

APPROVED



# Ephrata School District

## Minutes

### Regular Board Meeting

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#### **Date and Time**

Monday June 30, 2025 at 6:00 AM

#### **Location**

357 Alder St NW  
Ephrata, WA 98823

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#### **Directors Present**

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

#### **Directors Absent**

*None*

#### **Guests Present**

Cathy Wulf, Ken Murray, Sarah Morford

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### **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