



Medical Lake  
School District

## Medical Lake School District #326, WA

### Minutes

#### Regular Board Meeting

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##### **Date and Time**

Tuesday February 25, 2025 at 6:00 PM

##### **Location**

Middle School Library

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##### **Directors Present**

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

##### **Directors Absent**

*None*

##### **Guests Present**

Chad Moss, Kimberly Headrick, Robert Haugen

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#### **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 Feb 25, 2025 at 6:00 PM.

##### **C. Pledge of Allegiance**

##### **D.**

### **Approve Agenda ~ With Noted Change**

Laura Parsons 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 Regular Board Meeting 1/28/2025**

Laura Parsons made a motion to approve the minutes from Regular Board Meeting on 01-28-25.

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** - *Garrett Grau ~ Assistant Maintenance Supervisor, District (effective 3/12/2025); Kyle Walker ~ PE Teacher, Michael Anderson and Hallett Elementary (effective 6/11/2025); Claudia Michel ~ Cafeteria, Michael Anderson Elementary (effective 3/7/2025);*

**Leaves** - *None at this time*

#### **Staff Contracts:**

**Administrative Staff** - *Roll-Over the Superintendent's Contract; Jeremy Vincent ~ Principal, Medical Lake High School (effective 7/1/2025);*

**Certificated Staff** - *Jill Young ~ Board Certified Behavior Analyst (BCBA), District (effective 3/3/2025);*

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

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

**Classified Staff** - *Julia Burkett ~ General Para, Hallett Elementary (reminder of the 2024/2025 school year, effective 2/24/2025); Catherine Sweet ~ TK-General Para, Michael Anderson Elementary (effective 2/18/2025); Debbie Jones ~ Assignment Change from 67AP Bus Aide to T17McV Driver, Transportation (effective 1/14/2025);*

**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:** *Ron Cooper (11/9/2024 - 2/20/2025);*

**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 January 31, 2025, warrants 136616 - 136621 in the amount of \$12,344.68;*

*General Fund (Payroll/Accounts Payable) for January 31, 2025, warrants 136622 - 136639 in the amount of \$683,178.20;*

*General Fund (Accounts Payable) for January 31, 2025, warrants 136640 - 136681 in the amount of \$221,521.65;*

*Capital Fund (Accounts Payable) for January 31, 2025, warrants 136682 - 136682 in the amount of \$53,219.43;*

*ASB Fund (Accounts Payable) for January 31, 2025, warrants 136683 - 136686 in the amount of \$5,252.25;*

*General Fund (Accounts Payable) for February 14, 2025, warrants 136687 - 136735 in the amount of \$220,986.25;*

*ASB Fund (Accounts Payable) for February 14, 2025, warrants 136736 - 136741 in the amount of \$18,959.19;*

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

### **III. Individual Actions Items**

#### **A. Board Policy 4280 ~ Research Activity; Second Reading**

Laura Parsons made a motion to approve.

Alexis Alexander seconded the motion.

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

#### **B. Approve the Parent Partnership Curriculum**

Laura Parsons made a motion to approve.

Alexis Alexander seconded the motion.

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

**C. Approve the Surplus of Outdated Professional Development Literature from the District**

Laura Parsons made a motion to approve.

Alexis Alexander seconded the motion.

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

**IV. Student Representatives Report**

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

The Student Reps were given the opportunity to ask their own questions this month.

Gabby, who visited Michael Anderson Elementary, asked 2nd, 4th and 5th graders what are some highlights of their year, what they're excited for next year and what are their favorite things to do now. They like getting to play number games in the classroom, learning about nature, hands-on science and music. They're excited to meet and make new friends and having new teachers. Right now, their favorite things to do are drawing and reading.

Gabby also noted that Assistant Superintendent, Mr. Moss really likes the District's transport vans and how well they drive. Everyone in attendance thought that was great!

Gabby spoke to Chuk's visit to Hallett Elementary where he talked with students in 3rd and 5th grades. In 3rd grade, he talked about ways to solve conflicts with classmates and good ways to resolve them. When 5th graders were asked how they feel kids respect each other, they said some are not showing respect for others. Chuks and the students talked about modeling good behavior and leading by example.

Ashley went to the Middle School, asking all grades how things are going and what they feel are issues. 8th grade felt classes were going well, with just a few students not respecting each other. They're looking forward to basketball and the band festival. 7th graders say things are going great in class and with teachers. 6th graders like having more afterschool activities especially compared to being at the elementary, and feel they're doing well in class.

All grades say the bathrooms could use some help with doors being broken, no mirrors and occasional conflicts that take place there.

Ashley commented on Trinity's visit to the High School. Everyone is excited for spring sports. Academically, they say things are going well with projects and daily assignments. Students are happy with their grades and feel they have the resources to work well with teachers and peers. They'd like to see a longer lunch and independent seniors feel they

don't have quite enough access to counselors to help them with things related to post-secondary work and school.

## **V. Reports and Discussions**

### **A. Transportation Services Report**

Medical Lake School District Transportation Director, Tonya Jaynes was excited about the new BusRight feature we have on all our fleet. BusRight is routing software with live GPS. When we had the issue in town with the railroad track roadblock, Tonya was able to reroute drivers to assist with pick up students on the bus affected by the roadblock and do it in real time. Sub drivers will be able to hear turn-by-turn instructions and bus stops using iPads in the bus they're assigned to. September 2025 we should be able to roll out a parent app which will allow parents to see where their student's bus is in real time. This should make it easier for parents waiting for the bus to arrive in the mornings for pick-up and where the bus is in the evening for drop-off. Add some piece of mind.

Valley Wide was awarded our diesel bid in 2023/2024 and our propane bid in 2024/2025. The savings have been 3-5 % for diesel and 15-20% for propane. Their tanks send an automatic alert to the company when the volume is getting low so we're not having to do larger fill-ups every time like we did when we were having to monitor them manually.

There are currently two, 77 passenger, diesel buses on order, scheduled for February/March delivery. We went with Bryson, which is BlueBird over the International since their bids came in almost \$16,000 less per bus.

Thanks to our mechanics, all our fleet, which includes bus and passenger vehicles passes WSP inspections every year. We pass the scheduled summer inspection, which is 100% of our fleet and the surprise winter inspection where they pull 25% of our fleet and check them, and we pass with flying colors!

Ridership is down a little bit but some of that is from afterschool activities, and we're not allowed to count those kiddos on our ridership report.

Transportation has 18 contracted drivers, 5 subs, 4 special needs aides, 2 support aides, 1 driver trainer, 1 shop foreman and 1 assistant tech.

Our transportation department is always looking for sub bus drivers, the next driver training is March 6. If you're interested, please contact Tonya Jaynes ~ [tjaynes@mlsd.org](mailto:tjaynes@mlsd.org).

### **B. Assessments Report**

Assistant Superintendent of Teaching and Learning Rob Haugen briefly spoke to the information included in the original document in the board packet and what the data is comparing. Mr. Haugen's main focus were the School Improvement Plan (SIP) and Student Celebrations for each building. Moving forward, building principals have been asked to highlight a student in their school that has made great strides towards improvement and what those improvements were. Parents were contacted for permission prior to their student being highlighted on the agenda.

Rob mentioned what SIP goal the school was improving on, and how and where the highlighted student had improved.

### **C. Threat Assessment Protocol**

Director of Student and Community Services, Tawni Barlow explained what it means when a school does a Threat Assessment. It's something that may sound scary, but it's really preventative measures. Tawni shared what sort of behaviors or actions would cause a school building to initiate an assessment, the levels within each of the 2 main steps that take place, and the team involved in the entire process.

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

### **A. Education Support Professionals Week and School Retiree Week**

Dr. Headrick read the proclamation for Education Support Professionals Week (formerly classified week) which is celebrated March 10-14, 2025 and School Retirees Week, March 17-23, 2025.

### **B. Approve the 2025/2026 School Year Calendar ~ Moving to Discussion Rather Than Action**

As noted in the agenda change, the 2025/2026 school year calendar was moved to discussions rather than voting given the significant change in the calendar that was voted most popular.

We had 3 calendars that were voted on by school staff. There were a record amount of voters this year, almost triple what we've had in the past. Draft A begins before Labor Day and gets out the middle of June. Draft B begins after Labor Day, which we haven't done in a very long time, and gets out the 3rd week of June. Draft C, which received almost 66% of the vote, begins before Labor Day but incorporates a mid-winter break in February and gets out the middle of June. It was discussed at a parent connections meeting Monday, and everyone there seemed good with the change. Central Valley, West Valley, East Valley and Freeman have a mid-winter break and SPS is looking at that for their 26/27 school year. Dr. Headrick felt it is worth a bigger discussion with all parents within the district through ParentSquare and bi-weekly updates. The 2025/2026 school year calendar will be voted in by the School Board at the March meeting instead.

### **C. Mid-Year Review of the Medical Lake School Board Principals**

Dr. Headrick reviewed the Board and Superintendent goals that were approved at the October Board Meeting saying that they will continue to work towards the 4 goals. She encouraged the Board to attend her weekly standing Walk & Talks at each building and the monthly Meet & Greets at Roam and Thomas Hammer on base.

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

### **A.**

**Community members wishing to address concerns were moved to follow what's right rather than following the Superintendent's Report.**

Randy Moffatt ~ principal hiring

Kadeem Smalls ~ student concern

Brett Ward ~ principal hiring

Jennifer Speirs ~ what's right

Dallas Gilbert ~ principal hiring

Jerry Ornelas ~ principal hiring

### **VIII. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:35 PM.

Respectfully Submitted,  
Wendy Williams-Gilbert