



# Ephrata School District

## Board Meeting

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### Date and Time

Monday April 28, 2025 at 6:00 PM PDT

### Location

357 Alder ST NW  
Ephrata, WA 98823

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order		James Adams	
<b>C.</b> Flag Salute		James Adams	2 m
<b>D.</b> Public Comment			3 m
<b>E.</b> Changes or Additions to the Agenda	Vote		2 m
<b>F.</b> Approve Minutes	Approve Minutes		1 m
Approve minutes for Regular Board Meeting on March 24, 2025			

	Purpose	Presenter	Time
<b>II. Action Items</b>			<b>6:09 PM</b>
<b>A. Consent Agenda</b>	Vote		5 m
i. Hires			
a. Ashley Jantzer, 1.0 fte School Psychologist/ECEAP Coach			
b. Aaron Glenn, EMS Head Baseball Coach			
c. John McMillan, Temporary 6 Hr Safety and Security			
d. Angela Godoy, 7.5 Hr Assistant Para at ECEAP			
e. Kimberly Gilreath, Parkway Intermediate Principal			
f. Esthela Garcia, Temporary 7 Hr Binigual Para at Columbia Ridge until end of 24/25 SY			
g. Esmeralda Fernandez, Temporary 7 Hr Binlingual Para at Grant School until end of 24/25 SY			
h. Shawn Beeman, EMS Assistant Soccer Coach			
i. Josh Warbiany, EMS Assistant Fastpitch Coach			
j. Kayla Tucker, 1.0 fte English Language Arts Teacher at Ephrata Middle School			
k. Gary Klepec, EMS Assistant Soccer Coach			
l. Nick Lobe, EHS Assistant Football Coach			
m. Jeremy Vasquez, 1.0 Business Teacher at Ephrata High School			
ii. Surplus			
Old EHS Weight Room equipment that is declared at no value/garbage: 2 standing tricep machines, 1 lat pull and with seated lat pull, 1 metal rack for misc bars, 1 glute ham machine with pad, 5 bend 45lbs bars			
iii. Approve Superintendent 3 Year Contract			
iv. Approve Assistant Superintendent 1 Year Contract			
v. Accounts Payable & Payroll			
a. 3/28/25 \$304,073.67 - Checks 165047220-165047314			
b. 4/15/25 \$667,691.51 - Checks 165047315-165047417			
c. 4/22/25 \$312.21 - Checks 165047418-165047420			
d. 4/30/25 \$3,272,861.51 April Payroll - Checks 165047421-165047438			
vi. Second Reading of Policy			
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		
3414/3414P	Infectious Disease - Encouraged		
3420/3420P	Anaphylaxis Prevention and Response - Essential		
3424/3424P	Opioid Related Overdose Reversal - Essential		
5251	Conflicts of Interest - Encouraged		
5252	Staff Participation in Political Activities - Discretionary		
5405	Emergency Leave - WSSDA Retired		
6220/6220P	Bid or Request for Proposal Requirements - Essential		
6959/6959P	Acceptance of Completed Project - Encouraged		
<b>B.</b>	Approve Out of State Travel for EHS Football Team	Vote	Bryan Johnson
	The football team was originally planning on attending the EWU Football Camp this summer, however that camp is no longer an option.		
<b>C.</b>	Approve Overnight Travel Request for EHS Boys Basketball	Vote	Bryan Johnson
<b>D.</b>	Approve Out of State Travel for School Nurses	Vote	Pam Cleveringa
	<p>Pamela Cleveringa, Shellie Hansen and Alison Heer, seek your support to attend NASN2025, an exceptional learning event with the largest gathering of school nurses. This conference is hosted by the National Association of School Nurses (NASN). It brings school nurses and other school health team members together from across the United States and around the globe. NASN2025 conference will be hosted in Austin, Texas from June 26-29, 2025.</p> <p>We would like to attend and respectfully request assistance with the registration fee and related costs through the 'Certificated Professional Development Funds' from the Ephrata School District. We have been communicating with the staff at the district office regarding the ability and use of these funds for</p>		

	Purpose	Presenter	Time
	this purpose. The total estimated cost to attend per person is approximately \$2300/per nurse – for an approximate total of \$6900 for all 3 of us -- Nurse Pam, Nurse Shellie, and Nurse Ali.		
E.	Approve Asphalt Quotes for EMS Basketball Courts	Vote Tina Mullings	5 m
F.	Approve Quotes for ADA Accessible Play Area at Ephrata Middle School	Vote Joan Fleming	5 m
G.	Approve Hiring Advanced Classroom Technologies at Ephrata High School	Vote Sarah Vasquez	5 m
	<p>The Ephrata School District technology department seeks approval to hire Advanced Classroom Technologies for the EPIC Classroom Audio, Video, Safety &amp; Intercommunication System and Installation at Ephrata High School. The current system at Ephrata High School is outdated and in need of replacement. In addition to bells and paging, the Audio Enhancement EPIC and SAFE system provides each classroom with improved classroom audio and a panic button for building notifications. Work would begin during the night in May and conclude before the beginning of the 2025-26 school year.</p> <p>Total amount is \$365,888.70 (including tax) that will be paid out of Ephrata School District Capital Levy funds. Due to the amount, Ephrata School District solicited bids through the public bid process and received one bid. Parkway, Columbia Ridge Elementary and Ephrata Middle School also currently utilize this intercom system. More information about the system can be found at <a href="https://audioenhancement.com/epic-system/">https://audioenhancement.com/epic-system/</a></p>		
H.	Approve Purchase of New Staff Computers at Ephrata Middle School		
	<p>The Technology Department would like to order 30 new computers to upgrade the current staff computers at Ephrata Middle School. This quote is from Dell under the NASPO purchasing contract.</p>		
I.	Approve Food Service Applying for the No Kid Hungry Grant	Alain Black	5 m
	<p>Alain Black, Food Service Director, is seeking approval to apply for a No Kid Hungry grant to improve non-congregate summer meals. The total would be between \$10,000-\$25,000 to obtain meal packaging equipment.</p>		



	Purpose	Presenter	Time
<b>III. Non-Action Items</b>			<b>6:44 PM</b>
<b>A.</b> Budget Report	FYI	Allison Razey	5 m
<b>B.</b> Superintendent Report	FYI	Ken Murray	5 m
<b>C.</b> Legislative Update	FYI	Mike Fleurkens	5 m
<b>D.</b> First Reading of Policy	Discuss		5 m
1110 Election - Discretionary			
4260 Use of School Facilities - Essential			
4311 School Safety and Security Services Program - Essential			
4400 Election Activities - Essential			
6605 Student Safety Walking, Biking, and Riding Buses			
6630 Rail Grade Crossings - RETIRE			
6690 Contracting for Transportation Services - Discretionary			
6700 Nutrition			
6701 Recess and Physical Activity - Essential			
<b>IV. Closing Items</b>			<b>7:04 PM</b>
<b>A.</b> Adjourn Meeting		Josh Sainsbury	1 m

# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	F. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Regular Board Meeting on March 24, 2025

DRAFT



# Ephrata School District

## Minutes

### Regular Board Meeting

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#### Date and Time

Monday March 24, 2025 at 6:00 PM

#### Location

357 Alder ST NW  
Ephrata, WA 98823

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#### Directors Present

Casey Devine, Josh Sainsbury, Matthew Truscott, Mike Fleurkens

#### Directors Absent

James Adams

#### Guests Present

Cathy Wulf, Ken Murray, Roberto Araujo

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

Josh Sainsbury called a meeting of the board of directors of Ephrata School District to order on Monday Mar 24, 2025 at 6:00 PM.

#### C. Flag Salute

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

#### D. Changes or Additions to the Agenda

Mike Fleurkens made a motion to Approve the addition to the agenda.

Matthew Truscott seconded the motion.

Add item II.A.iii March Payroll in the amount of \$3,257,483.35 with Check numbers 165047202-165047219 dated 3/31/25.

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

#### E. Approve Minutes

Mike Fleurkens made a motion to approve the minutes from the February 24, 2025 meeting.

Casey Devine seconded the motion.

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

### II. Action Items

#### A. Consent Agenda

Matthew Truscott made a motion to approve the Consent Agenda with the addition of the March Payroll.

Casey Devine seconded the motion.

##### 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

3/31/25 - March Payroll \$3,257,483.35 - Checks 165047202- 165047219

##### 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

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

**B. Approve EMS Choir and Band Programs Paul Lauzier Grant Application**

Matthew Truscott made a motion to approve EMS Choir and Band Programs application for a Paul Lauzier Grant.

Casey Devine seconded the motion.

To enhance our program and ensure all students have access to high quality music education, Jake Pearce and Tim O'Donnell are requesting approval to apply for a Paul Lauzier Grant. These funds will support the purchase of instruments and technology that will expand learning opportunities at the Ephrata Middle School.

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

**C. Approve Quote for Renewal of Ruckus One Licensing**

Mike Fleurkens made a motion to approve the quote for the renewal of Ruckus One Licensing.

Matthew Truscott seconded the motion.

The Technology Department requests approval of the 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.

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

**D. Approve Mitel Annual Support for District Telephone System**

Casey Devine made a motion to approve the Mitel annual support for the District telephone system.

Mike Fleurkens seconded the motion.

The Technology Department requests approval of a 1-year contract term for renewal of our Mitel Telephone Support through Issquared.

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

**E. Approve Overnight Travel for EMS State Competition**

Mike Fleurkens made a motion to approve the overnight travel for EMS TSA students to attend the state competition.

Casey Devine seconded the motion.

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.

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

#### **F. Approve Purchase of Two Buses**

Mike Fleurkens made a motion to approve the purchase of two buses from Prescott School District.

Matthew Truscott seconded the motion.

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.

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

#### **G. Approve Using the \$100,000 ADA Grant for Middle School Rather Than Grant School**

Casey Devine made a motion to approve using the \$100,000 ADA Grant funds for the Middle School ADA project rather than for Grant School.

Mike Fleurkens seconded the motion.

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 and Admin Intern Joan Fleming are requesting that the money be used on a project at the Middle School at this time.

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

### **III. Non-Action Items**

#### **A. Update and District Teaching and Learning Goals**

Sharon Scellick and Deb Knox, Director and Assistant Director of Teaching and Learning, shared with the board a quick review of our Teaching and Learning Goals for the 2024/25 school year, and update on activities and progress towards these goals, and shared a data snapshot for this year to date.

#### **B. Budget Report**

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

#### **C. Superintendent Report**

1. We have a pool of 13 strong candidates for the open Parkway Principal position. We are hoping to start interviews on our final candidates on Monday, March 31st.

2. Charlotte Throgmorton has announced today that she will be retiring at the end of this school year. Thank You Charlotte for all your years of hard work and dedication to our District. You will be greatly missed.
3. Our enrollment numbers are holding strong, we continue to be above our budgeted fte number.
4. Aaron Cummings has been working with the Maintenance Department on the roof issue at Grant School. It appears to be a drainage issue causing the roof leaks. We will work with the PUD to see if we can unblock the drain under the building. The secure vestibule at Grant School is almost complete. Parkway's new doors should be installed soon, and EHS is about two weeks away from being live on the secure vestibules. We are working on a safety enhancement at Columbia Ridge's playground that should be complete within the month.
5. We have been meeting with D.A. Davidson, Design West (architecture), and Turner & Townsend Heery, LLC (project manager) to look at the building budgets for the next bond consideration. We should have the community survey results by the end of this week. The company we are working with for the survey is very pleased with the turnout for the survey.

#### **D. Legislative Update**

This is week 11 of 15 for the legislative session. The House Bills for high potential to better fund MSOC's and Special Education did not make it. The House Bill for Special Education was replaced by substitute bill 1357 and died in the rules committee. The Senate Bills we have been watching and supporting have done well so far. SB 5192 MSOC's and SB 5263 Special Education both made it to the Senate floor for debate, they went to the Appropriations Committee on 3/19 but have not been scheduled for an executive session yet.

#### **E. First Reading of Policy/Procedure**

- 1400 Meeting Conduct Order of Business and Quorum - Essential
- 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**

#### **A.**

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:25 PM.

Respectfully Submitted,  
Josh Sainsbury



# Coversheet

## Consent Agenda

<b>Section:</b>	II. Action Items
<b>Item:</b>	A. Consent Agenda
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	2025-03-28 Accounts Payable.pdf 2025-04-15 Accounts Payable.pdf 2025-04-22 Accounts Payable.pdf April Payroll.pdf 1400 Meeting Conduct Order of Business and Quorum.pdf 1450 Absence of a Board Member.pdf 1733 Board Member Compensation.pdf 1822 Training and Professional Development for Board Members.pdf 3414 Infectious Disease.pdf 3414P Infectious Disease.pdf 3420 Anaphylaxis Prevention and Response.pdf 3420P Anaphylaxis Prevention and Response.pdf 3424 Opioid Related Overdose Reversal.pdf 3424P Opioid Related Overdose Reversal.pdf 5251 Conflicts of Interest.pdf 5252 Staff Participation in Political Activities.pdf 6220 Bid or Request for Proposal Requirements.pdf 6220P Bid or Request for Proposal Requirements.pdf 6959 Acceptance of Completed Project.pdf 6959P Acceptance of Completed Project.pdf

**Ephrata School District No. 165**  
**111 4<sup>TH</sup> AVE NW**  
**Ephrata, WA 98823**

<b>GF:</b>	<b>214,608.20</b>	<b>165047220- 165047285</b>
<b>CP:</b>	<b>47,672.47</b>	<b>165047286- 165047288</b>
<b>ASB:</b>	<b>23,782.70</b>	<b>165047289- 165047312</b>
<b>PP:</b>	<b>510.30</b>	<b>165047313- 165047313</b>
<b>TR:</b>	<b>17,500.00</b>	<b>165047314- 165047314</b>

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 28, 2025**

Total amount: **\$ 304,073.67**

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 April 28, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$304,228.67, and voids/cancellations, totaling \$155.00. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, WARRANT ACCOUNT:  
Warrant Numbers 165047220 through 165047314, totaling \$304,228.67  
Voids/Cancellations, totaling \$155.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
165047220	A-2-Z LEGAL COURIERS, LLC	03/28/2025	693.00
165047221	ACADEMICS ARE COOL	03/28/2025	120.00
165047222	ACCESS INFORMATION PROTECTED	03/28/2025	287.17
165047223	AMAZON CAPITAL SERVICES	03/28/2025	9,675.67
165047224	AMERICAN ROCK PRODUCTS	03/28/2025	414.19
165047225	BIG BEND COMMUNITY COLLEGE	03/28/2025	36,407.67
165047226	BROSE'S	03/28/2025	132.13
165047227	BSN SPORTS, LLC	03/28/2025	677.50
165047228	CENTURYLINK	03/28/2025	119.15
165047229	CHINOOK MUSIC SERVICE	03/28/2025	68.29
165047230	CINTAS CORP	03/28/2025	487.32
165047231	COLUMBIA BASIN HOSPITAL & FAMI	03/28/2025	228.00
165047232	COLUMBIA BASIN COLLEGE	03/28/2025	325.00
165047233	COX, MARISSA JEAN	03/28/2025	172.00
165047234	CROWN PAPER & SUPPLY	03/28/2025	10,015.74
165047235	DELL MARKETING LP	03/28/2025	56,372.76

Check Nbr	Vendor Name	Check Date	Check Amount
165047236	DIMENSIONAL COMMUNICATIONS	03/28/2025	2,139.49
165047237	DOUBLETREE HOTEL SPOKANE	03/28/2025	1,735.04
165047238	E3 SOLUTIONS, INC	03/28/2025	580.48
165047239	EPHRATA ACE HARDWARE	03/28/2025	2,080.53
165047240	ESD 113	03/28/2025	600.00
165047241	FASTENAL COMPANY	03/28/2025	563.29
165047242	FOLLETT EDUCATIONAL SERVICES	03/28/2025	282.47
165047243	FOUR SEASONS FARM SERVICE	03/28/2025	338.73
165047244	G & D ENTERPRISES	03/28/2025	162.44
165047245	GRANT COUNTY SOLID WASTE DEPAR	03/28/2025	18.75
165047246	GRANT PETTY CASH - LINDA LUTZ	03/28/2025	71.40
165047247	GRIGG, COLLEEN KAY	03/28/2025	63.00
165047248	HEART MATTERS CPR/ 1ST AID	03/28/2025	800.00
165047249	HOGREFE PUBLISHING CORP	03/28/2025	525.74
165047250	HOME DEPOT CREDIT SERVICES	03/28/2025	651.84
165047251	HOSA-FUTURE HEALTH PROF	03/28/2025	760.00
165047252	IBS INCORPORATED	03/28/2025	659.34
165047253	K & W GLASS & AUTO REPAIR	03/28/2025	151.48
165047254	KING COUNTY DIRECTORS ASSOC.	03/28/2025	3,489.35
165047255	KJS LAWN CARE	03/28/2025	6,048.72
165047256	KOOY'S IRRIGATION INC	03/28/2025	763.94
165047257	LANAIR PRODUCTS, LLC	03/28/2025	2,672.14
165047258	LOCKHART COLLABORATIVE	03/28/2025	700.00
165047259	MARSON & MARSON LUMBER INC.	03/28/2025	1,204.74
165047260	MIDWEST TECHNOLOGY PRODUCTS	03/28/2025	248.44

Check Nbr	Vendor Name	Check Date	Check Amount
165047261	MURRAY, KENNETH M	03/28/2025	660.49
165047262	NAPA AUTO PARTS	03/28/2025	729.76
165047263	NORTH CENTRAL E S D	03/28/2025	12,600.00
165047264	OFFICE DEPOT-ODP BUSINESS SOLU	03/28/2025	169.59
165047265	OREILLY AUTO PARTS	03/28/2025	86.20
165047266	OWENS, AMANDA J	03/28/2025	63.00
165047267	OXARC	03/28/2025	1,686.21
165047268	PATTERSON, KAREN D	03/28/2025	12,971.20
165047269	PLATT ELECTRIC SUPPLY	03/28/2025	285.82
165047270	POPE, JACQUELINE MARIE	03/28/2025	109.00
165047271	QUINCY MIDDLE SCHOOL	03/28/2025	287.00
165047272	RAZEY, ALLISON FAITH	03/28/2025	395.00
165047273	RIDDELL/ALL AMERICAN SPORTS	03/28/2025	6,142.67
165047274	RWC INTERNATIONAL, LTD	03/28/2025	5,883.03
165047275	SAFEWAY STORES INC	03/28/2025	896.49
165047276	SOLARWINDS	03/28/2025	3,198.24
165047277	STATE AUDITOR'S OFFICE	03/28/2025	2,559.44
165047278	STEVENS - CLAY, P.S.	03/28/2025	206.50
165047279	TANDY THERAPY LLC	03/28/2025	875.75
165047280	THE BREAKTHROUGH COACH	03/28/2025	5,540.00
165047281	W I A A	03/28/2025	45.00
165047282	WALMART/CAPITAL ONE	03/28/2025	3,561.61
165047283	WASBO	03/28/2025	210.00
165047284	WASHINGTON FBLA	03/28/2025	9,226.00
165047285	WEATHERPROOFING TECH. INC.	03/28/2025	2,868.26

Check Nbr	Vendor Name	Check Date	Check Amount
165047286	E3 SOLUTIONS, INC	03/28/2025	34,257.14
165047287	HITOUCH BUSINESS SERVICES, LLC	03/28/2025	12,600.33
165047288	W MUNRO FLOORING	03/28/2025	815.00
165047289	AMAZON CAPITAL SERVICES	03/28/2025	797.47
165047290	BNB CAMPS/ERIK P NIELSEN	03/28/2025	3,400.00
165047291	DRAMATIC PUBLISHING COMPANY	03/28/2025	272.20
165047292	EMS ASB IMPREST	03/28/2025	473.00
165047293	EPHRATA ACE HARDWARE	03/28/2025	178.66
165047294	EPHRATA SCHOOL DIST. #165	03/28/2025	2,985.85
165047295	EPHRATA FIRE DEPT.- STATION 21	03/28/2025	30.81
165047296	FLORAFINDER, LLC	03/28/2025	2,551.20
165047297	GARAY, REMBERTO IVAN	03/28/2025	250.00
165047298	HAGLUNDS TROPHIES	03/28/2025	133.49
165047299	JOSTEN'S INSERTS & COVERS	03/28/2025	411.17
165047300	OTHELLO HIGH SCHOOL	03/28/2025	450.00
165047301	PIONEER DRAMA SERVICE	03/28/2025	450.75
165047302	PORTA PHONE	03/28/2025	154.20
165047303	RONALD MCDONALD HOUSE CHARITIE	03/28/2025	106.19
165047304	SAFEWAY STORES INC	03/28/2025	104.17
165047305	TEAM GOLF GEAR	03/28/2025	1,817.55
165047306	TIME OUT RESTAURANT	03/28/2025	196.86
165047307	UNIVERSITY OF IDAHO/AUX SERVIC	03/28/2025	280.00
165047308	W I A A	03/28/2025	411.92
165047309	WALMART/CAPITAL ONE	03/28/2025	666.49
165047310	WASHINGTON FBLA	03/28/2025	5,904.00

Check Nbr	Vendor Name	Check Date	Check Amount
165047311	WASHINGTON FLORAL SERVICE, INC	03/28/2025	682.26
165047312	WEINSTEIN BEVERAGE	03/28/2025	1,074.46
165047313	AMAZON CAPITAL SERVICES	03/28/2025	510.30
165047314	PRESCOTT SCHOOL DIST	03/28/2025	17,500.00
95	Computer	Check(s) For a Total of	304,228.67

Check Nbr	Vendor Name	Check Date	Check Amount
165045866	WSSAAA	03/14/2025	155.00
1	Void	Check(s) For a Total of	155.00



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

95 Computer Checks For a Total of 304,228.67

Total For 95 Manual, Wire Tran, ACH & Computer Checks 304,228.67

Less 1 Voided Checks For a Total of 155.00

Net Amount 304,073.67

### F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	214,608.20	214,608.20
20	Capital Projects	0.00	0.00	47,672.47	47,672.47
40	Associated Stude	-213.39	0.00	23,996.09	23,782.70
70	Private Purpose	0.00	0.00	510.30	510.30
90	Transportation V	0.00	0.00	17,500.00	17,500.00

**Ephrata School District No. 165**  
**111 4<sup>TH</sup> AVE NW**  
**Ephrata, WA 98823**

<b>GF:</b>	<b>466,351.40</b>	<b>165047315- 165047406</b>
<b>CP:</b>		
<b>ASB:</b>	<b>9,788.33</b>	<b>165047407- 165047416</b>
<b>PP:</b>		
<b>TR:</b>	<b>191,551.78</b>	<b>165047417- 165047417</b>

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: **April 15, 2025**

Total amount: **\$ 667,691.51**

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 April 28, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$667,691.51. The payments are further identified in this document.

Total by Payment Type for Cash Account, WARRANT ACCOUNT:  
Warrant Numbers 165047315 through 165047417, totaling \$667,691.51

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

Check Nbr	Vendor Name	Check Date	Check Amount
165047315	A-2-Z LEGAL COURIERS, LLC	04/15/2025	75.00
165047316	A-L COMPRESSED GASSES, INC.	04/15/2025	19.70
165047317	ABADAN	04/15/2025	7,952.07
165047318	ACCESS INFORMATION PROTECTED	04/15/2025	143.98
165047319	AMAZON CAPITAL SERVICES	04/15/2025	9,880.99
165047320	AMERICAN SCHOOL COUNSELOR ASSO	04/15/2025	3,305.00
165047321	AMERICAN ROCK PRODUCTS	04/15/2025	40.50
165047322	BASIN SEPTIC SERVICES INC.	04/15/2025	648.00
165047323	BIG BEND COMMUNITY COLLEGE	04/15/2025	29,924.73
165047324	BRUCKNER TRUCK & EQUIP	04/15/2025	435.20
165047325	BSN SPORTS, LLC	04/15/2025	809.72
165047326	CENTURYLINK	04/15/2025	837.05
165047327	CHINOOK MUSIC SERVICE	04/15/2025	288.04
165047328	CINTAS CORP	04/15/2025	438.02
165047329	CITY OF EPHRATA	04/15/2025	65,666.38
165047330	COLEMAN OIL COMPANY	04/15/2025	218.84
165047331	COLUMBIA BASIN HERALD	04/15/2025	667.28

Check Nbr	Vendor Name	Check Date	Check Amount
165047332	COLUMBIA BASIN FOUNDATION	04/15/2025	2,500.00
165047333	CONNELL OIL INC	04/15/2025	199.73
165047334	CONSOLIDATED DISPOSAL SERVICE	04/15/2025	105.00
165047335	CROWN PAPER & SUPPLY	04/15/2025	4,033.60
165047336	D & D ENTERPRISES, LLC	04/15/2025	92.14
165047337	DEMCO INC.	04/15/2025	68.30
165047338	DEPT OF RETIREMENT SYSTEMS	04/15/2025	102.56
165047339	EMPOWER WELLNESS SERVICES	04/15/2025	210.83
165047340	EPHRATA ACE HARDWARE	04/15/2025	1,167.04
165047341	EPHRATA ROTARY CLUB	04/15/2025	120.00
165047342	EWING IRRIGATION & LANDSCAPE	04/15/2025	4,538.11
165047343	FASTENAL COMPANY	04/15/2025	907.78
165047344	FOLLETT SCHOOL SOLUTIONS, INC.	04/15/2025	1,163.95
165047345	FOSTER GARVEY PC	04/15/2025	1,945.00
165047346	FOUR SEASONS FARM SERVICE	04/15/2025	1,264.94
165047347	G & D ENTERPRISES	04/15/2025	95.50
165047348	GOPHER SPORT	04/15/2025	270.63
165047349	GRANITE TELECOMMUNICATIONS LLC	04/15/2025	1,306.51
165047350	GRANT COUNTY ELECTIONS	04/15/2025	17,076.13
165047351	GRANT COUNTY TREASURER	04/15/2025	294.95
165047352	GREENHOUSE MEGASTORE	04/15/2025	336.74
165047353	HART, GRETCHEN	04/15/2025	12,959.00
165047354	HARVEST VALLEY PEST CONTROL	04/15/2025	957.99
165047355	HENDRIXSON, DONALD E	04/15/2025	103.00
165047356	HOME DEPOT CREDIT SERVICES	04/15/2025	676.03

Check Nbr	Vendor Name	Check Date	Check Amount
165047357	I:49 DESIGNS	04/15/2025	392.95
165047358	INLAND OIL & PROPANE	04/15/2025	27,320.99
165047359	ISSQUARED, INC	04/15/2025	14,373.84
165047360	JOHNSON, SUSANNE KAY ELIZABETH	04/15/2025	63.00
165047361	JVH TECHNICAL LLC	04/15/2025	113.28
165047362	KING COUNTY DIRECTORS ASSOC.	04/15/2025	1,181.09
165047363	KOORY'S IRRIGATION INC	04/15/2025	465.35
165047364	LAKESHORE LEARNING MATERIALS	04/15/2025	424.81
165047365	LANGUAGE LINK	04/15/2025	252.02
165047366	LITERACY RESOURCES LLC	04/15/2025	871.97
165047367	LOWE'S CREDIT SERVICES	04/15/2025	259.60
165047368	MACIE PUBLISHING CO	04/15/2025	87.00
165047369	MARSON & MARSON LUMBER INC.	04/15/2025	504.58
165047370	MELE, SUZANNE MICHELE	04/15/2025	103.00
165047371	MINGA SOLUTIONS US INC	04/15/2025	807.50
165047372	NAPA AUTO PARTS	04/15/2025	532.76
165047373	NCWWCT	04/15/2025	23.47
165047374	NORCO INC	04/15/2025	59.82
165047375	NORTH CENTRAL E S D	04/15/2025	14,231.43
165047376	OFFICE DEPOT-ODP BUSINESS SOLU	04/15/2025	47.67
165047377	OREILLY AUTO PARTS	04/15/2025	196.93
165047378	OXARC	04/15/2025	74.73
165047379	PITA PIT	04/15/2025	480.00
165047380	PIXTON COMICS, INC.	04/15/2025	144.00
165047381	PLATT ELECTRIC SUPPLY	04/15/2025	211.21

Check Nbr	Vendor Name	Check Date	Check Amount
165047382	PUD NO 2 OF GRANT COUNTY	04/15/2025	28,203.55
165047383	QCL INC	04/15/2025	616.00
165047384	QUILTING BEE, INC., THE	04/15/2025	2,611.42
165047385	REALLY GOOD STUFF INC	04/15/2025	321.89
165047386	RICKS AUTO TINT, LLC	04/15/2025	894.30
165047387	ROGERS, TAYA GRACE	04/15/2025	22.47
165047388	RWC INTERNATIONAL, LTD	04/15/2025	3,790.43
165047389	S & W IRRIGATION SUPPLY LLC	04/15/2025	4,159.90
165047390	SCHOOL SPECIALTY LLC	04/15/2025	78.26
165047391	SIGNS BY TERRI	04/15/2025	162.60
165047392	SIGNS NOW	04/15/2025	1,330.19
165047393	SODEXO INC. & AFFILIATES	04/15/2025	113,295.66
165047394	STATE AUDITOR'S OFFICE	04/15/2025	11,545.30
165047395	STATE OF WA DEPT OF LICENSING	04/15/2025	75.00
165047396	STEVENS - CLAY, P.S.	04/15/2025	1,359.40
165047397	SUPER DUPER PUBLICATIONS	04/15/2025	140.87
165047398	T - MOBILE USA, INC.	04/15/2025	200.00
165047399	TANDY THERAPY LLC	04/15/2025	1,723.25
165047400	TINYEYE TECH CORP.	04/15/2025	7,005.88
165047401	TK ELEVATOR CORPORATION	04/15/2025	1,526.12
165047402	TURNER & TOWNSEND HEERY, LLC	04/15/2025	15,000.00
165047403	W S I P C	04/15/2025	281.37
165047404	WASHINGTON TRUST BANK	04/15/2025	21,167.34
165047405	WASHINGTON OFFICIALS ASSOC.	04/15/2025	6,100.00
165047406	WELLS FARGO VENDOR FIN SERVICE	04/15/2025	7,671.24

Check Nbr	Vendor Name	Check Date	Check Amount
165047407	AMAZON CAPITAL SERVICES	04/15/2025	370.02
165047408	EASTMONT HIGH SCHOOL	04/15/2025	270.00
165047409	FLORAFINDER, LLC	04/15/2025	84.55
165047410	HAGLUNDS TROPHIES	04/15/2025	231.98
165047411	HOME DEPOT CREDIT SERVICES	04/15/2025	394.59
165047412	OTHELLO HIGH SCHOOL	04/15/2025	75.00
165047413	RAE CROWTHER CO	04/15/2025	1,605.00
165047414	SCHOLASTIC BOOK FAIRS	04/15/2025	1,958.73
165047415	TIME OUT RESTAURANT	04/15/2025	285.36
165047416	WASHINGTON TRUST BANK	04/15/2025	4,513.10
165047417	RWC INTERNATIONAL, LTD	04/15/2025	191,551.78
103	Computer	Check(s) For a Total of	667,691.51

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
103	Computer	Checks For a Total of	667,691.51
Total For 103	Manual, Wire Tran, ACH & Computer Checks		667,691.51
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		667,691.51

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	466,351.40	466,351.40
40	Associated Stude	0.00	0.00	9,788.33	9,788.33
90	Transportation V	0.00	0.00	191,551.78	191,551.78



**Ephrata School District No. 165**  
**111 4<sup>TH</sup> AVE NW**  
**Ephrata, WA 98823**

<b>GF:</b>	<b>98.82</b>	<b>165047418- 165047419</b>
<b>CP:</b>		
<b>ASB:</b>	<b>213.39</b>	<b>165047420- 165047420</b>
<b>PP:</b>		
<b>TR:</b>		

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: **April 22, 2025**

Total amount: **\$ 312.21**

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 April 28, 2025, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$312.21, and voids/cancellations, totaling \$65.00. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, WARRANT ACCOUNT:  
Warrant Numbers 165047418 through 165047420, totaling \$312.21  
Voids/Cancellations, totaling \$65.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
165047418	EPHRATA SCHOOL DISTRICT- DOR	04/22/2025	33.82
165047419	ESD 189- NWDTA	04/22/2025	65.00
165047420	EPHRATA SCHOOL DISTRICT- DOR	04/22/2025	213.39

3	Computer	Check(s) For a Total of	312.21
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Check Nbr	Vendor Name	Check Date	Check Amount
165047147	NORTHWEST ESD 189	04/22/2025	65.00
1	Void	Check(s) For a Total of	65.00

	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
	3	Computer	Checks For a Total of	312.21
Total For	3	Manual, Wire Tran, ACH & Computer Checks		312.21
Less	1	Voided	Checks For a Total of	65.00
		Net Amount		247.21

F U N D   S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	33.82	0.00	0.00	33.82
40	Associated Stude	213.39	0.00	0.00	213.39

**EPHRATA SCHOOL DISTRICT NO. 165**

111 4<sup>TH</sup> AVE NW, Ephrata, Washington 98823

**PAYROLL** for MARCH 31, 2025  
WARRANT ACCOUNT CHECK NUMBER  
**165047421 - 165047438**

We, the undersigned, do hereby certify that the foregoing Payroll is just, true and correct; that the persons whose names appear hear on actually performed services as stated for the time shown, and that the amounts are actually due and unpaid.

\_\_\_\_\_  
**Secretary of the Board**

Approved in the sum of **\$3,272,861.51**

**\*\*\*\*\*DIRECTORS\*\*\*\*\***

_____	_____
_____	_____
_____	_____

Provision is made for the adjusting of employee and employer benefits as necessary.

## 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 9.41.280. 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

## Absence of a Board Member

Whenever possible each board member will give advance notice to the *chair/president* or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a board member's absence from a meeting if requested to do so.

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

## 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 will come from locally collected excess levy funds available for that purpose, and 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 will specify the month or period of months for which it is made.

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

## Training and Professional Development for Board Members

In keeping with the need for continuing professional development to enhance effective 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 board leadership training and professional development will be budgeted for on an annual basis.

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

## Infectious Diseases

In order to safeguard the school community from the spread of certain communicable diseases the superintendent will implement procedures assuring that all school buildings are in compliance with State Board of 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 will require that the 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 Department of 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 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 infection, the test result, any information relating to the diagnosis or treatment of a sexually transmitted 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 student home without the concurrence of the local health officer, but if the disease 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:

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

First Reading 3.25: Second Reading 4.25  
Revised Dates: 08.07; 12.11; 02.13; 08.18; 09.20

## Procedure - Infectious Diseases

Certain microorganisms in the body cause infectious disease. Infectious diseases may or may not be communicable or in a contagious state.

The district may control diseases in a contagious state by excluding the student from the school or classroom or by referring the student for medical attention. Staff members must advise the school nurse and principal or designee when a student exhibits symptoms of an infectious disease based on the criteria outlined in this procedure. Staff should provide the school nurse, principal, or designee with as much health information as is known about the case in a timely manner so that appropriate action can be initiated. (See DOH's [Infectious Disease Control Guide for School Staff](#), IDCGSS).

### List of Reportable Diseases

In consultation with the school nurse, the district will report suspected disease or disease with known diagnosis, to the local health department as indicated on the Notifiable Conditions page of the Washington State Department of Health's website.

### Cluster of Cases

The occurrence of any generalized (covering greater than 75% of the body) rash with or without fever, cough, runny nose, and reddened eyes in a school MUST be reported IMMEDIATELY to the school nurse who will in turn report as necessary to the local health department. Localized rash cases diagnosed as unrelated to a contagious disease, such as diaper rash, poison oak, etc. need not be reported. In addition to rash illnesses, any unusual cluster of infectious disease must be reported to the school nurse, who will report to the local health jurisdiction as necessary.

### Identification and Follow-Up

1. The length of absence from school for a student ill from a contagious disease is determined by the directions given in the [IDCGSS](#) or instructions provided by the student's licensed health care provider, and/or the local health officer.
2. The principal has the final responsibility for enforcing all exclusions.
3. Follow-up of suspected communicable disease cases should be carried out in order to determine any action necessary to prevent the spread of the disease to additional children.
4. Staff should follow the directions of the local health officer and WA DOH guidelines for mitigation measures.

### Reporting At Building Level

A student with a diagnosed reportable disease will be reported by the school principal or designee, to the local health officer (or state health officer if local health officer is not available) as per schedule.

When symptoms of communicable disease are detected in a student who is at school, the regular procedure for the disposition of an ill or injured student will be followed. In all instances, the school nurse, principal, or designee will:

1. Notify the parent/guardian or emergency contact to advise him/her of the signs and symptoms.
2. Arrange for parent/guardian to pick up the student as soon as possible;
3. Recommend follow-up with licensed health care provider;
4. Notify the school nurse to ensure appropriate health-related interventions are in place; and
5. Keep the student isolated but observed until the parent/guardian arrives.

**Note:** When the student is fourteen years or older and the symptoms are of a sexually transmitted infection, the student has confidentiality rights that prohibit notification of anyone but the health department.

### First Aid Procedures

1. Students should be asked to wash their own minor wound areas with soap and water under staff guidance when practicable. If performed by staff, wound cleansing should be conducted in the following manner:
  - a. Soap and water are recommended for washing wounds.
  - b. Gloves must be worn when cleansing wounds which may put the staff member in contact with wound secretions or when contact with any bodily fluids is possible;
  - c. Gloves and any cleansing materials will be discarded in a lined trash container that is disposed of daily according to WAC 296-823 – Occupational exposure to bloodborne pathogens and included in DOH's most recent IDCGSS;
  - d. Hands must be washed before and after treating the student and after removing the gloves; and
  - e. Treatment must be documented in a school health record.
2. Thermometers will be handled in the following manner:
  - a. Only disposable thermometers or non-mercury thermometers with disposable sheath covers and/or temporal scan thermometers should be used when taking student's temperatures; and
  - b. Disposable sheath covers will be discarded in a lined trash container that is secured and disposed of daily. Temporal scan thermometers will be disinfected after each use.

### Handling of Body Fluids

1. Body fluids of all persons should be considered to contain potentially infectious agents (germs). Body fluids include blood, drainage from scrapes and cuts, feces, urine, vomitus, saliva, respiratory secretions, semen, and vaginal secretions;
2. Gloves must be worn when direct hand contact with body fluids is anticipated (e.g., treating nosebleeds, bleeding abrasions), when handling clothes soiled by body fluids (e.g., urine and/or feces), when diapering children and when sanitizing space used for diapering. Hand washing is the most important intervention for preventing the spread of disease and must take place after gloves are removed and between care of multiple students;
3. Used gloves must be discarded in a secured lined trash container and disposed of daily according to WAC 296-823 - Bloodborne Pathogens and included in DOH's most recent IDCGSS . Hands must then be washed thoroughly;
4. Self-treatment of minor injury, when reasonable, will be encouraged;
5. Sharps will be disposed in an approved container. Sharps containers must be maintained upright throughout use, be tamper-proof and safely out of students' reach, be replaced routinely and not be allowed to overfill; and
6. For cleaning and disinfection, follow CDC and EPA recommendation. In addition, the district will comply with [WAC 296-823- Bloodborne Pathogens](#) and the IDCGSS

All individual student health care discussions and records will be treated as confidential, consistent with health and educational law.

Release of information regarding the testing, test result, diagnosis, or treatment of a student for a sexually transmitted infection, Bloodborne Pathogens (BBP illness, drug, alcohol, mental health treatment, family planning, or abortion may be made only as pursuant to an effective release and only to the degree permitted by the release. To be effective, a release must be signed, dated, must specify to whom the release may be made, and the time period for which the release is effective. Students fourteen and older must authorize disclosure regarding BBP illness, sexually transmitted infection or reproductive healthcare issues. Students thirteen and older must authorize disclosure regarding drug, alcohol, or mental health treatment. Students of any age must authorize disclosure regarding family planning or abortion. Parents must authorize disclosure pertaining to younger students.

Any disclosure made pursuant to a release regarding reproductive healthcare, including sexually transmitted infections, blood-borne pathogens, drug treatment, or alcohol treatment must be accompanied by the following statement:

"This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by state law. A



general authorization for the release of medical or other information is not sufficient for this purpose.”

Per WAC 296-823-12005, The district will ensure that newly hired school district employees receive the blood-borne pathogens training regarding:

1. History and epidemiology of blood-borne pathogens;
2. Methods of transmission of blood-borne pathogens;
3. A, Access to copy of WAC 296-823-12005 and the district exposure control plan
4. Prevention of exposure to blood-borne pathogens, how to recognize tasks and other activities that could involve exposure to blood and other potentially infectious materials and universal precautions for handling of body fluids;
5. Methods for identifying tasks that could involve exposure to blood-borne pathogens and to prevent or reduce exposure
6. Information about the hepatitis B vaccine
7. Current treatment for symptoms of blood-borne pathogens and prognosis of disease progression;
8. State and federal laws governing discrimination of persons with a blood-borne pathogens; and
9. State and federal laws regulating confidentiality of a person’s blood-borne pathogens.

An opportunity for interactive questions and answers with a trainer must also be provided. The district will ensure that new employees receive training before staff engage in duties that may expose them to BBP then annually by law.

Continuing employees will receive information, within one year of district receipt from OSPI, on new discoveries or changes in accepted knowledge of transmission, prevention, and treatment for blood-borne pathogens.

Legal References:

WAC 296-823-12005 Provide training to your employees.

## 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 exposure to allergens for students with history of anaphylaxis.

Parent/guardian is responsible to ensure that they provide the school with appropriate medication and treatment orders pursuant to [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. Rescue protocol in cases of suspected anaphylaxis will follow OSPI's current Guidelines for the Care of Students with Anaphylaxis
2. A simple and standardized format for emergency care plans is utilized;
3. A protocol is in place to ensure emergency care plans are current and completed and distributed to appropriate staff;
4. Medication orders are clear and unambiguous;
5. Training and documentation is a priority;

### 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.210.380 Anaphylaxis — Policy guidelines — Procedures — Reports.

First Reading 3.25; Second Reading 4.25  
Revised Dates: 02.09; 12.11; 08.12; 12.13; 08.18

RCW 28A.210.383 Epinephrine and epinephrine autoinjectors (EPI pens)—  
School supply—Use.

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

First Reading 3.25; Second Reading 4.25  
Revised Dates: 02.09; 12.11; 08.12; 12.13; 08.18

## Procedure - Anaphylaxis Prevention and Response

For students with a medically diagnosed life-threatening allergy (anaphylaxis), the district will take appropriate steps for the student's safety, including implementing a health plan developed by the school nurse. The district will utilize the Guidelines for the Care of Students with Anaphylaxis published by the Office of the Superintendent of Public Instruction.

### Parent/Guardian Responsibility

Prior to enrolling a student, the parent/guardian will inform the school in writing of the medically diagnosed allergy(ies) and risk of anaphylaxis. School districts will develop a process to identify students at risk for life-threatening allergies and to report this information to the school nurse. Upon receiving the diagnosis, school staff will contact the parent/guardian to develop a health plan. A health plan will be developed for each student with a medically diagnosed life-threatening allergy.

### Health Plan

The school nurse (registered nurse) will develop a written plan that identifies the student's allergies, symptoms of exposure, practical strategies to minimize the risks, and how to respond in an emergency.

The principal or designee shall arrange for a consultation between the school nurse and parent/guardian prior to the first day of attendance to develop and discuss the health plan. The plan will be developed by the school nurse in collaboration with parent/guardian, licensed health care provider (LHP), and appropriate school staff. If the treatment plan includes self-administration of medications, the parent/guardian, student, and staff will comply with model policy and procedure

Annually and prior to the first day of attendance, the student health file will contain: 1) a current, completed health plan; 2) a written medical order, signed by an LHP; and 3) an adequate and current supply of auto-injectors or intranasal medication and other medications if needed. The school will also recommend to the parents/guardians that the student wear a medical alert bracelet at all times. The parents/guardians are responsible for notifying the school if the student's condition changes and for providing the medical treatment order, appropriate autoinjectors or nasal spray, and other medications as ordered by the LHP.

The district may exclude from school those students who have a medically diagnosed life-threatening allergy and no medication or treatment order presented to the school to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and pursuant to the following due process requirements:

1. Written notice to the parents/guardians or persons in loco parentis is delivered in person , by certified mail or email;
2. Notice of the applicable laws, including a copy of the laws and rules; and
3. The order that the student will be excluded from school immediately and until medications and a medical order are presented.
4. The student's and parents' right to a hearing to challenge the decision

### Communications Plan and Responsibility of School Staff

After the health plan is developed, the school principal or a designee will inform appropriate staff regarding the affected student. The school nurse (registered nurse) will train appropriate staff regarding the affected student and the nursing care plan. The plan will be distributed to appropriate staff and placed in appropriate locations in the district (classroom, office, school bus, lunchroom, near playground, etc.). With the permission of parents/guardian and the student, (if appropriate), other students and parents may be given information about anaphylaxis to support the student's safety and control to exposure to allergens.

**All School Staff Training**

Annually, each school principal will for an in-service training on how to minimize exposure and how to respond to an anaphylaxis emergency. The training will include a review of avoidance strategies, recognition of symptoms, the emergency protocols to respond to an anaphylaxis episode (calling 911/EMS when symptoms of anaphylaxis are first observed), in addition those staff members designated to administer epinephrine will also receive hands-on training in the use of an autoinjector and/or nasal spray. Training should also include notifications that more than one dose may be necessary in a prolonged anaphylaxis event.

**Student-specific Training**

Annually, before the start of the school year and/or before the student attends school for the first time, the school nurse will provide student-specific training and additional information to teachers, teacher's assistants, clerical staff, food service workers, and bus drivers who will have known contact with a student diagnosed with a known allergen and are implementing the nursing care plan.

**Controlling the Exposure to Allergens**

Controlling the exposure to allergens requires the cooperation of parent/guardians, students, the health care community, school employees, and the board. The school nurse will work with the parent/guardians and the school staff to implement appropriate accommodations based upon the type of allergen and needs of the student.

**Legal References:**

[WAC 392-380-045](#), School attendance conditioned upon presentation of proofs.

RCW 28A.210.383 Epinephrine and epinephrine autoinjectors (EPI pens)—School supply—Use.

**Cross references:**

3241 discipline exclusion policy

3419, *Self-Administration of Asthma and Anaphylaxis Medication*.

## 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 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 in each of its schools.

SSB 5804 amended RCW 28A.210.390, The district must obtain and maintain opioid overdose reversal medication either through a standing order, prescribed and dispensed according to RCW 69.41.095(5), or through one or more donation sources. The district will seek at least one set of opioid reversal medication doses for 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 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:

- 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 the statute and any rules or guidelines for such training adopted by the Office of Superintendent Public Instruction. The district shall identify at least one member of each school's personnel to become a designated trained responder who can distribute and administer opioid overdose reversal medication.

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 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.

Policy 3424  
Essential

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 call 9-1-1 and alert emergency services. The school nurse, designated trained responder, or trained staff person located at a health care clinic on public school property or under contract with the school district will follow the [Washington Department of Health](#) steps for administering naloxone for a suspected opioid related overdose.

## Cross References:

3416 - Medication at School  
3418 - Response to Student Injury or Illness

## Legal References:

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

## Procedure – Opioid Related Overdose Reversal

An opioid overdose requires immediate medical attention. It is essential to initiate emergency medical services for medical assessment and support.

Opioid overdose reversal medication and rescue breathing are evidence-based interventions known to result in positive outcomes for individuals experiencing an opioid related overdose. The district shall utilize the *Opioid Overdose Reversal Policy and training Guidelines for Schools* published by the Office of the Superintendent of Public Instruction.

### Opioids and Overdose

Opioids are a class of drugs derived from opium poppy or entirely created in a lab. Opioids include morphine, codeine, oxycodone, hydrocodone, hydromorphone, heroin, meperidine, fentanyl, and methadone. There are prescription opioids and opioids that are created and obtained illicitly.

An opioid overdose happens when someone has taken too much of an opioid. Synthetic opioids such as Fentanyl are especially dangerous due to their potency and are often found in a wide variety of forms including counterfeit pills and in illicit drugs. A person under the influence of opioids may experience nausea, vomiting, or sleepiness which are not immediately life-threatening. An overdose is life-threatening when a person stops breathing or they experience inconsistent breathing, loss of consciousness, slowed or irregular heartbeat, or severe allergic reaction.

Risk factors for an opioid overdose include:

- Mixing opioids with other substances including benzodiazepines, stimulants, or alcohol
- Using after a break in use due to decreased tolerance
- Taking too many opioids
- Other health conditions
- Previous overdose
- Taking medications that were not prescribed for them
- Using opioids not from a pharmacy
- Using alone (increases risk from dying from an overdose)

The effects of opioid exposure include:

Opioid Effects – not immediately life-threatening	Opioid Overdose –life-threatening
Normal skin tone	Pale, clammy skin  Blue or purple lips or fingernails for person with light complexion and white or ashy lips and fingernails for person with dark complexion
Breathing appears normal	Infrequent, shallow, or absent breathing  Respiratory rate less than 8 breaths per minute
Normal heart rate	Slow or irregular heartbeat
Looks sleepy	Unconscious or unable to wake
Speech slurred or slow	Deep snoring, gurgling, or choking sounds (death rattle)
Responsive to stimuli	Not responsive to stimuli
Pinpoint pupils (with some exceptions)	Pinpoint pupils



**Opioid Overdose Response**

Opioid overdose reversal medication and rescue breathing are evidence-based interventions for individuals experiencing an opioid overdose. In the case of an opioid overdose, naloxone should be administered without delay to restore breathing and improve the person's chances of survival.

Naloxone is effective only if there are opioids involved in the overdose. Naloxone will not reverse an overdose involving alcohol, benzodiazepines, methamphetamines, or cocaine.

The District shall follow the Washington Department of Health's steps for administering naloxone for drug overdose. (<https://www.doh.wa.gov/Portals/1/Documents/Pubs/150-126-NaloxoneInstructions.pdf>)

Assessing an individual for responsiveness and breathing is critical to a successful outcome for a person suspected of experiencing an opioid overdose. A few quick ways to determine this are:

- Shout their name and shake them
- Rub knuckles hard on the breastbone in the middle of the chest of the individual.

If the person responds to the stimuli, assume an overdose has not yet occurred but may continue to progress. Emergency medical services must be notified. Remain with the individual and monitor for responsiveness and continued breathing until help arrives. It is important to monitor the person and try to keep the individual awake and alert. If the person does not respond to hearing their name, being shook, or having knuckles rubbed on their breast bone, or if they are not breathing, assume they may be experiencing an opioid overdose and administer naloxone per standing order and prescription.

According to American Heart Association guidelines in response to suspected overdose, an AED should be brought and used to rule out a shockable rhythm for a victim who is not breathing/not breathing normally.

All schools are expected to activate emergency medical services in a case of a suspected overdose.

Washington's Good Samaritan Law provides some protections when calling 911 to save a life, even if drugs are at the scene according to RCW 69.50.315. The victim and person calling 911 cannot be prosecuted for simple possession.

**Obtaining and Maintaining Opioid Overdose Medication**

If a statewide standing order for intranasal or auto-injection intramuscular forms of naloxone is available, the district will obtain and maintain those forms of opioid overdose reversal medication exclusively.

The district may seek to obtain opioid overdose reversal medication through donations from manufacturers, non-profit organizations, hospitals, and local health jurisdictions. The district may also purchase opioid overdose reversal medication directly from companies or distributors. If a district is unable to obtain naloxone through a donation source and pursues an exemption from the requirement to stock naloxone per RCW 28A.210.390 the district must maintain written documentation of its good faith effort to obtain opioid overdose reversal medication from these sources.

A school administrator at each district school shall ensure that the opioid overdose reversal medication is stored safely and consistently with the manufacture's guidelines. School administrators will also make sure that an adequate inventory of opioid overdose reversal medication is maintained with reasonably projected demands. Medication should be routinely assessed to ensure enough time for reacquiring the medication prior to the expiration date.

Opioid overdose reversal medication shall be clearly labeled in an unlocked, easily accessible cabinet in a supervised location. Consider storing opioid overdose reversal medication in the same location as other rescue medications. Districts may store additional doses in unsupervised locations such as Automated External Defibrillator (AED) cabinets for faster access on large campuses or after hours. Naloxone stocked in unsupervised locations will be checked at regular intervals along with AED checks. Districts are encouraged to stock additional doses in first aid and sports kits. Expiration dates should be documented on an appropriate log a minimum of two times per year. Additional materials (e.g. instructions for administering opioid overdose reversal medication, barrier masks, gloves, etc.) associated with responding to an individual with a suspected opioid overdose can be stored with the medication.

### Training

School-based health centers are responsible for training their personnel.

The district will ensure each school has at least one personnel member who can distribute or administer opioid overdose reversal medication. Districts should consider having adequate designated and trained personnel for availability at school and school-sponsored activities. Any staff member may be designated and trained upon approval by Principal and/or school nurse. Personnel certified in first aid/CPR should be prioritized for designation and training for administration of opioid overdose reversal medication. If opioid overdose reversal medication is stocked in first aid and athletic kits as encouraged by RCW 28A.210.390, staff members in possession of these kits at off-site events should be designated and trained in order to administer the medication.

Training for designated trained responders will occur annually prior to the beginning of each school year and throughout the school year as needed. Training may take place through a variety of platforms, including online or in person. Training may be offered by nonprofit organizations, higher education institutions, or local public health agencies. A licensed registered professional nurse who is employed or contracted by the district may train the designated trained responders on the administration of the opioid overdose reversal medication consistent with OSPI's guidelines and this policy/procedure.

Training for designated personnel will include:

- District policy and procedure
- What are opioids
- What is an opioid overdose
- Other types of overdoses.
- Signs and symptoms of an overdose
- Actions to take when a suspected opioid overdose occurs
- Naloxone access points in the school
- Reporting requirements
- Skill practice
- Good Samaritan law

The district will maintain a log of all designated trained responders for each school. The log will include a list of all persons who are designated trained responders, a list of their trainings with the date and location of the training and the name of the trainer.

### Student Possession of Opioid Overdose Reversal Medication – “Self-carry”

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. Individuals may also acquire over-the-counter opioid overdose reversal medications. Such “self-carrying” individuals must either show proof of training as verified by a licensed registered professional nurse employed or contracted by the district or participate in district training. These self-carrying individuals do not count toward the designated trained responders at each school.

Administration of the district's opioid overdose reversal medication will be performed by designated, trained, district personnel when 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 solely for possession or good faith administration of naloxone. Naloxone will not be confiscated from students who are found to have it in their possession at school and school-sponsored events.

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. The importance of summoning adult help and emergency services for any suspected overdose must be emphasized.

#### Post-incident Follow-up

Districts should plan to provide student and personnel support within a one to two days after a suspected overdose incident. Supports may include critical incident stress debriefing, Flight team, postvention, or other support and prevention measures. Considerations for continued prevention and wellness promotion are also recommended.

#### Liability

The district's and practitioner's liability is limited as described in RCW 69.41.095.

## Conflicts of Interest

### General Rule

No district employee will engage in or have a direct financial interest in any activity which conflicts with his/her duties and responsibilities. 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 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 such instances, the district will retain a proprietary interest);
- C. Encouraging a student who is enrolled in one or more of the 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 classes; or
- 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.

### 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

## 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 district property during working hours. District property and work time, supported by public funds, may not be used for political purposes.

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 any applicable collective bargaining agreement. District employees who hold elective or appointive public office in an organization are not entitled to time off from their district duties for reasons incident to such offices unless the circumstances surrounding the leave request qualify under leave policies of the 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

## 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 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 its informal competitive bidding procedure; and
- over \$75,000, the board will follow 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;
  4. providing the clear and definite plans and specifications to those interested in submitting a bid;
  5. requiring that bids be in writing;
  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 its formal competitive bidding procedure outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.151 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 under \$100,000. For projects in this range, the district may consider any of these options: using its small works roster process, under RCW 39.04.151 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.

### **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.

### **F. Interlocal Cooperation Act**

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental 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.

Prior to enactment of any agreement under 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. 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.

### **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

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First Reading 3.25; Second Reading 4.25

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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 its 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 \$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 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.

### 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 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 extent 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 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.

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.

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First Reading 3.25; Second Reading 4.25

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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**

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental 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.

Prior to enactment of any agreement under 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.
  - 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.

## 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 against children Contractor employees  
Termination of contract  
RCW 39.04.155 Small works roster contract procedures Limited public  
works process Definition  
RCW 39.04.280 Competitive 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  
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 Simplified Acquisition Threshold  
2 CFR 200.318 General Procurement Standards  
2 CFR 200.320 Methods of Procurement to be Followed  
2 CFR 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 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  
2011 - February Issue  
Policy News, October 2005 Competitive Bid Process Changes  
Policy News, June 2001 Legislation Further Simplifies Bid Compliance

## Procedure - Bid or Request for Proposal Requirements

### Informal Competitive Bidding

For purchases of goods or services, other than public works, that fall within the district's range for informal bidding, the following process will be used.

1. The district will reach out to various sources to obtain quotations for the goods or services to be purchased.
2. The district will get quotations from no less than three different sources.
3. If there are not three sources available, the district will record the attempts to contact all available sources and document the limited number of sources.
4. Quotations shall be documented and be available for the public to review following the awarding of the contract.

### Formal Competitive Bidding Process

The following procedures will be in effect for purchasing and public works through the bidding or request for proposal process:

1. The district will prepare clear and definite plans or specifications for the goods or services to be purchased.
2. The district will provide notice of the call for formal bids by publication in at least one newspaper of general circulation in the district once a week for two consecutive weeks.
  1. The notice will direct potential bidders to full bid requirements.
  2. The notice will provide notice of how sealed bids are to be received.
  3. The notice will also include information about the date, time, and place where bids will be opened.
3. The district will publicly open and read formal bids on the date, time, and place named in the notice and then will file the bids for public inspection. Any interested member of the public may attend the bid opening. It will be the bidder's sole responsibility to see that the district receives his/her bid prior to the time set for opening of bids. The district will return any bid received after the time set for opening the bids to the bidder unopened and without consideration. The district will accept proposals in the place named and no later than the date and time named in the notice;
4. Formal bid or proposal tabulations may be presented at a meeting of the board for study purposes;
5. The board will award a formal contract on the basis of staff recommendations;
6. Specifications using brand names and manufacturers' catalog numbers are for identifying and establishing a quality standard. The board may consider bids or proposals on equal items providing the bidder or proposer specifies brand and model and furnishes descriptive literature. The board will condition its acceptance of alternative "equal" items upon its inspection and testing after receipt. If the board does not find the items to be equal, the board will return the items at the seller's expense and cancel the contract;
7. The district will reserve the right to reject any or all bids or proposals, waive any formalities, and/or irregularities, and cancel the solicitation, if a reason exists;
  1. The district may reject bids by resolution; and
  2. Provide notice of acceptable of further bids in the same manner as the original notice.
8. On construction projects, the bidder will include a notarized statement agreeing to comply with prevailing wage and affirmative action requirements. The bidder will also provide payment and performance bonds.
9. For public works projects estimated to cost \$350,000 or less, the superintendent or designee may solicit bids by telephone, electronic or written quotations from contractors on the appropriate small works roster. The district will not break a project into units or phases in order to come within the scope of the small works roster process or limited public works

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Adopted 4.25

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08.18; 12.19; 07.23; 7.24

process. Each year, the district will publish a notice of opportunity regarding the small works roster in at least one newspaper of general circulation in the district and then revise the small works roster accordingly. The district will also add responsible contractors to the small works roster any time a contractor submits a written request and necessary records. The application form shall be designed to collect such information as (1) name of contractor, (2) state of Washington contractor's license number, (3) bonding verification, (4) liability insurance coverage, (5) related contracts completed, and (6) references (bond and clients). Contractors desiring to be placed on or remain on the small works roster are required to keep current records of applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the district.

### Small Works Process

For public works contracts that are under \$350,000 exclusive of state sales tax, the district may utilize a small works roster for the project.

In establishing the small works roster, the district must require contractors wishing to be placed on the roster to indicate if they are women, minority, or veteran-owned, or meet statutory definitions of a small business. The district will either create its own small works roster or it may, through interlocal agreements, use small works rosters created by another district or governmental entity.

All solicitation for bids or direct contracts shall include a scope of work that includes the nature of the work as well as materials and equipment to be furnished. It is not necessary to have detailed plans and specifications.

For any work being done through a small works roster, the district will secure written or electronic quotations to ensure that a competitive price is obtained. The district will award the contract to the lowest responsible and responsive bidder. For small works contracts under \$150,000 not including sales taxes, the district may directly contract with a contractor meeting the statutory definition of a small business as follows:

1.
  1. If the district's small works roster has six or more small businesses, the district must rotate through the businesses on the roster and must utilize different contractors for different projects.
  2. If there are five or fewer small businesses on the roster, the district may choose to directly contract with any of the businesses.
  3. In all cases, the district must contact any small, minority, women, or veteran-owned businesses on the roster when using this method.

If the contract is under \$5,000, there is no requirement for retainage or performance bonds. For any other small works process, the district may waive or reduce the retention requirements by assuming the liability for any non-payment of labors, mechanics, subcontractors, materialpersons, suppliers, taxes and any penalties relating to these.

The following will be in effect for purchasing and public works awards:

- A. The contract for the work or purchase shall be awarded to the lowest responsible bidder as described in RCW 39.26.160(2), but the board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. In determining whether the bidder is a responsible bidder under RCW 39.26.160(2), the district must consider the following elements:
  1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
  2. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
  3. Whether the bidder can perform the contract within the time specified;
  4. The quality of performance of previous contracts or services;

5. The previous and existing compliance by the bidder with laws relating to the contract or services;
  6. Whether, within the three-year period immediately preceding the date of the bid solicitation, the bidder has been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated any provision of chapter 49.46, 49.48, or 49.52 RCW, as defined in RCW 49.48.082. Before awarded a contract, a bidder shall submit to the district a signed statement in accordance with RCW 9A.72.085, verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of this subsection of RCW; and
  7. The district may secure such other information as may have bearing on the decision to award the contract.
- B. Before award of a public works contract, a bidder must meet the following responsibility criteria to be a responsible bidder and qualified for award of a public works project. The bidder must:
1. At the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
  2. Have a current state unified business identifier number;
  3. If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number, as required in Title 50 RCW; and a state excise tax registration number, as required in Title 82 RCW;
  4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
  5. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington State Apprenticeship and Training Council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes, as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation;
  6. Until December 31, 2013, not have violated RCW 39.04.370 more than one time as determined by the Department of Labor and Industries; and
  7. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW (before award of a contract, a bidder shall submit to the district a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of this subsection).
- C. For any public works contract, the district shall retain a portion of the amount paid to the contractor, based on the following guidelines:
1. For any contract awarded using the small works roster procedure that is valued under \$5,000, the district may waive retainage.
  2. For any contract under \$150,000, the district may retain ten percent (10%) of the contract in lieu of a payment and performance bond.
  3. For any other contract, the district will retain five percent (5%) of the contract until such time as the project has been accepted as complete and all liens released.
  4. The contractor may submit a bond to cover amounts that would otherwise be retained by the district.
  5. Amounts retained by the district will either:
    - a. Be held in a fund by the district;
    - b. Be deposited in an interest-bearing account for the contractor; or



- c. Be deposited in an escrow account for the investment in bonds and securities as identified by the contractor.

In addition to the bidder responsibility criteria, the district may adopt relevant supplemental criteria in accordance with RCW 39.04.350(3) for determining bidder responsibility, applicable to a particular project with which the bidder must meet.

Formal written contracts will be prepared for all major construction and repair projects. After a majority of the board votes to approve a contract, the board president/chair and secretary sign the contract on behalf of the board and record the action in the minutes. All contracts will provide that, in the event that the district files suit to enforce the terms of the contract, the venue will be the county where the district is located. All contracts will also provide that if the district is successful in the suit, the court may order reimbursement of the district's attorney fees and court costs, as the court deems reasonable. Any contract for services with an entity or individual other than an employee of the district shall include a provision requiring the contractor to prohibit any of its employees who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322 and who would have contact with children at a public school during the course of his or her employment from working at a public school. 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.

When purchases are made with Federal funds, the district will follow these additional guidelines and procedures.

1.

1. The district will, to the greatest extent practicable, ensure that goods, products, or materials are produced in the United States (2 CFR 200.322).
2. When bids or competitive solicitation is required, the district will ensure that the requirements are not written in such a way as to prevent competition, such as specifying a name brand of item (2 CFR 200.319).
3. The district will ensure that there are enough qualified sources to ensure maximum open and free competition, and that potential bidders are not unjustly precluded from bidding (2 CFR 200.319).
4. All contracts shall include the following provisions in the contract language, as applicable (2 CFR Appendix II to Part 200):
  - A. It must address remedies for instances where contractor violate the terms of the contract.
  - B. If in excess of \$10,000, it must include language addressing termination for cause.
  - C. It must include an Equal Employment Opportunity clause.
  - D. If the contract is for a public work project, language that the Davis-Bacon Act will be followed, mandating that laborers and mechanics shall be paid at the prevailing wage rate.
  - E. If the contract is in excess of \$100,000, language must be included for overtime payments for laborers and mechanics who work in excess of 40 hours per week, and that they will not be required to work in unsanitary, hazardous, or dangerous conditions.
  - F. If the contract is in excess of \$150,000, it must include language that requires adherence to the standards of the Clean Air Act and the Federal Water Pollution Control Act.
  - G. That the contractor, and any subcontractors, are not suspended or debarred from receiving Federal funding.
5. If the district is using Federal funds for a construction or public works project, the district will ensure the contractor pays prevailing wages pursuant to the Davis-Bacon Act (40 USC 3141 *et seq.*, 29 CFR 5.5). This

includes receiving and retaining certified payroll records from the contractor and any subcontractor(s) on the project.

When procuring food for all child nutrition-related programs, the district will follow these additional guidelines.

1. Purchases of food should include, to the maximum extent possible, items that meet the requirements of being domestically grown or substantially produced in the United States. Substantially produced means over 51% of the processed food comes from products produced in the United States.
2. The district may include language providing for a preference for unprocessed food purchased for child nutrition program to be grown locally.
  - a. "Locally" shall include "Washington grown" in accordance with RCW 15.64.060.
  - b. "Unprocessed" means the food that is delivered to the district retains its inherent character, as defined in 7 CFR 210.22(g)(2), 7 CFR 215.14a(e), 7 CFR 220.16(f)(2), 7 CFR 225.17(e)(2), and 7 CFR 226.22(n)(2), as applicable to the appropriate program.
  - c. Such language preference may include a provision to award contracts to companies that are not the lowest responsive, responsible bidder in an effort to meet these provisions.

To the extent it is practicable to do so, the district will ensure that material purchases of supplies made with Federal funds contain the highest levels of recovered materials possible, under the Solid Waste Disposal Act.



## 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.

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 will follow all rules and regulations issued by the Office of the Superintendent of Public Instruction (OSPI). The district may elect to have OSPI act as its agent for the handling of retainage.

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

## Procedure - Acceptance of Completed Project

The Board will accept the completion of all public works projects completed by the district. Acceptance of projects will be done during a regular meeting of the board of directors. Prior to acceptance, the board will verify the following:

- A. Acceptance of a letter of building commissioning (if applicable).
- B. A letter from the architect indicating that the work has been completed.
- C. Certification of either of these conditions:
  - a. No liens have been filed on the project.
  - b. A certified list of all liens that have been filed and their respective order of priority.

Once the Board has accepted a project as complete, the district will notify the following state agencies of the completion of the project:

- A. The Department of Revenue.
- B. The Employment Security Department.
- C. The Department of Labor and Industries.

Each of these agencies will provide a letter to the district certifying that all taxes due relating to the project have been paid. Should any taxes or fees be unpaid, the district may be required to pay for such taxes or fees out of any amounts retained from the contract.

Once the district has received all releases from these state agencies and sixty days have passed from the board's acceptance of the project, the district will release all retained funds to the contractor, less amounts necessary to satisfy any liens against said retainage.

If the project included any state funding assistance moneys, the district will also obtain approval from the Office of Superintendent of Public Instruction prior to releasing the retainage.



# Coversheet

## Approve Out of State Travel for EHS Football Team

<b>Section:</b>	II. Action Items
<b>Item:</b>	B. Approve Out of State Travel for EHS Football Team
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Football Out of State Travel Request.docx.pdf

**EPHRATA SCHOOL DISTRICT NO. 165****OUT-OF-STATE TRAVEL APPROVAL REQUEST**

Individual(s) Football Players	Position: Patrick Mitchell Head Football Coach/Teacher EHS
School/Building: Ephrata High School	
No. of Chaperones 5-6	No. of Students Attending
Mode of Travel	1 School bus
Duration of Absence OR	
Dates of Travel	6/23/25-6/25/25
Destination and Educational Benefit:	University of Idaho Football Camp
Moscow Idaho	
To become a better football team, through college coaching and scrimmage experience.	

Estimated Cost	 Method of Payment	 Account to Charge
Travel \$2,500	Paid through football account	Football
Lodging: Dorms on U of I Campus	Students will pay office, one check will be written from football account.	Football
Registration \$285 a person	Students will pay H.S. office	
Meals/Other: Covered in camp fee cost	Covered in camp fee cost	
Substitute		

Approved at School Board Meeting (Date)\_\_\_\_\_

Supervisor\_\_\_\_\_Date\_\_\_\_\_

Superintendent\_\_\_\_\_Date\_\_\_\_\_



Call Superintendent's Office for specific instructions



If no cost to the District, please specify  
Attach additional back-up material to this form

# Coversheet

## Approve Overnight Travel Request for EHS Boys Basketabl

<b>Section:</b>	II. Action Items
<b>Item:</b>	C. Approve Overnight Travel Request for EHS Boys Basketabl
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Boys Basketball Overnight Travel Request.pdf

**EPHRATA SCHOOL DISTRICT NO. 165**  
**OVERNIGHT TRAVEL APPROVAL REQUEST**

Individual(s) Requesting	RICK WALTER	Position	Boys BASK.
School/Building	EHS		
No. of Chaperones	2-3	No. of Students Attending	20-26
Names of Chaperones	RICK WALTER, JAKE LAIRD, TBD		
Mode of Travel	PARENTS		
Duration of Absence	16-19 of June		
Dates of Travel	16-19th of June		
Destination and Educational Benefit	Newport WA, BBALL CAMPS		
Supervision Plan	We as coaches stay with team:		
Permission Slip Plan			

Estimated Cost	Method of Payment	Account to Charge
Travel	ON THEIR OWN	
Lodging	TEAMS STAY IN CLASSROOMS + THEY FEED THEM.	
Registration	\$1,700 PER TEAM \$3,400 TOTAL	ASB
Meals/Other		
Substitute		

Approved at School Board Meeting (Date)

Supervisor

Date

Superintendent

Date

- ☐ Call Superintendent's Office for specific instructions
- ☐ If no cost to the District, please specify
- Attach additional back-up material to this form

Overnight Travel

# Coversheet

## Approve Out of State Travel for School Nurses

**Section:** II. Action Items  
**Item:** D. Approve Out of State Travel for School Nurses  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
NASN 2025 proposal for Conference attendace for 3 ESD school nurses.pdf

04/21/2025

Dear Ephrata School District Members of the Board,

Your Ephrata School District nurses, Pamela Cleveringa, Shellie Hansen and Alison Heer, seek your support to attend NASN2025, an exceptional learning event with the largest gathering of school nurses. This conference is hosted by the National Association of School Nurses (NASN). It brings school nurses and other school health team members together from across the United States and around the globe.

At a conference like this, you can be assured that our attendance will benefit our school community. Evidence-based approaches to keep students healthy and in school are a major component of the agenda. Nursing interventions for students with chronic health conditions will also be addressed. These reasons stand out, but please let us know if we can share more with you.

NASN2025 conference will be hosted in Austin, Texas from June 26-29, 2025.

We would like to attend and respectfully request assistance with the registration fee and related costs through the 'Certificated Professional Development Funds' from the Ephrata School District. We have been communicating with the staff at the district office regarding the ability and use of these funds for this purpose.

*The total estimated cost to attend per person is approximately \$2300/per nurse – for an approximate total of \$6900 for all 3 of us -- Nurse Pam, Nurse Shellie, and Nurse Ali.*

**Breakdown of Registration and Related Costs (per person)**

- **Conference Registration :** \$510 pp
- **Roundtrip Airfare:** \$400-450 pp
- **Other Transportation costs:** \$55 pp
- **Lodging:** \$249 Single occupancy per night (plus applicable taxes, service fees, and hotel-specific fees) X 4 nights = \$1000 pp
- **Meals:** \$300 pp (NASN provides limited, complimentary coffee and snacks but conference cost does not include meals)

Thank you in advance for your consideration of this request. We would be so grateful to make this investment in the health and education of our students.

Sincerely,

Pamela Cleveringa, RN BSN

Shellie Hansen, RN BSN

Alison Heer, RN BSN

Ephrata School District Nurses



# Coversheet

## Approve Asphalt Quotes for EMS Basketball Courts

<b>Section:</b>	II. Action Items
<b>Item:</b>	E. Approve Asphalt Quotes for EMS Basketball Courts
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Asphalt Overlay at MS.pdf

Office (509)764-8255

PROJECT LOCATION: 348 A STREET  
EPHRATA, WA

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## Request for Bid – Asphalt Overlay for Ephrata Middle School outdoor court

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Brian Cockrum <[bc.eastside@gmail.com](mailto:bc.eastside@gmail.com)>  
To: Kariann Sween <[ksween@ephrataschools.org](mailto:ksween@ephrataschools.org)>  
Cc: Adam Roduner <[aroduner@ephrataschools.org](mailto:aroduner@ephrataschools.org)>

Thu, Apr 10, 2025 at 1:34 PM

Hello Adam & Kariann,

Attached is the quote for the middle school play court overlay. Please let me know if you have any questions. Thanks.

Brian Cockrum

Eastside Asphalt Inc

(509)760-6925

---

**From:** Kariann Sween <[ksween@ephrataschools.org](mailto:ksween@ephrataschools.org)>  
**Sent:** Tuesday, April 8, 2025 7:22 AM  
**To:** [eastside-asphalt11@hotmail.com](mailto:eastside-asphalt11@hotmail.com); [bc.eastside@gmail.com](mailto:bc.eastside@gmail.com)  
**Cc:** Adam Roduner <[aroduner@ephrataschools.org](mailto:aroduner@ephrataschools.org)>  
**Subject:** Request for Bid – Asphalt Overlay for Ephrata Middle School outdoor court

Dear Eastside Asphalt, Inc.,

Ephrata School District is requesting bids for an asphalt overlay project at Ephrata Middle School. The project involves resurfacing a designated play/food court area on the northeast side of the building. The scope of work includes:

- Applying an asphalt overlay over an existing concrete surface
- Proper surface preparation, including cleaning
- Installing asphalt to a suitable thickness for durability and safety

**Project Area** (see image below):

- **Section 1:** 200' x 70'
- **Section 2:** 25' x 84'

Vendors are welcome to visit the site to view the location and take any necessary measurements before submitting a bid. If you would like to schedule a visit, please contact us at your earliest convenience.

We invite you to submit a detailed proposal, including pricing, project timeline, and any relevant experience with similar installations.

Please submit your bid via email by Monday, April 14th, to the following email addresses: [aroduner@ephrataschools.org](mailto:aroduner@ephrataschools.org); [ksween@ephrataschools.org](mailto:ksween@ephrataschools.org)

If you have any questions, feel free to reach out. Thank you for your time, and we look forward to your proposal.



## Request for Bid – Asphalt Overlay for Ephrata Middle School outdoor court

Kariann Sween <[ksween@ephrataschools.org](mailto:ksween@ephrataschools.org)>

Tue, Apr 8, 2025 at 7:13 AM

To: Jeff Hohenthal <[jeffh@asphaltsupply.net](mailto:jeffh@asphaltsupply.net)>, Jake Turner <[jturner@asphaltsupply.net](mailto:jturner@asphaltsupply.net)>

Cc: Adam Roduner <[aroduner@ephrataschools.org](mailto:aroduner@ephrataschools.org)>

Dear Arrow Concrete & Asphalt, : *No response*

Ephrata School District is requesting bids for an asphalt overlay project at Ephrata Middle School. The project involves resurfacing a designated play/food court area on the northeast side of the building. The scope of work includes:

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If you have any questions, feel free to reach out. Thank you for your time, and we look forward to your proposal.



Best regards,

**Adam Roduner**  
**Transportation & Facilities Director**  
509-398-0836

[Quoted text hidden]

**Request for Bid – Asphalt Overlay for Ephrata Middle School outdoor court**

1 message

Kariann Sween <[ksween@ephrataschools.org](mailto:ksween@ephrataschools.org)>  
To: [team@centralpavingllc.com](mailto:team@centralpavingllc.com)  
Cc: Adam Roduner <[aroduner@ephrataschools.org](mailto:aroduner@ephrataschools.org)>

Tue, Apr 8, 2025 at 7:18 AM

Dear Central Paving LLC, *: No Response*

Ephrata School District is requesting bids for an asphalt overlay project at Ephrata Middle School. The project involves resurfacing a designated play/food court area on the northeast side of the building. The scope of work includes:

- Applying an asphalt overlay over an existing concrete surface
- Proper surface preparation, including cleaning
- Installing asphalt to a suitable thickness for durability and safety

**Project Area (see image below):**

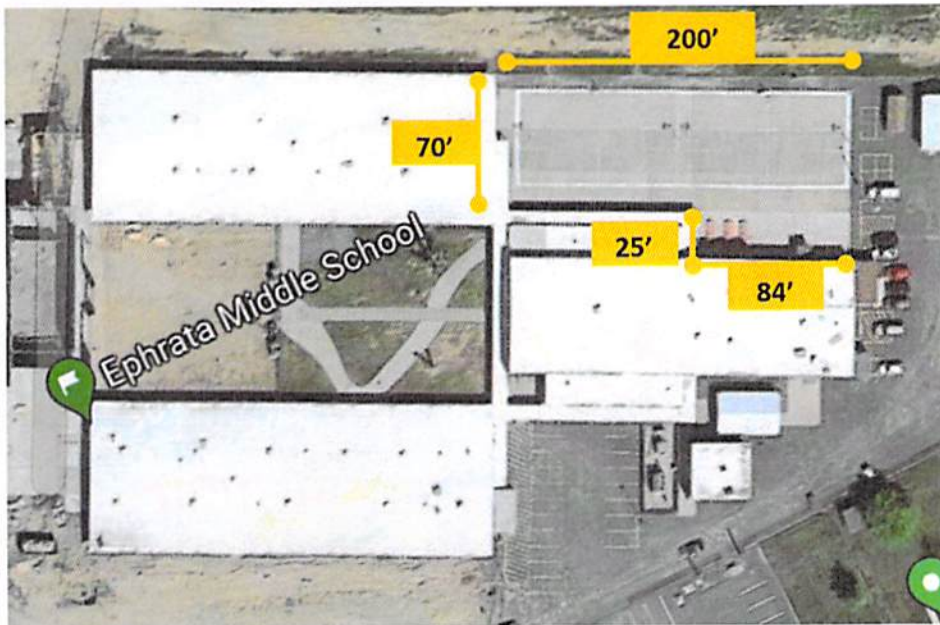
- **Section 1:** 200' x 70'
- **Section 2:** 25' x 84'

Vendors are welcome to visit the site to view the location and take any necessary measurements before submitting a bid. If you would like to schedule a visit, please contact us at your earliest convenience.

We invite you to submit a detailed proposal, including pricing, project timeline, and any relevant experience with similar installations.

Please submit your bid via email by Monday, April 14th, to the following email addresses: [aroduner@ephrataschools.org](mailto:aroduner@ephrataschools.org); [ksween@ephrataschools.org](mailto:ksween@ephrataschools.org)

If you have any questions, feel free to reach out. Thank you for your time, and we look forward to your proposal.



Best regards,

**Adam Roduner**  
**Transportation & Facilities Director**  
509-398-0836

**Kari Sween**  
**Transportation/Maintenance Secretary**



**EPHRATA SCHOOL DISTRICT**  
111 4th Ave. NW | Ephrata WA 98823  
Office: (509) 754-3311 | Fax: (509) 754-1953  
[transportation@ephrataschools.org](mailto:transportation@ephrataschools.org)



**Request for Bid – Asphalt Overlay for Ephrata Middle School outdoor court**

1 message

Kariann Sween <[ksween@ephrataschools.org](mailto:ksween@ephrataschools.org)>  
To: [bid.easternwa@gcinc.com](mailto:bid.easternwa@gcinc.com)  
Cc: Adam Roduner <[aroduner@ephrataschools.org](mailto:aroduner@ephrataschools.org)>

Tue, Apr 8, 2025 at 7:39 AM

Dear Granite Construction Company, : *No response*

Ephrata School District is requesting bids for an asphalt overlay project at Ephrata Middle School. The project involves resurfacing a designated play/food court area on the northeast side of the building. The scope of work includes:

- Applying an asphalt overlay over an existing concrete surface
- Proper surface preparation, including cleaning
- Installing asphalt to a suitable thickness for durability and safety

**Project Area** (see image below):

- **Section 1:** 200' x 70'
- **Section 2:** 25' x 84'

Vendors are welcome to visit the site to view the location and take any necessary measurements before submitting a bid. If you would like to schedule a visit, please contact us at your earliest convenience.

We invite you to submit a detailed proposal, including pricing, project timeline, and any relevant experience with similar installations.

Please submit your bid via email by Monday, April 14th, to the following email addresses: [aroduner@ephrataschools.org](mailto:aroduner@ephrataschools.org); [ksween@ephrataschools.org](mailto:ksween@ephrataschools.org)

If you have any questions, feel free to reach out. Thank you for your time, and we look forward to your proposal.



Best regards,

**Adam Roduner**  
**Transportation & Facilities Director**  
509-398-0836

**Kari Sween**  
**Transportation/Maintenance Secretary**



**EPHRATA SCHOOL DISTRICT**  
111 4th Ave. NW | Ephrata WA 98823  
Office: (509) 754-3311 | Fax: (509) 754-1953  
[transportation@ephrataschools.org](mailto:transportation@ephrataschools.org)

**Request for Bid – Asphalt Overlay for Ephrata Middle School outdoor court**

1 message

Kariann Sween <[ksween@ephrataschools.org](mailto:ksween@ephrataschools.org)>  
To: Jeff Tincher <[jeff@tommerconstruction.com](mailto:jeff@tommerconstruction.com)>  
Cc: Adam Roduner <[aroduner@ephrataschools.org](mailto:aroduner@ephrataschools.org)>

Tue, Apr 8, 2025 at 8:33 AM

Dear Tommer Construction Co., : *No response*

Ephrata School District is requesting bids for an asphalt overlay project at Ephrata Middle School. The project involves resurfacing a designated play/food court area on the northeast side of the building. The scope of work includes:

- Applying an asphalt overlay over an existing concrete surface
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Please submit your bid via email by Monday, April 14th, to the following email addresses: [aroduner@ephrataschools.org](mailto:aroduner@ephrataschools.org); [ksween@ephrataschools.org](mailto:ksween@ephrataschools.org)

If you have any questions, feel free to reach out. Thank you for your time, and we look forward to your proposal.



Best regards,

**Adam Roduner**  
Transportation & Facilities Director  
509-398-0836

**Kari Sween**  
Transportation/Maintenance Secretary



**EPHRATA SCHOOL DISTRICT**  
111 4th Ave. NW | Ephrata WA 98823  
Office: (509) 754-3311 | Fax: (509) 754-1953  
[transportation@ephrataschools.org](mailto:transportation@ephrataschools.org)

# Coversheet

## Approve Quotes for ADA Accessible Play Area at Ephrata Middle School

**Section:** II. Action Items  
**Item:** F. Approve Quotes for ADA Accessible Play Area at Ephrata Middle School  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Quote for EMS Play Area.pdf  
EPHRATA MIDDLE SCHOOL - REV 2 - PHASE 1 - PROPOSAL - IHD\_102\_25R2 - Site Plan.pdf  
EPHRATA MIDDLE SCHOOL - REV 2 - PHASE 1 - PROPOSAL - IHD\_102\_25R2 - Color Render.pdf





## Northwest Playground Equipment, Inc.

PO Box 2410, Issaquah, WA 98027-0109  
 Phone (425) 313-9161 FAX (425) 642-8117  
 Email: sales@nwplayground.com

### QUOTE

Quote # CB-4142025-00010180

Quote Name: Ephrata Middle School- Concrete pads,  
 sidewalk, tables, turf, and play elements. - 350K

Date: 04-14-2025

Bill To: Ephrata School District  
 111 4th Ave NW  
 Ephrata, WA 98823

Ship To: Ephrata School District  
 111 4th Ave NW  
 Ephrata, WA 98823

Site Address: 384 A Street Southeast  
 Ephrata, WA 98823

Name: Joan Fleming  
 Email: jfleming@ephrataschools.org

Phone:  
 Cell:

Item #	Qty	Description	Price	Total Price
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### EQUIPMENT

#### ForeverLawn

Playground Grass	1	2518 (2895 with waste) Square Feet of Forever Lawn Playground Grass Ultra with a 2" safety pad and good for a 8' Critical Fall Height. Price includes: Envirofill Infill, Edging in Composite Board, Seaming Tape, Delivery and Installation.  Swing Area Only	\$82,214.28	\$82,214.28
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#### Playworld

ZZXX1406	6	Accessible Picnic Table (Coated Top & Painted Frame)	\$1,766.00	\$10,596.00
ZZXX0483	2	Cozy Cocoon - Spinning	\$4,291.00	\$8,582.00
ZZUN8718	1	Playcubes Retreat	\$3,550.00	\$3,550.00

#### DuMor

521-60PL	2	6' Backless Steel Bench, Recycled Plastic Seat	\$1,530.00	\$3,060.00
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Equipment Subtotal (less tax): \$108,002.28

### CONTRACT DISCOUNT

Playworld	KCDA - King County Directors Association Discount: BID #22-315	10%	(\$2,272.80)
Fahr Industries	KCDA - King County Directors Association Discount: BID #22-315	5%	(\$49.82)
DuMor	KCDA - King County Directors Association Discount: BID #22-315	3%	(\$91.80)
ForeverLawn	KCDA - King County Directors Association Discount: BID #22-315	8%	(\$6,617.14)

### FREIGHT

ForeverLawn	Freight	\$7,340.00
Playworld	Freight	\$3,560.00
DuMor	Freight	\$1,310.00

Equipment Total (less tax): \$111,180.72

### CERTIFIED INSTALLATION

Site Prep	1	Site Prep- installation of concrete sidewalk and pads for shelters and picnic tables.	\$109,340.00	\$109,340.00
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## Northwest Playground Equipment, Inc.

PO Box 2410, Issaquah, WA 98027-0109

Phone (425) 313-9161 FAX (425) 642-8117

Email: sales@nwplayground.com

Site Prep	1	Site Prep- preparation and installation of 120 lineal feet of 12" x 6" concrete curbing for swing area	\$8,833.11	\$8,833.11
Playground Installation	1	Provide and Install Road Base/5-8 Minus for Sub-Base, Compact at 95%	\$21,255.84	\$21,255.84
Playground Installation	1	Installation of the owner provided 3 bay swing set, DuMor benches, and 6 picnic tables, cozy cocoons, playcubes retreat	\$11,794.00	\$11,794.00
Site Prep	1	Site Prep- site built planter boxes- CMU or redwood.	\$5,827.00	\$5,827.00

### Prevailing Wage

Location Code:	Resale Certificate Required for Tax Exemption:	Performance Bond (If Required):	3.0%	\$157,049.95
		Credit Card Fee (If Required):	3.5%	\$8,046.92
		Tax:	8.40%	\$23,207.32

**ORDER TOTAL:** \$299,484.91

### Acceptance of Proposal:

*(Please be sure you have read, signed, initialed and understand the Terms and Conditions on the next page of this Quote)*

The items, prices and conditions listed herein are satisfactory and are hereby accepted.

Christopher  
Brummett

Sales Rep

Customer Signature

Date



## Northwest Playground Equipment, Inc.

PO Box 2410, Issaquah, WA 98027-0109  
Phone (425) 313-9161 FAX (425) 642-8117  
Email: sales@nwplayground.com

Project Name: Ephrata Middle School

Quote # CB-4142025-00010180

### TERMS AND CONDITIONS

#### QUOTE CONDITIONS AND ACCEPTANCE:

***This quote is only valid for 60 days.***

*Orders placed or requested for delivery after 60 days are subject to Steel and Material price increases and Surcharges.*

\*\*\* (Pls Initial) It is the Buyer's responsibility to verify quantities and description of items quoted.

Once your order has been placed, any changes including additions, deletions or color changes, will delay your shipment.

#### EXCLUSIONS: Unless specified, this quote specifically **excludes** all of the following:

Required Permits

Site work and landscaping

Landscaping Repairs DUE to poor access or inclement weather- Grass may be damaged during installation

#### FREIGHT AND DELIVERY:

Shipping is FOB Origin. A 24-hr Call Ahead is available at additional cost.

Delivery is currently 5+ weeks after order submittal. Unless otherwise noted, all equipment is delivered unassembled.

\*\*\* (Pls Initial) **Buyer is responsible to meet and provide a minimum of 2 ADULTS to unload truck**

A Check List, detailing all items shipped, will be mailed to you and a copy will be included with the shipment.

Buyer is responsible for ensuring the Sales Order and Item Numbers on all boxes and pieces match the Check List.

\*\*\* (Pls Initial) Shortages or damages must be noted on the driver's delivery receipt. Shortages or damages not noted become the buyers financial responsibility.

Damaged Freight must be refused. Please notify Northwest Playground Equipment immediately of any damages.

Shortages and Concealed Damage must be reported to Northwest Playground Equipment within 10 days of delivery.

A reconsignment fee will be charged for any changes made to delivery address after order has been placed.

#### TAXES:

All orders delivering in Washington are subject to applicable sales tax unless a tax exemption or Reseller Permit is on file at the time the order is placed.

**PAYMENT TERMS:** An approved Credit Application is required for new customers. 50% down payment is due at time of order with balance due upon delivery, unless other credit terms have been approved. Interest may be charged on past due balances at an annual rate of 18%. A 3.5% charge will be added to all credit card orders.

**RESTOCKING:** Items canceled, returned or refused will be subject to a minimum 25% restocking fee. All return freight charges are the responsibility of the Buyer.

#### MAINTENANCE/WARRANTY:

Manufacturer's standard product warranties apply and cover equipment replacement and freight costs only; labor is not included. Northwest Playground Equipment offers no additional warranties.

Maintenance of the equipment and safety surfacing is the responsibility of the customer.

Any unauthorized alterations or modifications to the equipment (including layout) will void your warranty.

#### INSTALLATION: (if applicable)

A private locate service for underground utilities must be completed before your scheduled installation.

Site must be level and free of loose debris (this includes ground cover/chips).

A minimum 6 foot opening with good access must be available to the site for delivery trucks and tractor.

An onsite dumpster must be provided for disposal of packaging materials.

Arrangements must be made in advance for the disposal of dirt/rocks from within the installation area.

Arrangements must be made in advance for the removal/disposal of existing equipment.

Additional charges may apply if large rocks or concrete are found beneath the surface.

Access to power and water must be available.

Site supervision is quoted in 8-hour days.

### Acceptance of Terms & Conditions:

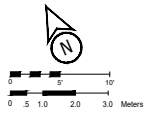
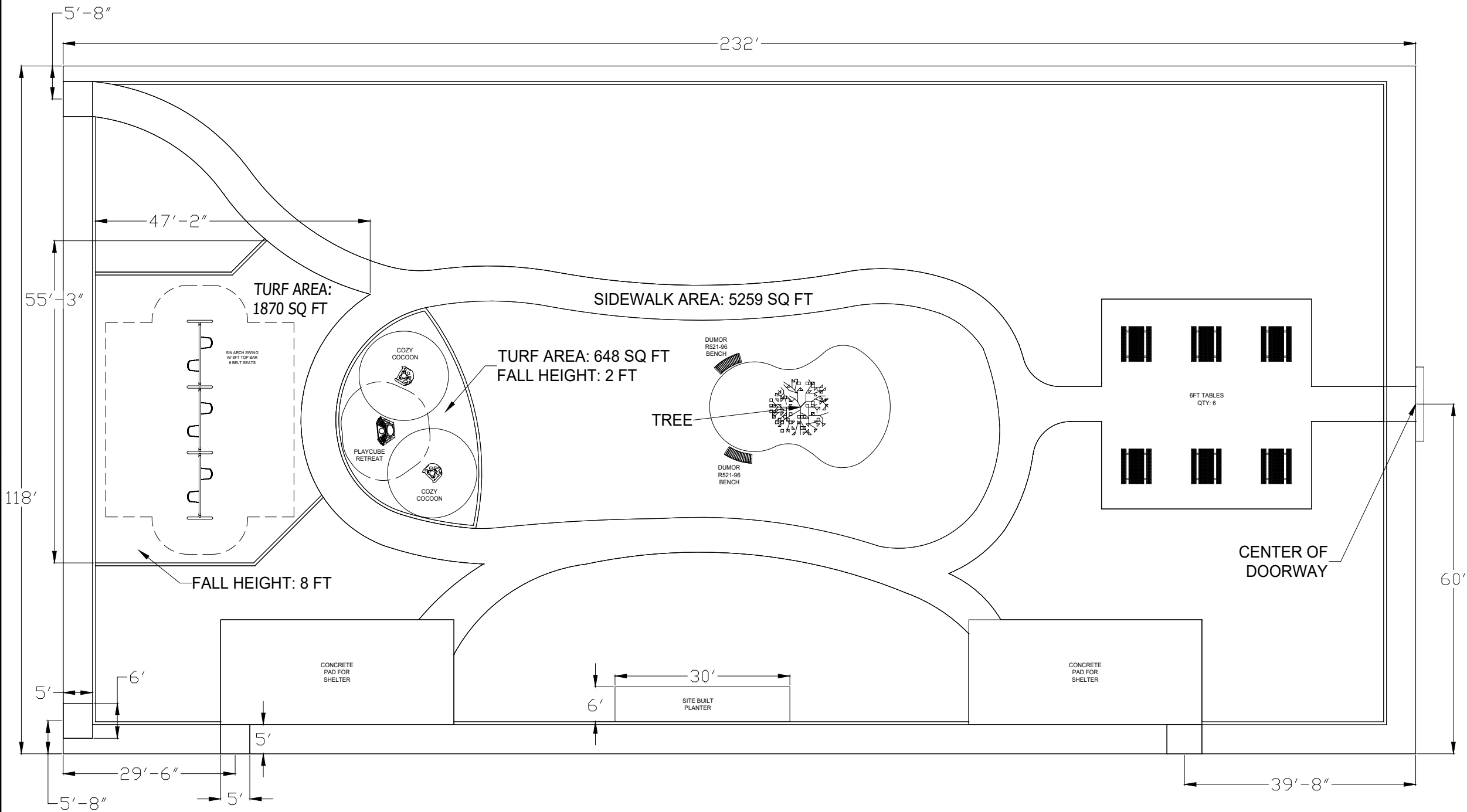
*Acceptance of this proposal, made by an authorized agent of your company, indicates agreement to the above terms and conditions.*

Christopher Brummett

Sales Rep

Customer Signature

Date



\*PLAYGROUND SUPERVISION REQUIRED



**Northwest Playground Equipment, Inc.**  
BUILDING COMMUNITY THROUGH PLAY  
P.O. Box 2410 Issaquah, WA 98027  
Toll Free: 1.800.726.0031  
www.nwplayground.com  
sales@nwplayground.com

EQUIPMENT SIZE:

USE ZONE:

AREA: SEE PLAN PERIMETER:

FALL HEIGHT: SEE PLAN

USER CAPACITY: 14 AGE GROUP: 5-12

ADA SCHEDULE	Total Elevated Play Activities: X		
	Total Ground-Level Play Activities: X		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

- ✓ ASTM F1487-21
- ✓ CPSC #325



PROJECT NO: IHD_102_25R2	SCALE: 13/256" = 1'-0"
DRAWN BY: BPL	Paper Size <b>B</b>
DATE: 23-Apr-25	

EPHRATA MIDDLE SCHOOL

REV 2 - PHASE 1






EPHRATA MIDDLE SCHOOL  
PHASE 1  
REVISION 2




HD 102 25R2    Color Option : A    DESIGN SHOWN IS CONCEPTUAL ONLY. FINAL PRODUCTS MAY DIFFER .

COLOR KEY

POST & COMPONENTS




CHARTREUSE




TEAL

ROTO




SKY




LIME

SHEET PLASTIC



LIME

DECK



GRAY





EPHRATA MIDDLE SCHOOL  
PHASE 1  
REVISION 2



Northwest Playground  
EQUIPMENT INC.



PLAYWORLD  
The world needs play.

HD\_102\_25R2

Color Option : A

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POST & COMPONENTS



CHARTREUSE



TEAL

ROTO



SKY



LIME

SHEET PLASTIC



LIME

DECK



GRAY





EPHRATA MIDDLE SCHOOL  
PHASE 1  
REVISION 2



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PHASE 1  
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EQUIPMENT INC.








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COLOR KEY	POST & COMPONENTS		ROTO		SHEET PLASTIC	DECK
	 CHARTREUSE	 TEAL	 SKY	 LIME	 LIME	 GRAY





EPHRATA MIDDLE SCHOOL  
PHASE 1  
REVISION 2



Northwest Playground  
EQUIPMENT INC.



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The world needs play.

HD 102 25R2

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COLOR KEY

POST & COMPONENTS

  
CHARTREUSE

  
TEAL

ROTO

  
SKY

  
LIME

SHEET PLASTIC

  
LIME

DECK

  
GRAY











EPHRATA MIDDLE SCHOOL  
PHASE 1  
REVISION 2



HD 102 25R2 Color Option : A DESIGN SHOWN IS CONCEPTUAL ONLY. FINAL PRODUCTS MAY DIFFER .

COLOR KEY	POST & COMPONENTS		ROTO		SHEET PLASTIC		DECK
	 CHARTREUSE	 TEAL	 SKY	 LIME	 LIME	 GRAY	











EPHRATA MIDDLE SCHOOL  
PHASE 1  
REVISION 2



HD 102 25R2    Color Option : A    DESIGN SHOWN IS CONCEPTUAL ONLY. FINAL PRODUCTS MAY DIFFER .

COLOR KEY	POST & COMPONENTS		ROTO		SHEET PLASTIC	DECK
	 CHARTREUSE	 TEAL	 SKY	 LIME	 LIME	 GRAY



# Coversheet

## Approve Hiring Advanced Classroom Technologies at Ephrata High School

<b>Section:</b>	II. Action Items
<b>Item:</b>	G. Approve Hiring Advanced Classroom Technologies at Ephrata High School
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	ACT Ephrata Bid Response Final.pdf

# Advanced Classroom Technologies Bid Response

Prepared for

## EPHRATA SCHOOL DISTRICT

EPIC Classroom Audio, Video, Safety & Intercommunication System and Installation at  
Ephrata High School

Submitted By

**Mike Lee**

Regional Account Executive  
Advanced Classroom Technologies  
425-231-6500  
mikelee@advclasstech.com

4/6/25



**ADVANCED  
CLASSROOM  
TECHNOLOGIES**

19007 59TH DR. NE SUITE B, ARLINGTON, WA 98223 | 800.355.2905 | [www.advclasstech.com](http://www.advclasstech.com)

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April 6, 2025  
Sarah Vasquez  
Technology Director  
Ephrata School District  
111 4th Ave NW  
Ephrata, WA 98823

Dear Sarah,

On behalf of Advanced Classroom Technologies, it is with great pleasure that we submit this response to the Ephrata School District EPIC Classroom Audio, Video, Safety & Intercommunication System and Installation Bid. ACT supports school districts all across the Western United States. We help them in every stage of the integration process, from scoping projects, evaluating tools, negotiating pricing, procuring technology, managing shipping, warehousing equipment, installing and integrating tools, training teachers, and supporting them for the life of the equipment. Our headquarters is located just north of Seattle in Arlington, WA, and we have satellite offices and warehouses in California and Nevada. We have long-standing relationships with many of the largest school districts in the territories that we serve. No matter the size or how many students, we partner with districts to help them envision and deliver the classroom that their students and staff deserve. In this response, you will find further information about ACT, our references, and our services. With over 25 years of experience supporting educators and providing exceptional technology integration services, we believe that ACT is uniquely qualified to help Ephrata School District with this technology implementation. Upon bid award, ACT would like to start this project prior to June 8, 2025, working nights with no overtime charge and complete the project before or on August 8, 2025.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bob Berry', with a long horizontal line extending to the right.

Bob Berry  
Chief Revenue Officer  
bobberry@advclasstech.com  
602-708-1345

## Introducing Advanced Classroom Technologies

In 1999, two brothers began working with Puget Sound school districts to support structured cabling projects funded by Erate. The company, then known as Ernst Communications, was known for solving the toughest challenges in classroom connectivity. While in this work, they began to see that teachers and their students needed better ways to utilize their newly connected classroom computers. This was the era of the SMARTboard, a classroom technology that revolutionized how teachers prepared lessons and transformed how students interacted and engaged with information. It was at this pivotal moment that the Northshore School District approached the brothers to install an ActivBoard from a small UK-based technology company called Promethean as part of a technology exploration pilot. Northshore knew Ernst's reputation for solving tough installation challenges, and they needed a team that could install the ActivBoard without damaging classroom infrastructure (just in case the technology didn't deliver).

The brothers took on the project and saw firsthand the ActivBoard's power to transform students' learning experience. With leaders in the Northshore School District, they witnessed how teachers shifted their pedagogy and watched the excitement as students were asked to utilize new tools to explore their world from the ActivBoard. It was at this time that the brothers shifted gears to become fully vested in the digital transformation of schools, and they needed a new name to represent their newfound focus. Ernst Communications became Advanced Classroom Technologies (ACT). From classroom to classroom, from one school to the next, ACT delivered unique solutions to school districts by providing consultative sales, bespoke installation services, and ongoing technical support for educators in the Pacific Northwest. Gradually, we expanded up and down the West Coast. In 2014, we established a location in Montclair, California. In 2016, we opened another location in Nevada, and we continue to grow throughout the Western United States with customers now in 7 Western states.

For the past 20 years, ACT has remained dedicated to serving educators in Washington State while expanding operations to support school districts in California, Oregon, Idaho, Nevada, Alaska, and Colorado. As we prepare for our next twenty years, ACT has taken on new leadership and a team of investing partners who are committed to making a long-lasting impact on the lives of students. Now led by CEO John Sheffield and a board of advisors, which include ACT's founder, ACT is poised to enhance its service offerings to educators. Our mission remains the same; our people remain focused; we will build and continue to *"empower teachers, inspire students, and create classrooms that everyone deserves."*

At Advanced Classroom Technologies, strong relationships are built on trust and are backed by quality work and products. We hire the best talent, develop partnerships with the leading education-focused brands, and collaborate with people who share our passion for education. At ACT, we work with schools to ensure that teachers have the knowledge and support to use technology effectively and that it functions long into the future. We make instruction our highest priority and deliver solutions that enhance the student learning experience—only choosing technologies that have high reliability and remain glitch-free.

We are proud of our work with our educator partners. We have changed the education experience of more than a million students and the thousands of educators who teach them. We want to help the Ephrata School District do the same.



## Our Team



### Sales Team

Advanced Classroom Technologies has account executives providing consultative support to school leaders. Our job is to help school leaders navigate the many choices, work with teachers to evaluate the best tools, and then deploy the solution quickly to classrooms. By streamlining processes, from research and evaluation to sales and installation, we ensure that students see, hear, and feel the impact in their classrooms. Our sales team is responsible for working with the school leader to coordinate all aspects of the classroom transformation. We work carefully to identify what is needed, detailing specifications through Scope of Work documentation and managing the project through delivery, installation, professional development, and ongoing support.

### Project Management Team

Project management is a function of our sales team. Advanced Classroom Technologies prides itself on its customer relationships. The best work is accomplished when schools have a single contact to work through the design, purchase, installation, training, and ongoing service phases of the project.

### Installation Team

The Install Manager works directly with school and district leadership to identify mutually agreeable dates and times for installation, with usual installations occurring in evenings and weekends during the school year. The Installation Manager is responsible for the overall quality of the installation and ensures that the technology deployed meets the specification. With installation complete and having verified that we've met customer expectations, the project is then handed to our Service & Support team.

## Service & Support Team

The service and support team is distributed across our network of Service Centers. Led by Dana Trivelli, this team is responsible for engaging with the manufacturer on our customer's behalf when problems develop. The Service Center works closely with our field techs to coordinate RMAs and other warranty-related services.

## Leadership Team

**John Sheffield, CEO**, has spent his career growing businesses that focus on improving educational outcomes and experiences for students. A lifelong learner, coach, and educator, John spent nearly a decade helping build ESM Prep—a tutoring, test prep, college counseling, and mentorship firm focused on assisting students to identify and reach their college goals. In 2021, John joined ACT as CEO. John was selected partly for his vision of how ACT can deliver more engaging, effective, and safe classrooms to more schools. John is focused on expanding the service, support, quality, and capacity that ACT can provide for its teachers and students.

**Bob Berry, CRO**, joined ACT in January 2023 after working for one of the largest ed-tech resellers in the country. Bob applies his focus to teamwork and prioritizing customer satisfaction. With 25 years of industry experience in the education technology field, Bob collaborates with the sales team to help schools optimize their funding and exceed their expectations in implementing technology solutions. Bob helps create a positive culture for the sales team and strives to ensure that ACT customers experience positivity in every interaction.

**Britt Domer, CFO**, brings 20 years of experience in financial leadership to ACT, having played a key role in scaling multiple high-growth businesses, participating in strategic mergers and acquisitions, and optimizing financial operations across various sectors. At ACT, Britt leverages this extensive experience to lead its financial strategy, expanding its offerings and market reach while maintaining its commitment to an exceptional customer experience.

**Irving Lopez, COO**, also brings 20 years of experience in the Education Technology sector to his role as COO at Advanced Classroom Technologies. Previously serving as Vice President of Operations at one of the nation's largest technology resellers, Irving has a proven track record of driving successful large-scale customer projects. Irving began his career in the Inside Sales department. Still, he progressed to overseeing Operations and Integrations across four West Coast offices, demonstrating his commitment to operational excellence and innovation in the tech space.

**Will Salazar, Director of Marketing**, joined Advanced Classroom Technologies in 2017 to help with the company's rebranding project. His strong marketing background and analytical skills have helped ACT increase brand awareness throughout the territories that we serve. Will also increasingly works with district communications teams to highlight the progress and success of their technology implementations. Through a mix of digital media channels and case studies, Will helps our educator partners showcase their improvements to learning outcomes through technology transformation.

## Our Services

### Consultation & Design

Our team of experts can help you through every step of your classroom technology makeover. From initial planning and goal setting to on-premise site surveys with your teaching teams, we help districts design a bespoke classroom experience that students love and teachers use. Our focus is on meeting academic objectives with research-based technologies.

### Project Management

Our team of project managers has the expertise and experience to help districts large and small roll out classroom technology that makes an impact without impacting precious learning time. We work with school leadership teams to identify the deliverables, milestones, and timelines to ensure that the project goes smoothly from start to finish. We work closely with head custodians, principals, and technical staff to coordinate communications, delivery, installation, professional development, and training so that everything aligns “just-in-time” and according to the plans we’ve created together.

### Technology Sales & Financing

Advanced Classroom Technologies aligns itself with the best brands in education innovation. Our partners are leaders in the education industry, and we are proud to include their products in our custom-designed classroom solutions. Our local account executives use these brands and their products to help you design and implement a classroom technology solution that perfectly fits the needs of your district, school, and, most importantly, your teachers. For large projects, we can help spread the upfront costs over equal annual payments through our leasing partners.

### Installation & Integration

Quality, professional installation is an essential component to any technology deployment. Advanced Classroom Technologies' certified team provides schools with the assurance that their investment will be protected through flawless, professional installation. Our team of qualified installers can assist districts with interactive panels, whiteboards, displays, projectors, audio systems, low voltage cabling, and many other classroom installation needs. Our schedules are always customized to create the least disruption to classroom instruction. Nights, weekends, and some holidays are always available.

### Professional Development & Technical Training

In our commitment to instructional success, the Advanced Classroom Technologies team includes Professional Development services explicitly tailored to our client's needs. We can help develop a professional development plan that considers the needs of your teachers, district support staff, and administration. ACT partners with our manufacturers to ensure that your teachers and staff can use the tools to make a significant impact on instruction.

### Technical Support

Our dedicated support staff have decades of experience in the K-12 education technology integration business. We pride ourselves on our customer service, and we do everything we can to serve our clients' needs. Their satisfaction is our main concern. That is why we are a reseller that provides an in-house customer support team, trained product demonstrators, and certified installers.

# Ephrata Project Certifications

	<p><b>Authorized Certified Reseller</b> ACT is an authorized, certified reseller for Audio Enhancement’s entire product line. The reseller status applies to the following territories. (Authorization Letter Attached)</p> <p>- AK, CA, ID, NV, OR, WA, CO, and AZ</p>
Audio Enhancement Advanced Classroom Technologies	<p><b>Certified Installation Specialist</b> ACT employs several installation technicians certified by Audio Enhancement as installation specialists for Audio Enhancement classroom audio solutions.</p> <p><b>Certified EPIC Installation Specialist</b> ACT employs several installation technicians certified by Audio Enhancement as EPIC (Education Paging &amp; Intercom Communications) System installation and integration specialists.</p>
Contractor Requirements Guardian Home Services, LLC dba Advanced Classroom Technologies	<p><b>Washington Contractor License</b> License # GUARDHS797MS - C-7 Low Voltage Systems Contractor 7/7/21 - 7/7/25</p> <p><b>Journeyman 06 Limited Energy Electrician License</b> Rob Raino License # RAINORA849LW 08/10/2018 - 02/27/2028 Ray Alton License # ALTONRW87400 08/10/2018 - 02/27/2028</p> <p><b>Labor &amp; Industries Washington State</b> L&amp;I License # 603,110-00</p> <p><b>Workers Comp</b> Permit 84WELAM4T5U.</p>

## Our EPIC References

### Rochester School District

EPIC System Implementation

**Justin Black**

Director of Curriculum and Technology

[jblack@rochester.wednet.edu](mailto:jblack@rochester.wednet.edu)

10140 Highway 12 SW

Rochester, WA 98579

360-273-5536 ext 1006

### Eastmont School District

EPIC System Implementation

**Mike Brown**

Director of Technology

[brownm@eastmont206.org](mailto:brownm@eastmont206.org)

800 Eastmont Ave

East Wenatchee, WA 98802

509-884-6503

### Lakewood School District

EPIC System Implementation

**Baldeep Singh**

Information Systems Support

[bsingh@lwsd.wednet.edu](mailto:bsingh@lwsd.wednet.edu)

800 Eastmont Ave

East Wenatchee, WA 98802

360-652-4500

## Our Notable Projects

### Lake Washington School District

16250 NE 74th Street  
Redmond, Washington 98052  
Contact: Claudia Elsmore  
[celsmore@lwsd.org](mailto:celsmore@lwsd.org)

#### Project List and Description

1700 Classroom Promethean ActivBoard and Interactive Projector Integration. Installation included power and data cabling as needed. Digital Edge Contract, 2007-2008 1700 Classroom Interactive Projector Refresh Project, 2012 1700 Classroom Audio System Installation, 2007-2017 1700 Classroom Smart Interactive Flat Panel Integration, Installation included power and data cabling as needed. OETC Contract, 2018 - Current

### Antelope Valley Union High School District

Gary Allen  
Director of Education Technology  
44811 North Sierra Hwy.  
Lancaster, CA 93534  
[gallen@avhsd.org](mailto:gallen@avhsd.org)

#### Project List and Description

2000 Classroom Promethean Interactive Flat Panel Integration, which included classroom audio, digital signage, power, and data as needed, 2017- Current

### Northshore School District

3330 Monte Villa Parkway Bothell,  
Washington 98021  
Contact: Shelby Reynolds Email:  
[sreynolds@nsd.org](mailto:sreynolds@nsd.org)  
[Testimonial](#)

#### Project List and Description

1500 Classroom Promethean ActivBoard and Interactive Projector Integration. Installation included power and data cabling as needed. Digital Edge Contract. 2006-2007

1500 Classroom Audio System Installation. OETC Contract, 2010

1500 Classroom Interactive Projector refresh project.  
Digital Edge Contract, 2009-2012

200 Classroom Boxlight and Promethean Interactive Flat Panel Installations, Digital Edge Contract, 2018-2019

### Washoe County School District

425 East Ninth Street  
Reno, Nevada 89512  
Contact: Tony McMillen  
[tmcmillen@washoe.k12.wa.us](mailto:tmcmillen@washoe.k12.wa.us)  
Phone: 775-789-3842

#### Project List and Description

3000 Classroom Promethean ActivBoard integration, Installation included onsite crew, Digital Edge Contract 2006-Current

400 Classroom Promethean Interactive and Non-Interactive Flat Panel Integration, height-adjustable mobile carts, Digital Edge Contract, 2019

### Marysville School District

4220 80th Street NE  
Marysville, Washington 98270  
Contact: Scott Beebe  
[scott\\_beebe@msvl.k12.wa.us](mailto:scott_beebe@msvl.k12.wa.us)  
[Testimonial](#)

#### Project List and Description

District-wide Rukus wireless data installation, including power, data, and fiber as needed, E-rate funded, 2015-2016

600 Classroom Sharp Flat Panel display installation, power as needed. KCDA Contract, 2019

600 Classroom Projector Installation, power as needed.



<p><b>Mukilteo School District</b>            9401 Sharon Drive            Everett, Washington 98204            Contact: Debbie Truax  <a href="mailto:truaxd@mukilteo.wenet.edu">truaxd@mukilteo.wenet.edu</a>  <a href="#">Testimonial</a></p>	<p><b>Project List and Description</b>            900 Classroom Promethean ActivBoard and Interactive Projector Installation.            Digital Edge Contract, 2009-2010</p> <p>900 Classroom Promethean Interactive Flat Panel Integration. Installation included power and data as needed. Digital Edge Contract, 2018-2019</p>
<p><b>Federal Way Public Schools</b>            33330 8th Avenue South            Federal Way, Washington 98003            Contact: Paul Ross  <a href="mailto:pross@fwps.org">pross@fwps.org</a>            Phone: 253-945-2110</p>	<p><b>Project List and Description</b>            150 Classroom Smart Interactive Flat Panel Installations, OETC Contract, 2019</p>
<p><b>National City School District</b>            Dr. Wendy O'Conner            Director of Educational Services            1500 'N' Ave            National City, CA 91950  <a href="mailto:woconner@nsd.us">woconner@nsd.us</a></p>	<p><b>Project List and Description</b>            225 Classroom Promethean Interactive Flat Panel Integration, Installation and mounted using height-adjustable mobile carts.            Digital Edge Contract, 2019</p>
<p><b>Bellevue School District</b>            1211 NE 1st St            Bellevue, Washington 98005            Contact: Jason Golec  <a href="mailto:golecj@bsd405.org">golecj@bsd405.org</a></p>	<p><b>Project List and Description</b>            200 Classroom Smart Interactive Flat Panel installation, OETC Contract, 2019</p>
<p><b>Monroe School District</b>            200 E Fremont St            Monroe, Washington 98272            Contact: Rachelle Butz  <a href="mailto:butzr@monroe.wednet.edu">butzr@monroe.wednet.edu</a>  <a href="#">Testimonial</a></p>	<p><b>Project List and Description</b>            400 Classroom Boxlight Interactive Flat Panel Integration, Installation included power and data as needed. Equipment Leased Integration 2017</p> <p>400 Classroom Audio Enhancement audio system integration, Installation included power and data as needed, Equipment Leased Integration 2017</p>
<p><b>Southern Kern Unified School District</b>            Dan Wexler            Director of Educational Technology and Instructional Support            2601 Rosamund Blvd            Rosamund, CA 93560  <a href="mailto:dwexler@skusd.k12.ca.us">dwexler@skusd.k12.ca.us</a></p>	<p><b>Project List and Description</b>            200 Classroom Promethean Interactive Flat Panel Integration, installation, and mount using Promethean Fixed Mobile Carts</p>



**ADVANCED  
CLASSROOM  
TECHNOLOGIES**

Empowered teachers. Inspired Students.  
**The classroom everyone deserves.**

### **Prevailing Wage and Affirmative Action Compliance Statement**

Advanced Classroom Technologies affirms its full compliance with all applicable Prevailing Wage requirements for installation services performed under contract with Ephrata School District. We understand and acknowledge our responsibility to ensure that all laborers and technicians are paid wages and benefits in accordance with state and federal standards.

Additionally, Advanced Classroom Technologies agrees to adhere to all applicable Affirmative Action requirements. We are committed to providing equal employment opportunities and taking proactive steps to ensure a diverse and inclusive workforce in accordance with relevant laws and regulations.

Britt Damer

Signature

Britt Damer

Print Name

4/9/25

Date

### **For Notary Use Only**

Notary Signature: Kellyann Armstrong

Printed Name: Kellyann Armstrong

Executed this 9th day of April, 2025

In the county of Snohomish, state of WA



19007 59th Dr NE Suite B  
Arlington, WA 98223



advclasstech.com



800 355 2905



@advclasstech





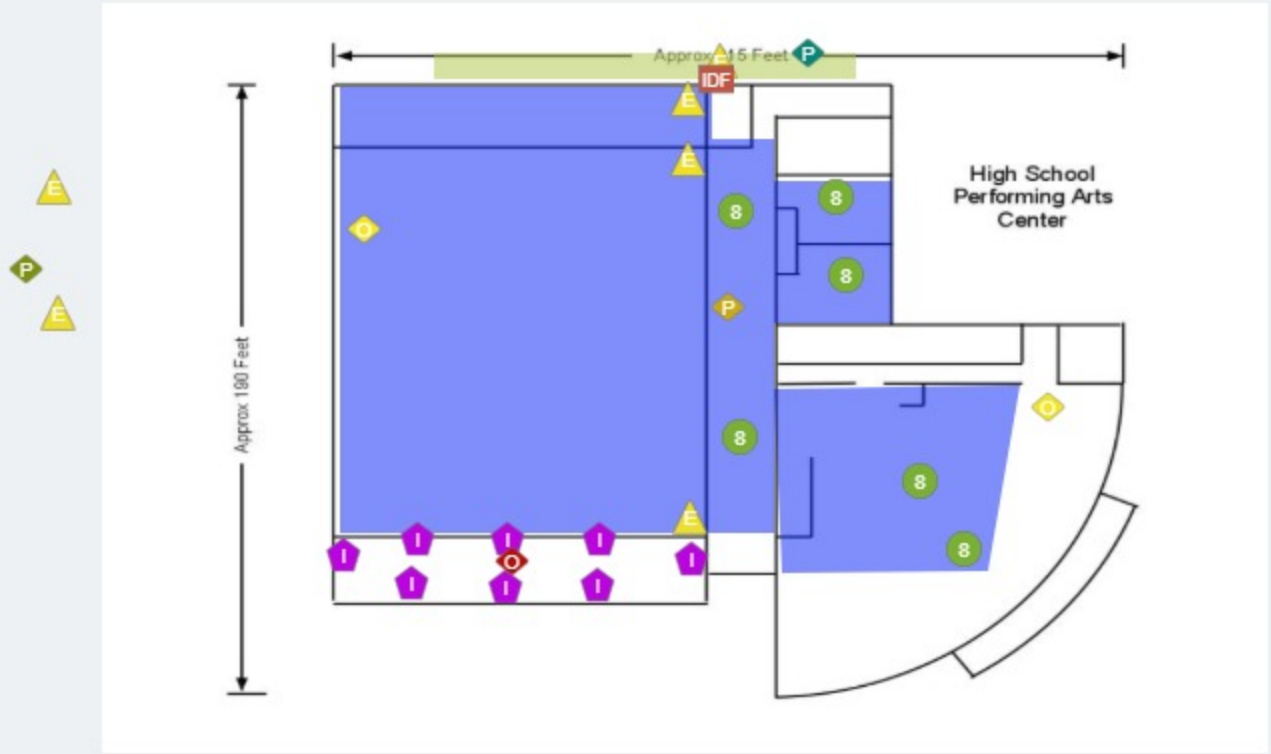
<span>I</span>	Inside Hallways	1
<span>E</span>	Exterior Zone	1
<span>G</span>	Gym Zone	1
<span>A</span>	Admin	1
<span>O</span>	Optimum System Woodshop	1
<span>E</span>	EPIC Head End System wit...	1
<span>O</span>	Optimum System with Pro...	40
<span>O</span>	Optimum System Metal Sh...	1
<span>O</span>	Optimum System with Pro...	4
<span>2</span>	2-Way Intercom System (M...	1
<span>B</span>	Beezley Exterior	1
<span>B</span>	Beezley Interior	1
<span>O</span>	Optimum System w/ Contr...	1
<span>P</span>	PA Gym/Interior	1
<span>P</span>	PA Exterior	1
<span>P</span>	Press Box	1
<span>MDF</span>	MDF	2
<span>IDF</span>	IDF	3
<span>I</span>	In/outdoor loudspeakers W...	8
<span>7</span>	70V Indoor/Outdoor Horn ...	5
<span>C</span>	CS-12 Ceiling Speaker, Circ...	1
<span>7</span>	70V 2x2 Tile Replacement ...	0
<span>8</span>	8" Recessed ceiling mount ...	65
<span>E</span>	EPIC 30 Watt Paging Horn ...	13



I	Inside Hallways	1
E	Exterior Zone	1
G	Gym Zone	1
A	Admin	1
O	Optimum System Woodshop	1
E	EPIC Head End System wit...	1
O	Optimum System with Pro...	40
O	Optimum System Metal Sh...	1
O	Optimum System with Pro...	4
2	2-Way Intercom System (M...	1
B	Beezley Exterior	1
B	Beezley Interior	1
O	Optimum System w/ Contr...	1
P	PA Gym/Interior	1
P	PA Exterior	1
P	Press Box	1
MDF	MDF	2
IDF	IDF	3
I	In/outdoor loudspeakers W...	8
7	70V Indoor/Outdoor Horn ...	5
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7	70V 2x2 Tile Replacement ...	0
8	8" Recessed ceiling mount ...	65
E	EPIC 30 Watt Paging Horn ...	13



<span style="color: orange;">I</span>	Inside Hallways	1
<span style="color: red;">E</span>	Exterior Zone	1
<span style="color: green;">G</span>	Gym Zone	1
<span style="color: blue;">A</span>	Admin	1
<span style="color: purple;">O</span>	Optimum System Woodshop	1
<span style="color: brown;">E</span>	EPIC Head End System wit...	1
<span style="color: green;">O</span>	Optimum System with Pro...	40
<span style="color: red;">O</span>	Optimum System Metal Sh...	1
<span style="color: yellow;">O</span>	Optimum System with Pro...	4
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<span style="color: purple;">B</span>	Beezley Exterior	1
<span style="color: red;">B</span>	Beezley Interior	1
<span style="color: red;">O</span>	Optimum System w/ Contr...	1
<span style="color: yellow;">P</span>	PA Gym/Interior	1
<span style="color: green;">P</span>	PA Exterior	1
<span style="color: green;">P</span>	Press Box	1
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**ADVANCED  
CLASSROOM  
TECHNOLOGIES**

# Estimate

Advanced Classroom Technologies  
19007 59th Dr NE, Suite B  
Arlington WA 98223  
Phone: 800-355-2905  
Fax: 360-658-5300

Date	Estimate #
4/10/2025	17215

Page 1 of 5

## Contact/Address

Ephrata School District Technology  
340 7th Ave NW  
Ephrata WA 98823

Expires	Sales Rep	Sales Rep Mobile
4/30/2025	Lee, Mike	(425) 231-6500
		Shipping Tax ...
		Shipping Tax ...

Item	MPN	Description	QTY	Rate	Amount	Tax ...
(4) Ceiling Speakers	ST-SP-0001	CS-12 Ceiling Speaker, Circle Cut In, Plenum Rated, Set of 4	40	323.00	12,920.00	8.4%
(4) Wall Speakers	ST-SP-0100	Classroom Speaker, Wall, Set of 4	6	469.00	2,814.00	8.4%
Amp	AM-1013	AE EPIC Common Zone Amplifier 2 X 300W 70/100V, 2U	1	1,352.00	1,352.00	8.4%
Enterprise Phone	PA-0095.P	Grandstream GXP2130 Enterprise Phone including Programming	1	195.00	195.00	8.4%
EPIC Kiosk	EP-0020.P	EPIC Kiosk with Programming	1	1,908.00	1,908.00	8.4%
EPIC Appliance	ST- EP-0001.P	EPIC Appliance 1U Rackmount with Programming	1	6,846.50	6,846.50	8.4%
License	EP-0009	EPIC System Platform License	1	3,777.00	3,777.00	8.4%
License	EP-0010	SAFE System License (Requires EP-0009)/EP-0010	1	3,278.00	3,278.00	8.4%
License	EP-0022	EPIC System License (Requires EP-0009)/EP-0022	1	1,588.00	1,588.00	8.4%





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Date	Estimate #
4/10/2025	17215

Page 2 of 5

Item	MPN	Description	QTY	Rate	Amount	Tax ...
2U Utility Shelf	PA-0011	2U Utility Shelf 15" deep with vent holes	1	90.00	90.00	8.4%
Indoor Flush Mount Strobe	AC-2133	Indoor Flush Mount Strobe, Amber	3	383.00	1,149.00	8.4%
Smart-UPS	PA-0024	Smart-UPS 1000VA LCD 2U 120V Battery Backup For Use with EPIC Appliance	1	1,109.00	1,109.00	8.4%
UPS 425VA 6-Outlet	PA-0045	UPS 425VA 6-Outlet 120V for use with EPIC Kiosk/PA-0045	1	120.00	120.00	8.4%
EPIC Custom Map	SE-1002	Audio - AE EPIC Custom Map Development Fee	1	641.00	641.00	8.4%
Fee	SE-1024	AE Engineering & Design Fee	1	1,823.00	1,823.00	8.4%
Training	EP-0035	EPIC Administrator Training	1	610.00	610.00	8.4%
50' Cat6	AC-0121	AE 50' Cat6 cable, Plenum Rated Yellow	3	119.00	357.00	8.4%
18/2 Spooled Speaker Wire	AC-0004	18/2 Spooled Speaker Wire Plenum Rated by the Foot, White	2,000	0.40	800.00	8.4%
50' Speaker Wire	AC-0003	50' Speaker Wire Plenum Rated	1	26.00	26.00	8.4%
50' 3.5 Male to 3.5	30.67	50' 3.5 Male to 3.5 Male Plenum Rated - Shielded	2	37.40	74.80	8.4%
License	EP-0034	EPIC Phone Integration License	1	1,227.00	1,227.00	8.4%
Loudspeakers White	SP-1005	Indoor and outdoor white loudspeakers	8	363.00	2,904.00	8.4%
70V Horn Speaker	SP-1091	70V Indoor/Outdoor Horn Speaker and Enclosure	5	266.30	1,331.50	8.4%
Wiring Bundle	CK-4011	Wiring Bundle for Optimum Amplifier	47	135.00	6,345.00	8.4%
Commissioning	SE-0032	Commissioning Per Room	58	134.15	7,780.70	8.4%



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Date	Estimate #
4/10/2025	17215

Page 3 of 5

Item	MPN	Description	QTY	Rate	Amount	Tax ...
EPIC District View Platform License	EP-0038	Promotional - EPIC District View Platform License	1	4,664.00	4,664.00	8.4%
WBA-602 Call Button	NE-0016	WBA-602 Call Button, Emergency Button, Ambient Mic with Access Panel	1	112.00	112.00	8.4%
AV Connect Bundle	ST-PA-9003	AV Connect Bundle	46	1,296.25	59,627.50	8.4%
WPA-702 Wall Plate	WP-0002	Wall Plate, WPA-702, Call Button, Emergency Button, Ambient Mic with Decora Plate	47	68.45	3,217.15	8.4%
(2) CS-12 Ceiling Speakers	ST-SP-9102	CS-12 Ceiling Speaker, Circle Cut In, Plenum Rated, Set of 2	3	172.00	516.00	8.4%
Transformer	SP-1025	8" Recessed ceiling mount speaker transformer	65	58.00	3,770.00	8.4%
Paging Horn	SP-0302	EPIC 30 Watt Paging Horn Loudspeaker	13	222.00	2,886.00	8.4%
MS-700 Network Am	AM-3250.P	MS-700 Network Amp with Integrated XD Receiver with Programming	47	1,766.00	83,002.00	8.4%
PoE Texas	ST-NE-2043	PoE Texas - AT-16 - 16 Port Active PoE Injector for High Powered Devices	5	1,014.00	5,070.00	8.4%
XD Teacher Box	ST-XD-9061	XD Teacher Box with Teacher Pendant and Student Handheld Microphone	47	457.00	21,479.00	8.4%
Amp	ST-AM-1028.P	EPIC Common Zone Amplifier with Network Interface 1 X 300W 70V, 1U with Programming	9	1,004.25	9,038.25	8.4%
Optional Contingency	SE-0067	Contingency- unforeseen costs due to changes in the design/scope.	100	122.00	12,200.00	8.4%
MS-720 Network Interface	AM-3252.P	MS-720 Network Interface for 2-Way Intercom with Programming (Requires PoE+)	1	722.30	722.30	8.4%
Installation		EPIC Classroom Audio, Video, Safety & Intercommunication System • call button. • Relocate existing network(4	1	49,75...	49,750.00	8.4%



**ADVANCED  
CLASSROOM  
TECHNOLOGIES**

# Estimate

Advanced Classroom Technologies  
19007 59th Dr NE, Suite B  
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Date	Estimate #
4/10/2025	17215

Page 4 of 5

Item	MPN	Description	QTY	Rate	Amount	Tax ...
		<p>cable to amp locations. Install amp, call button and new drop tile speakers. Connect 3.5 from HDBaseT to amp. Full new install but HDBaseT in place. Provide (2) 2-Way intercom system with 2 ceiling speakers adding MS-320, call button and 2 ceiling 2x2 speakers. • Provide (16) EPIC 30w Paging Horn. Install new paging horn and pull cable from nearby speaker. Speaker near MDF will go to head end. • Provide (6... 8' recessed ceiling mount speaker replacements in hallway, 70v. Replace existing ceiling 25v speaker with 70v speaker. • Provide EPIC Head End. Install EPIC Server, UPS, 4Ch amp and MS-300's including programming. • Provide EPIC Kiosk in the High School main office. Install Kiosk monitor, UPS and phone in High School main office. 2X data drops needed to connect equipment. Include all programming.</p> <p>• and speakers in the Football press box. Pro</p> <p>• relocating. Test and identify existing T cable prior to taking time to relocate.</p> <p>• Designs for System. Pro</p> <p>• Provide Licensing for EPIC System Admin Platform, SAFE System, EPIC System and EPIC Phone Integration.</p> <p>• 57 Rooms to ensure a working Provide Te</p> <p>• market<sup>o</sup> and include original A manufacturer warranty to the district.</p> <p>• current infrastructure and natively All support replication with current equipment.</p>				
Materials		<p>(141) 6' LD5 Panduit (150) LD5 Coupler (282) LD5 Ceiling Cap (94) Panduit SG Box (5000') CAT 6 (17000') 18/2 (100) 18/2 mod ends</p>	1	13,43...	13,439.00	8.4%
Shipping		<p>Contact: Sarah Vasquez (509) 754-7230 svasquez@ephrataschools.org</p>	1	6,976.00	6,976.00	8.4%



## Estimate

Page 5 of 5

State Contract TBD, Performance Bond TBD	Subtotal	337,535.70
	Tax	28,353.00
	Total	\$365,888.70

117 of 164



April 2, 2025

### Advanced Classroom Technologies Reseller Status

This letter serves to confirm Advanced Classroom Technologies as an authorized certified reseller for Audio Enhancement's product line. This reseller status applies to the following territory.

- AK, CA, ID, NV, OR, WA and AZ

As a certified reseller for Audio Enhancement, Advanced Classroom Technologies is approved to sell, design, install and commission the Audio Enhancement Classroom Audio Solutions, EPIC System, SAFE System and the VIEWpath Solution.

This authorization is valid through December 31, 2025.

For questions regarding the partnership between Audio Enhancement and Advanced Classroom Technologies please feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Melissa Almonrode".

Melissa Almonrode  
National Director of Sales

# Coversheet

## Approve Purchase of New Staff Computers at Ephrata Middle School

<b>Section:</b>	II. Action Items
<b>Item:</b>	H. Approve Purchase of New Staff Computers at Ephrata Middle School
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	US_Quote_3000188508107.1.pdf



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **May. 17, 2025**.

You can download a copy of this quote during checkout.

Place your order

Quote Name:	Teacher Desktop 2025	Sales Rep	Macy Allen
Quote No.	3000188508107.1	Phone	1(800) 4563355, 6179154
Total	\$38,194.74	Email	Macy.Allen@dell.com
Customer #	15994906	Billing To	ACCOUNTS PAYABLE
Quoted On	Apr. 17, 2025		EPHRATA SCHOOL DISTRICT
Expires by	May. 17, 2025		111 4TH AVE NW
	Dell NASPO Computer		EPHRATA, WA 98823-1614
Contract Name	Equipment PA -		
	Washington		
Contract Code	C000001119005		
Customer Agreement #	23026 / 05820		
Deal ID	29194101		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Macy Allen

Shipping Group

Shipping To	Shipping Method
SARA VASQUEZ EPHRATA SCHOOL DISTRICT 111 4TH AVE NW EPHRATA, WA 98823-1614 (509) 754-7220	Standard Delivery

Product	Unit Price	Quantity	Subtotal
OptiPlex Tower Plus 7020 XCTO	\$1,174.50	30	\$35,235.00

Subtotal:	\$35,235.00
Shipping:	\$0.00
Estimated Tax:	\$2,959.74
<hr/>	
Total:	\$38,194.74

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Generative AI success



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Shipping Group Details

Shipping To	Shipping Method
SARA VASQUEZ EPHRATA SCHOOL DISTRICT 111 4TH AVE NW EPHRATA, WA 98823-1614 (509) 754-7220	Standard Delivery

	Unit Price	Quantity	Subtotal
<b>OptiPlex Tower Plus 7020 XCTO</b>	<b>\$1,174.50</b>	<b>30</b>	<b>\$35,235.00</b>
Estimated delivery if purchased today: May. 07, 2025 Contract # C000001119005 Customer Agreement # 23026 / 05820			

Description	SKU	Unit Price	Quantity	Subtotal
OptiPlex Tower Plus 7020 XCTO	210-BLDN	-	30	-
Intel Core i7 processor 14700 vPro (33 MB cache, 20 cores, 28 threads, up to 5.4 GHz Turbo, 65W)	338-CNCK	-	30	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	30	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	30	-
16 GB: 1 x 16 GB, DDR5	370-BBPY	-	30	-
M.2 2230 512GB PCIe NVMe SSD Class 25	400-BPKD	-	30	-
1st M.2 2280 SSD Screw	773-BBBC	-	30	-
NO RAID	817-BBBN	-	30	-
Intel Integrated Graphics	490-BBFG	-	30	-
OptiPlex Tower Plus with 500W Platinum Power Supply	329-BJYR	-	30	-
System Power Cord (Philipine/TH/US)	450-AAOJ	-	30	-
DVD+/-RW Bezel	325-BDLS	-	30	-
8x DVD-ROM 9.5mm Slimline Optical Disk Drive	429-ABFG	-	30	-
CMS Essentials DVD no Media	658-BBTV	-	30	-
No Media Card Reader	379-BBHM	-	30	-
No Wireless LAN Card	555-BKHY	-	30	-
No Additional Video Ports	492-BCKH	-	30	-
Dell KB522 Business Multimedia Keyboard (US)	580-AFWH	-	30	-
Dell Laser Wired Mouse - MS3220 - Black	570-ABGR	-	30	-
No Cover Selected	325-BCZQ	-	30	-
Dell Additional Software	634-CHFP	-	30	-
ENERGY STAR Qualified	387-BBLW	-	30	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	30	-
System Monitoring not selected in this configuration	817-BBSI	-	30	-
Quick Start Guide, OptiPlex Tower Plus	340-DMRT	-	30	-
Print on Demand Label	389-BDQH	-	30	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	30	-
Shipping Material	340-CNZU	-	30	-

Shipping Label	389-BBUU	-	30	-
Regulatory Label for OptiPlex Tower Plus 7020 500W PSU	389-FGLT	-	30	-
No Hard Drive Bracket	575-BBKX	-	30	-
Intel® Rapid Storage Technology Driver	658-BFSK	-	30	-
Intel Core i7 Processor Label	340-CUEQ	-	30	-
Desktop BTO Standard shipment	800-BBIO	-	30	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	30	-
No Additional Add In Cards	382-BBHX	-	30	-
Custom Configuration	817-BBBB	-	30	-
No vPro support	631-BBRD	-	30	-
Internal Speaker	520-AARD	-	30	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	30	-
Dell Limited Hardware Warranty Plus Service	812-3886	-	30	-
ProSupport: 7x24 Technical Support, 3 Years	812-3894	-	30	-
ProSupport: Next Business Day Onsite 3 Years	812-3908	-	30	-
Thank you choosing Dell ProSupport. For tech support, visit <a href="https://support.dell.com/ProSupport">//support.dell.com/ProSupport</a>	989-3449	-	30	-

<b>Subtotal:</b>	<b>\$35,235.00</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$2,959.74</b>
<b>Total:</b>	<b>\$38,194.74</b>

## Important Notes

### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All products, pricing, and other information is based on the latest information available and is subject to change for any reason, including but not limited to tariffs imposed by government authorities. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringsspecificterms](http://www.dell.com/offeringsspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



# Coversheet

## Budget Report

<b>Section:</b>	III. Non-Action Items
<b>Item:</b>	A. Budget Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	March Budget Report.pdf



**EPHRATA**  
**SCHOOL DISTRICT**

# March 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 - **2,611.86**

## ◊ 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 58% of the fiscal year.
- Revenues are lower than budgeted at **54.97%**. 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 **\$917,738.58** in property tax revenue which is **42.87%** 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 **54.32%** of our total budgeted expenditures. However, including encumbered PO's for payroll and other expenses we are at **87.42%** 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 - \$3,280,099.16**



## 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 \$341,990.05 in property tax revenue which is 43.62% 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 \$1027,797.51 in property tax revenue which is 46.14% 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 \$123,252.42 in property tax revenue which is 100.21% of what was budgeted for property tax revenue for the year.

**EPHRATA SCHOOL DISTRICT #165****MONTHLY REVENUE REPORT****AS OF 03.31.25****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	\$ 3,970,997						

**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	\$ 514,335						

**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	\$ 44,215						

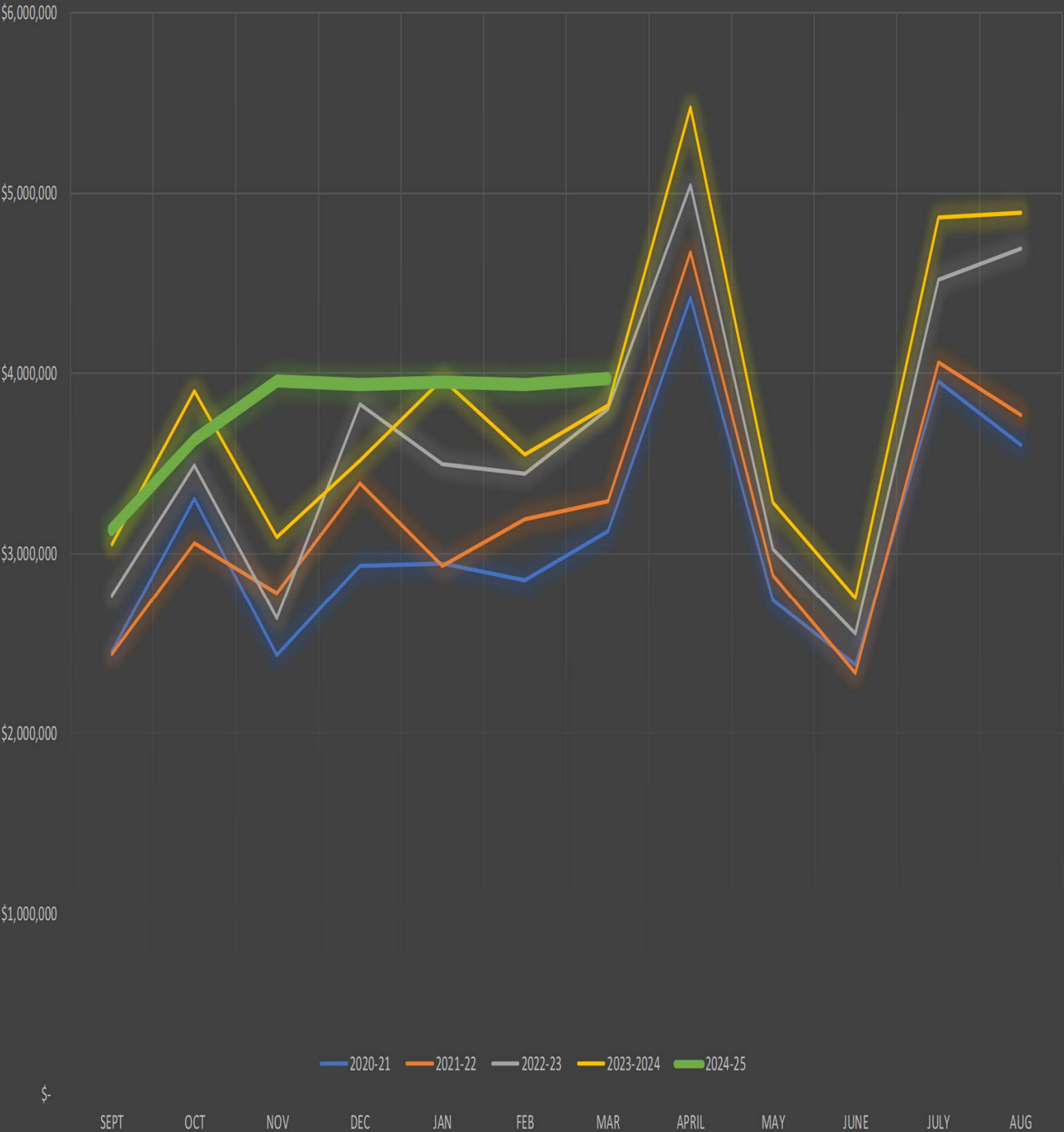
**ASB FUND - REVENUES**

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	\$ 36,075						

**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	\$ 2,299						

# General Fund Revenues History



EPHRATA SCHOOL DISTRICT #165

MONTHLY EXPENDITURE REPORT

AS OF 03.31.25

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	\$ 3,864,507						

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	\$ (204,716)						

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

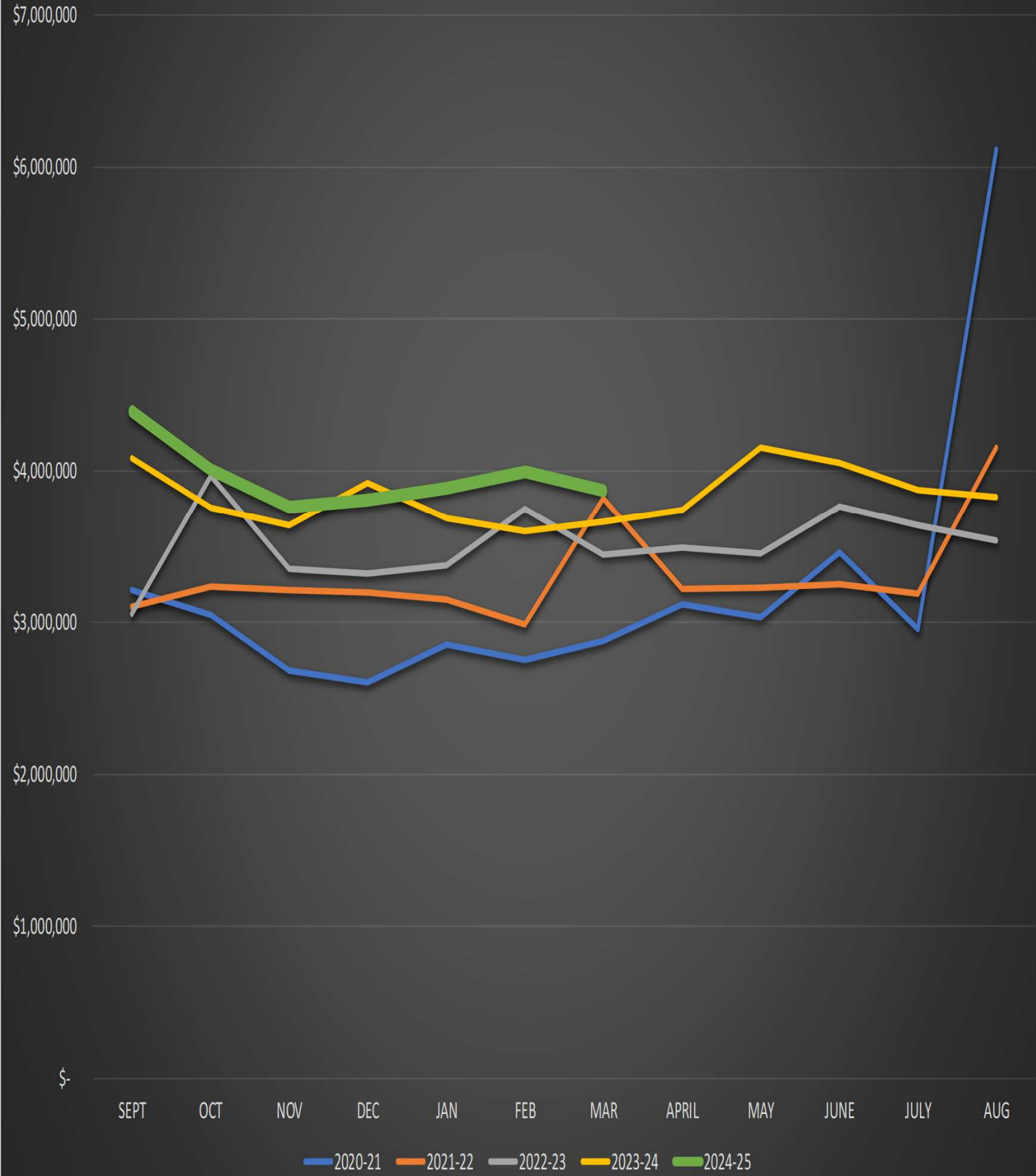
YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 6,542.43	\$ 15,614.60	\$ 5,487.21	\$ 5,806.23	\$ 16,229.73	\$ 3,431.50	\$ 7,843.45	\$ 7,483.00	\$ 10,626.38	\$ 6,965.29	\$ 1,477.00	\$ 19,597.93	\$ 8,925
2021-22	\$ 10,173.00	\$ 21,942.00	\$ 10,002.00	\$ 21,202.20	\$ 7,967.42	\$ 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	\$ 53,519						

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	\$ -		\$ 17,500						



# General Fund Expenditures History



**EPHRATA SCHOOL DISTRICT #165****MONTHLY FUND BALANCE REPORT****AS OF 03.31.25****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	\$ 8,620,677						

**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	\$ 2,708,209						

**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	\$ 702,443						

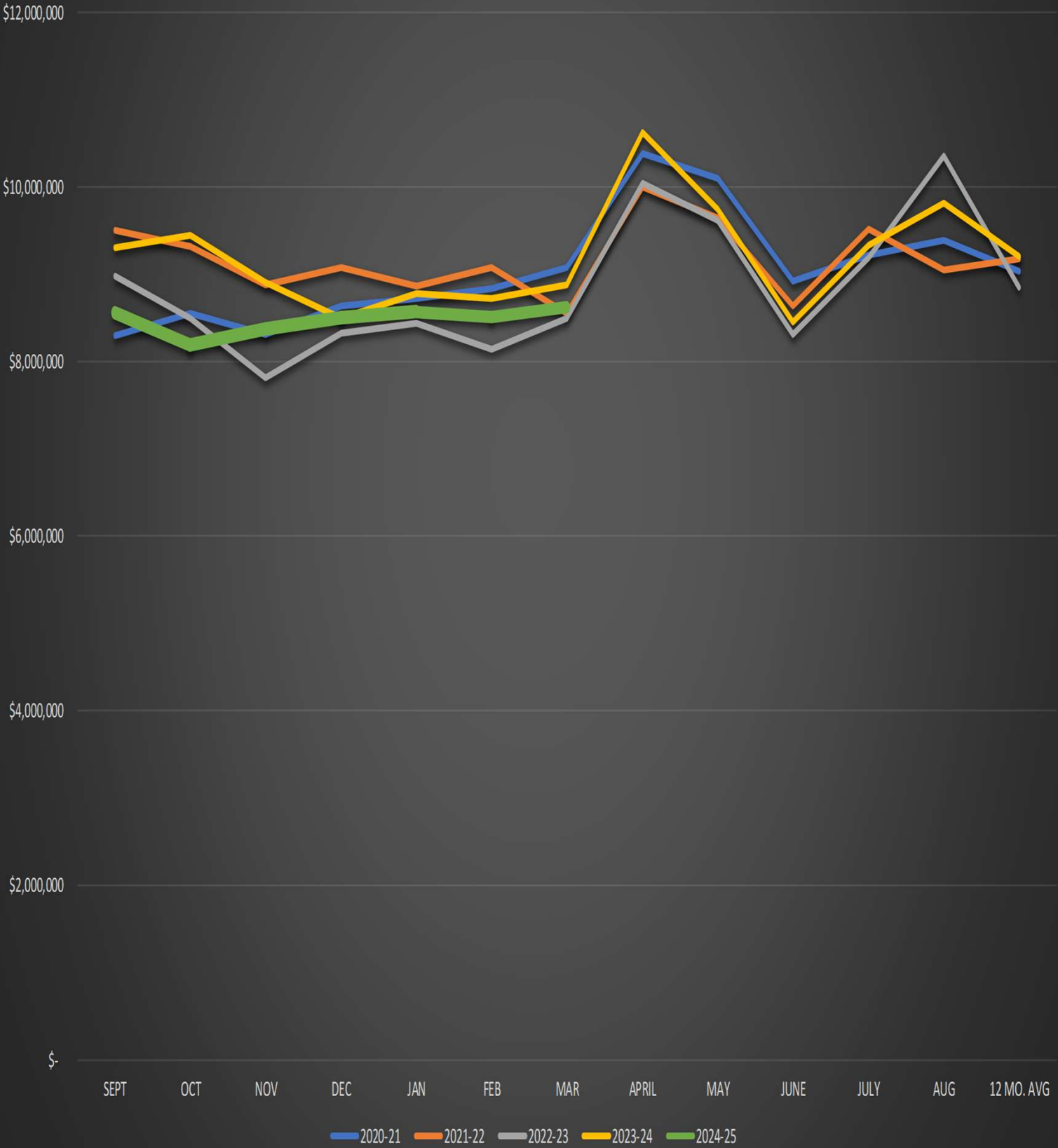
**ASB FUND - FUND BALANCE**

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	\$ 477,596						

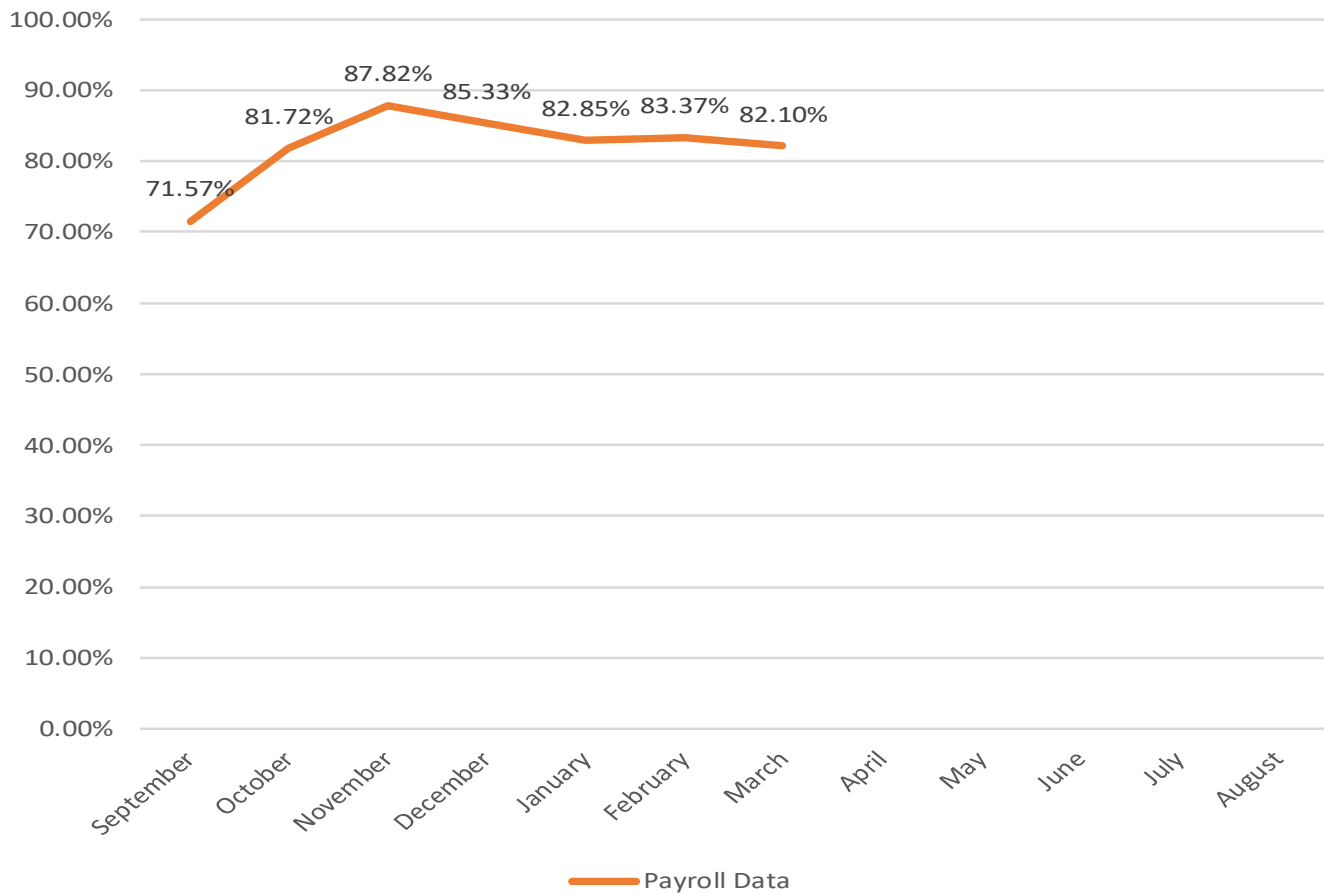
**TRANSPORTATION VEHICLE FUND - FUND BALANCE**

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	\$ 812,830						

# General Fund Balance History



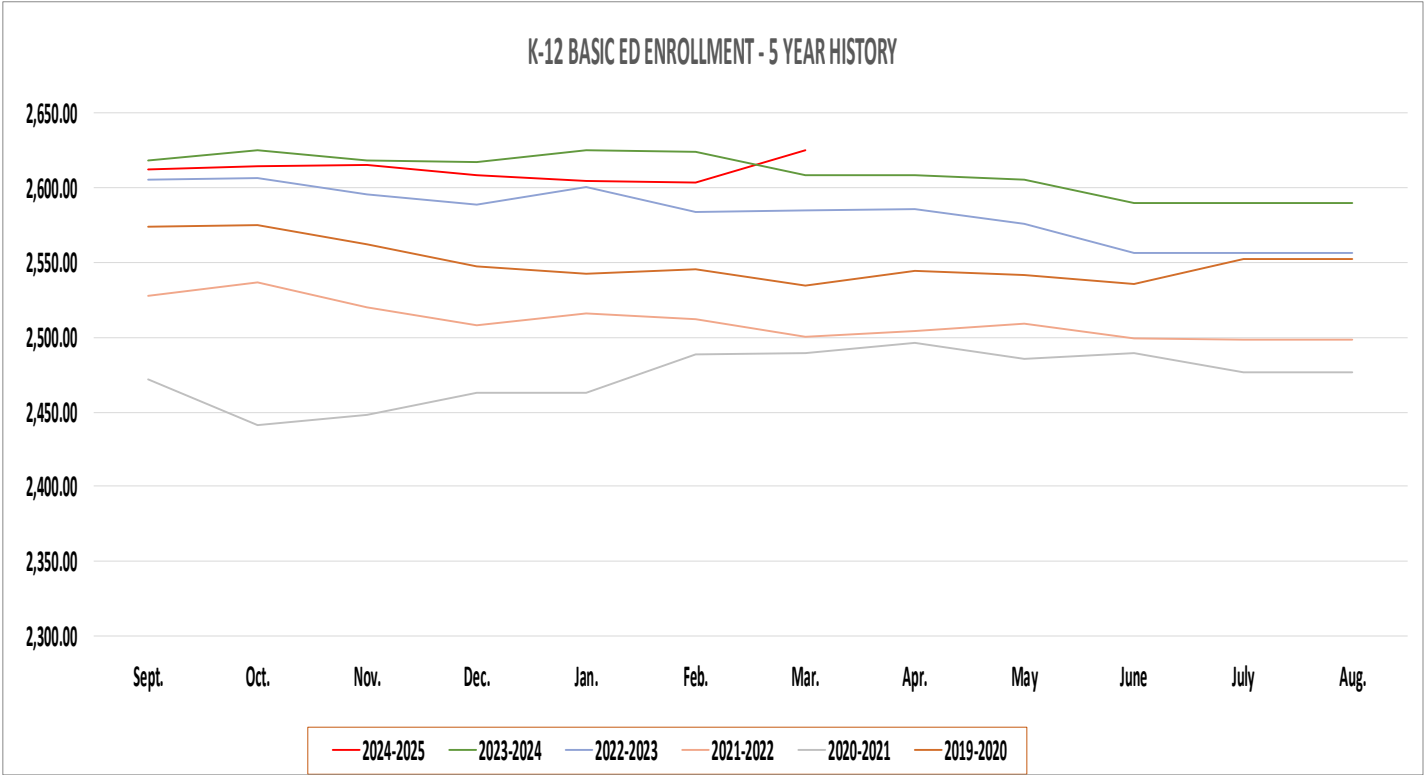
### Payroll Percentage of Overall Expenditures



	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	3,260,264.06	3,970,997.18	82.10%
April			
May			
June			
July			
August			
<b>TOTAL</b>	<b>22,777,033.13</b>	<b>27,815,817.56</b>	<b>81.89%</b>



ENROLLMENT



ENROLLMENT - 5 YEAR HISTORY

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	2,625.61						2,611.86
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 March 31, 2025****FY 2024-25****GENERAL EXPENSE FUND**Revenues

	Budget	Actual thru March-25	Encumbrances	Budget Remaining	% of Budget
1000 Local Taxes	2,140,835	917,738.58	-	1,223,096.42	42.87%
2000 Local Nontax	2,184,445	210,941.95	-	1,973,503.05	9.66%
3000 State, General Purpose	30,330,285	16,975,928.47	-	13,354,356.53	55.97%
4000 State, Special Purpose	9,618,968	6,401,973.77	-	3,216,994.23	66.56%
5000 Federal, General Purpose	-	140.13	-	(140.13)	0.00%
6000 Federal, Special Purpose	3,944,761	1,999,538.07	-	1,945,222.93	50.69%
7000 Revenues from Other School Dist			-	-	0.00%
8000 Revenues from Other Agencies	21,791	11,320.02	-	10,470.98	51.95%
9000 Other Financing Sources		-	-	-	0.00%
<b>Total Revenues</b>	<b>48,241,085</b>	<b>26,517,580.99</b>	<b>-</b>	<b>21,723,504.01</b>	<b>54.97%</b>

Expenditures

00 Regular Instruction	24,313,794	13,830,031.23	8,723,163.89	1,760,598.88	92.76%
10 Federal Stimulus	0	4,360.04	-	(4,360.04)	0.00%
20 Special Ed Instruction	5,010,051	2,872,829.20	1,900,831.45	236,390.35	95.28%
30 Vocational Instruction	3,018,341	1,571,883.78	926,212.56	520,244.66	82.76%
50/60 Compensatory Instruction	3,981,429	1,993,204.88	1,294,087.93	694,136.19	82.57%
70 Other Instructional Program	2,125,346	49,541.42	93,786.26	1,982,018.32	6.74%
80 Community Support	945,665	578,660.23	357,335.63	9,669.14	98.98%
90 Support Services	11,616,384	6,808,816.61	3,589,863.11	1,217,704.28	89.52%
<b>Total Expenditures</b>	<b>51,011,010</b>	<b>27,709,327.39</b>	<b>16,885,280.83</b>	<b>6,416,401.78</b>	<b>87.42%</b>

Operating Transfers Out	<b>607,401.00</b>	<b>5,003.92</b>
Prior Year Adjustment		

**REVENUES OVER (UNDER)****TOTAL EXPENDITURES** (3,377,326.00) (1,196,750.32)**Fund Balance at September 1, 2024****10,000,000** **9,817,427.01****Current Total Ending Fund Balance****6,622,674** **8,620,676.69****Ending Fund Balance Accounts**

GL 810 Reserved For Other Items	<b>311,126</b>	<b>471,935.59</b>
GL 821 Reserved For Carryover	<b>701,387</b>	<b>587,167.43</b>
GL 828 Reserved For Food Service Carryover	<b>159,689.00</b>	<b>158,841.76</b>
GL 830 Reserved For Debt Service	<b>107,401.00</b>	<b>107,401.00</b>
GL 840 Reserved For Inventory/Prepaid		<b>789,887.01</b>
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 Unrsrld, Dsgntd-Contingencies		
GL 890 Unassigned Fund Bal	<b>1,778,521</b>	<b>3,280,099.16</b>
GL 891 Unassigned Min Fnd Bal Policy	<b>3,564,550</b>	<b>3,225,344.74</b>
<b>TOTAL Ending Fund Balance</b>	<b>6,622,674</b>	<b>8,620,676.69</b>

**EPHRATA SCHOOL DISTRICT**  
**Capital Projects Fund Budget Status**  
**For the Period Ended March 31, 2025**

FY 2024-25					
	Budget	Actual thru March-25	Encumbrances	Budget Remaining	% of Budget
<b>CAPITAL PROJECTS FUND</b>					
<u>Revenues</u>					
1000 Local Taxes	784,000	341,990.05	-	442,009.95	43.62%
2000 Local Nontax	150,000	41,455.60	-	108,544.40	27.64%
4000 State, Special Purpose	265,000	577,621.37	-	(312,621.37)	217.97%
6000 Federal, Special Purpose			-	-	0.00%
9000 Other Financing Sources	500,000		-	500,000.00	0.00%
<b>Total Revenues</b>	<b>1,699,000</b>	<b>961,067.02</b>	<b>-</b>	<b>737,932.98</b>	<b>56.57%</b>
<u>Expenditures</u>					
10 Sites		83,421.02	882.58	(84,303.60)	0.00%
20 Building	3,286,098	1,167,906.96	147,635.67	1,970,555.37	40.03%
30 Equipment	294,493.00	203,728.94	15,116.07	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%
<b>Total Expenditures</b>	<b>3,580,591</b>	<b>1,455,056.92</b>	<b>163,634.32</b>	<b>1,961,899.76</b>	<b>45.21%</b>
Operating Transfers Out	-	-			
Other Financing Uses	-				
Prior Year Adjustment	-	-			
<b>EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES</b>	<b>(1,881,591)</b>	<b>(493,989.90)</b>			
<b>Fund Balance at September 1, 2024</b>	<b>1,881,591</b>	<b>3,202,198.93</b>			
<b>Current Fund Balance</b>	<b>-</b>	<b>2,708,209.03</b>			
<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	-	1,192,209.23			
GL 863 Restricted from State Proceeds	-	265,746.02			
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	-	1,250,253.78			
GL 891 Unassigned Min Fnd Bal Policy	-	-			
<b>TOTAL Ending Fund Balance</b>	<b>-</b>	<b>2,708,209.03</b>			

**EPHRATA SCHOOL DISTRICT**  
**Debt Service Fund Budget Status**  
**For the Period Ended March 31, 2025**

FY 2024-25					
	Budget	Actual thru March-25	Encumbrances	Budget Remaining	% of Budget
<b>DEBT SERVICE FUND</b>					
<u>Revenues</u>					
1000 Local Taxes	2,227,560	1,027,797.51	-	1,199,762.49	46.14%
2000 Local Nontax	7,500	17,223.06	-	(9,723.06)	229.64%
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%
<b>Total Revenues</b>	<b>2,342,461</b>	<b>1,050,199.49</b>	<b>-</b>	<b>1,292,261.51</b>	<b>44.83%</b>
<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%
<b>Total Expenditures</b>	<b>2,244,826</b>	<b>1,845,678.92</b>	<b>-</b>	<b>399,147.08</b>	<b>82.22%</b>
Other Financing Uses:	-	-			
<b>EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES</b>	<b>97,635.00</b>	<b>(795,479.43)</b>			
<b>Fund Balance at September 1, 2024</b>	<b>1,501,513</b>	<b>1,497,922.73</b>			
<b>Current Fund Balance</b>	<b>1,599,148</b>	<b>702,443.30</b>			
<b>Ending Fund Balance Accounts</b>					
GL 810 Reserved For Other Items	-	-			
GL 830 Reserved For Debt Service	1,599,148	702,443.30			
GL 835 Restricted for Arbitrage Rebat	-	-			
GL 870 Committed -Other Items	-	-			
GL 889 Assigned to Fund Purposes	-	-			
GL 890 Unassigned Fund Bal	-	-			
<b>TOTAL Ending Fund Balance</b>	<b>1,599,148</b>	<b>702,443.30</b>			



**EPHRATA SCHOOL DISTRICT**  
**ASB Fund Budget Status**  
**For the Period Ended March 31, 2025**

FY 2024-25					
	Budget	Actual thru March-25	Encumbrances	Budget Remaining	% of Budget
<b>ASSOCIATED STUDENT BODY FUND</b>					
<u>Revenues</u>					
1000 General Student Body	319,000	105,624.60	-	213,375.40	33.11%
2000 Athletics	429,350	164,525.37	-	264,824.63	38.32%
3000 Classes	23,300	4,622.67	-	18,677.33	19.84%
4000 Clubs	455,415	79,362.19	-	376,052.81	17.43%
6000 Private Moneys	40,312	12,264.22	-	28,047.78	30.42%
<b>Total Revenues</b>	<b>1,267,377</b>	<b>366,399.05</b>	<b>-</b>	<b>900,977.95</b>	<b>28.91%</b>
<u>Expenditures</u>					
1000 General Student Body	409,650	84,531.15	21,662.80	303,456.05	25.92%
2000 Athletics	338,235	129,087.10	29,153.83	179,994.07	46.78%
3000 Classes	20,000	297.71	10.19	19,692.10	1.54%
4000 Clubs	444,105	92,064.51	20,992.38	331,048.11	25.46%
6000 Private Moneys	28,200	8,960.93	3,374.62	15,864.45	43.74%
<b>Total Expenditures</b>	<b>1,240,190</b>	<b>314,941.40</b>	<b>75,193.82</b>	<b>850,054.78</b>	<b>31.46%</b>
<b>EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES</b>	<b>27,187</b>	<b>51,457.65</b>			
<b>Fund Balance at September 1, 2024</b>	<b>385,921</b>	<b>426,138.54</b>			
<b>Current Fund Balance</b>	<b>413,108</b>	<b>477,596.19</b>			
<u>Ending Fund Balance Accounts</u>					
GL 810 Reserved For Other Items	-	-			
GL 819 Restricted for Fund Purposes	413,108	475,908.40			
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	-	-			
<b>TOTAL Ending Fund Balance</b>	<b>413,108</b>	<b>477,596.19</b>			

# EPHRATA SCHOOL DISTRICT

## Transportation Vehicle Fund Budget Status

### For the Period Ended March 31, 2025

FY 2024-25				
Budget	Actual thru March-25	Encumbrances	Budget Remaining	% of Budget

#### TRANSPORTATION VEHICLE FUND

##### Revenues

1000 Local Taxes	123,000.00	123,252.42	-	(252.42)	100.21%
2000 Local Nontax	4,800	13,710.81	-	(8,910.81)	285.64%
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%
<b>Total Revenues</b>	<b>632,511</b>	<b>136,963.23</b>	<b>-</b>	<b>495,547.77</b>	<b>21.65%</b>

##### Expenditures

Type 30 Equipment	1,718,591	404,763.54	191,551.78	1,122,275.68	34.70%
Type 60 Bond Levy Issuance	-	-	-	-	0.00%
Type 90 Debt	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>1,718,591</b>	<b>404,763.54</b>	<b>191,551.78</b>	<b>1,122,275.68</b>	<b>23.55%</b>

Operating Transfers:  
In From General Fund

- -

#### EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES

(1,086,080) (267,800.31)

#### Fund Balance at September 1, 2024

1,086,080 1,080,630.53

#### Current Fund Balance

- 812,830.22

#### Ending Fund Balance Accounts

GL 810 Reserved For Other Items	-	-
GL 819 Restricted for Fund Purposes	-	812,830.22
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	-	-
<b>TOTAL Ending Fund Balance</b>	<b>-</b>	<b>812,830.22</b>

# Coversheet

## First Reading of Policy

<b>Section:</b>	III. Non-Action Items
<b>Item:</b>	D. First Reading of Policy
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	1110 Election - Discretionary.pdf 4260 Use of School Facilities - Essential.pdf 4311-School Safety and Security Services Program - Essential.pdf 4400 Election Activities - Essential.pdf 6605 Student Safety Walking, Biking, and Riding Buses - Encouraged.pdf 6630 Rail Grade Crossings - RETIRE.pdf 6690 Contracting for Transportation Services.pdf 6700 Nutrition - Essential.pdf 6701 Recess and Physical Activity NEW - Essential.pdf



**Policy: 1110**  
**Section: 1000 - Board of Directors**

## Election

Board elections shall be held on the Tuesday following the first Monday in November of odd-numbered years.

A person is legally qualified to become a board member who is a United States citizen and a qualified voter resident in the school district and appropriate director district, if any.

A person may become a candidate for a place on the board by filing a declaration of candidacy with the county auditor during the May filing period, as prescribed by law. If the school district includes territory in two or more counties, the declaration of candidacy shall be filed with the county auditor of the county designated by the Superintendent of Public Instruction as the county to which the district belongs, pursuant to ~~RCW 28A.323.040.~~ RCW 28A.323.040.

In the event that there are more than two candidates for any position on the board, a primary election shall be held on the first Tuesday of August in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the election ballot in November.

If, prior to the first day of the regular filing period, a vacancy occurs in a school director position that is not scheduled to appear on the general election ballot, leaving an unexpired term for which a successor must be elected at the next general election, filings for that position will be accepted during the regular filing period. The filing officer will provide notice of the vacancy and filing period to newspapers, radio, and television in the county, and online. The position will appear on the primary and general election ballots unless no primary is required.

If, on the first day of the regular filing period or later, a vacancy occurs in a school director position that is not scheduled to appear on the general election ballot leaving an unexpired term, the election of the successor will occur at the next succeeding general election that the office is allowed by law to have an election.

If, following the regular filing period and deadline to withdraw, but prior to the day for the primary, a void in candidacy occurs, the filing officer will reopen the filing period of three normal business days. The filing officer will provide notice of the special filing period to newspapers, radio, and television in the county, and online. The candidate receiving a plurality of the votes cast for that school director in the general election is deemed elected.

<del>Cross Reference:</del>	<del>Board Policy 1115</del>	<del>Vacancies</del>
	<del>1610</del>	<del>Conflicts of Interest</del>
<del>Legal References:</del>	<del>RCW 28A.323.040</del>	<del>Joint school districts</del>
		<del>Designation of county to which joint school district belongs</del>
	<del>RCW 28A.343.300</del>	<del>Directors</del>
	<del>RCW 28A.343.320</del>	<del>Terms</del>
		<del>Numbers</del>
		<del>Declarations of candidacy</del>
		<del>Positions as separate offices</del>
	<del>RCW 28A.343.330</del>	<del>Directors</del>
	<del>RCW 28A.343.340</del>	<del>Ballots</del>
		<del>Form</del>
	<del>RCW 29A.04.151</del>	<del>When elected</del>
		<del>Eligibility</del>
	<del>RCW 29A.24.141</del>	<del>Residence</del>
		<del>Void in candidacy exception</del>



	<a href="#">RCW 29A.24.151</a>	<a href="#">Notice of void in candidacy</a>
	<a href="#">RCW 29A.24.181</a>	<a href="#">Reopening of filing — before eleventh Tuesday before general election</a>
	<a href="#">RCW 29A.24.191</a>	<a href="#">Scheduled election lapses, when</a>
	<a href="#">RCW 29A.52.210</a>	<a href="#">Local primaries</a>
	<a href="#">RCW 42.12.010</a>	<a href="#">Causes of vacancy</a>
Management Resources:	<a href="#">Policy News, August 2011</a>	<a href="#">Legislature clarifies law on vacancies and voids in candidacy, primary election date changes</a>
	<a href="#">Policy News, October 2006</a>	<a href="#">Changes in Election Law</a>

**Ephrata School District Adopted 5.21.12**

Cross References:                      [1611 - Conflicts of Interest \(Districts with fewer than 2,000 students\)](#)  
    [1610 - Conflicts of Interest \(Districts with 2,000 or more students\)](#)  
    [1114 - Board Member Resignation and Vacancy](#)

Legal References:                      [RCW 28A.323.040 Joint school districts — Designation of county to which joint school district belongs](#)  
    [RCW 28A.343.300 Directors — Terms — Numbers](#)  
    [RCW 28A.343.320 Declarations of candidacy — Positions as separate offices](#)  
    [RCW 28A.343.330 Ballots — Form](#)  
    [RCW 28A.343.340 When elected — Eligibility](#)  
    [RCW 29A.04.151 Residence](#)  
    [RCW 29A.24.141 Void in candidacy](#)  
    [RCW 29A.24.181 Regular filing period —Voids in candidacy](#)  
    [RCW 29A.24.191 Scheduled election lapses, when](#)  
    [RCW 29A.52.210 Local primaries](#)  
    [RCW 42.12.010 Causes of vacancy](#)

Management Resources:              [2011 - August Issue](#)  
    [Policy News, October 2006 Changes in Election Law](#)

Last Revised: **August 01, 2011**  
Classification: **Discretionary**  
Prior Revised Dates: **02.00; 10.01; 08.02; 08.05; 10.06**

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## Use of School Facilities

The board believes that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board will set the rental rates schedule.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or 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 and provides equal access to Boy Scouts of America and other designated youth groups.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities.

For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

### School or Child-Related Groups or Other Government Agencies

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.

When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs. Additionally, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600-RCW 28A.600.

### Nonprofit Groups

Nonprofit groups and organizations may use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district may charge a rental rate in excess of costs incurred. Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes.

Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate, ~~but for no more than two years and may not average more than twelve hours of use per week.~~

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## Commercial Enterprises

Commercial Enterprises include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization.

~~Cross References: Policy 3422 Student Sports Concussion and Head Injuries~~

~~Legal References: RCW 4.24.660 Liability of school districts under contracts with youth programs~~  
~~RCW 28A.320.510 Night schools, summer schools, meetings, use of facilities for~~  
~~RCW 28A.335.150 Permitting use and rental of playgrounds, athletic fields, or athletic facilities~~  
~~RCW 28A.335.155 Use of buildings for youth programs Limited immunity~~  
~~20 USC Sec. 7905 Boys Scout of America Equal Access Act~~  
~~34 CFR Sec. 108.6 Equal Access to Public School Facilities For The Boy Scouts of America and Other Designated Youth Groups~~  
~~AGO 1973 No. 26 School districts Use of school facilities for presentation of programs Legislature Elections~~

~~Management Resources:~~

~~Policy and Legal News, June 2013 Use of School Facilities policy clarification~~  
~~Policy News, December 2011 Changes in WSSDA's Policy Reference Manual~~

~~Policy News, August 2009~~

## ~~Concussion and Head Injuries Legislation~~

### **Reference Update: ~~06.13~~**

#### Cross References:

3422 - Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest

#### Legal References:

RCW 28A.230.180 Access to campus and student information directories by official recruiting representatives — Informing students of educational and career opportunities.

RCW 4.24.660 Liability of school districts under contracts with youth programs

RCW 28A.320.510 Night schools, summer schools, meetings, use of facilities for

RCW 28A.335.150 Permitting use and rental of playgrounds, athletic fields, or athletic facilities

RCW 28A.335.155 Use of buildings for youth programs — Limited immunity

20 USC Sec. 7905 Boys Scout of America Equal Access Act

34 CFR Sec. 108.6 Equal Access to Public School Facilities For The Boy Scouts of America and Other Designated Youth Groups

AGO 1973 No. 26, Initiative No. 276 - School districts — Use of school facilities for presentation of programs — Legislature — Elections

#### Management Resources:

2014 - February Issue

2013 - July Issue

2013 - June Issue

2011 - December Issue

2009 - August Issue

Adoption Date: **~~3.19.12~~**

School District Name: ~~Ephrata~~

June 14, 1999

Last Revised: **~~12.00; 08.09; 12.11; 06.13~~**

**February 01, 2014**

Classification: **Essential**

Prior Revised Dates: **~~08.09; 12.11; 06.13; 07.13~~**

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## School Safety and Security Services Program

At the beginning of each school year, if the district has safety and security staff working on school property, the district must present to and discuss with students, and distribute to students' families, information about the role and responsibilities of safety and security staff.

"Safety and security staff" means a school resource officer, a school security officer, a campus security officer, and any other commissioned or noncommissioned employee or contractor, whose primary job duty is to provide safety or security services for a public school.

"School resource officer" (SRO) means a commissioned law enforcement officer in the state of Washington with sworn authority to make arrests, deployed in community-oriented policing, and assigned by the employing police department or sheriff's office to work in schools to build positive relationships with students and address crime and disorder problems, gangs, and drug activities affecting or occurring in or around K-12 schools. School resource officers should focus on keeping students out of the criminal justice system when possible and should not be used to attempt to impose criminal sanctions in matters that are more appropriately handled within the educational system.

### Purpose

The purpose of the Ephrata School District safety and security services program is to improve school safety and the educational climate at the school. The safety and security staff shall be integrated into the school community through participation in faculty and student meetings and assemblies as appropriate. They shall support a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment. Safety and security staff are valuable team members of School Based Threat Assessment Teams, which are preventative in purpose. They are encouraged to participate consistent with Policy and Procedure 3225 – School Based Threat Assessment.

### Limitations

The primary responsibility for maintaining proper order and conduct in the schools resides with school principals or their designee, with the support of other school staff. Principals or their designee maintain order and handle all student discipline matters consistent with Student Discipline Policy and Procedure 3241. A school resource officer is prohibited from becoming involved in formal school discipline situations that are the responsibility of school administrators.

### Requests for Intervention

Teachers and school administrators may ask safety and security staff to intervene if a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat of material and substantial disruption of the educational process or in other emergency circumstances consistent with Policy and Procedure 3432 – Emergencies. Safety and security staff do not need to be asked before intervening in emergencies.

### Law Enforcement Activity and Immigration Enforcement

As a general rule, law enforcement activity should take place at a location other than school premises. However, there are circumstances where law enforcement intervention/activity at school premises is warranted. These law enforcement activities may include interviews and interrogations; search of a student's person, possessions, or locker; citations, filing of delinquency petitions, referrals to a probation officer, actual arrests, and other referrals to the juvenile justice system, consistent with Policy and Procedure 3226 – Interview and Interrogations of Students on School Premises and Policy and Procedure 3230 – Searches of Students and Student Privacy, and effective January 1, 2022, consistent with state law regarding a juvenile's access to an attorney when contacted by law enforcement.

The SRO duties do not extend to immigration enforcement and the SRO will not inquire into or collect information about an individual's immigration or citizenship status, or place of birth. Neither will the SRO provide information pursuant to notification requests from federal immigration authorities for the purposes of civil immigration enforcement, except as required by law, consistent with Policy and Procedure 4310 – Relations with Law Enforcement, Child Protective Agencies and the County Health Department.

### **Annual Review and Adoption of Agreements with Law Enforcement Agencies or Security Guard Companies**

If a law enforcement agency or security guard company supplies safety and security staff to work on school property when students are expected to be present, the district must annually review and adopt an agreement with the law enforcement agency or security guard company. The agreement must:

A. Include a clear statement regarding safety and security staff duties and responsibilities related to student behavior and discipline that: prohibits a school resource officer from becoming involved in formal school discipline situations that are the responsibility of school administrators; recognizes that a trained safety and security staff knows when to informally interact with students to reinforce school rules and when to enforce the law; clarifies the circumstances under which teachers and school administrators may ask safety and security staff to intervene with a student; explains how safety and security staff will be engaged in creating a positive school climate and positive relationships with students; and describes the process for families to file complaints with the school and, when applicable, the local law enforcement agency or the company that provides the safety and security staff on contract related to safety and security staff and a process for investigating and responding to complaints;

B. Include a jointly determined hiring and placement process and a performance evaluation process; and

C. Either confirm that the safety and security staff have completed training series documentation provided by the educational service district or describe the plan for safety and security staff to complete the training series required by law.

The agreement review and adoption process must involve parents, students, and community members.

The superintendent or designee will develop additional procedures to implement this policy.

#### **Cross References:**

2121 - Substance Abuse Program  
 2145 - Suicide Prevention  
 2161 - Special Education and Related Services for Eligible Students  
 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973  
 3143 - Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm  
 3225 - School-Based Threat Assessment  
 3226 - Interviews and Interrogations of Students on School Premises  
 3230 - Student Privacy and Searches  
 3432 - Emergencies  
 3241 - Student Discipline  
 3246 - Restraint, Isolation and Other Uses of Reasonable Force  
 4210 - Regulation of Dangerous Weapons on School Premises

Policy 4311  
Essential

4310 - District Relationships with Law Enforcement and other Government Agencies

Legal References:

RCW 10.93.160 – Immigration and Citizenship Status  
RCW 26.44.030 Interviews of children  
RCW 26.44.050 - Abuse or neglect of child — Duty of law enforcement agency or department of social and health services — Taking child into custody without court order  
RCW 26.44.110 Information about rights — Custody without court order — Written statement required — Contents  
RCW 26.44.115 Child taken into custody under court order — Information to parents  
RCW 28A.300.640 - 645 – School based threat assessment program  
Chapter 28A.320.124 – School resource officer programs  
20 U.S.C. 1232g Family Education Rights and Privacy Act  
SHB 1140, Chapter 328, Laws of 2021 Law Enforcement Contact with Juveniles – Access to Attorney

Management Resources:

2020 - May Issue

# ~~ELECTION ACTIVITIES~~



**Policy: 4400**  
**Section: 4000 - Community Relations**

## Election Activities

The district, as part of its mission to educate and instill civic ~~virtue, will assure that public facilities are not be used to assist in any candidate's campaign or to support or oppose any ballot measure,~~ and responsibility, will assure that the community is appropriately informed about district and education related ballot measures through objective and fair presentations of the facts related to those measures. However, public facilities will not be used to assist in any candidate's campaign or to support or oppose any ballot measure.

The board will consider adopting resolutions expressing the board's collective opinion on ballot measures (state and local, including district levy and bond measures) that impact the effective operation of the schools. Such a resolution will be considered at a board meeting, the short title and proposition number of the ballot measure will be included in the meeting notice, and an equal opportunity will be provided for views on both sides of the issue to be expressed.

Prior to an election on a district ballot measure, the district will publish to the entire community an objective and fair presentation of the facts relevant to the ballot measure. Normal and regular publications of the district will also continue to be published during election cycles and may contain fair, objective and relevant discussions of the facts of pending election issues.

The superintendent ~~is directed to will~~ develop procedures ~~for implementing to implement~~ this policy ~~and communicating that are consistent with the policy and procedures to staff.~~

### ~~Cross-References:~~

~~Board Policy 2022 Electronic Information System (K-20 Network)~~

~~Board Policy 5252 Staff Participation in Political Activities~~

### ~~Legal References:~~

~~RCW 28A.320.090 Preparing and distributing information on guidelines provided by the district's instructional program, operation and maintenance — Limitation~~ Public Disclosure Commission at <http://www.pdc.wa.gov/>.

~~RCW 42.17.130 Forbids use of public office or agency facilities in campaigns~~

~~WAC 390-05-271 General application of RCW 42.17.130~~

~~WAC 390-05-273 Definition of normal and regular conduct~~

~~Adopted 2/26/02~~  
~~WSSDA Revised: 10.05.01~~

## **Policy 4400**

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### Cross References:

5252 - Staff Participation in Political Activities

4260 - Use of School Facilities

2022 - Electronic Resources

1110 - Election

### Legal References:

RCW 28A.320.090 Preparing and distributing information on the district's instructional program, operation and maintenance — Limitation

RCW 42.17A.555 Use of public office or agency facilities in campaigns — Prohibitions — Exceptions

WAC 390-05-271 General application of RCW 42.17A.555

WAC 390-05-273 Definition of normal and regular conduct

### Management Resources:

Policy News, August 2001 PDC Issues Election Guidelines for Schools

Last Revised: **December 01, 2011**

Classification: **Essential**

Prior Revised Dates: **10.01**

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Adopted 2/26/02  
WSSDA Revised: 10.05.01





## Student Safety Walking, Biking, and Riding Buses to School

The district will adopt a comprehensive school trip safety program that addresses bus safety, walking and biking route plans, vehicle access to the school, circulation and parking at the school, pedestrian circulation on and around the school campus, and safety education and enforcement.

### A. ~~Safety Advisory Committee~~

~~The superintendent will establish a Safety Advisory Committee (SAC) pursuant to WAC 392-151-017 to develop and maintain a comprehensive school trip safety program. The committee will also develop and maintain the school patrol program in compliance with RCW 46.61.385 and to review and approve each school's Safe Routes to School plan. The superintendent will develop specific responsibilities and reporting relationships of the committee, including how the SAC relates to individual school safety programs.~~

### B. ~~Bus Safety~~

The superintendent

#### Bus Safety

The superintendent or designee will develop written rules establishing the procedures for bus safety and emergency exit drills and for student conduct while riding on buses. The procedures for bus safety will include rules restricting bus access to students and those persons authorized by the superintendent ~~and/or his or her~~ designee(s) to ride the bus to and from any school activity.

#### A.

The bus driver is responsible for the safety of his/her passengers, particularly for those who cross a roadway after leaving the bus. ~~No~~ bus driver will order or allow a student to disembark at other than his/her customary boarding or ~~alighting~~ stopping place unless so authorized by the superintendent ~~or designee~~. In order to ~~assure~~ ensure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment. ~~Bus drivers are expressly prohibited from allowing anyone to board the bus who is not a student, or a person authorized to ride the bus by the superintendent and/or his or her designee(s).~~

### C. ~~Emergencies~~

#### B.

In the event of an accident or other emergency, the bus driver ~~will~~ should follow the emergency procedures in accordance with the School Bus Driver Handbook (~~SPI~~) ~~produced by the Office of Superintendent of Public Instruction~~. A copy of the emergency procedures ~~will~~ ought to be located in each bus. To ~~insure~~ ensure the success of such emergency procedures, each bus driver will conduct an emergency evacuation drill within the first six weeks of each school semester. The district will conduct such other drills and procedures as may be necessary.

**D.—Student Conduct on Buses**

The superintendent or designee will establish written rules of conduct for students riding school buses. Such rules will include as a minimum the requirements of ~~WAC 392-145-035~~ WAC 392-145-021 and will be reviewed annually by the superintendent or designee and revised if necessary. If the rules are substantially revised, they will be submitted to the board for approval.

**C.**

At the beginning of each school year, a copy of the rules of conduct for students riding buses will be provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver will review the rules with the students at or near the beginning of each school year. A copy of the rules will be available upon request at the district office.

**E.—Safe Routes To School Plan**

Pursuant to ~~WAC 392-151-025~~, WAC 392-151-025, all elementary schools that have students who walk to and from school are required to develop a suggested route plan. These route plans shall limit the number of school crossings so that students move through the crossings in groups. The walking route plan shall be distributed to all students. All schools are encouraged to have a walking/biking route plan in place. ~~To develop the school walking/biking route plans, the superintendent will establish a Safe Routes to School committee.~~

**D.**

The ~~committeedistrict~~ will conduct a walking and biking audit within a one-mile radius of the school and develop a Safe Routes ~~to~~ To School walking/biking map or plan. The plan will recommend the best routes for students walking to and from school, as well as the best routes to and from school bus stops. In developing the plan, the committee will consider, at a minimum, the following:

- 1) 1. traffic patterns;
- 2) 2. existing traffic controls;
- 3) 3. existing school patrols;
- 4) 4. limits on the number of school crossings so that students have to move through the crossings in groups;
- 5) 5. allowing only one entrance-exit from each block to and from school;
- 6) 6. routes that provide the greatest physical separation between walking children and traffic;
- 7) 7. routes that expose students to the lowest speeds and volumes of moving vehicles; and
- 8) 8. routes that include the fewest number of road or rail crossings.

The superintendent or designee will review the plan ~~with the Safety Advisory Committee~~ and, upon ~~its~~ their approval, distribute the plan to all students with instructions that it be taken home and discussed with parents. The plan will be routinely updated as conditions change. The superintendent or designee will include the plan in the ~~district's~~ district's School Wellness Plan to encourage parents and students who walk and bike to school to use the recommended routes.

Cross-References: ~~Policy 3241 Classroom Management, Corrective Actions or Punishment~~  
~~Policy 6700 Nutrition and Physical Fitness~~

Legal References: ~~RCW 28A.600.010 Enforcement of rules of conduct Due process guarantees~~  
~~Computation of days for short-term and long-term suspensions~~  
~~RCW 46.61.385 School Patrol Appointment Authority Finance Insurance~~  
~~WAC 392-144 School Bus Driver Qualifications~~  
~~WAC 392-145-060 Loading and Unloading Procedures~~  
~~WAC 392-145-016 Rules for students riding school buses~~  
~~WAC 392-145-021 General operating requirements~~  
~~WAC 392-400-225 School district rules defining misconduct Distribution of rules~~  
~~WAC 392-151-017 Safety advisory committee Selection~~  
~~WAC 392-151-025 Route Plans~~

Cross References: Management  
 Resources:

~~2014 June Policy & Legal News Issue~~ 3241 - Student Discipline  
~~The SRTS National Partnership Local Policy Guide~~ 6700 - Nutrition

Legal References:

RCW 28A.600.010 Enforcement of rules of conduct Due process guarantees  
Computation of days for short-term and long-term suspensions  
RCW 46.61.385 School patrol Appointment Authority Finance Insurance.  
WAC 392-144 School Bus Driver Qualifications  
WAC 392-145-016 Rules for students riding school buses  
WAC 392-145-021 General operating requirements  
WAC 392-151-025 Route plans.  
WAC 392-400-225 School district rules defining misconduct  
Distribution of rules

Management Resources:

2014 - June Issue

Last Revised: **July 24, 2023**

Classification: **Encouraged**

Prior Revised Dates: **02.06; 06.07; 12.11; 12.12; 06/01/2014**

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First Reading 5.23 Second Reading 6.23  
 Revised: 2.06; 06.07; 12.11; 12.12; 6.14

## Policy 6330 Transportation

This was created in September 2011, all our buses follow current laws and regulations in regards to railroad crossings and there is no need to keep this policy. WSSDA does not have this policy.

### ~~Rail Grade Crossings~~

~~The following requirements apply to drivers of school buses at rail grade crossing:~~

- ~~1. All school buses shall stop at all rail grade crossings except:~~
  - ~~a. Where traffic is controlled by a police officer or duly authorized flagman;~~
  - ~~b. Where an official traffic control device gives notice that the general stopping requirements do not apply;~~
  - ~~c. Where local regulations or school district policy expressly prohibit stopping;~~
  - ~~d. Where a functional traffic signal is transmitting a green light;~~
  - ~~e. Where the utilities and transportation commission has approved the installation of an exempt sign in accordance with the procedures and standards established in state law;~~
  - ~~f. Where the state patrol has, by rule, identified a crossing where stopping is not required;~~
  - ~~g. Where the superintendent of public instruction has, by rule, identified a circumstance under which a school bus carrying any school child is not required to stop;~~
  - ~~h. Where the crossing is abandoned and is marked with a sign indicating it is out of service~~
  - ~~i. Where the tracks are used exclusively for a streetcar or industrial switching purposes.~~

~~The district is expressly prohibiting a complete stop at the following crossing unless traffic control devices have been activated:~~

<u>LOCATION</u>	<u>REASON</u>
<del>The Alder Street Fill, Moses Lake</del>	<del>Amount of Traffic</del>
<del>West Broadway by Western Ave., Moses Lake</del>	<del>Amount of Traffic</del>
<del>SR 17 at Parker Horn (Moses Lake Area)</del>	<del>Speed of Traffic and Reduced Visibility</del>
<del>SR 17 South of Moses Lake at Rd 1 SE</del>	<del>Speed of Traffic</del>

~~Legal references:~~

<del>RCW 46.61.350</del>	<del>Vehicles at rail grade crossings</del>
<del>WAC 392-145-070</del>	<del>Rail grade crossings requirements for drivers of school buses exceptions</del>

~~First Reading 8.22.11 ————— Adopted ————— 9.19.11~~  
~~Ephrata School District~~

~~Ephrata School Board Members and Dr. Jerry Simon:~~

~~I am asking the district to take into consideration adopting the following changes to the Rail Grade Crossing Policy. The new wording of the policy will assure the drivers and teams a safer trip when traveling on activity trips into those areas. Currently Moses Lake and Quincy does not stop at these crossing because of safety reasons. The high volume of traffic and speed creates the potential danger of being rear ended by inattentive drivers. There is not sufficient area that is safe enough to pull the bus off the highway for a complete stop. Stopping on the highway with 50—60 mph traffic is just not safe with a busload of students.~~

~~Currently, the way the law is our drivers could lose their CDL endorsement for failure violations if they do not stop, slow down, completely clear tracks, etc at the crossing and an officer wishes to cite them for not stopping which means they would lose their bus driver endorsement and job. If this policy is adopted, then a copy will be placed in every bus for verification. All buses will continue to stop at all crossings except the ones listed for exemption. All drivers will be requested to continue to activate their 4-way hazard lights and slow down at these locations, check for potential hazards but not come to a complete stop unless the lights and bars are activated.~~

~~There are a couple of more areas that have been brought to my attention but I do not have a physical location. One is located in Sunnyside; this one does not have sufficient containment space between the tracks and the stoplight. There are some in Seattle around the Safeco field. As soon as I can get more information regarding these locations I will notify the board for consideration of adding those locations to the list if there is a need for concern.~~

~~Thank you for your consideration on this matter.~~

~~Sincerely,~~

~~Debra Bevier  
Transportation Supervisor~~





## Contracting for Transportation Services

If the board enters into a contract for transportation services, the contractor will operate such equipment according to district policy and the rules and regulations of the State Board of Education. The contract will be in effect for no more than five years ~~unless otherwise allowed by law~~. Prior to entering into such a contract, the district will determine, ~~in its best judgment~~, that the cost of contracting will not exceed the projected cost of operating its own system. ~~Such assurances will be submitted to and notify the superintendent~~ Office of public instruction for approval ~~the Superintendent of Public Instruction of that determination.~~

Cross References: ~~6630 — Driver Training and Responsibility~~

Legal References: ~~RCW — 28A.160.010 Operation of student~~

~~If the district provides transportation program —~~

~~Responsibility of local district — Scope — Transporting of elderly — Insurance~~

~~RCW 28A.160.140 Contract for pupil transportation services with~~

~~through a private nongovernmental entity — Competitive bid procedures~~

~~, the district will comply with the requirements of RCW 28A.335.170~~

~~Contracts to lease building~~

~~space 160.140 and portable~~

~~buildings, rent or have maintained security systems, computers and~~

~~other equipment, and will annually provide pupil transportation services the Office of the~~

~~Superintendent of Public Instruction with the information identified in RCW 28A.160.250.~~

~~Chapter 392-141 WAC Transportation — State Allocation for Operations~~

~~Chapter 392-143 WAC Transportation — Specifications for School Buses~~

~~Chapter 392-144 WAC School Bus Driver Qualifications~~

~~Chapter 392-145 WAC Transportation — Operation Rules~~

Cross References: 6630 - Driver Training and Responsibility

**Policy No. 6690**

Legal References:

RCW 28A.160.010 Operation of student transportation program  
Responsibility of local district      Scope      Transporting of elderly  
Insurance  
RCW 28A.160.140 Contract for pupil transportation services with private  
nongovernmental entity      Competitive bid procedures  
RCW 28A.335.170 Contracts to lease building space and portable  
buildings, rent or have maintained security systems, computers and  
other equipment, and provide pupil transportation services  
Chapter 392-141 WAC Transportation      State Allocation for  
Operations  
Chapter 392-143 WAC Transportation      Specifications for School  
Buses  
Chapter 392-144 WAC School Bus Driver Qualifications  
Chapter 392-145 WAC Transportation      Operation Rules  
RCW 28A.160.250 Supplemental transportation allocation      Health  
care and pension benefits.

Adoption Date: ~~3.28.06~~

**July 31, 2024**

Classification: **Discretionary**

Prior Revised Dates: **10.00; 2.06; 06.07; 12.11/01/2011**

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## **~~Wellness Practice, Nutrition, and Food Services Program~~**

The board recognizes that a healthy school environment prepares students for their futures. Students who eat well-balanced meals ~~and engage in regular exercise~~ are more likely to learn in the classroom. The board supports the district's increased emphasis on nutrition, ~~health and physical education, and physical activity~~ at all grade levels to enhance the well-being of the district's students. Therefore, it is the policy of the board to provide students with access to nutritious food **as stated in this policy and the accompanying procedure**, ~~emphasize health education and physical education; and provide students with opportunities for physical activity.~~

### **~~Wellness Policy~~**

~~The District, through a wellness committee, will develop and implement a comprehensive wellness policy in compliance with state and federal requirements for districts participating in the National School Lunch Program, the School Breakfast Program and the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards.~~

### **Nutrition and Food Services Program**

As participants of the National School Lunch and School Breakfast Program, the District will provide wholesome and nutritious meals for children as required. The board authorizes the superintendent or designee to administer the food services program, provided that any decision to enter into a contract with a food service management company will require the approval of the Board. Expenditures for food supplies shall not exceed the estimated revenues.

The superintendent or designee is responsible for:

- Annually distributing meal applications and determining eligibility for school meals;
- Protecting the identity of students eligible for free and reduced-price meals;
- Ensuring meals meet USDA meal pattern requirements;
- Ensuring meal periods are in compliance with USDA regulations;
- Establishing a Food Safety Plan;
- Determining meal prices and submitting them to the board for approval annually;
- Using the full entitlement of USDA Foods;
- Maintaining a nonprofit school food service account;
- Ensuring all revenues are used solely for the school meal program;
- Establishing a meal charge policy;
- Accommodating children with special dietary needs;
- Ensuring compliance with USDA nondiscrimination policies;
- Following proper procurement procedures; and
- Ensuring compliance with the Smart Snacks in School nutrition standards.

### **Federal Programs**

Participation in various federal programs related to nutrition, including the National School Lunch Program, the School Breakfast Program, and the United States Department of Agriculture (USDA Smart Snacks in School nutrition standards, require a wellness policy. The district will address and follow its comprehensive wellness policy in accordance with 6702 – Wellness **(Need to adopt)**.

#### **Cross References:**

~~2150 Co-Curricular Program~~  
~~2151 Interscholastic Activities~~  
~~2161 Special Education and Related Services for Eligible Students~~  
~~2162 Education of Student with Disabilities under Section 504 of the Rehabilitation Act of 1973~~  
~~2410 High School Graduation Requirements~~  
~~3210 Nondiscrimination~~  
~~3422 Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest~~  
~~4260 Use of School Facilities~~  
**6701 – Physical Education and Recess**  
**6702 – Health and Wellness**

#### **Legal References:**

RCW 28A.210.365 Food choice physical activity, childhood fitness – minimum standards-district

First Reading , Second Reading

Revised Dates: 11.04; 12.04; 02.05; 2.06; 10.07; 12.11;  
 02.14; 06.15; 04.17; 07.17; 05.18; 2.20; 7.23; 3.24

waiver or exemption policy

~~RCW 28A.230.040 Physical Education — in grades one through eight~~

~~RCW 28A.230.050 Physical Education in high schools~~

~~RCW 28A.230.095 Essential academic learning requirements and assessments — verification Reports~~

~~Laws of 2023, ch. 272 (ESSB 5257) Public Schools — Daily Recess~~

RCW 28A.235.120 Meal Programs, Establishment and Operation, Personnel Agreements

RCW 28A.235.130 Milk for children at school expense

RCW 28A.235.140 School breakfast programs

RCW 28A. 235.145 School breakfast and lunch programs – Use of state funds

RCW 28A. 235.150 School breakfast and lunch programs – Grants to increase participation – Increased state support

RCW 28A.235.160 Requirements to implement school breakfast, lunch and summer food service programs – Exemptions

RCW 28A.235.170 Washington grown fresh fruit and vegetable grant program

~~Laws of 2023, ch. 379 (ESSHB) School Meals — Various Provisions~~

RCW 28A.623.020 Nonprofit program for elderly — Authorized — Restrictions

RCW 69.04 Intrastate Commerce in Food; Drugs and Cosmetics

RCW 69.06.010 Food and beverage service worker's permit — Filing, duration — Minimum training requirements

RCW 69.06.020 Permit exclusive and valid throughout state — Fee

RCW 69.06.030 Diseased persons — May not work — Employer may not hire

RCW 69.06.050 Permit to be secured within fourteen days from time of employment.

RCW 69.06.070 Limited duty permit

~~WAC 180-51-068 State subject and credit requirements for high school graduation — Students entering the ninth grade on or after July 1, 2015, through June 30, 2017~~

WAC 392-157-125 Time for meals

~~WAC 392-410-135 Physical Education — Grade school and high school requirement.~~

~~WAC 392-410-136 Physical Education Requirement-Excuse~~

2 CFR Part 200 – Procurement Standards

7 CFR, Parts 210 – National School Lunch Program and 220 – School Breakfast Program

7 CFR, Part 245.5 Public announcement of the eligibility criteria

Management Resources: 2023 – July Issue  
 2022 – June Issue  
 2018 – May Issue  
 2017 – July Issue  
 2017 – April Issue  
 2015 – June Issue  
 Policy and Legal News, February 2014  
~~Wellness Policy Best Practice, OSPI (January 2013)~~  
 Policy News, February 2005  
 Policy News, December 2004  
 OSPI Child Nutrition School Wellness Policy Best Practices for Policy Development, Implementation and Evaluation

## Recess and Physical Activity

The board recognizes that recess is an essential part of the day for elementary school students. Young students learn through play, and recess supports the mental, physical, and emotional health of students and positively impacts their learning and behavior. Similarly, the board recognizes that students who engage in regular exercise are more likely to learn in the classroom and supports the district's increased emphasis on physical activity at all grade levels to enhance the well-being of the district's students. Therefore, it is the policy of the board to provide students with recess and opportunities for physical activity.

### Recess

The district aims to make elementary school recess safe, inclusive, and high quality for all students. All district elementary schools (whether K-5 and/or K-6) will receive a minimum of 30 minutes per day of unstructured physical activity as recess. The accompanying procedure will specify how the district will meet other legal requirements.

### Physical Activity

All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (e.g., brain boosters/energizers);
- Physical activity before and after school;
- Recess that aims to be safe, inclusive, and high quality;
- Family and community engagement;
- Staff wellness and health promotion;
- Opportunities for active transportation to school; and
- Access to school district facilities for physical activity, fitness, sports, and recreation programs.

### Cross References:

2161 - Special Education and Related Services for Eligible Students  
 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973  
 3210 - Nondiscrimination  
 3422 - Student Sports - Concussion, Head Injury and Sudden Cardiac Arrest  
 4260 - Use of School Facilities

### Management Resources:

2024 – March Policy and Legal News  
[Comprehensive School Physical Activity Program](#)