from schools. The businesses listed on page 2 are not willing to modify their pizza crusts to meet the required nutritional standards.

5. What steps were taken to verify that these features are not available elsewhere?

- ☐ other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable):
- ☐ other vendors were contacted (please list phone numbers and names, and explain why these were not suitable):
- ☐ other (please explain):

Pizza Hut ~ Airway Heights (509) 244-9464

Dominos ~ Airway Heights (509) 244-2555

Department: _____ **Contact:** _____

Phone: _____ **Cell Phone:** _____

Requested Vendor: _____ **Cost Estimate:** _____

Vendor's Address: _____

Vendor Contact: _____ **Phone:** _____

Conflict of Interest Disclaimer:

My department's recommendation for sole source is based upon an objective review of the goods/service being required and appears to be in the best interest of the School District. I know of no conflict of interest on my part or personal involvement in any way this request. No gratuities, favor, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known supplies to exist.

Signature of Requestor

Date

*Sole Source: Only one vendor possesses the unique capability to meet the requirement of the solicitation.

** Note: Procurement of items for which the School District has established a standard by designating a brand or manufacturer or by pre-approving via a testing or piloting, shall be competitively bid if there is more than one vendor who can furnish the item.

Coversheet

Approve the PSE Collective Bargaining Agreement

Section:	IV. Individual Actions Items
Item:	J. Approve the PSE Collective Bargaining Agreement
Purpose:	Vote
Submitted by:	
Related Material:	PSE CBA approved 8.19.2025.pdf PSE Salary Schedule.pdf

MEDICAL LAKE PSE CONTRACT RATIFICATION DOCUMENT

AUGUST 19,2025

	<ul style="list-style-type: none"> • Only sections that have changes to language are included in this document
ASSOCIATION RIGHTS	<p><u>Section 3.1. Administrative Channels Association Rights and Responsibilities.</u></p> <p>Nothing in this Agreement will deny the right of the employee to utilize the existing and customary administrative channels to present their views to the District management. The Association has the right and responsibility to represent the interests of all employees in the unit, to present its views to the District on matters of concern either orally or in writing, to consult or to be consulted with respect to the formulation, development, and implementation of employee/employer relations, matters, and practices which are within the authority of the District; and to enter collective negotiations with the object of reaching an agreement applicable to all employees within the bargaining unit</p>
RIGHT TO JOIN THE ASSOCIATION	<p><u>Section 3.2. Right to Join or Not Join and Assist.</u></p> <p>Employees subject to this Agreement will have the right to join or not to join PSE in accordance with Article XVI of this Agreement. Neither the District nor PSE will attempt to influence any employee in their decision through threat, coercion, discrimination, or any other act illegal under the laws of the State of Washington. It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join or not to join and assist the Association. The freedom of such employees to assist the Association shall be recognized as extending to participation in the management of the Association, including presentation of the views of the Association to the Board of Directors of the District or any other governmental body, group, or individual, by following established channels of management. The District shall take whatever action required or refrain from such action in order to assure employees that no interference, restraint, coercion, or discrimination is allowed within the District to encourage or discourage membership in any employee organization. Association business must be conducted outside of workday unless pre-authorization by the Administration is given. This does not include a chapter meeting to ratify the contract or negotiation sessions.</p>

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<p style="text-align: center;">REPRESENTATION AND DELEGATION RIGHTS</p>	<p><u>Section 3.5. Representation and Delegation Rights.</u> Employees subject to this Agreement will have the right to freely exercise all rights extended them by statute or by the terms and conditions of this Agreement. Included in these rights will be the right to have a local PSE an Association representative or other persons district employee present at any meeting or discussions between the employee and their Building Principal/Position Supervisor where the employee reasonably believes the discussion will result in formal disciplinary action. The employee will notify the principal/supervisor in advance of the meeting that a PSE representative will be present. Each employee reserves and retains the right to delegate any right or duty contained herein to appropriate officials of Public School Employees of Washington/SEIU Local 1948.</p>
<p style="text-align: center;">ADD NEW SECTION</p>	<p><u>Section 3.14. Applicability of Public Disclosure Laws.</u> Nothing in this Agreement precludes the District from providing documents in accordance with public disclosure laws. The District will notify the employee prior to the release of any requested record. Employees shall have four (4) business days to notify the District if they plan to file an injunction blocking the request.</p>
<p style="text-align: center;">EVALUATIONS</p>	<p><u>Section 8.3. Evaluations.</u> The Building Principal, Maintenance Supervisor, and/or the employee's Position Supervisor, as noted on the job description, will be responsible for the evaluation of employees. The evaluation shall include input from a certificated staff member who works closely with the employee. The evaluation may include feedback from a certificated staff member who works closely with the employee. A discussion of the certificated staff feedback process will be held with the employee at the beginning of the evaluation year. All employees will be evaluated with the appropriate evaluation form.</p> <p>All employees newly employed by the District will be evaluated within the first forty-five (45) of the commencement of their employment.</p> <p>Less than twelve (12) month employees, including new employees, will be evaluated annually, such evaluations to be completed no later than the last day of the school year, of the year in which the evaluation takes place. All twelve (12) month employees will receive their evaluation no later than August 1 of each calendar year. The employee will sign and be given a copy of the evaluation report. The signature of the employee does not, however, imply that the employee agrees with the contents of the evaluation report. Employees may attach comments as desired. Comments will be received in the District Office within twenty (20) calendar days after receipt of the evaluation, unless mutually agreed to extend the time period.</p>

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	<p>All performance evaluations reflecting an unsatisfactory level of performance in two (2) or more categories will state specific reasons for the unsatisfactory rating and a plan for improvement. The employee's performance will be reviewed within forty-five (45) workdays. The employee may have an Association representative present during the reviews. A written statement of the progress and/or correction of the unsatisfactory performance will be attached to the evaluation.</p>
TRANSPORTATION SENIORITY	<p><u>Section 10.8. Transportation Seniority.</u> In the transportation classification, seniority will be first by specific job title, then by general job classification, and any seniority rights provided for herein will be based on this seniority. Seniority (for drivers) is only accrued by drivers of regular routes as defined in Section 15.11 of this agreement.</p>
PARAEDUCATORS	<p><u>Section 15.7 Paraeducators</u> Added language from Letter of Agreement signed 3/2024</p>
TRANSPORTATION	<p><u>Section 15.11. Transportation.</u> Recognizing that personnel in the transportation classification present special shift concerns, the parties agree that shifts will be established in that classification in relation to routes and driving time required to fulfill tasks assigned by the Supervisor of Transportation. Regular routes are defined as; an AM and/or PM route; Special Education route; Midday runs route (pre-school/special education); and New Tech Skills Center runs.</p> <p>Bus drivers on daily routes will receive pay plus thirty (30) forty (40) minutes per day for pre-trip, post-trip, paperwork, and warm-up, care, and cleaning of buses, as reported on the daily log. Drivers using more than one bus per day will receive fifteen (15) minutes per additional bus used. Drivers will be expected to use ten (10) of their pre-trip minutes prior to each route. Drivers using vans on routes will be paid ten (10) minutes pre/post trip checks.</p> <p>No driver will receive less than one and one-half (1½) two (2) hours compensation (includes pre-trip and clean-up) per route shift (AM/PM route; Special Education route; Midday routes (Pre-school/Special education); Skills Center routes; and Summer School. Activity will be compensated at no less than one hour. Drivers who have a layover (on district property) between regular AM/PM and shuttle, mid-day or Activity that is thirty (30) min or less shall be paid for that layover. Up to one hour of a layover drivers will be paid for at least 30 minutes. Drivers may be assigned other tasks to fill this time. Drivers will receive pay for all hours worked which exceed their normal daily route time.</p>

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Activity runs will be compensated at a minimum of one (1) hour (includes pre-trip and clean-up). Shuttle runs will be compensated at a minimum of one (1) hour. Drivers of routes not fulfilling the minimum time will accumulate the unused time and the drivers may be assigned other tasks by the supervisor to fill this time.

Drivers and Bus Assistants will be paid for actual time spent at staff meetings called by the District. If there is layover time between the end of the meeting and the drivers next scheduled drive time, the driver will be paid the actual time spent at the meeting or one (1) hour whichever is greater.

When it is documented that a driver is unable to maintain discipline on the assigned routes, the driver may be exchanged with that of another driver of equal hours up to a maximum of sixty (60) school days, unless a longer period is mutually agreed to by both employees involved. Assistance will be made to the driver.

Bus Drivers and Bus Assistants will be paid a maximum of one (1) hour per school month at their current pay scale, for the purpose of cleaning the exterior of their assigned school bus. This time is to be used on an as needed basis with prior permission from the supervisor. The time may be broken into segments. This time will not be included in figuring FTE. A driver may have another transportation employee wash their bus for the allotted pay. However, the driver assigned to the bus is responsible for the results.

Section 15.11.1. Extra Trip Rules.

For the purpose of this section the following definitions will apply:

Add-On Trips:

Add-on trips are those trips added to the trip list after the extra-trip list is bid. Add-on trips are also trips, which are bid by a regular driver and then given up by that driver. Trips can only be given up by a driver for legitimate reasons such as; illness, family emergency etc. Trips returned without legitimate reasons could result in suspended bidding privileges. Add-on trips will be communicated to Transportation personnel by posting for a complete two route combination (AM - PM route sequence or PM - AM route sequence), when time allows. Add-on trips that are scheduled to leave before a two-route sequence is completed will be posted through one route time frame. Short notice trips will be assigned by the Transportation Supervisor or designee in person or phone call (no messages will be left) by seniority to the first available driver. Add-on trips will be assigned by seniority within the time frame they are to be assigned. (Midday routes and activity routes do not affect the above process). If a driver is pulled off a bid trip to cover their regular route due to a driver shortage, they will be compensated the trip bid time minus

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their regular route time. Drivers/Bus Assistants circling trips on the add-on posting should number their choices.

Non-Bid Trips:

A non-bid trip is a trip not bid for by a regular driver during the last ~~workday~~ regular bid of the week bid process.

- A. All extra trips will be compensated at the driver's base hourly rate for the duration of the trip. Drivers will arrive at the school fifteen (15) minutes prior to departure. Trip time will start at pre-trip and end after the bus is cleaned and parked. The Transportation Supervisor will make assignment of busses for extra trips.
- B. On trips requiring overnight stays, the driver will be compensated at their base hourly rate for driving time to and from the event and shuttling of students while at the event. The driver will also receive a minimum of ~~seventy-five (\$75.00)~~ one hundred (\$100.00) dollars compensation each night they are on the trip. Meals will be reimbursed according to District policy and receipts must accompany the claim for reimbursement.
- C. Extra trips shall be bid by the second to last day of the work week by seniority based on the rotation roster.

Bidding shall take place at least twenty-five (25) minutes prior to the bell time of the earliest school to release for the day at an agreed upon time. Bidding shall be facilitated by the most senior driver present willing to facilitate the bid process. This person will receive thirty (30) minutes of pay for the bid process. The bid facilitator shall call each driver by name in order of seniority starting with the last driver to take a trip. The driver called will approach the facilitator and choose a trip from the trip list. If the driver called is not present the facilitator will check the bid envelope to check for a bid note from the absent driver. The facilitator will assign a trip from the bid list to the absent driver (not to exceed a forty [40] hour week). Drivers must be present at the beginning of the bid process in order to bid or need to have a note in the bid envelope. Drivers not present and who do not have a bid note in the bid envelope will be passed over. This process will continue through the rotation until all eligible drivers have finished bidding. Bidding will end one complete rotation from the point of the last driver to take a trip. Trips not bid for at this point will be offered by rotation to any contracted drivers not eligible to bid due to new hire probation. After this, trips not bid for, will be moved to the non-bid process. All non-bid trips will be awarded the following day of posting at 12:00 pm.

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Drivers utilizing a written bid shall number their preference and note their weekly FTE on the bid note. Bid notes without the FTE on it will be void. This bid note shall be put in the bid envelope that is hanging with the trip board.

In the event a Bus Assistant is needed on an extra trip the above process listed in Section 15.11.1 will be followed.

- D. Extra trips for the upcoming week will be posted on the day before ~~the last workday of the week~~ trips are scheduled to be bid on. Trips added to the extra trip schedule between the posting and bidding process will be bid during the regular bid process.
- E. To be eligible for extra trips, a driver must have completed the probationary period and ~~drive a regular route~~ unless they have prior years of experience driving and approved by supervisor or designee.
- F. If a canceled trip is rescheduled to a future date, the original driver will have the option of taking the trip and will not affect their place in the bidding list. If that driver declines said trip, it will be assigned by the supervisor from the second rotating list to the senior available driver. If a trip is canceled and the driver cannot be reassigned to his/her route, the driver will receive his/her FTE pay, including pre-trip time for the route portion missed. If the trip is on a weekend or non-school day and cancelled on the day of the trip, the driver will receive two (2) hours pay at their current rate of pay.
- G. The building principal will assign at least one (1) staff person per bus to assist with student control.
- H. Non-district (parks and recreation, etc.) trips will be included in the last workday of the preceding week posting and will be bid in the regular manner if the Transportation Department is notified prior to posting of the entire trip schedule. This only applies when the leasing agent cannot supply their own qualified driver.
- I. Drivers are encouraged not to sign up for extra trips that will cause them to exceed forty (40) hours/week limit. Time is to be calculated using the weekly trip postings departure and return times. Permission is required from the Transportation Supervisor for trips that will cause them to exceed forty (40) hours a week.
- J. Drivers and Bus Assistants for Special Needs student trips may be assigned by the Transportation Supervisor. Unless the trip is

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canceled, the Driver and Bus Assistant will relinquish their next bid on the extra trip roster.

- K. School athletic teams and members of school activities/clubs with fewer than ~~eighteen (18)~~ twenty (20) members may be transported in District vehicles, not school buses, and driven by the coach or director of the activity to and from the event. All other athletic teams or large activities and field trips will be assigned to regular drivers as prescribed herein. In the event of driver shortages, priority must be given to regular to and from routes and coaches and or directors of the activities may be asked to drive trips.

Section 15.11.2. Bus Route Bidding.

The date for the Annual Bus Drivers and Bus Assistant meeting will be set at the time the calendar for the next school year is determined, and all involved parties will be notified at that time for bidding on routes.

Regular daily bus routes will be bid on a seniority basis. AM and PM routes and Special Education routes will not be split; except that once the entire seniority list has selected, remaining routes/runs may be split and drivers in order of seniority may add time to their assignment. The regular driver's work year will include every day school is in session.

Bidding for a bus route may be done by proxy when attendance at the Annual Bus Drivers and Bus Assistant meeting is impossible due to events out of the control of the driver or bus assistant, by verifiable emergency, i.e., personal hospitalization, death in immediate family and/or a like situation, to be approved by the Transportation Supervisor or his designee.

Proxy bidding must be done by a driver or bus assistant senior to the affected employee. The affected employee must submit a list of routes in descending order of priorities, including extra routes, i.e., midday, activities. The bid by proxy will be final and the employee must abide by the bid for the current school year.

Section 15.11.3. Shuttle Runs.

Shuttle runs are defined as in District runs for education or activity purposes. This includes practice at locations out of District, when no sufficient field in the District exists, such as golf. (This excludes practice games held out of District). The Transportation Supervisor will add the shuttle run to an existing route if possible. If the shuttle run cannot be added to an existing route the Transportation Supervisor will assign a driver who does not have an existing contracted route. Contracted drivers will have priority.

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Section 15.11.4. Activity ~~Runs~~ Routes.

Activity routes as a stand-alone route may only be bid on at the end of the bidding process. Activity runs may be split in any two or three consecutive weekday segments. At the annual bid these combinations may be bid for as each driver, by seniority, bids for their AM - PM, midday, and activity routes. Drivers may bid to drive an activity bus all five days. This will be five days on one route if available or split between two routes if one route is not available.

Section 15.11.5. Overnight Trips.

Drivers will have their own accommodations on overnight trips. Drivers will be allowed an eight (8) hour, continuous rest period on such trips. Should the driver's rest be interrupted to perform duties for the trip director, the driver, at his/her discretion in consultation with the Transportation Supervisor, if possible, may postpone the departure time of the return trip.

Section 15.11.6. Time Breakdowns. (From LOA signed 11/2024)

Time breakdowns for regular routes will be submitted by the employee on or before the third week of school but not later than September 15th, or as soon as practical in the event that school start dates are changed or delayed.

Routes altered by at least ten (10) minutes per day, or time added from another bid will be modified to the correct minutes in a new time breakdown only after consistency for minimum of two (2) weeks. Differences (+/-) of ten (10) minutes per day will be submitted on an extra time sheet. New time breakdown changes submitted the 15th of the month or after would be reflected on the following months' pay. McKinney Vento runs that are added to routes will not be included on time breakdowns due to the inconsistency of route longevity.

Trip time (+/-) time when subtracting contracted routes from overlapping trips will be submitted on an extra time sheet.

Routes (midday, shuttles, and activity routes) that a contracted driver subs on will be submitted on a timesheet.

All substitute drivers time will be submitted on a timesheet

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ASSOCIATION MEMBERSHIP	<p><u>Section 16.1. Maintaining Association Membership.</u></p> <p>Each employee subject to this Agreement who, on the effective date of this Agreement, is a member of the Chapter in good standing will, maintain membership in the Chapter in good standing during the period of this Agreement unless membership is revoked through contact with the Association.</p> <p>Each employee subject to this Agreement has the right to become an Association member in good standing by paying monthly dues. The Association shall be the custodian of record in regard to employee's Association membership.</p>
NEW HIRE NOTIFICATION	<p><u>Section 16.2. New Hire Notification.</u></p> <p>The District will notify the Chapter President of all new hires within ten (10) workdays of the hire date. District shall provide to the local PSE Chapter President, the name, address, phone number, position, number of hours worked per day, date of hire, and rate of pay for each employee. The school district will provide the union a thirty (30) minute meeting during the new hire's work time within thirty (30) days of their hire date. The Association will inform the new hire of the terms and conditions of this Article.</p>
BARGAINING UNIT LIST AND AUDITS	<p><u>Section 16.3. Membership Options Bargaining Unit List and Audits.</u></p> <p>Any employee who has signed a Dues Deduction/Checkoff Authorization form which includes a window period for revoking dues payments may stop making those payments by giving written notice to the Union during the period not less than thirty (30) and not more than forty five (45) days before the annual anniversary date of the employee's authorization or the date of termination of the applicable contract between the employer and the Association, whichever occurs sooner.</p> <p>Per RCW 41.56.035, Within twenty-one (21) business days from an employee's hire date for a newly hired employee and every one hundred and twenty (120) business days for all employees covered under the PSE collective bargaining unit, the District will provide an editable Excel file format to membership@pseofwa.org the following classified employee information:</p> <ul style="list-style-type: none"> • Name and date of hire • Contact information, including cellular, home, and work telephone numbers; work and the most up-to-date personal email addresses; and home address or personal mailing address • Employment information, including the employee's job title, salary, or rate of pay for contracted work performed under the PSE collective bargaining agreement, contracted number of days, and primary worksite location.

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	<p><u>Section 16.3.1. Association Membership.</u></p> <p>All employees subject to this Agreement who are not members of the Association on the effective date of this Agreement, and all employees subject to this Agreement who are hired at a time subsequent to the effective date of this Agreement may choose to become members in good standing of the Association within thirty (30) days of the effective date of this Agreement or within thirty (30) days of the hire date, whichever is applicable. Such employee shall then maintain membership in the Association in good standing during the period of this Agreement unless membership is revoked through contact with the Association.</p>
<p>ACCESS TO NEW EMPLOYEES OF THE BARGAINING UNIT</p>	<p><u>Section 16.4. Change of Rate. Access to New Employees of the Bargaining Unit.</u></p> <p>The Association will notify the District no later than December 1 of any change to the service charge dues rate.</p> <p>An integral part of each employee's tenure with the employer is an understanding of this agreement and the role of the Association in the employment setting. As such, per RCW 41.56.037, the Employer will provide reasonable access to new employees of the bargaining unit for the purposes of presenting information about the Union. This access will occur within ninety (90) days of the employee start date within the bargaining unit, will be no more or less than thirty (30) minutes and occurs during the new employee's regular work hours at the employee's worksite, or at a location mutually agreed to by the employer and the exclusive bargaining representative. The Association will inform the new hire of the terms and conditions of this agreement</p>
<p>AUTHORIZATIONS, REVOCATIONS AND DUES CHECKOFF</p>	<p><u>Section 16.5. Checkoff. Authorizations, Revocations, and Dues Checkoff.</u></p> <p>The District will deduct PSE dues, assessment(s), representation fees, service charges or voluntary political contributions from the pay of any employee after authorization of such deductions in writing pursuant to RCW 41.56.110. The District will transmit all such funds deducted to the Treasurer of the Public School Employees of Washington/SEIU Local 1948 on a monthly basis.</p> <p>An employee's written, electronic, or recorded voice authorization to have the employer deduct membership dues from the employee's salary must be made by the employee to Public School Employees of Washington (PSE). If the employer receives a request for authorization of deductions, the employer shall as soon as practicable forward the request to Public School Employees of Washington (PSE).</p> <p>Upon receiving notice of the Employee's authorization from PSE, the employer shall deduct from the employee's salary gross monthly membership dues and submit to the treasurer of the Public School Employees of Washington via Automated Clearing House (ACH) by the first Monday following payroll.</p>

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	<p>Transmissions will include an electronic list of all employees covered by the collective bargaining agreement. A dues remittance form will accompany the payment every month and will include membership status changes (resignations, LOA, name changes, etc).</p> <p>The employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to Public School Employees of Washington/SEIU Local 1948 (PSE). Revocations will not be accepted by the employer if the authorization is not obtained by the employee to PSE.</p> <p>After the employer receives confirmation from the exclusive bargaining representative that the employee has revoked authorization for deductions, the employer shall end the deduction on the first payroll after receipt of the confirmation. The employer shall rely on information provided by the exclusive bargaining representative regarding the authorization and revocation of deductions.</p>
ADD NEW SECTION 16.8	<p><u>Add New Section 16.8. Political Action Committee.</u></p> <p>The District shall, upon receipt of a written authorization form that conforms to legal requirements, deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same to the Association on a check separate from the Association dues transmittal. Section 16.5. of the collective bargaining agreement shall apply to these deductions. The employee may revoke the request at any time. At least annually, the employee shall be notified about the right to revoke the request by Public School Employees of Washington/SEIU Local 1948.</p>
SECTION 17.1. SEBB	<p><u>Section 17.1. SEBB.</u></p> <p>Beginning January 1, 2020, and each year thereafter, The employer agrees to provide the insurance plans, follow employee eligibility rules, and provide funding for all bargaining unit members and their dependents as required by State Law, the State Operating Budget, and the School Employees Benefits Board (SEBB). All Benefit Plans for 2018-19 will continue unaffected through December 31, 2019.</p>

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<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p>	<p><u>Section 18.4. Professional Development.</u> Employees whose regular shift is four (4) hours or less will receive fourteen (14) hours of additional compensation at their base hourly rate for participation in training sessions and/or courses which are required as a condition of employment, in-district approved in-service, training or Paraeducator improvement programs. Employees, whose regular shift is over four (4) hours, will receive twenty-eight (28) hours for the same purpose. Employees will be reimbursed for approved expenses incurred while in attendance at seminars, training courses, etc. Meals will not be reimbursed unless overnight is required. Prior approval from the Superintendent must be obtained. Time will be reported at a minimum of thirty (30) minutes with incremental steps of fifteen (15) minutes thereafter. The previous year of unused in-service hours will be pooled by classification and made available in the following fiscal year (September 1-August 31).</p> <p><u>Section 18.4.1. Extra Hours.</u> Extra hours for bus drivers and cooks may exceed the limits of Section 18.4 with the approval of the supervisor and Superintendent or designee.</p>
<p style="text-align: center;">ADD NEW SECTION 18.4.2. PROFESSIONAL CLASSIFIED TRAINING</p>	<p><u>Add new Section 18.4.2. Professional Classified Training (PCT)/Educational Attainment Stipends.</u> Classified staff have the opportunity to obtain the following educational attainment stipends based on continuing education and higher-education degrees. Stipends will be based on training hours and/or degrees completed. The continuing education and training should focus on the following:</p> <ul style="list-style-type: none"> • Building knowledge of the district vision, goals, and general job responsibilities. • Individual learning opportunities based on the needs of the employee. • Self-selected and/or job-based training opportunities. <p>Examples:</p> <ol style="list-style-type: none"> 1. In District Training <ul style="list-style-type: none"> *Late Start Friday *All Staff Day *Department Specific Training *District Course Catalog 2. Out-of-District & Online Training <ul style="list-style-type: none"> *MUST have prior approval from the building administrator for hours to count

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	<ul style="list-style-type: none"> *Training the administrator asked the employee to attend outside of the building *Certification Renewals *Para Competency Training <p>Tracking:</p> <ol style="list-style-type: none"> 1. Monthly PCT forms for Professional Development Compensation will clearly document: <ul style="list-style-type: none"> *Enrollment in PD Enroller *Hours and dates *Course taken 2. ALL forms must be signed by an administrator or instructor and turned into the District Office no later than the last day of June to receive the incentive for the upcoming school year. 3. The incentive will continue yearly. <p>Incentive Steps:</p> <p>Level 1 = 50 total hours = \$200 stipend Level 2 = 150 total hours = \$400 stipend Level 3 = 250 total hours = \$600 stipend Level 4 = 350 total hours = \$800 stipend Level 5 = 450 total hours = \$1,000 stipend Level 6 = 550 total hours = \$1,200 stipend Level 7 AA Degree = \$1,400 Level 8 BA Degree = \$1,600 Level 9 MA/Higher = \$2,000</p> <ul style="list-style-type: none"> *Transcripts are required for degree levels *Degree levels plus PCT levels are not stackable. Degree levels trump PCT hours.
<p>SECTION 18.5. ADD FROM LOA SIGNED 3/2024</p>	<p><u>Section 18.5. Hygiene Duties and Compensation</u></p> <p>Paraeducators assigned to positions that require the regular performance of hygiene duties will receive an additional one dollar (\$1.00) per hour while said assignment is in effect. Hygiene duties are described as toileting, catheterization, special hygiene duties, specialized medical procedures, and other specialized areas determined by the Nursing staff, or the Student Support Services Department that exceed normally assigned job requirements. In September of each school year, the District will review all Paraeducator positions that are performing hygiene duties as a routine part of their daily responsibilities as assigned by their supervisor (Principal or Director). Hygiene pay will be processed in the September paycheck. Once the positions performing said duties become a part of their regularly assigned daily responsibilities are identified, hygiene pay will resume/begin with the October paycheck. October pay will include pay from September for positions that are determined applicable.</p>

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	<p>Paras in Pre School assignments will be paid five (5) hours per day Monday through Thursday when students are in class. Para will be paid twenty (20) hours a week for the performance of hygiene duties during that year's assignment.</p> <p>Paras working with Medically Fragile students will timesheet the daily tasks or turn in log sheets to receive the additional one dollar (\$1.00) per hour for the performance of hygiene duties. (Nurse, Sped Staff to designate duties and determine times).</p>
<p>ADD NEW SECTION 18.6. LONGEVITY</p>	<p><u>Section 18.6. Longevity.</u></p> <p>All future Longevity stipends shall be paid in November of each year and will be based on the years in district from the previous year. The District agrees to follow longevity statute (RCW 28A.400.300) and award longevity based on Medical Lake School District experience. Longevity defined:</p> <ul style="list-style-type: none"> 20-24 years: \$500 25-29 years: \$750 30+ years: \$1,000

PSE Salary Schedule - 6/12/25

Percentage on top of schedule

5

Job Title	Year 0-2	Year 3-4	Year 5	Year 10	Year 15
3% increase between steps					
Cafe I: Kitchen Assist., Cashier	\$ 18.11	\$ 18.66	\$ 19.22	\$ 19.79	\$ 20.39
Cafe II: FS Asst., Transport	\$ 19.86	\$ 20.46	\$ 21.07	\$ 21.70	\$ 22.35
Cafe III: Kitchen Lead	\$ 19.86	\$ 20.46	\$ 21.07	\$ 21.70	\$ 22.35
Paraeducator	\$ 18.11	\$ 18.66	\$ 19.22	\$ 19.79	\$ 20.39
Paraeducator-SpEd/ELL Cert	\$ 18.60	\$ 19.16	\$ 19.74	\$ 20.33	\$ 20.94
Paraeducator-Gen Cert/Behavior Cert	\$ 22.26	\$ 22.93	\$ 23.62	\$ 24.33	\$ 25.06
Paraeducator-Advanced	\$ 22.54	\$ 23.22	\$ 23.92	\$ 24.63	\$ 25.37
Bus Driver	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01
Bus Assistant	\$ 18.11	\$ 18.66	\$ 19.22	\$ 19.79	\$ 20.39
Bus Asst. for Special Needs Students	\$ 19.86	\$ 20.46	\$ 21.07	\$ 21.70	\$ 22.35
Technician/Driver Trainer	\$ 25.45	\$ 26.22	\$ 27.00	\$ 27.82	\$ 28.65
Transportation Assistant/Tech	\$ 26.88	\$ 27.69	\$ 28.52	\$ 29.37	\$ 30.25
Transportation Dispatcher	\$ 23.30	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.22
Custodial/Maintenance Lead	\$ 25.10	\$ 25.85	\$ 26.62	\$ 27.42	\$ 28.25
Custodial/Maintenance Regular	\$ 21.59	\$ 22.23	\$ 22.90	\$ 23.59	\$ 24.29
Grounds / Maintenance	\$ 23.90	\$ 24.61	\$ 25.35	\$ 26.11	\$ 26.90
HS Secretary / Bookkeeper	\$ 24.02	\$ 24.74	\$ 25.48	\$ 26.24	\$ 27.03
Secretary	\$ 23.21	\$ 23.91	\$ 24.63	\$ 25.37	\$ 26.13
Secretary - HS Counseling	\$ 21.56	\$ 22.21	\$ 22.87	\$ 23.56	\$ 24.27
Assistant Secretary	\$ 20.53	\$ 21.15	\$ 21.78	\$ 22.43	\$ 23.11
Nurse - RN	\$ 48.07	\$ 49.51	\$ 51.00	\$ 52.53	\$ 54.11
Nurse - LPN	\$ 34.30	\$ 35.32	\$ 36.38	\$ 37.48	\$ 38.60
Interpreter of Sign Language, Braille	\$ 26.56	\$ 27.35	\$ 28.17	\$ 29.02	\$ 29.89
Cert. Occupational Therapist Assistant	\$ 31.70	\$ 32.65	\$ 33.63	\$ 34.63	\$ 35.67
Health Aid	\$ 21.42	\$ 22.06	\$ 22.72	\$ 23.40	\$ 24.11
Registered Behavior Tech	\$ 26.15	\$ 26.94	\$ 27.74	\$ 28.58	\$ 29.43
Supervisory Assistants	\$ 18.11	\$ 18.66	\$ 19.22	\$ 19.79	\$ 20.39
Building Technology Specialist	\$ 24.10	\$ 24.82	\$ 25.57	\$ 26.34	\$ 27.13
Library Technology Support	\$ 21.42	\$ 22.06	\$ 22.72	\$ 23.40	\$ 24.11

Coversheet

Approve the MLAA Collective Bargaining Agreement

Section:	IV. Individual Actions Items
Item:	K. Approve the MLAA Collective Bargaining Agreement
Purpose:	Vote
Submitted by:	
Related Material:	MLAA CBA 9.2025.pdf

MEDICAL LAKE ADMINISTRATORS' ASSOCIATION AGREEMENT

Membership:

Members of the Medical Lake Administrators Association (MLAA), all school principals, assistant principals, coordinator of alternative education and high school activities/athletic director.

Length of Contract:

Elementary and middle, and high school principals, assistant principals, Endeavors coordinator, high school activities/athletic director and work a 224 day contract including 16 designated flex days. These 224 days are comprised of work days only and do not include scheduled holidays or holiday breaks observed by the regular school schedule.

Contract Period and Payment

MLAA members are contracted from July 1 to June 30. Benefit payment terminates with final paycheck. Administrator's work year shall start exactly three (3) weeks before the first day of school and end exactly two (2) weeks after the last day of school.

Holidays and Scheduled School Breaks

The following holidays and school breaks are considered non-works days:

- Labor Day
- Thanksgiving Break observed by the school schedule
- Christmas Break observe by the school schedule
- New Year's Day
- Martin Luther King Day
- President's Day
- Spring Break observed by the school schedule
- Memorial Day
- Juneteenth
- Scheduled snow make-up days that aren't needed

Insurance Benefits:

Insurance benefits will be at the state allocated amount based on the administrator's FTE. The district agrees to pay any amount required to be remitted to the State Health Care Authority for the retired school employees' subsidy account. The amount available for MLAA members will match the amount provided to the MLEA and the PSE groups of the Medical Lake School District. This allocation is for the following: dental insurance (mandatory), long term disability (mandatory), life insurance (mandatory) and health insurance (voluntary). Salary insurance and long term care insurance will be available on a voluntary basis. The VEBA III program requires annual agreement between the district and this association for participation.

Transportation and Travel Reimbursement

For district related travel, MLAA members may receive reimbursement for the use of a personal vehicle at the rate allowable by the IRS.

Building Principals will receive a district credit card to be used only for non-personal travel or building expenses.

Professional Dues:

Dues for one professional association will be paid by the district for each MLAA member. Dues will be paid from the district budgets and not deducted from the building and/or department budget.

Professional Development Attendance

If the District requests that an Administrator attend a specific professional development activity, the District will pay the registration and travel costs to attend the PD activity.

Retirement System:

Membership in the appropriate Washington State Retirement System shall be mandatory. Contribution rates are set by the Washington State Legislature.

Leaves:

Bereavement Leave:

Without deduction from sick leave, each administrator shall be entitled to:

- A. Up to five (5) days leave for each occurrence of death in the immediate family;
- B. Up to two (2) days leave for death of a loved one outside the immediate family.

In cases of extenuating circumstances, such as long travel distances, the administrator may request additional days, which may be approved by the Superintendent.

Emergency Leave:

Emergency leave for medical purposes or those situations declared as a state of emergency shall be granted not to exceed five (5) days in any one year at no loss of pay for the following purposes:

Illness or injury to members in the administrator's immediate family requiring a physician's care. Administrator's immediate family is defined as spouse, child, grandchild, parent, parent-in-law, son- or daughter-in-law, or sibling. Common illnesses and medical appointments applicable to the administrator's relatives over the age of eighteen (18) are not covered under this provision.

Adoption of a child (applicable to adoptive parents only).

Birth of a child (applicable to parents of the child only).

All days of emergency leave shall be deducted from sick leave. Any requests for additional days beyond the limits of this section must be accompanied by verification of the necessity of absence including a statement from the physician, if appropriate. Requests shall be routed to Administrative Council to review and render a decision on the matter.

Industrial Leave:

In the event administrators are absent for reasons which are covered under State Industrial Insurance, the administrator shall have the option of taking time loss payments only as distributed through the Northeast Washington Workers' Compensation Cooperative for instituting the buy-back option. The buy-back option provides for use of accumulated sick leave for which the injured administrator would receive payment by the District and return endorsed worker's compensation cooperative checks to the district to buy back a portion of used sick leave. If this option is chosen, it would be in effect until accumulated sick leave was exhausted and then the administrator would keep time loss payments only. Under no circumstances will an administrator be allowed to keep both District payment for sick leave and time loss payments.

Jury Duty and Subpoena Leave:

Leaves of absence with pay shall be granted for jury duty or when subpoenaed to appear in a court of law. The administrator shall notify the District when notification to serve on jury duty is received.

Maternity Leave:

Maternity leave may be used for pregnancy, miscarriage, abortion, childbirth, and recovery from pregnancy. Administrators will be granted a maximum of eight (8) weeks of maternity leave, following delivery, which ends upon the doctor's release to return to work. This leave is eligible for use of sick leave. An administrator shall notify the Building Principal/Supervision in writing of the expected date of leave and shall do so at least 90 days before this date. In the event of complications during pregnancy, accumulated sick leave may be used with a doctor's order for the administrator to be off work. Leave sharing is not available for routine pregnancies and deliveries. Family medical leave may be granted for a maximum of twelve (12) weeks to begin at the end of the maternity leave. During this period of time, administrators will continue to receive their insurance benefits. However, this leave is without pay.

Leave of absence without pay may be granted by the Board upon recommendation of the Superintendent after maternity leave and/or family medical leave.

An administrator absent for maternity reasons must decide within sixty (60) calendar days after the birth of her child whether she is going to return to work, take family medical leave, resign, or take a leave of absence for not more than one (1) school year. Her decision must be in writing. If her decision is to return to work, she must tell the District the specific day she will return to work.

Personal Leave:

Administrators may be granted five (5) days of Personal Leave with no deduction for substitute pay or sick leave.

In the event that the administrator uses neither of the above days, they may be compensated at \$200 for each day that is cashed out. No more than three (3) days may be cashed out in any year. Compensation rate shall be \$300 per day.

The administrator may elect to accumulate Personal Leave to a maximum of seven (7) days. Up to two (2) may be carried over at the end of each year in lieu of year-end compensation as provided herein. By the last day of school, the administrator must notify the District Office of their intent to cash out and/or accumulate days. Payments shall be in the June warrant.

Upon separation from the district, the administrator may cash-out unused personal leave days at their per diem rate (base salary/224).

Sick Leave:

MLAA members shall earn twelve (12) days of sick leave per year. There shall be no restriction on the number of days accrued in one's sick leave bank. Upon retirement, members may cash-out sick days per state law.

Absences shall be charged as sick leave on an hourly basis. Illnesses requiring three days or more off the job may be subject to doctor's verification in writing at the discretion of the Superintendent. Administrators may use accumulated sick leave to care for minor children under the age of 18 with a health condition that requires treatment or supervision.

The District agrees to make available to the staff a sick leave pool that will follow the State guidelines (called leave sharing).

In January of the year following any year in which a minimum of sixty (60) days of sick leave is accrued, and each January thereafter, any administrator may exercise the option to receive remuneration of unused sick leave accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the administrator for each four (4) full days of accrued sick leave in excess of sixty (60) days. Sick leave for which compensation has been received shall be deducted from accrued sick leave at the rate of four (4) days for every one (1) day's monetary compensation.

At the time of separation from school district employment due to retirement or death, an eligible administrator or the administrator's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation for each four (4) full days accrued sick leave. Maximum number of days eligible for cash out is 180 days.

Hiring and Transfer of Administrators

Administrators in the role of building principal may transfer to open administrative positions if qualifications, experience and performance are sufficient for the open position as determined by the superintendent.

Other district administrators will be given first consideration when building principal positions are open. Qualifications, experience, performance and other factors determined by the superintendent will be used to evaluate inside candidates against the established criteria.

Payment on Salary Schedule

Previous administrative experience will count for placement on salary schedule when a principal moves laterally or downward in an administrative assignment. **Administrative experience in a subordinate position, moves laterally, shall be counted as a fully year of service** Examples:

- Principal may count experience as principal but not as assistant principal.
- Principal moving to assistant principal would be credited with years of experience as principal or assistant principal.
- Assistant principal may count experience as assistant principal.
- Assistant principal moving to principal would negotiate salary with the superintendent based upon experience.

See attached salary schedule for current steps and salary rates.

MLAA Longevity Stipends & VEBA Contribution

The MLSD shall contribute on an annual basis \$1,050 for the 25/26, \$1,200 for 26/27 and \$1,200 for 27/28 to the employee's VEBA account.

Beginning with the 2022-2023 school year, MLSD will add a longevity stipend for experience in an administrative position for the MLSD.

10 years: \$2,000.00

15 years: \$3,000.00

Coversheet

Approve the Coaching Collective Bargaining Agreement

Section:	IV. Individual Actions Items
Item:	L. Approve the Coaching Collective Bargaining Agreement
Purpose:	Vote
Submitted by:	
Related Material:	Coaches Agreement 9.2025 - 8.2027.pdf Coaches Salary Schedule.pdf

Agreement Between
Medical Lake School District
and
Medical Lake Extracurricular Coaches Association

September 2025 through August 2027

Section 1: Preamble - The Board of Directors of the Medical Lake School District, hereinafter referred to as the Board or the District, and the Medical Lake Extracurricular Association, hereinafter referred to as the Association, hereby agree as follows:

This agreement is reached between Medical Lake School District #326 (hereafter, “the District” or “MLSD”) and the Medical Lake Extracurricular Coaches Association (hereafter, “the MLECA”), an affiliate of the Medical Lake Education Association.

Section 2: Board and Administration Responsibilities and Authority - The Board, acting on behalf of the electorate of the School District retains and reserves all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the regulations of the State Board of Education, the laws and the Constitution of the State of Washington and/or the United States of America. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all personnel holding supplemental contracts for coaching or activity advisement, which do not require teacher certification and are usually referred to as "extracurricular" contracts. This excludes those supplemental contracts covered by the MLEA agreement.

The Association recognizes that the Board is legally responsible for the operation of the school district, and the Board has the necessary authority to discharge all of its responsibilities subject to the laws mentioned above and the provisions of this agreement.

It is expressly agreed that all rights except such as are clearly relinquished herein by the District are reserved to and shall continue to rest in the District.

Section 3: Dues - Dues will be deducted from the extra-curricular stipend and sent to the designated organizations. A dues schedule will be submitted to the District by the association annually by September 1, and the District will make a one time dues deduction per extra-curricular contract. Each athletic coach (not to include PAU/PRUS) will be expected to maintain membership in the appropriate state association. The dues for the MLECA will be calculated in a manner as to include the dues for the State membership. Exact procedures for collection will be developed collaboratively between the District and the Association.

Section 4: No Strike - No Lockout - The parties agree that during the term of this agreement there shall be no strike or other economic action by the employees or the Association and there shall be no lockout or other economic action by the District.

Section 5: Use of District Facilities - The Association shall have the right to post notices of activities and matters of Association concern on the bulletin boards in each faculty lounge in each building in the District.

The Association shall have the right to use the intra-district mail service and staff mailboxes for communication purposes.

All materials emanating from the Association for the bulletin board or for the mail service must be labeled as official Association materials and must bear the name(s) of the originating officer(s).

The Association will have the right to use District office equipment at reasonable times when such equipment is not otherwise in use providing that the cost of consumable supplies such as paper, stencils, etc., is rebated to the District.

The Association will be granted the right of using school district facilities for meetings provided arrangements for use of such facilities are made with the principal of the respective building.

The President will be provided the agenda for regular and special Board of Director meetings.

Section 6: Evaluation Procedures - Each employee holding an extracurricular contract will be assigned an evaluator for the season. The individual's evaluator shall be the building principal, assistant principal, or athletic director. An evaluation shall be completed for each supplemental contract awarded. The evaluation criteria and procedures shall be distributed and explained to all supplemental contract employees prior to the sports/activity season. The final evaluation for that sports/activity season shall be shared with the employee no later than one month following the close of that season. Each head coach will evaluate the assistant coaches for that sport/activity with input from the principal and/or athletic director.

Section 7: Professional Development - It is the responsibility of the employee to complete all mandatory rules clinics as required by WIAA. In addition, the Board and the Association recognize the need for local professional development opportunities for coaches and activity advisors.

When attendance of a professional development activity is agreed upon by the employee and the supervisor, professional leave may be granted to allow such attendance.

A fund will be provided each year of \$2,400 at the high school and \$1,200 at the middle school for coaches and advisors to access for professional development. Each athletic director will establish a system which provides for reasonable access to this fund by coaches and advisors. The funding amounts mentioned in this paragraph will be discussed each spring during the duration of this contract.

Section 8: Placement of Individuals on Salary Schedule -

For the purpose of Section 10, all coaches in existing positions and transfers to new positions within the same sport, on or after October 23, 2003, will remain on the salary schedule A. Salary schedule B will take effect as positions are filled by new people or as transfers between positions of different sports take place. All salary increases provided by the legislature shall apply only to salary schedule B.

A. Moving from Assistant Coach to Head Coach (same sport):

- a. *High School:* An assistant coach step 5 or above will transfer to head coach step 2. All other assistant coaches will transfer to step 1.
- b. *Middle School:* Movement from assistant to head coach will retain experience step.

B. Head Coach to Head Coach / Assistant to Assistant, within same school:

One season equals one year experience within the specific sport. A coach in one sport who is hired into the same level position in another sport, will begin two steps lower; for example, step 5 to step 3.

C. Prior Experience:

A new coach hired with experience in another district, college or state will begin at the same level as similar experience within the district (Coaching experience must be documented).

D. Head Coach to Assistant Coach:

Head coaching experience will count year for year as an Assistant Coach within the same sport. Head coach moving to assistant in a different sport will begin two steps back.

E. Middle School experience transferring to the High School scale (same sport):

Middle school assistant experience will transfer to the high school assistant scale at a rate of one year for every two, but will not transfer to high school head coach scale. Middle school head coaching experience will transfer to high school assistant scale year for year, and will transfer to high school head coach scale at a rate of one year for every two. In implementing this, no middle school coach, moving to a high school assistantship in the same sport, will be paid less than he/she earned in the previous middle school position.

F. Cheerleading and Dance Teams:

There shall be two separate seasons, fall and winter sports, per year for cheerleading and dance teams. Advisors for cheerleading and dance teams shall be paid one stipend per season. The fall season shall run from August 1st through mid-November, in conjunction with volleyball and football seasons. The winter season shall run from Mid-November through March 31st, in conjunction with the wrestling and basketball

seasons.

G. Athletic Trainer:

The Athletic Trainer shall be paid a stipend per season for three seasons, fall, winter and spring as per the salary schedule.

H. Splitting Stipends.

The stipends and duties for an Assistant Coaches may be split between multiple coaches if all are in agreement to do so. Each coach in such an agreement will be placed appropriately on the salary schedule and will receive the agreed upon share of the stipend for their placement.

Section 8: Post Season Involvement - Post regular season salary shall be awarded by per-diem (based upon length of regular season in weeks, divided by five days to calculate per-diem). The number of coaches or advisors continuing into a post-season situation will be determined by mutual agreement between the head coach, building principal, and athletic director.

Coaches and Assistant Coaches taking individual contestants to post-season contests shall be paid according to the schedule below: (percent of per-diem calculated above)

1-3 50%

4+ 100%

For the purposes of this section, post-season shall be play beyond the District Tournament.

Section 9: Classified/Non-Exempt Employee Pay - Classified/Non-exempt employees will be paid in accordance with the statement below:

Each individual contract issued to a classified/non-exempt employee will be calculated to represent pay as defined by the Department of Labor at the "blended rate" for coaching hours worked over 40 hours in any one week. The hourly rate and permitted hours of work will total the allowed stipend from the Extracurricular Salary Schedule for that particular activity. A weekly time sheet will be completed by the employee as a requirement of the position.

When an hourly employee loses hours from their regular job due to coaching responsibilities they shall be given the opportunity to make up those hours, however, this does not include activities that can be done outside of their regular hours of work. The duties performed in making up the time lost to coaching will be performed with the approval of their supervisor or principal.

Section 10: Leaves - An employee may be granted up to two days leave per season (w/o loss of pay) as needed for illness, emergency, or for sudden, unexpected occurrences which require immediate action. Additional time may be arranged through mutual agreement between the supervisor and the employee, however loss of pay may be involved if there is a cost to the

District for replacement. A physician's statement of illness may be required upon the request of the superintendent or his/her designee after three (3) consecutive days of absence.

Section 11: Hiring Procedures - Any position opening will first and solely be posted in district for a minimum of five (5) school business days. District staff members may apply for “in district” coaching positions. Qualifying district staff members who may apply for coaching positions include the following people and groups:

- Certificated Employees
- Classified Employees
- Administrators
- Paid Coaches
- Other contracted employees of the district

At the conclusion of 5 school business days, the building hiring team and Human Resources will review all “in-district” applicants/applications to determine next steps.

Interviews will be conducted if the hiring team determines there is a qualified “in district” applicant pool. Positions will be posted externally if the hiring team recommends such to the HR director. “In district” applicants will be interviewed if they are deemed to be qualified, but are not guaranteed an interview based on their “in district” status.

In making hiring decisions, the following factors will be considered:

- The District reserves the right to open coaching positions externally to strengthen the applicant pool.
- In-district applicant status will be considered a positive factor.
- Previous experience as a volunteer coach for the perspective team will be considered a positive factor.
- Care will be taken to ensure that in-district candidates have the availability to perform the duties of the position in balance with their contracted position(s).
- All hiring and issuing of contracts will be contingent upon a successful background check that yields no concerns that would prohibit someone from coaching students.
- All coaching contracts are supplementary and are therefore current for the school year only and are not continuing as per RCW 28A.400.200

Section 12: Grievance Procedure - All information forming the basis of any charge shall be made available to the employee. Except under emergency conditions, all discipline will be conducted in private. In an attempt to resolve problems at the lowest level, principals shall encourage complaining parties to discuss the issues surrounding their complaint with the employee involved.

A grievance at step one will be discussed with the immediate supervisor. If unresolved, it may then be appealed to the Athletic Director, the Principal, and the Superintendent, in that order. Each appeal must be made within three (3) school business days of receipt of the decision from the preceding step. At each step, the administrator will provide a decision within ten (10) school business days.

Section 13: Step Salary Schedule - All bargaining unit members presently on salary schedule *A for middle school positions* or who transfer up in the same sport, for example assistant coach to head coach, will remain in place. All bargaining unit members *for middle school positions* who are hired or who transfer to a different sport after the effective date of this agreement will be placed on salary schedule B with credit for previous experience, as outlined in this document. The District and the Association agree to the attached salary schedule, appendix A.

As schedule B increases, coaches who have been grandfathered on schedule A will move to schedule B when it is at equal or greater value for their position.

Section 14: Volunteer Coaches - Each head coach will inform the athletic director if they would like to have volunteers and the number of volunteers they need. The athletic director will screen volunteers based on established criteria to determine if they are qualified. Parent volunteers may be utilized upon agreement between athletic director and head coach.

Section 15. Numbers of Athletes per Coach-

High School

A ratio of athletes to coaches has not been established for high school. When a head coach at the high school feels that the number of athletes is creating a safety or supervision issue the coach may meet with the Athletic Director or other Administrator to resolve the situation. The resolution may include adding an additional assistant coach.

Middle School

When there are two grade levels of one sport, there will be one (1) head coach per combined sport. For example 7th and 8th grade boys basketball will have one (1) head coach.

Sport	# of Athletes	# of Coaches
Boys' Basketball	up to 22	head coach only
	23+	assistant
Girls' Basketball	same	same
Volleyball	same	same
Football	up to 35	head coach & 1st assistant

	36-50	2nd assistant
Softball	up to 22 23+	head coach only assistant
Wrestling	up to 35 36+	head coach & 1st assistant 2nd assistant
Track and Cross Country	up to 39 40+	head coach & 1st assistant 2nd assistant
Baseball	up to 22 23+	head coach only Assistant

Term of the Agreement: This agreement shall become effective upon ratification by both parties and shall remain in effect until August 31, 2027.

The parties acknowledge that, during the negotiations resulting in this agreement, each had unlimited right and opportunity to make demands and proposals with respect to any and all subjects or matters, and that the understandings and agreements arrived at by the parties are set forth in this agreement.

This agreement constitutes the entire agreement between the parties and concludes collective bargaining for its term, subject to a desire by both parties to mutually agree to amend or supplement at any time

For: Medical Lake Extracurricular Assoc.

By: _____

Date: _____

For: Medical Lake School District

Appendix A: Evaluation Instrument

Appendix B: Salary Schedule

Updated: 21-Aug-25

Base Salary for Athletics:

35,249

**Medical Lake School District
Interscholastic Athletics Pay Schedule - 2025-2026 - DRAFT**

Years of Experience	0	1	2	3	4	5	10	15
HIGH SCHOOL								
Head Coach								
Football	16.0	17.0	18.0	19.0	20.0	21.0	22.0	23.0
Stipend	\$5,640	\$5,992	\$6,345	\$6,697	\$7,050	\$7,402	\$7,755	\$8,107
Basketball	15.0	16.0	17.0	18.0	19.0	20.0	21.0	22.0
Stipend	\$5,287	\$5,640	\$5,992	\$6,345	\$6,697	\$7,050	\$7,402	\$7,755
Wrestling	14.0	15.0	16.0	17.0	18.0	19.0	20.0	21.0
Stipend	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345	\$6,697	\$7,050	\$7,402

**High School
Head Coach**

Track	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0
Stipend	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345	\$6,697
Baseball	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0
Stipend	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345	\$6,697
Softball	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0
Stipend	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345	\$6,697
Soccer	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0
Stipend	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345	\$6,697
Volleyball	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0
Stipend	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345	\$6,697

**High School
Head Coach**

Tennis	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0
Stipend	\$3,877	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345
Cross Country	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0
Stipend	\$3,877	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345
Golf	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0
Stipend	\$3,877	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345

**High School
Head Coach**

Cheerleaders	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0
Stipend	\$2,467	\$2,820	\$3,172	\$3,525	\$3,877	\$4,230	\$4,582	\$4,935
Dance Team	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0
Stipend	\$1,762	\$2,115	\$2,467	\$2,820	\$3,172	\$3,525	\$3,877	\$4,230

**Medical Lake School District
Interscholastic Athletics Pay Schedule - 2025-2026 - DRAFT**

Years of Experience	0	1	2	3	4	5	10	15
HIGH SCHOOL								
Assistant Coach								
Football	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0
Stipend	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345	\$6,697
Basketball	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0

Stipend	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345	\$6,697
Wrestling	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0
Stipend	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640	\$5,992	\$6,345	\$6,697

HIGH SCHOOL**Assistant Coach**

Track	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0
Stipend	\$3,172	\$3,525	\$3,877	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640
Baseball	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0
Stipend	\$3,172	\$3,525	\$3,877	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640
Softball	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0
Stipend	\$3,172	\$3,525	\$3,877	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640
Soccer	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0
Stipend	\$3,172	\$3,525	\$3,877	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640
Volleyball	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0
Tennis	\$3,172	\$3,525	\$3,877	\$4,230	\$4,582	\$4,935	\$5,287	\$5,640

HIGH SCHOOL**Assistant Coach**

Tennis	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0
Stipend	\$2,820	\$3,172	\$3,525	\$3,877	\$4,230	\$4,582	\$4,935	\$5,287
Cross Country	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0
Stipend	\$2,820	\$3,172	\$3,525	\$3,877	\$4,230	\$4,582	\$4,935	\$5,287
Golf	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0
Stipend	\$2,820	\$3,172	\$3,525	\$3,877	\$4,230	\$4,582	\$4,935	\$5,287

MIDDLE SCHOOL Schedule A (This schedule is frozen at this level.)

Head Coach								
Stipend	\$2,198	\$2,473	\$2,720	\$2,995	\$3,242	\$3,517	\$3,901	\$4,011
Assistant Coach								
Stipend	\$1,758	\$2,006	\$2,280	\$2,555	\$2,802	\$3,077	\$3,462	\$3,572

MIDDLE SCHOOL Schedule B - For Coaches new to a sport after September 1, 2003

Head Coach	7.0	7.5	8.0	8.5	9.0	9.5	10.0	10.5
Stipend	\$2,467	\$2,644	\$2,820	\$2,996	\$3,172	\$3,349	\$3,525	\$3,701
Assistant Coach	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5
Stipend	\$2,115	\$2,291	\$2,467	\$2,644	\$2,820	\$2,996	\$3,172	\$3,349

Athletic Trainer

Certified Athletic Trainer	11.00	11.50	12.00	12.50	13.00	13.50	15.00	15.50
	\$3,877	\$4,054	\$4,230	\$4,406	\$4,582	\$4,759	\$5,287	\$5,464

MLMS Assist Game/Activity Support

	11.6	11.7	11.8	11.9	12.0	12.1	12.4	12.5
	\$4,100	\$4,124	\$4,159	\$4,195	\$4,230	\$4,265	\$4,371	\$4,406

Coversheet

Summer School Report

Section:	VI. Reports and Discussions
Item:	A. Summer School Report
Purpose:	Discuss
Submitted by:	
Related Material:	Summer School Report.pdf

Summer School 2025 Data

Enrollment & Demographics

Total number of students invited: 66

Total number of students registered: 46

Total number of students attended: 43

Grade	Students Registered	Students Attended	IEP Attended	504 Attended	ELL Attended
12	18	17	0	0	1
11	10	10	1	2	0
10	18	16	2	1	0
Total	46	43	3	3	1

Enrollment by Course:

Course	# Students
Math	
Algebra 1A	2
Algebra 1B	5
Geometry B	6
Algebra 2A	2
Algebra 2B	4
Personal Finance A	1
Personal Finance B	2
Total	22

Course	# Students
Science	
Environmental Science A	8
Environmental Science B	7
Biology A	1
Biology B	7
Chemistry A	1
Chemistry B	1
Forensic Science A	1
Total	26

English	
English 9A	3
English 9B	7
English 10A	5
English 10B	8
English 11A	1

History	
World History A	3
World History B	4
US History A	5
US History B	5
Civics	1

English 11B	2
Total	26

Total	18
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Health/Fitness	
Health	1
PE	2
Total	3

Other	
Electives	16
CCR/SLC	8
Total	24

Academic Outcomes

Possible credits recovered by invited students: 214

Actual credits recovered by invited students: 58

Student Engagement

Average daily attendance rate:

During Week 1: 68%

During Week 2: 64%

During Week 3: 45%

Total Average: 61%

Number of chronically absent students: 27

General Feedback

Several parents expressed appreciation for the opportunity given to their students to retrieve credits and for the support we provided during summer school. As expected, students had mixed reactions. Summer school is a challenging time for many students to change the habits that created the need for summer school in the first place. At the same time, we walk a difficult path between holding students accountable and hoping they show up every day.

Primary successes: We had 43 students recover 58 credits. A greater percentage of students needing summer school actually attended this year.

Primary challenges: While we had a better turnout of students attending summer school this year than in previous years, it doesn't appear that, as a whole, students were as successful in retrieving credits as in previous years. One suggestion to address this for next year is to lay out clearer expectations of behavior (cell phone use and attendance in particular). Some students attended the first day and then never returned, telling us they would be completing their coursework from home. While we let students know that summer school is in-person and daily attendance is expected, students have access to their coursework from home. There is nothing to stop them from staying home. Unfortunately, only two of the six students who tried this approach recovered all of their credits.

Coversheet

Correspondence from Michael Baumgartner

Section:	VIII. Superintendent's Report
Item:	A. Correspondence from Michael Baumgartner
Purpose:	Discuss
Submitted by:	
Related Material:	Personal TY from M. Baumgartner.pdf Personal TY Note from M. Baumgartner.pdf

MICHAEL BAUMGARTNER
5TH DISTRICT, WASHINGTON

124 CANNON HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-4705
(202) 225-2006

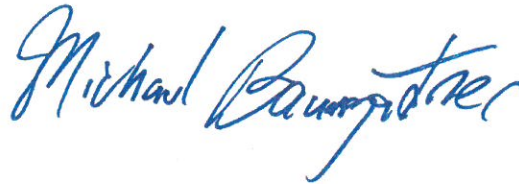
Congress of the United States
House of Representatives
Washington, DC 20515-4705

Dr. Headrick,

I wanted to write and thank you for the acknowledgement of my support for Impact Aid during the House Appropriations process this year.

I am proud to represent Medical Lake, and am looking forward to working together in the future.

Sincerely,

A handwritten signature in blue ink that reads "Michael Baumgartner". The signature is written in a cursive style with a large, stylized "M" and "B".

Michael Baumgartner
Member of Congress

CONGRESSMAN MICHAEL BAUMGARTNER
5TH DISTRICT, WASHINGTON



HOUSE OF REPRESENTATIVES
WASHINGTON, D.C. 20515

I Look forward
to working
with you!
Best,
Mike

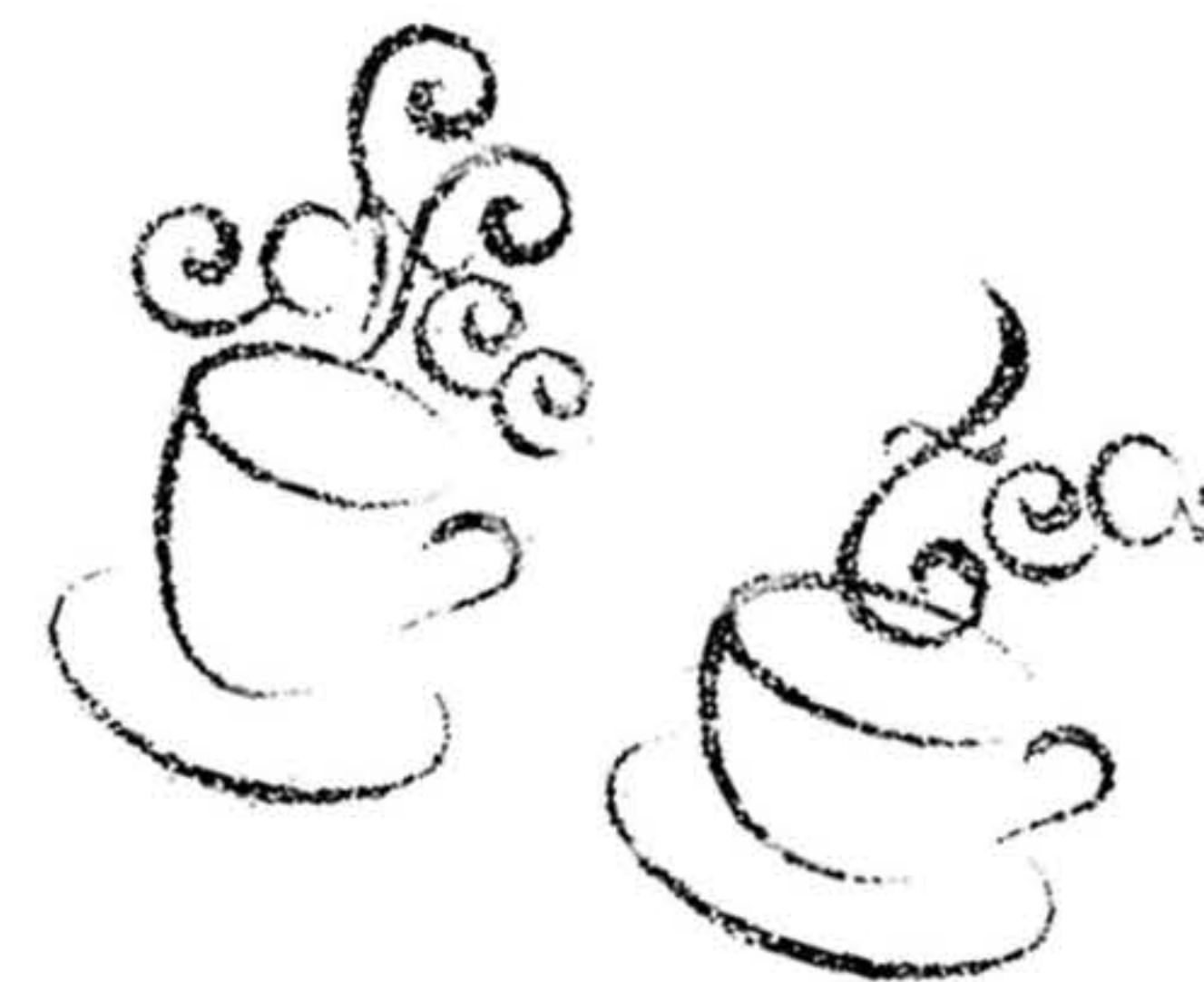
Coversheet

2025/2026 Meet & Greet

Section:	VIII. Superintendent's Report
Item:	B. 2025/2026 Meet & Greet
Purpose:	Discuss
Submitted by:	
Related Material:	Thomas Hammer Coffee Roaster.jpg Roam Coffee Roasters.jpg



Medical Lake
School District



You are invited

What: 2025-2026 Meet and Greet with the Medical Lake School District Superintendents

Where: Thomas Hammer Coffee Roasters, Fairchild AFB

When:

- Tuesday ~ October 7
- Tuesday ~ November 4
- Tuesday ~ December 9
- Tuesday ~ January 13
- Tuesday ~ February 10
- Tuesday ~ March 10
- Tuesday ~ April 21
- Tuesday ~ May 12
- Tuesday ~ June 2

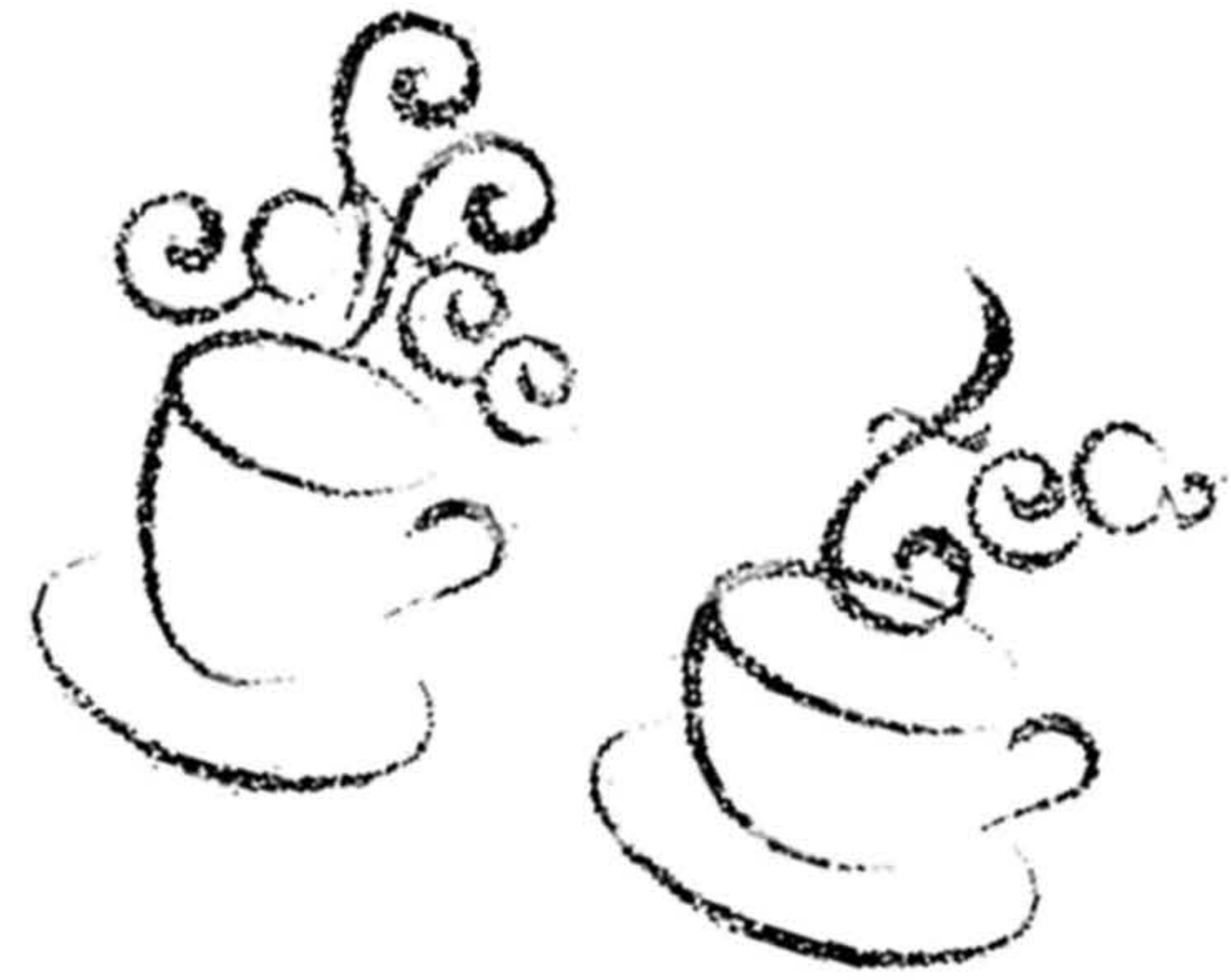
Time: 3:30 – 4:30 pm

Why: Say “Hi”, have some coffee or tea, visit, ask questions.

We look forward to seeing you!



Medical Lake
School District



You are invited

What: 2025-2026 Monthly Meet and Greet with the Medical Lake School District Superintendents

Where: Roam Coffee Roasters, Medical Lake

When:

- Tuesday ~ October 14
- Tuesday ~ November 18
- Tuesday ~ December 16
- Tuesday ~ January 20
- Tuesday ~ February 24
- Tuesday ~ March 17
- Tuesday ~ April 14
- Tuesday ~ May 19
- Tuesday ~ June 9

Time: 3:00 – 4:00 pm

Why: Say “Hi”, have some coffee or tea, visit, ask questions.

We look forward to seeing you!