



Medical Lake  
School District

## Medical Lake School District #326, WA

### Minutes

#### Regular Board Meeting

---

**Date and Time**

Monday June 30, 2025 at 6:00 PM

**Location**

Administration Office

---

**Directors Present**

Alexis Alexander, Gerri Johnson, Laura Parsons (remote), 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 Monday Jun 30, 2025 at 6:10 PM.

**C. Pledge of Allegiance****D. Approve Agenda**

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

## E. What's Right

## II. Consent Agenda

### A. Minutes from Regular Board Meeting 5/27/2025

Laura Parsons made a motion to approve the minutes from Regular Board Meeting on 05-27-25.

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

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

#### **Staff Contracts:**

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

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

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

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

**Certificated Staff** - *Deb Horner ~ ESY Special Education Teacher, working with student at Eastern State Hospital (Tues, Wed, Thurs mornings, June 12 - August 14, 2025); Tara*

*Hart ~ General Education or Special Education Teacher, Summer School/Edmentum Coordinator, High School (effective Monday - Thursday, July 29 - August 15, 2025);*

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

**Certificated Substitutes - None at this time**

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

**Classified Staff -**

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

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

**Classified Substitutes - None at this time**

**Extra Curricular Activities -**

**Other - None at this time**

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

**Staff Travel: None at this time**

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

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

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

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

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

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

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

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

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

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

### III. Individual Actions Items

#### A. Board Policy 3120 ~ Enrollment; First Reading

Laura Parsons made a motion to approve.

Ron Cooper seconded the motion.

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

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

Laura Parsons made a motion to approve.

Alexis Alexander seconded the motion.

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

#### C. Board Policy 3420 ~ Anaphylaxis Prevention and Response; First Reading

Laura Parsons made a motion to approve.

Ron Cooper seconded the motion.

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

#### D. Board Policy 3424 ~ Opioid Related Overdose Reversal; First Reading

Laura Parsons made a motion to approve.

Alexis Alexander seconded the motion.

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

#### E.

**Approve Board Resolution ~ 24-25.04 ~ District Credit Cards**

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

It was noted that the original limit for school board members was \$2,500. That was increased to \$4,000.

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

**F. Approve Board Resolution 24-25.05 ~ 2025-2026 Proposed Budget**

Laura Parsons made a motion to approve.

Ron Cooper seconded the motion.

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

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

Laura Parsons made a motion to approve.

Ron Cooper seconded the motion.

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

**H. Approve 10 Cent Meal Price Increase**

Ron Cooper made a motion to approve.

Alexis Alexander seconded the motion.

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

**I. Approve the 2025/2026 Free and Reduced Price Meals Application**

Laura Parsons made a motion to approve.

Ron Cooper seconded the motion.

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

**J. Approve the ESY Program**

Laura Parsons made a motion to approve.

Alexis Alexander seconded the motion.

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

**K. Approve the Surplus of Old Sled Dummies from the High School**

Alexis Alexander made a motion to approve.

Ron Cooper seconded the motion.

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

**L. Approve to Surplus an Old Desk from the Hallett PT Office**

Alexis Alexander made a motion to approve.

Ron Cooper seconded the motion.

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

**M. Approve the Surplus an Old Copier from Hallett**

Alexis Alexander made a motion to approve.

Ron Cooper seconded the motion.

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

**IV. Student Representatives Report ~ Will Return In October 2025**

**A. Interviews for the Seven Student Board Representatives**

It was agreed upon that interviews for the seven student board applicants would take place beginning at 3:00 pm on Tuesday, July 22. Interviews will take place at 15 minute intervals. The regular board meeting will take place at 5:00 pm to follow the interviews.

**V. Superintendent's Report**

**A. Acknowledge the District Retirees**

Dr. Headrick took one more opportunity to recognize the district retirees.

Cheryl Spilker

Tom Falmoe

Kim Nowalk

Mike Beecher

Cathy Smith

Chris Spring

Mike Phillips

Doug Martin

Julie Robison

Terri Remendowski

**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 7:14 PM.

Respectfully Submitted,  
Wendy Williams-Gilbert