



Ephrata School District

Regular Board Meeting

Date and Time

Monday May 19, 2025 at 5:30 PM PDT

Location

357 Alder ST NW
Ephrata, WA 98823

Agenda

	Purpose	Presenter
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I.	Work Session 5:30 - 6:00 pm	
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	2025-2026 EHS Advisory / Intervention / Enrichment Day 1st Quarter Pilot presentation	
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II.	Opening Items	
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A.	Record Attendance	
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B.	Call the Meeting to Order	James Adams
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C.	Flag Salute	James Adams
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D.	Public Comment	
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E.	Changes or Additions to the Agenda	Vote
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	Purpose	Presenter
F. Approve Minutes	Approve Minutes	
Approve minutes for Special Board Meeting on April 24, 2025		
G. Approve Minutes	Approve Minutes	
Approve minutes for Board Meeting on April 28, 2025		

III. Action Items

A. Consent Agenda	Vote
i. Hires	
a. Melody Davis, EHS Head Dance Coach	
b. Cynthia Ellis, 8 Hr Secretary at EHS	
c. Paige Wood, Assistant Cheer Coach at EHS	
d. Eddie Martinez, Assistant Principal at EHS	
e. Rosa Placido Barajas, 1.0 fte English Language Specialist at EHS	
f. Vanessa Geer, 8 Hr Secretary at EHS	
g. Dinora Gomez, 1.0 fte English Language Arts/English Language Learner Teacher at EMS	
h. Scott Knudsen, Rte 13 Bus Driver, starts 25/26 SY	
i. Nick Lobe, EHS Assistant Football Coach	
j. Mark Riggs, EHS Assistant Boys Basketball Coach	
k. Sydney Anderson, 1.0 fte 1st Grade Teacher at Grant	
l. Phil Trepanier, 1.0 fte 3rd Grade Teacher at Grant	
ii. 2025-26 Service Agreements for Special Education Department	
a. 2025-26 NCESD Special Education Contract	
b. 2025-26 PT Service Agreement with Gretchen Hart	
c. 2025-26 SLP Service Agreement with Karen Patterson	
d. 2025-26 OT Service Agreement with Tandy Therapy LLC	
iii. Donations	
a. Salcido - HVAC for the softball press box/clubhouse with a monetary value of \$32,293.84	
b. Ephrata Ace Hardware, Outdoor/Yard Powertools for the Maintenance Department, value of \$8,285.91	
iv. Resolution 2024-2025-6 Delegating Authority to WIAA	

	Purpose	Presenter
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v. Summer Athletic Programs

vi. Expanding Health Science in High School Grant Purchase using the Sourcewell Purchasing Contract.

vii. Technology for Recycling

The Technology Department requests the board approve the following Technology items for recycling. The items are old, no longer supported, in need of repair or at the end of life.

viii. Accounts Payable & Payroll

a. 4/30/25 \$526,058.23

b. 5/13/25 \$423,684.27

ix. Second Reading of Policy

1105P Electoral System - Encouraged

1110 Election - Discretionary

4260 Use of School Facilities - Essential

4311/4311P School Safety and Security Services Program - Essential

4400 Election Activities - Essential

6605/6605P Student Safety Walking, Biking, and Riding Buses - Encouraged

6630 Rail Grade Crossings - RETIRE

6690 Contracting for Transportation Services - Discretionary

6700/6700P Nutrition - Essential

6701/6701P Recess and Physical Activity - Essential

B.	Consider/Approve Joining Eastern Washington Quality School Coalition	Vote	Ken Murray
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C.	Consider Donation from Untited Way of King County	Vote	Alain Black
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United Way of King County is donating \$30,000 to the District to purchase an Oliver Speedseal MX2 - 1908E Tray Sealer. This wil be used to improve the summer meals program and other meal programs that the district participates in.

D.	Approve Overnight Travel Request for Girls High School Basketball	Vote	Alain Black
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	Purpose	Presenter
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| E. Consider Moving June 23rd Board Meeting to June 30th at 6:00 am | Vote | |
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IV. Non-Action Items

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| A. District Attendance Update | FYI | Debra Knox |
| B. Grant County Sheriff's Office Interagency Narcotics Enforcement Team (INET) Presentation | FYI | Jeff Wentworth |
| C. Budget Report | FYI | Allison Razey |
| D. Superintendent Report | FYI | Ken Murray |
| E. Legislative Update | FYI | Mike Fleurkens |
| F. First Reading of Policy | Discuss | |
| 3122 Excused and Unexcused Absences - Essential | | |
| 3205 Sexual Harassment of Students Prohibited - Essential | | |
| 4237 Contests, Advertising and Promotions - Essential | | |
| 4260P Use of School Facilities - Essential | | |
| 5011 Sexual Harassment of District Staff Prohibited - Essential | | |
| 6213P Reimbursement for Travel Expenses - Encouraged | | |

V. Closing Items

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| A. Adjourn Meeting | | Josh Sainsbury |
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Coversheet

Approve Minutes

Section:	II. Opening Items
Item:	F. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on April 24, 2025

DRAFT



Ephrata School District

Minutes

Special Board Meeting

Date and Time

Thursday April 24, 2025 at 4:00 PM

Location

357 Alder ST NW
Ephrata, WA 98823

Directors Present

Casey Devine (remote), James Adams, Josh Sainsbury, Matthew Truscott, Mike Fleurkens

Directors Absent

None

Guests Present

Ken Murray

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

James Adams called a meeting of the board of directors of Ephrata School District to order on Thursday Apr 24, 2025 at 4:00 PM.

C. Flag Salute

Director Adams asked all present to stand for the flag salute

D. Public Comment

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

E. Closed Executive Session

Director Adams closed the open meeting at 4:01 pm to go into a closed executive session. During this closed meeting the Board will evaluate the performance of a public employee and consider their contract for the coming school year (Per RCW 42.30.110(1)(g)). No action will be taken as the result of this closed section.

F. Reconvene Open Meeting

Director Adams reconvened the open meeting at 4:30 pm.

II. 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 4:31 PM.

Respectfully Submitted,
James Adams

Coversheet

Approve Minutes

Section:	II. Opening Items
Item:	G. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on April 28, 2025

DRAFT



Ephrata School District

Minutes

Board Meeting

Date and Time

Monday April 28, 2025 at 6:00 PM

Location

357 Alder ST NW
Ephrata, WA 98823

Directors Present

James Adams, Josh Sainsbury, Matthew Truscott, Mike Fleurkens

Directors Absent

Casey Devine

Guests Present

Aaron Cummings, Cathy Wulf, Charles Flynn, Ken Murray, Sarah Morford

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

James Adams called a meeting of the board of directors of Ephrata School District to order on Monday Apr 28, 2025 at 6:00 PM.

C. Flag Salute

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

D. Public Comment

1. Megan Diamond shared with the Board her past experience with the District and is asking that the way her situation was handled be looked into so that it does not happen to anyone else in the future.

E. Changes or Additions to the Agenda

There were no changes or additions to the posted agenda.

F. Approve Minutes

Matthew Truscott made a motion to approve the minutes from Regular Board Meeting on 03-24-25.

Mike Fleurkens seconded the motion.

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

II. Action Items

A. Consent Agenda

Josh Sainsbury made a motion to approve the Consent Agenda.

Mike Fleurkens seconded the motion.

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

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
- vi. Second Reading of Policy
 - 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
 - 3414/3414P 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. Approve Out of State Travel for EHS Football Team

Mike Fleurkens made a motion to approve out of state travel for the EHS football team.

Josh Sainsbury seconded the motion.

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

The football team was originally scheduled to attend EWU's football camp this summer but that camp has been cancelled. Patrick Mitchell, Head Football Coach, is requesting approval for the football team to travel out of state for the camp at the University of Idaho.

Participants will pay their own registration fees and the football budget will pay for transportation.

C. Approve Overnight Travel Request for EHS Boys Basketball

Josh Sainsbury made a motion to approve the overnight travel request for the EHS boys basketball teams.

Matthew Truscott seconded the motion.

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

Rick Walter, Head Boys Basketball Coach, is requesting approval to take varsity and junior varsity players to a basketball camp in Newport, WA, that will require the players to stay overnight. Teams will stay in classrooms with the coaches. Cost is \$1,700 per team and will be paid out of the basketball budget. Travel will be provided by parents.

D. Approve Out of State Travel for School Nurses

Matthew Truscott made a motion to approve the out of state travel for the school nurses to attend the National Association of School Nurses conference June 26-29, 2025 in Austin Texas.

Josh Sainsbury seconded the motion.

Pam Cleveringa and Shellie Hansen, our school nurses, are requesting approval for themselves and Ali Heer to attend the National Association of School Nurses (NASN) Conference, taking place June 26–29 in Austin, Texas.

The estimated total cost for all three attendees is approximately \$6,900, which would be covered by the District. This professional development opportunity will focus on evidence-based strategies to support student health and attendance, as well as nursing interventions for students managing chronic health conditions—topics highly relevant to our current and future health services.

We believe participation in this conference will directly enhance the quality of care and support provided to our students.

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

E. Approve Asphalt Quotes for EMS Basketball Courts

Matthew Truscott made a motion to approve the asphalt quote for the Ephrata Middle School basketball courts.

Mike Fleurkens seconded the motion.

Camryn Hawes, EMS ASB Advisor, is requesting approval for the asphalt quote for the Middle School basketball courts. The court is used for sports activities before school and during lunch daily. Five (5) companies were contacted to submit a bid and only one (1), Eastside Asphalt, returned a bid.

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

F. Approve Quotes for ADA Accessible Play Area at Ephrata Middle School

Mike Fleurkens made a motion to approve the quote for the ADA accessible play area at Ephrata Middle School.

Matthew Truscott seconded the motion.

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

Joan Fleming, Administrative Intern, is requesting approval for the quote received from Norhtwest Playground Equipment. This project will enhance mobility access, shade and seating, benefiting the Life Skills program and other students. Features will include accessible turf, concrete sidewalks and pads for shelters, picnic tables, seating areas and accessible swings. The total project cost is \$299,484, with \$100,000 funded by the OSPI grant. Work is scheduled for completion this summer.

G. Approve Hiring Advanced Classroom Technologies at Ephrata High School

Josh Sainsbury made a motion to approve hiring Advanced Classroom for the upgrades in the communication systems at Ephrata High School.

Mike Fleurkens seconded the motion.

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

Sarah Vasquez, Technology Director, is requesting approval to hire Advanced Classroom Technologies to install the EPIC Classroom Audio, Video, Safety, and Intercom System at the High School. The current system is outdated and in need of replacement. The new system will improve classroom audio and provide a panic button for building notifications, along with updated bells and paging capabilities. Installation will begin during evening hours in May and be completed before the start of the 2025-2026 school year.

The total project cost is \$365,888.70, funded by Ephrata School District Capital Levy dollars. Columbia Ridge Elementary, Parkway Intermediate and Ephrata Middle School currently utilize this intercom system.

H. Approve Purchase of New Staff Computers at Ephrata Middle School

Matthew Truscott made a motion to approve the purchase of new staff computers for Ephrata Middle School based on the quote provided.

Mike Fleurkens seconded the motion.

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

Sarah Vasquez, Technology Director, is requesting approval to purchase 30 new staff computers to replace current aging devices. The quote is from Dell under the NASPO purchasing contract.

I. Approve Food Service Applying for the No Kid Hungry Grant

Josh Sainsbury made a motion to approve Alain Black applying for the \$25,000 No Kid Hungry Grant on the behalf of the District.

Matthew Truscott seconded the motion.

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

Alain Black, Food Service Director, is requesting approval to apply for the No Kid Hungry Grant on behalf of the District. This is a privately funded grant with funds available from \$10,000 - \$25,000. If awarded these funds would be used to help improve non-congregated summer meal distribution.

III. Non-Action Items

A. Budget Report

Superintendent Murray reviewed the budget report with the Board.

B. Superintendent Report

1. FTE Update - March's count had been reported as the highest in Ephrata's history, but the high school has identified that some fte's were adjusted too much. A correction is being worked on and we will update the Board once completed.

2. Facility Work - a) during construction we lost water to the portables at EMS. We are working with the City to get a frost free line over to the greenhouse, b) Still working on the roof draining problem at Grant, looks like it will require work this summer, c) All secure

vestibules at EHS are currently working, d) New doors at Parkway are installed and the glass for the doors will be installed next week, e) Columbia Ridge playground - all concrete has been poured and the transitional path needs railing and the transition strip.

3. Facility Study meeting took place last week, the next meeting will be May 12th. The key take away is that there are a lot of needs and wants district wide and our job is to identify the biggest needs.

C. Legislative Update

This year's legislative session ended last night. We did make some gains this year in regards to Special Education and MSOCs. There was a lot of support for funding special education in the legislature this year so they will be adding approximately \$245 million to the state budget for sped funding. MSOC funding increased by \$35 per student and with an inflationary adjustment we will maybe see an increase up to \$100 per student.

Altogether next year we may see an \$220,000 increase in MSOCs. Along with that we will also see 12 categories that the MSOCs will be split into versus the eight (8) that were in place before. There are no changes to SCAP funding in this year's legislative session.

The General Assembly window for proposals for WSSDA is now open and as a Board we may want to meet and discuss what areas we will focus on this coming year.

D. First Reading of Policy

110 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

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 7:15 PM.

Respectfully Submitted,
 James Adams

Coversheet

Consent Agenda

Section: III. Action Items
Item: A. Consent Agenda
Purpose: Vote

Submitted by:

Related Material:

2025-26 NCESD Special Education Contract Service Agreement.pdf
2025-26 Physical Therapy Service Agreement with Gretchen Hart.pdf
2025-26 Speech Language Therapy Service Agreement with Karen Patterson.pdf
2025-26 Occupational Therapy Service Agreement with Tandy Therapy LLC.pdf
Salcido Donation.pdf
Donation Agreement.pdf
Project Proposal 18655-2.pdf
Resolution 2024-2025-6 Delegating Authority to WIAA.pdf
Summer Athletic Programs.pdf
Expanding Health Science Quote.pdf
Recycling List for School Board 5.2025.pdf
2025-04-30 Accounts Payable.pdf
2025-05-13 Accounts Payable.pdf
1105P Electoral System - Encouraged.pdf
1110 Election - Discretionary.pdf
4260 Use of School Facilities - Essential.pdf
4311 School Safety and Security Services Program - Essential.pdf
4311P School Safety and Security Program - Essential.pdf
4400 Election Activities - Essential.pdf
6605 Student Safety Walking, Biking, and Riding Buses - Encouraged.pdf
6605P Student Safety Walking, Biking and Riding Buses - Encouraged.pdf
6690 Contracting for Transportation Services - Discretionary.pdf
6700 Nutrition - Essential.pdf
6700P Nutrition - Essential.pdf
6701 Recess and Physical Activity NEW - Essential.pdf
6701P Recess and Physical Activity - Essential.pdf



NCESD SPECIAL EDUCATION SERVICE AGREEMENT LETTER 2025-26

April 15, 2025

Kenneth Murray
Ephrata School District
111 4th Avenue NW
Ephrata, WA 98823

Dear Mr. Murray,

As we gear up for the 2025-2026 academic year, our NCESD special education department is working to strategically align resources to the unique needs of districts throughout the North Central Washington region.

We understand the challenges that our rural schools face with finding the critical professionals needed to provide FAPE. We consider it a privilege to collaborate with districts, enhancing the chances for every child across our four counties to receive high-quality special education services and support.

Our NCESD service team is dedicated to partnering with your district to address the needs of your caseload efficiently. We have included mileage costs in the pricing below to ensure our service fees are transparent. Consistent with our mission to lead, serve, and support, your contract encompasses professional development opportunities for our staff, access to the latest assessment tools and resources, and highly responsive mentoring and supervision.

Below are the services requested by your district along with the "*estimated*" costs. Final contracts will be issued via DocuSign in the fall. Thank you for choosing to work with NCESD.

Service Provider	Provider	Staff FTE	Estimated Cost
Teacher of the Deaf and Hard of Hearing	Marie Jaimison	.1	\$18,000
Teacher of the Visually Impaired /COMS	Jessica Gutting	.1	\$18,000
Totals			\$36,000

cc: Jamie Bessette

Sincerely,

Leanne Lafferty

EPHRATA SCHOOL DISTRICT # 165 INDEPENDENT SERVICE CONTRACT

The **Ephrata School District**, (hereinafter referred to as the District) and **Gretchen Hart, Physical Therapist**, (hereinafter referred to as the Supplier) hereby reach the following agreement wherein the Supplier is to provide services to the students and/or patrons of the District, pursuant to the terms of this agreement.

The Supplier shall make available the following described services:

- **Physical Therapy services will be provided during the 2025/2026 school year. Services will include, but are not limited to, assessments, treatments, reports, consultations, correspondence, and meetings. Case management of an IEP will not be provided. All services shall be rendered in a competent, efficient, and satisfactory manner and in accordance with the currently approved methods, standards of practice and code of ethics in the Suppliers professional specialty.**
- **The Supplier will, in good faith, provide all required services for the stated term, but will not be liable for arranging coverage or payment of replacement provider if circumstances arise. This includes, but is not limited to family illness, personal illness, or death.**

The services shall be provided in the following manner:

- **The Supplier will provide Physical Therapy services at the rate of \$120.00 per hour, 8 hours three times per week per the school calendar.**
- **Additional days and hours may be added on an as needed basis when pre-approved.**
- **The supplier will be paid from the time she leaves her main location (in Moses Lake, WA) until she returns to her main location (in Moses Lake, WA).**
- **Mileage will be charged at the most current federal rate.**
- **Services will not exceed a total dollar amount of \$103,680 (mileage is separate from this amount) without prior approval by the District.**
- **Supplier will submit an invoice at the end of the month, no later than the 5th day of the following month, with payment due within 30 days. If payment is not remitted within 45 days a late charge of \$100.00 per day will be charged to the District.**
- **The Supplier will be responsible for her own malpractice insurance and shall provide proof of said insurance to the District. Malpractice insurance shall provide for the following coverage: \$1,000,000.00 each incident and \$3,000,000.00 aggregate.**

The District agrees to provide the following services, which are necessary to the provision of the Supplier's delivery of services:

- **The District will make payments within 30 days of invoices being submitted.**
- **The District will provide office space, use of a computer, supplies and materials necessary for the Supplier to provide all physical therapy services and proper record keeping/progress reporting.**
- **The District will pay for training courses, conferences, or classes required by the District.**
- **This contract may be terminated by either party upon the giving of 30 days written notice.**

There are no verbal agreements that alter or expand this written agreement, and in consideration for the mutual benefits and obligations contained herein, the parties, by fixing the signatures of their authorized representatives agree to its contents.

For the Supplier:

For the District:

Date _____

Date _____

EPHRATA SCHOOL DISTRICT # 165 INDEPENDENT SERVICE CONTRACT

The **Ephrata School District** (hereinafter referred to as the District) and **Gretchen Hart, Physical Therapist** (hereinafter referred to as the Supplier) hereby reach the following agreement wherein the Supplier is to provide services to the students and/or patrons of the District, pursuant to the terms of this agreement.

The Supplier shall make available the following described services:

- **Physical Therapy services will be provided during the 2025/2026 school year. Services will include, but are not limited to, assessments, treatments, reports, consultations, correspondence, and meetings. Case management of an IEP will not be provided. All services shall be rendered in a competent, efficient, and satisfactory manner and in accordance with the currently approved methods, standards of practice and code of ethics in the Suppliers professional specialty.**
- **The Supplier will, in good faith, provide all required services for the stated term, but will not be liable for arranging coverage or payment of replacement provider if circumstances arise. This includes, but is not limited to family illness, personal illness, or death.**

The services shall be provided in the following manner:

- **The Supplier will provide Physical Therapy services at the rate of \$120.00 per hour, 8 hours three times per week per the school calendar.**
- **Additional days and hours may be added on an as needed basis when pre-approved.**
- **The supplier will be paid from the time she leaves her main location (in Moses Lake, WA) until she returns to her main location (in Moses Lake, WA).**
- **Mileage will be charged at the most current federal rate.**
- **Services will not exceed a total dollar amount of \$103,680 (mileage is separate from this amount) without prior approval by the District.**
- **Supplier will submit an invoice at the end of the month, no later than the 5th day of the following month, with payment due within 30 days. If payment is not remitted within 45 days a late charge of \$100.00 per day will be charged to the District.**
- **The Supplier will be responsible for her own malpractice insurance and shall provide proof of said insurance to the District. Malpractice insurance shall provide for the following coverage: \$1,000,000.00 each incident and \$3,000,000.00 aggregate.**

The District agrees to provide the following services, which are necessary to the provision of the Supplier's delivery of services:

- **The District will make payments within 30 days of invoices being submitted.**
- **The District will provide office space, use of a computer, supplies and materials necessary for the Supplier to provide all physical therapy services and proper record keeping/progress reporting.**
- **The District will pay for training courses, conferences, or classes required by the District.**
- **This contract may be terminated by either party upon the giving of 30 days written notice.**

There are no verbal agreements that alter or expand this written agreement, and in consideration for the mutual benefits and obligations contained herein, the parties, by fixing the signatures of their authorized representatives agree to its contents.

For the Supplier:

For the District:

Date _____

Date _____

**EPHRATA SCHOOL DISTRICT # 165
INDEPENDENT SERVICE CONTRACT**

The **Ephrata School District**, (hereinafter referred to as the **District**) and **Tandy Therapy LLC, owned and managed by Lauren Tandy, M.S., CCC-SLP** (hereinafter referred to as the **Supplier**) hereby reach the following agreement wherein the Supplier is to provide services to the students and/or patrons of the **District**, pursuant to the terms of this agreement.

The Supplier shall make available the following described services:

1. **Occupational Therapy services will be provided during the 2025-2026 school year. Services will include evaluations, assessments, treatments, reports, documentation, consultations, supervision, correspondence, administration duties related to assigned caseload, and meetings. Case management of IEPs will be provided for students approved by both Supplier and District. All services shall be rendered in a competent, efficient, and satisfactory manner and in accordance with the currently approved methods, standards of practice and code of ethics in the Suppliers profession.**
2. **The Supplier will, in good faith, provide all required services for the stated term, but will not be liable for arranging coverage or payment of replacement provider if circumstances arise. This includes, but is not limited to family illness, family disability, personal illness, personal disability, or death.**

The services shall be provided in the following manner:

1. **The Supplier will provide Occupational Therapy (by OT or COTA) services at the rate of \$116 per hour at a maximum payment for services not to exceed \$73,080 (estimated 70 hours per month for 9 months) without prior verbal or written approval by both Supplier and District.**
2. **Additional days and hours may be added on an as-needed basis when requested by District.**
1. **The Supplier will be paid for travel time from the time provider leaves main location (Post Falls, ID) until return to her main location (Post Falls, ID) for any required travel.**
2. **Mileage will be charged at the most current federal rate.**
3. **Supplier will submit an invoice by the end of the month, with payment due within 30 days. If payment is not remitted within 30 days a late charge of \$80.00 per day will be charged to the District.**
4. **The Supplier will be responsible for providing professional malpractice insurance and shall provide proof of said insurance to the District, as requested. Malpractice insurance shall provide for the following coverage: \$1,000,000.00 each incident and \$3,000,000.00 aggregate.**
5. **Supplier will supply subscriptions for telepractice platform software.**

The District agrees to provide the following services, which are necessary to the provision of the Supplier's delivery of services:

1. **The District will make payments within 30 days of invoices being submitted.**
2. **The District will provide a computer hard-wired to high-speed Internet for the purpose of students/paraeducator/SLPA accessing telepractice services.**
3. **District will maintain integrity of telepractice access for students to receive telepractice services, including software download, connection integrity, and technical assistance, as needed.**
4. **The District will pay for training courses, conferences, or classes required by the District.**
5. **This contract may be terminated by either party upon the giving of 30 days written notice.**

INDEMNIFICATION: The District shall defend, indemnify, and hold harmless the Supplier and its affiliates and their officers, directors, employees, agents, successors, and assigns from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from: (a) injury or damage to Supplier and agents of Supplier resulting from negligent conditions created by the District, its agents, and its employees, whether based on their acts or omissions; and (b) any breach of any representation or obligation under this Agreement.

TERMINATION: You or the Company may terminate this Agreement without cause upon 30 days' written notice to the other party to this Agreement. In the event of termination pursuant to this clause, the District shall pay to Supplier any Fees then due and payable for any Services completed up to and including the date of such termination. Any additional fees becoming due and payable for services rendered thereafter will be paid by District to Supplier within 30 days of invoice. District or Supplier may terminate this Agreement, effective immediately upon written notice to the other party to this Agreement if the other party materially breaches this Agreement.

PROFESSIONAL SERVICES AGREEMENT: District agrees to not hire any providers servicing this or other contracts in association with the Supplier. District agrees to pay a \$50,000 fee to Supplier if District hires any providers associated with this Supplier within 2 years following the completion of this contract.

OWNERSHIP OF WORK PRODUCTS: Supplier reserves the right to ownership of correspondence, papers, documents, reports, files, film work products (inclusive of intellectual concepts and properties), and all copies thereof which are received or developed by the Supplier and Supplier's employee(s) and agent(s) in the course of performing, or as incident thereto, Supplier's duties pursuant to the agreement shall, immediately upon receipt, preparation or development, become the exclusive property of Supplier in perpetuity for any and all purposes. All items described above may be shared with District upon request.

NOTICES: Any and all notices, demands, or other communications required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to another party if personally served, or if deposited in the United States mail at the addresses at the bottom of the document. Any party may change its address for purposes of this paragraph by written notice given in the manner provided above.

MODIFICATION OR AMENDMENT: No amendment, change or modification of this Agreement shall be valid unless in writing signed by both parties.

ENTIRE UNDERSTANDING: This document and any exhibit attached constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.

UNENFORCEABILITY OF PROVISIONS: If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

APPLICABLE LAW

This agreement shall be governed by the laws of the State of Idaho. Venue for this contract will be Kootenai County of the State of Idaho.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

For the Supplier:

For the District:



Lauren Tandy, M.S., CCC-SLP, CEO
Tandy Therapy LLC

Date 3/1/2025

Jamie Bessette, Director Special Services
Ephrata School District

Date

Ken Murray, Superintendent
Ephrata School District

Date

Donation Agreement

Ephrata School District No. 165

Ephrata School District acknowledges and thanks

Salcido

For the donation of HVAC for the softball press box/clubhouse

With a monetary value of an estimated \$32,293.84 (dollars) to the district.

This donation is for the sole and express purpose of

Installing 2 mini split HVAC units for the softball pressbox/clubhouse, installed and 100% covered.
See attachment for more details.

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

Ephrata High School

For a period of not less than 15 years from the time of donation.

Board Date

Superintendent

Board Approval

Principal

Do you wish to be kept anonymous?

☐ Yes

☒ No

Donations/Grants

5/2/25



EPHRATA SCHOOL DISTRICT NO. 165

Timothy A Payne, Superintendent | www.ephrataschools.org

111 4th Ave NW | Ephrata, WA 98823 | 509-754-2474 | 509-754-4712 (fax)

Donation Agreement

Ephrata School District acknowledges and thanks

Ace Hardware / Ag Supply Co.

For the donation of Outdoor/yard power tools

With a monetary value of \$ 8,285.91 (dollars) to the district.

This donation is for the sole and express purpose of

School district grounds maintenance

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

Ephrata School District Maintenance Department

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

Board Date

Superintendent

Board Approval

Principal

Do you wish to be kept anonymous?

Yes

No

Project Proposal 18655-2

Due Days 30

DRAFT**PREPARED BY****Garth Davis**

The Salcido Connection

(509) 881-9454

garthd@salcidoconnection.com

615 N Wenatchee Ave Ste C-1, Wenatchee, WA 98801

PREPARED FOR**Kariann Sween**

Ephrata School District

ksween@ephrataschools.org

333 4th Ave NW, Ephrata, WA 98823, USA

PROJECT PROPOSAL DETAILS**333 4th Ave NW, Ephrata, WA 98823, USA****Project Scope of Work****Inclusions:****We Agree to Provide the Following,**

- Provision and installation of a 2-Ton 21 SEER Blueridge series ductless split Heat Pump Condensing unit. New Unit to be set on new concrete pad. Evaporator Fan Coil to be set into the larger upstairs area at the top of the stairs.
- Provision and installation of a 1.5-Ton 21 SEER Blueridge series ductless split Heat Pump Condensing unit. New Unit to be set on new concrete pad. Evaporator Fan Coil to be set into the existing Locker/Changing room area upstairs.
- Concrete pad and steel rack frames to set the outside condensing units both in the same location.
- Wireless Heat Pump thermostats, one for each Fan Coil.
- All Copper Line Set, Fittings, line set cover and insulation required for new line set, to connect Fan Coil and Condensing units together.
- Flush and test with high pressure nitrogen, double evacuation and Charge with Refrigerant.
- Electrical required to provide new line voltage circuits to both new systems.
- Line Voltage electrical permit required to complete work.
- Due to market volatility, please make sure to review the 'Increased Costs' and 'Escalation' clauses below.

Exclusions:**Contract does not include or provide for:**

- Updating any previously installed equipment or Ductwork if required to achieve Local & State code compliance, unless specified and agreed to in the scope of work.
- Washington State Sales Tax.
- Asbestos Abatement (if any discovered).
- This proposal is based upon straight time labor. Any request by the purchaser for overtime work shall be considered an extra above and beyond the "Base Cost" of this proposal, unless otherwise specified and agreed to in the scope of work.
- All other scopes of work, including additional Electrical, Primary Controls, Fire controls, Telephone, Data, Fiber Optic, Lighting, - Plumbing or any item not specifically identified in the scope of work above.
- Provision of any job specific Additional Bonding or Insurance not specified or agreed to in the scope of work.
- Proposal is based solely on data provided by basic onsite conditions and verbal job descriptions. The Salcido Connection Inc. shall not be held liable for errors or omissions in design by others that require reengineering.
- Any deviation from original plan requiring additional materials and time to complete will be an extra charge, design time to be included.
- Provision of any staging or man-lift equipment required to complete scope of work.
- Startup or commissioning of equipment for the purpose of providing heat in home to facilitate completion. Doing so will permanently Void all Warranties Associated with any equipment listed in the scope of work.
- Any carpentry (structural or trim), plastering, patching or painting required to repair any finishes disturbed while completing job unless otherwise specified and agreed to in the scope of work.
- Any penetrations in wood/concrete/brick/cinder-block walls, floors or ceilings unless otherwise specified and agreed to in the scope of work.
- Any additions or modifications required by local officials that may be required to conform to building or mechanical codes.
- Any Warranty service or repair of equipment or materials due to improper operation, negligence or lack of repair notification. Repairs for such circumstances are not considered part of the "Base Cost" and will be billed out as an "Extra Cost" at time and materials as specified by terms in "Increased Costs".
- All Warranty service or repairs required during any payment delinquency period of the contract will become billable at time and materials and will remain so billable until contract payment requirements have been met.
- Updating or bringing up to code any existing or previously installed electrical work that is outside the agreed upon scope of work.
- Repairing or bringing up to code of any existing or previously installed electrical work, outside of agreed upon scope, that may be

deemed a hazard item by L&I upon inspection of SCI scope of work.

-Repair of any electrical work that is related to agreed-upon scope that could not have been foreseen due to concealment or faulty equipment that was working properly during original site visit.

SUBTOTAL	\$29,810.38
TAX	\$2,483.46
TOTAL	\$32,293.84

TERMS & CONDITIONS

INCREASED COSTS:

The total price specified in this proposal is based upon labor, material, and equipment costs ("Base Costs") in effect on the date hereof. The Salcido Connection Inc shall be reimbursed for all costs incurred in excess of Base Costs, plus reasonable overhead, and profit, provided such excess costs are incurred for reasons beyond the control of The Salcido Connection Inc. If the equipment or materials included in this proposal become unavailable for reasons beyond the control and without the fault of The Salcido Connection Inc., then in the case of unavailability The Salcido Connection Inc shall be excused from furnishing said equipment or materials or be reimbursed for the difference between the cost of the equipment or materials unavailable and the cost of a reasonable available substitute thereof.

ESCALATION:

Due to market volatility, all appreciable equipment and material market cost increases from vendors will be passed onto the customer. In the event of significant delay or price increase of material and/or equipment that may occur during the performance of the Proposal Contract through no fault of Salcido Connection Inc., the contract sum, time of contract completion or contract requirements shall be equitably adjusted by Change Order as simply stated or in accordance with the Change Order procedures Provided by additional Contract Documents.

ON SITE CONDITIONS:

Proposal price is strictly contingent upon having unobstructed access to all areas and equipment required to complete work. Any labor required to remove obstruction or gain access will be billed out as an "Extra Cost" unless otherwise specified and agreed to in the scope of work. Purchaser also agrees to ensure The Salcido Connection Inc with all reasonably required field utilities, (electricity, toilets, water, safe ingress and egress to the job-site), unless otherwise specified and agreed to in the scope of work.

LOSS, DAMAGE OR DELAYS:

Owner shall defend, indemnify, and hold harmless The Salcido Connection Inc, and its subcontractors, from and against any and all claims, demands, causes of action, damages, liabilities, losses and expenses arising from the project and/or the contract to the extent caused by the fault of the Owner, Owners consultants, design professionals, agents or condition of Owners property. The Salcido Connection Inc shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, wildlife, theft, corrosion, floods, freeze-ups, strikes, lock-outs, riot, explosions, differences with workman, quarantine, legal restrictions, delays in transportation, malicious mischief. IN NO EVENT SHALL THE SALCIDO CONNECTION INC BE LIABLE FOR BUSINESS INTERRUPTION LOSSES OR CONSEQUENTIAL OR SPECULATIVE DAMAGES.



ACCEPTANCE:

I understand that the above contract price will be progress billed monthly based on project completion and equipment value received percentages. Final payment is due within 30 days of project completion. This contract offer will be current for a period of 15 days from the date of the proposal and is subject to the pricing terms mentioned in the "Increased Costs" section above. This contract approved by electronic signature below, or downloaded, signed, and returned via e-mail, constitutes acceptance of price and terms.

If you have any questions, need further explanation, or would like to increase or decrease the scope of work, please feel free to contact me at our office or directly anytime at (509) 884-6868.

Our Mission Statement

Our mission is to deliver to our customers "Superior Service with Integrity." We strive to provide the highest quality service, repairs, and installations in the quickest timeframes possible. You may not find our proposals to be the least cost up front, but our commitment to quality workmanship and our dedication to stand behind our work, help ensure that your upfront investment will be well worth it.

The above specifications, costs, and terms are hereby accepted.

CUSTOMER'S SIGNATURE

DATE



SCHOOL BOARD RESOLUTION FORM

DUE ANNUALLY BY THE SECOND FRIDAY IN JUNE

School District Type (select one): ☒ Public ☐ Private ☐ Charter ☐ Tribal

School District Name: Ephrata

Resolution # (optional): 2024-2025-6

Date: 5/19/2025

Schools Approved for WIAA Membership: Ephrata High School and Ephrata Middle School

By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided. The local **SCHOOL BOARD PRESIDENT** and **SUPERINTENDENT** must sign this resolution form to indicate that the School Board has approved the Public School District's or Private School's membership with the Washington Interscholastic Activities Association (WIAA) and as members, these schools will follow the WIAA Rules and Regulations.

DELEGATING AUTHORITY TO WIAA

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. grants authority to each school district board of directors to control, supervise and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. authorizes school district boards of directors to delegate control, supervision and regulation of any of the aforesaid activities to any voluntary, nonprofit entity and to compensate any such entity for services provided subject to the satisfaction of certain conditions and approval by the State Board of Education.

WHEREAS the Washington Interscholastic Activities Association is a voluntary, nonprofit entity which has satisfied the conditions, expressly set forth in Chapter 32, Laws of 1975-76, 2nd Ex. Sess. and has further been approved by the State Board of Education in action taken on August 17, 1977.

WHEREAS the board of directors of directors of the following School District or School being otherwise fully informed of the rules and regulations of the Washington Interscholastic Activities Association as approved by the State Board of Education and recognizing that said rules and regulations provide for private sponsorship of post-season tournaments for extracurricular activities by WIAA, consent to abide by such rules and regulations.

NOW THEREFORE, the board of directors of the following School District or School hereby delegates to the Washington Interscholastic Activities Association the authority to control, supervise and regulate interschool activities consistent with the rules and regulations of WIAA. The Board of Directors retains the right to establish eligibility standards that meet or exceed the rules and regulations of WIAA.

INTERSCHOLASTIC OFFICIALS L&I COVERAGE STATEWIDE & MEMBERSHIP BILLING

Beginning July 1, 1988, interscholastic sports officials were covered by Washington State Labor and Industries via a common rate and payment system that eliminated game-by-game calculations and record keeping by school and/or district business offices. WIAA will guarantee payment of L&I premiums for WOA registered officials for all interscholastic activities under WIAA's jurisdiction and will assess WIAA member schools based on tiered billing rates at the same time service fees are billed. Officials L&I coverage is only in effect for activities in which registered WOA officials officiate, and which are authorized and offered by School Board approval and listed on the school's WIAA membership form.

Member schools will be billed in August according to the Membership Fee Structure outlined in the handbook of the upcoming school year. Labor and Industries (L&I) fees will be included on the bills sent out to each member school at that time. Per Rule 3.6.4: Member school service and Labor and Industries fees are due November 1. Schools that fail to submit service and L & I fees by December 1 will be excluded from participation in regular season contests and culminating events until fees are remitted and be assessed a \$100.00 late fee.

By signing below the School District Superintendent/Head of School, School Board President (for Public School Districts), and school board members agree to the information above for the public school district or private school listed above, on or before the date listed above.

Superintendent/Head of School: Ken Murray

Signature: _____

School Board President (if applicable): James Adams

Signature: _____

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Ephrata

Contact Person Melody Davis Phone Number 509-969-3470

Name of Activity Dance Team Date of Activity 6/1/2025

Type of Activity Dance practice

Describe the Activity

Workouts targeting technique, strength, and flexibility.
Teach choreography for assemblies, games, appearances, etc.
Train and condition to perform at the competitive level.

School Facilities or Other Locations to be Used Beasley gym, Grant gym.

Grade Levels to be Served 9-12

Activity Supervisor Melody Davis

Supervisor's Credentials and Any Other Appropriate Background Information

Dance coach, Head coach

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s)



Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com by May 15, 2025.

Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Ephrata School District
 Contact Person Ivan Garay Phone Number (509) 398-7054
 Name of Activity Summer Soccer Date of Activity June 2, 2025 - July 31, 2025
 Type of Activity _____

Describe the Activity

Small Side Soccer (7v7 / 6v6)

School Facilities or Other Locations to be Used High School Soccer fields

Grade Levels to be Served 9th - 12th

Activity Supervisor Ivan Garay - Nate Jensen

Supervisor's Credentials and Any Other Appropriate Background Information

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

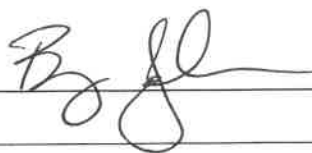
Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☐ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☐ Required Lystedt Law information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____



Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com by May 15, 2025.

Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Ephrata School District

Contact Person Heather Wood

Phone Number 5093980473

Name of Activity Cheer

Date of Activity June 1 - Aug 31, 2025

Type of Activity Cheer practice

Describe the Activity

Students learning cheers, chants, dances and stunts

School Facilities or Other Locations to be Used gym and football field

Grade Levels to be Served 9-12

Activity Supervisor Heather Wood

Supervisor's Credentials and Any Other Appropriate Background Information

Head Coach and Stunt certification and coaches standards

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

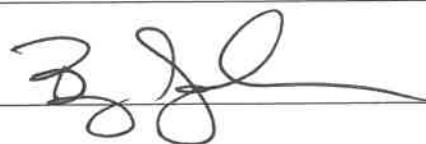
Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☐ Required Lystedt Law information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____



Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com by May 15, 2025.

Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Ephrata

Contact Person Britney MacLeod

Phone Number 509-398-6333

Name of Activity Volleyball

Date of Activity June-July 2025

Type of Activity Athletics

Describe the Activity

Practices, Open Gyms, Matches, workouts.
Summer League (We host schools and travel via parents to other schools)

School Facilities or Other Locations to be Used Gyms, weight room, HS Campus

Grade Levels to be Served 9-12

Activity Supervisor Britney MacLeod & Staff

Supervisor's Credentials and Any Other Appropriate Background Information

Britney MacLeod - Head Coach 2011-present
BreAnne Duff - JV Coach 5+ years
Tessa Ratigan - C Coach 5+ years
Maya Allsopp - D Coach 3+ years

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

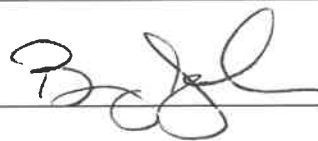
Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____



Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com by May 15, 2025.

Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Ephrata School District

Contact Person Alain Black

Phone Number 509-989-5905

Name of Activity Girls Basketball

Date of Activity 6/2/25-7/31/25

Type of Activity _____

Describe the Activity

Games, weight lifting, camps, scrimmages, practices

School Facilities or Other Locations to be Used gyms, weight rooms, travel to camps

Grade Levels to be Served 7-12

Activity Supervisor Alain Black

Supervisor's Credentials and Any Other Appropriate Background Information

Head Coach

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

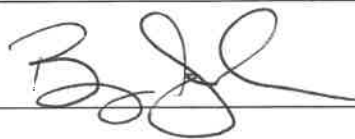
Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law information
- ☒ Other Forms (Please List) travel permission slips

Administrator and/or Athletic Director Signature(s) _____



Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@choosclear.com by May 15, 2025.

Please keep original versions of this document for your records.

GIRLS WR

Page 6

2024 SUMMER PROGRAMS

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

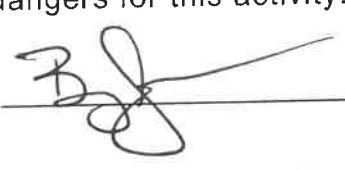
WIAA AND LOCAL DOH COVID-19 GUIDELINES MUST BE FOLLOWED AT ALL TIMES

Please fill out this form electronically and email completed form to our office. We will review the form and contact you if we have any questions or concerns.

School district: EphrataPhone number: (509) 793-8030Contact person: Rawl TeJedaName of activity: Girls wrestlingDate(s) of activity: June/July Tue/ThurDescribe the activity(ies): 1st wrestlingSchool facilities to be used: Pac gym/wrestling room, weight room

Grade level of students to be served:

Identify the supervisor(s) and appropriate background information:

At least one coach is first aid and CPR trained: Yes ☒ No ☐Emergency response plan in place: Yes ☒ No ☐Coaches and youth athletics are trained in required concussion awareness guidelines:
Yes ☒ No ☐Student medical insurance: Yes ☒ No ☐Parent permission: Yes ☒ No ☐Emergency medical release: Yes ☒ No ☐Medical exam: Yes ☒ No ☐Have participants been made aware of inherent dangers for this activity: Yes ☒ No ☐School Board action for approval: Yes ☐ No ☐Supervisor's/District Superintendent's signature: **Please review attached best practices guidelines for summer programs.**Please email or fax the completed application to: asheneman@chooseclear.com or llarson@chooseclear.com by **May 15, 2024**.

*Please note, only copies of the completed analysis forms should be sent to Clear Risk Solutions for review. **Original documents should be kept on file with the district.**

BOYS WRESTLING

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name EPHRATA

Contact Person Joe Knox

Phone Number 760-6250

Name of Activity Summer Training

Date of Activity June 9, 25 - July 31, 25

Type of Activity Weight Lifting AND Wrestling

Describe the Activity

Weight Lifting for 1 Hr AND Wrestling practice
for 1 Hr 3x's / week

School Facilities or Other Locations to be Used Weight Room, Wrestling Room

Grade Levels to be Served 9-12

Activity Supervisor Joe Knox

Supervisor's Credentials and Any Other Appropriate Background Information

Head Wrestling Coach. EHS

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s)

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@choosclear.com by May 15, 2025.

Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Ephrata School District
 Contact Person Patrick Mitchell Phone Number 509-754-2474
 Name of Activity Youth Camp, Spring/Summer Football Date of Activity June 1st - July 31st
 Type of Activity Youth Football Non contact drills & Flag Football, Varsity Contact Practices
7 on 7 Flag Football
 Describe the Activity

Youth Football campers will work on football skills and will play flag or two hand touch football.
 Varsity practices will be consistent with what we do during the regular season. 7 on 7 drills will be done on game field and will be two hand touch or Flag.

School Facilities or Other Locations to be Used Kiwanis Field and Practice Football Field
 Grade Levels to be Served 2nd - 12th Grade
 Activity Supervisor Patrick Mitchell

Supervisor's Credentials and Any Other Appropriate Background Information

- Head Football Coach
- Teacher
- First Aid Certified
- 6-7 other coaches will be there as well.

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law Information
- ☐ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s) _____

Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com by May 15, 2025.

Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name Ephrata School District
Contact Person David Tempel **Phone Number** 509-760-7692
Name of Activity EHS Summer Baseball **Date of Activity** June-July 2025
Type of Activity Summer Baseball Practices and Games

Describe the Activity

The EHS Baseball Program will run weekly practices and games against comparable-sized schools in Central Washington, from June to the end of July in 2025. The intent is to gain experience and develop functional skills for players.

School Facilities or Other Locations to be Used JOB Stadium, EHS JV Baseball Field, EHS Batting Cages
Grade Levels to be Served Incoming 9th grade through entering 12th grade
Activity Supervisor David Tempel, David McKeehan, Shon Shaffran, Dylan Stakelin

Supervisor's Credentials and Any Other Appropriate Background Information

David Tempel: EHS Head Baseball Coach (20 years coaching experience at the High School Level)
 David McKeehan: EHS Assistant Coach (2 years coaching experience at the High School Level)
 Shon Shaffran: EHS Assistant Coach (4 years coaching experience at the High School Level)
 Dylan Stakelin: EHS Assistant Coach (2 years coaching experience at HS level, 2 years coaching experience at Collegiate Level)

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

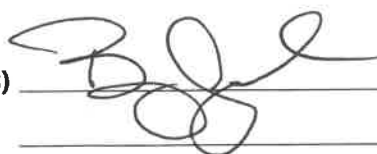
Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law information
- ☐ Other Forms (Please List) Players and Parents use the FINAL FORMS system to participate in EHS/EMS Athletics.

Administrator and/or Athletic Director Signature(s) _____



Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com by May 15, 2025.

Please keep original versions of this document for your records.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

Please fill out a copy of this form for every program you have planned and follow the submission instructions below. We will review the form and contact you if we have any additional questions or concerns.

School District Name EPHRATA

Contact Person RICK WALTER Phone Number 509-869-7733

Name of Activity SUMMER BASKETBALL Date of Activity JUNE 1st - JULY 31st

Type of Activity PRACTICE, GAMES, CAMPS

Describe the Activity

Boys BBALL PRACTICE, CAMPS, GAMES

School Facilities or Other Locations to be Used MAIN, PAC, BEELEY Gyms

Grade Levels to be Served 8-11 (Kids Camp 2nd - 8th)

Activity Supervisor RICK WALTER

Supervisor's Credentials and Any Other Appropriate Background Information

Coach @ HS.

Is at least one coach/supervisor first aid and CPR trained? ☒ Yes ☐ No

Emergency Response Plan in Place? ☒ Yes ☐ No

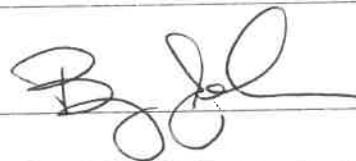
Are coaches and athletics directors trained in required concussion awareness guidelines? ☒ Yes ☐ No

Does the school have Student Accident Insurance? ☒ Yes ☐ No

Please check mark all the following forms you will require from students prior to participation:

- ☒ Proof of Student Accident Coverage or Family Medical Plan
- ☒ Parent/Guardian Permission
- ☒ Emergency Medical Release
- ☒ Inherent Dangers of Activity Acknowledgement/Warning
- ☒ Medical Exam and/or Current Physical
- ☒ Required Lystedt Law information
- ☒ Other Forms (Please List) _____

Administrator and/or Athletic Director Signature(s)



Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@chooseclear.com by May 15, 2025.

Please keep original versions of this document for your records.

School District Name: Ephrata School District

Contact Person Phone Number: 509-398-2784

Name of Activity Date of Activity: High School Girls Soccer **Date:** June 9- July 30 2025

Type of Activity: Girls Soccer

Describe the Activity: Summer Soccer Practices / Tournaments

School Facilities or Other Locations to be Used: Ephrata Soccer Complex

Grade Levels to be Served: 9-12 Grade

Activity Supervisor: High School Coach - Gary Klepec

Supervisor's Credentials and Any Other Appropriate Background Information
first aid and CPR trained?

Yes No

Is at least one coach/supervisor

Emergency Response **Yes** No

Plan in Place? **Yes**

Are coaches and athletics directors trained in
required concussion awareness guidelines?

Yes No

Does the school have Student **Yes** No
Accident Insurance?

Please check mark all the following forms you will require from students prior to participation:

Proof of Student Accident Coverage or Family Medical Plan **X**

Parent/Guardian Permission **X**

Emergency Medical Release **X**

Inherent Dangers of Activity Acknowledgement/Warning **X**

Medical Exam and/or Current Physical **X**

Required Lystedt Law information **X**

Other Forms (Please List)

Administrator and/or Athletic Director Signature(s)



Please review the attached best practices guidelines for summer programs and email your completed risk management analyses to asheneman@choosclear.com by May 15, 2025.

Please keep original versions of this document for your records.

SALES QUOTATION



World-Class Support for Science & Math

Telephone: 1-800-334-5551
Fax: 336-538-6330

QUOTE NUMBER	616368 SQ	QUOTE EXPIRES	06/07/25
DATE:	05/07/25	Reference: EMAIL	
Shipment can be Made Within 14-25 days After Receipt of Your Order Unless Otherwise Stated.			
TRANSPORTATION METHOD bestway		PAYMENT TERMS: NET 30 **	

BILL TO ACCOUNT: 129404

EPHRATA SCHOOL DIST 165
ACCOUNTS PAYABLE
111 4TH AVE NW
EPHRATA WA 98823-1614

NAYAB MALIK
QUOTATION SPECIALIST

CATALOG NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
214552	STERILE TRANSFER PIPET, PACK OF 500	EA	1	139.95	139.95
736866	PIPET AID	EA	5	10.10	50.50
214545	CAROLINA RESEARCH PIPETTOR SET	EA	8	647.90	5,183.20
228823	PERFECT SOLUTION SHEEP KIDNEY, TRIPLE INJECTION, PAIL	EA	20	10.55	211.00
228563	PERFECT SOLUTION PIG HEART, PLAIN, PAIL	EA	20	11.65	233.00
228833	PERFECT SOLUTION SHEEP PLUCK, PLAIN, PAIL	EA	20	22.75	455.00
228710	FORMALIN SHEEP BRAIN, DURA INTACT, PLAIN, PAIL	EA	20	19.50	390.00
228763	PERFECT SOLUTION SHEEP EYE, PLAIN, PAIL	EA	20	2.00	40.00
699920	ELDONCARD SCHOOL KIT	EA	1	253.36	253.36
692678	PEAK EXPIRATORY FLOW MONITOR	EA	8	51.25	410.00
694527	CAROLINA VISUAL PERCEPTION KIT	EA	1	175.65	175.65
567270	LAPARO ADVANCE EXPERT CTE LAPARO ADVANCE EXPERT	EA	1	3,960.01	3,960.01
FREIGHT	FREIGHT AND HANDLING	EA	1	700.00	700.00

SALES QUOTATION

World-Class Support for Science & Math

Telephone: 1-800-334-5551
 Fax: 336-538-6330

QUOTE NUMBER**616368 SQ****QUOTE EXPIRES****06/07/25**

DATE:

05/07/25

Reference: EMAIL

Shipment can be Made Within 14-25 days
 After Receipt of Your Order Unless Otherwise Stated.

TRANSPORTATION METHOD
 bestway

PAYMENT TERMS: NET 30 **

CATALOG NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
<p>Please refer to our quote # when placing your orders. Orders not referencing the quote will be invoiced at current prices. Attn: Sarah (shurst@ephrataschools.org) Pricing: Per: Sourcewell 020723-CBS</p>					

Carolina Biological Supply Company
 2700 York Road, Burlington, NC 27215-3398

CFR EPHRATA WA

WE TRULY APPRECIATE THE OPPORTUNITY TO PROVIDE YOU WITH THIS QUOTE. THANK YOU!

SUB TOTAL	\$	12,201.67
8.4 %	TAX	1,024.94
TOTAL	\$	13,226.61

EPHRATA SCHOOL DISTRICT - TECHNOLOGY RECYCLING 5/2025

Asset ID	Description	Asset Type	Serial #	Manufacturer	Model	Acquisition Date	Cost	Wa	Warranty Start Date	Warranty End Date	L Notes
10283	Lenovo 100e Chromebook	Chromebook	P2036A06	Lenovo	100e	09/11/2018	192.00				MB no longer works.
2490	HP Printer	Printer	USBXN16512	HP	HPLJ4250N						Old, jams up. no option to fix.
10959	Lenovo 100e 2nd Gen AMD	Chromebook	P208V770	Lenovo	100e 2nd Gen AMD		175.00				Capacitor issue
11140	Lenovo 100e 2nd Gen AMD	Chromebook	P208TQM8	Lenovo	100e 2nd Gen AMD		175.00				MB Issue.
10488	Surface Pro	Laptop	20498584153	Microsoft		11/14/2018	1,210.00				Screen cracked. Battery gasing out. Unit has expanded. No repair available.
10840	Lenovo 100e 2nd Gen AMD	Chromebook	P208V6KK	Lenovo	100e 2nd Gen AMD		175.00				Capacitor issue
7806	PW Office Brother Fax	Printer		Brother	MFC-L6800DW						
4215	iPad 2	Tablet	DMPG9FJKDKPH	Apple	iPad 2 16G Wifi	10/03/2011	479.00				
9624	Lenovo 100e Chromebook	Chromebook	P20361D3	Lenovo	100e	09/11/2018	192.00				MB issue.
11892	Lenovo 100e 2nd Gen AMD	Chromebook	MP1Y7WDL	Lenovo	100e 2nd Gen AMD		175.00				MB and power issue.
11040	Lenovo 100e Chromebook 2nd Gen	Chromebook	P208TR4A	Lenovo	100e 2nd Gen AMD		175.00				Power issue.
10974	Lenovo 100e 2nd Gen AMD	Chromebook	P208V73N	Lenovo	100e 2nd Gen AMD		175.00				Damaged USB-C port.
10862	Lenovo 100e 2nd Gen AMD	Chromebook	P208V6KN	Lenovo	100e 2nd Gen AMD		175.00				MB Issue.
11176	Lenovo 100e 2nd Gen AMD	Chromebook	P208V6WC	Lenovo	100e 2nd Gen AMD		175.00				Blown Capacitor on MB.
4527	MS Lab 210 printer	Printer	CNB9F40882	HP	LASERJET P2035N						
8900	Lenovo 100e Chromebook	Chromebook	P20369UB	Lenovo	100e	09/11/2018	192.00				MB power issue.
11403	Lenovo 100e 2nd Gen AMD	Chromebook	P208V68J	Lenovo	100e 2nd Gen AMD		175.00				Dead Capacitor
10542	Lenovo 500e 2nd Gen	Chromebook	P20653YR	Lenovo	500e 2nd Gen or 81MC	07/11/2019	328.00	Jul 11, 2019 9:00 PM	Jul 10, 2020 9:00 PM		Student touchscreen Chromebook. sfirl teacherBroken hinge, no parts.
2716	printer on Gearup Cart 1	Printer	VNB3D07363	HP	Laserjet 1022n	10/14/2006	258.00				16 years of service. Sensor went out. Removing from service.
14546	Lenovo 100e Chromebook Gen 4	Chromebook	SYX08YTSA	Lenovo	100e		223.05				Unit was sent in for repair and lost in transit on return. Replacment unit sent (14993).
7829	Dell Optiplex 5050 SFF	Computer	BTPDGK2	Dell	Optiplex 5050 SFF		890.65	Jul 12, 2017 9:00 PM	Jul 12, 2020 9:00 PM		Bad HDMI port.
6863	Optiplex 3040	Computer	G1DTP52	Dell	Optiplex 3040	05/24/2016	727.71	May 24, 2016 9:00 PM	May 24, 2019 9:00 PM		Bad power supply
11459	Dell Optiplex 7070 SFF	Computer	5RDT643	Dell	Optiplex 7070 SFF		911.93	May 3, 2022 12:00 AM			Bad fan. Bad HD.
8143	Optiplex 7050	Computer	5G9LWK2	Dell	Optiplex 7050	10/09/2017	1,062.20	Oct 5, 2017 9:00 PM	Oct 6, 2020 9:00 PM		Bad HDMI port
12293	Lenovo 100e 2nd Gen AMD	Chromebook	MP1YC0S4	Lenovo	100e 2nd Gen AMD		175.00				Bad MB
9335	Lenovo 100e Chromebook - HS 215	Chromebook	P2022CQT	Lenovo	100e	09/11/2018	192.00				Bad MB
8565	Dell Latitude 5580 - TEALS	Laptop	5S1QRQ2	Dell	Latitude 5580	08/28/2018	1,134.21	Aug 28, 2018 9:00 PM	Aug 27, 2019 9:00 PM		DOA sent to Dell for repair - Dispatch #369438615 - Replaced MBFeb 2025 MB Died.
11185	Lenovo 100e 2nd Gen AMD	Chromebook	P208TQV3	Lenovo	100e 2nd Gen AMD		175.00				MB issue
10255	Lenovo 100e Chromebook	Chromebook	P2036ADK	Lenovo	100e	09/11/2018	192.00				MB Issue
11107	Lenovo 100e 2nd Gen AMD	Chromebook	P208TPJB	Lenovo	100e 2nd Gen AMD		175.00				Bad capasitor
11105	Lenovo 100e 2nd Gen AMD	Chromebook	P208TR80	Lenovo	100e 2nd Gen AMD		175.00				Bad capacitor
9375	Lenovo 100e Chromebook - HS 213	Chromebook	P2022D9U	Lenovo	100e	09/11/2018	192.00				MB died
11082	Lenovo 100e 2nd Gen AMD	Chromebook	P208TR5F	Lenovo	100e 2nd Gen AMD		175.00				Bad MB
10791	Lenovo 100e 2nd Gen AMD	Chromebook	P208V6W9	Lenovo	100e 2nd Gen AMD		175.00				MB issue
9795	Lenovo 100e Chromebook	Chromebook	P20360PS	Lenovo	100e	09/11/2018	192.00				Bad MB
8946	Lenovo 100e Chromebook	Chromebook	P2036845	Lenovo	100e	09/11/2018	192.00				Vandalized
13899	Lenovo 100E Gen 4 Chromebook	Chromebook	YX077K9M	Lenovo	100E Gen 4	08/15/2023	330.00	08/15/2023	08/14/2026		Water damage 1-Year ADP expired 2024
11295	Lenovo 100e 2nd Gen AMD	Chromebook	P208V6PS	Lenovo	100e 2nd Gen AMD		175.00				Dead unit.
11086	Lenovo 100e 2nd Gen AMD	Chromebook	P208TR4N	Lenovo	100e 2nd Gen AMD		175.00				MB issue.
12170	Lenovo 100e 2nd Gen AMD	Chromebook	MP1YB6YE	Lenovo	100e 2nd Gen AMD		175.00				MB Issue
7785	Microsoft surface pro 4	Laptop		Microsoft	Surface Pro 4	04/09/2017	1,291.78				Battery bad. unfixable.
6160	Surface Pro 4	Laptop		Microsoft	Surface Pro 4	02/07/2016	809.00				Battery not longer holding charge. Unable to repair. Unit out of date.
10910	Lenovo 100e 2nd Gen AMD	Chromebook	P208V7ES	Lenovo	100e 2nd Gen AMD		175.00				Capacitor issue
10914	Lenovo 100e 2nd Gen AMD	Chromebook	P208V7B0	Lenovo	100e 2nd Gen AMD		175.00				Capacitor issue.
8468	Dell Optiplex 5050	Computer	5BNGCP2	Dell	Optiplex 5050	05/07/2018	1,094.43				Bad MB
9320	Lenovo 100e Chromebook	Chromebook	P203090Z	Lenovo	100e	09/11/2018	192.00				
11230	Lenovo 100e Chromebook 2nd Gen	Chromebook	P208V6ZE	Lenovo	100e 2nd Gen AMD		175.00				MB USB-C port damage.
14635	Lenovo 100e Chromebook Gen 4	Chromebook	SYX08YR8T	Lenovo	100e		223.05				Business fire destroyed unit.
10190	Lenovo 100e Chromebook	Chromebook	P2035HJ5	Lenovo	100e	09/11/2018	192.00				Hard drive no good.
8133	Optiplex 7050	Computer	5GPNWK2	Dell	Optiplex 7050	10/09/2017	1,062.20	Oct 5, 2017 9:00 PM	Oct 6, 2020 9:00 PM		Unit will not power on. Replaced multiple parts. Still dead.
11815	Lenovo c340-15 Chromebook	Chromebook	mp1t7c8b	Lenovo	c340-15						Keyboard broken. Unable to repair.
12453	Surface Pro 7+	Laptop	000033114953	Microsoft		03/29/2022	1,372.98	02/03/2022	02/04/2023		Microsoft Surface Pro 7+ 11th Gen Intel Core i7 256GB 16GB Go RAM Platinum. Damaged. Too costly to repair.
11193	Lenovo 100e 2nd Gen AMD	Chromebook	P208V6Y8	Lenovo	100e 2nd Gen AMD		175.00				bad capacitor
9315	Lenovo 100e Chromebook	Chromebook	P2030N94	Lenovo	100e	09/11/2018	192.00				power issue. unit will not run.

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

GF:	437,340.21	165047439- 165047513
CP:	68,916.06	165047514- 165047516
ASB:	19,801.96	165047517- 165047533
PP:		
TR:		

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 30, 2025**

Total amount: **\$ 526,058.23**

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 May 19, 2025, the board, by a _____ vote, approves payments, totaling \$526,058.23. The payments are further identified in this document.

Total by Payment Type for Cash Account, WARRANT ACCOUNT:
Warrant Numbers 165047439 through 165047533, totaling \$526,058.23

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

Check Nbr	Vendor Name	Check Date	Check Amount
165047439	3PI TECH SOLUTIONS	04/30/2025	305.55
165047440	A-2-Z LEGAL COURIERS, LLC	04/30/2025	466.40
165047441	ABADAN	04/30/2025	4,232.15
165047442	ACTIVE INTERNET TECHNOLOGIES,	04/30/2025	13,273.00
165047443	AMAZON CAPITAL SERVICES	04/30/2025	5,291.26
165047444	AMERICAN ROCK PRODUCTS	04/30/2025	58.88
165047445	BASIN PAINTING LLC	04/30/2025	15,203.10
165047446	BIG BEND COMMUNITY COLLEGE	04/30/2025	191,711.28
165047447	BSN SPORTS, LLC	04/30/2025	64,809.79
165047448	CASHMERE VALLEY BANK	04/30/2025	488.10
165047449	CENTURYLINK	04/30/2025	837.28
165047450	CENTURYLINK	04/30/2025	113.30
165047451	CHINOOK MUSIC SERVICE	04/30/2025	626.24
165047452	CINTAS CORP	04/30/2025	486.61
165047453	CITY OF EPHRATA	04/30/2025	216.98
165047454	COLUMBIA BASIN HERALD	04/30/2025	250.00
165047455	COMMERCIAL TIRE, INC.	04/30/2025	2,461.41

Check Nbr	Vendor Name	Check Date	Check Amount
165047456	CONNELL OIL INC	04/30/2025	30.68
165047457	CROWN PAPER & SUPPLY	04/30/2025	2,875.23
165047458	D & D ENTERPRISES, LLC	04/30/2025	92.14
165047459	EPHRATA ACE HARDWARE	04/30/2025	793.36
165047460	EWELL EDUCATIONAL SERVICES, IN	04/30/2025	3,945.00
165047461	FABER INDUSTRIAL	04/30/2025	594.45
165047462	FASTENAL COMPANY	04/30/2025	253.13
165047463	FOUR SEASONS FARM SERVICE	04/30/2025	443.24
165047464	GOPHER SPORT	04/30/2025	270.63
165047465	GRANT COUNTY SOLID WASTE DEPAR	04/30/2025	307.35
165047466	GRANTS INC	04/30/2025	491.27
165047467	HARVEST VALLEY PEST CONTROL	04/30/2025	957.99
165047468	HEART MATTERS CPR/ 1ST AID	04/30/2025	80.00
165047469	HEER, ALISON LIDDELL	04/30/2025	72.45
165047470	HILLS, LLC	04/30/2025	259.61
165047471	HOLMES ELECTRIC, INC.	04/30/2025	239.33
165047472	IMAGE SOURCE, INC.	04/30/2025	1,141.58
165047473	INLAND PIPE & SUPPLIES	04/30/2025	838.87
165047474	JOHNSON CONTROLS FIRE PROTECTI	04/30/2025	1,116.09
165047475	JOSTEN'S INSERTS & COVERS	04/30/2025	3,772.43
165047476	K & W GLASS & AUTO REPAIR	04/30/2025	405.75
165047477	KING COUNTY DIRECTORS ASSOC.	04/30/2025	4,994.84
165047478	KOORY'S IRRIGATION INC	04/30/2025	224.39
165047479	LAKESHORE LEARNING MATERIALS	04/30/2025	561.15
165047480	MARSON & MARSON LUMBER INC.	04/30/2025	1,044.95

Check Nbr	Vendor Name	Check Date	Check Amount
165047481	MICRO K12	04/30/2025	1,129.53
165047482	MORGAN UNLIMITED, INC	04/30/2025	333.87
165047483	MURRAY, KENNETH M	04/30/2025	519.04
165047484	MYSTERY SCIENCE C/O DISCOVERY	04/30/2025	26,284.08
165047485	NAPA AUTO PARTS	04/30/2025	634.02
165047486	NATIONAL SCHOOL FORMS, INC.	04/30/2025	410.87
165047487	NORTH CENTRAL E S D	04/30/2025	12,600.00
165047488	OFFICE DEPOT-ODP BUSINESS SOLU	04/30/2025	15.77
165047489	OREILLY AUTO PARTS	04/30/2025	739.91
165047490	ORIENTAL TRADING COMPANY INC	04/30/2025	81.44
165047491	PARKWAY PETTY CASH/CARIN WOLF	04/30/2025	76.19
165047492	PEREZ, AMANDA MARIE	04/30/2025	63.00
165047493	PITA PIT	04/30/2025	656.00
165047494	PLANET TURF	04/30/2025	9,613.06
165047495	RACOM CORPORATION	04/30/2025	2,256.69
165047496	REALLY GOOD STUFF INC	04/30/2025	128.43
165047497	REVOLVING FUND	04/30/2025	111.39
165047498	RIDDELL/ALL AMERICAN SPORTS	04/30/2025	25,136.88
165047499	RISE VISION	04/30/2025	448.78
165047500	RWC INTERNATIONAL, LTD	04/30/2025	11,040.62
165047501	SAFEWAY STORES INC	04/30/2025	333.24
165047502	SOLE PERFORMANCE	04/30/2025	15.18
165047503	STATE OF WA DEPT OF LICENSING	04/30/2025	75.00
165047504	T - MOBILE USA, INC.	04/30/2025	100.00
165047505	TANDY THERAPY LLC	04/30/2025	932.25

Check Nbr	Vendor Name	Check Date	Check Amount
165047506	TOTAL ENERGY MGMT & HVAC SRVCS	04/30/2025	5,011.88
165047507	TOTALLY PROMOTIONAL	04/30/2025	97.29
165047508	UNIFORMS TODAY LLC	04/30/2025	261.09
165047509	UNITED SCHOOLS INSURANCE PROGR	04/30/2025	1,264.36
165047510	W A S A	04/30/2025	495.00
165047511	WALMART/CAPITAL ONE	04/30/2025	1,824.00
165047512	WARD'S NATURAL SCIENCE EST INC	04/30/2025	56.36
165047513	WASHINGTON OFFICIALS ASSOC.	04/30/2025	7,957.75
165047514	E3 SOLUTIONS, INC	04/30/2025	13,290.60
165047515	HOLMES ELECTRIC, INC.	04/30/2025	30,715.14
165047516	TYCO INDUSTRIAL LLC	04/30/2025	24,910.32
165047517	AMAZON CAPITAL SERVICES	04/30/2025	1,881.82
165047518	AMERICAN CANCER SOCIETY	04/30/2025	103.70
165047519	ANDERSONS PARTY SUPPLIES	04/30/2025	970.43
165047520	BSN SPORTS, LLC	04/30/2025	3,189.54
165047521	EPHRATA SCHOOL DIST. #165	04/30/2025	1,291.29
165047522	EWELL EDUCATIONAL SERVICES, IN	04/30/2025	2,755.00
165047523	HAGLUNDS TROPHIES	04/30/2025	35.61
165047524	I:49 DESIGNS	04/30/2025	173.44
165047525	MORGAN UNLIMITED, INC	04/30/2025	599.45
165047526	PAT LICARI POLE VAULT CLUB	04/30/2025	710.00
165047527	PURE COUNTRY FARMS	04/30/2025	373.00
165047528	REVOLVING FUND	04/30/2025	30.33
165047529	SAFEWAY STORES INC	04/30/2025	48.28
165047530	STAHL'S TRANSFER EXPRESS	04/30/2025	90.76

Check Nbr	Vendor Name	Check Date	Check Amount
165047531	WAHSET DISTRICT #1/ J FACER	04/30/2025	5,156.00
165047532	WALMART/CAPITAL ONE	04/30/2025	1,638.59
165047533	WEINSTEIN BEVERAGE	04/30/2025	754.72
95	Computer	Check(s) For a Total of	526,058.23

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	526,058.23
Total For 95	Manual, Wire Tran, ACH & Computer	Checks	526,058.23
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		526,058.23

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	437,340.21	437,340.21
20	Capital Projects	0.00	0.00	68,916.06	68,916.06
40	Associated Stude	0.00	0.00	19,801.96	19,801.96

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

GF:	388,374.08	165100001- 165100080
CP:	17,619.34	165200001- 165200002
ASB:	17,690.85	165400001- 165400013
PP:		
TR:		

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: **May 13, 2025**

Total amount: **\$ 423,684.27**

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PAGE: 1

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 May 19, 2025, the board, by a _____ vote, approves payments, totaling \$388,374.08. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 165100001 through 165100080, totaling \$388,374.08.

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

Check Nbr	Vendor Name	Check Date	Check Amount
165100001	A-2-Z LEGAL COURIERS, LLC	05/13/2025	404.20
165100002	A-L COMPRESSED GASSES, INC.	05/13/2025	19.06
165100003	ABADAN	05/13/2025	1,237.41
165100004	AMAZON CAPITAL SERVICES	05/13/2025	17,900.06
165100005	BASIN EXPRESS	05/13/2025	18.20
165100006	BOLAND PRODUCTION SUPPLY, INC	05/13/2025	134.00
165100007	CAPSTONE CLASSROOM/COUGHLAN CO	05/13/2025	4,117.03
165100008	CAREERSAFE, LLC	05/13/2025	1,734.40
165100009	CAROLINA BIOLOGICAL SUPPLY	05/13/2025	13,638.88
165100010	CENTRAL MACHINERY SALES, INC.	05/13/2025	1,408.76
165100011	CHINOOK MUSIC SERVICE	05/13/2025	70.46
165100012	CINTAS CORP	05/13/2025	450.45
165100013	CITY OF EPHRATA	05/13/2025	18,621.14
165100014	COLTON, NIKKI LEE	05/13/2025	63.00
165100015	COLUMBIA BASIN HOSPITAL & FAMI	05/13/2025	228.00
165100016	CONNELL OIL INC	05/13/2025	809.64
165100017	CONSOLIDATED DISPOSAL SERVICE	05/13/2025	105.00

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Check Nbr	Vendor Name	Check Date	Check Amount
165100018	CROWN PAPER & SUPPLY	05/13/2025	13,971.26
165100019	CUMMINGS, AARON RICHARD	05/13/2025	1,054.00
165100020	DAVIS, ELIZABETH A	05/13/2025	63.00
165100021	EHS IMPREST ASB - M. ALLEN	05/13/2025	125.00
165100022	EMPOWER WELLNESS SERVICES	05/13/2025	249.16
165100023	EPHRATA ACE HARDWARE	05/13/2025	1,105.92
165100024	EPHRATA ROTARY CLUB	05/13/2025	120.00
165100025	FASTENAL COMPANY	05/13/2025	2,532.18
165100026	FCCLA	05/13/2025	2,767.00
165100027	FOUR SEASONS FARM SERVICE	05/13/2025	145.26
165100028	GOIN' POSTAL	05/13/2025	94.60
165100029	GOOD TO GO	05/13/2025	9.00
165100030	GRANITE TELECOMMUNICATIONS LLC	05/13/2025	1,464.98
165100031	HAGLUNDS TROPHIES	05/13/2025	77.24
165100032	HARDIN, MARY PERRY	05/13/2025	261.00
165100033	HART, GRETCHEN	05/13/2025	10,959.00
165100034	HEART MATTERS CPR/ 1ST AID	05/13/2025	2,025.00
165100035	HEER, ALISON LIDDELL	05/13/2025	59.64
165100036	HOME DEPOT CREDIT SERVICES	05/13/2025	1,974.03
165100037	HORIZON DISTRIBUTORS, INC	05/13/2025	62.30
165100038	INLAND OIL & PROPANE	05/13/2025	26,314.28
165100039	INLAND PIPE & SUPPLIES	05/13/2025	199.65
165100040	INSECT LORE	05/13/2025	96.39
165100041	KING COUNTY DIRECTORS ASSOC.	05/13/2025	3,869.66
165100042	LAKE SHORE LEARNING MATERIALS	05/13/2025	238.02

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Check Nbr	Vendor Name	Check Date	Check Amount
165100043	LANGUAGE LINK	05/13/2025	216.75
165100044	LECTURA, INC	05/13/2025	260.00
165100045	LES SCHWAB TIRES	05/13/2025	782.02
165100046	LOWE'S CREDIT SERVICES	05/13/2025	478.60
165100047	MARENEM, INC.	05/13/2025	119.90
165100048	MARSON & MARSON LUMBER INC.	05/13/2025	1,030.77
165100049	MCGRAW HILL	05/13/2025	141.95
165100050	MCKINSTRY CO., LLC	05/13/2025	14,713.13
165100051	MICRO K12	05/13/2025	36,324.45
165100052	MURRAY, KENNETH M	05/13/2025	85.40
165100053	NATIONAL ASSOC OF SCHOOL NURSE	05/13/2025	1,530.00
165100054	NCWWCT	05/13/2025	17.35
165100055	NORCO INC	05/13/2025	57.89
165100056	NORTH CENTRAL E S D	05/13/2025	14,096.00
165100057	OFFICE DEPOT-ODP BUSINESS SOLU	05/13/2025	542.85
165100058	OREILLY AUTO PARTS	05/13/2025	1,878.31
165100059	OXARC	05/13/2025	72.45
165100060	PATTERSON, KAREN D	05/13/2025	8,494.40
165100061	PITSCO EDUCATION LLC	05/13/2025	1,442.30
165100062	PLATT ELECTRIC SUPPLY	05/13/2025	160.35
165100063	PUD NO 2 OE GRANT COUNTY	05/13/2025	23,651.13
165100064	QCL INC	05/13/2025	77.00
165100065	QUILL CORPORATION	05/13/2025	325.72
165100066	RAMSEY SOLUTIONS	05/13/2025	2,502.85
165100067	RWC INTERNATIONAL, LTD	05/13/2025	13,206.20

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Check Nbr	Vendor Name	Check Date	Check Amount
165100068	SIGNS NOW	05/13/2025	1,368.95
165100069	SODEXO INC. & AFFILIATES	05/13/2025	93,514.31
165100070	SOLE PERFORMANCE	05/13/2025	682.92
165100071	SOUTHPAW ENTERPRISES	05/13/2025	267.90
165100072	TANDY THERAPY LLC	05/13/2025	2,043.04
165100073	THE BREAKTHROUGH COACH	05/13/2025	2,335.00
165100074	THERAPY SHOPPE INC.	05/13/2025	36.95
165100075	TINYEYE TECH CORP.	05/13/2025	7,005.88
165100076	W S I P C	05/13/2025	281.37
165100077	WASHINGTON TRUST BANK	05/13/2025	13,956.85
165100078	WASHINGTON FBLA	05/13/2025	9,860.00
165100079	WEINSTEIN BEVERAGE	05/13/2025	180.26
165100080	WELLS FARGO VENDOR FINANCIAL S	05/13/2025	3,835.62

80 Computer Check(s) For a Total of 388,374.08

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EPHRATA SCHOOL DISTRICT

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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
80	Computer	Checks For a Total of	388,374.08
Total For 80	Manual, Wire Tran, ACH & Computer	Checks	388,374.08
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	388,374.08

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-60.64	0.00	388,434.72	388,374.08

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 May 19, 2025, the board, by a _____ vote, approves payments, totaling \$17,619.34. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECT WARRANTS:
Warrant Numbers 165200001 through 165200002, totaling \$17,619.34

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

Check Nbr	Vendor Name	Check Date	Check Amount
165200001	E3 SOLUTIONS, INC	05/13/2025	11,282.97
165200002	HOLMES ELECTRIC, INC.	05/13/2025	6,336.37

2	Computer	Check(s) For a Total of	17,619.34
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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
2	Computer	Checks For a Total of	17,619.34
Total For 2	Manual, Wire Tran, ACH & Computer Checks		17,619.34
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		17,619.34

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	17,619.34	17,619.34

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 May 19, 2025, the board, by a _____ vote, approves payments, totaling \$17,690.85. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB FUND WARRANTS:
Warrant Numbers 165400001 through 165400013, totaling \$17,690.85

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

Check Nbr	Vendor Name	Check Date	Check Amount
165400001	AMAZON CAPITAL SERVICES	05/13/2025	1,282.28
165400002	BROSE'S	05/13/2025	1,593.91
165400003	EHS IMPREST ASB - M. ALLEN	05/13/2025	3,694.00
165400004	GRANDVIEW HIGH SCHOOL	05/13/2025	225.00
165400005	KING COUNTY DIRECTORS ASSOC.	05/13/2025	326.62
165400006	SILVERWOOD THEME PARK	05/13/2025	228.76
165400007	STAHL'S TRANSFER EXPRESS	05/13/2025	318.15
165400008	TIME OUT RESTAURANT	05/13/2025	182.51
165400009	WAHSET DISTRICT #1/ J FACER	05/13/2025	2,911.00
165400010	WASHINGTON TRUST BANK	05/13/2025	3,759.30
165400011	WASHINGTON TRUST BANK	05/13/2025	1,629.17
165400012	WASHINGTON FLORAL SERVICE, INC	05/13/2025	796.74
165400013	WEINSTEIN BEVERAGE	05/13/2025	743.41

13	Computer	Check(s) For a Total of	17,690.85
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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
13	Computer	Checks For a Total of	17,690.85
Total For 13	Manual, Wire Tran, ACH & Computer	Checks	17,690.85
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	17,690.85

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	0.00	0.00	17,690.85	17,690.85

Electoral System

Redistricting Division or Re-division of District into Director Districts under 28A.343.040

If the district decides to create director districts or re-divide director districts under RCW 28A.343.040, the district will develop a plan consistent with the following criteria:

- A. Each director district will be as nearly equal in population as possible;
- B. Each director district will be as compact as possible and consist of geographically contiguous area;
- C. Population data will not be used for purposes of favoring or disfavoring any racial group or political party; and
- D. Each director district will, to the extent feasible and if not inconsistent with the basic enabling legislation for the district, coincide with existing recognized natural boundaries and will, to the extent possible, preserve existing communities of related and mutual interest.

During the adoption of its plan, the district shall ensure that full and reasonable public notice of its actions is provided. The district will publish a draft plan and hold a meeting, including notice, and comment, within ten days of publishing the draft plan and at least one week before adopting the plan. The district will amend the draft plan as necessary after receiving public comments and resubmit any amended plan for additional written public comment at least one week before adopting the plan.

Any registered voter residing in an area affected by the redistricting plan may request review of the adopted local plan by the superior court of the county in which he or she resides, within fifteen days of the plan's adoption. Any request for review must specify the reason or reasons alleged why the local plan is not consistent with the applicable redistricting criteria. The district may be joined as respondent. The superior court shall thereupon review the challenged plan for compliance with the applicable redistricting criteria.

Changing the Electoral System under the Washington Voting Rights Act

If the district changes its electoral system to remedy a potential violation of the Washington Voting Rights Act by implementing director districts, then the district will develop a plan consistent with the following criteria:

1. Each director district will be as nearly equal in population as possible;
2. Each director district will be as compact as possible and consist of geographically contiguous area;
3. Each director district will, to the extent feasible and if not inconsistent with the basic enabling legislation for the district, coincide with existing recognized natural boundaries and will, to the extent possible, preserve existing communities of related and mutual interest; and
4. Director-district boundaries will not be drawn or maintained in a manner that creates or perpetuates the dilution of the votes of the members of a protected class or classes.

Before adopting its plan, the district will provide public notice to its residents about its proposed remedy. If a significant segment of its residents has limited English proficiency and speak a language other than English, then the district will provide accurate written and verbal notice of the proposed remedy in languages that diverse residents of the district can understand and air radio or television public service announcements describing the proposed remedy in the languages that diverse residents of the district can understand. The district will also hold at least one public hearing at least one week before the district's plan is adopted.

If the district changes its director boundaries under the Washington Voting Rights Act, all director positions are subject to election at the next regular election. The district may subsequently choose to stagger the terms of its positions.

Dissolution of Director Districts

Upon receipt by the educational service district superintendent of a resolution adopted by the board or a written petition from a first-class or second-class school district signed by at least twenty percent of the registered voters of the district previously divided into director districts, which resolution or petition shall request dissolution of the existing director districts and reapportionment of the district into no fewer than three director districts and with no more than two directors at large, the superintendent, after formation of the question to be submitted to the voters, shall give notice thereof to the county auditor who shall call and hold a special election of the voters of the entire district to approve or reject such proposal, such election to be called, conducted and the returns canvassed as in regular district elections.

If approval of a majority of those registered voters voting in said election is acquired, at the expiration of terms of the incumbent directors of the district their successors shall be elected in the manner approved.

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](#).

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.

1611 - Conflicts of Interest (Districts with fewer than 2,000 students)

Cross References:

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

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](#).

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.

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: 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
RCW28A.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

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

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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

School Safety and Security Services Program

Safety and Security Staff Training

The district recognizes that trained safety and security staff know when to informally interact with students to reinforce school rules and when to enforce the law. Prior to assigning safety and security staff to work on school property when students are expected to be present, the district and its contractors must either:

A. Confirm that the safety and security staff have completed training series documentation provided by the educational service district; or

B. Require the safety and security staff to complete the following educational service district training series: two components for school resource officers and three components for other safety and security staff, which must meet the following requirements:

(i) All safety and security staff must complete classroom training on the subjects listed below, within the first six months of working on school property when students are expected to be present:

- Constitutional and civil rights of children in schools, including state law governing search and interrogation of youth in schools;
- Child and adolescent development;
- Trauma-informed approaches to working with youth;
- Recognizing and responding to youth mental health issues;
- Educational rights of students with disabilities, the relationship of disability to behavior, and best practices for interacting with students with disabilities;
- Collateral consequences of arrest, referral for prosecution, and court involvement;
- Resources available in the community that serve as alternatives to arrest and prosecution and pathways for youth to access services without court or criminal justice involvement;
- Local and national disparities in the use of force and arrest of children;
- De-escalation techniques when working with youth or groups of youth;
- State law regarding restraint and isolation in schools, including RCW 28A.600.485
- Bias free policing and cultural competency, including best practices for interacting with students from particular backgrounds, including English learner, Lesbian Gay Bisexual Transgender and Queer (LGBTQ), immigrant, female, and nonbinary;
- The federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g) requirements, including limits on access to and dissemination of student records for non-educational purposes; and
- Restorative justice principles and practices;

(ii) All safety and security staff must complete two days of on-the-job training with experienced safety and security staff, at the school of the experienced staff, within the first year of working on school property when students are expected to be present; and

(iii) Safety and security staff who are not school resource officers must complete at least six check-in trainings with experienced staff within the first year of working on school property when students are expected to be present.

Complaint Resolution Process

The district recognizes the importance of establishing a simple and effective means for resolving concerns that may arise related to safety and security staff. The following complaint resolution system will address concerns regarding safety and security staff, provide for the investigation of complaints, and provide for timely communication of the resolution of the complaint to the complainant.

The complaint resolution system shall allow parents and guardians and adult students to submit complaints. A complaint shall mean a written claim by a parent or guardian or adult student that alleges improper conduct by safety and security staff that has directly aggrieved them.

The following procedure has been established for resolving a written complaint filed by a parent or guardian or adult student.

Step One

The parent or guardian or adult student will present the complaint in writing to the school principal or their designee within 5 calendar days of the action or incident that gave rise to the complaint. The written statement of the complaint will contain:

- A. The facts upon which the complaint is based as the parent or guardian or adult student who is filing the complaint sees them;
- B. A reference to the policies/procedures of the district which have allegedly been violated; and
- C. The remedies sought.

Failure to submit a written complaint within the timeline specified will result in waiver of the complaint.

If a written complaint is filed in compliance with the timeline specified above, the parent or guardian or adult student will discuss this complaint with the school principal or their designee. A sincere effort will be made to resolve the complaint at this level. If the parent or guardian or adult student does not appeal the complaint to the superintendent or their designee in writing within 5 calendar days of the parent or guardian or adult student's meeting with the school principal or their designee, the complaint will be waived.

Step Two

If the parent or guardian or adult student does appeal the complaint to the superintendent or their designee in writing within 5 calendar days of the parent or guardian or adult student's meeting with the school principal or their designee, the superintendent or their designee will, within 10 calendar days of the receipt of the complainant's written appeal, meet with that parent or guardian or adult student to hear their claim.

The superintendent or their designee will render a decision regarding the appeal within 2 calendar days of the parent or guardian or adult student's meeting with the superintendent or their designee. The superintendent or their designee's decision will be considered final.

Annual Data Collection and Reporting

The district must annually collect the following information on safety and security staff:

- A. The total number of safety and security staff working in the district and in each school building, and number of days per week that each staff works;
- B. The name of any law enforcement agency or private organization with which the district has an agreement for safety and security services;
- C. A description of each incident where safety and security staff were involved that resulted in student discipline, use of force against a student, or a student arrest. For each student involved in the incident, the description must include:
 - (i) The student's race, ethnicity, and other demographics; and
 - (ii) Whether the student has an individualized education program or plan developed under section 504 of the rehabilitation act of 1973;

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D. The number of complaints related to job duties and student interactions filed against safety and security staff; and

E. Other school safety and security information required by the office of the superintendent of public instruction.

The district must annually submit any agreements with a law enforcement agency or security guard company as well as the information collected above to the office of the superintendent of public instruction. The district will provide this information in the time and in the manner required by the office of the superintendent of public instruction. The office of the superintendent of public instruction will make the submitted agreements and information publicly available. To the extent possible, information collected under C. above must be disaggregated as provided in RCW 28A.300.042.

Management Resources: 2022 - October Issue

Election Activities

The district, as part of its mission to educate and instill civic 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 will develop procedures to implement this policy that are consistent with the guidelines provided by the Public Disclosure Commission at <http://www.pdc.wa.gov/>.

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

First Reading 4.25; Second Reading 5.25
Prior Revised Dates: 10.01; 12.11

Student Safety Walking, Biking, and Riding Buses

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.

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 or designee to ride the bus to and from any school activity.

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 stopping place unless so authorized by the superintendent or designee. In order to 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 or designee.

B. Emergencies

In the event of an accident or other emergency, the bus driver should follow the emergency procedures in accordance with the School Bus Driver Handbook produced by the Office of Superintendent of Public Instruction. A copy of the emergency procedures ought to be located in each bus. To 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.

C. 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 392-145-021](#) 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.

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.

D. Safe Routes To School Plan

Pursuant to [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.

The district will conduct a walking and biking audit within a one mile radius of the school and develop a Safe Routes 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. traffic patterns;
2. existing traffic controls;
3. existing school patrols;
4. limits on the number of school crossings so that students have to move through the crossings in groups;
5. allowing only one entrance-exit from each block to and from school;
6. routes that provide the greatest physical separation between walking children and traffic;
7. routes that expose students to the lowest speeds and volumes of moving vehicles; and
8. routes that include the fewest number of road or rail crossings.

The superintendent or designee will review the plan and, upon 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 School Wellness Plan to encourage parents and students who walk and bike to school to use the recommended routes.

Cross References:	3241 - Student Discipline 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

Procedure - Student Safety Walking, Biking, and Riding Buses to School

Student Conduct on Buses

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus may be cause for the principal to suspend the transportation privilege.

Rules of conduct for students riding buses:

- A. Students will obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and will be obeyed. If an aide is assigned to the bus by the district, he/she will also be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach will be primarily responsible for the behavior of the students. Students will obey the driver, aide, and the teacher, coach, or other staff member.
- B. Students will ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
- C. Students will not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
- D. Students assigned seats will use only that seat unless permission to change is authorized by the driver.
- E. Students will observe rules of classroom conduct while riding on buses. Noise will be kept down to avoid distracting the driver. Students will refrain from the use of obscene language or gestures.
- F. Students will not smoke or ignite lighters or matches on buses.
- G. Students will not eat on buses, except when specifically authorized and supervised by and accompanying teacher, coach or other staff member. Buses will be kept clean.
- H. Students will not open bus windows without the driver's permission.
- A. Students will not extend any part of their body out of bus windows at any time.
- J. Students will not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings will be kept out of aisles.
- K. Students will not have animals on buses, except one providing assistance to a disabled student.
- AX. Students will not sit in the driver's seat or to the immediate right or left of the driver.
- ALL. Students will refrain from talking to the driver unless necessary.

- N. Students will go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
- O. Students will get on/off the bus in an orderly manner and will obey the instructions of the driver or school safety individuals on duty. There will be no pushing and shoving when boarding or leaving the bus. Once off the bus, students will adhere to rules for pedestrians.
- P. Students will never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
- Q. Students will stand away from the roadway curb when any bus is approaching or leaving a stop.
- R. Students going to and from their bus stops where there are no sidewalks will walk on the left-hand side of the roadway facing oncoming traffic. Students will go directly to their homes after leaving the bus.
- S. Students will use lap belts on buses when available.
- T. Students will follow emergency exit drill procedures as prescribed by the driver.
- U. Students will not tamper with emergency doors or equipment.
- E. Students will remain quietly seated, not exhibit disruptive behavior and turn off all noise-making devices while on the bus.
- W. Parents of students identified as causing damage to buses will be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
- J. Student misconduct may constitute sufficient reason for suspending transportation privileges.

Disciplinary Procedures

Principals are responsible for correcting students whose abusive behavior results in a bus-incident report or violates the rules above. The principal or designee will provide supervision during bus arrival and departure times and receive reports (written and oral) from the drivers.

The principal will ensure that students comply with the specified regulations. Principals must maintain open lines of communication among school officials, bus drivers, and the transportation department.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these standards may result in formal complaints by citizens which may be forwarded to principals for possible corrective action.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of a student riding a bus may result in a written report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver or bus supervisor communicates a student's conduct to the school and transportation department. This report, in most cases, reflects an infraction of rules which is repeated by the student after his/her having received previous oral warnings from the driver or bus supervisor. In order for drivers and bus supervisors to effectively maintain control of their buses, it is expected that action be exercised by principals when receiving such a report.

When a student's conduct constitutes an infraction of the rules, the driver or bus supervisor will complete a report on the student describing the incident or damage that occurred. The driver or bus supervisor will provide the student with a copy of the report, hand the original report to the principal and submit a copy to the transportation supervisor. The copy of the report concerning special education students will be given to the principal for disposition.

The principal upon receiving the report will investigate the circumstances surrounding the incident and take action according to Board Policy 3241 – Student Discipline.

The action taken by the principal will be annotated on the report and forwarded to the student's parent for signature. The transportation department will be notified.

Drivers may be advised to file assault and battery charges against students who physically assault them. Under no circumstances will the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

The student or parent of a student who has been suspended from receiving transportation entitlements may appeal the principal's decision by submitting a written statement to the superintendent or designee. The superintendent or designee will render a decision after evaluating the issues and facts involved.

Emergencies

The transportation supervisor will review the contents of the School Bus Driver's Handbook with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure outlined in the handbook. At the start of each field trip or extracurricular trip, the school bus driver will review with all passengers the location and use of the emergency exits, emergency equipment, and any district emergency procedures.

In the event of a collision, the driver will make contact with the transportation supervisor who will:

- A. Determine the nature of the collision;
- B. Contact emergency services if there is reason to believe that there are injuries which require immediate attention;
- C. Contact the state patrol regarding the accident;
- D. Advise the superintendent of schools;
- E. Investigate the collision and gather the names of all students and witnesses;
- F. Dispatch another bus to transport the student to their destination; and
- G. Contact the parent(s) or guardian(s) of any students who are injured.

To facilitate the responsibilities assigned to the transportation department, the supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers that are authorized to ride each bus route.

Management Resources: 2014 - August Issue

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 and notify the Office of the Superintendent of Public Instruction of that determination.

If the district provides transportation through a private nongovernmental entity, the district will comply with the requirements of RCW 28A.160.140 and will annually provide the Office of the Superintendent of Public Instruction with the information identified in RCW 28A.160.250.

Cross References: 6630 - Driver Training and Responsibility

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.

First Reading 4.25; Second Reading 5.25
 Prior Revised Dates: 10.00; 2.06; 06.07; 12.11; 7.24

Nutrition

The board recognizes that a healthy school environment prepares students for their futures. Students who eat well-balanced meals are more likely to learn in the classroom. The board supports the district's increased emphasis on nutrition 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.

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.

Cross References: 6701 – Physical Education and Recess
6702 – Health and Wellness

Legal References: RCW 28A.210.365 Food choice physical activity, childhood fitness – minimum standards-district waiver or exemption policy
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
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

First Reading 4.25, Second Reading 5.25
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

RCW 69.06.050 Permit to be secured within fourteen days from time of employment.
RCW 69.06.070 Limited duty permit
WAC 392-157-125 Time for meals
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
Policy News, February 2005
Policy News, December 2004
OSPI Child Nutrition School Wellness Policy Best Practices for Policy Development,
Implementation and Evaluation

Procedure - Nutrition

Nutrition and Food Services Program

Meal Applications and Eligibility for School Meals

As a sponsor of the National School Lunch Program and School Breakfast Program, the district will provide free and reduced-price breakfasts and lunches to students who qualify in accordance with the programs.

If operating standard counting and claiming, the district will annually distribute the Letter to Households and Free and Reduced-Price Meal Applications to all student households at the beginning of each school year. If a parent or guardian of a student needs assistance with application materials in a language other than English, the district will offer appropriate assistance to that parent or guardian. The district will protect the identity of students eligible for free and reduced-price meals in accordance with USDA guidelines for confidentiality and disclosure of student eligibility for such meals.

If the district has obtained available information from other sources that the student is likely eligible for free or reduced-price meals, but the parent or guardian has not submitted an application to determine the student's eligibility, the district will complete and submit the application for the student in accordance with the authority granted under 7 CFR Part 245.6(d). The completed application must set forth the district's basis for determining the student's eligibility. A district family determined eligible under this process will be notified that the family's children are eligible for free or reduced-price meals or free milk. This determination must be made family by family, and the district will not make eligibility determinations or certifications by categories or groups of children.

If operating the Community Eligibility Provision (CEP) or other non-pricing option, the district will distribute the Letter to Households and the Family Income Survey to all student households at the beginning of each school year. If a parent or guardian of a student needs assistance with application materials in a language other than English, the district will offer appropriate assistance to that parent or guardian. The district will protect the student's identity and the confidentiality and disclosure of the data on a Family Income Survey.

At least monthly, the district will directly certify students for free school meals if the students qualify because of enrollment in assistance programs, including but not limited to the supplemental nutrition assistance program, the temporary assistance for needy families, and Medicaid.

The district and its school staff will work to improve systems for identifying homeless students, students in out-of-home care, runaway students, and migrant students to ensure that each student has proper access to free school meals and that applicable accountability and reporting requirements are satisfied.

Students in prekindergarten through twelfth grade who qualify for reduced-price breakfasts or lunches will not be required to pay a copay.

Meal Patterns and Menu Planning

The district will follow the USDA meal patterns for the National School Lunch Program, School Breakfast Program, and Smart Snacks in School standards for all food and beverages sold to students on school campus during the school day.

Community Eligibility Provision

Each school with an Identified Student Percentage (ISP) of at least 40% must participate in the USDA CEP and offer meals at no cost to all students.

To the extent practicable, the district will group schools to maximize the number of schools eligible to participate in the CEP.

The Identified Student Percentage (ISP) is calculated by dividing the number of Identified Students, students categorically eligible for free school meals by direct certification or in other ways, by the total enrollment.

Adopted 5.25

Prior Revised Dates: 12.04; 02.05; 12.11; 02.14; 06.15;
04.17; 05.18; 02.20; 06.21; 06.22; 07.23; 3.24

Free Meals

Certain elementary schools must provide free breakfast and lunch each school day to any student who requests breakfast, lunch, or both regardless of the student's eligibility for a federally reimbursed free or reduced-price meal. The meals must be nutritiously adequate and qualify for federal reimbursement under the school lunch program or the school breakfast program. Students may only receive one free meal in a meal service period.

The requirements described above apply to elementary schools that provide educational services to students in kindergarten, first grade, second grade, third grade, or fourth grade and where 30% or more of their students meet federal eligibility requirements for free or reduced-price lunches. However, those schools that are participating in the CEP are exempt from these requirements while participating in the CEP.

Schools where 40% or more of their students are eligible for free or reduced-price lunches must meet the requirements described above beginning with the 2023–2024 school year. Schools where between 30 and less than 40% of their students are eligible for free or reduced-price lunches must meet the requirements described above beginning with the 2024–2025 school year.

Despite the requirements described above, the district will continue collecting free and reduced-price meal eligibility applications when applicable and run direct certification at least monthly. Further, the district will annually monitor data for eligibility in the CEP and apply when eligible.

Breakfast After the Bell

Each high-needs school shall offer breakfast after the bell to each student and provide adequate time for students to consume the offered food. Schools that are not obligated by state law to offer breakfast after the bell are encouraged to do so.

High-needs schools with at least 70% of free or reduced-price eligible children participating in both school lunch and school breakfast are exempt from the requirements of the paragraph above. The Office of the Superintendent of Public Instruction will evaluate individual participation rates annually.

Each high-needs school and the district may determine the breakfast after the bell service model that best suits its students. Service models include, but are not limited to, the following: breakfast in the classroom; grab-and-go breakfast; and second-chance breakfast. All breakfasts served in a breakfast after the bell program must comply with chapter 28A.235 RCW and federal meal patterns and nutrition standards for school breakfast programs under the federal Healthy, Hunger-Free Kids Act of 2010, as well as any federal regulations implementing that act.

When choosing foods to serve for a breakfast after the bell program, schools must give preference to foods that are healthful and fresh, and if feasible, give preference to Washington-grown food.

For this program, the following definitions shall apply:

- "Breakfast after the bell" means a breakfast that is offered to students after the beginning of the school day. Examples of breakfast after the bell models include, but are not limited to, the following:
 - "Grab-and-go," in which easy-to-eat breakfast foods are available for students to take at the start of the school day or in between morning classes;
 - "Second-chance breakfast," in which breakfast foods are available during recess, a nutrition break, or later in the morning, for students who are not hungry first thing in the morning, or who arrive late to school; and
 - "Breakfast in the classroom," where breakfast is served in the classroom, often during homeroom or first period.
- "Eligible for free or reduced-price meals" means a student who is eligible under the national school lunch program or school breakfast program to receive lunch or breakfast at no cost to the student or at a reduced cost to the student.
- "High-needs school" means any public school:
 - That has enrollment of 70% or more students eligible for free or reduced-price meals in the prior school year; or

Adopted 5.25

Prior Revised Dates: 12.04; 02.05; 12.11; 02.14; 06.15;
04.17; 05.18; 02.20; 06.21; 06.22; 07.23; 3.24

- That is using provision two of the National School Lunch Act or the CEP to provide universal meals and that has a free claiming percentage of 70% or more.
- "Public school" has the same meaning as provided in RCW 28A.150.010.
- "School breakfast program" means a program meeting federal requirements under 42 U.S.C. Sec. 1773.
- "School lunch program" means a program meeting federal requirements under 42 U.S.C. Sec. 1751.
- "Instructional hours" means those hours students are provided the opportunity to engage in educational activity planned by and under the direction of school district staff, as directed by the administration and board of directors of the district, inclusive of intermissions for class changes, recess, and teacher/parent-guardian conferences that are planned and scheduled by the district for the purpose of discussing students' educational needs or progress, and exclusive of time actually spent for meals. If students are provided the opportunity to engage in an educational activity that is part of the regular instructional program concurrently with the consumption of breakfast, the period designated for student participation in breakfast after the bell must be considered instruction hours.

Mealtimes

The district will set mealtimes to allow breakfast to be served as close to the start of the school day as possible (except the Breakfast After the Bell program, above) and lunch to be served between 10:00 am and 2:00 pm. The length of the meal period will allow enough time for students to be served and eat a complete meal as well as take care of personal hygiene needs. The district will strive to identify and remove barriers to every student receiving 20 minutes of seated lunch time and scheduling recess before lunch for elementary students. The superintendent or designee will periodically monitor district schools for progress in implementing these provisions to the extent appropriate and feasible and report to the board.

Food Safety Plan

The district will establish a Food Safety Plan based on Hazard Analysis and Critical Control Points. Because of the potential liability of the district, the food services program will not accept donations of food other than as provided in this policy without board approval. Should the board approve a food donation, the superintendent or designee shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

Meal Pricing

The board shall determine paid meal prices annually and for the National School Lunch Program and follow Paid Lunch Equity regulations.

Adult meal prices shall be set to allow teachers, administrators, and parents to demonstrate their support for school meal programs by occasionally eating with students. The price must be the price charged to students paying the full meal price plus the value of federal reimbursement for paid meals and the USDA Food Value.

USDA Foods

The district will use the full entitlement of USDA Foods made available under the Federal Food Distribution Program for school meal programs.

Non-Profit School Food Service Account

The district will maintain a non-profit school food service account. All revenues shall be used solely for the school meal programs and to improve the quality of the food service program for the students being served. Food sold a la carte and food sold to other school entities will be priced to recover, at a minimum, food costs.

Charge Policy

To allow students to receive nutritious meals, to prevent over-identification of students with insufficient funds to pay for school meals, and to maintain the financial integrity of the nonprofit school nutrition program, the district will establish a written meal charge process for students eligible for reduced price meals and students that are not eligible for meals. The meal charge policy will be communicated to

households each year so that district employees, families, and students have a shared understanding of expectations regarding meal charges.

Unpaid Meal Charges

If a student has not paid for five or more previous meals, the school will determine whether the student is categorically eligible for free meals. If no application has been submitted for the student to determine their eligibility for free or reduced-price meals, the school will make no fewer than two attempts to contact the student's parent or guardian to have them submit an application. A principal, assistant principal, or school counselor will contact the parent or guardian to offer assistance with completing an application to determine the student's eligibility for free or reduced-price meals, determine whether there are any household issues that may prevent the student from having sufficient funds for school meals, and offer any other appropriate assistance.

No school or school district personnel or school volunteer may do any of the following:

- Take any action that would publicly identify a student who cannot pay for a school meal or for meals previously served to the student, including but not limited to requiring the student to wear a wristband, hand stamp, or other identifying markers, or by serving the student an alternative meal;
- Require a student who cannot pay for a school meal or for meals previously served to the student to perform chores or other actions in exchange for a meal or for the reduction or elimination of a school meal debt, unless all students perform similar chores or work;
- Require a student to dispose of an already-served meal because of the student's inability to pay for the meal or because of money owed for meals previously served to the student;
- Allow any disciplinary action that is taken against a student to result in the denial or delay of a nutritionally adequate meal to the student; or
- Require a parent or guardian to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

Communications for a school or school district about amounts owed for meals previously served to a student under the age of fifteen may only be directed to the student's parent or guardian. Neither this policy nor chapter 28A.235 RCW prohibits the district from sending a student home with a notification that is addressed to the student's parent or guardian.

A parent or guardian will be notified of a negative balance of a student's meal account no later than ten days after the student's school meal account has reached a negative balance. Within thirty days of sending this notification, the district will exhaust all options to directly certify the student for free or reduced-price meals. Within these thirty days, while the district is attempting to certify the student for free or reduced-price meals, the student may not be denied access to a school meal unless the district determines that the student is ineligible for free or reduced-price meals.

If the district is unable to directly certify the student for free or reduced-price meals, the school district will provide the parent or guardian with a paper copy of, or an electronic link to, an application for free or reduced-price meals with the negative-balance notification described above and encourage the parent or guardian to submit the application.

The district's Meal Charge Policy will also address unpaid meal charges. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received. *[District Note – Insert here the following language if opting to provide alternate meals: "The District will provide alternate meals meeting federal and state requirements to students who have charged the maximum amount allowed to their student account and cannot pay out of pocket for a meal."]*

The district will make reasonable, discrete efforts to notify families when meal account balances are low through use of *[insert notification method, e.g., automated calling system, letters sent home]*. Families will be notified of an outstanding negative balance once the negative balance reaches *[\$[insert dollar amount]]* or reflects a total of *[insert number]* meals.

Adopted 5.25

Prior Revised Dates: 12.04; 02.05; 12.11; 02.14; 06.15;
04.17; 05.18; 02.20; 06.21; 06.22; 07.23; 3.24

Policy 6700P
Essential

Negative balances of more than \$*[insert dollar amount]* not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]* will be considered delinquent debt and will be turned over to the superintendent or designee for collection. The district will make reasonable, discrete efforts to collect delinquent (overdue) unpaid meal charges, which is an allowable use of National School Food Service Account (NSFSA) funds, and will coordinate communications with families to resolve the charges. Options may include collection agencies, small claims court, or any other collection method permitted by law and consistent with the Fair Debt Collection Practices Act.

District employees may use a charge account for meals, but may charge no more than \$*[insert amount]* to their account. When an account reaches this limit, the employee will not be allowed to charge additional meals or a la carte items until the negative account balance is paid.

Children with Special Dietary Needs

The district will establish procedures to accommodate children with special dietary needs when a diet prescription form is signed by a licensed medical authority. The district food service department will work with the school's 504 Coordinator to accommodate students' special dietary needs.

Civil Rights

The district will follow USDA Food and Nutrition Civil Rights and nondiscrimination policies.

Procurement

The district will follow all state and Federal guidelines when procuring food for the Federal School Meal Programs. And as part of district procurement procedures, the district will establish a procurement plan and Code of Conduct consistent with the Uniform Grant Guidance (2 CFR Part 200). Food specifications shall be written in a manner to procure food products that meet the school meal pattern requirements.

Smart Snacks Standards in School

All foods and beverages sold to students on campus during the school day (e.g., vending machines, DECA school stores, bake sales, and other school fundraisers) must meet USDA Smart Snacks standards. No food or drink items will be sold unless they have been approved by the principal or school official responsible for oversight of the Smart Snacks standards or as designated in the wellness policy.

Best Practices for Meal Service

The superintendent or designee will make reasonable efforts to ensure the following occurs:

- Student participation in the breakfast and lunch programs is encouraged;
- Any student may eat in the school cafeteria or other designated place;
- Schools provide varied and nutritious food choices consistent with the applicable school meal program guidelines;
- Healthy foods are competitively priced;
- Meal prices are conspicuously posted in each cafeteria or designated meal area;
- Seating for meals is uncrowded and occurs in a pleasant and safe environment;
- Supervision during mealtime is appropriate and rules for mealtime behavior are consistently enforced;
- Implement recess before lunch;
- Bus schedules allow students to arrive in time for participation in the School Breakfast Program;
- Alternate breakfast service models are implemented so that students have access to breakfast meals; and
- Community Eligibility Provision or Provision 2 Special Assistance Program is implemented in qualifying schools.

On testing days, the district may provide free, nutritious meals to all students, including those who do not qualify for free or reduced priced federal school meal benefits. However, the district must use non-federal funds to cover the cost of providing such meals.

Water

To promote hydration, free, safe, and unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where

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school meals are served during mealtimes. In addition, students will be allowed to bring with them and carry throughout the day approved water bottles (filled only with water).

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards, including the following:

- Foods brought for celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- Classroom snacks brought by parents. The district will provide parents with a list of foods and beverages that meet Smart Snack nutrition standards.
- Rewards and incentives. The district will provide teachers and other relevant school staff with a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards may be sold through fundraisers on the school campus during the school day. The district will make available to parents and teachers a list of healthy fundraising ideas.

- Schools will use only non-food fundraisers and encourage those promoting physical activity (such as walk-a-thons, Jump Rope for Heart, fun runs, etc.).
- Fundraising during and outside school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community. Instruction for marketing nutritious foods and healthy lifestyle will, as resources allow, be incorporated into DECA courses.

The district will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through the following:

- Implementation of at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques.
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the district and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/>.

Staff Qualifications and Professional Development

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Family and Community Involvement

To promote family and community involvement in supporting and reinforcing nutrition education in schools, the school principal is responsible for ensuring that the following occurs:

- Nutrition education materials and breakfast and lunch menus are made available to parents;
- Parents are encouraged to promote their child's participation in the school meals program. If their children do not participate in the school meals program, parents should provide their children with healthy snacks/meals;
- Families are invited to attend exhibitions of student nutrition projects or health fairs;

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Prior Revised Dates: 12.04; 02.05; 12.11; 02.14; 06.15;
04.17; 05.18; 02.20; 06.21; 06.22; 07.23; 3.24

Policy 6700P
Essential

- Nutrition education curriculum includes homework that students can do with their families (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
- School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate; and
- School staff consider the various cultural preferences in developing nutrition education programs and food options.

Nutrition Education

The district's K-12 nutrition education curriculum will align with the Washington State Health and Physical Education K-12 Learning Standards and will be designed to provide students with the knowledge and skills necessary to promote healthy behavior.

The district's nutrition education K-12 curriculum should include, but not be limited to, the following concepts:

- Age-appropriate, developmentally-appropriate, and culturally relevant nutritional knowledge, including:
 - The relationship of nutrition and food nutrients to physical performance and body composition;
 - The benefits of healthy eating;
 - Essential nutrients;
 - Nutritional deficiencies;
 - The principles of healthy weight management;
 - The use and misuse of dietary supplements;
 - Safe food preparation, handling, and storage; and
 - Appreciation of cultural diversity related to food and eating.
- Age-appropriate nutrition-related skills, including how to:
 - Gather and analyze health information;
 - Analyze nutrition information to plan and prepare a healthy meal;
 - Understand and use food labels,
 - Evaluate nutrition information, misinformation, and commercial food and advertising; and
 - Assess one's personal eating habits, set goals for improvement, and achieve those goals.

Adopted 5.25

Prior Revised Dates: 12.04; 02.05; 12.11; 02.14; 06.15;
04.17; 05.18; 02.20; 06.21; 06.22; 07.23; 3.24

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](#)

Procedure - Recess and Physical Activity

Recess

By no later than the 2024–2025 school year, the district will provide at least thirty minutes of recess for all elementary-school students each school day that exceeds five hours. Schools may provide additional recess time before or after the school day, but that time may not be counted toward the thirty minutes of recess that is required. Additionally, time spent changing into and out of clothes for outdoor play should not be used to meet the thirty-minute requirement.

Recess must be supervised and student-directed. It must aim to be safe, inclusive, and high quality. To achieve those aims, schools will offer opportunities that align with state and national recess recommendations and maintain safe and age-appropriate equipment to use during recess. Schools may also include organized games as part of recess, but they should avoid including or permitting students to use computers, tablets, or phones during recess. Whenever possible, recess should be held outside. But if recess is held indoors, schools should use an appropriate space that promotes physical activity.

Recess will complement, not substitute for, physical education class.

Schools should not withhold recess as a form of discipline unless a student's participation in recess poses an immediate threat to the safety of the student or others. Nor should schools withhold recess to compel students to complete academic work. Schools should develop alternatives to withholding recess as a form of discipline or as a way to compel students to complete academic work.

The district encourages recess to be scheduled before lunch whenever possible. Scheduling recess before lunch reduces food waste, maximizes nutrition, and allows students to be active before eating. If recess is offered before lunch, schools will place appropriate hand-washing facilities and/or hand-sanitizing mechanisms just inside or outside the cafeteria to ensure proper hygiene prior to eating. Students must use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria.

Physical Activity in Schools

Given that middle and high school students do not have recess, the district will encourage physical activity breaks for middle and high school students. All schools will participate in a Comprehensive School Physical Activity Program. A Comprehensive School Physical Activity Program (CSPAP) is a multi-component approach by which school districts and schools use all opportunities for students to be physically active, meet the nationally-recommended 60 minutes of physical activity each day, and develop the knowledge, skills, and confidence to be physically active for a lifetime. A CSPAP reflects strong coordination and synergy across all the components: quality physical education as the foundation, physical activity before, during, and after school, staff involvement, and family and community engagement.

Quality Physical Education

Schools will implement a physical education program that includes instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts, principles, strategies, and tactics related to movement and performance; knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness; responsible personal and social behavior that respects self and others; and values physical activity for health, enjoyment, challenge, self-expression, and social interaction.

Physical Activity during the School Day

The district recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Schools will encourage teachers to do the following:

- Incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

Policy 6701P Essential

- Provide short (3-5-minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Schools cannot use physical activity during the school day as punishment. For example, a school can't have a student run laps or do push-ups as a form of punishment.

Physical Activity Before and After School

The district offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods (e.g., physical activity clubs, intramurals, sports, etc.).

Active Transport

The district will identify safe and active routes to and from school to promote alternative transport methods for children, such as walking and bicycle programs. The district will encourage this behavior by engaging and promoting activities such as the following:

- Designation of safe or preferred routes to school;
- Promotional activities such as participation in International Walk to School Week, National Walk and Bike to School Week;
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area);
- Instruction on walking/bicycling safety provided to students;
- Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper;
- Use of crossing guards;
- Ensuring crosswalks exist on streets leading to schools;
- Documentation of the number of children walking and/or biking to and from school; and
- Creation and distribution of maps of the school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.).

School District Facilities

Access to school sites will be provided through permitting use of facilities to community youth sports groups consistent with the district's facilities use policy, community college, and municipal joint use agreements and partnerships with youth organizations so additional opportunities are available for all youth in the community to participate in quality physical activity, fitness, sports, and recreation programs.

Coversheet

Consider/Approve Joining Eastern Washington Quality School Coalition

Section:	III. Action Items
Item:	B. Consider/Approve Joining Eastern Washington Quality School Coalition
Purpose:	Vote
Submitted by:	
Related Material:	Eastern Washington Quality School Coalition.pdf EWQSC 2024-25 Priorities (1).pdf

Eastern Washington Quality School Coalition

- 2024-2025 cost to coalition members - \$1,745 (projected increase for 2025-2026 is IPD (2.5%) which will total less than \$1,800
- Lobbyist work
 - Advocacy
 - Identify Coalition priorities (via a survey of member districts)
 - Set up virtual meetings and in person meetings during the interim to establish and strengthen relationships with key legislators, Coalition legislative district legislators
 - During session, nearly weekly in-Olympia Coalition member meetings with legislators (handle all scheduling, including dinners)
 - Monitor and analyze legislation and provide testimony; organize testimony; introduce legislation, including securing sponsors; submit amendments to improve bill impact on legislation; stop or mitigate legislation that may negatively impact school districts
 - Facilitate connections with legislators, Governor's office, executive state agencies
 - Work with partner associations and other single district/ESD lobbyists and OSPI lobbyists
 - Consulting
 - Provide analysis and messaging both to individual school district members and to the Coalition
 - Related to analyzing legislation and topics, provide input and feedback to members
 - Advise individual members and Coalition on how to advance priorities, issues facing their districts
 - Communications
 - Review emails, testimony, other communications to legislators
 - Develop the Legislative Priorities fact sheet
 - Weekly meetings during the legislative session, and regular meetings over the interim, some with guest speakers
 - Offer training in advocacy and/or bill analysis for members

2025 LEGISLATIVE PRIORITIES

Eastern Washington
Quality Schools
Coalition

Close the Funding Gap
on the **BIG 3**
Basic Education
Needs

MEET INCREASED SCHOOL OPERATIONAL COSTS BY FUNDING MSOC

ADDRESS THE SIGNIFICANT UNDERFUNDING OF ALLOCATIONS FOR MATERIALS, SUPPLIES, AND OPERATING COSTS (MSOC).

While staffing represents the largest expense for school districts, there are many costs to running a school district which are non-staff related. The Legislature provides an allocation to cover these costs by providing for Materials, Supplies, and Operating Costs (MSOC) at a specific rate per student; however, state funding for MSOC has not kept pace with actual school district costs. Liability insurance alone has increased over 100 percent in the last five years, while utility costs have increased more than 40 percent. Replacement of 1 to 1 computers and technology is required in the near future. Current per pupil rates for MSOC simply does not come close to matching costs of running a school district. Most of these costs are market-driven and can't be controlled by School Districts, superintendents or school boards and their decisions. When required costs of running a school district exceed state funding, local revenues, mostly levies, must be used to fill the gap, reducing local resources for school district and community expectations.

FULLY FUND THE COST OF SPECIAL EDUCATION SERVICES.

School districts have a legal obligation to serve all students with disabilities in Washington, regardless of cost of services, yet they do not have the necessary resources to provide those services. Even with recent funding enhancements, the gap between school district expenditures for special education and related services substantially exceeds funding – and is growing. This gap requires districts to continue to use local funding sources, including local levies, to cover required costs. To ensure school districts are provided with funding that reflects the actual costs of service delivery, the Legislature must increase special education tiered multipliers, remove the enrollment funding cap, and fund training for inclusionary practices.

RECOMMEND A NEW STUDENT TRANSPORTATION FORMULA THAT IS MORE TRANSPARENT, PREDICTABLE, AND ADEQUATELY FUNDED, AND INCREASE FUNDING FOR “SPECIAL PASSENGER” CATEGORIES.

The Student Transportation Allocation Reporting System (STARS) has consistently underfunded districts' actual pupil transportation expenditures. The formula cannot forecast allocations with credible accuracy, calculates a final allocation in February which complicates budget decisions for school districts and the Legislature, and isn't fair to districts with atypical transportation routes.

FIX AND FUND STUDENT TRANSPORTATION

BIG PICTURE FIXES

PUT A PAUSE ON POLICIES AND NEW SCHOOL YEAR REQUIREMENTS, DELAY, OR MAKE VOLUNTARY SOME REQUIREMENTS ON SO DISTRICTS CAN FOCUS ON CORE ACADEMIC NEEDS.

Since the 2018 session, the legislature has added 77 new school year requirements, including nine for the 2024-25 school year, without additional funding or staff to support implementation. Even without action in the 2025 legislative session, in the next three school years, districts will be required to implement another eight new requirements. This does not include the various reporting, auditing and other requirements that have been passed by the Legislature in previous legislative sessions. It's time to let the system rest to allow school districts to focus on helping students succeed academically.

SUPPORT STUDENT MENTAL AND BEHAVIORAL HEALTH NEEDS.

The Association of Educational Service Districts (AESD) is seeking \$20 million of ongoing funding in the 2025-27 operating budget. This funding would restore 67 Student Assistance professionals that were funded through ESSER dollars and are used to provide training and support across the state to address student mental and behavioral health.

2024-25 COALITION MEMBERS

ALMIRA SCHOOL DISTRICT
Superintendent Tim Payne

CASHMERE SCHOOL DISTRICT
Superintendent Glen Johnson

CHENEY SCHOOL DISTRICT
Superintendent Ben Ferney

CHEWELAH SCHOOL DISTRICT
Superintendent Jason Perrins

CLARKSTON SCHOOL DISTRICT
Superintendent Thaynan Knowlton

COLFAX SCHOOL DISTRICT
Superintendent Jerry Pugh

COLTON SCHOOL DISTRICT
Superintendent Jody Moehrle

COLUMBIA SCHOOL DISTRICT
Superintendent Greg Price

COLVILLE SCHOOL DISTRICT
Superintendent Kevin Knight

CURLEW SCHOOL DISTRICT
Superintendent Wyatt Ladiges

DAVENPORT SCHOOL DISTRICT
Superintendent Chad Prewitt

DEER PARK SCHOOL DISTRICT
Superintendent Alexa Allman

EAST VALLEY SCHOOL DISTRICT
Superintendent Brian Talbott

EDUCATIONAL SERVICE DISTRICT 123
Superintendent Steve McCullough

EDUCATIONAL SERVICE DISTRICT 171
Superintendent Michelle Price

EVERGREEN/SUMMIT VALLEY SCHOOL DISTRICTS
Superintendents Paul Clark & Kristina Allen

FREEMAN SCHOOL DISTRICT
Superintendent Randy Russell

GARFIELD-PALOUSE SCHOOL DISTRICTS
Superintendents Brett Agenbroad & Mike Jones

HARRINGTON SCHOOL DISTRICT
Superintendent Howard King

INCHELIUM SCHOOL DISTRICT
Superintendent Brian Freeman

KELLER SCHOOL DISTRICT
Superintendent Steve Jantz

KETTLE FALLS SCHOOL DISTRICT
Superintendent Michael Olsen

LACROSSE SCHOOL DISTRICT
Superintendent Doug Curtis

LIBERTY SCHOOL DISTRICT
Superintendent Jerrad Jeske

LIND-RITZVILLE SCHOOL DISTRICTS
Superintendent Don Vanderholm

LOON LAKE SCHOOL DISTRICT
Superintendent Brad Van Dyne

MARY WALKER SCHOOL DISTRICT
Superintendent Todd Spear

MEAD SCHOOL DISTRICT
Superintendent Travis Hanson

MEDICAL LAKE SCHOOL DISTRICT
Superintendent Kim Headrick

MOSES LAKE SCHOOL DISTRICT
Superintendent Carol Lewis

NEWPORT SCHOOL DISTRICT
Superintendent Dave Smith

NINE MILE FALLS SCHOOL DISTRICT
Superintendent Jeff Baerwald

OAKESDALE SCHOOL DISTRICT
Superintendent Jake Dingman

ODESSA SCHOOL DISTRICT
Superintendent Steve Fisk

OMAK SCHOOL DISTRICT
Superintendent Michael Porter

OROVILLE SCHOOL DISTRICT
Superintendent Jeff Hardesty

PULLMAN SCHOOL DISTRICT
Superintendent Robert Maxwell

QUINCY SCHOOL DISTRICT
Superintendent Nik Bergman

REARDAN-EDWALL SCHOOL DISTRICT
Superintendent Eric Sobotta

RIVERSIDE SCHOOL DISTRICT
Superintendent Ken Russell

ROSALIA SCHOOL DISTRICT
Superintendent Brett Baum

SOAP LAKE SCHOOL DISTRICT
Superintendent Angela Rolfe

SPRAGUE-LAMONT SCHOOL DISTRICTS
Superintendents Ray Leaver & Shannon Hughes

ST.JOHN-ENDICOTT SCHOOL DISTRICTS
Superintendents Mark Jacobson & Tricia Jeffries

TEKOA SCHOOL DISTRICT
Superintendent Mike Jones

VALLEY SCHOOL DISTRICT
Superintendent Mandi Rehn

WASHTUCNA SCHOOL DISTRICT
Superintendent Rob Clark

WEST VALLEY SCHOOL DISTRICT
Superintendent Kyle Rydell

WILBUR-CRESTON SCHOOL DISTRICTS
Superintendent Jay Tyus

Coversheet

Consider Donation from Untited Way of King County

Section:	III. Action Items
Item:	C. Consider Donation from Untited Way of King County
Purpose:	Vote
Submitted by:	
Related Material:	United Way of King County Donation.pdf



EPHRATA SCHOOL DISTRICT NO. 165

Ken Murray, Superintendent | www.ephrataschools.org

111 4th Ave NW | Ephrata, WA 98823 | 509-754-2474 | 509-754-4712 (fax)

Donation Agreement

Ephrata School District acknowledges and thanks

United Way of King County

For the donation of Oliver Speedseal MX2 – 1908E Tray Sealer

With a monetary value of \$ 30,000 (dollars) to the district.

This donation is for the sole and express purpose of

Use in food services to improve the summer meals program and other meal programs the district
participates in

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

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

Board Date

Superintendent

Board Approval

Principal

Do you wish to be kept anonymous?

☐ Yes ☐ No

Ephrata School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Bryan Johnson, Title IX Coordinator, 333 4th Avenue, 754-5285 bjohnson@ephrataschools.org Travis Eloff, 504 Coordinator, 501 C Street NW, 754-3538 teloff@ephrataschools.org Sharon Scellick, Civil Rights Compliance Coordinator, 111 4th AVE NW, 754-2474, sscellick@ephrataschools.org David Laird, HIB Compliance, 333 4th Avenue, 754-5285, dlaird@ephrataschools.org



Coversheet

Approve Overnight Travel Request for Girls High School Basketball

Section:	III. Action Items
Item:	D. Approve Overnight Travel Request for Girls High School Basketball
Purpose:	Vote
Submitted by:	
Related Material:	Girls Basketball Overnight Travel Request.pdf

EPHRATA SCHOOL DISTRICT NO. 165
OVERNIGHT TRAVEL APPROVAL REQUEST

Individual(s)	GIRIS Basketball	Position	Head coach coach
School/Building	ETS		
No. of Chaperones	2-3	No. of Students Attending	10-15
Names of Chaperones	Alain Black, Diane Truscott, Sariah Bair		
Mode of Travel	Personal vehicles		
Duration of Absence	June 30 - July 3 3 nights		
Dates of Travel	June 30 - July 3		
Destination and Educational Benefit	Team Camp Liberty Lake, WA		
Supervision Plan	Coaches will be with kids at all times		
<u>Permission Slip</u> Plan	Parents will sign summer forms		

Estimated Cost	 Method of Payment	 Account to Charge
Travel		
Lodging \$ 1200	GBB account	
Registration \$ 1500	GBB account	
Meals/Other		
Substitute		

Approved at School Board Meeting (Date) _____

Supervisor W Black Date 5/13/25

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

Budget Report

Section:	IV. Non-Action Items
Item:	C. Budget Report
Purpose:	FYI
Submitted by:	
Related Material:	April Board Report.pdf



EPHRATA
SCHOOL DISTRICT

April 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 - **2,610.86**

◊ 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 67% of the fiscal year.
- Revenues are lower than budgeted at 67.15%. 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 \$1,994,338.86 in property tax revenue which is 93.16% 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 **62.51%** of our total budgeted expenditures. However, including encumbered PO's for payroll and other expenses we are at **88.90%** 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 - \$4,979,889.50**

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 \$728,132.45 in property tax revenue which is 92.87% 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 \$2,079,582.85 in property tax revenue which is 93.36% 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 \$124,327.93 in property tax revenue which is 101.08% of what was budgeted for property tax revenue for the year.

EPHRATA SCHOOL DISTRICT #165**MONTHLY REVENUE REPORT****AS OF 04.30.25****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	\$ 5,876,561					

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	\$ 396,955					

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	\$ 1,053,177					

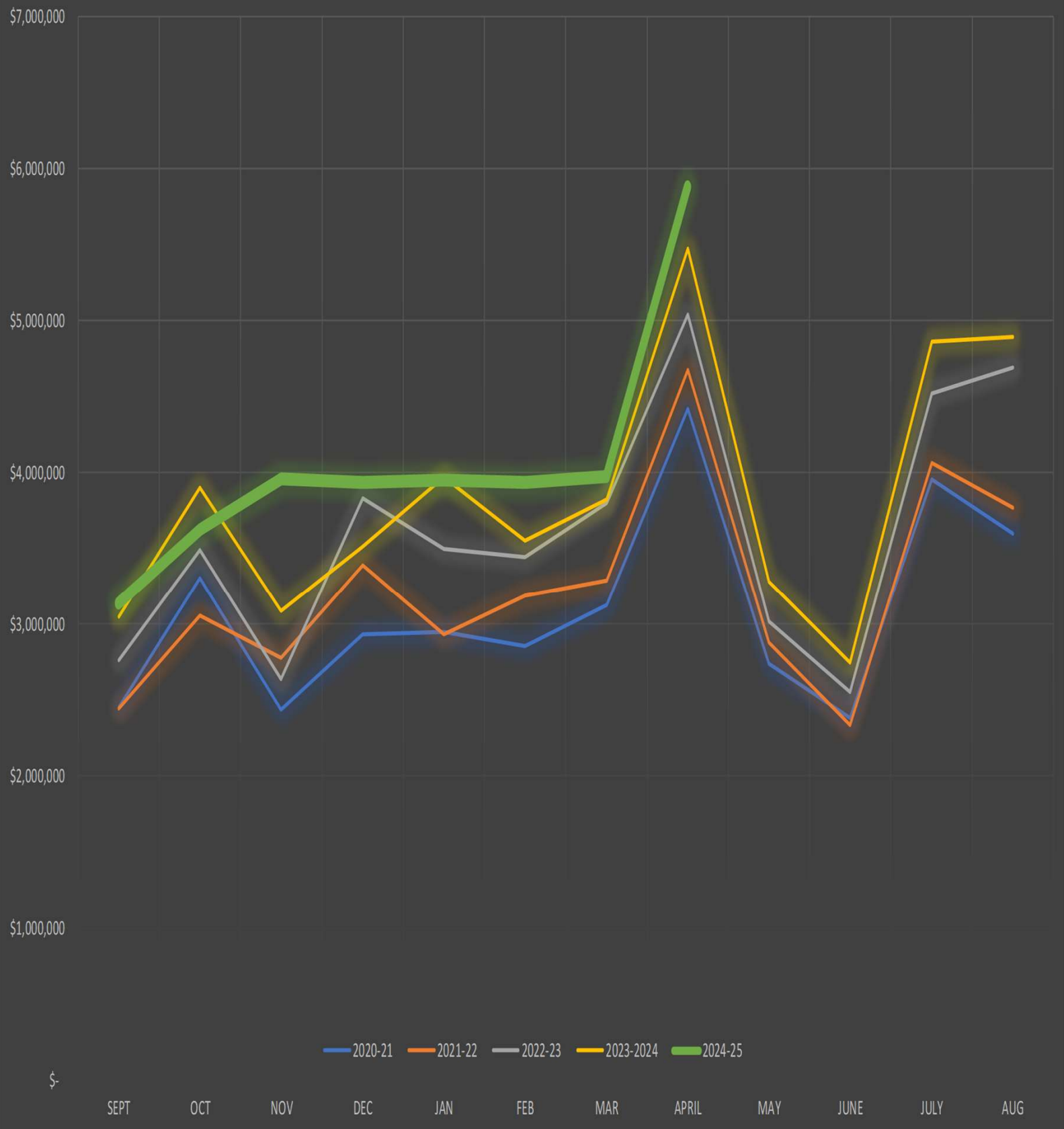
ASB FUND - REVENUES

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	\$ 36,106					

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	\$ 2,477					

General Fund Revenues History



EPHRATA SCHOOL DISTRICT #165**MONTHLY EXPENDITURE REPORT****AS OF 04.30.25****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	\$ 4,176,770					

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)	\$ 68,916					

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	\$ -	\$ -	\$ -	\$ -					

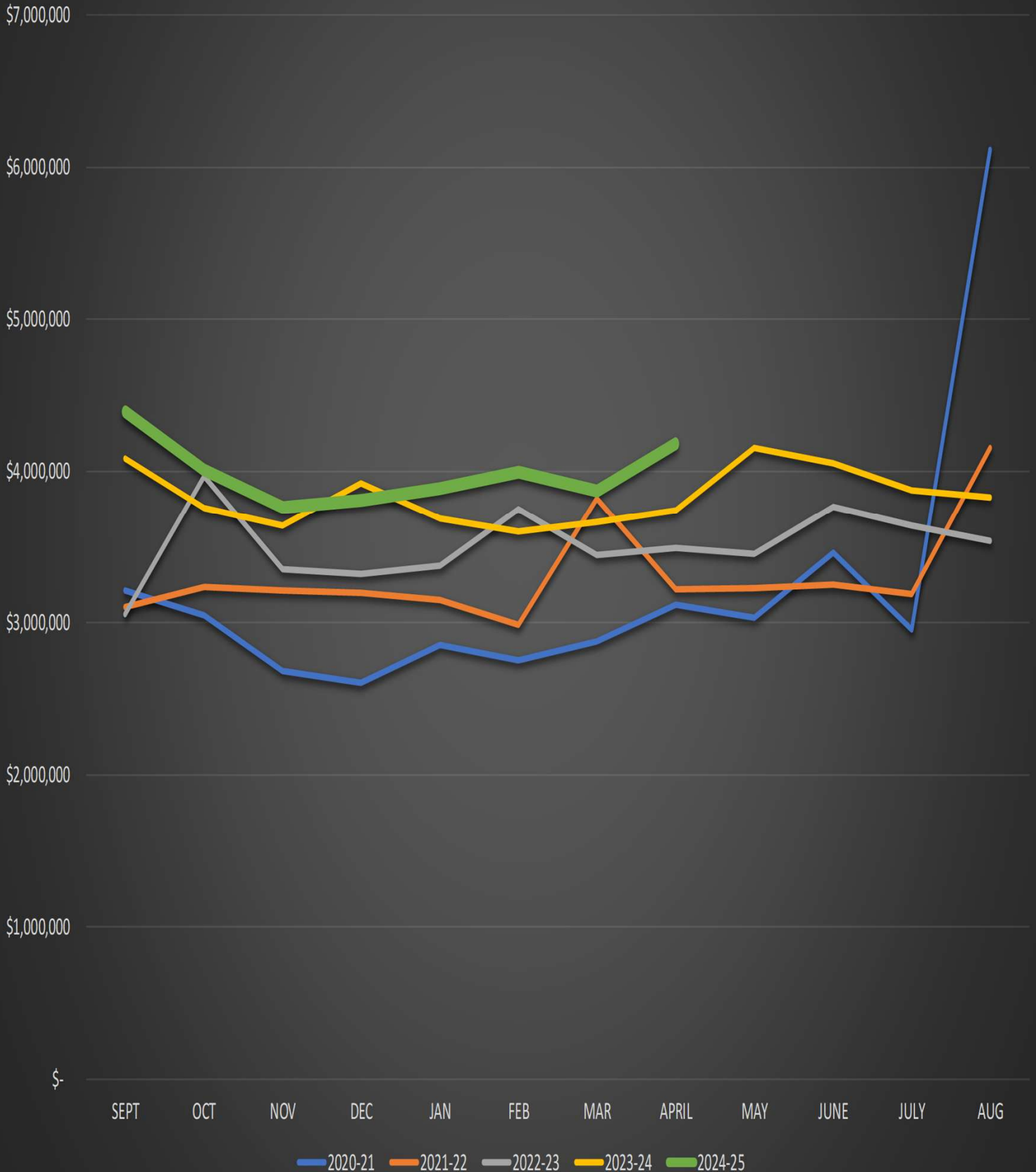
ASB FUND - EXPENDITURES

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	\$ 29,590					

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	\$ 191,552					

General Fund Expenditures History



EPHRATA SCHOOL DISTRICT #165**MONTHLY FUND BALANCE REPORT****AS OF 04.30.25****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	\$ 10,320,467					

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	\$ 3,036,248					

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	\$ 1,755,620					

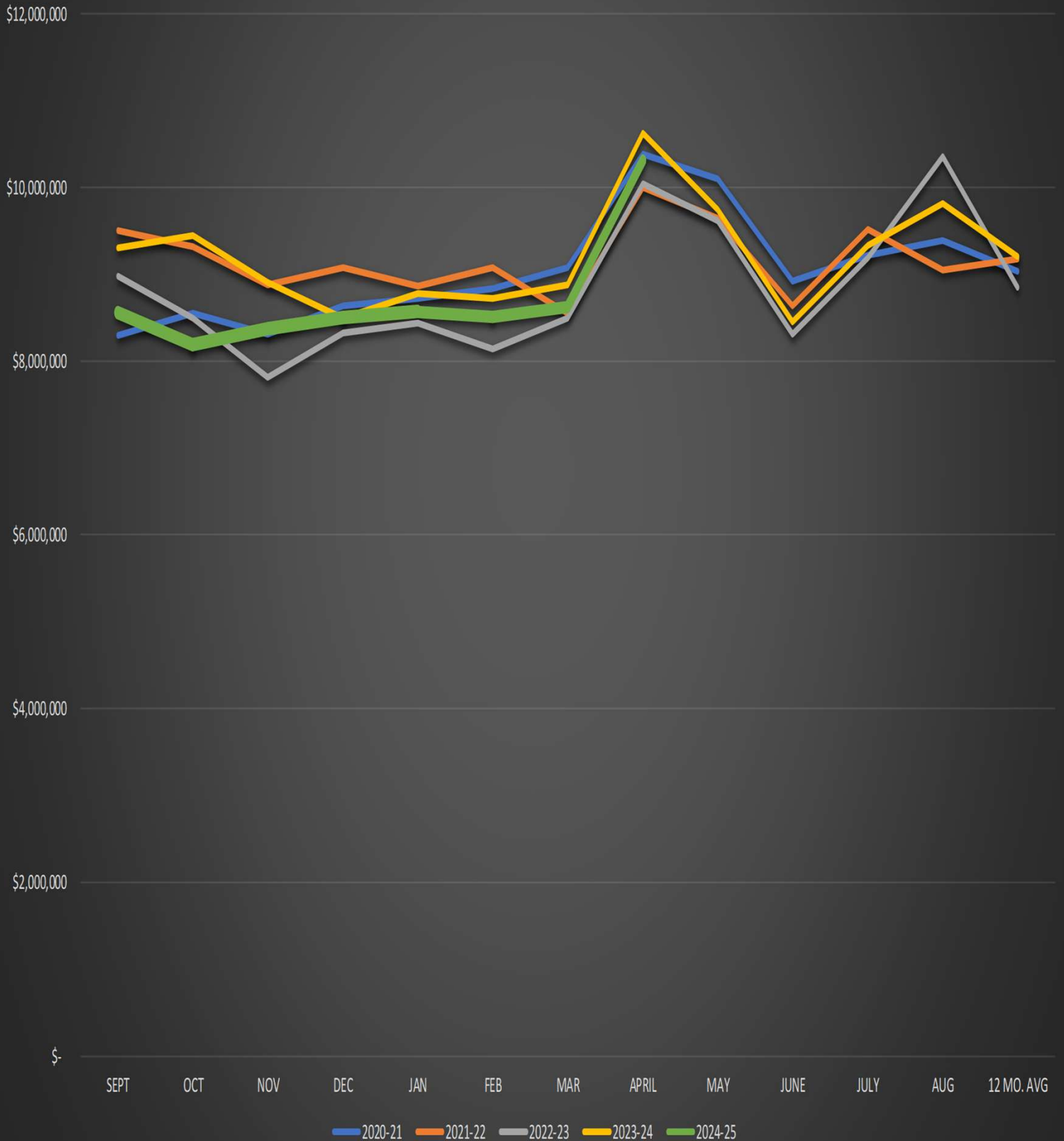
ASB FUND - FUND BALANCE

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	\$ 484,112					

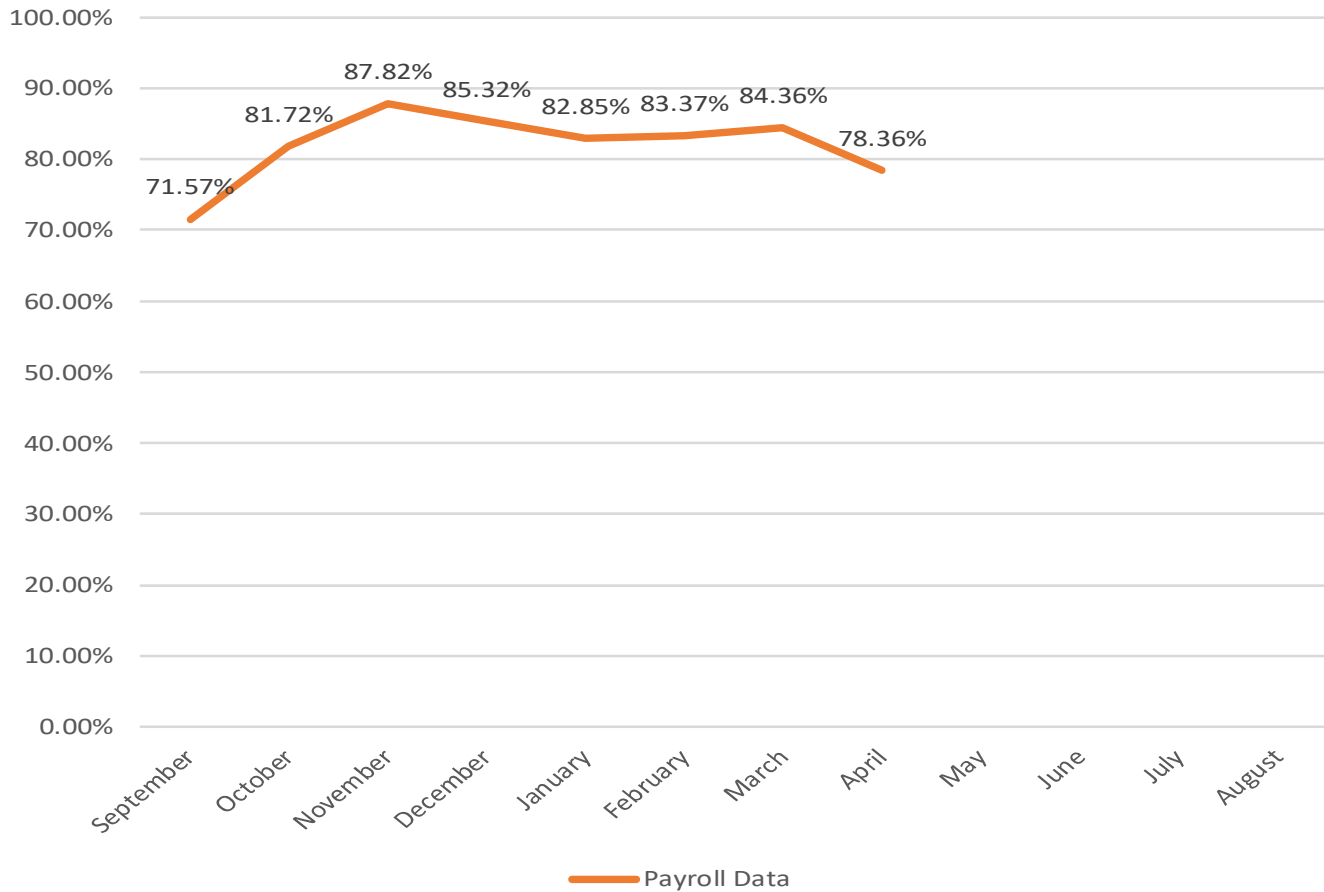
TRANSPORTATION VEHICLE FUND - FUND BALANCE

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	\$ 623,755					

General Fund Balance History

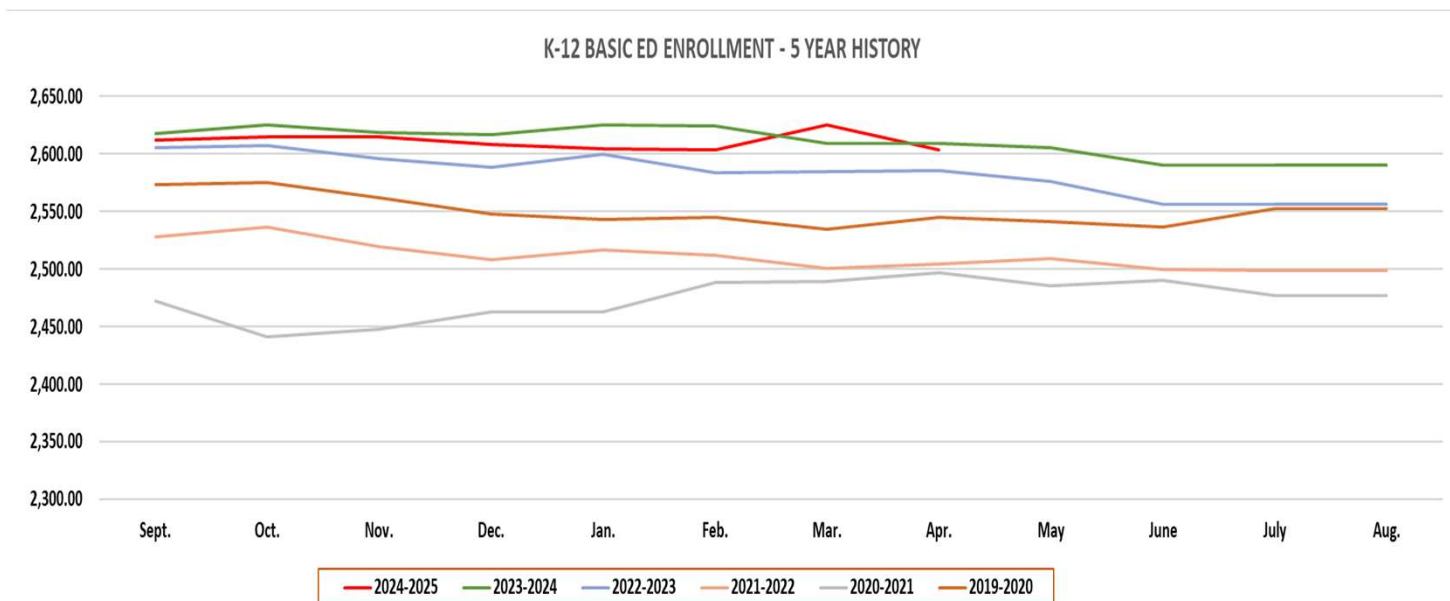


Payroll Percentage of Overall Expenditures



	Payroll Expenditures	Overall Expenditures	Percentage
September	3,141,031.00	4,389,016.06	71.57%
October	3,273,716.00	4,005,795.59	81.72%
November	3,301,151.90	3,759,103.00	87.82%
December	3,248,500.38	3,807,607.40	85.32%
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	3,864,507.36	84.36%
April	3,272,884.98	4,176,770.27	78.36%
May			
June			
July			
August			
TOTAL	26,049,918.11	31,886,500.09	81.70%

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	2,603.81					2,610.86
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 April 30, 2025

FY 2024-25					
	Actual thru		Budget		
	Budget	April-25	Encumbrances	Remaining	% of Budget
GENERAL EXPENSE FUND					
<u>Revenues</u>					
1000 Local Taxes	2,140,835	1,994,338.86	-	146,496.14	93.16%
2000 Local Nontax	2,184,445	237,055.15	-	1,947,389.85	10.85%
3000 State, General Purpose	30,330,285	20,407,073.58	-	9,923,211.42	67.28%
4000 State, Special Purpose	9,618,968	7,440,559.26	-	2,178,408.74	77.35%
5000 Federal, General Purpose	-	140.13	-	(140.13)	0.00%
6000 Federal, Special Purpose	3,944,761	2,302,363.31	-	1,642,397.69	58.37%
7000 Revenues from Other School Dist	-	-	-	-	0.00%
8000 Revenues from Other Agencies	21,791	12,611.31	-	9,179.69	57.87%
9000 Other Financing Sources	-	-	-	-	0.00%
Total Revenues	48,241,085	32,394,141.60	-	15,846,943.40	67.15%
<u>Expenditures</u>					
00 Regular Instruction	24,313,794	16,021,661.68	6,830,521.50	1,461,610.82	93.99%
10 Federal Stimulus	0	4,360.04	-	(4,360.04)	0.00%
20 Special Ed Instruction	5,010,051	3,269,563.46	1,694,498.97	45,988.57	99.08%
30 Vocational Instruction	3,018,341	1,783,878.37	758,275.84	476,186.79	84.22%
50/60 Compensatory Instruction	3,981,429	2,272,393.74	1,049,377.67	659,657.59	83.43%
70 Other Instructional Program	2,125,346	109,339.24	26,224.38	1,989,782.38	6.38%
80 Community Support	945,665	658,180.92	289,268.24	(1,784.16)	100.19%
90 Support Services	11,616,384	7,766,720.21	2,814,903.83	1,034,759.96	91.09%
Total Expenditures	51,011,010	31,886,097.66	13,463,070.43	5,661,841.91	88.90%
Operating Transfers Out	607,401.00	5,003.92			
Prior Year Adjustment					
REVENUES OVER (UNDER)					
TOTAL EXPENDITURES	(3,377,326.00)	503,040.02			
Fund Balance at September 1, 2024	10,000,000	9,817,427.01			
Current Total Ending Fund Balance	6,622,674	10,320,467.03			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	311,126	471,935.59			
GL 821 Reserved For Carryover	701,387	587,167.43			
GL 828 Reserved For Food Service Carryover	159,689.00	158,841.76			
GL 830 Reserved For Debt Service	107,401.00	107,401.00			
GL 840 Reserved For Inventory/Prepaid		789,887.01			
GL 870 Committed -Other Items					
GL 872 Committed to Min Fund Bal Policy					
GL 884 Assigned to Other Cap Projects					
GL 888 Assigned to Other Purposes					
GL 875 Unrsrvd, Dsgntd-Contingencies					
GL 890 Unassigned Fund Bal	1,778,521	4,979,889.50			
GL 891 Unassigned Min Fnd Bal Policy	3,564,550	3,225,344.74			
TOTAL Ending Fund Balance	6,622,674	10,320,467.03			

EPHRATA SCHOOL DISTRICT
Capital Projects Fund Budget Status
For the Period Ended April 30, 2025

FY 2024-25					
	Budget	Actual thru April-25	Encumbrances	Budget Remaining	% of Budget
CAPITAL PROJECTS FUND					
<u>Revenues</u>					
1000 Local Taxes	784,000	728,132.45	-	55,867.55	92.87%
2000 Local Nontax	150,000	46,793.97	-	103,206.03	31.20%
4000 State, Special Purpose	265,000	583,095.57	-	(318,095.57)	220.04%
6000 Federal, Special Purpose			-	-	0.00%
9000 Other Financing Sources	500,000		-	500,000.00	0.00%
Total Revenues	1,699,000	1,358,021.99	-	340,978.01	79.93%
<u>Expenditures</u>					
10 Sites		83,421.02	882.58	(84,303.60)	0.00%
20 Building	3,286,098	1,236,823.02	544,988.45	1,504,286.53	54.22%
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%
Total Expenditures	3,580,591	1,523,972.98	560,987.10	1,495,630.92	58.23%
Operating Transfers Out	-	-			
Other Financing Uses	-				
Prior Year Adjustment	-	-			
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	(1,881,591)	(165,950.99)			
Fund Balance at September 1, 2024	1,881,591	3,202,198.93			
Current Fund Balance	-	3,036,247.94			
<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	-	1,577,148.07			
GL 863 Restricted from State Proceeds	-	202,304.16			
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	-	1,256,795.71			
GL 891 Unassigned Min Fnd Bal Policy	-	-			
TOTAL Ending Fund Balance	-	3,036,247.94			

EPHRATA SCHOOL DISTRICT
Debt Service Fund Budget Status
For the Period Ended April 30, 2025

FY 2024-25					
	Budget	Actual thru April-25	Encumbrances	Budget Remaining	% of Budget
DEBT SERVICE FUND					
<u>Revenues</u>					
1000 Local Taxes	2,227,560	2,079,582.85	-	147,977.15	93.36%
2000 Local Nontax	7,500	18,614.25	-	(11,114.25)	248.19%
3000 State, General Purpose			-	-	0.00%
4000 Federal, General Purpose			-	-	0.00%
5000 Federal, Special Purpose			-	-	0.00%
9000 Other Financing Sources	107,401	5,178.92	-	102,222.08	4.82%
Total Revenues	2,342,461	2,103,376.02	-	239,084.98	89.79%
<u>Expenditures</u>					
Matured Bond Expenditures	1,612,393	1,515,000.00		97,393.00	93.96%
Interest on Bonds	622,433	330,153.92		292,279.08	53.04%
Interfund Loan Interest				-	0.00%
Bond Transfer Fees	10,000	525.00		9,475.00	5.25%
Arbitrage Rebate				-	0.00%
Total Expenditures	2,244,826	1,845,678.92	-	399,147.08	82.22%
Other Financing Uses:	-	-			
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	97,635.00	257,697.10			
Fund Balance at September 1, 2024	1,501,513	1,497,922.73			
Current Fund Balance	1,599,148	1,755,619.83			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 830 Reserved For Debt Service	1,599,148	1,755,619.83			
GL 835 Restricted for Arbitrage Rebat	-	-			
GL 870 Committed -Other Items	-	-			
GL 889 Assigned to Fund Purposes	-	-			
GL 890 Unassigned Fund Bal	-	-			
TOTAL Ending Fund Balance	1,599,148	1,755,619.83			

EPHRATA SCHOOL DISTRICT
ASB Fund Budget Status
For the Period Ended April 30, 2025

FY 2024-25					
	Budget	Actual thru April-25	Encumbrances	Budget Remaining	% of Budget
ASSOCIATED STUDENT BODY FUND					
<u>Revenues</u>					
1000 General Student Body	319,000	113,710.25	-	205,289.75	35.65%
2000 Athletics	429,350	173,122.41	-	256,227.59	40.32%
3000 Classes	23,300	7,077.67	-	16,222.33	30.38%
4000 Clubs	455,415	96,330.79	-	359,084.21	21.15%
6000 Private Moneys	40,312	12,264.22	-	28,047.78	30.42%
Total Revenues	1,267,377	402,505.34	-	864,871.66	31.76%
<u>Expenditures</u>					
1000 General Student Body	409,650	89,873.49	91,859.41	227,917.10	44.36%
2000 Athletics	338,235	138,240.25	21,728.19	178,266.56	47.30%
3000 Classes	20,000	3,060.20	4,049.11	12,890.69	35.55%
4000 Clubs	444,105	104,089.72	19,439.28	320,576.00	27.82%
6000 Private Moneys	28,200	9,268.03	3,171.22	15,760.75	44.11%
Total Expenditures	1,240,190	344,531.69	140,247.21	755,411.10	39.09%
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	27,187	57,973.65			
Fund Balance at September 1, 2024	385,921	426,138.54			
Current Fund Balance	413,108	484,112.19			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 819 Restricted for Fund Purposes	413,108	482,424.40			
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	-	-			
TOTAL Ending Fund Balance	413,108	484,112.19			

EPHRATA SCHOOL DISTRICT

Transportation Vehicle Fund Budget Status

For the Period Ended April 30, 2025

FY 2024-25					
	Budget	Actual thru April-25	Encumbrances	Budget Remaining	% of Budget
TRANSPORTATION VEHICLE FUND					
<u>Revenues</u>					
1000 Local Taxes	123,000.00	124,327.93	-	(1,327.93)	101.08%
2000 Local Nontax	4,800	15,112.18	-	(10,312.18)	314.84%
3000 State, General Purpose	-	-	-	-	0.00%
4000 State, Special Purpose	504,711	-	-	504,711.00	0.00%
5000 Federal, General Purpose	-	-	-	-	0.00%
8000 Revenues fr Other Agencies	-	-	-	-	0.00%
9000 Other Financing Sources	-	-	-	-	0.00%
Total Revenues	632,511	139,440.11	-	493,070.89	22.05%
<u>Expenditures</u>					
Type 30 Equipment	1,718,591	596,315.32	-	1,122,275.68	34.70%
Type 60 Bond Levy Issuance	-	-	-	-	0.00%
Type 90 Debt	-	-	-	-	0.00%
Total Expenditures	1,718,591	596,315.32	-	1,122,275.68	34.70%
Operating Transfers:					
In From General Fund	-	-			
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	(1,086,080)	(456,875.21)			
Fund Balance at September 1, 2024	1,086,080	1,080,630.53			
Current Fund Balance	-	623,755.32			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 819 Restricted for Fund Purposes	-	623,755.32			
GL 830 Reserved for Debt Service	-	-			
GL 835 Restricted for Arbitrage Rebate	-	-			
GL 850 Committed to Other Purposes	-	-			
GL 889 Assigned to Fund Purposes	-	-			
GL 890 Unassigned Fund Bal	-	-			
TOTAL Ending Fund Balance	-	623,755.32			

Coversheet

First Reading of Policy

Section:	IV. Non-Action Items
Item:	F. First Reading of Policy
Purpose:	Discuss
Submitted by:	
Related Material:	3122 Excused and Unexcused Absences.pdf 3205 Sexual Harassment of Students Prohibited - Essential.pdf 4237 Contests, Advertisign and Promotions - Essential.pdf 4260P Use of School Facilities - Essential.pdf 5011 Sexual Harassment of District Staff Prohibited - Essential.pdf 6213P Reimbursement for Travel Expenses.pdf

Excused and Unexcused Absences

Definition of Absence

Absence from in-person learning

WAC 392-401-015A states the definition of an absence:

1. A student is absent from in-person instruction when they are:
 - a. Not physically present on school grounds; and
 - b. Not participating in the following activities at an approved location:
 - i. Instruction; or
 - ii. Any instruction-related activity; or
 - iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

Definition of absence from synchronous and asynchronous instruction

(1) A student is absent from synchronous online instruction when the student does not log in to the synchronous meeting/class. (2) A student is absent from asynchronous instruction when there is no evidence that the student accessed the planned asynchronous activity. (3) Evidence of student participation in asynchronous activities must occur daily, within a twenty-four-hour time frame of when the participation is planned or expected.

Minimum Time for Being Considered Present

The District has authority to establish minimum thresholds similar to in-person attendance for the time in which a student must be logged in to be considered present. The Superintendent will develop a consistent and equitable approach that is documented in the student handbook and communicated clearly to all students and families. Determining a threshold for when a student is present or absent should not be left to individual teachers.

Presence vs. Participation

Participation, such as turning video on and participating in discussion or chat, are not to be considered when determining if a student is present or not. These are examples of participation and should be considered distinct from attendance.

Absence from Asynchronous Instruction

Similar to local determinations on what constitutes presence for synchronous online instruction, the Superintendent will develop a consistent and equitable approach that establishes what constitutes "evidence of participation." This approach will be documented in the student handbook and communicated clearly to all students and families. Determining what constitutes "evidence of participation" should not be left to individual teachers.

Tardies

The District has the flexibility to determine what constitutes a tardy in synchronous online settings. The District differentiates a tardy from an absence (where the student does not attend at all) and will exclude tardies from any reports that tally absences for the purposes of filing a truancy petition.

Daily attendance taking

The District will take daily attendance for all enrolled students whether the instructional modality is in-person, synchronous, or asynchronous. When instruction is synchronous online or asynchronous, secondary schools will take attendance daily in each course with planned instruction and elementary schools will take attendance at least twice a day.

Excused and Unexcused Absences

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities; except when there are necessary reasons for students to be absent. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school

attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be absent from class or not able to participate remotely. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. Absences due to the following reasons are excused:

1. Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient **or out-patient** treatment for chemical dependency or mental health);
2. Family emergency, including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, **court-ordered activity** or ~~serving on a jury~~ **service**;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status;
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth; and
13. Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

B. In the event of emergency school facility closure due to COVID-19, other communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction, absences due to the following reasons are excused:

1. Absences related to the student's illness, health condition, or medical appointments due to COVID-19 or other communicable disease;
2. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19, other communicable disease, or other emergency health condition related to school facility closures;
3. Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and

4. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.

The District may define additional categories or criteria for excused absences. A school principal or designee has the authority to determine if an absence meets this policy according to the above criteria for an excused absence.

1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed.

2. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until **such time as an excused absence may be verified by** a parent or other responsible adult ~~may verify~~. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen (13) and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen (14) and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

3. Except as provided in subsection (2) of this section, in the event that a child in elementary school is required to attend school under RCW 28A.225.010 or 28A.225.015(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the school district shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. To satisfy the requirements of this section, the conference must include at least one school district employee such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education program or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required.

This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.

Unexcused Absences

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above or in administrative procedure for an excused absence.
2. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent and that absence is not excused.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.
4. The school will hold a conference with the parent or guardian after three unexcused absences within any month during the current school year. The conference will analyze the causes of the student's absences and develop a plan that identifies student, school, and family commitments to reduce the student's absences from school. If the parent does not attend the conference, the school official may still hold the conference with the student. However, the school will notify the parent of the steps the district has decided to take to

eliminate or reduce the student's absences.

5. Between the student's second and seventh unexcused absence, the school must take the following data-informed steps:
 - I. Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment
 - II. These steps must include, where appropriate, providing an available approved best practice or research-based intervention, or both, consistent with the WARNS profile or other assessment, if an assessment was applied, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the child to a community truancy board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.
 - III. For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.

Not later than the student's seventh unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community engagement board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

6. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no earlier than the seventh unexcused absence within any month during the current school year and not later than the fifteenth unexcused absence during the current school year.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Tardies and Disciplinary Actions

1. Students shall not be absent if:
 - a. They have been suspended, expelled, or emergency removed pursuant to chapter 392-400 WAC;
 - b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
 - c. The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107. Course of study activities do not include sending homework packets home.
2. A full day absence is when a student is absent for fifty percent or more of their scheduled day.
3. A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

A student shall be considered absent if they are on school grounds but not in their assigned setting.

Tiered response system for student absences

WAC 392-401A-045 requires:

School districts to implement minimum requirements of a multitiered system of support for attendance to address barriers to student attendance, provide timely interventions and best practices to reduce chronic absenteeism and truancy. Multitiered systems of support include:

- (a) Monitoring daily attendance data for all students who are absent, whether the absence is excused or unexcused;
- (b) A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent's home language;
- (c) Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence, including school and district attendance or engagement teams, connecting to community resources, and community engagement boards; and
- (d) A process for outreach and reengagement for students who have been withdrawn due to nonattendance and there is no evidence that the student is enrolled elsewhere. This outreach and reengagement process must include:
 - (i) A school and/or district point person/people to maintain the list, keep it updated, and coordinate the outreach;
 - (ii) School or district staff assigned to conduct the outreach and attempts at reengagement in coordination with community partners or other programs;
 - (iii) Multiple methods of communication and outreach in a language or mode of communication that the parent understands including phone calls, texts, letters, and home visits;
 - (iv) Referral to community-based organizations;
 - (v) Documentation of the attempts to reach student and family; and
 - (vi) Follow the required steps to address unexcused absences in chapter 28A.225 RCW, including early communication to parents, holding parent conferences and administering a truancy screener to understand the underlying reasons for the absences, and providing evidence-based or best practice interventions, even if the student has been withdrawn due to nonattendance.

Students dependent pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Migrant Students

The district, parent/guardian and student are encouraged to work to create an Extended Absence Agreement with the school to decrease the risk of an adverse effect on the student's educational progress.

Cross References: 3120 - Enrollment
3230 - Student Privacy and Searches
3241 - ~~Classroom Management, Discipline and Corrective Action~~ **Student Discipline**
4218 - Language Access ~~Plan~~

Legal References: Chapter 28A.225 Compulsory school attendance and admission
RCW 13.34.300 Relevance of failure to cause juvenile to attend school to neglect petition
Chapter 392-401 WAC Statewide definition of absence, ~~excused and unexcused~~ **for the 2020-21 school year**

Management Resources: 2023 – July Issue
2022 – June Issue
2020 – September Policy Alert
2018 - August 2018 - August Policy Issue
2017 - July Policy Issue
2016 - July Issue
2015 - June Issue
2012 – December Issue
2011 – December Issue
Policy News, June 2001 More Tweaking of Becca Petitions



Sexual Harassment of Students Prohibited

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

Definitions

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

The term “sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents.— In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.—

Investigation and Response

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

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing

criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

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

Retaliation and False Allegations

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

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

Staff Responsibilities

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

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

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

- District/school staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

Notice and Training

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

Policy Review

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

-

Cross References:

3207 - Prohibition of Harassment, Intimidation, and Bullying of Students

3210 - Nondiscrimination

3211 - Transgender StudentsGender-Inclusive Schools

~~3240—Student Conduct Expectations and
Reasonable Sanctions~~

3241 - ~~Classroom Management, Student
Discipline and Corrective Action~~

5010 - Nondiscrimination and Affirmative Action

5011 - Sexual Harassment of District Staff
Prohibited

Legal References:

20 U.S.C. _____1681-1688

~~34 C.F.R. § 106~~WAC 392-190-058 Sexual harassment

WAC 392-190-058RCW 28A.640.020 Regulations, guidelines to eliminate
discrimination _____ Scope _____ Sexual harassment policies

RCW 28A.640.020 Regulations, guidelines to eliminate discrimination —
Scope — Sexual harassment policies-34 C.F.R. _____ 106

Management Resources:

2020 -- August Issue

~~2015 — July Policy Alert~~

2015 - July Policy Alert

2014 - December Issue

2010 - October Issue

~~Adoption Date: First Reading 12.20, Second Reading 1.21~~

Last Revised: **January 27, 2025**

Classification: **Essential**

Prior Revised Dates: **10.11; 12.14;** ~~7.15; 8.20~~

07/01/2015; 3/2019; 08/20/2020; 07/31/2024

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~~Policy 4237~~

~~CONTESTS, ADVERTISING AND PROMOTIONS~~



Policy: 4237

Section: 4000 - Community Relations

Contests, Advertising and Promotions

Any club, association or other organization must have prior approval for students' participation in any contest, advertising campaign or promotion. Approval may be given by the superintendent following recommendation by the teacher and principal ~~based on the following criteria:~~

-

~~Criteria to be used are:~~

- A. The objectives of the contest, campaign, or promotion ~~shall~~will be consistent with the district's goals and policies;
-
- B. The proposed activity ~~shall~~will have educational value to the participants and be free of objectionable ~~advancement~~promotion of the name, product or special interest of the sponsoring group; and
-
- C. Participation by a student ~~shall~~will not interfere with his/her program of curricular or co-curricular activities.
-

~~Cross Reference: Board Policy 3220 Freedom of Expression~~

~~Legal Reference: AGO 9503.00 1995 No. 3 Use of School Districts' Facilities by Student Groups for Religious Purposes~~

Cross References:

3220 - Freedom of Expression

Legal References:

AGO 9503.00 1995 No. 3 Schools - Districts - Students - Religion - Use of School Districts' Facilities by Student Groups for Religious Purposes

~~Adopted 12/11/01~~

~~Policy 4237~~

Last Revised: **December 01, 2011**

Classification: **Essential**

Prior Revised Dates: **12.00**

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~~Adopted 12/11/01~~

PRO 4260COMMUNITY RELATIONS

~~GENERAL REGULATIONS~~

~~1. Groups Definitions~~

- ~~a. School Program—Activity identified as part of the General or ASB Fund operation.~~
- ~~b. Community Service Program—Any activity sponsored by a non-profit incorporated group residing with the Ephrata School District.~~
- ~~c. Personal/Private Program—Any activity sponsored by a person or group for their use such as (but not limited to): wedding reception, a fiesta, recreation activity AND no admission or donation is accepted.~~
- ~~d. For Profit Activity—Any activity that is sponsored by a person or group with the intention of raising money.~~

~~2. Furniture Provided by School~~

~~The district will provide only the facilities, furniture and equipment normally found in the facility to be used. Reasonable shifting of furniture within the room to meet the needs of the occupant is permitted, provided that it is returned to the original location and arrangement by the occupant upon completion of use. Not furniture or other equipment may be moved from any room without prior arrangement.~~

~~3. Conduct of Occupants~~

~~The occupant group is responsible for the conduct of all its members using the facilities scheduled, while on school premises in connection with the activity, including any persons, whether members or not, who are on the premises. Adequate adult supervision of youth groups must be provided by the occupant group sponsors and be present and in effective control to ensure proper conduct of occupants. Failure to maintain effective control will result in cancellation of future use, as well as consequential billings for any damages resulting from the occupancy.~~

~~4. Responsibility of Occupants~~

~~The applicant and all individual members of the group occupying school facilities are responsible for the reasonable and proper care of the facility used and any materials or equipment found therein. Any loss or damage resulting from activities of the group or activities of any person present because of the user activity will be billed to the responsible organization. Failure to comply with this regulation, and to pay any damage charges that may be assessed, will result in the loss of the privilege to use District facilities.~~

~~5. Insurance~~

~~All applicants for use of district facilities shall hold the school district free and without harm, from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Certificate of Insurance may be required.~~

~~6. Smoking, Alcohol, Drugs and Weapons~~

~~Smoking, alcohol, drugs and weapons are not permitted on any District property. If this rule is broken, rental fees will be forfeited and the event will be terminated.~~

~~PRO 4260—Adopted 9/26/00~~

~~7. Food and Drink~~

~~Food and drink is limited to certain facilities and the serving of such must be approved in advance.~~



Restricted and Limited

Policy: 4260P

Section: 4000 - Community Relations

8. Procedure - Use of School Facilities

~~Certain special purpose facilities such as shops, computer rooms, commercial rooms, and science rooms are not to be rented for community use except by special arrangement. One or more kitchen staff members must be present when kitchen appliances are used.~~

9. Clean-Up

~~All groups are required to clean the facility and leave the facility as it was when the group arrived.~~

10. School Gymnasium

~~Gymnasiums may be scheduled for community use when not needed for school purposes. Those scheduling gymnasiums must strictly observe the use of non-marking gym shoes when on the playing floor. Street shoes are prohibited on the playing floor.~~

11. Shower Rooms

~~If youth groups are involved when shower rooms are rented, adult supervision must be present in the shower room at all times that it is in use. Disregard of this provision will result in denial of further use of shower facilities.~~

12. Operation of Stage Lighting and Public Address Systems

~~The District lighting and sound systems must be operated by a district technician or trained designee. Unauthorized operation of stage lighting or public address systems by an occupant shall result in billing for the regular technician fee as well as for any resultant damage to school equipment.~~

13. Right to Deny Use of Facilities

~~The District reserves the right to deny use of school facilities to any applicant when, in the sole judgement of the Superintendent or designee, the intended use, or the principles, philosophy, or background of the applicant organization would be detrimental to the best interests of the District and its educational program.~~

14. Use by Religious Groups

~~School facilities shall be made available to church groups but shall not be rented as a permanent place of worship.~~

PRO 4260 — Adopted 9/26/00

SCHEDULING AND PAYMENT PROCEDURES

1. ~~Written Application Required~~

~~Written application is required for all school and community use of facilities. Applicants may obtain forms from the District office in person or by mail. Applications by youth groups must be signed and endorsed by an adult sponsor who will guarantee the presence of adult supervision and compliance with District policies and regulations.~~

2. ~~Cancellation~~

~~Request of cancellation of an event must be received by the District office in writing at least two (2) days in advance of scheduled occupancy. Failure to notify of intent to cancel will obligate the applicant to pay the charges for the facility.~~

3. ~~Confirmation by District Office~~

~~Written confirmation of the scheduled event will be mailed or faxed to the applicant.~~

4. ~~Single Application for Periodic Use~~

~~A single application may be made for a series of uses of like character.~~

5. ~~No Scheduling More Than One Year in Advance~~

~~Schedules will not be made for dates that are beyond one year from date of application.~~

6. ~~Payment~~

~~Payment of charges shall be payable prior to scheduled event. Any necessary adjustment will be made on the final settlement after completion of occupancy.~~

7. ~~Cancellation for Non-Payment~~

~~Failure to pay invoices with thirty (30) days after presentation of invoice may result in cancellation of any future use.~~

PRO 4260 — Adopted 9/26/00

BELOW IS WSSDA'S VERSION

Application for use of school facilities will be made to the facilities coordinator.

Professional fund raisers representing charities must provide evidence that the fund raiser:

- A. Is recognized by the Philanthropic Division of the Better Business Bureau;
- B. Is registered and bonded by the state of Washington; and
- C. Will give the charity at least sixty (60) percent of the gross revenues.

The superintendent will develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule will be evaluated on a biennial basis.

Sponsoring organizations will provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.

Alcoholic beverages and illegal drugs will not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property. All applicants for use of school facilities will hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage will be decided by

the superintendent and approved by the board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

All applicants for use of school facilities will maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship in an amount not less than \$50,000 due to bodily injury or death of one person or at least \$100,000 due to bodily injury or death of two or more persons in any incident. If use of the district's facilities is to be ongoing, the applicant will provide evidence to the district once every thirty days that the insurance remains in effect.

Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

The superintendent possesses the authority to make the decision on use of school facilities by a group. The group may appeal such decision to the board.

Because of the value of district's playing fields to the community's total recreational opportunity, the fields may be used by all residents. The use must be appropriate and compatible with each play field and its surrounding area. Such use will not result in destruction, damages, or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the superintendent will make reasonable effort to obtain restitution for the damage.

A custodian or other authorized staff member must be on the premises when any nonschool group is using school facilities.

Last Revised: **December 01, 2011**

Prior Revised Dates: **06.99; 08.09**

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Sexual Harassment of District Staff Prohibited

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

Definitions

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

The term "sexual harassment" is defined by the regulations implementing the federal law Title IX of the Education Amendments Act of 1972 at 34 C.F.R. § 106.30.

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

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

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

Investigation and Response

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

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

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages

in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

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

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

Staff Responsibilities

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

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

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities.

A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Reports of ~~sex~~ discrimination and ~~sexual discriminatory~~ harassment will be referred to the district's Title IX Coordinator. Reports of discrimination based on sexual orientation, gender expression, gender identity, race, creed, color, national origin, religion, honorably discharged veteran or military status, or age, or complaints alleging violations of the Boy Scouts of America Act will be referred to the district's Civil Rights Compliance Coordinator.

Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

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

Policy Review

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

Cross References:

3205 - Sexual Harassment of Students Prohibited
3207 - Prohibition of Harassment, Intimidation, and Bullying
3210 - Nondiscrimination

Policy 5011
Classification - Essential

	3211 - Gender-Inclusive Schools
	3421 - Child Abuse, Neglect, and Exploitation Prevention
	5010 - Nondiscrimination and Affirmative Action
Legal References:	RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
	WAC 392-190-058 Sexual harassment
	20 U.S.C. §§ 1681-1688
	34 C.F.R. § 106
Management Resources:	2024 – August Issue
	2022 – June Issue
	2015 - July Policy Alert
	2014 - December Issue
	2010 - October Issue

Reimbursement for Travel Expense

~~Authorization to travel shall be obtained in advance. All travel requests (Form 300) must be accompanied by paperwork for registration, approved by the staff member's immediate supervisor and then submitted to the superintendent or director for approval.~~

~~The travel request must show meals, lodging, transportation (air and/or ground), registration and any other estimated expenses for which reimbursement shall be requested upon completion of travel, and the budget category to which reimbursement is to be charged.~~

~~Employees traveling to the same general destinations shall make reasonable efforts to share transportation, when possible.~~

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent or designee for approval.

Travel requests shall include meals, lodging, transportation, registration and any other estimated expenses for which reimbursement will be requested upon completion of travel and the budget category to which reimbursement is to be charged.

REIMBURSABLE EXPENSES

LODGING: Actual expenses for lodging at the government rate for a standard room where such rates are offered, up to the maximum amount allowed, will be reimbursed as evidenced by a receipt. (Lodging and set per-meal amounts are provided by the IRS, Publication 1542.) When it is determined that lodging cost will be greater than the maximum lodging amount, the employee must submit a requisition for prior approval to the superintendent or director. Employees are required to share accommodations whenever feasible and appropriate. After approval, the business office (or building secretary) will issue a purchase order to the hotel/motel and provide the employee with a copy, which should be hand-carried to the hotel/motel. The establishment will then direct bill the District. The District credit card may be used if the hotel/motel will not accept a P.O. (See Ephrata School District Board Policy 6212.) Purchase orders are issued for the room rate and parking only. All incidental expenses must be paid to the hotel by the employee. If these expenses are for official business, they may be claimed for reimbursement on a Travel Expense Voucher.

Spouses may accompany employees traveling on official business. The District will not reimburse for any additional costs. When accompanied by a spouse, the employee shall determine the single rate for lodging and record it on the lodging receipt, or obtain a separate receipt

Meals must qualify as non-taxable by the Internal Revenue Services under one of the following:

Meals:

1. Meals will be reimbursed according to U.S. General Services Administration (GSA) www.gsa.gov per diem rates.
2. Employee must be away from the district for four (4) or more hours to qualify for meal per diem.
3. Meal reimbursement is based upon the following guidelines.
 - Breakfast – Breakfast will not be reimbursed the first day of travel or when travel away from the district occurs in a single day. If an employee is traveling away from the district overnight, they will be reimbursed for incurred breakfast expenses for all days following the first day.
 - Lunch – If an employee is traveling away from the district during the hours of 12:00 – 1:00 pm, they will be reimbursed for incurred lunch expenses.
 - Dinner – If an employee is traveling away from the district during the hours of 6:00 – 7:00 pm, they will be reimbursed for incurred dinner expenses.

4. Employees will not be required to provide a receipt but, when applicable (i.e. a conference, training, hotel, etc.), will be required to provide proof that the meal they are seeking reimbursement for was not provided.
5. Per diem allowance is based on per meal and includes tax and gratuity.
6. Employee must certify:
 - a. They actually incurred an out-of-pocket expense.
 - i. Choosing an out of pocket expense when a meal is provided will not be reimbursed.
 - ii. Employee was in travel status during the entire meal period.

MILEAGE: Inside the district: Reimbursement allowed only when approved in advance by the staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle inside the district. The report must show each point of departure and destination. This report must be submitted to the district business office by the first day of the month. Payment will occur through the district's accounts payable system.

Outside the District: Reimbursement allowed only in connection with an approved travel request. Reimbursement shall be at the rate set by the superintendent. Use of a private vehicle must have prior approval by the superintendent or director. If more than one staff member is attending the meeting/event, car pooling (one vehicle per every four people) is required to eliminate the expense of multiple people driving.

Taxi, Parking, Toll: Reimbursement allowed for these expenses with receipt.

ALL OTHER EXPENSES: All expenses to be reimbursed, except the above mileage reimbursement, must be reported on the Expense Report (Form 302) ~~and have a copy of the approved Travel Request (Form 300) attached~~ with any required receipts, as described previously. Payment will occur through the district's accounts payable system.

The Expense Report must be submitted to the district business office.

A separate expense report is to be submitted for each trip for which reimbursement is being requested.

NON-REIMBURSABLE EXPENSES

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals.
- B. Personal telephone calls, postage, and memberships.
- C. Mileage to and from home.
- D. Mileage for school levy promotions and other non-official school functions.
- F. Entertainment.

OUT OF STATE TRAVEL

~~All out of state travel must be approved in advance through the school board.~~