



AGENDA FOR THE REGULAR BOARD MEETING
Monday, February 14, 2022 - Zoom Webinar Meeting - 6 pm

Webinar Link: mead354-org.zoom.us/j/85731687444
Or Call 669-900-6833 Webinar ID 857 3168 7444

- I. APPROVAL OF AGENDA (Action)**
- II. APPROVAL OF MINUTES (Action)**
Approval of the Minutes of the Regular Board Meeting of January 24, 2022
- III. REMARKS FOR THE GOOD OF THE SCHOOLS - Public Comment on Non-Agenda Items**
- IV. CONTINUING BUSINESS - none**
- V. NEW BUSINESS**
 - A. Consent Agenda**
Vouchers, Personnel Actions, Extra-Curricular and Supplemental Contracts (Action) 1
 - B. 1st Reading Policy 6220 Revision & Procedure 6220 Adoption**
Bid or Request for Proposal Requirements (Non-Action) 2
 - C. Student Travel Proposal**
Mead High School Yearbook (Action) 3
- VI. REPORTS**
 - A. Historical Fund Balance Report**
 - B. Superintendent's Report and Discussion Items**
- VII. ADJOURN**

Public Participation – Policy 1530

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for a presentation. The Board has the right to overrule the president by majority vote of those present. In order to assist the Board in its orderly conduct of the meeting, individuals wishing to be heard by the Board shall have the opportunity to state their name, address, and the topic they wish to speak to, either in writing at the beginning of the meeting, and/or verbally at the time the topic is addressed on the agenda, and before the Board takes action on such item. Individuals, after identifying themselves, will address the Board and proceed to make their comments as briefly as the subject permits. The Board shall not hear oral complaints regarding school personnel. A member of the public wishing to make such a complaint shall do so in writing to the President and/or Superintendent who shall take appropriate action. The President may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Individuals with disabilities who may need a modification to participate in a meeting should contact the Superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that arrangements for the modification can be made.



**Minutes from the Regular Meeting of the Board of Directors
Monday, January 24, 2022**

The Board of Directors held a Regular Board Meeting on Monday, January 24, 2022. This was a Zoom Meeting with login information posted on the Mead School District website. Directors Burchard, Olson, Cannon and Gray were present. Director Denholm was excused. Also attending were Superintendent Shawn Woodward, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

I. Approval of Agenda

Director Cannon made a motion to approve the meeting agenda, as amended (2021-2022 Calendar Revision was added as a *New Business* action item). Director Olson seconded the motion. The motion carried unanimously.

II. Approval of Minutes

Director Cannon made a motion to approve the minutes of the January 10, 2022, Regular Board Meeting, as amended (a copy of Resolution 22-01, COVID-19 Vaccine Requirement, and a copy of the letter sent to Governor Inslee and the Washington State Board of Health from the board sharing survey data and setting forth a case against making the COVID-19 vaccine required under WAC 246-105-030, were attached to and made a part of the official minutes). Director Gray seconded the motion. The motion carried unanimously.

III. Remarks for the Good of the Schools

President Burchard opened the floor for public comment on non-agenda items and reminded those wishing to speak that comments should be limited to three minutes in length. Board members were first invited to share remarks followed by the public.

Director Cannon, noting there are several employee groups worthy of recognition, highlighted the “above and beyond” efforts of Transportation Department staff. With staffing levels impacted by illness and ongoing staffing shortages, the entire department has pitched in to get students to and from school each day including mechanics who have stepped in as drivers. These extra efforts are appreciated and make a big difference.

Director Gray, also acknowledging the Transportation Department, thanked Director Brian Liberg for his willingness to drive and obtain COVID tests from the Department of Health so that kids can stay in school.

Noting Governor Inslee, by proclamation, declared January *School Board Recognition Month*, and acknowledging in the current environment being a board member is a very tough job, Superintendent Woodward thanked the board for their leadership and shared he is personally very grateful they have all “volunteered” to serve the Mead School District community. Superintendent Woodward read the proclamation which highlights the work of local school boards in promoting student learning by creating a *clear vision* and *direct accountability*, being a *passionate voice of advocacy* and serving as *outstanding volunteers and champions for public education*. As a show of appreciation both Mead High School and Mt. Spokane High School have provided a small token of their appreciation (school tee-shirt and spirit items) that board members, at their convenience, can come to District Office and pick up.

Director Olson positively commented on the recent induction of former athletes into the Mt. Spokane High School Athletic Hall of Fame. Athletes honored during half-time of the recent Ferris

vs Mt. Spokane basketball game are Drew Rasmussen (Class of 2014), Ashley Pedersen (Class of 2014) and Delaney Zalud (Class of 2010).

Katrina Mason, a local mental health counselor and mother of three Mead School District students, first expressed her thanks to the board for the recent letter they sent to Governor Inslee and the Department of Health regarding the COVID vaccine. She also thanked Director Cannon for his recent efforts to secure more COVID tests. At the last meeting Ms. Mason shared mask mandate concerns but ran out of time to address testing concerns. She plans to speak at the next board meeting about the vaccine.

She stated masking, testing and the vaccine are, in general, more about control than the health and well-being of individuals. In students, incidents of depression, drug use and anxiety have increased. Adolescent mental health is in crisis. She compared the current testing of student-athletes, sometimes three times each week, to criminal assault and battery, noting if you asked students most would not volunteer to be tested and therefore the current forced testing is coercive. When the district ran out of tests because of supply chain issues wrestlers were unable to compete. She contended common sense has been highjacked and referenced incidents of "false positive" test results.

Shelly Weilands, mother of five children, two who have graduated from the Mead School District, questioned why the meeting was being held virtually and not in-person, especially considering technical difficulties that limit a community member's ability to share remarks. (While not immediately answering this question, President Burchard shared he would address the reasons for moving the meeting to Zoom later in the meeting.)

Jenny Bright, mother of children who are students in the Mead School District, thanked the board and district for their efforts to keep kids in school but also asked the question, "Are we doing what is best for students?" She referenced the district being in "survival mode" and because of that expressed concern that some students may be "lost through the cracks." She is concerned about the amount of screen time students are engaged in especially in music and shared she was part of an effort to provide ukuleles for Farwell students so that screen time can be reduced. She expressed disappointment that students are not able to sing. She advocated for a more normalized environment for students . . . one that reaches beyond simply surviving. She also wonders why parents cannot visit their children during lunch. She appreciates the opportunity to make the board aware of these little things that impact her children.

President Burchard, acknowledging that times are tough right now, encouraged others listening in on the Zoom meeting to first reach out to principals with questions or concerns and then, if need be, to email District Office.

IV. Continuing Business

A. 3rd Reading Policy & Procedure 3122 Revision Excused and Unexcused Absences

Student & Family Services Director Josh Westermann presented a revision to Policy/Procedure 3122, Excused and Unexcused Absences, for third reading consideration. This policy/procedure was adopted on November 26, 1985, revised on December 12, 1995, and revised/renumbered on June 27, 2011, prior to its latest revision on February 13, 2012, nearly ten years ago.

The presented revisions align both the policy and procedure to current state law and current district practices. In addition to expanding definitions and examples of excused and unexcused absences, the presented drafts set forth revised intervention timelines. To a large degree changes reflect a more preventative and less punitive process for dealing with, in particular, unexcused absences that emphasizes a tiered approach to helping a student reengage in school. Before the district files a petition with the courts it must outline the steps it has taken to reengage the

student which includes, but is not limited to, administering the WARNS assessment and referral to the district's Community Engagement Board.

WSSDA Sample Policy 3122 and Sample Procedure 3122 were used as templates for the presented revisions. There is no financial impact associated with the policy/procedure revision.

The presented draft policy reflects the removal of the four specific references to COVID-19 in the list of valid absence excuses, as was recommended by the board on January 10, 2022 (second reading).

In making a motion to approve the presented revisions to Policy/Procedure 3122, Excused and Unexcused Absences, Director Olson noted he likes the emphasis in the policy/procedure on keeping kids in school. Director Cannon seconded the motion. The motion carried unanimously. (Links to Policy 3122 and Procedure 3122 are available on the Mead School District website.)

**B. 3rd Reading Policy/Procedure 4040 & Resolution 21-15 Adoption
Public Access to District Records
(Replaces Old Policy/Procedure 9680)**

Background - Several years ago WSSDA implemented a new numbering system for school board policies. Since that time the Mead School District has been systematically updating its policies and procedures to align with this new numbering system.

Human Resources Director Keri Hutchins presented the adoption of Policy/Procedure 4040 and Resolution 21-15, Public Access to District Records, for third reading consideration. This policy/procedure would replace old Policy/Procedure 9680 that was adopted on May 22, 1991, with no revisions approved since that date. WSSDA Sample Policy/Procedure 4040 and WSSDA Sample Resolution 4040 are the templates for the presented policy/procedure and resolution adoption. The presented policy/procedure complies with state/federal statutes and sets forth the public records process currently in practice in the Mead School District.

The presented policy sets forth the board's commitment to providing the public full access to records concerning the administration and operations of the district, while also preserving the efficient administration of government and protecting the privacy rights of individuals whose records may be maintained by the district.

The policy also references the adoption of a formal resolution that addresses how maintaining a current index of all district records, an obligation in the current RCW, would be impractical, unduly burdensome and would ultimately interfere with the operational work of the district. Understanding this, the statute allows a school district to formally adopt a resolution authorizing the district to not maintain a current index of all of its records. The Mead School District creates a tremendous amount of information each school year and, therefore, it would be impossible for the district to "index" all of this information. Draft Resolution 21-15 would authorize the district to not maintain this index.

The presented procedure includes the name of the district's Public Records Officer and the training that will be provided for this individual. It additionally addresses availability of public records, how to make a request, response deadlines and costs associated with providing records.

No first reading (December 13, 2021) or second reading (January 10, 2022) changes were recommended.

Director Cannon made a motion to adopt Policy/Procedure 4040 and Resolution 21-5, Public Access to District Records, as presented. Director Gray seconded the motion. The motion carried unanimously. (Links to Policy 4040 and Procedure 4040 are available on the Mead School District website. A copy of Resolution 21-5 is attached.)

**C. 2nd Reading Policy 3411 Adoption
Accommodating Students with Seizure Disorders or Epilepsy**

Student & Family Services Director Josh Westermann presented the adoption of Policy 3411, Accommodating Students with Seizure Disorders or Epilepsy, for second reading consideration. WSSDA Sample Policy 3411 is the template for the presented draft. The policy complies with state/federal statutes and sets forth the process currently in practice in the district regarding students with seizure disorders or epilepsy. During a routine audit the district discovered this policy was not in place. The policy is similar to other district policies that address serious health issues (diabetes – Policy 3415 & asthma – Policy 3419).

The presented policy references the individual health care plan that must be on file for each student with seizure disorder or epilepsy and the requirement that this plan be updated at least annually. The policy additionally addresses the ability of parents of students with seizure disorders or epilepsy to designate an adult to provide care for their child consistent with the student’s individual health care plan. The “parent-designated adult” may be a district employee or a non-school employee with the policy addressing each of these situations.

No first reading (January 10, 2022) changes were recommended.

In response to a question from Director Olson, Mr. Westermann shared the “parent-designated adult,” if not a school district employee, may be a nurse from an outside agency or a family member/parent and that these individuals generally serve in this role on a short-term basis. Working in conjunction with the school nurse, clear expectations of a “parent-designated adult” are established at the onset. Mr. Westermann will reach out to the district’s insurance carrier to assure there are no liability issues associated with this and other policies that allow for a “parent-designated adult” to assist a medically fragile student.

Director Cannon made a motion to adopt Policy 3411, Accommodating Students with Seizure Disorders or Epilepsy, as presented. Director Olson seconded the motion. The motion carried unanimously. (A link to Policy 3411 is available on the Mead School District website.)

**V. New Business
A. Consent Agenda**

Responding to a question from Director Olson, Chief Financial Officer Heather Ellingson shared the payment to the Mt. Spokane High School Booster Club was for their share of Union Stadium fall concession proceeds.

Responding to a question from Director Gray regarding the overload Supplemental Contracts, Learning & Teaching Assistant Superintendent Heather Havens explained the district, despite best efforts to find qualified candidates, is currently short staffed in some special education areas. The referenced Supplemental Contracts, negotiated through the Labor Management process, reflect payment for the additional work done by school psychologists because of this staffing shortage.

Director Olson made a motion to approve the Consent Agenda, as presented. Director Cannon seconded the motion. The motion carried unanimously.

Consent Agenda

1. Hired Certificated Personnel:

Stephanie Wall	Special Services	Cert	.8 FTE Continuing Occupational Therapist (applied for and accepted this new position thereby relinquishing 1.0 FTE Continuing position) effective 12/3/21
Kelly Leaf	Special Services	Cert	.8 FTE Continuing Occupational Therapist (applied for and accepted this new position thereby relinquishing 1.0 FTE Continuing position) effective 12/3/21

Erin Van Blaricom	Special Services	Cert	.2 FTE Continuing SLP in addition to .8 FTE Continuing SLP effective 1/28/22
Lanfen Kaplan	Brentwood	Cert	.25 FTE Leave Replacement Special Education Teacher 21/22 school year in addition to .75 FTE Leave Replacement effective 1/14/22
Christina Wilson	Special Services	Cert	.6 FTE Leave Replacement COVID Homebased Instructor 21/22 school year in addition to .4 FTE Leave Replacement effective 1/3/22
Allison Hentges	Mt. Spokane	Cert	.6 FTE Leave Replacement Math Teacher 2 nd semester 21/22 school year in addition to .4 FTE Leave Replacement

2. **Hired Classified Personnel:**

Kelesy Draine	Mt. Spokane	Class	6 hrs/day Para Ed effective 1/3/22
Eddy Medrano	Mt. Spokane	Class	6 hrs/day Para Ed effective 1/19/22
David Hutson	Transportation	Class	6.75 hrs/day Bus Driver effective 1/3/22
Carley Mize	Mead High	Class	4 hrs/day Para Ed effective 1/5/22
Kara Dewar	Evergreen	Class	6 hrs/day Para Ed effective 1/10/22
Andrea Hedrick	Northwood	Class	6 hrs/day Para Ed effective 1/10/22
Pamela Seher	Creekside	Class	3 hrs/day Para Ed effective 1/24/22

3. **Hired Certificated Substitutes:**

Ellie Wadsworth	Britney Chapman	Devonte Gorman	Michael Compton
Jeffrey Campbell	Amanda McDonald	Noelle Mayfield	Sherry Milton
Bradley Barker			

4. **Hired Classified Substitutes:**

Melissa Hoang | James O'Connor | Denise McDonald | Tamora Zufall

5. **Approved AP Vouchers for General Fund, Capitol Projects, Private Purpose Trust & ASB.**

Vouchers audited and certified by auditing officers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board. As of this day, **January 24, 2022**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 104207 to 104384** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 838,871.95
ASB Fund	25,454.71
Capital Projects Fund	58,167.47
Transportation Fund	146,180.91

6. **Approved Extra-Curricular, Supplemental & Co-Curricular Contracts.**

7. **Approved Requests for Unpaid Leave (i.e., parenting, medical Good of the District, etc.):**

Kathleen Tucker	Mead High	Class	3 days (2/25/22, 5/12/22 & 5/13/22)
Jonathan Kilns	Skyline	Class	7 days (1/20-28/22)

8. **Approved Requests for Retirement/Resignation:**

Irene Gonzales	Prairie View	Cert	Retirement effective 6/30/22 (PV Principal)
Abelardo Arizmendi	Maintenance	Class	Resignation effective 1/28/22 (Groundskeeper)
Jennifer Harmon	Prairie View	Class	Resignation effective 2/2/22 (Para Ed)
Richard Donnelly	Mead High	Class	Retirement effective 1/31/22 (Para Ed)
Bonnie Iverson	Prairie View	Cert	Retirement effective 6/30/22 (Teacher)
Alan McMahan	Farwell	Class	Resignation effective 1/21/22 (Para Ed position only - still working as a bus driver)

**B. Resolution 22-02
2022-2023 Financial Emergency and Budget Uncertainty**

Chief Financial Officer Heather Ellingson presented Resolution 22-02, 2022-2023 Financial Emergency and Budget Uncertainty, for board consideration. Based on current funding formulas the financial resources of the Mead School District will not be adequate to permit the district to maintain its educational programs and services at substantially the same staffing level for the 2022-2023 school year due to several factors, including but not limited to enrollment that has yet to recover fully from the COVID pandemic.

To comply with bargained agreements with district employee groups, when the district finds itself facing a financial emergency and budget uncertainty, the Board of Directors must, by resolution, officially declare a financial emergency and budget uncertainty and direct the

Superintendent to develop and recommend to the Board a modified education program to address and resolve the budget shortfall through the reduction of expenses, including reductions in the workforce and reduction of non-employee costs.

In the 2021-2022 school year the district maintained staffing at 2020-2021 levels, accessing approximately \$7 million from cash reserves to balance the budget. In the 2022-2023 school year the district will need to bring expenditures in line with revenue.

The district has already started working on the 2022-2023 budget. Ms. Ellingson confirmed comments from President Burchard that in the upcoming school year there will be no ESSER type dollars available and that the district will once again only have access to typical funding sources.

Director Gray recommended the wording in the first two paragraphs of the resolution be changed to reflect enrollment has yet to recover fully because of *Washington state's* response to the COVID pandemic.

Director Cannon voiced support for that wording change noting the importance of, when possible, highlighting how the state's COVID response has impacted the district.

President Burchard noted, in addition to the decline in enrollment, other factors impacting the budget have been higher substitute costs and PPE expenses.

In response to a question from Director Olson, Superintendent Woodward confirmed that most of the resolution wording is boilerplate.

With the addition of the reference to *Washington state's* response to the pandemic in the first two resolution paragraphs, Director Gray made a motion to adopt Resolution 22-02, 2022-2023 Financial Emergency and Budget Uncertainty. Director Cannon seconded the motion. The motion carried unanimously. A copy of Resolution 22-02 is attached.

C. Contract/Bargaining Agreement Mead Combined Trades Association

Human Resources Director Keri Hutchins presented a tentative two-year contract agreement (September 1, 2021 - August 31, 2023) with Mead Combined Trades Association for board consideration. The association has ratified this tentative agreement. The terms of this tentative contract agreement were reviewed with the board at an earlier Closed Session meeting. Regarding salary, the 2021/2022 salary schedule for all members will increase by 2.5%. In 2022/23 the salary schedule will increase by the state determined IPD.

Director Olson made a motion to approve the two-year tentative collective bargaining agreement between Mead Combined Trades Association and the Mead School District, as presented. Director Cannon seconded the motion. The motion carried unanimously.

D. 2021-2022 Calendar Revision

Learning & Teaching Assistant Superintendent Heather Havens presented two revisions to the 2021-2022 calendar for board consideration. The first delays elementary conferences one month (February 9-11 to March 9-11). The purpose of conferences is to build relationships with families, set student goals, share student strengths/concerns and showcase progress toward attaining end of the year standards. Because of high student and staff absenteeism related to COVID many teachers, in response to a survey, have indicated the need for additional time to prepare for conferences.

The second presented change adds June 20th as the snow make-up day for January 6th. June 20th would now be the last day of school.

Director Cannon, acknowledging the difficulty of the times we are in, expressed his personal thanks to teachers noting, if this change helps, he is supportive of postponing elementary conferences one month. With absentee rates at 26%, Ms. Havens shared delaying conferences will provide additional time for teachers to work with students resulting in better information to share with families.

While not directly related to the topic of amending the 2020-2021 calendar, Director Cannon inquired about the resources available to students when they are absent. Ms. Havens shared at the elementary level work is sent home and/or is available online and that teachers do an excellent job of differentiating instruction. At the secondary level, in addition to assignments being posted online, there are tutorial services available all six periods throughout the day. If any parent or student needs assistance accessing services, they are encouraged to contact the school directly.

Director Cannon made a motion to approve the revision to the 2021-2022 Calendar, as presented. Director Olson seconded the motion. The motion carried unanimously. (A link to the revised calendar is available on the Mead School District website.)

Zoom Meeting Comments from President Burchard – Prior to moving into the *Reports* portion of the meeting, President Burchard shared the following as it relates to the decision to conduct both the January 24, 2022, and February 14, 2022, board meetings virtually:

- While he personally is uncertain about the effectiveness of masks, out of respect for students and staff who are required to wear masks while in school, it would be inappropriate to allow those present at board meetings to attend unmasked.
- The move to a virtual meeting on January 10th because of non-compliance with the mask requirement, and the decision to hold the following two meetings virtually, was made to help calm things down.
- He understands there is disagreement on the wearing of masks. As board president he will enforce the mask requirement at board meetings. To do otherwise would set a bad example for students and staff.

VI. Reports

A. Financial Report for the Month of December 2021

Chief Financial Officer Heather Ellingson presented a brief financial report for the month of December 2021. The report covered January 3rd enrollment numbers (up slightly from December) and monthly state apportionment that, in January, will be based on actual rather than budgeted enrollment. Business Services is monitoring the state legislature for bills that impact public education. As the district works on the 22/23 budget, and addresses the anticipated funding gap, items of importance will be shared with the board on a regular basis.

In response to inquiries about the fund balance, Ms. Ellingson shared it is currently trending lower than the targeted percentage. Director Cannon cited the importance, for those listening, to see the downward slope of the fund balance. This is one of the reasons the board adopted the financial emergency resolution.

B. Superintendent's Report and Discussion Items

Given the very high number of students and staff absent from school because of COVID, Superintendent Woodward shared he is grateful that, other than the snow day, the district has been able to remain open. He acknowledged the situation, on a daily basis, is “touch and go” and shared the following list of ways district personnel are pitching in to cover for absent employees and keep kids in school:

- Teachers are covering each other's classes when substitutes are not available.
- The district recruited and has access to 121 regular teacher substitutes on any given day.

- The district has recruited and hired 15 emergency teacher substitutes ready to work each day.
- The district continues to recruit newly graduated education teachers from local universities.
- The district has held weekend breakfast “job fairs”.
- The district has condensed transportation routes due to driver shortages.
- Parents have volunteered to drive their children to school.
- Transportation employees work hard each day to cover routes with mechanics often driving buses.
- The district has consolidated lunch lines at schools.
- The district has adjusted building cleaning schedules.
- The district offers a community COVID testing site. While lines are sometimes long it is another way to help keep kids in school.
- District office administrative staff regularly goes to schools to fill in for absent teachers and/or administrators.

In response to a question regarding the availability of test kits, Superintendent Woodward talked about the recent shortage that paused sports and reported the district currently has a 4-5 weeks supply of tests. The ESD has taken over test distribution which will hopefully be more efficient. The district goes through approximately 2,500 tests each week which does not account for sports testing. The district has also explored purchasing tests in the event there is another supply chain issue with free tests. The cost to purchase is \$9-\$10 per test. In summary, Superintendent Woodward reported the district is working hard to make sure there are no future disruptions to school and/or athletics because of tests not being available.

Noting school closures because of snow and smoke, Director Gray inquired about starting school earlier in the fall so that school does not extend so far into June. Superintendent Woodward talked about the uniqueness of the past two years and the impact of where Labor Day falls on the calendar. The district is working on a proposed calendar for the 2022-2023 school year which will be brought to the board for approval in the near future.

VII. Adjourn

The meeting was adjourned at 7:10 pm.

President

Secretary



**RESOLUTION 21-15
Public Access to District Records**

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

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

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

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

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

ADOPTED by the Board of Directors of Mead School District No. 354, Spokane County, Washington, and authenticated by the signatures affixed below.

Dated this 24th day of January, 2022.

Attest:

Mead School District No. 354
Board of Directors

Secretary to the Board



**RESOLUTION 22-2
2022-2023 Financial Emergency and Budget Uncertainty**

WHEREAS, the financial resources of the District will not be adequate to permit the District to maintain its educational programs and services at substantially the same staffing level for the 2022-2023 school year, due to several factors, including but not limited to enrollment that has yet to recover fully because of Washington state’s response to the COVID pandemic.

WHEREAS, a general uncertainty exists regarding the District's projected budget for the 2022-2023 school year, also due primarily to the loss in student enrollment attributable to Washington state’s response to the COVID pandemic.

WHEREAS, this lack of adequate resources and general uncertainty negatively impacts the District’s ability to maintain educational programs and services at substantially the same staffing level for the 2022-2023 school year,

WHEREAS, the Board of Directors has been given the fiduciary responsibility to maintain the District’s fiscal health at reasonable levels of financial stability and the Board of Directors is accountable to the citizens and patrons of the Mead School District to provide an appropriate public educational program for students,

WHEREAS, the District adheres to bargained agreements and understands that items in some bargained agreements may be financially affected in the case of uncertainty and financial emergency and are subject to staff/program reduction or elimination,

NOW THEREFORE BE IT RESOLVED, by the Board of Directors, that a financial emergency exists for the 2022-2023 school year and a general uncertainty exists regarding the projected budget for the 2022-2023 school year.

BE IT FURTHER RESOLVED, by the Board of Directors, that the Superintendent is directed to develop and recommend to the Board a modified education program to address and resolve the above-described financial emergency and general budget uncertainty, as here determined to be certificated and classified staff reductions for the 2022-2023 educational program year, through the reduction of expenses, including but not limited to reductions in the workforce and reductions of non-employee costs.

Adopted this 24th day of January 2022.

Attest:

**Mead School District No. 354
Board of Directors**

Secretary to the Board

MEAD SCHOOL DISTRICT

Board Meeting of February 14, 2022
New Business

V.A.

Agenda Item: Consent Agenda

Background:

The Consent Agenda contains items that are normal and customary in the operation of the school district.

Fiscal Impact:

The Consent Agenda items have no significant impact beyond the adopted budget. Expenditure or employment requests that exceed budget authorization should not appear as a consent item.

Staffing Implications:

None, other than the personnel recommendations, as presented.

Other Considerations:

None

Recommendation:

Approval of the Consent Agenda, as presented, is recommended.

Consent Agenda
Regular Board Meeting of February 14, 2022

1. Hire Certificated Personnel:

Candace Tulberg	Special Services	Cert	1.0 FTE Continuing School Psychologist effective 2/7/22
Andrew Sauve	Mountainside	Cert	.4 FTE Leave Replacement Orchestra Teacher 2 nd semester 21/22 school year (effective 1/31/22)
Angie Morris	Mountainside	Cert	1.0 FTE Leave Replacement PE teacher 2 nd semester 21/22 school year (effective 1/31/22)

2. Hire Classified Personnel:

Maddison Merrill	Prairie View	Class	6 hrs/day Para Ed effective 1/19/22
Christopher Cole	Transportation	Class	8 hrs/day Student Safety/Behavior Specialist effective 2/1/22
Laura Williams	Evergreen	Class	6.25 hrs/day Para Ed effective 2/14/22
Kacey Waddell	Transportation	Class	4.5 hrs/day Bus Driver effective 2/1/22
Sierra Hoseid	Midway	Class	4 hrs/day Para Ed effective 2/28/22
Leora Gendreau	Five Mile Prairie	Class	2.5 hrs/day Para Ed effective 1/14/22
Melissa Hoang	Evergreen	Class	6.25 hrs/day Para Ed effective 1/19/22
Jewel Mann	Transportation	Class	8 hrs/day Dispatcher effective 1/20/22
Mikal Reinoehl	Warehouse	Class	8 hrs/day Custodian II effective 1/21/22
Fatima Zukic	Shiloh Hills	Class	5.5 hrs/day Para Ed effective 1/21/22
Theresa Chapman	Shiloh Hills	Class	6 hrs/day Para Ed effective 1/24/22

3. Hire Certificated Substitutes:

Emily Brown	Kevin Pittsley	Nicole Gutierrez	Emily Hanson
Karen Quinn	Emily Jolley	Stacey Tullis	Kelly Anderson-Sudac
Stacey Shaeffer	Kathleen Logue	Jingle Gorton	

4. Hire Classified Substitutes:

Marcus Peschel	Todd Mason	Deborah Fletcher	Megan Smith
Robert Washburn	Yolanda Valenzuela	Timothy Ehli	

5. Approve AP Vouchers for General Fund, Capitol Projects, Private Purpose Trust and ASB, as attached.

6. Approve Requests for Unpaid Leave (i.e. parenting, medical, Good of the District, etc.):

Susan Madel	Midway	Class	3 days (May 18-20, 2022)
Andrea Anderson	Mountainside	Cert	2 nd Semester 21/22
Gabriel Martin	Mountainside	Class	3/28/22 - 6/3/22
Angela Puri	Mountainside	Class	2/14/22 - 4/29/22
Melissa McVay	Creekside	Class	1/31/22 - 6/30/22
Angeliese Prettyman	Colbert	Class	5/1/22 - 6/17/22

7. Approve Request to Release from Employment during Probationary Period:

Timothy Werley	Nutrition Services	Class	Cook III @ Mountainside
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8. Approve Retirements and Resignations:

Jaelyn Jordan	Mead High/Highland	Cert	Declined .4 FTE Leave Replacement & .4 FTE Continuing contracts (board approved on 1/10/22) - will continue as a substitute
Bri Skilles	Mt. Spokane	Class	Resignation effective 2/18/22 (Para Ed)

Ty Thompson	Maintenance	Class	Retirement effective 1/31/22 (General Maintenance)
Jennifer Edstrom	Northwood	Class	Resignation effective 2/28/22 (Classified Nurse)
Roger Widmer	Highland	Cert	Retirement effective 8/31/22 (teacher)
Donn Nelson	Special Services	Cert	Retirement effective 8/31/22 (teacher)
Lindy Terry	Special Services	Cert	Non-Renewal effective 6/17/22 (School Psych)

General Fund

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1101

Starting Check Number: 104387

Check #	Date	Payee	Amount
104387	01/28/2022	ACCESS INFORMATION PROTECTED	\$58.98
104388	01/28/2022	ADVANCED PAGING & COMMUNICATIONS INC	\$547.46
104389	01/28/2022	AG ENTERPRISE SUPPLY INC	\$129.72
104390	01/28/2022	AI-MEDIA TECHNOLOGIES LLC	\$780.00
104391	01/28/2022	AIREFCO INC	\$1,451.80
104392	01/28/2022	ALPHA OMEGA TOURS & CHARTERS	\$2,632.50
104393	01/28/2022	AMAZON	\$144.86
104394	01/28/2022	AMERIGAS PROPANE LP	\$1,507.02
104395	01/28/2022	AMI GRAPHICS, INC	\$227.63
104396	01/28/2022	APPLE COMPUTER INC	\$238.62
104397	01/28/2022	ASSETGENIE, INC	\$509.85
104398	01/28/2022	BARGREEN ELLINGSON INC	\$52.02
104399	01/28/2022	BOYS & GIRLS CLUBS OF SPOKANE CITY	\$3,362.29
104400	01/28/2022	BRYSON SALES & SERVICE OF WASHINGTON	\$73.04
104401	01/28/2022	CENTURY LINK - SEATTLE	\$134.88
104402	01/28/2022	CHARACTERSTRONG LLC	\$4,893.98
104403	01/28/2022	CINTAS	\$530.47
104404	01/28/2022	CITY GLASS	\$135.13
104405	01/28/2022	CITY OF SPOKANE - UTILITIES DIVISION	\$1,739.39
104406	01/28/2022	CLASS CREATOR LLC	\$399.00
104407	01/28/2022	CODECOMBAT INC	\$1,860.00
104408	01/28/2022	COMMERCIAL TIRE INC	\$1,609.87
104409	01/28/2022	CULLIGAN SOFT WATER SERVICE	\$494.95
104410	01/28/2022	DELL MARKETING LP	\$1,589.36
104411	01/28/2022	DEPT OF LICENSING	\$1,846.00
104412	01/28/2022	DRAMATIC PUBLISHING CO	\$297.76
104413	01/28/2022	ESD 101	\$9,537.43
104414	01/28/2022	EVCO SOUND & ELECTRONICS	\$224.31
104415	01/28/2022	EXCELSIOR HOLISTIC SCHOOLS LLC	\$15,600.00
104416	01/28/2022	FIRST CHOICE SERVICES	\$75.58
104417	01/28/2022	FLUID APPLIED ROOFING	\$1,560.12
104418	01/28/2022	FOUR SEASONS LANDSCAPING INC	\$1,248.05
104419	01/28/2022	HOME DEPOT CREDIT SERVICES	\$381.16
104420	01/28/2022	HOME DEPOT PRO	\$194.02
104421	01/28/2022	HOPSKIPDRIVE INC	\$1,417.76
104422	01/28/2022	IML SECURITY SUPPLY	\$457.87
104423	01/28/2022	INSIGHT DISTRIBUTING COMPANY	\$2,446.99
104424	01/28/2022	INSIGHT INVESTMENTS	\$478,515.61

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1101

Starting Check Number: 104387

Check #	Date	Payee	Amount
104425	01/28/2022	INTERMAX NETWORKS	\$3,405.75
104426	01/28/2022	INTERSTATE ALL BATTERY CENTER	\$479.62
104427	01/28/2022	JAZZ UNLIMITED	\$300.00
104428	01/28/2022	JOHNSTONE SUPPLY	\$1,260.54
104429	01/28/2022	KCDA	\$2,575.87
104430	01/28/2022	LANGUAGE LINE SERVICES INC	\$5.19
104431	01/28/2022	LAYERS OF LEARNING	\$21.81
104432	01/28/2022	LES SCHWAB TIRE	\$1,064.32
104433	01/28/2022	LILAC CITY BEHAVIORAL SERVICES PLLC	\$9,166.67
104434	01/28/2022	LINC FOODS	\$719.80
104435	01/28/2022	M & L SUPPLY	\$198.43
104436	01/28/2022	MAINTENANCE SOLUTIONS INC	\$715.17
104437	01/28/2022	MILLER PAINT CO INC	\$38.96
104438	01/28/2022	MOTION AUTO SUPPLY	\$321.16
104439	01/28/2022	MULTICARE CENTERS OF OCCUPATIONAL MEDICI	\$35.00
104440	01/28/2022	NAPA AUTO PARTS	\$6,241.10
104441	01/28/2022	NATIONAL COLOR GRAPHICS, INC	\$321.55
104442	01/28/2022	NORTH 40 OUTFITTERS	\$32.32
104443	01/28/2022	OSPI	\$1,689.94
104444	01/28/2022	PATRIOT FIRE PROTECTION INC	\$294.03
104445	01/28/2022	PETROCARD SYSTEMS INC	\$29,168.23
104446	01/28/2022	PLEDGECENTS INC	\$156.00
104447	01/28/2022	PROVDIENCE HEALTH AND SERVICES WA	\$180.00
104448	01/28/2022	PUMPTECH LLC	\$3,223.44
104449	01/28/2022	PURE FILTRATION PRODUCTS INC	\$15,057.65
104450	01/28/2022	RAINBOW RESOURCES	\$591.55
104451	01/28/2022	RWC INTERNATIONAL	\$2,088.04
104452	01/28/2022	SALT DISTRIBUTORS INC	\$795.20
104453	01/28/2022	SCHOLASTIC INC-	\$81.05
104454	01/28/2022	SCHOOLS INSURANCE ASSOC OF WA	\$1,063.25
104455	01/28/2022	SFMEA	\$688.00
104456	01/28/2022	SHERWIN WILLIAMS	\$45.49
104457	01/28/2022	SPOKANE CO TREASURER/SHERIFF	\$600.00
104458	01/28/2022	SPOKANE INTERNATIONAL TRANSLATION	\$630.00
104459	01/28/2022	SPOKANE TESTING SOLUTIONS	\$1,403.74
104460	01/28/2022	SPOKESMAN REVIEW.	\$75.22
104461	01/28/2022	STEVENS, CLAY PS	\$45,450.50
104462	01/28/2022	TERRY'S DAIRY INC	\$16,597.79

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1101

Starting Check Number: 104387

Check #	Date	Payee	Amount
104463	01/28/2022	THE GOODYEAR TIRE & RUBBER COMPANY	\$636.20
104464	01/28/2022	US BANK CORPORATE PYMT SYSTEM	\$71,418.15
104465	01/28/2022	US FOODS INC	\$89,797.79
104466	01/28/2022	VERITIV OPERATING CO	\$11,416.20
104467	01/28/2022	WA ST FIRST AID	\$1,500.00
104468	01/28/2022	WASBO	\$600.00
104469	01/28/2022	WASHINGTON AUTO CARRIAGE	\$8,712.00
104470	01/28/2022	WASTE MANAGEMENT OF SPOKANE	\$1,085.55
104471	01/28/2022	WELLS FARGO FINANCIAL LEASING INC	\$1,748.94
104472	01/28/2022	WMEA SPOKANE FALLS	\$275.00
104473	01/28/2022	WORKPOINTE	\$4,527.72
104474	01/28/2022	WURTH USA INC	\$1,290.06
104475	01/28/2022	ZAYO ENTERPRISE NETWORKS	\$6,515.25
Total Amount:			\$885,210.72

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1102

01/28/2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Beeman, Deann C				
Fayant, Catherine L		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$40.94
			Vendor Total:	\$40.94
Gamble, William M		1.0.530.9700.61.5100.08.35.000.0000	SUPV CUSTODIAL MAINT SUPPLIES	\$21.78
			Vendor Total:	\$21.78
Hance, Dylan Michael		1.0.530.9900.52.7340.09.36.000.0000	DRIVER PHYSICALS	\$123.00
			Vendor Total:	\$123.00
Heitmer, Larry D		1.0.530.9700.13.8581.01.03.000.0000	TRAVEL-IN DISTRICT	\$37.88
			Vendor Total:	\$37.88
Madel, Susan S		1.0.530.9900.52.8582.09.36.000.0000	TRAVEL-OUT OF DISTRICT	\$224.00
			Vendor Total:	\$224.00
Madsen, Timothy Hans		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$20.16
			Vendor Total:	\$20.16
Mattingly, Carolyn Kay		1.0.530.9900.52.7340.09.36.000.0000	DRIVER PHYSICALS	\$102.00
			Vendor Total:	\$102.00
Oswalt, Mark Philo		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$93.10
			Vendor Total:	\$93.10
Smith-Wallis, Tija Winslow		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$61.82
			Vendor Total:	\$61.82
		1.0.530.0100.27.8581.22.03.000.0000	TRAVEL-IN DISTRICT	\$12.74

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1102

01/28/2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Ullas, Richard		1.0.530.0100.27.8581.26.03.000.0000	TRAVEL-IN DISTRICT	\$12.74
			Vendor Total:	\$25.48
Ward, Theresa G		1.0.530.9900.52.7340.09.36.000.0000	DRIVER PHYSICALS	\$151.75
			Vendor Total:	\$151.75
Wiens, Timothy S		1.0.530.9900.52.7340.09.36.000.0000	DRIVER PHYSICALS	\$102.00
			Vendor Total:	\$102.00
			Vendor Total:	\$102.00
			Vendor Total:	\$102.00
			Grand Total:	\$1,105.91

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1111

Starting Check Number: 104550

Check #	Date	Payee	Amount
104550	02/04/2022	A M LANDSHAPER INC	\$33,979.83
104551	02/04/2022	A2Z INTERPRETING, LLC	\$241.54
104552	02/04/2022	ACADEMICS ARE COOL	\$315.00
104553	02/04/2022	ACE HARDWARE	\$7.44
104554	02/04/2022	AG ENTERPRISE SUPPLY INC	\$1,727.44
104555	02/04/2022	AI-MEDIA TECHNOLOGIES LLC	\$624.00
104556	02/04/2022	AMERIGAS PROPANE LP	\$757.82
104557	02/04/2022	APPLE COMPUTER INC	\$334.45
104558	02/04/2022	AVAIL HOME HEALTH INC	\$1,746.25
104559	02/04/2022	BARGREEN ELLINGSON INC	\$123.02
104560	02/04/2022	BETTER WORLD BOOKS	\$69.74
104561	02/04/2022	BOYS & GIRLS CLUBS OF SPOKANE CITY	\$4,082.63
104562	02/04/2022	BSN SPORTS	\$750.00
104563	02/04/2022	CENTRAL PRE MIX CONCRETE	\$735.04
104564	02/04/2022	CENTURY LINK - SEATTLE	\$14.14
104565	02/04/2022	COMPUNET INC	\$19,571.20
104566	02/04/2022	CRITTER CONTROL OF GREATER SPOKANE	\$272.25
104567	02/04/2022	CUTLER, DAN J	\$100.00
104568	02/04/2022	ENVIROTECH SERVICES	\$2,253.83
104569	02/04/2022	ESD 101	\$137.34
104570	02/04/2022	FINLEY, GLORIA	\$26.40
104571	02/04/2022	FIRST CHOICE SERVICES	\$60.98
104572	02/04/2022	FRED MEYER KROGER	\$54.56
104573	02/04/2022	GOLD STAR FOODS INC	\$6,483.14
104574	02/04/2022	GRAYBAR ELECTRIC CO INC	\$279.27
104575	02/04/2022	GREATAMERICA FINANCIAL SERVICES	\$806.01
104576	02/04/2022	HOME DEPOT CREDIT SERVICES	\$84.73
104577	02/04/2022	HOME DEPOT PRO	\$6,421.72
104578	02/04/2022	HORVAT, STEVEN	\$50.00
104579	02/04/2022	INSIGHT DISTRIBUTING COMPANY	\$5,031.18
104580	02/04/2022	INSTITUTE FOR EXCELLENCE IN WRITING	\$196.04
104581	02/04/2022	JOHNSTONE SUPPLY	\$34.71
104582	02/04/2022	JOSTENS	\$11.25
104583	02/04/2022	JW PEPPER	\$21.73
104584	02/04/2022	KCDA	\$1,133.29
104585	02/04/2022	LAWSON PRODUCTS INC	\$1,226.11
104586	02/04/2022	LES SCHWAB TIRE	\$3,031.72
104587	02/04/2022	M & L SUPPLY	\$328.78

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1111

Starting Check Number: 104550

Check #	Date	Payee	Amount
104588	02/04/2022	MAXIM STAFFING SOLUTIONS	\$4,394.50
104589	02/04/2022	MCGUIRE BEARING CO	\$30.20
104590	02/04/2022	MILLER PAINT CO INC	\$175.71
104591	02/04/2022	NEWMAN, NICOLE	\$20.00
104592	02/04/2022	OXARC	\$7.25
104593	02/04/2022	PEAK 7 ADVENTURES	\$810.00
104594	02/04/2022	PERMA BOUND	\$1,705.85
104595	02/04/2022	PICKINGS, ROSE	\$19.10
104596	02/04/2022	RAINBOW RESOURCES	\$211.72
104597	02/04/2022	REFRIGERATION SUPPLIES DIST	\$727.41
104598	02/04/2022	RWC INTERNATIONAL	\$2,124.09
104599	02/04/2022	SCHOOL SPECIALTY	\$127.36
104600	02/04/2022	SCHOOLINKS INC	\$33,867.90
104601	02/04/2022	SHERWIN WILLIAMS	\$132.59
104602	02/04/2022	SIMPSON, ANGELA	\$200.00
104603	02/04/2022	SINGAPORE MATH INC	\$44.22
104604	02/04/2022	SITEONE LANDSCAPE SUPPLY LLC	\$70.62
104605	02/04/2022	SIVANISH, DOROTHY	\$15.00
104606	02/04/2022	SPOKANE CO WATER DIST 3	\$2,154.79
104607	02/04/2022	SPOKANE INTERNATIONAL TRANSLATION	\$100.00
104608	02/04/2022	SPOKANE PUBLIC SCHOOLS	\$195,800.00
104609	02/04/2022	SPOKANE REGIONAL CLEAN AIR AGENCY	\$348.00
104610	02/04/2022	SPOKANE SUNSCREEN	\$1,634.05
104611	02/04/2022	STENSGAR, JAMIE	\$74.80
104612	02/04/2022	T-MOBILE	\$1,869.50
104613	02/04/2022	TINKLE, MARY	\$60.00
104614	02/04/2022	ULINE	\$81.63
104615	02/04/2022	UNITED DATA SECURITY INC	\$60.00
104616	02/04/2022	WA STATE BOARD FOR COMMUNITY & TECH	\$2,100.00
104617	02/04/2022	WEATHERNET	\$275.00
104618	02/04/2022	WELLS FARGO FINANCIAL LEASING INC	\$5,749.13
104619	02/04/2022	YOKES	\$24.01
Total Amount:			\$348,139.01

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Voucher Batch Number: 1112 02/04/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Beeman, Deann C				
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$17.78
Belding-Wilson, Dawn				Vendor Total: \$17.78
Burton, Gloria L		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$18.25
				Vendor Total: \$18.25
Hancock, Maud Robin		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$24.45
				Vendor Total: \$24.45
Liberg, Brian Scott		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$40.95
				Vendor Total: \$40.95
Martinsen, Jennifer L		1.0.530.9900.51.5100.09.36.000.0000	PUPIL TRANSPORTATION SUPPLIES	\$70.00
				Vendor Total: \$70.00
McCarville, Jane		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$18.25
				Vendor Total: \$18.25
Rabel, Jeffrey L		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$99.92
				Vendor Total: \$99.92
Sponenburg, Sarah		1.0.530.9900.52.8582.09.36.000.0000	TRAVEL-OUT OF DISTRICT	\$131.00
				Vendor Total: \$131.00
Strate, Carolyn Ann		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$20.83
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$20.83
				Vendor Total: \$20.83
				Vendor Total: \$63.77

Mead School District No 354

Voucher Supplement Account Summary

Voucher Batch Number: 1112 02/04/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Whitman, Lehsley A		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$63.77
			Vendor Total:	\$63.77
Wiens, Timothy S		1.0.530.9900.52.8582.09.36.000.0000	TRAVEL-OUT OF DISTRICT	\$48.73
			Vendor Total:	\$48.73
			Vendor Total:	\$131.00
			Grand Total:	\$684.93

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1116

Starting Check Number: 104641

Check #	Date	Payee	Amount
104641	02/11/2022	ACE HARDWARE	\$63.35
104642	02/11/2022	AI-MEDIA TECHNOLOGIES LLC	\$312.00
104643	02/11/2022	ALLSTREAM	\$4,261.68
104644	02/11/2022	AMAZON	\$3,876.59
104645	02/11/2022	AMAZON WEB SERVICES INC	\$92.04
104646	02/11/2022	APPLE COMPUTER INC	\$8,365.83
104647	02/11/2022	BARGREEN ELLINGSON INC	\$68.36
104648	02/11/2022	BRYCESON, ANNIE-CHANGE FUND	\$120.00
104649	02/11/2022	CAMP FIRE INLAND NORTHWEST	\$1,130.00
104650	02/11/2022	CAMTEK	\$1,947.39
104651	02/11/2022	CARTRIDGE WORLD	\$200.35
104652	02/11/2022	CINTAS	\$5,120.65
104653	02/11/2022	COLLEGE BOARD	\$1,110.00
104654	02/11/2022	COMMUNITY COLLEGES OF SPOKANE	\$284,166.80
104655	02/11/2022	COMPUNET INC	\$4,785.21
104656	02/11/2022	CSI LEASING INC	\$177,256.53
104657	02/11/2022	DAVIS DEMOGRAPHICS & PLANNING INC	\$5,100.00
104658	02/11/2022	DEMCO	\$221.09
104659	02/11/2022	ELEMENTAL SCIENCE INC	\$47.99
104660	02/11/2022	ESD 113	\$814.50
104661	02/11/2022	EVCO SOUND & ELECTRONICS	\$2,413.84
104662	02/11/2022	FINALSITE	\$15,000.00
104663	02/11/2022	FIRST CHOICE SERVICES	\$123.31
104664	02/11/2022	FISHER'S TECHNOLOGY	\$5,981.63
104665	02/11/2022	FULTZ, JODIE	\$25.00
104666	02/11/2022	FUN AND FUNCTION LLC	\$80.14
104667	02/11/2022	GRAYBAR ELECTRIC CO INC	\$746.44
104668	02/11/2022	GREATAMERICA FINANCIAL SERVICES	\$2,727.87
104669	02/11/2022	HILTON - BELLEVUE	\$774.00
104670	02/11/2022	HOFFMAN MUSIC CO	\$212.27
104671	02/11/2022	HOME DEPOT CREDIT SERVICES	\$74.57
104672	02/11/2022	HOME DEPOT PRO	\$4,590.17
104673	02/11/2022	INTERCLEAN EQUIPMENT LLC	\$2,970.00
104674	02/11/2022	INTERMAX NETWORKS	\$7,129.06
104675	02/11/2022	JOHNSTONE SUPPLY	\$328.47
104676	02/11/2022	KAMI	\$99.00
104677	02/11/2022	KCDA	\$8,676.42
104678	02/11/2022	KELLY, MICHELLE	\$20.01

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1116

Starting Check Number: 104641

Check #	Date	Payee	Amount
104679	02/11/2022	LANGUAGE LINE SERVICES INC	\$18.42
104680	02/11/2022	LARGENT, ANGELA	\$10.00
104681	02/11/2022	LENA NORTON	\$1,530.00
104682	02/11/2022	M & L SUPPLY	\$220.71
104683	02/11/2022	MCGRAW-HILL CO	\$1,441.53
104684	02/11/2022	MEAD REVOLVING FUND	\$1,755.95
104685	02/11/2022	MILLER PAINT CO INC	\$212.12
104686	02/11/2022	MULTICARE CENTERS OF OCCUPATIONAL MEDICI	\$330.00
104687	02/11/2022	NATIONAL COLOR GRAPHICS, INC	\$248.52
104688	02/11/2022	NEC FINANCIAL SERVICES LLC	\$4,641.62
104689	02/11/2022	OXARC	\$7.25
104690	02/11/2022	PILGRIMS PRIDE CORP	\$4,662.72
104691	02/11/2022	PLANET TURF/JCC LTD	\$4,901.59
104692	02/11/2022	PPC SOLUTIONS, INC	\$1,547.00
104693	02/11/2022	PURE FILTRATION PRODUCTS INC	\$14,551.78
104694	02/11/2022	RAINBOW RESOURCES	\$572.90
104695	02/11/2022	SCHOLASTIC INC-	\$92.76
104696	02/11/2022	SCHOOLS INSURANCE ASSOC OF WA	\$384.55
104697	02/11/2022	SPOKANE CO ENVIRONMENTAL SERVICES	\$2,117.28
104698	02/11/2022	SPOKANE FALLS MUSIC ED ASSOC	\$200.00
104699	02/11/2022	SPOKANE HOUSE OF HOSE INC.	\$34.89
104700	02/11/2022	SPOKANE RESTAURANT EQUIPMENT	\$1,058.51
104701	02/11/2022	SPOKESMAN REVIEW.	\$357.84
104702	02/11/2022	ST GEORGE'S SCHOOL	\$2,587.50
104703	02/11/2022	SUNSHINE DISPOSAL & RECYCLING	\$3,450.02
104704	02/11/2022	TERRY'S DAIRY INC	\$15,037.83
104705	02/11/2022	TURF TANK	\$2,500.00
104706	02/11/2022	US FOODS INC	\$49,532.18
104707	02/11/2022	VERIZON.	\$4,458.53
104708	02/11/2022	VERIZON..	\$533.50
104709	02/11/2022	WA DECA	\$350.00
104710	02/11/2022	WALTER E NELSON CO	\$800.15
104711	02/11/2022	WASBO	\$1,355.00
104712	02/11/2022	WASTE MANAGEMENT OF SPOKANE	\$22,774.85
104713	02/11/2022	WAXIE SANITARY SUPPLY	\$3,783.11
104714	02/11/2022	WESCO DISTRIBUTION INC	\$600.00
104715	02/11/2022	WHITWORTH WATER DIST 2	\$692.36
104716	02/11/2022	WITHERSPOON BRAJCICH MCPHEE PLLC	\$305.00

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1116

Starting Check Number: 104641

Check #	Date	Payee	Amount
104717	02/11/2022	YADON CONSTRUCTION SPECIALTIES INC	\$137.34
104718	02/11/2022	ZAYO ENTERPRISE NETWORKS	\$6,514.92
Total Amount:			\$707,342.79

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Voucher Batch Number: 1117 02/11/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Breitenbach, Karen T				
Erb, Kathy A		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$36.27
			Vendor Total:	\$36.27
Erwin, Emily		1.1.530.9700.14.8581.01.04.000.0000	TRAVEL-IN DISTRICT	\$5.69
			Vendor Total:	\$5.69
Gilbert, Donald L		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$28.49
			Vendor Total:	\$28.49
Haase, Brian M		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$111.38
			Vendor Total:	\$111.38
Jordan, Jaclyn Sue		1.0.530.9700.64.5100.07.34.000.6410	CARPENTRY SUPPLIES	\$8.70
			Vendor Total:	\$8.70
Jordan, Kathryn A		1.0.530.0100.27.8581.20.03.000.0000	TRAVEL-IN DISTRICT	\$18.89
		1.0.530.0100.27.8581.28.03.000.0000	TRAVEL-IN DISTRICT	\$18.90
			Vendor Total:	\$37.79
Murphy, Cheyeanne S		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$52.65
			Vendor Total:	\$52.65
Myers, Lisa L		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$26.91
			Vendor Total:	\$26.91
Oswalt, Mark Philo		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$35.10
			Vendor Total:	\$35.10

Mead School District No 354

Voucher Supplement Account Summary

Voucher Batch Number: 1117 02/11/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Schmidt, Samantha Jane		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$117.76
			Vendor Total:	\$117.76
Trowbridge, Cari		1.0.530.2107.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$25.28
			Vendor Total:	\$25.28
Wiemers, Russell Lloyd		1.0.530.0100.21.8582.01.05.000.0000	TRAVEL-OUT OF DISTRICT	\$310.00
			Vendor Total:	\$310.00
		1.0.530.2109.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$29.84
			Vendor Total:	\$29.84
			Grand Total:	\$825.86

End of Report

Capital Projects Fund

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1103

Starting Check Number: 104476

Check #	Date	Payee	Amount
104476	01/28/2022	US BANK CORPORATE PYMT SYSTEM	\$256.25
Total Amount:			\$256.25

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1113

Starting Check Number: 104620

Check #	Date	Payee	Amount
104620	02/04/2022	ALSC ARCHITECTS	\$3,933.17
104621	02/04/2022	GARLAND/DBS, INC	\$47,545.84
104622	02/04/2022	KCDA	\$20,023.78
Total Amount:			\$71,502.79

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1118

Starting Check Number: 104719

Check #	Date	Payee	Amount
104719	02/11/2022	AMAZON	\$126.42
104720	02/11/2022	CBRE HEERY INC	\$17,000.00
104721	02/11/2022	GRAHAM CONSTRUCTION & MANAGEMENT INC	\$1,371.67
104722	02/11/2022	GRAHAM CONSTRUCTION & MANAGEMENT INC	\$28,503.23
104723	02/11/2022	OAC SERVICES INC	\$93.60
104724	02/11/2022	WENGER CORP	\$836.55
104725	02/11/2022	WEST MUSIC CO	\$35.36
Total Amount:			\$47,966.83

End of Report

ASB

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1104

Starting Check Number: 104477

Check #	Date	Payee	Amount
104477	01/28/2022	CENTRAL VALLEY HIGH SCHOOL	\$300.00
104478	01/28/2022	COEUR D'ALENE HIGH SCHOOL	\$300.00
104479	01/28/2022	DELL MARKETING LP	\$829.63
104480	01/28/2022	GRAPHIC DESIGN MARKING SYSTEMS INC	\$282.85
104481	01/28/2022	INTEGRATED REGISTER SYSTEMS INC	\$434.52
104482	01/28/2022	JOURNALISM EDUCATION ASSOCIATION	\$65.00
104483	01/28/2022	LAKE CHELAN SCHOOL DISTRICT	\$300.00
104484	01/28/2022	LEWIS & CLARK HS	\$185.00
104485	01/28/2022	LEWISTON HIGH SCHOOL	\$350.00
104486	01/28/2022	MOMENTUM INC	\$34.82
104487	01/28/2022	MOSES LAKE HIGH SCHOOL	\$150.00
104488	01/28/2022	OTHELLO HIGH SCHOOL	\$50.00
104489	01/28/2022	PALOUSE RIDGE GOLF CLUB	\$180.00
104490	01/28/2022	PEPSI COLA BOTTLING CO	\$287.23
104491	01/28/2022	RICHLAND HIGH SCHOOL	\$150.00
104492	01/28/2022	SHELTON THROWERS CLUB	\$30.00
104493	01/28/2022	SPOKANE CO TREASURER	\$248.00
104494	01/28/2022	US BANK CORPORATE PYMT SYSTEM	\$42,250.09
104495	01/28/2022	WASHINGTON OFFICIALS ASSOCIATION	\$1,827.00
104496	01/28/2022	WMEA SPOKANE FALLS	\$1,211.00
Total Amount:			\$49,465.14

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1114

Starting Check Number: 104623

Check #	Date	Payee	Amount
104623	02/04/2022	BSN SPORTS	\$405.73
104624	02/04/2022	CARRELL, HEATHER	\$15.00
104625	02/04/2022	COLUMBIA RIVER HIGH SCHOOL	\$400.00
104626	02/04/2022	ERIKSSON, JOHAN	\$375.00
104627	02/04/2022	GOODWIN, DON	\$300.00
104628	02/04/2022	HANFORD HIGH SCHOOL	\$50.00
104629	02/04/2022	HANSEN, ANGELA	\$25.00
104630	02/04/2022	KIWANIS YOUTH PROGRAM	\$187.50
104631	02/04/2022	MUHLTECH	\$1,933.75
104632	02/04/2022	PALOUSE RIDGE GOLF CLUB	\$180.00
104633	02/04/2022	PINTOR, LOGAN	\$300.00
104634	02/04/2022	RICHLAND SCHOOL DIST	\$275.00
104635	02/04/2022	RIDDELL	\$28.54
104636	02/04/2022	SCIPLE, TOMMY	\$375.00
104637	02/04/2022	SHELTON THROWERS CLUB	\$60.00
104638	02/04/2022	SIMMONS, ANNIKA	\$375.36
104639	02/04/2022	STADELMAN, RYA	\$25.00
104640	02/04/2022	TAPPER, ROBERT	\$475.00

Total Amount: \$5,785.88

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Voucher Batch Number: 1115 02/04/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Hale, Brett Jason		4.0.960.2850.00.0000.27.00.000.0000	ASB/WRESTLING	\$25.00

Vendor Total: \$25.00

Grand Total: \$25.00

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1119

Starting Check Number: 104726

Check #	Date	Payee	Amount
104726	02/11/2022	A-L COMPRESSED GASES	\$7.09
104727	02/11/2022	ACADEMICS ARE COOL	\$300.00
104728	02/11/2022	AMAZON	\$118.80
104729	02/11/2022	AWSL	\$100.00
104730	02/11/2022	BSN SPORTS	\$5,815.20
104731	02/11/2022	BUMPAS, RODERICK	\$55.00
104732	02/11/2022	CASEY, NICOLE	\$75.00
104733	02/11/2022	DELONG, MATT	\$450.00
104734	02/11/2022	GREAT LAKES BEVERAGE DIST	\$5,238.26
104735	02/11/2022	KCDA	\$15.15
104736	02/11/2022	MEAD REVOLVING FUND	\$1,224.34
104737	02/11/2022	MOCA CREATIONS	\$677.68
104738	02/11/2022	MOMENTUM INC	\$537.26
104739	02/11/2022	RIDDELL	\$3,473.16
104740	02/11/2022	ROMAN, ETHAN	\$223.77
104741	02/11/2022	SCRAPS HOPE FOUNDATION	\$1,787.62
104742	02/11/2022	SPOKANE GUILDS SCHOOL FOUNDATION	\$269.53
104743	02/11/2022	STARPLEX CORPORATION	\$376.00
Total Amount:			\$20,743.86

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1120

02/11/2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Donahoe, Tracee Lynn		4.0.960.4355.00.0000.28.00.000.0000	HOSA CLUB	\$25.00

Vendor Total: \$25.00

Grand Total: \$25.00

End of Report

MEAD SCHOOL DISTRICT

Board Meeting of February 14, 2022
New Business

V.B.

Agenda Item: **1st Reading Policy 6220 Revision & Procedure 6220 Adoption Bid or Request For Proposal Requirements**

Background: The presented draft policy is a revision to Policy 6220, Bid or Request For Proposal Requirements, which was adopted on August 16, 1978, and amended/revised as follows: 5/28/80, 9/11/85, 2/14/95, 11/14/05 & 8/19/13. The district does not currently have a procedure to accompany Policy 6220. Therefore, the presented draft Procedure 6220 would be new for the district.

WSSDA Sample Policy 6220 is the template for the presented revision to Policy 6220. Due to the extensive nature of the revisions, they are being presented as a standalone document with current Policy 6220 attached for reference. WSSDA Sample Procedure 6220 is the template for the presented procedure adoption.

Summary: The presented policy revisions align the policy to current state/federal laws and current district practices. The policy revision divides procurement into the following two major categories:

- Procurement and Public Works Using Non-Federal Funds
- Procurement Using Federal Funds

In both categories purchase amounts requiring bids/quotes have been adjusted to reflect current state and/or federal law.

As required in the policy, the presented procedure establishes bidding and contract awarding procedures consistent with state and federal law. The presented procedure aligns with current district practices.

Staffing Implication: None

Other Considerations: None

Recommendation: This is the 1st reading of a policy revision and procedure adoption. No action is requested.

Attachments:

- Draft Policy/Procedure 6220
- Current Policy 6220

BID OR REQUEST FOR PROPOSAL REQUIREMENTS

The board of directors recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

I. Procurement and Public Works Using Non-Federal Funds

A. Furniture, Supplies or Equipment

Whenever the estimated cost of furniture, supplies, or equipment (except books) will cost:

- Less than \$40,000, no competitive bidding process is required to make the purchase.
- Between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review.
- Over \$75,000, the board will follow the formal competitive bidding process by:
 - 1) preparing clear and definite plans and specifications for such work or purchase;
 - 2) providing notice of the call for formal bids by publication in at least one newspaper or general circulation in the district at least once each week for two consecutive weeks;
 - 3) ensuring that the district takes steps to assure that, when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
 - 4) providing the clear and definite plans and specifications to those interested in submitting a bid;
 - 5) require that bids be in writing;
 - 6) opening and reading bids in public on the date and in the place named in the notice; and
 - 7) filing all bids for public inspection after opening.

B. Use of Non-Federal Funds for Improvement or Repairs

The board may make improvement or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above unless

the contract is let using the small works roster process authorized by RCW 39.04.155, or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range the district may consider: using its small works roster process under RCW 39.04.155; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

C. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

“Emergency” means unforeseen circumstances beyond the district’s control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Whenever the board waives bid requirement, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

D. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

E. Interlocal Cooperation Act

The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW. The board will ensure that the other governmental entities have followed their own procedures for procurement prior to making any purchases under this section.

F. Crimes Against Children

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to, or been convicted of, any felony crime specified under RCW 28A.400.322. The contract will also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

II. Procurement Using Federal Funds

A. Goods

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. When the district uses federal funds for procurement of **goods, including** furniture, supplies and equipment:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history and other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three, or more, qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the Superintendent or designee will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

B. Services

When the district uses federal funds for procurement of **services**:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the Superintendent or designee will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limited from OSPI.

C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following five circumstances applies:

- Acquiring property or services that do not exceed \$10,000 (or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate and manage financial risks, \$40,000);
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Cost/Price Analysis

The district will perform a cost or price analysis in connection with every procurement action in excess of the state simplified acquisition threshold, currently set at \$75,000 or other limits identified in 48 CFC 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists, and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

E. Suspension and Debarment

Before entering into federally funded vendor contracts for good and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

F. Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts except as allowed under RCW 42.52.150. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal or removal.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Legal References:

RCW 28A.335.190	Advertising for bids – Competitive bid procedures – Purchases from inmate work programs – Telephone or written quotation solicitation, limitations – Emergencies
RCW 28A.400.330	Crimes against children – Contractor employees – Termination of contract
RCW 39.04.155	Small works roster contract procedures – Limited public works process Definition
RCW 39.04.280	Competitive bidding requirements – Exemptions
RCW 39.26.160	Bid Awards – Considerations – Requirements and criteria to be set forth – Negotiations – Use of enterprise vendor registrations and bid notification system
RCW 39.30.060	Bids on public works – Identification, substitution of contractors
Chapter 39.34 RCW	Interlocal Cooperation Act
2 CFR Part 200	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2 CFR 200.67	Mirco-purchase
2 CFS 200.88	Simplified Acquisition Threshold
2 CFR § 200.318	General Procurement Standards
2 CFR 200.320	Methods of Procurement to be Followed
2 CFR 3485	Nonprocurement Debarment and Suspension
2 CFR 200.520	Criteria for low-risk auditee
2 CFR 200.324	Contract Cost and Price

Adopted: August 16, 1978
Amended: May 28, 1980
Amended: September 11, 1985
Amended: February 14, 1995
Amended and Re-numbered: November 14, 2005
Amended: August 19, 2013
Amended:

BID REQUIREMENTS

The board of directors recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state laws governing purchasing;
- the importance of standardized purchasing regulations; and
- the need for clear documentation in meeting auditing requirements.

Use of State Funds for Purchases

Whenever the board estimates that the purchase of furniture, supplies, or equipment (except books) will cost:

- Less than \$40,000, no competitive bidding process is required to make the purchase.
- Between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review.
- Over \$75,000, the board will follow the formal competitive bidding process by: 1) preparing clear and definite plans and specifications for such work or purchase; 2) providing notice of the call for formal bids by publication in at least one newspaper or general circulation in the district at least once each week for two consecutive weeks; 3) providing the clear and definite plans and specifications to vendors interested in submitting a bid; 4) require that bids be in writing; 5) open and read bids in public on the date and in the place named in the notice; and 6) file all bids for public inspection after opening.

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

“Emergency” means unforeseen circumstances beyond the district’s control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Whenever bid requirements are waived, a document explaining the factual basis for the exception and the contract will be recorded and open for public inspection.

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. The board reserves the right to purchase through an inter-local cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school districts.

The board will include in each contract a proviso requiring the contractor to prohibit any of its employees who has ever been convicted of, or pled guilty to, any of the child related felonies from working where he/she would have contact with public school students. The contract will also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

Use of State Funds for Improvement or Repairs

The board may make improvement or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost is \$75,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts.

Use of Federal Funds

When federal funds are used for procurement of supplies, other property, or professional services, the following steps will be followed:

1. An order for supplies or other property that totals \$75,000 or more must be publically solicited using sealed bids. Orders for less than \$75,000 may be procured using price or rate quotations from three or more qualified sources;
2. A professional services contract that totals \$100,000 or more must be publicly solicited using sealed bids. Services contracts for less than \$100,000 may be procured using price or rate quotations from three or more qualified sources;
3. Procurement by noncompetitive proposals may only be used when it is infeasible to use informal quotes or sealed bids and one of the following circumstances applies:
 - a. The item is only available from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The awarding agency (e.g. OSPI) authorizes noncompetitive proposals; or
 - d. After solicitation of a number of sources, competition is determined inadequate;
4. For any procurement transaction over \$25,000 the vendor or contractor must not be suspended or debarred from participating in federal assistance programs; and
5. For any sub contract award in any amount, the grantee must not be suspended or debarred.

The superintendent or designee will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state and federal law.

Legal References:

ESHB 1633	Amending RCW 28A.335.190
RCW 28A.335.190	Advertising for bids - Bid procedure-Telephone solicitation, limitations - Emergencies
RCW 28A.400.330	Crimes Against Children - Contractor Employees - Termination of Contract
RCW39.04.155	Small Works roster - Contract award - Process
RCW 39.04.280	Competitive Bidding Requirements - Exemptions
RCW 39.30.060	Bids on public works - Subcontractors must be identified - When
RCW 43.19.1911	Competitive Bids - Notice Of Modification Or Cancellation - Cancellation
	Requirements - Lowest Responsible Bidder - Preferential Purchase - Life Cycle Costing
34 CFR § 80.36	Procurement
34 CFR § 85	Debarment and Suspension

Management Resources:

Policy and Legal News, June 2013

Policy News, April 2012

Policy News, February 2011

Policy News, October 2005

Policy News, June 2001

Bid limit increase offers districts more flexibility and greater savings

Bid requirements policy revised to address audit concerns

Bid requirements

Competitive bid process changes

Legislation further simplifies bid compliance

Adopted:	August 16, 1978
Amended:	May 28, 1980
Amended:	September 11, 1985
Amended:	February 14, 1995
Amended and Re-numbered:	November 14, 2005
Amended:	August 19, 2013

Current



BID OR REQUEST FOR PROPOSAL REQUIREMENTS

The following procedures will be in effect for purchasing and public works through the bidding or request for proposal process:

1. The district will publicly open and read formal bids on the date, time and place named in the notice and then will file the bids for public inspection. Any interested member of the public may attend the bid opening. It will be the bidder's sole responsibility to see that the district receives his/her bid prior to the time set for opening of bids. The district will return any bid received after the time set for opening the bids to the bidder unopened and without consideration. The district will accept proposals in the place named and no later than the date and time named in the notice;
2. Formal bid or proposal tabulations may be presented at a meeting of the board for study purposes;
3. The board will award a formal contract on the basis of staff recommendations;
4. Specifications using brand names and manufacturers' catalog numbers are for identifying and establishing a quality standard. The board may consider bids or proposals on equal items providing the bidder or proposer specifies brand and model and furnishes descriptive literature. The board will condition its acceptance of alternative "equal" items upon its inspection and testing after receipt. If the board does not find the items to be equal, the board will return the items at the seller's expense and cancel the contract;
5. The district will reserve the right to reject any or all bids or proposals, waive any formalities, and/or irregularities, and cancel the solicitation, if a reason exists;
6. On construction projects, the bidder will include a notarized statement agreeing to comply with prevailing wage and affirmative action requirements. The bidder will also provide payment and performance bonds;
7. The superintendent or designee may solicit bids or proposals by telephone and/or written quotation for purchases of furniture, equipment and supplies that have an estimated cost in excess of \$40,000 up to \$75,000. At least three telephone or written quotations will be secured prior to the date established by the superintendent or designee. All telephone quotations must be confirmed promptly in writing to constitute a valid quotation; and
8. For public works projects estimated to cost \$350,000 or less, the superintendent or designee may solicit bids by telephone, electronic or written quotations from contractors on the appropriate small works roster. The district will not break a project into units or phases in order to come within the scope of the small works roster process or limited public works process. Each year, the district will publish a notice of opportunity

regarding the small works roster in at least one newspaper of general circulation in the district and then revise the small works roster accordingly. The district will also add responsible contractors to the small works roster any time a contractor submits a written request and necessary records. The application form shall be designed to collect such information as (1) name of contractor, (2) state of Washington contractor's license number, (3) bonding verification, (4) liability insurance coverage, (5) related contracts completed, and (6) references (bond and clients). Contractors desiring to be placed on or remain on the small works roster are required to keep current records of applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the district.

The district will employ the following steps to engage a contractor for a small works project:

1. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. Completion date, contractor's assurances (prevailing wages, fair employment, etc.), bid and payment and performance bond requirements, opportunity to visit the work site, closing date, and bid form may be provided; however, detailed plans and specifications need not be included in the invitation;
2. The district may invite quotations from all appropriate contractors on the appropriate small works roster. As an alternative, the district may invite quotations from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. However, if the estimated cost of the work is from \$250,000 to \$350,000 and the district chooses to solicit bids from less than all the appropriate contractors on the appropriate small works roster, the district will notify the remaining contractors on the appropriate small works roster that it is seeking quotations on the work. The district has the sole option of determining whether this notice to the remaining contractors is made by: (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done; (ii) mailing a notice to these contractors; or (iii) sending a notice to these contractors by facsimile or other electronic means;
3. Immediately after an award is made, the bid quotations obtained will be recorded, open to public inspection, and available by telephone or electronic request; and
4. The district will award the contract to the lowest responsible bidder as defined in RCW 39.04.010. The district will make available a list of the contracts awarded under that process at least once every year. The list shall contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date of award. The list shall also state the location where the bid quotations for these contracts are available for public inspection.

The following will be in effect for purchasing and public works awards:

- A. The contract for the work or purchase shall be awarded to the lowest responsible bidder as described in RCW 39.26.160(2), but the board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. In determining whether the

bidder is a responsible bidder under RCW 39.26.160(2), the district must consider the following elements:

1. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
2. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
3. Whether the bidder can perform the contract within the time specified;
4. The quality of performance of previous contracts or services;
5. The previous and existing compliance by the bidder with laws relating to the contract or services;
6. Whether, within the three-year period immediately preceding the date of the bid solicitation, the bidder has been determined by a final binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated any provision of chapter 49.46, 49.48 or 49.52 RCW, as defined in RCW 49.48.082. Before awarded a contract, a bidder shall submit to the district a signed statement in accordance with RCW 9A.72.085, verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of this subsection of RCW; and
7. The district may secure such other information as may have bearing on the decision to award the contract.

B. Before award of a public works contract, a bidder must meet the following responsibility criteria to be a responsible bidder and qualified for award of a public works project. The bidder must:

1. At the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
2. Have a current state unified business identifier number;
3. If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number, as required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW;
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
5. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington State Apprenticeship and Training Council for working apprentices out of ratio, without appropriate supervision, or outside of their approved work processes, as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation;
6. Until December 31, 2013, not have violated RCW 39.04.370 more than one time as determined by the Department of Labor and Industries; and
7. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48 or

49.52 RCW (before award of a contract, a bidder shall submit to the district a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of this subsection).

In addition to the bidder responsibility criteria, the district may adopt relevant supplemental criteria in accordance with RCW 39.04.350(3) for determining bidder responsibility, applicable to a particular project with which the bidder must meet.

Formal written contracts will be prepared for all major construction and repair projects. After a majority of the board votes to approve a contract, the board president/chair and secretary sign the contract on behalf of the board and record the action in the minutes. All contracts will provide that, in the event that the district files suit to enforce the terms of the contract, the venue will be the county where the district is located. All contracts will also provide that if the district is successful in the suit, the court may order reimbursement of the district's attorney fees and court costs, as the court deems reasonable. Any contract for services with an entity or individual other than an employee of the district shall include a provision requiring the contractor to prohibit any of its employees who have pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322 and who would have contact with children at a public school during the course of his or her employment from working at a public school. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

MEAD SCHOOL DISTRICT

Board Meeting of February 14, 2022
New Business

V.C.

Agenda Item: **Student Travel Proposal**
 Mead High Yearbook

Background:

A minimum of four and a maximum of eight members of the Mead High yearbook staff and advisor Makena Busch, plus potentially one additional chaperone, request permission to travel to Los Angeles, California, April 7-9, 2022, to attend the JEA/NSPA Spring National High School Journalism Convention. There are typically 5,000 students, advisors and professionals who attend this semi-annual conference. This is an opportunity for students to share and celebrate success stories, see what is new in the media marketplace and network with students and advisors throughout the United States.

Fiscal Impact:

The estimated per student cost of the trip is \$575 plus money for meals and activities. The remaining costs associated with the trip will be covered by the Mead High School Yearbook ASB budget.

Other Considerations:

The event takes place during Spring Break so students will not miss any school.

Recommendation:

Approval of the presented trip from Mead High School Yearbook to travel to Los Angeles, California, April 7-9, 2022, to attend the JEA/NSPA Spring National High School Journalism Convention, is recommended.

Attachment(s): Student Travel Proposal



STUDENT TRAVEL PROPOSAL

School: Mead HS Group: Yearbook Staff

Trip Name: NSPA - JEA Spring Conference Submission Date: 1-24-2022

For every student who travels as part of this activity I will have in my possession:

- A signed Student Travel Permission Form
- A Medical Emergency Information Form

Makena Busch
Teacher/Coach/Advisor

1-3-22
Date

Extended Field Trip (Overnight)

Trips related to club, leadership or academic activities that involve overnight stays (e.g. overnight leadership camps). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.



Special Event Trip (Overnight)

Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays and substantial cost to the student (e.g. band trip to bowl parade and trips to national or regional student leadership conference). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

Academic Study Trip (Overnight)

School sponsored academic trip that is supervised by school staff and results in educational credit for the student (e.g. government class trip to Washington, D.C., etc.). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

Day Trip

No overnight stay. Requires building principal authorization only.

Date(s) of Trip: April 7-9, 2022 Person in Charge Makena Busch

Destination(s) Los Angeles, California

Approvals

Principal [Signature] Activities/Athletic Director [Signature]

Student Services _____ Nurse [Signature] pending roster

School Board _____ Final Approval Date _____

Trip Educational Benefit and Planned Activities:

See attached form for more info

Attendees required to have COVID-19 vaccine or negative test

Cost & Funding Sources:

Building Budget Covering:	\$
ASB Funds Covering: Registration Fee \$125 x 4 = \$500 Competition entry fees \$20 per student 20 x 4 = \$80	\$ x 4 students \$580
District Funds Covering:	\$
Student/Parent Cost (per student) Covering - Please Itemize: \$25 insurance Flights - \$281 Hotel - \$249 Transportation to/from hotel - \$20	\$ \$575

Fundraising Opportunities:

Business Ads - students can use the \$ they sold in business ads towards this trip

Senior Tributes

Photobooth @ Homecoming

Participants:

Estimated # of Students 4-8 Estimated # of Adults (Chaperons & Staff) 1-2

of School Days Missed: 0 # of Sub Days Needed: 0 Student/Chaperone Ratio: _____

Additional Information:

1. Does the trip involve any of the following . . . please circle:

- Swimming and/or Boating
- Remote Locations/Hiking
- Outdoor Education
- Animals
- Air Travel
- Motorized Activities

2. Lodging: Westin Bonaventure Los Angeles

404 S Figueroa St, Los Angeles, CA 90071

3. Transportation: Delta or Alaskan Airlines

Taxi to/from airport

4. Supporting Documents:

Preliminary Trip Itinerary attached? _____ Yes _____ No

Related brochures/information attached: _____ Yes _____ No

Student Trip Expectations attached: _____ Yes _____ No

Here's the list of kids who have said they are interested in going.

Anna Benton

Bethany Jolley

Annalise Thackston

Mia Raines

Student Expectations

Students are expected to represent the Mead School District and the Pantera Yearbook in the best way possible at all times. Students are held to the highest standards while attending this conference and are bound to the same expectations laid out in their yearbook contract they signed at the beginning of the school year. Students will be on-time to conference events and workshops. Students will be respectful, polite, courteous and professional. They will be expected to attend and record what they learn from each workshop they attend. Students will be presenting their newly acquired knowledge and skills to the entire class upon return. From the airport to the hotel students will be expected to behave in a manner that is calm, controlled and respectful. Students are also expected to compete and participate in several write-off competitions, which are held on-site as well as submit work ahead of time for the design and photography competitions.

NSPA - JEA Spring Journalism Conference
Yearbook Itinerary

What: JEA/NSPA Spring National High School Journalism Convention

Both JEA/NSPA are leaders in the field of journalism education and training. Twice a year JEA and NSPA collaborate to host nationwide conferences. The fall conference is hosted on the east coast whereas the spring conference is hosted somewhere on the west coast. The average attendance for one JEA/NSPA conference is 5,000+ students, advisers and professionals.

When: April 7-9, 2022

Where: Los Angeles, California

Hotel Accommodations: Westin Bonaventure
404 S Figueroa Street, Los Angeles, CA 990071

Airline: Delta

Outbound: DL3614 Thursday, April 7 - 7:10am- 10:08am

Return: DL4115 Sunday, April 10 - 7:25pm - 9:59pm

Cost: \$575 per student *incl. airfare, hotel and registration

Cost breakdown:

\$281 – airfare *Alaska Airlines as of 1.24.22, incl. taxes

departure Alaska Airlines 433 10:10am-12:50pm

return Alaska Airlines 344 9am-10:32am // Express Jet 7080 12:05pm -2:04pm

\$249 – hotel (per night w/ NSPA discount) x 3 nights = \$747 + .14% tax = 852
div. x4 per room = \$213 each for 3 nights

\$20 - transportation to/from airport

\$25 - travel insurance

\$125 – registration fee (covered by Mead HS) *\$145 w/out early bird

*****Restrictions:** NSPA/JEA conference requires each student to have proof of vaccination or a negative COVID-19 test in order to attend the Los Angeles conference in-person.

Adviser: Makena Busch

>>> more info on back

Purpose and Description:

This is a unique opportunity for all students involved in yearbook to network and compete with other students from across the United States. As our book continues to receive national recognition and consistent ratings of excellence it's important for our program to remain competitive, innovative, and informed. Over the course of the weekend students will be attending workshops focused on building their skills and knowledge within the fields of photography, graphic design, and journalism. There are wonderful opportunities for students to look into universities, apply for scholarships and compete for recognition of their abilities. The goal of this trip is to provide students opportunities to learn, improve and grow. This is a nationwide conference with students travelling from the west and east coasts'. There will be tons of opportunities for students to network and learn from other advisers, keynote speakers and professionals.

Awards Presentation

The 2021 publication is both a NSPA Pacemaker Finalist and a CSPA Crown Finalist. These awards will be presented during this conference as well.

For more information feel free to visit the conferences website:

<http://jea.org/home/news-events/national-conventions/>

Information from JEA/ NSPA:

The National High School Journalism Convention is a semiannual gathering of high school journalists and advisers sponsored by the Journalism Education Association and its partner, the National Scholastic Press Association. The associations partner to prepare hundreds of practical and professional learning sessions, from high-profile keynotes to specific, problem-solving breakouts, hands-on workshops and discussion groups. Other convention activities include an exhibit hall with vendors who sell to student media, JEA's on-site Write-off contests, NSPA's Best of Show contest, receptions, awards convocations, critiques, career round tables and evening entertainment.

Breakout sessions for students from all media types — newspaper, online, broadcast, yearbook and magazine — are planned to meet the publishing and broadcasting needs of all scholastic student media. Some are specifically for advisers, administrators or middle school students. Whether it's ethics and law, technology and design, advertising and business operations, photography and art or just the basics of news writing and reporting, this convention covers the bases.

With typical attendance of more than 4,000 delegates, the JEA/NSPA convention has become the place to seek solutions to the most challenging publishing and broadcasting problems, share and celebrate success stories, see what's new in the media marketplace, discover trends and network with students and advisers from throughout the United States.

>>> *more info on back*

Itinerary

Thursday

7am - Leave for Los Angeles

10am - Arrive in Los Angeles, registration/hotel check in

1pm - 5pm - Conference Workshop Sessions

Friday

9am- 3:30pm - Conference Workshop Sessions

1pm - NSPA Best of Show Deadline

3:30pm - On-site critique

4pm - 6pm JEA NSMC Contests

Saturday

8am - 2:30pm Conference Workshop Sessions

3:30 - 6pm Awards Ceremony, NSPA Best of Show, NSPA Pacemaker Awards

Sunday

5pm - Head to airport for flights back home

>>> *more info on back*