Medical Lake School District #326, WA

Minutes

Regular Board Meeting

Date and Time
Tuesday July 28, 2026 at 6:00 PM

Location
Medical Lake School District 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 Tuesday Jul 28, 2026 at 6:07 PM.

C. Pledge of Allegiance

D. Approve the Agenda

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

E. What's Right

II. Consent Agenda

A. Minutes of the Regular Board Meeting 6/23/2026

Ron Cooper made a motion to approve the minutes from Regular Board Meeting on 06-23-26.
Alexis Alexander seconded the motion.
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.
Resignations - *(termination) Kirstin Donovan - Bus Driver, Transportation (effective 7/28/2026); Heidi O'Connor - Preschool Para, Hallett Elementary (effective 6/24/2026); Trevor Buckley ~ Assistant Principal, Middle School (effective 6/30/2026); Steve Bahme ~ Paraeducator, High School (effective 7/17/2026); Nevin Hofer ~ Night Custodial, Hallett Elementary (effective 7/16/2026); Jonah Coffin ~ Assistant Football Coach, Middle School (7/21/2026); Gai Daily ~ Kitchen Lead, Michael Anderson (effective 6/23/2026);*

Leaves - *Rachael Roll 0.5 LOA approved 4.28.2026 ~ Now Returning full-time;*

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

Certificated Staff - *Maisie Dorcheus ~ Pre-School Teacher, Hallett Elementary (effective for the 2026/2027 school year); Davis Hill ~ 0.5 FTE Music Teacher, Hallett Elementary (effective for the 2026/2027 school year);*

Certificated Substitutes - *None at this time*

Long-term Substitutes - *None at this time*

Classified Staff - *None at this time*

Classified Substitutes - *None at this time*

Extra Curricular Activities - *Karin Parkison ~ 8th Grade Head Volleyball Coach, Middle School (effective fall 2026); Matt Bergman ~ Head Baseball Coach, Middle School (effective 2026/2027 season); Tanner Tareski ~ 7th Grade Boys Head Basketball Coach, Middle School (effective 2026/2027 season);*

Other - *Sabrina Peterson ~ District Office Summer Filing Project (2 weeks only beginning 7/13/2026);*

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

Staff Travel: *None at this time*

Student Travel: *2026 FIRST Robotics Competitions ~ October 9-11, 2026, Sammamish HS, Bellevue WA. Supervisors - George Archer, Mike Durst, Lance Speirs, Abigal Archer, Robin Trout; October 23 - 25, 2026, Henry M Jackson HS, Mill Creek WA. Supervisors - George Archer, Mike Durst, Lance Speirs, Abigal Archer, Robin Trout.*

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 30, 2026, warrants 139332 - 139336 in the amount of $7,948.96;
General Fund (Payroll/Accounts Payable) for June 30, 2026, warrants 139337 - 139355 in the amount of $738,479.44;
General/ASB/TVF Funds (Accounts Payable) for June 26, 2026, warrants 139356 - 139412 in the amount of $470,143.64;
General/ASB Funds (Accounts Payable) for July 17, 2026, warrants 139413 - 139477 in the amount of $244,761.98;
The board **VOTED** unanimously to approve the motion.

III. Individual Actions Items

A. Approve Board Policy 2161 ~ Special Education and Related Services for Eligible Students; First Reading

Laura Parsons made a motion to approve.
Alexis Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Board Policy 2230 ~ Transition to Kindergarten Program; First Reading

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

C. Approve Board Policy 3246 ~ Restraint and Isolation; First Reading

Alexis Alexander made a motion to approve.
Ron Cooper seconded the motion.

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

D. Approve Board Resolution 25-26.03 ~ 2026/2027 Fiscal Year Budget

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

E. Approve the Board Meeting Dates for the 2026/2027 School Year

Ron Cooper made a motion to approve.
Gerri Johnson seconded the motion.
Motion was made to modify the start time for the budget hearing on July 27, 2027 from 5:45 pm to 5:30 pm. Unanimously approved.

September 22, 2026 6:00 pm Administration Office
October 20, 2026 @ 6:00 pm Middle School Library
*Board Work Session/SIP Presentations

October 27, 2026 6:00 pm Administration Office
November 24, 2026 @ 6:00 pm Administration Office
December 15, 2026 @ 6:00 pm Administration Office
January 26, 2027 6:00 pm Administration Office
*School Board Appreciation

February 23, 2027 6:00 pm Middle School Library
March 23, 2027 6:00 pm Hallett Elementary Library
April 27, 2027 6:00 pm Michael Anderson Library**
May 25, 2027 6:00 pm High School Library
June 22, 2027 @ 6:00 pm Administration Office

July 27, 2027 @ 5:30 pm Administration Office
*Special Meeting/Budget Hearing

July 27, 2027 @ 6:00 pm Administration Office
August 24, 2027 @ 6:00 pm Administration Office
The board **VOTED** unanimously to approve the motion.

F. Approve 10 Cent Meal Price Increase ~ Nutrition Services

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

G. Approve the 2026/2027 Meal Applications

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

H. Approve the District's Annual Notifications

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

I. Approve the 2026/2027 Voluntary Student Accident and Sickness Insurance Program

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

J. Approve the Annual Fuel Bids

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

K. Approve the Minimum Basic Education Requirement Compliance

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

L. Approve Surplus from the Transportation Department

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

M. Approve District Surplus of Old Filing Cabinets

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

IV. Superintendent's Report

A. Community Facilities Task Force Update

On August 17, the CFTF will be putting out a phone, paper and electronic survey to the community. During the CFTF meetings we came up with lists of facility and grounds projects we felt needed to be addressed, some sooner rather than later. The purpose of the survey is to gather the community's input on how they would prioritize those projects.

A total of 200 community members will be polled via telephone, electronically and hard copied questions will be going to all stakeholders as well.

Director Johnson asked if all the questions, specifically the demographic pieces near the end are necessary. She pointed out that typically you get 3 questions before people are done and asked if someone refused to answer a question, did that void their survey. Dr. Headrick said not answering a question absolutely does not void their survey, and we can take out questions we feel are not necessary.

B. Early Learning Facilities (ELF) Grant

We just expanded room at Hallett to be able to have a full, 20 student ECEAP classroom by taking 2 smaller spaces that preschool was operating in and opening it up. However, we are a capacity for classroom space. Next school year we will have 4 teachers at each grade level, 1 TK classroom and 1 ECEAP classroom.

The original grant we wrote was for 4 a classroom structure, so given the limited growth for funded ECEAP resources we've scaled it back to a 2 classroom building housed at Hallett. This is a modular building, not a portable, with a 40-50 year life that is adjusted to early learning sized bathrooms, (sinks, toilets, etc), ADA compliant, and square footage requirements. The intent is to have it designed, built, delivered and completed by June 2027. This is a reimbursement grant, so we will use capital projects funds to pay for it with a 40% reimbursement.

V. Executive Session ~ Superintendent's Evaluation

A. Superintendent's Self-Evaluation

Brief 30 minute executive session to review the superintendent's evaluation.
Entered into executive session at 7:20 p.m.
Exited executive session at 7:56 p.m.

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 7:15 PM.

Respectfully Submitted,
Wendy Williams-Gilbert