



Ephrata School District

Regular Board Meeting

Date and Time

Monday July 28, 2025 at 6:00 AM PDT

Agenda

	Purpose	Presenter
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I. Opening Items

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|--|--------------------|-------------|
| A. Record Attendance | | |
| B. Call the Meeting to Order | | James Adams |
| C. Flag Salute | | James Adams |
| D. Public Comment | | |
| E. Changes or Additions to the Agenda | Vote | |
| F. Close for Public Hearing on 25/26 Budget | | |
| G. Reconvene Regular Meeting | | |
| H. Approve Minutes | Approve
Minutes | |
| Approve minutes for Regular Board Meeting on June 30, 2025 | | |

II. Action Items

	Purpose	Presenter
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A. Consent Agenda

Vote

i. Hires

- a. Diana Avila, 6.5 Hr LifeSkills Para at Ephrata High School
- b. Yanai Zapien Ruiz, 6.5 Hr LifeSkills Para at Ephrata High School
- c. Meagan Haight, 1.0 CTE-Agriculture Teacher at Ephrata High School
- d. Kelly Warga, 1.0 Special Educaton Resource and Transition Teacher at Ephrata High School
- e. Brianne Griffith, 1.0 Counselor at Grant School
- f. Gueri Zabelle, 6.75 Hr Para at Parkway Intermediate
- g. Melinda Turner, 6.5 Hr One-Year Temporary Special Education Para at Parkway Intermediate
- h. Erica Wilkinson, 6.5 Hr Life Skills Para at Grant Elementary

ii. Myers-Stevens & Toohey Co, Inc 25/26 Voluntary Student Accident and Sickness Insurance

iii. Accounts Payable & Payroll

- a. \$13,327.11 7/14/25
- b. \$586,489.91 7/15/25
- c. \$3,238,410.06 7/31/25 July Payroll

B. Resolution 2024-2025-7 Adopt the 2025-2026 Budget

Vote

C. Resolution 2024-2025-8 Hiring Retired School Employees**D. 2024-2025-9 Set 2025-2026 Board of Directors Meetings****E. Approve Curriculum Adoption for World Languages at Ephrata High School**

Vote

III. Non-Action Items**A. Budget Report**

FYI

Allison Razey

B. Superintendent Report

FYI

Ken Murray

C. Legislative Update

FYI

Mike Fleurkens

	Purpose	Presenter
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D.	First Reading of Policy	
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	Discuss	
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E.	Procedure Updates	
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	FYI	
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	3205P Sexual Harassment of Students Prohibited	
	4220P Complaints Concerning Staff or Programs	
	5011P Sexual Harassment of District Staff Prohibited	
	5231P Length of Work Day	
	6213P Reimbursement for Travel Expenses	

IV. Closing Items

A.	Adjourn Meeting	
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		James Adams
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Coversheet

Close for Public Hearing on 25/26 Budget

Section:	I. Opening Items
Item:	F. Close for Public Hearing on 25/26 Budget
Purpose:	
Submitted by:	
Related Material:	25-26 Budget Presenation to Board.pdf



2025-2026 Budget Presentation

Prepared By: Allison Razey
Director of Business & Finance

BUDGET SUMMARY

This Budget Summary provides information on the 2025-2026 Budget for Ephrata School District. More detailed budget information is available in the formal budget, OSPI form F195.

WHAT ARE THE BUDGETS FOR THE SCHOOL DISTRICT?

THE BUDGET CONSISTS OF FIVE SEPARATE FUNDS

GENERAL FUND:



The general fund is used to account for all financial resources except those required to be accounted for in another fund. Revenues for the general fund are primarily from state funds, special maintenance and operations levy funds, federal funds, and fees. These revenues are used for financing the current day to day operations of the school district such as our instructional programs for students, food services, maintenance, and pupil transportation. Expenditures include salaries and benefits costs, and non-labor costs such as supplies and instructional materials, utilities, fuel, insurance, and printing costs.

CAPITAL PROJECTS FUND:



The Capital Projects fund provides for acquisition of lands or buildings, major modernization of buildings and other property such as fields, and acquisition of equipment, including technology systems. Capital funds may also be used for energy audits and related upgrades. The Capital Projects Fund is generally financed from the proceeds from the sale of bonds, state matching revenues, lease or sale of surplus real property, interest earnings, transfers from the General Fund and special levies.

DEBT SERVICE FUND:



The Debt Service fund provides for the redemption and payment of interest on bonds. Each year an amount is levied which provides for redemption of bonds currently due, interest payments on bonds outstanding, and related costs.

ASSOCIATED STUDENT BODY FUND (ASB):



The ASB fund accounts for the student extracurricular activities in each school. The revenues are generated, in part, by fees from students and nonstudents attending any optional noncredit extracurricular event of the district. Although the ASB fund is under the control of the Board of Directors, each school's student body prepares and submits a revenue and expenditure plan for Board approval.

TRANSPORTATION VEHICLE FUND:



The Transportation Vehicle fund accounts for the purchase of or major repair of pupil transportation equipment/buses. The Transportation Vehicle Fund is generally financed by state reimbursement to school districts for depreciation of approved pupil transportation equipment/buses.

BUDGET SUMMARY, *Cont'd.*

GENERAL FUND

Enrollment:

- The budgeted K-12 enrollment for 2025-26 is 2,575 FTE plus 26 FTE for ALE, 57.00 for Running Start & 30 for Open Doors for a total FTE of 2,688.00.
- For 25-26 we budgeted 380 SPED FTE.
- The 2024-25 average total enrollment including was 2,705.11 FTE.
- Enrollment projections are based on district-wide analysis by grade level in conjunction with the demographic analysis.
- The District has chosen to budget lower than the actual projected enrollment of 2,738 FTE for 25-26.

Revenues:

- Levy collection estimated @ \$1.46 per \$1,000.
- 2.5% IPD on funded positions.
- Reflect the continued LAP, State Bilingual and Title funding.
- Continued ECEAP Program for the 25-26 School Year with reduced slots.

Expenditures:

- Increased payroll rates to reflect bargaining agreements.
 - Teachers bargained for the IPD allocation plus 1.5% for a total of 4%.
 - Central Office bargained for the IPD allocation plus .5% for a total of 3.0%.
 - This Budget includes a projected 3.0% salary increase for Staff in the Admin Group.
 - Classified Staff bargained for A 3.7% increase.
- Addition of a partial FTE for the High School Assistant Principal no longer charged to ECEAP.
- Increased MSOC costs due to economy.
- Addition of Middle School Counselor
- Made Safety and Security Officer position permanent.

BUDGET SUMMARY, *Cont'd.*

Other:

- The District has budgeted \$2.0m under both the revenues and expenditures as capacity for any unknown grants or revenues that may be received in 25-26.

CAPTIAL PROJECTS FUND

- Revenues totaling \$784,000 from the Estimated Capital Levy Funds.
- We budgeted for a Transfer from the General fund for up to \$500,000.

DEBT SERVICE FUND

- Voted and non-voted debt is paid from the Debt Service Fund.
- The non-voted debt / Energy Grant is paid for via a transfer of funds \$107,901 from the General Fund to the Debt Service Fund. The District will have non-voted debt fully paid off in June of 2026.
- The voted debt / Bond Project was approved by the voters on Feb. 12, 2019. Payments for the bond will total \$2,144,300 for principal and interest in 25-26. The voted debt will be fully paid off in December of 2038.

ASSOCIATED STUDENT BODY FUND

- Estimated \$1,332,501 in revenue from donations, fundraisers and sales.

TRANSPORTATION VEHICLE FUND

- Money collected from the state for depreciation will be used to purchase buses.

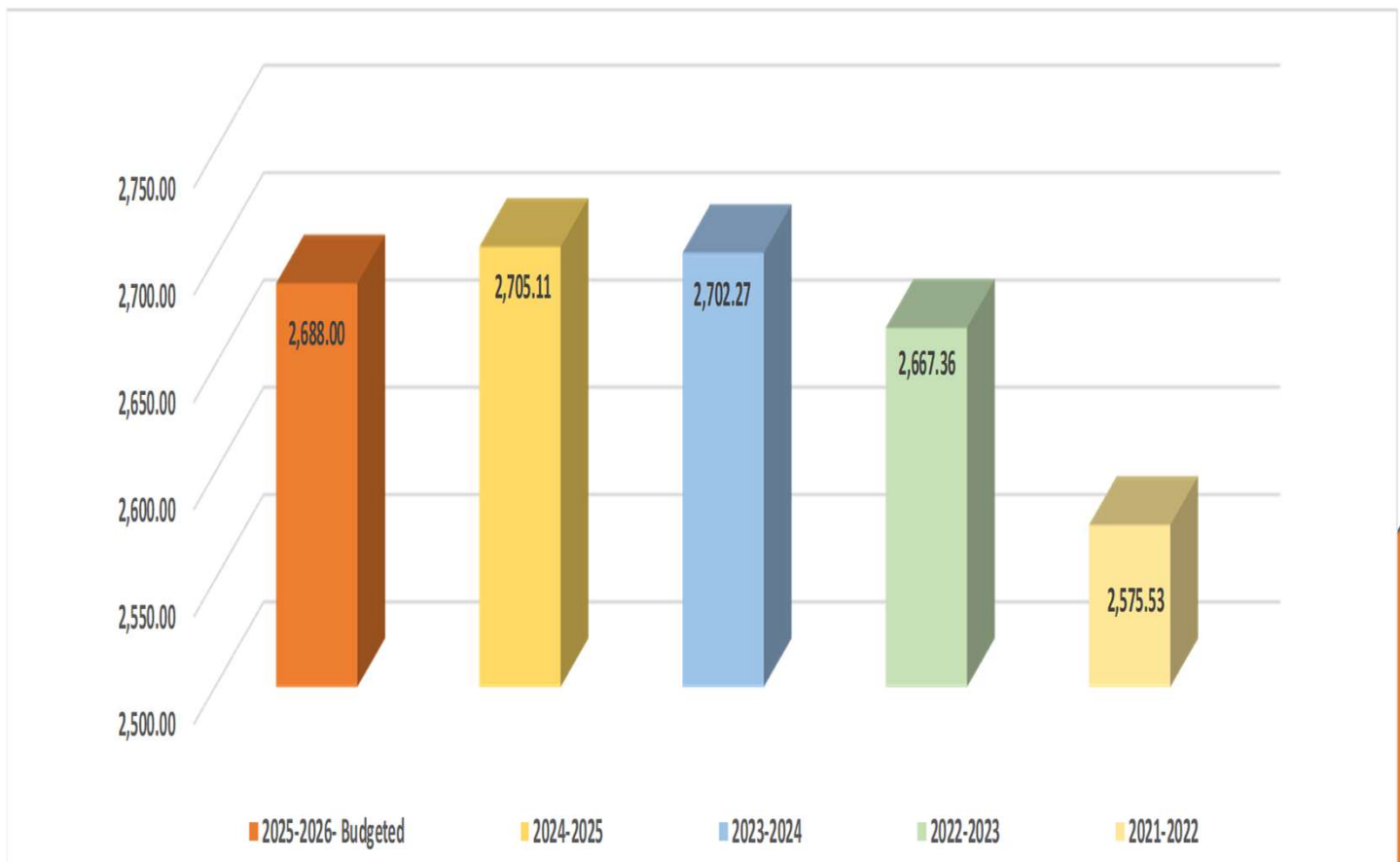
2025-2026 BUDGET

FINANCIAL SUMMARY

FUND	YEAR	BEGINNING BALANCE	REVENUES	EXPENDITURES	OPERATING TRANSFERS	ENDING BALANCE
GENERAL	2025-2026	\$ 9,000,000	\$ 51,333,638	\$ 53,195,961	\$ (607,901)	\$ 6,529,776
	2024-2025	\$ 10,000,000	\$ 48,241,085	\$ 51,011,010	\$ (607,401)	\$ 6,622,674
CAPITAL PROJECTS	2025-2026	\$ 2,684,301	\$ 1,434,000	\$ 4,118,301	\$ -	\$ -
	2024-2025	\$ 1,881,591	\$ 1,699,000	\$ 3,580,591	\$ -	\$ -
DEBT SERVICE	2025-2026	\$ 1,627,232	\$ 2,287,696	\$ 2,262,201	\$ -	\$ 1,652,727
	2024-2025	\$ 1,501,513	\$ 2,342,461	\$ 2,244,826	\$ -	\$ 1,599,148
ASB	2025-2026	\$ 417,762	\$ 1,332,501	\$ 1,185,379	\$ -	\$ 564,884
	2024-2025	\$ 385,921	\$ 1,267,377	\$ 1,240,190	\$ -	\$ 413,108
TRANSPORTATION	2025-2026	\$ 953,356	\$ 373,261	\$ 1,326,617	\$ -	\$ -
VEHICLE	2024-2025	\$ 1,086,080	\$ 632,511	\$ 1,718,591	\$ -	\$ -

ENROLLMENT SUMMARY

- **All of the enrollment numbers below include Running Start, Open Doors & ALE**
- In the 2022-2023 school year our enrollment ended with 2,667.36 students which is an increase of 91.83 students.
- In the 2023-2024 school year our enrollment ended with 2,701.13 which is an increase of 33.77 students.
- For the 2024-2025 school year our enrollment ended with 2,705.11 students which is an increase of 3.98 students.
- For the 2025-26 school year our budgeted enrollment is estimated at 2,688.00 which is lower than our projected enrollment of 2,738. (These numbers include Running Start, Open Doors & ALE) For our K-12 enrollment we budgeted a total of 2,575 students.



LEVY SUMMARY

- In February of 2021 the voters approved a 4-year EPO Levy with the following collections.
 - 2022 Collections are \$1,855,000
 - 2023 Collections are \$2,004,000
 - 2024 Collections are \$2,113,500
 - 2025 Collections are \$2,230,000
- The EPO levy pays for General Fund enrichment expenses, such as Extra-Curricular, Staff Professional Development, College in The High School, Safety & Security, Unfunded MSOCS, Technology and any expenses beyond the state allocation.



GENERAL FUND SUMMARY

		Actual 2023-2024	Budget 2024-25	Budget 2025-26
BEG.				
GL 810	Restricted for Other Items	268,477	311,126	352,056
GL 821	Restricted for Carryover	405,173	701,387	950,890
	Restricted for Carryover of Food Service			
GL 828	Revenue	158,842	159,689	159,691
GL 830	Restricted for Debt Service	106,964	107,401	107,901
GL 840	Nonspendable FB - Inventory/Prepaid	-	-	100,000
GL 870	Committed for Other Purposes			
GL 884	Assigned to Capital Projects			
GL 888	Assigned to Other Purposes		-	
GL 890	Unassigned Fund Balance	6,488,547	5,155,847	3,605,711
GL 891	Committed Minimum Fund Balance	2,914,120	3,564,550	3,723,751
Beginning Fund Balance		10,342,123	10,000,000	9,000,000
ADD: Revenues				
1000	Local Taxes	2,022,417	2,140,835	2,464,354
2000	Local Non-Tax	445,124	2,184,445	2,200,754
3000	State, General Purpose	29,772,300	30,330,285	31,925,878
4000	State, Special Purpose	9,793,099	9,618,968	10,687,659
5000	Federal, General Purpose			
6000	Federal, Special Purpose	4,081,754	3,944,761	4,037,493
8000	Revenues from Other Agencies	43,080	21,791	17,500
9000	Other Financing		-	-
Total Revenues		46,157,774	48,241,085	51,333,638
TOTAL: Funds Available		56,499,897	58,241,085	60,333,638
LESS: Expenditures				
00	Regular Instruction	22,807,269	24,122,685	25,167,841
10	Federal Special Purpose Funding	563,689	-	
20	Special Education Instruction	4,390,481	5,005,289	5,771,547
30	Vocational Instruction	2,849,185	3,018,436	3,039,627
50 & 60	Compensatory Education	3,534,464	4,173,342	4,178,070
70	Other Instructional Programs	85,964	2,125,382	2,132,761
80	Community Services	850,001	949,232	951,757
90	Support Services	10,995,300	11,616,644	11,954,358
Total Expenditures		46,076,353	51,011,010	53,195,961
OTHER FIN. USES TRANS. OUT (GL536)		(606,964)	(607,401)	(607,901)
Ending Fund Balance		9,816,580	6,622,674	6,529,776

GENERAL FUND REVENUES

	Actual 2023-24	Budget 2024-25	Budget 2025-26
1100 Local Property Tax	2,019,199	2,137,635	2,460,854
1300 Sale of Tax Title Property	-		
1400 Local in Lieu of Taxes	3,218	3,200	3,500
Total Tax	2,022,417	2,140,835	2,464,354
2100 Tuition and Fees	22,452	19,150	20,700
2131 Secondary Voc Education Tuition	382	4,200	4,200
2171 Traffic Safety Education Fees			
2200 Sales of Goods, Supp & Services, Unassigned	2,686	5,300	5,300
2231 Sec. Voc. Ed., Sale of Goods, Supp & Svcs			
2289 Community Services		547	547
2298 Food Services	9,776	23,008	12,773
2300 Investment Earnings	266,111	125,000	150,000
2400 Interfund Loan Interest Earnings			
2500 Gifts and Donations	136,182	1,140	1,134
2600 Fines and Damages	1,208	1,750	1,750
2700 Rentals and Leases	1,100	750	750
2800 Insurance Recoveries			
2900 Local Support Non-Tax	5,206	2,003,600	2,003,600
2910 E-Rate		-	-
2998 Local School Food Services - non NSLP		-	-
Total Local Non-Tax	445,103	2,184,445	2,200,754
3100 State Apportionment	26,051,177	26,521,535	27,625,084
3121 State Special Ed Apportionment	661,712	662,247	771,453
3300 Local Effort Assistance	3,059,411	3,146,503	3,529,341
Total State, General Purpose	29,772,300	30,330,285	31,925,878
4100 Special Purpose, Unassigned	53,025	53,025	53,025
4121 Special Education	3,832,295	3,779,433	4,582,495
4122 SPED Infants and Toddlers - State			
4155 Learning Assistance Program	1,904,435	2,041,561	2,068,511
4158 Special Pilot Programs	161,476	93,011	105,783
4165 Transitional Bilingual	689,216	740,096	838,859
4174 Highly Capable	83,629	84,939	88,464
4198 School Food Service	358,419	-	-
4199 Transportation	1,926,008	1,926,008	2,079,132
4300 Other State Agencies			
4388 Childcare - Other State Agencies (ECEAP)	784,598	900,895	871,390
4399 Transportation - Operations - Other State Age	-	-	-
Total State, Special Purpose	9,793,101	9,618,968	10,687,659
5200 General Purpose, Direct Federal Grants		-	-
Total Federal, General Purpose	-	-	-
6113 Federal Special Purpose - ESSER III	293,424	-	-
6114 Federal Special Purpose - ESSER III Learning Lo	365,327	-	-
6124 Federal Special Ed. Grants	613,541	651,237	658,674
6138 Federal Vocational Education	38,826	38,827	59,253
6151 ESEA Disadvantaged, Fed Title I	634,063	965,443	852,731
6152 Other Title, ESEA Federal	165,010	224,597	261,939
6153 ESEA Migrant - Federal	163,413	114,677	104,909
6164 Title III LEP and Immigrant	57,828	109,310	92,601
6188 Childcare			
6189 Other Community Services			
6198 School Food Service	1,631,598	1,725,023	1,881,436
6200 Direct Special Purpose Grants			
6219 Federal Special Purpose - Cares Act	5,500		
6319 Federal Special Purpose - Cares Act			
6998 USDA Commodities	113,224	115,647	125,950
Total Federal, Special Purpose	4,081,754	3,944,761	4,037,493
8100 Governmental Entities		17,291	7,500
8101 Governmental Entities - Enrichment	25,940		
8189 Community Services	17,140	4,500	10,000
8198 School Food Services - Private Schools		-	-
8500 Nonfederal, ESD	-	-	-
Total Other Agencies	43,080	21,791	17,500
9300 Sale of Equipment		-	-
9500 Long-Term Financing		-	-
Total Other Agencies	-	-	-
GRAND TOTAL - REVENUES	46,157,755	48,241,085	51,333,638

GENERAL FUND REVENUE – *Cont'd*

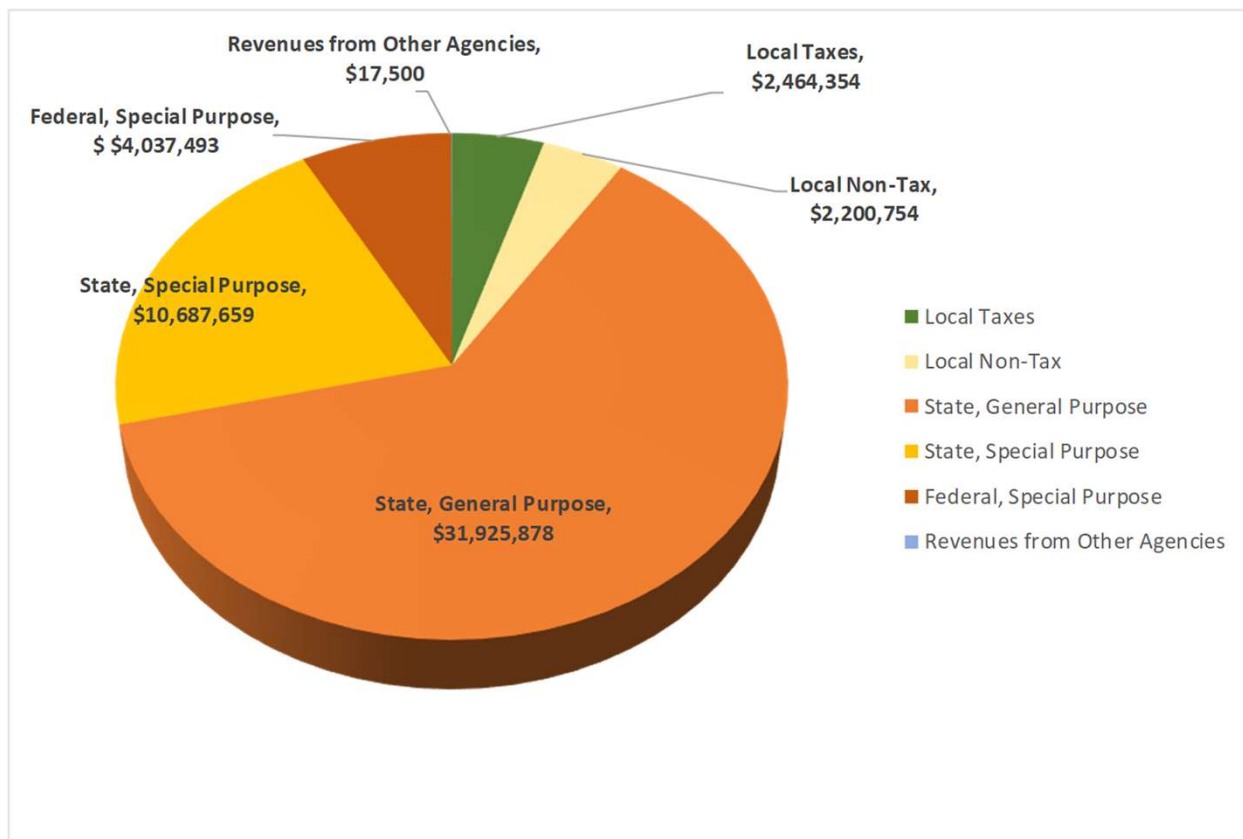
- \$ 42,613,537** State Resources represent 83.01% of all revenues. These revenues consist of state apportionment revenue based upon actual student enrollment for basic education as well as categorical programs.

- \$ 2,464,354** Local Tax (Voter Approved Levy Funds) represents 4.80% of all revenues. Voters approved levy collections in the amounts of \$2,230,000 for 2025 and \$2,713,253 for 2026. Since the district's fiscal year runs from September 1st to August 31st, portions of two calendar year collections are used for budgeting purposes.

- \$ 4,037,493** Federal revenues represent 7.87% of district revenues which include funding for specific grant programs.

- \$ 2,218,254** Local non-tax and other revenues account for the remainder of the budgeted revenues (4.32%). These revenues include tuition and/or fees, food lunch revenues, transportation reimbursements, interest earnings, and facilities use. This is also where the District budgeted \$2M in capacity for new programs.

- \$ 51,333,638 TOTAL REVENUES**



GENERAL FUND EXPENDITURES

DISTRIBUTION BY PROGRAM	Actual		Budget		Budget	
	2023-24	%	2024-25	%	2025-26	%
01 Basic Ed	22,557,494	48.90%	24,051,216	47.15%	24,900,271	46.81%
02 Alternative Learning Experience	19,622	0.04%	71,469	0.14%	267,570	0.50%
03 Basic Ed - Open Doors	230,153	0.50%	-	0.00%	-	0.00%
97 District-wide Support	7,240,943	15.70%	7,567,925	14.84%	7,696,225	14.47%
Total CORE BEA	30,048,212	65.14%	31,690,610	62.13%	32,864,066	61.78%
11 SLFRF		0.00%	-	0.00%	-	0.00%
12 ESSER II		0.00%	-	0.00%	-	0.00%
13 ESSER III		0.00%	-	0.00%	-	0.00%
14 ESSER III Learning Loss	244,765	0.53%	-	0.00%	-	0.00%
19 Cares Act	318,924	0.69%	-	0.00%	-	0.00%
21 Special Education	3,806,656	8.25%	4,377,889	8.58%	5,147,034	9.68%
23 Special Education - ARP, Idea Federal		0.00%	-	0.00%	-	0.00%
24 Special Education - Federal	583,825	1.27%	627,400	1.23%	624,513	1.17%
31 Vocational Education	2,369,574	5.14%	2,512,366	4.93%	2,485,413	4.67%
34 Middle School Vocational Education	442,182	0.96%	468,651	0.92%	498,035	0.94%
38 Federal Vocational Education	37,430	0.08%	37,419	0.07%	56,179	0.11%
51 Title I, Disadvantaged	603,352	1.31%	930,458	1.82%	808,505	1.52%
52 School Improvement	157,017	0.34%	216,458	0.42%	248,354	0.47%
53 ESEA Migrant - Federal	155,498	0.34%	110,521	0.22%	99,468	0.19%
55 Learning Assistance Program	1,811,549	3.93%	2,088,689	4.09%	2,124,338	3.99%
58 Special & Pilot Programs	163,500	0.35%	78,920	0.15%	101,649	0.19%
64 Title III, Limited English Proficiency	55,028	0.12%	105,349	0.21%	87,798	0.17%
65 Transitional Bilingual	588,520	1.28%	642,947	1.26%	707,958	1.33%
74 Highly Capable	71,411	0.15%	73,789	0.14%	74,659	0.14%
79 Other Instructional Programs	14,553	0.03%	2,051,593	4.02%	2,058,102	3.87%
88 Childcare - Other State Agency	833,692	1.81%	944,185	1.85%	941,210	1.77%
89 Other Community Services	16,309	0.04%	5,047	0.01%	10,547	0.02%
98 Food Services	1,844,218	4.00%	2,023,367	3.97%	2,179,001	4.10%
99 Transportation	1,959,380	4.25%	2,025,352	3.97%	2,079,132	3.91%
Total CATEGORICAL	16,077,383	34.86%	19,320,400	37.87%	20,331,895	38.22%
GRAND TOTAL - EXPENDITURES	46,125,595	100.00%	51,011,010	100.00%	53,195,961	100.00%

GENERAL FUND EXP BY ACTIVITY

Actual				Budget		Budget	
2023-24				2024-25		2024-25	
ACTIVITY							
No.	Name	Amount	Percent	Amount	Percent	Amount	Percent
Teaching & Support							
22	Learning Resources	348,758	0.76%	421,879	0.83%	439,144	0.83%
24	Guidance - Counseling	1,103,785	2.40%	1,145,804	2.25%	1,448,309	2.72%
25	Pupil Management & Safety	558,882	1.21%	645,315	1.27%	652,162	1.23%
26	Health Service	1,424,919	3.09%	1,753,295	3.44%	1,755,132	3.30%
27	Teaching	24,605,356	53.40%	25,879,343	50.73%	27,553,356	51.80%
28	Extracurricular	1,411,688	3.06%	1,459,943	2.86%	1,497,373	2.81%
31	Instructional Professional Deve.	332,071	0.72%	555,962	1.09%	483,271	0.91%
32	Instructional Technology	642,376	1.39%	806,793	1.58%	708,362	1.33%
33	Curriculum	820,940	1.78%	619,175	1.21%	344,768	0.65%
34	Professional Learning - State	301,067	0.65%	294,285	0.58%	310,789	0.58%
35	Pupil Safety					119,374	0.22%
Total Teaching & Support		31,549,842	68.47%	33,581,794	65.83%	35,312,040	66.38%
Other Support							
42	Food	202,958	0.44%	115,647	0.23%	125,950	0.24%
44	Nutrition Services - Operations	848,451	1.84%	1,053,798	2.07%	1,141,433	2.15%
49	Nutrition Services - Transfers		0.00%	-	0.00%	-	0.00%
52	Operating Buses	1,566,863	3.40%	1,592,625	3.12%	1,648,476	3.10%
53	Maintenance of School Buses	419,262	0.91%	410,816	0.81%	435,585	0.82%
56	Insurance	49,897	0.11%	65,375	0.13%	54,306	0.10%
59	Transportation - Transfers	(313,406)	-0.68%	(285,000)	-0.56%	(304,075)	-0.57%
62	Grounds Care - Maintenance	406,784	0.88%	310,941	0.61%	318,739	0.60%
63	Operation of Buildings	1,659,141	3.60%	1,671,790	3.28%	1,715,363	3.22%
64	Maintenance of Bldgs/Equipment	540,707	1.17%	512,306	1.00%	563,623	1.06%
65	Utilities	617,923	1.34%	577,200	1.13%	634,400	1.19%
67	Building Security	103,681	0.23%	108,531	0.21%	25,804	0.05%
68	Insurance	532,563	1.16%	692,000	1.36%	662,640	1.25%
72	Information Systems	1,282,550	2.78%	1,381,519	2.71%	1,397,490	2.63%
75	Motor Pool	(33,297)	-0.07%	96,964	0.19%	116,588	0.22%
83	Interest	964	0.00%	531	0.00%	95	0.00%
84	Principal	48,277	0.10%	41,932	0.08%	28,216	0.05%
85	Debt Expn		0.00%	-	0.00%	-	0.00%
91	Public Activities		0.00%	-	0.00%	-	0.00%
Total Other Support		7,933,318	17.22%	8,346,975	16.36%	8,564,633	16.10%
School Building Administration							
23	Principal's Office	2,373,340	5.15%	2,634,928	5.17%	2,698,971	5.07%
Central Administration							
11	Board of Directors	85,766	0.19%	56,750	0.11%	60,100	0.11%
12	Superintendent's Office	336,746	0.73%	335,848	0.66%	352,597	0.66%
13	Business Office	1,094,483	2.38%	1,272,798	2.50%	1,178,098	2.21%
14	Human Resources	374,143	0.81%	325,868	0.64%	333,402	0.63%
15	Public Relations		0.00%	-			0.00%
21	Supervision - Instruction	1,137,835	2.47%	3,154,239	6.18%	3,348,038	6.29%
41	Supervision - Food Svcs	808,402	1.75%	864,755	1.70%	911,618	1.71%
51	Supervision - Transport. & Maint.	223,291	0.48%	241,536	0.47%	244,840	0.46%
61	Supervision - Building	159,188	0.35%	195,520	0.38%	191,624	0.36%
Total Central Administration		4,219,854	9.16%	6,447,314	12.64%	6,620,317	12.45%
GRAND TOTAL - EXP. BY ACTIVITY				46,076,354	100%	51,011,011	100%
						53,195,961	100%

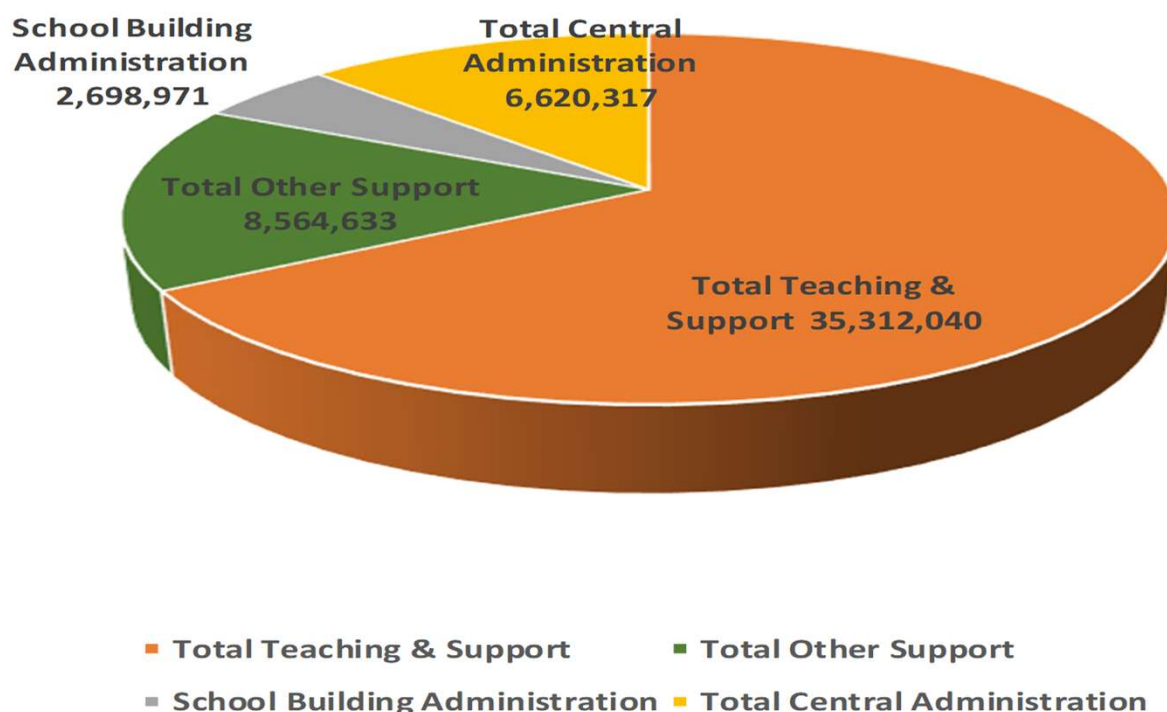
WHERE DOES THE MONEY GO?

Teaching and Teaching Support - 66.38% of the District Budget is spent on teaching, teaching support and benefits. This includes funding for teachers, instructional assistants, teaching supplies, materials and textbooks, counselors and librarians, special education and related services, health services, and pupil management and safety.

Other School Support – Operational support represents 16.10% of the District budget. This includes operation and maintenance of buildings and grounds, utilities and plant security, student transportation, nutritional services, insurance, data processing, and public activities.

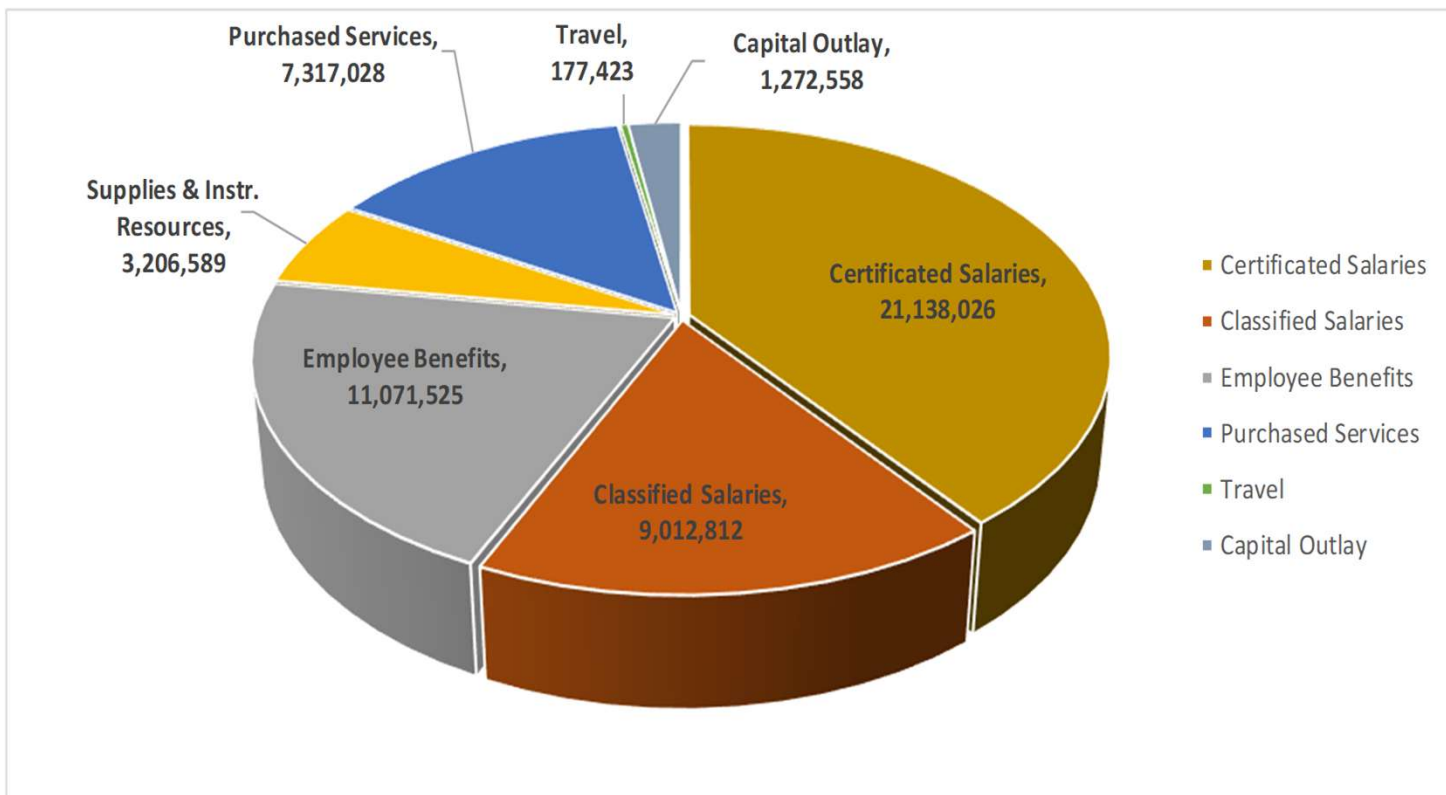
School Building Administration – This is 5.10% of the District budget and includes principals, assistant principals, secretarial and clerical support, and other expenses related to the management of the school building.

Central Administration – This 12.45% of the District budget includes the expenses of the School Board, Superintendent's Office, Human Resources, Business Services, and the supervision of the following activities: instruction, maintenance and operations, student transportation, and food services. This includes district-wide support functions such as accounting, payroll, purchasing, budgeting, personnel services, auditing costs, insurance, legal costs, and district-wide technology support.



GENERAL FUND BY OBJECT

OBJECT	Actual		Budget		Budget	
	2023-24	%	2024-25	%	2025-26	%
2 Certificated Salaries	19,082,262	41.41%	20,000,138	39.21%	21,138,026	39.74%
3 Classified Salaries	8,011,475	17.39%	8,617,803	16.89%	9,012,812	16.94%
4 Employee Benefits	9,795,153	21.26%	10,734,082	21.04%	11,071,525	20.81%
Total Salaries & Benefits	36,888,890	80.06%	39,352,023	77.14%	41,222,363	77.49%
5 Supplies & Instr. Resources	3,221,709	6.99%	3,194,813	6.26%	3,206,589	6.03%
7 Purchased Services	4,733,874	10.27%	6,966,958	13.66%	7,317,028	13.75%
8 Travel	137,296	0.30%	211,267	0.41%	177,423	0.33%
9 Capital Outlay	1,094,585	2.38%	1,285,949	2.52%	1,272,558	2.39%
0 Debit Transfers	351,204	0.76%	320,000	0.63%	334,737	0.63%
1 Credit Transfers	(351,204)	-0.76%	(320,000)	-0.63%	(334,737)	-0.63%
Total Operating Costs	9,187,464	19.94%	11,658,987	22.86%	11,973,598	22.51%
GRAND TOTAL - EXP. BY OBJECT	46,076,354	100%	51,011,010	100%	53,195,961	100%



MATERIALS, SUPPLIES & OPERATING COSTS (MSOC) EXPENDITURES

The State of Washington Supplemental Budget placed a new requirement on district reporting regarding the use of MSOC funds. This requirement states: as part of the budget development, hearing, and review process required by chapter 28A.505 RCW, each school district must disclose:

- The amount of state funding to be received by the district;
- The amount the district proposes to spend for materials, supplies, and operating costs;
- If (A) exceeds (B) any proposed use of this difference, and how this use will improve student achievement.

For the Ephrata School District these values are:

- Amount of budgeted State MSOC funding: \$4,390,110.70. (includes CTE);
- Amount District proposes to spend for MSOC: \$8,015,943. (includes CTE);
- Difference between these amounts: (\$3,625,832.30);
- The amount the District anticipates spending on MSOC exceeds the amount of anticipated state funding.

CAPITAL PROJECTS FUND SUMMARY

	Actual 2023-24	Budget 2024-25	Budget 2025-26
Beginning Fund Balance	8,835,697	1,881,591	2,684,301
ADD: Revenues			
1000 Local Taxes	771,918	784,000	784,000
2000 Local Non-Tax	341,011	150,000	150,000
3000 State, General Purpose		-	
4000 State, Special Purpose	1,459,151	265,000	
5000 Federal, General Purpose		-	
6000 Federal, Special Purpose	97,158	-	
7000 Revenues from Other Districts		-	
8000 Revenues from Other Agencies		-	
9000 Other Financing	500,000	500,000	500,000
Total Revenues	3,169,238	1,699,000	1,434,000
TOTAL: Funds Available	12,004,935	3,580,591	4,118,301
LESS: Expenditures			
10 Sites	67,688	-	2,223,728
20 Buildings	1,779,454	3,286,098	1,894,573
30 Equipment	730,598	294,493	
40 Energy	-	-	-
50 Sales & Lease Expenditures	-	-	-
60 Bond Issuance Expenditures	28,400	-	-
Total Expenditures	2,606,140	3,580,591	4,118,301
OTHER FIN. USES TRANS. OUT (GL536)	6,196,598		
Ending Fund Balance	3,202,197	-	-

DEBIT SERVICE FUND SUMMARY

	Actual 2023-24	Budget 2024-25	Budget 2024-25
Beginning Fund Balance	1,359,542	1,501,513	1,627,232
ADD: Revenues			
1000 Local Taxes	2,326,090	2,227,560	2,154,795
2000 Local Non-Tax	32,616	7,500	25,000
3000 State, General Purpose		-	
4000 State, Special Purpose		-	
5000 Federal, General Purpose		-	
8000 Revenues from Other Agencies		-	
9000 Other Financing	106,964	107,401	107,901
Total Revenues	2,465,670	2,342,461	2,287,696
Operating Transfer from General Fund	-	-	-
TOTAL: Funds Available	3,825,212	3,843,974	3,914,928
LESS: Expenditures			
11 Matured Bonds	1,512,339	1,612,393	1,712,763
21 Interest on Bonds	814,950	622,433	539,438
61 Bond Transfer Fees		10,000	10,000
Total Expenditures	2,327,289	2,244,826	2,262,201
OTHER FIN. USES TRANS. OUT (GL536)			
Ending Fund Balance	1,497,923	1,599,148	1,652,727

ASB FUND SUMMARY

	Actual 2023-24	Budget 2024-25	Budget 2024-25
<i>Beginning Fund Balance</i>	435,940	385,921	417,762
<i>ADD: Revenues</i>			
1000 General Student Body	117,995	319,000	401,600
2000 Athletics	200,049	429,350	381,700
3000 Classes	10,050	23,300	11,431
4000 Clubs	127,222	455,415	504,771
6000 Private Monies	13,505	40,312	32,999
<i>Total Revenues</i>	468,821	1,267,377	1,332,501
<i>TOTAL: Funds Available</i>	904,761	1,653,298	1,750,263
<i>LESS: Expenditures</i>			
1000 General Student Body	119,498	409,650	357,700
2000 Athletics	205,232	338,235	360,967
3000 Classes	6,430	20,000	8,600
4000 Clubs	132,987	444,105	429,412
6000 Private Monies	14,476	28,200	28,700
<i>Total Expenditures</i>	478,623	1,240,190	1,185,379
Ending Fund Balance	426,138	413,108	564,884

TRANSPORTATION VEHICLE FUND SUMMARY

	Actual 2023-24	Budget 2024-25	Budget 2025-26
Beginning Fund Balance	621,932	1,086,080	953,356
ADD: Revenues			
1000 Local Taxes	289,695	123,000	
2000 Local Nontax	15,668	4,800	20,000
3000 State, General Purpose		-	
4000 State, Special Purpose	504,711	504,711	353,261
5000 Federal, General Purpose		-	
6000 Federal, Special Purpose		-	-
8000 Other Agencies & Associates	-	-	-
9000 Other Financing Sources	-	-	-
Total Revenues	810,074	632,511	373,261
TOTAL: Funds Available	1,432,006	1,718,591	1,326,617
LESS: Expenditures			
Act. 30 Equipment Purchase	351,375	1,718,591	1,326,617
Total Expenditures	351,375	1,718,591	1,326,617
Ending Fund Balance	1,080,631	-	-

EPHRATA SCHOOL DISTRICT

GENERAL FUND - ENROLLMENT PROJECTIONS - F195F

ENROLLMENT AND STAFF COUNTS

		(1) 2025-2026 Current	(2) 2026-2027 Forecast	(3) 2027-2028 Forecast	(4) 2028-2029 Forecast
A. FTE ENROLLMENT COUNTS					
1	Kindergarten	165	168	171	174
2	Grade 1	192	196	200	204
3	Grade 2	165	168	171	174
4	Grade 3	192	196	200	204
5	Grade 4	190	194	198	202
6	Grade 5	210	214	218	222
7	Grade 6	210	214	218	222
8	Grade 7	201	205	209	213
9	Grade 8	210	214	218	222
10	Grade 9	230	235	240	245
11	Grade 10	210	214	218	222
12	Grade 11 (excluding Running Start)	235	240	245	250
13	Grade 12 (excluding Running Start)	165	168	171	174
14	SUBTOTAL	2575	2626	2677	2728
15	Running Start	57	57	58	57
16	Dropout Reengagement Enrollment	30	31	31	30
17	ALE Enrollment	26	27	28	29
18	TOTAL K-12	2688	2741	2794	2844
B. STAFF COUNTS					
1	General Fund FTE Certificated Employees	192.779	193.779	193.779	194.779
2	General Fund FTE Classified Employees	134.676	135.676	135.676	136.676

	(1) 2025-2026 Current	(2) 2026-2027 Forecast	(3) 2027-2028 Forecast	(4) 2028-2029 Forecast
REVENUES AND OTHER FINANCING SOURCES				
1000 Local Taxes	2,464,354	2,713,253	2,821,783	2,934,654
2000 Local Support Nontax	2,200,754	2,266,777	2,334,780	2,404,823
3000 State, General Purpose	31,925,878	32,883,654	33,870,164	34,886,269
4000 State, Special Purpose	10,687,659	11,008,289	11,338,538	11,678,694
5000 Federal, General Purpose	0	0	0	0
6000 Federal, Special Purpose	4,037,493	4,077,868	4,118,647	4,159,833
7000 Revenues from Other School Districts	0	0	0	0
8000 Revenues from Other Entities	17,500	18,025	18,566	19,123
9000 Other Financing Sources	0	0	0	0
A. TOTAL REVENUES AND OTHER FINANCING SOURCES	51,333,638	52,967,866	54,502,478	56,083,396
EXPENDITURES				
00 Regular Instruction	25,167,841	25,419,519	25,927,909	26,446,467
10 Federal Stimulus	0	0	0	0
20 Special Education Instruction	5,771,547	5,779,262	5,837,055	5,953,796
30 Vocational Instruction	3,039,627	3,044,023	3,074,463	3,135,952
40 Skills Center Instruction	0	0	0	0
50 and 60 Compensatory Education	4,178,070	4,179,851	4,221,650	4,306,083
70 Other Instructional Programs	2,132,761	2,154,089	2,175,630	2,219,143
80 Community Services	951,757	961,275	970,888	990,306
90 Support Services	11,954,358	11,973,902	12,093,641	12,214,577
B. TOTAL EXPENDITURES	53,195,961	53,511,921	54,301,236	55,266,324
C. OTHER FINANCING USES (G.L. 536) 1/	607,901	0	0	500,000
C. OTHER FINANCING USES (G.L. 535) 2/	0	0	0	0
E. EXCESS OF REVENUES/OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES & OTHER FINANCING USES (A-B-C-D)	(2,470,224)	(544,055)	201,242	317,072

BEGINNING FUND BALANCE				
G.L.810 Restricted for Other Items	352,056	352,056	275,000	275,000
G.L.821 Restricted for Carryover of Revenues	950,890	950,890	645,000	645,000
G.L.828 Restricted for Carryover of Food Service	159,691	159,691	150,000	150,000
G.L.830 Restricted for Debt Service	107,901	107,901	0	0
G.L.840 Nonspendable Fund Bal: Inventory/Prepaid	100,000	100,000	100,000	100,000
G.L.884 Assigned to Other Capital Projects	0	0	0	0
G.L.888 Assigned to Other Purposes	0	0	0	0
G.L.890 Unassigned Fund Balance	3,605,711	1,135,487	1,069,887	1,215,876
G.L.891 Unassigned to Minimum Fund Bal Policy	3,723,751	3,723,751	3,745,834	3,801,087
F. TOTAL BEGINNING FUND BALANCE	9,000,000	6,529,776	5,985,721	6,186,963

G. G.L.898 PRIOR YEAR CORRECTIONS OR RESTATEMENTS (+ or -)	0	0	0	0
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ENDING FUND BALANCE				
G.L.810 Restricted for Other Items	352,056	275,000	275,000	275,000
G.L.821 Restricted for Carryover of Revenues	950,890	645,000	645,000	645,000
G.L.828 Restricted for Carryover of Food Service	159,691	150,000	150,000	150,000
G.L.830 Restricted for Debt Service	107,901	0	0	0
G.L.840 Nonspendable Fund Bal: Inventory/Prepaid	100,000	100,000	100,000	100,000
G.L.884 Assigned to Other Capital Projects	0	0	0	0
G.L.888 Assigned to Other Purposes	0	0	0	0
G.L.890 Unassigned Fund Balance	1,135,487	1,069,887	1,215,876	1,465,392
G.L.891 Unassigned to Minimum Fund Bal Policy	3,723,751	3,745,834	3,801,087	3,868,643
	6,529,776	5,985,721	6,186,963	6,504,035

H. TOTAL ENDING FUND BALANCE (E+F, + or - G) /3	6,529,776	5,985,721	6,186,963	6,504,035
* Line H must be equal to or greater than all restricted fund balances.	6,529,776	5,985,721	6,186,963	6,504,035

	(1) 2025-2026 Current	(2) 2026-2027 Forecast	(3) 2027-2028 Forecast	(4) 2028-2029 Forecast
A. TOTAL BEGINNING FUND BALANCE	9,000,000	6,529,776	5,985,721	6,186,963
B. TOTAL REVENUES	51,333,638	52,967,866	54,502,478	56,083,396
C. LESS TOTAL EXPENDITURES	(53,195,961)	(53,511,921)	(54,301,236)	(55,266,324)
D. LESS TRANSFERS (ENERGY GRANT)	(607,901)	0	0	(500,000)
F. TOTAL PROJECTED ENDING FUND	6,529,776	5,985,721	6,186,963	6,504,035
E. EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES (B-C-D=E)	(2,470,224)	(544,055)	201,242	317,072

F195F

CAPITAL PROJECTS FUND

SUMMARY OF CAPITAL PROJECTS FUND BUDGET

	(1) 2025-2026 Current	(2) 2026-2027 Forecast	(3) 2027-2028 Forecast	(4) 2028-2029 Forecast
REVENUES AND OTHER FINANCING SOURCES				
1000 Local Taxes	784,000	0		0
2000 Local Support Nontax	150,000	5,000	5,000	5,000
3000 State, General Purpose	0			
4000 State, Special Purpose	0	0		
5000 Federal, General Purpose	0			
6000 Federal, Special Purpose	0			
7000 Revenues from Other School Districts	0			
8000 Revenues from Other Entities	0			
9000 Other Financing Sources	500,000			500,000
A. TOTAL REVENUES AND OTHER FINANCING SOURCES	1,434,000	5,000	5,000	505,000
EXPENDITURES				
10 Sites	2,223,728			
20 Buildings	1,894,573	5,000	5,000	505,000
30 Equipment	0			
40 Energy	0			
50 Sales and Lease Expenditures	0			
60 Bond Issuance Expenditures	0			
90 Debt Expenditures	0			
B. TOTAL EXPENDITURES	4,118,301	5,000	5,000	505,000
OTHER FINANCING USES—TRANSFERS OUT				
C. (G.L.536) 1/	0	0	0	0
D. OTHER FINANCING USES (G.L.535) 2/	0	0	0	0
EXCESS of REVENUES/OTHER FINANCING SOURCES OVER / (UNDER) EXPENDITURES & OTHER FINANCING USES				
E.	(2,684,301)	0	0	0

	(1) 2025-2026 Current	(2) 2026-2027 Forecast	(3) 2027-2028 Forecast	(4) 2028-2029 Forecast
BEGINNING FUND BALANCE				
G.L.810 Restricted for Other Items	0	0	0	0
G.L.861 Restricted from Bond Proceeds	0	0	0	0
G.L.862 Restricted from Levy Proceeds	1,259,728	0	0	0
G.L.863 Restricted from State Proceeds	0	0	0	0
G.L.870 Committed to Other Items	0	0	0	0
G.L.889 Assigned to Fund Purposes	1,424,573	0	0	0
G.L.890 Unassigned Fund Balance		0	0	0
F. TOTAL BEGINNING FUND BALANCE	2,684,301	0	0	0
ENDING FUND BALANCE				
G.L.810 Restricted for Other Items	0	0	0	0
G.L.861 Restricted from Bond Proceeds	0	0	0	0
G.L.870 Committed to Other Items	0	0	0	0
G.L.889 Assigned to Fund Purposes	0	0	0	0
G.L.890 Unassigned Fund Balance	0	0	0	0
	0	0	0	0

EPHRATA SCHOOL DISTRICT

F195F

DEBT SERVICE FUND

SUMMARY OF DEBT SERVICE FUND BUDGET - F195F

	(1) 2025-2026 Current	(2) 2026-2027 Forecast	(3) 2027-2028 Forecast	(4) 2028-2029 Forecast
REVENUES AND OTHER FINANCING SOURCES				
1000 Local Taxes	2,154,795	2,336,280	2,336,280	2,336,280
2000 Local Support Nontax	25,000	5,000	5,000	5,000
3000 State, General Purpose	0			
5000 Federal, General Purpose	0			
9000 Other Financing Sources	107,901	107,901	0	0
A. TOTAL REVENUES AND OTHER FINANCING SOURCES	2,287,696	2,449,181	2,341,280	2,341,280
EXPENDITURES				
Matured Bond Expenditures	1,712,763	1,712,763	1,715,000	1,825,000
Interest on Bonds	539,438	539,438	451,175	362,675
Interfund Loan Interest	0			
Bond Transfer Fees	10,000	10,000	10,000	10,000
B. TOTAL EXPENDITURES	2,262,201	2,262,201	2,176,175	2,197,675
C. OTHER FINANCING USES—TRANSFERS OUT (G.L.536) 1/	0	0	0	0
D. OTHER FINANCING USES (G.L.535) 2/	0	0	0	0
E. EXCESS OF REVENUES/OTHER FINANCING USES SOURCES OVER/(UNDER) EXPENDITURES (A - B - C - D)	25,495	186,980	165,105	143,605
BEGINNING FUND BALANCE				
G.L.810 Restricted for Other Items	0	0	0	0
G.L.830 Restricted for Debt Service	1,627,232	1,652,727	1,839,707	2,004,812
G.L.889 Assigned to Fund Purposes	0	0	0	0
G.L.890 Unassigned Fund Balance	0	0	0	0
F. TOTAL BEGINNING FUND BALANCE	1,627,232	1,652,727	1,839,707	2,004,812
G. (+or-)	0	0	0	0
ENDING FUND BALANCE				
G.L.810 Restricted for Other Items	0	0	0	0
G.L.830 Restricted for Debt Service	1,652,728	1,839,708	2,004,813	2,148,418
G.L.889 Assigned to Fund Purposes	0	0	0	0
G.L.890 Unassigned Fund Balance	0	0	0	0
	1,652,728	1,839,708	2,004,813	2,148,418

EPHRATA SCHOOL DISTRICT**F195F****ASSOCIATED STUDENT BODY FUND****SUMMARY OF ASSOCIATED STUDENT BODY FUND BUDGET - F195F**

	(1) 2025-2026 Current	(2) 2026-2027 Forecast	(3) 2027-2028 Forecast	(4) 2028-2029 Forecast
REVENUES				
100 General Student Body	401,600	320,500	301,900	301,900
200 Athletics	381,700	430,000	419,950	419,950
300 Classes	11,431	23,500	14,450	14,450
400 Clubs	504,771	455,000	420,200	420,200
600 Private Moneys	32,999	41,000	23,012	23,012
A. TOTAL REVENUES	1,332,501	1,270,000	1,179,512	1,179,512
EXPENDITURES				
100 General Student Body	357,700	325,000	300,000	300,000
200 Athletics	360,967	420,000	410,000	415,000
300 Classes	8,600	21,500	14,400	13,300
400 Clubs	429,412	444,000	420,200	415,000
600 Private Moneys	28,700	41,000	23,012	23,012
B. TOTAL EXPENDITURES	1,185,379	1,251,500	1,167,612	1,166,312
C. EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES (A-B)	147,122	18,500	11,900	13,200
BEGINNING FUND BALANCE				
G.L.810 Restricted for Other Items	0	0	0	0
G.L.819 Restricted for Fund Purposes	417,762	564,884	583,384	595,284
G.L.889 Assigned to Fund Purposes	0	0	0	0
G.L.890 Unassigned Fund Balance	0	0	0	0
D. TOTAL BEGINNING FUND BALANCE	417,762	564,884	583,384	595,284
G.L.898 PRIOR YEAR CORRECTIONS OR				
E. RESTATEMENTS (+ or -)	0	0	0	0
ENDING FUND BALANCE				
G.L.810 Restricted for Other Items	0	0	0	0
G.L.819 Restricted Fund Purposes	564,884	583,384	595,284	608,484
G.L.889 Assigned to Fund Purposes	0	0	0	0
G.L.890 Unassigned Fund Balance	0	0	0	0
	564,884	583,384	595,284	608,484
F. TOTAL ENDING FUND BALANCE (C+D)	564,884	583,384	595,284	608,484

EPHRATA SCHOOL DISTRICT
F195F
TRANSPORTATION VEHICLE FUND

SUMMARY OF TRANSPORTATION VEHICLE FUND BUDGET - F195F

	(1) 2025-2026 Current	(2) 2026-2027 Forecast	(3) 2027-2028 Forecast	(4) 2028-2029 Forecast
REVENUES AND OTHER FINANCING SOURCES				
1100 Local Property Tax	0	0	0	0
1300 Sale of Tax Title Property				
1400 Local in Lieu of Taxes				
1900 Other Local Taxes				
2200 Sales of Goods, Supplies, & Services, Unassigned				
2300 Investment Earnings	20,000	4,800	4,800	4,800
2800 Insurance Recoveries				
2900 Local Support Nontax, Unassigned				
3600 State Forests				
4100 Special Purpose—Unassigned				
4300 Other State Agencies—Unassigned				
4499 Transportation Reimbursement—Depreciation	353,261	350,000	350,000	350,000
8100 Governmental Entities				
8500 Nonfederal, ESD				
9100 Sale of Bonds				
9300 Sale of Equipment				
9400 Compensated Loss of Fixed Assets				
9500 Long-Term Financing				
A. TOTAL REVENUES, OTHER FINANCING SOURCES (less transfers)	373,261	354,800	354,800	354,800
B. 9900 TRANSFERS IN (from the General Fund)	0	0	0	0
C. TOTAL REVENUES AND OTHER FINANCING SOURCES	373,261	354,800	354,800	354,800
EXPENDITURES				
33 Transportation Equipment Purchases	1,326,617	354,800	354,800	354,800
34 Transportation Equipment Major Repair				
61 61 Bond/Levy Issuance and/or Election				
92 92 Interest				
91 91 Principal				
93 93 Arbitrage Rebate				
D. TOTAL EXPENDITURES	1,326,617	354,800	354,800	354,800
E. OTHER FINANCING USES—TRANSFERS OUT (G.L.536)	0	0	0	0
F. OTHER FINANCING USES (G.L.535)	0	0	0	0
EXCESS OF REVENUES/OTHER FINANCING				
G. SOURCES OVER/(UNDER) EXPENDITURES AND OTHER FINANCING USES (C - D - E - F)	(953,356)	0	0	0

	(1) 2025-2026 Current	(2) 2026-2027 Forecast	(3) 2027-2028 Forecast	(4) 2028-2029 Forecast
BEGINNING FUND BALANCE				
G.L.810 Restricted for Other Items				
G.L.819 Restricted for Fund Purposes	953,356			
G.L.889 Assigned to Fund Purposes				
G.L.890 Unassigned Fund Balance				
H. TOTAL BEGINNING FUND BALANCE	953,356	0	0	0
I. G.L.898 PRIOR YEAR CORRECTIONS OR RESTATEMENTS (+or-)	0	0	0	0
ENDING FUND BALANCE				
G.L.810 Restricted for Other Items				
G.L.819 Restricted for Fund Purposes				
G.L.889 Assigned to Fund Purposes				
G.L.890 Unassigned Fund Balance	0	0	0	0
J. TOTAL ENDING FUND BALANCE (G+H, + or - I)	0	0	0	0

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	H. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on June 30, 2025

DRAFT



Ephrata School District

Minutes

Regular Board Meeting

Date and Time

Monday June 30, 2025 at 6:00 AM

Location

357 Alder St NW
Ephrata, WA 98823

Directors Present

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

Directors Absent

None

Guests Present

Cathy Wulf, 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 Jun 30, 2025 at 6:01 AM.

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. Changes or Additions to the Agenda

There were no changes or additions to the posted agenda.

F. Approve Minutes

Josh Sainsbury made a motion to approve the minutes from Regular Board Meeting on 05-19-25.

Matthew Truscott seconded the motion.

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

G. Approve Minutes

Matthew Truscott made a motion to approve the minutes from Special Board Meeting/Board Retreat on 06-09-25.

Casey Devine 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 as presented.

Matthew Truscott seconded the motion.

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

i. Hires

a. Chris Lakoduk, Route 2 Bus Driver

b. Adilene Chavez Mendoza, 1.0 fte Special Education Teacher

c. Cassandra Schutt, 1.0 fte One-Year Temporary STEAM Teacher at Ephrata Middle School

d. Samantha Shiftlett, 8 Hr Payroll Clerk I

e. Melody Davis, 6.5 Hr One (1) Year Temporary Special Education Para at Columbia Ridge

f. Melissa Lissman, 6.5 Hr One (1) Year Temporary Special Education Para at

Columbia Ridge

g. Heather Alling, 6.75 Hr Library Para at Ephrata Middle School

ii. Donations

a. Craig Reynolds, Acoustic guitar and case with an approximate value of \$400 to the music

department

- iii. TinyEYE Service Agreement
- iv. STAR Service Agreement
- v. 2025-2027 Administrative Agreement

vi. Accounts Payable & Payroll

- a. \$3,311,358.76 May Payroll
- b. \$471,531.42 5/29/25
- c. \$40,263.63 6/11/25
- d. \$661,825.14 6/16/25
- e. \$3,417,770.76 June Payroll
- f. \$309,839.44 6/27/25

vii. Second Reading of Policy

- 3122 Excused and Unexcused Absences - Essential
- 3205 Sexual Harassment of Students Prohibited - Essential
- 4237 Contests, Advertising and Promotions - Essential
- 5011 Sexual Harassment of District Staff Prohibited - Essential

B. Approve VMware Host & Network Refresh Purchase and Installation

Casey Devine made a motion to approve the VMware Host & Network Refresh from GCSIT.

Josh Sainsbury seconded the motion.

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

Ephrata School District will be contracting with GCSIT to perform a major overhaul of the district's network infrastructure. This critical upgrade impacts the servers and systems that support instruction, operations, and district-wide communication. The work is planned for July, during the annual summer downtime. Due to vendor contracting requirements, a signed agreement must be in place at least four weeks prior to the work commencing.

Ken Murray approved this expenditure May 29, 2025 without board approval through Policy 6210 which permits the superintendent to approve purchases without prior board approval when necessary to protect the interests of the district.

This budgeted expense will be paid with Technology department funds through a purchasing contract. Work will commence mid July during a planned network outage. The attached quotes include network equipment and labor to assist with the network upgrade.

C. Approve Purchase of New Sewing Machines for the EHS Family and Consumer Science Department

Matthew Truscott made a motion to approve the purchase of 11 new Bernia 335 sewing machines from Quality Sewing and Vacuum.

Casey Devine seconded the motion.

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

The EHS Family and Consumer Sciences department is requesting the purchase of 11 new Bernina 335 sewing machines. These machines are essential due to the department's continued growth and the upcoming addition of an Interior Design course, which will utilize sewing machines alongside existing Independent Living and Fabric Arts I & II classes. This acquisition will supplement a previous purchase from last fall, creating two complete classroom sets. Three quotes were secured for this purchase, and CTE funds will be used to procure the machines from Quality Sew and Vacuum.

D. Approve AED Quotes

Josh Sainsbury made a motion to approve the purchase of 16 new AED units from HSI/Medic First Aid.

Matthew Truscott seconded the motion.

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

The District's current 15 AEDs are out of date and need to be replaced. Pam Cleveringa and Aaron Cummings have gotten three (3) quotes to purchase replacement AEDs plus one (1) additional for the Middle School Athletic Department. The recommendation from Pam would be to purchase them from HSI/Medic First Aid. We currently buy our CPR Class course and cards from them as well as replacement supplies. When we spend money with them our overall price point on all products that are purchased through them decreases. Essentially, the benefit to use this quote is that all future items I purchase from them in the next year will also be discounted further.

E. Approve Quote for New Deck Installation at TigerCub Preschool

Casey Devine made a motion to approve the quote for the new Trek deck installation at TigerCub Preschool from Tyco Industrial, LLC.

Matthew Truscott seconded the motion.

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

The deck at the preschool has been there for about 20 years and is in need of being replaced. It is comprised of wood and screws and is getting soft in some places. The recommendation would be to go with the Trek material from Tyco.

F. Approve Bus Mechanic Tools Purchase

Josh Sainsbury made a motion to approve the bus mechanic tool purchase from Snap-On.

Matthew Truscott seconded the motion.

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

Adam Roduner, Maintenance Supervisor, is requesting approval to purchase bus mechanic tools from Snap-on. Currently we do not have a complete set of hand tools on site.

G. Approve Purchase of 3 New Buses

Casey Devine made a motion to approve the purchase of three (3) new school buses from RWC.

Matthew Truscott seconded the motion.

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

H. Approve 2025-26 Ephrata School District Legislative Priorities

Josh Sainsbury made a motion to approve the 2025-26 Ephrata School District legislative priorities.

Casey Devine seconded the motion.

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

The Ephrata School District is committed to advocating for legislative action aligned with priorities that reflect the values of our community, protects opportunities for students, and strengthens the ability of local schools to meet student needs.

Priority #1 – Fairness and Advocacy for Female Athletes

Priority #2 – Need to Increase MSOC Funding

Priority #3 – Importance of Local Control

Priority#4 – Preserving Parent Rights and Transparency

Priority#5 – Opposing Unfunded Mandates Priority

I. Approve KCDA Quote for High School Lights for the Baseball, Softball and Soccer Fields

Matthew Truscott made a motion to approve the purchase of new lighting for the baseball, softball and soccer complex.

Josh Sainsbury seconded the motion.

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

Bryan Johnson, EHS Athletic Director, is requesting approval to purchase new poles and lights for the baseball, softball and soccer complexes. When the football lights were removed a few years ago it was discovered that the poles were rotting in the ground and had become a safety issue. Once ordered the lights and poles should arrive in 6-8 weeks, and we hope to have all installed by end of October/first of November. As KCDA is on the state purchasing contract, no other quotes are required. Capital Levy funds will be used for this purchase.

J. Approve Quote for Acoustical Shells at Ephrata Middle School

Casey Devine made a motion to approve the purchase of acoustical shells from Wenger for Ephrata Middle School.

Josh Sainsbury seconded the motion.

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

Tina Mullings and Tim O'Donnell are requesting approval to purchase the new acoustical shells for the Ephrata Middle School from Wenger. A Paul Lauzier Grant was submitted for this purchase along with needed band instruments for the Middle School, but the grant was not awarded. There are district funds available for this purchase.

K. Approve Conference Room Furniture Upgrade

Josh Sainsbury made a motion to approve the purchase of new furniture for the meeting rooms to align with district branding and functional and flexible meeting spaces.

Matthew Truscott seconded the motion.

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

The district plans to upgrade the furniture in the PDC 2 conference room to create a consistent, functional and flexible meeting space that aligns with the boardroom. The proposed updates include:

- New work tables for PDC 2 that match those in the boardroom
- New school board director chairs and task chairs for both rooms, all on wheels for ease of movement
- A lectern for PDC 2 that matches the existing boardroom lectern

These upgrades are intended to support interchangeable use of both rooms for board meetings, professional development, and community/family meetings. All furniture will meet the district's brand standards for consistency and professionalism. The total cost for the furniture is \$33,438 and will be purchased through Chandler Business Interiors using the state purchasing system, which does not require three quotes. Installation is scheduled for completion prior to staff returning in August.

III. Non-Action Items

A. Budget Report

Ken Murray shared with the board the May budget report.

B. Superintendent Report

1. Wrapping up year one as superintendent - it has been a great journey with a lot of learning and a lot of growth. Leading leaders is different than leading teaching staff, students and families.
2. District level survey recently conducted. The strongest area of the Superintendent's office was the communication of a clear vision and the direction of the district. The weakest area based on this data is helping our staff understand how our decisions actually align with our mission and the needs of students.
3. Our average enrollment ended at 2608, we budgeted for 2545. We still have a few minor adjustments to make before our numbers are finalized for the year.
4. Facilities: a) I encourage you to look into PDC #2 to see the sign we have installed on the wall to align with our branding work, b) we replaced the new sign at Parkway as the one installed was hard to read, we will repurpose the original sign we had put up. The new safe and secure doors at Parkway are almost complete, c) The roof drainage

issue has been resolved at Grant School, d) Fowler Construction is working directly with the City of Ephrata to correct the manhole issue created during construction.

5. The June Facility Study meeting ended up very well and at the September meeting we are hoping to finalize a potential bond project for your consideration.

C. Legislative Update

The pre-amendment proposes for the WSSDA General Assembly will come out 7/1/25.

The amendment proposal window opens for one week on August 1st. The handbook will come out on August 19th. The General Assembly will take place on September 20th and is slated for one day only at this time.

D. First Reading of Policy

There were no policies/procedures for first reading.

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 7:56 AM.

Respectfully Submitted,
James Adams

Coversheet

Consent Agenda

Section:	II. Action Items
Item:	A. Consent Agenda
Purpose:	Vote
Submitted by:	
Related Material:	WA_VoluntaryPrograms.26.pdf 938WA.CAT-CSM.26.pdf 2025-07-14 Accounts Payable.pdf 2025-07-15 Accounts Payable.pdf 2025-07-31 July Payroll.pdf

Student Accident & Sickness Plans for the **2025-2026** School Year



Arranged and Administered by



ABOUT MYERS-STEVENS & TOOHEY (MS&T)

- Founded in 1970, MS&T is a fully licensed Managing General Agent/ Third Party Administrator
- Provides carefully integrated insurance solutions to thousands of school systems throughout the United States
- Over 54 years of experience and knowledge in the highly specialized area of Student Accident Insurance
- Committed to superior customer service from plan design to payment of claims
- Allows insureds the freedom to seek medical treatment from any licensed provider
- Provides access to the First Choice Health provider network to help further reduce out-of-pocket costs.



ABOUT MS&T CLAIMS ADMINISTRATION

- On-site claims administration provided by a seasoned and experienced team with an average tenure of over 27 years.
- Average claims response is less than 10 business days
- Claims accuracy audit score has averaged 99.1% over the last 11 years
- HIPAA and OFAC compliant
- Open 5 days per week 7:30 am to 4:30 pm Pacific Standard Time, Monday through Friday
- Claims team and support staff routinely go the extra mile
- Bi-lingual support

MS&T'S UNDERWRITING COMPANY

MS&T has been working with ACE American Insurance Company, a Chubb Company to underwrite its student insurance programs for over 20 years. This long-term relationship gives us the trust needed to optimally design our programs to best fit the needs of our schools and students. Additionally, we have the flexibility needed to address special situations as they arise.



Overview

Chubb is a world leader in insurance, providing commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance and life insurance.

- As an underwriting company, we assess, assume and manage risk with insight and discipline
- Chubb operates in 54 countries and territories, with approximately 40,000 employees serving a diverse group of clients worldwide

Balance Sheet Strength

(As of September 30, 2024)

- Total assets of \$250.6 billion
- Total capital, which reflects our capacity to take on risk, of \$82.2 billion
- Net loss reserves of \$64.7 billion back our policyholder commitments
- Book value, or shareholders' equity in the company, is \$65.8 billion
- Total investments of \$151.2 billion are predominantly investment grade fixed income securities

Balanced, Diversified Leader

- A global leader in traditional and specialty P&C coverage for businesses of all sizes
- The largest commercial lines insurer in the U.S. and one of the largest financial lines provider globally
- The leading personal lines insurer for America's successful individuals and families and a large personal lines provider globally
- A global leader in personal accident and supplemental health insurance
- A P&C reinsurer
- An international life insurer focused on Asia

Current Ratings ¹		
Rating Agency Ratings	Financial Strength Rating	Outlook
S&P	AA	Stable
A.M. Best	A++	Stable
Fitch	AA	Stable
Moody's	Aa2	Stable
¹ Ratings apply to Chubb's core operating insurance companies as of October 01, 2024. For ratings of individual insurance companies, see Investor Information on investors.chubb.com .		

Chubb NA is the U.S.-based operating division of the Chubb Group of Companies, headed by Chubb Ltd. (NYSE:CB) Insurance products and services are provided by Chubb Insurance underwriting companies and not by the parent company itself.

STUDENT ACCIDENT & SICKNESS PROGRAMS

Student injuries can represent pressing challenges for families as well as the district. Despite what many may think about the evolution of health care in the U.S., a significant number of students remain completely uninsured and underinsured for a variety of reasons. The risk of litigation against the school increases with every out-of-pocket dollar a family experiences.

Changes in the delivery of healthcare and personal finance

- ❗ Cost sharing obligations (e.g. co-insurance, deductibles, etc.) from individual or employer health plans have increased dramatically. ¹
- ❗ Choice of providers has become more limited as families discover their doctors and facilities are no longer participating in their network. ²
- ❗ While many students may be covered under Medicaid, lower reimbursement levels are resulting in less providers accepting Medicaid patients. ³
- ❗ Out-of-pocket spending for health care continues to be a leading hardship with medical debt being the #1 cause of bankruptcy in the US ⁴ due to "inadequate health care insurance" ⁵
- ❗ The Federal Reserve Bank of New York recently reported that household debt has reached an all-time high of \$18.04 trillion ⁶ while inflation has seen prices rise 23% since 2020. ⁷
- ❗ 63% of employees are unable to cover an unexpected \$500 expense ⁸; a concern when the average ER cost for a broken bone is \$10,000. ⁹

By providing Student Accident Insurance, schools can help families access and pay for the medical care needed by their children following covered school-related injuries.

Student Accident Insurance can also:

- ✓ Mitigate liability exposure and related costs to the school resulting from uninsured or underinsured school-related injuries
- ✓ Help families avoid serious financial hardship stemming from medical debt
- ✓ Facilitate compliance with relevant state law or Board policy (when applicable)
- ✓ Reduce the administrative load for staff
- ✓ Remove financial barriers for children participating in extracurricular/co-curricular activities
- ✓ Foster positive relationships with the community

Sources

1. <https://tinyurl.com/2ewhvz7r>
2. <https://tinyurl.com/kvmfn9n9>
3. <https://tinyurl.com/3y3ww6re>
4. <https://finance.yahoo.com/news/medical-debt-uniquely-american-problem-155327746.html>
5. <https://www.cnbc.com/2019/02/11/this-is-the-real-reason-most-americans-file-for-bankruptcy.html>
6. <https://tinyurl.com/4y9m2yfp>
7. <https://www.bankrate.com/banking/federal-reserve/latest-inflation-statistics/>
8. <https://tinyurl.com/47n6tenc>
9. <https://www.talktomira.com/post/how-much-does-an-er-visit-cost>



PLAN DESCRIPTIONS

Our plans* can provide useful insurance protection for families. They can even be used to assist with the high co-insurance, deductibles and other cost sharing requirements common to many of today's health plans. To assist families during unforeseen emergencies and help expand choice of provider, the voluntary coverages below are offered for accidents or illnesses.

Student Accident & Sickness Plan

Covers Injuries sustained and Sickness commencing while covered under the plan. Coverage protects your student 24 hours a day, anywhere in the world, including participating in all interscholastic sports, except high school tackle football.

\$200,000 maximum coverage per Injury - \$50,000 maximum coverage per Sickness - \$10,000 accidental death benefit

There is a \$50 deductible (disappearing**) per Accidental Injury or Sickness.

Any student of a participating School or School District, grades P-12, is eligible to purchase the Student Accident & Sickness Plan. The first payment provides coverage for the remainder of the month premium is received by the Company plus the following month. Thereafter, premium is billed and payable every two months. If subsequent payments are not made for any reason, the student's coverage under the Student Accident & Sickness Plan will end.



Tackle Football Accident Plans

Covers injuries caused by accidents occurring:

- While practicing or playing in interscholastic high school tackle football activities which are School-sponsored and directly supervised, including spring practice and summer conditioning, weight training and passing league; and
- While traveling for football in a School Vehicle or traveling directly and without interruption between School and off-campus sites for such activities.

NOTE: Football coverage can be made effective as early as August 1st, 2025.

Full-Time (24/7) Accident Plans

Covers injuries caused by accidents occurring 24 hours a day, anywhere in the world, except while participating in interscholastic tackle football. Note: Faculty/staff are also eligible for this plan!



School-Time Accident Plans

Covers injuries caused by accidents occurring:

- While on School premises during the hours and on the days when the School's regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while the Covered Person is continuously on the School premises;
- While participating in or attending School-sponsored and directly supervised School Activities including interscholastic athletic activities and non-contact spring football (except interscholastic high school tackle football);
- While traveling directly and without interruption: to or from residence and School for regular attendance; or School and off-campus site to participate in School-sponsored and directly supervised School Activities;
- While traveling in School Vehicles at any time.

Dental Accident Plan

Covers injuries to teeth caused by accidents occurring anywhere in the world, 24 hours a day, including participation in all sports and all forms of transportation. The "Benefit Period" under the dental plan provides accident dental benefits for up to one year from the date of first Treatment. However, the benefit period for an Injury may be extended each year, provided that: coverage is renewed prior to October 1, the student remains enrolled in grades P-12, and written notice is received by the Company at the time of injury that further Treatment will be deferred to a later date.

Coverage is not limited to treatment of sound, natural teeth. We pay a maximum of \$75,000 up to 100% of the Usual, Customary and Reasonable charges for Treatment of injured teeth, including repair or replacement of existing caps and crowns. (We do not pay for damage to or loss of dentures or bridges or damage to existing orthodontic equipment.)



* Plans do not constitute comprehensive health insurance coverage (often referred to as "major medical coverage") and do not satisfy a person's individual obligation to secure the requirement of minimum essential coverage under the Affordable Care Act (ACA).

**May be satisfied by other primary insurance.

BENEFITS

(Applies to all plans except the Dental Accident Plan)

We will pay benefits only for covered Injuries sustained (or covered Sickness if this coverage is purchased) while insured under this School Year's plan. Benefits payable will be based on the Usual, Customary and Reasonable Charges incurred for covered medical and dental services, as defined by the Policy, subject to exclusions, requirements and limitations. We do not pay for a service or supply unless it is Medically Necessary and listed in the Description of Benefits below. Applicable benefits mandated by Washington will be included in the covered expenses. The covered person may go to any licensed provider of their choice however, seeking Treatment through a *First Choice* contracted provider may reduce your out-of-pocket costs.

To find participating *First Choice* medical providers nearest you, call 800-231-6935 or log on to www.fchn.com.

Covered Benefit Levels	Low Option	High Option	Student Accident & Sickness Plan
PLAN NAME	MAXIMUMS PER ACCIDENT OR SICKNESS		
Tackle Football Accident Plan	\$25,000	\$50,000	\$50,000 Maximum per Sickness
Full-Time 24/7 Accident Plan	\$50,000	\$150,000	
School-Time Accident Plan	\$25,000	\$50,000	\$200,000 Maximum per Accident
Deductible (Disappearing*) Per Covered Accident/Sickness	\$0		\$50
COVERED EXPENSES	BENEFIT MAXIMUMS		
Hospital Room & Board (semi private room rate) - Paid up to:	60%	100%	80%
Inpatient Hospital Miscellaneous Charges All other miscellaneous charges - Paid up to	\$600/Day	\$1,600/Day	80% to \$4,000/Day
Intensive Care Unit - Paid up to	\$1,500/Day	100% to \$3,000/Day	80%
Hospital Emergency Room (room & supplies)	100%		80%
Outpatient Surgery, Misc. (room & supplies)	\$600	\$1,500	80% to \$4,000
Physician Non-Surgical Treatment & Exam (excluding Physical Therapy)			
First Visit	\$40	\$70	80%
Each Follow Up	\$25	\$45	80%
Consultation (when referred by attending Physician)	\$150	\$250	80%
Surgery	50% to \$12,000	90% to \$12,000	80%
Assistant Surgeon Services	25% of Surgical Allowance		80%
Anesthesiologist Services	25% of Surgical Allowance		80%
Physiotherapy (includes related office visits) when prescribed by a Physician	\$30/Visit to \$500	90% to \$2,000/Day	80% to \$2,000
Diagnostic X-Ray Examinations	60% to \$500	90% to \$500	80%
Diagnostic Imaging MRI, Cat Scan	80% to \$500	80% to \$1,000	80%
Ambulance (from site of covered loss directly to hospital)	100%		80%
Laboratory Procedures and Registered Nurse Services	60%	100%	80%
Braces and Appliances	60% to \$300	100% to \$700	80% to \$1,000
Prescription Drugs	60%	100%	80%
Dental Services (including dental x-rays) for Treatment due to a covered Accident	60%	90%	80%
Eyeglass Replacement (for replacement of broken eyeglass frames or lenses resulting from a covered Accident requiring medical Treatment)	\$300	100% to \$500	80%

ACCIDENTAL DEATH, DISMEMBERMENT, LOSS OF SIGHT, PARALYSIS, AND PSYCHIATRIC/PSYCHOLOGICAL COUNSELING BENEFITS

In addition to medical benefits, if, within 365 days from the date of Accident covered by the policy, bodily Injuries result in any of the following losses, we will pay the benefit set opposite such loss. Only one such benefit (the largest) will be paid for all such losses due to any one Accident.

Accidental Death	\$10,000
Single dismemberment or entire loss of sight in one eye	\$25,000
Double dismemberment or entire loss of sight in both eyes, or paraplegia or hemiplegia or quadriplegia	\$50,000
Counseling - In addition to the AD&D benefits, we will pay 100% of the Usual, Customary and Reasonable costs of psychiatric/psychological counseling needed after covered dismemberment, loss of sight or paralysis up to	\$5,000

RATES

Accident-Only Rates: (One-Time Payment Per Student for Entire School Year)

COVERAGE OPTIONS	Low-Option	High-Option
Interscholastic Tackle Football	\$134	\$280
Full-Time (24/7)	\$117	\$273
School-Time	\$32	\$68

Student Accident & Sickness Rates: **\$139** First Payment covers the remainder of that month in which it was paid and the month following
\$238 Subsequent payments cover additional two-month periods

Dental Accident Coverage is **\$21** if purchased separately or **\$17** when added to any purchased Plan(s).

Effective and Termination Dates

Coverage begins at 11:59 p.m. on the latest of the following dates: the day the Company receives the completed enrollment form, and the required premium is paid, or August 01, 2025, provided the company receives the completed enrollment form and premium is paid. Coverage ends at 11:59 p.m. on July 31, 2026 provided the required premium is paid.

OPTIONAL COVERAGES

Worldwide Exchange Accident & Sickness Plan

Available on either a blanket or individually purchased basis. Covers both inbound and outbound international students. Valuable travel assistance features are also included in this plan.



Basic Benefits:	100% Usual, Customary and Reasonable charges for covered expenses	Maximum per Injury or Sickness:	\$500,000
Rate:	\$64 per participant per month		

School-To-Work Coverage

Many schools offer job shadowing and other employer partnerships meant to help students prepare for the future. Our School-to-Work plan covers students participating in such programs and while traveling directly between school and the approved work site.

Basic Benefits:	100% Usual, Customary and Reasonable charges for covered expenses	Maximum per Injury:	\$25,000
Rate:	\$4.50 /participant per day	Minimum premium required:	\$250

Specified Trip and Student Activities Coverage

Both the frequency and severity of injuries tend to increase when students are not supervised. This can create a heightened liability exposure. Our Short-Term 24-Hour/Specified Trip coverage protects your students on an around-the-clock basis. It should be strongly considered for high-risk activities or situations where it is impossible or impractical to keep students under constant, direct and immediate supervision. Examples include ski trips, camping excursions, overnight field trips, amusement park visits, out-of-state travel, etc.

Basic Benefits:	100% Usual, Customary and Reasonable charges for covered expenses	Maximum per Injury:	\$25,000
Catastrophic Benefits:			\$1,000,000
Rate:	\$1.56 /participant per day	Minimum premium required:	\$35

Special Activities?

If you have any unique activities or concerns, please call our office for a coverage plan that best suits your needs!

LIMITED ACTIVITIES COVERAGE

The following coverages will be provided in consideration of your district's completed application and with the understanding and assurance that the district will make diligent efforts to distribute and promote the voluntary student accident insurance options to the parent/guardian of every enrolled student.

NOTE: To receive these coverages, please complete the Limited Activities Agreement attached to the application.

Interscholastic Sports Coverage

Covers injuries to interscholastic athletes who: 1) did not purchase student accident insurance because district personnel inadvertently failed to offer student accident insurance plans to the injured athlete as required by Education Code (where applicable) and 2) did not file a Waiver of Student Insurance, and 3) participated in interscholastic athletics without any insurance coverage. Benefits are paid at 100% of Usual, Customary and Reasonable charges up to a maximum of \$1,500 per Accident.

Non-Competing Participants Coverage

Covers injuries occurring while traveling in a School Vehicle to a School sponsored athletic event as a representative of the School to assist with non-competitive activities associated with the event, e.g. members of school bands, cheerleaders, pompom girls and team managers. Benefits are paid at 100% of Usual, Customary and Reasonable charges up to a maximum of \$1500 per Accident.



One-Day Field Trip Coverage

Covers injuries which occur while your students are attending or participating in School-sponsored one-day field trips which are under the direct supervision of School.

Benefits are paid at 100% of Usual, Customary and Reasonable charges up to a maximum of \$1,500 per Accident.

Students attending or participating in interscholastic sports activities are not covered under this plan.

Blanket Accidental Death Coverage

Provides a \$2,500 accidental death benefit for all of your students and district employees for loss resulting from an Accident occurring while attending School or participating in any school sponsored activities and under the direct supervision of the School during the regular School Year, including all sports and while being transported in a School-provided and operated vehicle.

Felonious Assault (Counseling Benefit) Coverage

Provides up to a \$1,500 psychiatric or psychological counseling benefit for all of your students for counseling required after a felonious assault against a student. Benefits are provided for any student whose injury occurs during the regular School Year while: traveling directly to or from School; participating in a School-sponsored and supervised activity; or on the School's premises. A felonious assault is an act of violence directed against a student, which results in a bodily Injury for which a student receives medical Treatment, and the School files a written report with the police within 24 hours of the assault. Benefits are paid at 100% of Usual, Customary and Reasonable charges.

ADMINISTRATIVE SERVICES

As an MGA/TPA, Myers-Stevens & Toohey provides many services on behalf of our clients and underwriting partners. Those services include, but are not limited to, designing, marketing, and fully administering the plans.

In order to deliver those services in a first-class fashion, we must also employ a first-class team. Collectively our team members are well-versed in all of our student accident plans and are able to promptly and professionally assist customer inquiries on the spot.

Secure data collection and financial management

All data collected is solely used for delivering agreed upon services. These include enrollment of students, billings, claims adjudication and underwriting.

We take security and fraud prevention very seriously and ensure that all data records, physical or digital, are stored in compliance with all applicable regulatory statutes in secured & temperature-controlled warehouses. Our systems allow for easy data retrieval with the ability to produce premium, enrollment, and claims reports as needed.

When it comes to handling money we are proud to contract with only top-rated financial institutions offering the latest in industry technology. We leverage these technologies to guarantee timely and secure transactions which help us cover our clients faster.

Reporting tools



Our school clients can access real-time enrollment information to verify individual student coverage. We routinely provide our clients with detailed claims reports to help

them better evaluate risk exposures and sources of injury at each of their sites.

DISTRIBUTION

We will provide your schools with both fillable electronic and paper brochures forms detailing our coverage options. Parents/guardians of every enrolled student should receive a brochure on or before the start of the School Year for optimal results. To further assist in the delivery and distribution process, we offer the following services:

Digital Distribution

- PDF brochures available in 6 different languages with direct online enrollment access
- Claim forms also available via fillable PDF format
- Seamless marketing integration through leading online registration and distribution portals
- Direct email and website marketing capabilities. We are happy to work with your internal webmasters and IT staff at no charge!

Print Distribution

- Convenient packaging by school site – our boxes are clearly labeled as Student Insurance Materials
- Materials delivered when and where you indicate – individual sites, district office or district warehouse
- Real-time tracking – immediate confirmation of shipment status including date, delivery address and signature verification
- Each shipment includes enrollment brochures, claim forms and other necessary documents

COVERAGE VERIFICATION ENSURES RESULTS

Enrollees in our voluntary plans will receive personalized Insurance Verification cards.

We believe proof of coverage is important. With proof of coverage in hand, not only is it easier for parents to access the care their children need, but providers are more inclined to “bill the insurance” first.

This enables families to focus on recovery rather than fronting the costs of care.



Exclusions

1. Dental care or Treatment including damage to or loss of dentures or bridges or damage to existing orthodontic equipment. This exclusion does not apply to care of sound, natural teeth and gums required due to an Injury resulting from an Accident while the Covered Person is insured under the Policy, and rendered within 12 months of the Accident
2. Damage to or loss of dentures or bridges or damage to existing orthodontic equipment.
3. War or any act of war, declared or undeclared.
4. Commission of or active participation in a riot or insurrection; fighting or brawling, except in self-defense; commission of or attempt to commit a felony; or other illegal activity.
5. Suicide, attempted suicide or intentionally self-inflicted injury.
6. Treatment by persons employed or retained by a School, or by any Immediate Family or member of the Insured's household; or covered medical expenses for which the Insured would not be responsible for in the absence of the Policy.
7. Practice or play in interscholastic high school tackle football (unless separate football coverage is purchased), intercollegiate sports, semi-professional sports, or professional sports.
8. Injury covered by Worker's Compensation, Employer's Liability Laws, or similar occupational benefits; expenses payable by any automobile insurance policy without regard to fault.
9. Sickness, disease, bodily or mental infirmity, bacterial or viral infection or medical or surgical Treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food. (Does not apply to the Sickness-Only Coverage under the *Student Accident & Sickness Plan*.)
10. Treatment of detached retina (unless directly caused by an Injury), osteomyelitis, or pathological fractures.
11. Treatment of hernia. (Does not apply to the Sickness-Only Coverage under the *Student Accident & Sickness Plan*.)

In addition to the General Exclusions listed in the Policy, the following exclusions may apply to the 24-Hour Sickness Benefit Rider:

1. The diagnosis and treatment of non-malignant warts, moles and lesions, acne or allergies, including allergy testing.
2. Any expenses related to the treatment of tonsils, adenoids, or congenital weakness; or expenses for Treatment of congenital anomalies and conditions arising or resulting directly there from.
3. Benefits are not payable for a Sickness that is a "Pre-existing Condition" (a condition for which the Insured received medical treatment, care or advice within 3 months before being insured under the Policy). But, this exclusion does not apply after the Insured has been insured under the Policy for 3 straight months or was insured under prior creditable coverage.

In addition to the General Exclusions listed in the Policy, the following exclusions may also apply to the 24-Hour Dental Accident Benefit Rider:

1. Aggravation or reinjury of a condition existing prior to the Accident.
2. Infection, except a pyogenic infection through an open wound caused by a Covered Accident.
3. Orthodontic treatment for any purpose, unless necessitated by a covered Injury.

Student Accident & Sickness benefits are subject to a pre-existing condition limitation. Refer to Policy for definitions. This insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit us from providing insurance, including but not limited to, the payment of claims.

Requirements and Limitations

Aggravations of Injuries which did not occur while insured under this plan are paid up to \$500 maximum benefit per policy term. School-time and high school tackle football injuries must be reported to the School within 72 hours of the date of Injury. The first Physician's visit must be within 365 days after the Accident occurs or Sickness commences. A claim form must be filed with Myers-Stevens & Toohey & Co., Inc. within 90 days after the date of loss or as soon as reasonably possible. The plan pays for covered expenses incurred within up to a year from the date of the first Treatment. However, should the Injury sustained require the removal of surgical pins, continued Treatment for serious burns, or Treatment of a non-union or mal-union fracture, the benefit period will be extended to 104 weeks. Each covered condition may be subject to a deductible - see plan details.

Definitions

Accident means a sudden, unexpected and unintended incident. "**Covered Accident**" means an Accident that results in Injury or loss covered by the Policy. **Injury** means accidental bodily harm sustained by the Insured that results directly from an Accident (independently of all other causes) and occurs while coverage under the Policy is in force. The Injury must be caused solely through accidental means. All injuries sustained by one person in any one Accident, including all related conditions and recurrent symptoms of these injuries, are considered a single Injury.

Medically Necessary or Medical Necessity means the services or supplies provided by a Hospital, Physician, or other provider that are required to identify or treat an Injury and that, as determined by Us, are: (1) consistent with the symptom or diagnosis and Treatment of Injury; (2) appropriate with regard to standards of good medical practice; (3) not solely for the convenience of the Insured; and (4) the most appropriate supply or level of service that can be safely provided. When applied to the care of an Inpatient, it further means that the Insured's medical symptoms or condition requires that the services cannot be safely provided as an Outpatient. **Sickness** means illness or disease contracted by and causing loss to the Insured Person whose Sickness is the basis of claim. Any complications or any condition arising out of a Sickness for which the Insured Person is being treated or has received Treatment will be considered as part of the original Sickness. All related conditions and recurrent symptoms of the same or similar condition will be considered one Sickness. Usual, Customary and Reasonable Charges - "**Usual**" means those charges made by a provider for services and supplies rendered to all patients for the same or similar Injury. "**Customary**" means those charges made by the majority of providers in the area for the same or similar services or supplies. "**Reasonable**" means those charges that do not exceed the majority of the prevailing fees in the area for the same or similar services or supplies. "**Area**" means a county or larger geographically significant area as determined by Us. "**School Activities**" means an event or activity that is sponsored, authorized, and supervised by the School and is an official part of the School's curriculum or program.

Excess Provision

In order to keep premiums as affordable as possible, these plans pay benefits on a non-duplicating basis. This means, if a person sustains a loss covered under these plans that is covered under any other valid and collectable insurance, any amount payable or provided by the other coverage will be subtracted from the covered expenses, and we will pay benefits based on the remaining amount.

IMPORTANT NOTICE: Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at <http://www.chubb.com>. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. This communication contains product summaries only. Coverage is subject to the language of the policies as actually issued. The terms and conditions of coverage are set forth in the policies issued in the states in which the policy is delivered under form number AH-11648a. Surplus lines insurance sold only through licensed surplus lines producers. Chubb, 202 Hall's Mill Road, Whitehouse Station, NJ 08889-1600.

CERTAIN INSURANCE PLANS DESCRIBED HEREIN PROVIDE SHORT-TERM LIMITED DURATION SICKNESS BENEFITS. THEY DO NOT CONSTITUTE COMPREHENSIVE HEALTH INSURANCE COVERAGE (OFTEN REFERRED TO AS "MAJOR MEDICAL COVERAGE") AND DO NOT SATISFY A PERSON'S INDIVIDUAL OBLIGATION TO SECURE THE REQUIREMENT OF MINIMUM ESSENTIAL COVERAGE UNDER THE AFFORDABLE CARE ACT (ACA). FOR MORE INFORMATION ABOUT THE ACA, PLEASE REFER TO WWW.HEALTHCARE.GOV.



 **myers | stevens | toohey**

26101 Marguerite Parkway Mission Viejo, CA 92692
(800) 827-4695 | www.myers-stevens.com
CA License #0425842

Catastrophic Accident Insurance for Students and Volunteers

2025-2026



Plans arranged and administered by:



(800) 827-4695 | www.myers-stevens.com
CA License #0425842

Underwritten by:

ACE American Insurance Company

CHUBB®

ABOUT OUR COMPANY

Founded in 1970, Myers-Stevens & Toohey Co., Inc. (MS&T) provides its clients with superior customer service, state-of-the-art technology and over 50 years of experience and knowledge in the very specialized area of student accident and sickness insurance.

As a fully licensed Managing General Agency/Third-Party Administrator (MGA/TPA), we provide integrated insurance solutions to thousands of school systems throughout the Western and Midwestern states. Our clients include school districts, private and charter schools, colleges, consortiums, JPAs, amateur/youth sports programs, foundations, booster clubs and similar organizations serving the needs of young people.



- We are a full-service administrator with on-site claims adjudication and personal customer assistance
- Accident-only, as well as accident & sickness options
- Plans and benefit levels designed to minimize out-of-pocket costs
- Additional coverages provided gratis to further protect the district
- Freedom to seek care from any licensed provider
- Optional access to extensive networks to further reduce costs
- A variety of easy and convenient enrollment options including online, fax, email and U.S. mail
- Convenient direct billings to help prevent coverage lapses
- Bilingual customer service and coverage descriptions available in several different languages

MS&T'S UNDERWRITING COMPANY

MS&T has been working with ACE American Insurance Company, a Chubb Company to underwrite its student insurance programs for over 20 years. This long-term relationship gives us the trust needed to optimally design our programs to best fit the needs of our schools and students. Additionally, we have the flexibility needed to address special situations as they arise.

CHUBB®

Overview

Chubb is a world leader in insurance, providing commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance and life insurance.

- As an underwriting company, we assess, assume and manage risk with insight and discipline
- Chubb operates in 54 countries and territories, with approximately 40,000 employees serving a diverse group of clients worldwide

Balance Sheet Strength (As of September 30, 2024)

- Total assets of \$250.6 billion
- Total capital, which reflects our capacity to take on risk, of \$82.2 billion
- Net loss reserves of \$64.7 billion back our policyholder commitments
- Book value, or shareholders' equity in the company, is \$65.8 billion
- Total investments of \$151.2 billion are predominantly investment grade fixed income securities

Chubb NA is the U.S.-based operating division of the Chubb Group of Companies, headed by Chubb Ltd. (NYSE:CB). Insurance products and services are provided by Chubb Insurance underwriting companies and not by the parent company itself.

Current Ratings ¹		
Rating Agency Ratings	Financial Strength Rating	Outlook
S&P	AA	Stable
A.M. Best	A++	Stable
Fitch	AA	Stable
Moody's	Aa2	Stable
¹ Ratings apply to Chubb's core operating insurance companies as of January 04, 2024. For ratings of individual insurance companies, see Investor Information on investors.chubb.com .		

Balanced, Diversified Leader

- A global leader in traditional and specialty P&C coverage for businesses of all sizes
- The largest commercial lines insurer in the U.S. and one of the largest financial lines provider globally
- The leading personal lines insurer for America's successful individuals and families and a large personal lines provider globally
- A global leader in personal accident and supplemental health insurance
- A P&C reinsurer

Even with the best of precautions...

Students may still sustain serious or fatal injuries while going to school, playing sports, attending field trips, or simply being in class. Traumatic brain injuries, coma, paralysis, and loss of life are examples of the catastrophic losses that can occur. Such injuries typically come with medical bills and other expenses that far exceed those associated with injuries that are not life altering.

By providing Catastrophic Injury Coverage, schools and districts can help seriously injured students and families ease their financial concerns. In addition, Catastrophic Injury Coverage allows students and families to access the care they need, reduce potential liability costs for the school or district, provide for final expenses when needed and promote healing of the community as a whole.

**Catastrophic accidents do not limit themselves to sports**

Many governing bodies for sports already require member schools to carry a catastrophic injury policy for athletics and a number of school property and casualty pools and consortiums have followed suit.

The need for catastrophic coverage is clear and although they are most commonly associated with athletic participation, these injuries are not relegated to sports activities alone. Transportation of students, specialized electives, physical education, natural disasters and on-campus violence are just a few examples of how catastrophic injuries can occur off the playing field.

No one likes to talk about it

On-campus violence is an issue that cannot be ignored. Violent acts on campus don't affect just those directly involved, but the community as a whole. If a student is killed as a result of criminal violence while participating in a covered activity, the Crisis Management Benefit can provide additional funds for student counseling.

CATASTROPHIC COVERAGE**Eligibility**

All enrolled students and adult/parent volunteers of the participating School/District.

Coverage**Interscholastic Athletics/Activities Coverage**

Covers students while participating in School-scheduled, sponsored and directly supervised games and practice sessions of interscholastic sports including band, cheerleaders, majorettes, student coaches, student trainers and student managers and while traveling directly and without interruption between School and the site of School-sponsored and supervised activities, provided that such travel is arranged by and is under the direction of the School.

Student Activities Coverage

Covers students while on premises when School is in session and while participating in any School-sponsored activity (except interscholastic athletics) with adult supervision provided by the School including official "School-To-Work" and ROTC programs, and while traveling directly and without interruption between home and School to attend regularly scheduled classes and while traveling directly and without interruption between School and the site of School-sponsored and supervised activities, provided that such travel is arranged by and is under the direction of the School.

Adult/Parent Volunteers Coverage

Covers adult/parent volunteers while participating as a school volunteer in any school sponsored activity, and while traveling, as a volunteer, directly and without interruption between school and the site of such activities, provided that such travel is arranged by and is at the direction of the school.

PROGRAM COMPONENTS

Accident Medical Expense Benefits

Accident Medical Maximum - \$5,000,000

Medical expenses will be paid for Usual and Customary charges for expenses incurred for Medical and Dental Services, with limits of \$5,000,000. The first expense must be incurred within 365 days after the date of the Covered Accident. After a \$25,000 deductible* is satisfied, benefits will be paid for covered expenses incurred up to 10 years from the date of the Covered Accident. The expenses to satisfy the deductible must be incurred within two years after the date of the Covered Accident.

*The deductible will be waived for certain conditions: *complete and irrecoverable loss of sight of both eyes, or of any two limbs, hands or feet, or total and irreversible paralysis of any two limbs which is the result of a covered injury to the spinal cord, coma or brain death.*

Catastrophic Cash Benefit

Cash Benefit Maximum - \$1,000,000

If, as a result of a Covered Injury, an Insured suffers Paralysis or Coma, benefits for each Covered Accident will be paid as indicated in the Table of Losses. Paralysis or Coma must occur within 365 days from the date of the Covered Accident and continue for 6 consecutive months for benefits to be paid. If the Insured incurs more than one loss as the result of the same Covered Accident we will only pay one benefit, the largest, for which the Insured Person is covered. In no event will the amount paid exceed the Catastrophic Accident Benefits Maximum Amount selected in the Application.

Benefits are payable in addition to the Accident Medical Expense Benefit.

TABLE OF LOSSES	% OF MAXIMUM BENEFIT AMOUNT
Coma	100%
Paralysis of: Two or more Upper and/or Lower Limbs.....	100%
One Lower Limb or One Upper Limb	50%

A lump sum payment equal to 20% of the Maximum Benefit Amount will be paid after 6 months, thereafter a monthly benefit will be paid for up to 10 years.

Accidental Death and Dismemberment, Loss of Sight, Speech and Hearing Benefits *Principal Sum - \$50,000*

If injury to the Insured shall result, within 365 days from the date of the Covered Accident, in any one of the losses specified below, the Company will pay the Benefit indicated. The following benefits are paid in addition to the Accident Medical Expense Benefit. If more than one of such specified losses shall result from the same covered Accident, only one amount, the largest, shall be paid.

% OF PRINCIPAL SUM

Loss of life	100%
Loss of one hand, one foot, sight in one eye, speech or hearing	40%
Loss of both hands, both feet, sight in both eyes, speech or hearing.....	200%
Loss of thumb and index finger of the same hand	20%
Heart or circulatory malfunction death benefit.....	100%**

****Payable for Loss of Life due to Heart, Circulatory or Pulmonary Malfunction that occurs within 365 days of participation in a covered activity that is causally connected to such Malfunction.**

Crisis Management Benefit

If one or more students are killed as a result of criminal violence while participating in a Covered Activity sponsored and supervised by the School or school district, we will reimburse expenses incurred for necessary counseling of Insureds up to \$100/session up to 10 sessions per Insured. This benefit will not be paid for a particular Insured if he or she produces a gun or knife during the incident or participates in the criminal violence.

Seatbelt and Airbag Benefit

\$5,000 Maximum

If the Insured dies directly and independently of all other causes from a Covered Accident while wearing a seatbelt and operating or riding as a passenger in an Automobile, the Company will pay a benefit of \$5,000. If a seatbelt is worn and an airbag is properly positioned and deployed then an additional benefit of \$5,000 will be paid.

Traumatic Brain Deficit Benefit

\$250,000 Maximum

If an Insured suffers an injury to the brain which 1) occurs, and is diagnosed by a Doctor; 2) results in measurable, neurological deficit persisting for the lesser of at least 12 consecutive months or the time at which maximum recovery has been reached; 3) requires permanent daily personal supervision; and 4) results in the inability of the Insured to perform independently three or more of the following activities of daily living: a) transferring (moving in or out of a bed or chair); b) dressing; c) bathing; d) feeding; e) toileting; or f) continence.

Cosmetic Disfigurement from Burns Benefit

\$150,000 Maximum

If, as a result of a Covered Injury, an Insured suffers third or fourth degree burns in one or more areas of the body, benefits will be paid as determined by the formula specified in the policy.

Special Adaptation Expense Benefit

\$150,000 Maximum

If an Insured suffers a "presumptive disability" (see Definitions on page 4) from a covered Accident and requires a special housing adaptation or a special vehicle to accommodate the disability, benefits will be paid up to \$75,000 for the housing adaptation and/or up to \$75,000 for the special vehicle. Benefits are not payable unless the Insured's physician certifies them as necessary.



EXCLUSIONS

Benefits are not paid for any loss or Injury that is caused by, or results from:

1. Intentionally self-inflicted Injury, suicide or attempted suicide; commission of, or attempt to commit a felony; an assault or other criminal activity.
2. Any Injury that is caused by: (a) Flight in, boarding or alighting from an Aircraft, except as a fare-paying passenger on a regularly scheduled commercial airline; (b) Parachuting, skydiving, parasailing, hang-gliding; (c) Travel in or on any off-road motorized vehicle not requiring licensing as a motor vehicle; (d) An accident if the Insured is the operator of a motor vehicle and does not possess a valid motor vehicle operator's license, except while participating in Driver's Education Program.
3. War or any act of war, whether declared or not.
4. Commission of, or active participation in, a riot or insurrection.
5. Sickness, disease, bodily or mental infirmity, bacterial or viral infection or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food.
6. Treatment by persons employed or retained by a Policyholder, or by any Immediate Family or member of the Insured's household.
7. Injury covered by Workers' Compensation Employers' Liability or similar occupational laws.
8. Expenses payable by any automobile insurance policy without regard to fault.
9. Covered medical expenses for which the Insured would not be responsible for in the absence of the Policy.
10. Cosmetic surgery, except for reconstructive surgery needed as the result of an Injury.
11. Eyeglasses, contact lenses, hearing aids, repair or replacement of them, examinations or prescriptions for them, except for an Injury to the eye or ear while coverage is in effect.

This insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit Us from providing insurance, including but not limited to, the payment of claims.

"Member" means Loss of Hand or Foot, Loss of Sight, Loss of Speech, and Loss of Hearing. **"Loss of Hand or Foot"** means complete Severance through or above the wrist or ankle joint. **"Loss of Sight"** means the total, permanent Loss of Sight of one eye. **"Loss of Speech"** means total and permanent loss of audible communication that is irrecoverable by natural, surgical or artificial means. **"Loss of Hearing"** means total and permanent Loss of Hearing in both ears that is irrecoverable and cannot be corrected by any means. **"Loss of a Thumb and Index Finger of the Same Hand"** or **"Loss of Four Fingers of the Same Hand"** means complete Severance through or above the metacarpophalangeal joints of the same hand (the joints between the fingers and the hand). **"Severance"** means the complete separation and dismemberment of the part from the body.

SCOPE OF COVERAGE - Full Excess Benefits

We pay Covered Expenses: after the Insured satisfies any Deductible; and only when they are in excess of amounts paid by any other Health Care Plan. We pay benefits without regard to any Coordination of Benefits provisions in any other Health Care Plan.

Facility of Payment

Whenever payments that should have been made under the Policy are made by any other policy, the Company reserves the right, at their sole discretion, to pay over to any plan making such other payments, any amounts the Company determines are warranted in order to satisfy the intent of this provision. The amounts paid are considered benefits paid under the Policy and, to the extent of such payments, the Company shall be fully discharged from liability under the Policy. In no event will the Company pay more than the benefits payable under the Policy for all policies providing the same or similar benefits issued to the Policyholder and underwritten by the Company.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at <http://www.chubb.com>. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. This communication contains product summaries only. Coverage is subject to the language of the policies as actually issued. The terms and conditions of coverage are set forth in the policies issued in the states in which the policy is delivered under form number AH-29539a. Surplus lines insurance sold only through licensed surplus lines producers. Chubb, 202 Hall's Mill Road, Whitehouse Station, NJ 08889.

Plans arranged and administered by:



(800) 827-4695 | www.myers-stevens.com | CA License #0425842

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

GF: 13,327.11 651000224- 651000227

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: **7/14/2025**

Total amount: **\$ 13,327.11**

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 July 28, 2025, the board, by a _____ vote, approves payments, totaling \$13,327.11. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000224 through 651000227, totaling \$13,327.11

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
651000224	AMAZON CAPITAL SERVICES	07/14/2025	7,651.40
651000225	CAROLINA BIOLOGICAL SUPPLY	07/14/2025	4,292.65
651000226	DELOITTE SERVICES LP	07/14/2025	750.00
651000227	WASHINGTON TRUST BANK	07/14/2025	633.06

4 Computer Check(s) For a Total of 13,327.11

0	Manual	Checks For a Total of	0.00
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0	Wire Transfer	Checks For a Total of	0.00
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0	ACH	Checks For a Total of	0.00
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4	Computer	Checks For a Total of	13,327.11
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Total For 4	Manual, Wire Tran, ACH & Computer	Checks	13,327.11
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Less 0	Voided	Checks For a Total of	0.00
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	Net Amount	13,327.11
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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	13,327.11	13,327.11

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

GF:	491,115.45	651000228- 651000298
CP:	17,625.74	652000006- 652000007
ASB:	77,748.72	654000028- 654000034

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: **7/15/2025**

Total amount: **\$ 586,489.91**

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 July 28, 2025, the board, by a _____ vote, approves payments, totaling \$77,748.72. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB FUND WARRANTS:
Warrant Numbers 654000028 through 654000034, totaling \$77,748.72

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

Check Nbr	Vendor Name	Check Date	Check Amount
654000028	ASSOCIATION OF WA STUDENT LEAD	07/15/2025	530.00
654000029	EASTSIDE ASPHALT INC.	07/15/2025	69,294.70
654000030	I:49 DESIGNS	07/15/2025	292.68
654000031	SILVERWOOD THEME PARK	07/15/2025	106.90
654000032	VARSITY SPIRIT FASHIONS & SUPP	07/15/2025	3,162.24
654000033	WASHINGTON TRUST BANK	07/15/2025	4,016.97
654000034	WEINSTEIN BEVERAGE	07/15/2025	345.23

7	Computer	Check(s) For a Total of	77,748.72
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0	Manual	Checks For a Total of	0.00
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0	Wire Transfer	Checks For a Total of	0.00
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0	ACH	Checks For a Total of	0.00
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7	Computer	Checks For a Total of	77,748.72
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Total For 7	Manual, Wire Tran, ACH & Computer	Checks	77,748.72
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Less 0	Voided	Checks For a Total of	0.00
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	Net Amount	77,748.72
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F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	0.00	0.00	77,748.72	77,748.72

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 July 28, 2025, the board, by a _____ vote, approves payments, totaling \$17,625.74. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECT WARRANTS:
Warrant Numbers 652000006 through 652000007, totaling \$17,625.74

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
652000006	CHANDLER BUSINESS INTERIORS, I	07/15/2025	17,049.36
652000007	E3 SOLUTIONS, INC	07/15/2025	576.38

2 Computer Check(s) For a Total of 17,625.74

0	Manual	Checks For a Total of	0.00
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0	Wire Transfer	Checks For a Total of	0.00
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0	ACH	Checks For a Total of	0.00
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2	Computer	Checks For a Total of	17,625.74
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Total For 2	Manual, Wire Tran, ACH & Computer	Checks	17,625.74
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Less 0	Voided	Checks For a Total of	0.00
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	Net Amount	17,625.74
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F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	17,625.74	17,625.74

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 July 28, 2025, the board, by a _____ vote, approves payments, totaling \$491,115.45. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000228 through 651000298, totaling \$491,115.45

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

Check Nbr	Vendor Name	Check Date	Check Amount
651000228	A-L COMPRESSED GASES, INC.	07/15/2025	19.06
651000229	ABADAN	07/15/2025	586.44
651000230	AM HARDWARE	07/15/2025	3,708.36
651000231	AMAZON CAPITAL SERVICES	07/15/2025	7,045.26
651000232	B & H PHOTO VIDEO	07/15/2025	9,320.02
651000233	BARK TECHNOLOGIES, INC.	07/15/2025	5,200.00
651000234	BASIN SEPTIC SERVICES INC.	07/15/2025	785.90
651000235	BASKETBALL-GOALS.COM, LLC	07/15/2025	1,447.00
651000236	BLUUM USA, INC.	07/15/2025	190,675.92
651000237	BRAVO TOOLS, LLC/SNAP-ON	07/15/2025	6,780.42
651000238	BRUCKNER TRUCK & EQUIP	07/15/2025	3,656.02
651000239	BSN SPORTS, LLC	07/15/2025	17,127.66
651000240	BUREAU OF EDUCATION & RESEARCH	07/15/2025	639.56
651000241	CENTRAL MACHINERY SALES, INC.	07/15/2025	807.24
651000242	CENTURYLINK	07/15/2025	837.28
651000243	CHINOOK MUSIC SERVICE	07/15/2025	170.44
651000244	CINTAS CORP	07/15/2025	228.81

Check Nbr	Vendor Name	Check Date	Check Amount
651000245	CITY OF EPHRATA	07/15/2025	17,969.99
651000246	CLEVERINGA, PAMELA MICHELLE	07/15/2025	467.98
651000247	COMMERCIAL TIRE, INC.	07/15/2025	1,084.35
651000248	COMMUNITY ADVANCEMENT OF FAMIL	07/15/2025	1,965.66
651000249	CONSOLIDATED DISPOSAL SERVICE	07/15/2025	105.00
651000250	CROWN PAPER & SUPPLY	07/15/2025	704.99
651000251	DAVES APPLE BARREL BARK, LLC.	07/15/2025	6,999.39
651000252	ENFIELD, KATHLEEN TERESA	07/15/2025	72.10
651000253	EPHRATA ACE HARDWARE	07/15/2025	1,050.75
651000254	EPHRATA ROTARY CLUB	07/15/2025	120.00
651000255	EPHRATA SCHOOL DISTRICT- DOR	07/15/2025	2.12
651000256	FASTENAL COMPANY	07/15/2025	309.08
651000257	FOUR SEASONS FARM SERVICE	07/15/2025	122.50
651000258	G & D ENTERPRISES	07/15/2025	216.26
651000259	GCSIT, LLC	07/15/2025	35,755.75
651000260	GRADUATION ALLIANCE, INC	07/15/2025	6,906.08
651000261	GRANITE TELECOMMUNICATIONS LLC	07/15/2025	1,306.22
651000262	GRANT COUNTY SOLID WASTE DEPAR	07/15/2025	38.48
651000263	GRANT COUNTY SHERIFF	07/15/2025	630.04
651000264	HAGLUNDS TROPHIES	07/15/2025	226.88
651000265	HANSEN, SHELLIE CHLARSON	07/15/2025	373.81
651000266	HARVEST VALLEY PEST CONTROL	07/15/2025	957.99
651000267	HEER, ALISON LIDDELL	07/15/2025	339.00
651000268	HORIZON DISTRIBUTORS, INC	07/15/2025	1,426.52
651000269	I:49 DESIGNS	07/15/2025	216.80

Check Nbr	Vendor Name	Check Date	Check Amount
651000270	INLAND OIL & PROPANE	07/15/2025	8,006.12
651000271	JOHNSON CONTROLS FIRE PROTECTI	07/15/2025	4,669.59
651000272	JOSTENS, INC.	07/15/2025	52.41
651000273	KEEGAN, ALICIA	07/15/2025	281.60
651000274	LANGUAGE LINK	07/15/2025	140.13
651000275	MARSON & MARSON LUMBER INC.	07/15/2025	2,960.37
651000276	MICRO K12	07/15/2025	24,275.42
651000277	MILLER, ASHLIE KAYE	07/15/2025	39.00
651000278	MURRAY, KENNETH M	07/15/2025	70.00
651000279	NAPA AUTO PARTS	07/15/2025	994.01
651000280	NASCO	07/15/2025	42.93
651000281	NORCO INC	07/15/2025	57.89
651000282	OREILLY AUTO PARTS	07/15/2025	3,183.07
651000283	OXARC	07/15/2025	78.29
651000284	PARSONS PHOTOGRAPHY	07/15/2025	281.84
651000285	PHILADELPHIA SECURITY PRODUCTS	07/15/2025	1,470.00
651000286	PUD NO 2 OF GRANT COUNTY	07/15/2025	21,343.27
651000287	REVOLVING FUND	07/15/2025	233.68
651000288	RISE VISION	07/15/2025	3,248.76
651000289	RWC INTERNATIONAL, LTD	07/15/2025	9,856.29
651000290	SIGNS NOW	07/15/2025	1,040.24
651000291	SODEXO INC. & AFFILIATES	07/15/2025	46,092.73
651000292	T - MOBILE USA, INC.	07/15/2025	100.00
651000293	VASQUEZ, JEREMY ADOLFO	07/15/2025	3,885.00
651000294	W S I P C	07/15/2025	281.37

Check Nbr	Vendor Name	Check Date	Check Amount
651000295	WASHINGTON TRUST BANK	07/15/2025	22,938.94
651000296	WASHINGTON OFFICIALS ASSOC.	07/15/2025	3,214.75
651000297	WELLS FARGO VENDOR FINANCIAL S	07/15/2025	3,835.62
651000298	WILLIAMS, KARLA JANE	07/15/2025	39.00
71	Computer	Check(s) For a Total of	491,115.45

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
71	Computer	Checks For a Total of	491,115.45
Total For 71	Manual, Wire Tran, ACH & Computer Checks		491,115.45
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	491,115.45

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	2.12	0.00	491,113.33	491,115.45

EPHRATA SCHOOL DISTRICT NO. 165

111 4TH AVE NW, Ephrata, Washington 98823

PAYROLL for JULY 31, 2025
WARRANT ACCOUNT CHECK NUMBER
651000299-651000319

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

Secretary of the Board

Approved in the sum of **\$3,238,410.06**

*******DIRECTORS*******

_____	_____
_____	_____
_____	_____

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

Coversheet

Resolution 2024-2025-7 Adopt the 2025-2026 Budget

Section:	II. Action Items
Item:	B. Resolution 2024-2025-7 Adopt the 2025-2026 Budget
Purpose:	Vote
Submitted by:	
Related Material:	Resolution 2024-2025-7 Adoption of 2025-2026 Budget.pdf

EPHRATA SCHOOL DISTRICT NO. 165
GRANT & DOUGLAS COUNTIES, WASHINGTON

RESOLUTION NO. 2024-2025-7

ADOPTION OF 2025-2026 BUDGET

A RESOLUTION of the Board of Directors of Ephrata School District No. 165, Grant & Douglas Counties, Washington, fixing and determining fund appropriations; adopting the 2025-2026 budget, the four year budget plan summary and the four-year enrollment projection; and providing for related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF EPHRATA SCHOOL DISTRICT NO. 165, GRANT & DOUGLAS COUNTIES, WASHINGTON, AS FOLLOWS:

Section 1. Findings and Determinations. The Board of Directors (the “Board”) of Ephrata School District No. 165, Grant & Douglas Counties, Washington (the “District”), takes note of the following facts and hereby makes the following findings and determinations:

(a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2025-2026 fiscal year. The 2025-2026 budget includes, among other things, a complete financial plan of the District for the ensuing 2025-2026 fiscal year and a summary of the four budget plan that includes a four-year enrollment projection.

(b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2025-2026 budget on or before August 1, 2025. Prior to adoption of the 2025-2026 budget, the Board shall meet and conduct a public hearing to allow any person to be heard for or against any part of the 2025-2026 budget, the four year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 (a/k/a educational programs and operation levy).

(c) The Board, following notice thereof being published in a newspaper of general circulation within the District, conducted a public hearing on July 28, 2025, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2025-2026 budget.

Section 2. Fixing and Determining Fund Appropriations; Adoption of 2025-2026 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

(a) The Board hereby fixes and determines the appropriation from each fund contained in the 2025-2026 budget, as follows:

General Fund (Includes Transfer to Debt Service)	\$ 53,195,961
Capital Projects Fund	\$ 4,118,301
Transportation Vehicle Fund	\$ 1,326,617
Debt Service Fund	\$ 2,262,201
Associated Student Body Fund	\$ 1,185,379

(b) The Board hereby adopts the 2025-2026 budget, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

Section 3. General Authorization and Ratification. The Secretary to the Board, the Chair of the Board, the District's Finance Director and other appropriate officers of the District are hereby further authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution, and all actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

ADOPTED by the Board of Directors of Ephrata School District No. 165, Grant & Douglas Counties, Washington, at a regular open public meeting thereof, of which due notice was given as required by law, held this 28th day of July, 2025, the following Directors being present and voting in favor of the resolution.

EPHRATA SCHOOL DISTRICT NO. 165
GRANT & DOUGLAS COUNTIES, WASHINGTON

Chair and Director

Vice Chair and Director

Director

Director

Director

Kenneth Murray
Secretary to the Board of Directors

Coversheet

Resolution 2024-2025-8 Hiring Retired School Employees

Section:	II. Action Items
Item:	C. Resolution 2024-2025-8 Hiring Retired School Employees
Purpose:	
Submitted by:	
Related Material:	Resolution 2024-2025-8 Hiring of Retired Employees.pdf

Resolution 2024-2025-8 Hiring Retired School Employees

Ephrata School District No. 165
111 4th AVE NW
Ephrata, WA 98823-1690

Whereas, Ephrata School District is declaring a shortage of qualified applicants for various positions advertised by the school district, especially positions that open after the school year begins, now;

Be It Resolved, by the Directors of Ephrata School District No. 165, that the process of hiring retired school employees be followed according to the procedures of District Policy No. 5001.

ADOPTED by the Board of Directors of Ephrata School District No. 165 at the regular meeting held on the 26th day of August 2024.

ATTEST:

Date

Chairman

Secretary to the Board

Member

Member

Member

Member

Hiring of Retired School Employees

The district will recruit, select and employ the best-qualified individuals as employees. The district may employ persons retired from the Teachers' Retirement System (TRS), the School Employees' Retirement System (SERS) or the Public Employees' Retirement System (PERS). A retired employee will only be rehired pursuant to this district policy.

TRS Plan 1 Retirees

TRS Plan 1 retirees who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative position for up to 867 hours in a school year without suspension of their pension benefits.

Until July 1, 2025, TRS Plan 1 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a school year and continue to receive their pension payments.

TRS Plan 2 & Plan 3 Retirees

TRS Plan 2 and Plan 3 retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

TRS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.32.765(3)(b) or 41.32.875(3)(b) and who reenter employment more than one calendar month after their accrual date and after June 9, 2016, may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, TRS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

[If your district is a second-class district as defined in RCW 28A.300.065, you can include this language in addition to what's above: Until July 1, 2025, TRS Plan 2 and Plan 3 retirees who retired before January 1, 2022, may be employed as a superintendent or an in-school administrator for up to 1,040 hours in a calendar year and continue to receive pension payments.

SERS Plan 2 & 3 Retirees

SERS Plan 2 and Plan 3 retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

SERS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.35.420(3)(b) and who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, SERS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date, including those who have retired under the alternate early retirement provisions of RCW 41.35.420(3)(b) or 41.35.680(3)(b), may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

PERS Retirees

PERS retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, PERS retirees who enter reemployment more than 100 days after their accrual date, including those who have retired under the alternate early retirement provisions of RCW 41.40.630(3)(b) or 41.40.820(3)(b), may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

District Responsibilities

The district will abide by the following process when considering a retiree for employment:

- A. The board of directors will approve a process for recruitment and selection of employees, including those vacancies for which a retiree applicant may be considered, as long as such retired teacher is highly qualified for the position being sought.
- B. Applicant(s) will be evaluated and considered equally, selecting the candidate who best meets the needs of the district.
- C. There will be no prearranged employment agreement or commitment to rehire an employee after retirement. Mere inquiries about post-retirement employment do not constitute an agreement.
- D. Employment will be limited to a maximum of a one-year, non-continuing contract or appointment.
- E. Subject to any applicable bargaining agreements, vacancies filled by retirees will be annually reviewed by the board to determine whether the retiree will be rehired for another year of employment.
- F. The district will provide the retiree with the same terms and conditions of employment as other appointees or employees in comparable positions with the exception of sick-leave cash-out.
- G. The district will report the number of hours worked by the retiree to DRS.

Retired Employee Responsibilities

The following conditions of employment will apply to retirees that are re-employed:

- A. Retired applicants will disclose to the district whether they are retired from a Washington state retirement plan.
- B. Employees must satisfy the DRS requirement for separation and retirement from service prior to accepting a retire/rehire position with the district.
- C. Retirees are subject to the same collective bargaining membership as other one-year temporary employees.
- D. Retirees are responsible for tracking service hours during post-retirement employment among multiple employers.

Cross References:

5610 - Substitute Employment
 5612 - Temporary Administrators
 5050 - Contracts

Legal References:

RCW 28A.405.900 Certain certificated employees exempt from chapter provisions
 Chapter 41.32 RCW Teachers' retirement
 RCW 41.32.570 Post-retirement employment—Reduction or suspension of pension payments
 RCW 41.32.802 Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400—Reestablishment of membership
 RCW 41.32.862 Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400—Reestablishment of membership
 Chapter 41.35 RCW Washington school employees' retirement system
 RCW 41.35.060 Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400—Reestablishment of membership
 Chapter 41.40 RCW Washington public employees' retirement system
 RCW 41.40.037 Service by retirees—Break in employment requirement—Reduction of retirement allowance upon reemployment—Reestablishment of membership

Management Resources:

2022 - June Issue
 2016 - July Issue
 2011 - August Issue
 Policy News, June 2007 Revisions to Retire/Rehire Law

Coversheet

2024-2025-9 Set 2025-2026 Board of Directors Meetings

Section:	II. Action Items
Item:	D. 2024-2025-9 Set 2025-2026 Board of Directors Meetings
Purpose:	
Submitted by:	
Related Material:	Resolution 20234-2025-9 2025-26 School Board Meetings.pdf

Resolution 2024-2025-9 Set 2025-26 Board of Director Meetings

Ephrata School District No. 165
111 4th AVE NW
Ephrata, WA 98823-1690

Whereas,

The Board of Directors of Ephrata School District No. 165/55J does convene meetings on a regular basis for the dispatch of such business as may come before said board, AND

Whereas,

said meetings are convened in the District Office Board Room, 357 Alder ST NW, Ephrata, Washington, AND

current action to formalize place, time and location of said regular meetings appears to be in order.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of Ephrata School District No. 165/55J, that said board does hereby adopt the following schedule for the Board of Director's regular meetings:

September	22	5:30 pm
October	27	4:30 pm
November	24	6:00 pm
December	15	6:00 pm
January	26	6:00 pm
February	23	4:30 pm
March	23	6:00 pm
April	27	6:00 pm
May	18	6:00 pm
June	22	6:00 am
July	27	6:00 am
August	24	6:00 am

The board may change, cancel or reschedule the date, time and/or location of a regular meeting with proper public notice.

ATTEST: Dated 28th day of July 2025

Secretary to the Board

Member

Board President

Member

Member

Member

Coversheet

Approve Curriculum Adoption for World Languages at Ephrata High School

Section:	II. Action Items
Item:	E. Approve Curriculum Adoption for World Languages at Ephrata High School
Purpose:	Vote
Submitted by:	
Related Material:	World Language Textbook Approval Request .pdf Q-161251-V2-2025-07-11-Quote-ECS-6 YR-UPDATED.pdf



EPHRATA SCHOOL DISTRICT NO. 165

111 4th Ave NW Ephrata WA 98823 | Phone: (509) 754-5881 | Fax: (509) 754-4712
info@ephrataschools.org | EphrataSchools.org | Ken Murray, Superintendent

OFFICE OF TEACHING & LEARNING | STATE AND FEDERAL PROGRAMS

Sharon Scellick, Director
Deb Knox, Assistant Director

Amy Grizzel, Administrative Assistant
Tracey Thomas, Administrative Assistant

World Language Textbook Approval Request

July 28, 2025

School Board approval is requested to adopt *EntreCulturas* (c.2026) by Wayside Publishing as the core curriculum for Spanish I and Spanish II World Language classes at Ephrata High School. This material will replace *Avancemos* (c.2013) by Holt McDougal.

EntreCulturas is designed to help students develop both communicative and cultural competencies. The program is built around the World-Readiness Standards for Learning Languages, from the American Council on the Teaching of Foreign Languages (ACTFL), and includes engaging activities that emphasize authentic language use in all communication modes. It is thematically organized and provides students the opportunity to engage with authentic materials and adolescent speakers of Spanish. Along with the textbook, the program integrates with a digital language learning platform called *Nualang*. More information about *Entre Culturas* is included [HERE](#).

Teachers in the Ephrata High School World Language department reviewed curricula from other publishers and field-tested both *EntreCulturas* and *Auténtico* by Savvas Learning. *EntreCulturas* is preferred due to the resources for student interaction and engagement. Teachers presented their review to the Ephrata School District Instructional Materials Committee (IMC) on May 20 and the IMC voted to recommend the adoption of *EntreCulturas* by the school board.

District Curriculum funds will be used to purchase the materials, which include physical textbooks as well as six (6) year digital platform licenses.

Thank you for your consideration!

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: Aaron Cummings, Title IX Coordinator, 111 4th Avenue NW, (509) 754-2474 acummings@ephrataschools.org, Jamie Bessette, 504/ADA Coordinator, 111 4th Avenue NW, (509) 754-3538 jbessette@ephrataschools.org, Sharon Scellick, Civil Rights Compliance Coordinator, 111 4th Ave. NW, (509) 754-5881, sscellick@ephrataschools.org, Aaron Cummings, Intimidation and Bullying Coordinator, 111 4th Avenue NW, (509) 754-2474 acummings@ephrataschools.org.



Wayside Publishing
15 Gendron Dr, Ste 5
Lewiston, ME 04240-1049

Quote

Quote #: Q-161251
Date: 7/10/2025
Expiration Date: 11/7/2025

Payment Address:

Wayside Publishing
PO Box 3
Freeport, ME 04032

Phone: (888) 302-2519
Fax: (888) 302-2519
Email: info@waysidepublishing.com
www.waysidepublishing.com

Quote To:

Ephrata School District
Attn: Accounts Payable
111 4th Ave. NW
Ephrata, WA 98823
US

Ship To:

Ephrata School District
Attn: Sharon Scellick
111 4th Ave. NW
Ephrata, WA 98823
US

Student Materials

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	UNIT PRICE	EXTENDED PRICE
100	9781641596305	EntreCulturas - Spanish 1; Copyright 2026, Student Hardcover Print and Digital	6	\$199.95	\$19,995.00
50	9781641596312	EntreCulturas - Spanish 1; Copyright 2026, Student Digital Package	6	\$132.73	\$6,636.50
Student Materials TOTAL:					\$26,631.50

Teacher Materials

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	UNIT PRICE	EXTENDED PRICE
2	9781641596336	EntreCulturas - Spanish 1; Copyright 2026, Teacher Hardcover Print and Digital (ISBN: 9781641596336)	6	\$0.00	\$0.00
Teacher Materials TOTAL:					\$0.00

Shipping/Sales Tax

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	UNIT PRICE	EXTENDED PRICE
1		Shipping and Handling		\$1,288.62	\$1,288.62
1		Sales Tax		\$2,345.29	\$2,345.29
Shipping/Sales Tax TOTAL:					\$3,633.91

TOTAL: \$30,265.41**Notes:**

Teacher materials gratis with the purchase of a class set.

Return Policy Notice:

Distributor Purchases: Returns must be initiated through our Return Authorization process within 60 days of delivery.

School/District Purchases: Returns must be initiated through our Return Authorization process within 30 days of delivery.

Please view our full [returns policy](#) and follow the return authorization process to begin a return.

For any other inquiry, visit Customer Service at support.waysidepublishing.com.

Click below to read our complete Privacy Policy: <https://www.waysidepublishing.com/privacy-policy>

TIN: 27-1825295

[Wayside Publishing W-9](#)

Coversheet

Budget Report

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



EPHRATA
SCHOOL DISTRICT

June 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 - **2,608.43**

◊ 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 83% of the fiscal year.
- Revenues are lower than budgeted at 79.20%. 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 \$2,166,131.83 in property tax revenue which is 101.18% 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 **78.56%** of our total budgeted expenditures. However, including encumbered PO's for payroll and other expenses we are at **93.16%** 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 - \$2,502,635.20**

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 \$788,700.69 in property tax revenue which is 100.60% 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 \$2,246,723.89 in property tax revenue which is 100.86% 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 \$125,445.28 in property tax revenue which is 101.99% of what was budgeted for property tax revenue for the year.

EPHRATA SCHOOL DISTRICT #165**MONTHLY REVENUE REPORT****AS OF 06.30.25****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	\$ 3,100,019	\$ 2,714,216			

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	\$ 89,266	\$ 15,461			

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	\$ 145,362	\$ 131,900			

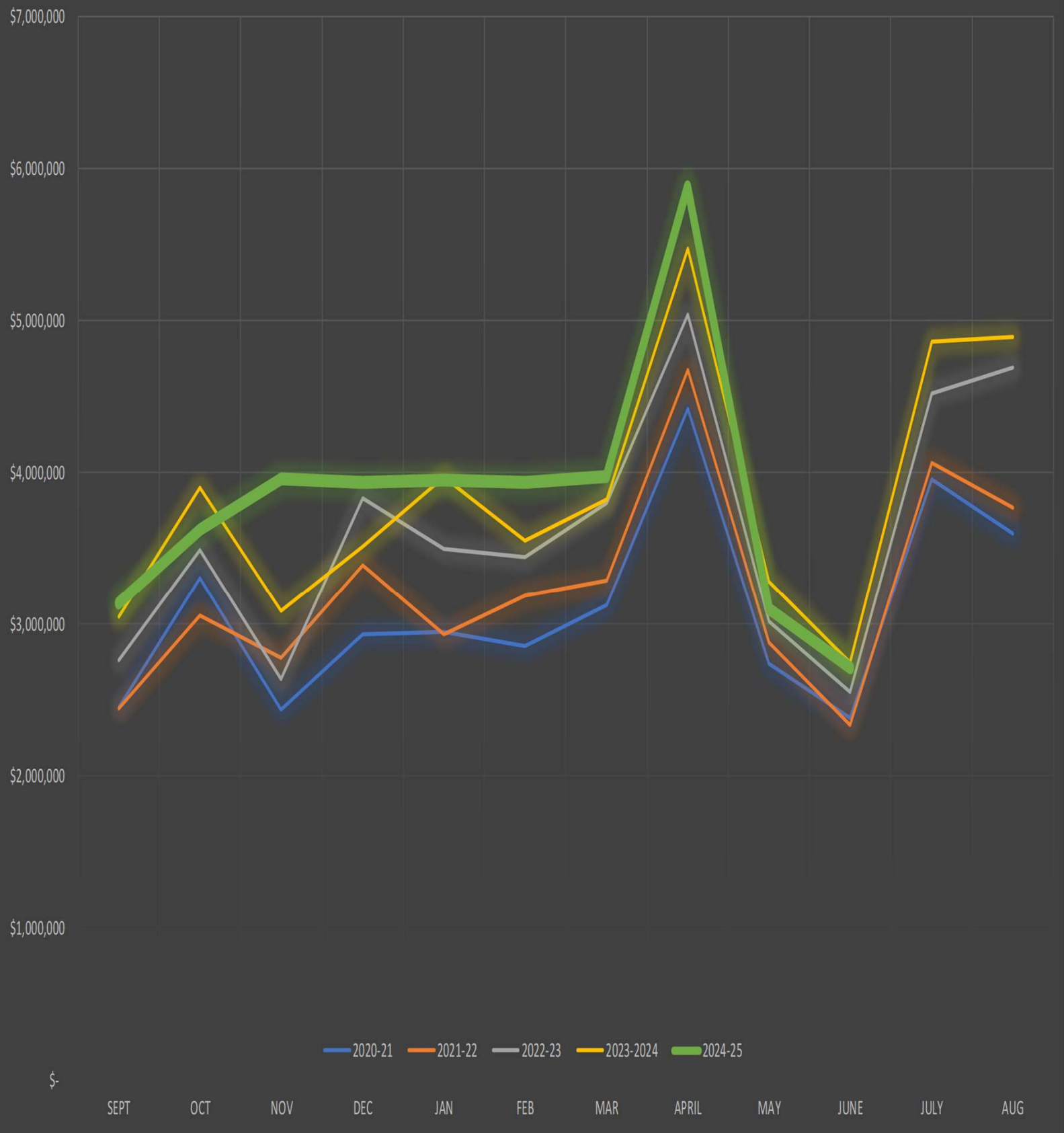
ASB FUND - REVENUES

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	\$ 38,667	\$ 28,194			

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	\$ 1,922	\$ 2,251			

General Fund Revenues History



EPHRATA SCHOOL DISTRICT #165**MONTHLY EXPENDITURE REPORT****AS OF 06.30.25****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	\$ 3,932,447	\$ 4,256,646			

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	\$ 205,270	\$ 132,417			

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 389,672			

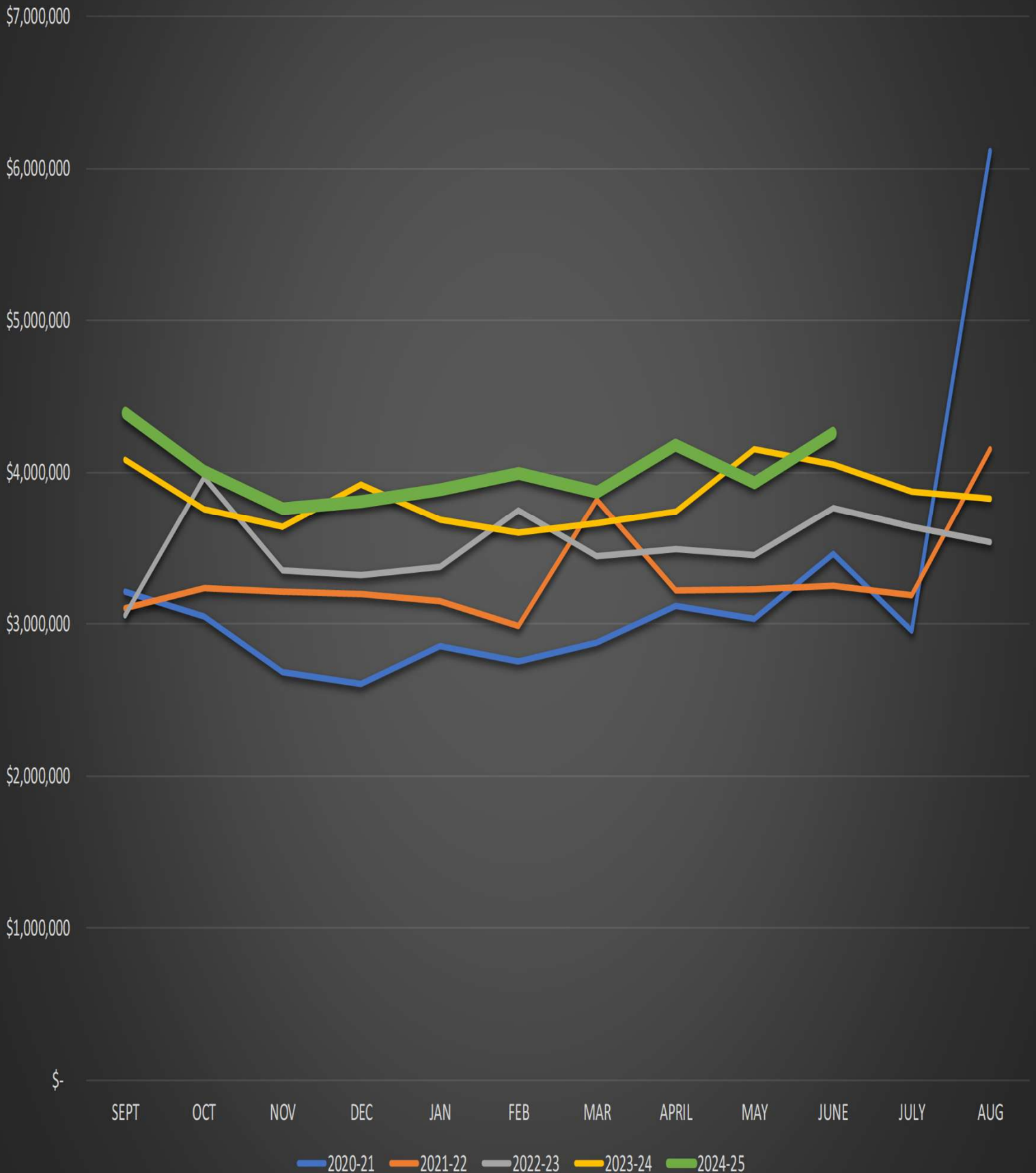
ASB FUND - EXPENDITURES

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	\$ 38,017	\$ 40,375			

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	\$ 1,922	\$ -			

General Fund Expenditures History



EPHRATA SCHOOL DISTRICT #165**MONTHLY FUND BALANCE REPORT****AS OF 06.30.25****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	\$ 9,488,039	\$ 7,843,213			

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	\$ 2,920,243	\$ 2,803,287			

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	\$ 1,900,982	\$ 1,643,209			

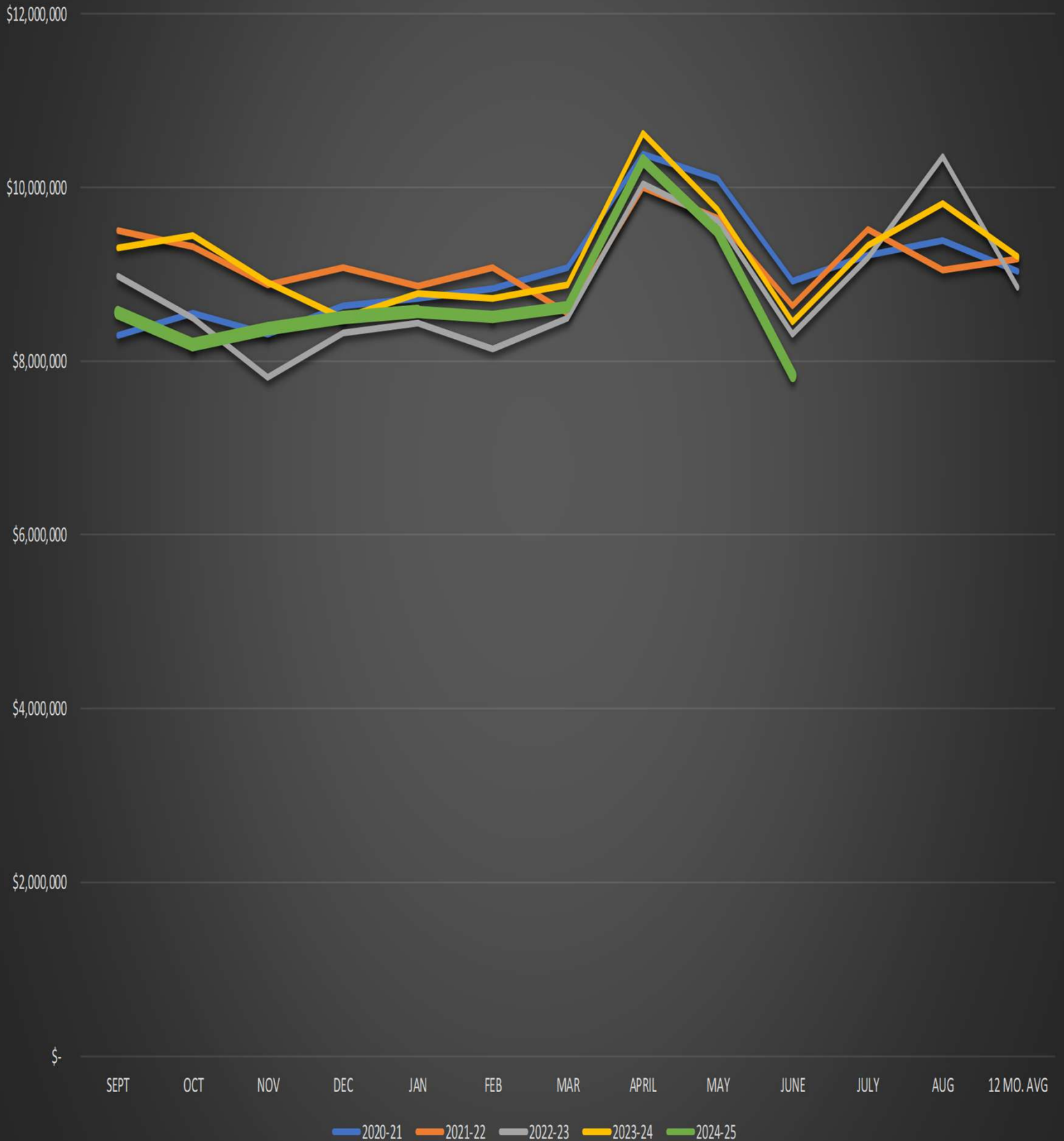
ASB FUND - FUND BALANCE

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	\$ 484,752	\$ 472,573			

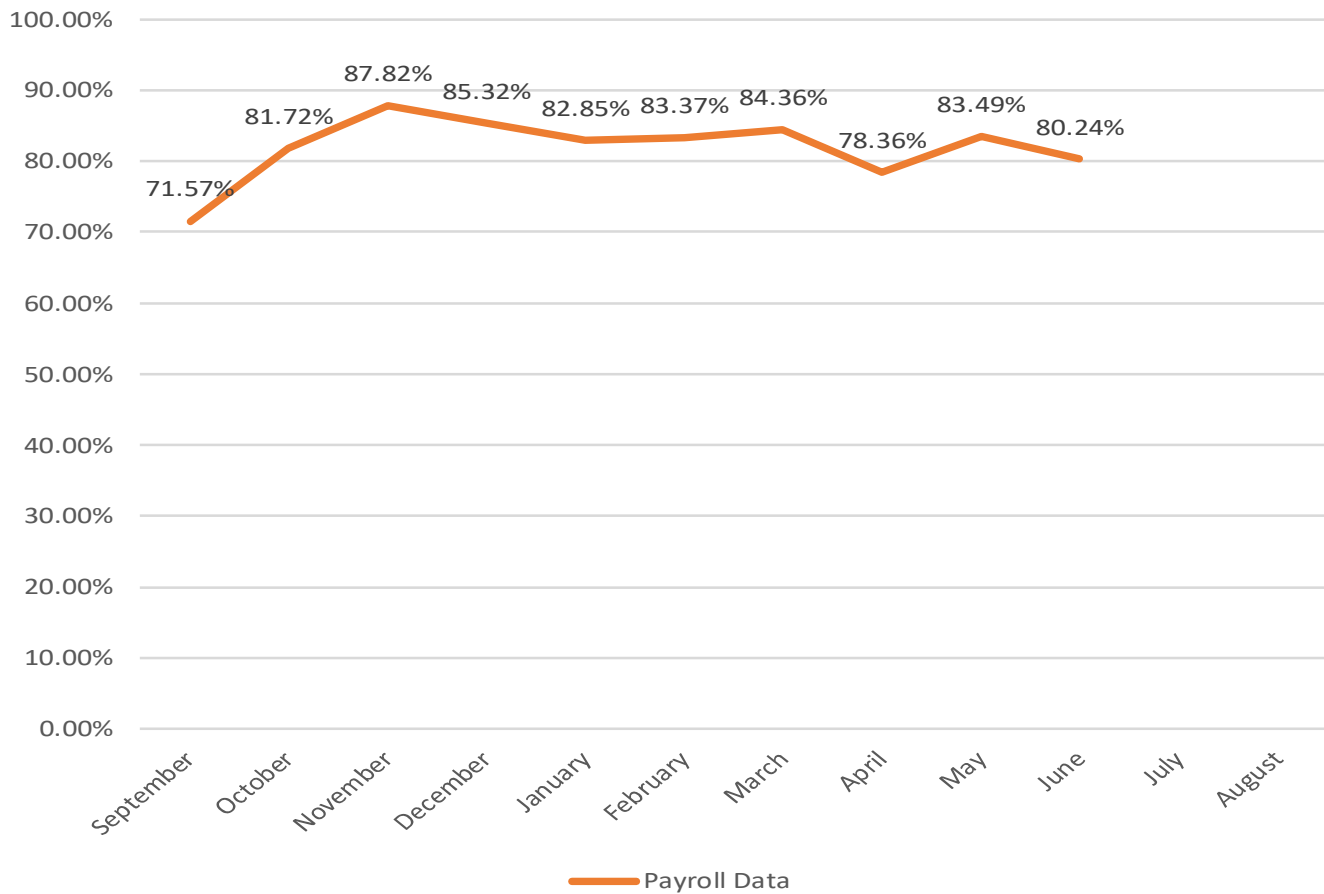
TRANSPORTATION VEHICLE FUND - FUND BALANCE

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	\$ 625,677	\$ 627,928			

General Fund Balance History

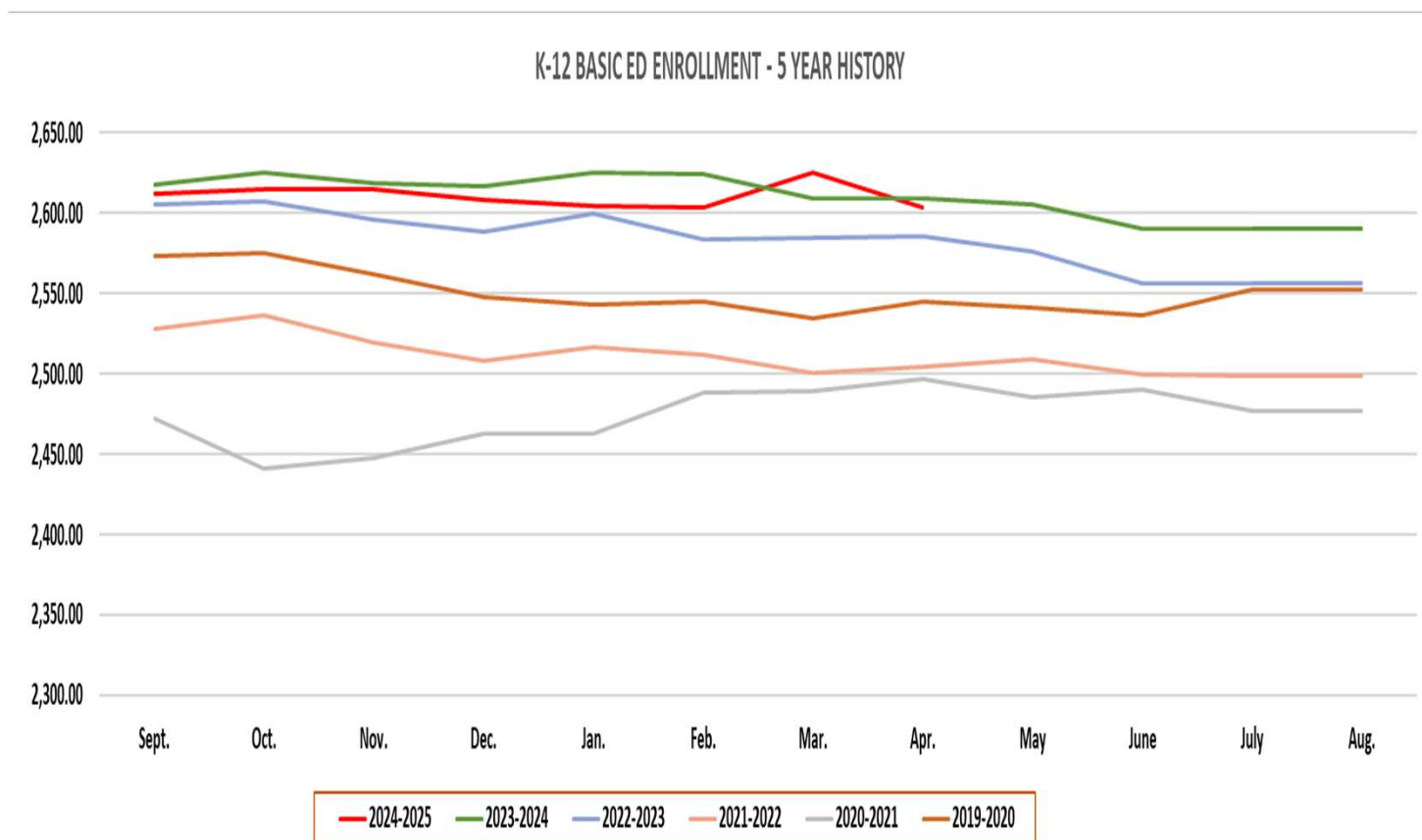


Payroll Percentage of Overall Expenditures



	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	3,283,237.65	3,932,446.88	83.49%
June	3,415,406.90	4,256,645.63	80.24%
July			
August			
TOTAL	32,748,562.66	40,075,592.60	81.72%

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	2,598.62	2,598.84			2,608.43
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 June 30, 2025

FY 2024-25					
	Budget	Actual thru June-25	Encumbrances	Budget Remaining	% of Budget
GENERAL EXPENSE FUND					
<u>Revenues</u>					
1000 Local Taxes	2,140,835	2,166,131.83	-	(25,296.83)	101.18%
2000 Local Nontax	2,184,445	314,756.08	-	1,869,688.92	14.41%
3000 State, General Purpose	30,330,285	23,893,273.97	-	6,437,011.03	78.78%
4000 State, Special Purpose	9,618,968	8,919,881.45	-	699,086.55	92.73%
5000 Federal, General Purpose	-	317.42	-	(317.42)	0.00%
6000 Federal, Special Purpose	3,944,761	2,884,884.91	-	1,059,876.09	73.13%
7000 Revenues from Other School Dist			-	-	0.00%
8000 Revenues from Other Agencies	21,791	29,131.56	-	(7,340.56)	133.69%
9000 Other Financing Sources		-	-	-	0.00%
Total Revenues	48,241,085	38,208,377.22	-	10,032,707.78	79.20%
<u>Expenditures</u>					
00 Regular Instruction	24,313,794	20,103,019.25	3,680,133.27	530,641.48	97.82%
10 Federal Stimulus	0	4,360.04	-	(4,360.04)	0.00%
20 Special Ed Instruction	5,010,051	4,199,223.11	923,804.97	(112,977.08)	102.26%
30 Vocational Instruction	3,018,341	2,270,658.80	396,809.68	350,872.52	88.38%
50/60 Compensatory Instruction	3,981,429	2,921,698.76	559,949.70	499,780.54	87.45%
70 Other Instructional Program	2,125,346	137,763.10	18,354.58	1,969,228.32	7.35%
80 Community Support	945,665	804,668.46	131,677.13	9,319.41	99.01%
90 Support Services	11,616,384	9,633,798.65	1,735,798.45	246,786.90	97.88%
Total Expenditures	51,011,010	40,075,190.17	7,446,527.78	3,489,292.05	93.16%
Operating Transfers Out	607,401.00	107,401.33			
Prior Year Adjustment					
REVENUES OVER (UNDER)					
TOTAL EXPENDITURES	(3,377,326.00)	(1,974,214.28)			
Fund Balance at September 1, 2024	10,000,000	9,817,427.01			
Current Total Ending Fund Balance	6,622,674	7,843,212.73			
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	2,502,635.20			
GL 891 Unassigned Min Fnd Bal Policy	3,564,550	3,225,344.74			
TOTAL Ending Fund Balance	6,622,674	7,843,212.73			

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

FY 2024-25					
	Budget	Actual thru June-25	Encumbrances	Budget Remaining	% of Budget
CAPITAL PROJECTS FUND					
<u>Revenues</u>					
1000 Local Taxes	784,000	788,700.69	-	(4,700.69)	100.60%
2000 Local Nontax	150,000	60,236.98	-	89,763.02	40.16%
4000 State, Special Purpose	265,000	613,810.71	-	(348,810.71)	231.63%
6000 Federal, Special Purpose			-	-	0.00%
9000 Other Financing Sources	500,000		-	500,000.00	0.00%
Total Revenues	1,699,000	1,462,748.38	-	236,251.62	86.09%
<u>Expenditures</u>					
10 Sites		83,421.02	-	(83,421.02)	0.00%
20 Building	3,286,098	1,406,495.07	70,080.66	1,809,522.27	44.93%
30 Equipment	294,493.00	371,744.55	206,722.50	(283,974.05)	196.43%
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	1,861,660.64	276,803.16	1,442,127.20	59.72%
Operating Transfers Out	-	-			
Other Financing Uses	-				
Prior Year Adjustment	-	-			
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	(1,881,591)	(398,912.26)			
Fund Balance at September 1, 2024	1,881,591	3,202,198.93			
Current Fund Balance	-	2,803,286.67			
Ending Fund Balance Accounts					
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	-	1,470,324.54			
GL 863 Restricted from State Proceeds	-	63,347.25			
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	-	1,269,614.88			
GL 891 Unassigned Min Fnd Bal Policy	-	-			
TOTAL Ending Fund Balance	-	2,803,286.67			

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

FY 2024-25					
	Budget	Actual thru June-25	Encumbrances	Budget Remaining	% of Budget
DEBT SERVICE FUND					
<u>Revenues</u>					
1000 Local Taxes	2,227,560	2,246,723.89	-	(19,163.89)	100.86%
2000 Local Nontax	7,500	26,337.09	-	(18,837.09)	351.16%
3000 State, General Purpose			-	-	0.00%
4000 Federal, General Purpose			-	-	0.00%
5000 Federal, Special Purpose			-	-	0.00%
9000 Other Financing Sources	107,401	107,576.33	-	(175.33)	100.16%
Total Revenues	2,342,461	2,380,637.31	-	(38,176.31)	101.63%
<u>Expenditures</u>					
Matured Bond Expenditures	1,612,393	1,612,393.49		(0.49)	100.00%
Interest on Bonds	622,433	622,432.84		0.16	100.00%
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	2,235,351.33	-	9,474.67	99.58%
Other Financing Uses:	-	-			
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	97,635.00	145,285.98			
Fund Balance at September 1, 2024	1,501,513	1,497,922.73			
Current Fund Balance	1,599,148	1,643,208.71			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 830 Reserved For Debt Service	1,599,148	1,643,208.71			
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	1,643,208.71			

EPHRATA SCHOOL DISTRICT

ASB Fund Budget Status

For the Period Ended June 30, 2025

FY 2024-25					
	Budget	Actual thru June-25	Encumbrances	Budget Remaining	% of Budget
ASSOCIATED STUDENT BODY FUND					
<u>Revenues</u>					
1000 General Student Body	319,000	131,748.87	-	187,251.13	41.30%
2000 Athletics	429,350	205,013.27	-	224,336.73	47.75%
3000 Classes	23,300	9,312.67	-	13,987.33	39.97%
4000 Clubs	455,415	110,988.80	-	344,426.20	24.37%
6000 Private Moneys	40,312	12,264.22	-	28,047.78	30.42%
Total Revenues	1,267,377	469,327.83	-	798,049.17	37.03%
<u>Expenditures</u>					
1000 General Student Body	409,650	112,303.91	88,069.10	209,276.99	48.91%
2000 Athletics	338,235	169,439.63	19,033.52	149,761.85	55.72%
3000 Classes	20,000	8,136.42	720.55	11,143.03	44.28%
4000 Clubs	444,105	121,323.63	14,957.45	307,823.92	30.69%
6000 Private Moneys	28,200	11,689.79	2,285.08	14,225.13	49.56%
Total Expenditures	1,240,190	422,893.38	125,065.70	692,230.92	44.18%
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	27,187	46,434.45			
Fund Balance at September 1, 2024	385,921	426,138.54			
Current Fund Balance	413,108	472,572.99			
<u>Ending Fund Balance Accounts</u>					
GL 810 Reserved For Other Items	-	-			
GL 819 Restricted for Fund Purposes	413,108	470,885.20			
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	472,572.99			

EPHRATA SCHOOL DISTRICT

Transportation Vehicle Fund Budget Status

For the Period Ended June 30, 2025

FY 2024-25					
	Budget	Actual thru June-25	Encumbrances	Budget Remaining	% of Budget
TRANSPORTATION VEHICLE FUND					
<u>Revenues</u>					
1000 Local Taxes	123,000.00	125,445.28	-	(2,445.28)	101.99%
2000 Local Nontax	4,800	17,957.12	-	(13,157.12)	374.11%
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	-	210.00	-	(210.00)	0.00%
Total Revenues	632,511	143,612.40	-	488,898.60	22.71%
<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)	(452,702.92)			
Fund Balance at September 1, 2024	1,086,080	1,080,630.53			
Current Fund Balance	-	627,927.61			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 819 Restricted for Fund Purposes	-	627,927.61			
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	-	627,927.61			

Coversheet

First Reading of Policy

Section:	III. Non-Action Items
Item:	D. First Reading of Policy
Purpose:	Discuss
Submitted by:	
Related Material:	2005 School Improvement Plans.pdf 3420 Anaphylaxis Prevention and Response.pdf 4040 Public Access to District Records.pdf 6022 Minimum Fund Balance.pdf 6210 Purchasing - Authorization and Control.pdf



~~Policy 2005~~
~~Essential~~

Policy: 2005
Section: 2000 - Instruction

School Improvement Plans

Each school will develop and adopt a school improvement plan or process, with annual review for progress and necessary changes. Each school will submit its plan to the board of directors by September 30th~~insert date here~~October 31st of each year for initial approval and annual ~~review and approval~~.

Each school improvement plan or process will be data driven and will promote a positive impact on student learning. A positive impact on student learning means promoting the continuous achievement of the state learning goals and essential academic learning requirements, and the achievement of nonacademic growth in areas like public speaking, leadership, interpersonal relationship skills, team work, self-confidence and resiliency. ~~so, The intent is~~ that students can meet the goals of Washington's basic education system: to become responsible citizens, to contribute to their own economic well-being and that of their families and communities, and to enjoy productive and satisfying lives.

Each school improvement plan or process will be based on a building self-review that includes the active participation and input of building staff, students, parents and community members.

Each school improvement plan or process will address the following elements:

- A. Characteristics of effective schools as identified by the ~~office~~Office of the ~~superintendent~~Superintendent of ~~public instruction~~Public Instruction and the educational service district (a plan may focus on one or several of the characteristics for up to three years);
- B. ~~Safe and supportive learning environments;~~
- C. ~~Educational equity factors including gender, race, ethnicity, culture, language and physical and mental ability;~~
- D. ~~Use of technology;~~
- E. ~~Parent and community involvement; and~~
- F. ~~Other factors identified by the school community for inclusion in the plan or process.~~

Any school participation in a program of school improvement assistance through the state accountability system or the federal Elementary and Secondary Education Act will constitute sufficient compliance with this policy.

~~Legal References: WAC 180-16-220 Supplemental basic education program approval requirements~~

~~Management Resources: Policy News, October 2002 State Board Requires Annual School Plan~~

~~Adopted 9.14.04~~

[illegible]

Policy 2005
~~Essential~~

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Legal References: WAC 180-16-220 Supplemental basic education program approval requirements

Management Resources: Policy News, October 2002 State Board Requires Annual School Plan

Last Revised: **December 01, 2011**
Classification: **Essential**
Prior Revised Dates: **08.02**

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~~Adopted 9.14.04~~

Anaphylaxis Prevention and Response

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

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

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

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

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

The district may maintain at designated school locations a supply of epinephrine or nasal spray based on the number of students enrolled at the school. Undesignated epinephrine or nasal spray must be obtained with a prescription in the name of the school by a licensed health professional within the scope of their prescribing authority and must be accompanied by a standing order protocol for their administration. Prescriptions and standing orders may be obtained from a community Licensed Health Care Provider or through a statewide standing order from the Secretary of Health or designee.

In the event a student with a current prescription for epinephrine on file at the school experiences an anaphylactic event, the school nurse or designated trained school personnel may use the school supply of epinephrine to respond if the student's supply is not immediately available. In the event a student without a current prescription for epinephrine on file with the school or a student with undiagnosed anaphylaxis experiences an anaphylactic event, the school nurse may utilize the school supply of epinephrine to respond under the standing order protocol according to RCW 28A.210.380 and RCW 28A.210.383.

The school's supply of epinephrine auto injectors or nasal spray does not negate parent/guardian responsibility to ensure that they provide the school with appropriate medication and treatment orders pursuant to RCW 28A.210.320 if their student is identified with a life-threatening allergy.

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

1. Rescue protocol in cases of suspected anaphylaxis will follow OSPI's current Guidelines for the Care of Students with Anaphylaxis

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

2. A simple and standardized format for emergency care plans is utilized;
3. A protocol is in place to ensure emergency care plans are current and completed and distributed to appropriate staff;
4. Medication orders are clear and unambiguous;
5. Training and documentation is a priority;
6. And each school's supply of epinephrine, if any, is maintained pursuant to manufacturer's instructions and district medication policy and procedures.

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

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

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

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

PUBLIC ACCESS TO DISTRICT RECORDS

Consistent with Washington State law, the Board is committed to providing the public full access to records concerning the administration and operations of the District. Such access promotes important public policy, maintains public confidence in the fairness of governmental processes, and protects the community's interest in the control and operation of its common school district. At the same time, the Board desires to preserve the efficient administration of government and acknowledges the privacy rights of individuals whose records may be maintained by the District. This policy and the accompanying procedure are intended to facilitate access to school district records without compromising operational efficiency or privacy rights.

As used in this policy and the accompanying procedure, "school district records" is a broad term that includes any writing containing information relating to the conduct of the District or the performance of any District governmental or proprietary function prepared, owned, used, or retained by the District regardless of physical form or characteristics. A "writing" as used in this policy and procedure is likewise a broad term that means any handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication or representation. Included within these definitions are digital and electronic forms of communication, including emails, texts or messages through any medium or application, pages, postings and comments from any District-operated or District-sponsored website. The District will retain public records in compliance with state law and regulations.

The definition of "school district records" does not include records that are not otherwise required to be retained by the District and are held by volunteers who do not service in an administrative capacity, have not been appointed by the District to a District board, commission, or internship, and do not have a supervisory role or delegated District authority.

Because of the tremendous volume and diversity of records continuously generated by a public school district, the Board has declared by formal resolution that trying to maintain a current index of all of the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District. Additionally, the Board hereby finds that it would be unduly burdensome to calculate the costs of producing public records, given the multiple different electronic and manual devices used to produce public records, as well as the fluctuating costs of District supplies and labor.

The Superintendent will develop—and the Board will periodically review—procedures consistent with state law that will facilitate this policy. The Superintendent will also appoint a Public Records Officer who will serve as a point of contact for members of the public who request the disclosure of public records. The Public Records Officer will be trained in the laws and regulations governing the retention and disclosure of records, and shall oversee the District's compliance with this policy and state law.

~~Full access to information concerning the administration and operations of the district will be afforded to the public as provided by the Public Disclosure Law. At the same time, the district recognizes the right of individuals to privacy and of the desirability of efficient administration of the district. Public access to district records will be afforded according to the procedures developed by the superintendent and periodically reviewed by the board.~~

~~"School district records" include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the district that is prepared, owned, used, or retained by the district. "School district records" do not include the personal notes and memoranda of staff which remain in the sole possession of the maker and which are not generally accessible or revealed to other persons. A "writing" as defined by the Public Records Act means any handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication or representation. The superintendent or designee will serve as "public records coordinator" with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator, he/she will authorize the inspection and copying of the district's records only in accordance with the criteria set forth in this policy.~~

In accordance with RCW Chapter 42.56, the district will make available for public inspection and copying all district records, or portions, except those which contain the following information:

- ~~A. Personal information from any file maintained for students (RCW 42.56.230(1)). Information from student records be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g and adopted in district policy;~~
- ~~B. Personal information in files maintained for staff to the extent that disclosure would violate their right to privacy. Requests for verification of employment are not public records and are not subject to the Public Records Act. Performance evaluations that do not discuss specific instances of misconduct are private and not of legitimate public concern, and will not be disclosed. (RCW 42.56.230(2));~~
- ~~C. Test questions, scoring keys, or other examination data used to administer academic tests (RCW 42.56.250(1));~~
- ~~D. The contents of real estate appraisals, made for or by the district relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event will disclosure be denied for more than three years after the appraisal (RCW 42.56.260);~~
- ~~E. Preliminary drafts, notes, recommendations, and intra-district memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record will not be exempt when publicly cited by the district in connection with any district action (RCW 42.56.280);~~
- ~~F. Records which are relevant to a controversy in which the district is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts—RCW 42.56.290;~~
- ~~G. Records or portions of records the disclosure of which would violate personal rights of privacy—RCW 42.56.210 and RCW 42.56.070;~~
- ~~H. Records or portions of records the disclosure of which would violate governmental interests—RCW 42.56.210;~~
- ~~I. The residence addresses, telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of employees or volunteers at a public agency held in personnel records, rosters, and mailing lists—RCW 42.56.250(3);~~
- ~~J. The names, dates of birth, residential addresses and telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of dependents of employees and volunteers of a public agency;~~
- ~~K. Personally identifiable information for special education students—WAC 392-172A; and~~
- ~~L. The annual declaration of intent filed by parents for a child to receive home-based instruction—RCW 42.56.320.~~

M. See Policy 4040 "Attachment A" for additional exemptions not included in RCW 42.56.

~~If the district denies any request, in whole or in part, for inspection and copying of records, the district will provide the requesting party with a written statement of the reason for the denial setting forth the specific exemption (and statutory section) which applies. No request will be denied solely on the basis that the request is overbroad.~~

~~If the record which is requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, the district will, to the extent practicable, produce the record with the exempt portion deleted and will provide a written explanation for the deletion.~~

~~The district may inquire into the purpose for which a record is requested and may use the answer to aid in determining whether the public has a legitimate interest in obtaining the information, but the district may not decline to furnish the records for public inspection and copying solely because the requester refuses to furnish a reason for the request.~~

~~The district may condition access to a public record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose, but may not require the requester to enter into a hold harmless agreement to that effect.~~

The public records coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise disclosable when he/she determines that there is reasonable cause to believe that the disclosure would clearly not be in the public interest and would substantially and irreparably damage any person or would substantially or irreparably damage vital governmental functions.

The coordinator will inform any employee and appropriate collective bargaining unit representative when a record naming the employee has been requested. The employee and representative will be informed of the district's intended response to the request.

Electronic Records

Electronic records (including e mail and web content) created and received by the district in the transaction of public business are public records for the purposes of RCW 40.14 and will be managed consistent with all of the laws and regulations governing the retention, disclosure, destruction and archiving of public records. The district will manage electronic records according to the same provisions as paper documents as set forth in the records retention schedules. Electronic records will be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. The district will retain electronic records designated as archival in the original format along with the hardware and software required to read the data, unless the data has been successfully migrated to a new system. The district will retain records in compliance with the General Records Retention Schedule For School Districts And Educational Service Districts in Washington State found at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Cut-Off

Whenever applicable, the retention period starts with the "cut off." "Cut off" is a term used to indicate files or records may be terminated on a predetermined date. "Cut off" prevents current records from attaining unmanageable size and facilitates the filing of new records. Calendar year records may be "cut off" on December 31, and a new file established on January 1; all fiscal year records can be "cut off" only upon the completion of an action or event, such as termination of a contract, final payment of a contract, or termination of employment. Regardless of the duration of the retention period, records series should be kept in the office files after "cut off" only as long as is necessary to satisfy: (1) active reference; (2) audit, when required; and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records center or to an appropriate alternative format, including electronically for the remainder of the retention period.

See attached Policy 4040-Ephrata School District "Public Records Requests Tracking Form."

Cross-Reference:	Board Policy 3231	Student Privacy
Legal Reference:	Chapter 40.14 RCW	Preservation and destruction of public records
	Chapter 42.17 RCW	Disclosure — Campaign Finances — Lobbying
	Chapter 42.56 RCW	Public Records Act
	WAC 392-172A	Rules for the provision of special education
	20 U.S.C. § 1232g	Federal Education Rights Privacy Act (FERPA)
Management Resources:	Policy News, April 2012	Public records
	Policy News, February 2010	Federal Education Rights and Privacy Act revisions
	Policy News, June 2006	Public Records Act
	Policy News, October 2005	Public Disclosure

Cross References: 3231 - Student Records
6513 - Workplace Violence Prevention

Legal References: Chapter 5.60 RCW WITNESSES — COMPETENCY
Chapter 13.04.155(3) RCW Notification to school principal of conviction, adjudication, or diversion agreement — Provision of information to teachers and other personnel — Confidentiality.
Chapter 26.44.010 RCW Declaration of purpose.
Chapter 26.44.030(9) RCW Reports — Duty and authority to make — Duty of receiving agency — Duty to notify — Case planning and consultation —

Penalty for unauthorized exchange of information — Filing dependency petitions — Investigations — Interviews of children — Records — Risk assessment process.

Chapter 28A.605.030 RCW Student education records — Parental review — Release of records — Procedure.

Chapter 28A.635.040 RCW Examination questions — Disclosing — Penalty.

Chapter 40.14 RCW Preservation and destruction of public records

Chapter 42.17A RCW Campaign Disclosure and Contribution

Chapter 42.56 RCW Public Records Act

WAC 392-172A Rules for the provision of special education

Public Law 98-24, Section 527 of the Public Health Services Act, 42 USC § 290dd-2

20 U.S.C. 1232g Federal Education Rights Privacy Act (FERPA)

20 U.S.C. § 1400 et. seq. Individuals with Disabilities Education Act (IDEA)

42 U.S.C. § 1758(b)(6)

34 CFR Part 300—ASSISTANCE TO STATES FOR THE EDUCATION OF CHILDREN WITH DISABILITIES

45 CFR Part 160—164—GENERAL ADMINISTRATIVE REQUIREMENTS, ADMINISTRATIVE REQUIREMENTS AND SECURITY AND PRIVACY

Management Resources:

2023 – July Issue

2017 - July Issue

2015 - December Issue

2015 - April Issue

2012 - April Issue

2010 - February Issue

Policy News, June 2006

Policy News, October 2005

Washington State Office of the Attorney General – Open Government Training

Washington State Office of the Attorney General – Model Rules on Public Disclosure

Policy No. 6022
Management Support

MINIMUM FUND BALANCE



Policy: 6022
Section: 6000 - Management Support

Minimum Fund Balance

(Select one of the options)

Option

The district recognizes the importance of maintaining a prudent fund balance in the general fund to ensure operational cash flow needs are met, to set aside resources for known obligations and to help protect against unforeseen circumstances. Accordingly, the district adopts this policy in regards to those portions of fund balance that are in spendable form but are not legally restricted as to their use from outside sources.

Annually, the superintendent or designee will present a general fund budget that includes a commitment of at least ~~seven (7)~~ *(insert the percentage for the district or a range of percentages)* ~~ten~~ 10 percent of the ~~(current year's/prior year's)~~ expenditures towards a minimum fund balance.

Cross Reference: Board Policy 6020 System of Funds and Accounts
Board Policy 6040 Expenditures in Excess of Budget

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Policy No. 6022
Management Support

Adoption Date: 12.19.11
School District Name Ephrata

(OR)

Option B:

Annually, it is in the best interest of _____ School District that the board of directors target a goal of (insert the percentage for the district or a range of percentages) percent of the (current or prior year's) expenditures to address potential general fund needs and continue to maintain an acceptable and adequate minimum fund balance for district operations.

Cross References: 6040 - Expenditures in Excess of Budget
 6020 - System of Funds and Accounts

Legal References: RCW 28A.320.070 School district as self-insurer - Authority
 RCW 28A.505 School Districts' Budgets
 28A.505.130 Budget - Requirements for balancing estimated expenditures

Last Revised: 02.11
February 01, 2011

Classification: Optional**Discretionary**

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Policy No.: 6210

Section: 6000 - Management Support

Purchasing: Authorization and Control

The ~~board authorizes the~~ superintendent ~~is authorized~~ to direct expenditures and purchases, within the limits of the ~~totality of the adopted~~ ~~detailed annual~~ budget, for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds ~~\$10,000-\$25,000~~, except that the superintendent will have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students.

The superintendent will establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff ~~members~~, who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

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~~Adoption Date: First Reading 5.20; Second Reading 6.20~~

~~Last Revised: **December 01, 2018**~~

~~Classification: **Encouraged**~~

~~Prior Revised Dates: **04.20; 12.11; 08.18**~~

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Coversheet

Procedure Updates

Section:	III. Non-Action Items
Item:	E. Procedure Updates
Purpose:	FYI
Submitted by:	
Related Material:	3205P Sexual Harassment of Students Prohibited.pdf 4220P Complaints Concerning Staff or Programs.pdf 5011P Sexual Harassment of District Staff Prohibited.pdf 5231P Length of Work Day.pdf 6213P Reimbursement for Travel Expenses.pdf

Procedure - Sexual Harassment of Students Prohibited

The procedure is intended to set forth the requirements of Policy 3205, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees, or third parties involved in school district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640 RCW, and Chapter 392-190 WAC.

I. Title IX Coordinator, Investigator, and Decision-maker

The district will designate and authorize one employee to act as "Title IX Coordinator" to coordinate the district's state and federal sex discrimination and sexual harassment regulation compliance efforts.

The decision-maker cannot be the same person who serves as the Title IX Coordinator or the investigator of the Title IX complaint. The decision-maker who reaches the final determination of responsibility for alleged Title IX sexual harassment will be the superintendent or designee.

The Title IX Coordinator's name, title, office address, telephone number, and email address must be available on the district website; in handbooks/catalogs that are made available to staff, students, and parents; and in the district's nondiscrimination statement.

Any individual designated as Title IX Coordinator, an investigator, or decision-maker, and any person who facilitates an informal resolution process must not have a conflict of interest or bias for or against the individual(s) who made the complaint ("complainant(s)") or the individual(s) reported to be the perpetrator of the conduct that could constitute sexual harassment ("respondent(s)") in general or individually, and must receive training on the following:

1. The definition of sexual harassment under Title IX and state law;
2. The scope of the district's education program or activity;
3. How to conduct an investigation and grievance process and informal resolution process;
4. How to serve impartially;
5. Their responsibilities under chapter WAC 392-190; and
6. How to raise awareness of and eliminate bias based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal.

District investigators must also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

District decision-makers must also receive training on any technology to be used during hearings if the district provides for a hearing and on issues of relevance of questions and evidence, including the requirement that questions and evidence about a complainant's sexual predisposition or prior sexual conduct are not relevant unless 1) such questions and

evidence are offered to prove that someone other than the respondent committed the alleged conduct or 2) questions and evidence concerning specific incidents of the complainant's prior sexual behavior with respect to the respondent is offered to prove consent.

Any training materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of complaints.

The district shall maintain for a period of seven years records of any informal resolution and the result; and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, and make such materials available on the district's website.

II. Notice of Sexual Harassment Policy and Procedure

A. Posting of Notices

- Information about the district's sexual harassment policy and complaint procedure will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer, and parent handbook. This notice will be provided in a language that each parent and guardian can understand.
- In addition to the posting and reproduction of this procedure and Policy 3205, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at 111 4th AVE NW, Ephrata WA.

B. Responding to Notice of Sexual Harassment

The district is on notice and required to take action when any employee knows, or in the exercise of reasonable care should know, about possible sexual harassment. Notice includes informal and formal statements or reports made to any staff member.

Upon notice of possible sexual harassment, staff will always notify the Title IX Coordinator. In addition, in the event of an alleged sexual assault, the school principal will immediately inform law enforcement and notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Once the district is on notice of possible sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

III. Supportive Measures

Supportive measures must be offered to the complainant before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may also be provided to the respondent.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the district's education program or activity without unreasonably burdening the other party.

Supportive measures may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Modifications of work or class schedules;
- Mutual restrictions on contact between the parties:
- Increase security and monitoring of certain areas of the campus or school building, or
- Providing staff and/or student training.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and respond promptly and appropriately to address any new or continuing problems appropriately. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

A complainant may file a formal complaint at any time while receiving supportive measures. A complainant, their parent or guardian, or the Title IX Coordinator may file a formal complaint because, for example, they feel the complaint needs to be more thoroughly investigated or discipline may be warranted for an individual alleged to have engaged in sexually harassing conduct.

IV. Confidentiality

The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.

If a complainant requests that their name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the *Harassment Intimidation & Bullying (HIB) Coordinator* for evaluation. The *HIB Coordinator* should inform the complainant that the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in district activities, including the person who reported the sexual harassment.

If the complainant's request that their name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator can be honored, the *HIB Coordinator* should notify the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. However, the district will use other appropriate means available to address the sexual harassment.

V. Retaliation Prohibited

Title IX and state law prohibit retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

VI. Formal Title IX Sexual Harassment Complaint Process

In response to formal complaints of sexual harassment, the district will take prompt and appropriate action to investigate and take prompt and effective steps reasonably calculated to end harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

A. Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment.

1. Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- Complaints must be filed within one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392- 190-005.
- Complaints may be submitted by mail, fax, email, or hand-delivery to the district Title IX Coordinator. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

2. Discipline and Emergency Removals for Alleged Sexual Harassment under Title IX

A respondent who is accused of sexual harassment under Title IX and this process is presumed not responsible for the alleged conduct until after a determination regarding responsibility is made at the conclusion of the grievance/investigation process.

Until a determination of responsibility for sexual harassment is made, the district may not impose any disciplinary sanctions or other punitive actions against the respondent. (Supportive measures are not disciplinary sanctions and must be non-punitive.)

In rare instances, a district may remove a student from school on an emergency basis consistent with Policy and Procedure 3241 and the associated student discipline regulations for emergency expulsion.

3. Determining Whether the Complaint Should Proceed Under this Title IX Procedure

Upon receipt of a formal complaint, the Title IX Coordinator will evaluate whether:

- (a) the district has jurisdiction over the complainant under Title IX and
- (b) the information alleged would meet the criteria for sexual harassment under Title IX, if true.

In some instances, the Title IX Coordinator may need to contact the complainant to obtain more information about the who, what, when, and where of the alleged conduct.

The Title IX Coordinator may also designate someone else to evaluate the formal complaint, if needed, to avoid any potential conflicts of interest. Any designee must be trained on Title IX and sexual harassment.

a. Criteria for proceeding with a Complaint

The district will implement the Title IX complaint procedures in response to a sexual harassment complaint when:

1. The written complaint is filed by the complainant of the alleged sexual harassment, by the complainant's legal guardian, or by the Title IX Coordinator.
2. The complaint requests that the district investigate the allegation(s) of sexual harassment as defined under the Title IX regulations described below.
3. The complainant is participating in or attempting to participate in the district's educational program or activity at the time.
4. The complaint is against a named respondent who, at the time of the alleged harassment, was under the control of the school district (such as a student, employee, or volunteer).
5. The alleged sexually harassing conduct occurred in the United States.
6. The alleged conduct, if true, constitutes "sexual harassment" as defined by the Title IX regulations the section VI.A.2.b, below.

b. Definitions of "Sexual Harassment" under Title IX and this Procedure

Under Title IX, the term "sexual harassment" means:

- **"Quid Pro Quo Harassment,"** which occurs when "An employee of the district conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct"; or
- **"Hostile Environment Harassment,"** which means unwelcome conduct, based on sex, that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
- **"Sexual assault,"** as defined in 20 U.S.C. 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
 - a) **"Rape,"** which is defined as, "Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent due to their age or because of temporary or permanent mental or physical incapacity."
 - b) **"Statutory Rape,"** which is defined as, "Nonforcible sexual intercourse with a person who is under the statutory age of consent in Washington."
 - c) **"Incest,"** which means nonforcible sexual intercourse between related persons within the degrees wherein marriage is prohibited by Washington State law.
 - d) **"Fondling,"** which is defined as "The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity."

- e) **"Sodomy,"** which means oral or anal penetration of the complainant by the respondent without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- f) **"Sexual assault with an object,"** which means respondent's use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of the complainant, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity
- g) **"Statutory rape,"** which means sexual intercourse with a person who is (i) under age 16 or (ii) person under the age of 18 (16 or 17) if the other person is more than 5 years (60 months) older than them.

c. Dating Violence, Domestic Violence, or Stalking

- **"Dating violence"** as defined in 34 U.S.C. 12291(a)(11), which means "violence committed by a person who is or has been in a social relationship of a romantic or intimate nature" with the complainant and where the existence of such a relationship shall be determined based on the complainant's statement and with consideration of (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.
- **"Domestic violence"** as defined in 34 U.S.C. 12291(a)(12), which is defined as "A felony or misdemeanor violent crime by (i) complainant's current or former spouse or intimate partner; (ii) a person the complainant has a child with; (iii) person who is or has cohabitated with the complainant as a spouse or intimate partner; (iv) a person similarly situated to a spouse under Washington's domestic or family violence laws; or (v) another person who the complainant is protected from under WA's domestic or family violence laws.
- **"Stalking"** as defined in 34 U.S.C. 12291(a)(36), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.

"Consent" as defined in this procedure must be affirmative and consistent with RCW 28A.300.475, and "affirmative consent means a conscious and voluntary agreement to engage in sexual activity as a requirement before sexual activity." In Washington State, a person under the age of 16 is incapable of giving consent. A person is also considered to be incapable of giving consent if they were incapacitated by drugs, alcohol, medical condition, disability, unconscious, or asleep.

4. Dismissal of a Formal Complaint/Allegation that Does Not Meet the Criteria Above

The Title IX Coordinator must dismiss the formal complaint if it does not meet any of the criteria in (a) and (b) above. For example, a complaint will be dismissed if (i) the conduct did not occur in the district's education program or activity, (ii) it did not occur against a person in the United States, (iii) the complainant is not participating in or attempting to participate in the district's educational program or activity, or (iv) the respondent was not under the control of the District at the time of the alleged harassment. The complaint must also be dismissed if, even if proven true, the conduct alleged would not constitute sexual harassment under the definitions of sexual harassment above.

Policy 3205P Essential

When dismissing a complaint, the Title IX Coordinator will provide the complainant with written notice that the complaint has been dismissed. The notice should also inform the complainant whether the complaint has been:

- Referred for consideration under the district's nondiscrimination, policy including sex-based discrimination Policy 3210 and its procedures for investigating a complaint under that policy.
- Referred for consideration under the district's policy prohibiting discrimination against staff, including sex-based discrimination Policy 5010, and its procedures for investigating a complaint under that policy.
- Referred for other action or consideration under another District policy and procedure.
- Dismissed with no further action anticipated because the information provided does not suggest a potential violation of District policy or state or federal law.

The complainant must be provided notice of the right to appeal any dismissal decision(s) to the superintendent or designee.

Dismissal of a prior complaint shall not be a basis for refusing to consider any new formal complaints filed by the same complainant, their parent or guardian, or their legal representative.

5. Notice of a Formal Title IX Complaint Investigation

The Title IX Coordinator will provide notice to both the complainant and respondent and ensure that an investigation is initiated when it is determined that allegations in a formal complaint require investigation under this procedure.

Notice of the investigation must be in writing and sent to the respondent(s) and complainant at the same time. The notice must include:

- A copy of the school's discrimination complaint procedure in a language the parties can understand.
- Notice of the allegations of sexual harassment with enough time and detail for the parties to prepare a response before any initial interview. Such sufficient detail includes the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.
- Notice that the parties may have an advisor of their choice who may be an attorney or non-attorney, and who may inspect and review evidence of the alleged sexual harassment.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility for alleged sexual harassment is made at the conclusion of the grievance process.
- Notice of any provision in student conduct policies and procedures that prohibits false statements or submitting false information.

Additionally, the Title IX Coordinator must offer supportive measures to the respondent, as well as the complainant.

6. Title IX Informal Resolution Process

The district will not offer an informal resolution process unless a formal complaint is filed.

Once a formal complaint has been filed, at any time prior to a final determination, the district may offer or one or both parties may request to waive the formal complaint investigation/grievance process in favor of an informal resolution process.

The district does not offer an informal resolution of sexual harassment allegations against a respondent who is an employee of the district.

If informal dispute resolution is offered or requested, the district must inform the parties of the following:

- Both parties will be provided with a written notice disclosing the allegations.
- An informal resolution does not involve a full investigation and adjudication.
- What an informal resolution process may involve, including the timeline for a reasonably prompt process and any participation requirements.
- Informal resolution may only occur if both parties provide voluntary, written consent.
- A party has the right to withdraw from the informal resolution process and resume the formal Title IX grievance process at any time prior to agreeing to an informal resolution.
- The circumstances that may prevent the parties from continuing with a formal complaint investigation and resolution process with the district for the same allegations.
- The district may not require any party to waive their right to an investigation and adjudication of a formal complaint of sexual harassment under Title IX as a condition of enrollment, employment, or enjoyment of any other right, nor may the district require the parties to participate in an informal resolution process.

7. Investigation of a Formal Complaint of Title IX Sexual Harassment

The district adopts preponderance of the evidence/clear and convincing evidence as the standard or proof it will use in reaching decisions regarding complaints. The Title IX Coordinator may investigate the allegations or may assign another investigator who is trained in conducting sexual harassment investigations under Title IX. The investigator must be able to be impartial and unbiased, and have no potential conflict of interest.

The district's investigation of a Title IX sexual harassment complaint must:

- Include a prompt and thorough investigation into the allegations in the complaint;
- Ensure that the district bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility for the alleged sexual harassment;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

a. Interviews of Parties

- The parties must be provided with the same opportunities to have others present during any grievance proceeding, including the opportunity to have an advisor of their choice who may be an attorney or non-attorney.
- Any restrictions regarding the extent to which an advisor may participate must be applied equally to both parties;
- Provide a party with written notice of the date, time, location, participants, and purpose of all interviews, hearings, or other meetings with sufficient time for the parties to prepare to participate.

b. Inadmissible Evidence

- The district may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other

recognized professional or paraprofessional acting or assisting in their professional capacity and made and maintained in connection with the provision of treatment to the party unless the district obtains the party's voluntary, written consent to do so.

c. 10-days to Review Evidence Directly Related to the Allegations

- Prior to the completion of an investigative report, both parties must be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations. This includes evidence that the district does not intend to rely on in reaching a determination of responsibility for the alleged sexual harassment, regardless of the source of the evidence.
- The parties will have at least ten (10) days to submit a written response to the evidence for the investigator to consider before completing the investigative report.

d. 10-days to Review Investigative Report

- The investigator will create an investigative report that fairly summarizes relevant evidence.
- The investigator's report will include:
 - Identification of the allegations potentially constituting sexual harassment under Title IX regulations;
 - A description of the procedural steps taken from the time of the district's receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and any meetings held; and
 - A summary of the findings of fact/results of the investigation for each allegation.
- At least ten (10) days prior to a determination regarding responsibility, the investigative report will be sent to each party and the party's advisor for their review and written response.
- The investigative report can be sent in an electronic or hard copy format.

e. Opportunity for Written, Relevant Questions about the Report

- After the parties receive the investigative report, both parties have the opportunity to submit written, relevant questions to the decision-maker before any determination is made.
- The questions should be directed to the decision-maker and should identify any questions for any party or witness.
- The decision-maker will seek answers to relevant questions, provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- If the decision-maker deems any question irrelevant, the decision-maker will not seek answers but will explain their reasoning to the party asking the question.
- Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted unless:
 - they are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or
 - they concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The district's Title IX investigative and grievance process is not required to include investigative hearings.

8. Superintendent's Response to a Formal Title IX Complaint

At the conclusion of the investigation, the decision-maker (the superintendent or designee) must issue a written determination of responsibility regarding the alleged sexual harassment within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the parties in writing of the reason for the extension and the anticipated response date.

The superintendent's written determination must be issued to the parties simultaneously and must include the following:

- Identification of the allegations potentially constituting sexual harassment under Title IX regulations.
- A description of the procedural steps taken from the time of the district's receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- A summary of the findings of fact/results of the investigation for each allegation

A statement of, and rationale for, the result as to each allegation, including

- A statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed,
- A determination regarding the respondent's responsibility, and
- Any conclusions regarding the application of the district's code of conduct policies to the facts.
- If sexual harassment is found to have occurred and be the responsibility of the respondent:
- A statement of any disciplinary or other sanctions imposed on the respondent
- A statement of remedies, if any, designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
- the corrective measures the district deems necessary to prevent recurrence and remedy its effects on the complainant and others, if appropriate.
- Notice of the parties' right to appeal to the school board and the necessary filing information.

The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

At the time the district responds to the parties, the district must send a copy of the response to the Office of the Superintendent of Public Instruction (OSPI).

Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the respondent appeals the imposition of discipline. If the respondent appeals, then the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

B. Level Two - Appeal to Board of Directors

1. Requesting an Appeal and Notice of Appeal

- If the complainant or respondent(s) disagrees with the superintendent's or designee's written decision, the disagreeing party may appeal the decision by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
- If the complaint involves a named respondent, the district will implement appeal procedures equally for both parties and provide written notice to the other party when an appeal is filed.

2. Appeal Hearing

- The district will ensure that the decision-maker for the appeal is not the same decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator.
- The district will ensure that the decision-maker for the appeal has received the training required for decision-makers as required by this procedure.
- The board will ensure that a hearing commences by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome of the initial determination.

3. Decision on Appeal

- Unless otherwise agreed to by the complainant, the decision maker on appeal will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The written decision will describe the result of the appeal and the rationale for the result.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.
- The decision will be provided in a language that the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.

C. Level Three - Complaint to the Superintendent of Public Instruction**1. Filing of Complaint Filing a Complaint to the Superintendent of Public Instruction**

- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

2. Investigation, Determination and Corrective Action

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.
- A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

D. Level Four - Administrative Hearing, State Requirement

- A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

VII. Investigation Recordkeeping

- The district will maintain, for a period of 7 years, records of all sexual harassment investigations.
- The district will maintain, for a period of seven years, records of each Title IX sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant; and any appeal from the result of a determination regarding responsibility.
- The district will maintain, for a period of seven years, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX.

VIII. Training and Orientation

- A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this procedure and the corresponding policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of their responsibilities when on notice of sexual harassment, of the formal complaint procedures, and their roles and responsibilities under the policy and procedure.
- Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.
- Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.
- As part of the information on the recognition and prevention of sexual harassment staff,

volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

IX. Policy and Procedure Review

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The Title IX Compliance Officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Procedure - Complaints Concerning Staff or Programs

Most complaints can be resolved by informal discussions between community members and the staff member. Should the matter not be resolved, the principal or supervisor will attempt to resolve the issue through a conference with the community member and the staff member. The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

- A. If the problem is not satisfactorily resolved at the building or department level, the community member should file a written complaint with the superintendent which describes the problem, and a suggested solution. The superintendent or designee should send copies to the principal or supervisor and staff member;
- B. The principal or supervisor and staff member will respond to the superintendent in writing or in person; and
- C. The superintendent or designee will then attempt to resolve the matter through a conference with the citizen, staff member, and principal or supervisor.

If the matter is still not resolved, the superintendent will present the issue to the board. If the complaint is against a staff member, the board may discuss the complaint. The staff member may request that the board discuss the issue in an open meeting.

The board will attempt to make a final resolution of the matter. Any formal actions by the board must take place in an open meeting. If such action may adversely affect the contract status of the staff member, the board will give written notice to the staff member of his/her rights to a hearing.

Last Revised: **December 01, 2011**

Procedure - Sexual Harassment of District Staff Prohibited

The procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by students, other employees, or third parties involved in school district activities. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

A formal complaint 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.

I. Notice of Sexual Harassment Policy

A. Posting of Notices

Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5011, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at 111 4th Ave. NW, Ephrata, WA 98823.

B. Responding to Notice of Sexual Harassment

Once the district is on notice of possible sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

In the event of an alleged sexual assault, the school principal will immediately inform the Title IX Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

II. Supportive Measures

Supportive measures must be offered to the complainant before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may also be provided to the respondent.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the district's education program or activity without unreasonably burdening the other party.

Supportive measures may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged

- conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Modifications of work or class schedules;
- Mutual restrictions on contact between the parties;
- Increased security and monitoring of certain areas of the campus or school building, or
- Providing staff and/or student training.

The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and respond promptly and appropriately to address any new or continuing problems appropriately. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

A complainant may file a formal complaint at any time while receiving supportive measures. A complainant, their parent or guardian, or the Title IX Coordinator may file a formal complaint because, for example, they feel the complaint needs to be more thoroughly investigated or discipline may be warranted for an individual alleged to have engaged in sexually harassing conduct.

III. Confidentiality

- The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.
- If a complainant requests that their name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the *superintendent or designee* for evaluation. The *superintendent or designee* should inform the complainant that the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in district activities, including the person who reported the sexual harassment.
- If the complainant's request that their name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator can be honored, the *superintendent or designee* should notify the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. However, the district will use other appropriate means available to address the sexual harassment.

IV. Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

V. Formal Title IX Sexual Harassment Complaint Process

In response to formal complaints of sexual harassment, the district will take prompt and appropriate action to investigate and take prompt and effective steps reasonably calculated to end harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Anyone may initiate a formal complaint of sexual harassment.

A. Filing of Complaint

All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

Complaints must be filed within one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.

Complaints may be submitted by mail, fax, email, or hand-delivery to the district Title IX Coordinator. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

B. Discipline and Emergency Removals for Alleged Sexual Harassment under Title IX

A respondent who is accused of sexual harassment under Title IX and this process is presumed not responsible for the alleged conduct until after a determination regarding responsibility is made at the conclusion of the grievance/investigation process.

Until a determination of responsibility for sexual harassment is made, the district may not impose any disciplinary sanctions or other punitive actions against the respondent. (Supportive measures are not disciplinary sanctions and must be non-punitive.)

In rare instances, a district may remove a student from school on an emergency basis consistent with Policy and Procedure 3241 – Student Discipline.

Additionally, a non-student employee respondent may be placed on administrative leave during the pendency of a grievance process.

C. Formal Complaints by Staff will be Processed under the Procedures of 3205P

The district will consider a formal complaint concerning the sexual harassment of an employee under the process, definitions, and standards outlined for formal complaints in 3205P Sexual Harassment of Students Prohibited. If the formal complaint proceeds with an investigation under that procedure, the parties will have the appeal rights designated in that procedure.

If a formal complaint was filed, employees will also be permitted to use the Title IX Informal Resolution Process under that procedure.

If the Title IX Coordinator must dismiss a complaint under that procedure, the Title IX Coordinator will provide the complainant with written notice that the complaint has been dismissed. The notice should also inform the complainant whether the complaint has been:

- Referred for consideration under the district's policy prohibiting discrimination against staff, including sex-based discrimination Policy 5010 Nondiscrimination and Affirmative Action and its procedures for investigating a complaint under that policy.
- Referred for other action or consideration under another District policy and procedure.
- Dismissed with no further action anticipated because the information provided does not suggest a potential violation of District policy or state or federal law.

The complainant must be provided notice of the right to appeal any dismissal decision(s) to the superintendent or designee. Additionally, dismissal of a prior complaint shall not be a basis for refusing to consider any new formal complaints filed by the same complainant or their legal representative.

I. Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

II. Investigation Recordkeeping

The district will maintain, for a period of seven (7) years, records of all sexual harassment investigations.

The district will maintain, for a period of seven (7) years, records of each Title IX sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant; and any appeal from the result of a determination regarding responsibility.

The district will maintain, for a period of seven (7) years, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX.

III. Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;

- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

IV. Policy and Procedure Review

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The Title IX Compliance Coordinator will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Management Resources: 2015 - July Policy Alert
 2014 - March Issue

Procedure - Length of Work Day

Overtime and/or Compensatory Time for Eligible Staff

To comply with the Fair Labor Standards Act and the laws and rules of the State of Washington, the following procedures will be established:

- A. **Exempt or non-exempt status:** All certificated staff are exempt from the 40-hour work week. The district will determine the status of classified employees based upon the criteria established for defining administrative ([WAC 296-128-520](#)) or professional ([WAC 296-128-530](#)) status and any additional FLSA standards.
- B. **Work week:** Seven consecutive 24-hour periods make up the work week. Staff members are entitled to 1-1/2 times the regular rate of pay for all hours worked in excess of 40 hours per week if the overtime pay option is chosen. A staff member may plan, in conjunction with their supervisor, to take compensatory "time off" (straight time) in lieu of overtime pay so long as the staff member's assigned responsibilities are adequately covered during the planned absence. Compensatory "time off" will accumulate at the rate of 1-1/2 times the hours worked. The staff member may accumulate up to 240 hours of compensatory time at which time the staff member must either take compensatory "time off" or receive pay for such excess hours. Staff members will not perform any work during assigned lunch periods or before or after their normal work schedule regardless of the voluntary nature of the work. Staff members who violate this regulation may be subject to disciplinary action.
- C. **Travel time:** Travel time, during a workday, to a meeting is compensable when it is required by the district.
- D. **Meal periods:** Staff members will not perform any duties during the employee's meal period.
- E. **Non-working time:** Time between shifts will be free of responsibilities or obligations. Standby time can be negotiated but must be at the rate of the minimum wage or more.
- F. **Records:** Records must be kept for a minimum of three years. A staff member's signature should appear on the time slip or sheet, which shows the hours worked each day. U. S. Department of Labor posters must be posted at each site.

Reimbursement for Travel Expense

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) 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 within 5 business days after returning to the district.

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.