



Medical Lake  
School District

## Medical Lake School District #326, WA

### Minutes

#### Regular Board Meeting

---

##### Date and Time

Tuesday August 27, 2024 at 5:00 PM

##### Location

Medical Lake School District Administration Office

---

##### 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

Alexis Alexander called a meeting of the board of directors of Medical Lake School District #326, WA to order on Tuesday Aug 27, 2024 at 5:00 PM.

##### C. Pledge of Allegiance

##### D. Approve Agenda ~ With Noted Change

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

## E. What's Right

## II. Consent Agenda

### A. Minutes from the Budget and Regular Board Meeting 7-23-2024

Alexis Alexander made a motion to approve the budget hearing and Regular Board Meeting on 07-23-24.

Ron Cooper seconded the motion.

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

Alexis Alexander made a motion to approve the minutes from Budget Hearing on 07-23-24.

Ron Cooper seconded the motion.

Approve

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

### B. Approve the Consent Agenda

Alexis Alexander made a motion to approve.

Ron Cooper seconded the motion.

**Resignations** - Dave Boyd ~ Head Baseball Coach, Middle School (effective 8/14/2024); Lisa Henry ~ Classroom Para, High School (effective 8/8/2024); Risa Santos ~ Para, Michael Anderson Elementary (effective 8/21/2024); **Leaves** - None at this time

#### **Staff Contracts:**

**Administrative Staff** - None at this time

**Certificated Staff** - Halle Barsness ~ Special Education Teacher, Middle School (effective beginning of the 24/25 school year); Heather Reither ~ TOSA Behavior Intervention Secondary & Elementary Support 1YO (effective for the 24/25 school year); Baylor Galley ~ Special Education Teacher, Middle School (continuing contract, effective beginning of the 24/25 school year); Amy Tuman ~ Special Education Teacher, Hallett Elementary (continuing contract, effective beginning of the 24/25 school year); Heather Petro ~ Core Sub, High School (effective beginning of the 24/25 school year); Danielle Hodgson ~ Core Sub, Middle School (effective beginning of the 24/25 school year); Wendy Armes ~ Core Sub, Hallett Elementary (effective beginning of the 24/25 school year); Emma Weberling ~ Core Sub, Michael Anderson Elementary (effective beginning of the 24/25 school year); Tristan Dodson ~ Elementary Music Teacher, Hallett Elementary (0.50 FTE LOA effective 8/28/2024 - Winter Break); Allen Christine, Allred Angelina, Averill Jeffrey, Backstrom Rachel, Barnhart Michael, Baughman Brenda, Benson Sheila, Bolin Lacey, Bollinger Anna, Boyd Dave, Boyd Katrina, Breidenbach Sierra, Buckley Trevor, Carr Acecia, Cassem Kathryn, Coins Karen, Colley William, Collins Daniel, Constantine Michael, Cook Freida, Corcoran Arthur, Cornwell Brandon, Cornwell Phoenix, Crawford Kora, Crockett Kailey, Davis Clifton, Dayton Marci, Dayton Scott, Dorcheus Kerry, Dormaier Dave, Dormaier Stephanie, Dunlop Keith, Dunlop Lisa, Edwards Charlaire, Eliassen Dawn, Ellis Kathryn, Engstrom

*Julia, Feider Tara, Fragomeni Grace, Gilbert Gwenden, Grant Paula, Grant Ryan, Griffis Danielle, Haase Courtney, Hammond, Angela, Harris Jolene, Hart Alan, Hart Tera, Henderson Darla, Hester Brenda, Hiam Kristin, Hickman Megan, Hill Michelle, Houn Mathew, Johnson Craig, Kantola Kimberly, Knutzen Kailie, Kozyra Alexis, Lamb Sara, Lee Kimberly, Lemire Lisa, Madsen Gail, Masinter Daniel, Mclaughlin Elyse, Mcmillan David, Mcneill Mitchell (David), Motz Kilei, Musselwhite Marilyn, Myers Jamie, O'Donnell Sara, Ornelas Israel (Jerry), Overman Sheila, Owen Morris, Perry Davin, Petersen Samuel, Petersen Sandra, Peterson Heidi, Petro Heather, Phillips Michael, Pielop Julie, Pierce Megan, Potter Amanda, Powers Chad, Puzycki Nicholas, Reedy Tanya, Reither Heather, Remendowski Terri, Riddle Matthew, Robillard Candace, Rodrigues Siara, Rupert Cecelia, Russell Jennifer, Schmidt Samuel, Schreibman Cynnea, Schwarzer Carey, Shull Christina, Simmons Tammy, Simon Daniel, Smith Katharine, Spilker Cheryl, Stanley Logan, Stigall Amanda, Swegle Lacey, Tareski Tanner, Ulakovich Austin, Van Soest Hailey, Vanderhoof Teresa, Vega Jennifer, Wagner Lisa, Walker Kyle, Ward Brett, Watts Ashley, Weber Hannah, Williams Alizabeth, Williams Angela, Wimmer Hannah, Wissink Keri, Work Sharon, Yamane Glen, Young Paula*

**Certificated Substitutes** - None at this time **Long-term Substitutes** - None at this time

**Classified Staff** - Kayla Bogle ~ Sped/Behavioral Support Para, Michael Anderson Elementary (effective beginning of the 24/25 school year); Haily Simpson ~ Classroom Para, Hallett Elementary (effective beginning of the 24/25 school year); Marianne Lara ~ Library Technology Support, Michael Anderson Elementary (effective beginning of the 24/25 school year); Cara Phelps ~ Sped/Behavioral Support Para, Middle School (effective beginning of the 24/25 school year); Ashley Heiner ~ Sped/Behavioral Support Para, Middle School (effective beginning of the 24/25 school year); Hunter Hollingsworth ~ Sped/Behavioral Support Para, Middle School (effective beginning of the 24/25 school year); Ellie Brown ~ Registered Behavior Tech, location TBD (effective 8/28/2024); Aimie Keiley ~ Supervisory Assistant, Michael Anderson Elementary (effective beginning of the 24/25 school year); Steve Bahme ~ Supervisory Assistant/Security, High School (effective beginning of the 24/25 school year);

*Andrade Carrie, Bahr Jeremy, Beecher Michael, Beitinger Jacob, Benner Morgan, Bliven Catherine, Broadway Susan, Brower Lindsay, Brown Ellie, Burket Roong, Burris Amy, Caraway Curtis, Carl Leah, Carstens Rebecca, Chadwick Jessica, Chicoine Amy, Clay Lynnee, Collins Thomas, Crosby Alita, Daily Gai, Deck Carl, DeVore Daniel, DeVore David, DeVore Shirley, Dorcheus Masie, Dunkin Chelsea, Dwight Wendy, Edwards Holly, Falmoe Thomas, Fisk Lisa, Fitzgerald Yayoi, FitzPatrick Margaret, French Caralyn, French Jefferson, Greig-Marston Shannon, Gulling Rochelle, Hall Emily, Halme Johana, Haren Jamylia, Harris Cameron, Haynes Aleesa, Haynes Jeff, Haynes Melody, Heater Clarita, Heiner Ashley, Hernandez Josue, Hiatt Carolyn, Hofer Jolene, Hofer Nevin, Hudson Breann, Jacobs Jessica, Johnson Catherine, Jones Deborah, Kepner Joseph, King Gary, Klein Jake, Knight Allison, Knights Celeste, Kuszmaul Kenneth, Lalicker Erika, Lundberg Kyle, Lynds Michaela, Markham Aaron, Martin Douglas, Meckel Nerissa, Michel Claudia, Michener Melisa, McDowell Douglas, McKenzie Marie, Mock Darci, Newman Dan, Niblock Ross, Novochekov Peter, Nowalk Kim, O'Connor Heidi, Isidro (Rey) Ornelas, Parkison Karin, Patterson Edward, Petersen Anjeannette, Peterson*

*Sabrina, Phelps Cara, Rightler Cheyanne, Robison Julie, Salinas-Sanders April, Potter Scott, Pound Sean, Puzycki Sarah, Kathryn, Sattler Kurt, Schuning Thane, Town Michael, Schlottfeldt Darcy, Scott Georganne, Singleton Ariel, Smith Camilla, Smith Cathy, Smith Laurie, Smith Nickolas, Stevens Tonya, Swalm Dana, Sweet Susan, Sylvester Michelle, Wahl Carolyn, Wentland Lisa, Zimmerman Paula*

**Classified Substitutes** - *None at this time*

**Extra Curricular Activities** - *Steve Bahme ~ Assistant Football Coach, High School (effective 8/19/2024); Halle Barsness ~ Assistant Volleyball Coach, High School (effective fall 2024); Wendy Armes ~ Assistant Softball Coach, Middle School (effective fall 2024); Mike Johnson ~ Assistant Football Coach, Middle School (effective 24/25 school year); John Potter ~ Assistant Football Coach, Middle School (effective 24/25 school year);*

**Other** - *None at this time*

**Teachers Teaching Out of Content Areas:** *Heather Reither (special education ~ effective 8/4/2024-6/30/2025); Lanee Alaniz (math support ~ effective 8/28/2024-12/20/2024); Nick Puzycki (special education ~ effective 8/4/2024 - 10/10/2024); Jeff Averill (elementary certification ~ 8/28/2024 - 10/10/2024);*

**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 June 28, 2024, warrants 135541 - 135543 in the amount of \$4,360.48; General Fund (Payroll/Accounts Payable) for June 28, 2024, warrants 135544 - 135561 in the amount of \$665,045.01; General Fund (Accounts Payable) for June 28, 2024, warrants 135562 - 135617 in the amount of \$123,292.26; ASB Fund (Accounts Payable) for June 28, 2024, warrants 135618 - 135629 in the amount of \$27,219.16; General Fund (Accounts Payable) for July 16, 2024, warrants 135630 - 135681 in the amount \$263,116.68; ASB (Accounts Payable) for July 16, 2024, warrants 135682 - 135688 in the amount of \$16,914.84; General Fund (Accounts Payable) for July 31, 2024, warrants 135689 - 135690 in the amount of \$2,818.12; General Fund (Payroll/Accounts Payable) for July 31, 2024, warrants 135691 - 135707 in the amount of \$659,929.22; General Fund (Accounts Payable) for July 31, 2024, warrants 135708 - 135742 in the amount of \$106,569.05; General Fund (Accounts Payable) for August 16, 2024, warrants 135743 - 135811 in the amount of \$221,601.23; ASB Fund (Accounts Payable) for August 16, 2024, warrants 135812 - 135812 in the amount of \$5,199.93;*

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

### **III. Public Comments on Individual Action Items**

#### **A. Jennifer Speirs**

Parent and community member Jennifer Speirs said this is the first year her students have been excited for the first day of school in years. Jennifer attributes that to the school administration and teachers making wonderful strides for the betterment of all students.

#### **IV. Individual Actions Items**

##### **A. Board Policy ~ 2413 Equivalency Credit Opportunities; Second Reading**

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

##### **B. Approve the MLEA Collective Bargaining Agreement**

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

##### **C. Approve the PSE Schedule A**

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

##### **D. Approve the Non-Rep Schedule A**

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

##### **E. Approve the Minimum Basic Education Requirement**

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

##### **F. Approve the Sole Source Document for Nutrition Services**

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

##### **G. Approve the Bus Driver Attendance Incentive Program and the New Bus Driver Incentive Program**

Ron Cooper made a motion to approve.

Laura Parsons seconded the motion.

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

##### **H.**

**\*Noted Change\* Approval for 8th Grade Girls to Play on High School Soccer Team**

Ron Cooper made a motion to approve.

Laura Parsons seconded the motion.

The High School girls soccer team currently has 8 participants rostered. It takes 11 to field a team, barring injuries or a player being out, we need more. WIAA has a process in place that allows smaller schools to let 8th graders on the High School team. We've had 8th graders on both boys and girls teams in prior years. This year, WIAA has added a requirement of Board approval.

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

**V. Reports and Discussions**

**A. New Staff Orientation ~ Rob Haugen**

New staff orientation, was Wednesday, August 14. This year we had 19 new employees to welcome to the family. We started at the Middle School with introduction to the Medical Lake Promise as well as some important information for payroll, human resources, skyward and clock hours. Before heading to lunch at the District Office, we did a "field trip" tour of our schools in town and drove out to the base perimeter. Union representatives attended during lunch and were able to greet their new members. Following lunch, we headed back to the Middle School where our BEST mentors joined us and were paired with their mentees for the remainder of the day. It was another great new staff orientation day.

**B. Summer School Report ~ Rob Haugen**

We offered multiple subjects at the High School this summer. Tera Hart and Dan Collins had a total of 19 students between their morning and afternoon sessions. Students in the program earned/recovered a total of 36 semester credits. Class ran Monday - Thursday, July 29 - August 15.

ESY this year, was located at Hallett Elementary and was in session Tuesday - Thursday, July 30 - August 15. Teacher, Heather Reither, and paras, Allison Knight and Rochelle Gulling worked with 2 students on specific student goals as well as social time with additional focus on maintaining a school schedule for easier back-to-school transitions.

**C. Assessment Plan for the 2024/2025 School Year ~ Rob Haugen**

Mr. Haugen handed out a copy of the District assessment calendar which showcased dates for all assessments in the upcoming school year. The first page is an annual calendar with testing dates, while the next 2 pages go into more detail on testing content.

**D. Summer Maintenance Projects Report ~ Chad Moss**

Mr. Moss and Maintenance Supervisor, Andrew Mills, compiled a list of projects completed over the summer, district-wide.

**Hallett Elementary:**

- Replaced and fixed multiple light fixtures
- Fixed multiple water leaks
- Added new Steamer in the Kitchen
- Upgraded the electrical system in Kitchen
- Relocated the ovens in the Kitchen
- Repaired the irrigation system
- Engineered playground chips

**Michael Anderson Elementary:**

- Added two new water bottle fillers
- Replaced a sink in a bathroom
- Roof was repaired to help stop leaks
- Repaired the irrigation system
- Parking lot potholes were repaired
- Repaired some carpet issues
- Engineered playground chips

**Middle School:**

- Repainted office area and hallways
- Repaired the irrigation system
- Replaced ceiling tiles
- Replaced light ballasts
- Replaced some exit signs
- Added a storage shed

**High School:**

- Awaiting quote on new concrete for ADA grant
- HVAC controls will be starting to be installed soon
- Replaced irrigation system for sporting fields
- Replaced Fire magnetic door locks
- Repainted multiple classrooms and hallways

**Maintenance/Nutrition Services:**

- Awaiting installation of a new walk in freezer for all buildings

**E. Summer Meal Program Report ~ Chad Moss**

Nutrition Services provided free summer meals again this year. The program served breakfast and lunch, Monday - Thursday, July 8 - August 15. 910 breakfasts and 496 lunches were served and cost approximately \$6,700.00.



Thank you to the School Board of Directors for approving the summer meal program to keep the kids in our community fed during the summer.

## **VI. Superintendent's Report**

### **A. All Staff Day Recap**

Our all staff day was Monday, August 26 at the Middle School with light breakfast snacks. Followed by individual building day which made it easy for District administration to visit easily, rather than spread out on different days as we've done in the past.

We are excited to have a traditional start to the school year, as we're not starting in survivor mode like we did last year. The climate of each staff member that morning was joyful and happy. Everyone was gathered together and celebrated the start of the 2024/2025 school year. Once everyone had a chance to get something to snack on and visit each of the benefit vendors, they entered the big gym.

Mr. Haugen had created a tunnel/arch of balloons for them to walk through heading into the gym which set the stage for a good day and start to the year. We encouraged staff to sit with groups from different buildings that they didn't know. Jessica Chadwick at Hallett, was the winner of the most diverse table, she gathered 1 person from every building/departement.

Dr. Williams-Gilbert and Dir. Alexander shared their District Professional Commitments, which led into the group work for the morning of creating their own Professional Commitments.

Dr. Headrick shared the State-of-the-District and her visions for moving forward. She asked staff their ideas on places to provide additional supports and resources with the community.

## **VII. Communications with Staff, Guests, and District Residents**

### **A. Wayne Terry**

Mr. Terry wished to speak about safety and the High School wrestling room. The wrestling room is in the basement and is not supposed to have outside corners, columns, or divider walls. If a student is taken down during practice and falls into the corner, column or wall, there could be a lawsuit. He requests that the District give the wrestling team the same consideration for safety given to every other sport and facility in the district.

## **VIII. Closing Items**

### **A. Adjourn Meeting**



There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:54 PM.

Respectfully Submitted,  
Wendy Williams-Gilbert