APPROVED

Medical Lake School District

Medical Lake School District #326, WA

Minutes

Regular Board Meeting

Date and Time
Tuesday March 24, 2026 at 6:00 PM

Location
Medical Lake Middle School Library

Directors Present
Alexis Alexander, Gerri Johnson, Ron Cooper, Wendy Williams-Gilbert

Directors Absent
Laura Parsons

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 Mar 24, 2026 at 6:00 PM.

C. Pledge of Allegiance

D. Approve Agenda ~ With Noted Change (Individual Action Item H)

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. What's Right

National Board Certified Teacher Presentation was moved to What's Right. Mr. Haugen was at a conference. Dr. Headrick presented awards on his behalf.
Congratulations to:
Lacey Bolin, 4th Grade at Hallett Elementary
Dr. Kat Smith, 5th Grade at Michael Anderson Elementary
Kailie Knutzen, English Teacher at Medical Lake Middle School
Rachel Backstrom, English Teacher at Medical Lake High School
Mandy Potter, 1st Grade at Hallett Elementary
Kristin Hiam, 4th Grade at Michael Anderson Elementary

Upcoming Celebrations, teachers about to complete their certifications:
Hannah Wimmer, 8th Grade ELA at Medical Lake Middle School
Seth Sammons, School Counselor at Michael Anderson Elementary
Kim Kantola, PE Teacher at Michael Anderson Elementary

F. Middle School Student Presenters

Amy Chiccoine and the Middle School Cheerleaders lead 2 cheers. They had recently been at a competition and even though they were one of the smaller schools, they brought home the "most spirited" award. This is the first year for the Middle School to have a cheer team and they're doing great and having a fantastic time.

II. Consent Agenda

A. Minutes of the Regular Board Meeting 2/24/2026

Ron Cooper made a motion to approve the minutes from Regular Board Meeting on 02-24-26.
Alexis Alexander seconded the motion.
Resignations - *William Chadwick ~ Nutrition Services, Michael Anderson Elementary (effective 3/6/2026); Darlene Starr ~ Principal, Michael Anderson Elementary (effective 6/30/2027); Hannah Viahouser ~ TK Teacher, Michael Anderson Elementary (effective 6/17/2026); Kelly Roberts ~ Nutrition Services, Michael Anderson Elementary (effective 3/27/2026);*

Leaves - *Marilyn Musselwhite (one year, requested through minimum of 2/20/2026, Hallett Elementary);*

Staff Contracts:
Administrative Staff - *None at this time*

Certificated Staff - *Nick Puzycki ~ PE/Strength & Conditioning Teacher, High School (assignment change ~ effective Fall 2026);*

Certificated Substitutes - *None at this time*

Long-term Substitutes - *None at this time*

Classified Staff - *Rachel Long ~ Bus Driver, Transportation (effective 2/23/2026);*

Classified Substitutes - *None at this time*

Extra Curricular Activities - *Garrett Montney ~ Assistant Track Coach (Jumping), High School (effective Spring 2026); Dave Boyd ~ Head Baseball Coach, Middle School (effective Spring 2026); Matt Bergman ~ Assistant Baseball Coach, Middle School (effective Spring 2026);*

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 (December 16, 2025 - March 17, 2026);*

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 February 27, 2026, warrants 138662 - 138667 in the amount of $12,585.67;
General Fund (Payroll/Accounts Payable) for February 27, 2026, warrants 138668 - 138686 in the amount of $741,375.69;
General/ASB Fund (Accounts Payable) for February 27, 2026, warrants 138687 - 138733 in the amount of $64,576.92;
General/Capital/ASB Fund (Accounts Payable) for March 17, 2026, warrants 138734 - 138816 in the amount of $353,373.91;
The board **VOTED** unanimously to approve the motion.

B. Approve the Consent Agenda

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Individual Actions Items

A. Approve Board Policy 1611 ~ Conflicts of Interest; Second Reading

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Policy 2320 ~ Field Trips, Excursions, and Outdoor Education; First Reading

Alexis Alexander made a motion to approve.
Ron Cooper seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Board Policy 3210 ~ Nondiscrimination; Second Reading

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Board Resolution 25-26.01 ~ Approval for ESD101 to Run Martin Hall Juvenile Detention Facility

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approval for 8th Grade Girls to Play on the High School Softball Team

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approval to Surplus Old Chairs

Alexis Alexander made a motion to approve.
Ron Cooper seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Approve the Drug Free Work Place Notice of Compliance

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Approve Medical Lake FFA Trip April 15 - 16, 2026

Ron Cooper made a motion to approve.
Alexis Alexander seconded the motion.
It was noted to wait to voted until Dr. Vincent had a chance to check that there would be male and female chaperones available for the FFA trip since there were male and female

students attending. Dr. Vincent did confirm that was true so the Board continued with the vote to approve the FFA trip as well as the remaining trips.
The board **VOTED** unanimously to approve the motion.

IV. Student Representative Reports

A. Student Reports

Nathaniel did not visit schools this month but was able to fill in for the representatives who were not able to attend today.

Madison went to Michael Anderson Elementary and asked 1st and 2nd grade students what motivates them to get out to bed and come to school. Their answer was social interaction, mainly in P.E., lunch and recess are their vial times to bond with friends. Students value high interest events like book fairs and really like teacher-led incentives and classroom projects with drawing are very exciting.

When asked about safety, support and conflict resolution students said they naturally turn towards their peers first for social comfort and classroom collaboration but clearly identified teachers and playground adults as reliable safety nets for larger issues. Second graders specially noted they're most comfortable talking to friends about personal issues and relying on adults for academic support.

Madison asked that their school's superpower would be, their answer was "spirit". Students feel MAE's mutual support between students and adults is it's greatest strength. Their academic confidence comes from having match superpowers, being smart and following directions which show students take pride in their ability to learn and meet expectations.

Students were asked that they'd tell the School Board if they sat in your seat. They want you to know that Michael Anderson is a good school where they do amazing activities. The overall sentiment is positive, but they find paragraph writing in *Wit and Wisdom* curriculum to be a significant hurdle.

Lorelai went to Medical Lake High School. She found out that 75% of students are not currently in any extracurricular activities mostly due to not finding time to fit them into their schedules. Some were unable to find something they were interested in. So she asked what clubs students would like to see. Students would like to see Chess Club brought back, DECA, Culture Clubs, eSports, A/V, Newspaper/Journalism, Botany, and Music.

Lorelai also asked what classes students would like to have in school, their answers were; Culture Studies, "Adult Chores" (i.e. how to get a job, taxes, budgeting, etc.), Driver's Ed, Journalism, Healthcare, Art, Foreign Language (ASL specifically). In asking this question, we learned that students did not know what opportunities are currently available to them, as most of these classes are available now.

Most students said they're skipping CCR, they don't find it helpful so we're looking into how we can improve this. Students suggested doing more of a lecture style lesson like colleges do and move it to the beginning of the day rather than the end. Adding more substance to instruction and restructuring CCR to fit into the Medical Lake Promise of a personalized instruction.

Finally, she asked what is a major challenge the school is facing. The issues with bathrooms surfaced again. The vandalism and being a place to goof off causing some of them to be locked or have limited accessibility is a challenge. Students report feeling uncomfortable using the bathrooms and being uncomfortable reporting the misuse of bathrooms. Their recommendation is to consider discussing solutions with a ground of interested students.

Roslyn traveled to the Middle School and spoke with students in all grades and asked the same questions Madison did of the students at MAE.
Students said their motivation is seeing their friends while 7th and 8th graders said their parental expectations "because they have to go" were a significant factor. 6th grade students mentioned school work was a motivating factor.

For Safety, Support and Conflict Resolution students in 6th grade mostly rely on formal supports such as counselors, Mr. Bahr and teachers while 7th graders are split between friends and specific teachers and, depending on the nature of the issue, parents. Students in 8th grade said they primarily turn to their moms or friends. The general trend, is relying on parents and close friends as students move up in the higher grades.

When asked what their school's superpower would be, they said it would have a "chill vibe" in the classroom. During transition time and in the lunchrooms it would be "insane, busy and chaotic". However, students in 8th grade expressed they feel "ready for high school" and are excited to go.

Lilly's report is from February when she went to Hallett Elementary. She asked students what they were excited for and without a doubt it was STEAM night. Students were also enjoying math classes and the vertical algorithm for addition and subtraction. Hallett's superpower is "super-strength and super-smarts". She asked 2nd graders what was their favorite thing about last year and they said it was their after school math club and science experiments. They are very proud of their school, themselves and their peers.

When asked what they would improve about their school, they said they'd like more art related classwork, and after school science club and more math.

Lilly asked what Hallett does to make new students feel welcome and they said making sure new students understand the classroom and have friends to talk to. As a visitor to

Hallett, Lilly felt that the office staff was very friendly. As a former Hallett Hawk, Lilly felt a strong sense of nostalgia, she enjoyed admiring the art projects posted on the walls.

V. Reports and Discussions

A. Spring Sports Report ~ Dawn Eliassen

High School AD, Dawn Eliassen said we are officially up and rolling with our spring sports programs with almost 175 students participating. She chose to look into the multi-sport athletes this time around. There are about 20 who have participated in 3 sports, and nearly 80 who have participated in 2 sports this year. We've had an increased social media presence this year, which is not Dawn's strong suit, but she's learning. Highlighting athletes and matches, games, etc. She's had people say they didn't know something was taking place, but they saw it on social media, so it's working.

Dir. Johnson reiterated her mention from the February meeting that "whoever is doing the social media, is doing a great job." Ms. Eliassen said they had a great turnout for the athletics forum, there were about 50 people in attendance all giving great feedback. Dr. Vincent, Dr. Headrick and Ms. Eliassen will be meeting next week to go over the feedback and really look at the themes that came out of that.

Friday was the second annual Kerry Kelly baseball game. This year, former MLHS grad Adam Paulson who played for Coach Kelly and is now the coach at Mead, spoke with our coach and arranged for our 2 teams to play. There was a nice presentation for both Coach Kelly and Mike Paulson who also did so much for Medical Lake's baseball program.

Dr. Headrick commended Coach Eliassen on her work having coaches recognize student athletes on each of the following categories each month; Respectful, Motivated, Coachable, Responsible and Dedicated.
Retired coach, John Higgins wanted to acknowledge our maintenance crew for the work they've done on the ball fields this year. They're in great shape and he's very happy with the work they've done to make the start of the season go so smoothly.

B. National Board Certified Teachers ~ Robert Haugen (moved to What's Right)

C. Maintenance Report ~ Chris Harris

Maintenance Supervisor Chris Harris started by saying he likes the new ticketing system that IT set up. The slide he presented show there are 504 tickets assigned, the average time of them to be open is 13 days. He says there are actually more like 1000, tickets. With the system being new, they'll get asked to do something and just forget to put in a ticket. Once someone puts in a ticket for a building, grounds, athletic facility, sidewalk, etc., they immediately receive notice. Within the ticket they're able to attach documentation, like a bid, or notes. It comes in handy as it also stores historical data so

the crew can see if something has been fixed before and how many times is has been fixed.

There are 14 full-time custodial staff and 5 subs, and 1 dedicated for grounds crew. Chris and Mark help out with grounds as they can but for the most part, it's Jeff. He's in charge of 30+ acres (28 until Coach Higgins fully retires as he maintains the softball fields, which elicited a laugh from the audience). They were recently approved for a mini robot to paint the lines for the fields in under 30 minutes which used to take the team around 3 hours. No more plumbing the lines and hand marking them out. It could possibly be used for parking lots and there are talks of helping out the City of Medical Lake with their fields and possibly Reardan School District.

Big things that have been done; a new boiler was installed at Michael Anderson Elementary; We didn't have a great winter but all our trucks were equipped with spreaders so getting deicer out on sidewalks and parking lots was quick and easy; Next will be prepping for the Outdoor Learning Center located by the Middle School, we'll be pouring a 25x25 pad and will start that right after spring break.

D. Asset Preservation Program Discussion ~ Chad Moss

Annual report looks like the one we did last year. Much smaller than one we did a few years back. Every 6 years we are required to have an outside company come do an assessment, we use NAC for that. Chris and Chad sat down and rated each building on flooring, roofing, plumbing, electrical, etc..

We expect the values of buildings to go down overtime, based on normal wear and tear. You can see the grading system is pretty interesting, it goes from Excellent to Good to Fair to Poor then to Unusable. The percentages start dropping faster when assessing the bigger things like HVACs, roofing surfaces, siding, windows and doors.

Dr. Williams-Gilbert says that this report and the work the district is doing with Facilities Task Force Committee is really good at keeping with transparency with the community about the condition of all our buildings.

Dir. Cooper asked when the outside consulting firm will be out again. Mr. Moss said they're scheduled to be out in 2029.

VI. Superintendent's Report

A. Field Trips Update

The following overnight trips were approved by the Superintendent as they were not submitted in time to be presented prior to them taking place.

- Ag Tech Competition

- Knowledge Bowl Competition
- Key Club Leadership Trip
- Forestry Competition
- FFA Leadership Trip
- 5th Graders to Future Problem Solvers Competition
- Robotics to 2 Competitions

B. District Office Spring Break Sewer Repair

There are tree roots growing in the district sewer lines. 36 of the 40 work orders for the District Office are around the sewer. Every Monday the maintenance team comes to snake the lines to keep them from plugging up so we can use our water and such.

While they're replacing the lines, the office will be closed. Staff have the option to take the week off, or work from home, but the office itself will be closed.

Notice has been posted on the door and on the district phone message.

C. Community Athletics Forum

During the forum, we had great conversations.
We split into the 4 main areas below during the meeting.

- Youth Programs
- Middle School to High School Alignment
- Community Engagement
- High School Athletic Vision

Dr. Headrick, Dr. Vincent and Ms. Eliassen will get together to go over the notes in further detail. Dawn hand attendees and exit ticket asking folks what they were willing to sign up for, they'll go through those and see where they can consolidate the themes and figure out the next steps.

Our vision is really ~ How do we have our varsity coaches engaging our youth programs, engaging parents and building that all the way through?

Dir. Alexander had been in attendance at the forum and said there was a lot of discussion around reinvigorating our football program. What does that look like, how do we do that. He felt it was healthy start.

The most critical step was getting these folks engaged, now we need to circle back around and ask them "what do we do next", let them know that we heard them, and follow up so we don't lose the enthusiasm.

D.

Community Facilities Task Force

We have a website for our Community Facilities Task Force, built in partnership with OAC and Dr. Wade Smith, former Superintendent from Walla Walla. They've created a survey around 5 main areas: critical facility infrastructure improvements, targeted safety and security enhancements, parking capacity and traffic flow, ADA accessibility improvements, athletic facilities and enhancing shared community spaces and collaborative facility opportunities, and it is open until March 31.

We've had great participation from staff but we'd really like to hear the communities thoughts on this as well. Please encourage folks to participate if they haven't done so yet, we'd really appreciate as much feedback as possible.

Our next meeting in April, we're going to review the survey and begin to build the prioritization list and get what we want to share with the school board in June.

We have also had really good participation for these meetings as well. Even former board members, and alumni the Radmers have been loyal participants, bringing a different perspective which we appreciate. Ryan Grant and Chris, we appreciate their participation. Our last meeting had a presentation from Corey Plager with DA Davidson showing what different fundings would look like and the difference between levies and bonds.

All the information presented at the meetings is available on the website.

VII. Executive Session ~ Potential Litigation

A. Approximately 45 minute Executive Session

Regular Session ended at 7:26 p.m.
Entered into Executive Session at 7:30 p.m.
Executive Session ended at 8:24 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 7:26 PM.

Respectfully Submitted,
Wendy Williams-Gilbert