APPROVED

Medical Lake School District #326, WA

Minutes

Regular Board Meeting

Date and Time
Tuesday October 28, 2025 at 6:00 PM

Location
Medical Lake School District Administration Office

Directors Present
Alexis Alexander (remote), Gerri Johnson, Laura Parsons, Ron Cooper, Wendy Williams-Gilbert

Directors Absent
None

Guests Present
Sarra Reiber

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 Oct 28, 2025 at 6:01 PM.

C. Pledge of Allegiance

D. Approve Agenda ~ With Noted Change

Laura Parsons made a motion to approve.
Ron Cooper seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. What's Right

Ryan Grant gave a shout out to Lisa Lemire at the Middle School. A few weeks back football and softball were taking place at the same time. She reached out to local area food trucks and Zuccaro's in Cheney responded, it was the best event to happen at the Middle School in a long time. There were several hundred people in attendance and we were also able to support a small community business. It was a great night out. Zuccaro's was so happy with the amount of food they sold that they came out the next week for a home softball game. It makes great community connections.

F. Review the State of the District and Board Operating Principles

Dr. Headrick presented the State of the District and the draft Board Operating Principles that she was unable to present the previous week due to an unforeseen family emergency.

II. Consent Agenda

A. Minutes of the Regular Board Meeting 9/23/2025

Laura Parsons made a motion to approve the minutes from Regular Board Meeting on 09-23-25.
Ron Cooper seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve the Consent Agenda

Laura Parsons made a motion to approve.
Ron Cooper seconded the motion.
Resignations - *Tory Carl ~ Wrestling Coach, Middle School (effective 9/16/2025); Darcy Schlotfeldt ~ Assistant Volleyball Coach, Middle School (effective 9/24/2025); Camilla Smith ~ School Nurse, Michael Anderson Elementary (effective 12/1/2025); David Hellenthal ~ Bus Driver, Transportation (effective 10/6/2025); Sam Petersen ~ Teacher, Middle School (retiring effective end of the 2025/2026 school year); Laurie Smith ~ Para, Hallett Elementary (effective 10/17/2025); Darcy Schlotfeldt ~ Nutrition Services Temporary Support Data Entry/Phones & ESY - Temporary Support (effective 10/24/2025); Mathew Houn ~ Weights/Fitness, High School (retiring effective end of the 2025/2026 school year);*

Leaves - *Darlene Starr (Medical Leave effective 10/14/2025 - 1/5/2026);*

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 - *Darcy Schlotfeldt ~ Nutrition Services Temporary Support Data Entry/Phones (2.0 hours per day, Nutrition Services Building 7:00 am - 9:00 am) ESY-Temporary Support (9/11/2025 - 11/30/2025); Cami Ortega ~ ELL Para, Middle School (1 year only, 2.75 hours per day, Tues/Wed/Thurs only, effective 10/1/2025); Jeff Kelley ~ Lead Custodian, Michael Anderson Elementary (effective 10/6/2025); Aidan Niblock ~ Assignment Change from Substitute/Seasonal Custodial to 0.50 FTE/Middle School and 0.50 FTE/High School (effective 11/1/2025); Doug Kuszmaul ~ Special Education Para, Hallett Elementary (6.5 hours per day, 1 year only, effective 10/15/2025); Jesseca Foss ~ Special Education Para, Hallett Elementary (6.5 hours per day, 1 year only, effective 10/15/2025); Julie Shrum ~ Special Education Para, Hallett Elementary (6.5 hours per day, 1 year only, effective 10/15/2025); Georgia Bjornson ~ Special Education Para, Hallett Elementary (6.5 hours per day, 1 year only, effective 10/15/2025); Maria Avelendas ~ Special Education Para, Michael Anderson Elementary (6.5 hours per day, 1 year only, effective 10/15/2025); Tristan Tonasket ~ Special Education Para, Michael Anderson Elementary (6.5 hours per day, 1 year only, effective 10/15/2025); Anna DeMarco ~ Special Education Para, Michael Anderson Elementary (6.5 hours per day, 1 year only, effective 10/15/2025); Kim Marie Glick ~ Special Education Para, Middle School (6.5 hours per day, 1 year only, effective 10/15/2025); Mary Carrington ~ Licensed Nurse, Michael Anderson Elementary (effective 10/20/2025); Margarita Jennings ~ ECEAP Family Support Specialist, District (20 hours per week, effective 10/6/2025);*

Classified Substitutes - *None at this time*

Extra Curricular Activities - *Matt Bergman ~ Assistant Wrestling Coach, Middle School (effective winter 2025); Halle Barsness ~ Assistant Volleyball Coach, Middle School (effective winter 2025);*

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 (12/30/2025 - 10/21/2025); Ron Cooper (6/30/2025 - 10/21/2025);*

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 September 30, 2025, warrants 137822 - 137827 in the amount of $10,350.09;
General Fund (Payroll/Accounts Payable) for September 30, 2025, warrants 137828 - 137847 in the amount of $698,043.94;
General/ASB Fund (Accounts Payable) for September 30, 2025, warrants 137848 - 137897 in the amount of $128,574.48;
General/ASB Fund (Accounts Payable) for October 17, 2025, warrants 137898 - 137992 in the amount of $361,872.26;
The board **VOTED** unanimously to approve the motion.

III. Individual Actions Items

A. Board Policy 2020 ~ Course Design Selection and Adoption; Second Reading

Laura Parsons made a motion to approve.
Ron Cooper seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Policy 2021 ~ Library Information and Technology Programs; Second Reading

Laura Parsons made a motion to approve.
Ron Cooper seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Board Policy 3241 ~ Student Discipline; Second Reading

Laura Parsons made a motion to approve.
Ron Cooper seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Board Policy 5641 ~ Student Teachers, Interns and Practicum Students; Second Reading

Laura Parsons made a motion to approve.
Ron Cooper seconded the motion.
At the September meeting Board Chair, Dr. Williams-Gilbert noted that the words "and practicum students" should be added in on the second sentence in paragraph 1 to keep the wording consistent throughout the policy. That was added in and is noted by the purple font.
The board **VOTED** unanimously to approve the motion.

E. Approve the School Improvement Plans and Board Operating Principles

Ron Cooper made a motion to approve.
Laura Parsons seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Transfer of Territory Petition

Laura Parsons made a motion to to deny.
Gerri Johnson seconded the motion.
Dir. Cooper agrees to deny the territory petition.
The motion unanimously did not carry.

G. Approve 8th Grade Girls to Play On the High School Basketball Team ~ Dawn Eliassen

Laura Parsons made a motion to approve.
Ron Cooper seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Approve the High School Cardinal Café Surplus

Ron Cooper made a motion to keep the red popcorn machine. We will surplus the black popcorn machine and the slushy machine.
Gerri Johnson seconded the motion.
Dawn Eliassen spoke with the Booster Club and they are happy to borrow the red popcorn machine. The High School will surplus the remaining 2 items.
The board **VOTED** unanimously to approve the motion.

IV. Student Representative Oath of Office and Building Reports

A. Student Representative Oath of Office ~ Roslyn Lundberg

B. Student Reports

Chuks started this year going to Michael Anderson Elementary. He asked students in grades 3, 4 and 5 about the start of the school year and how they felt it was going. Students felt the work was starting out really intense and that they needed more teacher help, such as resources or more explanations on their school work. Some areas for concern was littering on the playground. Students wish others would be more responsible for their actions. Lastly, the students want the student board representatives to be more of a role model for the younger kids, they said it sets them up for learning how to be a leader in their schools.

Madi talked with students in grades K, 1 and 2 at Hallett Elementary. She wanted to know what the younger students liked about being in school so far. Kindergartners really like making new friends, which shows there is a strong welcoming environment. 1st graders enjoy using technology in the classroom while 2nd graders enjoy math and group activities.

Emma toured the Middle School but was unable to attend so Roslyn presented on her behalf. An area of concern for students was not being as recognized as they should've been for smaller things. Some students were doing little extra things, like cleaning up the lunch room where other students had left a mess. They wanted more attention for that. They felt there was a positive school climate and feel good about school work. There isn't a lot of homework so they're not feeling overwhelmed.

Nate spoke about Lilly's visit to the High School in her absence. There are worries that students don't have good ways to communicate with staff about their concerns. The feel they need better avenues to do that about things they see happening around the school. Students also didn't feel they had a lot of information about getting ready for college. They'd like a better way to get that information out to students. Some AP students had issues accessing their accounts since they have to use their personal accounts and cannot use cell phones in class. Another issues was the 500 hallway bathroom door not being closed, they feel there is a lack of privacy. This is the same bathroom that was having issues with misbehavior last year. Students also feel vaping is still prevalent and needs to have more information about the consequences of doing it so kids aren't wanting to do it any longer. Finally they say the bus for the base is very crowded. The students are very snugged together.

V. Board Reports and Discussion

A. Board Chair Williams-Gilbert

Dir. Williams-Gilbert just wanted to mention the legislative talk that's been taking place around board member compensations.
Right now the legislative committee is neutral. They're thinking a move from the $4700 annual compensation to $13500 but believe the compensation would come from the District's budget. Assistant Superintendent of Maintenance and Operations will do an analysis on the new cost vs the current allotment. The last time board compensation had a bump in pay was in 1987.

VI. Superintendent's Report

A. Principal Month Proclamation

Dr. Headrick read the Gov. proclamation to thank the principals for their work for our students.

B. Enrollment Follow-Up Request

At the September meeting, the Board inquired about the number of families vs the number for students for each of the choice out items that had been listed. Carrie Fitch tallied the numbers and they look like the numbers below. Dr. Headrick noted that SD is the actual school which is different from their virtual components.

- Cheney SD ~ 11
- Cheney HomeWorks ~ 6
- Reardan SD ~ 7
- Reardan Options ~ 5
- Goldendale WA Connections ~ 5
- Cusick Home Pride ~ 1
- Quillayute Insight ~ 3
- Mead Learning Opt ~ 2
- Republic Parent Partner ~ 2
- West Valley SD ~ 3
- Omak SD ~ 1
- Central Valley SD ~ 1
- Starbuck Virtual Prep ~ 1
- WA Digital Academy ~ 2
- WV City School ~ 1
- Harrington SD ~ 1
- Bryant Center ~ 4
- WA Online (South Bend) ~ 1

- **Total 57**

VII. Executive Session ~ Appeal Hearing

A. Appeal Hearing

Entered into executive session at 7:15 p.m. for an appeal hearing. Exited executive session at 8:00 p.m..

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 7:07 PM.

Respectfully Submitted,
Wendy Williams-Gilbert