



Ephrata School District

Regular Board Meeting

Date and Time

Monday October 27, 2025 at 4:30 PM PDT

Location

357 Alder ST NW
Ephrata, WA 98823

Agenda

	Purpose	Presenter
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I. Work Session

School Improvement Plans will be presented by Building Administrators.

II. Opening Items

A. Record Attendance

B. Call the Meeting to Order

James Adams

C. Flag Salute

James Adams

D. Changes or Additions to the Agenda

Vote

James Adams

E. Approve Minutes

Approve
Minutes

	Purpose	Presenter
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Approve minutes for Special Board Meeting on September 29, 2025		
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III. Action Items

A.	Consent Agenda	Vote	
	1. Hires		
	a. Elizabeth Caldwell, 1 Year Temporary 5 Hr ECEAP Assistant Para		
	b. Kareen Moser, 6.75 Hr Para at Parkway Intermediate		
	c. George LaJuenes, 1 Year Temporary 6.5 Hr Para at EHS		
	d. Lesa Trevino, EHS Head Fastpitch Coach		
	e. David Riddle, 8 Hr Mechanic		
	2. Donations		
	a. BSN Sports, Equipment for EHS Weight Room and VB Official Stand, value of \$7,441.00.		
	These will be kept at the High School for 10 years.		
	3. Accounts Payable and Payroll		
	a. \$354,208.39 Accounts Payable 9/30/25		
	b. \$688,695.63 Accounts Payable 10/15/25		
	c. \$3,449,208.08 October Payroll 10/31/25		
	4. Second Reading of Policy		
	a. 2020 Course Design Selection and Adoption of Instructional Materials - Critical		
	b. 3241 Student Discipline - Critical		
	5. Surplus Bus #35		
B.	Approve School Improvement Plans	Vote	
C.	Approve Transportation Software	Vote	Adam Roduner
D.	Approve PAC Roof Repairs	Vote	Adam Roduner
E.	Consider Ephrata Community Facilities Committee's Bond Recommendation	Vote	Autumn Dietrich, Jeremy Burns, Bill Correll

IV. Non-Action Items

A.	Finance Report	FYI	Allison Razey
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	Purpose	Presenter
B. Superintendent Report	FYI	Ken Murray
C. Legislative Update	FYI	Mike Fleurkens
D. First Reading of Policy	Discuss	
0510 Vission - RETIRED		
0530 Mission - RETIRED		
1005 Key Functions of the Board - Discretionary		
1210 Annual Organization Meeting - Discretionary		
1630 Evaluation of the Superintendent - Critical		
1810 Annual Governance Goals and Objectives - Retired		
1820 Board Self-Assessment - Important		
2420 Grading and Progress Reports - Important		
3425 Accomondating Students with Adrenal Insufficiency - Critical		
5000 Recruitment, Selection and Evaluation of Staff - Important		
5260 Personnel Records - Important		
6212 Charge Cards - Important		
E. Procedure Updates	Discuss	
1820 Board Self-Assessment - RETIRED		
2420 Grading and Progress Reports - Important		
3416 Medication at School - Critical		
5000 Recruitment, Selection and Evaluation of Staff - RETIRED		
5260 Personnel Records - Important		

V. Closing Items

A. Adjourn Meeting	James Adams
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Coversheet

Approve Minutes

Section:	II. Opening Items
Item:	E. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on September 29, 2025

DRAFT



Ephrata School District

Minutes

Special Board Meeting

Date and Time

Monday September 29, 2025 at 5:30 PM

Location

357 Alder ST NW
Ephrata, WA 98823

Directors Present

Casey Devine, Josh Sainsbury, Matthew Truscott, Mike Fleurkens

Directors Absent

James Adams

Guests Present

Aaron Cummings, Allison Razey, Hannah Malone, Ken Murray, Roberto Araujo, Sarah Morford

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Josh Sainsbury called a meeting of the board of directors of Ephrata School District to order on Monday Sep 29, 2025 at 6:00 PM.

C. Flag Salute

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

D. Public Comment

There was no one signed in to speak to the Board.

E. Approve Minutes

Mike Fleurkens made a motion to approve the minutes from Board Meeting on 08-25-25.

Casey Devine seconded the motion.

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

F. Approve Minutes

Matthew Truscott made a motion to approve the minutes from Special Board Meeting on 09-08-25.

Mike Fleurkens seconded the motion.

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

II. Action Items

A. Consent Agenda

Mike Fleurkens made a motion to approve the consent agenda as presented.

Casey Devine seconded the motion.

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

B. Approve Out of State Travel for FFA to Billings, MT

Mike Fleurkens made a motion to approve the out of state travel for the high school FFA students to Billings, Montana. Plan A would be the first option, but if not able to secure flights, plan B would be approved.

Matthew Truscott seconded the motion.

FFA would like Out-of-State Travel Approval for our Livestock Judging team to attend the NILE Livestock Evaluation contest in Billings, Montana. This is a high caliber contest with teams competing from all over the Pacific Northwest. Attending this contest will help to prepare members to be more competitive at this spring's State FFA contest.

Trip will be October 12-14. Plan A would be to fly to Billings, if possible making the approximate cost of \$4,584.00 and Plan B would be to drive to Billings if flights are not able to be secured. Estimated cost for Plan B is \$1,500.

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

C. Approve Out of State Travel for EHS Baseball Coaches

D. Approve Teacher Teaching Out of Endorsement

Mike Fleurkens made a motion to approve the teacher teaching out of endorsement.

Matthew Truscott seconded the motion.

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

III. Non-Action Items

A. National LegoRobotics Trip Update

The Parkway Pizzaz Lego Robotic team from Parkway Intermediate updated the Board on their team's recent participation in the national competition in New Jersey. The team placed sixth out of 52 teams from across the country and was recognized for creativity, problem-solving, and teamwork. Students also shared highlights from their trip, including visits to the Statue of Liberty, New York City, and the Liberty Science Center, along with their experiences traveling cross country and competing on the national stage.

B. Budget Report

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

C. Superintendent Report

1. Starting next week we are going to be rolling out some of our initial notifications to families about the healthy youth survey, emphasizing transparency and providing opt-out option for families and students.
2. Full-time FTE remains above budget, though overall enrollment is slightly down due to smaller kindergarten classes.
3. New "E" flags for the buildings have arrived and we are in the process of creating a new mascot to fall in line with our branding.
4. Facilities updates:
 - Completed the Tiger Cub Preschool deck
 - Completed the ADA-accessible playground at the middle school
 - Continuing work on the EHS intercom system upgrade
 - Planning for the high school roof replacement
 - Replacing lighting at the baseball, softball, and soccer fields
 - Reviewing long-term, cost-effective solutions for the tennis court project
5. The Facility Study Group is ready to present a bond package to the board in October, proposing to replace Grant Elementary and Parkway Intermediate, add to the high school, and construct a new performing arts center and secure office suite at EHS. If approved, the proposal will move to a public hearing in November and could become a February ballot measure.
6. The district has begun developing a strategic plan to establish district-wide goals and align fiscal decisions with instructional and student support priorities.

D. Legislative Update

1. Most outcomes aligned with our district priorities; however, a proposed amendment to strengthen language on parental involvement in education did not pass.
2. Director Truscott attended the assembly and voted on behalf of the district.
3. Upcoming WSSDA elections for board and legislative positions in October.

E. First Reading of Policy

The board discussed the first reading of two new policy updates, 2020 and 3241, which were critical due to recent laws. These policies, including changes to student discipline, were implemented with associated procedures at the time of the first reading due to their direct legal impact.

2020 Course Design Selection and Adoption of Instructional Materials- Critical
3241 Student Discipline - Critical

F. Procedure Updates

2020 Course Design Selection and Adoption of Instructional Materials - Critical
2161 Special Education and Related Services - Critical
3114 Homeschooling- Important
3122 Excused and Unexcused Absences - Critical
3520 Student Fees, Fines, and Charges - Critical
4120 School Support Organizations - Discretionary
6801 Capital Assests - Theft-Sensitive Assests - Critical

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 6:49 PM.

Respectfully Submitted,
Josh Sainsbury

Coversheet

Consent Agenda

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

Submitted by:

Related Material:

Lesia Trevino - Head Softball Recommendation.pdf

2025 Rewards Weights.pdf

2025 Rewards VB.pdf

Accounts Payable 2025-09-30.pdf

Accounts Payable 2025-10-15.pdf

2020 Course Design Selection and Adoption of Instructional Materials - Essential.pdf

3241 Student Discipline - Critical.pdf

Bus 35 Surplus.pdf



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

PRIDE: PERSERVERENCE | RESPECT | INTEGRITY | DARING | ENGAGEMENT

Ashlie Miller, Principal
David Laird, Assistant Principal
Bryan Johnson, Assistant Principal / Athletic Director
Eddie Martinez, Assistant Principal
Sarah Vasquez, CTE Director

Rhonda Hagy, Counselor
Jenny Ratigan, Counselor
Jay Mills, Counselor
Laina Mitchell, Counselor

October 14, 2025

To: Ephrata School District, Board of Directors
From: Bryan Johnson, EHS Athletic Director
Re: EHS Head Girls' Fastpitch Softball Coach Recommendation, 25-26 School Year

We recently had an opening for our high school girls' fastpitch softball head coaching position. Heather Wood has been the head fastpitch coach the past 20+ years, doing a remarkable job of creating a positive and competitive culture within the program. She decided to step down at the end of last season and we appreciate all her time and effort with the program. **The recommendation for the School Board is to hire Lesa Trevino the new head girls' fastpitch coach at Ephrata High School.** Here is a summary of the hiring process:

- We posted the position for both in-district and out-of-district candidates for 4 months
- We had 5 total applicants for the position.
- Lesa Trevino interviewed on October 2, was offered the position and accepted on October 14.
- Coaching/Playing Experience:
 - 2023 - Present: Ephrata Enforcers Youth Softball Club
 - 2021-2023: Columbia Basin Youth Softball Association
 - Playing Experience: Big Bend Community College, 2009-2010

I am requesting the school board take action at the October school board meeting, approving Coach Trevino as the new head girls' fastpitch softball coach at Ephrata High School for the spring of 2026. The interview team, as well as the candidate's references, were impressed with Coach Trevino's passion for the sport as well her desire to see student-athletes reach their full potential, both on and off the field.

Please note: WIAA rules allow for coaches hired after August 1st to continue to coach for their club team for the remainder of the school year. This rule will allow Coach Trevino to continue to coach with the Enforcers club team during the fall & winter (out of season) this school year, without committing a WIAA violation.

If you have any questions regarding this recommendation, please let me know. Thank you for your consideration.

Ephrata School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Aaron Cummings, Title IX Coordinator, 111 4th Avenue NW, (509) 754-2474 acummings@ephrataschools.org, Jamie Bessette, 504/ADA Coordinator, 111 4th Avenue NW, (509) 754-3538 jbessette@ephrataschools.org, Sharon Scellick, Civil Rights Compliance Coordinator, 111 4th Ave. NW, (509) 754-5881, sscellick@ephrataschools.org, Aaron Cummings, Intimidation and Bullying Coordinator, 111 4th Avenue NW, (509) 754-2474 acummings@ephrataschools.org.



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Dallas, TX 75284-1393
Phone: 800-527-7510 Fax: 800-899-0149
Visit us at www.bsnsports.com

Order Summary

Cart #: 14189308
Purchase Order #: Rewards 2025
Cart Name: Rewards 2 - Weights
Order Date: 09/23/2025
Estimated Delivery: 09/30/2025
Payment Terms: NT30
Ship Via:
Ordered By: Bryan Johnson

Contact Your Rep

Andy Tenney Email: atenney@bsnsports.com Phone: 208-262-6721

Sold to
1937399
EPHRATA HIGH SCHOOL
333 4th Ave. NW
EPHRATA WA 98823
USA

Ship To
1937399
EPHRATA HIGH SCHOOL
Bryan Johnson
333 4th Ave. NW
EPHRATA WA 98823
USA

Payer
1937399
EPHRATA HIGH SCHOOL
333 4th Ave. NW
EPHRATA WA 98823
USA

Item Description	Qty	Unit Price	Total
RUBBER HEX DUMBBELL 45LB Item # - 20028383EA	2 EA	\$ 0.00	\$ 0.00
RUBBER HEX DUMBBELL 50LB Item # - 20028385EA	2 EA	\$ 0.00	\$ 0.00
Curved Handle Fixed Barbell Set 20-110lb Item # - NSPHG	1 EA	\$ 0.00	\$ 0.00
RUBBER HEX DUMBBELL 30LB Item # - 20028380EA	2 EA	\$ 0.00	\$ 0.00
RUBBER HEX DUMBBELL 35LB Item # - 20028381EA	2 EA	\$ 0.00	\$ 0.00
RUBBER HEX DUMBBELL 40LB Item # - 20028382EA	2 EA	\$ 0.00	\$ 0.00
TEXAS POWER BAR BLACK ZINC- CHROME SLV Item # - 1461805	3 EA	\$ 0.00	\$ 0.00
WRIGHT W NEXT GEN 15KG CF BAR- BLK Item # - 1461336	3 EA	\$ 0.00	\$ 0.00

Subtotal:	\$0.00
Other:	\$0.00
Freight:	\$0.00
Sales Tax:	\$0.00
Order Total:	\$0.00
Payment/Credit Applied:	\$0.00
Order Total:	\$0.00



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Dallas, TX 75284-1393
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Order Summary

Cart #: 14194650

Purchase Order #: Rewards Order 3

Cart Name: Rewards Order 3 - VB

Order Date: 09/24/2025

Estimated Delivery: 09/30/2025

Payment Terms: NT30

Ship Via:

Ordered By: Athletic Director

Contact Your Rep
Andy Tenney Email: atenney@bsnsports.com Phone: **208-262-6721**

Sold to
1937399
EPHRATA HIGH SCHOOL
333 4th Ave. NW
EPHRATA WA 98823
USA

Ship To
1937399
EPHRATA HIGH SCHOOL
Athletic Director
333 4th Ave. NW
EPHRATA WA 98823
USA

Payer
1937399
EPHRATA HIGH SCHOOL
333 4th Ave. NW
EPHRATA WA 98823
USA

Item Description	Qty	Unit Price	Total
Folding Judges Stand Item # - PR669100	1 EA	\$ 0.00	\$ 0.00
Black-Judges Stand Pad Item # - PRJUDPAD	1 EA	\$ 0.00	\$ 0.00
-			
1			

Subtotal:	\$0.00
Other:	\$0.00
Freight:	\$0.00
Sales Tax:	\$0.00
Order Total:	\$0.00
Payment/Credit Applied:	\$0.00
Order Total:	\$0.00

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

GF:	256,446.11	651000677- 651000761
CP:	71,702.27	652000014
ASB:	26,060.01	654000071- 654000087

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: **9/30/2025**

Total amount: **\$ 354,208.39**

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 October 27, 2025, the board, by a _____ vote, approves payments, totaling \$26,060.01. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB FUND WARRANTS:
Warrant Numbers 654000071 through 654000087, totaling \$26,060.01

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

Check Nbr	Vendor Name	Check Date	Check Amount
654000071	AMAZON CAPITAL SERVICES	09/30/2025	364.05
654000072	ANDERSON'S	09/30/2025	894.21
654000073	BSN SPORTS, LLC	09/30/2025	1,583.45
654000074	FERRIS HIGH SCHOOL	09/30/2025	200.00
654000075	HUDL	09/30/2025	15,302.83
654000076	I:49 DESIGNS	09/30/2025	1,427.66
654000077	KING COUNTY DIRECTORS ASSOC.	09/30/2025	105.42
654000078	MEAD HIGH SCHOOL	09/30/2025	200.00
654000079	ORIENTAL TRADING COMPANY INC	09/30/2025	1,258.05
654000080	REVOLVING FUND	09/30/2025	345.00
654000081	SAFEWAY STORES INC	09/30/2025	20.27
654000082	SELAH SCHOOL DISTRICT	09/30/2025	995.00
654000083	SOLE PERFORMANCE	09/30/2025	30.00
654000084	WALMART/CAPITAL ONE	09/30/2025	1,829.20
654000085	WALMART/TREVIPAY	09/30/2025	26.51
654000086	WASHINGTON FLORAL SERVICE, INC	09/30/2025	146.34
654000087	WEINSTEIN BEVERAGE	09/30/2025	1,332.02

Check Nbr	Vendor Name	Check Date	Check Amount
17	Computer	Check(s) For a Total of	26,060.01

0	Manual	Checks For a Total of	0.00
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0	Wire Transfer	Checks For a Total of	0.00
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0	ACH	Checks For a Total of	0.00
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17	Computer	Checks For a Total of	26,060.01
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Total For 17	Manual, Wire Tran, ACH & Computer	Checks	26,060.01
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Less 0	Voided	Checks For a Total of	0.00
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Net Amount	26,060.01
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F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
40	Associated Stude	0.00	0.00	26,060.01	26,060.01

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 October 27, 2025, the board, by a _____ vote, approves payments, totaling \$71,702.27. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECT WARRANTS:
Warrant Numbers 652000014 through 652000014, totaling \$71,702.27

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

Check Nbr	Vendor Name	Check Date	Check Amount
652000014	KING COUNTY DIRECTORS ASSOC.	09/30/2025	71,702.27
1	Computer	Check(s) For a Total of	71,702.27

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 71,702.27

Total For 1 Manual, Wire Tran, ACH & Computer Checks 71,702.27

Less 0 Voided Checks For a Total of 0.00

Net Amount 71,702.27

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	71,702.27	71,702.27

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 October 27, 2025, the board, by a _____ vote, approves payments, totaling \$209,221.53. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000681 through 651000761, totaling \$209,221.53

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

Check Nbr	Vendor Name	Check Date	Check Amount
651000681	ABADAN	09/30/2025	7,747.75
651000682	ABC HYDRAULICS	09/30/2025	222.27
651000683	ACCESS INFORMATION PROTECTED	09/30/2025	135.73
651000684	AM HARDWARE	09/30/2025	6,335.77
651000685	AMAZON CAPITAL SERVICES	09/30/2025	19,491.52
651000686	AMERICAN ROCK PRODUCTS	09/30/2025	84.08
651000687	ASSOC OF WASH SCH PRINC (AWSP)	09/30/2025	1,794.00
651000688	BALLARD & TIGHE, PUBLISHERS	09/30/2025	9,391.78
651000689	BASIN EXPRESS	09/30/2025	66.30
651000690	BRUCKNER TRUCK & EQUIP	09/30/2025	1,016.80
651000691	CARDONEX	09/30/2025	16,260.00
651000692	CENTURYLINK	09/30/2025	68.72
651000693	CENTURYLINK/JNR ADJUSTMENT COM	09/30/2025	966.47
651000694	CINTAS CORP	09/30/2025	711.07
651000695	COAST TO COAST COMPUTER PROD.	09/30/2025	1,494.90
651000696	COLUMBIA BASIN HOSPITAL & FAMI	09/30/2025	1,140.00
651000697	COMMERCIAL TIRE, INC.	09/30/2025	12,719.90

Check Nbr	Vendor Name	Check Date	Check Amount
651000698	CONFLUENCE HEALTH	09/30/2025	137.00
651000699	CREATIVE LEARNING SYSTEMS	09/30/2025	7,000.00
651000700	CULLIGAN WATER POOL & SPA	09/30/2025	938.75
651000701	DAVE THE TIRE GUY	09/30/2025	18,591.56
651000702	DESTINATION IMAGINATION, INC	09/30/2025	494.00
651000703	EPHRATA ACE HARDWARE	09/30/2025	1,053.75
651000704	EREPLACEMENTPARTS.COM	09/30/2025	23.83
651000705	ESD 113	09/30/2025	850.00
651000706	FASTENAL COMPANY	09/30/2025	1,843.77
651000707	FLINN SCIENTIFIC INC	09/30/2025	8.75
651000708	FRANKLIN WIRELESS CORP.	09/30/2025	216.00
651000709	GCSIT, LLC	09/30/2025	3,512.16
651000710	GIBBS SMITH EDUCATION	09/30/2025	5,064.72
651000711	GRANT COUNTY SOLID WASTE DEPAR	09/30/2025	27.13
651000712	GRANTS INC	09/30/2025	3,434.04
651000713	HOME DEPOT CREDIT SERVICES	09/30/2025	2,555.13
651000714	HOPE SQUAD, INC.	09/30/2025	1,200.00
651000715	IDEA PROJECT, THE	09/30/2025	2,252.00
651000716	IMAGINE LEARNING, LLC	09/30/2025	1,073.16
651000717	INLAND PIPE & SUPPLIES	09/30/2025	1,616.60
651000718	IXL LEARNING	09/30/2025	9,900.00
651000719	JVH TECHNICAL LLC	09/30/2025	509.37
651000720	K & W GLASS & AUTO REPAIR	09/30/2025	541.00
651000721	KING COUNTY DIRECTORS ASSOC.	09/30/2025	3,192.45
651000722	LEARNING WITHOUT TEARS	09/30/2025	709.61

Check Nbr	Vendor Name	Check Date	Check Amount
651000723	LES SCHWAB TIRES	09/30/2025	289.09
651000724	LOCALTEL COMMUNICATIONS	09/30/2025	434.80
651000725	LOWE'S CREDIT SERVICES	09/30/2025	1,070.70
651000726	MARSON & MARSON LUMBER INC.	09/30/2025	1,723.22
651000727	MICRO K12	09/30/2025	6,166.66
651000728	MOSES LAKE STEEL SUPPLY	09/30/2025	1,181.98
651000729	NAPA AUTO PARTS	09/30/2025	387.90
651000730	NAT'L ASSOC FOR MUSIC EDUCATIO	09/30/2025	157.00
651000731	NEWEGG INC	09/30/2025	37.93
651000732	NORCO INC	09/30/2025	59.82
651000733	OFFICE DEPOT-ODP BUSINESS SOLU	09/30/2025	1,487.43
651000734	OLIVER PACKAGING & EQUIP	09/30/2025	1,385.96
651000735	PERFECT PLAYCEMENT LLC	09/30/2025	2,500.00
651000736	PITSCO EDUCATION LLC	09/30/2025	295.38
651000737	PLANBOOK INC.	09/30/2025	54.00
651000738	PLANET TURF	09/30/2025	7,208.87
651000739	POLHAMUS HEATING	09/30/2025	1,298.09
651000740	PURE FILTRATION PRODUCTS INC	09/30/2025	1,354.20
651000741	QCL INC	09/30/2025	154.00
651000742	QUAVER MUSIC LLC	09/30/2025	1,951.20
651000743	REALLY GOOD STUFF INC	09/30/2025	200.48
651000744	RELLS FIRE PROTECTION	09/30/2025	4,367.39
651000745	REVOLVING FUND	09/30/2025	15.00
651000746	RWC INTERNATIONAL, LTD	09/30/2025	13,344.39
651000747	S N O W	09/30/2025	780.00

Check Nbr	Vendor Name	Check Date	Check Amount
651000748	SAFEWAY STORES INC	09/30/2025	331.12
651000749	SCHOLASTIC BOOK FAIRS	09/30/2025	370.58
651000750	SLP NOW, LLC	09/30/2025	1,079.66
651000751	SPECIAL SERVICES-PETTY CASH	09/30/2025	89.84
651000752	STATE OF WA DEPT OF LICENSING	09/30/2025	840.00
651000753	STEVENS - CLAY, P.S.	09/30/2025	88.50
651000754	SUPER DUPER PUBLICATIONS	09/30/2025	140.87
651000755	TANDY THERAPY LLC	09/30/2025	791.00
651000756	UNIVERSITY OF OREGON/EDUCATION	09/30/2025	2,700.00
651000757	WALMART/CAPITAL ONE	09/30/2025	4,953.95
651000758	WASH APPLIED MATH COUNCIL (WAM	09/30/2025	200.00
651000759	WASHINGTON FLORAL SERVICE, INC	09/30/2025	193.31
651000760	WERA	09/30/2025	650.00
651000761	ZOHO CORPORATION	09/30/2025	2,495.37

81	Computer	Check(s) For a Total of	209,221.53
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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
81	Computer	Checks For a Total of	209,221.53
Total For 81	Manual, Wire Tran, ACH & Computer	Checks	209,221.53
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	209,221.53

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-41.50	0.00	209,263.03	209,221.53

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 October 27, 2025, the board, by a _____ vote, approves payments, totaling \$47,224.58. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000677 through 651000680, totaling \$47,224.58

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

Check Nbr	Vendor Name	Check Date	Check Amount
651000677	AMAZON CAPITAL SERVICES	09/30/2025	284.51
651000678	GCSIT, LLC	09/30/2025	17,806.89
651000679	KING COUNTY DIRECTORS ASSOC.	09/30/2025	27,676.00
651000680	LONG BUSINESS FORMS	09/30/2025	1,457.18
4	Computer	Check(s) For a Total of	47,224.58

0	Manual	Checks For a Total of	0.00
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0	Wire Transfer	Checks For a Total of	0.00
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0	ACH	Checks For a Total of	0.00
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4	Computer	Checks For a Total of	47,224.58
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Total For 4	Manual, Wire Tran, ACH & Computer	Checks	47,224.58
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Less 0	Voided	Checks For a Total of	0.00
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	Net Amount	47,224.58
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F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	47,224.58	47,224.58

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

GF:	646,516.53	651000763- 651000886
CP:	24,773.46	652000015
ASB:	17,405.64	654000088- 654000101

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: **10/15/2025**

Total amount: **\$ 688,695.63**

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 October 27, 2025, the board, by a _____ vote, approves payments, totaling \$4,600.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000886 through 651000886, totaling \$4,600.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
651000886	PUD NO 2 OF GRANT COUNTY	10/15/2025	4,600.00

1	Computer	Check(s) For a Total of	4,600.00
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0	Manual	Checks For a Total of	0.00
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0	Wire Transfer	Checks For a Total of	0.00
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0	ACH	Checks For a Total of	0.00
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1	Computer	Checks For a Total of	4,600.00
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Total For 1	Manual, Wire Tran, ACH & Computer	Checks	4,600.00
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Less 0	Voided	Checks For a Total of	0.00
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	Net Amount		4,600.00
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FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	4,600.00	4,600.00

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 October 27, 2025, the board, by a _____ vote, approves payments, totaling \$96,818.13, and voids/cancellations, totaling \$96,818.13. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000763 through 651000772, totaling \$96,818.13
Voids/Cancellations, totaling \$96,818.13

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

Check Nbr	Vendor Name	Check Date	Check Amount
651000763	CHAMBERLIN, EDRA IRENE	10/15/2025	116.00
651000764	CRUZ, DAISY YOBANA	10/15/2025	35.84
651000765	GRADUATION ALLIANCE, INC	10/15/2025	6,906.08
651000766	GREENHOUSE MEGASTORE	10/15/2025	336.74
651000767	HARVEST VALLEY PEST CONTROL	10/15/2025	957.99
651000768	IMAGINE LEARNING, LLC	10/15/2025	87,622.81
651000769	JOHNSON, JEANETTE	10/15/2025	122.00
651000770	OFFICE DEPOT-ODP BUSINESS SOLU	10/15/2025	47.67
651000771	OWENS, AMANDA J	10/15/2025	63.00
651000772	WASH MUSIC EDUCATORS ASSOC	10/15/2025	610.00

10	Computer	Check(s) For a Total of	96,818.13
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EPHRATA SCHOOL DISTRICT
Check Summary

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Check Nbr	Vendor Name	Check Date	Check Amount
165047266	OWENS, AMANDA J	10/09/2025	63.00
165047352	GREENHOUSE MEGASTORE	10/09/2025	336.74
165047376	OFFICE DEPOT-ODP BUSINESS SOLU	10/13/2025	47.67
165100187	WASH MUSIC EDUCATORS ASSOC	10/09/2025	610.00
651000017	CHAMBERLIN, EDRA IRENE	10/09/2025	116.00
651000061	JOHNSON, JEANETTE	10/09/2025	122.00
651000260	GRADUATION ALLIANCE, INC	10/09/2025	6,906.08
651000266	HARVEST VALLEY PEST CONTROL	10/09/2025	957.99
651000413	CRUZ, DAISY YOBANA	10/09/2025	35.84
651000421	IMAGINE LEARNING, LLC	10/10/2025	87,622.81
10	Void	Check(s) For a Total of	96,818.13

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EPHRATA SCHOOL DISTRICT

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0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
10	Computer	Checks For a Total of	96,818.13
Total For 10	Manual, Wire Tran, ACH & Computer Checks		96,818.13
Less 10	Voided	Checks For a Total of	96,818.13
	Net Amount		0.00

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	0.00	0.00

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EPHRATA SCHOOL DISTRICT
Check Summary

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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 October 27, 2025, the board, by a _____ vote, approves payments, totaling \$545,098.40, and voids/cancellations, totaling \$23.83. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND WARRANTS:
Warrant Numbers 651000773 through 651000885, totaling \$545,098.40
Voids/Cancellations, totaling \$23.83

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

Check Nbr	Vendor Name	Check Date	Check Amount
651000773	A-L COMPRESSED GASES, INC.	10/15/2025	19.06
651000774	ABADAN	10/15/2025	1,168.30
651000775	ACCESS INFORMATION PROTECTED	10/15/2025	291.91
651000776	AMAZON CAPITAL SERVICES	10/15/2025	5,418.13
651000777	ASSOCIATION OF WA STUDENT LEAD	10/15/2025	50.00
651000778	B & H PHOTO VIDEO	10/15/2025	1,351.18
651000779	BASIN EXPRESS	10/15/2025	18.20
651000780	BASIN SEPTIC SERVICES INC.	10/15/2025	155.00
651000781	BATTERY SYSTEMS INC	10/15/2025	655.13
651000782	BEECBA SOLUTIONS	10/15/2025	250.00
651000783	BIG BEND COMMUNITY COLLEGE	10/15/2025	30,626.56
651000784	BLOOMSBURY PUBLISHING, INC.	10/15/2025	3,010.70
651000785	BRAVO TOOLS, LLC/SNAP-ON	10/15/2025	459.62
651000786	BRUCKNER TRUCK & EQUIP	10/15/2025	2,063.41
651000787	BRYSON SALES & SERVICE	10/15/2025	265.32
651000788	CASHMERE VALLEY BANK	10/15/2025	225.60

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EPHRATA SCHOOL DISTRICT
Check Summary

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Check Nbr	Vendor Name	Check Date	Check Amount
651000789	CENGAGE LEARNING	10/15/2025	5,203.20
651000790	CENTURYLINK	10/15/2025	833.33
651000791	CENTURYLINK	10/15/2025	248.58
651000792	CEREBELLUM CORPORATION	10/15/2025	219.23
651000793	CHELAN ATHLETIC BOOSTER CLUB	10/15/2025	150.00
651000794	CHINOOK MUSIC SERVICE	10/15/2025	140.92
651000795	CINTAS CORP	10/15/2025	450.37
651000796	CITY OF EPHRATA	10/15/2025	27,309.68
651000797	COAST TO COAST COMPUTER PROD.	10/15/2025	644.79
651000798	COMMERCIAL TIRE, INC.	10/15/2025	142.82
651000799	CONNELL OIL INC	10/15/2025	1,443.44
651000800	CONSOLIDATED DISPOSAL SERVICE	10/15/2025	105.00
651000801	CROWN PAPER & SUPPLY	10/15/2025	3,956.39
651000802	CRUZ, DAISY YOBANA	10/15/2025	27.72
651000803	CWU CAREER SERVICES	10/15/2025	400.00
651000804	DUNCAN PROFESSIONAL SERVICES	10/15/2025	100.00
651000805	EPHRATA ACE HARDWARE	10/15/2025	1,048.94
651000806	EPHRATA SCHOOL DISTRICT- DOR	10/15/2025	66.02
651000807	FABER INDUSTRIAL	10/15/2025	174.96
651000808	FASTENAL COMPANY	10/15/2025	329.95
651000809	FITNESS FINDERS INC	10/15/2025	133.91
651000810	FLINN SCIENTIFIC INC	10/15/2025	63.36
651000811	FOUR SEASONS FARM SERVICE	10/15/2025	117.16
651000812	G & D ENTERPRISES	10/15/2025	324.66
651000813	GCSIT, LLC	10/15/2025	19,582.47

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EPHRATA SCHOOL DISTRICT
Check Summary

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Check Nbr	Vendor Name	Check Date	Check Amount
651000814	GOIN' POSTAL	10/15/2025	39.42
651000815	GRADUATION ALLIANCE, INC	10/15/2025	3,561.94
651000816	GRANITE TELECOMMUNICATIONS LLC	10/15/2025	1,306.56
651000817	GRANT COUNTY HEALTH DISTRICT	10/15/2025	460.00
651000818	GRANTS INC	10/15/2025	989.96
651000819	HART, GRETCHEN	10/15/2025	13,959.00
651000820	HARVEST VALLEY PEST CONTROL	10/15/2025	957.99
651000821	HEART MATTERS CPR/ 1ST AID	10/15/2025	80.00
651000822	HEER, ALISON LIDDELL	10/15/2025	111.30
651000823	HENRY SCHEIN, INC.	10/15/2025	5,562.11
651000824	HITOUCH BUSINESS SERVICES, LLC	10/15/2025	8,985.54
651000825	HOUGHTON MIFFLIN HARCOURT	10/15/2025	4,428.62
651000826	HSI EMERGENCY CARE SOLUTIONS,	10/15/2025	25,062.08
651000827	IDEA PROJECT, THE	10/15/2025	3,252.00
651000828	INLAND OIL & PROPANE	10/15/2025	28,961.89
651000829	INLAND PIPE & SUPPLIES	10/15/2025	194.49
651000830	JOHNSON CONTROLS FIRE PROTECTI	10/15/2025	4,940.52
651000831	JW PEPPER & SON INC	10/15/2025	135.50
651000832	KING COUNTY DIRECTORS ASSOC.	10/15/2025	2,055.16
651000833	KOORY'S IRRIGATION INC	10/15/2025	108.92
651000834	LANGUAGE LINK	10/15/2025	272.10
651000835	MARENEM, INC.	10/15/2025	2,518.39
651000836	MARSON & MARSON LUMBER INC.	10/15/2025	822.75
651000837	MCGRAW HILL	10/15/2025	9,764.26
651000838	MIDWEST TECHNOLOGY PRODUCTS	10/15/2025	900.03

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EPHRATA SCHOOL DISTRICT
Check Summary

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Check Nbr	Vendor Name	Check Date	Check Amount
651000839	MURRAY, KENNETH M	10/15/2025	75.26
651000840	N2Y, LLC	10/15/2025	281.31
651000841	NAPA AUTO PARTS	10/15/2025	1,665.97
651000842	NATIONAL ASSOC OF SCHOOL NURSE	10/15/2025	330.00
651000843	NEWEGG INC	10/15/2025	75.86
651000844	NORCO INC	10/15/2025	57.89
651000845	NORTH CENTRAL E S D	10/15/2025	57,455.64
651000846	NORTHWEST ESD 189	10/15/2025	3,500.00
651000847	OFFICE DEPOT-ODP BUSINESS SOLU	10/15/2025	48.85
651000848	OREILLY AUTO PARTS	10/15/2025	704.09
651000849	OXARC	10/15/2025	78.29
651000850	PATTERSON, KAREN D	10/15/2025	4,956.80
651000851	PEARSON ASSESSMENT	10/15/2025	2,383.68
651000852	PITA PIT	10/15/2025	780.48
651000853	PLATT ELECTRIC SUPPLY	10/15/2025	515.08
651000854	POLHAMUS HEATING	10/15/2025	4,678.85
651000855	PRO ED INC.	10/15/2025	128.78
651000856	PROLINGUAL, LLC	10/15/2025	2,528.80
651000857	PUD NO 2 OF GRANT COUNTY	10/15/2025	21,790.99
651000858	QBS LLC	10/15/2025	30.00
651000859	QCL INC	10/15/2025	512.00
651000860	QUILL CORPORATION	10/15/2025	374.61
651000861	RENAISSANCE LEARNING INC	10/15/2025	450.00
651000862	REVOLVING FUND	10/15/2025	277.05
651000863	RWC INTERNATIONAL, LTD	10/15/2025	10,378.09

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EPHRATA SCHOOL DISTRICT
Check Summary

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Check Nbr	Vendor Name	Check Date	Check Amount
651000864	SCHOLASTIC BOOK FAIRS	10/15/2025	118.46
651000865	SCHOOL FIX	10/15/2025	1,104.13
651000866	SIX TEES ENTERPRISES	10/15/2025	586.47
651000867	SLP TOOLKIT, LLC	10/15/2025	225.00
651000868	SODEXO INC. & AFFILIATES	10/15/2025	106,587.52
651000869	T - MOBILE USA, INC.	10/15/2025	126.68
651000870	TANDY THERAPY LLC	10/15/2025	960.50
651000871	TURNER & TOWNSEND HEERY, LLC	10/15/2025	6,000.00
651000872	ULINE	10/15/2025	360.44
651000873	UNITED RENTALS	10/15/2025	1,146.87
651000874	UNITED SCHOOLS INSURANCE PROGR	10/15/2025	154.20
651000875	VENTRIS LEARNING, LLC	10/15/2025	1,398.36
651000876	W I A A	10/15/2025	1,000.00
651000877	WALA (WA ASSOC LEARNING ALTERN	10/15/2025	450.00
651000878	WALMART/TREVIPAY	10/15/2025	555.57
651000879	WASHINGTON TRUST BANK	10/15/2025	22,545.49
651000880	WASHINGTON FLORAL SERVICE, INC	10/15/2025	1,465.80
651000881	WASHINGTON OFFICIALS ASSOC.	10/15/2025	6,219.50
651000882	WELLS FARGO VENDOR FINANCIAL S	10/15/2025	3,835.62
651000883	WENGER CORP	10/15/2025	17,852.18
651000884	WESTERN PSYCHOLOGICAL SERVICES	10/15/2025	574.53
651000885	WSIPC	10/15/2025	29,097.16

113 Computer Check(s) For a Total of 545,098.40

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EPHRATA SCHOOL DISTRICT

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Check Summary

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Check Nbr	Vendor Name	Check Date	Check Amount
651000704	EREPLACEMENTPARTS.COM	10/10/2025	23.83
1	Void	Check(s) For a Total of	23.83

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EPHRATA SCHOOL DISTRICT

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Check Summary

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0	Manual	Checks For a Total of	0.00
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0	Wire Transfer	Checks For a Total of	0.00
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0	ACH	Checks For a Total of	0.00
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113	Computer	Checks For a Total of	545,098.40
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Total For 113	Manual, Wire Tran, ACH & Computer Checks		545,098.40
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Less 1	Voided	Checks For a Total of	23.83
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	Net Amount		545,074.57
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F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	66.02	0.00	545,008.55	545,074.57

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 October 27, 2025, the board, by a _____ vote, approves payments, totaling \$24,773.46. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECT WARRANTS:
Warrant Numbers 652000015 through 652000015, totaling \$24,773.46

Secretary _____	Board Member _____	
Board Member _____	Board Member _____	
Board Member _____	Board Member _____	
Check Nbr Vendor Name	Check Date	Check Amount
652000015 ANTHEM SPORTS, LLC	10/15/2025	24,773.46
1 Computer	Check(s) For a Total of	24,773.46

0	Manual	Checks For a Total of	0.00
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0	Wire Transfer	Checks For a Total of	0.00
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0	ACH	Checks For a Total of	0.00
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1	Computer	Checks For a Total of	24,773.46
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Total For 1	Manual, Wire Tran, ACH & Computer	Checks	24,773.46
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Less 0	Voided	Checks For a Total of	0.00
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	Net Amount	24,773.46
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F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
20	Capital Projects	0.00	0.00	24,773.46	24,773.46

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 October 27, 2025, the board, by a _____ vote, approves payments, totaling \$17,405.64. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB FUND WARRANTS:
Warrant Numbers 654000088 through 654000101, totaling \$17,405.64

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

Check Nbr	Vendor Name	Check Date	Check Amount
654000088	AMAZON CAPITAL SERVICES	10/15/2025	2,035.40
654000089	BSN SPORTS, LLC	10/15/2025	1,246.86
654000090	ELLENSBURG HIGH SCHOOL ASB/ATH	10/15/2025	200.00
654000091	EPHRATA HIGH SCHOOL	10/15/2025	75.00
654000092	EPHRATA ACE HARDWARE	10/15/2025	247.01
654000093	I:49 DESIGNS	10/15/2025	5,060.10
654000094	KING COUNTY DIRECTORS ASSOC.	10/15/2025	1,111.65
654000095	MOORE FURNITURE, INC.	10/15/2025	487.79
654000096	RUDIS	10/15/2025	1,496.04
654000097	SOLE PERFORMANCE	10/15/2025	30.00
654000098	TIME OUT RESTAURANT	10/15/2025	286.45
654000099	WALMART/TREVIPAY	10/15/2025	229.35
654000100	WASHINGTON TRUST BANK	10/15/2025	4,023.41
654000101	WASHINGTON FLORAL SERVICE, INC	10/15/2025	876.58

14	Computer	Check(s) For a Total of	17,405.64
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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
14	Computer	Checks For a Total of	17,405.64
Total For 14	Manual, Wire Tran, ACH & Computer Checks		17,405.64
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	17,405.64

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	17,405.64	17,405.64

Course Design, Selection, and Adoption of Instructional Materials

The board recognizes its responsibility for improving and growing the schools' educational programs. To this end, course designs will be evaluated, adapted, and developed on a continuing basis. Instructional materials shall be selected to ensure alignment with state learning standards and enable all students to master foundational skills and knowledge to achieve college and career readiness.

I. Definitions

For the purpose of policy and procedure 2020, the following definitions will apply:

A. **Course Design** is the process that includes identifying and sequencing essential content to support students' skill development towards state learning standards. Course design involves providing teachers with appropriate instructional materials, professional development, and support systems as they implement the course.

B. **Instructional Materials** are materials designed for students and their teachers as learning resources to help students acquire facts and skills, develop cognitive processes, and meet state learning standards. Instructional materials may be printed or digital and may include textbooks, technology-based materials, other educational media, and assessments. They may carry different licensing types, from open to all rights reserved. For the purposes of this policy, there are five categories of instructional materials:

Core Instructional Materials are the primary instructional resources for a given course. They are district-approved and provided to all students to help meet learning standards and provide instruction toward course requirements.

Alternative Core Materials are the primary instructional materials for a given course used with a subset of students. These materials are intended to replace approved core materials and may be used for specialized course offerings or flexible learning environments.

Intervention Materials are designed to support strategic or intensive intervention for students at risk of not meeting established learning standards. Intervention materials are used with students to accelerate progress toward particular learning goals based on systematic assessment, decision-making, and progress monitoring.

Supplemental Instructional Materials are used in conjunction with the core instructional materials of a course that are not expressly required by the school or district and are instead selected at a teacher's discretion. These items extend and support instruction. They include, but are not limited to, books, periodicals, visual aids, video, sound recordings, computer software, and other digital content.

Temporary Supplemental Materials are those items used in conjunction with the core instructional materials of a course that are of interest or value for a short period and are chosen within district-established guidelines. They are not intended to supplant the adopted curriculum nor be used on a regular instructional basis. Examples might include timely articles from relevant, reliable sources, websites, or news broadcasts. The use of temporary supplemental materials for over one year requires consideration of the material as either part of the core instructional material for a course or supplemental material for the course, depending on the nature and scope of the material.

C. **Instructional Materials Committee** is the body that recommends core instructional materials to the board based on superintendent-established procedures.

II. Course Design

The superintendent or designee will establish procedures for course design that provide for the regular review of selected content areas and implementation of any suggested changes and for the involvement of community representatives and staff members at appropriate times.

III. Selection and Adoption of Instructional Materials

The primary objective in selecting instructional materials is to implement, enrich, and support the educational program of the schools. All instructional materials will be selected in conformance with applicable state and federal laws, goals and learning standards of the district and state, and Procedure 2020.

The board is responsible for adopting all core instructional materials used in the district.

The superintendent or designee will establish procedures for core material, alternate core, and intervention material selection and adoption using criteria around evidence-based practices.

The superintendent or designee will ensure that the district maintains a list of all core instructional materials used within the school curriculum and that it is available for public review in person or online.

The board intends for the superintendent to delegate responsibility for examining, evaluating, and selecting all supplemental and temporary supplemental materials to the district's professional staff. This includes preparing all student reading lists. Staff will rely on reason and professional judgment in selecting high-quality supplemental materials that align with state learning standards and are appropriate for their students' instructional programs, developmental levels, and interests.

Cross References: 2027 - District Ownership of Staff-Created Work

Legal References:

- RCW 28A.150.230 District school directors' responsibilities
- RCW 28A.320.230 Instructional materials Instructional materials committee
- RCW 28A.320.170 Tribal history and culture [as amended by SSB 5433]
- RCW 28A.405.060 Course of study and regulations Enforcement Withholding salary warrant for failure
- Chapter 28A.640 RCW Sexual Equality
- WAC 180-44-010 Responsibilities related to instruction
- WAC 392-190-055 Textbooks and instructional materials Scope Elimination of bias
- RCW 28A.320.233 Student materials Denial based on protected class prohibited Complaint procedure
- RCW 28A.320.235 Supplemental instructional materials Policies and procedures Definitions
- RCW 28A.345.130 Model policy and procedure for instructional materials Diverse and inclusive curricula
- Chapter 28A.642 RCW Discrimination Prohibition

Management Resources: 2015 - December Issue
2025 - April Issue

Student Discipline

Introduction/Philosophy/Purpose

The board focuses on the educational achievement of every student. The district holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. The board intends that this policy and procedure be implemented in a manner that supports a positive school climate, maximizes instructional time, and increases equitable educational opportunities.

The purposes of this policy and accompanying procedure include:

1. Providing a safe and supportive learning environment for all students.
2. Providing due process to students.
3. Implementing culturally responsive discretionary and nondiscretionary discipline policies and procedures that provide opportunity for all students to achieve personal and academic success.
4. Engaging with school personnel, students, parents, families, and the community in decisions related to the development and implementation of discipline policies and procedures.
5. Ensuring fairness and equity in the administration of discretionary and nondiscretionary discipline.
6. Administering discretionary discipline in ways that respond to the needs and strengths of students, support students in meeting behavioral expectations, and keep students in the classroom to the maximum extent possible.
7. Providing educational services that students need to complete their education without disruption.
8. Facilitating collaboration between school personnel, students, parents, and families to support successful reentry into the classroom following a suspension or expulsion.

Students' Fundamental Rights

The district will observe students' fundamental rights and will administer discipline in a manner that does not:

1. Unlawfully discriminate against a student on the basis of sex, race, creed, ethnicity, religion, color, national origin, 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 is prohibited.
2. Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right.
3. Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures.
4. Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
5. Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

Student Responsibilities

This district's student discipline policy and procedure are designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with the policy and procedure, including behavioral expectations that respect the rights and property of others. Students are also expected to pursue the required course of studies. Students and staff are expected to work together to develop a positive climate for learning.

Development and Review

The district will develop and periodically review a discretionary and nondiscretionary discipline policy and procedure with the participation of school personnel, students, parents, families, and the community. During the development and review, the district must use disaggregated data collected under RCW 28A.300.042 to monitor the impact of the district's discipline policy, procedure, and practices and update its policy and procedure to improve fairness and equity in the administration of discipline.

The policy and procedure will be developed in accordance with WAC 392-400-110.

Distribution of Policies and Procedures

The district will make the current version of this policy and procedure available to families and the community. The district will annually provide this policy and procedure to all district personnel, students, parents, and families, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

The district will ensure district employees and contractors are knowledgeable of this student discipline policy and procedure.

Application

This policy and accompanying procedure will be construed in a manner consistent with Washington law as stated in WAC 392-400-020.

Cross References:

2121 - Substance Abuse Program
 2161 - Special Education and Related Services for Eligible Students
 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
 3122 - Excused and Unexcused Absences
 3210 - Nondiscrimination
 3244 - Prohibition of Corporal Punishment
 3520 - Student Fees, Fines, or Charges
 4210 - Regulation of Dangerous Weapons on School Premises
 4218 - Language Access

Legal References:

42 U.S.C. 2000d et seq. Civil Rights Act of 1964
 34 CFR Part 100.3 Regulations implementing Civil Rights Act of 1964
 Chapter 392-400, WAC Student Discipline
 WAC 392-190-048 Access to course offerings - Student discipline and corrective action
 Chapter 28A.320, RCW Provisions applicable to all districts
 Chapter 28A.600 RCW, Students
 RCW 28A.400.110 Principal to assure appropriate student discipline
 Building discipline standards Classes to improve classroom management skills
 RCW 28A.400.100 Principals and vice principals Employment of
 Qualifications Duties
 Chapter 28A.225, RCW Compulsory school attendance and admission
 RCW 28A.150.240 Certificated teaching and administrative staff as accountable for classroom teaching Scope Responsibilities
 Penalty
 RCW 9.41.280 Possessing dangerous weapons on school facilities
 Penalty Exceptions

Policy 3241
Critical

Management Resources:

- 2010 - June Issue
- 2014 - August Issue
- 2014 - December Issue
- 2016 - July Policy Issue
- 2018 - August 2018 - August Policy Issue
- 2019 - April Policy Alert

Bus Detail


[Back to Bus search](#)

Bus Information	
District : Ephrata School District	Local Bus Number : 035
State Bus Number : 20634	Status : In Service
VIN : 1GBHG31R121187019	WSP Number : 0
License :	Bus Type : BLUE
Brake Type : Hydraulic	Tire Size : 75R16
Rear Brakes : Drum	Front Brakes :
Bus Year : 2002	Body Make : BLUEBIRD
Chasis Make : CHEVROLET	Engine Make : GM
Engine Model : 350V8	Engine Placement : Front
Transmission : Automatic	Transmission Model Number : 4180E
Alternator Capacity : 130	Fuel Type : Gas
GVW Rating : 10000	Overall Length : 233
Body Width : 0	Wheel Base : 139
Front Axle Capacity : 3900	Rear Axle Capacity : 7500
Interior Length : 135	Interior Height : 0
Aisle Width : 0	Capacity : 22
Wheel Chair Lift : 0	Wheel Tie Down Number : 0
Windshield Wipers :	

Coversheet

Approve Transportation Software

Section: III. Action Items
Item: C. Approve Transportation Software
Purpose: Vote
Submitted by:

Related Material:

Ephrata School District Pro to Plus Tripfinder Wayfinder and Hardware Proposal.pdf
TransAct Quote.pdf
Tyler Technologies with Hardware.pdf
Tyler Technologies without Hardware.pdf
BusBoss Technology Proposal _ Smart Pricing Table.pdf

**Proposal****Date:** October 8, 2025

440 State Street
Schenectady NY 12305

ATTN:
Ephrata School District #165
111 4th Ave NW
Ephrata, WA 98823
Phone: 509-754-3311

Prepared By: Dan Mahl
Title: Account Executive
Email: dmahl@transfinder.com
Fax: 518-723-8298
Phone: 5187238207

This quotation is valid for 30 days from issue date.

Transfinder Products and Services	Qty.	Initial Cost	Year 2	Year 3												
<p>Routefinder Pro to Routefinder Plus Migration</p> <p>Routefinder PLUS is Transfinder’s easy-to-use, browser-based transportation software solution. The Routefinder PLUS implementation includes exchanging your Routefinder Pro licenses for Routefinder PLUS licenses along Implementation, Data and Training Services.</p> <p>Implementation Plan Includes a Project Kickoff Call along with:</p> <table><tr><td>Sandbox Installation with Client Data</td><td>Conversion Testing</td></tr><tr><td>Report Creation</td><td>Online Training</td></tr><tr><td>Final Data Conversion</td><td>Go-Live/ Rollout</td></tr></table> <p>Responsibilities Include:</p> <table><tr><td>Weekly Status Meetings</td><td>Data Conversion Services</td></tr><tr><td>Report Creation Services</td><td>Data Import & Analysis Consulting</td></tr><tr><td>Project Management Consulting Services</td><td>Training Consulting Services 8-weeks (1 hour each week)</td></tr></table> <p><i>*A requirement for Routefinder PLUS Implementation is that the customer assigns a project champion and has at least one (1) staff member attend Transfinder University Routefinder PLUS Livestream. Transfinder University Training costs are not included in this quote.</i></p>	Sandbox Installation with Client Data	Conversion Testing	Report Creation	Online Training	Final Data Conversion	Go-Live/ Rollout	Weekly Status Meetings	Data Conversion Services	Report Creation Services	Data Import & Analysis Consulting	Project Management Consulting Services	Training Consulting Services 8-weeks (1 hour each week)	1	\$7,500		
Sandbox Installation with Client Data	Conversion Testing															
Report Creation	Online Training															
Final Data Conversion	Go-Live/ Rollout															
Weekly Status Meetings	Data Conversion Services															
Report Creation Services	Data Import & Analysis Consulting															
Project Management Consulting Services	Training Consulting Services 8-weeks (1 hour each week)															
<p>GIS Map Conversion for County Map(s):</p> <p>Transfinder will perform a one-time conversion of accessible map data for use in Routefinder software.</p> <ul style="list-style-type: none">• Locate available county GIS data including point / parcel layers• Collect and review map data and provide most accurate data source• Convert county map data into a format compatible with Routefinder• Archive existing maps and deliver new map data to client;	1	\$1,995														

<ul style="list-style-type: none"> Implement new maps in the district's existing routing operation. 				
Tripfinder Includes: With Tripfinder, you can: <ul style="list-style-type: none"> Schedule field trips using district hardware or your mobile device Field trip electronic request and approval process Budget code tracking Create multiple trip request and approval paths Field Trip Dashboard View Includes: <ul style="list-style-type: none"> Up to four (4) hours of online training which must be used within four (4) weeks of system installation. 	1	\$3,500	\$1,000	\$1,050
Wayfinder Resource Substitution o Driver can identify which vehicle will be utilized for a trip Navigation o Turn by Turn voice guidance o Speedometer and smart map zoom o Accurate electronic route sheets for trips created in Routefinder o On demand navigation Attendance o Calendar-based schedules o Driver interaction o Skip stops before or during navigation o Manually take attendance Includes: <ul style="list-style-type: none"> Up to six (6) hours of online training which must be used within 8 weeks after first completed session. *Wayfinder is available for Transfinder Hosted Network (THN) clients and requires an approved Hardware Device.	20	\$2,800	\$1,800	\$1,890
	Users			
	Vehicles			
Transfinder Software Retail Pricing		\$15,795	\$2,800	\$2,940
Infofinder LE Client Loyalty Discount		-\$2,500	-\$500	-\$500
Small District Discount (Valid until 12/31/2025)		-\$1,505		
Map Promotion (Valid until 12/31/2025)		-\$1,995		
Transfinder Software Promotional Pricing		\$12,295	\$2,300	\$2,440
Transfinder Hosting Services powered by Amazon Cloud Services <ul style="list-style-type: none"> Hosting includes database server, application servers, storage, and data maintenance Hosting Service is due with initial purchase and is included in the future Hosting Service. 		\$1,800	\$1,800	\$1,800
Transfinder University Livestream – Routefinder PLUS <ul style="list-style-type: none"> Routing System Proficiency Course 2 days of online training in a Routefinder PLUS training dataset Class hours 8:30am - 5:00pm Eastern Daylight Time Date: Attendee: Title: Email:	1	\$1,925		

Phone number:				
Pro to PLUS Promotion TU (Valid until 12/31/2025)		-\$1,925		
Samsung Tab Active 5 Tablets • Ruggedized tablet with mounting kit. <i>Installation sold separately</i>	5	\$6,875		
Enterprise Mobility Management Platform	5	\$600	\$600	\$630
Tablet Cellular Data Plan • Single SIM cell chip provides reliable service leveraging multiple cell carriers	5	\$2,700	\$2,700	\$2,835
Additional Tablet Mounting Kits <i>Installation sold separately</i>	15	\$6,750		
Shipping Protection		\$136		
Shipping and Handling		\$85		
Hardware Cost		\$17,146	\$3,300	\$3,465
Transfinder Hardware Discount (Valid until 12/31/2025)		-\$1,880	\$0	\$0
		Year 1	Year 2	Year 3
Initial Cost		\$28,741		
Transfinder Software with Hardware Annual Fees		Included	\$7,400	\$7,705

This proposal has been prepared at your request. All invoices are due and payable upon receipt. The total system cost for any of the options, is due and payable upon installation. Any Federal and/or State Sales or local taxes are the responsibility of the Licensee.

Transfinder Hardware and Services Terms of Use

These Terms of Use ("Agreement") govern the purchase and use of hardware and services provided by Transfinder Corporation ("Transfinder") by the client ("Client").

Upon receipt of payment in full, equipment will be shipped and ownership will transition to the client (Licensee).

Transfinder will, to the extent permissible, pass through to Licensee all available applicable original equipment manufacturer warranties for third party equipment.

The following is a list of original equipment manufacturer warranty details current as of October 2024.

- Samsung Tab Active5 Tablets: See standard limited warranty in Attachment 1 or at <https://www.samsung.com/us/support/legal/mobile/#standard-limited-warranty>.
- RAM Mounting Equipment: See limited warranty in Attachment 2.
- Elatec Card Readers: See limited warranty in Attachment 3.

If equipment is found to be defective and meets the requirements, a Return Merchandise Authorization (RMA) will be issued. See Attachment 4 for returns process.

1. Use of Hardware and Services

Client agrees to use Transfinder hardware and services solely in connection with Transfinder's Wayfinder software and related Transfinder applications.

Client is responsible for ensuring compliance with all applicable laws, regulations, and district/company policies when using the hardware and services.

2. Data Plan

All devices purchased through Transfinder with a data plan will be activated on the date shipped. Partial data fees for the billing cycle may be incurred.

Data is unlimited for all Transfinder apps. Approved third party apps may require additional data charges.

If the client enables Transfinder hardware to be the sole provider of GPS data, additional fees may be incurred.

Tethering/hotspot use is not permitted and will be disabled.

Partial data fees for the billing cycle may be incurred.

The data plan may not be canceled earlier than 1 year from the purchase date unless otherwise agreed upon by both parties. Notice must be provided in writing at least 60 days prior to annual support due date.

Partial data fees for the billing cycle may be incurred.

Line termination: if the data plan is canceled prior to the end of the agreed contract term, the fees outlined in Early Termination may apply.

Transfinder is not liable for:

Interruptions in service due to network issues, maintenance, or force majeure.

Loss of data or damage resulting from use or inability to use the service.

3. Installation and Responsibility

Transfinder does not directly install hardware or equipment, and does not provide final advisement of hardware placement, mounting technique, or other installation decisions. Final acceptance of work will be provided to the third-party installer. Transfinder is not liable for any claims, losses, liabilities, damages, costs, or expenses as a result of or related to the installation of the hardware and equipment.

For third party installations purchased through Transfinder, see Attachment 5 for Installation Terms and Conditions.

4. Fees and Payment

Client agrees to pay all fees as set forth in the purchase agreement, including hardware costs, service fees, and applicable taxes.

Ongoing subscription fees for EMM and data services are billed as specified in the applicable order form.

5. Early Termination

The Licensee may terminate this Agreement, at any time, for convenience upon 60 calendar days written notice to Transfinder. If the Licensee should terminate this Agreement within three (3) years of the Activation Date for convenience, the Licensee shall immediately remit to Transfinder, in addition to fees for all products and services delivered and expenses incurred prior to the effective date of the termination, unpaid annual service fees as follows:

- Termination before the (1) one year anniversary of the Activation Date: all software and service fees due prior to the effective date of the termination and 75% of the annual service fees for years two and three of the term;
- Termination on or after the (1) one year anniversary of the Activation Date but before the (2) two-year anniversary of the Activation Date: all software and service fees due prior to the effective date of the termination and 50% of the annual service fees for year three of the term; and
- Termination on or after the (2) two-year anniversary after the Activation Date but prior to the expiration of the Term: all software and service fees due prior to the effective date of the termination.

6. Warranties

Transfinder will, to the extent permissible, pass through to Licensee all available applicable original equipment manufacturer warranties for all hardware purchases.

Improper use, abuse or tampering with the device may result in the warranty being voided.

If equipment is found to be defective and meets the requirements, a Return Merchandise Authorization (RMA) will be issued through Transfinder. Shipping and handling charges will be billed at cost.

Unopened equipment, excluding tablets or other mobile devices, may be returned within 30 days of receipt. Shipping and handling charges will be billed at cost.

7. Data Policies

Data collected through Wayfinder and Transfinder-approved applications remains the property of Client. Transfinder may process data to provide services, monitor usage, ensure compliance with data caps, and improve performance.

Client is responsible for compliance with all applicable data protection and privacy laws.

Transfinder is not responsible for retention of Client data beyond the contracted period unless otherwise agreed in writing.

8. Limitation of Liability

To the maximum extent permitted by law:

- Transfinder shall not be liable for any indirect, incidental, special, or consequential damages, including but not limited to data loss, downtime, or loss of revenue.
- Total liability of Transfinder under this Agreement shall not exceed the amount paid by Client for the hardware and services giving rise to the claim.

9. Jurisdiction and Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without regard to conflicts of law principles. Client agrees that any disputes shall be resolved exclusively in the state or federal courts located in Schenectady County, New York.

10. Enterprise Mobile Management

All mobile devices purchased by the Licensee are managed by Transfinder using an Enterprise Mobility Management (EMM) system. This includes, but is not limited to, operating system updates, application updates, feature access, and settings access. Devices are configured for Transfinder applications and end users only have access to settings and applications that are approved by Transfinder.

11. Entire Agreement

This Agreement constitutes the full understanding between the parties regarding hardware and service use and supersedes any prior agreements, written or oral. Any modifications must be in writing and signed by both parties.

Acknowledgment

By signing below, Client acknowledges and agrees to the terms set forth in this Agreement.

TRANSFINDER

Antonio Civitella, President/CEO

Name & Title

Authorized Signature

Date

LICENSEE - Ephrata School District #165

Federal Tax ID #

Name & Title

Authorized Signature

Date



Ephrata School District - EZTransportation

Quote created: June 17, 2025 Reference: 20250617-203954171

Ephrata School District
499 C St NW
Ephrata, Washington 98823
United States

Lacey Gustin
lgustin@ephrataschools.org
(509) 754-3311

This quote is not a commitment of service.

Franz Kacaj - "Lead Account Executive" TransAct Communications, LLC.



Products & Services

Item & Description	Quantity	Unit Price	Total
EZRouting	1	\$6,289.00	\$6,289.00 / year
EZRouting (Up to 3,000 Students) - Annual Subscription		/ year	for 1 year

Item & Description	Quantity	Unit Price	Total
EZRouting Professional Routing Service EZRouting Professional Routing Service (Up to 3,000 Students) Annual Subscription *White Glove Software Implementation (Data Cleanup and Initial Route Build Assistance, Initial Report Setup, District Map Parcel and Street Map Setup, Data Synchronization, and User Training and Onboarding) *Ongoing Health Check (Ongoing Tier 1 Support Group and Help Center, Rollover Training/Ongoing Support, Reporting Assistance, Refresher Training and Tools, and Parcel Map and Street Map Updates)	1	\$750.00 / year	\$750.00 / year for 1 year
SafeDriver360 Tablet Purchase Tablet Purchase (one-time cost)	5	\$350.00	\$1,750.00
SafeDriver360 Subscription SafeDriver360 Annual Subscription per tablet	5	\$590.00 / year	\$2,950.00 / year for 1 year
Tablet Dash Mount Tablet Dash Mount	20	\$110.00	\$2,200.00

Annual subtotal \$9,989.00

One-time subtotal \$3,950.00

Total \$13,939.00

This quote expires on September 15, 2025**Purchase terms**

Questions? Contact me



Franc Kacaj

"Lead Account Executive"

fkacaj@app-garden.com

TransAct Communications, LLC.

5105 200th Street SW, Suite 200,

Lynnwood WA 98036

US



Sales Quotation For:
Quote Number:

Ephrata School District 165
 2025-552426-R2P7F6

ANNUAL/SAAS

Student Transportation

- Student Transportation Vehicles up to 40
- Advanced Routing: Vehicles up to 40
- My Ride K-12: Vehicles up to 40
- Advanced Activity Trips: Vehicles up to 40
- Electronic Rollout Sheet: Vehicles up to 40
- Advanced AVL: Vehicles up to 40
- Reportwriter

Tyler Drive

- Version 5 Tablet on the Verizon (US) Network (4G)

SERVICES

- Third-Party Services
- Professional Services
- Implementation

THIRD PARTY

- Ram Mounting Kit (Dock, Arm, Power Cord & L Bracket)
- Version 5 Tablet Kit on the Verizon (US) Network (4G), includes bumper and wall charger for tablet

SUMMARY COSTS

	One-Time Fees	Recurring Fees
Software License Fees	\$ 0.00	\$ 0.00
SaaS Fees	\$ 0.00	\$ 18,053.00
Services	\$ 35,916.00	\$ 0.00
Third-Party Hardware, Software, Services	\$ 16,525.00	\$ 0.00
Estimated Travel Expenses	\$ 0.00	\$0.00
Total	\$ 52,441.00	\$ 18,053.00



Sales Quotation For:
Quote Number:

Ephrata School District 165
 2025-552549-M0V5F0

ANNUAL/SAAS

Student Transportation

- Student Transportation Vehicles up to 40
- Advanced Routing: Vehicles up to 40
- Advanced Activity Trips: Vehicles up to 40
- Reportwriter

SERVICES

- Professional Services
- Implementation

THIRD PARTY

SUMMARY COSTS

	One-Time Fees	Recurring Fees
Software License Fees	\$ 0.00	\$ 0.00
SaaS Fees	\$ 0.00	\$ 10,171.00
Services	\$ 15,276.00	\$ 0.00
Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Estimated Travel Expenses	\$ 0.00	\$ 0.00
Total	\$ 15,276.00	\$ 10,171.00



BUSBOSS™
ENTERPRISE

TRANSPORTATION ROUTING AND MANAGEMENT SOFTWARE WITH GPS TRACKING

BusBoss Technology Proposal

Proposal for **EPHRATA SCHOOL DISTRICT 165**

As requested by
Lacey Gustin

Prices good thru: August 24, 2025

Leesy Ferrante
Chief Executive Officer
Orbit Software, Inc.

leesy@busboss.com
[484-941-0820](tel:484-941-0820)
www.busboss.com

Scope of Work

Initial Start-Up Costs

All costs are based on 3,148 students enrolled / 800 transported.

CONTRACT DATES: Year 1 starts on the 1st of the month that we receive the signed purchase order or deposit.

Line items can be expanded to provide additional details.

BusBoss™ Professional District Wide Perpetual License – Client/Server	\$5,900.00
---	------------

School Bus Routing, Scheduling & Redistricting Software includes TomTom (aka TeleAtlas) map data for 3 counties; Unlimited User Site License; there is no separate charge for each person using BusBoss™. 30 Days Free Installation Support. Quality yearly maintenance and support available.

- **Fast, efficient routing software to solve all your student transportation needs and state reporting requirements.**
- Regular and Special Ed routing all within one program.
- Ability for multiple users to simultaneously view, modify and retrieve information.
- Create and save unlimited scenarios for “what if” transportation planning.
- **Fleet Optimization provides system generated routes while adhering to district stop, walk and boundary policies.**
- Detailed area maps preloaded with street names, house numbers, rivers, lakes, parks, etc.
- **Easily edit your maps for adding new roads, bus stops, and house locations.**
- Automatically assign students to bus stops based on user defined walk to stop distances.
- **Daily pick-up and/or drop-off routing for home and split custody routing.**
- Students can have an unlimited number of addresses.
- Assign students to unlimited pick-up and drop-off transfers.
- Track student incident problems by date and driver and print reports for parents and school principals.
- Store unique school calendars for each school.
- **Create school zones for redistricting and displaying school boundaries.**
- Save historical student and route data for accurate reporting.
- Up-to-date sex offender/threat zones with built-in nearby stop alerts.
- **Custom software installation and on site, personal training tailored to your needs.**

<input type="checkbox"/> Additional County Map Data	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">\$500.00 × 1</div>	\$500.00
---	--	----------

Additional counties (over the 3 included) are available for \$500/county multi user license. Other map data such as ESRI and 911 maps can also be used instead of TomTom Map Data for an additional charge.

BusBoss Software Support and Maintenance

Included First Year
\$1,795.00/Year

Work Included:

- The first-year fee for support and maintenance is included in the purchase of the software.
- Renewal and 3-year fixed rates also available.
- **Minimum of 12 hours of formal BusBoss training is required for support.**

Customer support and free software updates are available and renewable on a yearly basis.

For complete details please see attached BUSBOSS™ SOFTWARE SUPPORT AGREEMENT.

Year 2 Cost

- ✓ Annual Support Renewal – \$1,795.00/Year

BusBoss Software Maintenance & Support Renewal Options

Customer support and free software updates are available and renewable on a yearly basis. (For complete details please see attached BUSBOSS™ SOFTWARE SUPPORT AGREEMENT).

The first-year fee for support and maintenance is included in the purchase of the software.

Prices are for BusBoss support only. Add-on costs are listed separately.

1-, 2-, 3-, and 5-year renewal options are available. Select which option you'd prefer to lock in your renewal rate!

☒ 1-Year Support Renewal – \$1,795/Year (Subject to annual increases)

☐ 2-Year Support Renewal – \$1,795/Year – \$3,590 Total

☐ 3-Year Support Renewal – \$1,795/Year – \$5,385 Total

☐ 5-Year Support Renewal – \$1,795/Year – \$8,975 Total

Deployment Planning and Prep

The time needed to set-up the database and maps is approximately 3 days.

Typical turn-around time for data and route conversions is 2-4 weeks.

[Deployment Planning and Prep Guide](#)☒ Data Conversion

\$1,600.00

Included Work:

- Converting student information
- Address locations
- School information
- Bus stop locations
- Vehicle information
- Driver information

The data can be converted from your organization's main student information system, (such as Tenex, PowerSchool, Skyward and SASlp), Excel spreadsheet, or almost any format you may use. We will also provide you with your students' houses and stops already located on your map (depending on address descriptions).

This is an optional service. The district can choose to enter student information themselves.

Typical turn-around time: 2-4 weeks

☒ Route Conversion

\$1,600.00

Included Work:

- Converting current runs and routes with student stop assignments

Route data must be submitted in electronic format for conversion (Excel, Word, Access, ASCII, etc.) and can be converted from any competitive routing program such as VersaTrans, Edulog, Transfinder, MapNet, BusTracks and BusStops.

We guarantee that students are assigned to their current bus stop and current bus routes. This service will save you significant time and reduce the amount of work required to start using BusBoss™.

This is an optional service. The district can choose to enter bus routes themselves.

Typical turn-around time: 2-4 weeks

Software Training

TRAINING OPTIONS (Minimum of 12 hours of formal BusBoss training is required for support.)

Instructor-Led Remote Training: Remote training can be provided in 3-hour increments at \$150.00 per hour with the purchase of the End User Software Support Contract.

Instructor-Led Onsite Training: Onsite training is also available. All training is performed at your site using your hardware and data. There are no limitations on the number of people that can attend the training. **(Travel time and expenses included; rescheduling /cancellation fees not included).**

Vendor-Hosted Training: Training at our location can be provided at \$900.00 per day for up to 5 attendees with the purchase of the End User Software Support Contract.

Web-Based Training: Unlimited online self-training is provided at no charge, accessed directly from within BusBoss to our help eTraining website. There are no limitations on the number of people that access the training sessions. Instructor-Led Training can be added on at any time.

- User Manuals are available from our BusBoss™ support website.
- Context sensitive Help is integrated within the program.
- Upon completion of training, you will be confident and self-sufficient in using BusBoss™.

☒ Instructor-Led Remote Training – Number of Hours \$150.00 × 12 \$1,800.00

Included Work:

- Twelve (12) Hours of BusBoss™ remote online training is recommended for **BusBoss™ Professional**.
- Four sessions at 3 hours per session.
- This training is performed by connecting to your workstation running BusBoss™ with your data.
- There are no limitations on the number of people that can attend the training sessions.

☐ Instructor-Led Onsite Training – Number of Days \$1,200.00 × 2 \$2,400.00

Included Work:

- Three (3) days of onsite training is recommended for BusBoss Professional.
- All training is performed at your site using your hardware and data.
- There are no limitations on the number of people that can attend the training.
- Travel time and expenses included; rescheduling /cancellation fees not included.
- Additional training is recommended for the add-ons listed below.

Optional Add-Ons **\$1,500.00**
\$375.00/Year

☐ iBusBoss™ Web Query \$1,500.00
\$375.00/Year

Web-Based Read-Only Access to BusBoss Information & Reports

- The perfect solution for any organization that needs to have its' transportation information available to anyone, anytime, anywhere.
- Authorized users can securely view up-to-date student and route information directly from BusBoss™ on any computer or smart phone with Internet access.
- iBusBoss™ contains a large selection of reports that can easily be viewed, sorted, formatted and printed, to meet any user's individual needs.
- Parents or staff can also enter an address or intersection and get nearby bus stop and routing information, avoiding unnecessary calls to the transportation department.

[iBusBoss Web Query](#)

Year 2 Cost

✓ iBusBoss Annual Support – \$375.00/Year

☐ MyTRIPS Field Trips Web Application\$1,968.75
\$790.00/Year

Web-Based Field Trip Requests and Route Planning

- Provides the functionality for field trip scheduling, monitoring and costing.
- This function streamlines the task of managing field trips, from requesting, approving/denying, to scheduling and billing.
- Unlimited Users.

[BusBoss MyTRIPS](#)**Year 2 Cost**

- ✓ MyTRIPS Annual Support – \$790.00/Year

☒ Skyward Automated Data Integration Tool\$1,500.00
\$375.00/Year

Student Import & Route Data Export Tools

- Student information can be updated automatically on a set schedule using data from any Student Information Systems (SIS) such as PowerSchool, eSchoolData, Sapphire, Infinite Campus, Genesis, Skyward and FOCUS.
- Using the BusBoss™ Student Import Tool, new students and student changes can be imported into BusBoss™, which then assigns students to routes (as needed).
- The routing changes can then be exported back to the SIS for updating the student information system transportation records.
- Automated Tools are run using the Windows Task Scheduler.

[BusBoss LiveSYNC](#)**Year 2 Cost**

- ✓ Skyward Automated Integration Tool Annual Support – \$375.00/Year

Optional SaaS Hosting Service & Support

\$2,440.00
\$3,900.00/Year

BusBoss SaaS™ has all of the same features as BusBoss™ Professional but is run over the Internet without having to install the program locally. Includes TomTom map data for up to 3 counties; additional counties available for \$500/county for multi-user access. Other map data such as ESRI and 911 maps can also be used instead of TomTom Map Data. We will convert all TomTom county maps into a single map. **Database and Map Set-up Fee is \$1,000.00.** The yearly hosting service fee does not include anything but use of the software for up to **2** users. Additional users may be added at **\$720.00** per year.

The only up-front cost for SaaS is the database and map set-up fee. **All other costs only apply to the following contract year.**

☒ BusBoss SaaS Database Set-Up and Licensing Fee (First Year Only) \$1,000.00

☒ BusBoss SaaS (Hosting Service, Software Maintenance - up to 2 users) \$2,040.00/Year
- YEAR 2

☒ Additional SaaS User Annual Fee - Number of Users $\$720.00 \times 2$ \$1,440.00/Year
 $\$720.00 \times 2$ \$1,440.00/Once

Year 1 Cost

☒ Additional SaaS User Annual Fee — \$720.00

☐ iBusBoss SaaS (Hosting Service, Software Maintenance - Unlimited Users) \$420.00/Year
- YEAR 2

☐ BusBoss MyTRIPS SaaS (Hosting Service, Software Maintenance - Unlimited Users) - YEAR 2 \$1,080.00/Year

☒ Skyward Automated Data Integration SaaS (Hosting Service) - YEAR 2 \$420.00/Year

GPS Tracking Hardware & Services \$6,925.00
\$2,100.00/Year

All costs are per device. If changing quantities, be sure to update all quantities.

All equipment requires self-installation.

<input checked="" type="checkbox"/>	Samsung Galaxy Tab A9+ with Knox Management, Set Up & Licensing	$\$525.00 \times 5$	\$2,625.00
		$\$420.00 \times 5$	\$2,100.00/Year

Includes:

- Tablet set-up, including app registration, is handled by our team prior to sending the devices to you
- Knox Management allows us to take care of app updates remotely with access to add or block apps based on your specifications

CANCELLATION FEE - OSI Customer agrees to pay a Cancellation Fee of \$350 per unit for the first 24 months of a Subscription Period; and \$0 thereafter. The OSI Customer will need to renew annually to continue services.

Required Services

- ✓ AT&T Cellular Service - PRO PLUS (Yearly Per Device) - \$300.00/Year
- ✓ BusBoss GPS Tracking Solution Hosting, Software Maintenance & Support (Yearly Per Device) - \$120.00/Year
- ✓ Shipping & Handling (One-Time Fee Per Device) - \$25.00

<input checked="" type="checkbox"/>	AT&T Cellular Data Service - YEAR 1	$\$300.00 \times 5$	\$1,500.00
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<input checked="" type="checkbox"/>	BusBoss GPS Tracking Solution Hosting, Software Maintenance & Support - YEAR 1	$\$120.00 \times 5$	\$600.00
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<input type="checkbox"/>	Mount - Suction Cup Dash Mount, Case & Screen Protector	$\$108.00 \times 5$	\$540.00
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<input checked="" type="checkbox"/>	Mount - Screw-Base Dash Mount, Case & Screen Protector	$\$110.00 \times 20$	\$2,200.00
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<input type="checkbox"/>	Mount - In-Bus Hard-Wired Mount, Hard Case & Screen Protector	$\$209.00 \times 5$	\$1,045.00
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<input type="checkbox"/>	Scanner - NFC Card Reader, USB-C Cable & Splitter	$\$90.00 \times 5$	\$450.00
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<input type="checkbox"/>	Scanner - Bluetooth Barcode Card Reader	$\$81.00 \times 5$	\$405.00
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<input type="checkbox"/>	Scanner - Bluetooth NFC Card Reader	$\$108.00 \times 5$	\$540.00
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<input checked="" type="checkbox"/>	Fast Charging Station for Multiple Devices - 10 Port USB with Adjustable Dividers	Free $\times 1$	FREE GIFT
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<input checked="" type="checkbox"/> GPS Tracking Software (Required for GPS Tracking Services)	\$5,000.00
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BusBoss ROUTEpatrol Tablet App	\$3,250.00
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Driver Navigation and Student Ridership Collection Tablet App

- Provides real-time route details and turn-by-turn navigation in English or Spanish with an easy-to-use interface
- Connects to BusBoss for updated route modifications, including door-sided pickup
- Allows the user to select any route by description, bus number, or driver name
- Allows the district to send the driver notifications by bus or route
- Tracks student ridership time and location with or without cards using NFC or barcode scanners
- Includes integrated child check system
- Alerts the driver to unassigned students trying to board the bus or students at the wrong stop
- Provides the drivers with pertinent student information including special needs and photos
- Collects drivers' time and attendance
- Provides pre- and post-trip vehicle inspection forms for the drivers to complete with maintenance alerts

[Embedded Content Hidden in Print/PDF]

[BusBoss ROUTEpatrol](#)

BusBoss Upload Routes Tool	\$1,500.00
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Sends updated routing information from BusBoss to the ROUTEpatrol Tablet App

BusBoss ROUTEpatrol Tablet App Training	\$250.00
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Two (2) 1-hour sessions for district admin, transportation personnel, and drivers.

Optional GPS Tracking Software Add-Ons	\$0.00
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<input type="checkbox"/> PARENTpatrol Mobile App for Parent Notifications and Bus ETAs	PROMO
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Real-Time Bus Locations & On/Off Notifications

- Live Bus Locations
- ETAs and Number of Stops Away
- Bus Arrival Status
- Planned Route Information
- On/Off Bus Push Notifications
- Notifications From District
- Messages To District and Drivers
- Stop and Address Locations on Map

[Embedded Content Hidden in Print/PDF]

[BusBoss PARENTpatrol](#)

☐ TRIPpatrol Real-Time GPS Vehicle Tracking & Data Manager \$2,750.00

Integrated GPS Tracking Data with Alerts

- Monitor drivers to ensure student safety and driver compliance.
- GPS Tracking is an option that serves as a sophisticated tool to reduce costs for your district as well as providing your district with features for safely transporting students to and from school.
- Compare planned routes versus actual routes and get alerted whenever the driver deviates from their assigned routes.
- Create new routes based on actual paths the drivers took.
- Everything displays on your BusBoss™ map.

(Does not include Hardware costs – Quoted Separately).

[BusBoss TRIPpatrol](#)

☐ STUDENTpatrol Real-Time GPS Student Tracking \$2,000.00

Web-Based Student Tracking Portal

- Track student location information to be alerted if a student gets on or off the bus at the wrong stop.
- Compare planned routing versus actual routing and locate your students as needed.
- Requires a vehicle GPS tracking device capable of collecting student ridership on individual bus routes in real-time while providing a notification service to the parents.

(Does not include Hardware costs – Quoted Separately).

[BusBoss STUDENTpatrol](#)

Optional Card Printer with App and Supplies \$0.00

☐ BusBoss ZebraPrint Card Printing App \$750.00

☐ Dual Sided Zebra Color Card Printer USB Networkable – includes Shipping \$3,995.00

☐ Zebra Printer Ribbon – 750 Prints per ribbon Initial supply @ \$195.00 each FOB \$195.00 × 1 \$195.00

☐ Student Access Card, 30 Mil – 500/box Initial supply @ \$45.00 each FOB \$45.00 × 2 \$90.00

One Time

Subtotal	\$26,765.00
Discount Percentage	20%
Discount Amount	– \$5,353.00

Recurring Annually

Total(s)	\$8,170.00
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Total(s)	\$21,412.00
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About Us

OSI is a highly respected company known for having the easiest, most user-friendly transportation routing and scheduling software product available and having the highest quality customer support. Through boundless commitment, we have become known as a company that is dedicated to helping our clients succeed.



Our Team



Sonia Mastros
President / Golf Goddess

Sonia has been our leader since Orbit was founded over 25+ years ago. Sonia's experience with school bus routing has helped 100s of our clients succeed in optimizing their bus routes will ensuring student safety.



Gina Riswald
Sales Manager

Gina has a passion for customers and finding solutions that work. When's she not hard at work at Rocket, she can be found camping and spending time with her husband, 2 children and their pet dogs.



Leesy Ferrante
Chief Technology Officer

Leesy brings over 5 years of software design and user experience expertise. She's a constant tinkerer and loves building on our well-established web application design process.

Leesy loves traveling and spending time with her husband Nick.

Our Process

OSI works side-by-side with customers to continuously add more and more functionality to be able to accommodate the growing needs of the school district, from administration personnel to transportation staff.

We understand that in the world of student transportation there are many challenges. Every day you are expected to do more with less while still maintaining safe transportation for your students. We are committed to developing and offering you an easy solution that will help to relieve some of your burden.

The BusBoss™ application is currently available as a local client/server or as a hosted solution. A local client will provide users with more features, graphics and choices making the applications more customizable. Local clients do not rely on a central processing server because the processing is done locally on the user system, and the server is accessed primarily for storage purposes. This allows for a more robust and local computing environment. Updates and service packs can be automatically downloaded to each workstation.

The BusBoss™ SaaS deployment model is where an application is hosted as a service provided to districts across the Internet. By eliminating the need to install and run the application on the district's own computers, SaaS alleviates the customer's burden of software maintenance, ongoing operation, and support. Using SaaS can also eliminate the up-front expense of purchasing the software (BusBoss™ software only - other costs would still apply) and only pay for each user accessing the service. Districts would still have the option of purchasing the software at any time and using it locally instead.

The BusBoss™ ROUTEpatrol Tablet App displays real-time route navigation with a heads-up display that allows for easy and safe transportation of your precious cargo. Connecting to BusBoss, the school bus route app reflects your custom path modifications. The app also collects student ridership information including time and location of students boarding and exiting the bus. .

- Discovery process (pre contract)
- Proposal development
- Kickoff meeting
- Data Collection
- Data Conversion
- Map Preparation
- Route Conversion
- Print & Verify Reports
- Custom Reports
- Installation and Training
- Integrations

- Order Tablets and Accessories from Providers (OSI)
- Receive and Set Up Tablets (OSI)
- Activate Data Plan (OSI)
- Register Devices with Knox License (OSI)
- Install and Register ROUTEpatrol Tablet App (OSI)
- Install AnyDesk, AZ Screen Recorder, FTP Client and Knox Remote Support (OSI)
- Configure Various Other Settings (OSI)
- Put on Tempered Glass Screen Protector and Shockproof Case (OSI)
- Provide Tablet Recipient and Address (Customer)
- Ship Tablet Package (OSI)
- Set Up TRIPpatrol Software and Data Manager (OSI)
- Set Up STUDENTpatrol Software and Data Manager (OSI)
- Install Upload Routes Tool on Server and Schedule to Run Twice Per Day (OSI/Customer)
- Install Upload Routes Tool on Local Machines (OSI/Customer)
- Run Query to Determine Which Stops are Further than 40 Feet from the Street (OSI)
- Manually Snap those Stops to Street or Move (Customer)
- Run Split All Streets at Stops Tool (Customer)
- Confirm that All Drivers Exist in BusBoss with Email Addresses (Customer)
- Create Logins for Each Driver/User (Customer)
- Install Mounts on the Buses (Customer)
- Schedule and Attend ROUTEpatrol App Training (1 Hour) (OSI/Customer)
 - Admin
 - Drivers
- Complete 1-2 Test Runs with the Tablet (Customer)
- Provide User List with Product Permissions for STUDENTpatrol (Customer)
- Create STUDENTpatrol Accounts (OSI)
- Schedule and Attend STUDENTpatrol Training (1 Hour) (OSI/Customer)
- Install and Set Up Zebra Printer and ZebraPrint Tool (OSI/Customer)
- Schedule and Attend ZebraPrint Tool Training (30 Minutes) (OSI/Customer)
- Schedule and Attend TRIPpatrol Training (1 Hour) (OSI/Customer)
- Schedule and Attend PARENTpatrol Training/Overview (30 Minutes) (OSI/Customer)
- Get List of Guardians Without Email Addresses and Collect Them (OSI/Customer)
- Notify Parents of PARENTpatrol Application with Registration Instructions (Customer)
- Launch (Customer)

Terms and Conditions

SETUP TIME REQUIRED – The time needed for the Standard Data Conversion is 2 (two) weeks from the day we receive your data. The time for the Route Conversion is an additional 2 (two) weeks. **Total estimated setup time is 2-4 (four) weeks.**

SOFTWARE PAYMENT TERMS – The normal method of payment is 50% with the signed agreement and 50% before installation.

Other payment options may be available.

YEARLY SERVICE FEE – A yearly service fee is charged for the software for each unit under this Agreement. Yearly service fees shall be billed to the OSI Customer on the 1st each renewal year in advance. The billing period with respect to each unit shall begin on the 1st of the next calendar year following the shipping date of each Unit, regardless of installation status. Yearly service fees are billable to OSI Customer throughout the subscription period regardless of whether a unit is active or installed. The yearly service fee for each unit is set forth above under "Recurring Costs".

INSTALLATION FEE – OSI Customer pays an Installation fee if they wish OSI to accept responsibility for the installation and future troubleshooting of the hardware. OSI Customer acknowledges and understands that the installation fee is in addition to the Recurring Costs and subject to the same payment terms as the Recurring Costs. The actual installation fee for each Unit will be added above under "Equipment & Installation (One Time Start Up Costs)".

SITE VISIT FEE – OSI Customer agrees to pay a site visit fee of \$0.58 per mile for travel related expenses anytime an installer is required for Professional On-Site installation. If OSI performs the installation, Site Visit Fees beyond the initial installation for warranty related service calls are waived during the first 12 months, and are \$0.58 per mile thereafter.

CANCELLATION FEE – OSI Customer agrees to pay a Cancellation Fee of \$350 per unit for the first 24 months of a Subscription Period; and \$0 thereafter. The OSI customer will be in a month-to-month agreement after the initial term with no auto-renew.

WARRANTY – Tablet will be warranted for (1) year by Cellular service provider and thereafter by OSI. Extended Warranty (to be included in the yearly service fee) for the lifetime of the subscription term. Eligible defective units replaced out of warranty will be replaced at no cost; however, a new subscription term may be required. Site Visit Fee may apply. Device exposure to extreme cold or heat and any physical damages such as tampering with the device waives this warranty.

HARDWARE PAYMENT TERMS AND ACCEPTANCE – Equipment and Installation charges (if applicable) listed in this agreement are billed up front and equipment will ship upon receipt. A late payment fee of 1.5% will be applied to the following invoice for all invoice payments received after 30 days. By signing below, OSI customer confirms acceptance of this order and the associated payment terms.

TARIFFS – Prices listed are subject to change due to potential tariff fluctuations.

License Agreement

UNLIMITED USER LICENSE AGREEMENT

BETWEEN:

(1) **ORBIT SOFTWARE, INC.**, with its principal place of business at 424 King Street, Pottstown, PA 19464-5610; and

(2) **EPHRATA SCHOOL DISTRICT 165**, with its principal place of business at 111 4th Avenue NW, Ephrata, WA 98823.

In consideration of the mutual promises contained herein and intending to be legally bound, the parties agree as follows:

1.0 DEFINITIONS. The following terms shall be defined as hereinafter set forth:

1.1 OSI – Orbit Software, Inc.

1.2 Buyer – Party (2) above

1.3 the Software – a licensed copy of BusBoss packaged by OSI

1.4 the Data – BusBoss data delivered with the Software

1.5 Related Materials – includes, but not limited to, printed materials, user documentation, and training documentation supplied by OSI under this Agreement.

1.6 License Fees – the monies to be paid by the Buyer for one copy of BusBoss (excludes data conversion, training, and annual maintenance fees paid).

2.0 TERMS

OSI provides the Software and licenses its use within the terms stated below:

2.1 Buyer is granted a nontransferable, nonexclusive license to use the Software under the terms stated in this Agreement for Buyer's business use.

2.2 Buyer shall not make copies of any documentation, additional copies of reference manuals, or Related Materials provided to Buyer with the Software, but must purchase these directly from OSI.

2.3 Buyer shall not make copies, translations or modifications of or to the Software. Buyer must reproduce the copyright notice on any copy of the Software or portion of the Software merged into another software. All copies of the Software and any portion of the Software merged into or used in conjunction with another software will continue to be the property of OSI and subject to the terms and conditions of this Agreement.

2.4 Buyer shall not assign, sell, lease, rent, sublicense, transfer, or allow the use of the Software or this license or disclose the Software to any other person, entity, or organization. Buyer or its agents, representatives, employees, consultants, or anyone else, shall not reverse-engineer, disassemble or decompile the Software or otherwise attempt to discover the source code, structural framework, or data structure of the Software.

2.5 This license terminates if Buyer fails to comply with any provisions of this Agreement. Buyer agrees upon termination to return and destroy the Software, together with all copies, modifications and merged portions in any form, including any copy in any Buyer computer memory, hard disk, or contained in any media currently existing or that may be developed in the future.

3.0 COPYRIGHT

The Software and Related Materials are owned by OSI and are protected by United States copyright laws and applicable international treaties and/or conventions.

4.0 PRICES

The price to be paid by the Buyer to OSI is set out in the proposal accompanying this agreement.

5.0 WARRANTIES

OSI warrants that the Software substantially conforms to the specifications contained in OSI's packaging and promotional materials for a period of ninety (90) days from delivery of the Software, provided that the Software is used on the computer operating system for which it was designed. OSI further warrants that the media on which the Software is furnished will be free from defects in materials or workmanship for a period of ninety (90) days from delivery. OSI's sole obligation and liability for breach of the foregoing warranties shall be to replace or correct the Software so that it substantially conforms to the specifications or to replace the defective media, as the case may be. Any modification of the Software by anyone other than OSI voids the foregoing warranty. NO OTHER WARRANTIES ARE EXPRESSED AND NONE SHALL BE IMPLIED. OSI SPECIFICALLY EXCLUDES ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SOME STATES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES SO THE FOREGOING MAY NOT APPLY TO YOU.

6.0 DISCLAIMER

The Software, Data, and Related Materials are provided "as is" except as may otherwise be expressly set forth herein. OSI makes no representations or warranties, express or implied with respect to the Software, the Data, or Related Materials, including by way of example and not limitation, the implied warranties of merchantability and fitness for a particular purpose. By way of further example and not limitation, OSI makes no representations or warranties, express or implied, with respect to the accuracy, reliability or completeness of the Data or Related Materials. The entire risk as to the use of the Software, the Data, and Related Materials is assumed by the Buyer. In no event shall OSI be liable to the Buyer or any other person, regardless of the cause, for the effectiveness or accuracy of the Software, the Data or the Related Materials, or for any special, indirect, incidental or consequential damages arising from or occasioned by your use of the Software, the Data or the Related Materials, even if OSI is advised of the possibility of such damages. In the event the foregoing is found by a court of competent jurisdiction to be ineffective, the Buyer hereby agrees that OSI's maximum liability for any claim arising in connection with the Software, the Data and/or the Related Materials (whether in contract, tort, including negligence, product liability or otherwise) shall not exceed the License Fees paid by the Buyer with respect to the Software, the Data, and Related Materials at issue.

7.0 INDEMNITIES

Buyer shall indemnify and hold OSI harmless from and against any damages, loss, costs, claims or expenses (including, but not limited to, any indirect, special or consequential damages, loss of profit, costs, claims or expenses of any kind) that results from breach of any of the warranties provided by OSI herein.

8.0 ACKNOWLEDGEMENT

Buyer acknowledges that the Buyer has read the limited warranty, understands it, and agrees to be bound by its terms and conditions. Buyer also agrees that: (1) No oral or written information or advice given by OSI, its dealers, distributors, agents or employees shall in any way increase the scope of this limited warranty, and Buyer shall not rely on any such information or advice. (2) Unless a written governing agreement signed by Buyer and OSI exists, this License Agreement is the complete and exclusive statement of agreement between OSI and Buyer, and supersedes all proposals, oral or written, and any other communications you may have had prior to purchasing your license. (3) Except for the price and delivery terms agreed upon by both parties, the terms and conditions of this license Agreement shall supersede those set forth in any purchase order where the purchase order conflicts or is inconsistent with or adds to the terms and conditions of this license, and those superseded purchase order terms and conditions shall be null and

void. (4) Buyer agrees to assure that copies of this License Agreement are distributed, read and agreed to by each user of the Software, the Data, and Related Materials.

To acknowledge acceptance of this license agreement, please sign this proposal.

BusBoss SaaS Service & Support Agreement

SUBSCRIBER:

EPHRATA SCHOOL DISTRICT 165
111 4th Avenue NW,
Ephrata, WA 98823

HOSTING SERVICE AGREEMENT (BusBoss SaaS Customers Only)

INCLUDES:

- Remote desktop connection access to BusBoss Professional SaaS™ and add-ons listed below.
- No client/server software installation or maintenance.
- All software installations will be handled automatically as soon as updates are released.
- User permissions and security are handled by us, upon authorized requests by the district.
- Software that is available from anywhere with Internet access and remote desktop connections enabled.
- The hosting service fee does not include anything but use of the software and a maximum of **4 GB** of data and backup storage (1 GB per user). Additional storage will be billed at the end of the term at **\$80.00** per GB.
- This subscription is an annual contract and must be paid by the 1st of each renewal period. Partial periods not acceptable.
- Includes **4 Users**. Additional users may be added at any time at **\$720.00** per year.
- Pre-payments are acceptable, but no refunds will be issued.

SOFTWARE SUPPORT AGREEMENT INCLUDES (For complete listing see Agreement Terms):

- Free unlimited, timely, no-charge, toll free, telephone support for questions relating to the procedures and operations of software (excludes data related support) for specified number of users.
- Free unlimited, secure, no-charge, Internet support for remote viewing or software use assistance.
- On-site support and any support that is not related to the procedures and operations of software, will be billed at a discounted rate per hour or flat daily rate, (includes lodging, travel time and expenses), to be prepaid.
- 24-hour user guided on-line training via the Internet accessed from within BusBoss™.
- Unlimited software updates and enhancements during period of support.
- Free Internet Update training workshops as updates are released.

To acknowledge acceptance of this SaaS service and support agreement, please select a renewal option in the scope of work and sign this proposal.

Ordering Instructions

Please provide:

- Signed Proposal
- Purchase Order
- Signed License Agreement
- Signed Support Contract
- 50% Deposit (balance due before installation)

Purchase Order & Check(s) made out to: Orbit Software, Inc.

For implementation, please provide:

- Implementation Contact Person(s)
- Data for conversions
- Tentative Installation/Training Date(s)



Both parties agree to the terms and conditions outlined above.

COMPANY	CLIENT/CUSTOMER
_____	_____
Full Name	Full Name
_____	_____
Title	Title
_____	_____
Business Name	Business Name
_____	_____
Signature	Signature
_____	_____
Date	Date

Coversheet

Approve PAC Roof Repairs

Section:	III. Action Items
Item:	D. Approve PAC Roof Repairs
Purpose:	Vote
Submitted by:	
Related Material:	PAC BUILDING ROOF QUOTE.pdf

					
				Effective 03/01/2025	
		Valid for 60 days. After that time, project conditions are subject to reassessment.			
PROJECT COST PROPOSAL THROUGH KCDA BID #025-D					
WEATHERPROOFING TECHNOLOGIES, INC. LINE ITEM PRICING				Contract #: AEPA IFB 025-D	
OWNER:	EPHRATA SCHOOL DISTRICT			Roofing & Building Envelope Services	
PROJECT NAME:	PAC BUILDING PATCH & REPAIR				
QUOTE #	5070254				
DATE:	10/7/2025				
SCOPE OF WORK:	Remove 600 sq.ft. of water blistering and wet insulation.				
	Infill with 2" of Polyisocyanurate by mechanically attaching.				
	LR-Foam ½" densdeck over the insulation in the specified area.				
	Install HT Composite Ply over the area of removal in Endure Bio Adhesive				
	Install AG Si 70 over the composite ply area at 3 gallons per square and allow to cure. (To achieve 3 gallons, install in 1.5 gallons per square lifts).				
	To secure the composite ply to the SPUF Field utilize fasteners and/or term bar.				
	Three (3)-Course the composite ply to the field utilizing silicone and permafab				
	Price includes additional patch and repairs for other remaining areas of the building with holes and deficiencies that are previously marked by 3-Coursing with Silicone and Permafab.				
Bid Item Number	Description of Cost Factors	Unit of Measure	Price	Quantity	Project Amount
62	Remove built-up roof, multi-ply aggregate, non-asbestos, 1 " thick or less	SF	\$ 0.93	672	\$ 624.96
27	Demolition of roof insulation, per inch of depth	SF	\$ 0.50	1,344	\$ 672.00
425	Installation of new Polyisocyanurate insulation				
426	Mechanically attached	BF	\$ 2.04	1,344	\$ 2,741.76
48	CDX Gypsum, 1/2" x 4' x 8' - Set into adhesive	SF	\$ 1.96	672	\$ 1,317.12
126	Single ply roof 60 mils fully adhered with bonding adhesive	SF	\$ 7.38	672	\$ 4,959.36
447	One Part, Silicone Roof Coating	SF	\$ 10.21	672	\$ 6,861.12
546	Installer	Hour	\$ 187.10	37	\$ 6,922.70
396	Difficult access or fall restriction; surcharge	Each	15%		\$ 3,614.85
532	Multiplier - Area is greater than 1,000 and under 3,000 Square feet	%	28%		\$ 6,747.73
552	Per diem rate - meals and lodging per 24 hour period	Day	\$ 162.50	8	\$ 1,300.00
521	Mileage rate	Mile	\$ 0.61	900	\$ 549.00
477	12 Year Restoration Warranty Under 10,000 Square Feet, Standard	Each	\$ 1,000.00	1	\$ 1,000.00
559	R.S. Means Multiplier/Factor - Normal Hours - Prevailing Wage Rates	%	93%	8,646.94	\$ 8,041.65
				SUBTOTAL	\$ 45,352.25
				TOTAL PROJECT COST	\$ 45,352.25
	* The pricing contained in this proposal is based in part on individual site-specific conditions and unique circumstances presented on each individual project, where applicable.				
	* Multiple proposals may not be combined into one Purchase Order or Contract due to Prevailing Wage Laws.				
	Separate Purchase Orders or Contracts will need to be issued for each Line Item Proposal.				

Cost Estimate Report

Date: 10/07/2025

5070254 Ephrata SD P&R Means

Year 2025 Quarter 3

Unit Detail Report

Prepared By: David Bloodsaw WTI

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Division 01 General Requirements					
015416500100	Forklift crew, all-terrain forklift, 45' lift, 35' reach, 9000 lb. capacity, weekly use	1.00	Week	\$7,538.50	\$7,538.50
015433406420	Rent portable toilet chemical, recycle, flush type, Incl. Hourly Oper. Cost.	8.00	Day	\$38.56	\$308.44
Division 01 General Requirements Subtotal					\$7,846.94
Division 02 Existing Conditions					
024119190800	Selective demolition, rubbish handling, dumpster, 30 C.Y., 7 ton capacity, weekly rental, includes one dump per week, cost to be added to demolition cost	1.00	Week	\$800.00	\$800.00
Division 02 Existing Conditions Subtotal					\$800.00

Ephrata School District - Regular Board Meeting - Agenda - Monday, October 27, 2025 at 4:30 PM

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Subtotal					\$8,646.94
General Contractor's Markup on Subs				0.00%	\$0.00
Subtotal					\$8,646.94
General Conditions				0.00%	\$0.00
Subtotal					\$8,646.94
General Contractor's Overhead and Profit				0.00%	\$0.00
Grand Total					\$8,646.94

Coversheet

Finance Report

Section:	IV. Non-Action Items
Item:	A. Finance Report
Purpose:	FYI
Submitted by:	
Related Material:	September 2026 Board Report.pdf



EPHRATA
SCHOOL DISTRICT

September 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 25-26 K-12 budgeted enrollment was established at 2,575.
- K-12 Average Enrollment - 2,581.66

◊ 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 8% of the fiscal year.
- Revenues are lower than budgeted at 6.89% because we budget our revenues low.
- The District has received \$21,713.26 in property tax revenue which is 0.88% 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 **8.53%** of our total budgeted expenditures. However, including encumbered PO's for payroll and other expenses we are at **18.25%** of our budgeted expenditures.

◦ The District's ending fund balance is sufficient to cover the minimum fund balance policy requirement of **\$4,862,252.78** which is **10.00%** of the prior year's expenditures. Included in our fund balance is:

◦ **GL 821 Restricted for Carryover - \$793,675.53.** This is based on final year-end calculations from FY2024-25.

◦ **GL 830 Restricted for Debt Service - \$107,901.00**

◦ **GL 890 Unassigned Fund Balance - \$4,862,252.78**

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 \$7,495.24 in property tax revenue which is 0.96% 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 \$21,203.60 in property tax revenue which is 0.98% 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 \$106.25 in property tax revenue which is 0.00% of what was budgeted for property tax revenue for the year.

EPHRATA SCHOOL DISTRICT #165**MONTHLY REVENUE REPORT****AS OF 09.30.25****GENERAL FUND - REVENUES**

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
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	\$ 4,816,756	\$ 4,052,241
2021-2025 4 Yr Avg	\$ 2,849,062	\$ 3,519,213	\$ 3,116,486	\$ 3,668,556	\$ 3,587,941	\$ 3,530,616	\$ 3,721,873	\$ 5,265,938	\$ 3,070,794	\$ 2,587,906	\$ 4,762,043	\$ 4,541,879	\$ 3,685,192
2025-26	\$ 3,534,677												

CAPITAL PROJECTS FUND - REVENUES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
2024-25	\$ 26,552	\$ 133,529	\$ 193,744	\$ 14,914	\$ 7,622	\$ 70,371	\$ 514,335	\$ 396,955	\$ 89,266	\$ 15,461	\$ 128,513	\$ 506,419	\$ 174,807
2021-2025 4 Yr Avg	\$ 1,190,143	\$ 703,677	\$ 970,018	\$ 754,941	\$ 50,990	\$ 883,824	\$ 679,425	\$ 388,153	\$ 390,741	\$ 308,988	\$ (467,295)	\$ 1,161,561	\$ 584,597
2025-26	\$ 14,442												

DEBT SERVICE FUND - REVENUES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
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	\$ 3,640	\$ 200,305
2021-2025 4 Yr Avg	\$ 60,093	\$ 627,566	\$ 226,298	\$ 26,888	\$ 6,692	\$ 25,247	\$ 120,844	\$ 1,005,122	\$ 266,000	\$ 120,765	\$ 14,926	\$ (62,708)	\$ 203,144
2025-26	\$ 24,817												

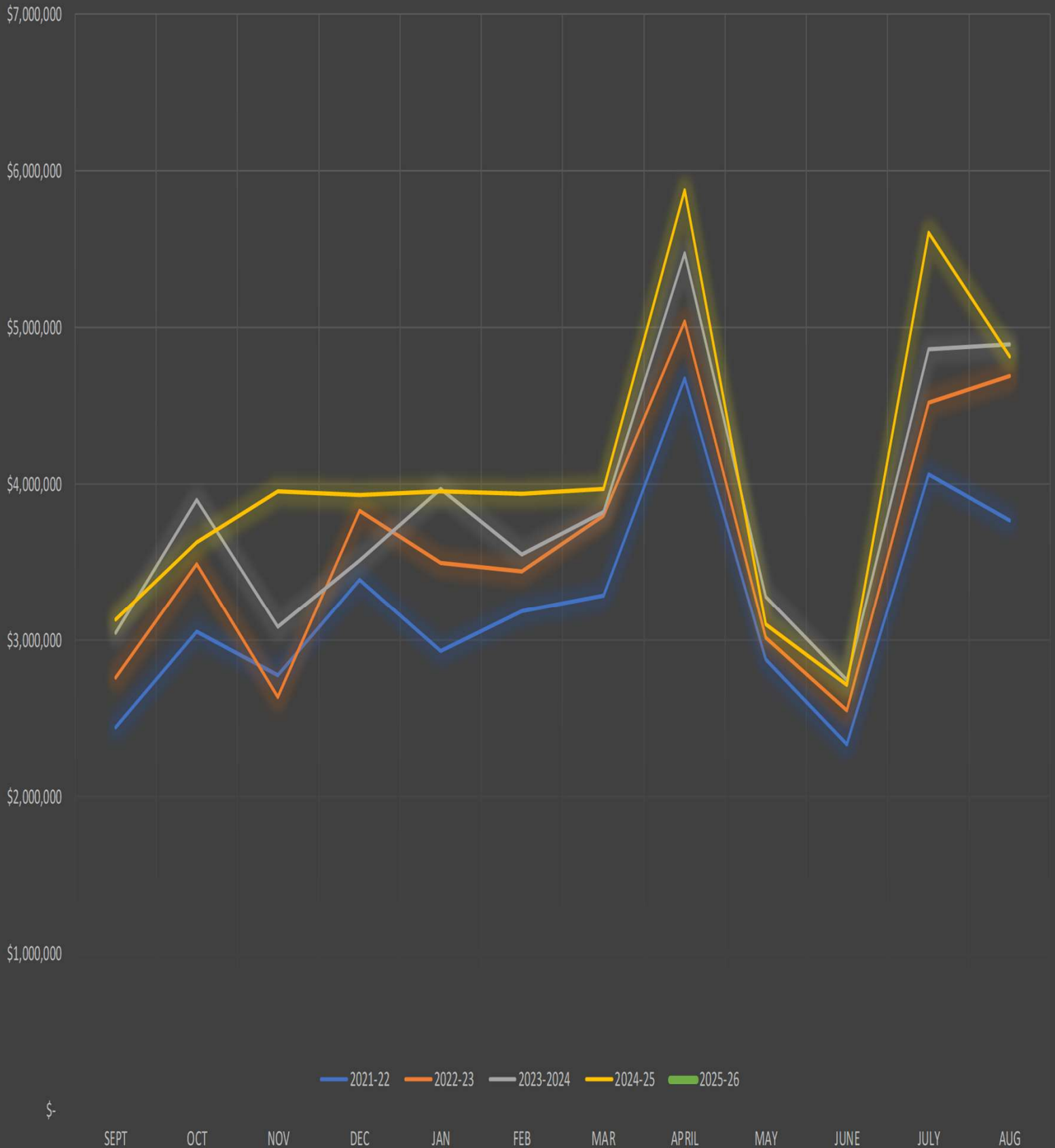
ASB FUND - REVENUES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
2024-25	\$ 59,659	\$ 78,126	\$ 61,700	\$ 47,126	\$ 39,054	\$ 44,658	\$ 36,075	\$ 36,106	\$ 38,667	\$ 28,194	\$ 16,929	\$ 31,687	\$ 43,165
2021-2025 4 Yr Avg	\$ 59,368	\$ 57,438	\$ 37,550	\$ 36,959	\$ 32,784	\$ 29,932	\$ 30,866	\$ 34,797	\$ 49,213	\$ 30,555	\$ 8,536	\$ 27,798	\$ 36,316
2025-26	\$ 74,564												

TRANSPORTATION FUND - REVENUES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
2024-25	\$ 9,642	\$ 49,999	\$ 65,197	\$ 5,187	\$ 2,516	\$ 2,123	\$ 2,299	\$ 2,477	\$ 1,922	\$ 2,251	\$ 5,641	\$ 324,885	\$ 39,512
2021-2025 4 Yr Avg	\$ 4,607	\$ 36,413	\$ 20,290	\$ 2,171	\$ 1,223	\$ 2,341	\$ 7,587	\$ 57,833	\$ 21,382	\$ 2,102	\$ 2,573	\$ 361,358	\$ 43,323
2025-26	\$ 2,864												

General Fund Revenues History



EPHRATA SCHOOL DISTRICT #165**MONTHLY EXPENDITURE REPORT****AS OF 09.30.25****GENERAL FUND - EXPENDITURES**

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
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	\$ 4,447,699	\$ 4,041,445
2021-2025 4 Yr Avg	\$ 3,658,341	\$ 3,742,037	\$ 3,489,567	\$ 3,561,386	\$ 3,522,946	\$ 3,582,168	\$ 3,697,636	\$ 3,655,814	\$ 3,691,379	\$ 3,830,130	\$ 3,669,029	\$ 3,991,406	\$ 3,674,320
2025-26	\$ 4,539,830												

CAPITAL PROJECTS FUND - EXPENDITURES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
2024-25	\$ 125,301	\$ 650,874	\$ 95,848	\$ 18,575	\$ 133,722	\$ 635,453	\$ (204,716)	\$ 68,916	\$ 205,270	\$ 132,417	\$ 147,626	\$ 156,343	\$ 180,469
2021-2025 4 Yr Avg	\$ 48,125	\$ 1,306,565	\$ 675,490	\$ 705,210	\$ 371,409	\$ 744,942	\$ 344,488	\$ 464,362	\$ 559,307	\$ 632,364	\$ 506,597	\$ 739,840	\$ 591,558
2025-26	\$ -												

DEBT SERVICE FUND - EXPENDITURES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
2024-25	\$ 525	\$ -	\$ -	\$ 1,845,154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 389,672	\$ -	\$ -	\$ 186,279
2021-2025 4 Yr Avg	\$ 206	\$ 75	\$ -	\$ 1,799,976	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 496,863	\$ -	\$ 88	\$ 191,434
2025-26	\$ -												

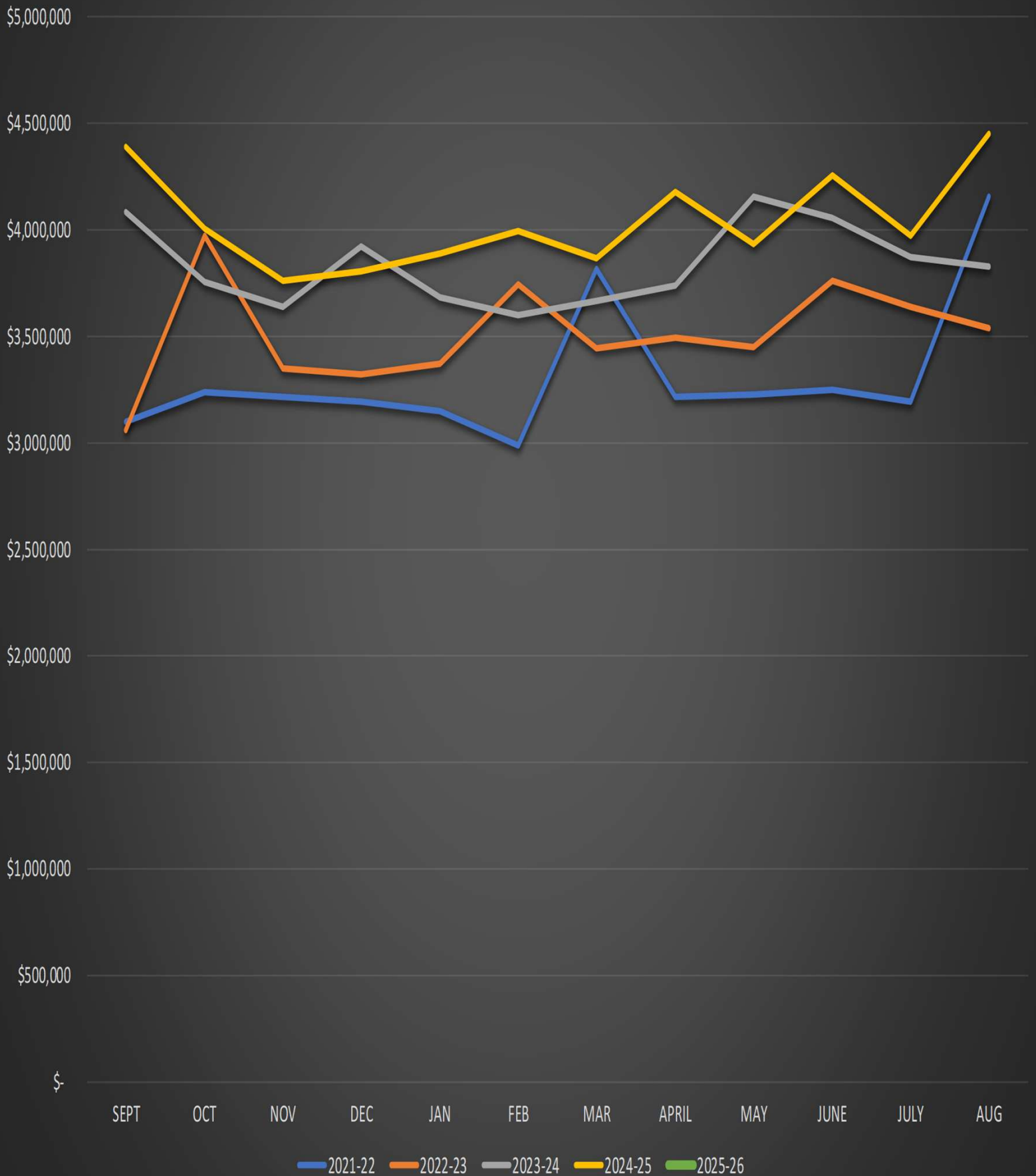
ASB FUND - EXPENDITURES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
2024-25	\$ 38,474.21	\$ 40,581.02	\$ 23,694.00	\$ 57,066.64	\$ 35,621.98	\$ 65,984.87	\$ 53,518.51	\$ 29,590.29	\$ 38,017.39	\$ 40,374.63	\$ 77,999.10	\$ 15,885.98	\$ 43,067
2021-2025 4 Yr Avg	\$ 34,615.39	\$ 39,636.94	\$ 31,257.40	\$ 35,082.10	\$ 28,403.98	\$ 39,834.35	\$ 39,789.27	\$ 31,224.55	\$ 41,332.36	\$ 39,894.73	\$ 30,407.16	\$ 19,927.08	\$ 34,284
2025-26	\$ 69,550												

TRANSPORTATION VEHICLE FUND - EXPENDITURES

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2021-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148,894	\$ -	\$ -	\$ -	\$ 12,408
2022-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,654
2023-24	\$ -	\$ -	\$ 351,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,080	\$ -	\$ 29,538
2024-25	\$ -	\$ 387,264	\$ -	\$ 5,187	\$ -	\$ -	\$ 17,500	\$ 191,552	\$ 1,922	\$ -	\$ -	\$ -	\$ 50,285
2021-2025 4 Yr Avg	\$ -	\$ 96,816	\$ 87,844	\$ 1,297	\$ -	\$ 70,962	\$ 4,375	\$ 47,888	\$ 37,704	\$ -	\$ -	\$ -	\$ 28,971
2025-26	\$ -												

General Fund Expenditures History



EPHRATA SCHOOL DISTRICT #165

MONTHLY FUND BALANCE REPORT

AS OF 09.30.25

GENERAL FUND - FUND BALANCE

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
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	\$ 9,214,393	\$ 8,807,457
2021-2025 4 Yr Avg	\$ 9,089,602	\$ 8,866,778	\$ 8,499,814	\$ 8,601,529	\$ 8,666,624	\$ 8,615,004	\$ 8,639,241	\$ 10,249,366	\$ 9,628,781	\$ 8,313,207	\$ 9,381,307	\$ 9,611,037	\$ 9,013,524
2025-26	\$ 8,209,241												

CAPITAL PROJECTS FUND - FUND BALANCE

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
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	\$ 3,205,953	\$ 2,754,617
2021-2025 4 Yr Avg	\$ 8,023,242.92	\$ 7,420,355.10	\$ 7,714,883.09	\$ 7,764,613.83	\$ 7,444,194.10	\$ 7,583,076.10	\$ 7,918,013.21	\$ 6,292,654.36	\$ 6,124,089.20	\$ 5,800,713.55	\$ 5,381,691.51	\$ 5,821,337.52	\$ 6,940,738.71
2025-26	\$ 3,148,692												

DEBT SERVICE FUND - FUND BALANCE

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
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	\$ 1,666,230	\$ 1,436,503
2021-2025 4 Yr Avg	\$ 1,363,192	\$ 1,990,696	\$ 2,216,994	\$ 443,906	\$ 450,598	\$ 475,845	\$ 596,689	\$ 1,601,811	\$ 1,867,812	\$ 1,491,714	\$ 1,506,640	\$ 1,443,844	\$ 1,287,478
2025-26	\$ 1,691,047												

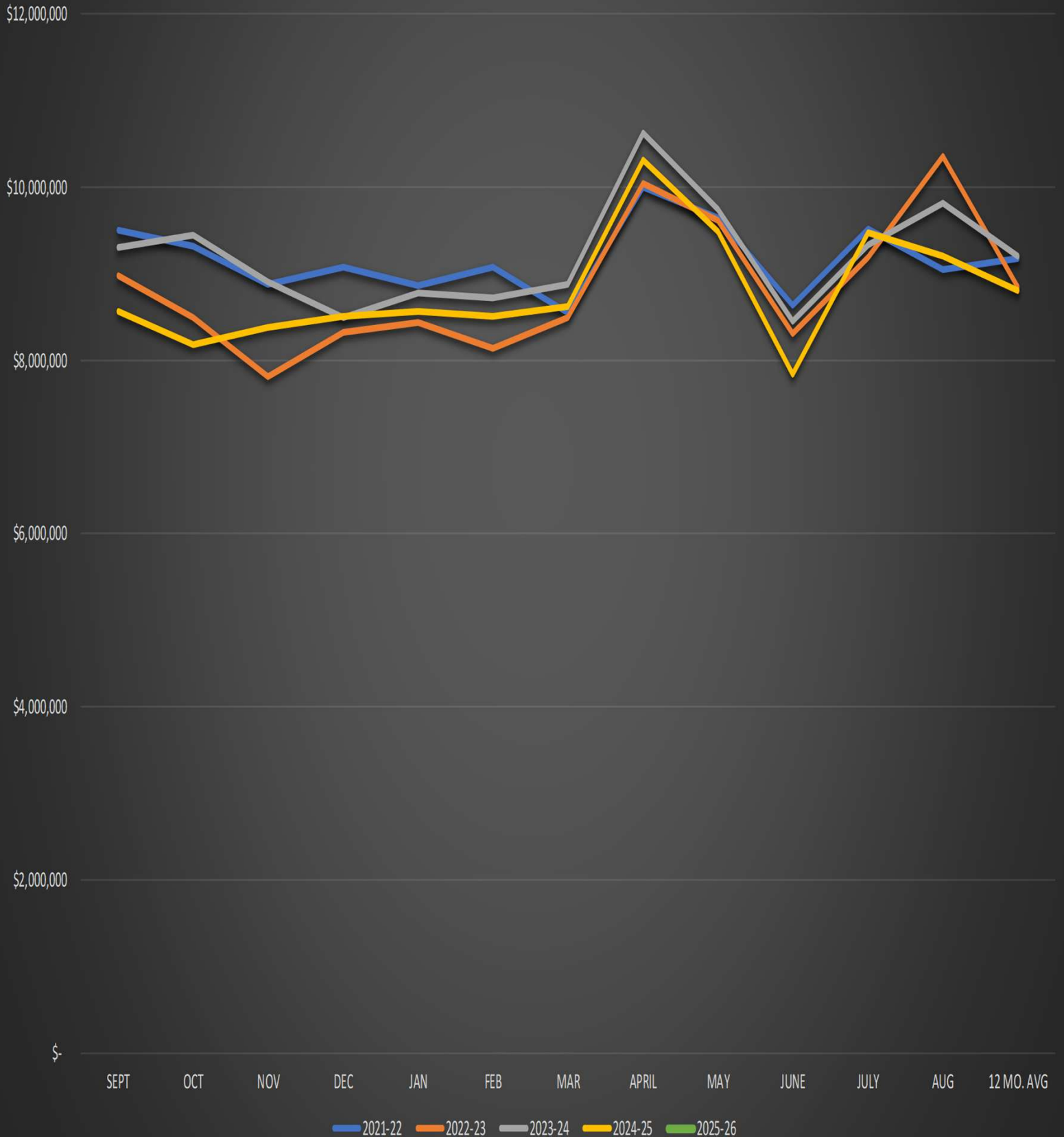
ASB FUND - FUND BALANCE

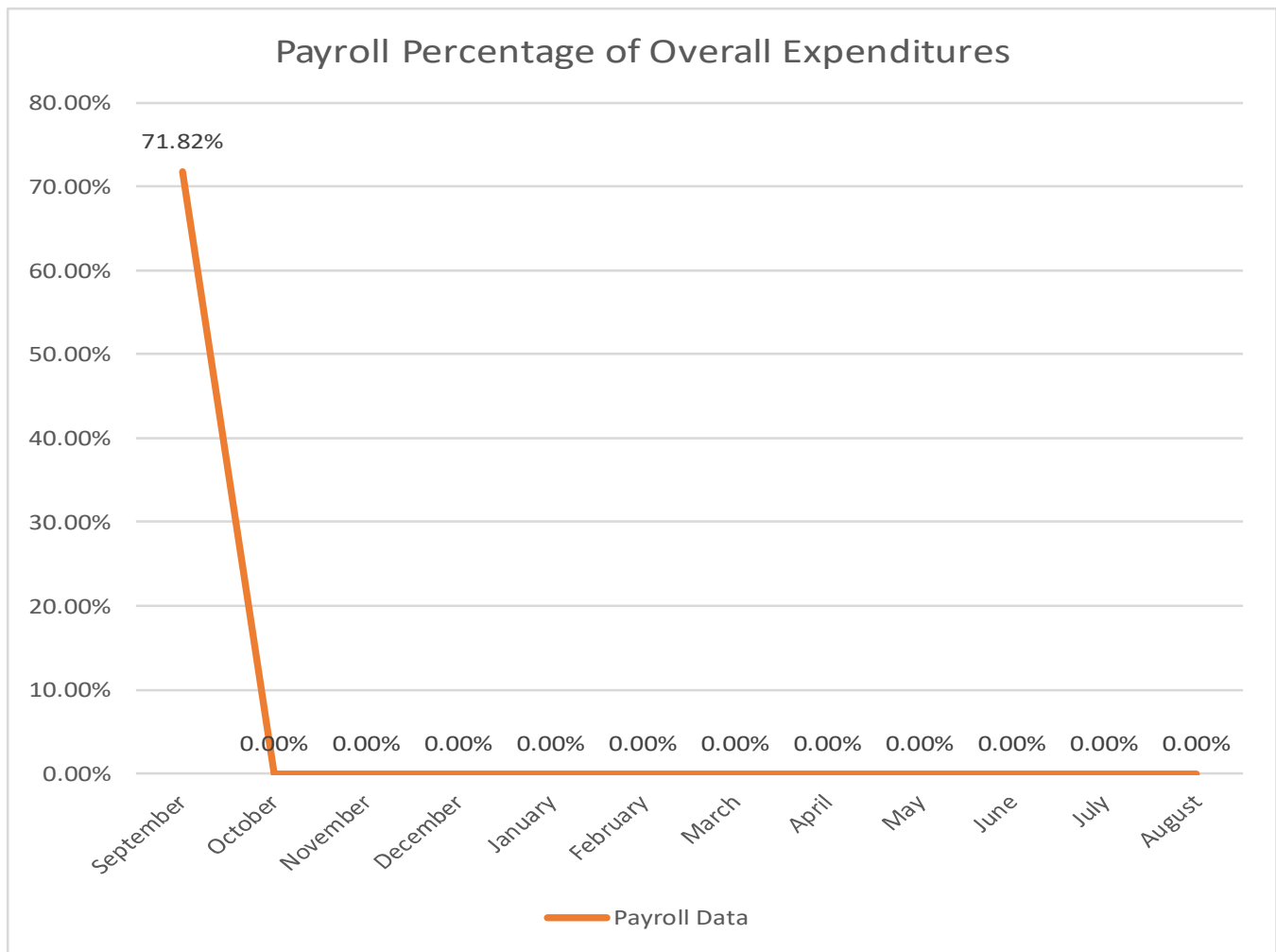
YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
2021-22	\$ 365,942	\$ 371,920	\$ 381,365	\$ 397,032	\$ 400,614	\$ 403,177	\$ 395,755	\$ 403,716	\$ 410,567	\$ 395,658	\$ 391,209	\$ 398,732	\$ 392,974
2022-23	\$ 436,418	\$ 458,862	\$ 464,123	\$ 462,035	\$ 479,621	\$ 460,051	\$ 450,318	\$ 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
2024-25	\$ 447,324	\$ 484,868	\$ 522,874	\$ 512,934	\$ 516,366	\$ 495,039	\$ 477,596	\$ 484,112	\$ 484,752	\$ 472,573	\$ 411,503	\$ 427,304	\$ 478,104
2021-2025 4 Yr Avg	\$ 422,571	\$ 440,372	\$ 446,665	\$ 448,542	\$ 452,922	\$ 443,020	\$ 434,097	\$ 437,669	\$ 445,627	\$ 436,287	\$ 414,416	\$ 422,287	\$ 437,040
2025-26	\$ 432,317												

TRANSPORTATION VEHICLE FUND - FUND BALANCE

YEAR	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	12 MO. AVG
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
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	\$ 958,454	\$ 785,086
2021-2025 4 Yr Avg	\$ 574,464	\$ 514,061	\$ 446,507	\$ 448,678	\$ 449,902	\$ 381,280	\$ 384,492	\$ 394,437	\$ 378,596	\$ 380,698	\$ 383,271	\$ 744,629	\$ 456,751
2025-26	\$ 961,318												

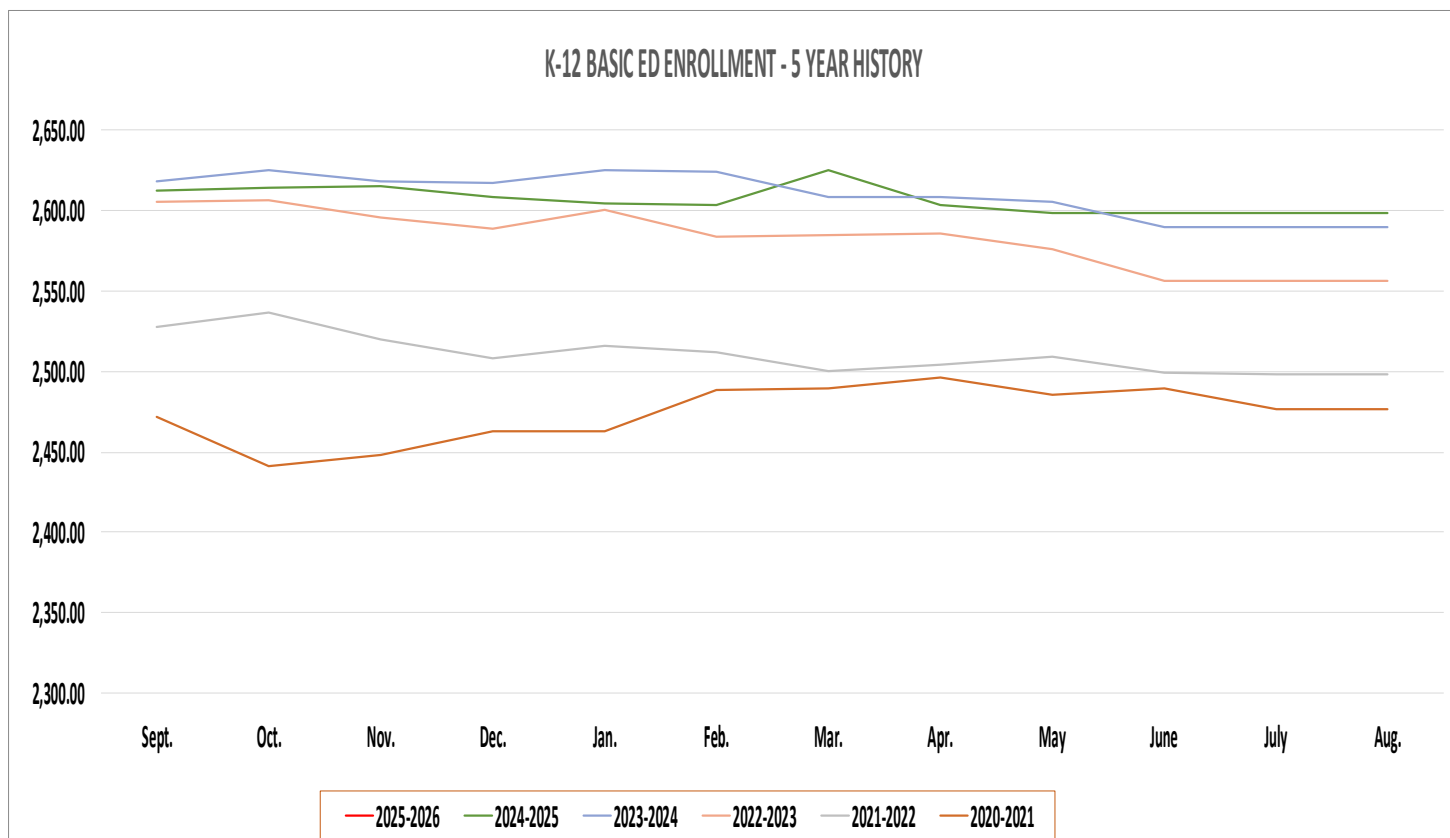
General Fund Balance History





	Payroll Expenditures	Overall Expenditures	Percentage
September	3,260,413.46	4,539,829.77	71.82%
October			#DIV/0!
November			#DIV/0!
December			#DIV/0!
January			#DIV/0!
February			#DIV/0!
March			#DIV/0!
April			#DIV/0!
May			#DIV/0!
June			#DIV/0!
July			#DIV/0!
August			#DIV/0!
TOTAL	3,260,413.46	4,539,829.77	71.82%

ENROLLMENT



ENROLLMENT - 5 YEAR HISTORY

Month	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	AVERAGE
2025-2026	2,581.66												2,581.66
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	2,598.84	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

EPHRATA SCHOOL DISTRICT

General Fund Budget Status

For the Period Ended September 30, 2025

FY 2025-26**GENERAL EXPENSE FUND**Revenues

	Budget	Actual thru September-25	Encumbrances	Budget Remaining	% of Budget
1000 Local Taxes	2,464,354	21,713.26	-	2,442,640.74	0.88%
2000 Local Nontax	2,200,754	34,952.91	-	2,165,801.09	1.59%
3000 State, General Purpose	31,925,878	2,555,698.62	-	29,370,179.38	8.01%
4000 State, Special Purpose	10,687,659	922,312.64	-	9,765,346.36	8.63%
5000 Federal, General Purpose	-	-	-	-	0.00%
6000 Federal, Special Purpose	4,037,493	-	-	4,037,493.00	0.00%
7000 Revenues from Other School Dist	-	-	-	-	0.00%
8000 Revenues from Other Agencies	17,500	-	-	17,500.00	0.00%
9000 Other Financing Sources	-	-	-	-	0.00%
Total Revenues	51,333,638	3,534,677.43	-	47,798,960.57	6.89%

Expenditures

00 Regular Instruction	25,170,596	2,078,780.12	2,330,609.62	20,761,206.26	17.52%
10 Federal Stimulus	0	-	-	-	0.00%
20 Special Ed Instruction	5,771,460	419,640.50	568,652.41	4,783,167.09	17.12%
30 Vocational Instruction	3,031,403	244,423.97	178,047.69	2,608,931.34	13.94%
50/60 Compensatory Instruction	4,178,250	310,897.02	144,106.90	3,723,246.08	10.89%
70 Other Instructional Program	2,132,649	6,366.37	6,656.10	2,119,626.53	0.61%
80 Community Support	951,538	64,692.50	17,213.22	869,632.28	8.61%
90 Support Services	11,960,065	1,415,029.29	1,924,207.52	8,620,828.19	27.92%
Total Expenditures	53,195,961	4,539,829.77	5,169,493.46	43,486,637.77	18.25%

Operating Transfers Out	607,901.00	-
Prior Year Adjustment		

REVENUES OVER (UNDER)

TOTAL EXPENDITURES	(2,470,224.00)	(1,005,152.34)
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Fund Balance at September 1, 2025

9,000,000	9,214,392.91
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Current Total Ending Fund Balance

6,529,776	8,209,240.57
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Ending Fund Balance Accounts

GL 810 Reserved For Other Items	352,056	421,304.21
GL 821 Reserved For Carryover	950,890	793,675.53
GL 828 Reserved For Food Service Carryover	159,691.00	73,409.63
GL 830 Reserved For Debt Service	107,901.00	107,901.00
GL 840 Reserved For Inventory/Prepaid	100,000	913,577.61
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	1,135,487	1,037,119.81
GL 891 Unassigned Min Fnd Bal Policy	3,723,751	4,862,252.78
TOTAL Ending Fund Balance	6,529,776	8,209,240.57

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

FY 2025-26					
	Budget	Actual thru September-25	Encumbrances	Budget Remaining	% of Budget
CAPITAL PROJECTS FUND					
<u>Revenues</u>					
1000 Local Taxes	784,000	7,495.24	-	776,504.76	0.96%
2000 Local Nontax	150,000	6,946.48	-	143,053.52	4.63%
4000 State, Special Purpose		-	-	-	0.00%
6000 Federal, Special Purpose			-	-	0.00%
9000 Other Financing Sources	500,000	-	-	500,000.00	0.00%
Total Revenues	1,434,000	14,441.72	-	1,419,558.28	1.01%
<u>Expenditures</u>					
10 Sites	2,223,728.00		1,466,228.16	757,499.84	65.94%
20 Building	1,894,573		32,693.57	1,861,879.43	1.73%
30 Equipment			24,773.45	(24,773.45)	0.00%
40 Energy				-	0.00%
50 Sales & Lease Equipment			-	-	0.00%
60 Bond Issuance Expenditure			-	-	0.00%
90 Debt	-	-	-	-	0.00%
Total Expenditures	4,118,301	-	1,523,695.18	2,594,605.82	37.00%
Operating Transfers Out	-	-			
Other Financing Uses	-				
Prior Year Adjustment	-	-			
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	(2,684,301)	14,441.72			
Fund Balance at September 1, 2025	2,684,301	3,134,250.58			
Current Fund Balance	-	3,148,692.30			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 821 Reserved For Carryover	-	-			
GL 830 Reserved For Debt Service	-	-			
GL 861 Restricted from Bond Proceeds	-	-			
GL 862 Committed from Levy Proceeds	-	1,385,000.63			
GL 863 Restricted from State Proceeds	-	52,698.31			
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	-	1,710,993.36			
GL 891 Unassigned Min Fnd Bal Policy	-	-			
TOTAL Ending Fund Balance	-	3,148,692.30			

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

FY 2025-26					
	Budget	Actual thru September-25	Encumbrances	Budget Remaining	% of Budget
DEBT SERVICE FUND					
<u>Revenues</u>					
1000 Local Taxes	2,154,796	21,203.60	-	2,133,592.40	0.98%
2000 Local Nontax	25,000	3,613.50	-	21,386.50	14.45%
3000 State, General Purpose			-	-	0.00%
4000 Federal, General Purpose			-	-	0.00%
5000 Federal, Special Purpose			-	-	0.00%
9000 Other Financing Sources	107,901	-	-	107,901.00	0.00%
Total Revenues	2,287,697	24,817.10	-	2,262,879.90	1.08%
<u>Expenditures</u>					
Matured Bond Expenditures	1,712,763			1,712,763.00	0.00%
Interest on Bonds	539,438			539,438.00	0.00%
Interfund Loan Interest				-	0.00%
Bond Transfer Fees	10,000			10,000.00	0.00%
Arbitrage Rebate				-	0.00%
Total Expenditures	2,262,201	-	-	2,262,201.00	0.00%
Other Financing Uses:	-	-			
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	25,496.00	24,817.10			
Fund Balance at September 1, 2025	1,627,232	1,497,922.73			
Current Fund Balance	1,652,728	1,522,739.83			
Ending Fund Balance Accounts					
GL 810 Reserved For Other Items	-	-			
GL 830 Reserved For Debt Service	1,652,728	1,691,046.78			
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	1,652,728	1,691,046.78			

EPHRATA SCHOOL DISTRICT

ASB Fund Budget Status

For the Period Ended September 30, 2025

FY 2025-26					
	Budget	Actual thru September-25	Encumbrances	Budget Remaining	% of Budget
ASSOCIATED STUDENT BODY FUND					
<u>Revenues</u>					
1000 General Student Body	401,600	20,948.70	-	380,651.30	5.22%
2000 Athletics	450,200	47,204.37	-	402,995.63	10.49%
3000 Classes	27,837	1,785.00	-	26,052.00	6.41%
4000 Clubs	419,865	3,987.62	-	415,877.38	0.95%
6000 Private Moneys	32,999	637.82	-	32,361.18	1.93%
Total Revenues	1,332,501	74,563.51	-	1,257,937.49	5.60%
<u>Expenditures</u>					
1000 General Student Body	357,700	18,408.51	53,039.56	286,251.93	19.97%
2000 Athletics	394,867	46,290.88	45,328.89	303,247.23	23.20%
3000 Classes	24,362	-	-	24,362.00	0.00%
4000 Clubs	379,750	4,610.94	33,912.50	341,226.56	10.14%
6000 Private Moneys	28,700	240.00	790.00	27,670.00	3.59%
Total Expenditures	1,185,379	69,550.33	133,070.95	982,757.72	17.09%
EXCESS (DEFICIT) OF TOTAL REVENUES OVER (UNDER) TOTAL EXPENDITURES	147,122	5,013.18			
Fund Balance at September 1, 2025	417,762	427,303.58			
Current Fund Balance	564,884	432,316.76			
<u>Ending Fund Balance Accounts</u>					
GL 810 Reserved For Other Items	-	-			
GL 819 Restricted for Fund Purposes	564,884	403,915.61			
GL 840 Nonspnd FB - Invent/Prepd Itms	-	28,401.15			
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	564,884	432,316.76			

EPHRATA SCHOOL DISTRICT

Transportation Vehicle Fund Budget Status

For the Period Ended September 30, 2025

FY 2025-26

Budget	Actual thru September-25	Encumbrances	Budget Remaining	% of Budget
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TRANSPORTATION VEHICLE FUNDRevenues

1000 Local Taxes	-	106.25	-	(106.25)	0.00%
2000 Local Nontax	20,000	2,758.17	-	17,241.83	13.79%
3000 State, General Purpose	-		-	-	0.00%
4000 State, Special Purpose	353,261		-	353,261.00	0.00%
5000 Federal, General Purpose	-		-	-	0.00%
8000 Revenues fr Other Agencies	-		-	-	0.00%
9000 Other Financing Sources	-		-	-	0.00%
Total Revenues	373,261	2,864.42	-	370,396.58	0.77%

Expenditures

Type 30 Equipment	1,326,617	-	-	1,326,617.00	0.00%
Type 60 Bond Levy Issuance	-	-	-	-	0.00%
Type 90 Debt	-	-	-	-	0.00%
Total Expenditures	1,326,617	-	-	1,326,617.00	0.00%

Operating Transfers:
In From General Fund

-	-
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**EXCESS (DEFICIT) OF TOTAL
REVENUES OVER (UNDER)
TOTAL EXPENDITURES**

(953,356)	2,864.42
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Fund Balance at September 1, 2025

953,356	958,453.73
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Current Fund Balance

-	961,318.15
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Ending Fund Balance Accounts

GL 810 Reserved For Other Items	-	-
GL 819 Restricted for Fund Purposes	-	961,318.15
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	-	961,318.15

Coversheet

First Reading of Policy

Section:	IV. Non-Action Items
Item:	D. First Reading of Policy
Purpose:	Discuss
Submitted by:	
Related Material:	0510 Vision - RETIRED.pdf 0530 Mission - RETIRED.pdf 1005 Key Functions of the Board - Discretionary.pdf 1210 Annual Organization Meeting - Discretionary.pdf 1630 Evaluation of the Superintendent - Critical.pdf 1810 Annual Governance Goals and Objectives - RETIRED.pdf 1820 Board Self-Assessment - Important.pdf 2420 Grading and Progress Reports - Important.pdf 3425 Accomodating Students with Adrenal Insufficiency - Critical.pdf 5000 Recruitment, Selection and Evaluation of Staff - Important.pdf 5260 Personnel Records - Important.pdf 6212 Charge Cards - Important.pdf

Policy 0510
Strategic Planning

VISION STATEMENT

A statement of vision is a "written picture" of the best that can be. It provides a bridge between old and new paradigms. It describes the school district in its ideal state and is future oriented.

Ephrata School District's **vision** for "a bright future" is to provide high performing, quality schools which are committed to life-long learning.

The schools we envision are characterized by:

- enthusiastic and motivated students
- a competent and caring staff
- involved and supportive families and community
- a continuing quest to improve

Policy 0530
Strategic Planning

MISSION STATEMENT

A mission statement identifies the organization's purpose or primary function. The orientation is present or immediate future.

Ephrata School District's **mission** is to prepare **ALL** students for the living, learning, and working requirements of the 21st Century.

In pursuit of this mission, Ephrata School District will:

- create a safe, learning environment, characterized by trust and respect
- provide optimal learning opportunities and high expectations for all students
- help each student to develop to potential
- strive to develop students who can think, create and effectively adapt to change
- promote responsible citizenship in a democratic society

~~Policy No. 1005~~
~~Board of Directors~~

Policy: 1005

Section: 1000 - Board of Directors

Key Functions of the Board

~~Acting on behalf of the people of each community, the school board will fulfill the following functions:~~

~~The research-based WA School Board standards outline the primary functions of the school board. These standards are linked to higher student achievement and more effective governance practices:~~

Responsible School District Governance:

~~The board, with participation by the community, will envision the future of the school district's educational program and formulate goals, define outcomes and set the course for the school district. This will be done within the context of racial, ethnic and religious diversity and with a commitment to education excellence and equity for all students.~~

~~Provide responsible school district governance by:~~

- ~~• Conducting board and district business in a fair, respectful, and responsible manner.~~
- ~~• Ensuring the board is accountable and open to the public, including seeking divergent and diverse perspectives in its decision-making process.~~
- ~~• Respecting and advocating mutual understanding of the roles and responsibilities of board members and the superintendent.~~
- ~~• Adopting policies based on well-researched practices that emphasize a belief that all students can achieve at high levels and that support continuous improvement of student achievement.~~
- ~~• Promoting healthy relationships by communicating supportively; inspiring, motivating, and empowering others; and exercising influence in a positive manner.~~
- ~~• Working as an effective and collaborative team.~~

Creating Conditions District-Wide for Student and Staff Success:

~~To achieve the vision, the board will establish a structure which reflects local circumstances and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework. This includes employing a superintendent, developing and approving policies, formulating budgets, setting high instructional and learning goals for staff and students, and nurturing a climate conducive to continuous improvement.~~

Policy No. 1005
Board of Directors

Create conditions district-wide for student and staff success by:

- A. Providing for the safety and wellness of all students and staff;
- B. Employing and supporting quality teachers, administrators and other staff and providing for their professional development;
- C. Providing for learning essentials, including rigorous curriculum, technology and high-quality facilities;
- D. Ensuring management of the organization, operations, and resources for an efficient and effective learning environment; and
- E. Adopting and monitoring an annual budget that allocates resources based on the district's vision, goals and priorities for student learning.

Communication of and Commitment to High Expectations for Student Learning:

The board will continuously articulateSet and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

- Articulating the beliefconviction that all studenteach and every student can learn and the belief that each student'sstudent learning can improve regardless of existing circumstances or resources. The board will act as leaders of a vision of shared learning that is supported by individual schools and the community.;
- Leading the development, articulation, and stewardship of a vision of learning that is shared and supported by schools and the community;
- Adopting a collaboratively developed district strategic plan focused on learning and achievement outcomes for each and every student; and
- Ensuring non-negotiable goals for student achievement are established and aligned with the district's strategic plan.

Holding the District Accountability for Student Learning:

The board's accountabilityHold school district accountable for meeting student learning will include adopting a system of continuous assessment of all conditions affecting education, including assessments for measuring staff and student progress towards goals. The public will be kept informed about programs and progress. Staff and board training will be providedexpectations by:

- Committing to ensurecontinuous improvement ofin student achievement. at each school and throughout the district;

Community Engagement:

The board will serve as education's key advocate on behalf of students and their schools. The board will work to advance the community's vision for its schools, pursue the district's goals, encourage progress and energize systemic change and ensure that students are treated as whole persons in a diversified society.

Cross References:	Board Policy 0100	Commitment to Strategic Planning
	0300	Planning Process
	0700	Strategic Plan Evaluation

Policy No. 1005
Board of Directors

<u>1310</u>	<u>Policy Adoption, Manuals and Administrative Procedures</u>
<u>1810</u>	<u>Annual Governance Goals and Objectives</u>
<u>1820</u>	<u>Board Self-Assessment</u>

Management Resource:

- Evaluating the superintendent on clear and focused expectations; and
- Measuring student academic progress and needs based on valid and reliable assessments.

Engagement of the Community in Education:

Engage the local community and represent the values and expectations they hold for their schools by:

- Collaborating with families and community members, responding to diverse interests and needs, and mobilizing community resources;
- Ensuring school board and district transparency through a process that is open and accountable;
- Ensuring district information and decisions are communicated community-wide; and
- Soliciting input from staff and a wide spectrum of the community so that a diverse range of interests and perspectives on issues is considered.

Annually the board will reflect on the degree to which it has operated according to its key functions by conducting a board self-assessment and engaging in board development activities where needed.

For more information, visit the WSSDA School Board Standards.

Cross References:

1310 - Policy Adoption, Manuals and Administrative Procedures

1810 - Annual Governance Goals and Objectives

1820 - Board Self-Assessment

Policy News, October 2025

Management Resources:

Policy News, 2012 - February Issue

~~Policy No. 1005~~

~~Board of Directors~~

~~Adoption Date:~~

~~Classification: **Discretionary**~~

~~Revised Dates: **04.97; 02.12; September 2025**~~

~~© 2020-2025 Washington School Board Standards (Adopted June 27, 2009)~~

~~Policy News, February 2012~~

~~Model Policies Aligned with Washington State~~

~~School Board Standards~~

~~Ephrata School District Adopted 4.23.12~~

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~~ANNUAL ORGANIZATIONAL MEETING~~



Policy: 1210
Section: 1000 - Board of Directors

Annual Organization Meeting

At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the board will elect from among its members a *chair/president* and a *vice chair/president* to serve one-year terms. A newly elected or appointed (less than one year) board member will not be eligible to serve as an officer unless athe majority of the board ~~has been~~is newly appointed ~~- or elected.~~

If a board member is unable to continue to serve as an officer, a replacement ~~shall~~Will be elected immediately. In the absence of both the *chair/president* and the *vice chair/president*, the board ~~shall~~Will elect a president pro tempore who ~~shall~~Will perform the functions of the chair/president during the ~~latter's~~latter's absence.

The superintendent will act as board secretary and perform all the duties as ~~outlined~~outlined by law. In order to provide a record of the proceedings of each meeting of the board, the superintendent will appoint a recording secretary of the board.

In even-numbered years at the same meeting, a WSSDA legislative representative ~~shall~~Will be elected ~~who shall~~to serve a two-year term.

The normal order of business ~~shall~~Will be modified for the annual organizational meeting by considering the following matters ~~,~~ after the approval of the minutes of the previous meeting:

- A. Welcome and introduction of newly elected board members by the chair/president ~~;~~;
- B. Call for nominations for *chair/president* to serve during the ensuing year ~~;~~;
- C. Election of a *chair/president* (roll call vote) ~~);~~);
-

Policy No. 1210
Board of Directors

- D. Assumption of office by the new *chair/president*;
- E. Call for nominations for *vice chair/president* to serve during the ensuing year;
- F. Election of a *vice chair/president* (roll call vote);
- G. ~~(if applicable)~~ Call for nominations for ~~WSSDA legislative representative~~ representative to serve for the next two years; and
- H. Election of a ~~WSSDA legislative representative~~.

Policies ~~shall~~Will continue from year to year and board to board until and unless the board changes them.

Cross References: ~~1225 School Director Legislative Program~~

Legal References: ~~RCW 28A.330.010 Board president, vice-president or president pro tempore Secretary~~
~~RCW 28A.330.020 Certain board elections, manner and vote required Selection of personnel, manner~~
~~RCW 28A.330.050 Duties of superintendent as secretary of the board~~
~~RCW 28A.400.030 Superintendent Duties~~
~~RCW 29A.60.280 Local elected officials, commencement of term of office Purpose~~

~~Ephrata School District~~
First Reading: 1.2018, Adopted 2.2018

Cross References: 1225 - School Director Legislative Program

Legal References: RCW 28A.330.010 Board president, vice-president or president pro tempore — Secretary
RCW 28A.330.020 Certain board elections, manner and vote required — Selection of personnel, manner

Policy No. 1210
Board of Directors

RCW 28A.330.050 Duties of superintendent as secretary of the board

RCW 28A.400.030 Superintendent's duties

RCW 29A.60.280 Local elected officials, commencement of term of office — Purpose

Management Resources: 2025 - October Issue
 2017 - April Issue

Last Revised: **September 2025**

Classification: **Discretionary**

Prior Revised Dates: ~~808.99~~; **808.05**; ~~202.11~~; **12.11**; ~~1.18~~**04.17**

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EVALUATION OF THE SUPERINTENDENT

The board ~~shall~~will establish evaluative criteria and will be responsible for evaluating the performance of the superintendent.

~~The superintendent will have the opportunity for confidential conferences with the board members on no less than three occasions in each year, for the purpose of aiding the superintendent in his/her~~their performance. ~~The board, on the basis of the evaluation, may terminate, renew and/or extend the superintendent's contract for periods not to exceed three years.~~

Pursuant to state law, RCW 28a.150.230, names the school board as responsible "to adopt policies to: (a) Establish performance criteria and an evaluation process for its superintendent..." and through RCW 42.30.110(g) dictates the use of executive sessions for evaluating the performance of public employees.

In addition, state law, RCW 28A.405.100, requires that the evaluation process looks at these eight categories at a minimum:

- knowledge of, experience in, and training in recognizing good professional performance, capabilities and development;
- school administration and management;
- school finance;
- professional preparation and scholarship;
- effort toward improvement when needed;
- interest in pupils, employees, patrons and subjects taught in school;
- leadership;
- and ability and performance of evaluation of school personnel.

WSSDA provides a goal-centered model to support the effective evaluation of the superintendent.

-

Legal References:

RCW 28A.400.010 Employment of superintendent — Superintendent's qualifications, general powers, term, contract renewal

WSSDA Superintendent Evaluation

~~Legal references: RCW 28A.400.010 Employment of Superintendent — superintendent's qualifications, general powers, term, contract renewal~~

~~Policy No. 1820~~
~~Board of Directors~~

Policy: 1820

Section: 1000 - Board of Directors

Board Self-Assessment

~~At the conclusion of each year~~Annually, the board will assess its own performance in terms of ~~generally accepted~~research-based principles of successful board operations ~~and~~, in relation to its annual goals and objectives, and Washington State School Board Standards. The board self-assessment will address performance in the key functions of school boards:

- ~~-~~ A. ~~Board functions of responsible~~Responsible school district governance;
- ~~-~~ B. Communication of and commitment to high expectations for student learning;
- ~~-~~ C. Creating conditions district-wide for student and staff success;
- ~~-~~ D. Holding the district accountable for student learning; and
- ~~-~~ E. Engagement of the community in education.

~~The results of the self-assessment will be~~ reviewed and discussed by the board-superintendent team and used in setting goals for the subsequent year.

~~Cross References: Board Policy 1005 Key Functions of the Board~~
~~Board Policy 1810 Annual Governance Goals and Objectives~~
~~Board Policy 1822 Training and Development for Board Members~~

~~Management Resource:~~
~~Policy News, February 2012 Model Policies Aligned with~~

Cross References: 1822 - Training and Professional Development for Board Members

1810 - Annual Governance Goals and Objectives

~~Policy No. 1820~~
~~Board of Directors~~

1005 - Key Functions of the Board

WSSDA School Board Standards

Management Resources: 2025 – October Issue
 2012 - February Issue

Adoption Date:
Classification: **Important**
Revised Dates: **12.98; 02.12; September 2025**

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Policy ~~No.:~~ 2420

Section: 2000 - Instruction

GRADING AND PROGRESS REPORTS

Grading and Progress Reports

The board believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the district's responsibility to keep parents informed of student welfare and progress in school.

The district will inform parents or legal guardians about their students' academic progress, including the right to receive periodic reports on their students' educational growth and development in accordance with RCW 28A.150.240 and to receive notice of their students' performance on state learning standard tests and assessments in accordance with RCW 28A.230.195. The district will also inform the parents or legal guardians whether their students' performance could threaten their ability to be promoted to the next grade level. Parents or legal guardians have the right to request an in-person meeting with their students' classroom teachers and principals to discuss any resources or strategies available to support and encourage their students' academic improvement.

The district will issue grades and written or electronic progress reports, and provide opportunities for parent conferences to serve as a basis for continuous evaluation of the student's performance and to help in determining changes that should be made to effect improvement. These written and verbal reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent.

- The district shall comply with the marking/grading system incorporated into the statewide standardized high school transcript. -Secondary students' grade points shall be reported for each term, and individually and cumulatively.

- The superintendent or designee will establish a system of reporting student progress and shall require all staff members to comply with such a system as part of their teaching responsibility.

- At the beginning of each term, each teacher shall specify in writing the student learning goals or standards for his/her respective courses. If participation is used as the basis of mastery of a goal or standard, a student's grades may be adversely

affected for failure to attend or participate, provided on that day there was a graded participation activity. If the teacher does not so advise students in writing, the teacher may not use attendance and participation in the grading process. Students who feel that attendance or tardiness factors have been unfairly applied, may appeal to the principal to determine a resolution.

~~A student's grade report may be withheld until such time the student pays for any school property that has been lost or willfully damaged. Upon payment for damages or the equivalency through voluntary work, the grade report will be released. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.~~

~~Cross References: Board Policy 3122 Excused and Unexcused Absences
Board Policy 3520 Student Fines, Fees and Charges~~

~~Legal References: RCW 28A.150.240(2g) Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty
RCW 28A.635.060 Defacing or injuring school property — Liability of parent or guardian
RCW 28A.600.030 Grading policies — Option to consider — Attendance
WAC 392.400.235 Discipline — Conditions and limitations
WAC 180.44.010 Regulatory provisions relating to RCW 28A.04.120(6) and 28A.58.101 — Responsibilities related to instruction
Chapter 392.415 WAC Secondary Education — Standardized High School Transcript
Chapter 392.210 WAC Student testing and evaluation — Washington state honors award program~~

~~First Reading
Ephrata School District Adopted 1/14/00~~

Cross References: 3520 - Student Fees, Fines, or Charges
 3122 - Excused and Unexcused Absences

Legal References: RCW 28A.150.240(2)(g) Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty
 RCW 28A.230.195 Test or assessment scores — Adjustments to instructional practices — Notification to parents
 RCW 28A.600.030 Grading policies — Option to consider attendance
 RCW 28A.605.005 Parental rights

RCW 28A.635.060 Defacing or injuring school property
— Liability of pupil, parent, or guardian – Withholding
diplomas, — Suspension and restitution — Community
service program as alternative — Publication of
information on withheld diplomas — Rights protected
WAC 392-210 Student testing and evaluation -
Washington state honors award program
WAC 392-415 Secondary education - Standardized high
school transcript

Last Revised ~~11~~: July [], 2025

Classification: **Encouraged**

Prior Revised Dates: **10.07; 12.~~11~~¹¹~~6~~/01/2011; 06.21**

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Policy Console - WSSDA

Policy: 3425
Section: 3000 - Students

Accommodating Students with Adrenal Insufficiency

Individual Health Plans

The district will develop an individual health plan for each student with adrenal insufficiency. The plan will include emergency plans, be updated at least annually, and be distributed to the appropriate staff based on the student's needs and staff level of contact with the student.

In developing the individual health plan, the district will acquire parent requests and instructions, and orders from licensed health professionals prescribing within the scope of their prescriptive authority for monitoring and treating adrenal insufficiency at school.

The district may need to provide exceptions to school policies to implement a student's individual health plan. If that's necessary, the exceptions will be described in the health plan.

The district will follow Policy 3416 and 3416P in administering adrenal insufficiency medication, including the proper storage of medical equipment and medication provided by the parent.

Parent-Designated Adults

Parents may assign a parent-designated adult to care for their student.

A parent-designated adult means an adult who is authorized by the parents of a student with adrenal insufficiency to provide care for the child consistent with the student's individual health plan, volunteers to do so, receives additional training selected by the parents, and provides care to the student consistent with their individual health plan. A parent-designated adult may be a district employee.

A parent-designated adult must complete training selected by the student's parents in the proper procedures to care for the student, including administering an emergency injection of corticosteroid during an adrenal crisis, consistent with the student's individual health plan. The training may be provided by an organization that offers training for staff caring for students with adrenal insufficiency or for caretakers of children with adrenal insufficiency.

For a district employee who isn't licensed under chapter 18.79 RCW to be a parent-designated adult, they must voluntarily file a written, current, and unexpired letter of intent stating their willingness to be a parent-designated adult. If an employee

who isn't licensed under chapter 18.79 RCW chooses not to file such a letter, the employee may not be subject to reprisal or discipline for refusing to file it.

The district will collect and store legal documents for the parent-designated adult to provide care if necessary.

Immunity

The district, a district employee, or a parent-designated adult shall not be liable in any criminal action or for civil damages for providing assistance or services to a student with adrenal insufficiency under this policy if they acted in good faith and substantially complied with the student's individual health plan and the instructions of the student's licensed health care professional.

Cross References: 3416 - Medication at School
 2162 - Education of Students With Disabilities Under
 Section 504 of the Rehabilitation Act of 1973
 5630 - Volunteers

Legal References: RCW 28A.210.260 Public and private schools—
 Administration of medication—Conditions
 RCW 28A.210.350 Student with diabetes, epilepsy or
 other seizure disorders, or adrenal insufficiency—
 Compliance with individual health plan—Immunity
 RCW 28A.210.358 Students with adrenal insufficiency—
 Individual health plans—Parent-designated adult

Adoption Date: 10.25
Classification: **Critical**

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Recruitment~~and~~, Selection, and Evaluation of Staff

Responsible Governance

The board of directors delegates most or all recruitment and selection of school district staff to the superintendent and/or their designee(s).

Staff are recruited and selected to assureensure that ~~students grow and meet their full potential in district programs. Staff~~all staff members are highly effective, and have the necessary skills and experience to meet the learning needs of all students. ~~The district works with teacher preparation programs, communicating the teaching skills, competencies, and experiences it considers of primary importance in its staff, and providing field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the district's programs.~~

Creating Conditions for Student and Staff Success

Staff positions are established by the board ~~to provide~~based on recommendations of the superintendent according to the needs and financial constraints of the district's comprehensive program of education. New positions are established by the board as needed.~~district.~~ The superintendent or their designee establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels required for each position, ~~as it relates and to the district's comprehensive program of education, and contribute toward~~ the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district's standard screening, interview, ~~and~~ reference check process, and ~~equity~~other requirements.

High Expectations for Student Learning

Positions are created ~~within and filled with consideration of salary and~~ budget parameters, strategic goals, student enrollment, and legal requirements. Part of the district's strategic and short-term planning processes ~~analyzes~~analyze current and projected staffing requirements. ~~The filling of individual positions is done with consideration to salary issues, budget parameters, and legal requirements.~~ The superintendent or their designee(s) regularly evaluates the effectiveness of the district's staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the board.

Community Engagement

The board and district regularly communicate to staff, professional associations, employee bargaining units, teacher and professional preparation programs in higher education, students, parents, and the larger community the district's commitment to hiring those people best prepared and able to improve student achievement.

Cross References:	Board Policy 5005	Employment: Disclosures, Certification Requirements, Assurances and Approval
	Board Policy 5610	Substitute Employment
Legal References:	RCW 28A.400.300	Hiring and discharging employees — <u>leave policies</u> — Seniority and leave benefits <u>of employees transferring between school districts and other educational employers</u>
	28A.405.210	Conditions and contracts of employment — Determination of probable cause for non renewal of contracts — <u>nonrenewal due to enrollment decline or revenue loss</u> — Notice — Opportunity for hearing
	43.43.830	Background checks — Access to children or vulnerable persons — <u>Definitions</u>
	43.43.832	Background checks — Disclosure of <u>Sharing of criminal background information by health care facilities</u>
	Chapter 162-12 WAC	Preemployment Inquiry Guide (Human Rights Commission)
	P.L. 99-603	(IRCA) Immigration Reform and Control Act of 1986
	Title 8 USC, Ch. 12 §1324a and §1324b	

Ephrata Adopted 4.23.12**Cross References:**

5005 - Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval

5240 – Evaluation of Staff

5610 - Substitute Employment

Legal References:

RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers.

RCW 28A.405.210 Conditions and contracts of employment — Determination of probable cause for nonrenewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing

RCW 43.43.830 Background checks — Access to children or vulnerable persons — Definitions

RCW 43.43.832 Background checks — Disclosure of information - Sharing of criminal background information by health care facilities

RCW 49.44.200 Personal social networking accounts — Restrictions on employer access - Definitions

RCW 49.44.205 Violations of RCW 49.44.200 — Civil action - Remedies

Chapter 162-12 WAC Preemployment Inquiry Guide (Human Rights Commission)

P.L. 99-603 (IRCA) Immigration Reform and Control Act of 1986

Title 8 USC, Ch. 12 §1324a and §1324b

WAC 392-190-0591 Public school employment and contract practices - Nondiscrimination

Management Resources: 2025 – October Issue
 2014 - December Issue
 2012 - February Issue

Adoption Date:
Classification: **Important**
Revised Dates: **02.12; 12.14; September 2025**

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~~Policy 5260~~~~PERSONNEL RECORDS~~

Policy: 5260
Section: 5000 - Personnel

Personnel Records

The district ~~shall~~will organize, compile and maintain personnel records and files for each staff member of the district which ~~shall~~will be kept secure under the authority of the superintendent/designee. The contents of the personnel files ~~shall~~will be available to the superintendent/designee and to those staff authorized by the superintendent/designee to organize, compile and maintain the ~~personnel~~ files. Any confidential college or university credentials or other confidential pre-employment materials received by the district will be returned to the sender or maintained in personnel records, such as an application file.

~~A certificated or classified~~

Any staff ~~member~~[A1] will be permitted, during normal district business hours, to review the contents of his/her personnel file in the presence of an authorized staff member. ~~Personnel files may be maintained by the district in hard copy or in an electronic format.~~

~~A~~

Any staff member ~~annually~~ may ~~petition~~ request, at least annually, that the superintendent/designee review all information in the staff ~~member's~~member's personnel file(s) to determine if there is any irrelevant or erroneous information in the file(s), and will remove all such information from the file(s). If a staff member does not agree with the determination, the staff member may at his or her request have placed in the ~~staff member's~~ personnel file a statement containing a rebuttal or correction.

~~Cross-Reference: Board Policy 4040 Public Access to District Records~~

~~Legal References: RCW 28A.405.250 Certificated employees, applicants for certificated position, not to be discriminated against - Right to inspect personnel file~~
~~RCW 42.56.230(3) Certain personal and other records exempt (from public inspection)~~
~~RCW 49.12.240-260 Employee inspection of personnel file~~

~~Management Resources: 2015 - October Issue~~

~~First Reading 7.23; Second Reading 8.23~~
~~Revised: 08.98; 05.06; 12.11; 10.15~~

~~Policy 5260~~

Cross References: 4040 - Public Access to District Records

Legal References: RCW 28A.405.250 Certificated employees, applicants
for certificated position, not to be discriminated against
— Right to inspect personnel file

RCW 42.56.230(3) Certain personal and other records
exempt (from public inspection)

RCW 49.12.240-260 Employee inspection of personnel
file

SHB 1308

WAC 357-22-035 Must the employee be given a copy of
information placed in the personnel file?

Management Resources: 2015 - October Policy Issue

Last Revised: **October 01, 2015**

Classification: **Encouraged**

Prior Revised Dates: **08.98; 05.06; 12.11**

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CHARGE CARDS

The board authorizes the issuance of charge cards to officers and staff for district purchases, acquisitions and authorized travel. The board shall approve any contract for the issuance of credit cards, including the credit limit. Credit cards may be issued to **the following schools, departments and/or** staff in the following positions:

- Superintendent
- Finance Director
- Accounts Payable~~;~~ **and**
- Technology Director
- **High School**
- **High School ASB**
- **Middle School**
- **Special Services Department**
- **State and Federal Programs Department**

The superintendent or his/her designee is responsible for the authorization and control of the use of credit card funds, subject to final board approval of payments.

Upon billing or no later than thirty (30) days of the billing date, the officer or staff member using a charge card shall submit a fully itemized expense voucher including receipts or invoices supporting purchases. Any charges not properly identified on the expense voucher or not allowed following review by the auditing officer shall be paid by the official or staff member. Any official or staff member who has been issued a charge card shall not use the card if any disallowed charges are outstanding.

The superintendent shall establish procedures for the issuance and use of charge cards.

Cross References: Board Policy 6213 Reimbursement for Travel Expenses

Legal References: RCW 42.24.115 Municipal corporations and political subdivisions — Issuance of charge cards to officers and employees for travel expenses
RCW 43.09.2855 Local governments — Use of credit cards

Management Resources: Policy News, April 2005 Credit Card Policy Updated

Coversheet

Procedure Updates

Section:	IV. Non-Action Items
Item:	E. Procedure Updates
Purpose:	Discuss
Submitted by:	
Related Material:	1820P Board Self-Assessment - RETIRED.pdf 2420P Grading and Progress Reports - Important.pdf 3416P Medication at School - Critical.pdf 5000P Recruitment, Selection, and Evaluation of Staff - RETIRED.pdf 5260P Personnel Records - Important.pdf

Board Self-Assessment

Each individual board member will annually review the WSSDA *Individual School Director Standards* as a basis for assessing his/her own conduct as an elected representative of the board of directors. Collectively, the board will assess its performance in terms of its five major functions:

- A. Communication of and commitment to high expectations for student learning – The board will demonstrate its responsibility for providing a community vision of its schools by:
 1. Working with the community to determine the district's educational program and what students need to know and be able to do;
 2. Formulating educational goals based on community expectations and the needs of students;
 3. Encouraging leadership, instruction and assessment, and curriculum development activities directed toward goals; and
 4. Annually reviewing the district's progress and direction against its vision.
- B. Responsible School District Governance – The board will demonstrate its responsibilities for establishing a organizational structure by:
 1. Enacting policies that provide a definite course of action;
 2. Monitoring the implementation of policies;
 3. Reviewing proposed labor agreements, staffing recommendations and staff evaluations;
 3. Formulating budgets; and
 4. Working to ensure a healthy learning and working environment that supports continuous improvement.
- C. Creating conditions district-wide for student and staff success – The board will demonstrate accountability by:
 1. Employing and supporting quality teachers, administrators and other staff;
 2. Adopting and monitoring an annual budget that allocates resources based on the district's vision, goals and priorities;
 3. Providing for learning essentials including rigorous curriculum, technology and high quality facilities;
 4. Providing for the safety and security all students and staff;
 5. Reviewing building and grounds maintenance and needs;
 6. Reviewing transportation services and other support services; and
 7. Initiating and reviewing internal and external audits.
- D. Engagement of the Community in Education - The board will advocate for education and on behalf of students and their schools by:
 1. Keeping the community informed about its schools;
 2. Participating in school and community activities; and
 3. Encouraging citizen involvement in the schools.
- E. Holding the district accountable for student learning - The board will oversee the district and superintendent's performance by:
 1. Annually review district and school improvement plans;
 2. Developing written expectations for the superintendent and communicating those to the community; and
 3. Basing decisions about the superintendent's contract on the objective evaluation of the superintendent's achievement of performance expectations.

Policy ~~No. 2420~~ Console - WSSDA

Policy: 2420P
Section: 2000 - Instruction

PROCEDURE

Procedure - Grading and Progress Reports

The grade point averages for grades 9-12 ~~shall~~will be calculated in the following manner:

A. _____

- A. Each ~~student's~~ student's "grade point average" ~~shall~~ will be the sum of the point values⁷ of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value ~~shall~~will be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.

The numerical value of grades are:

-

~~_____ The numerical value of grades are:~~

1.	A -	= 4.0	7.	C	=	2.0
2.	A-	= 3.7	8.	C-	=	1.7
3.	B+	= 3.3	9.	D+	=	1.3
4.	B -	= 3.0	10.	D	=	1.0
5.	B-	= 2.7				
	C+	= 2.3				
	C	= 2.0				
	C-	= 1.7	11.			
	D+	= 1.3				
	D	= 1.0				
	E or F	=	=	0.0		

~~_____ 6. _____ C+ = 2.3~~

B. _____ The minimal passing mark/grade is D = 1.0. ~~PassNonnumerical marks/grades such as pass/fail, credit/no credit, and satisfactory/unsatisfactory marks may also be used. These non-numerical marks/grades shall be~~

~~clearly identified and excluded from the calculation of A mark/grade point average of "W" will be used to indicate a withdrawal from a course.~~

~~C. Marks/grades for all courses taken shall be included in the calculation of grade point averages.~~

C. Grade point averages shall will be calculated rounded to two the third decimal places place and reported for each trimester/semester or other term and for the cumulative credits earned for all courses attempted in high school.

~~The standardized high school transcript shall contain:~~

- ~~A. The student's name (last name, first name, and middle names or middle initials);~~
- ~~B. The student's current address, address at graduation, or address at withdrawal from school (street, city, state, zip code);~~
- ~~C. The student's birth date and sex;~~
- ~~D. The student's identification number (if applicable);~~
- ~~E. The school's name;~~
- ~~F. The school's address (street, city, state zip code, and telephone number);~~
- ~~G. The dates of the student's entry, reentry, withdrawal, and graduation (if applicable) related to the school issuing the transcript;~~

D. H. The student's academic history Marks/grades for high school (grade level and date of each course completion, course titles, taken will be included in the calculation of grade point averages with the following exceptions.

1. Nonnumerical marks/grades earned, credits will be excluded from the calculation of grade point averages.
2. Only the highest mark/grade for a class/course taken more than once to improve a mark/grade will be included in the calculation of grade point averages. This doesn't apply to marks/grades for recurring courses, which are courses taken to further develop a student's understanding and skills in a subject (e.g., journalism, advanced art or drama, concert band, etc.) or is taken by the student more than once to satisfy different credit requirements (e.g. advanced drama taken three times to meet an elective requirement, an art requirement, and the occupational education requirement).
3. Credits attempted, and for classes taken more than once to improve a grade/mark may count only once toward the number of credits required for graduation. However, they may count toward the number of credits required for graduation on the condition that the letter grades earned for all attempts are included in the calculation of the student's grade point average;. The district will not convert letter grades to nonnumerical grades/marks for the purpose of this exception.

~~I.~~

~~The name and address of parent(s) or guardian(s) (street, city, state, zip code) if such information is available;~~

J. A list of previous district will use the standardized high schools attended (school name, address, city, state, and month and year of entrance and exit); and transcript as described in WAC 392-415-070.

~~K. The signature and/or seal of the authorized school official (name, title, and date)~~

~~Ephrata School District Adopted 1/14/00~~
~~**Revised 11.07; 12.11**~~

Last Revised: **September 2025**
Classification: **Important**
Prior Revised Dates: **12.01; 12.11**

Medication at School

Each school principal, in consultation with the school Registered Nurse (RN), will authorize two ~~(2)~~ staff members to administer ~~prescribed or non-prescribed~~ all medications including over the counter medications. These designated staff members will receive RN delegation and training ~~once per school year as close prior~~ to the opening of school ~~as possible each year~~.

For purposes of this procedure, "medication" means oral medication, topical medication, eye ~~or ear~~ drops, ~~ear drops~~ and nasal spray. This definition DOES NOT include over-the-counter topical sunscreen products regulated by the US Food and Drug Administration (see Sunscreen section below). Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

Medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prescriptive authority. If the medication is to be administered more than fifteen ~~(15)~~ consecutive days, the written request must be accompanied by written instructions from a licensed health professional. Requests will be valid for not more than the current school year. ~~The~~ All new orders for medication or medication order changes must be approved by the supervising RN prior to school staff administering the first dose ~~must approve all new orders for medication or medication order changes.~~

All medications must be properly labeled and be contained in the original container. Individuals administering medications will:

- A. Collect the medication directly from the parent/guardian (students should not transport medication to and from school except for medications needed for the treatment of medical emergencies). Collect a medication request and authorization form properly signed by the parent/guardian and by the LHP including instructions from the LHP if the medication is to be administered for more than fifteen consecutive days.
- B. Count the medication and record the number pills or amount of liquid medication received, with initials and date received, on the medication log. It is preferable to have two people count and initial;
- B.C. Counting of controlled substances at least weekly as recommended by the Board of Pharmacy. On weekly medication counts, the nurse must have assistance and a witness to the actual count of the medications.
- C.D. Store the prescription or OTC medication (not more than a twenty (20) day supply) in a locked, substantially constructed cabinet or limited access area (for emergency medications);
- D.E. Maintain a current record, which indicates that the medication was administered. If a dose is missed, note the reason, e.g. "absent." This record must be kept for 8 years;

~~E.F.~~ Medications may not be given after the date specified on the authorization form or expiration date on the label; ~~and~~

~~F.G.~~ Report medication errors to the school nurse immediately.

- Provide for supervision by a physician or registered nurse. A copy of the medication policy will be provided to the parent upon request.

- Oral or topical medications, eye drops, ~~ear drops~~, or ~~ear drops~~ ~~nasal spray~~ may be administered by a registered nurse, a licensed practical nurse, or designated staff who are delegated to, trained, and supervised by the RN.

- Nasal sprays containing ~~controlled substances~~ may only be administered by a school nurse if a school nurse is in the building. If a school nurse is not in the building, the task may be delegated to an authorized school employee. A parent-designated adult with training as required by ~~RCW 28A.210.260 [AH1]~~ RCW 28A.210.260[AH1] may also administer the medication when a nurse is not in the building. ~~After a school employee who is not a school nurse administers a nasal spray that is a controlled substance, the employee must summon emergency medical assistance as soon as practicable except in instances when the administration of the nasal spray occurs routinely as documented in emergency care plan signed by parent or guardian and LHP.~~

- No ~~prescribed~~ medication will be administered by injection by unlicensed school staff except when a student is susceptible to a life-threatening anaphylactic condition consistent with Policy and Procedure 3419 – Self-Administration of Asthma and Anaphylaxis Medications and Policy and Procedure 3420 -- Anaphylaxis Prevention and Response modify number as accurate for your district when acting as a parent designated adult for students with diabetes, or when acting as designated trained responder for opioid overdose reversal medication administration consistent with Policy and Procedure 3424 – Opioid Related Overdose Reversal. modify number as accurate for your district.

- The parent will submit a written authorization to act according to the specific written orders and supporting directions provided by licensed health professional prescribing within his or her prescriptive authority (e.g., medication administered to counteract a reaction to an insect sting). Such medication will be administered by staff trained by the supervising registered nurse to administer such an injection.

- Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within his or her prescriptive authority will:

- A. ~~State~~ that the student suffers from a health condition which may result in an emergency;
- B. Identify the drug, the mode of administration, and the dose;
- C. Indicate when the medication will be administered based on anticipated or actual symptoms;
- D. Recommend follow-up after administration, administration of additional medications, transport to hospital; and
- E. Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

If a health professional and a student's parent request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer the medication, the principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions will be the same as established for oral medications. The principal and nurse will take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students will only carry one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

~~Parental Administration of Marijuana for Medical Purposes~~

~~The district will permit a student who meets Washington's statutory requirements for medical marijuana to consume marijuana-infused products for medical purposes on school grounds, aboard a school bus, or while attending a school sponsored event.~~

~~The school nurse will not provide, administer, or assist any student with the consumption of marijuana-infused products. The parents or guardian of such a student are the only persons who may provide, administer, or assist student with the consumption of the marijuana-infused product provided that the use of medical marijuana is prescribed by a licensed health care provider and documentation is given to the school. Students will not self-carry or self-administer marijuana for medical purposes or for any other purpose.~~

~~After administering the permissible form of medical marijuana to the qualified student, the parents or guardian will remove any remaining marijuana from school or district grounds, school bus, or school-sponsored event. The district may limit or revoke permission for the parents or guardian of a qualifying student to administer marijuana for medical purposes if the parents, guardian, or qualified student violates this policy or demonstrates an inability to follow this policy's parameters responsibly.~~

~~Administration of a marijuana-infused product by smoking is strictly prohibited.~~

Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff, without a written prescription or note from a licensed health care provider, if the following conditions are met:

- A. A.—The product is regulated by the US Food and Drug Administration as an over-the-counter sunscreen product; and
- B. B.—If possessed by a student, the product is provided to the student by their parent or guardian.

Students who possess over-the-counter topical sunscreen products that meet the above criteria may carry up to 8 ounces at a time, preferably with the container in a plastic bag.

Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own sunscreen products may result in confiscation and termination of that permission, as well as the imposition of discipline when appropriate.

School staff may assist students in application of sunscreen products in certain circumstances and in the presence of another staff member. The appropriate staff member will take into account the age, maturity, and capability of the student, the need for the application of the sunscreen, and other issues relevant in the specific case, before assisting students in application of sunscreen products at school or during school-sponsored events. However, staff members are not required to assist students in applying sunscreen.

Parent-Designated Adult Care of Students with Adrenal Insufficiency, Epilepsy, or Diabetes

The policy and procedure for parent-designated adults caring for students with adrenal insufficiency, epilepsy, or students with diabetes are:

- 3411 – Accommodating Students with Seizure Disorders or Epilepsy
- 3415 – Accommodating Students with Diabetes

- 3425 – Accommodating Students with Adrenal Insufficiency

Last Revised: **March 02, 2022**

Classification: **Critical**

Prior Revised Dates: **10.01; 12.11; 02.14; 07/01/2017; 10/13/2021**

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Recruitment and Selection of Staff

Current and projected staff needs provide the basis for staff recruitment and selection. Once needs are identified, the recruitment and selection process should result in employing a staff member who is the most qualified to fulfill the need based upon the candidate's skill, training, experience and past performance.

Identifying Needs

- A. Collect enrollment projections from each school building (use birth data to estimate “K” enrollment).
- B. Compare building projections with long-range district projections using the cohort survival ratio.
- C. Establish staffing needs using the lowest projections.
- D. Identify returning staff members, including returns from leave of absence and excluding retirees.
- E. Identify openings, recognizing the new requirements, goals and priorities of the district and including possible co-curricular assignment needs.
- F. Review voluntary transfer requests in relation to the provisions of the collective bargaining agreement.
- G. Identify possible involuntary transfers in relation to provisions of the collective bargaining agreement.
- H. Staffing will be done according to OSPI Highly Qualified Teacher (HQT) requirements.

Recruiting

- A. Review affirmative action plan and goals.
- B. Develop job description for each necessary position, including salary range.
- C. Develop job announcement using information from job description; experience, preparation, salary range and other related information.
- D. List vacancies with intention to reach potential applicants from protected employment groups in order to achieve affirmative action goals.

Screening

- A. Identify screening and interviewing team with alternates prior to announcing the vacancy.
- B. Review criteria for screening, including consideration of highly qualified teacher (HQT) requirements.
- C. Compile a screening summary report for each candidate to be considered, including specific reasons for eliminating candidates.
- D. Select candidates to be interviewed. (Note: Findings should be stated on the screening summary report for each candidate that was considered.)
- E. Notify rejected applicants.

Interviewing

- A. Prepare for interview by:
 - 1. Reviewing all duties and responsibilities of the position;
 - 2. Reviewing the minimum qualifications needed to perform the duties of the position;
 - 3. Developing a series of questions to be used in interviewing candidates, including guidelines for what to look for in response to questions; and
 - 4. Reviewing the candidate's application folder.
- B. Meet with team to review interview questions and evaluation procedure.
- C. Ask each candidate to respond to a predetermined set of questions.
- D. Record the responses of each candidate.
- E. Give the candidate an opportunity to ask any question(s).
- F. Inform the candidate regarding the time line for hiring.
- G. Rate the candidate on a scale for each response to each question
- H. Ask one clear and concise question at a time.
- I. Avoid cross-examination or pressure techniques.
- J. Insure fairness by asking the same questions developed from the established criteria for the position.
- K. Abide by the Human Rights Commission's published list of fair and unfair questions. For example:
 - For Personal Information, ASK** questions such as:
 - 1. What are your specific goals in a job?
 - 2. What is your overall career objective?
 - 3. What specific job characteristics are important to you? Why?
 - 4. What job characteristics would you like to avoid? Why?
 - 5. Do you have any commitments which would prevent you from working the scheduled hours for this position?
 - 6. Do you have any specific health conditions which would prevent you from performing all the duties of this job?
 - 7. Describe the best supervisor you have had.
 - 8. Describe the worst supervisor you have had.

DO NOT ASK questions such as:

- 1. Is it Miss, Mrs. or Ms? Are you married? Do you have children?
- 2. What does your husband/wife do? Where do you live?
- 3. What is the origin of your name?
- 4. Do you mind working for a female or a minority supervisor?
- 5. Are you handicapped?

For Education Information, ASK questions such as:

- 1. Which subjects did you excel in at school?
- 2. How did you happen to select _____ as your major?

3. Did you work at a part-time job while at school?
4. Are you interested in continuing your education? Why? When? Where?
5. Do you feel your education prepared you for the job you are seeking with us? In what ways?
6. Were you involved in any extracurricular activities?

DO NOT ASK questions such as:

1. Did you go to school on a scholarship?
2. Where did you live while attending college?
3. What organizations did you belong to in school?

For Military Information, ASK questions such as:

1. What other kinds of training or schooling have you received?
2. In what ways do you feel your training will help you in performing this job?
3. What did you find challenging about your assignment?

DO NOT ASK questions such as:

1. Were you drafted?
2. Where were you stationed?
3. What type of discharge did you receive from the United States military service?

For Employment and Experience Information, ASK questions such as:

1. Tell me about your last job and your major responsibilities.
2. What were some of the more challenging aspects of your job?
3. Describe the training you received on your last job.
4. In what ways do you feel your previous employment will help you in performing this job?
5. If we were to contact your previous employer, what would he/she describe as your strengths? What areas might he/she suggest for improvement?
6. Which of your past jobs did you enjoy the most? Least? Why?
7. What were your reasons for leaving your last job?
8. May we contact your present employer?

DO NOT ASK questions such as:

1. Why have you had so many jobs?
2. Why are you coming back to work after so many years?
3. How do feel about working with younger/older people?

Verifying References

- A. Contact candidate's previous supervisor(s). Ask prepared list of job-related questions.
- B. Visit and/or observe candidate on site (when possible).
- C. Contact any personal acquaintances who would know about the qualifications of the candidate.
- D. Rate the candidate on a scale for the response to each question.

Recommending

- A. Review available information:
 - 1. Credentials - training, experience and recommendations
 - 2. Letters of application, responses to topics on supplementary application,
 - 3. Responses to interview questions,
 - 4. Contact with previous supervisors and personal acquaintances.
- B. Select candidate to be recommended to superintendent.
- C. Prepare supporting statements on behalf of the candidate to be recommended.
- D. Place screening evaluation, interview evaluation, and telephone reference check reports in a file for possible future reference.

Employing

- A. Review the written recommendation and supporting information from the interviewer(s).
- B. Inform candidate that he/she will:
 - 1. Be recommended for the position, provided that the records of the Washington State Patrol criminal investigation system reveal that the prospective staff member is free of any convictions of offenses against children and other persons. (rcw43.43.832);
 - 2. Receive a general statement about the type of contract that will be issued (letter of intent);
 - 3. Be expected to verify in writing his/her willingness to accept a contract if offered;
 - 4. Be expected to present documents, as per p.l. 99-603, which establish his/her identity, and attest, in writing, his/her eligibility to work; and
 - 5. (Classified staff) may be subjected to a background check with the Washington State Patrol in accordance with RCW 43.43.830.
- C. Present recommendation to board in executive session (supervisor may be requested to attend).
- D. Employ candidate at official board meeting noting the type of contract to be issued.
- E. Advise unsuccessful candidates.

Issuing Contracts

- A. Secure official statements regarding the work experience from previous employers.
- B. Evaluate transcript in terms of salary schedule placement criteria.
- C. Issue appropriate contract — Replacement, Provisional, Temporary (less than one year), Supplemental.
- D. Issue appropriate business forms and payroll information, register teaching certificate.

Date: 04.01.98; 08.04; 2.14; 7.14

Procedure - Personnel Records**Location**

The district ~~shall~~will maintain a personnel file for each of its ~~staff members~~employees.

Staff ~~Member's~~Member's Access ~~To His/Her~~To Personnel File

~~Any staff member~~At least annually, any employee has the right to ~~examine and copy inspect~~ materials from ~~and/or have copies made of his/her~~the employee's own personnel file during regular business hours.

For purposes of this Policy, an employee's personnel file includes:

- All job application records;
- All performance evaluations;
- All nonactive or closed disciplinary records;
- All leave and reasonable accommodation records;
- All payroll records; and
- All employment agreements.

This definition does not supersede Washington state or federal privacy laws regarding nondisclosure.

Nothing in this Procedure requires the district to create a retention schedule for personnel records nor does it require the district to create personnel records.

When requested by an employee, former employee, or their designee, the district must provide a copy of the personnel file in accordance with the timelines established under Washington's Public Records Act, RCW 42.56.

For purposes of this Procedure, "former employee" means a person who separated from employment within three years of the person's request.

The superintendent has authorized access to personnel records to the individuals filling the following positions: **Assistant Superintendent**, Superintendent's Secretary, Business Manager, Payroll, and Human Resources.

The superintendent or ~~his/her~~ designee must be present when ~~a staff member~~an employee is given access to ~~his/her~~the employee's personnel file in order to offer the staff member assistance and interpretation of material contained in the file.

The district may establish a copy fee.

Access ~~By~~by Others ~~To A~~To a Personnel File

~~In addition to the superintendent and his/her designee, a member of the board, when authorized through board action, shall have access to staff personnel files.~~

Any person authorized by a valid court order ~~shall~~will have access to personnel files.

Principals and/or immediate supervisors may examine the files of staff employed in their building.

Any individual who has the written permission of a staff member may request to examine the staff member's records.

CONTENTS OF PERSONNEL FILE

First Reading ; Second Reading
Revised: 12.11;

Contents of Personnel File

A personnel file may contain, but is not limited to, professional certificates, transcripts from colleges or universities, a record of previous employment, evaluations, professional assessment instruments, letters of recommendation and copies of district contracts. All material in the personnel file must be related to the staff ~~member's~~member's work, position, salary or employment status in the district. ~~A staff member~~Annually, an employee may petition that the ~~personnel office~~district review all information in the personnel file. The ~~personnel office~~district will determine if there is any irrelevant information and will remove all such from the file. If the ~~staff member~~employee does not concur with ~~that~~the material that remains, the ~~staff member~~employee may file a statement of rebuttal or correction to be placed into the file. A former employee retains the right of rebuttal or correction for up to two years after employment is terminated.

ADDING MATERIAL**Adding Material**

The superintendent or designee is responsible for placing material in the proper personnel file [within 10 days of receipt or origination of said material: ~~unless a different timeline is established through an applicable Collective Bargaining Agreement for the employee.~~ All materials placed in a personnel file ~~will~~should be signed and dated. When material is ~~critical of a staff member~~adverse to an employee, the person responsible for placing this material in the ~~staff member's~~employee's file must forward a copy of the material to the ~~staff member.~~Any employee. ~~Unless a different timeline is established through an applicable Collective Bargaining Agreement, any~~ material critical of ~~a staff member~~an employee which is not shown to ~~him/her~~the employee within 10 days after placement in ~~his/her~~the employee's file ~~shall~~will not be allowed as evidence in any grievance or disciplinary action against such ~~staff member~~employee.

STAFF MEMBER'S RIGHT TO OBJECT TO MATERIAL ADDED**Staff Member's Right to Appeal.** ~~A staff member~~

~~An employee~~ may appeal to the superintendent for the removal of any material placed in ~~his/her~~the employee's personnel file. This must be done by requesting a conference with the party involved for the purpose of examining the questioned material. If the ~~staff member~~employee is not satisfied with the decision, ~~he/she~~the employee may file a grievance according to district policy.

~~**Rebuttal.** A staff member has the right to submit a written statement of rebuttal relating to any material in his/her personnel file and have the written rebuttal placed within the file. A former staff member shall retain the right of rebuttal or correction for a period not to exceed two (2) years.~~