

Lind-Ritzville Cooperative Schools
Regular Board Meeting
June 24, 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. Superintendent Updates
 - a. Student Group Travel Procedure
 - b. Solar Energy Savings - Preliminary Review
5. Finance
 - a. Preliminary 26-27 Budget Review
6. First Reading - Policy 3141 - Nonresident Students (Update)
7. Board Director Reports
8. **Joint Consent Agenda (Lind & Ritzville)**
 - a. Approval of April 27, 2026 Regular Board Meeting Minutes
 - b. Updates to 2026-27 School Calendar
 - c. Approval of Resolution 2025-26 #04 Authorization of Facsimile Signature
 - d. Approval of Resolution 2025-26 #05 Authorization of Warrant Signature
 - e. Approval of Resolution 2025-26 #06 Authorization of Invest Funds
 - f. Approval of Resolution 2025-26 #07 Designation of District Agent
 - g. Approval of Resolution 2025-26 #08 Designation of Auditing Officers
 - h. Approval of Resolution 2025-26 #09 Appointment of District Claims Agent
 - i. Personnel Actions
 - New Hire - Ember Murphy - HS/MS Head Cross Country Coach
 - New Hire - Kendyl Dodge - MS Assistant Volleyball Coach
 - New Hire - Janet Bennett - HS Assistant Volleyball Coach
 - New Hire - Shannon Hughes - HS Assistant Volleyball Coach
 - Transfer - Angelina Vallone - from HS Assistant Volleyball Coach to MS Head Volleyball Coach
 - Resignation - Gordon Towne - HS Head Softball Coach

- Resignation - Easton Nelson - MS Head Baseball Coach

9. Consent Agenda (Ritzville Only)

- a. General Fund Accounts Payable - \$81,161.03
- b. Transportation Cooperative Accounts Payable - \$41,618.75
- c. Associated Student Body Fund Accounts Payable - \$41,544.95
- d. Capital Projects Accounts Payable - \$13,693.63
- e. Payroll for June 30, 2026 - \$481,780.18
- f. Personnel Actions
 - New Hire - Kayla Greer - RGS Special Education Paraeducator
 - Resignation - Tanner LaTour - RGS Principal
 - Approval of Administration and Non-Rep Contracts

10. Consent Agenda (Lind Only)

- a. General Fund Accounts Payable - \$39,268.96
- b. Transportation Cooperative Accounts Payable - \$41,618.75
- c. Associated Student Body Fund Accounts Payable - \$1,608.02
- d. Payroll for June 30, 2026 - \$382,297.67
- e. Personnel Actions
 - New Hire - Kendyl Dodge - Title/LAP Teacher
 - Resignation - Gabriel Gonzales - LES Principal
 - Approval of Administration and Non-Rep Contracts

11. Adjournment

Looking Ahead (July):

Budget Adoption/Public Hearing

FFA Nationals Presentation - Andy Williams and Lori Sanderson

Lind-Ritzville Community Schools

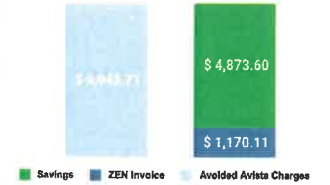
2026 Combined Monthly Solar Report

Lifetime Savings for Programs (\$) \$10,342.85
Lifetime Energy Production (kWh) 109,425.20



Month	System Production (kWh)	Avista Rate Avg (tax inc.)	Avista Avoided Charge	Avista Avoided City Tax	PPA Rate + Insurance	ZEN Actual Production Cost	ZEN Flat Rate	Public Utility Tax (3.9%)	City Tax (6%)	ZEN Charges Monthly Invoice	Savings (Avoided Avista minus ZEN Bill)
Jan-26	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb-26	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mar-26	15548.54	\$ 0.114	\$ 1,766.78	\$ 106.01	\$ 0.035	\$ 544.98	\$ 446.60	\$ 17.30	\$ 26.80	\$ 490.69	\$ 1,382.09
Apr-26	43670.00	\$ 0.114	\$ 4,959.68	\$ 297.58	\$ 0.035	\$ 1,530.66	\$ 1,064.96	\$ 41.25	\$ 63.90	\$ 1,170.11	\$ 4,087.15
May-26	50206.66	\$ 0.114	\$ 5,701.61	\$ 342.10	\$ 0.035	\$ 1,759.77	\$ 1,064.96	\$ 41.25	\$ 63.90	\$ 1,170.11	\$ 4,873.60
Jun-26	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jul-26	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aug-26	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sep-26	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct-26	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov-26	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec-26	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total 2026	109,425.20		\$12,428.07	\$ 745.68		\$ 3,835.41	\$ 2,576.52	\$ 99.80	\$ 154.59	\$ 2,830.91	\$ 10,342.85

YOUR MONTHLY SAVINGS - Districtwide



High School

Site: 4826530, Inverter 2 Avista Tariff 011

Month	System Production (kWh)	Avista Rate [011] (tax inc.)	Avista Avoided Charge	Avista Avoided City Tax	PPA Rate + Insurance	ZEN Actual Production Cost	ZEN Flat Rate	Public Utility Tax (3.9%)	City Tax (6%)	ZEN Charges Monthly Invoice	Savings (Avoided Avista minus ZEN Bill)
Jan-26		\$ 0.123	\$ -	\$ -	\$ 0.035	\$ -		\$ -	\$ -	\$ -	\$ -
Feb-26		\$ 0.123	\$ -	\$ -	\$ 0.035	\$ -		\$ -	\$ -	\$ -	\$ -
Mar-26	7774.27	\$ 0.123	\$ 956.55	\$ 57.39	\$ 0.035	\$ 272.49	\$ 223.30	\$ 8.65	\$ 13.40	\$ 245.35	\$ 768.59
Apr-26	21700.00	\$ 0.123	\$ 2,669.97	\$ 160.20	\$ 0.035	\$ 760.60	\$ 532.48	\$ 20.63	\$ 31.95	\$ 585.05	\$ 2,245.11
May-26	24924.16	\$ 0.123	\$ 3,066.67	\$ 184.00	\$ 0.035	\$ 873.61	\$ 532.48	\$ 20.63	\$ 31.95	\$ 585.05	\$ 2,665.61
Jun-26											
Jul-26											
Aug-26											
Sep-26											
Oct-26											
Nov-26											
Dec-26											
Total 2026	54398.43		\$ 6,693.18	\$ 401.59		\$ 1,906.69	\$ 1,288.26	\$ 49.90	\$ 77.30	\$ 1,415.46	\$ 5,679.32

YOUR MONTHLY SAVINGS - Ritzville High



Ritzville Elementary

Site: 4826530, Inverter 1 Avista Tariff 021

Month	System Production (kWh)	Avista Rate [021] (tax inc.)	Avista Avoided Charge	Avista Avoided City Tax	PPA Rate + Insurance	ZEN Actual Production Cost	ZEN Flat Rate	Public Utility Tax (3.9%)	City Tax (6%)	ZEN Charges Monthly Invoice	Savings (Avoided Avista minus ZEN Bill)
Jan-26			\$ -	\$ -	\$ 0.035	\$ -		\$ -	\$ -	\$ -	\$ -
Feb-26			\$ -	\$ -	\$ 0.035	\$ -		\$ -	\$ -	\$ -	\$ -
Mar-26	7774.27	\$ 0.104	\$ 810.23	\$ 48.61	\$ 0.035	\$ 272.49	\$ 223.30	\$ 8.65	\$ 13.40	\$ 245.35	\$ 613.50
Apr-26	21970.00	\$ 0.104	\$ 2,289.71	\$ 137.38	\$ 0.035	\$ 770.06	\$ 532.48	\$ 20.63	\$ 31.95	\$ 585.05	\$ 1,842.04
May-26	25282.50	\$ 0.104	\$ 2,634.94	\$ 158.10	\$ 0.035	\$ 886.17	\$ 532.48	\$ 20.63	\$ 31.95	\$ 585.05	\$ 2,207.98
Jun-26											
Jul-26											
Aug-26											
Sep-26											
Oct-26											
Nov-26											
Dec-26											
Total 2026	55026.77		\$ 5,734.89	\$ 344.09		\$ 1,928.72	\$ 1,288.26	\$ 49.90	\$ 77.30	\$ 1,415.46	\$ 4,663.53

YOUR MONTHLY SAVINGS - Ritzville Elem



Nonresident Students

Consistent with Chapter 28A.225 RCW, any student who resides outside the district may apply to attend a school in the district or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance or home-based instruction will be considered on an equal basis.

The Board of Directors of the Lind-Ritzville Cooperative Schools annually will inform parents of the inter-district enrollment options and parental involvement opportunities. Information on inter-district acceptance policies will be provided to nonresidents on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form. The district will not charge any transfer fees or tuition costs for enrolling eligible nonresident students.

The superintendent will develop an application form that the parent or guardian will complete to apply for the student's admission. The form will gather information such as the child's current legal residence, the school district where the student is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district, the specific building desired, and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

The district must use the Standard Choice Transfer System in the Education Data System (EDS) to process those requests for student transfer enrollment into online or alternative learning experience programs or schools.

A student who resides in a district that does not operate a secondary program will be permitted to enroll in secondary schools in this district in accordance with state law and regulation relating to the financial responsibility of the resident district.

Standards for accepting or rejecting an application

The superintendent will accept or reject an application for nonresident admission based upon the following standards:

- A. Whether acceptance of a nonresident student would result in the district experiencing significant financial hardship ("financial hardship" does not include routine programmatic costs associated with serving additional disabled or non-disabled students);
- B. Whether in the grade level or class at the building where the student desires to be enrolled has the capacity for additional students;
- C. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence;

D. Whether the students' attendance in the district is likely to create a risk to the health or safety of other students or staff;

E. Whether the student's disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes);

F. In all cases in which a non-resident student is accepted, the student or student's parent(s) will be solely responsible for transportation, except that a student may ride on an established district bus route if the superintendent determines that the district would incur no additional cost.

G. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district's policy for readmission and reengagement of suspended or expelled students;

H. Whether the student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

I. All non-resident students, upon a condition of acceptance and continued enrollment must agree to and sign the Lind-Ritzville Cooperative Schools Choice Student Behavior Contract. Violations of the Behavior Contract may result in revocation of the student's enrollment as specified on the contract. The district will attempt to allow accepted student "Choice" students to attend schooling at Lind-Ritzville Cooperative Schools on a continuing basis through graduation, provided they continue to comply with all criteria in the Choice Enrollment Contract. Violations may result in revocation of Choice enrollment at any time during the school year.

Admission or denial: Notice of decision and appeal of decision

The superintendent, in a timely manner, will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application. If the student is to be admitted, the superintendent or the superintendent's designee will notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent will notify the parent or guardian in writing within 45 days from receipt of the parent's application. The notification will include the reason(s) for denial and inform the parent or guardian of their right to appeal the district's denial decision to the Superintendent of Public Instruction or his or her designee as detailed in RCW 28A.225.230.

The parent or guardian may appeal the denial to the district's superintendent or designee. Within five business days of receipt of the parent's appeal submission, the superintendent or designee will provide the parent with a written notification of the final appeal decision to either grant or deny the student's admittance into the district.

Children of full-time employees

1. Pursuant to RCW 28A.225.225, a nonresident student who is the child of a full-time certificated or classified employee will be permitted to enroll:

- a. At the school where the employee is assigned;
 - b. At a school forming the district's kindergarten through twelfth grade continuum, which includes the school where the employee is assigned;
 - c. the student remains enrolled until he or she completes schooling; or
 - d. At a school in the district that provides early intervention services pursuant to RCW 28A.155.065 and/or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.
2. The district may reject the application of a student who is the child of a full-time employee if:
- a. Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior, or gang membership;
 - b. The student has been expelled or suspended from a public school for more than ten consecutive days (however, the district's policies for allowing readmission of expelled or suspended students and the required reengagement procedures under this rule must apply uniformly to both resident and nonresident applicants seeking admission, pursuant to RCW 28A.225.225(2)(b)); or
 - c. The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

Last Revised: **May 28, 2013**; Current LRCS Revision June 24, 2026

Classification: **Critical**

Prior WSSDA Revised Dates: **02.00; 6.03; 12.11; 10.15**

Legal References:

- [RCW 28A.225.220 Adults, children from other districts, agreements for attending school - Tuition](#)
- [RCW 28A.225.225 Applications from nonresident students or students receiving home-based instruction to attend district school - School employees' children - Acceptance and rejection standards - Notification](#)
- [RCW 28A.225.240 Apportionment credit](#)
- [RCW 28A.225.290 Enrollment options information booklet](#)
- [RCW 28A.225.300 Enrollment options information to parents](#)
- [WAC 392-137 Finance - Nonresident attendance](#)

Management Resources:

- [2018 - December 2018 - December Policy Issue](#)
- [2015 - October Policy Issue](#)
- Policy News, June 2003 Enrolling children of School Employees
- Policy News, September 1999 School safety bills impact policy

Cross References: [3120 - Enrollment](#)

RITZVILLE SCHOOL DISTRICT #160-67 and LIND SCHOOL DISTRICT #158
JOINT BOARD MEETING
May 26, 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 May 26, 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

Lind Chair Labes led the Pledge of Allegiance.

Lind Chair Labes called the Lind School Board meeting to order at 6:32 P.M.

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

Lind Director Williamson 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 6:33 P.M.

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

Ritzville Director Kubik moved to approve the agenda. Ritzville Director Devore 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, including upcoming calendar dates, spring sports, the marching band's performance at the Lilac Parade, and FFA state contest results.

LRHS Principal Kevin Terris recognized and thanked Herrera and Fode for serving as the voice of the student body. Marcial Davis and Sara Vidal were announced as the new student representatives for the 2026–27 school year.

Principal's Report – LES Principal Gabe Gonzales recognized teachers Darlene O'Neill and Connie Field for their many years of service to the school district. LRHS Principal Kevin Terris recognized Interim Superintendent Gary Wargo for stepping into this role.

LRHS Principal Kevin Terris provided the board with a sample agenda for a Friday Professional Learning Day. Each session would consist of whole-group learning, small-group collaboration, and independent work time. Mr. Terris noted that the high school may occasionally focus on different topics than the elementary buildings to allow for building specific learning. Furthermore, plans include collaborating with the Washtucna and Harrington school districts, which also utilize a four-day week. This partnership will provide regional collaboration opportunities; for instance, English teachers from all three districts would be able to meet and discuss subject-specific topics.

LRMS Principal Don Walker updated the Board on the structure of the Friday Academic Intervention days, which was developed using feedback from teachers and families. Under this plan, teaching staff will recommend student attendance based on grades, attendance, and missing assignments, though students may also request to attend. Notification will be sent to families and students on the Monday afternoon prior to the scheduled Academic Friday. Transportation Supervisor Lynn Sackmann will be provided a student list to arrange necessary transportation. One to two teachers will be present to provide direct support. Additionally, any extracurricular groups wishing to meet on these Fridays must do so during the session block from 8:15 to 11:30 AM.

Superintendent Updates – Superintendent Wargo discussed travel support for FCCLA students traveling to the national competition. In the past, each district has provided each student with \$250 for travel expenses. He asked if the boards would consider reducing this amount, as it is costly to the district. Ritzville Director Devore noted that if the boards move forward with a change, advisors would need time to adjust their budgets. Both boards agreed to maintain the current support of \$250 for each student competing at FCCLA Nationals.

Superintendent Wargo also reported that the June Board meeting has been moved to Wednesday, June 24, 2026, in order for incoming Superintendent Miranda Bacha to be present. He explained that the WIAA Resolution on the agenda was an annual WIAA authorization.

Finance Report - Business Manager Kris Robbins reported that cash flow documents are included in the board packets. She noted that on the Lind side, the state transportation allocation was incorrect but will be corrected in the June allocation, adding that this was a statewide issue. Mrs. Robbins provided an update on the ongoing audit, noting that the auditors have been asking specific fraud-related questions and that the audit is nearing completion. Finally, she reported that transportation depreciation funds will not impact the districts as severely as initially reported.

Board Member Reports - There was nothing new to report.

Joint Consent Agenda

Lind Director Schmunk moved to approve the Joint Consent Agenda as follows: Approval of April 27, 2026 Regular Board Meeting Minutes, Approval of May 21, 2026 Board Workshop Meeting Minutes, Approval of FCCLA Out of State Travel & Allocation for National Convention, Approval of Resolution # 2025-26 03 WIAA School Board Authorization, Approval of Pre-Employment Contract with Miranda Bacha, Adoption - Policy 3245 - Students and Telecommunication Devices (Update), Approval of FFA Out

of State Travel to Linn-Benton Livestock Camp in Albany, Oregon, Personnel Actions: Admin Salary Schedule, New Hires - Tyson Kimble - Assistant MS Football Coach, Resignation - Grace Fedie - Assistant HS Volleyball Coach, Resignation - Christina Heater - Cross Country Coach. 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 - \$61,288.41, Transportation Cooperative Accounts Payable - \$41,126.21, TVF Fund Accounts Payable - \$215,556.52, Payroll for May 29, 2026 - \$364,955.85, Personnel Actions: New Hire- LeaCadia Bren - LES Early Learning Paraeducator (Leave replacement for 1 year only), New Hire - Brenna-Leigh Kiefer - LRMS Special Education Paraeducator. 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 - \$156,176.05, Transportation Cooperative Accounts Payable - \$41,126.21, Associated Student Body Fund Accounts Payable - \$23,271.08, Capital Projects Accounts Payable - \$3,436.99, Payroll for May 29, 2026 - \$475,958.92, Personnel Actions: New Hires - Katheran Gingrich - HS ELA/Social Studies Teacher. Ritzville Director Phillips seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

After a ten minute recess, at 7:34 P.M. an Executive Session was called by both boards chairs for approximately twenty minutes with no action to follow.

With no further business before the board, Lind Chair Labes and Ritzville Chair Repp adjourned at 7:54 P.M.

Chairman/Date

Chairman/Date

Secretary to the Board

2026-2027 School Calendar

August 2026						
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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January 2027						
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24	25	26	27	28	29	30
31						
						(15)

	First & Last Day of School
	No School
	Staff PD (No Students)
	Academic Intervention Days
	Conferences (Early Release)
	School Day (All Students)
	Snow Make-Up Days (if needed)
	Early Release
	LRHS Graduation



SCHOOL DAY 8:20AM - 3:40PM

August	
Aug 17	Teacher/Building Prep Day
Aug 18	ALL LRCS Staff Training Day
Aug 19	Teacher & Para Training Day
Aug 20	1st Day of School (Grades 1-12)
Aug 21	School Day (All Students Grades 1 -12)
Aug 25	1st Day TK & Kindergarten
Aug 28	School Day (All Students Grades TK-12)
September	
Sept 7	Labor Day (NO SCHOOL)
Sept 18	Staff PD (No Students)
Sept 25	Academic Intervention Day
October	
Oct 9	Staff PD (No Students)
Oct 21 & 22	Early Release - Conferences (12:40PM)
Oct 30	Academic Intervention Day
November	
Nov 6	Staff PD (No Students)
Nov 11	Veteran's Day (NO SCHOOL)
Nov 20	Academic Intervention Day
Nov 25	Early Release (12:40PM)
Nov 26	Thanksgiving Break
December	
Dec 4	Staff PD (No Students)
Dec 11	Academic Intervention Day
12/21-1/1	Winter Break
January	
Jan 4	Back to School!
Jan 8	Academic Intervention Day
Jan 15	Staff PD (No Students)
Jan 18	MLK Day (NO SCHOOL)
Jan 19	End of Semester 1
February	
Feb 15	President's Day (NO SCHOOL)
Feb 19	Staff PD (No Students)
Feb 26	Academic Intervention Day
March	
Mar 19	Staff PD (No Students)
Mar 26	Academic Intervention Day
Mar 31	Early Release - Conferences
April	
Apr 1	Early Release - Conferences
Apr 5-9	Spring Break
Apr 16	Staff PD (No Students)
Apr 23	Academic Intervention Day
Apr 30	Snow Make-Up Day (If Needed)
May	
May 7	Staff PD (No Students)
May 14	Snow Make-Up Day (If Needed)
May 21	Academic Intervention Day
May 31	Memorial Day (NO SCHOOL)

February 2027						
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March 2027						
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April 2027						
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May 2027						
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June 2027						
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July 2027						
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June	
June 4	School Day (All Students)
June 5	LRHS Graduation
June 10	Last Day (Early Release)
June 11	Staff PD (No Students)

154 School Days*

*Does not include Academic Intervention Days

3/23/26 Board Approved / Updated 6/24/26

**LIND-RITZVILLE COOPERATIVE SCHOOLS
RESOLUTION NO. 2025-26 #04**

AUTHORIZATION OF FACSIMILE SIGNATURE

WHEREAS, Chapter 86, Laws of 1969, as codified in RCW 39.62 authorizes the use of facsimile signatures by any public officer in lieu of a manual signature to execute any “public security” or any “instrument of payment”;

WHEREAS, the statute further requires that before any authorized officer may use a facsimile signature plate or stamp, he/she must file a manual signature with the Secretary of State, duly certified while under oath; and

WHEREAS, Miranda Bacha, Superintendent/Secretary of Board, has filed Certificate of Manual Signature, duly certified under oath, with the Auditor of Adams County,

NOW, THEREFORE, BE IT RESOLVED that the facsimile plate or stamp, as imprinted below, for Miranda Bacha, Superintendent/Secretary, be accepted for use in lieu of a manual signature of any public security or any instrument of Lind School District #158, Ritzville School District 160-67 & the Lind-Ritzville Cooperative Schools.

ADOPTED this 24th day of June, 2026.

Facsimile: _____

Lind School District #158

Ritzville School District #160-67

Chair

Chair

Director

Director

Director

Director

Director

Director

Director

Director

ATTEST:

Superintendent and Secretary to Board of Directors
Lind School District #158 and
Ritzville School District #160-67

**LIND-RITZVILLE COOPERATIVE SCHOOLS
RESOLUTION NO. 2025-26 #05**

AUTHORIZATION OF WARRANT SIGNATURE

WHEREAS, Miranda Bacha has been designated Superintendent/Secretary to the Board of School District No. 158 Lind School District and No. 160-67 Ritzville School District effective July 1, 2026;

WHEREAS, the Secretary to the Board is required to sign all warrants ordered to be issued by the Board of Directors; and

WHEREAS, the number of payroll and all accounts payable warrants issued each month by School District if signed personally by the President of the Board would impose too great a task,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lind and Ritzville School Districts, Washington, as follows:

- A. Moneys of such school districts shall be paid out only upon orders for warrants signed by the president, or a majority of the board of directors and countersigned by the secretary:(First-class districts)
- B. Second-class school districts, subject to the approval of the superintendent of public instruction, may draw and issue warrants for the payment of moneys upon approval of a majority of the board of directors, such warrants to be signed by the chair of the board and countersigned by the secretary:

PROVIDED, that when, in the judgment of the board of directors, the orders for warrants issued by the district monthly shall have reached such numbers that the signing of each warrant by the chair of the board personally imposes too great a task on the chair, the board of directors, after auditing all payrolls and bills, may authorize the issuing of one general certificate to the county treasurer, to be signed by the chair of the board, authorizing said treasurer to pay all the warrants specified by date, number, name and amount, and the funds on which said warrants shall be drawn; thereupon the secretary of said board shall be authorized to draw and sign said orders for warrants. Orders for warrants and warrant registers may be sent in an electronic format and using facsimile signatures as provided under chapter 39.62 RCW.

BE IT FURTHER RESOLVED that the signatures below are the true and correct signatures to

appear on said warrants or certificates effective July 1, 2026.

The Adams County Treasurer is hereby authorized to pay all warrants authorized by such signatures.

ADOPTED this 24th day of June, 2026.

Lind School District #158

Ritzville School District #160-67

Chair

Chair

Director

Director

Director

Director

Director

Director

Director

Director

ATTEST:

Superintendent and Secretary to Board of Directors
Lind School District #158 and
Ritzville School District #160-67

**LIND-RITZVILLE COOPERATIVE SCHOOLS
RESOLUTION NO. 2025-26 #06**

AUTHORIZATION OF INVEST FUNDS

WHEREAS, the Lind School District and Ritzville School District will have General, Capital Projects, Transportation Vehicle, Debt Service, and Associated Student Body monies throughout the school year(s) that will not be required for immediate use of the Districts; and

WHEREAS, it is the intent of the Districts to utilize resources so as to maximize use of the taxpayer's dollars,

IT IS HEREBY RESOLVED by the Board of Directors of School District No. 158 Lind School District and No. 160-67 Ritzville School District, Adams County, Washington, authorizes Miranda Bacha, Superintendent, or her designee, Kris Robbins, Fiscal Officer, to continue to invest such monies as they become available effective July 1, 2026.

ADOPTED this 24th day of June, 2026.

Lind School District #158

Ritzville School District #160-67

Chair

Chair

Director

Director

Director

Director

Director

Director

Director

Director

ATTEST:

Superintendent and Secretary to Board of Directors
Lind School District #158 and
Ritzville School District #160-67

**LIND-RITZVILLE COOPERATIVE SCHOOLS
RESOLUTION NO. 2025-26 #07**

DESIGNATION OF DISTRICT AGENT

BE IT RESOLVED, the Board of Directors of School District No. 158 Lind School District and No. 160-67 Ritzville School District, Adams County, Washington, designates Miranda Bacha, as the Superintendent of School District No. 158 Lind School District and No. 160-67 Ritzville School District, and as the superintendent, Miranda Bacha is hereby authorized to sign any and all Federal, State, County, and City applications and all necessary Federal, State, County, and City reports on behalf of the Lind School District No. 158 and Ritzville School District No. 160-67.

ADOPTED this 24th day of June, 2026.

Lind School District #158

Ritzville School District #160-67

Chair

Chair

Director

Director

Director

Director

Director

Director

Director

Director

ATTEST:

Superintendent and Secretary to Board of Directors
Lind School District #158 and
Ritzville School District #160-67

**LIND-RITZVILLE COOPERATIVE SCHOOLS
RESOLUTION NO. 2025-26 #08**

DESIGNATION OF AUDITING OFFICERS

WHEREAS, the Board of Directors of School District No. 158 Lind School District and No. 160-67 Ritzville School District, Adams County, Washington, is required to appoint the Auditing Officers of the School District.

IT IS HEREBY RESOLVED, by the Board of Directors of School District No. 158 Lind School District and No. 160-67 Ritzville School District, Adams County, Washington, authorizes Miranda Bacha, Superintendent, or her designee, Kris Robbins, Fiscal Officer, to continue to invest such monies as they become available effective July 1, 2026.

ADOPTED this 24th day of June, 2026.

Lind School District #158

Ritzville School District #160-67

Chair

Chair

Director

Director

Director

Director

Director

Director

Director

Director

ATTEST:

Superintendent and Secretary to Board of Directors
Lind School District #158 and
Ritzville School District #160-67

**LIND-RITZVILLE COOPERATIVE SCHOOLS
RESOLUTION NO. 2025-26 #09**

APPOINTMENT OF DISTRICT CLAIMS AGENT

WHEREAS, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of School District No. 158 Lind School District and No. 160-67 Ritzville School District, Adams County, Washington, appoints the below listed agent to receive any claims for damages made under Chapter 4.96 RCW.

Agent Appointed: Superintendent

Office Address: 209 E Wellsandt Ave, Ritzville, WA 99169

Business Hours: Monday – Thursday 8:00am – 4:00pm

ADOPTED this 24th day of June, 2026.

Lind School District #158

Ritzville School District #160-67

Chair

Chair

Director

Director

Director

Director

Director

Director

Director

Director

ATTEST:

Superintendent and Secretary to Board of Directors
Lind School District #158 and
Ritzville School District #160-67

**LIND SCHOOL DISTRICT #158 & RITZVILLE SCHOOL DISTRICT #160-67
CLASSIFIED ADMINISTRATIVE EMPLOYEE CONTRACT - 2026-27
LIND-RITZVILLE COOPERATIVE FACILITIES / GROUNDS DIRECTOR**

Section I: CONTRACT AND DUTIES

- A. This contract is made by and between the Board of Directors of Lind School District #158 and Ritzville School District #160-67, Adams County, State of Washington (hereinafter called the Districts) and **Zach Gardner** (hereinafter called the Facilities/Grounds Director).

The Facilities/Grounds Director is hereby employed by the Cooperative to perform the duties of the Facilities/Grounds Director of Lind-Ritzville Cooperative Schools and perform such administrative duties for the districts as may reasonably be assigned by the superintendent in accordance with applicable state and federal statutes and regulations and Districts policies, procedures and regulations. The Facilities/Grounds Director shall be subject to assignment, reassignment and transfer by the District Superintendent.

- B. The Facilities/Grounds Director is to receive an annual salary of \$84,129, which reflects a 2.6% increase. This contract is to be paid in twelve (12) equal installments with the first installment paid on the last working day of July and the remaining installments on the last working day of each succeeding calendar month. This contract shall include 260 eight-hour days of service inclusive of holidays, vacations, personal leave, or sick leave. Job and task accomplishments are the measures of job success, and therefore, the employee understands the need to devote the time necessary to complete the job. There is no overtime unless pre-approved by the Superintendent. This contract shall be July 1, 2026 through June 30, 2027.

Salary and benefits shall be negotiated with the Superintendent and Board of Directors on an annual basis.

- C. Responsibilities of the Facilities/Grounds Director shall include training and supervision of all Lind-Ritzville custodial/grounds/maintenance personnel. The director shall be responsible for assigning, training and supervising these employees in their respective duties and responsibilities. The director is responsible for all buildings and grounds maintenance, upkeep, care and campus beautification which includes directing, supervising, and coordinating with custodial/grounds/maintenance personnel for this purpose.

In consultation with the superintendent, the Facilities/Grounds Director develops and carries out short and long-range plans for maintaining and improving facilities and grounds. The director provides timely updates related to short and long-range maintenance and improvement plans, and effectively communicates repairs and/or urgent matters to districts and building leaders. In carrying out the aforementioned

duties, the director is responsible for communicating and coordinating with vendors and contractors.

To effectively manage, supervise and coordinate these duties and responsibilities, the Facilities/Grounds Director will divide time between Lind and Rizville accordingly: two (2) working days weekly in Lind and three (3) working days weekly in Rizville. Upon approval from the superintendent, the director may adjust the weekly schedule to accommodate projects and/or repairs.

- D. During the term of this agreement, the Facilities/Grounds Director will be subject to discharge for cause pursuant to state and federal laws and regulations and the adopted policies of the districts, provided, however, that the Districts shall comply with and act in accordance with all conditions of this contract, Board policies, and with all applicable law of the State of Washington, including provisions for notice and hearing.
- E. Evaluation of the employee is by the Superintendent, using an evaluation instrument developed by the Districts and shared with the employee at least six months before a final evaluation. Dismissal by the Districts may occur only after the employee has been evaluated and given an opportunity to improve and change as necessary, substantiated by an additional evaluation after a reasonable period of time has elapsed to allow for improvement. Immediate dismissal is possible for deliberate violations of Districts policy, for criminal offenses, or for repeated substandard performance.
- F. The employee is required to give at least thirty (30) working days written notice before terminating employment.

Section II: ANNUAL BENEFITS SHALL INCLUDE:

- 1) The number of work days per twelve-month contract year shall be 260 days of service inclusive of 13 holidays including the following: New Year's Day; the day before New Year's Day; Christmas Day and the day before Christmas Day; Martin Luther King Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; the day after Thanksgiving Day.
 - A. In years which contain 261 working days, the Facilities/Grounds Director will not work on the day before, or after, the Independence Day holiday to keep their contracted days at 260.
- 2) In addition to the annual salary, the Facilities/Grounds Director shall receive the following forms of compensation in consideration for the performance of duties as Facilities Manager/Director of Lind-Ritzville Cooperative Schools:

- A. The Facilities/Grounds Director shall be entitled to twenty-one (21) working days for vacation annually. Unused vacation may be accumulated at the rate of up to ten (10) days per year, and up to (10) ten unused vacation days may be compensated at said employee's per diem rate of pay on an annual basis, and a maximum of (10) ten days at the time of separation. Total vacation days for the year shall not accumulate more than thirty-one days (31).
 - B. The Facilities/Grounds Director shall be entitled to five (5) days of paid bereavement leave per year, which is non-cumulative.
 - C. The Facilities/Grounds Director shall receive insurance benefits for medical, dental and vision coverage, at a rate not to exceed the state allocation amount.
 - D. The Facilities/Grounds Director will receive twelve (12) days leave with compensation for illness, injury and emergencies. Such unused leave shall be accumulated from year to year to a limit of two-hundred sixty (260) days. At the time of separation from employment due to a bona retirement or death, the employee or his estate shall receive pay for accumulated but unused sick leave up to a maximum of one-hundred eighty (180) days at a rate equal to one (1) day's per diem pay for each four full days accrued leave for illness or injury.
 - E. Four (4) days personal leave at said employee's regular rate of pay. These personal leave days are non-cumulative from year to year. The employee may sell back one unused personal leave day per year and may carry over one for a maximum of 5 days in any given year.
 - F. The Districts will pay dues for one (1) professional association pertaining to the Facilities Manager's position each year.
 - G. The Districts shall provide the Facilities / Grounds Director with transportation or reimbursed mileage, at the IRS rate, required in the performance of his official duties during his employment under this contract.
- 3) This contract represents the total agreement between the parties regarding the employment of the Facilities/Grounds Director by the Boards and there are no verbal agreements, which modify the contract's terms. Neither party has made any representations to the other or relied on any representation by the other party except as expressly contained herein. Additions and/or changes, agreed to by both parties to this contract, shall be in the form of an amendment and shall become a part of this contract.

By Order of the Board of Directors:

Approved this 24th day of June 2026

BY _____
Superintendent

Accepted

BY _____
Facilities/Grounds Director – **Zach Gardner**

Date

LIND SCHOOL DISTRICT #158 and RITZVILLE SCHOOL DISTRICT #160-67
CLASSIFIED ADMINISTRATIVE CONTRACT – 2026-27
HUMAN RESOURCE/PAYROLL MANAGER

It is hereby agreed between the Lind School District No. 158 and Ritzville School District #160 & 167 of Adams County, State of Washington, hereinafter called the District, and **Cristina Schuler**, hereinafter called the employee, that said employee shall assist in human resource services, and provide payroll and clerical duties as are prescribed by the laws of the State of Washington and rules and regulations made thereunder pertaining to said districts. The position of said employee shall be that of Human Resource/Payroll Manager. Duties under this contract are to begin on the first day of July each year and continue through June 30th, and shall be under the supervision of the Superintendent.

This contract shall include 260 eight-hour days of service inclusive of holidays, vacations, or sick leave. The eight-hour workday includes a 30-minute uninterrupted paid lunch period, and two 15-minute breaks. Said employee is to receive an annual salary of \$96,446. Said salary is to be paid in twelve installments with the first installment being paid on the last working day of July and the remaining installments on the last working day of each succeeding calendar month. Compensation for additional work hours in a day will be preapproved by the Superintendent and used/paid as agreed by both parties.

The employee has the option to work four 10-hour days per week. The schedule must be approved by the Superintendent.

The Human Resource/Payroll Manager is hereby employed by the Districts to perform the duties of the Human Resource/Payroll Manager of Lind and Ritzville School District and perform such administrative duties for the district as may reasonably be assigned by the superintendent in accordance with applicable state and federal statutes and regulations and District policies, procedures and regulations. The Human Resource/Payroll Manager shall be subject to assignment, reassignment and transfer by the District Superintendent. The Human Resource/Payroll Manager shall be notified of said assignment, reassignment, and/or transfer at least one calendar year prior to the start of the contract year in which the change will take place. A new assignment, reassignment, and/or transfer will constitute the re-negotiation of this contract.

Evaluation of the employee is by the Superintendent, using an evaluation instrument developed by the Districts and shared with the employee at least six months before a final evaluation. Dismissal by the Districts may occur only after the employee has been evaluated and given an opportunity to improve and change as necessary, substantiated by an additional evaluation after a reasonable period of time has elapsed to allow for improvement. Immediate dismissal is possible for deliberate violations of District policy, for criminal offenses, or for repeated substandard performance

Employee is required to give at least thirty (30) working days written notice before terminating employment.

Salary and benefits shall be negotiated with the Superintendent and Board of Directors on an annual basis.

ANNUAL BENEFITS SHALL INCLUDE:

1. Twelve (12) days leave with compensation for illness, injury and emergencies. Such unused leave shall be accumulated from year to year with a limit of 260 days. At the time of separation from employment due to a bona fide retirement or death, an employee or his/her estate shall receive pay for accumulated but unused sick leave up to a maximum of one-hundred eighty (180) days at a rate equal to one (1) day's per diem pay for each four full days accrued leave for illness or injury.
2. Insurance benefits for medical, dental and vision coverage, at a rate not to exceed the state allocation amount.
3. Thirteen (13) paid holidays which include: Day before New Year's Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, and Christmas Day and the day before or after.
4. Thirty-six (36) days of paid vacation. Unused vacation may be accumulated at the rate of up to ten (10) days per year, and up to (5) five unused vacation days may be compensated at said employee's per diem rate of pay on an annual basis. Total vacations days for the year shall not accumulate more than forty-six days (46).
5. The Human Resource/Payroll Manager shall be entitled to four (4) paid personal days per year. Unused personal leave days may be reimbursed at the employee's per diem rate of pay at the end of the school year (maximum 4 days reimbursed per year). Or the employee may choose to roll over unused personal leave days, with a maximum of up to six (6) days in total on the books in any given year.
6. Dues for two (2) professional associations pertaining to said employee's position. Upon approval, the employee may attend appropriate professional, service and civic meetings at the national, state and local levels in which the District will provide funds for the registration fees, lodging, meals and travel costs. The employee may also request reimbursement for expenses related to training for their position up to \$1,500.00 with prior approval.

7. Other Leaves:

Bereavement leave with pay, not to exceed five (5) days, will be allowed said employee for each death in the family. Family is construed to mean spouse, dependents, grandparents, parents, children, sisters, brothers, grandchildren, and in-laws. Bereavement leave with pay, not to exceed two (2) days per year, will be allowed for the death of an individual who is not a member of the family.

Jury Duty and Subpoena: If the employee is chosen for jury duty and must serve, payment shall be granted for any contracted days. Any compensation received from the jury duty shall be deducted from the employee's salary. Leave shall be granted with pay if said employee is subpoenaed to appear as a witness in a court of law. If any witness fees are paid, an equal amount shall be deducted from the employee's salary.

Leaves of Absence up to one (1) year without pay will be allowed at the discretion of the Superintendent and Board of Directors. Written notice must be given at least two (2) months prior to the absence stating the beginning date of the leave, reasons for the leave, and expected date of return. This leave may, upon the discretion of the Board of Directors, be renewed for up to one (1) additional year upon written request by the employee.

8. The Board shall provide the Human Resource/Payroll Manager with transportation or reimbursed mileage, at the IRS rate, required in the performance of her official duties during her employment under this contract.

By signing this contract, the employee named herein and the Lind-Ritzville School District agree to its terms.

Dated this June ___, 2026.

Employee

Superintendent

LIND SCHOOL DISTRICT #158
CLASSIFIED ADMINISTRATIVE CONTRACT – 2026-27
COOPERATIVE TRANSPORTATION SUPERVISOR/MECHANIC

It is hereby agreed between the Lind School District No. 158 of Adams County, State of Washington, hereinafter called the District, and **Lynn Sackmann**, hereinafter called the employee, that said employee shall perform supervisory and work duties as prescribed by the laws of the State of Washington and rules and regulations made thereunder pertaining to said district. The position of said employee shall be that of Transportation Supervisor/Vehicle Mechanic. Duties under this contract are to begin on the first day of July each year and continue through June 30, and shall be under the supervision of the Lind-Ritzville Cooperative Schools Superintendent. For 2026-27 the contract shall be shared equally between the Ritzville School District and the Lind School District.

This contract shall include 260 eight-hour days of service inclusive of holidays, vacations, or sick leave. Said employee is to receive an annual salary of \$94,170, which is reflective of a 2.6% increase. This contract is to be paid in twelve installments with the first installment being paid on the last working day of July and the remaining installments on the last working day of each succeeding calendar month. Job and task accomplishments are the measures of job success, and therefore, the employee understands the need to devote the time necessary to complete the job. There is no overtime unless pre-approved by the Superintendent.

Evaluation of the employee is by the Superintendent, using an evaluation instrument developed by the District and shared with the employee at least six months before a final evaluation. Dismissal by the District may occur only after the employee has been evaluated and given an opportunity to improve and change as necessary, substantiated by an additional evaluation after a reasonable period of time has elapsed to allow for improvement. Immediate dismissal is possible for deliberate violations of District policy, for criminal offenses, or for repeated substandard performance.

Employee is required to give at least thirty (30) working days notice before terminating employment.

Salary and benefits shall be negotiated with the Superintendent and Board of Directors on an annual basis.

ANNUAL BENEFITS SHALL INCLUDE:

1. Twelve (12) days leave with compensation for illness, injury and emergencies. Such unused leave shall be accumulated from year to year with a limit of 260 days. At the time of separation from employment due to a bona fide retirement

or death, an employee or his/her estate shall receive pay for accumulated but unused sick leave up to a maximum of one-hundred eighty (180) days at a rate equal to one (1) day's per diem pay for each four full days accrued leave for illness or injury.

2. Insurance benefits for medical, dental and vision coverage, at a rate not to exceed the state allocation amount.
3. Thirteen (13) paid holidays which include: Day before New Year's Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, and Christmas Day and the day before or after.
4. Twenty-five (25) days of paid vacation. Unused vacation may be accumulated at the rate of up to ten (10) days per year, and up to (5) five unused vacation days may be compensated at said employee's per diem rate of pay on an annual basis. Total vacations days for the year shall not accumulate more than thirty-five days (35).
5. Four (4) days personal leave at said employee's regular rate of pay that are not accumulative from year to year. Employees may sell back one unused personal leave day per year and may carryover one for a maximum of 5 days in any given year.
6. Dues for one (1) professional association pertaining to said employee's position. At the discretion of the Superintendent, the Transportation Supervisor may attend appropriate professional, service and civic meetings at the national, state and local levels. The District may provide funds for the registration fees, lodging, meals and travel costs.
7. Transportation: The School Districts agree to provide the Transportation Supervisor with transportation required in the performance of his official duties under this contract, and specifically will provide a district vehicle for travel between the two districts and to district and school events and official meetings. The Transportation Supervisor will be allowed to take the vehicle to his residence overnight during inclement weather seasons to be used to check road conditions. The School Districts' vehicle(s) shall not be used for personal reasons.
8. Other Leaves:

Bereavement leave with pay, not to exceed five (5) days, will be allowed said employee for each death in the family. Family is construed to mean spouse, dependents, grandparents, parents, children, sisters, brothers, grandchildren, and in-laws. Bereavement leave with pay, not to exceed two (2) days per year, will be allowed for the death of an individual who is not a member of the family.

Jury Duty and Subpoena: If the employee is chosen for jury duty and must serve, payment shall be granted for any contracted days. Any compensation received from the jury duty shall be deducted from the employee's salary. Leave shall be granted with pay if said employee is subpoenaed to appear as a witness in a court of law. If any witness fees are paid, an equal amount shall be deducted from the employee's salary.

Leave of Absence up to one (1) year without pay will be allowed at the discretion of the Superintendent and Board of Directors. Written notice must be given at least two (2) months prior to the absence stating the beginning date of the leave, reasons for the leave, and expected date of return. This leave may, upon the discretion of the Board of Directors, be renewed for up to one (1) additional year upon written request by the employee.

261 Day Years: in years which contain 261 working days, the Facilities/Grounds Supervisor will not work on the day before, or after, the Independence Day holiday to keep their contracted days at 260.

By signing this contract, the employee named herein and the Lind-Ritzville School District agree to its terms.

By Order of the Board of Directors:

Approved this 24th day of June 2026

BY _____
Superintendent

Accepted

BY _____
Transportation Supervisor/Vehicle Mechanic – **Lynn Sackmann**

Date

LIND SCHOOL DISTRICT #158 and RITZVILLE SCHOOL DISTRICT #160-67
CLASSIFIED ADMINISTRATIVE CONTRACT – 2026-27
BUSINESS MANAGER

It is hereby agreed between the Lind School District No. 158 and Ritzville School District #160 & 167 of Adams County, State of Washington, hereinafter called the Districts, and **Kris Robbins**, hereinafter called the employee, that said employee shall provide business services and clerical duties as are prescribed by the laws of the State of Washington and rules and regulations made thereunder pertaining to said districts. The position of said employee shall be that of Business Manager. Duties under this contract are to begin on the first day of July each year and continue through June 30th, and shall be under the supervision of the Superintendent.

This contract shall include 260 eight-hour days of service inclusive of holidays, vacations, or sick leave. The eight-hour workday includes a 30-minute uninterrupted paid lunch period, and two 15-minute breaks. Said employee is to receive an annual salary of \$112,860. Said salary is to be paid in twelve installments with the first installment being paid on the last working day of July and the remaining installments on the last working day of each succeeding calendar month. There is no overtime unless pre-approved by the Superintendent.

The employee has the option to work four 10-hour days per week. The schedule must be approved by the Superintendent.

The Business Manager is hereby employed by the Districts to perform the duties of the Business Manager of Lind and Ritzville School Districts and perform such administrative duties for the districts as may reasonably be assigned by the superintendent in accordance with applicable state and federal statutes and regulations and District's policies, procedures and regulations. The Business Manager shall be subject to assignment, reassignment and transfer by the District Superintendent. The Business Manager shall be notified of said assignment, reassignment, and/or transfer at least one calendar year prior to the start of the contract year in which the change will take place. A new assignment, reassignment, and/or transfer will constitute the re-negotiation of this contract.

Evaluation of the employee is by the Superintendent, using an evaluation instrument developed by the District and shared with the employee at least six months before a final evaluation. Dismissal by the District may occur only after the employee has been evaluated and given an opportunity to improve and change as necessary, substantiated by an additional evaluation after a reasonable period of time has elapsed to allow for improvement. Immediate dismissal is possible for deliberate violations of District policy, for criminal offenses, or for repeated substandard performance

Employee is required to give at least thirty (30) working days written notice before terminating employment.

Salary and benefits shall be negotiated with the Superintendent and Board of Directors on an annual basis.

ANNUAL BENEFITS SHALL INCLUDE:

1. Twelve (12) days leave with compensation for illness, injury and emergencies. Such unused leave shall be accumulated from year to year with a limit of 260 days. At the time of separation from employment due to a bona fide retirement or death, an employee or his/her estate shall receive pay for accumulated but unused sick leave up to a maximum of one-hundred eighty (180) days at a rate equal to one (1) day's per diem pay for each four full days accrued leave for illness or injury.
 - A. In years which contain 261 working days, the Business Manager will not work on the day before, or after, the Independence Day holiday to keep their contracted days at 260.
2. Insurance benefits for medical, dental and vision coverage, at a rate not to exceed the state allocation amount.
3. Thirteen (13) paid holidays which include: Day before New Year's Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, and Christmas Day and the day before or after.
4. Eighteen (18) days of paid vacation. Unused vacation may be accumulated at the rate of up to ten (10) days per year, and up to (5) five unused vacation days may be compensated at said employee's per diem rate of pay on an annual basis. Total vacations days for the year shall not accumulate more than twenty-eight days (28).
5. The Business Manager shall be entitled to four (4) paid personal days per year. Unused personal leave days may be reimbursed at the employee's per diem rate of pay at the end of the school year (maximum 4 days reimbursed per year). Or the employee may choose to roll over unused personal leave days, with a maximum of up to six (6) days in total on the books in any given year.
6. Dues for two (2) professional associations pertaining to said employee's position. Upon approval, the employee may attend appropriate professional, service and civic meetings at the national, state and local levels in which the District will provide funds for the registration fees, lodging, meals and travel

costs. The employee may also request reimbursement for expenses related to training for their position up to \$1,500.00 with prior approval.

7. Other Leaves:

Bereavement leave with pay, not to exceed five (5) days, will be allowed said employee for each death in the family. Family is construed to mean spouse, dependents, grandparents, parents, children, sisters, brothers, grandchildren, and in-laws. Bereavement leave with pay, not to exceed two (2) days per year, will be allowed for the death of an individual who is not a member of the family.

Jury Duty and Subpoena: If the employee is chosen for jury duty and must serve, payment shall be granted for any contracted days. Any compensation received from the jury duty shall be deducted from the employee's salary. Leave shall be granted with pay if said employee is subpoenaed to appear as a witness in a court of law. If any witness fees are paid, an equal amount shall be deducted from the employee's salary.

Leaves of Absence up to one (1) year without pay will be allowed at the discretion of the Superintendent and Board of Directors. Written notice must be given at least two (2) months prior to the absence stating the beginning date of the leave, reasons for the leave, and expected date of return. This leave may, upon the discretion of the Board of Directors, be renewed for up to one (1) additional year upon written request by the employee.

8. The Board shall provide the Business Manager with transportation or reimbursed mileage, at the IRS rate, required in the performance of her official duties during her employment under this contract.

By signing this contract, the employee named herein and the Lind-Ritzville School District agree to its terms.

Dated this June ___, 2026.

Employee

Superintendent

**LIND SCHOOL DISTRICT #158 and RITZVILLE SCHOOL DISTRICT #160-67
ADMINISTRATIVE EMPLOYEE CONTRACT
HIGH SCHOOL PRINCIPAL**

This contract is made by and between the Board of Directors of Lind School District #158 and Ritzville School District #160-67, Adams County, State of Washington (hereinafter called the Districts or Cooperative) and **Kevin Terris** (hereinafter called the High School Principal).

- 1) The High School Principal is hereby employed by the Districts to perform the duties of the High School Principal of Lind-Ritzville Cooperative Schools and perform such duties for the Districts as may reasonably be assigned by the superintendent in accordance with applicable state and federal statutes and regulations and Cooperative policies, procedures and regulations. The High School Principal shall be subject to assignment, reassignment and transfer by the Cooperative Superintendent. The principal shall be notified of said assignment, reassignment, and/or transfer at least one calendar year prior to the start of the contract year in which the change will take place. A new assignment, reassignment, and/or transfer will constitute the re-negotiation of this contract.
- 2) During the term of this agreement, the High School Principal will be subject to discharge for cause pursuant to state and federal laws and regulations and the adopted policies of the Districts, provided, however, that the Districts shall comply with and act in accordance with all conditions of this contract, Board policies, and with all applicable laws of the State of Washington, including provisions for notice and hearing.
- 3) The Boards shall provide the High School Principal with transportation or reimbursed mileage, at the IRS rate, required in the performance of his official duties during his employment under this contract. (to and from meetings)
- 4) In consideration of an annual salary of \$145,747 payable in twelve (12) equal monthly payments, said High School Principal agrees to perform faithfully the duties of High School Principal. This salary will be paid in twelve (12) equal installments with the first installment paid on the last working day of July. All installments will be paid on the last working day of the month. This contract shall be July 1, 2026 through June 30, 2027. The Ritzville School District will serve as the fiscal agent (payroll and benefits).
- 5) The number of workdays per twelve-month contract year shall be 194 days of service, at 8.67 hours per day, exclusive of holidays and vacation periods.
- 6) In addition to the annual salary, the High School Principal shall receive the following forms of compensation in consideration for the performance of duties as High School Principal of Lind-Ritzville Cooperative Schools:
 - A. The Principal shall be entitled to four (4) paid personal days per year. Unused personal leave days may be reimbursed at the employee's per diem rate of pay at the end of the school year (maximum 4 days reimbursed per year). Or the employee may

choose to roll over unused personal leave days, with a maximum of up to six (6) days in total on the books in any given year.

- B. The Principal shall be entitled to five (5) days of paid bereavement leave per year, which is non-cumulative.
 - C. The Principal shall receive insurance benefits for medical, dental and vision coverage, at a rate not to exceed the state allocation amount.
 - D. The Principal shall be entitled to five (5) days of paid vacation leave per year after completing five (5) years of service in the district.
 - E. The Principal will receive twelve (12) days leave with compensation for illness, injury and emergencies. Such unused leave shall be accumulated from year to year to a limit of 180 days.
 - F. The Districts will pay dues for two (2) professional associations pertaining to the Principal's position each year. (AWSP & ASCD)
- 7) This contract represents the total agreement between the parties regarding the employment of the High School Principal by the Boards and there are no verbal agreements, which modify the contracts terms. Neither party has made any representations to the other or relied on any representation by the other party except as expressly contained herein. Additions and/or changes, agreed to by all parties to this contract, shall be in the form of an amendment and shall become a part of this contract.

By Order of the Lind and Ritzville Boards of Directors:

Approved this 24th day of June, 2026

BY _____
Superintendent

Accepted

BY _____
High School Principal – **Kevin Terris**

Date

**RITZVILLE AND LIND SCHOOL DISTRICT
NON-REPRESENTED EMPLOYEE CONTRACT
SCHOOL NURSE**

This contract is made between the Board of Directors of the Ritzville School District No. 160-67, the Lind School District No. 158, Adams County and **Kelley Kiesz**, School Nurse.

1. Employee is hereby employed by the Ritzville School District to perform assigned services as Ritzville and Lind School District School Nurse during the 2026-2027 school year, commencing on August 10, 2025 and ending on June 10, 2027. This employment shall include 161 paid days of service at 8.25 hours per day, including a half an hour paid lunch, and 9 paid days of service at 4.5 hours per day.
2. Employee shall perform such duties as may be reasonably assigned by her supervisor, including such duties as may be prescribed by applicable state and federal statutes and regulations and District policies, procedures and regulations. Employee shall be subject to assignment, reassignment, and transfer by the district Superintendent, or other designated administrative authority.
3. Employee shall receive an hourly pay of \$48.74 per hour, which shall be paid in twelve installments commencing on the 30th day of September 2026 with successive installments payable each succeeding calendar month on the last working day of the month during the term of this contract. The projected annual gross is \$66,713, (1368.75 hours at \$48.74 per hour). Hourly salary will change to \$55.00 upon receipt of a bachelor's degree in nursing.
4. It is agreed that the employee may terminate this contract of employment at any time by giving thirty (30) days notice.
5. The employees' hours of work shall be as follows:
 - 5.1 170 days (154 school days, 9 intervention Fridays, 1 in-service day, and 6 training/preparation days)
 - 5.2 8.25-hours day, four days per week (Monday-Thursday), daily hours are 7:45am-4:00pm.
 - 5.3 The 9 intervention Fridays are at 4.5 hours per day.
 - 5.4 The employee will be allowed a paid 30-minute lunch and two 10-minute breaks for a total of 8.25 hours per day.
 - 5.5 The School Nurse must receive prior approval from the Building Principals for any overtime or flextime hours worked.
6. Twelve (12) days leave with compensation for illness, injury and emergencies. Such unused leave shall be accumulated to the maximum allowed by law. At the time of separation from employment due to a bona fide retirement or death, an employee or his/her estate shall receive pay for accumulated but unused sick leave up to a maximum of one-hundred eighty (180) days at a rate equal to one (1) day's per diem pay for each four full days accrued leave for illness or injury.

7. Insurance benefits for medical, dental and vision coverage, at a rate not to exceed the state allocation amount.
8. Four (4) days personal leave at said employee's regular rate of pay that are not accumulative from year to year.
9. Other Leaves:

Bereavement Leave with pay, not to exceed five (5) days, will be allowed said employee for each death in the family. Family is construed to mean spouse, dependents, grandparents, parents, children, sisters, brothers, grandchildren, and in-laws. Bereavement leave with pay, not to exceed two (2) days per year, will be allowed for the death of an individual who is not a member of the family.

Jury Duty and Subpoena: If the employee is chosen for jury duty and must serve, payment shall be granted for any contracted days. Any compensation received from the jury duty shall be deducted from the employee's salary. Leave shall be granted with pay if said employee is subpoenaed to appear as a witness in a court of law. If any witness fees are paid, an equal amount shall be deducted from the employee's salary.

Leaves of Absence up to one (1) year without pay will be allowed at the discretion of the Superintendent and Board of Directors. Written notice must be given at least two (2) months prior to the absence stating the beginning date of the leave, reasons for the leave, and expected date of return. This leave may, upon the discretion of the Board of Directors, be renewed for up to one (1) additional year upon written request by the employee.

Emergency Leave with approval of the administrator, employees will be granted emergency leave. This is to be used when important circumstances, which could not be attended to outside the employee's regular hours are needed.

10. Should the District decide to discharge or lay off a non-represented employee, the employee shall be notified in writing prior to the end of the school year. Each employee shall be evaluated annually, allowing the employee an opportunity to respond, in writing, if the employee so desires.

BY THE ORDER OF THE BOARD OF DIRECTORS.

By signing this contract, the employee named herein and the Lind and Ritzville School Districts agree to its terms.

Dated this ____ day of June, 2026.

Employee

Superintendent

Date Signed

Date Signed

**LIND SCHOOL DISTRICT #158
CLASSIFIED CONTRACT – 2026-27
ADMINISTRATIVE/FISCAL ASSISTANT**

It is hereby agreed between the Lind School District No. 158 of Adams County, State of Washington, hereinafter called the District, and **Jamie Nichols**, hereinafter called the employee, that said employee shall perform secretarial, and fiscal duties as prescribed by the laws of the State of Washington and rules and regulations made thereunder pertaining to said district. The position of said employee shall be that of Administrative/Fiscal Assistant. Duties under this contract are to begin September 1, 2026 and continue throughout the fiscal year, and shall be under the supervision of the Superintendent.

This contract shall include 230 eight-hour days of service inclusive of 13 holidays beginning September 1st and ending August 31st of each year. The eight-hour workday includes a 30-minute uninterrupted paid lunch period, and two 15-minute breaks. Said employee is to receive an annual salary of \$56,488 (\$30.70 per hour) to be paid in twelve installments with the first installment being paid on the last working day of September and the remaining installments on the last working day of each succeeding calendar month. This reflects a 2.6% increase.

The employee has the option to work four 10-hour days per week. The schedule must be approved by the Superintendent.

Job and task accomplishments are the measures of job success, and therefore, the employee understands the need to devote the time necessary to complete the job (this includes possible required attendance at all school board meetings). Compensation for additional work hours in a day will be preapproved by the Superintendent and used/paid as agreed by both parties.

Evaluation of the employee is by the Superintendent, using an evaluation instrument developed by the District and shared with the employee at least six months before a final evaluation. Dismissal by the District may occur only after the employee has been evaluated and given an opportunity to improve and change as necessary, substantiated by an additional evaluation after a reasonable period of time has elapsed to allow for improvement. Immediate dismissal is possible for deliberate violations of District policy, for criminal offenses, or for repeated substandard performance.

Employee is required to give at least thirty (30) working days notice before terminating employment.

Salary and benefits shall be negotiated with the Superintendent and Board of Directors on an annual basis.

ANNUAL BENEFITS SHALL INCLUDE:

1. Twelve (12) days leave with compensation for illness, injury and emergencies. Such unused leave shall be accumulated from year to year with a limit of 230 days. At the time of separation from employment due to a bona fide retirement or death, an employee or his/her estate shall receive pay for accumulated but unused sick leave up to a maximum of one-hundred eighty (180) days at a rate equal to one (1) day's per diem pay for each four full days accrued leave for illness or injury.

- A. The PK-5 Principal / Migrant/TBIP Cooperative Director shall be entitled to four (4) paid personal days per year. Unused personal leave days may be reimbursed at the employee's per diem rate of pay at the end of the school year (maximum 4 days reimbursed per year). Or the employee may choose to roll over unused personal leave days, with a maximum of up to six (6) days in total on the books in any given year.
 - B. The PK-5 Principal / Migrant/TBIP Cooperative Director shall be entitled to five (5) days of paid bereavement leave per year, which is non-cumulative.
 - C. The PK-5 Principal / Migrant/TBIP Cooperative Director shall be entitled to five (5) days of paid vacation leave per year after completing five (5) years of service in the district.
 - D. The PK-5 Principal / Migrant/TBIP Cooperative Director shall receive insurance benefits for medical, dental and vision coverage, at a rate not to exceed the state allocation amount.
 - E. The PK-5 Principal / Migrant/TBIP Cooperative Director will receive twelve (12) days leave with compensation for illness, injury and emergencies. Such unused leave shall be accumulated from year to year to a limit of 180 days.
 - F. The District will pay dues for two (2) professional associations pertaining to the PK-5 Principal / Migrant/TBIP Cooperative Director's position each year. (AWSP & ASCD)
- 7) This contract represents the total agreement between the parties regarding the employment of the PK-5 Principal / Migrant/TBIP Cooperative Director by the Board and there are no verbal agreements, which modify the contracts terms. Neither party has made any representations to the other or relied on any representation by the other party except as expressly contained herein. Additions and/or changes, agreed to by both parties to this contract, shall be in the form of an amendment and shall become a part of this contract.

By Order of the Board of Directors:

Approved this 24th day of June 2026

BY _____
Superintendent

Accepted

BY _____
PK-5 Principal – **Gabriel Gonzalez**

Date

LIND SCHOOL DISTRICT # 158 and RITZVILLE SCHOOL DISTRICT #160-67
ADMINISTRATIVE EMPLOYEE CONTRACT
MIDDLE SCHOOL PRINCIPAL

This contract is made by and between the Board of Directors of Lind School District #158 and Ritzville School District #160-67, Adams County, State of Washington (hereinafter called the Districts or Cooperative) and **Don Walker** (hereinafter called the Middle School Principal).

- 1) The Middle School Principal is hereby employed by the Districts to perform the duties of the Middle School Principal of Lind-Ritzville Cooperative Schools and perform such duties for the Districts as may reasonably be assigned by the superintendent in accordance with applicable state and federal statutes and regulations, and Cooperative policies, procedures and regulations. The Middle School Principal shall be subject to assignment, reassignment and transfer by the Cooperative Superintendent. The principal shall be notified of said assignment, reassignment, and/or transfer at least one calendar year prior to the start of the contract year in which the change will take place. A new assignment, reassignment, and/or transfer will constitute the re-negotiation of this contract.
- 2) During the term of this agreement, the Middle School Principal will be subject to discharge for cause pursuant to state and federal laws and regulations and the adopted policies of the Districts, provided, however, that the Districts shall comply with and act in accordance with all conditions of this contract, Board policies, and with all applicable laws of the State of Washington, including provisions for notice and hearing.
- 3) The Boards shall provide the Middle School Principal with transportation or reimbursed mileage, at the IRS rate, required in the performance of his official duties during his employment under this contract. (to and from meetings)
- 4) In consideration of an annual salary of \$134,536 payable in twelve (12) equal monthly payments, said Middle School Principal agrees to perform faithfully the duties of Middle School Principal. This salary will be paid in twelve (12) equal installments with the first installment paid on the last working day of July. All installments will be paid on the last working day of the month. This contract shall be July 1, 2026 through June 30, 2027. The Lind School District will serve as the fiscal agent (payroll and benefits).
- 5) The number of workdays per twelve-month contract year shall be 194 days of service, at 8.67 hours per day, exclusive of holidays and vacation periods.
- 6) In addition to the annual salary, the Middle School Principal shall receive the following forms of compensation in consideration for the performance of duties as Middle School Principal of Lind-Ritzville Cooperative Schools:

- A. The Principal shall be entitled to four (4) paid personal days per year. Unused personal leave days may be reimbursed at the employee's per diem rate of pay at the end of the school year (maximum 4 days reimbursed per year). Or the employee may choose to roll over unused personal leave days, with a maximum of up to six (6) days in total on the books in any given year.
 - B. The Principal shall be entitled to five (5) days of paid bereavement leave per year, which is non-cumulative.
 - C. The Principal shall be entitled to five (5) days of paid vacation leave per year after completing five (4) years of service in the district.
 - D. The Principal shall receive insurance benefits for medical, dental and vision coverage, at a rate not to exceed the state allocation amount.
 - E. The Principal will receive twelve (12) days leave with compensation for illness, injury and emergencies. Such unused leave shall be accumulated from year to year to a limit of 180 days.
 - F. The District will pay dues for two (2) professional associations pertaining to the Principal's position each year. (AWSP & ASCD)
- 7) This contract represents the total agreement between the parties regarding the employment of the Middle School Principal by the Boards and there are no verbal agreements, which modify the contracts terms. Neither party has made any representations to the other or relied on any representation by the other party except as expressly contained herein. Additions and/or changes, agreed to by both parties to this contract, shall be in the form of an amendment and shall become a part of this contract.

By Order of the Lind and Ritzville Boards of Directors:

Approved this 24th day of June 2026

BY _____
Superintendent

Accepted

BY _____
Middle School Principal – **Don Walker**

Date

RITZVILLE SCHOOL DISTRICT #160-67
CLASSIFIED CONTRACT – 2026-27
ADMINISTRATIVE/FISCAL ASSISTANT

It is hereby agreed between the Ritzville School District #160-67 of Adams County, State of Washington, hereinafter called the District, and **Connie Starring**, hereinafter called the employee, that said employee shall perform secretarial, and fiscal duties as prescribed by the laws of the State of Washington and rules and regulations made thereunder pertaining to said district. The position of said employee shall be that of Administrative/Fiscal Assistant. Duties under this contract are to begin September 1, 2026 and continue throughout the fiscal year, and shall be under the supervision of the Superintendent.

This contract shall include 235 eight-hour days of service inclusive of 13 holidays beginning September 1st and ending August 31st of each year. The eight-hour workday includes a 30-minute uninterrupted paid lunch period, and two 15-minute breaks. Said employee is to receive an annual salary of \$57,866.40 (\$30.78 per hour) to be paid in twelve installments with the first installment being paid on the last working day of September and the remaining installments on the last working day of each succeeding calendar month. This reflects a 2.6% increase.

The employee has the option to work four 10-hour days per week. The schedule must be approved by the Superintendent.

Job and task accomplishments are the measures of job success, and therefore, the employee understands the need to devote the time necessary to complete the job (this includes possible required attendance at all school board meetings). Compensation for additional work hours in a day will be preapproved by the Superintendent and used/paid as agreed by both parties.

Evaluation of the employee is by the Superintendent, using an evaluation instrument developed by the District and shared with the employee at least six months before a final evaluation. Dismissal by the District may occur only after the employee has been evaluated and given an opportunity to improve and change as necessary, substantiated by an additional evaluation after a reasonable period of time has elapsed to allow for improvement. Immediate dismissal is possible for deliberate violations of District policy, for criminal offenses, or for repeated substandard performance.

Employee is required to give at least thirty (30) working days notice before terminating employment.

Salary and benefits shall be negotiated with the Superintendent and Board of Directors on an annual basis.

ANNUAL BENEFITS SHALL INCLUDE:

1. Twelve (12) days leave with compensation for illness, injury and emergencies. Such unused leave shall be accumulated from year to year with a limit of 235 days. At the time of separation from employment due to a bona fide retirement or death, an employee or his/her estate shall receive pay for accumulated but unused sick leave up to a maximum of one-hundred eighty (180) days at a rate equal to one (1) day's per diem pay for each four full days accrued leave for illness or injury.

2. Insurance benefits for medical, dental and vision coverage, at a rate not to exceed the state allocation amount.
3. Thirteen (13) paid holidays which include: Day before New Year's Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day and Day before Christmas Day.
4. Four (4) days personal leave at said employee's regular rate of pay that are not accumulative from year to year.
5. Eleven (11) days of vacation leave at said employee's regular rate of pay that are not accumulative from year to year.
6. Other Leaves:

Bereavement leave with pay, not to exceed five (5) days, will be allowed said employee for each death in the family. Family is construed to mean spouse, dependents, grandparents, parents, children, sisters, brothers, grandchildren, and in-laws. Bereavement leave with pay, not to exceed two (2) days per year, will be allowed for the death of an individual who is not a member of the family.

Jury Duty and Subpoena: If the employee is chosen for jury duty and must serve, payment shall be granted for any contracted days. Any compensation received from the jury duty shall be deducted from the employee's salary. Leave shall be granted with pay if said employee is subpoenaed to appear as a witness in a court of law. If any witness fees are paid, an equal amount shall be deducted from the employee's salary.

Leaves of Absence up to one (1) year without pay will be allowed at the discretion of the Superintendent and Board of Directors. Written notice must be given at least two (2) months prior to the absence stating the beginning date of the leave, reasons for the leave, and expected date of return. This leave may, upon the discretion of the Board of Directors, be renewed for up to one (1) additional year upon written request by the employee.

Emergency Leave with approval of the administrator, employees will be granted emergency leave. This is to be used when important circumstances, which could not be attended to outside the employee's regular hours are needed.

Employee may accumulate comp time for attending meetings to be used during the year with a cash out in August of each year with approval. Comp time may not be accumulated from year to year.

By signing this contract, the employee named herein and the Ritzville School District agree to its terms.

Dated this ____ day of June, 2026.

Employee

Superintendent

RITZVILLE SCHOOL DISTRICT #160-67
CLASSIFIED NON-REPRESENTED CONTRACT – 2026-27
RITZVILLE FACILITIES/GROUNDS SUPERVISOR

Section I: CONTRACT AND DUTIES

- A. This contract is made by and between the Board of Directors of Ritzville School District No. 160-67 of Adams and Lincoln Counties, State of Washington (hereinafter called the District) and **Brady Wahl** (hereinafter called the Facilities/Grounds Supervisor).

The Facilities/Grounds Supervisor is hereby employed by the District to perform assistant supervisory and work duties of the Facilities/Grounds Supervisor, and perform administrative duties for the District as may reasonably be assigned by the superintendent in accordance with applicable state and federal statutes and regulations and District policies, procedures, and regulations. The Facilities/Grounds Supervisor shall be subject to assignment, reassignment, and transfer by the District Superintendent.

- B. The Facilities/Grounds Supervisor is to receive an hourly rate of \$32.86, which reflects a 2.6% increase. This contract shall include 260 eight-hour days of service inclusive of holidays, vacations, personal leave, or sick leave. The total annual salary of \$68,358 will be paid in twelve (12) equal installments with the first installment paid on the last working day of July and the remaining installments on the last working day of each succeeding calendar month. Job and task accomplishments are the measures of job success, and therefore, the employee understands the need to devote the time necessary to complete the job. If needed, a maximum of 10 hours overtime per month is allowed if approved by your immediate supervisor. Overtime beyond the 10 hours is not allowed unless pre-approved by the Superintendent. This contract shall be July 1, 2026 through June 30, 2027.

Salary and benefits shall be negotiated with the Superintendent and Board of Directors on an annual basis.

- C. Responsibilities of the Facilities/Grounds Supervisor shall include assisting in the training and supervision of all Ritzville custodial/grounds/maintenance personnel. The supervisor shall be responsible for supporting employees in their assigned duties and responsibilities. The supervisor assists in the overall responsibility for all Ritzville School District buildings and grounds maintenance, upkeep, care and campus beautification which includes supervision of employees and coordination with vendors/contractors, as directed.

In consultation with the Facilities/Grounds Director, the supervisor develops and assists in carrying out short and long-range plans for maintaining and improving facilities and grounds. The supervisor assists in providing timely updates related to

short and long-range maintenance and improvement plans, and in effectively communicating repairs and/or urgent matters to district and building leaders. In carrying out the aforementioned duties, the supervisor may be tasked with communicating and coordinating with vendors and contractors.

- D. During the term of this agreement, the Facilities/Grounds Supervisor will be subject to discharge for cause pursuant to state and federal laws and regulations and the adopted policies of the districts, provided, however, that the District shall comply with and act in accordance with all conditions of this contract, Board policies, and with all applicable law of the State of Washington, including provisions for notice and hearing.
- E. Evaluation of the employee is by the Facilities/Grounds Director, using an evaluation instrument developed by the District and shared with the employee at least six months before a final evaluation. Dismissal by the District may occur only after the employee has been evaluated and given an opportunity to improve and change as necessary, substantiated by an additional evaluation after a reasonable period of time has elapsed to allow for improvement. Immediate dismissal is possible for deliberate violations of District policy, for criminal offenses, or for repeated substandard performance.
- F. The employee is required to give at least thirty (30) working days written notice before terminating employment.

Section II: ANNUAL BENEFITS SHALL INCLUDE:

- 1) The number of work days per twelve-month contract year shall be 260 days of service inclusive of 13 holidays including the following: New Year's Day; the day before New Year's Day; Christmas Day and the day before Christmas Day; Martin Luther King Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; the day after Thanksgiving Day.
 - A. In years which contain 261 working days, the Facilities/Grounds Supervisor will not work on the day before, or after, the Independence Day holiday to keep their contracted days at 260.
- 2) In addition to the annual salary, the Facilities/Grounds Supervisor shall receive the following forms of compensation in consideration for the performance of duties as Facilities/Grounds Supervisor for Ritzville School District:
 - A. The Facilities/Grounds Supervisor shall be entitled to fifteen (15) working days for vacation annually. Unused vacation may be accumulated at the rate of up to ten (10) days per year, and up to (5) five unused vacation days may be compensated at said employee's per diem rate of pay on an annual basis, and a maximum of (10) ten days at the time of separation. Total vacation days for the year shall not accumulate more than twenty-five days (25).

- B. The Facilities/Grounds Supervisor shall be entitled to five (5) days of paid bereavement leave per year, which is non-cumulative.
 - C. The Facilities/Grounds Supervisor shall receive insurance benefits for medical, dental and vision coverage, at a rate not to exceed the state allocation amount.
 - D. The Facilities/Grounds Supervisor will receive twelve (12) days leave with compensation for illness, injury and emergencies. Such unused leave shall be accumulated from year to year to a limit of two-hundred sixty (260) days. At the time of separation from employment due to a bona retirement or death, the employee or his estate shall receive pay for accumulated but unused sick leave up to a maximum of one-hundred eighty (180) days at a rate equal to one (1) day's per diem pay for each four full days accrued leave for illness or injury.
 - E. Four (4) days personal leave at said employee's regular rate of pay. These personal leave days are non-cumulative from year to year. The employee may sell back one unused personal leave day per year and may carry over one for a maximum of 5 days in any given year.
 - F. The District will pay dues for one (1) professional association pertaining to the Facilities/Grounds Supervisor's position each year.
 - G. The District shall provide the Facilities/Grounds Supervisor with transportation or reimbursed mileage, at the IRS rate, required in the performance of his official duties during his employment under this contract.
- 3) This contract represents the total agreement between the parties regarding the employment of the Facilities/Grounds Supervisor by the Board and there are no verbal agreements, which modify the contract's terms. Neither party has made any representations to the other or relied on any representation by the other party except as expressly contained herein. Additions and/or changes, agreed to by both parties to this contract, shall be in the form of an amendment and shall become a part of this contract.

By Order of the Board of Directors:

Approved this 24th day of June 2026

BY _____
Superintendent

Accepted

BY _____
Facilities/Grounds Supervisor – **Brady Wahl**

Date

**RITZVILLE SCHOOL DISTRICT NO. 160-67
NON-REPRESENTED EMPLOYEE CONTRACT
GRADE SCHOOL SECRETARY
2026-2027**

This contract is made between the Board of Directors of the Ritzville School District No. 160-67, Adams County, and **Stephanie Stokoe**, Lind-Ritzville High School Secretary.

HOURS OF WORK:

1. Secretaries will work 154 school days at 8.25-hours per day Monday-Thursday starting at 7:30 AM and ending at 4:15 PM. **(1270.5 hours)**
2. The employee will work 9 Intervention Fridays at 8 hours per day, 10 Professional Development Fridays at 8 hours per day. These days are not to be worked during parent/teacher conference weeks. **(152 hours)**
3. The employee will work 3.5 hours extra outside of their normal day on the four parent/teacher conference days in the evenings. **(14 hours)**
4. The employee will be allowed a 30-minute lunch and two 15-minute breaks.
5. Secretaries may only work more than the 8.25 hours Monday-Thursday and 7 hours on Fridays if it is approved ahead of time by the building administrator.
6. The employee will work the two weeks before and one week after the school year 8.25 hours per day. **(123.75 hours)**

HOLIDAYS:

All employees will receive the following paid holidays at 8.25 hours per day if they fall within your work-year: **(41.25 hours)**

Veteran's Day
Thanksgiving Day
Christmas Day
New Years Day
President's Day
Juneteenth (non-contracted)

TOTAL YEARLY HOURS

The total for the year equals **1601.5 hours**, which is the same as previous years.

LEAVES:

1. The employee shall receive twelve (12) paid days sick leave at the beginning of each school year. Sick leave shall be granted to an employee (employee only) for illness, injury, or health related emergency. In the event sick leave has been exhausted, a leave of absence without pay shall be granted with a maximum of 60 days, or more with board approval.
2. With approval of the administrator, employees will be granted emergency leave. This is to be used when important circumstances, which could not be attended to outside the employee's regular hours are needed. This should receive prior approval from the administrator.
3. Employees shall have Four (4) paid personal days. This is four full days at the hours you work.

- Each employee will receive (5) days of Bereavement Leave per year to cover absences due to death in the employee's immediate family. Immediate family shall be defined as spouse, son, daughter, father, mother, brother, sister, grandparent or grandchild. This leave will not be deducted from sick leave. The employee shall, if possible, give as much notice as is practical under the circumstances.

JURY DUTY:

Leaves of absence with pay shall be granted to employees for jury duty. Any compensation received for jury duty performed on contracted days shall be reimbursed to the District. The employee shall notify the District when notification to serve on jury duty is received.

Except in cases where the District is party and the employee is a witness against the District or in the event that the employee brings suit against the District, leave of absence with pay shall be granted to employees that are subpoenaed to appear in a court of law. If any witness fees are paid, that amount shall be reimbursed to the District unless the employee is testifying against the District.

INSURANCE:

- The District shall contribute a pro-rated amount of insurance for non-annual employees.
- The District shall provide tort liability coverage for all employees.
- The District shall cover employees with State Industrial Insurance.
- Employees who qualify shall be subject to mandatory withholding of funds for Washington State Public Employees' Retirement System.

TRAINING:

- Employees must participate in district in-service activities. Employees required to attend meetings or classes outside their normal contracted days will be paid at their regular hourly rate.

JOB ASSIGNMENTS

The District will provide written notification of changed job assignments within a reasonable time after a decision is made.

WAGES:

- The employee will receive \$25.41 per hour. Your projected annual gross at 1601.5 hours is \$40,694.12.

This contract shall become effective September 1, 2026 and shall remain in effect until August 31, 2027.

Stephanie Stokoe, Grade School Secretary

RITZVILLE SCHOOL DISTRICT
Gary Wargo, Superintendent

DATE: _____

**RITZVILLE SCHOOL DISTRICT NO. 160-67
NON-REPRESENTED EMPLOYEE CONTRACT
HIGH SCHOOL SECRETARY
2026-2027**

This contract is made between the Board of Directors of the Ritzville School District No. 160-67, Adams County, and **Michelle Keefer**, Lind-Ritzville High School Secretary.

HOURS OF WORK:

1. Secretaries will work 154 school days at 8.25-hours per day Monday-Thursday starting at 7:30 AM and ending at 4:15 PM. **(1270.5 hours)**
2. The employee will work 9 Intervention Fridays at 8 hours per day, 10 Professional Development Fridays at 8 hours per day. These days are not to be worked during parent/teacher conference weeks. **(152 hours)**
3. The employee will work 3.5 hours extra outside of their normal day on the four parent/teacher conference days in the evenings. **(14 hours)**
4. The employee will be allowed a 30-minute lunch and two 15-minute breaks.
5. Secretaries may only work more than the 8.25 hours Monday-Thursday and 7 hours on Fridays if it is approved ahead of time by the building administrator.
6. The employee will work the two weeks before and one week after the school year 8.25 hours per day. **(123.75 hours)**

HOLIDAYS:

All employees will receive the following paid holidays at 8.25 hours per day if they fall within your work-year: **(41.25 hours)**

Veteran's Day
Thanksgiving Day
Christmas Day
New Years Day
President's Day
Juneteenth (non-contracted)

TOTAL YEARLY HOURS

The total for the year equals **1601.5 hours**, which is the same as previous years.

LEAVES:

1. The employee shall receive twelve (12) paid days sick leave at the beginning of each school year. Sick leave shall be granted to an employee (employee only) for illness, injury, or health related emergency. In the event sick leave has been exhausted, a leave of absence without pay shall be granted with a maximum of 60 days, or more with board approval.
2. With approval of the administrator, employees will be granted emergency leave. This is to be used when important circumstances, which could not be attended to outside the employee's regular hours are needed. This should receive prior approval from the administrator.
3. Employees shall have Four (4) paid personal days. This is four full days at the hours you work.

- Each employee will receive (5) days of Bereavement Leave per year to cover absences due to death in the employee's immediate family. Immediate family shall be defined as spouse, son, daughter, father, mother, brother, sister, grandparent or grandchild. This leave will not be deducted from sick leave. The employee shall, if possible, give as much notice as is practical under the circumstances.

JURY DUTY:

Leaves of absence with pay shall be granted to employees for jury duty. Any compensation received for jury duty performed on contracted days shall be reimbursed to the District. The employee shall notify the District when notification to serve on jury duty is received.

Except in cases where the District is party and the employee is a witness against the District or in the event that the employee brings suit against the District, leave of absence with pay shall be granted to employees that are subpoenaed to appear in a court of law. If any witness fees are paid, that amount shall be reimbursed to the District unless the employee is testifying against the District.

INSURANCE:

- The District shall contribute a pro-rated amount of insurance for non-annual employees.
- The District shall provide tort liability coverage for all employees.
- The District shall cover employees with State Industrial Insurance.
- Employees who qualify shall be subject to mandatory withholding of funds for Washington State Public Employees' Retirement System.

TRAINING:

- Employees must participate in district in-service activities. Employees required to attend meetings or classes outside their normal contracted days will be paid at their regular hourly rate.

JOB ASSIGNMENTS

The District will provide written notification of changed job assignments within a reasonable time after a decision is made.

WAGES:

- The employee will receive \$24.64 per hour. Your projected annual gross at 1601.5 hours is \$39,460.96.

This contract shall become effective September 1, 2026 and shall remain in effect until August 31, 2027.

Michelle Keefer, High School Secretary

RITZVILLE SCHOOL DISTRICT
Gary Wargo, Superintendent

DATE: _____
