

Lind-Ritzville Cooperative Schools
Regular Board Meeting
April 27, 2026 - 6:30 PM - LRHS Collaboration Room

Flag Salute

RITZVILLE

1. Call to Order and Establish a Quorum
 - a. Action to Excuse Absent Members
2. Approval of Agenda

LIND

1. Call to Order and Establish a Quorum
 - a. Action to Excuse Absent Members
2. Approval of Agenda

JOINT DISCUSSIONS & PRESENTATIONS

3. Public Comment
4. Student Representative Report
5. FCCLA Presentation
6. Principals Report
 - a. LRHS Graduation Report
7. Superintendent Updates
 - a. Overview of Sports Cooperative Meeting on 4-21-26
8. Finance
 - a. Department of Commerce Clean Building Compliance
9. Second Reading of Policy 6217 - Electronic Fund Transfer & ACH (New Policy)
10. Second Reading of Policy 6225 - Use of Electronic Signature (New Policy)
11. First Reading of Policy 3245 - Students and Telecommunication Devices (Update)
12. Board Director Reports

13. Joint Consent Agenda (Lind & Ritzville)

- a. Approval of March 23, 2026 Regular Board Meeting Minutes
- b. Approval of April 21, 2026 Special Board Meeting Minutes
- b. Approval of Custom Energy Clean Building Compliance Contract
- c. Approval of Athletic Combine Agreement
- f. Adoption - Policy 6217 - Electronic Fund Transfer & ACH (New Policy)
- g. Adoption - Policy 6225 - Use of Electronic Signature (New Policy)

14. Consent Agenda (Ritzville Only)

- a. General Fund Accounts Payable - \$87,393.02
- b. Transportation Cooperative Accounts Payable - \$52,068.90
- c. Associated Student Body Fund Accounts Payable - \$24,853.26
- d. Payroll for April 30, 2026 - \$473,656.67

e. Personnel Actions

- New Hires - Andrea Steinmetz - RGS Special Education Teacher (.5)

15. **Consent Agenda (Lind Only)**

- a. General Fund Accounts Payable - \$31,170.76
- b. Transportation Cooperative Accounts Payable - \$52,068.90
- c. Capital Projects Accounts Payable - \$28,217.81
- d. Payroll for April 30, 2026 - \$362,279.64

16. Executive Session for approximately 30 minutes - with no action to follow

17. Adjournment

Looking Ahead (May):

Anticipated OSPI approval of the Efficiency and Economy Waiver

Discussion/planning for 4-day program intervention Fridays, Professional Development

Visit with new LRCS Superintendent, Miranda Bacha

RITZVILLE SCHOOL DISTRICT #160-67 and LIND SCHOOL DISTRICT #158
JOINT BOARD MEETING
March 23, 2026

The meeting of the Board of Directors of Ritzville School District #160-67 and Lind School District #158 was held in the Lind-Ritzville Middle School Collaboration Room on March 23, 2026. The following members were in attendance:

Lind School Board Members:	Adam Labes	Breanne Williamson
	Greg Schmunk	Andy Wahl

Ritzville School Board Members:	Erin Repp	Reid Phillips
	Tia Kubik	Travis Devore
	Courtney Fannin	

Lind Chair Labes led the Pledge of Allegiance.

Lind Chair Labes called the Lind School Board meeting to order at 6:30 P.M.

Lind Director Williamson moved to excuse Director Weidemann. Lind Director Schmunk seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

Lind Director Schmunk moved to approve the agenda. Lind Director Wahl seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

Ritzville Chair Repp called the Ritzville School Board meeting to order at 6:30 P.M.

Ritzville Director Kubik moved to approve the agenda. Ritzville Director Phillips seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

Joint Items

Public Comment - There was no public comment.

Student Representative Report - Student Representatives Cicely Herrera and Beau Fode reported on Lind-Ritzville High School activities, highlighting upcoming calendar dates, recap of prom, spring sports and various club activities.

Sports Cooperative Discussion - Superintendent Wargo distributed a handout containing the 60/40 split sports co-op information discussed at the March 12, 2026, special meeting. After spring break, he recommended a board workshop to further discuss possible addendums to the agreement and provided a draft addendum outlining proposed changes. He also recommended revising the deadline for other districts to notify LRCS of their intent to withdraw from the co-op.

2026-27 Calendar Discussion - Superintendent Wargo handed out Draft 3b of the 2026–27 school calendar. He explained that, in addition to the changes requested by the boards, four professional development days will coincide with the Harrington School District's professional development days to allow staff from both

districts to collaborate.

Lind Director Wahl moved to approve the 2026-27 calendar. Lind Director Williamson seconded the motion. A voice vote was heard with three ayes and one nay. The motion carried.

Ritzville Director Kubik moved to approve the 2026-27 calendar. Ritzville Director Phillips seconded the motion. A voice vote was heard with four ayes and one nay. The motion carried.

Superintendent Updates

Superintendent Wargo reported that the district is awaiting one Interlocal Agreement from the City of Ritzville. All other Interlocal Agreements have been signed and are included on the Lind Consent Agenda for approval. Additionally, he briefly outlined the process for surplus school district vehicles, noting that one vehicle is currently listed on the joint consent agenda for board approval.

Early Learning Project - In his update on the early learning center project, Mr. Wargo presented the architect's site plans. He discussed the possibility of using WillScot modular buildings to reduce costs. Superintendent Wargo provided a projected total cost of \$2.45 million, noting that finalizing plans with Willscott is scheduled September 1st with a target opening date of September 2027. The district will pay invoices from the Capital Projects fund, which will then be reimbursed by the Department of Commerce grant.

Clean Buildings Performance Standards - Superintendent Wargo explained the state mandates requiring public school buildings to meet specific energy efficiency targets to reduce emissions. He noted that the initial step involves determining the energy usage of each building. David Funk, of Zero Emissions Northwest, will conduct a study to assess whether the districts currently meet these targets. Superintendent Wargo stated that he wanted to initiate this process now to ensure a smooth transition for the incoming superintendent.

Lind & Ritzville Study & Survey - Superintendent Wargo provided an update on the district's Study and Survey. Buildings and Grounds Facility Director Zach Gardner met with Architect West staff on March 6 to tour district facilities. The study now includes a seismic risk assessment. The OSPI-conducted Study and Survey must be completed by March 2027.

Finance Report - Business Manager Kris Robbins presented a snapshot of the 2026–27 budget based on current enrollment, agreed IPD, and proposed state changes to ALE and TK reductions and MSOC increases. She explained that the administration is reviewing strategies to modify expenses, maximize the efficiency of existing resources, and identify additional ways to reduce spending. She also requested a budget workshop with the boards after spring break to discuss options, noting that staff reductions may be necessary to account for decreased funding.

There was a second reading Policy 6220 - Bid or Request for Proposal Requirements. There was a first reading of Policy 6217 - Electronic Fund Transfer & ACH and Policy 6225 - Use of Electronic Signature.

Board Member Reports - There was nothing new to report.

Joint Consent Agenda

Ritzville Director Devore moved to approve the Joint Consent Agenda as follows: Approval of February 23, 2026 Regular Board Meeting Minutes, Approval of February 24, 2026 Special Board Meeting

Minutes, Approval of February 27, 2026 Special Board Meeting Minutes, Approval of March 12, 2026 Special Board Meeting Minutes, Personnel Actions - New Hires: MS Softball Head Coach - Tina Wells, HS Baseball Assistant Coach - Brady Wahl, HS Assistant Golf Coach - Don Walker, HS Cheer Coach - Kelley Kiesz (50/50 split salary), HS Cheer Coach - Melody Miller (50/50 split salary), Resignation: HS Assistant Tennis Coach - Madeline Scoon. Lind Director Wahl seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

Lind Consent Agenda

Lind Director Wahl moved to approve the Lind Consent Agenda as follows: General Fund Accounts Payable - \$67,968.59, Transportation Cooperative Accounts Payable - \$37,733.06, Associated Student Body Fund Accounts Payable - \$38.86, Payroll for March 31, 2026 - \$359,349.60, Personnel Actions: Leave of Absence Request - Natalie McKinney (2026-27 school year), Approve Interlocal Agreements: Benge School District, Sprague/Lamont School Districts, Washtucna School District, Adams County Fire Protection District #1. Lind Director Williamson seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

Ritzville Consent Agenda

Ritzville Director Kubik moved to approve the Ritzville Consent Agenda as follows: General Fund Accounts Payable - \$100,605.65, Transportation Cooperative Accounts Payable - \$37,733.06, Associated Student Body Fund Accounts Payable - \$30,970.89, Capital Projects Accounts Payable - \$24,820.23, Payroll for March 31, 2026 - \$487,922.70, Personnel Actions: Termination - RGS paraeducator - Deborah Binam. Ritzville Director Devore seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

After a ten minute recess, at 7:40 P.M. an Executive Session was called by both boards chairs for approximately thirty minutes with no action to follow.

With no further business before the board, Lind Chair Labes and Ritzville Chair Repp adjourned at 8:10 P.M.

Chairman/Date

Chairman/Date

Secretary to the Board

**RITZVILLE SCHOOL DISTRICT #160-67 and LIND SCHOOL DISTRICT #158
SPECIAL JOINT BOARD MEETING**

April 21, 2026

The meeting of the Board of Directors of Ritzville School District #160-67 and Lind School District #158 held multiple meetings in the Lind-Ritzville High School Collaboration Room on April 21, 2026.

Beginning at 3:30pm, Athletic Director Dustan Arlt held a Sports Cooperative Meeting. The following were in attendance:

Ritzville: Chairman Erin Repp, Member Reid Phillips, Member Travis Devore, Superintendent Gary Wargo, AD Dustan Arlt, Business Manager Kris Robbins

Lind: Chairman Adam Labes

Washtucna: AD Will Christianson, Superintendent Staci Gloyn, Member Bridget Coon

Harrington: AD Victoria Dreher, Superintendent Courtney Strozyk

Sprague/Lamont: Superintendent Ray Leaver, AD Shannon Billigmeier

The items discussed were the financial proposal and options for the coop agreement; review of the 2025-2026 sports season and changes for the 2026-27/2027-28 seasons including calendar changes, WIAA classifications and amendments, schedules and sports offered. This was all discussion and no decisions were made.

Following the Sports Coop Meeting, the boards went into a Special Workshop to discuss items for the 2026-27 Budgets.

The following members were in attendance:

Ritzville School Board Members:	Erin Repp	Courtney Fannin
	Tia Kubik	Travis Devore
	Reid Phillips	

Lind School Board Members:	Adam Labes	Breanne Williamson
	Jim Weidemann	Andy Wahl
	Greg Schmunk	

Also in attendance was Superintendent Gary Wargo, Business Manager Kris Robbins and via Google Meets was in-coming Superintendent Miranda Bacha.

Ritzville Board Chair Erin Repp called the Ritzville Board meeting to order at 5:38 P.M. Lind Board Chair Adam Labes called the Lind Board meeting to order at 5:39 P.M.

Superintendent Gary Wargo and Business Manager Kris Robbins presented financial information for the boards. Information included forecasting for 2025-26 year-end and proposing a slim budget for the upcoming year. The main reason for a slim budget is to help meet the requirements of the state's financial stability requirements. Staff worked to keep the budget balanced. It was explained that this process will help the boards be more involved in the financial responsibility of the districts. This does not mean that there isn't some flexibility in January or later to do a budget extension to expand spending if

there is a project or increase in revenues and/or a need for additional spending capacity. No decisions were made on the 2026-27 budget at this time.

Following the workshop, both boards went into Executive Session at 6:31 P.M. for approximately one hour to review the performance of a public employee.

The Executive Session ended at 7:00pm. With no further business before the board, Ritzville Chair Repp and Lind Chair Labes adjourned at 7:05 P.M.

Chairman/Date

Chairman/Date

Secretary to the Board

Lind Elementary School- Board Report

Promoting Literacy: Author Visit & Book Blast We have had a wonderful focus on reading this month, highlighted by a special visit from a published book author. She spoke to our students about her stories and the writing process, and generously donated 7 of her books to our school library. Additionally, we are successfully wrapping up our **Book Blast**—a fantastic initiative that ensures every single student receives books of their own to take home and keep.

Kids Heart Challenge Our school community recently came together for the **Kids Heart Challenge**. The event was a great success, keeping our students active and engaged while teaching them about physical wellness, heart health, and the importance of helping others.

Cross-School 3rd Grade Collaboration A major highlight this period was a joint project involving our 3rd-grade classes and students from our neighboring elementary school. We especially loved seeing the kids from both elementaries have the unique opportunity to bridge the gap, work together, and build peer connections through a shared learning experience.

Academics: State & Highly Capable Testing, Wax Museum In the classroom, our students are working incredibly hard and showing great focus as we officially begin our **SBA testing**. Alongside these state assessments, we have also successfully completed our **Highly Capable testing**, and families received communication regarding student eligibility. Looking beyond assessments, excitement is building for our upcoming **Wax Museum night**, a highly anticipated academic event where students will present at the school for our families.

School Culture: Staff Appreciation Taking time to recognize the people who make our school great is a priority. We recently had a wonderful time celebrating our incredible **classified staff**, showing our gratitude for all their essential hard work. We are eagerly looking forward to honoring our **certificated staff** soon, ensuring our entire team feels valued and appreciated for their dedication to our students.

Facilities Update: New Chairs Finally, we are thrilled to announce the arrival of new chairs for our school! This much-needed update has refreshed our classrooms and provides a more comfortable, supportive daily learning environment for our students.

Ritzville Grade School Board Report – April

Hello everyone,

April has been a busy and productive month at Ritzville Grade School. I'd like to share a few highlights from across our building:

Academics & Instruction

- Students and staff continued strong instructional routines in CKLA and Bridges, with a focus on end-of-year standards and preparing students for upcoming assessments.
- Our intervention systems (Title/LAP and Special Education) continue to provide targeted support for students, with a strong emphasis on small group instruction and progress monitoring.
- Staff have been engaging in ongoing data conversations to support student growth and identify areas of need as we move into the final stretch of the school year.

Highly Capable Program

- Highly Capable testing has been completed, and results were reviewed with staff.
- Families are receiving communication regarding student eligibility, and we appreciate our staff for supporting this process and sharing results during conferences.

School Culture & PBIS

- Our PBIS system (Bronco P.R.I.D.E.) continues to be implemented schoolwide.
- Students are earning Bronco Bucks and participating in positive behavior incentives.
- We continue to focus on consistency across classrooms and building-wide expectations.

Students & Support Systems

- Our team continues to work closely with students who need additional behavioral and social-emotional support.
- We are collaborating with families and outside supports to ensure student success and safety.
- Our Blended Learning classroom continues to support students with a range of needs while increasing opportunities for inclusion.

Staffing & Operations

- We continue planning for next year, including staffing, scheduling, and program structures (TK, Preschool, SPED, and Title/LAP).
- Substitute coverage continues to be a challenge at times, and I appreciate our staff for their flexibility and teamwork.

Events & Activities

- Students enjoyed a successful school-wide field trip to the Ritz Theater.
- Classrooms are continuing to engage in spring activities and hands-on learning opportunities.
- Preparations are underway for upcoming spring events and end-of-year activities.

Looking Ahead

- SBA testing is approaching, and we are working to ensure strong participation and a smooth testing process.

- End-of-year planning is underway, including celebrations, transitions, and student support planning for next year.

Thank you to our staff, students, and families for their continued hard work and support. It has been a great month at RGS, and we are excited to finish the year strong.

LRMS April Board Report

State Testing and Academic Performance

We officially commenced our annual state testing window during the week of April 20th, beginning with the Mathematics assessments. In the coming weeks, we will transition into ELA and Science assessments. Our staff has been focused on fostering a positive or neutral mindset to reduce testing anxiety. By encouraging students to simply provide their best effort rather than focusing on the pressure of the score, we have observed a calm and productive testing environment so far. We remain optimistic that this supportive approach, combined with our improvement in intervention strategies and mastery-based learning in the classroom, will yield visible success in our scores that we know our students are achieving in the classrooms.

Professional Development and Attendance Initiatives

In addition to our academic focus, we are currently working in our professional development to improve attendance in collaboration with the state's 5-year challenge to cut chronic absenteeism. Regular attendance is a critical component of student success, and we are committed to meeting these statewide benchmarks. There will be more to come soon regarding our school's specific plans on improving attendance moving forward.

Enrichment and Field Trips

We have officially entered field trip season, providing our students with invaluable hands-on learning experiences outside the classroom. This season of exploration began with a successful project in Mrs. Davey's class, where 6th-grade students recently visited a local dairy to meet their class-adopted cow, serving as a practical conclusion to their studies. The momentum continues on May 12th as the 6th grade travels to the Mammoth Dig Site in Kennewick to explore local paleontology and geological history. Immediately following, from May 13th to May 16th, our FFA students will represent the school at the State competition after a year of heavy involvement in numerous events. On May 19th, the 7th graders will head out for their annual tour of the Grand Coulee Dam, with a focus on regional infrastructure, hydroelectric power, and the history of both Washington State and the US. Finally, our Band students will wrap up the busy month with their highly anticipated trip to Silverwood on May 29th.

Upcoming Key Dates and Milestones

As we approach the end of the 2025-2026 school year, several important events are scheduled to celebrate our students' transitions. Move-up day will take place on June 2nd, followed by the 8th grade celebration trip on June 3rd. The 8th grade promotion ceremony is scheduled for June 4th in the LRMS gym at 2pm. We will conclude the school year with field day on June 9th.

LRHS Board Report

Part I: Graduation Report

41 Total Seniors in the Cohort from 2023-2026

I am not including any students who moved into our school district and transferred to a different school district or program while attending the high school.

Lind

9 Seniors in Cohort

9 Seniors Enrolled at LRHS and on Track to Graduate

Total Graduates = 9

Ritzville

32 Seniors in Cohort

25 Enrolled at LRHS and on Track to Graduate

5 Enrolled at LRA and on Track to Graduate with LRA Diploma

1 Enrolled in LRA and not on Track to Graduate / Returning 26-27 School Year

1 Dropout

Total Graduates = 30

Combined Graduate Rate = 95%

Part II: What is the High School Doing to Finish the School Year Strong?

Move-Up Day – June 2

Move-Up Day is designed to support a successful transition for incoming freshmen. The day will include a Welcome to High School Assembly, staff introductions, student-led presentations highlighting extracurricular opportunities, and a Link Crew session to build connections and provide peer mentorship.

Senior Walk-Through & Signing Day–June 1st

Graduating seniors will participate in a celebratory walk-through at Lind and Ritzville Grade School, wearing graduation regalia and connecting with younger students. Seniors will then return to LRHS for a final walk-through, where students in grades 9–11 will recognize and celebrate the Class of 2026. The event concludes with a formal acknowledgment of seniors and their post-graduation plans.

Student Choice & Academic Achievement Awards–May 19th

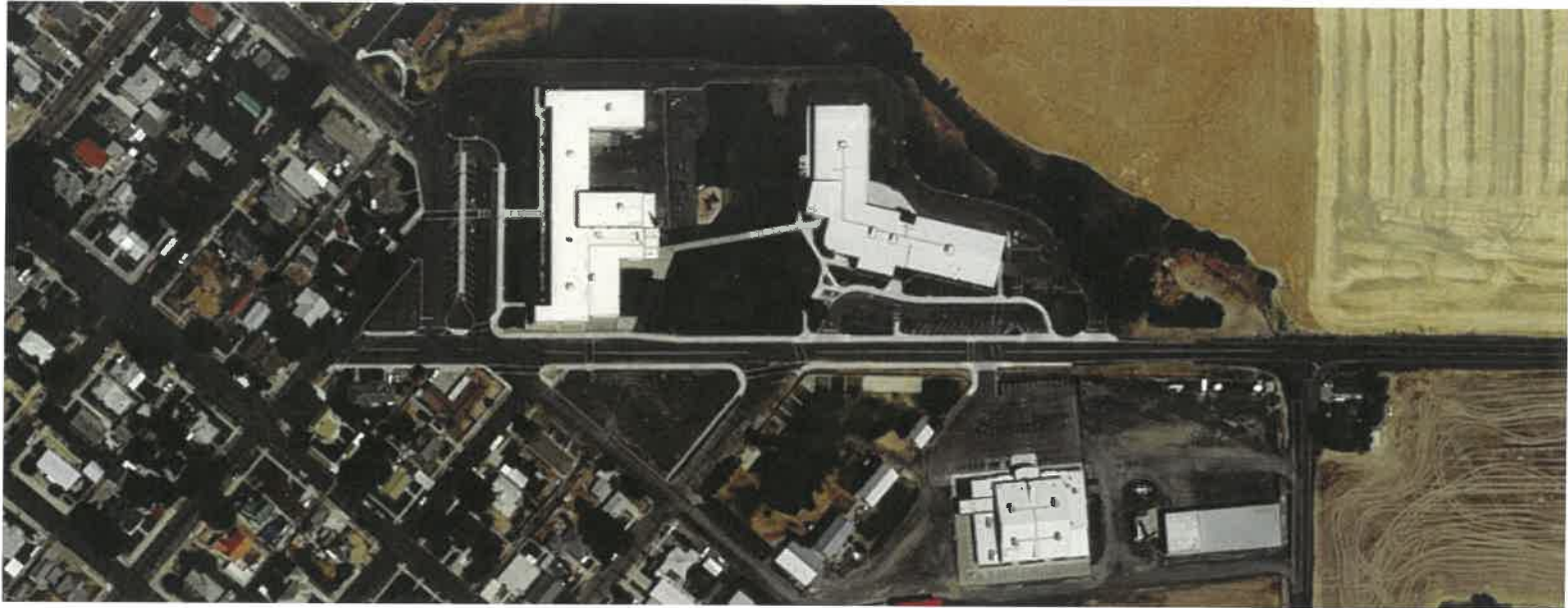
Students will be recognized for academic excellence and positive contributions to school culture through both staff-selected and student-generated award categories. Recipients are selected with input from peers, creating a student-centered celebration that highlights achievement, engagement, and school pride.

Academic Intervention & Progress Monitoring–Every Day

Staff continue to provide multiple opportunities (“at-bats”) for students to demonstrate proficiency on standards-based learning targets. Ongoing progress monitoring allows us to identify students in need of additional support, with targeted interventions provided during 7th period to improve student outcomes.



Lind-Ritzville Cooperative Schools – District Wide
Benchmarking Report
March 26, 2026



Property Information:

Lind-Ritzville Cooperative Schools

Lind-Ritzville High School
Lind Elementary School

Lind-Ritzville Middle School
Ritzville Elementary School

Gilson Gym

Prepared For:

Gary Wargo
Interim Superintendent

Prepared By:

Jake Landsiedel, CEM, CMVP, CDSM, FMP
Custom Energy
Technical Services Manager



March 26, 2026

Lind-Ritzville Cooperative Schools
Clean Buildings Act – Benchmarking Report

Dear Gary,

Custom Energy is pleased to provide you with this energy benchmarking report for your school district-owned buildings located in Ritzville, WA and Lind, WA. This report is a high-level evaluation and summarization of your facility's energy performance and how it performs under the Clean Building Act's standards. We have also outlined and provided the steps to compliance for your facility.

This report is for informational purposes only and is provided at no charge. We are committed to helping our community members navigate through this compliance process and set them up for easy continued annual compliance. This report is part of that commitment, we hope you enjoy it.

About the Clean Building Act:

As you know, the Clean Buildings Act (CBA) was passed into law in 2019. This law established an energy performance program in Washington State, requiring owners of large commercial facilities to track and report energy use in their facilities. Additionally, owners are required to meet minimum requirements for operating, maintaining, and planning with their buildings. The intent of this program is to reduce energy use and operating costs amongst the built infrastructure in the state by improving the operation and efficiency of the installed systems through awareness and incentives.

Under this law, the owner of each non-exempt commercial building in Washington State, larger than 50,000 gross square feet, must:

- Develop and submit an energy management plan (EMP). (Required for facilities larger than 20,000 gsf.)
- Develop and submit an operations & maintenance plan (O&M). (Required for facilities larger than 20,000 gsf.)
- And either:

Path 1 - Meet or exceed an energy performance target

- Measure the gross square footage of their facility and varying space use types within their facility.
- Calculate the appropriate energy use target for their facility.
- Measure and calculate the weather normalized energy use intensity metric.
- Evaluate compliance and submit compliance paperwork.

Path 2 - Repair their facility with an energy investment project

- Develop an investment grade audit
- Execute an energy upgrade
- Demonstrate compliance and submit paperwork for Path A

Path 3 - Apply for Conditional Compliance

- Professional evaluation of your facility and its systems
- Perform ASHRAE Level 2 Energy Audit
- Implement cost effective measures
- Submit Audit forms and submit paperwork for Path A

Path 4 - Exempt Buildings

- Applicable for industrial/manufacturing, financial hardship, and vacant buildings.



Your Building's Performance:

Thank you for sending your utility bills to us for evaluation. Based on the information we have received about your building, we took that information and:

- Calculated your energy use intensity target (EUI_t) based on an estimated understanding of your building's use
- Developed an Energy Star Portfolio Manager profile for your building
- Loaded your utility bills into that profile and calculated your weather normalized EUI (wnEUI)
- And... Calculated an estimated energy use intensity for your facility

Below are the summarized results of this analysis:

Description	Gross Floor Area	EUI Target	Actual Weather Normalized EUI	% Under/Over
Lind-Ritzville High School 209 E Wellsandt Ave, Ritzville WA	32,270 ft ²	44.1 kBTUs/ft ²	31.6 kBTUs/ft ²	28.3% Under
Lind-Ritzville Middle School 507 N E St, Lind WA	43,492 ft ²	45.0 kBTUs/ft ²	80.7 kBTUs/ft ²	79.3% Over
Gilson Gym 209 E Wellsandt Ave, Ritzville WA	22,846 ft ²	46.8 kBTUs/ft ²	79.3 kBTUs/ft ²	69.4% Over
Lind Elementary 206 W 3 rd St, Lind WA	25,000 ft ²	45.0 kBTUs/ft ²	49.9 kBTUs/ft ²	10.9% Over
Ritzville Grade School 401 E 6 th Ave, Ritzville WA	39,841 ft ²	45.0 kBTUs/ft ²	51.8 kBTUs/ft ²	15.1% Over

Summary of Energy Use Compared to CBA Performance Standards

Our preliminary analysis shows your facilities are between 20,000 and 50,000 gsf; this size of facility is known as a "Tier 2" facility and currently does not have an energy target or compliance requirement. This means that the owner of this facility is not currently at risk of fines and penalties. However, that will change over the coming years.

Owners of Tier 2 buildings will need to submit the required Compliance Forms A-C for each building, develop and submit an Energy Management Plan for each building, develop and submit an Operations & Maintenance Plan, and have all this paperwork uploaded to the Clean Buildings Portal for each building in advance of the compliance deadlines. Custom Energy is encouraging our clients with Tier 2 buildings to prepare and submit the required compliance paperwork ahead of the Tier 2 compliance deadline (July 1st 2027) because an early submittal puts those clients first in-line to receive incentives for early compliance which started June 1st 2025.

Custom Energy has prepared a proposal to provide these recommended services which cover your Clean Building Act compliance tasks. This proposal is attached to this report.

We can complete all required steps on behalf of your ownership group. Once this work is finished, the risk of fines will be mitigated for the current 5-year compliance period. Commerce requires annual updates to some of the compliance documents, and full compliance submission is required every 5 years. Custom Energy is in this for the long haul and



would love the opportunity to have an ongoing relationship with your organization to help you successfully navigate through this evolving legislation.

We appreciate the opportunity to provide this report to you. If you have any questions related to this document, or otherwise, please contact me at (509) 928-2442 or jlandsiedel@custom-energy.com.

Respectfully,

Jake Landsiedel

Jake Landsiedel, CEM, CMVP, CDSM, FMP
Technical Services Manager

FEE SCHEDULE & PRICING

FEE SCHEDULE

CE will invoice monthly based on progress up to the milestone completion percentages listed below. Payment terms are-net 30 from the date of invoice. Fee is lump-sum and will be invoiced in accordance with the "Table 1 and Table 2 - Fee Summary" tables below. This proposal expires on [Document.ExpirationDate], after that a re-quote would be required.

The Owner and CE agree that the following milestones represent certain levels of completion for the EMP, O&M, and Compliance Forms.

- Site walk: 50% completion
- Draft documents submitted to Owner: 80% completion
- Final documents submitted to Owner: 100% completion

PRICING

Based on the possibility of funding options we have provided pricing per building as listed below.

Building Name	Square Feet	Tier	EMP	O&M Plan	Forms A-C	Fee/Building
Gilson Gym	22,846	2	\$4,453	\$4,453	\$4,453	\$13,359
Lind Elementary	25,000	2	\$4,453	\$4,453	\$4,453	\$13,359
Lind-Ritzville HS	32,270	2	\$4,453	\$4,453	\$4,453	\$13,359
Lind-Ritzville MS	43,492	2	\$4,253	\$5,671	\$4,253	\$14,177
Ritzville Grade School	39,841	2	\$4,253	\$5,671	\$4,253	\$14,177

*CE cannot guarantee receipt of grants or incentives

Total Price **\$68,431**

Tier 2 Early Adopter Incentive \$0.30/sf* **-\$49,035**

Net Cost After Applicable Incentive \$19,396

Athletic Combine Agreement

Lind-Ritzville/Sprague-Lamont/Washtucna/Harrington

Reviewed and Revised ~~May, 2022~~ April, 2026

I. Administration of the Programs

- A. The combined high school athletic programs shall be called the Lind-Ritzville/Sprague/Washtucna/Harrington (LRSWH) Broncos hereafter referred to as the Athletic Combine and the team colors shall be red and black. The combined middle school athletic programs shall be called the Lind-Ritzville/Lamont/Washtucna/Harrington (LRLWH) Bulldogs and the team colors shall be orange and black.
- B. The Athletic Director from Lind-Ritzville High School shall oversee the high school and middle school programs.
- C. Ritzville School District shall be the fiscal manager of the Athletic Combine.
- D. Members of the ~~2022-2023~~ 2026-2027 Athletic Combine include:
 - 1. High School - Lind-Ritzville High School, Sprague High School, Washtucna High School, Harrington High School
 - 2. Middle School – Lind-Ritzville MS, Lamont MS, Washtucna MS, Harrington MS
 - 3. Terms of the agreement must be approved by the school boards of those schools participating in the Athletic Combine.

II. Financial (Section II Financial changed by attached clarifying Addendum –

Sections A, B, C, E3&4 and F2 suspended for the 25-26 through 27-28 school years)

A. SALARIES (Appendix A)

- ~~1. All coaches' stipends, which include salaries and mandatory benefits, shall be divided equally between each district (1/5 for Lind, 1/5 for Ritzville, 1/5 for Sprague/Lamont, 1/5 for Washtucna, 1/5 for Harrington)~~
- ~~2. The Athletic Director's stipend shall be divided equally amongst Lind, Ritzville, Sprague/Lamont, Washtucna & Harrington (ie. each school shall pay 1/5 of the stipend.)~~
- ~~3. The Athletic Trainer's stipend shall be divided equally amongst Lind, Ritzville, Sprague/Lamont, Washtucna and Harrington~~
- ~~4. Coaches' stipends which include salaries and mandatory benefits are billed after each season.~~
- ~~5. Any Game Managers hired to assist with supervision and management of events shall be divided equally amongst Lind, Ritzville, Sprague/Lamont, Washtucna and Harrington~~

B. COST OF OFFICIALS

~~School districts participating in this Athletic Combine shall pay an equal share of~~

the officials' costs (referees/umpires, etc.)

C. UNIFORMS & EQUIPMENT

~~Utilizing the current uniform purchase rotation, when it is time to purchase new uniforms, the cost of new high school uniforms shall be divided equally amongst Lind, Ritzville, Sprague/Lamont, Washtuena, and Harrington. Equipment purchases shall be billed in the same manner as new uniform purchases. District superintendents will be made aware of equipment purchases in an amount greater than \$500.~~

D. MAINTENANCE & MISCELLANEOUS COSTS

1. The majority of events are held in the Ritzville and/or Lind School district. This cost will be the responsibility of the Ritzville and Lind school districts. These maintenance costs include but are not limited to field/court prep time, minor field/court repairs, field/court supplies (ie. paint, field conditioner, restroom supplies, etc.), custodial costs due to hiring extra custodians for events, etc.

2. Many coaches are current staff members in one of the combine districts. Each school district shall bear the cost for their own substitute teachers.

E. ASB

1. Admission prices and season ticket prices shall be the same at all schools in the Athletic Combine.
2. Each school shall keep the revenue from ASB card fees and individual sport fees.
- ~~3. Ritzville shall receipt in all gates and season ticket sales from all schools in the athletic Combine.~~
- ~~4. Ritzville shall pay all expenses. Profits and/or deficits shall be shared equally with all schools participating in the Athletic Combine. The financial reconciliation for all schools in the Athletic Combine shall be made at the end of the fiscal year.~~
5. Concessions: Each district shall determine how their concession stand operates and how the money raised from concessions is distributed for events held at their site. Classes/clubs from Sprague/Lamont, and Washtucna may have opportunities to work concession stands as a fundraiser.

F. DISTRICT

1. Ritzville School District shall pay all expenses including meals and lodging for coaches, coaching clinic registrations and any other costs related to the coaching staff.
- ~~2. These shall be totaled and split evenly between the schools in the Athletic Combine at the end of the fiscal year.~~

III. Coaches

- A. All coaches shall be under contract with the Ritzville School District.
- B. All coaching contracts are non-continuing contracts.
- C. Hiring of Coaches
 1. When a coaching vacancy occurs, the Ritzville Business Manager or athletic director shall advertise the opening in all districts participating in the Athletic Combine. District employees, including current coaches, have the first opportunity to apply for an opening. As a district employee, only a letter of interest is required to apply for a coaching position. Being a district employee does not, however, guarantee hiring for coaching vacancies.
 2. After a designated time period, if there is no recommendation for hiring of a school district employee, the position shall be advertised outside the districts, ie. in the local paper, WIAA webpage and other media as appropriate.
 3. An interview committee that includes the Athletic Director(s) and possibly the building Principals or designees shall interview candidates for the position of **varsity head coach**. At the discretion of the Athletic Director(s), other individuals may be invited to be part of the interview committee.
 4. An interview committee that includes the Athletic Director(s) and Varsity Head coach shall interview candidates for the position of **varsity assistant coach** (including Middle school coaches). At the discretion of the Athletic Director, other individuals may be invited to be part of the interview committee.
 5. The interview committee shall recommend candidates for hiring to the Superintendents of the Athletic Combine member districts who shall forward it to their respective school boards.
 6. The approval of the Lind and Ritzville school boards is required for hiring all coaches. If the school boards of the other schools in the Athletic Combine do not agree with the hiring of a coach, a meeting of district representatives will be recommended.

IV. Venues

- A. The Lind-Ritzville High School Athletic Director shall have the responsibility and discretion to schedule contests and/or practices with input from the athletic directors and administrators of the

other schools in the Athletic Combine. Contests and/or practices shall be scheduled, rescheduled and/or moved to make the best use of the facilities of all schools. To be considered shall be weather, size of crowd, field conditions, road conditions, other sporting events taking place, opponent's travel distance, etc.

- B. **High School Contests** (may be changed at the discretion of the Lind-Ritzville High School Athletic Director)
1. **Football:** Varsity and JV games shall be played at Ritzville due to the availability of lights.
 2. **Volleyball:** All matches shall be played in Ritzville.
 3. **Cross Country:** Home contests will be determined by the athletic director.
 4. **Basketball:** All games shall be played in Ritzville. Sub-Varsity games may be scheduled at the other schools involved in the athletic Combine.
 5. **Wrestling:** Matches shall be held at Ritzville.
 6. **Track & Field:** Home meets shall be held at the Ritzville track.
 7. **Tennis:** Home matches shall be held at Ritzville.
 8. **Golf:** Home matches shall be held at the Ritzville Golf course.
 9. **Baseball:** Home games shall be held at Ritzville.
 10. **Softball:** Home games shall be held at Ritzville.
- C. **Middle School Contests** (may be changed at the discretion of the Lind-Ritzville High School Athletic Director)
1. **Football:** Home games shall be played at Lind.
 2. **Volleyball:** Home games shall be played at Lind.
 3. **Basketball:** Home games shall be played at Lind.
 4. **Wrestling:** Home matches shall be held at Ritzville or Lind.
 5. **Track & Field:** Home meets shall be held at Ritzville.
 6. **Baseball:** Home games shall be played at Lind.
 7. **Softball:** Home games shall be played at Lind.
- D. **High School Practices** (may be changed at the discretion of the Lind-Ritzville High School Athletic Director)
1. **Football:** Practices shall be at Ritzville.
 2. **Volleyball:** Practices shall be at Ritzville. The Ritzville grade school gym may also be used for practice.
 3. **Cross Country -** Practices shall be determined by the athletic director and head coach.
 4. **Basketball:** Practices shall be at Ritzville. At the discretion of the Athletic Director and coaches, practices may be held at the other schools involved in the athletic Combine.
 5. **Wrestling:** Practices shall be at Ritzville.
 6. **Track & Field:** Practices shall be at Ritzville.
 7. **Tennis:** Practices shall be at Ritzville.
 8. **Golf:** Practices shall be at Ritzville.
 9. **Baseball:** Practices shall be at Ritzville.
 10. **Softball:** Practices shall be at Ritzville.
- E. **Middle School Practices** (may be changed at the discretion of the Lind-Ritzville High School Athletic Director)
1. **Football:** Practices shall be at Lind.
 2. **Volleyball:** Practices shall be at Lind.
 3. **Basketball:** Practices shall be at Lind

4. **Wrestling:** Practices shall be at Ritzville.
5. **Track & Field:** Practices shall be at Ritzville.
6. **Baseball:** Practices shall be at Lind.
7. **Softball:** Practices shall be at Lind.

V. Transportation for Athletics

- A. Student/Athletes from Lind, Ritzville, Sprague/Lamont, Washtucna and Harrington shall follow the Athletic Transportation Policy for Games and Practices
- B. Sprague/Lamont, Washtucna and Harrington shall be responsible for transporting their students to and from practices and games in Lind and Ritzville. In some cases, S/L/W/H student athletes may ride on a Lind-Ritzville bus to and from practices. Parents, in some instances, may be required to transport athletes to events and/or practices.
- C. For away events, if the route of travel to the event does not pass by other schools involved in the athletic Combine, those schools shall be responsible for transporting their student-athletes to Ritzville where they shall be transported the rest of the way by the Lind/Ritzville vehicle with the rest of the team. A Lind/Ritzville vehicle shall pick up student-athletes from other schools involved in the athletic Combine when it is reasonable for the bus to pass by said school. The Athletic Director and Transportation supervisor(s) shall determine when it is reasonable to travel to an away event via another school involved in the athletic Combine. Also, when it is reasonable, the student-athletes from other schools involved in the athletic Combine may travel directly to the contest venue to meet the team.

VI. Cheerleaders -

- A. An advisor shall travel to all contests home and away with the cheerleaders.
- B. Should the advisor be absent from a contest, she/he will arrange for a person to accompany and chaperone the cheerleaders. If no substitute is found, the cheerleaders shall not travel to the contest.
- C. The advisor will become stunt-certified and abide by all the rules of the WIAA.
- D. With the approval of the Athletic Director, the cheer advisor shall:
 1. decide on the number of cheerleaders to travel on away trips.
 2. design a fair process for cheerleader tryouts.

VII. Band

- A. Band members from all schools involved in the athletic Combine shall be encouraged to play at all home games.
- B. The band directors at all schools shall communicate to coordinate the events in which they will play.

VIII. Evaluation of Coaches

- A. The Lind-Ritzville HS Athletic Director shall evaluate the high school varsity head coaches.
- B. Head coaches, including JH head coaches, shall evaluate the assistant coaches on their staff.
- C. The Lind-Ritzville High School Athletic Director and/or the high school varsity head coaches shall evaluate middle school head coaches of the respective sport.
- D. If a coach receives a poor evaluation, the Lind-Ritzville High School Athletic Director shall inform the Principals and Superintendents of all schools involved in the athletic Combine. The administrators shall decide on a plan of action. The plan of action may include, but is not limited to:
 - a. Plan for Improvement
 - b. Non-Renewal of coach's contract

IX. Varsity Letters/Letter Jackets/Awards

- A. The high school varsity head coach shall establish criteria for earning a varsity letter and communicate the criteria to athletes, parents and the athletic director prior to the season beginning.

- B. Athletes who earn a varsity letter in a varsity sport for the first time shall receive a letter.
- C. Each time an athlete earns a varsity letter, they shall receive a pin for that sport.
- D. Certificates shall be awarded to all participants of a sport.
 - 1. Varsity letter winners shall receive a varsity letter certificate.
 - 2. All other participants including junior varsity players, managers, video recorders, stats, etc. shall receive a participant certificate.
- E. Parents with the cooperation of the coaches shall coordinate sports awards ceremonies. The awards ceremonies may be held at Ritzville or Lind.

X. Eligibility

- A. All student/athletes must be eligible as determined by the WIAA.
- B. All student-athletes must be academically eligible as determined by the academic eligibility policy established by Lind-Ritzville High School (for high school athletes) and Lind-Ritzville Middle School (for middle school athletes).
- C. A common eligibility policy shall be used and uniformly applied.
- D. Principals and Athletic Directors from all schools involved in the athletic Combine shall review the current academic eligibility policy and revise it as needed.

XI. Athletic Code

- A. A common athletic code shall be used and uniformly applied.
- B. All student-athletes in our athletic Combine and their parents must sign the Lind-Ritzville Athletic Code in order to participate in an interscholastic sport.

XII. Parent Complaints

- A. When a parent has a complaint about a coach, he/she needs to contact the coach first.
- B. If the parent feels the problem has not been resolved, he/she should contact the head coach of that sport or the Lind-Ritzville Athletic Director if the coach in question is a head coach.
- C. If the parent still feels the problem has not been resolved, he/she should contact the principal of the school in which the athlete attends.
- D. The **final step** would be to contact the superintendent.

XIII. New Programs

- A. If any of the districts involved in the Athletic Combine wish to start a new program or sport they are to contact the Lind-Ritzville Athletic Director who shall inform the administrators of the other districts with the details of the proposal.
- B. Approval by the Lind and Ritzville school boards is required for starting a new athletic program. If the school boards of the other schools in the Athletic Combine do not agree with starting the new program, they do not have to allow their athletes to participate.

XIV. Insurance

- A. Each District shall maintain insurance coverage for liabilities arising from activities carried out under this agreement.
- B. Said policies shall be maintained at levels no less than the levels of coverage currently maintained by each District.

XV. Terms of the Agreement

- A. The term of this agreement shall begin August 1, ~~2024~~ ~~2022~~ 2025 and end July 31, ~~2022~~ ~~2023~~-2028.
- B. This agreement shall be reviewed in the spring of each year to determine if revisions are needed.
- C. By March 1st of each year, a District must notify the other Districts of any proposed changes to this

agreement, ~~including~~ **and by May 1st** the intention to terminate its participation in this agreement. These changes would not take effect until at least the beginning of the following school year.

- D. Disclaimer: If there is mutual agreement among all schools in the Athletic Combine, terms and conditions of this agreement can be altered at any time during the agreement year.

Revised 5/15/22

4/21/2026

Updated June 24, 2025

~~Appendix A~~

~~Lind Ritzville Coaches Salary Schedule~~

<u>~~Group 1~~</u>	~~HS Head Football~~	~~HS Head Volleyball~~
	~~HS Head Girls Basketball~~	~~HS Head Boys Basketball~~
<u>~~Group 2~~</u>	~~HS Head Cross Country~~	~~HS Head Wrestling~~

	~~HS Head Track- HS Head Baseball~~	~~HS Head Tennis- HS Head Softball~~
<u>Group 3</u>	~~HS Head Golf HS Assistant Volleyball~~	~~HS Assistant Football- HS Assistant Basketball~~
<u>Group 4</u>	~~HS Assistant Wrestling- HS Assistant Softball- HS Assistant Track- Head Cheer Coach~~	~~HS Assistant Baseball- HS Assistant Tennis- HS Assistant Golf~~
<u>Group 5</u>	~~MS Head Coaches~~	
<u>Group 6</u>	~~MS Assistant Coaches~~	

Salary Schedule

Years of Experience at Group Level	<u>0-2</u>	<u>3 to 5</u>	<u>6 to 9</u>	<u>10+</u>
<u>Group 1</u>	\$5000	\$5100	\$5300	\$5500
<u>Group 2</u>	\$4500	\$4650	\$4800	\$5000
<u>Group 3</u>	\$3200	\$3350	\$3500	\$3700
<u>Group 4</u>	\$2850	\$3050	\$3150	\$3350
<u>Group 5</u>	\$2500	\$2650	\$2800	\$3000
<u>Group 6</u>	\$2000	\$2150	\$2300	\$2450

APPENDIX B—Proposed

Lind-Ritzville Athletic Director Stipend:

<u>Experience</u>	<u>Stipend</u>
0-2 years	\$10,000
3-5 years	\$11,500
6-9 years	\$13,000
10+ years	\$14,000

Game Manager Stipend:

~~There will be a HS Game Manager for 2022–2023 school year.~~

Lind-Ritzville Athletic Trainer's Stipend

<u>Experience</u>	<u>Stipend</u>
~~0-2 years~~	~~\$11,000~~
~~3-5 years~~	~~\$12,000~~
~~6-9 years~~	~~\$13,500~~
~~10+ years~~	~~\$15,000~~

Coaches Playoff Pay

- ~~● Paid to coaches for weeks spent coaching beyond the point in the season where their team can be eliminated.~~
- ~~● All coaches are paid 3% of their stipend/week of extra coaching~~
- ~~● Cheer Coach is paid 1.5% of stipend/week of extra duty.~~

Discussed at the Sports Cooperative Meeting April 21, 2026

Members from all participating districts were present at the April 21st meeting.

Addendum to the Lind-Ritzville, Sprague/Lamont, Washtucna, Harrington Sports Cooperative Agreement

The addendum serves to amend the LRSWH Sports Cooperative Section II Financial for the 2025-26, 2026-27 and 2027-28 school years.

During the term of this Addendum, Sprague/Lamont, Washtucna and Harrington will each contribute \$40,000.00 each year as their share to Sports Cooperative.

The balance of expenses of the Sports Cooperative will be equally shared between Lind and Ritzville School Districts.

Financial Sections A. (Salaries), B. (Cost of Officials) and C.(Uniforms and Equipment) will not apply for equal sharing by SWH during the term of the Addendum.

Financials Section D. (Maintenance & Miscellaneous Costs) will continue to apply to Lind and Ritzville unchanged during the term of the Addendum.

Financials Section E. (ASB)

E1, E2, and E5 will continue to apply to each of the five cooperative members unchanged during the term of the Addendum.

E4 regarding ASB profits and losses; Ritzville will continue to pay all expenses. Profits and/or deficits shall be shared equally between Lind and Ritzville during the term of the Addendum.

Financials Section F (District)

F1 remains unchanged during the term of the Addendum.

F2 Will not apply to S/W/H during the term of the Addendum. Ritzville will pay the costs of coaches registrations and any other costs related to the coaching staff which costs will be shared equally by Lind and Ritzville.

Section XV – Terms of the Agreement

A. The term of the agreement shall begin August 1, 2025 and end July 31, 2028.

B. No change

C. By March 1 of each year, a District must notify the other Districts of any proposed changes to this agreement. By May 1 of each year, a District must give notice of intention to terminate its participation in this agreement.

All other sections of the Athletic Combine Agreement (Administration of the Programs, Coaches, Venues, Transportation for Athletics, Cheerleaders, Band, Evaluation of Coaches, Varsity Letters/Letter Jackets/Awards, Eligibility, Athletic Code, Parent Complaints, New Programs, Insurance, Terms of the agreement, Coaching Salary Schedule) remain unchanged.

Reimbursement for Goods and Services: Electronic Payments

The board authorizes the use of Electronic Funds Transfer (EFT) or Automated Clearing House transfer (ACH) transactions for payments to employees or vendors.

Prior to utilization of electronic payment options, the superintendent or designee will confirm with the county treasurer that the district may use electronic payments for vendor purchases. The district will maintain a separate bank account dedicated solely to EFT transactions.

The district will prepare electronic payments and record them in a format similar to warrants for the board of directors. Prior to submission to the board of directors, all electronic payments shall be reviewed by the district's auditing officer in accordance with the district's procedure for electronic payments. No electronic payment shall be made until approved by a majority of the members of the board.

The district will develop and maintain procedures for electronic payments to safeguard district assets and to minimize fraud. The district will ensure that its procedures and practices are in line with guidelines published by the National Automated Clearinghouse Association (NACHA). Any requirements from the district's bank or county treasurer regarding file submission or formatting shall also be followed.

The district will implement this policy according to the accompanying procedures.

Legal References:

[RCW 28A.330.080 Payment of claims - Signing of warrants](#)
[RCW 28A.330.090 Auditing committee and expenditures](#)
[RCW 42.24.080 Municipal corporations and political subdivisions - Claims against for contractual purposes - Auditing and payment - Forms - Authentication and certification](#)
[RCW 42.24.180 Taxing District - Issuance of warrants or checks before approval by legislative body - Conditions](#)

Management Resources:

2023 – July Issue

Adoption Date: April 2026
Classification: **IMPORTANT**
Revised Dates:

Use of Electronic Signatures

Purpose:

To establish an electronic signature policy for the Name of District that will:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District's use of the current electronic signature provider Name of service provider, such as DocuSign as the approved method for affixing an electronic signature to an electronic record. This policy will apply to any future replacement to the specific service provider platform.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of

Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

Scope, Manner, and Format of Use

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made created when a person physically marks a document with the intent to sign the record.

The District authorizes the use of the Name of service provider's electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

The District Superintendent or designee is authorized to use the electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following District records: Identify records, such as minutes of school board meetings, Resolutions adopted by the _____ School Board (Board), claim

vouchers approved by the Board, and any and all contracts and agreements to which the District is a party.

Electronic signatures modify as accurate for your district i.e. “may not” or “shall not” be used on District records requiring execution by a third party.

The Board may modify, rescind, or replace this policy at any time.

Electronic signatures cannot be applied using another employee’s name. Records signed on behalf of the Superintendent or designee shall use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects the District’s ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Legal References

[15 U.S.C. Ch. 96 Electronic Signatures in Global and National Commerce Act](#)

Management Resources:

2021 – October Issue

Adoption Date: April 2026

Classification: **IMPORTANT**

Revised Dates:

Students and Telecommunication Devices

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers, and cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Telecommunication devices will be turned on and operated only before and after the regular school day **and during the student's lunch break**, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device;
- B. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others;
- C. Students will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct, as defined in [RCW 9.68A.011](#), in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district;
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored events;
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action.

Last Revised: **05.28.13**

Classification: **Important**

Prior Revised Dates: **9.24; 4.26**

Management Resources:

- [2019 - October Policy Issue](#)
- [2010 - October Issue](#)
- [2010 - June Issue](#)
- Policy News, February 2004 Evolution of Cell Phone Use

Cross References:

- [4310 - District Relationships with Law Enforcement and other Government Agencies](#)
- [3241 - Student Discipline](#)
- [3207 - Prohibition of Harassment, Intimidation, and Bullying of Students](#)
- [2022 - Electronic Resources and Internet Safety](#)

Procedure - Students and Telecommunication Devices

Definitions:

- A. **Sexting** means sending, forwarding, displaying, retaining, storing, or posting sexually explicit, lewd, indecent or pornographic photographs, images, or messages by or on a cell phone, computer, or other electronic means during school hours or school activities on or off campus; while on school district property, during any recess, lunch, or leave periods on or off school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate, or efficient operation of the school; or the educational process or experience.
- B. **Disrupting the Learning Environment** means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act or statement initiated, occurring, transmitted or received by a student at school that a reasonable person under the circumstance should know will have the effect of:
 - 1. Insulting, mocking, or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
 - 2. Creating an intimidating, threatening, hostile or abusive educational environment for a student or group of students through substantially severe, persistent, or pervasive behavior.
- C. **Third parties** include, but are not limited to, coaches, school volunteers, parents or guardians, school visitors, service contractors, or others engaged in district business or activities that are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

Reporting Violations:

Any student, employee, parent or guardian, or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of sexting, menacing, retaliation or reprisal in violation of this policy will immediately report the concerns to:

- A. The building principal or his/her designee;
- B. A teacher who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the teacher, or warrants administrative intervention;
- C. A counselor, who is responsible for notifying the building principal or designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
- D. The superintendent of schools or designee.

Investigating:

The principal or designee will be responsible for timely investigating a complaint made under this policy. The investigation, witness statements, and evidence will be documented along with the outcome of the investigation.

In the course of the investigation, administrative staff will not send, receive, or unnecessarily view or transmit sexting photographs or any other inappropriate images on either the district's or their personal electronic devices. The examination or viewing of the evidence/information will be limited to the extent necessary to determine that misconduct occurred.

Parent or Guardian Notification:

Parents or guardians of all students identified in the report will be notified of the investigation and

informed of their students' involvement in the incident.

Discipline:

A school district may administer discipline for students whose behavior violates this policy. Law enforcement may also be notified when conduct may violate criminal laws.

The district will make reasonable attempts to assist students and/or parents or guardians to resolve concerns and issues prior to the use of the formal criminal complaint process. Assistance may include consultation, counseling, education, mediation, and/or other opportunities for problem-solving.

When administering discipline, the administrator will take into consideration the context of the events, all relevant circumstances, and the parties' prior behavior, the nature of the behavior and its potential harm and the emotional and/or physical harm resulting from the reported party's actions.

Sexting Offenses**First offense:**

- A. Parents or guardians will be notified;
- B. The district will file an information report with the police by phone or in writing;
- C. The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian; and
- D. The district may administer appropriate interventions and may take other actions as appropriate.

Second offense:

- A. Parents or guardians will be notified;
- B. Police may be notified;
- C. The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian; and
- D. The district may administer appropriate interventions and may take other actions as appropriate.

Third offense:

- A. Parents or guardians will be notified;
- B. Police may be notified;
- C. The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;
- D. The student may be ineligible to participate in extracurricular activities; and
- E. The district may impose appropriate interventions and take may take other actions as appropriate.

Adoption Date: **April 2026**

Classification: **Important**

Last Revised:

Management Resources:

- [2019 - October Policy Issue](#)