



Ephrata School District

Board Meeting

Date and Time

Monday August 25, 2025 at 6:00 AM PDT

Location

357 Alder ST NW
Ephrata, WA 98823

Agenda

	Purpose	Presenter
I. Opening Items		
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. Approve Minutes	Approve Minutes	
Approve minutes for Regular Board Meeting on July 28, 2025		

Purpose Presenter

II. Action Items

A. Consent Agenda

Vote

- i. Hires
 - a. Kimberlee Bowerman, 3 Hr Bus Monitor
 - b. Tiana Cook, 5.5 Hr Food Service Server
 - c. Alena French, 5.5 Hr Food Service Server
 - d. Kimberly White, 3 Hr Food Service Server
 - e. Christopher Massimini, 1.0 fte Parkway Intermediate School Counselor
 - f. Sandy Hernandez, 8 Hr Secretary at Parkway Intermediate School
 - g. David Dutton, 1.0 fte School Psychologist
 - h. Elena Calvert, 7.5 Hr Lead Teacher (Para) at ECEAP
 - i. April Craig, 5 Hr Temporay Para at ECEAP
- ii. 25-26 Staff List
- iii. 25-26 Fee Schedule
- iv. 25-26 Fundraisers and Field Trips
- v. 25-26 Overnight Trips
- vi. Accounts Payable & Payroll
 - a. \$407,088.00 7/30/2025
 - b. \$637,837.91 8/12/2025
 - c. \$3,436,495.59 August Payroll
- vii. Second Reading of Policy
 - 2005 School Improvement Plans - Essential
 - 3420 Anaphylaxis Prevention and Response - Essential
 - 4040 Public Access to District Records - Encouraged
 - 6022 Minimum Fund Balance - Discretionary
 - 6210 Purchasing - Authorization and Control - Encouraged
- viii. Revised - Resolution 2024-2025-7 Adopt 2025-2026 Budget
- ix. Donations
 - a. Gesa Credit Union, \$5,000 from Affinity Debit Card

Purpose	Presenter
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b. Juan and Anita Castillo, \$1,000 to be used to purchase girls wrestling singlets to wear at breast cancer awareness competitions.

B. Resolution 2024-2025-10 Current Index of Public Records Vote

C. Approve Purchase of Refrigerated Vending Machine at FYI Alain Black
Ephrata High School

Sodexo employee who by contract serves as our Food Services Director, Alain Black, has identified this as a critical and time-sensitive initiative to increase high school student meal participation. Many students currently choose not to access meals due to time constraints, social stigma, or cafeteria lines. Other districts have seen significant increases in meals served when using similar vending machines, ensuring more students are fed while also maximizing federal reimbursement for the food service program.

Significant effort has been made to obtain multiple quotes for this or similar vending machines; however, no alternative quotes were ultimately provided for various reasons, including the inability of other vendors' machines to integrate with our Skyward system. The attached quote provides the full cost breakdown for the recommended unit.

The need to act now is twofold: first, to ensure this purchase—already accounted for within the approved 2024–2025 school food services budget—is completed during the current fiscal year; and second, to maximize the number of days the machine is available to students this school year. Waiting until the next board meeting for formal approval would delay the order and installation, reducing its immediate impact and potentially missing the opportunity to record the expenditure in the current budget cycle.

In accordance with Policy 6210, and given the time-sensitive nature and immediate benefits to student nutrition access, participation rates, and federal reimbursement, I will proceed with approving this purchase to protect the interests of the district.

D. Teacher Teaching Our of Endorsement Vote Aaron Cummings

	Purpose	Presenter
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Jeff Allsopp 9-12 Learning Center teacher: On Monday's, Jeff will regularly attend the Learning Center PLC to discuss curriculum content for learning center courses in Math, Science, History, English and elective courses. Jeff will meet with other content area staff as needed to ask questions about concepts he may need some guidance in teaching.

Heidi Burns 9-12 Learning Center and ALE teacher: On Monday's, Heidi will regularly attend the Learning Center PLC to discuss curriculum content for learning center and ALE courses in Math, Science, History, English and elective courses. Heidi will meet with content area staff as needed to ask questions about concepts she may need some guidance in teaching.

Out of Endorsement Area Course Assignment School district response and support for non-matched endorsements to course assignment of teachers is outlined in WAC 181-82-110.

According to the WAC, individuals with initial, residency, endorsed continuing, or professional teacher certificates who are employed with a school district under RCW 28A.405.210 may be assigned to classes other than in their areas of endorsement. If teachers are so assigned, the following shall apply:

1. A designated representative of the district and any such teacher so assigned shall mutually develop a written plan for a reasonable amount of planning and study time associated specifically with the out-of-endorsement assignment;
2. Such teachers shall not be subject to nonrenewal or probation based on evaluations of their effectiveness in the out-of-endorsement assignments;
3. Such teaching assignments shall be approved by a formal vote of the local school board for each teacher so assigned.

III. Non-Action Items

A.	Budget Report	FYI	Allison Razey
B.	Superintendent Report	FYI	Ken Murray
C.	Legislative Update	FYI	Mike Fleurkens
D.	First Reading of Policy	Discuss	

1111 Oath of Office - Discretionary

3143 Notification and Dissemination of Information - Essential

3210 Nondiscrimination - Essential

3520 Student Fees or Charges - Essential

5122 Staff Dress Code - Retire

6630 Driver Trainer and Responsibilities - Discretionary

6801 Capital Assets/Theft-Sensitive Assets - Essential

Purpose

Presenter

E. Procedure Updates

FYI

IV. Closing Items

A. Adjourn Meeting

James Adams

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	F. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on July 28, 2025

DRAFT



Ephrata School District

Minutes

Regular Board Meeting

Date and Time

Monday July 28, 2025 at 6:00 AM

Directors Present

Casey Devine, James Adams, Josh Sainsbury, Mike Fleurkens

Directors Absent

Matthew Truscott

Guests Present

Aaron Cummings, Allison Razey, Cathy Wulf, Ken Murray

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

James Adams called a meeting of the board of directors of Ephrata School District to order on Monday Jul 28, 2025 at 6:00 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. Close for Public Hearing on 25/26 Budget

Director Adams closed the regular meeting at 6:01 AM, to go into a public hearing for the 25/26 budget.

Allison Razey, Finance Director, reviewed how the budget process works, items that affected the budget this coming year, and the beginning fund balances for the year's budget. For the 2025/26 school year, as part of the budget development, hearing, and review process required by chapter 28A.505 RCW, each school district must disclose:

- Amount of budgeted State MSOC funding: \$4,390,110.70. (includes CTE);
- Amount District proposes to spend for MSOC: \$8,015,943.00. (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. Allison also included in the budget review the 4-Year budget projection of revenues and expenditures for all fund balances.

G. Reconvene Regular Meeting

The budget hearing closed at 6:29 am and the Board reconvened and went back into the regular meeting.

H. Approve Minutes

Josh Sainsbury made a motion to approve the minutes from Regular Board Meeting on 06-30-25.

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.

Mike Fleurkens seconded the motion.

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

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

Mike Fleurkens made a motion to approve Resolution 2024-2025-7 to Adopt the 2025-2026 budget.

Casey Devine seconded the motion.

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

C. Resolution 2024-2025-8 Hiring Retired School Employees

Josh Sainsbury made a motion to approve Resolution 2024-2025-8 Hiring of Retired School Employees.

Casey Devine seconded the motion.

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

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

Mike Fleurkens made a motion to approve Resolution 2024-2025-9 Set 2025-2026 Board of Directors Meetings.

Casey Devine seconded the motion.

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

E. Approve Curriculum Adoption for World Languages at Ephrata High School

Mike Fleurkens made a motion to approve the curriculum adoption for World Languages at Ephrata High School.

Josh Sainsbury seconded the motion.

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

Sharon Scellick, Director of Teaching and Learning, is requesting approval 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* (c2013) by Holt McDougal that is currently being used. Teachers at the Ephrata High School reviewed curricula from other publishers and field-tested both *EntreCulturas* and *Autentico* by Savvas Learning. Teachers presented thier review to the Ephrata IMC on May 20 and the IMC voted to recommend the adoption of *EntreCulturas* by the school board.

III. Non-Action Items

A. Budget Report

Allison Razey, Finance Director, reviewed the June Budget Report with the Board.

B. Superintendent Report

1. Acknowledgements

I want to take a moment to recognize the outstanding work that Allison puts in behind the scenes to prepare a high-quality budget for the Board's consideration. Her diligence and attention to detail are deeply appreciated. Thank you as well to Sharon Scellick for her continued dedication and contributions to the District.

2. Plan for Moving Forward in the District

Our focus remains firmly on students and their learning. Instruction, assessment, and engagement are the bridge to success. While students are at the center, the role of the educator is essential. It's our responsibility to meet each student's academic, emotional, and physical needs through high-quality instruction—and it's the student's responsibility to engage fully with the learning opportunities provided.

3. Facility Study Update

The Facility Study will resume in September. In June, the committee reached consensus on a bond project they were likely to recommend to the Board. However, the Hospital District is currently running a bond, and initial assessments of the community's response to this bond and the overall capacity for additional taxation may require us to revisit the committee's June consensus when discussions resume this fall.

C. Legislative Update

The WSSDA General Assembly will be September 20, 2025. The agenda for this has been released and is available for review. The window to propose amendments to proposed agenda items is 8/1-8/7/2025. The Board will need to meet prior to September 20th to reach a consensus on how we want to vote on proposed agenda items.

D. First Reading of Policy

2005 School Improvement Plans

3420 Anaphylaxis Prevention and Response

4040 Public Access to District Records

6022 Minimum Fund Balance

6210 Purchasing - Authorization and Control

E. Procedure Updates

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:08 AM.

Respectfully Submitted,
James Adams

Coversheet

Consent Agenda

Section:	II. Action Items
Item:	A. Consent Agenda
Purpose:	Vote
Submitted by:	
Related Material:	25.26 STAFF LIST.pdf 25-26 Fee Schedule.pdf 25-26 Fieldtrips and Fundraisers.pdf 25-26 Overnight Trips (1).pdf 2025-07-30 Accounts Payable.pdf 2025-08-12 Accounts Payable.pdf 2005 School Improvement Plans - Essential.pdf 3420 Anaphylaxis Prevention and Response - Essential.pdf 4040 Public Access to District Records - Encouraged.pdf 6022 Minimum Fund Balance - Discretionary.pdf 6210 Purchasing - Authorization and Control - Encouraged.pdf Resolution 2024-2025-7 Adopt 2025-2026 Budget - updated.pdf GESA Donation.pdf Castillo Family Donation.pdf

Full Name	Building Code Desc	Employee Type Description
WILLIAMS, KARLA JANE	COLUMBIA RIDGE	ADMINISTRATORS
DAVIS, MELODY	COLUMBIA RIDGE	PARAEDUCATOR
EDWARDS, KAITYLY	COLUMBIA RIDGE	PARAEDUCATOR
ELLIOTT, SARAH J	COLUMBIA RIDGE	PARAEDUCATOR
GILLEY, ASHLEY L	COLUMBIA RIDGE	PARAEDUCATOR
GOODMAN, KAYLA LEE	COLUMBIA RIDGE	PARAEDUCATOR
HERNANDEZ, MAGDALENA YVONNE	COLUMBIA RIDGE	PARAEDUCATOR
KULLMANN, AMBER COLLEEN	COLUMBIA RIDGE	PARAEDUCATOR
LESEMAN, JADYN	COLUMBIA RIDGE	PARAEDUCATOR
LISSMAN, MELISSA	COLUMBIA RIDGE	PARAEDUCATOR
LUTZ, MARK C	COLUMBIA RIDGE	PARAEDUCATOR
LUTZ, WENDY A	COLUMBIA RIDGE	PARAEDUCATOR
MILLER, JAIMIE LYNN	COLUMBIA RIDGE	PARAEDUCATOR
NAVARRO, ISSELA	COLUMBIA RIDGE	PARAEDUCATOR
NIEHENKE, SUSAN A	COLUMBIA RIDGE	PARAEDUCATOR
RATIGAN, TESSA MARLENE	COLUMBIA RIDGE	PARAEDUCATOR
SMITH, BIRGIT MARIA	COLUMBIA RIDGE	PARAEDUCATOR
STUCKY, LEEANN MARIE	COLUMBIA RIDGE	PARAEDUCATOR
STUCKY, SARAH MARIE	COLUMBIA RIDGE	PARAEDUCATOR
WARTHAN, LAURICE	COLUMBIA RIDGE	PARAEDUCATOR
BORUFF, JILL M	COLUMBIA RIDGE	SECRETARY
ENFIELD, KATHLEEN TERESA	COLUMBIA RIDGE	SECRETARY
ADDINK, AMY MICHELLE	COLUMBIA RIDGE	TEACH/MONTHLY
ANDERHOLM, GRETCHAN	COLUMBIA RIDGE	TEACH/MONTHLY
ANDRUS, JAMIE MICHELLE	COLUMBIA RIDGE	TEACH/MONTHLY
BAXTER, KENDALL ANN	COLUMBIA RIDGE	TEACH/MONTHLY
BEIERMAN, THOMAS JAY	COLUMBIA RIDGE	TEACH/MONTHLY
BILLINGSLEY, RONDA KAY	COLUMBIA RIDGE	TEACH/MONTHLY
CHAVEZ MENDOZA, ADILENE	COLUMBIA RIDGE	TEACH/MONTHLY
CLARK, JODY L	COLUMBIA RIDGE	TEACH/MONTHLY
DEMETRUK, LAURA MARIE	COLUMBIA RIDGE	TEACH/MONTHLY
DETROLIO, TRISTYN RENEE	COLUMBIA RIDGE	TEACH/MONTHLY
DILLIN, JUDY MARIE	COLUMBIA RIDGE	TEACH/MONTHLY
FIRL, STEPHANIE MICHELLE	COLUMBIA RIDGE	TEACH/MONTHLY
GARCIA, ELI	COLUMBIA RIDGE	TEACH/MONTHLY
GRIGG, LEEANNE RENAE	COLUMBIA RIDGE	TEACH/MONTHLY
HERNANDEZ, JILL ROBIN	COLUMBIA RIDGE	TEACH/MONTHLY
JENSEN, DARCY JEAN	COLUMBIA RIDGE	TEACH/MONTHLY
KEEGAN, ALICIA PATRICE	COLUMBIA RIDGE	TEACH/MONTHLY
KESSEL, JULIE RAE	COLUMBIA RIDGE	TEACH/MONTHLY
KLEPEC, GARY R	COLUMBIA RIDGE	TEACH/MONTHLY
LARSON, JANNICA K	COLUMBIA RIDGE	TEACH/MONTHLY
MANTESE, ALI JO	COLUMBIA RIDGE	TEACH/MONTHLY
MIDDLETON, AUDRA RENEE	COLUMBIA RIDGE	TEACH/MONTHLY
MIETENKORTE, LAURA ERIN	COLUMBIA RIDGE	TEACH/MONTHLY
NASH, JAMIE LYNN	COLUMBIA RIDGE	TEACH/MONTHLY

PARK, CHANTEL LEA	COLUMBIA RIDGE	TEACH/MONTHLY
POWELL, SINDY YVONNE	COLUMBIA RIDGE	TEACH/MONTHLY
RATHBONE, LAUREN	COLUMBIA RIDGE	TEACH/MONTHLY
STADELMAN, JODY NICOLE	COLUMBIA RIDGE	TEACH/MONTHLY
STEWART, KRISTINE M	COLUMBIA RIDGE	TEACH/MONTHLY
STREDWICK, LILIA	COLUMBIA RIDGE	TEACH/MONTHLY
STUMP, MIRANDA LEE	COLUMBIA RIDGE	TEACH/MONTHLY
WILSON, SCARLET	COLUMBIA RIDGE	TEACH/MONTHLY

ROBERTS, ASHLEY M	DISTRICT OFFICE	ACCTS PAYABLE CLERK
WULF, CATHLEEN ANN	DISTRICT OFFICE	ADMIN ASSISTANT
KNOX, DEBRA A	DISTRICT OFFICE	ADMINISTRATORS
SCHELLICK, SHARON MAJELLA	DISTRICT OFFICE	ADMINISTRATORS
CUMMINGS, AARON RICHARD	DISTRICT OFFICE	ASST SUPERINTENDENT
RAZEY, ALLISON FAITH	DISTRICT OFFICE	FINANCE & BUSINESS DIRECTOR
JAY, SHAUNA LEE	DISTRICT OFFICE	FINANCE ASSISTANT
BURLESON, TAMI	DISTRICT OFFICE	PAYROLL
LEE, KATHERINA	DISTRICT OFFICE	PAYROLL
SHIFTLETT, SAMANTHA	DISTRICT OFFICE	PAYROLL
GRIZZEL, AMY JO	DISTRICT OFFICE	SECRETARY
THOMAS, TRACEY J	DISTRICT OFFICE	SECRETARY
MURRAY, KENNETH M	DISTRICT OFFICE	SUPERINTENDENT
MORFORD, SARAH CLYDE	DISTRICT WIDE	COMMUNICATIONS DIRECTOR
DORTON, JOHNNY	DISTRICT WIDE	SECURITY OFFICER
OPEN	DISTRICT WIDE	SECURITY OFFICER
WARREN, MIKE	DISTRICT WIDE	SECURITY OFFICER
TRUSCOTT, DIANE BATES	DISTRICT WIDE	TEACH/MONTHLY

BEDFORD, BILLIE JO	ECEAP	PARAEDUCATOR
CALVERT, ELENA	ECEAP	PARAEDUCATOR
CRAIG, APRIL	ECEAP	PARAEDUCATOR
GODOY, ANGELA	ECEAP	PARAEDUCATOR
HAYNES, ATHENA NICHOLE	ECEAP	PARAEDUCATOR
LOPEZ ACEVEDO, TANIA KARINA	ECEAP	PARAEDUCATOR
OPEN	ECEAP	PARAEDUCATOR
LOPEZ, EMMA	ECEAP	PARAEDUCATOR
MOORE, JEANETTE	ECEAP	PARAEDUCATOR
VASQUEZ, KAREN	ECEAP	PARAEDUCATOR
THULESEN, MARJORIE	ECEAP	SECRETARY
BAFUS, STEFANIE MARIE	ECEAP	TEACH/MONTHLY
WILLIS, MICHELLE CHERIE	ECEAP	TEACH/MONTHLY

BERRETT, CYNTHIA LEE	GRANT	FOOD SERVICE
BOHNET, KEN	MIDDLE SCHOOL	FOOD SERVICE
COATS, MELISSA SUE	COLUMBIA	FOOD SERVICE
COOK, TIANA	FOOD SERVICE	FOOD SERVICE

EARLEY, KREANNA	MIDDLE SCHOOL	FOOD SERVICE
FAIRCHILD, SHELLEY	FOOD SERVICE	FOOD SERVICE
GARAY, ROSA LINDA	GRANT	FOOD SERVICE
HAGOOD, KELLIE MARIE	PARKWAY	FOOD SERVICE
HECTOR, LAURA ANNE	HIGH SCHOOL	FOOD SERVICE
HOUSE, ASHLEY RAE	HIGH SCHOOL	FOOD SERVICE
LOPEZ, ANGELINA	MIDDLE SCHOOL	FOOD SERVICE
MACKEN, EMILY	HIGH SCHOOL	FOOD SERVICE
NEVAREZ MACIAS, WENDY A	HIGH SCHOOL	FOOD SERVICE
FRENCH, ALENA	FOOD SERVICE	FOOD SERVICE
POWERS, NICOLE TENNILLE	COLUMBIA	FOOD SERVICE
SCHOOLER, MEGAN	MIDDLE SCHOOL	FOOD SERVICE
TOTH, LOIS JEAN	COLUMBIA	FOOD SERVICE
WHITE, KIMBERLY	FOOD SERVICE	FOOD SERVICE
CRUZ, DAISY	MIDDLE SCHOOL	SECRETARY

DAHL, SHANNON ROSE	GRANT SCHOOL	ADMINISTRATORS
BAIR, SAMANTHA	GRANT SCHOOL	PARAEDUCATOR
BARNETT, CHRISTINA MARIE	GRANT SCHOOL	PARAEDUCATOR
BYINGTON, ALEXIS	GRANT SCHOOL	PARAEDUCATOR
COBB, MARISSA K	GRANT SCHOOL	PARAEDUCATOR
COE, MICHELLE LEE	GRANT SCHOOL	PARAEDUCATOR
DEMMER, EMMA	GRANT SCHOOL	PARAEDUCATOR
GALLAWAY, KIM CHRISTINE	GRANT SCHOOL	PARAEDUCATOR
GARCIA, ENEDINA	GRANT SCHOOL	PARAEDUCATOR
HESTON, CAITLYN MARY	GRANT SCHOOL	PARAEDUCATOR
JOHNSON, SUSANNE KAY ELIZABETH	GRANT SCHOOL	PARAEDUCATOR
LOWE, KATHLEEN ELIZABETH	GRANT SCHOOL	PARAEDUCATOR
MARYOTT, BRANDY L	GRANT SCHOOL	PARAEDUCATOR
MAYER, SPRING MICHELLE	GRANT SCHOOL	PARAEDUCATOR
MEARS, JAYMA	GRANT SCHOOL	PARAEDUCATOR
QUADE, HEIDI	GRANT SCHOOL	PARAEDUCATOR
SILVA, ASHLEY	GRANT SCHOOL	PARAEDUCATOR
SLIGAR, HOLLY	GRANT SCHOOL	PARAEDUCATOR
YAWNEY, REBECCA ANN	GRANT SCHOOL	PARAEDUCATOR
WILKINSON, ERICA	GRANT SCHOOL	PARAEDUCATOR
COEN, MELISSA MARIE	GRANT SCHOOL	SECRETARY
LUTZ, LINDA M	GRANT SCHOOL	SECRETARY
ANDERSON, SYDNEY	GRANT SCHOOL	TEACH/MONTHLY
BILODEAU, MARSHALL AARON	GRANT SCHOOL	TEACH/MONTHLY
BURCK, COURTNEY RENE	GRANT SCHOOL	TEACH/MONTHLY
CALBICK JONES, JENNIFER	GRANT SCHOOL	TEACH/MONTHLY
CHAVEZ, LINDA J	GRANT SCHOOL	TEACH/MONTHLY
COBB, SHELLEY RENAE	GRANT SCHOOL	TEACH/MONTHLY
COLLINS, LAURA RENEE	GRANT SCHOOL	TEACH/MONTHLY
CORRELL, HEATHER LEEANN	GRANT SCHOOL	TEACH/MONTHLY
DUFFNER, PAIGE	GRANT SCHOOL	TEACH/MONTHLY

EVENSON, BRANDON E	GRANT SCHOOL	TEACH/MONTHLY
FRONSMAN, CORTNEY MICHELLE	GRANT SCHOOL	TEACH/MONTHLY
GIBSON, HEIDE M	GRANT SCHOOL	TEACH/MONTHLY
GONZALES, MELISSA MARIE	GRANT SCHOOL	TEACH/MONTHLY
GRIFFITH, BRIANNE	GRANT SCHOOL	TEACH/MONTHLY
JACOBSEN, KRISTIN	GRANT SCHOOL	TEACH/MONTHLY
JENNE, JULIE ANA	GRANT SCHOOL	TEACH/MONTHLY
KIRK, AUTUMN LEIGH	GRANT SCHOOL	TEACH/MONTHLY
LANGE, DELANEY JANELLE	GRANT SCHOOL	TEACH/MONTHLY
LATIMER, KATHRYN E	GRANT SCHOOL	TEACH/MONTHLY
LINEHAN, KIMBERLY MARTHA	GRANT SCHOOL	TEACH/MONTHLY
LOTZ, AARON R	GRANT SCHOOL	TEACH/MONTHLY
MEULMAN, MEGAN MARIE	GRANT SCHOOL	TEACH/MONTHLY
MONDA, CECILIA ANNE	GRANT SCHOOL	TEACH/MONTHLY
NGUYEN, LISA	GRANT SCHOOL	TEACH/MONTHLY
NOEL, ANGELA MICHELE	GRANT SCHOOL	TEACH/MONTHLY
RASHFORD, LACEY LEE	GRANT SCHOOL	TEACH/MONTHLY
ROBERTS, JO MARIE	GRANT SCHOOL	TEACH/MONTHLY
ROBINSON, STEPHANIE NICOLE	GRANT SCHOOL	TEACH/MONTHLY
SALAZAR, TRISTIN DENYSE	GRANT SCHOOL	TEACH/MONTHLY
SHENEMAN, DENALI	GRANT SCHOOL	TEACH/MONTHLY
SHENEMAN, SHANNON JAMIE	GRANT SCHOOL	TEACH/MONTHLY
TINDAL, AMY KRISTIN	GRANT SCHOOL	TEACH/MONTHLY
TREPANIER, PHIL	GRANT SCHOOL	TEACH/MONTHLY
YOUNGBLOOD, COURTNEY M	GRANT SCHOOL	TEACH/MONTHLY

ASHLIE MILLER	HIGH SCHOOL	ADMINISTRATORS
JOHNSON, BRYAN DAVID	HIGH SCHOOL	ADMINISTRATORS
LAIRD, DAVID GLENN	HIGH SCHOOL	ADMINISTRATORS
MARTINEZ TORRES, EDUARDO	HIGH SCHOOL	ADMINISTRATORS
ALLSOPP, EMILY	HIGH SCHOOL	PARAEDUCATOR
ALVAREZ, LEANNE MARIE	HIGH SCHOOL	PARAEDUCATOR
AVILA, DIANA	HIGH SCHOOL	PARAEDUCATOR
BRUGGMAN, HEATHER	HIGH SCHOOL	PARAEDUCATOR
CAMPBELL, KODY	HIGH SCHOOL	PARAEDUCATOR
COLTON, NIKKI LEE	HIGH SCHOOL	PARAEDUCATOR
OPEN	HIGH SCHOOL	PARAEDUCATOR
DELONG, STEPHANI M	HIGH SCHOOL	PARAEDUCATOR
ELLIOTT, BRYANNA	HIGH SCHOOL	PARAEDUCATOR
FALCONER, TARA MARIE	HIGH SCHOOL	PARAEDUCATOR
GARCIA, ARELI	HIGH SCHOOL	PARAEDUCATOR
GOSVENER, DIANE L	HIGH SCHOOL	PARAEDUCATOR
JOHNSON, DENISE MARIE	HIGH SCHOOL	PARAEDUCATOR
MCKEEHAN, DAVID	HIGH SCHOOL	PARAEDUCATOR
NEGRETE, SUSANNA R	HIGH SCHOOL	PARAEDUCATOR
O'DONNELL, AUGUSTINE	HIGH SCHOOL	PARAEDUCATOR
PINEDA SABALZA, MARICELA	HIGH SCHOOL	PARAEDUCATOR

WILLIAMS, DONALD DALE	HIGH SCHOOL	PARAEDUCATOR
ZAPIEN RUIZ, YANAI	HIGH SCHOOL	PARAEDUCATOR
ALLEN, MELISSA	HIGH SCHOOL	SECRETARY
BOTELLO, SUSANA	HIGH SCHOOL	SECRETARY
ELLIS, CYNTHIA	HIGH SCHOOL	SECRETARY
OPEN	HIGH SCHOOL	SECRETARY
MOORE, SARAH	HIGH SCHOOL	SECRETARY
TATE, DEBORAH J	HIGH SCHOOL	SECRETARY
ALLSOPP, JEFFREY S	HIGH SCHOOL	TEACH/MONTHLY
ALLSOPP, MARLA MAE	HIGH SCHOOL	TEACH/MONTHLY
ALLSOPP, MAYA DIANE	HIGH SCHOOL	TEACH/MONTHLY
ANDERSON, ANDREA C	HIGH SCHOOL	TEACH/MONTHLY
BAIR, KAYLENE	HIGH SCHOOL	TEACH/MONTHLY
BURNS, HEIDI ANN	HIGH SCHOOL	TEACH/MONTHLY
CLEVERINGA, PAMELA MICHELLE	HIGH SCHOOL	TEACH/MONTHLY
COX, MARISSA JEAN	HIGH SCHOOL	TEACH/MONTHLY
CUMMINGS, KATIE ANNETTE	HIGH SCHOOL	TEACH/MONTHLY
DEVINE, KENT JOHN	HIGH SCHOOL	TEACH/MONTHLY
ECALBARGER, AYL A MICHELLE	HIGH SCHOOL	TEACH/MONTHLY
ENGLE, HEATHER TOYA	HIGH SCHOOL	TEACH/MONTHLY
EVANS, THAD RICHARD	HIGH SCHOOL	TEACH/MONTHLY
EVENSON, MARCY JO	HIGH SCHOOL	TEACH/MONTHLY
HAGY, DALE THOMAS	HIGH SCHOOL	TEACH/MONTHLY
HAGY, RHONDA RENA	HIGH SCHOOL	TEACH/MONTHLY
HAIGHT, MEAGAN	HIGH SCHOOL	TEACH/MONTHLY
HAUGAN, HOLLY	HIGH SCHOOL	TEACH/MONTHLY
HENDRIXSON, DONALD E	HIGH SCHOOL	TEACH/MONTHLY
HURST, SARAH MARIE	HIGH SCHOOL	TEACH/MONTHLY
JENSEN, BLAKE JOSHUA	HIGH SCHOOL	TEACH/MONTHLY
JOHNS, MIQUEL NICOLE	HIGH SCHOOL	TEACH/MONTHLY
KIMBLE, KEEVA W	HIGH SCHOOL	TEACH/MONTHLY
KOSA, LANDRA ROSE	HIGH SCHOOL	TEACH/MONTHLY
LAUGEN, JASON JON	HIGH SCHOOL	TEACH/MONTHLY
LIMB, MARILYN	HIGH SCHOOL	TEACH/MONTHLY
MARTIN, DANIEL THOMAS	HIGH SCHOOL	TEACH/MONTHLY
MASSEY, SHEILA RAE	HIGH SCHOOL	TEACH/MONTHLY
MCCRADY, KALI JO	HIGH SCHOOL	TEACH/MONTHLY
MELE, SUZANNE MICHELE	HIGH SCHOOL	TEACH/MONTHLY
MILLS, JAY	HIGH SCHOOL	TEACH/MONTHLY
MITCHELL, LAINA LEEANN	HIGH SCHOOL	TEACH/MONTHLY
MITCHELL, PATRICK K	HIGH SCHOOL	TEACH/MONTHLY
MORRIS, CARLY	HIGH SCHOOL	TEACH/MONTHLY
ODONNELL, TIMOTHY PAUL	HIGH SCHOOL	TEACH/MONTHLY
PEARCE, JACOB WILLIAM	HIGH SCHOOL	TEACH/MONTHLY
PITURACHSATIT, TANYA LYNE	HIGH SCHOOL	TEACH/MONTHLY
PLACIDO BARAJAS, ROSA	HIGH SCHOOL	TEACH/MONTHLY
RAMIREZ, MICHELE A	HIGH SCHOOL	TEACH/MONTHLY

RAMIREZ-PEREZ, FRANCISCO	HIGH SCHOOL	TEACH/MONTHLY
RATIGAN, JENNIFER L	HIGH SCHOOL	TEACH/MONTHLY
ROLOFF, CASSANDRA ELLEN	HIGH SCHOOL	TEACH/MONTHLY
SANDBERG, JOHN SCOTT	HIGH SCHOOL	TEACH/MONTHLY
SELLE, WINDI MICHELLE	HIGH SCHOOL	TEACH/MONTHLY
SPRINGS, TOBIN JAMES	HIGH SCHOOL	TEACH/MONTHLY
TEMPEL, DAVID C	HIGH SCHOOL	TEACH/MONTHLY
VASQUEZ, JEREMY	HIGH SCHOOL	TEACH/MONTHLY
WARGA, KELLY	HIGH SCHOOL	TEACH/MONTHLY
WALTER, RICHARD E	HIGH SCHOOL	TEACH/MONTHLY
WOOD, HEATHER KENNEDY	HIGH SCHOOL	TEACH/MONTHLY
YOUNG, JESSIE LYNN	HIGH SCHOOL	TEACH/MONTHLY

BERG, ALAN D	MAINTENANCE	CUSTODIAN
COCHRANE, BLAINE RYAN	MAINTENANCE	CUSTODIAN
DETRICK, PAUL EDWARD	MAINTENANCE	CUSTODIAN
GRAHAM, CARMILITA LILA	MAINTENANCE	CUSTODIAN
HALL, KATLYN	MAINTENANCE	CUSTODIAN
HARBERT JR, DAVID LE JUNE	MAINTENANCE	CUSTODIAN
MCNEILL, BRADLEY J	MAINTENANCE	CUSTODIAN
MERRICK, SCOTT	MAINTENANCE	CUSTODIAN
MORTON, ALEX A	MAINTENANCE	CUSTODIAN
VAN VELKINBURGH, SARA M	MAINTENANCE	CUSTODIAN
SUAREZ, ERMINA	MAINTENANCE	CUSTODIAN
SUAREZ CHAVEZ, JOYCE ANGELICA	MAINTENANCE	CUSTODIAN
SVETICH, HOLLY	MAINTENANCE	CUSTODIAN
TERRY, SUMMER DAWN	MAINTENANCE	CUSTODIAN
WELLS, KARA LAVONNE	MAINTENANCE	CUSTODIAN
BLACK, RICHARD L	MAINTENANCE	MAINTENANCE
COLLINS, MATHEW LEE	MAINTENANCE	MAINTENANCE
DANIELS, ROSS ALAN	MAINTENANCE	MAINTENANCE
HERNANDEZ DE LARA, ANTONIO	MAINTENANCE	MAINTENANCE
NICHOLSON, MICHAEL DEAN	MAINTENANCE	MAINTENANCE
TRUMP, KYLE GREEN	MAINTENANCE	MAINTENANCE

MULLINGS, TINA MARIE	MIDDLE SCHOOL	ADMINISTRATORS
SPENCER, LEVI	MIDDLE SCHOOL	ADMINISTRATORS
ALLING, HEATHER	MIDDLE SCHOOL	PARAEDUCATOR
APARICIO DELGADO, MARIA	MIDDLE SCHOOL	PARAEDUCATOR
DINKELMANN, DEBRA ANN	MIDDLE SCHOOL	PARAEDUCATOR
FERMIN HERNANDEZ, GENESIS	MIDDLE SCHOOL	PARAEDUCATOR
JENKINS, JESSICA MAE	MIDDLE SCHOOL	PARAEDUCATOR
MONTGOMERY, TIFFANY ANNE	MIDDLE SCHOOL	PARAEDUCATOR
OWENS, AMANDA J	MIDDLE SCHOOL	PARAEDUCATOR
SILVA, DEVAN	MIDDLE SCHOOL	PARAEDUCATOR
SPIESS, TERRI	MIDDLE SCHOOL	PARAEDUCATOR
PERLA, NAVA	MIDDLE SCHOOL	PARAEDUCATOR

PING, KEMI FLORENCE	MIDDLE SCHOOL	SECRETARY
VALLE, ITZEL	MIDDLE SCHOOL	SECRETARY
ANDERSON, JAMES E	MIDDLE SCHOOL	TEACH/MONTHLY
BECKER, GREGORY JOSEPH	MIDDLE SCHOOL	TEACH/MONTHLY
BEEMAN, SHAWN GARY	MIDDLE SCHOOL	TEACH/MONTHLY
BEIERMAN, EILEEN M	MIDDLE SCHOOL	TEACH/MONTHLY
BRONOWSKI, COURTNEY C	MIDDLE SCHOOL	TEACH/MONTHLY
CROSBY JASMAN, GAEMMI DAWN	MIDDLE SCHOOL	TEACH/MONTHLY
DOWNER, JASON A	MIDDLE SCHOOL	TEACH/MONTHLY
FLANIGAN, DAWN MARIE	MIDDLE SCHOOL	TEACH/MONTHLY
FLEMING, JOAN JEANNINE	MIDDLE SCHOOL	TEACH/MONTHLY
FORSTER, BRIAN EDWARD	MIDDLE SCHOOL	TEACH/MONTHLY
GOMEZ, DINORA	MIDDLE SCHOOL	TEACH/MONTHLY
GRIGG, COLLEEN KAY	MIDDLE SCHOOL	TEACH/MONTHLY
HAMLETT, ASHLEY MARIE	MIDDLE SCHOOL	TEACH/MONTHLY
HANSEN, SHELLIE CHLARSON	MIDDLE SCHOOL	TEACH/MONTHLY
HAWES, CAMRYN JANE	MIDDLE SCHOOL	TEACH/MONTHLY
HEER, ALISON	MIDDLE SCHOOL	TEACH/MONTHLY
JOHNSON, HEIDI M	MIDDLE SCHOOL	TEACH/MONTHLY
JOHNSON, KATRINA JOYCE	MIDDLE SCHOOL	TEACH/MONTHLY
MOORE II, FRANK L	MIDDLE SCHOOL	TEACH/MONTHLY
OSBURN, MICHELLE E	MIDDLE SCHOOL	TEACH/MONTHLY
ROBERTS, LYNDY M	MIDDLE SCHOOL	TEACH/MONTHLY
SCHUTT, CASSANDRA	MIDDLE SCHOOL	TEACH/MONTHLY
SIEG, RANDELL L	MIDDLE SCHOOL	TEACH/MONTHLY
TUCKER, KAYLA	MIDDLE SCHOOL	TEACH/MONTHLY
	MIDDLE SCHOOL	TEACH/MONTHLY

GILREATH, KIMBERLY	PARKWAY	ADMINISTRATORS
CROWDER, KAREN	PARKWAY	PARAEDUCATOR
BRADLEY, HAYLEY	PARKWAY	PARAEDUCATOR
CANET, ANNA J	PARKWAY	PARAEDUCATOR
DAVIS, ELIZABETH A	PARKWAY	PARAEDUCATOR
KLOCKE ARMSTRONG, DIANN	PARKWAY	PARAEDUCATOR
NAVA TRUJILLO, YESENIA G	PARKWAY	PARAEDUCATOR
RIVERA MARISCAL, LINDA	PARKWAY	PARAEDUCATOR
TURNER, MELINDA ANNE	PARKWAY	PARAEDUCATOR
URIBE, CHRISTINE ROSE	PARKWAY	PARAEDUCATOR
VELA, RUTH	PARKWAY	PARAEDUCATOR
ZABELLE, G MISHELLE	PARKWAY	PARAEDUCATOR
HERNANDEZ, SANDY	PARKWAY	SECRETARY
WOLF, CARIN ANNE	PARKWAY	SECRETARY
BAIR, SARIAH MICHELLE	PARKWAY	TEACH/MONTHLY
BORUFF, RACHEL KELLIE	PARKWAY	TEACH/MONTHLY
CISNEROS, NICOLE LIANNE	PARKWAY	TEACH/MONTHLY
MASSIMINI, CHRISTOPHER	PARKWAY	TEACH/MONTHLY
HELSLEY, EDITH ADINA	PARKWAY	TEACH/MONTHLY

HEWITT, GREG BRUCE	PARKWAY	TEACH/MONTHLY
JENSEN, NATHAN JEROME	PARKWAY	TEACH/MONTHLY
JUDKINS, DEBBIE IVE	PARKWAY	TEACH/MONTHLY
KOCAN, CHARLIE MARIE	PARKWAY	TEACH/MONTHLY
LAIRD, LAUREN ELIZABETH	PARKWAY	TEACH/MONTHLY
MCKEE, ABBRALEN IRENE	PARKWAY	TEACH/MONTHLY
MICKELSEN, JENNIFER DIANE	PARKWAY	TEACH/MONTHLY
MOFFORD, VANESSA ROSE	PARKWAY	TEACH/MONTHLY
PARKER, AMBER MARIE	PARKWAY	TEACH/MONTHLY
PEARCE, WHITNEY MARIE	PARKWAY	TEACH/MONTHLY
PICKERAL, TRACY LYNN	PARKWAY	TEACH/MONTHLY
PUDLITZKE, CAITLIN ELIZABETH	PARKWAY	TEACH/MONTHLY
RAWLEY, CLAUDETTE ANICE	PARKWAY	TEACH/MONTHLY
SANTILLAN CHAGOLLAN, ROSA	PARKWAY	TEACH/MONTHLY
SOM, AMY R	PARKWAY	TEACH/MONTHLY
TUPLING, JENNA NICOLE	PARKWAY	TEACH/MONTHLY
VISSER, CALEB	PARKWAY	TEACH/MONTHLY

BESSETTE, JAMIE WALKER	SPECIAL SERVICE	ADMINISTRATORS
CHAMBERLIN, EDRA IRENE	SPECIAL SERVICE	PARAEDUCATOR
GRUBB, ELIZABETH LYNN	SPECIAL SERVICE	PARAEDUCATOR
UHL, GABRIELLE	SPECIAL SERVICE	PARAEDUCATOR
BLUE, BRANDIE MARIE	SPECIAL SERVICE	SECRETARY
POPE, JACQUELINE MARIE	SPECIAL SERVICE	SECRETARY
DUTTON, DAVID	SPECIAL SERVICE	TEACH/MONTHLY
BAZALDUA, BROOKE A	SPECIAL SERVICE	TEACH/MONTHLY
DAVIS, LAURA	SPECIAL SERVICE	TEACH/MONTHLY
FLEURKENS, JESSICA ELAYA	SPECIAL SERVICE	TEACH/MONTHLY
HARRIS, KATHLEEN MARIE	SPECIAL SERVICE	TEACH/MONTHLY
JANTZER, ASHLEY	SPECIAL SERVICE	TEACH/MONTHLY
JENN, TONYA MARIE	SPECIAL SERVICE	TEACH/MONTHLY
TIMOFEYEV, DANIEL	SPECIAL SERVICE	TEACH/MONTHLY

VASQUEZ, SARAH MARIE	TECHNOLOGY	ADMINISTRATORS
MURRAY, BRENDA RENEE	TECHNOLOGY	SECRETARY
BEWICK, JASON G	TECHNOLOGY	TECH
HILL, SCOTT B	TECHNOLOGY	TECH
JEFFERSON, MARTIN N	TECHNOLOGY	TECH

ALEXANDER, BLAKE HAMILTON	TRANSPORTATION	BUS DRIVER
BARNES, KEVIN	TRANSPORTATION	BUS DRIVER
BEEZLEY, JULIE ANNE	TRANSPORTATION	BUS DRIVER
BOMHOLD, JASON	TRANSPORTATION	BUS DRIVER
OPEN	TRANSPORTATION	BUS DRIVER
GARMAN, KELLI BRIANNE	TRANSPORTATION	BUS DRIVER
GASTON, JEFFREY	TRANSPORTATION	BUS DRIVER
GRUBB, EMILIE ANNE	TRANSPORTATION	BUS DRIVER

HELAAS, PATRICIA G	TRANSPORTATION	BUS DRIVER
HUDDLESON, DARREN W	TRANSPORTATION	BUS DRIVER
JOHNSON, JEANETTE MICHELE	TRANSPORTATION	BUS DRIVER
LAKODUK, CHRIS	TRANSPORTATION	BUS DRIVER
KITER, VONDA	TRANSPORTATION	BUS DRIVER
KNUDSEN, KENNETH	TRANSPORTATION	BUS DRIVER
MERRICK, SCOTT	TRANSPORTATION	BUS DRIVER
PAULLIN, KIMBERLY GAIL	TRANSPORTATION	BUS DRIVER
PEREZ, AMANDA MARIE	TRANSPORTATION	BUS DRIVER
PONCZOCH, LISA ANN	TRANSPORTATION	BUS DRIVER
PONCZOCH, TODD ALLEN	TRANSPORTATION	BUS DRIVER
RENTERIA, SONIA	TRANSPORTATION	BUS DRIVER
SABALZA CASTELLON, ADRIANA	TRANSPORTATION	BUS DRIVER
SALAS, MARIA ELENA	TRANSPORTATION	BUS DRIVER
SLABACH, SAMANTHA	TRANSPORTATION	BUS DRIVER
SWEM, STEPHEN BRIAN	TRANSPORTATION	BUS DRIVER
WHETSTONE, LANITH JEAN	TRANSPORTATION	BUS DRIVER
WURL, BRENDA K	TRANSPORTATION	BUS DRIVER
BAIR, RAVEN	TRANSPORTATION	BUS MONITOR
BOWERMAN, KIMBERLEE	TRANSPORTATION	BUS MONITOR
CHAPMAN, MCKINZIE RAE	TRANSPORTATION	BUS MONITOR
KREBS, NANCY LEE	TRANSPORTATION	BUS MONITOR
NELSON, DONNA	TRANSPORTATION	BUS MONITOR
VAN VELKINBURGH, KAYCI LYNN	TRANSPORTATION	BUS MONITOR
FLIPPEN, JENNIFER LYNN	TRANSPORTATION	TRAN SPECIALIST
MARCHANT, ASHLEY	TRANSPORTATION	TRAN SPECIALIST
RODUNER, ADAM JOHN	TRAN/MAINT	DIRECTOR
GUSTIN, GREGORY D	TRANSPORTATION	MECHANIC
GUSTIN, LACEY ARLENE	TRAN/MAINT	SECRETARY

EPHRATA SCHOOL DISTRICT
Fee Schedule
2025-26

HIGH SCHOOL

Graduation Cap & Gown	\$60 - Approximately
ASB Card	\$30
Yearbook	\$60
Band/Choir Uniform Cleaning	\$15
PE Uniforms	Required for PE classes, purchased at Sole Performance or I:49

MIDDLE SCHOOL

ASB Card	\$15.00
EHS Sport Event Pass	\$25.00 (for high school events)
PE Uniforms	Required, purchased at Sole Performance or I:49
Annuals	\$30.00 after March 1 st \$35

ELEMENTARY SCHOOLS & PARKWAY SCHOOL

EHS Sport Event Pass	\$25.00 (for high school events)
Parkway Annual	\$20.00

SCHOOL LUNCH AND BREAKFAST PROGRAM

Adult Meal/Second Meal Price for Students

Breakfast	\$3.50
Lunch	\$5.00

SPORTS SEASON PUNCH CARDS

Sports Punch Card	\$60.00 <i>includes entrance to 10 regular season home sporting events</i>
Digital Sports Punch Card	\$30
CWAC Senior Citizen (62+) Yearly Sports Pass	\$25.00

STUDENT INSURANCE

Available to all students through Meyers Stevens Program. Prices listed in application.

PUBLIC RECORDS REQUEST

1. Ten cents per page for public records scanned into an electronic format or for the use of District equipment to scan the records;
2. Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery;
3. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of District equipment to send the records electronically; and
4. The actual cost of any digital storage media or device provided by the District, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.

School equipment or instructional supplies and materials either lost or damaged by students will result in a fee based on replacement value determined by each building/department.

2025-26 Fundraisers and Field Trips

PARKWAY SCHOOL FUND RAISERS

Class/Family Pictures	ASB (TBD)	School Annuals
Book Fair	PTO (TBD)	
Pencil Sales	Lions Club Penny Drive	
School Mall	Caps for Causes	

MIDDLE SCHOOL FUND RAISERS

Scholastic Book Fair	School-wide Fundraiser TBD	Cornfusion
Cafeteria Vending Machine	Safeway Donation	Spring Fest Student Festival
EMS Apparel Sales	Walmart Donation	Charitable Fundraisers:
EMS Spirit Gear/Supplies	Cinco de Mayo Celebration	Ephrata Food Bank Canned Food Drive
EMS Yearbook Sales	Various Advisory Activities	Coin Drive for TBD Charity
Box Top Drive	Candy Gram Donation	Pop Tabs

GRANT ELEMENTARY FUNDRAISERS (all in school events)

ASB Walk-a-Thon	September
Monthly Family Fun Night	All Year (not all are fundraisers)
Recycling w/ Consolidated Disposal	All Year
PTO: Grant Gear Sales, Box Tops	All Year
PTO Scholastic Book Fair	Fall & Spring
PTO See's Candy Sales	Fall
PTO Talent Show & Silent Auction	Winter/Spring
PTO 4 th Grade Field trip Fundraiser	All Year
PTO Amazon Smile	All Year

COLUMBIA RIDGE FUNDRAISERS (all in-school events)

PTO Book Fair	Fall/Spring	PTO escrip/Safeway	All Year
Cereal Box Tops	All Year	Glow Run (Fun Run)	Spring
PTO Sweatshirt Sale	All Year	PBIS Talent Show/Silent Auction	February
PTO Class Pictures`	Spring	Pasta Sales	Spring
Cookie Dough Sale	Fall	Key Chain Sales	Spring
Parent Breakfast	Spring		

EPHRATA HIGH SCHOOL FUNDRAISERS

SEE ADOPTED ASB BUDGET

Athletics – post season and regular season contests/tournaments

FIELD TRIPS-HIGH SCHOOL	* overnight	
CHORAL DEPARTMENT		BAND
CWU Choral Festival		Solo Ensemble Contests
CWU State Solo Ensemble Contest		Lionel Hampton jazz Festival *
Solo & Ensemble Contests		Tour at Silverwood *
Large Group Choral Contest		Lilac Festival *
Honor Choir Festival		Moses Lake Parade
EMS Assembly Concert		Band Tour

COUNSELOR		
College Conferences out of town	Big Bend & Spokane Community College	
VOCATIONAL		
FBLA/regional and state •	Yearbook Workshop •	
FFA Fairs/State/Nationals		
HOSA	Regional and *State conferences	
FCCLA	Regional and *State conferences	
DEBATE	Contests and State Contests	
ASB	Leadership Camp	
SPANISH CLUB	CWU Spanish Fair	
ESL	BBCC Leadership Conference •	
MIGRANT	Leadership at BBCC, WSU, Eastern, CWU	Career Fair Wenatchee *
MATH	Contests •	
KNOWLEDGE BOWL	*Contests and *State Contest	
HONOR SOCIETY	Out of town trip •	
GENERAL ATHLETICS	College or professional games	When appropriate

FIELD TRIPS-GRANT		
Kindergarten	Local Orchard	Bus
	High School Classrooms	Walk
	Transportation Department	Bus/Walk
1 st Grade	Quincy Valley Historical Society	Bus
2 nd Grade	PUD Dams	Bus
3 rd Grade	Wenatchee River Institute, Leavenworth	Bus
4 th Grade	Silverwood, Idaho, Lion's Park, Parkway	Walk/Bus
Life Skills	Splash Zone, Ephrata	Bus
Kindergarten through 4 th Grade	EHS FFA Ag Extravaganza	Walk
	Lee Theater	Walk
	EHS Art Show & Classrooms	Walk
	Cloudview Farms	Walk
Math Team	Regional/State Tournament	Bus
Lego Robotics	Regional/State Tournament	Bus
Accelerated Reader Recipients	Local park	Walk
FIELD TRIPS-MIDDLE SCHOOL		
CHOIR and BAND	Solo Ensemble Wenatchee	February
	Large Group Contest/Eastmont	March
BAND – Parades & Celebrations	Wenatchee, Moses Lake, Ephrata, Spokane, Silverwood	May/June
ASB Celebration	Splash Zone	June
Honor Society Celebrations	Skating in Lakeview, Bowling in Moses Lake	TBD
Tiger Pride Celebration	Movie in Ephrata (Lee Theater)	TBD
	Bowling in Moses Lake	TBD
	Swimming at Splash Zone or Rimrock Meadows	June
Math Team Competitions	Approx. 3 TBD Events at TBD	Oct – May
ASB Camp	SplashZone/Summer Camp/Fall Leadership	June
La Chispa	Big Bend CC and other colleges/universities	June
8 TH Grade	Silverwood	May
TSA*	TBD – Possibly overnight	TBD
FIELD TRIPS-PARKWAY		
5/6 Math Teams – Contests	5 th Grade Solar Cars – Moses Lake	6 th Grade Science (Fishery)
5 TH Science	BBCC – Solar Cars	6 th Grade to CWU (TBD)
6 th Grade Science (Audubon)	Band Trips	Lions Park
Splash Zone	6 th Grade to MS for transition	La Chispa
Possible Highly Capable Field Trip Destination TBD	High School Art Show/Mile Run @ HS Track	
FIELD TRIPS-COLUMBIA RIDGE		
Kindergarten	Pumpkin Patch	Bus
	Ag-Extravaganza	Bus
	Fire Station	Walk
	Orchards	Bus
1 st	Cloudview Farms	Bus
	Airport	Walk
2 nd	Cloudview Farms	Bus
3 rd	TBD-Science	Bus
	Lions Park – MSP Reward	Walk
4 th	Roller Skating – End of Year	Bus
	Salmon Festival - Leavenworth	Bus
Math Team	Wenatchee - Competition	Bus
Ridge Riders	Sage and Sun Parade	Walk
Ridge Rockers & Jazzy Jumpers	Hospital/Senior Citizen Center	Bus
All School	Lee Theater	Bus
FIELD TRIPS-ECEAP		
	Cloud View Farms	Bus
	Pumpkin Patch	Bus
	Lee Theater	Bus



EPHRATA HIGH SCHOOL

333 4th Avenue NW Ephrata WA 98823 | Phone: (509) 754-5285 | Fax: (509) 754-4993
ehsinfo@ephrataschools.org | EphrataSchools.org | EphrataTigers.com | Ken Murray, Superintendent

DEDICATION | COMPETITIVENESS | INTEGRITY | RESPECT | PRIDE

Ashlie Miller, Principal
David Laird, Assistant Principal
Bryan Johnson, Assistant Principal / Athletic Director
Charlotte Throgmorton, Assistant Principal
Sarah Vasquez, CTE Director

Rhonda Hagy, Counselor
Jenny Ratigan, Counselor
Jay Mills, Student Support Specialist
Laina Mitchell, Student Support Specialist

May 9, 2025

To: Ephrata School Board
From: Bryan Johnson, EHS Athletic Director
Re: EHS Overnight Travel for Extracurricular Athletics/Activities

Ephrata High School is requesting approval for overnight travel for extracurricular athletics and activities for the 25-26 school year. Here are the following

Girls Basketball Summer Team Camp @ TBD
Boys Basketball Summer Team Camp @ TBD
EWU Summer Football Camp @ TBD
Cross Country Summer Trip @ TBD
Summer Wrestling Camp @ TBD
Choir Tour @ TBD
Post Falls, Idaho - boys wrestling tournament
Kelso - girls wrestling tournament
University of Idaho Band Festival @ Moscow, ID
Tennis @ Inland Empire Tourney in Spokane
State XC @ Pasco
State VB @ Yakima
State Football/Soccer @ TBD
State Basketball @ Yakima
Regional/District Wrestling @ TBD
State Wrestling @ Tacoma
State Dance @ Yakima
Golf Invites @ TBD
State Track @ Tacoma
State Tennis @ UW
State Baseball/Softball @ Yakima/Selah/Bellingham
State Golf @ TBD
FFA Officer Retreat @ TBD
FFA State @ TBD

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.

FFA State Floral @ TBD
FFA Floral @ TBD
FBLA State @ TBD
FBLA Nationals @ TBD
FCCLA State @ TBD
FCCLA Nationals @ TBD
Band Trips @ TBD
State Speech & Debate @ Tacoma/TBD
Cheer Camp @ CWU
Cheer State @ Battle Ground
Cheer @ State Events
Cheer @ Post Falls
Key Club @ TBD (DCON)
Spring Choir Tour @ TBD
MECHA College Trips @ TBD
eSports State @ TBD
WAHSET Meets @ TBD

Other Postseason/Regular Season Athletic/Activity Events where overnight stay is need (Locations TBD)

Safety and supervision protocols according to ESD School Board policies (2320) and procedures (2320) for overnight travel will be a required practice during travel. Chaperones/supervisors will be in attendance at away events as well.

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

GF:	259,329.38	651000320- 651000395
CP:	130,000.06	652000008-
ASB:	17,758.56	654000035- 654000039

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: **7/30/2025**

Total amount: **\$ 407,088.00**

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 August 25, 2025, the board, by a _____ vote, approves payments, totaling \$215,008.89. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000320 through 651000388, totaling \$215,008.89

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

Check Nbr	Vendor Name	Check Date	Check Amount
651000320	ABADAN	07/30/2025	3,295.55
651000321	ACCESS INFORMATION PROTECTED	07/30/2025	179.34
651000322	AMAZON CAPITAL SERVICES	07/30/2025	2,599.31
651000323	AMPLIFY EDUCATION, INC.	07/30/2025	608.00
651000324	ANDERSON, ANDREA C	07/30/2025	478.00
651000325	BASIN EXPRESS	07/30/2025	29.90
651000326	BASIN SEPTIC SERVICES INC.	07/30/2025	145.00
651000327	BRAVO TOOLS, LLC/SNAP-ON	07/30/2025	4,613.50
651000328	BRUCKNER TRUCK & EQUIP	07/30/2025	7,862.53
651000329	CASHMERE VALLEY BANK	07/30/2025	249.10
651000330	CENTRAL MACHINERY SALES, INC.	07/30/2025	139.15
651000331	CENTURYLINK	07/30/2025	32.75
651000332	CINTAS CORP	07/30/2025	711.07
651000333	COLEMAN OIL COMPANY	07/30/2025	1,145.21
651000334	COLUMBIA BASIN HOSPITAL & FAMI	07/30/2025	995.00
651000335	COLUMBIA BASIN HERALD	07/30/2025	291.32
651000336	CONFLUENCE HEALTH	07/30/2025	137.00

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05.25.02.00.00-010021EPHRATA SCHOOL DISTRICT
Check Summary12:03 PM 07/30/25
PAGE: 2

Check Nbr	Vendor Name	Check Date	Check Amount
651000337	COX, MARISSA JEAN	07/30/2025	403.31
651000338	CROWN PAPER & SUPPLY	07/30/2025	6,772.07
651000339	D & D ENTERPRISES, LLC	07/30/2025	92.14
651000340	DYNAMIC AIR QUALITY SERVICES	07/30/2025	738.00
651000341	EDNETICS, INC.	07/30/2025	3,028.26
651000342	EPHRATA ACE HARDWARE	07/30/2025	1,638.59
651000343	ESD 113	07/30/2025	50.00
651000344	FABER INDUSTRIAL	07/30/2025	78.74
651000345	FIRST - INSPIRATION	07/30/2025	1,637.51
651000346	FOUR SEASONS FARM SERVICE	07/30/2025	1,831.96
651000347	GARCIA, ELI	07/30/2025	314.00
651000348	GRANT COUNTY SOLID WASTE DEPAR	07/30/2025	34.53
651000349	GRANTS INC	07/30/2025	534.62
651000350	GUARDIAN FENCE LLC	07/30/2025	13,486.80
651000351	HAGY, RHONDA RENA	07/30/2025	314.00
651000352	HARVEST VALLEY PEST CONTROL	07/30/2025	957.99
651000353	INLAND PIPE & SUPPLIES	07/30/2025	204.15
651000354	JOHNSON CONTROLS FIRE PROTECTI	07/30/2025	458.53
651000355	JOHNSTONE SUPPLY	07/30/2025	152.51
651000356	JVH TECHNICAL LLC	07/30/2025	1,488.12
651000357	KNOX, DEBRA A	07/30/2025	436.16
651000358	LES SCHWAB TIRES	07/30/2025	254.73
651000359	LOCALTEL COMMUNICATIONS	07/30/2025	429.80
651000360	MARSON & MARSON LUMBER INC.	07/30/2025	298.16
651000361	MILLS, JAY	07/30/2025	349.00

Check Nbr	Vendor Name	Check Date	Check Amount
651000362	NAPA AUTO PARTS	07/30/2025	85.99
651000363	NORTH CENTRAL E S D	07/30/2025	26,670.54
651000364	OLIVER PACKAGING & EQUIP	07/30/2025	1,864.13
651000365	OREILLY AUTO PARTS	07/30/2025	258.40
651000366	PEARSON ASSESSMENT	07/30/2025	2,032.50
651000367	PLATT ELECTRIC SUPPLY	07/30/2025	501.46
651000368	POLHAMUS HEATING	07/30/2025	1,196.80
651000369	PROVIDENCE HEALTH CARE	07/30/2025	150.00
651000370	PURE FILTRATION PRODUCTS INC	07/30/2025	4,096.48
651000371	QBS LLC	07/30/2025	288.00
651000372	RATIGAN, JENNIFER L	07/30/2025	314.00
651000373	RENAISSANCE LEARNING, INC.	07/30/2025	58,540.76
651000374	REVOLVING FUND	07/30/2025	555.25
651000375	RWC INTERNATIONAL, LTD	07/30/2025	2,169.67
651000376	S & W IRRIGATION SUPPLY LLC	07/30/2025	261.34
651000377	SANDBERG, SCOTT	07/30/2025	486.00
651000378	SCELICK, SHARON MAJELLA	07/30/2025	36.00
651000379	SCHOLASTIC BOOK FAIRS	07/30/2025	9,440.73
651000380	SIGNS BY TERRI	07/30/2025	363.14
651000381	SPEC SERV PC/JACKIE POPE	07/30/2025	89.66
651000382	SS EQUIPMENT	07/30/2025	287.91
651000383	STAR AUTISM SUPPORT	07/30/2025	29,082.00
651000384	STEVENS - CLAY, P.S.	07/30/2025	442.50
651000385	T - MOBILE USA, INC.	07/30/2025	100.00
651000386	VOYAGER SOPRIS LEARNING	07/30/2025	12,156.53

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EPHRATA SCHOOL DISTRICT

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Check Summary

PAGE: 4

Check Nbr	Vendor Name	Check Date	Check Amount
651000387	WALMART/CAPITAL ONE	07/30/2025	81.13
651000388	WESTERN EQUIP	07/30/2025	3,962.56
69	Computer	Check(s) For a Total of	215,008.89

	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
	69	Computer	Checks For a Total of	215,008.89
Total For	69	Manual, Wire Tran, ACH & Computer Checks		215,008.89
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		215,008.89

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	215,008.89	215,008.89

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 August 25, 2025, the board, by a _____ vote, approves payments, totaling \$130,000.06. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECT WARRANTS:
Warrant Numbers 652000008 through 652000008, totaling \$130,000.06

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
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652000008	ADVANCED CLASSROOM TECHNOLOGIE	07/30/2025	130,000.06
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1	Computer	Check(s) For a Total of	130,000.06
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	130,000.06
Total For	1	Manual, Wire Tran, ACH & Computer Checks		130,000.06
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		130,000.06

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	130,000.06	130,000.06

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 August 25, 2025, the board, by a _____ vote, approves payments, totaling \$350.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB FUND WARRANTS:
Warrant Numbers 654000035 through 654000036, totaling \$350.38

Secretary _____	Board Member _____	
Board Member _____	Board Member _____	
Board Member _____	Board Member _____	
Check Nbr Vendor Name	Check Date	Check Amount
654000035 REVOLVING FUND	07/30/2025	100.00
654000036 WALMART/CAPITAL ONE	07/30/2025	250.38
2 Computer	Check(s) For a Total of	350.38

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	350.38
Total For	2	Manual, Wire Tran, ACH & Computer Checks		350.38
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		350.38

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	350.38	350.38

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 August 25, 2025, the board, by a _____ vote, approves payments, totaling \$44,320.49. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000389 through 651000395, totaling \$44,320.49

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
651000389	COMMITTEE FOR CHILDREN	07/30/2025	3,011.35
651000390	ERNN	07/30/2025	495.00
651000391	OFFICE DEPOT-ODP BUSINESS SOLU	07/30/2025	441.22
651000392	PUGET SOUND ESD #121	07/30/2025	5,121.90
651000393	REALLY GOOD STUFF INC	07/30/2025	1,090.61
651000394	W A S A	07/30/2025	3,895.00
651000395	WAYSIDE PUBLISHING	07/30/2025	30,265.41

7 Computer Check(s) For a Total of 44,320.49

	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
	7	Computer	Checks For a Total of	44,320.49
Total For	7	Manual, Wire Tran, ACH & Computer Checks		44,320.49
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		44,320.49

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	44,320.49	44,320.49

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 August 25, 2025, the board, by a _____ vote, approves payments, totaling \$215,008.89. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000320 through 651000388, totaling \$215,008.89

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

Check Nbr	Vendor Name	Check Date	Check Amount
651000320	ABADAN	07/30/2025	3,295.55
651000321	ACCESS INFORMATION PROTECTED	07/30/2025	179.34
651000322	AMAZON CAPITAL SERVICES	07/30/2025	2,599.31
651000323	AMPLIFY EDUCATION, INC.	07/30/2025	608.00
651000324	ANDERSON, ANDREA C	07/30/2025	478.00
651000325	BASIN EXPRESS	07/30/2025	29.90
651000326	BASIN SEPTIC SERVICES INC.	07/30/2025	145.00
651000327	BRAVO TOOLS, LLC/SNAP-ON	07/30/2025	4,613.50
651000328	BRUCKNER TRUCK & EQUIP	07/30/2025	7,862.53
651000329	CASHMERE VALLEY BANK	07/30/2025	249.10
651000330	CENTRAL MACHINERY SALES, INC.	07/30/2025	139.15
651000331	CENTURYLINK	07/30/2025	32.75
651000332	CINTAS CORP	07/30/2025	711.07
651000333	COLEMAN OIL COMPANY	07/30/2025	1,145.21
651000334	COLUMBIA BASIN HOSPITAL & FAMI	07/30/2025	995.00
651000335	COLUMBIA BASIN HERALD	07/30/2025	291.32
651000336	CONFLUENCE HEALTH	07/30/2025	137.00

Check Nbr	Vendor Name	Check Date	Check Amount
651000337	COX, MARISSA JEAN	07/30/2025	403.31
651000338	CROWN PAPER & SUPPLY	07/30/2025	6,772.07
651000339	D & D ENTERPRISES, LLC	07/30/2025	92.14
651000340	DYNAMIC AIR QUALITY SERVICES	07/30/2025	738.00
651000341	EDNETICS, INC.	07/30/2025	3,028.26
651000342	EPHRATA ACE HARDWARE	07/30/2025	1,638.59
651000343	ESD 113	07/30/2025	50.00
651000344	FABER INDUSTRIAL	07/30/2025	78.74
651000345	FIRST - INSPIRATION	07/30/2025	1,637.51
651000346	FOUR SEASONS FARM SERVICE	07/30/2025	1,831.96
651000347	GARCIA, ELI	07/30/2025	314.00
651000348	GRANT COUNTY SOLID WASTE DEPAR	07/30/2025	34.53
651000349	GRANTS INC	07/30/2025	534.62
651000350	GUARDIAN FENCE LLC	07/30/2025	13,486.80
651000351	HAGY, RHONDA RENA	07/30/2025	314.00
651000352	HARVEST VALLEY PEST CONTROL	07/30/2025	957.99
651000353	INLAND PIPE & SUPPLIES	07/30/2025	204.15
651000354	JOHNSON CONTROLS FIRE PROTECTI	07/30/2025	458.53
651000355	JOHNSTONE SUPPLY	07/30/2025	152.51
651000356	JVH TECHNICAL LLC	07/30/2025	1,488.12
651000357	KNOX, DEBRA A	07/30/2025	436.16
651000358	LES SCHWAB TIRES	07/30/2025	254.73
651000359	LOCALTEL COMMUNICATIONS	07/30/2025	429.80
651000360	MARSON & MARSON LUMBER INC.	07/30/2025	298.16
651000361	MILLS, JAY	07/30/2025	349.00

Check Nbr	Vendor Name	Check Date	Check Amount
651000362	NAPA AUTO PARTS	07/30/2025	85.99
651000363	NORTH CENTRAL E S D	07/30/2025	26,670.54
651000364	OLIVER PACKAGING & EQUIP	07/30/2025	1,864.13
651000365	OREILLY AUTO PARTS	07/30/2025	258.40
651000366	PEARSON ASSESSMENT	07/30/2025	2,032.50
651000367	PLATT ELECTRIC SUPPLY	07/30/2025	501.46
651000368	POLHAMUS HEATING	07/30/2025	1,196.80
651000369	PROVIDENCE HEALTH CARE	07/30/2025	150.00
651000370	PURE FILTRATION PRODUCTS INC	07/30/2025	4,096.48
651000371	QBS LLC	07/30/2025	288.00
651000372	RATIGAN, JENNIFER L	07/30/2025	314.00
651000373	RENAISSANCE LEARNING, INC.	07/30/2025	58,540.76
651000374	REVOLVING FUND	07/30/2025	555.25
651000375	RWC INTERNATIONAL, LTD	07/30/2025	2,169.67
651000376	S & W IRRIGATION SUPPLY LLC	07/30/2025	261.34
651000377	SANDBERG, SCOTT	07/30/2025	486.00
651000378	SCELICK, SHARON MAJELLA	07/30/2025	36.00
651000379	SCHOLASTIC BOOK FAIRS	07/30/2025	9,440.73
651000380	SIGNS BY TERRI	07/30/2025	363.14
651000381	SPEC SERV PC/JACKIE POPE	07/30/2025	89.66
651000382	SS EQUIPMENT	07/30/2025	287.91
651000383	STAR AUTISM SUPPORT	07/30/2025	29,082.00
651000384	STEVENS - CLAY, P.S.	07/30/2025	442.50
651000385	T - MOBILE USA, INC.	07/30/2025	100.00
651000386	VOYAGER SOPRIS LEARNING	07/30/2025	12,156.53

Check Nbr	Vendor Name	Check Date	Check Amount
651000387	WALMART/CAPITAL ONE	07/30/2025	81.13
651000388	WESTERN EQUIP	07/30/2025	3,962.56
69	Computer	Check(s) For a Total of	215,008.89

	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
	69	Computer	Checks For a Total of	215,008.89
Total For	69	Manual, Wire Tran, ACH & Computer Checks		215,008.89
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		215,008.89

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	215,008.89	215,008.89

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

GF:	606,955.87	651000397- 651000464
CP:	24,619.25	652000009-
ASB:	6,262.79	654000040- 654000047

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: **8/12/2025**

Total amount: **\$ 637,837.91**

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 August 25, 2025, the board, by a _____ vote, approves payments, totaling \$537,642.20. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000397 through 651000447, totaling \$537,642.20

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

Check Nbr	Vendor Name	Check Date	Check Amount
651000397	A-L COMPRESSED GASES, INC.	08/12/2025	19.70
651000398	ALL DOORS AND HARDWARE CO INC	08/12/2025	25,752.17
651000399	AMAZON CAPITAL SERVICES	08/12/2025	1,697.23
651000400	AVID CENTER	08/12/2025	10,599.00
651000401	BIG BEND COMMUNITY COLLEGE	08/12/2025	186,861.83
651000402	BLUELINE EQUIPMENT CO, LLC	08/12/2025	502.31
651000403	BRAVO TOOLS, LLC/SNAP-ON	08/12/2025	9,186.08
651000404	BRUCKNER TRUCK & EQUIP	08/12/2025	4,883.89
651000405	BRYSON SALES & SERVICE	08/12/2025	996.22
651000406	CENTRAL MACHINERY SALES, INC.	08/12/2025	369.44
651000407	CENTURYLINK	08/12/2025	833.33
651000408	CINTAS CORP	08/12/2025	496.76
651000409	CITY OF EPHRATA	08/12/2025	42,076.58
651000410	CONNELL OIL INC	08/12/2025	792.77
651000411	CONSOLIDATED DISPOSAL SERVICE	08/12/2025	137.40
651000412	CROWN PAPER & SUPPLY	08/12/2025	921.35
651000413	CRUZ, DAISY YOBANA	08/12/2025	35.84

Check Nbr	Vendor Name	Check Date	Check Amount
651000414	EPHRATA ACE HARDWARE	08/12/2025	1,349.83
651000415	FASTENAL COMPANY	08/12/2025	655.42
651000416	FOUR SEASONS FARM SERVICE	08/12/2025	139.20
651000417	GCSIT, LLC	08/12/2025	52,484.04
651000418	GOIN' POSTAL	08/12/2025	16.88
651000419	GRANITE TELECOMMUNICATIONS LLC	08/12/2025	1,305.35
651000420	GRANTS INC	08/12/2025	1,980.76
651000421	IMAGINE LEARNING, LLC	08/12/2025	87,622.81
651000422	INLAND OIL & PROPANE	08/12/2025	5,133.86
651000423	INLAND PIPE & SUPPLIES	08/12/2025	377.20
651000424	KING COUNTY DIRECTORS ASSOC.	08/12/2025	10,320.00
651000425	LANGUAGE LINK	08/12/2025	1.37
651000426	LES SCHWAB TIRES	08/12/2025	94.16
651000427	MARSON & MARSON LUMBER INC.	08/12/2025	283.15
651000428	NAPA AUTO PARTS	08/12/2025	1,094.77
651000429	NORCO INC	08/12/2025	59.82
651000430	NORTH CENTRAL E S D	08/12/2025	14,143.22
651000431	NORTHWEST TEXTBOOK	08/12/2025	8,322.64
651000432	OFFICE DEPOT-ODP BUSINESS SOLU	08/12/2025	3,001.33
651000433	OREILLY AUTO PARTS	08/12/2025	203.74
651000434	PARSONS PHOTOGRAPHY	08/12/2025	70.46
651000435	PLATT ELECTRIC SUPPLY	08/12/2025	374.90
651000436	POLHAMUS HEATING	08/12/2025	1,411.53
651000437	PUD NO 2 OF GRANT COUNTY	08/12/2025	18,965.04
651000438	REVOLVING FUND	08/12/2025	515.53

Check Nbr	Vendor Name	Check Date	Check Amount
651000439	RICKS AUTO TINT, LLC	08/12/2025	3,512.16
651000440	RWC INTERNATIONAL, LTD	08/12/2025	313.04
651000441	SIGNS NOW	08/12/2025	750.66
651000442	STATE OF WA DEPT OF LICENSING	08/12/2025	45.00
651000443	SWEETWATER MUSIC TECHNOLOGY DI	08/12/2025	10,975.94
651000444	W S I P C	08/12/2025	281.37
651000445	WASHINGTON TRUST BANK	08/12/2025	10,355.50
651000446	WELLS FARGO VENDOR FINANCIAL S	08/12/2025	3,835.62
651000447	WRITING REVOLUTION, INC.	08/12/2025	11,484.00
51	Computer	Check(s) For a Total of	537,642.20

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
51	Computer	Checks For a Total of	537,642.20
Total For 51	Manual, Wire Tran, ACH & Computer	Checks	537,642.20
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	537,642.20

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	537,642.20	537,642.20

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 August 25, 2025, the board, by a _____ vote, approves payments, totaling \$69,313.67. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000448 through 651000464, totaling \$69,313.67

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

Check Nbr	Vendor Name	Check Date	Check Amount
651000448	AMAZON CAPITAL SERVICES	08/12/2025	2,905.21
651000449	ASSOCIATION OF WASH SCH PRINC	08/12/2025	11,424.00
651000450	COSTCO MEMBERSHIP	08/12/2025	195.00
651000451	CREATIVE LEARNING SYSTEMS	08/12/2025	7,000.00
651000452	DELL MARKETING LP	08/12/2025	683.73
651000453	GENERATION GENIUS, INC.	08/12/2025	2,790.00
651000454	HOUGHTON MIFFLIN HARCOURT	08/12/2025	3,456.05
651000455	KING COUNTY DIRECTORS ASSOC.	08/12/2025	993.59
651000456	NATIONAL COUNCIL FOR AG EDU	08/12/2025	1,100.00
651000457	PROJECT LEAD THE WAY, INC.	08/12/2025	1,000.00
651000458	RED ROVER TECHNOLOGIES, LLC	08/12/2025	14,640.24
651000459	SIRS	08/12/2025	868.00
651000460	SMEKENS EDUCATION, THE LITERAC	08/12/2025	2,573.00
651000461	SWANK MOVIE LICENSING USA	08/12/2025	2,995.00
651000462	TK ELEVATOR CORPORATION	08/12/2025	1,526.12
651000463	WASHINGTON TRUST BANK	08/12/2025	10,068.93
651000464	YOUSCIENCE, LLC	08/12/2025	5,094.80

Check Nbr	Vendor Name	Check Date	Check Amount
17	Computer	Check(s) For a Total of	69,313.67

	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
	17	Computer	Checks For a Total of	69,313.67
Total For 17		Manual, Wire Tran, ACH & Computer	Checks	69,313.67
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	69,313.67

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	69,313.67	69,313.67

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 25, 2025, the board, by a _____ vote, approves payments, totaling \$24,619.25. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECT WARRANTS:
Warrant Numbers 652000009 through 652000009, totaling \$24,619.25

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

Check Nbr	Vendor Name	Check Date	Check Amount
652000009	KING COUNTY DIRECTORS ASSOC.	08/12/2025	24,619.25

1	Computer	Check(s) For a Total of	24,619.25
---	----------	-------------------------	-----------

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	24,619.25
Total For	1	Manual, Wire Tran, ACH & Computer Checks		24,619.25
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	24,619.25

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	24,619.25	24,619.25

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 August 25, 2025, the board, by a _____ vote, approves payments, totaling \$6,079.72. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB FUND WARRANTS:
Warrant Numbers 654000040 through 654000046, totaling \$6,079.72

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
654000040	BSN SPORTS, LLC	08/12/2025	813.00
654000041	EPHRATA SCHOOL DISTRICT	08/12/2025	1,481.06
654000042	EPHRATA SCHOOL DIST. #165	08/12/2025	508.90
654000043	HOOP BARN ACADEMY	08/12/2025	600.00
654000044	PREMIER 1 SUPPLIES, LLC	08/12/2025	181.85
654000045	W I A A	08/12/2025	1,060.00
654000046	WASHINGTON TRUST BANK	08/12/2025	1,434.91

7 Computer Check(s) For a Total of 6,079.72

	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
	7	Computer	Checks For a Total of	6,079.72
Total For	7	Manual, Wire Tran, ACH & Computer Checks		6,079.72
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		6,079.72

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	6,079.72	6,079.72

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 August 25, 2025, the board, by a _____ vote, approves payments, totaling \$183.07. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB FUND WARRANTS:
Warrant Numbers 654000047 through 654000047, totaling \$183.07

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

Check Nbr	Vendor Name	Check Date	Check Amount
654000047	AMAZON CAPITAL SERVICES	08/12/2025	183.07

1	Computer	Check(s) For a Total of	183.07
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	183.07
Total For	1	Manual, Wire Tran, ACH & Computer Checks		183.07
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		183.07

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	183.07	183.07

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 October 31st of each year for initial approval and annual.

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. 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 of the Superintendent of 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

First Reading 7.25; Second Reading 8.25
Prior Revised Dates: 08.02

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
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

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.

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

Minimum Fund Balance

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 ten 10 percent of the current year's expenditures towards a minimum fund balance.

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

Purchasing: Authorization and Control

The board authorizes the superintendent to direct expenditures and purchases, within the limits of the 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 \$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.

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	\$ 53,195,961
Transfer to Debt Service Project from General Fund	\$ 107,901
Transfer to Capital Project Fund from General Fund	\$ 500,000
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

GESA Credit Union

67 of 137

Donation Agreement

Ephrata School District No. 165

Ephrata School District acknowledges and thanks

Juan and Anitra Castillo

For the donation of Girls Wrestling Singlets

With a monetary value of an estimated \$1,000 (dollars) to the district.

This donation is for the sole and express purpose of

To wear at breast cancer awareness competitions .

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

Ephrata High School

For a period of not less than 8 years from the time of donation.

Board Date

Superintendent

Board Approval

Principal

Do you wish to be kept anonymous?

θ Yes

θ	No
----------	----

Donations/Grants

8/12/25

Coversheet

Resolution 2024-2025-10 Current Index of Public Records

Section:	II. Action Items
Item:	B. Resolution 2024-2025-10 Current Index of Public Records
Purpose:	Vote
Submitted by:	
Related Material:	Resolution 2024-2025-10 Current Index of Public Records.pdf

Resolution 2024-2025-10 Public Access to Records

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

WHEREAS, the Ephrata School Board (“Board”) is committed to providing the public full access to records concerning the administration and operations of the District in compliance with Chapter 42.56, RCW, otherwise known as the Washington Public Records Act; and

WHEREAS the Board recognizes that the district continuously generates a tremendous volume and diversity of records; and

WHEREAS attempting to maintain a current index of all the district’s records would be impracticable, unduly burdensome and ultimately interfere with the operational work of the district;

NOW, THEREFORE BE IT RESOLVED, that the Ephrata School District will not maintain a current index of its records and that a copy of this resolution will be made available upon request.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board’s approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument.

Adopted and approved this 25th day of August, 2025.

ATTEST: Dated 25th day of August 2025

Secretary to the Board

Member

Board President

Member

Member

Member

Coversheet

Approve Purchase of Refrigerated Vending Machine at Ephrata High School

Section:	II. Action Items
Item:	C. Approve Purchase of Refrigerated Vending Machine at Ephrata High School
Purpose:	FYI
Submitted by:	
Related Material:	Vending Machine Quote.pdf

GRAPHICS AND BRANDING

OPTION 1 - Choose a design from the below generic options and add your logo. We will change each template to your brand colors.

DESIGN 1: Splatter



DESIGN 2: Swoop



DESIGN 3: Fruitopia



DESIGN 4: Falling Fruit



OPTION 2: Submit your own high resolution design (at least 1 MB in size with 85 dots per square inch or vector style that are expandable without resolution loss).



Venducation LLC
20031 Marine Dr
Stanwood, WA 98292
ashleyl@venducation.com

Estimate



ADDRESS
Ephrata School District 165 111 4th Ave NW Ephrata, WA 98823

SHIP TO
Ephrata School District 165 111 4th Ave NW Ephrata, WA 9882

ESTIMATE #	DATE	EXPIRATION DATE
LH71125.1	08/12/2025	10/12/2025

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Equipment	Evoke ST5000 elevator, VendNovation classic control board for Skyward, glass heater, Conlux coin changer, Conlux DBA, 3-sided wrap	1	15,790.00	15,790.00
	Shipping	White Glove Delivery Estimate	1	902.00	902.00

For machine purchases:
Please note that you will need to purchase a vending license from your point of sale for each unit.
There is a software fee of \$300 per machine annually to be billed by VendNovation (different company) after installation.

TOTAL

\$16,692.00

Accepted By

Accepted Date

Coversheet

Budget Report

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



EPHRATA
SCHOOL DISTRICT

July 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 92% of the fiscal year.

- Revenues are lower than budgeted at 90.82%. 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 \$2,181,893.33 in property tax revenue which is 101.92% 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 86.36% of our total budgeted expenditures. However, including encumbered PO's for payroll and other expenses we are at 95.05% of our budgeted expenditures.
- The District's ending fund balance is sufficient to cover the minimum fund balance policy requirement of \$3,564,550 which is 7.0% of the prior year's budgeted expenditures. Included in our fund balance is:
 - GL 821 Restricted for Carryover - \$587,167.43. This is based on final year-end calculations from FY2023-24.
 - GL 830 Restricted for Debt Service - \$107,401.00
 - GL 890 Unassigned Fund Balance - \$4,130,350.27

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 \$794,368.72 in property tax revenue which is 101.32% 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 \$2,262,395.04 in property tax revenue which is 101.56% 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 \$125,691.90 in property tax revenue which is 102.19% of what was budgeted for property tax revenue for the year.

EPHRATA SCHOOL DISTRICT #165**MONTHLY REVENUE REPORT****AS OF 07.31.25****GENERAL FUND - REVENUES**

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 2,456,160	\$ 3,303,622	\$ 2,435,229	\$ 2,933,770	\$ 2,948,482	\$ 2,852,178	\$ 3,126,402	\$ 4,421,504	\$ 2,736,731	\$ 2,382,391	\$ 3,953,080	\$ 3,601,169	\$ 3,095,893
2021-22	\$ 2,442,875	\$ 3,057,367	\$ 2,780,932	\$ 3,392,181	\$ 2,934,924	\$ 3,191,937	\$ 3,292,581	\$ 4,672,460	\$ 2,877,841	\$ 2,334,709	\$ 4,060,632	\$ 3,766,917	\$ 3,233,780
2022-23	\$ 2,765,170	\$ 3,490,864	\$ 2,641,161	\$ 3,831,405	\$ 3,495,708	\$ 3,443,346	\$ 3,800,667	\$ 5,043,036	\$ 3,021,702	\$ 2,552,440	\$ 4,522,000	\$ 4,690,805	\$ 3,608,192
2023-2024	\$ 3,051,716	\$ 3,899,318	\$ 3,088,398	\$ 3,515,487	\$ 3,968,936	\$ 3,549,189	\$ 3,823,245	\$ 5,471,695	\$ 3,283,616	\$ 2,750,259	\$ 4,863,777	\$ 4,893,041	\$ 3,846,556
2020-2024 4 Yr Avg	\$ 2,678,980	\$ 3,437,793	\$ 2,736,430	\$ 3,418,211	\$ 3,337,013	\$ 3,259,162	\$ 3,510,724	\$ 4,902,174	\$ 2,979,972	\$ 2,504,950	\$ 4,349,872	\$ 4,237,983	\$ 3,446,105
2024-25	\$ 3,136,485	\$ 3,629,303	\$ 3,955,453	\$ 3,935,152	\$ 3,952,196	\$ 3,937,995	\$ 3,970,997	\$ 5,876,561	\$ 3,100,019	\$ 2,714,216	\$ 5,601,762		

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	\$ 128,513		

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	\$ 19,381		

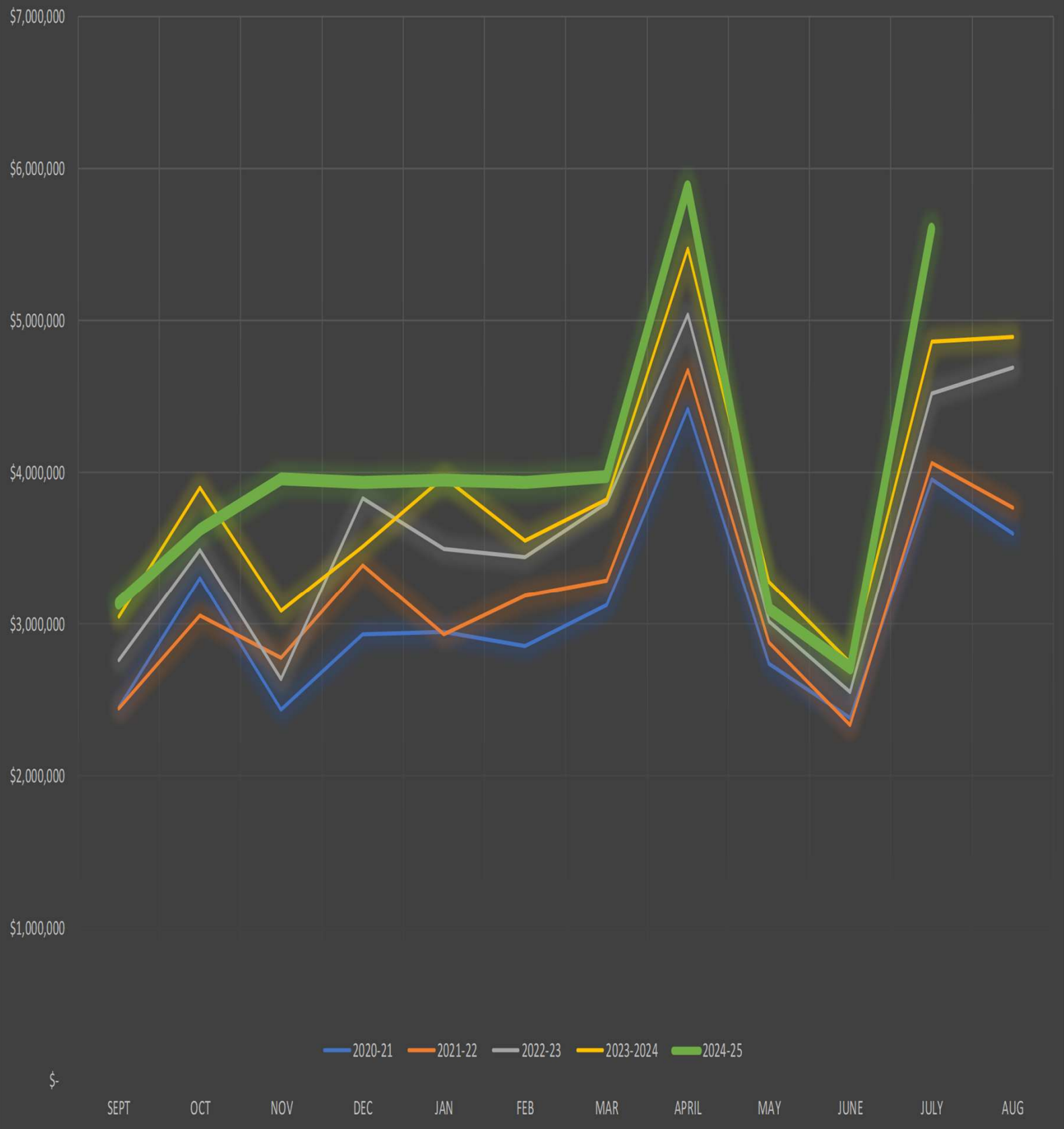
ASB FUND - REVENUES

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	\$ 16,929		

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	\$ 5,641		

General Fund Revenues History



EPHRATA SCHOOL DISTRICT #165**MONTHLY EXPENDITURE REPORT****AS OF 07.31.25****GENERAL FUND - EXPENDITURES**

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 3,208,941	\$ 3,047,735	\$ 2,677,934	\$ 2,604,385	\$ 2,856,342	\$ 2,750,388	\$ 2,873,876	\$ 3,114,385	\$ 3,030,785	\$ 3,455,932	\$ 2,957,426	\$ 6,115,647	\$ 3,000,754
2021-22	\$ 3,100,477	\$ 3,237,740	\$ 3,213,556	\$ 3,196,234	\$ 3,149,941	\$ 2,985,563	\$ 3,816,564	\$ 3,217,420	\$ 3,229,438	\$ 3,248,890	\$ 3,191,024	\$ 4,154,358	\$ 3,311,767
2022-23	\$ 3,058,538	\$ 3,969,282	\$ 3,348,925	\$ 3,322,075	\$ 3,372,273	\$ 3,746,522	\$ 3,444,208	\$ 3,492,788	\$ 3,449,421	\$ 3,762,236	\$ 3,638,918	\$ 3,538,766	\$ 3,511,996
2023-24	\$ 4,085,331	\$ 3,755,332	\$ 3,636,684	\$ 3,919,629	\$ 3,682,262	\$ 3,600,197	\$ 3,665,263	\$ 3,736,276	\$ 4,154,211	\$ 4,052,749	\$ 3,872,129	\$ 3,824,801	\$ 3,832,072
2020-2024 4 Yr Avg	\$ 3,363,322	\$ 3,502,522	\$ 3,219,275	\$ 3,260,581	\$ 3,265,204	\$ 3,270,667	\$ 3,449,978	\$ 3,390,217	\$ 3,465,964	\$ 3,629,952	\$ 3,414,874	\$ 4,408,393	\$ 3,414,147
2024-25	\$ 4,389,016	\$ 4,005,796	\$ 3,759,103	\$ 3,807,607	\$ 3,887,311	\$ 3,996,390	\$ 3,864,507	\$ 4,176,770	\$ 3,932,447	\$ 4,256,646	\$ 3,974,047		

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	\$ 147,626		

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	\$ -		

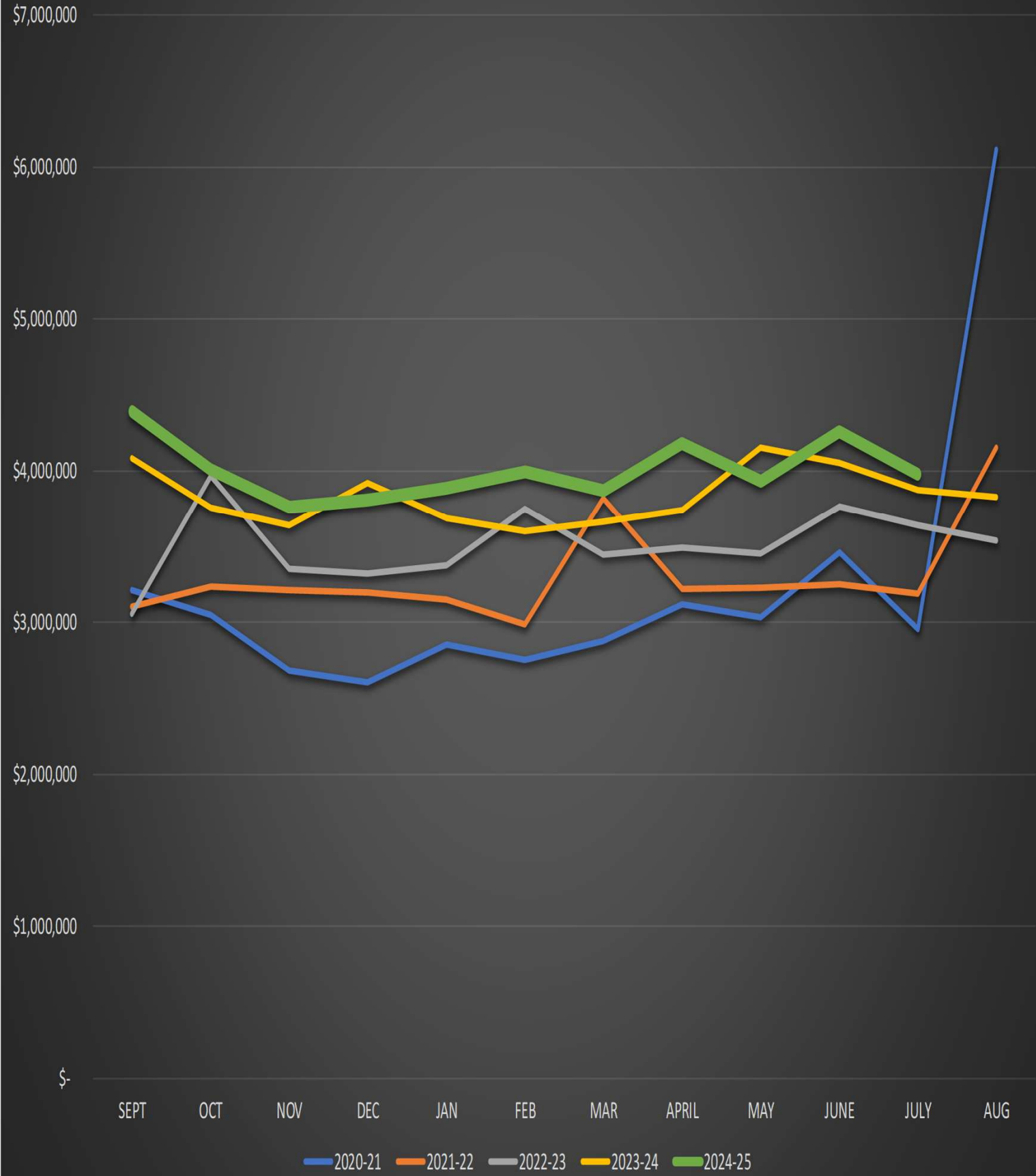
ASB FUND - EXPENDITURES

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	\$ 77,999		

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 07.31.25****GENERAL FUND - FUND BALANCE**

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 8,296,245	\$ 8,552,132	\$ 8,309,427	\$ 8,638,811	\$ 8,730,951	\$ 8,832,742	\$ 9,085,267	\$ 10,392,386	\$ 10,098,332	\$ 8,920,500	\$ 9,218,563	\$ 9,388,819	\$ 9,038,681
2021-22	\$ 9,501,106	\$ 9,320,734	\$ 8,888,109	\$ 9,084,056	\$ 8,869,039	\$ 9,075,414	\$ 8,551,431	\$ 10,006,471	\$ 9,654,874	\$ 8,646,765	\$ 9,516,373	\$ 9,055,370	\$ 9,180,812
2022-23	\$ 8,983,225	\$ 8,504,808	\$ 7,821,335	\$ 8,321,163	\$ 8,444,598	\$ 8,141,149	\$ 8,497,608	\$ 10,047,855	\$ 9,620,137	\$ 8,313,266	\$ 9,196,348	\$ 10,356,959	\$ 8,854,038
2023-24	\$ 9,309,355	\$ 9,453,342	\$ 8,905,056	\$ 8,493,602	\$ 8,780,277	\$ 8,729,268	\$ 8,887,250	\$ 10,622,669	\$ 9,752,074	\$ 8,449,584	\$ 9,341,580	\$ 9,817,427	\$ 9,211,790
2020-2024 4 Yr Avg	\$ 9,022,483	\$ 8,957,754	\$ 8,480,982	\$ 8,634,408	\$ 8,706,216	\$ 8,694,643	\$ 8,755,389	\$ 10,267,345	\$ 9,781,354	\$ 8,582,529	\$ 9,318,216	\$ 9,654,644	\$ 9,071,330
2024-25	\$ 8,564,721	\$ 8,188,228	\$ 8,384,754	\$ 8,507,294	\$ 8,572,582	\$ 8,514,187	\$ 8,620,677	\$ 10,320,467	\$ 9,488,039	\$ 7,843,213	\$ 9,470,928		

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	\$ 2,784,174		

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	\$ 1,662,590		

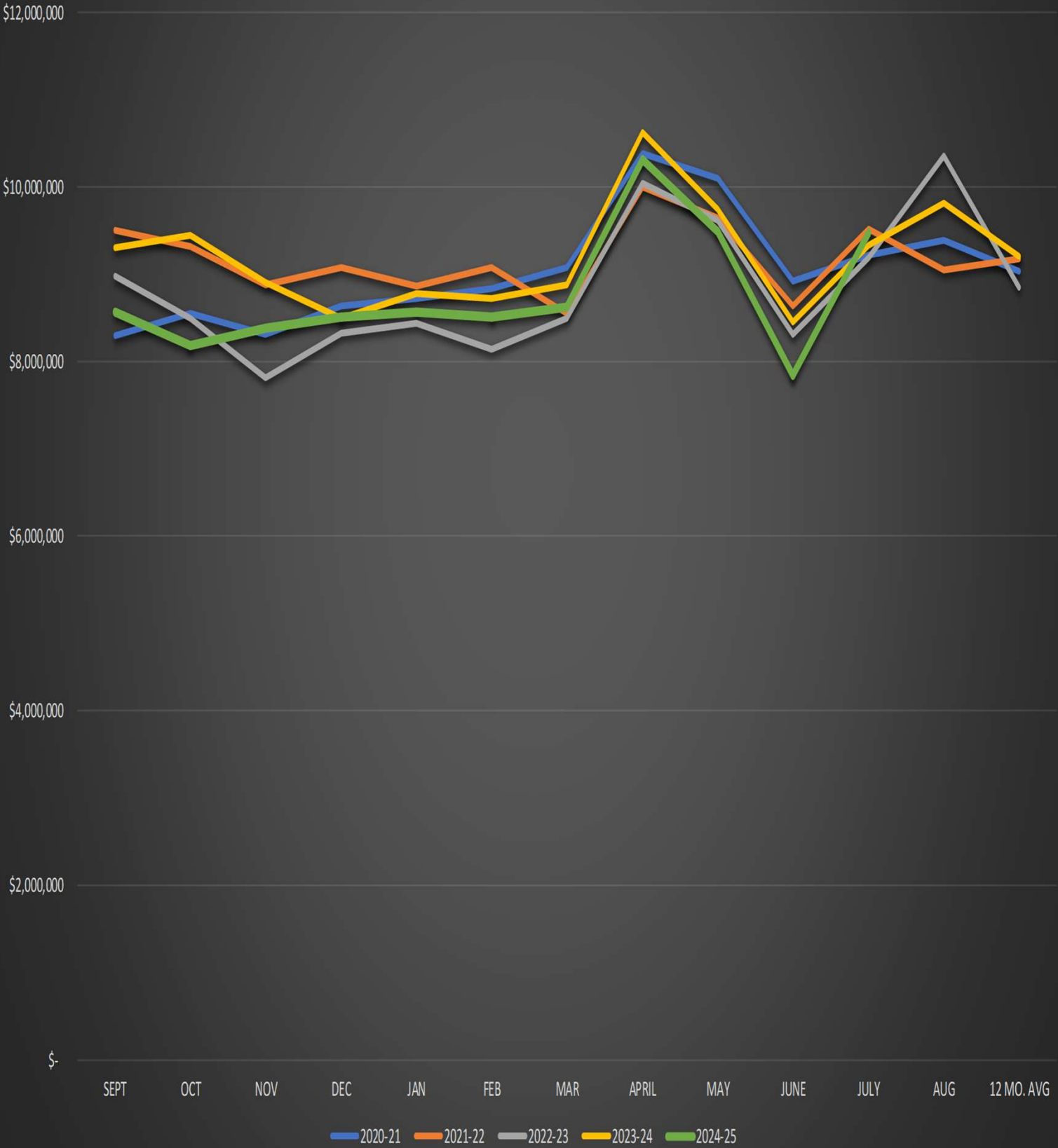
ASB FUND - FUND BALANCE

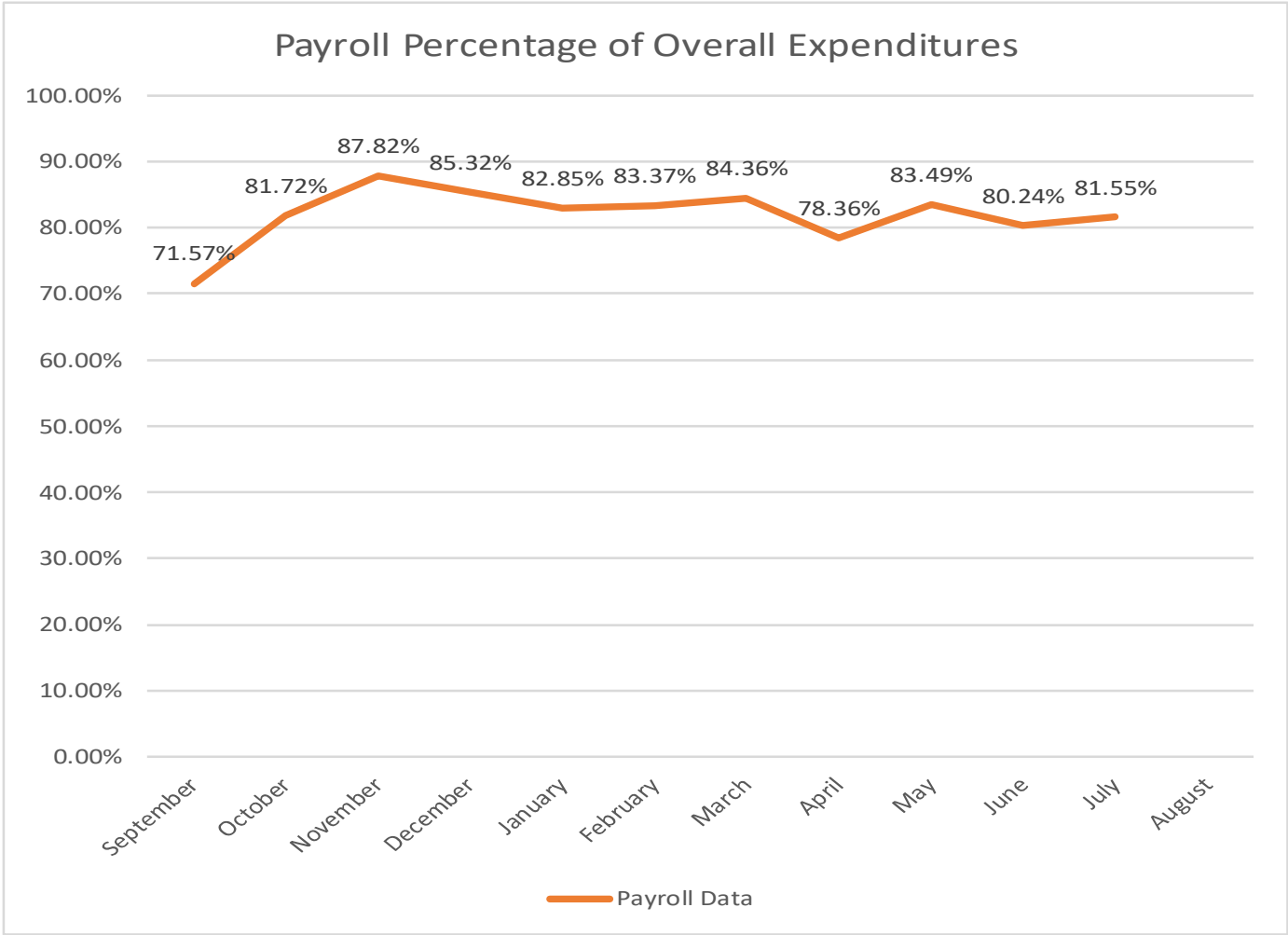
YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2020-21	\$ 323,721	\$ 312,115	\$ 307,583	\$ 316,808	\$ 302,599	\$ 309,445	\$ 306,385	\$ 313,868	\$ 327,548	\$ 324,080	\$ 339,598	\$ 359,196	\$ 320,246
2021-22	\$ 365,942	\$ 371,920	\$ 381,365	\$ 397,032	\$ 400,614	\$ 403,177	\$ 395,755	\$ 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	\$ 411,503		

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	\$ 633,569		

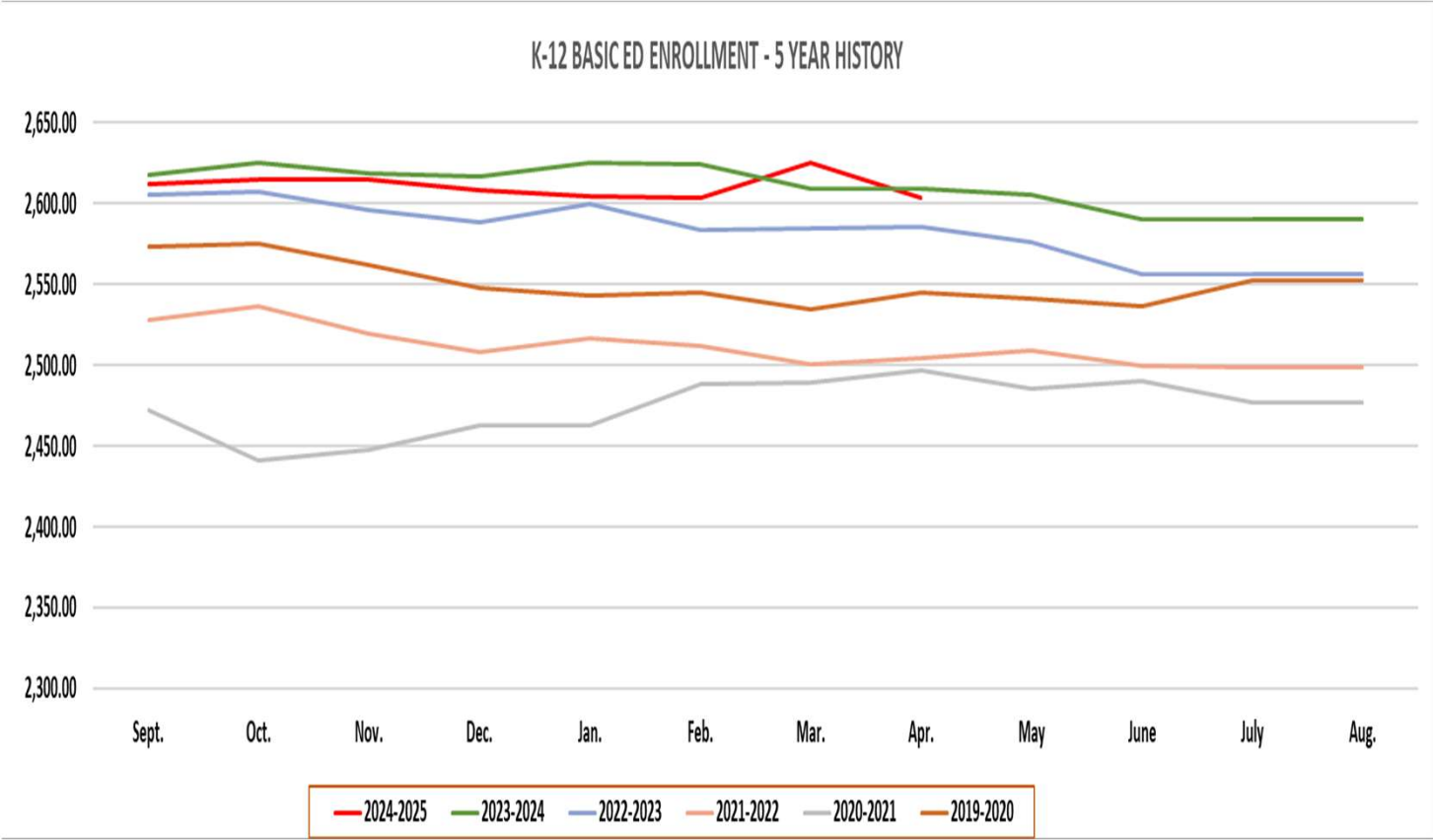
General Fund Balance History





	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	3,240,738.66	3,974,047.11	81.55%
August			
TOTAL	35,989,301.32	44,049,639.71	81.70%

ENROLLMENT



ENROLLMENT - 5 YEAR HISTORY

Month	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	AVERAGE
2024-2025	2,612.12	2,614.91	2,615.33	2,608.15	2,604.21	2,603.71	2,625.61	2,603.81	2,598.62	2,598.84	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 July 31, 2025

FY 2024-25**GENERAL EXPENSE FUND**Revenues

	Budget	Actual thru July-25	Encumbrances	Budget Remaining	% of Budget
1000 Local Taxes	2,140,835	2,181,893.33	-	(41,058.33)	101.92%
2000 Local Nontax	2,184,445	406,398.91	-	1,778,046.09	18.60%
3000 State, General Purpose	30,330,285	27,723,590.95	-	2,606,694.05	91.41%
4000 State, Special Purpose	9,618,968	10,350,011.93	-	(731,043.93)	107.60%
5000 Federal, General Purpose	-	317.42	-	(317.42)	0.00%
6000 Federal, Special Purpose	3,944,761	3,113,797.70	-	830,963.30	78.94%
7000 Revenues from Other School Dist			-	-	0.00%
8000 Revenues from Other Agencies	21,791	34,129.16	-	(12,338.16)	156.62%
9000 Other Financing Sources		-	-	-	0.00%
Total Revenues	48,241,085	43,810,139.40	-	4,430,945.60	90.81%

Expenditures

00 Regular Instruction	24,313,794	22,046,781.89	2,014,923.91	252,088.20	98.96%
10 Federal Stimulus	0	4,360.04	-	(4,360.04)	0.00%
20 Special Ed Instruction	5,010,051	4,613,089.27	546,458.10	(149,496.37)	102.98%
30 Vocational Instruction	3,018,341	2,475,167.43	235,952.06	307,221.51	89.82%
50/60 Compensatory Instruction	3,981,429	3,354,809.80	415,942.94	210,676.26	94.71%
70 Other Instructional Program	2,125,346	148,924.08	21,971.62	1,954,450.30	8.04%
80 Community Support	945,665	872,797.78	62,614.63	10,252.59	98.92%
90 Support Services	11,616,384	10,533,306.99	1,138,720.87	(55,643.86)	100.48%
Total Expenditures	51,011,010	44,049,237.28	4,436,584.13	2,525,188.59	95.05%

Operating Transfers Out	607,401.00	107,401.33
Prior Year Adjustment		

REVENUES OVER (UNDER)

TOTAL EXPENDITURES	(3,377,326.00)	(346,499.21)
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Fund Balance at September 1, 2024

10,000,000	9,817,427.01
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Current Total Ending Fund Balance

6,622,674	9,470,927.80
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Ending Fund Balance Accounts

GL 810 Reserved For Other Items	311,126	471,935.59
GL 821 Reserved For Carryover	701,387	587,167.43
GL 828 Reserved For Food Service Carryover	159,689.00	158,841.76
GL 830 Reserved For Debt Service	107,401.00	107,401.00
GL 840 Reserved For Inventory/Prepaid		789,887.01
GL 870 Committed -Other Items		
GL 872 Committed to Min Fund Bal Policy		
GL 884 Assigned to Other Cap Projects		
GL 888 Assigned to Other Purposes		
GL 875 Unrsrvd, Dsgntd-Contingencies		
GL 890 Unassigned Fund Bal	1,778,521	4,130,350.27
GL 891 Unassigned Min Fnd Bal Policy	3,564,550	3,225,344.74
TOTAL Ending Fund Balance	6,622,674	9,470,927.80

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

FY 2024-25					
	Budget	Actual thru July-25	Encumbrances	Budget Remaining	% of Budget
CAPITAL PROJECTS FUND					
<u>Revenues</u>					
1000 Local Taxes	784,000	794,368.72	-	(10,368.72)	101.32%
2000 Local Nontax	150,000	66,531.22	-	83,468.78	44.35%
4000 State, Special Purpose	265,000	730,361.76	-	(465,361.76)	275.61%
6000 Federal, Special Purpose			-	-	0.00%
9000 Other Financing Sources	500,000		-	500,000.00	0.00%
Total Revenues	1,699,000	1,591,261.70	-	107,738.30	93.66%
<u>Expenditures</u>					
10 Sites		83,421.02	-	(83,421.02)	0.00%
20 Building	3,286,098	1,424,120.81	16,389.00	1,845,588.19	43.84%
30 Equipment	294,493.00	501,744.61	76,722.44	(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	2,009,286.44	93,111.44	1,478,193.12	58.72%
Operating Transfers Out	-	-			
Other Financing Uses	-				
Prior Year Adjustment	-	-			
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	(1,881,591)	(418,024.74)			
Fund Balance at September 1, 2024	1,881,591	3,202,198.93			
Current Fund Balance	-	2,784,174.19			
<u>Ending Fund Balance Accounts</u>					
GL 810 Reserved For Other Items	-	-			
GL 821 Reserved For Carryover	-	-			
GL 830 Reserved For Debt Service	-	-			
GL 861 Restricted from Bond Proceeds	-	-			
GL 862 Committed from Levy Proceeds	-	1,345,992.51			
GL 863 Restricted from State Proceeds	-	179,321.92			
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	-	1,258,859.76			
GL 891 Unassigned Min Fnd Bal Policy	-	-			
TOTAL Ending Fund Balance	-	2,784,174.19			

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

FY 2024-25					
	Budget	Actual thru July-25	Encumbrances	Budget Remaining	% of Budget
DEBT SERVICE FUND					
<u>Revenues</u>					
1000 Local Taxes	2,227,560	2,262,395.04	-	(34,835.04)	101.56%
2000 Local Nontax	7,500	30,047.24	-	(22,547.24)	400.63%
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	2,400,018.61	-	(57,557.61)	102.46%
<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	164,667.28			
Fund Balance at September 1, 2024	1,501,513	1,497,922.73			
Current Fund Balance	1,599,148	1,662,590.01			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 830 Reserved For Debt Service	1,599,148	1,662,590.01			
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	1,662,590.01			

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

FY 2024-25					
	Budget	Actual thru July-25	Encumbrances	Budget Remaining	% of Budget
ASSOCIATED STUDENT BODY FUND					
<u>Revenues</u>					
1000 General Student Body	319,000	137,032.13	-	181,967.87	42.96%
2000 Athletics	429,350	212,853.82	-	216,496.18	49.58%
3000 Classes	23,300	9,312.67	-	13,987.33	39.97%
4000 Clubs	455,415	114,747.77	-	340,667.23	25.20%
6000 Private Moneys	40,312	12,395.22	-	27,916.78	30.75%
Total Revenues	1,267,377	486,341.61	-	781,035.39	38.37%
<u>Expenditures</u>					
1000 General Student Body	409,650	186,533.17	3,666.23	219,450.60	46.43%
2000 Athletics	338,235	171,180.00	10,301.38	156,753.62	53.66%
3000 Classes	20,000	8,136.42	-	11,863.58	40.68%
4000 Clubs	444,105	123,453.10	9,047.42	311,604.48	29.84%
6000 Private Moneys	28,200	11,689.79	-	16,510.21	41.45%
Total Expenditures	1,240,190	500,992.48	23,015.03	716,182.49	42.25%
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	27,187	(14,650.87)			
Fund Balance at September 1, 2024	385,921	426,138.54			
Current Fund Balance	413,108	411,487.67			
<u>Ending Fund Balance Accounts</u>					
GL 810 Reserved For Other Items	-	-			
GL 819 Restricted for Fund Purposes	413,108	409,814.88			
GL 840 Nonspdn 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	411,502.67			

EPHRATA SCHOOL DISTRICT

Transportation Vehicle Fund Budget Status

For the Period Ended July 31, 2025

FY 2024-25					
	Budget	Actual thru July-25	Encumbrances	Budget Remaining	% of Budget
TRANSPORTATION VEHICLE FUND					
<u>Revenues</u>					
1000 Local Taxes	123,000.00	125,691.90	-	(2,691.90)	102.19%
2000 Local Nontax	4,800	19,376.70	-	(14,576.70)	403.68%
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	-	4,185.00	-	(4,185.00)	0.00%
Total Revenues	632,511	149,253.60	-	483,257.40	23.60%
<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)	(447,061.72)			
Fund Balance at September 1, 2024	1,086,080	1,080,630.53			
Current Fund Balance	-	633,568.81			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 819 Restricted for Fund Purposes	-	633,568.81			
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	-	633,568.81			

Coversheet

First Reading of Policy

Section: III. Non-Action Items
Item: D. First Reading of Policy
Purpose: Discuss

Submitted by:

Related Material:

1111 Oath of Office - Discretionary.pdf
3143 Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm - Essential.pdf
3210 Nondiscrimination - Essential.pdf
3520 Student Fees Fines or Charges - Essential.pdf
4260 Use of School Facilities - Essential.pdf
5122 Staff Dress Code - Retire.pdf
6630 Driver Trainer and Responsibilities - Discretionary.pdf
6801 Capital Assets -Theft-Sensitive Assets - Essential.pdf

OATH OF OFFICE

~~According to statutory provision, each~~ Each newly elected, re-elected, or appointed director shall ~~will~~ take an oath or affirmation to support the constitutions of the United States and the state of Washington, ~~and to promote the interests laws of education the state of Washington~~ and to faithfully discharge the duties of his/her the office to the best of his or her ability. ~~A school district~~ The oath or affirmation must be endorsed by and sworn to before an officer or notary public authorized to administer oaths. ~~must certify~~ School officials are authorized to this oath and the signature of the member administer all oaths or affirmations pertaining to their respective offices. After properly completed, the oath or affirmation is made, it of office will be filed with the county auditor.

Legal Reference: RCW 28A.343.360 Oath of Office



Policy: 3143
Section: 3000 - Students

Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm

The ~~Ephrata School District~~district is committed to providing a safe and secure environment for all its students and staff. All students, including those who have committed or been adjudicated for offenses, have constitutional rights to public education.

A. Notification of Student Offenses from County Sheriff's Office, Courts, Department of Social and Health Services, Department of Corrections, and Other School Districts.

The district receives notices and information about student offenders from several statutorily authorized sources, including the county sheriff's office, the courts, the department of social and health services, the department of corrections, and other school districts where the student previously enrolled. The district will take appropriate precautionary measures when it receives notices and information of student offenses from any of these sources. Student discipline, if any, will be consistent with 3241 – Student Discipline modify as accurate for your district.

The superintendent, or his or her designee, and school principals play an important role in determining and implementing appropriate precautionary measures relating to notices and information about student offenses. If the superintendent, a designee of the superintendent, or a principal of a school receives student offense information under RCW 28A.225.330 (notifications from other school districts), 9A.44.138 (sheriff notifications to school districts), 13.04.155 (court notifications to school districts), 13.40.215 (department of children, youth, and families notifications to school districts), or 72.09.730 (department of corrections notifications to school districts), the following notification provisions will be followed.

1. Sex Offenses and Registered Sex or Kidnapping Offenders.

a. Superintendent or Designee. Upon receipt of information about sex offenses as defined in RCW 9.94A.030 or upon receipt of information about registered sex or

kidnapping offenders pursuant to RCW 9A.44.138, the superintendent or his or her designee will provide the information to the principal of the school where the student is enrolled or will enroll—or, if not known, where the student was most recently enrolled.

b. Principals. When the principal receives the information described above, he or she must then disclose the information as follows.

If the student is classified as a risk level II or III, the principal shall provide the information received to every teacher of the student and to any other personnel who, in the judgment of the principal, supervises the student or for security purposes should be aware of the student's record.

If the student is classified as a risk level I, the principal shall provide the information received only to personnel who, in the judgment of the principal, for security purposes should be aware of the student's record.

c. Convicted Juvenile Sex Offenders Attendance at Victims School. Convicted juvenile sex offenders are prohibited from attending the elementary, middle, or high school attended by their victims or their victims' siblings. The parents or legal guardians of the convicted juvenile sex offender shall be responsible for providing transportation or covering other costs associated with or required by the sex offender's change in school.

The Department of Social and Health Services (DSHS) Sex Offender School Attendance Program assists with ensuring that juvenile sex offenders, committed to Juvenile Rehabilitation Administration (JRA), do not enroll in the same school as their victim or their victims' siblings. If there is a conflict in schools, DSHS program staff will work with JRA to have the offender moved to another school.

d. Collaboration. The principal or designee will consult and collaborate with department of corrections, juvenile justice staff, treatment providers, victim support groups, and families, as applicable, when working with students required to register as a sex or kidnapping offender.

e. Inquiries by the Public. Law enforcement agencies receive relevant information about the release of sex and kidnapping offenders into communities and decide when such information needs to be released to the public. Therefore, district and school staff will refer all inquiries by the public at large (including parents and students) regarding students required to register as a sex or kidnapping offender directly to law enforcement.

2. Violent Offenses, Firearms and Dangerous Weapons Crimes, Unlawful Possession or Delivery of Controlled Substances, or School Disciplinary Actions.

a. Superintendent or Designee. Upon receipt of information about a violent offense as defined in RCW 9.94A.030, any crime under chapter 9.41 RCW, unlawful possession or delivery, or both, of a controlled substance in violation of chapter 69.50 RCW, or a school disciplinary action, the superintendent or designee will provide the information to the principal of the school where the student is enrolled or will enrolled—or, if not known, where the student was most recently enrolled.

b. Principals. When the principal, receives the information described above, he or she, *has discretion* to share the information with a district staff member if, in the principal's judgment, the information is necessary for:

- The staff member to supervise the student;
- • The staff member to provide or refer the student to therapeutic or behavioral health services; or
- • Security purposes.

School principals and staff should use care not to allow a student's demographic or personal characteristics to bias the decision of whether to share information received.

Upon receipt of information about an adjudication in juvenile court for an unlawful possession of a controlled substance in violation of chapter 69.50 RCW, the principal *must* notify the student and the parent or legal guardian at least five days before sharing the information with a district staff member.

If either the student or the student's parent or legal guardian objects to the proposed sharing of the information, the student, the student's parent or legal guardian, or both, may, within five business days of receiving notice from the principal, appeal the decision to share the information with staff to the superintendent of the district in accordance with procedures developed by the district.

The superintendent shall have five business days after receiving an appeal under the above to make a written determination on the matter. Determinations by the superintendent under this subsection are final and not subject to further appeal.

A principal may not share adjudication information under this subsection with a district staff member while an appeal is pending.

3. Public Records Act.

- Any information received by district staff under this section is exempt from disclosure under the public records act (chapter 42.56 RCW) and may not be further disseminated except as provided in RCW 28A.225.330, other statutes or case law, and the family and educational and privacy rights act of 1994 (20 U.S.C. Sec. 1232g et seq.).

4. Assignment of Student Offenders to Certain Classrooms.

- A student committing an offense under chapter 9A.36 (assault), 9A.40 (kidnapping, unlawful imprisonment, custodial interference, luring, trafficking, and coercion of involuntary servitude), 9A.46 (harassment), or 9A.48 RCW (arson, reckless burning, and malicious mischief) when the activity is directed toward the teacher, shall

not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned.

- A student who commits an offense under chapter 9A.36 (assault), 9A.40 (kidnapping, unlawful imprisonment, custodial interference, luring, trafficking, and coercion of involuntary servitude), 9A.46 (harassment), or 9A.48 RCW (arson, reckless burning, and malicious mischief), when directed toward another student, may be removed from the classroom of the victim for the duration of the student's attendance at that school or any other school where the victim is enrolled.

B. Notification of Threats of Violence or Harm.

- Students and school employees who are subjects of threats of violence or harm will be notified of the threats in a timely manner. "Threats of violence or harm" means direct or indirect communications by any means of the intent to inflict physical harm upon a specific individual or individuals or that place a person in fear of the imminent likelihood of serious harm.

- The district will assess and address potential threats of violence or harm in a manner consistent with Policy and Procedure 3225 – School-Based Threat Assessment modify as accurate for your district, other safety policies, and comprehensive safe school plans. In instances where the threat is deemed moderate risk or high risk, or requires further intervention to prevent violence or serious harm, the school administrator shall notify the parent and/or guardian of any student who is the target/recipient of a threat as well as the parent and/or guardian of any student who made the threat. The district will ensure that the notice is in a language the parent and/or guardian understands, which may require

language assistance for parents or guardians with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

- If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

- The district may use information about a threat of harm or violence in connection with student discipline consistent with Policy and Procedure 3241 – Student Discipline modify as accurate for your district.

- The district, board, school officials, and school employees providing notice in good faith as required and consistent with the board's policies are immune from any liability arising out of such notification. A person who intentionally and in bad faith or maliciously, knowingly makes a false notification of a threat under this section is guilty of a misdemeanor punishable under RCW 9A.20.021.

C. Immunity.

- Any school district or district employee who releases the information in compliance with federal and state law is immune from civil liability for damages unless it is shown that the school district or district employee acted with gross negligence or in bad faith.

D. Notification of Criminal Action

Upon receiving a report that a criminal action is alleged to have been committed against a student on school property during the school day or during a school-sponsored activity, including if there has been a shooting on school property, or that a student has been detained based on probable cause that they were involved in criminal activity on school property during the school day, the district will immediately notify the student's parents or legal guardians.

Cross References:

- 2161 - Special Education and Related Services for Eligible Students
- 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
- ~~3120 – Enrollment~~
- ~~3140 – Release of Resident Students~~
- 3120 - Enrollment
- 3140 - Release of Resident Students
- 3207 - Prohibition of Harassment, Intimidation, and Bullying
- of Students ~~3225 – School-Based Threat Assessment~~

~~Policy 3143~~~~3231 - Student Records~~~~3241 - Student Discipline~~~~3225 - School-Based Threat Assessment~~~~3231 - Student Records~~~~3241 - Student Discipline~~~~4020 - Confidential Communications~~~~5281 - Disciplinary Action and Discharge~~~~6513 - Workplace Violence Prevention~~~~5281 - Disciplinary Action and Discharge~~ RCW 4.24.550 Sex~~offenders and kidnapping offenders — Release of information to public — Web site~~~~RCW 9A.44.130 Registration of sex offenders and kidnapping offenders — Procedures — Definition — Penalties~~~~RCW 13.04.155 Notification to school principal of conviction, adjudication, or diversion agreement — Provision of information to teachers and other personnel — Confidentiality~~~~RCW 13.40.215 Juveniles found to have committed violent or sex offense or stalking — Notification of discharge, parole, leave, release, transfer, or escape — To whom given — School attendance — Definitions~~~~RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules~~~~RCW 28A.320.128 Notice and disclosure policies — Threats of violence — Student conduct — Immunity for good faith notice — Penalty~~~~RCW 28A.600.460 Classroom discipline — Policies — Classroom placement of student offenders — Data on disciplinary actions~~~~RCW 28A.320; 2020 c 167 § 1 — Notification provisions~~~~RCW 72.09.345 Sex offenders — Release of information to protect public — End of sentence review committee — Assessment — Records access —~~~~Review, classification, referral of offenders — Issuance of narrative notices WAC 392-400 Student Discipline~~~~20 U.S.C. 1232g; 34 C.F.R. Part 99 Family Educational Rights and Privacy Act~~~~Article IX, Section 1, Washington State Constitution~~~~6513 - Workplace Violence Prevention~~

Legal References:

Legal References:RCW 13.04.155 Notification to designated recipient of adjudication or conviction — Information exempt from disclosureRCW 13.40.215 Juveniles found to have committed violent or sex offense or stalking — Notification of discharge, parole, leave, release, transfer, or escape — To whom given — School attendance — DefinitionsRCW 28A.600.460 Classroom discipline — Policies - Classroom placement of student offenders — Data on disciplinary actionsRCW 28A.605.005 Parental rightsRCW 4.24.550 Sex offenders and kidnapping offenders — Release of information to public — Website

Policy 3143

RCW 9A.44.130 Registration of sex offenders and kidnapping offenders — Procedures — Definition — Penalties
RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — Immunity from liability — Rules
RCW 28A.320.128 Notice and disclosure policies — Threats of violence — Student conduct — Immunity for good faith notice — Penalty
RCW 28A.320; 2020 c 167 § 1 – Notification provisions
RCW 72.09.345 Sex offenders — Release of information to protect public — End-of-sentence review committee — Assessment — Records access — Review, classification, referral of offenders — Issuance of narrative notices
WAC 392-400 Student Discipline
20 U.S.C. 1232g; 34 C.F.R. Part 99 Family Educational Rights and Privacy Act
Article IX, Section 1, Washington State Constitution

Management Resources:

~~2020—August Issue~~
~~2019~~2018 - December ~~Issue~~
 2018 - December Policy Issue
 2018 - August 2018 - August Policy Issue
 2010 - October Issue
~~2010—February Issue~~
~~2006—December Issue~~
~~1999—June Issue~~ Policy News, June 1999 School Safety Bills Impact Policy
Policy News, August 1997 Legislature addresses student discipline
~~1997~~2020 - August Issue

Last Revised: July [], 2025

Classification: Essential

Prior Revised Dates: 06.00; 10.10; 12.11; 08.18; 12/01/2018; 08.20

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~~Classification—Essential~~

Policy: 3210
Section: 3000 - Students

Nondiscrimination

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

Definition

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

Nondiscrimination Statement

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

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

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

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

~~Adoption Date: First Reading 2.25, Second 3.25~~

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

~~Classification—Essential~~**Model Student Handbook Language**

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

Discriminatory Harassment

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

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

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

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

Complaint Procedure

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

~~Adoption Date: First Reading 2.25, Second 3.25~~

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

~~Classification—Essential~~

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

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

Compliance Officer

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

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

Training

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

Retaliation Prohibited

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

- Any person who retaliates will be subject to appropriate discipline.

Cross References:

~~4217—Effective Communication~~

2020 - Course Design, Selection, and Adoption of Instructional Materials

~~4260—Use of School Facilities~~

~~3211—Transgender Students~~ 2030 - Service Animals in Schools

2140 - Comprehensive School Counseling Program

2150 - Co-Curricular Program

2151 - Interscholastic Activities

~~Adoption Date: First Reading 2.25, Second 3.25~~

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

~~Classification—Essential~~~~2150—Co-Curricular Program~~~~2140—Guidance and Counseling~~~~2030—Service Animals in Schools~~~~2020—Curriculum Development and Adoption of Instructional Materials~~~~3205 —Sex Discrimination and Sex-Based- Sexual Harassment of Students Prohibited~~~~3206 - Pregnant and Parenting Students~~~~3206 —Pregnant and Parenting Students~~~~3207 -- Prohibition of Harassment, Intimidation, and Bullying of Students~~~~3211 - Gender-Inclusive Schools~~~~Legal~~~~References:~~~~Chapter 28A.640 RCW Sexual Equality 4217 - Effective Communication~~~~Chapter 28A.642 RCW Discrimination Prohibition~~~~Chapter 49.60 RCW Discrimination—Human Rights Commission~~~~RCW 28A.300.286 Discrimination, harassment, intimidation, and bullying—Policies and complaint procedures—Posting of model student handbook language~~~~Chapter 392-190 WAC Equal Educational Opportunity—Unlawful Discrimination Prohibited~~~~20 U.S.C. §§ 1681-1688 Title IX of the Education Amendments of 1972~~~~20 U.S.C. 7905 Boy Scouts of American Equal Access Act~~~~4260 - Use of School Facilities ~~42 U.S.C. §§ 2000d, et seq. Title VI of the Civil Rights Act of 1964~~~~~~42 U.S.C. §§ 12101-12213 Americans with Disabilities Act~~~~34 CFR Part 100 Nondiscrimination Under Programs Receiving Federal Assistance Through the Department of Education Effectuation of Title VI of the Civil Rights Act of 1964~~~~34 CFR 104 Nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance~~~~34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance~~Legal References:~~Management Resources:~~RCW 28A.300.286 Discrimination, harassment, intimidation, and bullying—Policies and complaint procedures—Posting of model student handbook language~~2016—March Issue~~~~2014—December Issue~~Chapter 392-190 WAC Equal Educational Opportunity—Unlawful Discrimination ProhibitedChapter 28A.640 RCW Sexual equalityChapter 28A.642 RCW Discrimination prohibitionChapter 49.60 RCW Discrimination—Human rights commission~~Adoption Date: First Reading 2.25, Second 3.25~~~~Revised Dates: 12.06; 08.07; 02.11; 06.11; 12.12; 04.13; 12.13; 12.14; 01.15; 1.23~~

~~Classification—Essential~~

WAC 392-190-020 Training—Staff responsibilities—Bias awareness

20 U.S.C. § 7905 Boy Scouts of America Equal Access Act

42 U.S.C. §§ 12101-12213 Americans with Disabilities Act

20 U.S.C. §§ 1681–1688 Title IX of the Education Amendments of 1972

42 U.S.C. § 2000d, et seq. Title VI of the Civil Rights Act of 1964

34 CFR Part 100 Nondiscrimination Under Programs Receiving Federal Assistance Through the Department of Education Effectuation of Title VI of the Civil Rights Act of 1964

34 CFR 104 Nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance

34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Management Resources: 2016 - March Issue

2014 - December Issue

2013 - April Issue

2012 - December Issue

2011 - June Issue

Policy News, August 2007 Washington's Law Against Discrimination

Last Revised: **July [], 2025**

Classification: **Essential**

~~Adoption Date: First Reading 2.25, Second 3.25~~

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

~~Classification—Essential~~

~~Prior Revised Dates: **12.06; 08.07; 02.11; 06.11; 12.12; 04.13; 12.13; 12.14; 01.15; 03/01/2016; 12.24**~~

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~~Adoption Date: First Reading 2.25, Second 3.25~~

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

Student Fees, Fines, or Charges

The district will provide an educational program for the students as free of cost as possible.

The superintendent or designee may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and proper accounting is made of all money received by staff for supplies and materials.

The board delegates authority to the superintendent or designee to establish appropriate fees and procedures governing the collection of such fees and to make annual reports to the board regarding fee schedules. Arrangements will be made for the waiver or reduction of fees for students whose families, because of their low income, would have difficulty paying the full fee. For programs governed by the National School Lunch Act, the USDA Child Nutrition Program guidelines will be used to determine qualification for waiver. The superintendent or designee will establish a procedure for annually notifying parents of the availability of fee waivers and reductions, including eligibility information for free or reduced-price meals.

A student will be responsible for the cost of replacing ~~materials or~~ any property belonging to others that are, which are lost or damaged due to the student's negligence. A student's diploma may be withheld until restitution is made by payment or the equivalency through community service. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent or designee and board of directors.

If any property of the district, a contractor of the district, an employee, or another student has been lost or willfully cut, defaced, or injured, with the damages exceeding \$1,000, the district may withhold the diploma, but not the grades or transcripts, of the student responsible for the damage or loss for the earlier of either 5 years from the date of the student's graduation or until the amount owed is less than \$1,000. If the student and parent or guardian are unable to pay for the damages, the district shall provide a program of community service for the student in lieu of the payment of monetary damages. Community service completed must be credited at the applicable local or state minimum wage, whichever is greater. Upon completing community service that reduces the amount owed to less than \$1000, the student's diploma must be released.

The student ~~and~~ or his/her parents or guardians may appeal the imposition of a charge for damages or fines. The student and his/her parents or guardians will ~~may~~ be notified regarding the nature of the violation charge for damages or fines, whether the student's diploma may be withheld, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed \$100, the student or his/her parents or guardians will have the right to an informal conference with the principal. As is the case for appealing a short-term suspension, the principal's decision may be appealed to the superintendent or designee and ~~to the board of directors~~. When damages are in excess of \$100, the appeal process for long-term suspension will apply.

Cross References:

3241 - Student Discipline
2020 - Course Design, Selection and Adoption of Instructional Materials
3115 - Students Experiencing Homelessness - Enrollment Rights and Services
3231 - Student Records

Legal References:

42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act

RCW 28A.220.040 Fiscal support — Reimbursement to school districts — Enrollment fees — Deposit

RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — ~~Withheld transcripts~~ — Immunity from liability — ~~Notification to teachers and security personnel~~ — Rules

RCW 28A.320.230~~(f)~~ Instructional materials — Instructional materials committee

RCW 28A.330.100 Additional powers of board

RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diplomas or transcripts — Suspension and restitution — ~~Voluntary work~~ **Community service** program as alternative — **Publication of information on withheld diplomas – Student rights protected**

AGO 1966, #No. 113 Districts - Schools - Fees — Tuition - Supplies — Authority of school districts to charge tuition fees or textbook fees

AGO 1973, No. 11 Districts - Schools – Tuition and Fees — Authority of school districts to charge various fees

Management Resources:

2023 – July Issue

2019 - July Policy Issue

2018 - May Policy Issue

Policy News, June 1999 School Safety Bills Impact Policy

Essential



Policy: 4260
Section: 4000 - Community Relations

Use of School Facilities

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

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

The district does not discriminate based on race, ethnicity, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation ~~including~~, gender expression ~~or~~, gender identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.

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

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

School or Child-Related Groups or Other Government Agencies

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

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

Nonprofit Groups

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

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

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First Reading 4.25; Second Reading 5.25
 Prior Revised Dates: 08.09; 12.11; 06.13; 07.13; 2.14

Essential

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, ~~veterans~~veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate.

Commercial Enterprises

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

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

Cross References:	3422 - Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest
Legal References:	<p>RCW 28A.230.180 Access to campus and student information directories by official recruiting representatives — Informing students of educational and career opportunities.</p> <p>RCW 4.24.660 Liability of school districts under contracts with youth programs</p> <p>RCW28A.320.510 Night schools, summer schools, meetings, use of facilities for</p> <p>RCW 28A.335.150 Permitting use and rental of playgrounds, athletic fields, or athletic facilities</p> <p>RCW 28A.335.155 Use of buildings for youth programs — Limited immunity</p> <p>20 USC Sec. 7905 Boys Scout of America Equal Access Act</p> <p>34 CFR Sec. 108.6 Equal Access to Public School Facilities For The Boy Scouts of America and Other Designated Youth Groups</p> <p>AGO 1973 No. 26, Initiative No. 276 - School districts — Use of school facilities for presentation of programs — Legislature — Elections</p>
Management Resources:	<p>2014 - February Issue</p> <p>2013 - July Issue</p> <p>2013 - June Issue</p> <p>2011 - December Issue</p> <p>2009 - August Issue</p>

Adoption Date: **June 14, 1999**

Last Revised: **July [], 2025**

Classification: **Essential**

Prior Revised Dates: **08.09; 12.11; 06.13; 07.13; 02.14**

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First Reading 4.25; Second Reading 5.25

Prior Revised Dates: 08.09; 12.11; 06.13; 07.13; 2.14

Essential

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~~SCHOOL STAFF DRESS CODE~~

~~In dress, conduct, and interpersonal relationships, staff members (both certified and classified) should recognize that they are being continuously observed by students, parents, other staff members, and the community. In order to have the respect of the students, community, and their colleagues, they must dress and conduct themselves appropriately as role models for students. It is strongly recommended that staff must dress themselves in an appropriate manner to a level of professionalism found in the educational environment. Therefore, discretion and good common sense call for an avoidance of any extreme in dress or appearance that would diminish the employee's good standing in the view of students or parents as a role model to young people.~~

~~It is expected that supervisors and administrators will counsel employees assigned to their area of responsibility on appearance and conduct. Employees are expected to set a good example for boys and girls in every possible way. As adults and professionals, teachers and classified staff are expected to follow grooming habits that are generally accepted in a professional business environment. Repeated violations of the staff dress code shall constitute grounds for employee discipline and/or discharge.~~

Adopted 2/11/03

~~DRIVER TRAINING AND RESPONSIBILITY~~**Policy: 6630****Section: 6000 - Management Support****Driver Training and Responsibility**

School bus drivers will observe all state statutes and regulations governing traffic safety and school bus operation. The district will, at the beginning of each school year, provide each school bus driver a copy of: (a) the OSPI School Bus Driver Handbook; (b) the district's policy and procedure on the prohibition of harassment, intimidation and bullying; (c) ~~all~~ all state and local rules and regulations pertaining to the operation of a school bus; and (d) the district's written rules for student conduct on buses.

Bus Driver Qualifications

School bus drivers shall meet the qualification requirements established by the Office of Superintendent of Public Instruction and applicable state and federal law.

General School Bus Driver Requirements

School bus drivers shall: (a) wear a properly adjusted seat belt whenever the school bus is in motion; (b) immediately report any suspected malfunction or needed repair of the school bus in their charge; (c) only allow individuals authorized under the provisions of chapter 392-144 WAC to operate the school bus with passengers on board. No person except the driver shall be allowed to sit in the driver's seat; (d) Except in accordance with district policy no school bus driver shall leave the driver's seat without first securing the school bus by setting the parking brake, placing the transmission in the manufacturer's recommended position, shutting off the engine, and removing the key from the ignition switch. The keys shall be kept in the driver's or other authorized school official's possession; (e) All school bus drivers shall meet the qualifications established in chapter 392-144 WAC prior to transporting students; (f) Except in accordance with district policy, a school bus driver shall not use a personal electronic device for personal communications while operating a school bus, except for the use of such devices to report illegal activity, summon medical or other emergency help, or prevent injury to a person or property, as permitted under RCW 46.61.667. For the purpose of this section, operating a school bus is defined as when the school bus engine is running; and (g) Except in accordance with district policy, a school bus driver shall not distribute anything edible to students riding the bus.

Supervision of Students

When a teacher, coach or other staff member is assigned to accompany students on a school bus, such person ~~shall~~ will be ~~primarily~~ responsible for the behavior of the students in his/her charge and ~~shall~~ will ensure that passengers comply with state rules and district policies and procedures for student transportation. ~~However,~~ the bus driver ~~shall~~ will have final authority and responsibility.

Charter ~~buses,~~ Buses or Excursion Carriers, or Subcontracted Carriers

Every contract between the district and a charter bus carrier or excursion carrier, or subcontracted carrier shall require a carrier profile report indicating a satisfactory rating from the Washington ~~Utilities~~ utilities and ~~Transportation Commission~~ transportation commission before any service is provided. Supervision of children on trips under this subsection shall be designated to a specific employee of the district who shall ensure that the driver shall ~~have~~ not have unsupervised access to students during the trip.

First Reading 11.18; Second Reading 12.18

Revised: 12.05; 10.06; 6.07; 8.18

Cross References: 6690 - Contracting for Transportation Services

Legal References: [WAC 392-145-031 General school bus driver requirements](#)
[WAC 392-145-011 School district requirements](#)
~~Legal References:~~ [RCW 28A.160.210 School bus drivers — Training and qualifications — Rules](#)
[Chapter 46.25 RCW Uniform Commercial Driver's License Act](#)
[RCW Uniform commercial driver's license act](#)
[Chapter 392-144 WAC School Bus Driver Qualifications](#)
[bus driver qualifications](#)
[WAC 392-145-011 School district requirements](#)
[WAC 392-145-016 Rules for students riding school buses](#)
[WAC 392-145-021 General operating requirements](#)
~~[WAC 392-145-031 General school bus driver requirements](#)~~
[49 CFR 382 Federal Motor Carrier Safety Administration](#)
[382 FMCSA CDL Controlled Substances](#) and [Alcohol Use](#) and [Alcohol use and Testing](#)

Management Resources: [2018 -- August Issue](#)
[2018 - August Policy News, April 2007 School Bus Driver Qualifications Issue](#)
[Policy News, April 2007 School Bus Driver Qualifications](#)
[Policy News, October 2006 OSPI Updates Bus Driver Rules](#)

Last Revised: **August 01, 2018**
Classification: **Discretionary**
Prior Revised Dates: **12.05; 10.06; 04.07; 12.11**

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Capital Assets/Theft-Sensitive Assets

Capital Assets

The district will maintain a comprehensive capital assets record-keeping system. The goal of the capital assets program is to protect the district against losses that would significantly affect the district's students, staff, property, budget or the ability of the district to continue to fulfill its stewardship responsibilities.

For purpose of this policy, "capital assets" will mean land, improvements to land, easements, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible and intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period which:

- A. Retains its shape and appearance with use;
- B. Is nonexpendable, meaning if the item is damaged or some of its parts are lost or worn out, it may be more feasible to repair it than to replace it with an entirely new item.
- C. It does not lose its identity when incorporated into a more complex unit;
- D. Is valued no less than ~~\$5,000~~ 10,000 unless a lesser amount is set by the district; and
- E. Has a life expectancy of at least one year.

Federal law requires a physical inventory of federally-funded assets at least once every two years. Reconciled inventory reports will be provided to the board. Such report will identify lost, damaged or stolen capital assets. Missing capital assets will be removed from district property records by a vote of the board.

No equipment will be removed for personal or non-school use.

Theft-Sensitive Assets

For purposes of this policy, "theft-sensitive" are those items identified by the district as most subject to loss. A list of theft-sensitive assets shall be maintained by the district. The district should establish procedures for internal controls and conduct an annual inventory of theft-sensitive assets.

The board will be provided a report identifying assets not accounted for in the annual inventory. These assets will be removed from the district property records through school board action annually.

The superintendent will develop procedures to implement this policy, including maintenance requirements and sales procedures to ensure the highest possible return.

Cross References:	6570 - Property and Data Management
Legal References:	RCW 28A.335.090 Conveyance and acquisition of property — Management — Appraisal 7 CFR § 3015, 3016 Agriculture 34 CFR § 80.32 Uniform Administrative requirements for grants and cooperative agreements to state and local governments – Equipment 45 CFR § 92.32 Health and Human Services Office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, Attachment B(19)
Management Resources:	2012 - June Issue Policy News, June 2008, Capital Assets/Theft-Sensitive Assets Policy News, April 2006, Fixed Assets

Coversheet

Procedure Updates

Section:	III. Non-Action Items
Item:	E. Procedure Updates
Purpose:	FYI
Submitted by:	
Related Material:	3420P Anaphylaxis Prevention and Response - Essential.pdf 3421P Child Abuse and Neglect - Encouraged.pdf 4040P Public Records Request.pdf 4120P School Support Organizations - Discretionary.pdf

Procedure - Anaphylaxis Prevention and Response

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

Parent/Guardian Responsibility

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

Health Plan

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

The principal or designee shall arrange for a consultation between the school nurse and parent/guardian prior to the first day of attendance to develop and discuss the health plan. The plan will be developed by the school nurse in collaboration with parent/guardian, licensed health care provider (LHP), and appropriate school staff. If the treatment plan includes self-administration of medications, the parent/guardian, student, and staff will comply with model policy and procedure *3419 Self-Administration of Asthma and Anaphylaxis Medications*.

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

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

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

Communications Plan and Responsibility of School Staff

After the health plan is developed, the school principal or a designee will inform appropriate staff regarding the affected student. The school nurse (registered nurse) will train appropriate staff regarding the affected student and the nursing care plan. The plan will be distributed to appropriate staff and placed in appropriate locations in the district (classroom, office, school bus, lunchroom, near playground, etc.). With the permission of parents/guardian and the student, (if appropriate), other

students and parents may be given information about anaphylaxis to support the student's safety and control to exposure to allergens.

All School Staff Training

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

Student-specific Training

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

Controlling the Exposure to Allergens

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

Undesignated Epinephrine**District Prescription and Standing Order Protocol**

The district may maintain a supply of undesignated epinephrine autoinjectors or nasal spray that will be prescribed in the name of the district by a licensed health professional with the authority to prescribe epinephrine. The district prescription is valid for one school year only and will need to be renewed prior to the start of each school year. A standing order and prescription from a licensed health care provider may be used for the purposes of maintaining and administering undesignated epinephrine autoinjectors.

Each prescription must be accompanied by a standing order for the administration of school-supplied epinephrine autoinjectors for potentially life-threatening allergic reactions. The standing order protocol should include specific symptoms of anaphylaxis, the dose of medication, and directions to summon emergency medical services (EMS 911) upon observance of symptoms of anaphylaxis. Parent/guardian notification should occur as soon as possible after EMS is notified.

Donation

The district will obtain epinephrine autoinjectors or nasal spray directly from an appropriate practitioner, pharmacist, medical facility, drug manufacturer, or drug wholesaler. All epinephrine must be accompanied by a prescription.

Storage/maintenance/expiration/disposal

School staff will comply with all manufacturer's instructions as to storage, maintenance, expiration, and disposal of epinephrine. School staff will also comply with district medication policy and procedures related to safe, secure management of medications.

Administration

Epinephrine may be used on all school property, including buildings, playgrounds, and school buses. For school-sponsored events and field trips, the school nurse or designated trained school personnel may carry an appropriate supply of school-supplied epinephrine. This does not negate the need to carry the supply of epinephrine devices belonging to students with known anaphylaxis.

In the event a student without a current prescription 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.

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.

The district will maintain all practices regarding prescriptions and self-medication for children with existing epinephrine prescriptions and/or a guided anaphylaxis care plan. Parents/guardians of students with identified life-threatening allergies must continue to provide the school with appropriate medication and treatment orders pursuant to RCW 28A.210.320, Life-Threatening Conditions.

Employee Opt-Out

School employees (except licensed nurses) who have not previously agreed in writing to the use of epinephrine autoinjectors as part of their job description may file a written letter of refusal to administer epinephrine autoinjectors with the districts. The employee's refusal may not serve as grounds for discharge, non-renewal, or other action adversely affecting the employee's contract status.

No Liability

If the school employee or school nurse who administers epinephrine to a student substantially complies with the student's prescription (that has been prescribed by a licensed health professional within the scope of the professional's prescriptive authority) or a statewide standing order and the district's policy on anaphylaxis prevention and response, the employee, nurse, district, superintendent, and board are not liable for any criminal action or civil damages that result from the administration.

Legal References:

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

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

Cross references:

3241 discipline exclusion policy

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

~~Procedure 3421P~~

Policy: 3421P
Section: 3000 - Students

Procedure - Child Abuse and Neglect

Each school principal ~~shall~~will develop and implement an instructional program that will teach students:

- 1. How to recognize the factors that may cause people to abuse or neglect children;
- 2. How one may protect oneself from experiencing abuse or neglect; and₇
- 3. What resources are available to assist an individual who does or may encounter an abusive or neglectful situation.

To facilitate such a program, staff will receive training regarding reporting obligations during their initial orientation and every three years after initial employment. Training may include such topics as:

- 1. Child growth and development;
- 2. Identification of child abuse or neglect;
- 3. Effects of ~~child~~ abuse or neglect on child growth and development;
- 4. Personal safety as it relates to potential child abuse or neglect;
- 5. Parenting and supervision skills_;
- 6. Life situations/stressors which may lead to child abuse or neglect; and
- 7. Substance abuse_;

Reporting Responsibilities under RCW 26.44.030

Staff are required to report every instance of suspected child abuse or neglect.

The following procedures are required when reporting instances of suspected child abuse or neglect:

~~Procedure 3421P~~

- A. When there is reasonable cause to believe that a child has suffered abuse or neglect, staff or the principal will orally report it to the nearest office of Child Protective Services (CPS) of the Department of Children, Youth and Families (DCYF) or the local law enforcement agency. This report must be made at the first opportunity, but in no case longer than forty-eight (48) hours after there is reasonable cause to believe that the child has suffered abuse or neglect.

Staff will also advise the principal regarding instances of suspected abuse or neglect as well as reports that have been made to CPS or law enforcement. In the principal's absence, staff will advise the nurse or counselor.

A staff member may contact CPS to determine if a report should be made. Any doubt about the legal necessity of making a report will be resolved in favor of making the report.

- B. A written report will be submitted promptly to the agency to which the oral report was made. The report will include the following information, if known:
1. The name, address, and age of the child;
 2. The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child;
 3. The nature and extent of the suspected abuse or neglect;
 4. Any evidence of previous abuse or neglect, including the nature and extent;
 5. Any other information that may relate to the cause or extent of the abuse or neglect; and
 6. The identity of the person accused of inflicting the abuse.

~~C. When the district receives a report that a school employee has committed an act of sexual misconduct, it will notify the parents of the alleged victim at the first opportunity but in all cases within forty-eight (48) hours of receiving the report. The notice will include information regarding their rights under the public records act, chapter 42.56 RCW, to request the public records regarding school employee discipline. This information shall be provided to all parents on an annual basis.~~

~~D.C.~~ Child abuse as defined by the statutes can be inflicted "by any person" and may include student-on-student abuse. These cases also require reporting to CPS or law enforcement.

~~Defining Child Abuse and Neglect~~

~~Child abuse or neglect means:~~

Procedure 3421P

- ~~A.—Injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety;~~
- ~~B.—Sexual abuse or sexual exploitation by any person under circumstances which cause harm to the child's health, welfare, or safety; or~~
- ~~C.—The negligent treatment or maltreatment of a child by a person responsible for or providing care to the child.~~

Physical abuse means the nonaccidental infliction of physical injury or physical mistreatment on a child that harms the child's health, welfare, or safety. It may include, but is not limited to, such actions as:

- ~~(a) Throwing, kicking, burning, or cutting a child;~~
- ~~(b) Striking a child with a closed fist;~~
- ~~(c) Shaking a child under age three;~~
- ~~(d) Interfering with a child's breathing;~~
- ~~(e) Threatening a child with a deadly weapon; or~~
- ~~(f) Doing any other act that is likely to cause and that does cause bodily harm greater than transient pain or minor temporary marks or that is injurious to the child's health, welfare or safety.~~

Physical discipline of a child, including the reasonable use of corporal punishment, is not considered abuse when it is reasonable and moderate and is inflicted by a parent or guardian for the purposes of restraining or correcting the child.

Sexual abuse means committing or allowing to be committed any sexual offense against a child as defined in the criminal code. The intentional touching, either directly or through the clothing, of the sexual or other intimate parts of a child or allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in touching the sexual or other intimate parts of another for the purpose of gratifying the sexual desire of the person touching the child, the child, or a third party.

A parent or guardian of a child, a person authorized by the parent or guardian to provide childcare for the child, or a person providing medically recognized services for the child, may touch a child in the sexual or other intimate parts for the purposes of providing hygiene, child care, and medical treatment or diagnosis.

Sexual exploitation includes, but is not limited to, sex trafficking and commercial sexual exploitation and includes such actions as allowing, compelling, encouraging, aiding, or otherwise causing a child to participate in one or more of the following:

- ~~a) Any sex act when anything of value is given to or received by any person for the sex act;~~
- ~~b) Sexually explicit, obscene, or pornographic activity to be photographed, filmed, or electronically reproduced or transmitted;~~
- ~~c) Sexually explicit, obscene, or pornographic activity as part of a live performance or for the benefit or sexual gratification of another person.~~

Negligent treatment or maltreatment means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction, on the part of a child's parent, legal custodian, guardian, or caregiver that shows a serious disregard of the consequences to the child and creates a clear and present danger to the child's health, welfare, or safety.

Reporting Responsibilities under RCW 26A.320.160 and RCW 26A.400.317

A staff member or contractor who has knowledge or reasonable cause to believe that a student has been a victim, target, or recipient of physical or sexual abuse, sexual misconduct, or assault by another school employee or contractor must report the abuse, misconduct, or assault to the appropriate school administrator. If the administrator determines they have reasonable cause to believe that the sexual

~~Procedure 3421P~~

misconduct, physical or sexual abuse, or assault has occurred, they will make a report to law enforcement in accordance with RCW 26.44.030.

While determining whether reasonable cause exists, the administrator will contact all parties involved in the complaint and will immediately notify the parents and legal guardians of the student who is alleged to be the victim, target, or recipient of the physical or sexual abuse, sexual misconduct, or assault.

The district will provide parents and legal guardians with information regarding their rights under the Public Records Act, chapter 42.56 RCW, to request the public records regarding school employee discipline. This information will be provided to all parents and legal guardians on an annual basis.

Defining Child Abuse and Neglect

For definitions regarding abuse and neglect, staff should review RCW 26.44.020, RCW 26.44.030, and WAC 110-30-0030.

These signs may signal the presence of child abuse or neglect:

The child:

- Shows sudden changes in behavior or school performance.
- Has not received help for physical or medical problems brought to the parents' attention.
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes.
- Is always watchful, as though preparing for something bad to happen.
- Lacks adult supervision.
- Is overly compliant, passive, or withdrawn.
- Comes to school or other activities early, stays late, and does not want to go home.

The parent or other adult caregiver and the child:

- Shows little concern for the child.
- Denies the existence of or blames the child for the child's problems in school or at home.
- Asks teachers or other caretakers to use harsh physical discipline if the child misbehaves.
- Sees the child as entirely bad, worthless, or burdensome.
- Demands a level of physical or academic performance the child cannot achieve.
- Looks primarily to the child for care, attention, and satisfaction of emotional needs.

The ~~parent~~parent or other adult caregiver and child:

- Rarely touch or look at each other.
- Consider their relationship entirely negative.
- State that they do not like each other.

Common Indicators of Physical Abuse:

Consider the possibility of physical abuse when the **child**:

- Has unexplained burns, bites, bruises, broken bones, or black eyes.
- Has fading bruises or other marks noticeable after an absence from school.
- Is frightened of the parents and protests or cries when it is time to go home.
- Shrinks at the approach of adults.
- Reports injury by a parent or another adult caregiver.

Consider the possibility of physical abuse when the **parent or other adult caregiver**:

- Offers conflicting, unconvincing, explanations or no explanation for the child's injury.
- Describes the child as "evil," or in some other very negative way.
- Uses harsh physical discipline with the child.
- Has a history of abuse as a child.

Common Indicators of Emotional Abuse:

Consider the possibility of emotional maltreatment when the **child**:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression.
- Is either inappropriately adult-like (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example).
- Is delayed in physical or emotional development.
- Has attempted suicide.
- Reports a lack of attachment to the parent.

Consider the possibility of emotional maltreatment when the **parent or other adult caregiver**:

- Constantly blames, belittles, or berates the child.
- Is unconcerned about the child and refuses to consider offers of help for the child's problems.
- Overtly rejects the child.

Common Indicators of Sexual Abuse:

Consider the possibility of sexual abuse when the **child**:

- Has difficulty walking or sitting.
- Suddenly refuses to change for gym or participate in physical activities.
- Reports nightmares or bedwetting.
- Experiences a sudden change in appetite.
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior.
- Becomes pregnant or contracts a venereal disease, particularly if under age 14.
- Runs away.
- Reports sexual abuse by a parent or another adult caregiver.

~~Procedure 3421P~~

Consider the possibility of sexual abuse when the **parent or other adult caregiver:**

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex.
- Is secretive and isolated.
- Is jealous or controlling with family members.

Common Indicators of Neglect:

Consider the possibility of neglect when the **child:**

- Is frequently absent from school.
- Begs or steals food or money.
- Lacks needed medical or dental care, immunizations, or glasses.
- Is consistently dirty and has severe body odor.
- Lacks sufficient clothing for the weather.
- Abuses alcohol or other drugs.
- States that there is no one at home to provide care.

Consider the possibility of neglect when the **parent or other adult caregiver:**

- Appears to be indifferent to the child.
- Seems apathetic or depressed.
- Behaves irrationally or in a bizarre manner.
- Is abusing alcohol or other drugs.

NOTE: Indicators in and of themselves do not necessarily prove that abuse, neglect, or exploitation has occurred. However, they still may warrant a referral to CPS or law enforcement. When in doubt, staff should consult with CPS about making a report.

Last Revised: **July [], 2025**

Classification: **Encouraged**

Prior Revised Dates: **10.98; 02.07; 4.07; 08.08; 04.10; 12.11; 12.13; 06/01/2015; 12.22**

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Public Access to District Records

Purpose of these Procedures and General Principles

These procedures have been established by the Superintendent and published pursuant to Board Policy 4040 and RCW 42.56.040 to explain the process for public access to school district records and to provide guidance in how the District will respond to such requests.

School district records relating to the conduct of operations and functions of the District that have been prepared, owned, used, or retained by the District in any format are, in fact, *public records* to which members of the public may request access consistent with this procedure.

When processing such requests, the District will provide the fullest assistance to the requestor and provide a response in the most timely manner possible.

District Public Records Officer

Public Records Officer

For the most timely and efficient response, requests for school district records should be directed in writing to the Public Records Officer listed below, whose responsibilities include serving as a point of contact for members of the public in this process and overseeing the District's compliance with the Washington Public Records Act, Chapter 42.56 RCW, and Policy 4040.

The current Public Records Officer of the District may be reached at the District's Central Administrative Building as follows:

~~[INSERT NAME / TITLE]~~Public Records Officer
~~[INSERT ADDRESS]~~111 4th Ave. NW, Ephrata WA 98823
 Phone: ~~(509) 754-2474~~
 Fax: ~~(509) 754-4712~~
 Email: ~~publicrecords@ephrataschools.org~~

Information regarding contacting the Public Records Officer is also available at the District website at ~~[INSERT WEB ADDRESS]~~ephrataschools.org.

Public Records Officer Training

Consistent with state law, the Public Records Officer shall complete trainings related to the Washington Public Records Act and public records retention no later than ninety (90) days after assuming the responsibilities of the Public Records Officer. After the initial training(s), the Public Records Officer must complete refresher training at intervals of no more than four years as long as he or she remains the District's Public Records Officer. Training must address particular issues related to the retention, production, and disclosure of electronic documents, including updating and improving technology information services.

Availability of Public Records

Hours for Inspection

Public records are available for inspection and copying during ~~normal~~[published](#) business hours of the District, ~~typically~~ Monday through Friday, ~~8:00 a.m. to 5:00 p.m., during the school year, and 8:00 a.m. to 4:30 p.m., on days school is not in session~~, excluding legal holidays. Records must be inspected at the offices of the District.

Organization of Records

The District will maintain its records in a reasonable, organized manner and take reasonable actions to protect records from damage and disorganization. A requestor shall not take District records from District offices without the permission of the Public Records Officer or designee. During the inspection of records, a District employee will typically be present to protect records from damage or disorganization.

The District will also maintain a log of public records requests that have been submitted to and processed by the District. This log shall include, but not be limited to, the following information for each request: The identity of the requestor if provided, the date the request was received, the text of the original request, a description of the records produced in response to the request, a description of the records redacted or withheld and the reasons therefore, and the date of the final disposition of the request.

Information Online

A variety of records and information are available on the District website at [INSERT WEB ADDRESS] Requestors are encouraged to view the documents available on the website prior to submitting a records request.

Making a Request for Public Records

Request to Public Records Officer

Any person wishing to inspect or copy public records of the District shall make the request in person during the District's normal office hours, or in writing by letter, fax, or email addressed to the Public Records Officer and including the following information:

- Name, address, telephone number, and email address of requestor;
- Identification of the public records adequate for the Public Records Officer or designee to locate the records; and
- The date the request is submitted to the District.

The District recommends using its Public Records Request Form when submitting a request for records. This form is available for use by requestors at the District's central office and online at [INSERT WEB ADDRESS].

Identifiable Records

A request under the Washington Public Records Act, Chapter 42.56 RCW and District Policy 4040 must seek an identifiable *record or identifiable records*. A request for all or substantially all of the records prepared, owned, used, or retained by the District is not a valid request for identifiable records. General requests for information from the District that do not seek identifiable records are also not covered by Policy 4040. A request for all records discussing a particular topic or containing a particular keyword or name will not be considered a request for all of the District's records.

Requesting Electronic Records

The process for requesting electronic public records is the same as for requesting paper public records. However, to assist the District in responding to a request for electronic records, a requestor should provide specific search terms that will allow the Public Records Officer or designee to locate and assemble identifiable records responsive to the request.

Requesting Board Meeting Recordings

Effective June 30, 2024, requests for recordings of board meetings made pursuant to RCW 42.30.035 (2) will only be a valid request for an identifiable record when the date of the recording, or a range of dates, is specified in the request. When searching for and providing identifiable recordings, no search criteria except date must be considered by the district.

Creating New Records

The District is not obligated by law to create a new record to satisfy a records request for information. The District may choose to create a record depending on the nature of the request and the convenience of providing the information in a new document, such as when data from multiple locations is requested and can be more easily combined into a single new record.

Copies of Records

If the requestor wishes to have copies of the records made instead of inspecting them, he or she shall make this clear in the request and make arrangements to pay for copies of the records or a deposit.

Requests Not in Writing

The Public Records Officer or designee may accept informal requests for public records by telephone or in person. To avoid any confusion or misunderstanding, however, requestors should be mindful that a

request reduced to writing is always the preferred method. If the Public Records Officer or designee receives a request by telephone or in person, the Public Records Officer will confirm his or her understanding of the request with the requestor in writing.

Processing of Public Records Requests

Order of Processing Requests

The District will typically process requests in the order received. However, requests may also be processed out of order if doing so allows the most requests to be processed in the most efficient manner.

Central Review

Records requests not made to the Public Records Officer of the District will be forwarded by building level administrators, program administrators, or other staff receiving the request to the Public Records Officer for processing.

Five-Day Response

Within five (5) business days of receipt of a request, the Public Records Officer will do one or more of the following:

1. Provide copies of the record(s) requested or make the record available for inspection—or, in the alternative, provide an internet address and link to the District's website where the specific record can be accessed (provided that the requestor has not notified the District that he or she cannot access the records through the internet); or
2. Acknowledge that the District has received the request and provide a reasonable estimate of the time it will require to fully respond; or
3. Acknowledge that the District has received the request, and ask the requestor to provide clarification for a request that is unclear, while providing to the greatest extent possible a reasonable estimate of the time the District will require to respond to the request if it is not clarified; or
4. Deny the request (although no request will be denied solely on the basis that the request is overbroad).

If the requestor fails to respond to the District's request for clarification within 30 days and the entire request is unclear, the District may close the request and not further respond to it. If the requestor fails to respond to the District's request for clarification within 30 days, and part of the request is unclear, the District will respond to the portion of the request that is clear and may close the remainder of the request. In unusual circumstances, the District may also seek a court order enjoining disclosure pursuant to law.

The District may deny a bot request that is one of multiple requests from the requestor within a twenty-four hour period if the District establishes that responding to the multiple bot requests would cause excessive interference with the District's other essential functions. The District may deem a request to be a bot request when the District reasonably believes the request was automatically generated by a computer program or script.

If the District does not respond in writing within five business days of receipt of the request for disclosure, the requestor should contact the Public Records Officer to determine the reason for the failure to respond.

Purpose of Request

The District may inquire into the purpose for which a record is requested and may use the answer to aid in gathering responsive records and determining whether the public has a legitimate interest in obtaining the information. However, a requester is not required to provide a purpose and the District may not decline to furnish the records solely because the requester refuses to furnish a purpose for the request.

Protecting Rights of Others

In the event that the requested records contain information that may affect rights of others and may be arguably exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others. The notice may make it possible for the others to contact the requestor and ask him or her to revise the request, or, if necessary, seek a court order to prevent or limit the disclosure. The notice to the affected persons may also include a copy of the request.

Records Exempt from Disclosure

Some records are exempt from disclosure, in whole or in part, under a specific exemption contained in chapter 42.56 RCW or another statute which exempts or prohibits disclosure of specific information or records.

If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state in writing the specific exemption (and statutory section) which applies and provide a brief explanation of how the exemption applies to the record being withheld or redacted. This exemption and explanation will be provided to the requestor in a withholding index or log.

If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted in the withholding index or log.

List of Laws Exempting or Prohibiting Disclosure

Pursuant to RCW 42.56.070 (2), these rules contain a list of laws—other than those specifically listed in the Washington Public Records Act, Chapter 42.56 RCW—which may exempt disclosure of certain public records or portions of records. The District has identified the following laws:

- The Family Educational and Privacy Rights Act (FERPA), 20 USC § 1232g (regarding student educational records);
- Washington State Student Education Records Law, RCW 28A.605.030;
- The Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 et. seq. and 34 C.F.R. Part 300 (protecting the confidentiality of personally identifying information contained in student records of students with disabilities).
- Privileged communications and attorney work product, such as set forth in Chapter 5.60 RCW;
- Criminal Records Privacy Act (CRPA), Chapter 10.97, RCW;
- Information on students receiving free or reduced lunch, 42 USC § 1758(b)(6);
- Health Insurance Portability and Accountability Act (HIPAA), 45 CFR parts 160-164 (regarding health care information privacy and security);
- Abuse of Children – Protection and Procedure, RCW 26.44.010; RCW 26.44.030(9);
- Notification of Juvenile Offenders, RCW 13.04.155(3);
- Examination question for teachers or pupils prior to the examination, Questions, RCW 28A.635.040;
- Public Law 98-24, Section 527 of the Public Health Services Act, 41 USC § 290dd-2 (confidentiality of alcohol and drug abuse patient records);
- United States and Washington Constitutional provisions including, but not limited to, the right of privacy and freedom of association.

The above list includes only exemptions that may be in addition to those set forth in Chapter 42.56 RCW. Under appropriate circumstances, the district may rely upon other legal exemptions that are not set forth above or contained within the public disclosure law.

In addition to these exemptions, here are a few notable exemptions identified in the Washington Public Records Act:

- RCW 42.56.070 (9) prohibits providing access to lists of individuals requested for commercial purposes, and the district may not do so unless specifically authorized or directed by law.
- RCW 42.56.230(1) exempts personal information in any files maintained for students in public schools.
- RCW 42.56.230(2)(iii) exempts a student's personal information in any records pertaining to the student, including correspondence.
- RCW 42.56.250(1)(i) allows an employee who is a survivor of domestic violence, sexual assault, sexual abuse, stalking, or harassment to submit documentation to the district allowing the district to exempt their name and other personally identifying information from public disclosure. See Policy 6513P (Workplace Violence Prevention) for the process an employee must follow to submit the necessary documentation.

The above lists are for informational purposes only and are not intended to cover all possible exemptions from the public records law.

Inspection of Records

Consistent with other demands, and without unreasonably disrupting District operations, the District shall promptly provide for the inspection of nonexempt public records. No member of the public may remove a document from the viewing area without the permission of the Public Records Officer, nor may he or she disassemble or alter any document. The requestor shall indicate which documents he or she wishes the District to copy. There is no cost to inspect District records.

Providing Copies of Non-Electronic Records

After inspection is complete, the Public Records Officer or designee shall make the requested copies or arrange for copying.

Providing Electronic Records

When a requestor requests records in an electronic format, the Public Records Officer or designee will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available, or in a format that is reasonably translatable from the format in which the District keeps the record.

Providing Records in Installments

When the request is for a large number of records, the Public Records Officer or designee has the right to provide access for inspection and copying in installments. If, within thirty (30) days, the requestor fails to inspect the entire set of records or one or more of the installments, the Public Records Officer or designee may stop searching for the remaining records and close the request as discussed further below.

Completion of Inspection

When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer or designee will indicate that the District has completed a diligent search for the requested records and made any located nonexempt records available for inspection.

Closing Withdrawn or Abandoned Request

The requestor must claim or review the assembled records within thirty (30) days of the District's notification to him or her that the records are available for inspection or copying. The District should notify the requestor in writing of this requirement and inform the requestor that he or she should contact the District to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and refile the assembled records.

When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the Public Records Officer will close the request and indicate to the requestor that the District has closed the request.

Later Discovered Documents

If, after the District has informed the requestor that it has provided all available records, the District becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

COSTS OF PROVIDING RECORDS, WAIVER OF COSTS, AND AGREEMENTS REGARDING COSTS**Cost of Printed Copies and Mailing**

The cost of providing photocopies or printed copies of electronic records is 15 cents per page. Alternatively, if the District determines and documents that the fees allowed under this procedure are clearly equal to, or more than, two dollars, the District may instead charge a flat fee of two dollars to provide the records. If the District charges a flat fee for the first installment, the District will not charge an additional flat fee or a per page fee for any subsequent installments. Payment may be made by cash, check, or money order payable to the District.

The District may also charge actual costs of mailing, including the cost of the shipping container or envelope.

The Public Records Officer or designee may require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

If requested, the District will provide a summary of the applicable charges before any copies are made. The requestor will be allowed to revise the request in order to reduce the applicable charges.

Customized Service Charge

A customized service charge may be imposed if the District estimates that the request would require the use of information technology expertise to prepare data compilations, or to provide customized electronic access services when such compilations and customized access services are not used by the District for other District purposes. The customized service charge may reimburse the District up to the actual cost of providing the services in this paragraph.

The District will not assess a customized service charge unless it has notified the requestor of the customized service charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge. The notice will also provide the requestor the opportunity to amend his or her request in order to avoid or reduce the cost of a customized service charge.

Cost for Electronic Records

The cost for providing electronic records is as follows:

1. Ten cents per page for public records scanned into an electronic format or for the use of District equipment to scan the records;
2. Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery;
3. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of District equipment to send the records electronically; and
4. The actual cost of any digital storage media or device provided by the District, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.

The District will take reasonable steps to provide the records in the most efficient manner available to the District in its normal operations;

Alternatively, if the District determines and documents that the fees allowed under this procedure are clearly equal to, or more, than two dollars, the District may instead charge a flat fee of two dollars to provide the records. If the District charges a flat fee for the first installment, the District will not charge an additional flat fee or a per page fee for any subsequent installments.

The Public Records Officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

If requested, the District will provide a summary of the applicable charges before charges are imposed under this procedure. The requestor will be allowed to revise the request in order to reduce the applicable charges.

The District will not impose copying charges for access to or downloading of records that the District routinely posts on its website prior to the receipt of a request, unless the requestor has specifically requested that the District provide copies of such records through other means.

Deposits

Before beginning to make the copies, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor, including the cost of a customized service charge according to the provision above.

Waiver

The Public Records Officer may waive any charge assessed for a request. On behalf of the District, the Public Records Officer may also enter into any contract, memorandum of understanding, or other agreement with a requestor that provides an alternative fee arrangement to the charges authorized in this Procedure, or in response to a voluminous or frequently occurring request.

Review of Denials of Public Records

Petition for Internal Administrative Review of Denial of Access

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request.

Consideration of Petition for Review

The Public Records Officer shall promptly provide the petition and any other relevant information to the customize as appropriate e.g. the district Superintendent or another administrative official who supervises the district Public Records Officer Superintendent. That person will immediately consider the petition and either affirm or reverse the denial within two business days following the district's receipt of the petition, or within such other time, which the District and the requestor mutually agree.

Reporting Costs of Producing Public Records

The District will provide the information specified in RCW Chapter 40.14 to the Joint Legislative Audit and Review Committee as required by law.

~~The following procedures will be used to carry out the district's policy regarding public access to district records:~~

~~Public Records Custodian~~

~~At each facility where district records are kept, the superintendent's designee will serve as public records custodian and be responsible for the maintenance of district records in accordance with district policy. The custodian will permit access to, and copying of, district records by the public with authorization from the superintendent who is the public records coordinator. The public records coordinator will be listed in the district directory and student/parent handbook.~~

~~Display of Descriptions, Policies and Procedures~~

~~The public records coordinator will compile, prominently display and make available the following for inspection and copying by the public at the district's central office or electronically:~~

- ~~A.—Descriptions of the district's organizational structure;~~
- ~~B.—Descriptions or statements of the general course and method by which the district operates;~~
- ~~C.—Descriptions of how, where and from which employees the public can obtain information and copies of public records this policy and procedure;~~
- ~~D.—Descriptions or statements of all formal and informal district procedures; and~~
- ~~E.—All statements of general policy.~~

~~The public records coordinator will update the displayed materials identified above whenever an item is amended, revised or repealed.~~

~~Index of Certain Records~~

~~The coordinator is responsible for the preparation, maintenance and making available for inspection and copying current indexes of the following records:~~

- ~~A.—Statements and interpretations of district policies;~~
- ~~B.—Administrative staff manuals and instructions to staff that may affect a member of the public;~~
- ~~C.—Planning policies and goals and interim and final planning decisions; and~~
- ~~D.—Factual staff reports, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by district staff or others.~~

~~E.—Board minutes~~

~~The indexes described above will be kept at the district's central office.~~

~~If the coordinator determines that the indexing of one or more of the categories of records described above, or one or more of the subcategories within such categories, would be unduly burdensome or interfere with district operations, he/she will request that the board adopt a formal resolution exempting such categories or subcategories from the indexing required by this section. The resolution~~

will specify the reasons and the extent to which indexing would unduly burden or interfere with district operations.

Requests for Inspection and Copying

Upon written request, the district will make available to any person for inspection and copying any disclosable record or records not exempted by district policy.

Written requests for inspection and/or copying of records may include:

- A.—Name, address, and signature of the party requesting disclosure and the date of the request;
- B.—Specification of the records or types of records requested; and
- C.—A statement of the intended use of requested documents if lists of individuals are included.

The district will not deny a request solely due to refusal to furnish a reason for the request.

Written requests for inspection and/or copying of records will be submitted to the coordinator at the district's central office or to the public record's custodian at the place where the requested records are kept. If a request is significant/broad, the district may make the records installment available on a partial or installment basis.

Written requests should be submitted and records made available for inspection and copying during the customary business hours of the district's central office and/or the facility where the requested records are kept.

With respect to those records which the coordinator has designated in writing as "open to inspection," the public record's custodian at the facility where the record is kept will have authority to grant a request for inspection and copying. With respect to all other records, a request for inspection and copying will be granted only after review and approval of the request by the coordinator.

A response to each written request for inspection and copying of district records will be provided within five business days. The district may respond by providing the requested record denying the request, or acknowledging receipt of the request and providing a reasonable estimate of the time the district will require to respond. Any denial of a request will contain an explanation of the statutory basis of the denial. If a record contains disclosable information, the district will disclose the record with the nondisclosable portion deleted and provide a written explanation of the statutory basis for the deletion.

If a requested record contains personally identifiable information about a person, prior to release the person and appropriate bargaining unit, if any, will be notified of the request and the district's intended response.

If the public record's coordinator concludes that disclosure of a requested record that is not exempt from disclosure is not in the public interest and would substantially and irreparably damage any person or vital governmental function, the coordinator will seek a court injunction to prevent disclosure.

Staff will provide full assistance to members of the public making inquiries or requests related to district records. Staff will locate and produce for inspection requested records which are not exempt from disclosure and which have been sufficiently identified in a request for inspection. Staff may respond to a request by providing the requester with an Internet address and link on the district's website where the requested information can be found. However, if the requester indicates that he/she cannot access the records through the internet, the district will provide the records another way.

Staff may request a clarification of any request that is unclear and need not respond if the request is not clarified. **No fee shall be charged if the requester examines records onsite.** On request, the district will make copies of public records for a per page fee of fifteen cents and the actual cost of postage and an envelope, if any. Determining the actual cost of copying is excessively burdensome; therefore, the district is using the:

- statutorily determined fifteen cents per page charge.
- The actual cost of copies for non-standard copies/items; and**
- Cost of fees actually charged by any third-party vendor used to make copies; and**
- Postage and shipping costs, including the cost of any containers used in shipping.**

The District has no duty to scan paper copies of records into electronic format. If the District chooses to honor such request, it may charge for staff time spent making the electronic copies and other costs actually incurred in reproducing the records.

The district may require a deposit not to exceed 10 percent of the estimated cost of providing copies of a request and may charge per installment. ~~The District would dedicate some time each week to fill public records requests and provide the records in batches.~~ The district may stop filling a request if an installment is not claimed ~~within 15 days of the notice of availability or if the requester refuses to pay for copying, postage, and container costs. As such, the District would consider the request abandoned. The District would notify the requester in writing of the District's intent not to complete the remainder of the request.~~

A staff member 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 coordinator and student record's custodian will have authority to impose reasonable conditions on the manner of inspection of records so as to minimize the risks of damage or disorganization of the records and to prevent excessive interference with other essential operations of the district.

Ephrata School District Adopted 6.18.12

PRO 4120
Certificated Personnel



Policy: 4120P
Section: 4000 - Community Relations

School-Support Organizations

The following guidelines are provided for use by booster and/or PTSA/PTSO groups which are involved in money-raising activities:

- A. Local booster clubs and PTSAs/PTSOs should be incorporated as nonprofit —organizations.
-
- B. In order to receive nonprofit status, the group must file articles of incorporation and bylaws with the Secretary of State. A nonprofit organization must adhere to state laws ~~[RCW 24.03]~~ RCW 24.03.
-
- ~~C.~~ The board of directors of the school district has established a fee schedule that
- ~~D.C.~~ _____ governs the use of facilities by a school-support organization.
-
- ~~E.D.~~ _____ The nonprofit organization must operate without cost to the district.
-
- ~~F.E.~~ _____ The Washington State Gambling Commission, the Department of Licensing and the Internal Revenue Service have licensing regulations covering fund raising activities by nonprofit corporations.
-
- 1. A nonprofit corporation may conduct sales or benefit affairs which include athletic or sports events, bazaars, benefits, campaigns, circuses, contests, dances, drives, entertainments, exhibitions, expositions, parties, performances, picnics, sales, social gatherings, theaters, and variety ~~-shows-;~~
-
- 2. A nonprofit corporation may operate bingo activities, raffles, and amusement games under requirements regulated by the Washington State Gambling Commission ~~[RCW 9.46]~~ (RCW 9.46); and
-
- 3. A charitable organization involved in sales and benefits grossing over \$5,000 must ~~-obtain~~ IRS recognition.
-
- ~~F.~~ 4. _____ When bingo, raffles, and amusement games are conducted, the State Gambling Act controls. ~~These Certain gambling activities, under the State Gambling Act,~~ may be conducted by nonprofit organizations without a gambling permit under certain conditions ~~specified in law [RCW 9.46.0311]. However, To operate without a gambling permit,~~ a nonprofit organization must ~~obtain be~~ recognized by the IRS ~~recognition as a and/or contributions to the group must be considered tax exempt association regardless deductible. In addition, the nonprofit must have been organized and~~

operating for at least 12 months before operating the gambling activity, and be able to prove that it has made significant progress towards accomplishing its stated purposes during the 12 consecutive months before operating the gambling activity.

- A nonprofit organization may hold an unlimited number of members-only raffles if the combined gross income revenue (money taken in) from these raffles does not exceed \$5,000 during a calendar year. In addition to members-only raffles, a nonprofit may offer two unlicensed raffle, bingo, or amusement game events to the public each year and must notify its local police agency at least five days before conducting the event. RCW 9.46.0321

Adopted December 11, 2001 ~~Changed RCW 11/05~~ Last Revised: **July 01, 2017**

Prior Revised Dates: **08.98; 10.05; 12.11**

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