



Ephrata School District

Regular Board Meeting

Date and Time

Monday March 24, 2025 at 6:00 PM PDT

Location

357 Alder ST NW
Ephrata, WA 98823

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order		Josh Sainsbury	
C. Flag Salute		Josh Sainsbury	2 m
D. Changes or Additions to the Agenda			2 m
E. Approve Minutes	Approve Minutes		1 m
II. Action Items			6:06 PM
A. Consent Agenda	Vote		5 m

	Purpose	Presenter	Time
i. Hires			
a. Alanna Peterson, EHS Unified Head Soccer Coach			
b. Bryanna Elliott, EHS Unified Assistant Soccer Coach			
c. Naileah Nunez, Parkway Intermediate Music Teacher			
d. Kaitylynn Edwards, EHS Assistant Fastpitch Coach			
e. Tony O'Neel, Before School EHS Weight Room and Conditioning Supervisor			
ii. Donations			
a. Heavenly Painting - Donating labor and paint to paint the soccer field dugouts			
b. Ephrata Enforcers Softball Club - \$3,962.56 to purchase 4 new attachments for the Toro Sand Pro machine.			
iii. Accounts Payable & Payroll			
2/27/25 - \$689,590.92 - Checks 165046959-165047075			
2/28/25 - \$29,051.20 - Check 165047076			
3/13/25 - \$445,356.85 - Checks 165047077-165047201			
iii. Second Reading of Policy			
3210 Nondiscrimination			
5005 Employment Disclosures, Certification Requirements, Assurances and Approval			
5010 Nondiscrimination and Affirmative Action			
5011 Sexual Harassment			
6600 Transportation			
B. Approve EMS Choir and Band Programs Paul Lauzier Grant Application	Vote	Tina Mullings, Tim O'Donnell and Jake Pearce	5 m
C. Approve Quote for Renewal of Ruckus One Licensing	Vote	Sarah Vasquez	5 m
The Technology Department requests approval of the following quote for renewal of Ruckus One Licensing through MicroK12 under the WSIPC purchasing contract. These are licenses for switches and wireless access points. The licenses were previously split amongst multiple renewal dates throughout the year. We had the renewals quoted as co-termed and requested a 3-Year Term expiring 8/31/2028.			
D. Approve Mitel Annual Support for District Telephone System	Vote	Sarah Vasquez	5 m

	Purpose	Presenter	Time	
The Technology Department requests approval of a 1-year contract term for renewal of our Mitel Telephone Support through Issquared.				
E.	Approve Overnight Travel for EMS State Competition	Vote	Sarah Vasquez	5 m
Ephrata Middle School Technology Student Association requests approval for overnight travel to the state competition. The competition is April 2-5, 2025 at the Spokane Convention Center. Thirteen students will attend and compete in various competitions including Vex Robotics, Video Game Design, Off the Grid, Problem-Solving, and Structure Development.				
All expenses will be paid by Career and Technical Education Funds. Students will be chaperoned by Advisors Randy Sieg, Frank Moore, and Ashley Hamlett.				
F.	Approve Purchase of Two Buses	Vote	Adam Roduner	5 m
Purchase of 2 buses for \$17,500 from Prescott School District. Two, 42 passenger buses that will be used for preschool transportation and are equipped with AC.				
G.	Approve Using the \$100,000 ADA Grant for Middle School Rather Than Grant School	Vote	Joan Fleming and Jamie Bessette	5 m
The Board previously approved using this grant money for upgrades at Grant Elementary at the February 26, 2024 regular meeting. Due to time restraints and an increased quote for the project at Grant, Special Education Director, Jamie Bessette is requesting that the money be used on a project at the Middle School at this time.				
Non-Action Items				6:41 PM
A.	Update and District Teaching and Learning Goals	FYI	Sharon Scellick and Deb Knox	5 m
B.	Budget Report	FYI	Allison Razey	5 m
C.	Superintendent Report	FYI	Ken Murray	5 m
D.	Legislative Update	FYI	Mike Fleurkens	5 m
E.	First Reading of Policy/Procedure	Discuss		5 m
1400 Meeting Conduct Order of Business anf Quorum - Essential				

	Purpose	Presenter	Time
1450	Absence of a Board Member - Encouraged		
1733	Board Member Compensation - Encouraged		
1822	Training and Professional Development for Board Members - Encouraged		
3414	Infectious Disease - Encouraged		
3420	Anaphylaxis Prevention and Response - Essential		
3424	Opioid Related Overdose Reversal - Essential		
5251	Conflicts of Interest - Encouraged		
5252	Staff Participation in Political Activities - Discretionary		
5405	Emergency Leave - WSSDA Retired		
6220	Bid or Request for Proposal Requirements - Essential		
6959	Acceptance of Completed Project - Encouraged		
IV.	Closing Items		7:06 PM
A.	Adjourn Meeting	Josh Sainsbury	1 m

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	E. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	2025-02-24 Meeting Minutes.pdf

**Regular Board Meeting
Meeting Minutes
2/24/2025**

Present: Director Devine, Director Fleurkens, Director Sainsbury, Director Adams, Ken Murray,
Student Representatives to the Board: Charles Flynn and Roberto Araujo

1. Call to Order

Director Adams called the meeting to order at 6:00 pm.

2. Flag Salute

Director Adams asked all present to stand for the flag salute.

3. Public Comments

There were no individuals signed in to speak to the Board.

4. Changes or Additions to the Agenda

There were no changes or additions to the posted agenda.

5. Action Items

a. Consent Agenda

Director Sainsbury made a motion to approve the Consent Agenda as presented. Director Fleurkens seconded the motion. Vote was unanimous, motion carried.

i. Meeting Minutes from January 27, 2025

ii. Hires

1. Issela Navarro, 6.5 Hr Para at Columbia Ridge
2. Casey Miller, EHS Assistant Fastpitch Coach
3. Samantha Bair, 7.25 Para at Grant School
4. Larry Redfield, EHS Assistant Boys Golf Coach
5. Lauren Rathbone, EHS Assistant Girls Golf Coach

iii. **Donations**

1. BSN is donating new dumbbells for the weight room, value of \$954, because the current weight room equipment we ordered through the grant is delayed.
2. Weinstein Beverage, \$5,273.57 to purchase a new scoreboard for the JV baseball field. The current JV scoreboard is 30 years old and in need of replacement.
3. Tiger Boosters, \$2,400 to help purchase new backstop padding for the baseball and softball fields. Total estimated cost is \$5,145.21. The remaining will be covered by EHS Extracurricular.

iv. **Surplus Items**

EHS Track Pole Vault: Complete pit with all pads including top cover, condition of pit is in poor condition

EHS Track High Jump: Complete high jump pit with all pads including top cover, condition of pit is average and can be used for competition

EHS Wrestling Mats: Condition of wrestling mats is poor and have been taken to the dump

Transportation:

Buses:

- Bus 2 - 2006 Blue Bird - Type D (estimated value \$1500) Miles: 264,174 Vin: 1BABNBKA26F234376
- Bus 3 - 2004 Thomas - Type D (estimated value \$1500) Miles: 268,704 Vin: 1T7YT4C2241137250
- Bus 34 - 2000 Blue Bird - Type C (estimated value \$1200) Miles: 238,196 Vin: 1HVBBAAL8YH355359

Vehicles:

- #126 - 2005 Chevy Suburban (estimated value \$2500) Miles: 190,225 Vin: 3GNFK16Z55G120807
- #132 - 2001 Dodge Intrepid (estimated value \$500) Miles: 122,558 Vin: 2B3HD46R11H707059

v. **Accounts Payable & Payroll**

b. **Consider out of State Travel for Parkway LEGO Robotics Team**

Parkway LEGO Robotics coaches, Rachel Boruff and Julie Jenne, along with 10 students representing Parkway School, requested approval to attend a national competition in New Jersey on May 17-18, 2025. This event will provide students with a valuable opportunity to visit the Liberty Science Center, home to the largest planetarium in the United States. Beyond robotics, the LEGO Robotics program emphasizes STEM education, teamwork, and future readiness.

Five parents have volunteered as chaperones to ensure student safety throughout the trip. Funding for the coaches and students is available through the Extra-Curricular budget, while chaperones will be responsible for covering their own expenses.

Director Fleurkens made a motion to approve the out-of-state travel request for the Parkway LEGO Robotics Team. Director Devine seconded the motion. The vote was unanimous, and the motion carried.

c. Approve Quote for High School Kitchen Panel Upgrade

At the October 2024 regular meeting, the Board approved quotes for electrical upgrades at Grant Elementary, Parkway Intermediate, and Ephrata High School. During the High School project, it was discovered that the existing electrical panel needed full replacement, as its breakers were obsolete and irreplaceable. Holmes updated their original quote to include the new panel, increasing the cost by approximately \$5,000. Director Sainsbury moved to approve the revised quote, with Director Fleurkens seconding. Vote was unanimous, motion carried.

d. Approve Renewal of the District Firewall and Content Filtering

The Technology Department requests approval for renewal of the district firewall and content filtering through Cruxial Technology Group. This is an annual recurring expense for Primary and Secondary Fortigate 600E Firewalls as well as the 200F FortiAnalyzer which handles all the analytics of the firewalls. The total renewal cost is \$17,043 + Tax. The renewal was quoted using the OMNIA cooperative purchasing agreement. Director Fleurkens made a motion to approve the renewal through Cruxial Technology Group. Director Sainsbury seconded the motion. Vote was unanimous, motion carried.

e. High Demand CTE Grant - \$20,000

Ephrata School District was recently awarded \$20,000 to develop or upgrade high-demand career and technical programs. These funds will be used to update one of the four business labs at Ephrata High School. The grant was written to address equipment upgrades to the Computer Science program that offers courses such as Cybersecurity, Video Game Design, and Intro to Computer Science. In the 2025-26 school years, students will also have the option to enroll in two new courses, including Introduction to Engineering and AI Essentials. These courses address workforce needs in high-skill, high-wage, and in-demand industries. According to labor market projections, IT careers such as information security analysts, software developers, and computer and information systems managers are growing at rates of 20-30%, significantly above the national average for job growth. A motion to accept the High Demand CTE Grant for \$20,000 was made by Director Sainsbury. Director Fleurkens seconded the motion. Vote was unanimous, motion carried.

f. Accept Perkins Reserve Grant

The Ephrata School District was recently awarded \$30,000 through the Perkins Reserve Grant to support approved CTE activities. These funds will be used to support Career and Technical Student Organizations (CTSO's) in the district. Career and Technical Education (CTE) Clubs such as Future Business Leaders of America (FBLA), Future Health Science Professionals (HOSA), Family, Career and Community Leaders of America (FCCLA), National FFA Association, Technology Student Association (TSA) & Skills USA empower students to extend their learning beyond the classroom. Funds will be used to pay for registration and travel expenses to state and national conferences in 2025. A motion to accept the Perkins Reserve Grant for \$30,000 was made by Director Devine. Director Sainsbury seconded the motion. Vote was unanimous, motion carried.

g. Dell Computer Lab

This computer lab will replace one of the four business labs at EHS in the CTE Department. Career and Technical Education (CTE) plays a critical role in preparing students for high-demand careers by providing hands-on learning experiences that mirror real-world industry settings. To maintain the highest level of career readiness, it is essential that CTE programs have access to up-to-date equipment and technology that align with current industry standards. This lab will be acquired through the NASPO purchasing contract, eliminating the need for additional quotes. Funding will come from CTE funds, supplemented by the High Demand CTE Grant. A motion to approve the purchase of a new Dell computer lab was made by Director Sainsbury. Director Devine seconded the motion. Vote was unanimous, motion carried.

h. Approve Purchase Through the Expanding Health Science in the High School Grant

The district recently was awarded a \$95,000 Expanding Health Science in Health Science Grant and the Health Science Department would like to purchase some human body models for their classrooms with these funds. They would be purchased using the Sourcewell Purchasing Contract. Director Fleurkens made a motion to approve the purchase through the Expanding Health Science in the High School Grant for \$18,32917. Director Sainsbury seconded the motion. Vote was unanimous, motion carried.

i. Approve Student Chromebook Purchase

The IT Department would like to order 600 student Chromebooks with Hard Cases and 3 Year Warranties (Including Accidental Damage) for the coming school year. These Chromebooks are part of our annual refresh to support the district learning model. The district needs to replace approximately 25% each year to maintain the 1:1 device program for students. This purchase was quoted using the WSIPC Purchasing Contract. A motion to approve the purchase of 600 student Chromebooks was made by Director Sainsbury. Director Devine seconded the motion. Vote was unanimous, motion carried.

6. **Non-Action Items**

a. **Budget Report**

Allison Razey, Finance Director, reviewed the budget report with the board.

b. **February is CTE Month**

February is Career and Technical Education (CTE) Month, a time to recognize the invaluable impact of CTE programs in preparing students for high-demand careers. Our district is proud to offer various CTE pathways that equip students with real-world skills, industry certifications, and hands-on learning experiences that set them up for success in college and careers. We celebrate our dedicated educators, industry partners, and students who make CTE a driving force for innovation, workforce readiness, and economic growth in our community.

c. **Superintendent Report**

1. Congratulations to our EHS wrestlers who competed last weekend at the Mat Classic. Our Girls Wrestling team placed 7th overall. We sent 9 girls to the tournament with 5 making it onto the podium. Adylene Sanchez came home a state champion in her weight class. 4 other girls came home with state medals as well, Jasmine Hernandez (4th), Carolina Monico (4th), Alexandra Estrada Rangel (6th) and Rayn Castillo (6th). Our boys team sent 4 wrestlers as well.
2. Thank you Ephrata community for once again supporting our schools with a 66.33% approval vote of our recent levy.
3. We are continuing our work on safety and security around the district.
Grant's new roof has a plugged drain
Grant's new secure vestibule is making progress, we need to update and upgrade some door hardware
EHS secure vestibule is complete and implementation has begun and we are upgrading the cameras and intercom system
Parkway we are in the process of finalizing some door upgrades
Columbia Ridge has a transition issue from the black top to the playground area, new concrete will be put in as soon as weather permits
4. Community facility study work continues. We will have three meeting between now and the end of the school year. A community facility study group survey will begin 3/3/25 to help understand the what the community feels is important in the future of our facilities.

d. **Legislative Update**

Special Education Funding: SB 5263 and HB 1310, both addressing special education funding, are progressing through the legislature. SB 5263 is scheduled for an executive session with the

Senate Ways and Means Committee this week, while HB 1310 is set for a hearing with the House Appropriations Committee on February 27. This progress is an encouraging sign for continued movement through the session. SB 5307, another special education bill introduced earlier, has seen no movement since January and is likely to stall, possibly due to amendments incorporated into SB 5263.

MSOC Funding: SB 5192, concerning school district Maintenance, Supplies, and Operating Costs (MSOCs), is advancing and scheduled for an executive session with the Senate Ways and Means Committee on February 27. Local Senator Judy Warnick, a member of this committee, has received an advocacy email from Director Fleurkens emphasizing the need for increased MSOC funding. Additionally, HB 1338, a more favorable bill that moves closer to fully funding MSOCs, is also in consideration. Director Fleurkens has sent similar advocacy emails to Representative Ibarra and Representative Dent.

e. First Reading Policy/Procedures

3210/3210P Nondiscrimination

5005 Employment Disclosures, Certification Requirements, Assurances and Approval

5010/5010P Nondiscrimination Affirmative Action

5011 Sexual Harassment of District Staff Prohibited

6106P Allowable Costs for Federal Programs

6600 Transportation

7. Adjournment

Director Adams adjourned the meeting at 7:07 p.m. and invited attendees to stay for a demonstration of the virtual welders, encouraging those interested to try it out.

Josh Sainsbury, Board Vice-Chair

Ken Murray, Secretary to the Board

Coversheet

Consent Agenda

Section: II. Action Items
Item: A. Consent Agenda
Purpose: Vote
Submitted by:
Related Material:
Heavenly Painting Donation.pdf
Enforcers Donation.pdf
Payables 2025-02-27.pdf
Payables 2025-02-28.pdf
Payables 2025-03-14.pdf
3210 Nondiscrimination.pdf
5005 Employment Disclosures, Certification Requirements, Assuarances and Approval.pdf
5010 Nondiscrimination and Affirmative Action.pdf
5011 Sexual Harassment.pdf
6600 transportation.pdf

Donation Agreement

Ephrata School District No. 165

Date: 3-19-25

Ephrata School District acknowledges and thanks

Heavenly Painting

For the donation of: The company is donating their labor and paint to paint the soccer dugouts.

With a monetary value of ? (dollars) to the district.

This donation is for the sole and express purpose of: To paint the soccer dugouts

The school district agrees to maintain the above-described property at

Varsity Soccer Field

For a period of not less than 5 years from the time of donation.

Board Date

Superintendent

Board Approval

Principal

Do you wish to be kept anonymous?

Yes

No

Donations/Grants

3/19/2025

Donation Agreement

Ephrata School District No. 165

Date: 3-20-25

Ephrata School District acknowledges and thanks
Ephrata Enforcers Softball Club

For the donation of: \$3,962.56 to purchase 4 new attachments for the Toro Sand Pro machine that takes care of the baseball and softball fields (dirt).

With a monetary value of 3,962.56 (dollars) to the district.

This donation is for the sole and express purpose of: To purchase the 4 attachments for the Sand Pro.

The school district agrees to maintain the above-described property at

Varsity Baseball and softball fields

For a period of not less than 5 years from the time of donation.

Board Date

Superintendent

Board Approval

Principal

Do you wish to be kept anonymous?

Yes

No

Donations/Grants

3/20/2025

Ephrata School District No. 165
111 4TH AVE NW
Ephrata, WA 98823

GF: 338,498.21 165046959-165047043

CP: 321,021.75 165047044-165047048

ASB: 29,481.96 165047049-165047074

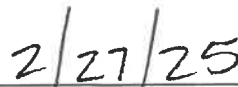
PP: 589.00 165047075

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Ephrata School District and that I am authorized to authenticate and certify to said claim.

Dated for payment: **February 27, 2025**

Total amount: **\$ 689,590.92**


Auditing Officer


Date

The following vouchers, 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, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 24, 2025, the board, by a _____ vote, approves payments, totaling \$689,590.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, WARRANT ACCOUNT:
Warrant Numbers 165046959 through 165047075, totaling \$689,590.92

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
165046959	A-L COMPRESSED GASSES, INC.	02/27/2025	19.70
165046960	ABADAN	02/27/2025	10,342.38
165046961	ACCESS INFORMATION PROTECTED	02/27/2025	81.93
165046962	AL CHILE-GRILL LLC	02/27/2025	756.95
165046963	AL CHILE-GRILL LLC	02/27/2025	756.95
165046964	ALL DOORS AND HARDWARE CO INC	02/27/2025	41,844.57
165046965	AMAZON CAPITAL SERVICES	02/27/2025	4,289.68
165046966	BASIN SEPTIC SERVICES INC.	02/27/2025	122.00
165046967	BDI - MOSES LAKE (COLUMBIA)	02/27/2025	381.70
165046968	BEST WESTERN AHTANUM INN	02/27/2025	259.92
165046969	BIG BEND COMMUNITY COLLEGE	02/27/2025	35,474.14
165046970	BLUUM USA, INC.	02/27/2025	5,439.51
165046971	BOOKERY	02/27/2025	70.00
165046972	BRAVO TOOLS, LLC/SNAP-ON	02/27/2025	49.05
165046973	BRUCKNER TRUCK & EQUIP	02/27/2025	1,891.44
165046974	CINTAS CORP	02/27/2025	487.32
165046975	CONNELL OIL INC	02/27/2025	883.14

Check Nbr	Vendor Name	Check Date	Check Amount
165046976	CROWN PAPER & SUPPLY	02/27/2025	5,983.12
165046977	CRUXIAL TECH GROUP, LLC	02/27/2025	18,474.61
165046978	CUMMINGS, AARON RICHARD	02/27/2025	2,109.46
165046979	CURR. PETTY CASH/T THOMAS	02/27/2025	83.33
165046980	D & D ENTERPRISES, LLC	02/27/2025	92.14
165046981	DELL MARKETING LP	02/27/2025	130.06
165046982	EHS IMPREST ASB - M. ALLEN	02/27/2025	20.00
165046983	ENFIELD, KATHLEEN TERESA	02/27/2025	98.29
165046984	EPHRATA ACE HARDWARE	02/27/2025	1,915.23
165046985	ESD 113	02/27/2025	650.00
165046986	FASTENAL COMPANY	02/27/2025	1,565.30
165046987	FOUR SEASONS FARM SERVICE	02/27/2025	1,487.69
165046988	G & D ENTERPRISES	02/27/2025	367.87
165046989	GRANT COUNTY SOLID WASTE DEPAR	02/27/2025	63.15
165046990	GRANTS INC	02/27/2025	1,203.99
165046991	GRUBB, ELIZABETH LYNN	02/27/2025	41.22
165046992	GSK AUTISM, LLC	02/27/2025	31.99
165046993	HARVEST VALLEY PEST CONTROL	02/27/2025	2,195.92
165046994	HEART MATTERS CPR/ 1ST AID	02/27/2025	80.00
165046995	HENRY SCHEIN, INC.	02/27/2025	61.09
165046996	HOME DEPOT CREDIT SERVICES	02/27/2025	143.06
165046997	HOSA-FUTURE HEALTH PROF	02/27/2025	20.00
165046998	HSI EMERGENCY CARE SOLUTIONS,	02/27/2025	850.11
165046999	I:49 DESIGNS	02/27/2025	260.16
165047000	INLAND PIPE & SUPPLIES	02/27/2025	77.55

Check Nbr	Vendor Name	Check Date	Check Amount
165047001	KING COUNTY DIRECTORS ASSOC.	02/27/2025	6,395.44
165047002	KITER, VONDA	02/27/2025	192.00
165047003	KNOX, DEBRA A	02/27/2025	78.00
165047004	LEARNING WITHOUT TEARS	02/27/2025	271.00
165047005	LINCOLN ELECTRIC COMPANY	02/27/2025	1,723.56
165047006	LOCKHART COLLABORATIVE	02/27/2025	1,600.00
165047007	MACGILL & COMPANY	02/27/2025	313.57
165047008	MAD ROBIN MUSIC & DANCE, LLC	02/27/2025	29,346.88
165047009	MARSON & MARSON LUMBER INC.	02/27/2025	420.64
165047010	MARTIN, DANIEL THOMAS	02/27/2025	160.00
165047011	MERRICK, SCOTT WILLIAM	02/27/2025	82.00
165047012	MICRO K12	02/27/2025	10,109.86
165047013	MILLS, JAY	02/27/2025	119.00
165047014	MUHL TECH	02/27/2025	775.00
165047015	N C W M E A	02/27/2025	800.00
165047016	NAPA AUTO PARTS	02/27/2025	1,849.73
165047017	NORTH CENTRAL E S D	02/27/2025	12,775.00
165047018	NOTABLE, INC.	02/27/2025	1,609.74
165047019	ODONNELL, TIMOTHY PAUL	02/27/2025	233.00
165047020	OFFICE DEPOT-ODP BUSINESS SOLU	02/27/2025	426.65
165047021	OREILLY AUTO PARTS	02/27/2025	1,130.20
165047022	PACIFIC GOLF AND TURF	02/27/2025	74,954.92
165047023	PAPE MACHINERY	02/27/2025	183.92
165047024	PATTERSON, KAREN D	02/27/2025	14,750.40
165047025	PHONAK - SONOVA USA, INC	02/27/2025	1,719.30

Check Nbr	Vendor Name	Check Date	Check Amount
165047026	PITSCO EDUCATION LLC	02/27/2025	2,071.45
165047027	PLATT ELECTRIC SUPPLY	02/27/2025	377.16
165047028	PORT OF EPHRATA	02/27/2025	945.00
165047029	PROLINGUAL, LLC	02/27/2025	4,213.54
165047030	RWC INTERNATIONAL, LTD	02/27/2025	7,053.02
165047031	SAFEWAY STORES INC	02/27/2025	124.56
165047032	SMEKENS EDUCATION, THE LITERAC	02/27/2025	195.93
165047033	SOLE PERFORMANCE	02/27/2025	390.24
165047034	STEVENS - CLAY, P.S.	02/27/2025	1,065.70
165047035	SUPLAY WRESTLER'S WORLD	02/27/2025	240.64
165047036	TANDY THERAPY LLC	02/27/2025	2,090.50
165047037	TEMPEL, DAVID C	02/27/2025	95.00
165047038	UHL, GABRIELLE	02/27/2025	24.32
165047039	UNITED RENTALS	02/27/2025	234.14
165047040	WALMART/CAPITAL ONE	02/27/2025	3,036.48
165047041	WASBO	02/27/2025	200.00
165047042	WASHINGTON OFFICIALS ASSOC.	02/27/2025	12,900.00
165047043	WELLS, KARA LAVONNE	02/27/2025	65.00
165047044	AM HARDWARE	02/27/2025	8,682.84
165047045	EDWARD DON & CO HOLDINGS, LLC	02/27/2025	22,002.69
165047046	FOWLER GENERAL CONSTRUCTION, I	02/27/2025	278,185.80
165047047	KAMSTRA CONSTRUCTION	02/27/2025	9,415.42
165047048	KING COUNTY DIRECTORS ASSOC	02/27/2025	2,735.00
165047049	AMAZON CAPITAL SERVICES	02/27/2025	1,101.82
165047050	BEESPHOTOBOOTH	02/27/2025	400.00

Check Nbr	Vendor Name	Check Date	Check Amount
165047051	BEST WESTERN AHTANUM INN	02/27/2025	606.48
165047052	BSN SPORTS, LLC	02/27/2025	9,755.47
165047053	CONNELL HIGH SCHOOL	02/27/2025	150.00
165047054	EAST VALLEY SCHOOL DISTRICT #9	02/27/2025	160.00
165047055	EHS IMPREST ASB - M. ALLEN	02/27/2025	4,081.44
165047056	EPHRATA ACE HARDWARE	02/27/2025	226.15
165047057	EPHRATA SCHOOL DIST. #165	02/27/2025	794.50
165047058	EPHRATA POLICE DEPARTMENT	02/27/2025	82.51
165047059	FLORAFINDER, LLC	02/27/2025	1,242.81
165047060	HUDL	02/27/2025	1,941.55
165047061	I:49 DESIGNS	02/27/2025	278.05
165047062	LAKE BOWL	02/27/2025	220.00
165047063	MUHL TECH	02/27/2025	149.85
165047064	N C W M E A	02/27/2025	1,000.00
165047065	PNW KEY CLUB CONVENTION	02/27/2025	1,960.00
165047066	PRO TUFF DECALS	02/27/2025	708.50
165047067	PROSSER HIGH SCHOOL	02/27/2025	175.00
165047068	QUINCY HIGH SCHOOL	02/27/2025	225.00
165047069	SAFEWAY STORES INC	02/27/2025	27.09
165047070	SPOKANE AG SHOW	02/27/2025	420.00
165047071	STAHL'S TRANSFER EXPRESS	02/27/2025	876.19
165047072	TIME OUT RESTAURANT	02/27/2025	452.95
165047073	WALMART/CAPITAL ONE	02/27/2025	1,884.82
165047074	WASHINGTON FLORAL SERVICE, INC	02/27/2025	561.78
165047075	AMAZON CAPITAL SERVICES	02/27/2025	589.00

Check Nbr	Vendor Name	Check Date	Check Amount
117	Computer	Check(s) For a Total of	689,590.92

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
117	Computer	Checks For a Total of	689,590.92
Total For 117	Manual, Wire Tran, ACH & Computer	Checks	689,590.92
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		689,590.92

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-16.46	0.00	338,514.67	338,498.21
20	Capital Projects	0.00	0.00	321,021.75	321,021.75
40	Associated Stude	0.00	0.00	29,481.96	29,481.96
70	Private Purpose	0.00	0.00	589.00	589.00

Ephrata School District No. 165
111 4TH AVE NW
Ephrata, WA 98823

GF:

CP: 29,051.20 165047076

ASB:

PP:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Ephrata School District and that I am authorized to authenticate and certify to said claim.

Dated for payment: **February 28, 2025**

Total amount: **\$ 29,051.20**

Ashley Roberts
Auditing Officer

2/28/25
Date

The following vouchers, 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, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 24, 2025, the board, by a _____ vote, approves payments, totaling \$29,051.20. The payments are further identified in this document.

Total by Payment Type for Cash Account, WARRANT ACCOUNT:
Warrant Numbers 165047076 through 165047076, totaling \$29,051.20

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
165047076	KAMSTRA CONSTRUCTION	02/28/2025	29,051.20

1	Computer	Check(s) For a Total of	29,051.20
---	----------	-------------------------	-----------

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
1	Computer	Checks For a Total of	29,051.20
Total For 1	Manual, Wire Tran, ACH & Computer Checks		29,051.20
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		29,051.20

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	29,051.20	29,051.20

**Ephrata School District No. 165
111 4TH AVE NW
Ephrata, WA 98823**

GF: 389,978.54 165047077- 165047184

CP: 25,797.09 165047185- 165047187

ASB: 29,581.22 165047188- 165047201

PP:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Ephrata School District and that I am authorized to authenticate and certify to said claim.

Dated for payment: **March 13, 2025**

Total amount: **\$ 445,356.85**

The following vouchers, 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, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 24, 2025, the board, by a _____ vote, approves payments, totaling \$445,356.85. The payments are further identified in this document.

Total by Payment Type for Cash Account, WARRANT ACCOUNT:
Warrant Numbers 165047077 through 165047201, totaling \$445,356.85

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
165047077	A-2-Z LEGAL COURIERS, LLC	03/13/2025	83.40
165047078	A-L COMPRESSED GASSES, INC.	03/13/2025	17.79
165047079	ABADAN	03/13/2025	7,067.97
165047080	ACADEMICS ARE COOL	03/13/2025	60.00
165047081	AM HARDWARE	03/13/2025	271.00
165047082	AMAZON CAPITAL SERVICES	03/13/2025	4,003.17
165047083	ANDERSON, ANDREA C	03/13/2025	145.00
165047084	AVANT ASSESSMENT, LLC.	03/13/2025	2,290.00
165047085	BASIN REFRIGERATION & HTG, INC	03/13/2025	704.60
165047086	BASIN SEPTIC SERVICES INC.	03/13/2025	1,219.50
165047087	BIG BEND COMMUNITY COLLEGE	03/13/2025	30,806.49
165047088	BLACK, RICHARD L	03/13/2025	15.00
165047089	BRUCKNER TRUCK & EQUIP	03/13/2025	8,912.19
165047090	CENTURYLINK	03/13/2025	787.47
165047091	CHINOOK MUSIC SERVICE	03/13/2025	365.30
165047092	CINTAS CORP	03/13/2025	451.16
165047093	COAST TO COAST COMPUTER PROD.	03/13/2025	3,637.67

Check Nbr	Vendor Name	Check Date	Check Amount
165047094	COLUMBIA RIDGE SCHOOL	03/13/2025	99.57
165047095	COMMERCIAL TIRE, INC.	03/13/2025	2,264.92
165047096	CONNELL OIL INC	03/13/2025	3,292.45
165047097	CONSOLIDATED DISPOSAL SERVICE	03/13/2025	105.00
165047098	CROWN PAPER & SUPPLY	03/13/2025	2,797.07
165047099	CRUZ, DAISY YOBANA	03/13/2025	29.40
165047100	DAKTRONICS, INC	03/13/2025	1,875.32
165047101	EASTMONT SCHOOL DISTRICT	03/13/2025	200.00
165047102	EMPOWER WELLNESS SERVICES	03/13/2025	286.50
165047103	EMS PETTY CASH/KEMI PING	03/13/2025	88.01
165047104	EPHRATA HIGH SCHOOL	03/13/2025	100.00
165047105	EPHRATA ACE HARDWARE	03/13/2025	1,104.45
165047106	EPHRATA ROTARY CLUB	03/13/2025	120.00
165047107	EPHRATA SCHOOL DISTRICT- DOR	03/13/2025	16.46
165047108	ESD 112	03/13/2025	200.00
165047109	FASTENAL COMPANY	03/13/2025	244.97
165047110	FIRST BOOK	03/13/2025	90.76
165047111	FISHER SCIENTIFIC EDUCATION	03/13/2025	146.41
165047112	FLEURKENS, JESSICA ELAYA	03/13/2025	496.76
165047113	FLINN SCIENTIFIC INC	03/13/2025	214.50
165047114	FOUR SEASONS FARM SERVICE	03/13/2025	102.70
165047115	G & D ENTERPRISES	03/13/2025	43.25
165047116	GLAZIER CLINICS	03/13/2025	499.00
165047117	GOIN' POSTAL	03/13/2025	45.00
165047118	GRANITE TELECOMMUNICATIONS LLC	03/13/2025	1,305.12

Check Nbr	Vendor Name	Check Date	Check Amount
165047119	HART, GRETCHEN	03/13/2025	11,959.00
165047120	HEER, ALISON LIDDELL	03/13/2025	77.49
165047121	IFIBER COMMUNICATIONS	03/13/2025	429.80
165047122	INLAND OIL & PROPANE	03/13/2025	27,331.67
165047123	INLAND PIPE & SUPPLIES	03/13/2025	298.90
165047124	JOHNSTONE SUPPLY	03/13/2025	397.91
165047125	JOSTENS OF CENTRAL WA	03/13/2025	63.96
165047126	JVH TECHNICAL LLC	03/13/2025	657.45
165047127	KING COUNTY DIRECTORS ASSOC.	03/13/2025	3,380.76
165047128	KNOX, DEBRA A	03/13/2025	47.00
165047129	KNOX, JOSEPH L	03/13/2025	211.00
165047130	KOOY'S IRRIGATION INC	03/13/2025	362.40
165047131	LAB - AIDS, INC.	03/13/2025	1,150.36
165047132	LANGUAGE LINK	03/13/2025	265.53
165047133	LANYARD PROMO LLC.	03/13/2025	187.99
165047134	LESSONPIX, INC.	03/13/2025	273.17
165047135	MARSON & MARSON LUMBER INC.	03/13/2025	578.05
165047136	MASSEY, SHEILA RAE	03/13/2025	276.00
165047137	MITCHELL, PATRICK K	03/13/2025	122.98
165047138	MORRIS, CARLY	03/13/2025	130.00
165047139	MOSES LAKE STEEL SUPPLY	03/13/2025	1,121.40
165047140	MURRAY, KENNETH M	03/13/2025	128.80
165047141	NAPA AUTO PARTS	03/13/2025	495.70
165047142	NCWWCT	03/13/2025	8.02
165047143	NICHOLSON, MICHAEL DEAN	03/13/2025	15.00

Check Nbr	Vendor Name	Check Date	Check Amount
165047144	NORCO INC	03/13/2025	52.81
165047145	NORTH 40 OUTFITTERS	03/13/2025	590.02
165047146	NORTH CENTRAL E S D	03/13/2025	14,104.88
165047147	NORTHWEST ESD 189	03/13/2025	65.00
165047148	OREILLY AUTO PARTS	03/13/2025	398.35
165047149	ORIENTAL TRADING COMPANY INC	03/13/2025	740.49
165047150	OXARC	03/13/2025	67.88
165047151	PAR, INC.	03/13/2025	222.23
165047152	PARKWAY PETTY CASH/CARIN WOLF	03/13/2025	66.94
165047153	PEARSON ASSESSMENT	03/13/2025	690.57
165047154	PLANET TURF	03/13/2025	11,204.07
165047155	PLATT ELECTRIC SUPPLY	03/13/2025	215.26
165047156	PUD NO 2 OF GRANT COUNTY	03/13/2025	49,152.93
165047157	PURE FILTRATION PRODUCTS INC	03/13/2025	832.12
165047158	QBS LLC	03/13/2025	4,310.00
165047159	RATIGAN, JENNIFER L	03/13/2025	125.00
165047160	REVOLVING FUND	03/13/2025	2,058.91
165047161	RWC INTERNATIONAL, LTD	03/13/2025	7,928.79
165047162	SANDBERG, SCOTT	03/13/2025	276.00
165047163	SCELICK, SHARON MAJELLA	03/13/2025	125.00
165047164	SCHOOL LIBRARY JOURNAL	03/13/2025	169.00
165047165	SCHOOL TECHNOLOGY ASSOC. INC	03/13/2025	974.50
165047166	SIGNS NOW	03/13/2025	1,096.79
165047167	SLP TOOLKIT, LLC	03/13/2025	93.75
165047168	SODEXO INC. & AFFILIATES	03/13/2025	103,323.52

Check Nbr	Vendor Name	Check Date	Check Amount
165047169	SPARTAN ATHLETICS CO.	03/13/2025	860.59
165047170	STATE OF WA DEPT OF LICENSING	03/13/2025	540.00
165047171	T - MOBILE USA, INC.	03/13/2025	100.00
165047172	TANDY THERAPY LLC	03/13/2025	1,553.75
165047173	TIME OUT RESTAURANT	03/13/2025	442.93
165047174	TINYEYE TECH CORP.	03/13/2025	14,011.76
165047175	TURNER & TOWNSEND HEERY, LLC	03/13/2025	15,000.00
165047176	VASQUEZ, SARAH MARIE	03/13/2025	276.00
165047177	W S F A	03/13/2025	60.00
165047178	W S I P C	03/13/2025	281.37
165047179	W S S D A	03/13/2025	160.00
165047180	WA STATE ASSOC HEAD START & EC	03/13/2025	504.00
165047181	WASHINGTON TRUST BANK	03/13/2025	18,344.66
165047182	WASHINGTON SCHOOL PERSONNEL AS	03/13/2025	640.00
165047183	WASHINGTON TSA	03/13/2025	10,435.00
165047184	WASHINGTON OFFICIALS ASSOC.	03/13/2025	1,308.00
165047185	E3 SOLUTIONS, INC	03/13/2025	17,549.96
165047186	EDWARD DON & CO HOLDINGS, LLC	03/13/2025	5,474.20
165047187	ESD 112	03/13/2025	2,772.93
165047188	AMAZON CAPITAL SERVICES	03/13/2025	159.66
165047189	BSN SPORTS, LLC	03/13/2025	2,672.17
165047190	EPHRATA SCHOOL DISTRICT- DOR	03/13/2025	58.80
165047191	FLORAFINDER, LLC	03/13/2025	1,980.61
165047192	HAGLUNDS TROPHIES	03/13/2025	1,552.78
165047193	I:49 DESIGNS	03/13/2025	1,951.69

Check Nbr	Vendor Name	Check Date	Check Amount
165047194	PRO TUFF DECALS	03/13/2025	145.85
165047195	RODRIGUEZ, JOEL	03/13/2025	500.00
165047196	SCHOLASTIC BOOK FAIRS	03/13/2025	784.42
165047197	SOLE PERFORMANCE	03/13/2025	531.16
165047198	TIME OUT RESTAURANT	03/13/2025	177.23
165047199	VARSITY YEARBOOK	03/13/2025	15,406.12
165047200	WASHINGTON TRUST BANK	03/13/2025	3,141.54
165047201	WASHINGTON FLORAL SERVICE, INC	03/13/2025	519.19
125	Computer	Check(s) For a Total of	445,356.85

0	Manual	Checks For a Total of	0.00
---	--------	-----------------------	------

0	Wire Transfer	Checks For a Total of	0.00
---	---------------	-----------------------	------

0	ACH	Checks For a Total of	0.00
---	-----	-----------------------	------

125	Computer	Checks For a Total of	445,356.85
-----	----------	-----------------------	------------

Total For 125	Manual, Wire Tran, ACH & Computer	Checks	445,356.85
---------------	-----------------------------------	--------	------------

Less 0	Voided	Checks For a Total of	0.00
--------	--------	-----------------------	------

Net Amount	445,356.85
------------	------------

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-17.35	0.00	389,995.89	389,978.54
20	Capital Projects	0.00	0.00	25,797.09	25,797.09
40	Associated Stude	58.80	0.00	29,522.42	29,581.22

Nondiscrimination

The district is committed to complying with anti-discrimination laws.

Definition

"Protected status" is short for the phrase "sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability."

Nondiscrimination Statement

The district will adopt a nondiscrimination statement that must include the following:

1. Notice that the district may not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal.
2. The name or title, office address, and telephone number of the employee designated as the compliance officer under this policy, the Section 504 Coordinator, and the Title IX Coordinator.
3. Notice that the district provides equal access to the Boy Scouts of America and any other youth group listed in Title 36 of the United States Code as a patriotic society.

The district will include this statement in written announcements, notices, recruitment materials, employment application forms, and other publications made available to all students, parents, or employees.

The district may combine the statement described above with the notice described in Policy 3205.

Model Student Handbook Language

The district will adopt the model student handbook language described in RCW 28A.300.286 and include the language in any student, parent, employee, and volunteer handbook it or its schools publish and on its and its schools' websites.

Discriminatory Harassment

Students have a right to be free from discriminatory harassment. The district violates that right if the following conditions are met:

1. The alleged conduct is based on a student's protected status.
2. The alleged conduct creates a hostile environment. A hostile environment is created if the alleged conduct is sufficiently severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the district's course offerings, including any educational program or activity. A hostile environment could impact a student's life in many ways. Physical illness, anxiety about going to school, or a decline in grades or attendance could signal a hostile environment.
3. After receiving notice of the alleged conduct, the district fails to take prompt and appropriate action to investigate it or fails to take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects as appropriate. The district has notice of discriminatory harassment if a reasonable employee knew or, in the exercise of reasonable care, should have known about the harassment. Employees may have notice of discriminatory harassment if they receive an oral report from a student, parent, or other individual; receive a written complaint; witness harassing conduct; or become aware of harassment by members of the community or the media.

Adoption Date: First Reading 2.25, Second 3.25

Revised Dates: 12.06; 08.07; 02.11; 06.11; 12.12; 04.13; 12.13; 12.14; 01.15; 1.23

Harassing conduct may include verbal acts and name-calling, graphic and written statements, or other conduct that may be physically threatening, harmful, or humiliating.

When the district receives notice of potential discriminatory harassment, it will take prompt and appropriate action to investigate and, as applicable, take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects. Examples of the steps the district might take include imposing discipline, separating individuals, developing a safety plan, offering counseling, and providing additional training and instruction. These steps will not penalize the student who was harassed.

Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC.

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all students, parents, and employees of it. The district will provide the notice in a language each parent can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those with limited English proficiency.

The district will not adopt any policy, procedure, or practice that would limit a person's right to file a complaint under the complaint procedure.

Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district's compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.

The compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Training

The district will train all administrators, certificated personnel, and classroom personnel regarding their responsibilities under this policy and chapter 392-190 WAC. The training will aim to raise awareness of and eliminate bias based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

Any person who retaliates will be subject to appropriate discipline.

Cross References:	4217 – Effective Communication
	4260 - Use of School Facilities
	3211 - Transgender Students
	2151 - Interscholastic Activities
	2150 - Co-Curricular Program
	2140 - Guidance and Counseling
	2030 - Service Animals in Schools
	2020 - Curriculum Development and Adoption of Instructional Materials
	3205 – Sex Discrimination and Sex-Based Harassment of Students Prohibited

Adoption Date: First Reading 2.25, Second 3.25

Revised Dates: 12.06; 08.07; 02.11; 06.11; 12.12; 04.13; 12.13; 12.14; 01.15; 1.23

3206 – Pregnant and Parenting Students
3207 – Prohibition of Harassment, Intimidation and Bullying Students

Legal References: Chapter 28A.640 RCW Sexual Equality
Chapter 28A.642 RCW Discrimination Prohibition
Chapter 49.60 RCW Discrimination — Human Rights Commission
RCW 28A.300.286 Discrimination, harassment, intimidation, and bullying—Policies and complaint procedures—Posting of model student handbook language
Chapter 392-190 WAC Equal Educational Opportunity – Unlawful Discrimination Prohibited
20 U.S.C. §§ 1681–1688 Title IX of the Education Amendments of 1972

20 U.S.C. 7905 Boy Scouts of American Equal Access Act
42 U.S.C. §§ 2000d, *et seq.* Title VI of the Civil Rights Act of 1964
42 U.S.C. §§ 12101-12213 Americans with Disabilities Act
34 CFR Part 100 Nondiscrimination Under Programs Receiving Federal Assistance Through the Department of Education Effectuation of Title VI of the Civil Rights Act of 1964
34 CFR 104 Nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance
34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Management Resources: 2016 – March Issue
2014 - December Issue
2013 - April Issue
2012 - December Issue
2011 - June Issue
Policy News, August 2007 Washington’s Law Against Discrimination

Adoption Date: First Reading 2.25, Second 3.25
Revised Dates: 12.06; 08.07; 02.11; 06.11; 12.12; 04.13; 12.13; 12.14; 01.15; 1.23

Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval

Federal Immigration Law Compliance for Staff

The board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the superintendent/designee. Prior to final action by the board, a prospective staff member shall present necessary documents which establish eligibility to work as required by federal immigration law. The superintendent/designee will certify that he/she has: "examined the documents which were presented to me by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a non-immigrant alien with authorization to work." This certification will be made on the I-9 form issued by the Federal Immigration and Naturalization Service.

Child Support Reporting for Staff

The district will report all new hires to the state Department of Social and Health Services Division of Child Support as required by P.L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Sexual Misconduct Release Form for Staff

Pursuant to state law, the district shall require that every prospective staff member sign a release form allowing the district to contact school employers regarding prior acts of sexual misconduct. The applicant will authorize current and past school district employers including employers outside of Washington to disclose to the district sexual misconduct, if any, and make available to the district all documents in the employer's personnel, investigative or other files related to the sexual misconduct. The applicant is not prohibited from employment in Washington State if the laws or policies of another state prohibit disclosure or if the out-of-state district denies the request.

Disclosures for Staff and Volunteers

Prior to employment of any unsupervised staff member or volunteer, the district will require the applicant to disclose whether he/she has been:

- A. Convicted of any crime against persons;
- B. Found in any dependency action under RCW 13.3 to have sexually assaulted or exploited any minor or to have physically abused any minor;
- C. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor; or
- E. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

For purposes of this policy, unsupervised means not in the presence of another employee or volunteer and working with children under sixteen years of age or developmentally disabled persons. The disclosure shall be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet will specify all crimes committed against persons.

Background Check for Staff and Volunteers

Definition: "Unsupervised Access to Children" means contact with children that provides personal interaction when not under the direct supervision of a child care provider or staff with supervisor authority, whether in person or virtual.

Staff and Volunteers with Regularly Scheduled Unsupervised Access to Children

Prospective staff members and volunteers, who will have regularly scheduled unsupervised access to children, will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check shall include a fingerprint check using a complete Washington state criminal identification fingerprint card.

First Reading 2.25; Second Reading 3.25

Revised: 12.29.00; 12.14.01; 04.04; 10.05; 06.07; 10.10; 12.11; 7.17; 12.23;
10.24

All Other Staff and Volunteers:

Supervised staff and volunteers will undergo a name and birth date background check with the Washington State Patrol.

If a volunteer has undergone a criminal record check in the last two years for another entity, the district shall request a copy from the volunteer, or have the volunteer sign a release permitting the entity for whom the check was conducted to provide a copy to the district.

Conditional Employment:

New hires shall be employed on a conditional basis pending the outcome of the background check and may begin conditional employment once completed fingerprint cards have been sent to the Washington state patrol. If the background check reveals evidence of convictions, the candidate may not be recommended for employment, or if conditionally employed, may be terminated. When such a background check is received, the superintendent/designee is directed to consult with legal counsel.

Record Check Data Base Access Designee

The superintendent/designee is directed to establish procedures for determining which staff members are authorized to access the Superintendent of Public Instruction's (SPI) record check data base. Fingerprint record information is highly confidential and shall not be re-disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) shall be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the SPI record check database.

Certification Requirements

The district shall require that certificated staff hold a Washington State Certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment), or such other documentation as may be required by the professional educator standards board with respect to alternative route programs, for the role and responsibilities for which they are employed. Failure to meet this requirement will be just and sufficient cause for termination of employment. State law requires that the initial application for certification shall require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrants may be issued to the staff member until the district has registered a valid certificate for the role to which he/she has been assigned.

All certificated staff members are required to maintain their certification in accordance with state and federal requirements.

Classified Staff

Classified staff who are engaged to serve less than twelve (12) months, will be advised of their employment status for the ensuing school year prior to the close of the school year. If the district chooses to reemploy the staff member the following year, the superintendent shall give "reasonable assurance" by written notice that the staff member will be employed during the next school year.

Board Approval

All staff members selected for employment shall be recommended by the superintendent. Staff members must receive an affirmative vote from a majority of all members of the board. In the event an authorized position must be filled before the board can take action, the superintendent has the authority to fill the position with a temporary employee who shall receive the same salary and benefits as a permanent staff member. The board will act on the superintendent's recommendation to fill the vacancy at its next regular meeting.

Cross References: 1610 Conflicts of Interest [1st Class] [2nd Class]
5252 Staff Participation in Political Activities
5006 Certification Revocation
5281 Disciplinary Action and Discharge
5520 Staff Development
5610 Substitute Employment
6530 Insurance

First Reading 2.25; Second Reading 3.25
Revised: 12.29.00; 12.14.01; 04.04; 10.05; 06.07; 10.10; 12.11; 7.17; 12.23;
10.24

Legal References:

RCW 9.96A.020 Employment, occupational licensing by public entity — Prior felony conviction no disqualification — Exceptions
 Criminal history record information — School volunteers
 RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
 RCW 28A.400.301 Information on past sexual misconduct – Requirement for applicants – Limitation on contracts and agreements – Employee right to review personnel file
 RCW 28A.400.303 Record checks for employees
 RCW 28A.405.060 Course of study and regulations — Enforcement — Withholding salary warrant for failure
 RCW 28A.405.210 Conditions and contracts of employment — Determination of probable cause for nonrenewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing
 RCW 28A.410.010 Certification — Duty of professional educator standards board — Rules — Record check — Lapsed certificates — Superintendent of public instruction as administrator
 RCW 28A.660.020 Proposals – Funding
 28A.660.035. Partnership grant programs--Priority assistance in advancing cultural competency skills
 ESHB 1115 Paraeducators
 RCW 43.43.830 Background checks — Access to children or vulnerable persons — Definitions
 RCW 50.44.050 Benefits payable, terms and conditions — "Academic year" defined
 RCW 50.44.053 "Reasonable assurance" defined — Presumption, employees of educational institutions
 P.L. 99-603 Immigration Reform and Control Act of 1986 (IRCA)
 P.L. 104-193 Personal Responsibility and Work Opportunity Reconciliation Act of 1996
 WAC 162-12 Preemployment Inquiry Guide (Human Rights Commission)
 WAC 180-16-220 Supplemental basic education program approval requirements
 WAC 181-79A Standards for teacher, administrator and educational staff associate certification
 WAC 181-82-105 Assignment of classroom teachers within districts
 WAC 181-82-110 School district response and support for nonmatched endorsements to course assignment of teachers
 WAC 181-85 Professional certification — Continuing education requirement
 WAC 392-300-050 Access to record check data base
 WAC 392-300-055 Prohibition of dissemination of fingerprint record information by educational service districts, the State School for the Deaf, the State School for the Blind, school districts, and Bureau of Indian Affairs funded schools
 WAC 392-300-060 Protection of fingerprint record information by educational service district, the State School for the Deaf, the State School for the Blind, school districts, and Bureau of Indian Affairs funded schools
 WAC 446-20-280 Employment — Conviction records

Management Resources:

2017 – July Issue
 2010 – October Issue
Policy News, October 2005
Policy News, October 2005
Policy News, April 2004
Policy News, October 2001
Policy News, August 1998
Policy News, February 1999
Policy News, June 1999

Public Disclosure
 Sex Offender Reporting Requirements
 School Employee Sexual Misconduct
 Updates from the State Board of Education
 District Must Report New Hires
 Local Boards Decide Endorsement Waivers
 School Safety Bills Impact Policy

First Reading 2.25; Second Reading 3.25

Revised: 12.29.00; 12.14.01; 04.04; 10.05; 06.07; 10.10; 12.11; 7.17; 12.23;
 10.24

Nondiscrimination and Affirmative Action

Definition

"Protected status" is short for the phrase "age, sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability."

Nondiscrimination

The district is committed to an educational and working environment free from discrimination and harassment based on a person's protected status.

The district will not deny any person the benefit of, or subject any person to discrimination in employment, recruitment, promotion, advancement, consideration, or selection in connection with employment based on their protected status.

The district will make all employment decisions in a non-discriminatory manner and will not limit, segregate, or classify any person in a way that could adversely affect their employment opportunities or status based on their protected status.

The district will not enter into any contractual or other relationship that directly or indirectly results in the discrimination of any person in connection with employment based on their protected status.

The district will not grant preferential treatment to applications for employment based on an applicant's enrollment at any education institution or entity that only predominantly admits students based on sex, race, color, or national origin if the giving of such preferences has the effect of discriminating based on sex, race, color, or national origin

Equal Employment Opportunity

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training.

Discriminatory Harassment

The district prohibits discriminatory harassment in the workplace. Discriminatory harassment is unwelcome or offensive conduct directed toward a person based on their protected status that is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or offensive. Petty slights, annoyances, or isolated incidents, unless extremely serious, will not rise to the level of discriminatory harassment.

Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets, name-calling, physical assaults, threats, intimidation, ridicule, mockery, insults, put-downs, offensive objects or pictures, and interference with work performance.

When the district becomes aware of potential discriminatory harassment, it will promptly investigate the conduct and, as appropriate, take reasonable steps to prevent and promptly correct the harassing conduct.

Employment of Persons with Disabilities

To fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

1. The district will not discriminate against a qualified individual based on their disability, nor will the district limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects their opportunities or status because of their disability. This

Adoption Date: First Reading 2.25, Second Reading 3.25
 Revised Dates: **12.00; 06.01; 08.07; 02.11; 06.11; 06.13; 12.14; 04.17; 5.18; 7.23**

prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation.

2. The district will reasonably accommodate the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship.

Reasonable accommodations may include making facilities used by staff readily accessible and usable by persons with disabilities; job restructuring; part-time or modified work schedules; acquisition or modification of equipment or devices; the provision of readers or interpreters; and other similar actions.

An undue hardship means an accommodation would be unduly costly, extensive, substantial or disruptive or would fundamentally alter the nature or operation of the district. In determining whether an accommodation would impose an undue hardship on the district, the district may consider, among other things, the cost of the accommodation, the district's size, the district's financial resources, and the nature and structure of its operations.

3. The district will not use any employment tests or criteria that screen out persons with disabilities unless the test or criteria is clearly and specifically job-related, and the district will not use such tests or criteria if alternative tests or criteria that do not screen out persons with disabilities are available.
4. While the district may not make pre-employment inquiries as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Affirmative Action Program

The district will develop an affirmative action employment plan or program that includes appropriate provisions designed to eliminate discrimination based on protected status.

Regarding sex discrimination, the district's affirmative action employment plan or program must include the requirements to maintain credential requirements for all personnel without regard to sex; make no differentiation in pay scale based on sex; make no differentiation in the assignment of school duties based on sex except where an assignment would involve duty areas or situations such as, but not limited to, a shower room, where persons might be disrobed; provide the same opportunities for advancement for males and females; and make no differentiation in conditions of employment based on sex, including, but not limited to, hiring practices, leaves of absence, hours of employment, and assignment of or payment for instructional or noninstructional duties.

Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC.

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all employees of it. The district will provide the notice in a language each employee can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those with limited English proficiency.

Adoption Date: First Reading 2.25, Second Reading 3.25
 Revised Dates: **12.00; 06.01; 08.07; 02.11; 06.11; 06.13; 12.14; 04.17; 5.18; 7.23**

The district will not adopt any policy, procedure, or practice that would limit a person's right to file a complaint under the complaint procedure.

Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district's compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.

The compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

Any person who retaliates will be subject to appropriate discipline.

Cross References:

2030 - Service Animals in Schools
5270 - Resolution of Staff Complaints
5011 - Sexual Harassment of District Staff Members Prohibited
5407 - Military Leave

Legal References:

RCW 28A.400.310 Law against discrimination applicable to districts' employment practices
RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
RCW 28A.642 Discrimination prohibition
Laws of 2018, ch. 116 Wages and Advancement Opportunities – Gender
RCW 49.60 Discrimination — Human rights commission
RCW 49.60.030 Freedom from discrimination — Declaration of civil rights
Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)
RCW 49.60.180 Unfair practices of employers
RCW 49.60.400 Discrimination, preferential treatment prohibited
RCW 73.16 Employment and Reemployment
WAC 392-190 Equal Education Opportunity – Unlawful Discrimination Prohibited
WAC 392-190-0591 Public school employment and contract practices— Nondiscrimination
WAC 392-190-0592 Public school employment — Affirmative action program
42 USC 2000e1 – 2000e10 Title VII of the Civil Rights Act of 1964
20 USC 1681 - 1688 Title IX Educational Amendments of 1972
42 USC 12101 – 12213 Americans with Disabilities Act
8 USC 1324 (IRCA) Immigration Reform and Control Act of 1986
38 USC 4301-4333 Uniformed Services Employment and Reemployment Rights Act
29 USC 794 Vocational Rehabilitation Act of 1973
34 CFR 104 Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance
38 USC 4212 Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)

Adoption Date: First Reading 2.25, Second Reading 3.25
Revised Dates: **12.00; 06.01; 08.07; 02.11; 06.11; 06.13; 12.14; 04.17; 5.18; 7.23**

Management Resources:

20123 – July Issue
2018 – May Issue
2017 – April Issue
2014 - December Issue
2013 - June Issue
2011 - June Issue
2011 - February Issue
Policy News, August 2007 Washington’s Law Against Discrimination
Policy News, June 2001 State Updates Military Leave Rights

Adoption Date: First Reading 2.25, Second Reading 3.25
Revised Dates: **12.00; 06.01; 08.07; 02.11; 06.11; 06.13; 12.14;
04.17; 5.18; 7.23**

Sexual Harassment of District Staff Prohibited

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities. A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee, and reproduce in each staff, volunteer, and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers, and parents in the review process.

Cross References:	3205 - Sexual Harassment of Students Prohibited
	3207 - Prohibition of Harassment, Intimidation, and Bullying
	3210 - Nondiscrimination
	3211 - Gender-Inclusive Schools
	3421 - Child Abuse, Neglect, and Exploitation Prevention
Legal References:	5010 - Nondiscrimination and Affirmative Action
	RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
	WAC 392-190-058 Sexual harassment
	20 U.S.C. §§ 1681-1688
	2022 – June Issue
Management Resources:	2015 - July Policy Alert
	2014 - December Issue
	2010 - October Issue

TRANSPORTATION

The district may provide transportation to and from school for a student:

- A. Whose residence is beyond the one-mile radius from the school to which the student is assigned;
- B. Whose walking route to school is hazardous;
- C. Whose disability prevents him/her from walking or providing for his/her own welfare while walking; or
- D. Who has another compelling and legally sufficient reason to receive transportation services. The parent or guardian of a student whose assigned bus stop is beyond the maximum walking distance may receive reimbursement for private transportation at the state mileage reimbursement rate.

At the request of an eligible student, the district may allow the student to transport his or her infant on a school bus or other student transportation vehicle provided by the district. The infant must be transported in a rear-facing child restraint system as defined in the federal motor vehicle safety standards found in 49 C.F.R. § 572.213. If the district denies the student's request to transport his or her infant by school bus, the district must authorize other arrangements for individual transportation in accordance with RCW 28A.160.030. For purposes of this paragraph, "eligible student" means any student served by the transportation program of the district or compensated for individual transportation arrangements authorized by RCW 28A.160.030 whose route stop is outside the walk area for a student's school, except if the student to be transported is disabled under RCW 28A.155.020 and is either not ambulatory or not capable of protecting his or her own welfare while traveling to or from the school or agency where special education services are provided, in which case no mileage distance restriction applies.

Each year the superintendent or designee will present to the board for the number of students who are transported who live within the minimum distance of their schools and for whom there appears sufficient justification for the district to provide transportation. In this report, the superintendent or designee shall also provide the reasons why each of these students is transported.

The district's transportation program will comply in all ways with state law and regulation. Transportation services of the district may include approved bus routes, district-approved field trips, school activities (participants only) and extracurricular activities (rooters). The superintendent or designee is authorized to permit a parent of a student enrolled in school to ride a bus when excess seating is available and private or other public transportation is not reasonably available.

The board of directors may authorize children attending an approved private school to ride a school bus provided that the bus route and stops are not altered, space is available, and a fee to cover the per seat cost for such transportation is collected.

ROUTES AND SCHEDULES

The superintendent or designee will be responsible for scheduling bus transportation, including the determination of routes and bus stops as well as overseeing the transportation program.

The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses insofar as this is consistent with rendering safe and reasonably equal service to all students entitled to such service. The board may authorize the use of a district-owned passenger car in lieu of a bus for transporting students to and from school.

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

- A. Where an alternate route may be considered without sacrifice of efficiency or economy, preference shall be given to that route more directly serving the largest number of students.
- B. Location of bus stops may be determined by such factors as student safety, economy and efficiency. Students may be required to walk up to one mile from their home to their bus stop provided that the walking route is safe.

- C. School schedules shall be adjusted to allow maximum utilization of each bus in the system by alternating elementary and secondary trips.

The district shall apply for state transportation apportionment funds and shall maintain the records required to obtain such funding.

EMERGENCY ROUTES AND SCHEDULES

The district shall develop emergency bus routes and schedules to be used when weather conditions make the usual routes impassable or, in the superintendent's or designee's judgment, too hazardous. At the beginning of the school year, copies of emergency routes and schedules shall be distributed to parents with instructions on how to obtain emergency information.

If roads are closed to buses but not to private vehicles, the district may continue to operate the instructional programs of the schools without providing bus transportation until the roads are again open to buses.

School Bus Trespass

It is a gross misdemeanor for individuals to enter or remain unlawfully on a school bus, do any act that creates a substantial risk of harm to passengers or the driver, and cause a substantial interruption or impairment of services rendered by the bus. This doesn't apply to enrolled students, law enforcement officers or other authorized personnel engaged in the performance of their official duties, individuals with written consent from the district allowing them to enter or remain on the school bus, and emergency situations where entering the bus is necessary to protect the safety or wellbeing of students or others.

The district will implement educational programs and awareness campaigns to inform students, parents, and the community about the importance of maintaining safety and security on school buses. These initiatives will highlight the potential criminal consequences of school bus trespassing.

If the district receives the funds to do so, it will affix placards warning of the consequences of school bus trespassing to the outside of all its school buses so they are easily visible.

Legal References: RCW 28A.160.020 Authorization for private school students to ride buses — Conditions
 RCW 28A.160.030 Authorizing individual transportation or other Arrangements
 RCW 28A.160.160 Student transportation allocations—Definitions
 RCW 28A.160.240 Transportation of infants
 Chapter 392-141 WAC Transportation – State Allocation for Operations
 WAC 392-172A-02095 Transportation
 RCW 9A.52.092 School bus trespass

Coversheet

Approve EMS Choir and Band Programs Paul Lauzier Grant Application

Section:	II. Action Items
Item:	B. Approve EMS Choir and Band Programs Paul Lauzier Grant Application
Purpose:	Vote
Submitted by:	
Related Material:	EMS Paul Lauzier grant plan 2025.pdf

Musical Melodies Grant Proposal to *Paul Lauzier* *Foundation*

Collaborative effort between:
EMS Principal Tina Mullings
EMS Choir Teacher Tim O'Donnell
EMS Band Teacher Jake Pearce



Purpose of grant proposal

At Ephrata Middle School, we believe that music education is essential to fostering creativity, discipline, and collaboration among our students. Music has been a long-standing tradition in the Ephrata community, enriching generations with a deep appreciation for the arts. Our music program continues this legacy by providing students with opportunities to develop their musical skills, express themselves artistically, and build confidence through performance. We are extremely blessed to have such wonderful music instructors like Tim O'Donnell and Jake Pearce.

To enhance our program and ensure all students have access to high-quality music education, we are seeking grant funding to support the purchase of instruments and technology that will expand learning opportunities.

This investment will not only preserve and advance Ephrata's musical traditions but also ensure that students from all backgrounds have equitable access to the benefits of a well-rounded arts education. Through this funding, we aim to inspire a lifelong appreciation for music and foster a school culture that values artistic expression and student achievement.



Plan for financial sustainability

At Ephrata Middle School, we are committed to ensuring that grant-funded music equipment is maintained, utilized effectively, and remains a valuable resource for students for years to come. Our sustainability plan focuses on proper maintenance, responsible use, and ongoing investment in the longevity of our music program

****Proper Care & Maintenance**** – Our music educators will implement structured care guidelines, teaching students proper instrument handling, storage, and cleaning techniques. Routine maintenance and minor repairs will be conducted in-house by staff, while professional servicing will be scheduled as needed to extend the lifespan of instruments and equipment.

****Long-Term Usage & Inventory Management**** – All purchased equipment will be cataloged in a school inventory system to track condition, usage, and necessary repairs. Instruments will be rotated as needed to ensure equitable access for students while preventing excessive wear on any single item.

****Student & Community Investment**** – By fostering a sense of ownership among students, we will emphasize responsibility in handling and respecting school-owned instruments. Additionally, our strong partnership with the Ephrata community, including booster clubs, will provide ongoing support for repairs and replacement needs.

****Future Funding & Budget Allocation**** – To maintain and replenish our resources, we will incorporate equipment upkeep into the school's annual budget planning. We will also continue to seek supplemental funding through grants, community sponsorships, and fundraising events to sustain and expand our music program over time.



Choir expenses

6 Acoustical Shells

\$2,482 each=\$14,892

Freight=\$3659.62

TOTAL with taxes \$20,109.96



Musser M55 3-octave Pro-Vibe Vibraphone

3-octave Vibraphone with Aluminum Bars and Frame, Total Lock Casters, Height-adjustable Design, and Shallow Drop Cover
[Write your review](#) | Item ID: M55



Band expenses

Marimba \$6,319.95

Vibraphone \$6,229.95

Xylophone \$2,985.95

Chimes \$6,669.95

Amp \$669.99

Total \$22,835.79

Hartke KB15 Kickback 1 x 15-inch 500-watt Bass Combo Amp

500W 1x15" Bass Guitar Amplifier Combo with Paper/Aluminum Speaker Cone, Neodymium Magnet, Plywood Cabinet, 3-band EQ, Shape
★★★★★ 31 reviews | [Write your review](#) | Item ID: KB15



Powered by BoardOnTrack

Musser Ultimate Kelon 4.3-octave Marimba

4.3-octave Kelon Marimba with Square Steel Field Frame, Removable Accessory Rail, and Pneumatic Strut Height Adjustment
[Write your review](#) | Item ID: MUKM43



Musser 1.5-octave Symphonic Chimes - Chrome

1.5-octave Brass Tube Chimes with Silver-finished Frame, Damper Pedal, Locking Casters, and Rawhide Mallet - Chrome
[Write your review](#) | Item ID: M661C



Musser 3.5-octave Kelon Xylophone

3.5-octave Musser Kelon Xylophone with Aluminum Frame and Folding Legs, Detachable Aluminum Resonators, 5-position Height Adj
[Write your review](#) | Item ID: M51MUSS



Approval

We are asking that the Ephrata School Board approve our grant proposal to the Paul Lauzier Foundation.

Thank you!



Coversheet

Approve Quote for Renewal of Ruckus One Licensing

Section: II. Action Items
Item: C. Approve Quote for Renewal of Ruckus One Licensing
Purpose: Vote
Submitted by:
Related Material:
Ephrata School District 165 - Ruckus Renewals - 2025 to 2026 - Q42996-2.pdf

**Quote: Q42996-2****Ruckus Renewals - 2025 to 2026****Quoted to: Ephrata School District 165 Date: 3/6/2025****Ship To:**

Ephrata School District
111 4th Ave NW
Brenda Murray
Ephrata, WA 98823-1690

Bill To:

Ephrata School District 165
111 4TH AVE NW
Accounts Payable
Ephrata, WA 98823

Part #	Contract ID	Product	Price	Quantity	Extended
1	CLR-ESNT-APSW-REC3	WSIPC #20-01 RUCKUS Networks R1 ESSENTIALS 1 AP/SW REC 3-YR RNW 05/11/2025 to 8/31/2028	\$146.46	96	\$14,060.16
2	CLR-ESNT-APSW-REC3	WSIPC #20-01 RUCKUS Networks R1 ESSENTIALS 1 AP/SW REC 3-YR RNW 06/24/2025 to 8/31/2028	\$141.13	2	\$282.26
3	CLR-ESNT-APSW-REC3	WSIPC #20-01 RUCKUS Networks R1 ESSENTIALS 1 AP/SW REC 3-YR RNW 06/30/2025 to 8/31/2028	\$140.40	2	\$280.80
4	CLR-ESNT-APSW-REC3	WSIPC #20-01 RUCKUS Networks R1 ESSENTIALS 1 AP/SW REC 3-YR RNW 08/19/2025 to 8/31/2028	\$134.33	4	\$537.32
5	CLR-ESNT-APSW-REC1	WSIPC #20-01 RUCKUS Networks R1 ESSENTIALS 1 AP/SW REC 1-YR RNW 11/03/2025 to 8/31/2028	\$187.67	1	\$187.67
6	CLR-ESNT-APSW-REC3	WSIPC #20-01 RUCKUS Networks R1 ESSENTIALS 1 AP/SW REC 3-YR RNW 05/20/2025 to 8/31/2028	\$145.37	11	\$1,599.07
7	CLR-ESNT-APSW-REC3	WSIPC #20-01 RUCKUS Networks R1 ESSENTIALS 1 AP/SW REC 3-YR RNW 05/10/2026 to 8/31/2028	\$306.89	4	\$1,227.56
8	CLR-ESNT-APSW-REC3	WSIPC #20-01 RUCKUS Networks R1 ESSENTIALS 1 AP/SW REC 3-YR RNW 11/12/2026 to 8/31/2028	\$239.17	10	\$2,391.70
9	CLR-ESNT-APSW-REC3	WSIPC #20-01 RUCKUS Networks R1 ESSENTIALS 1 AP/SW REC 3-YR RNW 08/25/2028 to 8/31/2028	\$2.18	8	\$17.44

Please send Purchase Orders to orders@microk12.com

Terms and Conditions

Oversized or overweight items may not reflect accurate freight charges, please notify your sales rep. Pricing and availability are subject to change. Quotes are based on cash or PO purchases on net terms. Other payment types may be subject to a convenience fee. **Manufacturer prices are updated on the first of each month. Change in pricing may occur, and thus all quotes are set to expire on the last day of the calendar month or 14 days, whichever is sooner. If quote is received near end of month, please discuss with your MicroK12 rep for a possible extension if needed. [Click here to read our Terms and Conditions.](#)**

Please note that our address has changed.

Prepared by: Kenny Exelby · kexelby@microk12.com
3310 York RD, Lynnwood, WA 98087 · tel (800) 658-1000 · fax (866) 217-1034

**Quote: Q42996-2****Ruckus Renewals - 2025 to 2026****Quoted to: Ephrata School District 165 Date: 3/6/2025****Ship To:**

Ephrata School District
 111 4th Ave NW
 Brenda Murray
 Ephrata, WA 98823-1690

Bill To:

Ephrata School District 165
 111 4TH AVE NW
 Accounts Payable
 Ephrata, WA 98823

Part #	Contract ID	Product	Price	Quantity	Extended
10	CLR-ESNT-APSW-REC3	WSIPC #20-01 RUCKUS Networks R1 ESSENTIALS 1 AP/SW REC 3-YR RNW <i>06/24/2027 to 8/31/2028</i>	\$157.63	82	\$12,925.66
Subtotal					\$33,509.64
Shipping					\$0.00
Tax (0.00%)					\$0.00
Grand Total					\$33,509.64

Please send Purchase Orders to orders@microk12.com

Terms and Conditions

Oversized or overweight items may not reflect accurate freight charges, please notify your sales rep. Pricing and availability are subject to change. Quotes are based on cash or PO purchases on net terms. Other payment types may be subject to a convenience fee. **Manufacturer prices are updated on the first of each month. Change in pricing may occur, and thus all quotes are set to expire on the last day of the calendar month or 14 days, whichever is sooner. If quote is received near end of month, please discuss with your MicroK12 rep for a possible extension if needed. [Click here to read our Terms and Conditions.](#)**

Please note that our address has changed.

Prepared by: Kenny Exelby · kexelby@microk12.com
 3310 York RD, Lynnwood, WA 98087 · tel (800) 658-1000 · fax (866) 217-1034

Coversheet

Approve Mitel Annual Support for District Telephone System

Section:	II. Action Items
Item:	D. Approve Mitel Annual Support for District Telephone System
Purpose:	Vote
Submitted by:	
Related Material:	Quote Mitel Support Agreement - 1-YEAR.pdf



ISSQUARED, Inc.

Mitel Connect Support Agreement

ISSQUARED, Inc.

2659 Townsgate Road

Westlake Village, CA 91361

877-864-7622 Client Support

<https://issquared.myportallogin.com/>



ISSQUARED Mitel Connect Support Agreement 877-864-7622



<https://issquared.myportallogin.com/>

THIS DOCUMENT SETS FORTH THE TERMS AND CONDITIONS UNDER WHICH ISSQUARED, INC. ("ISSQ") AGREES TO PROVIDE MITEL SUPPORT SERVICES TO YOU ("CUSTOMER") FOR YOUR MITEL IP VOICE COMMUNICATION SYSTEM.

1) ISSQUARED Contracted Support for BASIC 8X5 SUPPORT

A) Support

Online: Each Authorized Contact shall be provided with a unique user login for the ISSQUARED Mitel Support portal to submit and monitor trouble tickets, request hardware replacement, and view product documentation, technical notes and knowledgebase.

Telephone: Available during ISSQUARED business hours, Monday through Friday, 8:00 AM to 5:00 PM (PST), excluding holidays. After hour / holiday support of a critical system failure are responded to within two hours and will be billed at ISSQUARED's current labor and material rates.

All requests for support of a critical nature must be made through the ISSQUARED TAC line, 877-864-7622. Tickets submitted via the Web portal will be responded to within 1 business day.

B) Software Subscription

New software releases and applicable software maintenance updates will be made available at no additional charge. Installation of such software releases and updates is not included as part of Basic 8x5 Support and is the responsibility of the Customer. Any hardware enhancements that may or may not be required to support these upgrades or updates are not included.

C) Hardware Replacement

Mitel switches under ISSQUARED Mitel support are eligible for advanced exchange, overnight replacement. Request for replacement must be made before 2:00 PM (PST) in order for the part to be delivered the next business day. Requests placed after 2:00 PM (PST) will arrive the second business day. Replacement does not include products that have reached Vendor identified End of Life. The installation of replacement Mitel switches is not included as part of the Basic 8x5 Support and is the responsibility of the Customer.

Mitel IP Telephones under ISSQUARED Mitel support are eligible for advanced exchange replacement. Replacement delivery is via ground delivery service. Replacement does not include products that have reached Vendor identified End of Life. The installation of replacement Mitel IP Telephones is not included as part of the Basic 8x5 Support and is the responsibility of the Customer.

D) End User Training

The Basic 8x5 Support includes web-based end-user training sessions offered by ISSQUARED.

2) ISSQUARED Warranty and Support Coverage

A) Customer Escalation

- i) Initial and follow up calls must go through the Technical Assistance Center (TAC) Support Line. All requests for support of a critical nature must be made through the ISSQUARED TAC line, 877-864-7622. Tickets submitted via the Web portal will be responded to within 1 business day.

3) Call	Contact Name	Number(s)
Initial Call	ISSQUARED Technical Assistance Center Support Line	877-864-7622 (Toll Free) https://issquared.myportallogin.com/
Escalation 1	UC Practice Manager	214-276-7930; Josh Litke jlitke@issquaredinc.com
Escalation 2	Senior Vice President	805-823-5464; Jagan Jatavallabhula jaganj@issquaredinc.com



ISSQUARED Mitel Connect Support Agreement 877-864-7622



<https://issquared.myportallogin.com/>

- i) ISSQUARED (ISSQUARED) business hours are Monday through Friday, 8:00 AM to 5:00 PM (PST), excluding holidays.

ISSQUARED Designated Holiday	Date Observed
New Year's Day	January 1 st
Martin Luther King's Day	January 20 th
President's Day	February 17 th
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday and Friday in November
Christmas	December 25
Winter Shutdown	December 28 th – 31 st

- ii) If the designated holiday falls on a Saturday, ISSQUARED will observe on the previous Friday.
If the designated holiday falls on a Sunday, ISSQUARED will observe on the following Monday.
- iii) Your calls will be answered by our Technical Assistance Center (TAC) at 877-864-7622 and routed to the appropriate ISSQUARED resource.

B) After Business Hours

- i) Emergency calls on system failures will be routed to our Technical Assistance Center voice mail. You will be requested to provide a few simple details, i.e. company name, contact name, number where you can be reached, and a brief description of your issue. Your call will be escalated to ISSQUARED's on-call engineer.
- ii) Non-emergency callers are able to leave a message detailing the situation. The ISSQUARED TAC will return the calls next business day.

- C) Non-emergency support shall be made on a best effort basis during normal business hours of Monday through Friday, 8:00 AM to 5:00 PM (PST); excluding holidays.
- D) Travel time and expenses incurred outside of the Greater Bay Area during a support issue is not included and will be charged back to the Customer.
- E) Any onsite service that is not of a repair nature shall be billable at ISSQUARED's current labor and material rates, except those services provided under contract.
- F) Customer understands that the equipment purchased may be connected to a variety of Customer-supplied equipment. Should these external devices be the cause for the Mitel equipment to fail, ISSQUARED may charge the Customer the current labor and material rates for diagnosing and repairing any and all equipment necessary to bring the solution back to working order provided ISSQUARED has received prior approval from the Customer.

4) Mitel Hardware and Software Limited Warranty

- A) Mitel hardware parts are included under Mitel's one (1) year limited warranty.
- B) Advanced exchange of hardware parts warranted will be replaced next business day (does not include products that have reached Vendor identified End of Life or telephones). Request for replacement must be made by 2:00 PM (PST) for the part to be delivered the next business day. Requests placed after 2:00 PM (PST) will arrive the second business day.
- C) Mitel IP telephones covered under warranty are shipped by ground delivery to be installed by the recipient.
- D) Software is warranted to perform as sold. Mitel will provide a patch in the event a bug is discovered in the version purchased.
- E) Onsite labor is not included and will be billed at ISSQUARED's current labor and material rates.
- F) Travel time and expenses incurred outside of the Greater Bay Area during a warranty support issue is not included and will be charged back to the Customer.

5) Customer Responsibilities



ISSQUARED Mitel Connect Support Agreement 877-864-7622



<https://issquared.myportallogin.com/>

- A) The Customer shall designate up to four (4) specific Authorized Contacts and shall maintain the responsibility of notifying ISSQUARED via fax, mail or email in the event changes to the Customer's previously designated Authorized Contacts are required. These authorized contacts must have some administrative training or, at a minimum, knowledge of the system and their call flows.
- B) Customer shall maintain all Mitel hardware and software within two versions of current release level, installed in accordance with Mitel's specifications.
- C) The Customer shall not permit its personnel or any third party other than ISSQUARED or their authorized agent, to perform support, attempt repairs, or change the system or equipment while such system and equipment is under a support agreement, unless agreed to by prior written approval by ISSQUARED (this excludes Move/Add/Change/Delete and system administration done through the Mitel Connect Director or Voicemail server).
- D) Management of the Microsoft patches for servers running Microsoft Server Operating Systems are the responsibility of the Customer. ISSQUARED recommends installing only software updates from Microsoft and NOT a full-service pack. Full-service packs should only be installed with either ISSQUARED or Mitel approval.
- E) The Customer is fully responsible to incorporate the Mitel system into their overall back-up strategy. If the System suffers an outage, ISSQUARED will work closely with the Customer to restore the system back to working order.
- F) Should the Customer not meet their responsibilities ISSQUARED may charge the Customer the current labor and material rates for diagnosing and repairing any and all equipment necessary to bring the solution back to working order provided ISSQUARED has received prior approval from the Customer.

6) Term and Termination

- A) At the end of the initial Term, Customer may renew ISSQUARED Mitel Support for an additional Term specified by the Customer at the time of renewal. Renewal pricing is based on the product list price at the time of purchase and at the Mitel's then current list price for Mitel Support

7) Pricing and Payment Terms

- A) Unless otherwise agreed by ISSQUARED and Customer in writing, pricing for Mitel Support is based on pricing set forth on ISSQUARED's then current price list.
- B) Support for all add-on purchases will be billed at the time of shipment, pro-rated for the remaining Term, and at the rate on ISSQUARED's then current price list for Mitel Support. All applicable taxes, if any, will be billed at the time Mitel Support charges are invoiced.

8) Limited Support Warranty

- A) ISSQUARED shall use its reasonable, best efforts to provide the Mitel Support services defined herein and warrants that such services shall be performed in a professional manner. ISSQUARED will make available a list of supported hardware platforms, operating systems, database versions, and other third-party software products for both the Mitel server software and Mitel Connect client software and this warranty covers only the configurations set for the list. This warranty is contingent upon Customer's adherence to these supported configurations and following the proper installation and support practices and procedures in which the System was intended. Except for the above express limited warranty, ISSQUARED makes no warranties or conditions on the products, express, implied, statutory, or otherwise, and ISSQUARED specifically disclaims any implied warranty or condition of merchantability, fitness for a particular purpose, or non-infringement.



**ISSQUARED Mitel Connect
Support Agreement
877-864-7622**



<https://issquared.myportallogin.com/>

9) Unauthorized Equipment

- A) It is ISSQUARED's policy to not extend Mitel Support or provide software for any Mitel equipment purchased from any unauthorized party.

10) Limitation of Liability

- A) In no event shall ISSQUARED's liability under, arising out of or relating to its Mitel Support guidelines or these terms and conditions exceed the amount paid to ISSQUARED by Customer for the services giving rise to such liability. In no event will ISSQUARED be liable for lost profits, loss of use, loss of data, cost of procurement of substituted goods or services, unauthorized calls that may be made using the system and charged to the Customer, any telephone toll fraud, or any other special, incidental, indirect, or consequential damages, however caused, and on any theory of liability, whether for breach of contract, TORT (including negligence and strict liability) or otherwise. The parties acknowledge that the support charges were determined based upon the foregoing limitation of liability.

11) Miscellaneous

- A) The laws of the United States and the State of Washington, King County, without reference to conflict of law principles govern this Agreement. Any dispute between the Customer and ISSQUARED regarding Mitel Support will be subject to the exclusive venue of the state and federal courts in the State of Washington, King County.
- B) These guidelines constitute the entire agreement between Customer and ISSQUARED, Inc. with respect to the Mitel Support services provided by ISSQUARED and supersedes any other verbal or written communications or advertising. ISSQUARED may modify these guidelines at any time without notice. If any provision of these guidelines is held invalid, the remainder of these guidelines will continue in full force and effect.
- C) ISSQUARED is not liable for any failure or delay in performance due to any cause beyond its control. In any event, if ISSQUARED's ability to deliver services is impaired by Customer or circumstances beyond ISSQUARED's control, ISSQUARED may terminate Mitel Support, in which event; Customer will receive a refund for any unused portion of the Term for which it had paid.



ISSQUARED Mitel Connect Support Agreement 877-864-7622



<https://issquared.myportallogin.com/>

I2) ISSQUARED Contracted Support Selection

This quote will expire on **4/25/2025**

The support agreement must be renewed prior to the Customer's expiration date. A 20% reinstatement fee is charged for agreements renewed after the expiration date.

Please accept this signed ISSQUARED Mitel Support Agreement as my purchase order for:

Basic 8x5

- ☒ 1-year term for \$13,260.00, 4/25/2025 through 4/24/2026
☐ 3-year term for \$37,744.93, 4/25/2025 through 4/24/2028

Accepted By:

Authorized Customer Signature

Date

Company Name: _____

Print Name: _____

Title: _____

☒ Decline Mitel IP phone hardware extended warranty.

Authorized ISSQUARED Signature

Date

Print Name: _____

Title: _____



ISSQUARED Mitel Connect Support Agreement 877-864-7622



<https://issquared.myportallogin.com/>

Authorized Contacts

The following contacts are service/support contacts and are your internal support team. Only these contacts will have access to the ISSQUARED Technical Assistance Center and must have some administrative training or, at a minimum, knowledge of the system and their call flows.

Current Mitel Version & Build			
Company Name and Mailing Address	Company:		
	Address:		
	City, State, Zip:		
	Main Phone #:		
PRIMARY Contact:			
Name			
Title			
Email Address			
Phone Number			
Authorized Contact #2:			
Name			
Title			
Email Address			
Phone Number			
Authorized Contact #3:			
Name			
Title			
Email Address			
Phone Number			
Authorized Contact #4:			
Name			
Title			
Email Address			
Phone Number			



**ISSQUARED Mitel Connect
Support Agreement
877-864-7622**



<https://issquared.myportallogin.com/>

Appendix A – Listing of Covered Equipment

SKU	DESCRIPTION	Serial#	Qty
10320	VOICE SWITCH, SG30 MADE IN USA	S30F163049DC41	1
10320	VOICE SWITCH, SG30 MADE IN USA	S30F16484ED6B5	1
10321	VOICE SWITCH, SG24A MADE IN USA	2AJC1034192A47	1
10321	VOICE SWITCH, SG24A MADE IN USA	2AFA14433CFDED	1
10322	VOICE SWITCH, SGT1K MADE IN USA	T1KJ1037192F8E	1
10580	Mitel Voice Switch ST50A	107820FW190558BDB7	1
10580	Mitel Voice Switch ST50A	107820FW190558BDC9	1
10580	Mitel Voice Switch ST50A	107820FW190558BF29	1
10580	Mitel Voice Switch ST50A	107820FW190558BF6F	1
10580	Mitel Voice Switch ST50A	107820FW190758C1C5	1
10580	Mitel Voice Switch ST50A	107820FW193858E829	1
10580	Mitel Voice Switch ST50A	107820FW21156421C4	1
10580	Mitel Voice Switch ST50A	107820FW2115642216	1
10580	Mitel Voice Switch ST50A	107820FW2115642222	1
10580	Mitel Voice Switch ST50A	107820FW2115642236	1
10580	Mitel Voice Switch ST50A	107820FW2115642238	1
10581	Mitel Voice Switch ST100A	108620FW21126420EC	1
10587	Mitel Voice Switch ST48A	110320FW183458A39F	1
10588	Mitel Voice Switch ST24A	110207FA1744554848	1
18008	LICENSE, EMERGENCY NOTIFICATION, 5 OR FEWER		20
18009	LICENSE, EMERGENCY NOTIFICATION, 6 OR MORE		1
30035	Extension & Mailbox license		50
30035	Extension & Mailbox license		70
30035	Extension & Mailbox license		100
30035	Extension & Mailbox license		40
30035	Extension & Mailbox license		5
30035	Extension & Mailbox license		5
30035	Extension & Mailbox license		1
30035	Extension & Mailbox license		1
30035	Extension & Mailbox license		1
30035	Extension & Mailbox license		1
30035	Extension & Mailbox license		2
30035	Extension & Mailbox license		8
30035	Extension & Mailbox license		3
30035	Extension & Mailbox license		6
30039	Extension Only license		2
30039	Extension Only license		1
30039	Extension Only license		1
30041	LICENSE, ADDITIONAL LANGUAGE		1



ISSQUARED Mitel Connect
Support Agreement
877-864-7622



<https://issquared.myportallogin.com/>

30043	License, SIP trunk (ST/SG Voice Switch)	2
30044	LICENSE, ADDITIONAL SITE	7
30053	LICENSE, SIP DEVICE	1
30137	LICENSE, VIRTUAL SIP TRUNK QTY 1	5
30143	LICENSE, REMOTE PHONE FOR EDGE GATEWAY	2
30144	LICENSE, VIRTUAL EDGE GATEWAY SERVER	1
30145	LICENSE, COURTESY ONSITE	2
30145	LICENSE, COURTESY ONSITE	8
30146	LICENSE, TELEPHONY ONSITE	6
30146	LICENSE, TELEPHONY ONSITE	13
40005	SHOREWARE PERSONAL CALL MANAGER REQUIRE	8
40005	SHOREWARE PERSONAL CALL MANAGER REQUIRE	3

Coversheet

Approve Purchase of Two Buses

Section:	II. Action Items
Item:	F. Approve Purchase of Two Buses
Purpose:	Vote
Submitted by:	
Related Material:	SKM_C450i25031809450.pdf

Bus #8

2013 Bluebird

87,559 miles

In great condition. Working A/C



Bus #4

2013 Bluebird

159,667 miles

In great condition. Working A/C



Coversheet

Budget Report

Section:	III. Non-Action Items
Item:	B. Budget Report
Purpose:	FYI
Submitted by:	
Related Material:	February Budget Report.pdf



EPHRATA
SCHOOL DISTRICT

February 2025 Financial Report

DISTRICT FINANCIAL REPORT

➤ Financial Highlights

➤ Budget Status Report

General Fund

Capital Projects Fund

Debt Service Fund

Associated Student Body Fund

Transportation Vehicle Fund

Prepared by:

Allison Razey

Director of Finance & Business Services

ENROLLMENT & FUND STATUS

◊ ENROLLMENT:

- Our 24-25 K-12 budgeted enrollment was established at **2,545**.
- K-12 Average Enrollment - **2,609.74**

◊ GENERAL FUND:

- The General Fund is financed from local, county, state and federal revenue sources. These revenues are generally used for financing the current operations of the school district such as programs of instruction for the students, food services, maintenance, IT, and pupil transportation.
- We have completed 50% of the fiscal year.
- Revenues are lower than budgeted at **46.74%**. Our revenues and expenditures will be lower because we budget \$2m on both the revenue and expenditure side of the budget for capacity. This allows for new programs in the 24-25 fiscal year. In addition, all of our i-grants are claimed the month following the expenditure.
- The District has received **\$874,974.88** in property tax revenue which is **40.87%** of what was budgeted for property tax revenue for the year.

ENROLLMENT & FUND STATUS

Cont'd.

GENERAL FUND: *Cont'd.*

- Our year to date expenditures are **46.74%** of our total budgeted expenditures. However, including encumbered PO's for payroll and other expenses we are at **85.61%** of our budgeted expenditures.
- The District's ending fund balance is sufficient to cover the minimum fund balance policy requirement of **\$3,564,550** which is **7.0%** of the prior year's budgeted expenditures. Included in our fund balance is:
 - **GL 821 Restricted for Carryover - \$587,167.43.** This is based on final year-end calculations from FY2023-24.
 - **GL 830 Restricted for Debt Service - \$107,401.00**
 - **GL 890 Unassigned Fund Balance - \$3,225,344.74**

ENROLLMENT & FUND STATUS

Cont'd.

➤ **CAPITAL PROJECTS FUND:** *(The Capital Projects Fund accounts are used for the acquisition or construction of major capital facilities.)*

- The District has received \$327,226.56 in property tax revenue which is 41.74% of what was budgeted for property tax revenue for the year.

➤ **DEBT SERVICE FUND:** *(The Debt Service Fund accounts for the payment of long-term debt principal and interest.)*

- The District has received \$984,975.61 in property tax revenue which is 44.22% of what was budgeted for property tax revenue for the year.

➤ **ASSOCIATED STUDENT BODY FUND:** *(The ASB Fund is for student activities that are cultural, recreational or social.)*

- No significant changes.

➤ **TRANSPORTATION VEHICLE FUND:** *(The TVF is for the major repair or purchase of yellow buses used to transport students to and from school.)*

- The District has received \$122,695.74 in property tax revenue which is 99.75% of what was budgeted for property tax revenue for the year.

EPHRATA SCHOOL DISTRICT #165**MONTHLY REVENUE REPORT****AS OF 02.28.25****GENERAL FUND - REVENUES**

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 2,456,160	\$ 3,303,622	\$ 2,435,229	\$ 2,933,770	\$ 2,948,482	\$ 2,852,178	\$ 3,126,402	\$ 4,421,504	\$ 2,736,731	\$ 2,382,391	\$ 3,953,080	\$ 3,601,169	\$ 3,095,893
2021-22	\$ 2,442,875	\$ 3,057,367	\$ 2,780,932	\$ 3,392,181	\$ 2,934,924	\$ 3,191,937	\$ 3,292,581	\$ 4,672,460	\$ 2,877,841	\$ 2,334,709	\$ 4,060,632	\$ 3,766,917	\$ 3,233,780
2022-23	\$ 2,765,170	\$ 3,490,864	\$ 2,641,161	\$ 3,831,405	\$ 3,495,708	\$ 3,443,346	\$ 3,800,667	\$ 5,043,036	\$ 3,021,702	\$ 2,552,440	\$ 4,522,000	\$ 4,690,805	\$ 3,608,192
2023-2024	\$ 3,051,716	\$ 3,899,318	\$ 3,088,398	\$ 3,515,487	\$ 3,968,936	\$ 3,549,189	\$ 3,823,245	\$ 5,471,695	\$ 3,283,616	\$ 2,750,259	\$ 4,863,777	\$ 4,893,041	\$ 3,846,556
2020-2024 4 Yr Avg	\$ 2,678,980	\$ 3,437,793	\$ 2,736,430	\$ 3,418,211	\$ 3,337,013	\$ 3,259,162	\$ 3,510,724	\$ 4,902,174	\$ 2,979,972	\$ 2,504,950	\$ 4,349,872	\$ 4,237,983	\$ 3,446,105
2024-25	\$ 3,136,485	\$ 3,629,303	\$ 3,955,453	\$ 3,935,152	\$ 3,952,196	\$ 3,937,995							

CAPITAL PROJECTS FUND - REVENUES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 4,131	\$ 5,630	\$ 5,636	\$ 6,438	\$ 6,165	\$ 6,477	\$ 7,976	\$ 7,360	\$ 5,575	\$ 4,554	\$ 955,702	\$ 1,324,254	\$ 194,991
2021-22	\$ 4,632,878	\$ 2,329,773	\$ 200,759	\$ 1,859,546	\$ 4,789	\$ 2,376,196	\$ 1,120,614	\$ 190,673	\$ 542,262	\$ 556,120	\$ (2,128,149)	\$ 1,952,749	\$ 1,136,518
2022-23	\$ 10,468	\$ 67,958	\$ 2,778,889	\$ 856,359	\$ 80,086	\$ 909,585	\$ 1,055,813	\$ 310,648	\$ 690,785	\$ 622,063	\$ 97,023	\$ 1,675,859	\$ 762,961
2023-2024	\$ 90,675	\$ 283,449	\$ 706,681	\$ 288,944	\$ 111,461	\$ 179,142	\$ 26,939	\$ 654,336	\$ 240,653	\$ 42,310	\$ 33,431	\$ 511,217	\$ 264,103
2020-2024 4 Yr Avg	\$ 1,184,538	\$ 671,703	\$ 922,991	\$ 752,822	\$ 50,625	\$ 867,850	\$ 552,836	\$ 290,754	\$ 369,819	\$ 306,262	\$ (260,498)	\$ 1,366,020	\$ 589,643
2024-25	\$ 26,552	\$ 133,529	\$ 193,744	\$ 14,914	\$ 7,622	\$ 70,371							

DEBT SERVICE FUND - REVENUES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 63,654	\$ 693,783	\$ 165,097	\$ 19,039	\$ 3,996	\$ 19,973	\$ 242,289	\$ 852,178	\$ 223,909	\$ 117,673	\$ 11,564	\$ 16,628	\$ 202,482
2021-22	\$ 62,057	\$ 681,533	\$ 140,701	\$ 27,476	\$ 7,013	\$ 42,136	\$ 219,248	\$ 856,893	\$ 251,490	\$ 109,357	\$ 10,560	\$ 11,081	\$ 201,629
2022-23	\$ 60,005	\$ 696,504	\$ 136,735	\$ 20,954	\$ 4,283	\$ 46,266	\$ 199,162	\$ 1,185,512	\$ 266,024	\$ 115,204	\$ 12,160	\$ (280,749)	\$ 205,172
2023-2024	\$ 58,710	\$ 747,948	\$ 114,730	\$ 24,389	\$ 7,080	\$ 6,633	\$ 20,752	\$ 924,906	\$ 401,125	\$ 126,600	\$ 17,602	\$ 15,195	\$ 205,472
2020-2024 4 Yr Avg	\$ 61,106	\$ 704,942	\$ 139,316	\$ 22,964	\$ 5,593	\$ 28,752	\$ 170,363	\$ 954,872	\$ 285,637	\$ 117,209	\$ 12,972	\$ (59,461)	\$ 203,689
2024-25	\$ 59,600	\$ 384,279	\$ 513,026	\$ 34,734	\$ 8,393	\$ 5,952							

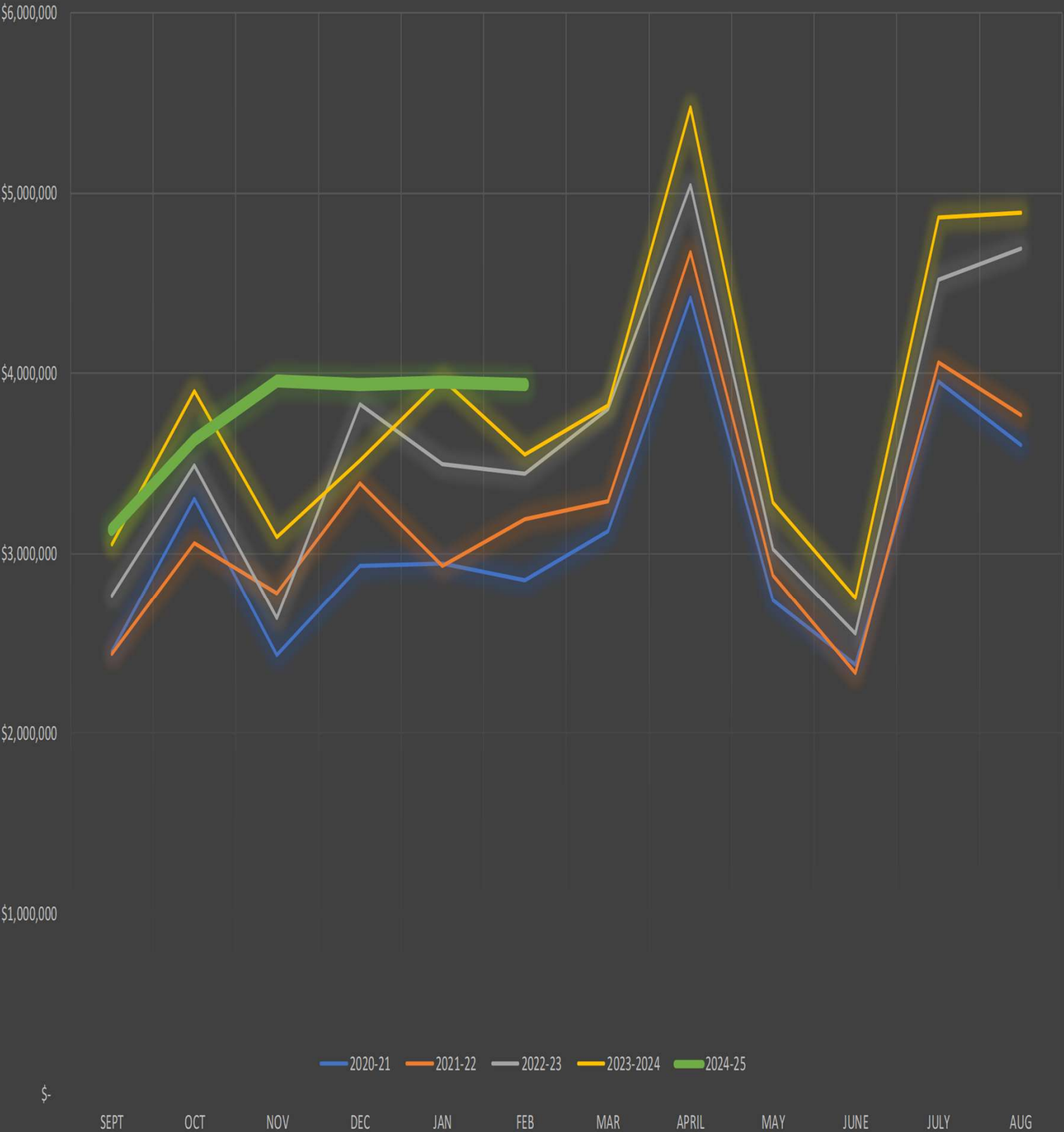
ASB FUND - REVENUES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 3,090	\$ 4,008	\$ 955	\$ 15,032	\$ 2,021	\$ 3,432	\$ 4,784	\$ 11,065	\$ 10,626	\$ 3,497	\$ 16,996	\$ 27,307	\$ 8,568
2021-22	\$ 27,730	\$ 27,921	\$ 19,447	\$ 36,870	\$ 11,549	\$ 20,842	\$ 24,254	\$ 24,342	\$ 44,520	\$ 28,175	\$ 3,778	\$ 16,503	\$ 23,828
2022-23	\$ 77,842	\$ 69,760	\$ 31,884	\$ 35,565	\$ 40,690	\$ 19,918	\$ 31,723	\$ 47,642	\$ 50,194	\$ 34,854	\$ 5,379	\$ 25,002	\$ 39,204
2023-2024	\$ 72,240	\$ 53,946	\$ 37,170	\$ 28,277	\$ 39,842	\$ 34,310	\$ 31,412	\$ 31,096	\$ 63,471	\$ 30,997	\$ 8,059	\$ 38,000	\$ 39,068
2020-2024 4 Yr Avg	\$ 45,225	\$ 38,909	\$ 22,364	\$ 28,936	\$ 23,525	\$ 19,625	\$ 23,043	\$ 28,536	\$ 42,203	\$ 24,381	\$ 8,553	\$ 26,703	\$ 27,667
2024-25	\$ 59,659	\$ 78,126	\$ 61,700	\$ 47,126	\$ 39,054	\$ 44,658							

TRANSPORTATION FUND - REVENUES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 37	\$ 51	\$ 52	\$ 62	\$ 65	\$ 68	\$ 37	\$ 38	\$ 38	\$ 38	\$ 41	\$ 176,119	\$ 14,720
2021-22	\$ 128	\$ 124	\$ 109	\$ 122	\$ 123	\$ 112	\$ 139	\$ 141	\$ 134	\$ 83	\$ 102	\$ 205,712	\$ 17,252
2022-23	\$ 385	\$ 441	\$ 488	\$ 476	\$ 691	\$ 5,664	\$ 24,743	\$ 112,157	\$ 32,513	\$ 2,038	\$ 1,470	\$ 407,214	\$ 49,023
2023-2024	\$ 8,271	\$ 95,087	\$ 15,365	\$ 2,900	\$ 1,564	\$ 1,465	\$ 3,168	\$ 116,557	\$ 50,959	\$ 4,036	\$ 3,080	\$ 507,621	\$ 67,506
2020-2024 4 Yr Avg	\$ 2,205	\$ 23,926	\$ 4,004	\$ 890	\$ 611	\$ 1,828	\$ 7,022	\$ 57,223	\$ 20,911	\$ 1,549	\$ 1,173	\$ 324,167	\$ 37,126
2024-25	\$ 9,642	\$ 49,999	\$ 65,197	\$ 5,187	\$ 2,516	\$ 2,123							

General Fund Revenues History



EPHRATA SCHOOL DISTRICT #165**MONTHLY EXPENDITURE REPORT****AS OF 02.28.25****GENERAL FUND - EXPENDITURES**

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 3,208,941	\$ 3,047,735	\$ 2,677,934	\$ 2,604,385	\$ 2,856,342	\$ 2,750,388	\$ 2,873,876	\$ 3,114,385	\$ 3,030,785	\$ 3,455,932	\$ 2,957,426	\$ 6,115,647	\$ 3,000,754
2021-22	\$ 3,100,477	\$ 3,237,740	\$ 3,213,556	\$ 3,196,234	\$ 3,149,941	\$ 2,985,563	\$ 3,816,564	\$ 3,217,420	\$ 3,229,438	\$ 3,248,890	\$ 3,191,024	\$ 4,154,358	\$ 3,311,767
2022-23	\$ 3,058,538	\$ 3,969,282	\$ 3,348,925	\$ 3,322,075	\$ 3,372,273	\$ 3,746,522	\$ 3,444,208	\$ 3,492,788	\$ 3,449,421	\$ 3,762,236	\$ 3,638,918	\$ 3,538,766	\$ 3,511,996
2023-24	\$ 4,085,331	\$ 3,755,332	\$ 3,636,684	\$ 3,919,629	\$ 3,682,262	\$ 3,600,197	\$ 3,665,263	\$ 3,736,276	\$ 4,154,211	\$ 4,052,749	\$ 3,872,129	\$ 3,824,801	\$ 3,832,072
2020-2024 4 Yr Avg	\$ 3,363,322	\$ 3,502,522	\$ 3,219,275	\$ 3,260,581	\$ 3,265,204	\$ 3,270,667	\$ 3,449,978	\$ 3,390,217	\$ 3,465,964	\$ 3,629,952	\$ 3,414,874	\$ 4,408,393	\$ 3,414,147
2024-25	\$ 4,389,016	\$ 4,005,796	\$ 3,759,103	\$ 3,807,607	\$ 3,887,311	\$ 3,996,390							

CAPITAL PROJECTS FUND - EXPENDITURES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 73,988	\$ 115,128	\$ 1,425,819	\$ 1,660,431	\$ 1,125,656	\$ 1,480,660	\$ 1,955,848	\$ 3,432,279	\$ 2,510,384	\$ 2,604,377	\$ 2,527,163	\$ 5,246,595	\$ 2,013,194
2021-22	\$ 5,000	\$ 2,721,537	\$ 1,587,634	\$ 1,656,447	\$ 1,096,292	\$ 881,455	\$ 1,289,086	\$ 768,301	\$ 992,045	\$ 1,432,205	\$ 1,140,297	\$ 1,197,053	\$ 1,230,613
2022-23	\$ -	\$ 1,323,503	\$ 766,149	\$ 804,523	\$ 92,630	\$ 1,167,623	\$ 256,627	\$ 844,939	\$ 594,488	\$ 832,103	\$ 734,237	\$ 1,438,855	\$ 737,973
2023-24	\$ 62,197	\$ 530,346	\$ 252,331	\$ 341,294	\$ 162,993	\$ 295,236	\$ 36,956	\$ 175,293	\$ 445,423	\$ 132,731	\$ 4,228	\$ 167,111	\$ 217,178
2020-2024 4 Yr Avg	\$ 35,296	\$ 1,172,629	\$ 1,007,983	\$ 1,115,674	\$ 619,393	\$ 956,243	\$ 884,629	\$ 1,305,203	\$ 1,135,585	\$ 1,250,354	\$ 1,101,481	\$ 2,012,404	\$ 1,049,740
2024-25	\$ 125,301	\$ 650,874	\$ 95,848	\$ 18,575	\$ 133,722	\$ 635,453							

DEBT SERVICE FUND - EXPENDITURES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ -	\$ -	\$ -	\$ 1,070,254	\$ -	\$ 62	\$ -	\$ 852,178	\$ -	\$ 633,690	\$ -	\$ -	\$ 213,015
2021-22	\$ 300	\$ -	\$ -	\$ 1,670,961	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,728	\$ -	\$ -	\$ 189,332
2022-23	\$ -	\$ 300	\$ -	\$ 1,781,302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 572,250	\$ -	\$ 350	\$ 196,183
2023-24	\$ -	\$ -	\$ -	\$ 1,902,487	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 424,801	\$ -	\$ -	\$ 193,941
2020-2024 4 Yr Avg	\$ 75	\$ 75	\$ -	\$ 1,606,251	\$ -	\$ 16	\$ -	\$ 213,045	\$ -	\$ 557,867	\$ -	\$ 88	\$ 198,118
2024-25	\$ 525	\$ -	\$ -	\$ 1,845,154	\$ -								

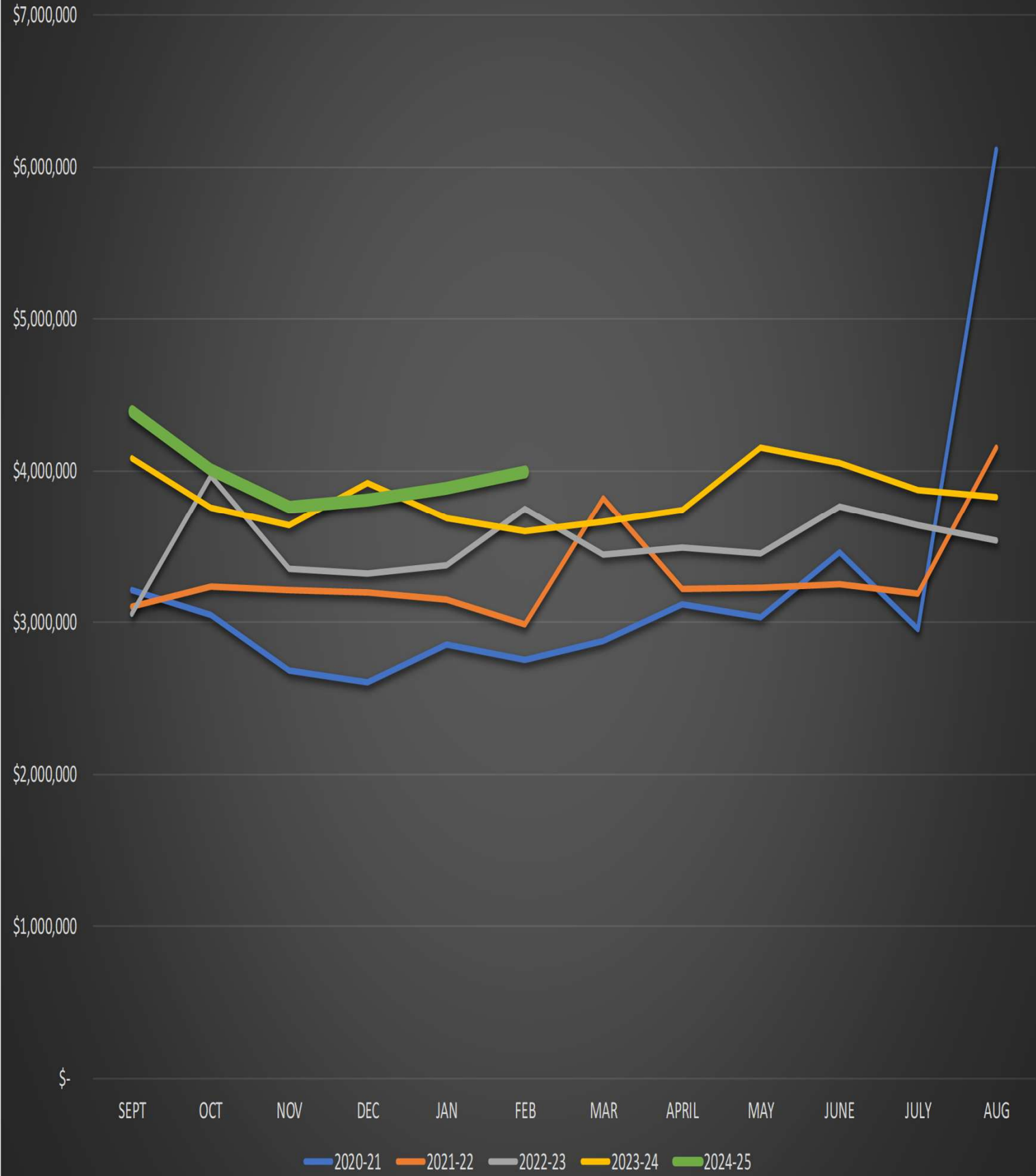
ASB FUND - EXPENDITURES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 6,542.43	\$ 15,614.60	\$ 5,487.21	\$ 5,806.23	\$ 16,229.73	\$ 3,431.50	\$ 7,843.45	\$ 7,483.00	\$ 10,626.38	\$ 6,965.29	\$ 1,477.00	\$ 19,597.93	\$ 8,925
2021-22	\$ 10,173.00	\$ 21,942.00	\$ 10,002.00	\$ 21,202.20	\$ 7,967.42	\$ 18,279.54	\$ 31,675.72	\$ 16,381.16	\$ 37,669.00	\$ 43,083.58	\$ 8,226.55	\$ 8,979.68	\$ 19,632
2022-23	\$ 22,235.80	\$ 47,316.06	\$ 26,623.05	\$ 37,652.94	\$ 23,103.66	\$ 39,487.91	\$ 41,456.00	\$ 30,196.76	\$ 42,051.05	\$ 34,449.45	\$ 26,473.12	\$ 43,562.87	\$ 34,551
2023-24	\$ 67,578.53	\$ 48,708.67	\$ 64,710.55	\$ 24,406.62	\$ 46,922.85	\$ 35,585.08	\$ 32,506.86	\$ 48,730.00	\$ 47,591.99	\$ 41,671.26	\$ 8,929.86	\$ 11,279.80	\$ 39,885
2020-2024 4 Yr Avg	\$ 26,632.44	\$ 33,395.33	\$ 26,705.70	\$ 22,267.00	\$ 23,555.92	\$ 24,196.01	\$ 28,370.51	\$ 25,697.73	\$ 34,484.61	\$ 31,542.40	\$ 11,276.63	\$ 20,855.07	\$ 25,748
2024-25	\$ 38,474	\$ 40,581	\$ 23,694	\$ 57,067	\$ 35,622	\$ 65,985							

TRANSPORTATION VEHICLE FUND - EXPENDITURES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148,894	\$ -	\$ -	\$ -	\$ 12,408
2022-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,654
2023-24	\$ -	\$ -	\$ 351,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,080	\$ -	\$ 29,538
2020-2024 4 Yr Avg	\$ -	\$ -	\$ 87,844	\$ -	\$ -	\$ 70,962	\$ -	\$ -	\$ 37,224	\$ -	\$ -	\$ -	\$ 16,400
2024-25	\$ -	\$ 387,264	\$ -	\$ 5,187	\$ -								

General Fund Expenditures History



EPHRATA SCHOOL DISTRICT #165**MONTHLY FUND BALANCE REPORT****AS OF 02.28.25****GENERAL FUND - FUND BALANCE**

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 8,296,245	\$ 8,552,132	\$ 8,309,427	\$ 8,638,811	\$ 8,730,951	\$ 8,832,742	\$ 9,085,267	\$ 10,392,386	\$ 10,098,332	\$ 8,920,500	\$ 9,218,563	\$ 9,388,819	\$ 9,038,681
2021-22	\$ 9,501,106	\$ 9,320,734	\$ 8,888,109	\$ 9,084,056	\$ 8,869,039	\$ 9,075,414	\$ 8,551,431	\$ 10,006,471	\$ 9,654,874	\$ 8,646,765	\$ 9,516,373	\$ 9,055,370	\$ 9,180,812
2022-23	\$ 8,983,225	\$ 8,504,808	\$ 7,821,335	\$ 8,321,163	\$ 8,444,598	\$ 8,141,149	\$ 8,497,608	\$ 10,047,855	\$ 9,620,137	\$ 8,313,266	\$ 9,196,348	\$ 10,356,959	\$ 8,854,038
2023-24	\$ 9,309,355	\$ 9,453,342	\$ 8,905,056	\$ 8,493,602	\$ 8,780,277	\$ 8,729,268	\$ 8,887,250	\$ 10,622,669	\$ 9,752,074	\$ 8,449,584	\$ 9,341,580	\$ 9,817,427	\$ 9,211,790
2020-2024 4 Yr Avg	\$ 9,022,483	\$ 8,957,754	\$ 8,480,982	\$ 8,634,408	\$ 8,706,216	\$ 8,694,643	\$ 8,755,389	\$ 10,267,345	\$ 9,781,354	\$ 8,582,529	\$ 9,318,216	\$ 9,654,644	\$ 9,071,330
2024-25	\$ 8,564,721	\$ 8,188,228	\$ 8,384,754	\$ 8,507,294	\$ 8,572,582	\$ 8,514,187							

CAPITAL PROJECTS FUND - FUND BALANCE

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 24,924,292	\$ 24,814,794	\$ 23,394,611	\$ 21,740,618	\$ 20,621,128	\$ 19,146,944	\$ 17,199,072	\$ 13,774,153	\$ 11,269,343	\$ 8,669,519	\$ 7,098,509	\$ 3,175,717	\$ 16,319,058
2021-22	\$ 12,303,630	\$ 11,911,865	\$ 10,524,991	\$ 10,728,090	\$ 9,636,587	\$ 11,131,328	\$ 10,962,855	\$ 10,385,228	\$ 9,935,445	\$ 9,059,360	\$ 8,010,395	\$ 8,766,091	\$ 10,279,655
2022-23	\$ 7,821,718	\$ 6,566,173	\$ 8,578,913	\$ 8,630,748	\$ 8,618,204	\$ 8,360,166	\$ 9,159,352	\$ 8,625,061	\$ 8,721,357	\$ 8,511,318	\$ 7,874,103	\$ 8,111,108	\$ 8,298,185
2023-24	\$ 8,864,175	\$ 8,617,278	\$ 9,071,629	\$ 9,019,278	\$ 8,967,746	\$ 8,851,653	\$ 8,841,636	\$ 3,124,081	\$ 2,919,311	\$ 2,828,890	\$ 2,858,093	\$ 3,202,199	\$ 6,430,498
2020-2024 4 Yr Avg	\$ 13,478,453.49	\$ 12,977,527.50	\$ 12,892,535.77	\$ 12,529,683.52	\$ 11,960,916.18	\$ 11,872,522.74	\$ 11,540,728.97	\$ 8,977,130.62	\$ 8,211,364.11	\$ 7,267,271.63	\$ 6,460,275.21	\$ 5,813,778.62	\$ 10,331,849.03
2024-25	\$ 3,103,449	\$ 2,586,104	\$ 2,684,000	\$ 2,680,339	\$ 2,554,239	\$ 1,989,158							

DEBT SERVICE FUND - FUND BALANCE

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 442,006	\$ 1,135,788	\$ 1,300,885	\$ 249,670	\$ 253,667	\$ 273,577	\$ 515,866	\$ 1,368,043	\$ 1,591,952	\$ 1,075,934	\$ 1,087,499	\$ 1,104,126	\$ 866,584
2021-22	\$ 1,165,833	\$ 1,847,416	\$ 1,988,117	\$ 344,632	\$ 351,645	\$ 393,781	\$ 613,030	\$ 1,469,923	\$ 1,721,412	\$ 1,230,041	\$ 1,240,601	\$ 1,251,681	\$ 1,134,843
2022-23	\$ 1,311,686	\$ 2,007,890	\$ 2,144,625	\$ 384,278	\$ 388,561	\$ 434,827	\$ 633,989	\$ 1,819,501	\$ 2,085,525	\$ 1,628,480	\$ 1,640,640	\$ 1,359,542	\$ 1,319,962
2023-24	\$ 1,418,252	\$ 2,166,200	\$ 2,280,930	\$ 402,831	\$ 409,911	\$ 416,544	\$ 437,296	\$ 1,362,202	\$ 1,763,327	\$ 1,465,126	\$ 1,482,728	\$ 1,497,923	\$ 1,258,606
2020-2024 4 Yr Avg	\$ 1,084,444	\$ 1,789,324	\$ 1,928,639	\$ 345,353	\$ 350,946	\$ 379,682	\$ 550,045	\$ 1,504,917	\$ 1,790,554	\$ 1,349,895	\$ 1,362,867	\$ 1,303,318	\$ 1,144,999
2024-25	\$ 1,556,998	\$ 1,941,277	\$ 2,454,303	\$ 643,883	\$ 652,277	\$ 658,229							

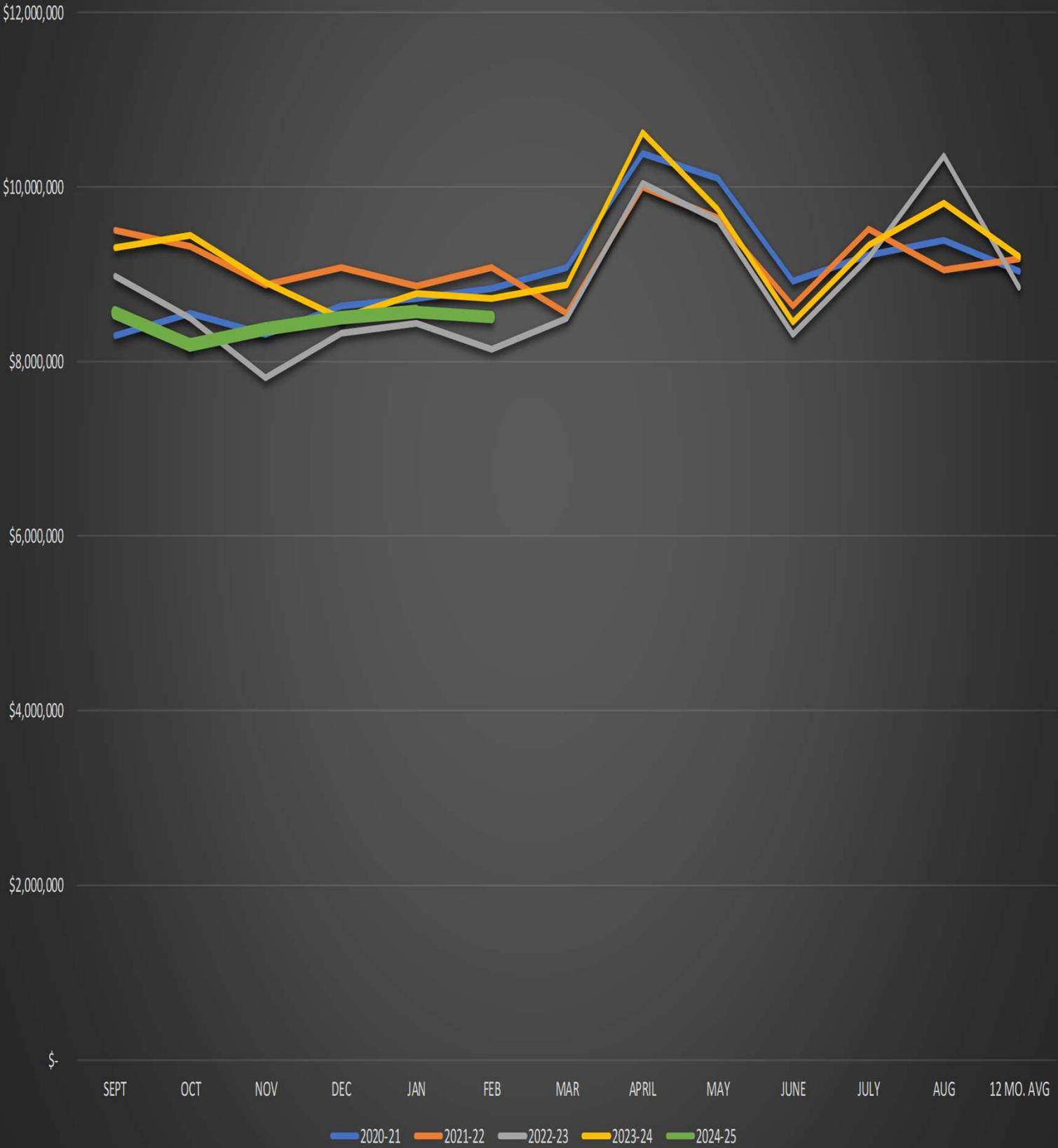
ASB FUND - FUND BALANCE

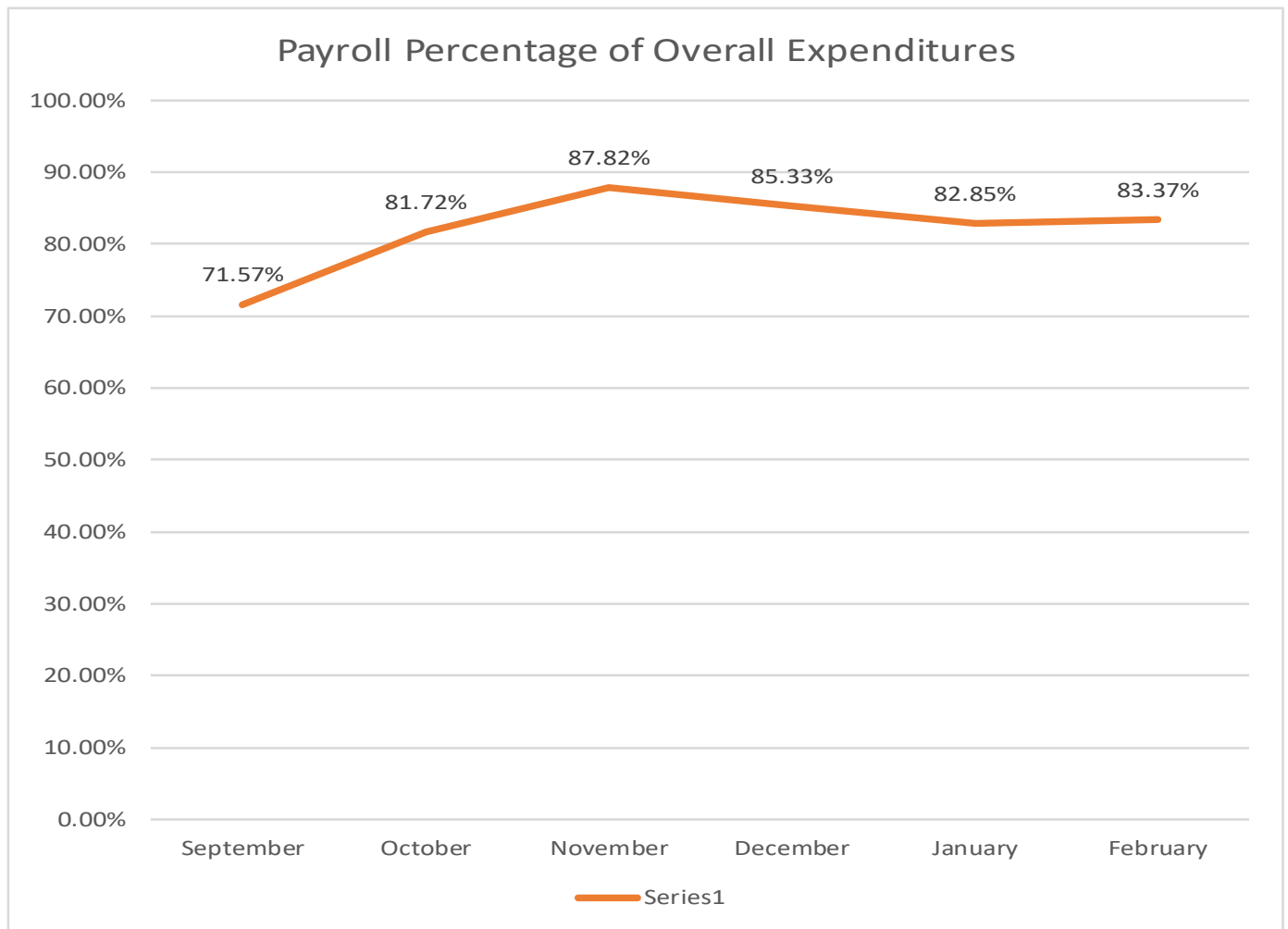
YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 323,721	\$ 312,115	\$ 307,583	\$ 316,808	\$ 302,599	\$ 309,445	\$ 306,385	\$ 313,868	\$ 327,548	\$ 324,080	\$ 339,598	\$ 359,196	\$ 320,246
2021-22	\$ 365,942	\$ 371,920	\$ 381,365	\$ 397,032	\$ 400,614	\$ 403,177	\$ 395,755	\$ 403,716	\$ 410,567	\$ 395,658	\$ 391,209	\$ 398,732	\$ 392,974
2022-23	\$ 436,418	\$ 458,862	\$ 464,123	\$ 462,035	\$ 479,621	\$ 460,051	\$ 450,318	\$ 467,763	\$ 476,225	\$ 476,630	\$ 455,536	\$ 436,975	\$ 460,380
2023-24	\$ 440,601	\$ 445,839	\$ 418,299	\$ 422,169	\$ 415,088	\$ 413,813	\$ 412,718	\$ 395,084	\$ 410,963	\$ 400,289	\$ 399,418	\$ 426,139	\$ 416,702
2020-2024 4 Yr Avg	\$ 391,671	\$ 397,184	\$ 392,842	\$ 399,511	\$ 399,481	\$ 396,621	\$ 391,294	\$ 395,108	\$ 406,326	\$ 399,164	\$ 396,440	\$ 405,260	\$ 397,575
2024-25	\$ 447,324	\$ 484,868	\$ 522,874	\$ 512,934	\$ 516,366	\$ 495,039							

TRANSPORTATION VEHICLE FUND - FUND BALANCE

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 223,151	\$ 223,202	\$ 223,254	\$ 223,316	\$ 223,382	\$ 83,056	\$ 83,092	\$ 83,132	\$ 83,169	\$ 83,208	\$ 53,249	\$ 259,367	\$ 153,715
2021-22	\$ 259,495	\$ 259,619	\$ 259,728	\$ 259,850	\$ 259,973	\$ 260,086	\$ 260,224	\$ 260,365	\$ 111,604	\$ 111,688	\$ 111,789	\$ 317,501	\$ 227,660
2022-23	\$ 317,886	\$ 318,327	\$ 318,815	\$ 319,291	\$ 319,982	\$ 41,796	\$ 66,539	\$ 178,696	\$ 211,209	\$ 213,247	\$ 214,717	\$ 621,932	\$ 261,870
2023-24	\$ 630,203	\$ 725,290	\$ 389,280	\$ 392,180	\$ 393,743	\$ 395,208	\$ 398,376	\$ 514,933	\$ 565,893	\$ 569,929	\$ 573,009	\$ 1,080,631	\$ 552,390
2020-2024 4 Yr Avg	\$ 357,684	\$ 381,610	\$ 297,769	\$ 298,659	\$ 299,270	\$ 195,036	\$ 202,058	\$ 259,282	\$ 242,969	\$ 244,518	\$ 238,191	\$ 569,858	\$ 298,909
2024-25	\$ 1,090,273	\$ 753,009	\$ 818,206	\$ 823,393	\$ 825,908	\$ 828,032							

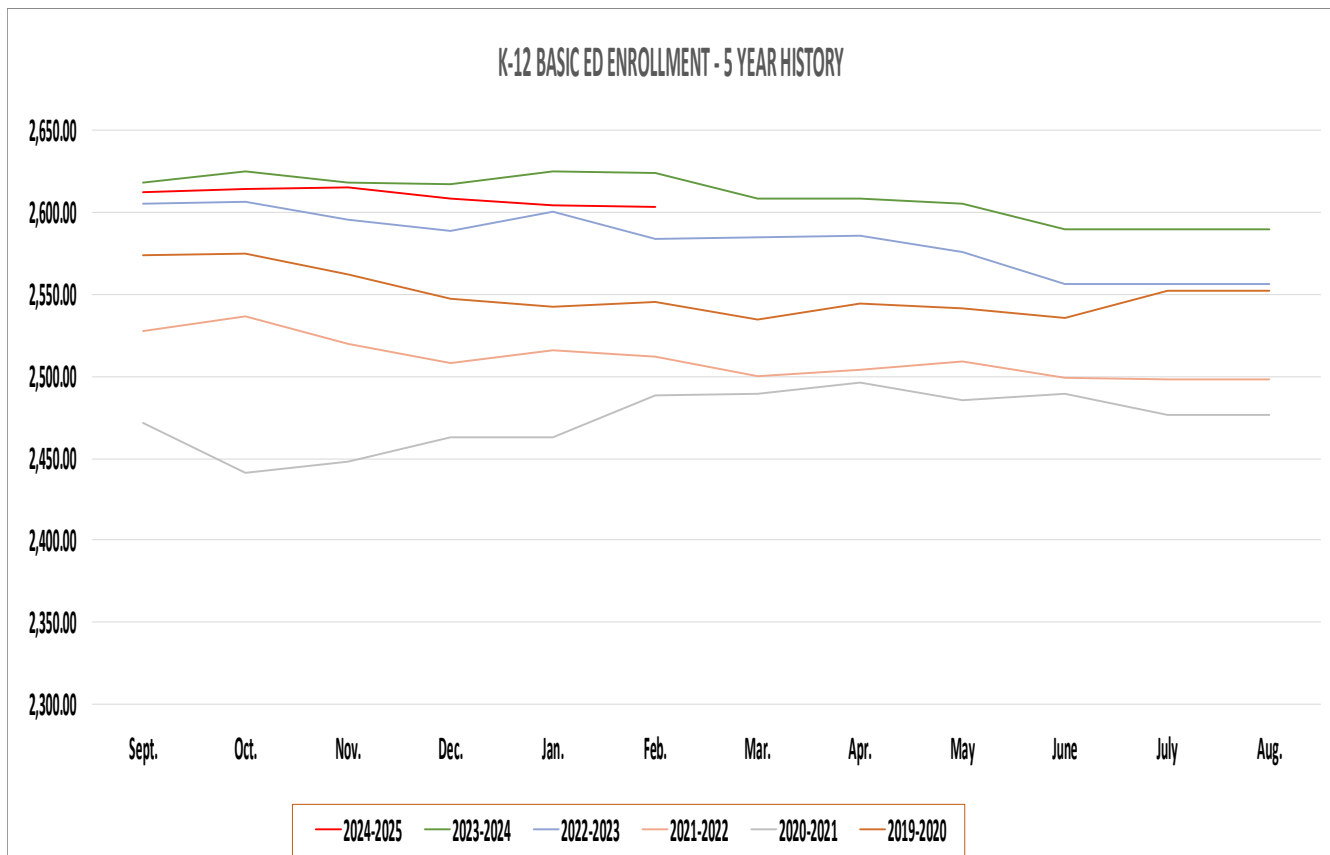
General Fund Balance History





	Payroll Expenditures	Overall Expenditures	Percentage
September	3,141,031.00	4,389,016.00	71.57%
October	3,273,716.00	4,005,796.00	81.72%
November	3,301,151.90	3,759,102.57	87.82%
December	3,248,500.38	3,807,205.40	85.33%
January	3,220,676.69	3,887,310.73	82.85%
February	3,331,693.10	3,996,389.68	83.37%
March			
April			
May			
June			
July			
August			
TOTAL	19,516,769.07	23,844,820.38	81.85%

ENROLLMENT



Month	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	AVERAGE
2024-2025	2,612.12	2,614.91	2,615.33	2,608.15	2,604.21	2,603.71							2,609.74
2023-2024	2,618.18	2,625.23	2,618.55	2,617.33	2,625.33	2,624.24	2,608.94	2,608.97	2,605.58	2,590.02	2,590.02	2,590.02	2,614.24
2022-2023	2,605.69	2,607.00	2,596.21	2,588.99	2,600.35	2,584.25	2,584.88	2,585.73	2,576.03	2,556.53	2,556.53	2,556.53	2,588.73
2021-2022	2,528.13	2,536.96	2,520.02	2,508.35	2,516.35	2,511.80	2,500.69	2,504.65	2,508.99	2,499.61	2,498.61	2,498.61	2,514.32
2020-2021	2,472.01	2,441.47	2,447.72	2,463.16	2,463.19	2,488.08	2,489.61	2,496.65	2,485.72	2,489.88	2,477.03	2,477.03	2,477.03
2019-2020	2,573.80	2,575.16	2,561.92	2,547.52	2,542.86	2,545.21	2,535.00	2,544.64	2,541.61	2,536.27	2,552.57	2,552.57	2,552.57

EPHRATA SCHOOL DISTRICT
General Fund Budget Status
For the Period Ended February 28, 2025

FY 2024-25					
	Budget	Actual thru February-25	Encumbrances	Budget Remaining	% of Budget
GENERAL EXPENSE FUND					
<u>Revenues</u>					
1000 Local Taxes	2,140,835	874,974.88	-	1,265,860.12	40.87%
2000 Local Nontax	2,184,445	176,114.26	-	2,008,330.74	8.06%
3000 State, General Purpose	30,330,285	14,448,226.62	-	15,882,058.38	47.64%
4000 State, Special Purpose	9,618,968	5,395,983.63	-	4,222,984.37	56.10%
5000 Federal, General Purpose	-	140.13	-	(140.13)	0.00%
6000 Federal, Special Purpose	3,944,761	1,642,994.58	-	2,301,766.42	41.65%
7000 Revenues from Other School Dist			-	-	0.00%
8000 Revenues from Other Agencies	21,791	8,149.71	-	13,641.29	37.40%
9000 Other Financing Sources		-	-	-	0.00%
Total Revenues	48,241,085	22,546,583.81	-	25,694,501.19	46.74%
<u>Expenditures</u>					
00 Regular Instruction	24,313,794	11,916,758.19	10,156,162.53	2,240,873.28	90.78%
10 Federal Stimulus	0	4,360.04	-	(4,360.04)	0.00%
20 Special Ed Instruction	5,010,051	2,426,766.58	2,244,719.37	338,565.05	93.24%
30 Vocational Instruction	3,018,341	1,308,710.60	1,146,765.29	562,865.11	81.35%
50/60 Compensatory Instruction	3,981,429	1,695,571.97	1,558,093.26	727,763.77	81.72%
70 Other Instructional Program	2,125,346	43,911.00	98,943.86	1,982,491.14	6.72%
80 Community Support	945,665	502,369.31	436,319.86	6,975.83	99.26%
90 Support Services	11,616,384	5,946,372.34	4,183,779.42	1,486,232.24	87.21%
Total Expenditures	51,011,010	23,844,820.03	19,824,783.59	7,341,406.38	85.61%
Operating Transfers Out	607,401.00	5,003.92			
Prior Year Adjustment					
REVENUES OVER (UNDER)					
TOTAL EXPENDITURES	(3,377,326.00)	(1,303,240.14)			
Fund Balance at September 1, 2024	10,000,000	9,817,427.01			
Current Total Ending Fund Balance	6,622,674	8,514,186.87			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	311,126	471,935.59			
GL 821 Reserved For Carryover	701,387	587,167.43			
GL 828 Reserved For Food Service Carryover	159,689.00	158,841.76			
GL 830 Reserved For Debt Service	107,401.00	107,401.00			
GL 840 Reserved For Inventory/Prepaid		789,887.01			
GL 870 Committed -Other Items					
GL 872 Committed to Min Fund Bal Policy					
GL 884 Assigned to Other Cap Projects					
GL 888 Assigned to Other Purposes					
GL 875 Unrsrvd, Dsgntd-Contingencies					
GL 890 Unassigned Fund Bal	1,778,521	3,173,609.34			
GL 891 Unassigned Min Fnd Bal Policy	3,564,550	3,225,344.74			
TOTAL Ending Fund Balance	6,622,674	8,514,186.87			

EPHRATA SCHOOL DISTRICT
Capital Projects Fund Budget Status
For the Period Ended February 28, 2025

FY 2024-25					
	Budget	Actual thru February-25	Encumbrances	Budget Remaining	% of Budget
CAPITAL PROJECTS FUND					
<u>Revenues</u>					
1000 Local Taxes	784,000	327,226.56	-	456,773.44	41.74%
2000 Local Nontax	150,000	36,442.41	-	113,557.59	24.29%
4000 State, Special Purpose	265,000	83,062.85	-	181,937.15	31.34%
6000 Federal, Special Purpose			-	-	0.00%
9000 Other Financing Sources	500,000		-	500,000.00	0.00%
Total Revenues	1,699,000	446,731.82	-	1,252,268.18	26.29%
<u>Expenditures</u>					
10 Sites		82,606.02	882.58	(83,488.60)	0.00%
20 Building	3,286,098	1,391,512.73	192,678.39	1,701,906.88	48.21%
30 Equipment	294,493.00	185,654.41	33,190.60	75,647.99	74.31%
40 Energy				-	0.00%
50 Sales & Lease Equipment			-	-	0.00%
60 Bond Issuance Expenditure			-	-	0.00%
90 Debt			-	-	0.00%
Total Expenditures	3,580,591	1,659,773.16	226,751.57	1,694,066.27	52.69%
Operating Transfers Out	-	-			
Other Financing Uses	-				
Prior Year Adjustment	-	-			
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	(1,881,591)	(1,213,041.34)			
Fund Balance at September 1, 2024	1,881,591	3,202,198.93			
Current Fund Balance	-	1,989,157.59			
<u>Ending Fund Balance Accounts</u>					
GL 810 Reserved For Other Items	-	-			
GL 821 Reserved For Carryover	-	-			
GL 830 Reserved For Debt Service	-	-			
GL 861 Restricted from Bond Proceeds	-	-			
GL 862 Committed from Levy Proceeds	-	1,177,445.74			
GL 863 Restricted from State Proceeds	-	(446,129.07)			
GL 864 Reserve from Fed Proceeds	-	-			
GL 865 Restricted from Other Proceeds	-	-			
GL 872 Committed to Min Fund Bal Policy	-	-			
GL 888 Assigned to Other Purposes	-	-			
GL 875 Unrsrvd, Dsgntd-Contingencies	-	-			
GL 889 Assigned to Fund Purposes	-	1,257,840.92			
GL 891 Unassigned Min Fnd Bal Policy	-	-			
TOTAL Ending Fund Balance	-	1,989,157.59			

EPHRATA SCHOOL DISTRICT
Debt Service Fund Budget Status
For the Period Ended February 28, 2025

FY 2024-25					
	Budget	Actual thru February-25	Encumbrances	Budget Remaining	% of Budget
DEBT SERVICE FUND					
<u>Revenues</u>					
1000 Local Taxes	2,227,560	984,975.61	-	1,242,584.39	44.22%
2000 Local Nontax	7,500	15,830.21	-	(8,330.21)	211.07%
3000 State, General Purpose			-	-	0.00%
4000 Federal, General Purpose			-	-	0.00%
5000 Federal, Special Purpose			-	-	0.00%
9000 Other Financing Sources	107,401	5,178.92	-	102,222.08	4.82%
Total Revenues	2,342,461	1,005,984.74	-	1,336,476.26	42.95%
<u>Expenditures</u>					
Matured Bond Expenditures	1,612,393	1,515,000.00		97,393.00	93.96%
Interest on Bonds	622,433	330,153.92		292,279.08	53.04%
Interfund Loan Interest				-	0.00%
Bond Transfer Fees	10,000	525.00		9,475.00	5.25%
Arbitrage Rebate				-	0.00%
Total Expenditures	2,244,826	1,845,678.92	-	399,147.08	82.22%
Other Financing Uses:	-	-			
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	97,635.00	(839,694.18)			
Fund Balance at September 1, 2024	1,501,513	1,497,922.73			
Current Fund Balance	1,599,148	658,228.55			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 830 Reserved For Debt Service	1,599,148	658,228.55			
GL 835 Restricted for Arbitrage Rebat	-	-			
GL 870 Committed -Other Items	-	-			
GL 889 Assigned to Fund Purposes	-	-			
GL 890 Unassigned Fund Bal	-	-			
TOTAL Ending Fund Balance	1,599,148	658,228.55			

EPHRATA SCHOOL DISTRICT
ASB Fund Budget Status
For the Period Ended February 28, 2025

FY 2024-25					
	Budget	Actual thru February-25	Encumbrances	Budget Remaining	% of Budget
ASSOCIATED STUDENT BODY FUND					
<u>Revenues</u>					
1000 General Student Body	319,000	94,666.35	-	224,333.65	29.68%
2000 Athletics	429,350	150,039.95	-	279,310.05	34.95%
3000 Classes	23,300	4,515.67	-	18,784.33	19.38%
4000 Clubs	455,415	68,952.83	-	386,462.17	15.14%
6000 Private Moneys	40,312	12,148.98	-	28,163.02	30.14%
Total Revenues	1,267,377	330,323.78	-	937,053.22	26.06%
<u>Expenditures</u>					
1000 General Student Body	409,650	80,349.08	20,608.47	308,692.45	24.64%
2000 Athletics	338,235	111,700.18	29,128.81	197,406.01	41.64%
3000 Classes	20,000	297.71	10.19	19,692.10	1.54%
4000 Clubs	444,105	60,444.80	41,929.50	341,730.70	23.05%
6000 Private Moneys	28,200	8,631.12	3,065.30	16,503.58	41.48%
Total Expenditures	1,240,190	261,422.89	94,742.27	884,024.84	28.72%
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	27,187	68,900.89			
Fund Balance at September 1, 2024	385,921	426,138.54			
Current Fund Balance	413,108	495,039.43			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 819 Restricted for Fund Purposes	413,108	493,351.61			
GL 840 Nonspnd FB - Invent/Prepd Itms	-	1,687.79			
GL 850 Committed to Other Purposes	-	-			
GL 870 Committed -Other Items	-	-			
GL 889 Assigned to Fund Purposes	-	-			
GL 890 Unassigned Fund Bal	-	-			
TOTAL Ending Fund Balance	413,108	495,039.40			

EPHRATA SCHOOL DISTRICT

Transportation Vehicle Fund Budget Status

For the Period Ended February 28, 2025

FY 2024-25					
	Budget	Actual thru February-25	Encumbrances	Budget Remaining	% of Budget
TRANSPORTATION VEHICLE FUND					
<u>Revenues</u>					
1000 Local Taxes	123,000.00	122,695.74	-	304.26	99.75%
2000 Local Nontax	4,800	11,968.83	-	(7,168.83)	249.35%
3000 State, General Purpose	-	-	-	-	0.00%
4000 State, Special Purpose	504,711	-	-	504,711.00	0.00%
5000 Federal, General Purpose	-	-	-	-	0.00%
8000 Revenues fr Other Agencies	-	-	-	-	0.00%
9000 Other Financing Sources	-	-	-	-	0.00%
Total Revenues	632,511	134,664.57	-	497,846.43	21.29%
<u>Expenditures</u>					
Type 30 Equipment	1,718,591	387,263.54	-	1,331,327.46	22.53%
Type 60 Bond Levy Issuance	-	-	-	-	0.00%
Type 90 Debt	-	-	-	-	0.00%
Total Expenditures	1,718,591	387,263.54	-	1,331,327.46	22.53%
Operating Transfers:					
In From General Fund	-	-			
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	(1,086,080)	(252,598.97)			
Fund Balance at September 1, 2024	1,086,080	1,080,630.53			
Current Fund Balance	-	828,031.56			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 819 Restricted for Fund Purposes	-	828,031.56			
GL 830 Reserved for Debt Service	-	-			
GL 835 Restricted for Arbitrage Rebate	-	-			
GL 850 Committed to Other Purposes	-	-			
GL 889 Assigned to Fund Purposes	-	-			
GL 890 Unassigned Fund Bal	-	-			
TOTAL Ending Fund Balance	-	828,031.56			

Coversheet

First Reading of Policy/Procedure

Section: III. Non-Action Items
Item: E. First Reading of Policy/Procedure
Purpose: Discuss

Submitted by:

Related Material:

1400 Meeting Conduct Order of Business and Quorum - Essential.pdf
1450 Absence of a Board Member - Encouraged.pdf
1733 Board Member Compensation - Encouraged.pdf
1822 Training and Professional Development for Board Members - Encouraged.pdf
3414 Infectious Disease - Encouraged.pdf
3420 Anaphylaxis Prevention and Response - Essential.pdf
3424 Opioid Related Overdose Reversal - Essential.pdf
5251 Conflicts of Interest - Encouraged.pdf
5252 Staff Participation in Political Activities - Discretionary.pdf
5405 emergency leave - WSSDA Retired.pdf
6220 Bid or Request for Proposal Requirements - Essential.pdf
6959 Acceptance of Completed Project - Encouraged.pdf

Meeting Conduct, Order of Business, and Quorum

The board will schedule its meetings in compliance with the law, and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

Regular Meetings

Regular meetings are held at 6 pm on the fourth Monday of each month, with the exception of June, July and August when the meeting are held at 6 am, in PDC Room #1, 357 Alder ST NW or at other times and places as determined by the presiding officer or by majority vote of the board. An agenda of the business the board will transact must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting, unless the district does not have a website or employs fewer than ten full-time equivalent employees.

If the board adjourns to times other than a regular meeting time, the board will provide notice of the meeting in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries. In cases of emergency, fire, flood, earthquake, or other emergency, the presiding officer president may provide for a location other than that of the regular meeting, a remote meeting with no physical location, or a meeting at which physical attendance is limited. In the instances of remote or limited in-person meetings, the District will provide real-time telephonic, electronic, internet, or other readily available means of remote access that do not require an additional cost to access the meeting.

The district will hold remote or physical attendance limited meetings only in cases of emergency declared by federal, state or local government, or in cases of local emergency, fire, flood, earthquake or other emergency, and at such meetings will provide real-time telephonic, electronic, internet or other readily available means of remote access that do not require an additional cost to access the meeting.

Special Meetings

Special meetings may be called by the president or at the request of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally, by mail, facsimile, email. The notice must be posted on the district's website unless the district (1) does not have a website, or share a website with, or have its website hosted by, another public agency; (2) employs no full-time equivalent employees; or (3) does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

The district must also prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters and is not held as a remote meeting. During a declared emergency that prevents a meeting from being held in-person with reasonable safety, the district may post notice of a remote meeting without a physical location on the district website, or the website hosted or shared by another agency.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

A board member waives the written notice requirement if that board member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or email; or
2. Is actually present at the time the meeting convenes.

The board will not take final disposition on any matter other than those items stated in the meeting notice. If the district calls a special meeting of the board to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited to declared emergencies in which travel to physically post notice is barred or advised against, the board may meet immediately with no prior notice.

Emergency Meetings

If the district determines, by reason of fire, flood, earthquake, or other emergency, that there is a need for expedited action by the board to meet the emergency, the *chair/president* may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency. The president may provide for an emergency meeting without providing notice.

If, after the declaration of an emergency by a local or state government or agency, or by the federal government, the district determines that it cannot hold a board meeting with its members or with public attendance in person with reasonable safety because of the emergency, the district will either:

1. Hold a remote meeting without a physical location, or
2. Hold a meeting at which the physical attendance by some or all members of the public is limited due to the declared emergency.

Members of the board may appear at a remote meeting telephonically or by other electronic means that allows for real-time, remote communication.

For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, the district must provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. Free readily available options include, but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. The district may also permit the other electronic means of remote access.

The district will provide notice for remote meetings or meetings at which the physical attendance by some or all members of the public is limited due to a declared emergency according to this Policy. The notice for meetings pursuant to a declared emergency must include instructions on how the public may listen live to proceedings and how the public may access any other electronic means of remote access offered by the district.

The district will not take final disposition on any matter during a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency unless the district has provided an option for the public to listen to the proceedings, except for an executive session, pursuant to this Policy.

Public Notice

The board will give proper public notice for any special meeting whenever a regular meeting is adjourned to another time. The board may provide notice for an emergency meeting in accordance with this Policy.

All meetings will be open to the public with the exception of executive or closed sessions authorized by law. The board will take final action resulting from executive session discussions during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting and those who may have difficulty physically attending a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, will be the office of the board. The district's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum and Voting

A quorum consists of the majority of all board members. For school boards with five members, three board members constitute a quorum. A quorum is required for the transaction of business, including voting. Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform that provides real-time verbal communication without being in the same physical location with those in attendance.

Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.

The board will take no action by secret ballot at any meeting required to be open to the public. Generally, the board votes on motions and resolutions by "voice" vote, unless a board member requests to vote by oral roll call, in which case the board will do so. A motion passes when a majority of those board members present and voting vote in favor. However, a majority vote of *all* board members is required to elect or select a superintendent or board officer and the board must vote on these matters by an oral roll call. The board will vote by an oral roll call whenever required by law.

Meeting Conduct and Order of Business

The board will conduct all board meetings in a civil, orderly, and business-like manner. The board uses *Roberts Rules of Order (Revised)* as a guide, except when board bylaws or policies supersede such rules. During board meetings, board members will refrain from communicating electronically (e.g., by email, text, social media) with their fellow board members.

The board will use the agenda to establish its regular order of business. However, either the superintendent or a board member may request additions or changes to the prepared agenda, and the board may adopt a revised agenda or order of business by a majority vote of the board members present. At a special meeting, the board may take final action only on that business contained in the notice of the special meeting.

It is unlawful for any member of the public to knowingly carry onto, or to possess on, any area of a facility being used for official school board meetings, a dangerous weapon, including but not limited to a firearm, "nun-chu-ka sticks," "throwing stars," air gun or pistol, stun gun, or other dangerous weapon as listed in RCW 9A.41.280. The board will ensure that signs providing notice of the restrictions on possession of firearms and other weapons are posted at facilities being used for official meetings of the board.

Public Attendance and Comment

Any member of the public may attend board meetings, including individuals who do not live within district boundaries. The board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of public comment, with the exception of emergency situations, the board will provide a period at or before every regular meeting at which final action is to take place for public comment. During public comment period, visitors may address the board on any topic within the scope of the board's responsibility. Public comment may occur orally or through written comments submitted before the

Policy 1400
Classification: Essential

meeting. Written comments must adhere to the standards of civility discussed below and must be received 24 hours before the board meeting. All written public comments timely submitted will be distributed to each board member.

The board may structure the oral public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the board imposes will be content neutral.

The board may require those who wish to speak (but not all attendees) to sign in so that the board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identify themselves and proceed to make comments within the time limits established by the board.

The board is not obligated to respond to questions or challenges made during the public comment period and the board's silence will not signal agreement or endorsement of the speaker's remarks. The board may control the time, place, and manner of public comment. The chair/president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the board imposes on itself. Examples of uncivil comments include comments that:

- Are libelous or slanderous under a legal standard;
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, **or bullying of students**, or **policy or procedure related to nondiscrimination**;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the board meeting

The board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the board, district, and / or staff that are negative yet still civil in nature. The board will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period at the beginning of the meeting, the board may identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment—both oral and written—is required before the board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient, or safe management and operation of the district. Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about his or her firm.

Meeting Recordings

Effective June 30, 2024, all regular and special meetings of the board at which a final action is taken or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded. Such recordings will be maintained for at least one year. The recording will include the comments of the directors and the comments of members of the public if formal public testimony is accepted at the meeting.

Cross References: 1420 - Proposed Agenda and Consent Agenda
 1410 - Executive or Closed Sessions
 1220 - Board Officers and Duties of Board Members

Policy 1400
Classification: Essential

Legal References:

RCW 28A.330.020 Certain board elections, manner and vote required -
Selection of personnel, manner
RCW 28A.320.040 Bylaws for board and school government
RCW 28A.330.070 Office of board — Records available for public inspection
RCW 28A.343.370 Vacancies
RCW 28A.343.380 Meetings
RCW 28A.343.390 Quorum — Failure to attend meetings
RCW 42.30.030 Meetings declared open and public
RCW 42.30.050 Interruptions - Procedure
RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at
public meetings — Notice — Secret voting prohibited
RCW 42.30.070 Times and places for meetings - Emergencies - Exception
RCW 42.30.080 Special Meetings
RCW 9.41.280 Possessing dangerous weapons on school facilities – Penalty -
Exceptions
42 U.S.C. 12101-12213 Americans with Disabilities Act

Management Resources:

2023 – July Issue
2022 – June Issue
2018 – August Issue
2014 - June Issue
2013 - April Issue
2012 - June Issue
Policy News, June 2005 Special Meeting Notice Requirements



Policy: 1450

Section: 1000 - Board of Directors

ABSENCE OF BOARD MEMBER

Absence of a Board Member

Whenever possible each board member ~~shall~~will give advance notice to the ~~chair~~chair/president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a board ~~member's~~member's absence from a meeting if requested to do so. ~~The board shall declare a board member's position vacant after four (4) consecutive unexcused absences from regular board meetings.~~

~~Legal Reference:~~

~~RCW 28A.343.390 Directors - Quorum - Failure to attend meetings~~

~~Ephrata School District Adopted 2/13/01~~

~~The board may declare a board member's position vacant after four (4) consecutive unexcused absences from regular board meetings, if the absences were for reasons other than: 1) illness; 2) active or training military duty; or 3) those authorized by resolution of the board.~~

~~If a board member is on active duty or training status with the military, the board will grant an extended leave of absence to cover the period of service or training. The extended leave of absence may not have the effect of extending the board member's term. The board also has the authority to appoint a temporary successor to the absent board member's position. The temporary successor will serve until the board member returns or until the end of the board member's term.~~

~~-~~

Cross References:

1114 - Board Member Resignation and Vacancy

1220 - Board Officers and Duties of Board Members

Legal References:

RCW 28A.343.390 Quorum — Failure to attend meetings

RCW 42.12.010 Causes of vacancy

RCW 73.16.041 Leaves of absence of elective and judicial officers

Management Resources:

2016 - July Issue

Policy News, October 2001 Law Grants Board Members Military Leave

Last Revised: **July 01, 2016**
Classification: **Encouraged**
Prior Revised Dates: **02.00; 12.01; 12.11**

© 2020-2025 Washington State School Directors' Association. All rights reserved.



Policy: 1733

Section: 1000 - Board of Directors

BOARD-MEMBER-COMPENSATION

~~Each~~

Board Member Compensation

~~If authorized by board resolution, at a regularly scheduled meeting, each~~ board member may receive compensation of fifty dollars per day or portion thereof for attending board meetings and for performing other services on behalf of the school district, not to exceed four thousand-eight hundred dollars per year. Such compensation ~~shall~~will come from locally collected excess levy funds available for that purpose, and ~~shall~~will not cause the state to incur any present or future funding obligation.

Any board member may waive all or any portion of his/her compensation for any month or months during his/her term of office, by a written waiver filed with the district. ~~-The waiver may be filed any time after the director's election and before the date on which the compensation would otherwise be paid. -The waiver~~ ~~shall~~will specify the month or period of months for which it is made.

~~Legal Reference:RCW 28A.343.400 — Directors Compensation Waiver~~

~~Ephrata School District Adopted 2/13/01~~

~~Since the directors of a school district are municipal officers who fix their own compensation, they may not increase their own compensation during their current terms of office pursuant to Article 30, Section 1, and Article 11, Section 8 of the State Constitution.~~

~~The compensation provided in this section will be in addition to any reimbursement for expenses paid to such directors by the school district.~~

~~-~~

Legal References:

RCW 28A.343.400 Compensation — Waiver

State Constitution, Article 30

Last Revised: **December 01, 2011**

Classification: **Encouraged**

Prior Revised Dates: **02.00**

| [© 2020-2025 Washington State School Directors' Association. All rights reserved.](#)



Policy: 1822

Section: 1000 - Board of Directors

INSERVICE CONFERENCES FOR BOARD MEMBERS

Training and Professional Development for Board Members

In keeping with the need for continuing ~~inservice training and professional~~ development to enhance effective ~~boardsmanship~~ governance, the board encourages the participation of its members at appropriate board conferences, workshops, and conventions. Additionally, board members will obtain the trainings required by Washington state. Funds for ~~participation at such meetings~~ board leadership training and professional development will be budgeted for on an annual basis.

Board Policy — 1005 — Key Functions of the Board
 1810 — Annual Goals and Objectives
——— 1820 — Board Self-Assessment
——— 1731 — Board Member Expenses

Cross References:

1731 - Board Member Expenses
1805 - Open Government Trainings
1810 - Annual Governance Goals and Objectives
1820 - Board Self-Assessment
1005 - Key Functions of the Board

Legal References:

RCW 28A.345.120 School director governance—Cultural competency, diversity, equity, and inclusion—Training programs

Last Revised: **October 13, 2021**

Classification: **Encouraged**

Prior Revised Dates: **12.98; 12/01/2011; 06/28/2021**

© 2020-2025 Washington State School Directors' Association. All rights reserved.

INFECTIOUS DISEASES

Policy: 3414
Section: 3000 - Students

Infectious Diseases

In order to safeguard the school community from the spread of certain communicable diseases the superintendent ~~shall~~will implement procedures assuring that all school buildings are in compliance with ~~state board~~State Board of ~~health~~Health rules and regulations regarding the presence of persons who have or have been exposed to infectious diseases deemed dangerous to the public health. Such procedures will also prescribe the steps to remove the danger to others.

- The district ~~shall~~will require that the ~~parents~~parent/guardian complete a medical history form at the beginning of each school year. The school nurse may use this information to advise the parent of the need for further medical attention and to plan for potential health problems in school.

- The board authorizes the school principal to exclude a student who has been diagnosed by a licensed health care provider (LHP) or is suspected of having an infectious disease in accordance with the regulations within the most current, *Infectious Disease Control Guide for School Staff*, provided by the ~~Office~~Department of ~~the Superintendent of Public Instruction~~Health. The principal and/or school nurse will report the presence of suspected case or cases of reportable communicable disease to the appropriate local health authority as required by the State Board of Health. The district and its staff will treat all information concerning a student's present and past health condition as confidential. The principal ~~shall~~will cooperate with the local health officials in the investigation of the source of the disease.

- The fact that a student has been tested for a sexually transmitted ~~disease~~infection, the test result, any information relating to the diagnosis or treatment of a sexually transmitted ~~disease~~infection, and any information regarding drug or alcohol treatment for a student must be kept strictly confidential. If the district receives authorization to release information, the district may disclose information pursuant to the restrictions in the release.

- A school principal ~~or designee~~ has the authority to send an ill ~~child~~student home without the concurrence of the local health officer, but if the disease ~~suspected is determined to be~~ is reportable, the district must notify the local health officer. The local health officer is the primary resource in the identification and control of infectious disease in the community and school. The local health officer, in consultation with the superintendent, ~~can~~ take whatever action deemed necessary to control or eliminate the spread of disease, including closing a school.

Legal References: ~~RCW 28A.210.010 Contagious diseases, limiting contact~~ ~~Rules and regulations~~
~~Chapter 246-110 WAC Contagious diseases~~ ~~School districts and day care centers~~
~~Chapter 70.02 RCW Medical records~~ ~~health care information access and disclosure~~
~~RCW 70.24.290 Public school employees~~ ~~Rules for blood-borne pathogens education~~
~~and training~~

First Reading 3.23, Second Reading 4.23
 Adoption Date: 10.07; 2.19

~~Policy 3414~~

~~Management Resources: 2020 - September Issue
2018 - August Issue
2013 - February Issue~~

Legal References: Chapter 70.02 RCW Medical records — Health care
 information access and disclosure
 RCW 28A.210.010 Contagious diseases, limiting contact —
 Rules
 Chapter 246-110 WAC Contagious disease --School districts
 and day care centers
 RCW 70.24.290 – Public school employees – Rules for blood-
 borne pathogens education and training
 WAC 246-101-420 Duties—Schools.

Management Resources: 2018 - August 2018 - August Policy Issue
 2013 - February Issue
 2020 - September Alert

Adoption Date:
Classification: **Encouraged**
Revised Dates: **08.07; 12.11; 02.13; 08/01/2018; 09.20**

© 2020-2025 Washington State School Directors' Association. All rights reserved.

~~First Reading 3.23, Second Reading 4.23
Adoption Date: 10.07; 2.19~~

Policy No. 3420
Students

Policy: 3420
Section: 3000 - Students

Anaphylaxis Prevention and Response

Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. ~~—~~ Anaphylaxis is a medical emergency that requires immediate medical treatment and may require follow-up care by an allergist/immunologist.

The Ephrata Board of Directors expects school administrators, teachers, and support staff to be informed and aware of life-threatening allergic reactions (anaphylaxis) and how to deal with the resulting medical emergencies. ~~—~~For students, some common life-threatening allergens are peanuts, tree nuts, fish, dairy, bee or other insect stings, latex, and some medications. Affected students require planned care and support during the school day and during school sponsored activities. ~~—~~Additionally, any student could potentially have a life-threatening allergic reaction even without a history of such.

Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. The district will take reasonable measures to avoid allergens for affected students. The district will also train all staff in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel. The plan shall be distributed to appropriate staff based on the students' needs and the staffs' level of interaction with the student as determined in the health plan.

Even with the district's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the district will take reasonable precautions to reduce the risk of a student exposure to allergens for students with a history of ~~—~~anaphylaxis ~~—coming into contact with the offending allergen in school.~~

Parent/guardian is responsible to ensure that they provide the school with appropriate medication and treatment orders pursuant to RCW 28A.210.320 ~~RCW 28A.210.320~~ if their student is identified with a life-threatening allergy.

The superintendent will establish procedures to support this policy and to ensure:

- 1) Emergency response procedures ~~Rescue protocol~~ in cases of suspected anaphylaxis will follow OSPI's current Guidelines for the Care of Students with Anaphylaxis ~~(2009);~~

Policy No. 3420

Students

- 2)2. _____ A simple and standardized format for emergency care plans is utilized;
- 3)3. _____ A protocol is in place to ensure emergency care plans are current and completed and distributed to appropriate staff;
- 4)4. _____ Medication orders are clear and unambiguous; _
- 5)5. _____ Training and documentation is a priority-~~z~~

Cross References: _____ Model Policy 3419 _____ Self Administration of Asthma and Anaphylaxis Medications
 _____ Model Policy 3420 _____ Anaphylaxis Prevention and Response
 _____ Model Policy 3418 _____ Emergency Treatment
 _____ Model Policy 3416 _____ Medication at School

Legal References: _____ WAC 392-380 Public School Pupils—Immunization Requirement and Life-Threatening Health Condition
 _____ RCW 28A.210.383 Anaphylaxis—Policy guidelines—Procedures—Report

Management Resources:

_____ Policy News, August 2018
 _____ Policy News, December 2013
 _____ Policy News, August 2012 _____ Anaphylaxis Prevention and Response
 _____ Policy News, February 2009 _____ Anaphylaxis Prevention Policy Required
 _____ OSPI, March 2009 _____ Guidelines for the Care of Students with Anaphylaxis

Cross References: 3419 - Self-Administration of Asthma and Anaphylaxis Medications
3418 - Response to Student Injury or Illness
3416 - Medication at School

Legal References: WAC 392-380 PUBLIC SCHOOL PUPILS—IMMUNIZATION REQUIREMENT AND LIFE-THREATENING HEALTH CONDITION
RCW 28A.210.380Anaphylaxis — Policy guidelines — Procedures — Reports.
RCW 28A.210.383 Epinephrine and epinephrine autoinjectors (EPI pens)—School supply—Use.

Policy No. 3420
Students

Management Resources: 2018 - August 2018 - August Policy Issue
 2013 - December Issue
 2012 - August Issue
 2009 - February Issue
 OSPI, Guidelines for the Care of Students with Anaphylaxis

Adoption Date: ~~12.12~~
~~First Reading 1.19, Second Reading 2.19~~

Classification: Essential
Revised ~~1.19~~ Dates: 02.09; 12.11; 08.12; 12.13; 08.18

© 2020-2025 Washington State School Directors' Association. All rights reserved.

Policy: 3424

Policy: 3424
Section: 3000 - Students

Opioid Related Overdose Reversal-

The board recognizes that the opioid epidemic is a public health crisis and access to opioid-related overdose reversal medication can be ~~lifesaving~~life-saving. To assist a person at risk of experiencing an opioid-related overdose, the district will seek to obtain and maintain at least one set of opioid overdose reversal medication doses ~~at Ephrata School District~~in each of its schools.

~~SSB 5804 amended RCW 28A.210.390,~~ The district ~~has authority to~~must obtain and maintain opioid overdose reversal medication. ~~Medication can be obtained using a Washington State Department of Health either through a~~ standing order, prescribed and dispensed according to RCW 69.41.095(5), ~~using a prescription obtained from a licensed and authorized medical provider,~~ or through ~~multiple~~one or more donation sources. The district will seek at least one set of opioid reversal medication doses for ~~the Ephrata School District~~each of its schools. However, if the district documents a good faith effort to obtain and maintain opioid overdose reversal medication through a donation source, and is unable to do so, the district is exempt from the obligation to have a set of opioid reversal medication doses for ~~the Ephrata School District as defined in RCW 28A.210.390~~each school. Documentation of good faith effort must be kept on file.

The following personnel may distribute or administer the school-owned opioid overdose reversal medication to respond to symptoms of an opioid-related overdose ~~based on their training~~:

- A school nurse,
- School personnel who become designated trained responders, or

Training for school personnel to become designated trained responders and distribute or administer opioid overdose reversal medication must meet the requirements for training described in ~~RCW 28A.210.395~~the statute and any rules or guidelines for such training adopted by the Office of Superintendent Public Instruction. ~~If a school building has a school provided dose of opioid overdose reversal medication on campus and does not have a full time school nurse, the~~The district shall identify at least one member of ~~the school building's~~each school's personnel to become a designated trained responder who can distribute and administer opioid overdose reversal medication. ~~At minimum, naloxone responder training must include all requirements identified in RCW 28A.210.~~
~~The district seeks to ensure that a designated trained responder, whether school nurse or trained school personnel, is available to distribute and administer naloxone during office hours and at other times, if available.~~

Opioid overdose reversal medication may be used on school property, including the school building, playground, and school bus, as well as during field trips or sanctioned excursions away from school property. A school nurse or a designated trained responder may carry an

1

First Reading 10.22; Second Reading 11.22
Revised 10.22;

Policy: 3424

appropriate supply of school-owned opioid overdose reversal medication on in-state field trips and sanctioned in-state excursions.

Individuals who have been directly prescribed opioid overdose reversal medication according to RCW 69.41.095 lawfully possess and administer opioid overdose reversal medication, based on their personal prescription. However, such "self-carrying" individuals and those who obtain opioid overdose reversal medication over-the-counter, must show proof of training as verified by a licensed registered professional nurse employed or contracted by the district or participate in district training as specified in the accompanying procedure.

Administration of the district's opioid overdose reversal medication will be performed by designated, trained, district personnel as needed. However, "RCW 69.41.095 allows for "any person" (including students) to lawfully possess, store, deliver, distribute, and administer an opioid overdose reversal medication that has been properly prescribed and/or authorized. The board further recognizes that:

- incidences of opioid overdoses are increasing in communities and schools,
- naloxone is highly unlikely to cause harm if administered when not needed,
- students may carry naloxone at school in order to have access to it outside of school, and
- delay in administering naloxone for suspected overdose or delay activating emergency medical services could cause severe harm.

Therefore, neither the district nor its schools will pursue disciplinary action for students or personnel solely for possession or good faith administration of naloxone. Naloxone will not be confiscated from students.

Students who exhibit concern for the risk of overdose for themselves or others shall be counseled on the availability of behavioral health supports and instructed of the district policy and procedure for opioid overdose response, and the importance of summoning adult help and emergency services for any suspected overdose.

If any type of overdose is suspected, including an opioid-related overdose, district staff will ~~initiate an emergency response plan, including emergency services notification (call 9-1-1) and naloxone and alert emergency services.~~ The school nurse, designated trained responder notification. The school nurse or designated trained responder should, or trained staff person located at a health care clinic on public school property or under contract with the school district will follow the district procedure (3424P) and WA State Department of Health (WA DOH) instructions for naloxone administration in response to Washington Department of Health steps for administering naloxone for a suspected opioid related overdose, including ensuring the initiation of rescue breathing and/or cardiopulmonary resuscitation (CPR) as indicated while awaiting emergency response personnel.

~~Following the event, district administration and the school nurse should be notified to ensure a district debrief, required documentation, follow-up with the appropriate medical provider, and for restocking naloxone doses.~~

Cross References: 3416 - Medication at School

2

First Reading 10.22; Second Reading 11.22
Revised 10.22;

~~Policy: 3424~~

3418 - Response to Student Injury or Illness

-

Legal References:

~~Chapter 69.41.095 RCW – Opioid overdose reversal medication –
standing order permitted~~

Chapter 69.50.315 RCW – Drug-related overdose

Chapter 69.50.315 RCW – Health Screening and Requirements

Chapter 28A.210 RCW – Health Screening and Requirements

Management Resources:

OSPI, January 2020, Opioid Related Overdose Policy
Guidelines and Training in the School Setting

-

Adoption Date: **02.20**

Classification: **Essential**

Revised Dates: ;

© 2020-2025 Washington State School Directors' Association. All rights reserved.

~~First Reading 10.22; Second Reading 11.22~~
~~Revised 10.22;~~

CONFLICTS OF INTEREST



Staff members shall not

Policy: 5251
Section: 5000 - Personnel

Conflicts of Interest

General Rule

No district employee will engage in ~~nor~~ have a direct financial interest in any activity which conflicts with his/her duties and responsibilities. ~~Such activities where a conflict of interest may exist include but are not limited to:~~ Further, no district employee may employ or use any person, money, or school property under the employee's official supervision, control or direction for the private gain of that employee or another.

~~Situations where a conflict of interest may exist include but are not limited to:~~

- A. Receiving economic- benefit from selling or promoting the sale of goods or services to the students or their parents where the knowledge of the staff ~~member's~~member's relationship to the district is in any way utilized to influence the sale-;
- B. Receiving economic benefit from the sale of instructional and training materials and/or equipment where the district has specifically engaged a staff member(s) to develop such materials or equipment-~~In (in~~ such instances, the district ~~shall~~will retain a proprietary interest-);
- C. Encouraging a student who is enrolled in one or more of the ~~teacher's~~teacher's classes to take private lessons or to engage ~~in~~ tutoring for ~~a~~ fee from the staff member-;
- D. Using or providing for others a list of names and home addresses obtained from school records or school-related contacts for purposes of identifying potential client or customer contacts-;
- E. Participating in any way in the selection process for materials, books or equipment when an item developed by or authored by the staff member -or a member of his/her family is under consideration for approval for district use-;
- F. Being involved in the selection of an applicant or in the appointment, evaluation or supervision of any other staff member who is a family member-;
- G. Using the interschool mail or email to promote sales of a product in which a staff member has a financial interest-;
- H. Providing a staff or student directory for use in promoting sales of a product or service-; and
- I. Purchasing or otherwise acquiring surplus district property, where the staff member was involved in or had influence in the process of declaring the item(s) as surplus.

~~Written permission from the superintendent/~~designee or principal is necessary when:

- A. A certificated staff member wishes to tutor or give private lessons for a fee to any student who is enrolled in one or more of the ~~teacher's~~teacher's classes; or
-

Personnel

Policy No. 5251

- B. A certificated staff member, such as communication disorder specialists, psychologists or specialized music teachers, wishes to give private instruction for a fee to any student who is concurrently being served by that individual in the regular school program. —

Legal Reference: ~~WAC 180181-87-090~~ ~~Improper remunerative conduct~~

Adoption Date: ~~2.13.03~~ ~~Reference update 6.07~~

School District Name: ~~Ephrata~~

Exceptions

A district employee may use public resources to benefit others as part of the employee's official duties, if the expenditure is of *de minimus* value (of little or no value; no impact on public funds) and is purchased with the consent of his/her supervisor.

-

Legal References: RCW 28A.400.332 Use of persons, money, or property for private gain
WAC 181-87-090 Improper remunerative conduct

Management Resources: 2015 - October Policy Issue

Last Revised: **04.98; 06.07**

October 01, 2015

Classification: ~~Priority~~ **Encouraged**

Prior Revised Dates: **04.98; 06.07; 12.11**

© 2020-2025 Washington State School Directors' Association. All rights reserved.



Staff Participation in Political Activities

The board recognizes the right of its employees, as citizens, to engage in political activities. A staff member may seek an elective office provided that the staff member does not campaign on ~~school-district~~ property during working hours. ~~School-District~~ property and ~~schoolwork~~ time, supported by public funds, may not be used for political purposes.

~~District employees, when authorized by the board or superintendent, may provide information or communicate on matters pertaining to school district affairs or advocate the official position or interests of the district to any elected official or officer or employee of any agency. The district will submit quarterly statements in compliance with requirements of the Public Disclosure Commission.~~

In the event the staff member is elected to office, the employee may request a leave of absence in accordance with the leave policies of the district or the provisions of ~~the any~~ applicable ~~labor~~collective bargaining agreement ~~for the employee~~. District employees who hold elective or appointive public office in an organization are not entitled to time off from their ~~school district~~ duties for reasons incident to such offices ~~except as such time may unless the circumstances surrounding the leave request~~ qualify under leave policies of the district.

~~The superintendent is directed to establish procedures which specify the conditions under which a staff member can participate in political activities and that are in compliance with the Public Disclosure Commission.~~

~~Cross Reference: Board Policy 4400 Election Activities~~

~~Legal References: RCW 41.06.250 Political activities~~
~~RCW 42.17.130 Forbids use of public office or agency facilities in campaigns (valid until January 1, 2012—recodified as RCW 42.17A.555)~~
~~RCW 42.17.190 Legislative activities of state agencies and other units of government~~

Adoption Date: 12.17.12

School District Name: Ephrata School District

-

Cross References: 4400 - Election Activities

Legal References: RCW 41.06.250 Political activities
RCW 42.17A.555 Use of public office or agency facilities in campaigns -
Prohibition - Exceptions
RCW 42.17A.635 Legislative activities of state agencies, other units of
government, elective officials, employees

Management Resources: 2015 - October Policy Issue

Last Revised: **October 01, 2015**

Classification: **Discretionary**

Prior Revised Dates: **04.98; 10.01; 12.11**

© 2020-2025 Washington State School Directors' Association. All rights reserved.

EMERGENCY LEAVE – WSSDA RETIRED

~~Emergency leave may be granted by the superintendent per negotiated agreement and may be taken in the case of emergencies as defined in the following:~~

~~An emergency arises out of unforeseen and unexpected circumstances which create an air of crisis or extreme need. The circumstances must present a grave and clear danger that imminently threatens physical or mental health or would result in irremediable harm or in immediate disaster to life or property unless some action were taken.~~

~~Any leave used under terms of this policy shall be deducted from the staff member's accumulated sick leave. In the event the staff member's sick leave has been exhausted, the leave shall be granted without pay.~~

~~A written application for emergency leave must be returned to the district office on the day of return to school.~~

~~Cross Reference: Board Policy 5021 Applicability of Personnel Policies~~

~~Legal References: RCW 28A.400.300 Hiring and discharging employees
Leaves for employees Seniority
and leave benefits, retention upon
transfers between schools~~

Adopted 2/11/03

~~Policy: 6220~~

Policy: 6220
Section: 6000 - Management Support

Bid or Request for Proposal Requirements

The board recognizes the importance of:

-
- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.
-

I. Procurement and Public Works Using ~~State~~ Non-Federal Funds

~~A. Furniture, Supplies, or Equipment-~~

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

-
- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow ~~the its~~ informal competitive bidding ~~process by requiring quotes from at least three different sources to be obtained in writing or by telephone procedure; and recorded for the public to review; and~~
- over \$75,000, the board will follow ~~the its~~ formal competitive bidding process. by:
-

1.

1. preparing clear and definite plans and specifications for such purchases;
-
2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms ~~;~~
- ~~1.~~
4. providing the clear and definite plans and specifications to those interested in submitting a bid;
-
5. requiring that bids be in writing;
-

~~First Reading 3.23; Second Reading 4.23~~

~~Revised Dates: 10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 1.19; 12.20; 12.21~~

Policy: 6220

6. opening and reading bids in public on the date and in the place named in the notice; and
7. filing all bids for public inspection after opening.

B. Use of Non-Federal Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow ~~theits~~ formal competitive bidding ~~process~~procedure outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.~~155~~151 through 39.04.154 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are ~~within the \$75,000 to under \$100,000 range~~. For projects in this range, the district may consider any of these options: using its small works roster process, under RCW 39.04.~~155~~151 through 39.04.154; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

C. Construction-related services

The board, when contracting for construction-related professional and personal services, shall include in bid documents language that encourages participation by minority or women-owned business enterprises. The services covered by this section include, but are not limited to, construction management services, value engineering services, and building commissioning services.

D. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

The board may also waive bid requirements for making improvements to district property if it contracts with an eligible local organization, such as a chamber of commerce, service organization, or other community, youth, or athletic association. Such organizations may utilize non-paid volunteers for completing the projects. The total value of such contracts may not exceed the lesser of \$75,000 or \$2 per resident of the district in a calendar year.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

~~First Reading 3.23; Second Reading 4.23~~

~~Revised Dates: 10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 1.19; 12.20; 12.21~~

Policy: 6220**~~D~~E. Rejection of Bids**

- The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

~~E.~~

~~F~~. Interlocal Cooperation Act

~~The board reserves the right to enter into inter local cooperative agreements for purchases and public works with other governmental agencies pursuant to In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW. The board will ensure that the other, the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities have followed their own procedures for. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement prior/bid requirements.~~

~~Prior to making enactment of any purchases agreement under the section, this authority, the district will review the work of the governmental entity to ensure the following requirements are met:~~

- ~~1. The governmental entity conducted its own procurement process relating to the contract under consideration.~~
 - ~~a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.~~
 - ~~b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.~~
- ~~2. The contract contains language that it is open for use by other entities and is not expired.~~
- ~~3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.~~
- ~~4. Any cooperative agreement for public works projects contains the same specifications and the scope of the work is essentially the same for the district as for the contract's signatory district.~~
- ~~5. Ensure the cost is reasonable based on a cost/price analysis.~~

~~Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.~~

~~G.~~

~~F~~. Crimes Against Children-

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.-

First Reading 3.23; Second Reading 4.23

Revised Dates: 10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 1.19; 12.20; 12.21

Policy: 6220

H. Women and Minority Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids.

II.- Procurement Using Federal Funds

A. Goods

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. ~~When the district uses federal funds for procurement of~~ **goods, including** furniture, supplies, and equipment:

- Purchases of \$10,000 or less do not require quotes. ~~However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.~~
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using ~~sealed bids or requests for proposals.~~ its formal bidding procedure.

Self-Certification

If during a given fiscal year, the ~~district~~ district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. ~~In addition, to the extent practical, purchases must be distributed equitably among suppliers.~~
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using ~~sealed bids or requests for proposals~~ the district's formal bidding procedure.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

~~First Reading 3.23; Second Reading 4.23~~

~~Revised Dates: 10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 1.19; 12.20; 12.21~~

~~Policy: 6220~~**B. Services-**

-

When the district uses federal funds for procurement of **services**:

-

- Purchases of \$10,000 or less do not require quotes. ~~-~~ However, the district must consider price to be reasonable based on research, experience, purchase history or other information and must document this determination. ~~-~~ In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using ~~sealed bids or requests for proposals-~~ the district's formal bidding procedure.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extend practical, purchases should be distributed equitably among suppliers.
- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals. ~~-~~.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

C. Noncompetitive Procurement

-

Noncompetitive procurement may be used only when one of the following ~~four~~five circumstances applies:—

-

- Acquiring property or services that do not exceed \$10,000; [or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000];
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

First-Reading-3.23; Second-Reading-4.23

Revised-Dates-10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 1.19; 12.20; 12.21

Policy: 6220

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Cost/Price Analysis

The district will perform a cost or price analysis in connections with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

-

E. Suspension and Debarment

-

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.-

F. Conflict of Interest

-

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.-

-

G. Interlocal Cooperation Act

~~The board reserves the right to~~

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into interlocal cooperative purchasing agreements for purchases with other governmental agencies pursuant to 2 CFR 200.318(e) and the Interlocal Cooperation Act, Chapter 39.34 RCW. entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

-

~~First Reading 3.23; Second Reading 4.23~~

~~Revised Dates: 10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 1.19; 12.20; 12.21~~

Policy: 6220

Prior to ~~making enactment of~~ any purchases through agreements entered into in ~~an agreement under this manner authority~~, the district will ~~confirm review~~ the ~~other work of the~~ governmental agency ~~has followed its purchasing procedures. entity to ensure the following requirements are met:~~

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
 - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
 - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
 - c. The contracting agency must ensure that it met any procurement requirements laid out in 2 CFR §200.317 – 200.327.
2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and that the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.
6. The district must verify that the awarding entity is neither suspended nor debarred from participating in federal assistance programs.
7. The district must also verify that the contract contains all contract provisions described in 2 CFR §200.327 and Appendix II to Part 200.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

H. Women and Minority-Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids. The district will also include language requiring any prime contractor that employs subcontractors to show proof that it provides equal opportunity for bidding to women or minority-owned businesses.

I. Federal Agency or Pass-Through Entity Review

The district will maintain records of all purchases made using Federal funds and shall provide any and all documentation to the Federal awarding agency or the state pass-through entity for compliance with all rules and regulations.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.-

First Reading 3.23; Second Reading 4.23

Revised Dates: 10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 1.19; 12.20; 12.21

~~Policy: 6220~~

Legal References:

RCW 28A.335.190 Advertising for bids — ~~_____~~ Competitive bid procedures — ~~_____~~ Purchases from inmate work programs — ~~_____~~ Telephone or written quotation solicitation, limitations — ~~_____~~ Emergencies

RCW 28A.400.330 ~~Crimes~~ 330Crimes against children — ~~_____~~ Contractor employees — ~~_____~~ Termination of contract

RCW 39.04.155 ~~Small~~ 155Small works roster contract procedures — ~~_____~~ Limited public works process Definition

RCW 39.04.280 ~~Competitive~~ 280Competitive bidding requirements — ~~_____~~ Exemptions

RCW 39.26.160 Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system

RCW 39.30.060 Bids on public works — ~~_____~~ Identification, substitution of contractors — ~~Review, report of subcontractor listing requirements~~

Chapter. 39.34 RCW Interlocal Cooperation Act

2 CFR Part 200— ~~_____~~ Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

2 CFR 200.67 Micro-purchase

2 CFR 200.88 ~~1~~ Simplified Acquisition Threshold

2 CFR ~~_____~~ 200.318 — ~~_____~~ General Procurement Standards

2 CFR 200.320 Methods of Procurement to be Followed

~~2 CFR 200.324 Contract Cost and Price~~

~~2 CFR 200.520 Criteria for a low-risk auditee~~

2 CFR ~~Part~~ 3485 Nonprocurement Debarment and Suspension

2 CFR 200.520 Criteria for a low-risk auditee

2 CFR 200.324 Contract Cost and Price

2 CFR 200.321 Contracting with small and minority businesses, women ~~_____~~ s business enterprises, and labor surplus area firms.

2 CFR 200.325 Federal awarding agency or pass-through entity review.

Management Resources:

2021 — December Issue

~~2020 — December Issue~~

~~2019 — January Policy Alert~~

~~2018 — August Issue~~

~~2017 — July Issue~~

2020 - December Issue

2019 - January 2019 - January Policy Alert

2018 - August Issue

2017 - July Issue

2016 - March Issue

2015 - October Policy Issue

2015 - June Policy Issue

2013 - June Issue

2012 - April Issue

~~First Reading 3.23; Second Reading 4.23~~

~~Revised Dates: 10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 1.19; 12.20; 12.21~~

Policy: 6220

2011 - February Issue

Policy News, October 2005 Competitive Bid Process Changes

Policy News, June 2001 Legislation Further Simplifies Bid Compliance

Last Revised: July 31, 2024

Classification: Essential

Prior Revised Dates: 10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 01/01/2019; 12/22/2020; 12/16/2021; 07/24/2023

© 2020-2025 Washington State School Directors' Association. All rights reserved.

First Reading 3.23; Second Reading 4.23

Revised Dates: 10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 1.19; 12.20; 12.21

ACCEPTANCE OF COMPLETED PROJECT

Final payment under contract shall be subject to the following:

**Policy: 6959****Section: 6000 - Management Support****Acceptance of Completed Project**

The district will follow all laws pertaining to liens and retainage relating to all public works projects. Those projects that are completed by the district are excluded from laws for liens and retainage.

For any contracted public works project, the district will not release final payment until the following items have been received (if applicable to the project):

- A. Completion of building commissioning;
- B. The architect's letter of inspection indicating that the work has been completed;
- C. Certification by the superintendent or designee that no liens have been filed on the project, or if liens have been filed, a certified list of the liens and their respective order of priority; ~~and,~~
- ~~D. Written final acceptance by the board.~~

~~Pursuant to statute, final payment will not be made until the district has received from the State Department of Revenue, State Department of Employment Security, and State Department of Labor and Industries certification that all taxes due, or to become due by the project's contractor, have been paid in full. The superintendent will notify each department listed that the work is completed and officially accepted so that a determination of tax liabilities of the contractor may be made.~~

~~The contract will provide that a percentage of the project cost shall be retained by Public works contracts are not considered complete until the board has taken action to accept the project as complete.~~

~~The district will follow its procedures and applicable state laws following acceptance of the project as complete to issue final payment to the contractor. This will be done no earlier than sixty (60) days following acceptance by the board, or receipt of all releases, whichever comes later.~~

~~For projects receiving state funding assistance, the district as required by law to insure that the project shall remain free and clear of any materialmen, subcontractor or tax liens.~~

~~The district prefers that five percent of will follow all moneys earned by the contractor be reserved by the district and will request that the state board of education acting through the Superintendent of Public Instruction act as agent of the school district for managing the cash retainage. The district will accept a bond submitted by the contractor for any portion of the retainage in a form acceptable to the district, and rules and regulations issued by the Office of the Superintendent of Public Instruction if state funds are part of the project, from a bonding company registered with the Washington state insurance commissioner and on the currently authorized insurance list published by the Washington state insurance commissioner, unless the district can demonstrate good cause for refusing to accept the bond. (OSPI). The district may elect to have OSPI act as its agent for the handling of retainage.~~

Management Support

Policy No. 6959

Legal References:	RCW 60.28	Lien for Labor, Materials, Taxes on Public Works
	WAC 392-343-080	Value engineering studies, constructability reviews, and building commissioning Requirements and definition
	WAC 392-344-067	Building commissioning contracts
	WAC 392-344-075	Contracts Filing
	WAC 392-344-147	Retained Percentage Law-Related Requirements

Adoption Date: 7.17.04

Legal References:

Chapter 60.28 RCW Lien for labor, materials, taxes on public works
WAC 392-343-080 Value engineering studies, constructability reviews, and building commissioning Requirements and definition
WAC 392-344-067 Building commissioning contracts
WAC 392-344-075 Contracts Filing
WAC 392-344-147 Retained percentage law related requirements

Last Revised: **July 24, 2023**

Classification: **Encouraged**

Prior Revised Dates: **02.00; 06.07; 12.11/01/2011**

© 2020-2025 Washington State School Directors' Association. All rights reserved.