



Medical Lake School District

Medical Lake School District #326, WA

Regular Board Meeting

School Board Appreciation Month

Date and Time

Tuesday January 27, 2026 at 6:00 PM PST

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance			
B. Call the Meeting to Order			
C. Pledge of Allegiance			
D. Approve Agenda	Vote		
E. What's Right	Discuss		
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			
F. Brief Break Will Be Taken For Refreshments			
II. Consent Agenda			

	Purpose	Presenter	Time
A. Minutes of the Regular Board Meeting 12/16/2025	Approve Minutes		
B. Approve the Consent Agenda	Vote		
<ul style="list-style-type: none"> • Personnel (Certificated and Classified) <ul style="list-style-type: none"> ◦ Resignations ◦ Leaves ◦ Staff Contracts • Staff Travel • Board Member Compensation • Fiscal Vouchers <ul style="list-style-type: none"> ◦ General Fund (Payroll and Accounts Payable) ◦ A.S.B. Fund ◦ Capital Projects • Financial Report • Enrollment 			

III. Public Comments on Individual Action Items

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

IV. Individual Actions Items

- | | | |
|-----------|---|------|
| A. | Board Policy 1111 ~ Oath of Office; First Reading | Vote |
| | <p>Language changes mirror those in RCW 28A.343.360 which notes officials will also "uphold the laws of the state of Washington".</p> <p>It adds in that a copy of each oath of office will now be kept at the administration office (a practice we've been doing for awhile already) and clarifies timelines for running for office if an official is assuming a vacated position.</p> | |
| B. | Board Policy 3143 ~ Notification and Dissemination of Information About Student Offenses and Notification of Threats of Violence or Harm; First Reading | Vote |

	Purpose	Presenter	Time
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◦ Spirit packs are on sale now.

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|--|---------|--|--|
| B. Human Resources Report ~ Christy Nauta | Discuss | | |
| C. Technology Services Report ~ Trevor Meade | Discuss | | |
| D. Special Education Services Update ~ Tawni Barlow | Discuss | | |
| E. ELL Report ~ Rob Haugen | Discuss | | |

VII. Board Reports and Discussion

- | | | | |
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| A. Legislative Updates | Discuss | | |
| B. Who Will Hand Out Diplomas?
Wendy and Laura handed them out last year. | Discuss | | |

VIII. Superintendent's Report

- | | | | |
|---|---------|--|--|
| A. School Board Appreciation Proclamation
School Board Appreciation Month, January 2026. | Discuss | | |
| B. School Counselor Week Proclamation
School Counselor Week is February 2 - 6, 2026 | Discuss | | |
| C. Community Facilities Task Force Update
The first meeting was held on Wednesday, January 21 at the Wellness Center. | Discuss | | |
- 22 attendees at the first meeting
 - chair and vice-chair positions were established
 - moving meetings to individual school buildings was suggested to better assess each building

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

Purpose

Presenter

Time

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

What's Right

Section: I. Opening Items
Item: E. What's Right
Purpose: Discuss
Submitted by:
Related Material: 2026-School-Board-Recognition-Month.pdf

The State of Washington



Proclamation

WHEREAS, the mission of Washington's public school system is to ensure that all students achieve at high levels and possess the knowledge and skills to be responsible residents of a democratic society and enjoy productive and satisfying lives; and

WHEREAS, Washington's 295 locally elected school boards and 9 elected educational service district boards are the core of the public education governance system in our state; and

WHEREAS, the districts and regions they lead serve more than 1.1 million students, have a combined annual budget of over \$16 billion, and employ approximately 120,000 people; and

WHEREAS, school directors play a crucial role in promoting student learning and achievement by creating a vision, establishing policies and budgets and setting clear standards of accountability for all involved; and

WHEREAS, school directors are directly accountable to the residents of their districts and regions, serving as a vital link between members of the community and their schools; and

WHEREAS, school directors and educational service districts provide a passionate voice of advocacy for public schools and the welfare of school children; and

WHEREAS, it is appropriate to recognize school directors as outstanding public servants and champions of public education;

NOW, THEREFORE, I, Bob Ferguson, governor of the state of Washington, do hereby proclaim January 2026 as

School Board Recognition Month

in Washington, and I encourage all people in our state to join me in this special observance.

Signed this 31st day of December, 2025

A handwritten signature in blue ink that reads "Bob Ferguson".

Governor Bob Ferguson



Coversheet

Minutes of the Regular Board Meeting 12/16/2025

Section: II. Consent Agenda
Item: A. Minutes of the Regular Board Meeting 12/16/2025
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on December 16, 2025

APPROVED



Medical Lake
School District

Medical Lake School District #326, WA

Minutes

Regular Board Meeting

Date and Time

Tuesday December 16, 2025 at 6:00 PM

Directors Present

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

Directors Absent

None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Wendy Williams-Gilbert called a meeting of the board of directors of Medical Lake School District #326, WA to order on Tuesday Dec 16, 2025 at 6:00 PM.

C. Pledge of Allegiance

D. Oaths of Office ~ Dir. Johnson and Dir. Williams-Gilbert

E. Approve Agenda

Alexis Alexander made a motion to approve.

Laura Parsons seconded the motion.

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

F. What's Right

II. Consent Agenda

A. Minutes of the Regular Board Meeting 11/25/2025

Laura Parsons made a motion to approve the minutes from Regular Board Meeting on 11-25-25.

Alexis Alexander seconded the motion.

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

B. Approve the Consent Agenda

Laura Parsons made a motion to approve.

Alexis Alexander seconded the motion.

Resignations - Zack Traversie ~ Jump Coach, High School (effective 12/2/2025);

Leaves - None at this time

Staff Contracts:

Administrative Staff - None at this time

Certificated Staff - None at this time

Certificated Substitutes - None at this time

Long-term Substitutes - None at this time

Classified Staff - Carl Neal ~ Cafeteria I, Middle School (4 hours per day, timesheet for Nov/Dec); Anthony Rogers ~ Supervisory Assistant, Para II, Hallett Elementary (effective 12/5/2025); Jaidah Dance ~ Health Aide, District (effective 12/17/2025); Kyle Jaynes ~ Transportation Technician (temporary), Transportation (effective 12/1/2025 - 2/28/2026);

Classified Substitutes - None at this time

Extra Curricular Activities - Kelcie Holtzmann ~ Cheerleading Coach (effective 12/1/2026); Steve Bahme ~ 7th Grade Boys Assistant Basketball Coach, Middle School (effective March 2026);

Other - Ellie Nauta ~ Morning Para Van Driver, District (as needed for medically fragile student; Mon - Fri 0.75 hours a.m., effective 12/15/2025-6/16/2026); Jacob Beitenger ~ Afternoon Para Van Driver, District (as needed for medically fragile student; Mon - Fri 0.75 hours p.m., effective 12/15/2025-6/16/2026);

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

Staff Travel: *None at this time*

Board Member Compensation: *Laura Parsons (10/28/2025 - 12/6/2025);*

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

General Fund (Payroll) for November 28, 2025, warrants 138173 - 138179 in the amount of \$10,900.07;

General Fund (Payroll/Accounts Payable) for November 28, 2025, warrants 138180 - 138199 in the amount of \$734,795.75;

General/ASB Fund (Accounts Payable) for November 26, 2025, warrants 138200 - 138236 in the amount of \$112,629.37;

General/ASB Fund (Accounts Payable) for December 12, 2025, warrants 138237 - 138316 in the amount of \$269,751.83;

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

III. Individual Actions Items

A. Board Policy 2230 ~ Transition to Kindergarten Program; Second Reading

Alexis Alexander made a motion to approve.

Laura Parsons seconded the motion.

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

B. Approve Perkins Grant

Laura Parsons made a motion to approve.

Alexis Alexander seconded the motion.

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

C. Reorganization of the Board

Motion by Dir. Parsons, Seconded by Dir. Alexander to nominate Dir. Wendy Williams-Gilbert as Board Chair. Unanimously approved.

Motion by Dir. Williams-Gilbert, Seconded by Dir. Alexander to nominate Dir. Laura Parsons as Board Vice-Chair. Unanimously approved.

Motion by Dir. Parsons, Seconded by Dir. Alexander to nominate Dir. Wendy Williams-Gilbert as Legislative Representative. Unanimously Approved.

Dir. Ron Cooper will remain the district's WIAA Representative.

D. Approve to Surplus Two Buses

Alexis Alexander made a motion to approve.

Laura Parsons seconded the motion.

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

E. Approve ELA Curriculum ~ Common Lit 360 for the High School

Alexis Alexander made a motion to approve.

Laura Parsons seconded the motion.

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

IV. Student Representative Reports

A. Student Reports

Hallett's focus was 3rd are highly involved in math and liked earning points for doing good things. If they earn enough points, they get a classroom party. Students also said they normally seek help help from their teachers, and really enjoy group time because it allows for more time with their teacher.

MAE 5th grade students like book buddies, which is where older students pair up with younger students to read together. They talked a lot about art, they put on their own Macy's Day Parade and made floats. Students in art club created a mural that is currently hanging by the office. Students also said they seek help from their friends, not just for school work but also for emotional support.

Improvements for playground equipment was something students in 3rd, 4th and 5th graders. 4th graders talked about getting help from their teachers when they're struggling. More fundraisers was a request, students really liked those. 3rd grade was also very excited for their choir concert and they like afterschool activities and would like to see more fun activities, such as a talent show.

Middle School students were asked if their school was a superpower, what would it be? 7th graders said a "protection bubble" because they felt there was strength in their school community group. Being in a community makes students feel safe and makes it easier to learn when they feel that way. Students also appreciate the deputy being at their lunch time. Sports are a highlight, and the afterschool clubs.

Chuks focused on CTE program, they were looking for more interaction with student representatives. They hadn't been addressed before. In general students in the high school, how do we get students to know more about what the representatives do, and how to find out if concerns brought to the board have been heard.

Dr. Headrick noted that our student reps discussed creating a newsletter or something along those lines.

V. Reports and Discussions

A.

New Grant ~ Tawni Barlow

The Medical Lake School District was just notified we've received a \$3.5 million grant through the Department of Education for supporting school psychologists.

School psychologists training is extensive with their third year requiring 40 hours a week, essentially volunteering. Some institutions pay their interns, Medical Lake has not been able to do that, but this grant will pay for their last year tuition, and provide income and benefits.

We would become a training hub for eastern Washington. We're super excited as we've been doing this type of work for awhile now, and we will really be the leader for training all psychologists.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:58 PM.

Respectfully Submitted,
Wendy Williams-Gilbert

Coversheet

Approve the Consent Agenda

Section: II. Consent Agenda
Item: B. Approve the Consent Agenda
Purpose: Vote
Submitted by:
Related Material: 1.27.2026 Consent Agenda.pdf
Financials.pdf
Enrollment.pdf

1.27.2026 ~ Consent Agenda

Resignations - *Dave Boyd ~ Baseball Coach, Middle School (effective 1/5/2026); Hank Brower ~ Assistant Baseball Coach, Middle School (effective 1/5/2026); Debra Ornelas ~ 8th Grade Volleyball Coach, Middle School (effective 1/8/2026); Ross Niblock ~ Drama Advisor, High School (effective 1/7/2026); Karissa Floyd ~ Para, Michael Anderson (effective 1/6/2026); Arthur Corcoran ~ Music Teacher, Michael Anderson Elementary (effective 6/16/2026);*

Leaves - *None at this time*

Staff Contracts:

Administrative Staff - *None at this time*

Certificated Staff - *None at this time*

Certificated Substitutes - *None at this time*

Long-term Substitutes - *None at this time*

Classified Staff - *Christy Paul ~ Pre-School Para, Michael Anderson Elementary (remainder of the 2025/2026 school year, effective 1/13/2026);*

Classified Substitutes - *None at this time*

Extra Curricular Activities - *None at this time*

Other - *None at this time*

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

Staff Travel: *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 December 31, 2025, warrants 138317 - 138321 in the amount of \$7,953.81;

General Fund (Payroll/Accounts Payable) for December 31, 2025, warrants 138322 - 138341 in the amount of \$706,740.53;

General Fund (Accounts Payable) form December 23, 2025, warrants 138342 - 138398 in the amount of \$141,157.77;

General Fund (Payroll) for January 6, 2026, warrant 138399 in the amount of \$5,770.54;

General/Capital/ASB Funds (Accounts Payable) for January 16, 2026, warrants 138400 - 138497 in the amount of \$502,806.51;

Budget Status Report

2025-2026

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 10
Reporting Month: December	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	2,023,005	12,009.26	837,691.67		1,185,313.33	41.41
2000 LOCAL SUPPORT NONTAX	317,715	63,419.76	171,329.25		146,385.75	53.93
3000 STATE - GENERAL PURPOSE	19,553,637	1,650,462.63	6,016,849.06		13,536,787.94	30.77
4000 STATE - SPECIAL PURPOSE	6,406,848	525,763.75	1,928,208.76		4,478,639.24	30.10
5000 FEDERAL - GENERAL PURPOSE	2,762,534	0.00	1,293,653.00		1,468,881.00	46.83
6000 FEDERAL - SPECIAL PURPOSE	1,736,261	167,862.05	266,539.83		1,469,721.17	15.35
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	32,800,000	2,419,517.45	10,514,271.57		22,285,728.43	32.06

B. EXPENDITURES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
00 Regular Instruction	18,098,444	1,261,251.70	5,810,639.70	314,615.59	11,973,188.71	33.84
10 Federal Stimulus	0	0.00	1,183.84	0.00	(1,183.84)	0.00
20 Special Ed Instruction	4,495,659	426,942.65	1,683,262.45	3,869.32	2,808,527.23	37.53
30 Voc. Ed Instruction	1,169,786	96,379.04	374,652.61	786.11	794,347.28	32.09
40 Skills Center Instruction	0	0.00	0.00	0.00	0.00	0.00
50+60 Compensatory Ed Instruct.	948,535	65,306.67	256,886.83	0.00	691,648.17	27.08
70 Other Instructional Pgms	354,603	11,334.67	49,698.03	0.00	304,904.97	14.02
80 Community Services	594,553	47,937.60	204,703.29	0.00	389,849.71	34.43
90 Support Services	7,938,420	635,927.59	2,676,374.47	1,449,827.84	3,812,217.69	51.98
Total	33,600,000	2,545,079.92	11,057,401.22	1,769,098.86	20,773,499.92	38.17

C. OTHER FIN. USES TRANS. OUT (GL 536)	0	0.00
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D. OTHER FINANCING USES (GL 535)	0	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)	(125,562.47)	(543,129.65)	256,870.35	(32.11)
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F. TOTAL BEGINNING FUND BALANCE	4,105,195	4,178,812.27
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G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)		0.00
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H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,305,195	3,635,682.62
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Budget Status Report

2025-2026

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 10
Reporting Month: December	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	64,681.19
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	3,205,195	3,571,001.43
G/L 891 Unassigned Min Fnd Bal Policy	0	0.00
Total	3,305,195	3,635,682.62
Differences	0	0.00

Budget Status Report

2025-2026

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 20
Reporting Month: December	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	587,324	3,471.62	238,743.63		348,580.37	40.65
2000 Local Support Nontax	7,500	1,759.86	5,497.88		2,002.12	73.31
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
4000 State - Special Purpose	0	0.00	0.00		0.00	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	594,824	5,231.48	244,241.51		350,582.49	41.06
B. EXPENDITURES						
10 Sites	375,000	0.00	0.00	0.00	375,000.00	0.00
20 Buildings	483,351	38,273.27	38,273.27	0.00	445,077.73	7.92
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	858,351	38,273.27	38,273.27	0.00	820,077.73	4.46
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	0.00	0.00			
D. OTHER FINANCING USES (GL 535)	0	0.00	0.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	(263,527)	(33,041.79)	205,968.24		469,495.24	(178.
F. TOTAL BEGINNING FUND BALANCE	268,527		320,055.75			
G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			0.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	5,000		526,023.99			

Budget Status Report

2025-2026

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 20
Reporting Month: December	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	(858,351)	(38,273.27)
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	863,351	526,272.45
G/L 890 Unassigned Fund Balance	0	0.00
Total	5,000	526,023.99

Differences	0	0.00
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Budget Status Report

2025-2026

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 30
Reporting Month: December	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	1,563,560	9,439.50	654,150.20		909,409.80	41.84
2000 Local Support Nontax	10,000	1,341.58	13,011.13		(3,011.13)	130.11
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	1,573,560	10,781.08	667,161.33		906,398.67	42.40

B. EXPENDITURES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
Matured Bond Expenditures	1,340,000	1,340,000.00	1,340,000.00	0.00	0.00	100.00
Interest On Bonds	209,200	118,000.00	118,000.00	0.00	91,200.00	56.41
Interfund Loan Interest	0	0.00	0.00	0.00	0.00	0.00
Bond Transfer Fees	24,360	0.00	350.00	0.00	24,010.00	1.44
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	1,573,560	1,458,000.00	1,458,350.00	0.00	115,210.00	92.68

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	(1,447,218.92)	(791,188.67)		(791,188.67)	0.00
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F. TOTAL BEGINNING FUND BALANCE	1,177,000		1,218,374.98			
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G. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			0.00			
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H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	1,177,000		427,186.31			
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I. ENDING FUND BALANCE ACCOUNTS	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
G/L 810 Restricted for Other Items	0	0.00	0.00			
G/L 830 Restricted for Debt Service	1,177,000	0.00	427,186.31			
G/L 835 Restrictd For Arbitrage Rebate	0	0.00	0.00			
G/L 870 Committed to Other Purposes	0	0.00	0.00			
G/L 889 Assigned to Fund Purposes	0	0.00	0.00			
G/L 890 Unassigned Fund Balance	0	0.00	0.00			
Total	1,177,000	0.00	427,186.31			

Differences	0	0.00				
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Budget Status Report

2025-2026

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 40
Reporting Month: December	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	199,510	2,916.40	40,772.48		158,737.52	20.44
2000 Athletics	144,160	11,370.48	65,423.10		78,736.90	45.38
3000 Classes	13,200	237.00	357.00		12,843.00	2.70
4000 Clubs	90,005	25,047.22	53,953.80		36,051.20	59.95
6000 Private Moneys	10,050	0.00	390.00		9,660.00	3.88
Total	456,925	39,571.10	160,896.38		296,028.62	35.21

B. EXPENDITURES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 General Student Body	244,550	4,997.95	18,437.97	2,589.95	223,522.08	8.60
2000 Athletics	167,192	16,884.55	52,326.82	9,202.17	105,663.01	36.80
3000 Classes	12,350	80.00	3,639.94	0.00	8,710.06	29.47
4000 Clubs	66,535	10,829.06	24,221.82	8,898.77	33,414.41	49.78
6000 Private Moneys	11,611	0.00	0.00	0.00	11,611.00	0.00
Total	502,238	32,791.56	98,626.55	20,690.89	382,920.56	23.76

C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	(45,313)	6,779.54	62,269.83	107,582.83	(237.00)
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D. TOTAL BEGINNING FUND BALANCE	300,000		269,030.40		
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E. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			0.00		
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F. TOTAL ENDING FUND BALANCE (C+D + OR - E)	254,687		331,300.23		
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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	254,687		331,300.23		
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	254,687		331,300.23		

Differences	0		0.00		
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Budget Status Report

2025-2026

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 90
Reporting Month: December	Budget Type: Revised	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	5,000	1,548.97	6,033.74		(1,033.74)	120.67
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
4000 State - Special Purpose	250,000	0.00	0.00		250,000.00	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	255,000	1,548.97	6,033.74		248,966.26	2.37
B. 9900 TRANSFERS IN FROM GF	0	0.00	0.00		0.00	0.00
C. Total REV./OTHER FIN. SOURCES	255,000	1,548.97	6,033.74		248,966.26	2.37
D. EXPENDITURES						
Type 30 Equipment	370,673	0.00	0.00	0.00	370,673.00	0.00
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	370,673	0.00	0.00	0.00	370,673.00	0.00
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)	(115,673)	1,548.97	6,033.74		121,706.74	(105.
H. TOTAL BEGINNING FUND BALANCE	122,000		476,882.30			
I. GLs 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)			0.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	6,327		482,916.04			

Budget Status Report

2025-2026

MEDICAL LAKE SCHOOL DISTRICT

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 90
Reporting Month: December	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	6,327	482,916.04
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	6,327	482,916.04

Differences	0	0.00
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Enrollment 25-26

2025-2026 Medical Lake School District Enrollment

Number of months to use in average

5

	SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		AVERAGE	
	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's	Count	FTE's								
K	70	70.00	73	73.00	73	73.00	76	76.00	76	76.00	76	76.00									74	73.60
One	91	91.00	93	92.05	91	91.00	93	93.00	93	93.00	93	93.00									92	92.01
Two	81	81.00	82	81.00	82	81.05	82	82.00	82	82.00	82	82.00									82	81.61
Three	90	90.00	90	90.00	92	92.00	95	95.00	97	97.00	99	99.00									93	92.80
Four	86	86.00	88	87.04	89	88.04	89	89.00	90	90.00	90	90.00									88	88.02
Five	74	73.77	74	73.77	79	78.77	81	80.77	81	80.77	81	80.77									78	77.57
HALLETT	492	491.77	500	497.86	506	503.86	516	515.77	519	518.77											507	505.61
K	65	65.00	65	65.00	62	62.00	63	63.00	63	63.00	63	63.00									64	63.60
One	66	66.00	66	66.00	65	65.00	63	63.00	63	63.00	63	63.00									65	64.60
Two	45	45.00	47	47.00	48	48.00	49	49.00	49	49.00	49	49.00									48	47.60
Three	44	44.00	46	46.00	46	46.00	46	46.00	45	45.00	45	45.00									45	45.40
Four	58	58.00	60	60.00	62	62.00	62	62.00	62	62.00	62	62.00									61	60.80
Five	44	44.00	45	45.00	45	45.00	46	46.00	47	47.00	47	47.00									45	45.40
ANDERSON	322	322.00	329	329.00	328	328.00	329	329.00	329	329.00	329	329.00									327	327.40
Five																						
Six	131	129.91	129	128.36	132	127.84	130	129.36	131	130.36	131	130.36									131	129.17
Seven	129	128.22	127	127.00	128	128.00	127	127.00	127	127.00	127	127.00									128	127.44
Eight	129	127.13	127	127.00	131	129.55	130	130.00	130	130.00	130	130.00									129	128.74
MLMS	389	385.26	383	382.36	391	385.39	387	386.36	388	387.36											388	385.35
Seven																						
Eight																						
Nine	117	116.17	121	121.00	122	121.88	123	123.00	123	123.00	123	123.00									121	121.01
Ten	106	106.00	108	108.00	111	110.18	113	112.18	114	113.18	114	113.18									110	103.87
Eleven	109	85.81	109	87.05	113	91.31	114	93.12	114	93.62	114	93.62									112	90.56
Twelve	126	103.90	132	107.11	132	109.34	132	109.32	131	108.32	131	108.32									131	107.60
MLHS	458	411.88	470	423.16	478	432.71	482	437.62	482	438.12											474	428.70
TOTAL Basic Enrollment	1,661	1,610.91	1,682	1,632.38	1,703	1,649.96	1,714	1,668.75	1,718	1,673.25											1,696	1,647.05
Hallett ALE	5	5.00	9	9.00	12	12.00	12	12.00	12	12.00	12	12.00									10	10.00
Anderson ALE	3	3.00	3	3.00	3	3.00	4	4.00	7	7.00	4	4.00									4	4.00
MLMS ALE	13	10.57	19	16.72	23	17.66	23	17.17	24	17.73	24	17.73									20	15.97
MLHS ALE	15	8.90	23	14.11	28	19.54	30	21.23	31	23.06	31	23.06									60	47.34
ALE Enrollment	36	27.47	54	42.83	66	52.20	69	54.40	74	59.79	74	59.79										
Running Start Only	-	-	34	34.00	34	34.00	31	31.00	28	28.00	28	28.00										
RS Non-Voc	-	-	-	37.59	-	37.59	-	35.79	-	33.27	-	33.27										
RS Voc	-	-	-	0.33	-	0.33	-	0.33	-	0.53	-	0.53										
Running Start Total Students	-	-	41	41.00	41	41.00	40	40.00	37	37.00	37	37.00									37	37.00
Hallett TK	19	19.00	19	19.00	19	19.00	20	20.00	20	20.00	20	20.00										
MAE TK	20	20.00	18	18.00	16	16.00	17	17.00	17	17.00	17	17.00										
TK Total	39	39.00	37	37.00	35	35.00	37	37.00	37	37.00	37	37.00										
Hallett PK	16	16.00	16	16.00	12	12.00	12	12.00	13	13.00	13	13.00										
MAE PK	52	49.00	49	49.00	46	46.00	47	47.00	46	46.00	46	46.00										
Total Pre-School	68	65.00	65	65.00	58	58.00	59	59.00	59	59.00	59	59.00									62	62.00
K-21 SpEd	211	211.00	220	220.00	219	219.00	222	222.00	229	229.00	229	229.00									220	220.00
3-5 SpEd	18	18.00	20	20.00	23	23.00	26	26.00	29	29.00	29	29.00									23	23.00
SpEd TK	8	8.00	7	7.00	6	6.00	6	6.00	6	6.00	6	6.00									7	7.00
Total SpEd	237	237.00	247	247.00	248	248.00	254	254.00	264	264.00	264	264.00									250	250.00
E-672	1	1.00	2	2.00	3	3.00	3	3.00	3	3.00	3	3.00									2	2.40
ESL	22	22.00	27	27.00	30	30.00	30	30.00	31	31.00	31	31.00									28	28.00
MS Voc.Ed.	-	-	-	0.00	-	0.00	-	-	-	-	-	-										
HS Voc.Ed.	-	114.33	-	112.10	-	115.31	-	114.32	-	112.62	-	112.62										113.74
Open Doors	-	-	1	1.00	-	-	-	-	-	-	-	-									0	0.00
O.D. Voc	-	-	-	0.00	-	0.00	-	-	-	-	-	-										
O.D. Non V	-	-	-	1.00	-	0.00	1	1.00	-	-	-	-										0.50

Coversheet

Board Policy 1111 ~ Oath of Office; First Reading

Section: IV. Individual Actions Items
Item: A. Board Policy 1111 ~ Oath of Office; First Reading
Purpose: Vote
Submitted by:
Related Material: 1111 Critical Oath of Office.pdf

Medical Lake School District Board Policy

1111

1

Oath of Office

~~According to statutory provision, each new~~ Before entering upon the duties of office, every person elected, re-elected, a school director ~~shall~~ must take an oath or affirmation to support the constitutions of the United States and the state of Washington and ~~to uphold the laws of the state of Washington. to promote the interests of education and to~~ The director must also affirm that they will faithfully discharge the duties of his/her office to the best of his/her ability.

The oath or affirmation must be administered by an officer authorized to administer oaths under state law. ~~A~~ School officials are themselves ~~district officer or notary public~~ authorized to administer oaths or affirmations related to their respective offices, and they may do so without any charge or fee. ~~must certify to this oath and the signature of the member. After being properly completed,~~ The oath or affirmation may be administered in person or, when permitted by law, through remote means such as a virtual meeting or electronic appearances. ~~of office shall be filed with the county auditor.~~

If the director has received a written appointment or commission, the oath or affirmation should be endorsed on that document and sworn to before an authorized officer. After the oath or affirmation has been properly administered, it must be filed with the county auditor of the county in which the school district is located. A copy of the oath should also be retained in the district's administrative records for reference.

Directors elected at a regular election officially begin their term of office at the first regular or special meeting of the board of directors following certification of the election results. Appointed directors assume office immediately after taking and filing the oath or affirmation.

Legal References:

RCW 28A.343.360

Oath of Office

Adoption Date: 02.99;**Medical Lake School District****Revised Date: 02.99; 07.25; 12.25;**

Coversheet

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

Section: IV. Individual Actions Items
Item: B. Board Policy 3143 ~ Notification and Dissemination of Information
About Student Offenses and Notification of Threats of Violence or Harm; First Reading
Purpose: Vote
Submitted by:
Related Material: 3143 Critical Revised 07.25.pdf

Medical Lake School District Board Policy

3143

1

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

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

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

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

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

1. Sex Offenses and Registered Sex or Kidnapping Offenders.

- a. **Superintendent or Designee.** Upon receipt of information about sex offenses as defined in RCW 9.94A.030 or upon receipt of information about registered sex or kidnapping offenders pursuant to RCW 9A.44.138, the superintendent or his or her designee will provide the information to the principal of the school where the student is enrolled or will enroll—or, if not known, where the student was most recently enrolled.
- b. **Principals.** When the principal receives the information described above, he or she must then disclose the information as follows.

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

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

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

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

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

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

- The staff member to supervise the student;
- The staff member to provide or refer the student to therapeutic or behavioral health services; or
- Security purposes.

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

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

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

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

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

3. Public Records Act.

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

4. Assignment of Student Offenders to Certain Classrooms.

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

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

B. Notification of Threats of Violence or Harm.

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

The district will assess and address potential threats of violence or harm in a manner consistent with Policy and Procedure 3225 – School-Based Threat Assessment, other safety policies, and comprehensive safe school plans. In instances where the threat is deemed moderate risk or high risk, or requires further intervention to prevent violence or serious harm, the school administrator shall notify the parent and/or guardian of any student who is the target/recipient of a threat as well as the parent and/or guardian of

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

any student who made the threat. The district will ensure that the notice is in a language the parent and/or guardian understands, which may require language assistance for parents or guardians with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

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

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

The district, board, school officials, and school employees providing notice in good faith as required and consistent with the board’s policies are immune from any liability arising out of such notification. A person who intentionally and in bad faith or maliciously, knowingly makes a false notification of a threat under this section is guilty of a misdemeanor punishable under RCW 9A.20.021.

C. Immunity.

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

D. Notification of Criminal Action

Upon receiving a report that a criminal action is alleged to have been committed against a student on school property during the school day or during a school-sponsored activity, including if there has been a shooting on school property, or that a student has been detained based on probable cause that they were involved in criminal activity on school property during the school day, the district will immediately notify the student’s parents or legal guardians.

Cross References:

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

Medical Lake School District Board Policy

3143

5

Legal References:

- RCW 4.24.550 Sex offenders and kidnapping offenders — Release of information to public — Web site
- RCW 9A.44.130 Registration of sex offenders and kidnapping offenders — Procedures — Definition — Penalties
- RCW 13.04.155 Notification to designated recipient of adjudication, or Conviction - Information exempt from disclosure
- RCW 13.40.215 Juveniles found to have committed violent or sex offense or stalking — Notification of discharge, parole, leave release, transfer, or escape — To whom given — Definitions
- RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — Immunity from liability — Rules
- RCW 28A.320.128 Notice and disclosure policies — Threats of violence — Student conduct — Immunity for good faith notice — Penalty
- RCW 28A.600.460 Classroom discipline — policies — classroom placement of student offenders — data on disciplinary actions
- RCW 28A.605.005 Parental rights
- RCW 28A.320; 2020 c 167 § 1 – Notification provisions
- RCW 72.09.345 Sex offenders — Release of information to protect public — End-of-sentence review committee — Assessment — Records access — Review, classification, referral of offenders — Issuance of narrative notices
- WAC 392-400 Student Discipline
- 20 U.S.C. 1232g; 34 C.F.R. Part 99 Family Educational Rights and Privacy Act Article IX, Section 1, Washington State Constitution

Management Resources:

- 2020 - August Issue
- 2019 - December Issue
- 2018 - December Issue

Adoption Date: 01.02; 11.10; 07.25;

Medical Lake School District

Revised Date: 06.00; 10.10; 05.25; 07.25;

Coversheet

Board Policy 5011 ~Sexual Harassment of District Staff Prohibited; First Reading

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

Medical Lake School District Board Policy**5011****1****SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED**

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

Definitions

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

The term “sexual harassment” is defined by the regulations implementing the federal law Title IX of the Education Amendments Act of 1972 at 34 C.F.R. § 106.30. Under federal and state law, the term “sexual harassment” may includes:

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

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

Investigation and Response:

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

The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievances alleging sexual harassment comes to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to

Medical Lake School District Board Policy**5011****2**

law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

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

Retaliation and False Allegations

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

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

Staff Responsibilities

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

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

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

Reports of sex discrimination and **discriminatory** sexual harassment will be referred to the district's Title IX Coordinator. Reports of discrimination based on sexual orientation, gender expression, gender identity, race, creed, color, national origin, religion, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal, honorably discharged veteran or military status, or age, or complaints alleging violation of the Boy Scouts of America Act will be referred to the district's Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Medical Lake School District Board Policy**5011****3****Notice and Training**

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

Policy Review

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

Cross References:

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

Legal References:

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

Management Resources:

2025 May Issue
 2024 August Issue
 2022 June Issue
 2021 June
 Policy Alert, July 2015
 Policy News, December 2014 Issue
 Policy News, October 2011 Policy Manual Revisions

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

Medical Lake School District

Revised Date: 10.11; 12.14; 07.15; 06.21; 06.22; 06.25; 12.25;

Coversheet

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

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

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

The board recognizes the importance of:

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

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

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

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

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

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$100,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow its formal competitive bidding procedure outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.151 through RCW 39.04.154 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are under \$100,000. For projects in this range, the district may consider using any of these options: using its small works roster process, under RCW 39.04.151 through RCW 39.04.154; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

C. Construction-related services

The board, when contracting for construction-related professional and personal services, shall include in bid documents language that encourages participation by minority or women-owned

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business enterprises. The services covered by this section include, but are not limited to, construction management services, value engineering services, and building commissioning services.

D. Exemptions

The board may waive bid requirements for purchases:

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

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

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

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

E. Rejection of Bids

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

F. Interlocal Cooperation Act

In coordination of the Interlocal Cooperation Act, Chapter 39.34 RCW the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

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

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
 - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
 - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state’s web portal.

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2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.

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

G. Women and Minority Owned Businesses

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

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

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

- Purchases of ~~\$10,000.00~~ **15,000.00** or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchase must be distributed equitably among suppliers.
- Purchases between ~~\$10,000.00~~ **15,000.00** and \$75,000.00 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000.00 or more must be publicly solicited using sealed bids its formal bidding procedure.

Self-Certification

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

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.

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- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using the district's formal bidding procedure.
- If the district uses Self-Certification, the Superintendent or designee will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

B. Services

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

- Purchases of \$~~10,000.00~~ **15,000.00** or less do not require quotes. However, must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$~~10,000.00~~ **15,000.00** and \$~~250,000.00~~ **350,000.00** must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$~~250,000.00~~ **350,000.00** or more must be publicly solicited using the district's formal bidding procedure.

Self-Certification

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

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

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

Noncompetitive Procurement

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

- Acquiring property or services that do not exceed \$~~10,000.00~~ **15,000.00** (or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2C.F.R. §

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200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000);

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g. OSPI) authorizes noncompetitive procurement in response to a written request from the districts; or
- After solicitation of a number of sources, competition is determined inadequate;

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

C. Cost/Price Analysis

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

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

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

D. Suspension and Debarment

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

E. Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise with the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

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

F. Interlocal Cooperation

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

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

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

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

G. Women and Minority-Owned Businesses

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

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language requiring any prime contractor that employs subcontractors to show proof that it provides equal opportunity for bidding to women or minority-owned businesses.

H. Federal Agency or Pass-Through Entity Review

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

III. Procedures

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

Legal References:

- RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies
- RCW 28A.400.330 Crimes against children —contractor employees — Termination of contract
- RCW 39.04.155 Small works roster contract procedures — Limited public works process Definition
- RCW 39.04.280 Competitive bidding requirements — Exemptions
- RCW 39.26.160 Bid Awards – Considerations – Requirements and criteria to be set forth – Negotiations – Use of enterprise vendor registrations and bid notification system
- RCW 39.30.060 Bids on public works — Identification, substitution of contractors Review, report of subcontractor listing requirements
- Chapter 39.34 RCW Interlocal Cooperation Act
- 2CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2CFR 200.1 Simplified Acquisition Threshold
- 2CFR 200.318 General Procurement Standards
- 2CFR 200.320 Methods of Procurement to be Followed
- 2 CFR 200.324 Contract Cost and Price
- 2CFR 200.520 Criteria for a low-risk auditee
- 2CFR Part 3485 Nonprocurement Debarment and Suspension
- 2 CFR 200.321 Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms.
- 2 CFR 200.325 Federal awarding agency or pass-through entity review.

Management Resources:

- [2025 December Issue](#)
- [2024 August Issue](#)
- [2023 July Issue](#)

Medical Lake School District Board Policy

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2021 December Issue

2020 December Issue

2019 January Policy Alert

2018 August Issue

2017- July Issue

2016 March Issue

2015 June Issue

2013 June Issue Bid limit increase offers districts more flexibility and greater savings

Policy News, April 2012 Bid requirements policy revised to address audit concerns

Policy News, February 2011 Bid requirements

Policy News, October 2005 Competitive bid process changes

Policy News, June 2001 Legislation further simplifies bid compliance

Adoption Date: 12.06; 02.10; 12.13; 10.15; 04.16; 02.18; 10.18; 03.19; 4.21; 02.24; 12.24;

Medical Lake School District

**Revised Date: 10.00; 06.01; 10.05; 12.09; 02.11; 04.12; 06.13; 06.15; 03.16; 09.17; 08.18; 01.19; 12.20;
12.21; 07.23; 08.24; 12.25;**

Coversheet

Approve the Theft Sensitive List ~ Technology

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

Theft Sensitive Missing Inventory 2024-25						
Asset ID	Serial Number	Make	Model	Value	Reason	Note
5717	5CD111GZFS	HP	Chromebook x360 11 G3 EE	\$250	Lost	Student fined
7675	P204HB2D	Lenovo	Lenovo 300e Chromebook 2nd Gen MTK	\$250	Lost	Student fined
8686	5CD032JRY9	HP	HP Chromebook 11A G6 EE/ HP Chromebook 11A G8 EE	\$250	Lost	Student fined
9000	YX04A4LR	Lenovo	Lenovo 100e Gen 2	\$250	Lost	Student fined
8772	5CD032JRWR	HP	HP Chromebook 11A G6 EE/ HP Chromebook 11A G8 EE	\$250	Lost	Student fined
8848	5CD1143QSY	HP	HP Chromebook x360 11MK G3 EE	\$250	Lost	Student fined
6545	5CD1144LBY	HP	HP Chromebook x360 11MK G3 EE	\$250	Lost	Student fined
8927	5CD1143QN3	HP	HP Chromebook x360 11MK G3 EE	\$250	Lost	Student fined
6496	5CD120TDC3	HP	HP Chromebook x360 11MK G3 EE	\$250	Lost	Student fined

Coversheet

Student Reports

Section: V. Student Representative Reports
Item: A. Student Reports
Purpose: Discuss
Submitted by:
Related Material: Student Representative Board Report January 2026.pdf



MLSD Student Representative Board Report January 2026

Hallett Elementary (Roslyn Lundberg)

The atmosphere at Hallett is currently centered on high academic engagement and a strong sense of security.

- **Academic Trends:** There is district-wide excitement for Math in both 4th and 5th grades. Additionally, students are showing a heightened interest in Writing.
- **School Climate:** Students feel exceptionally safe due to the high visibility of teachers. When asked about "Superpowers," students described the school as "Efficient," noting its ability to constantly build itself up.
- **Support Systems:** While teachers are the primary support, we noted that some students prefer peer-to-peer interaction as their first line of communication when they are hesitant to speak with adults.

Medical Lake Middle School (Nathaniel Speirs)

The Middle School report shows a student body that is eager for more diverse opportunities and faster-paced instruction.

- **Instructional Feedback:** 6th-grade students expressed enjoyment regarding the Science testing schedule. 7th and 8th graders reported a desire to move faster in History to cover modern topics and requested more open-ended, creative writing opportunities.
- **Student Recognition:** A key takeaway was the desire for more inclusive assemblies. Students noted that Hallett recognizes a larger volume of students and they would like to see that culture mirrored at the Middle School to increase student involvement.
- **Staff Relations:** Students praised the patience of their teachers and noted that the presence of the Sheriff and administration during lunch makes the environment feel safe and welcoming.

Medical Lake High School (Lorelei Flaherty)

High school feedback focused on the balance between rigorous academics and the social-emotional support provided by staff.

- **Academic Rigor:** We are seeing many Sophomores "doubling up" on Math (Geometry/Algebra 2). Favorite electives currently include Spanish, PE, and Life Skills.
- **Teacher Impact:** Students specifically highlighted the English department for maintaining clear grading systems and providing rewards that motivate attendance and performance.
- **Superpower Concept:** Students described the school's superpower as "Speed" and "Strength"—the ability to learn quickly and keep up with a fast-paced environment.
- **Representative Visibility:** A significant finding was that many high school students are still unaware of the Student Representative role. Our goal for the coming month is to increase our visibility so peers know how to utilize us for advocacy.



MLSD Student Representative Board Report

January 2026

Summary of Student Needs

1. **Expanded Electives:** Request for more Art options at the Middle School level.
2. **Curriculum Options:** Desire for more modern history and creative writing opportunities at the Middle School.
3. **Increased Recognition:** Standardizing assembly recognition to include more of the student body.
4. **Advocacy Awareness:** Improving the connection between the High School student body and their Board Representatives.

Coversheet

Winter Sports Report ~ Dawn Eliassen

Section: VI. Reports and Discussions
Item: A. Winter Sports Report ~ Dawn Eliassen
Purpose: Discuss
Submitted by:
Related Material: Cardinal Playbook Vol. 21.jpg
Spirit_Game_Email_Graphic.jpg

CARDINAL PLAYBOOK

VOL. 21 - 1/23/2026

SHOUT OUTS:

DYLAN STOLTZ (10) AND MAKALIA MCKENNEY (11) ARE CONSISTENTLY PLACING AT THEIR GYMNASTICS MEETS AGAINST ATHLETES FROM MUCH LARGER SCHOOLS.

LYLA HEINEMANN (11) IS CURRENTLY RANKED 2ND IN THE STATE AT 135 POUNDS.

JAMES OLIVER (12) IS CURRENTLY RANKED 1ST AT 126 POUNDS AND HAS A 23-3 RECORD WITH HIS ONLY LOSSES COMING AGAINST WRESTLERS FROM 3A AND 4A SCHOOLS.

GRANT MOFFATT (10) SCORED A CAREER HIGH 35 POINTS MAKING 12 OF 15 ATTEMPTS LAST FRIDAY.

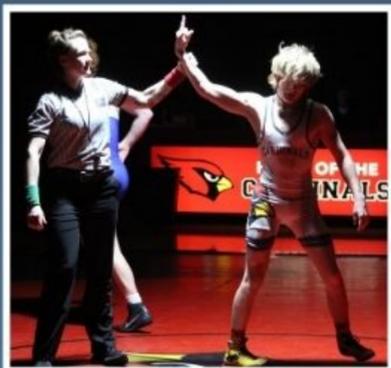
ADDY HAMMEL POURED IN 15 POINTS, ADDED 4 ASSISTS, 8 REBOUNDS, AND 6 STEALS IN TUESDAY'S GAME

THE SPIRIT GAME IS BACK!

FOR YEARS MLHS BROUGHT THE ULTIMATE GAME DAY VIBE AGAINST WEST VALLEY AND LATER CHENEY TO REPEATEDLY WIN THE SPIRIT GAME COMPETITION.

AFTER MANY YEARS, THE TRADITION HAS BEEN REVIVED AS THE BATTLE OF THE BUOY AGAINST LAKESIDE.

JOIN US JANUARY 31ST, AT MEAD HIGH SCHOOL GIRLS AT 5:30, BOYS AT 7:30. SKITS, CHEERS, AND COMPETITIONS ALL NIGHT. SEE THE MLHS WEBSITE FOR DETAILS.



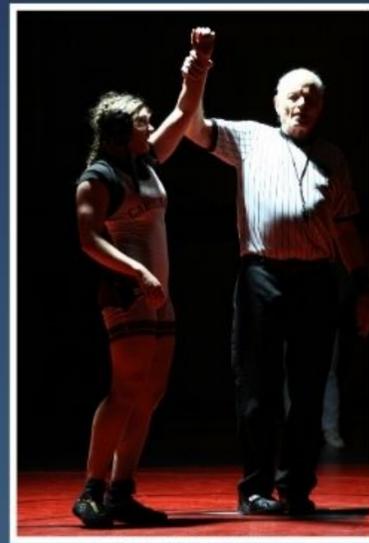
JAMES OLIVER



DYLAN STOLTZ



ADDY HAMMEL



LYLA HEINEMANN



MAKALIA MCKENNEY



GRANT MOFFATT

THE ROLE OF THE SPECTATOR:

WE CAN ALL AGREE THAT CROWD SUPPORT CAN PLAY A KEY ROLE IN THE ATTITUDE, ENERGY, AND EFFORT OF THE PLAYERS ON THE FIELD OR THE COURT, ESPECIALLY IN THOSE MOMENTS WHEN THE SCORE IS CLOSE, THE TIME IS RUNNING DOWN, AND THE WIN IS ON THE LINE.

IT'S IMPORTANT WE ALL REMEMBER THAT OUR PRIMARY FOCUS SHOULD BE PROVIDING A POSITIVE ENVIRONMENT FOR OUR ATHLETES. WE SHOULD:

- ONLY CHEER ENTHUSIASTICALLY FOR ALL ATHLETES
- RESPECT REFEREES, COACHES, AND OPPOSING TEAM MEMBERS
- ENCOURAGE GOOD SPORTSMANSHIP
- MODEL RESPECTFUL BEHAVIOR FOR OUR YOUNG ATHLETES



OUR GOAL IS TO CREATE A SUPPORTIVE ATMOSPHERE THAT ALLOWS OUR STUDENT-ATHLETES TO DEVELOP SKILLS, CONFIDENCE, AND LOVE FOR THE GAME.

SPIRIT PACKS ON SALE

JAN. 5 TO JAN 28

ONLY \$20

PURCHASE AT THE BUSINESS OFFICE - ONLY 100 AVAILABLE!

PACK INCLUDES

T-SHIRT
EYE PATCH
MUSTACHE
PIRATE HAT FRONT
BANDANNA
CLIP-ABLE CARDINAL
INFLATABLE SWORD
GLOW WAND
2 TEMPORARY TATTOOS



CARDINALS
OF THE
CARIBBEAN!



BATTLE OF THE BUOY
SPIRIT GAME - JAN. 31



VS



5:30 PM @ MEAD HS

Coversheet

Human Resources Report ~ Christy Nauta

Section: VI. Reports and Discussions
Item: B. Human Resources Report ~ Christy Nauta
Purpose: Discuss
Submitted by:
Related Material: HR Report.pdf

26/27 School Year - Hiring & Recruitment

HES:

MAE:

Instructional Coach: F Cook retirement

TK: H Viehouser resignation

Music: A Corcoran resignation

MS:

Science: S Petersen retirement

Science: G Yamane retirement

MLHS:

PE: M Houn retirement

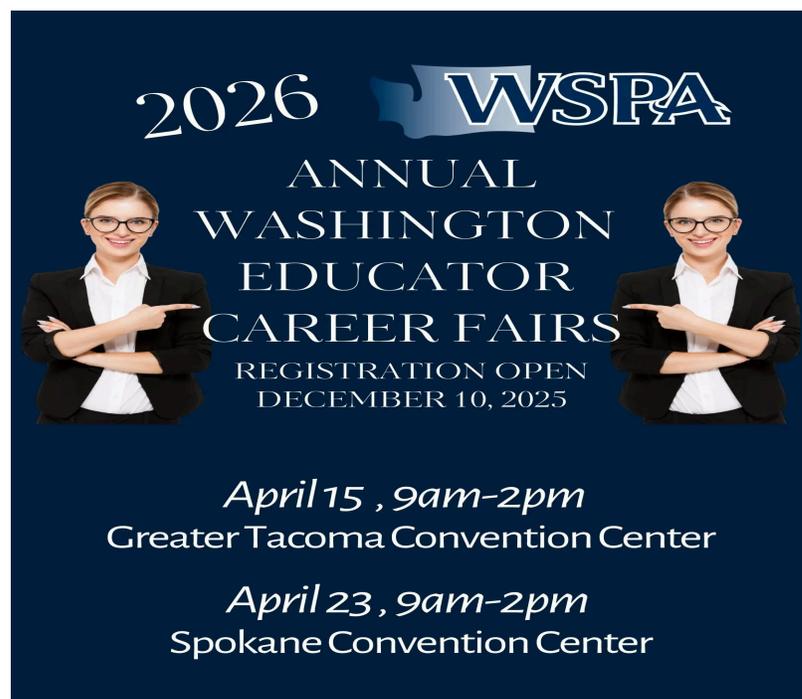
Student Services:

Custodial/Maintenance:

Transportation:

(2) Driver Routes to Fill

Nutrition Services:



2026  ANNUAL
WASHINGTON
EDUCATOR
CAREER FAIRS
REGISTRATION OPEN
DECEMBER 10, 2025

April 15 , 9am-2pm
Greater Tacoma Convention Center

April 23 , 9am-2pm
Spokane Convention Center

The poster features two identical images of a woman with glasses, wearing a white shirt and a dark blazer, pointing towards the center text. The background is a dark blue gradient.

Coversheet

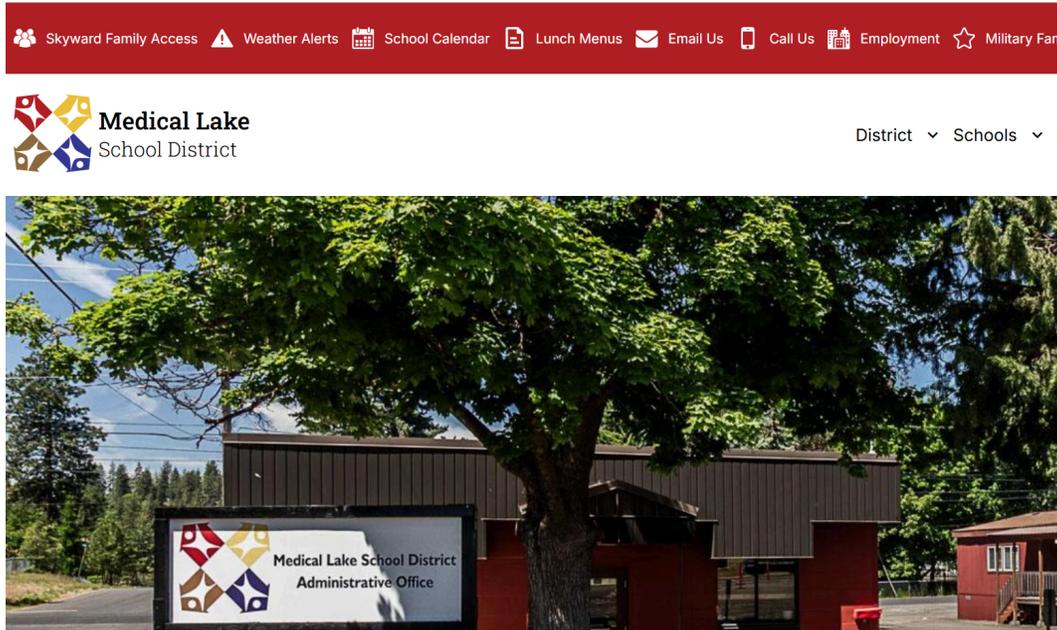
Technology Services Report ~ Trevor Meade

Section: VI. Reports and Discussions
Item: C. Technology Services Report ~ Trevor Meade
Purpose: Discuss
Submitted by:
Related Material: Yearly Technology Update 2026.pdf

Yearly Technology Update

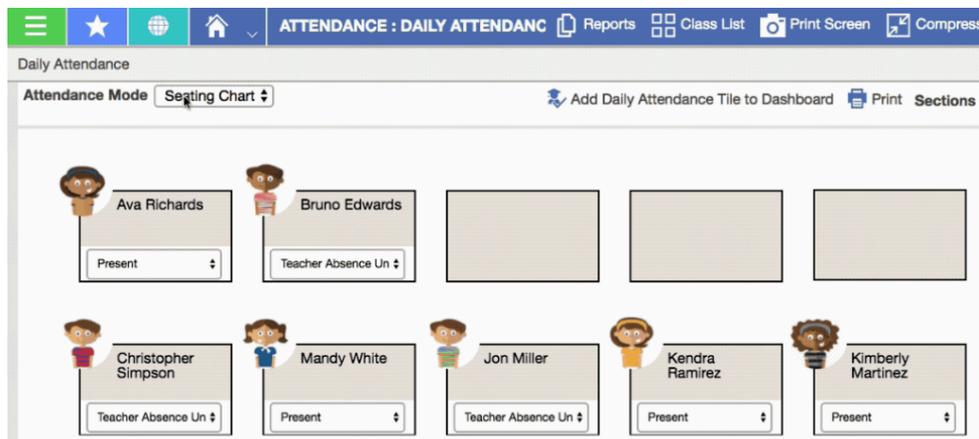
Website

Josh, Carrie, and Rob worked with our website vendor, Edlio, to do a complete website refresh. The last refresh was 8 years ago, so it was definitely due and a huge undertaking! A local web designer, Ryan Stemkoski, worked with the district and Edlio to guide the design side. The new website rolled out last spring. Here's a quick peak at the finished product.



Qmaltiv

The district migrated to the newest version of Skyward, our student information system, this last summer. It is called Qmaltiv and staff were trained last summer. There was a team from the district, including finance, HR, payroll, and the student side that had trained throughout last year. The final data migration happened at the end of July and the district went live August 1st.



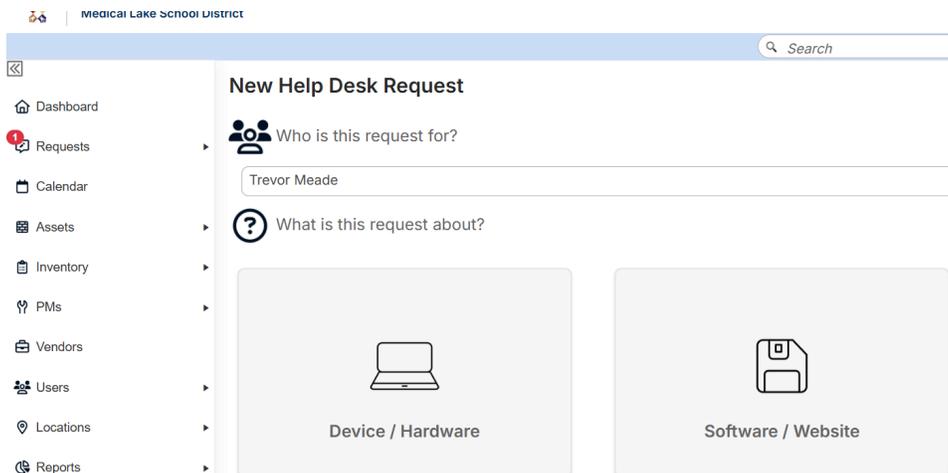
Chromebooks

This summer's allotment of 375 Chromebooks has already arrived. We will begin prepping these and send them out to the buildings as soon as school's out. We are on a 5 year refresh cycle.



Work Order System

Technology worked with maintenance and Chad Moss to find a modern work order system. Both teams liked ML Work Orders the best. It was implemented in August, Staff seem to like how easy it is to use and allows for more analytics of our support requests. It includes a satisfaction survey as well so we can keep a pulse of support success. Between August 13th and January 17th the technology team has completed 1042 work orders with a 4.9 / 5 satisfaction rate.



Kevin

Kevin Orense joined the technology team when Josh Rux left. Kevin came to us with some great technology skills and an eagerness to learn. He also provides exceptional customer service! We are excited about the opportunities to use his knowledge and hard work to maintain the same level of success after our computer technician, Doug Martin, retired at the end of August.



Coversheet

Special Education Services Update ~ Tawni Barlow

Section: VI. Reports and Discussions
Item: D. Special Education Services Update ~ Tawni Barlow
Purpose: Discuss
Submitted by:
Related Material: Jan 2026 School Board Presentation .pdf

Medical Lake School District

The Wellness Center: Integrated Student & Community Services



January 2026



Powered by Board On Track
Every Student, Every Day



The Medical Lake Promise



We promise to

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

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

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

Every Student, Every Day!

The Medical Lake Promise

Dr. Headrick's Professional Commitments



Purpose

As an educator, I seek to ignite a passion for lifelong learning in students, staff, families, and our communities. I create a welcoming and inclusive environment where everyone feels that they belong, allowing them to thrive and grow to be their best selves.

Mission

As Superintendent, I lead with an unwavering commitment to the Medical Lake Promise. My mission is to ensure that **Every Student** is valued, treated with dignity, and provided high-quality, grade-level learning experiences **Every Day**.

Vision

Together, we will build on the **Medical Lake Promise**. I envision a district where every student has a voice and feels safe. Where **ALL** staff are provided the tools to provide learning opportunities that will spark curiosity and equip our students for success. Through ongoing collaboration, students, families, staff, and our communities will become a vibrant team, fostering hope and a bright future.

Every Student, Every Day

Medical Lake SCHOOL DISTRICT *"Every Student, Every Day"*

Strategic Plan 2022 - 2027

MISSION

VISION

Ryan Grant
President, Teacher's Union

6:54



LRE – Least Restrictive Environment

Location, location, location. Yes, it does matter. The research overwhelmingly supports serving students in their least restrictive environment - which is why the following mandate is included in the federal legislation:

34 CFR 300.114 (a)(2) - Each public agency must ensure that - (i) To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are nondisabled; and (ii) Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

LRE = MEE Most Enabling Environment

% of students with disabilities included in their classroom 80-100%

School Year	Hallett Elementary	Anderson Elementary	Middle School	High School	District LRE 1 Total
2017/18	44%	44%	76.9%	41.8%	58%
2018/19	54.5%	58.1%	61.2%	36.9%	59.3%
2019/20	52.5%	65%	68.2%	42.6%	65.6%
2020/21	80%	80%	73%	71%	78.8%
2021-22	81%	80%	89%	80%	82.5%
2023-24	82%	93%	87%	82%	85.5%
2024-25	85%	94%	99%	79%	89%
2025-26	96%	89%	91%	82%	90%

MLSD Eligibility

25/26 School Year					
Categories	Hallett	MAE	MS	HS	Total
Autism	11	31	6	9	57
Communication	27	13	0	0	40
Deafness	2	0	0	0	2
Developmental Delay	27	14	0	0	41
Behavior Disorder	0	0	1	0	1
Intellectual Disability	1	0	0	1	2
Health Impaired	14	9	22	20	65
Multiple Disabled	2	0	0	4	6
Learning Disabled	17	5	9	16	47
Vision Impaired	0	1	1	0	2
Total	101	73	39	50	263

***[2028 SLD the discrepancy model is sunsetting](#)

MLSD LEA Determinations

2024-25 IDEA Determinations (2) - Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do... Sign in Share

B6

5	CCDDD:	32326	LEA:	Medical Lake	LEA Determination Level:		
6			ESD:	101	2 Needs Assistance		
7	LEA Summary:						
8	CRITERIA		LEA RESULTS	(1) MEETS REQUIREMENTS	(2) NEEDS ASSISTANCE	(3) NEEDS INTERVENTION	(4) NEEDS SUBSTANTIAL INTERVENTION
9	1. Did the LEA resolve all special education audit findings (if any)? [Source - OSPI Audit Resolution]		Yes	X			
10	2. Were all identified issues or non-compliance corrected by the LEA, including verification and validation by the ESD and OSPI, as soon as possible but no later than one year from identification? [Source - OSPI general supervision, including program reviews, dispute resolution, and LEA-reported data, etc.] (Note: This includes information from ongoing monitoring activities & other public information related to LEA compliance with IDEA 2004.)		Yes	X			
11	3. Did the LEA submit timely, complete, and accurate data? [Source - LEA-submitted data reports, see rubric] See also the Important Notes section on the "Instructions & Notes" tab.		100.0%	X			
12	4.1. Did the LEA demonstrate substantial compliance on SPB Indicators B-11:		100.0%				

Instructions & Notes Determination Level Rubric TA & Actions CCDDD list

MLSD LEA Determinations

2024-25 IDEA Determinations (2) - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
12	4.1 Did the LEA demonstrate substantial compliance (on SPP Indicators B-11, B-12, and B-13)? <i>[Source - LEA-submitted reports - see rubric]</i> See also the Important Notes section on the "Instructions & Notes" tab. ("n < reqd" means the LEA did not meet the "n" size for that indicator)				B-11:	100.0%						X					
13					B-12:	100.0%											
14					B-13:	50.0%											
15	4.2 Is disproportionate representation (if any) the result of <u>inappropriate identification</u> (Indicators B-9 and B-10)? <i>[Source - OSPI Monitoring and Program Review]</i>				No			X									
16	4.3 Is the LEA's suspension/expulsion rate difference 2.0 or greater, AND is the data the result of <u>non-compliant policies, procedures, or practices</u> (Indicator B-4B)? <i>[Source - OSPI Monitoring and Program Review]</i>				No			X									
17	5. Did the LEA demonstrate substantial performance on SPP Indicator B-14C (Postsecondary Engagement Rates) that is based on a valid and reliable response rate (RR)? <i>[Source - LEA-submitted report (Ind. B-14 - see rubric)]</i> (For LEAs with fewer than 10 leavers, a 3-year trend was used to determine current status, see summary beginning on row 44 below)				14C:	75.0%		X									
18					RR:	76.2%											
19	6. Did the LEA receive a designation of Significant Disproportionality? <i>[Source - LEA-submitted reports (Special Education Students Suspended/ Expelled, Federal Special Education Child Count/LRE, and October Total Enrollment report)]</i>				No			X									
20	Does the LEA have any identified non-compliance that must be corrected no later than March 2, 2026?															YES	

Instructions & Notes | Determination Level | Rubric | TA & Actions | CCDDD list

Secondary Transitions

Secondary transition services are intended to help youth with disabilities make the transition from the world of high school to the world of adulthood. Individualized Education Program (IEP) Teams work together to plan and implement academic and non-academic courses and programs of study that help all youth achieve successful post-school outcomes such as postsecondary education and training, employment, and community engagement.



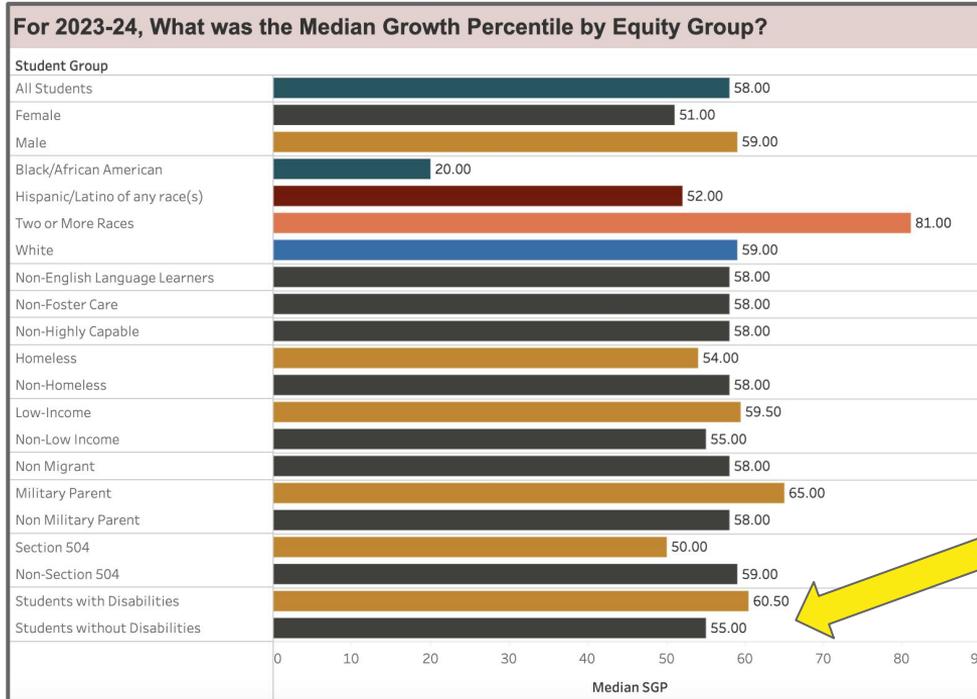


Medical Lake School District - Impact

Indicators of Impact

Disproportionality and Growth Percentiles @ HES (4th)

Math



Every Student, Every Day

Powered by Board On Track

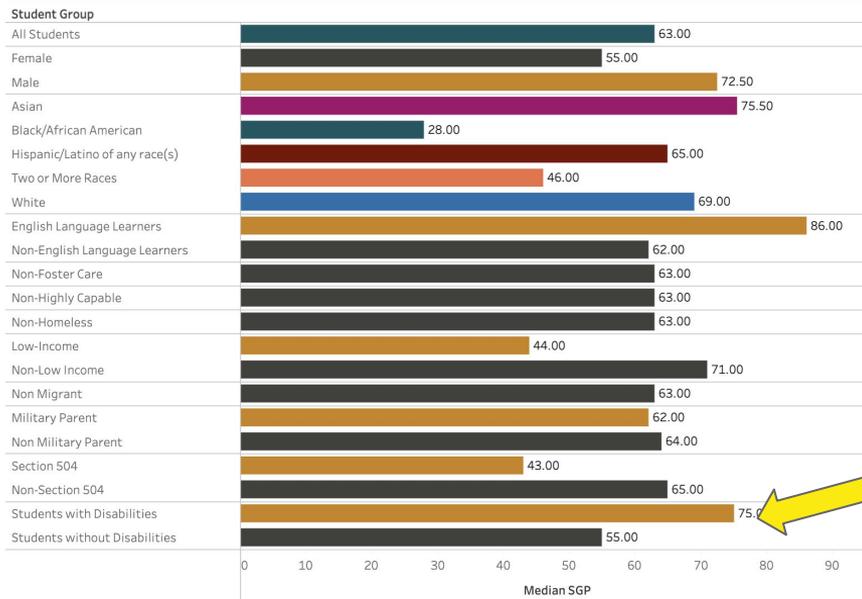


Indicators of Impact

Disproportionality and Growth Percentiles @ MAE (5th)

Math

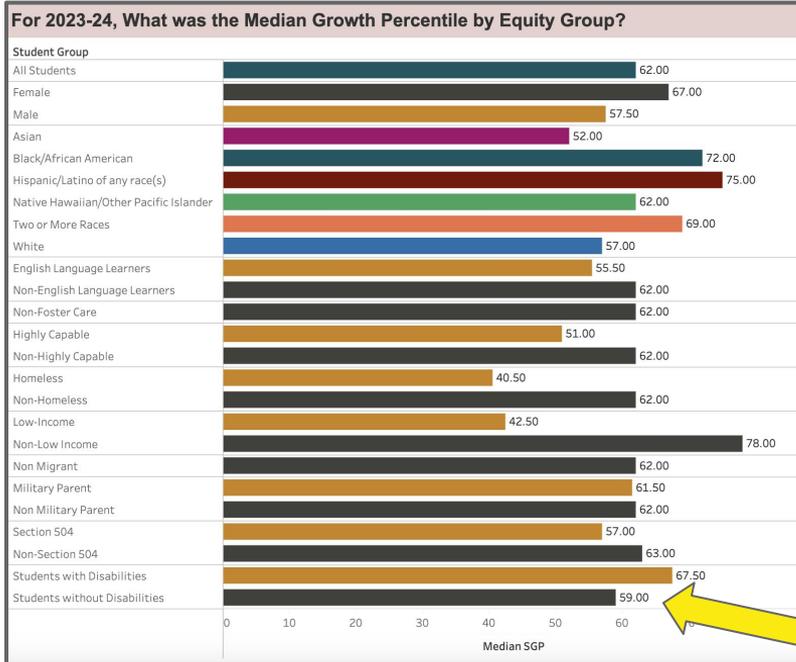
For 2023-24, What was the Median Growth Percentile by Equity Group?



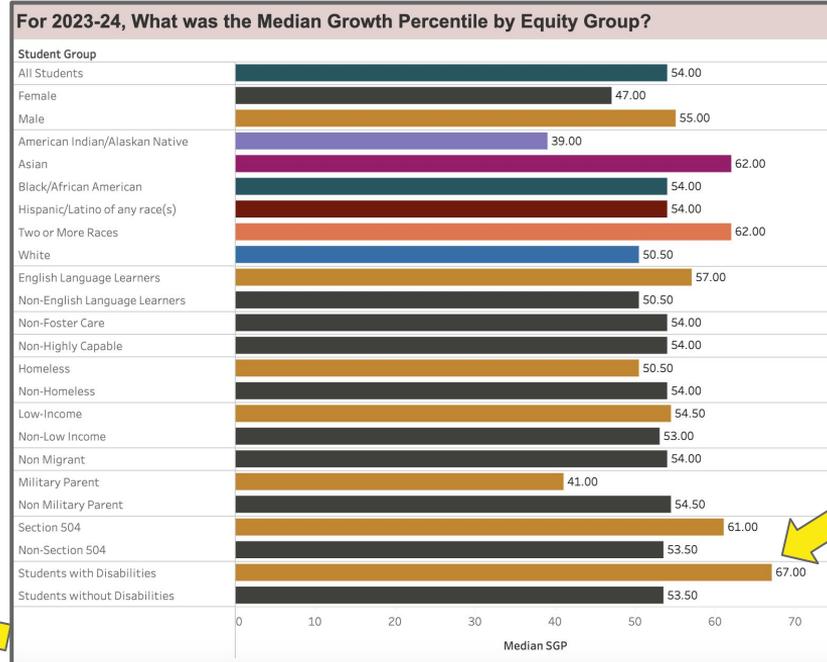
Indicators of Impact

Disproportionality and Growth Percentiles @ MLMS

6th Grade ELA



7th Grade Math



Indicators of Impact

Math Achievement @ MLHS 2024-25

- Graduation rate of 96.4% (was 87.1% in SY2014-15)
- 16% more students with disabilities who took Algebra passed in 2024-25 than the year before.
- MAP Growth Achievement Results in Math
 - 9th: 61st Percentile in Achievement
 - 10th: 79th Percentile in Achievement (78% of students achieved above the 61st percentile)
- Through 1st semester, 75% of all students achieved Green Zone attendance.



Coversheet

ELL Report ~ Rob Haugen

Section: VI. Reports and Discussions
Item: E. ELL Report ~ Rob Haugen
Purpose: Discuss
Submitted by:
Related Material: 2025-26_ELD Board Presentation (1).pdf

Medical Lake School District

English Language Development (ELD) Program Update

January 26, 2026

English Language Development

Language Support for Multilingual Learners



Purpose

Our multilingual support program exists to **build connections between classroom instruction and language proficiency** to empower and equip students for success.

Mission

We do this important work in order to **realize the Medical Lake Promise for every student** by fostering **equity and belonging for all**.

Vision

We build students' **confidence as learners** through **high-quality, inclusive instruction** that supports the classroom curriculum and staff collaboration, cultivates a **safe environment**, builds strong **relationships**, and values **diversity**.

Every Student, Every Day

Every Student, Every Day



16 & 8

Languages in MLSD

- Of all our enrolled students **8** different home languages are represented in MLSD.
- Among students served and supported through our ELD program, **4** birth countries are represented.

Birth Countries in MLSD

- Of all our enrolled students **16** different birth countries are represented in MLSD.
- Among students served and supported through our ELD program, **8** birth countries are represented.

Who we serve: Current Program Enrollment

Anderson 11 active, 1 monitored	12
Hallett 6 active, 1 monitored	7
MLMS 7 active, 2 monitored	9
MLHS 4 active, 2 monitored	6
28 students actively enrolled, 6 students monitored	

Every Student, Every Day



MLSD's ELD Team

Building Coordinators

- Katrina Boyd (HES)
- Freida Cook & Dr. Kat Smith (MAE)
- Tera Hart (MLMS & MLHS)

All building coordinators are ELL-endorsed

Program Support

- Cami Ortega (MLMS)
- Malenna King (MLSD)

Program Coordinator

- Rob Haugen

Professional Learning & Collaborative Inquiry

Action Planning with Monica Hulubei-Piergalini

- Analyze SY2024-25 WIDA results
- Focus on WIDA ELA Standards Framework and the Performance Level Descriptors (PLDs)
- Revisions to improve student learning plans.
- Collaborative inquiry focused on writing domain and corresponding, evidence-based instructional strategies.
- Goal setting and development of sustainable system for progress monitoring.
- Study the WIDA standards and utilize the PLDs to progress monitor language development

Ongoing 1:1s

- Program Coordinator meets with each Building Coordinator bi-monthly to.
 - What's on your mind?
 - What's going well?
 - What's a challenge?
 - How can I better support you?



WIDA Access

Language Proficiency Assessment

- Four domains: Speaking, Listening, Reading, and Writing.
- On a 6-point scale, overall exiting proficiency is: K-1 (4+) and 2-12 (4.7)
- Determined by a weighted calculation (35% R, 35% W, 15% L, 15% W)
- Once exited, students are monitored for two-years.
- 2026 testing window is Jan 26 - Mar 20.

2025 WIDA Highlights

- In 2025, 27 Students were tested, 5 exited (18.5%). Statewide, 8.75% met the exit proficiency criteria.
- Listening was our students' strongest overall domain (L4.9).
- 55.5% of students gained proficiency. This is up 24.5% from 2022-23 and is 17.86% higher than Washington State.

2025 SBA Snapshot

		English Language Learners	Non-English Language Learners
ELA	Growth (%ile)	55.0	51.0
	Achievement (%)	37.4%	76.6%
Math	Growth (%ile)	61.0	56.0
	Achievement (%)	35.1%	68.2%



Coversheet

School Board Appreciation Proclamation

Section: VIII. Superintendent's Report
Item: A. School Board Appreciation Proclamation
Purpose: Discuss
Submitted by:
Related Material: 2026-School-Board-Recognition-Month.pdf

The State of Washington



Proclamation

WHEREAS, the mission of Washington's public school system is to ensure that all students achieve at high levels and possess the knowledge and skills to be responsible residents of a democratic society and enjoy productive and satisfying lives; and

WHEREAS, Washington's 295 locally elected school boards and 9 elected educational service district boards are the core of the public education governance system in our state; and

WHEREAS, the districts and regions they lead serve more than 1.1 million students, have a combined annual budget of over \$16 billion, and employ approximately 120,000 people; and

WHEREAS, school directors play a crucial role in promoting student learning and achievement by creating a vision, establishing policies and budgets and setting clear standards of accountability for all involved; and

WHEREAS, school directors are directly accountable to the residents of their districts and regions, serving as a vital link between members of the community and their schools; and

WHEREAS, school directors and educational service districts provide a passionate voice of advocacy for public schools and the welfare of school children; and

WHEREAS, it is appropriate to recognize school directors as outstanding public servants and champions of public education;

NOW, THEREFORE, I, Bob Ferguson, governor of the state of Washington, do hereby proclaim January 2026 as

School Board Recognition Month

in Washington, and I encourage all people in our state to join me in this special observance.

Signed this 31st day of December, 2025

A handwritten signature in blue ink that reads "Bob Ferguson".

Governor Bob Ferguson



Coversheet

School Counselor Week Proclamation

Section: VIII. Superintendent's Report
Item: B. School Counselor Week Proclamation
Purpose: Discuss
Submitted by:
Related Material: Counselor Week Proclamation.pdf

FEB. 2-6
2026

NATIONAL SCHOOL COUNSELING WEEK

School Counselors Amplify Student Success

PROCLAMATION

WHEREAS, school counselors are employed in public and private schools to help students reach their full potential; and

WHEREAS, school counselors are actively committed to helping students explore their abilities, strengths, interests and talents as these traits relate to career awareness and development; and

WHEREAS, school counselors help families focus on ways to further the academic, career and social/emotional development of their children; and

WHEREAS, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

WHEREAS, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

WHEREAS, comprehensive school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school;

Therefore, I, Dr. Kimberly Headrick do hereby proclaim February 2-6, 2026, as National School Counseling Week.