



**Minutes for the Regular Meeting of the Board of Directors  
Monday, July 15, 2013**

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The Board of Directors held a Regular Board Meeting on Monday, July 15, 2013. The meeting began at 2:05 p.m. and was held at the Mead School District Administration Office. Directors Farley, Denholm, O'Connor, Hunt and Olson were present. Also attending were Superintendent Tom Rockefeller and Assistant Superintendents Ralph Thayer, Wayne Leonard and Dorcas Wylder. Assistant Superintendents Ken Russell and Susana Reyes and Executive Director Jared Hoadley were excused.

**I. Approval of Agenda**

Director Hunt made a motion to approve the agenda as presented. Director O'Connor seconded the motion. The motion carried unanimously.

**II. Approval of Minutes**

Director Olson made a motion to approve the minutes of the Regular Board Meeting of June 26, 2013, as presented. Director Denholm seconded the motion. The motion carried unanimously.

**III. Remarks for the Good of the Schools**

None

**IV. Continuing Business**

**A. Third Reading Policy 3413 Revision**

**Student Immunization and Life Threatening Health Conditions**

Student Services Coordinator Kelly Schultz presented, for third reading, a revision to Policy 3413, Student Immunization and Life Threatening Health Conditions. This policy was last updated April 12, 2010.

Ms. Shultz explained that WSSDA recommends school boards update their policy regarding student immunization and life threatening health conditions to include those vaccinations required by the Washington State Board of Health.

No changes were recommended at the second reading (June 26, 2013) of this policy revision.

Director O'Connor made a motion to approve the revision to Policy 3413, Student Immunization and Life Threatening Health Conditions, as presented. Director Olson seconded the motion. The motion carried unanimously.

**V. Executive Session**

At 2:15 p.m. Director Farley called for an Executive Session of approximately 30 minutes for the purpose of reviewing the performance of a public employee.

At 2:45 p.m. Director Farley returned the meeting to open session.

**VI. New Business**

**A. Consent Agenda**

Following comments from Director Olson on the complimentary letters of resignation/retirement submitted by those employees listed on the consent agenda who are leaving the employment of the Mead School District, Director O'Connor made a motion to approve the consent agenda, as presented. Director Olson seconded the motion. The motion carried unanimously.

**B. Dairy Contract**

Assistant Superintendent of Business Services Wayne Leonard presented renewal of Dairy Contract 386-10-06-B for the 2013-14 school year for board consideration. The base year of the contract was the 2010-11 school year, which included four one-year renewal options. This contract is available through the district's inter-local agreement with Central Valley School District. Darigold was the lowest responsible bidder for all items the Mead School District expects to purchase under this contract. Mr. Leonard reported Darigold has performed well and we are confident in their ability to meet our needs for the 2013-14 school year.

Director Denholm made a motion to award Dairy Contract 386-10-06-B for the 2013-14 school year to Darigold. Director Hunt seconded the motion. The motion carried unanimously.

**C. Bakery Products Contract**

Assistant Superintendent of Business Services Wayne Leonard presented Bakery Products Bid No. 17-1213, using Food Services of America, for the 2013-14 school year for board consideration. This contract is available through the district's inter-local agreement with Spokane Public Schools. Food Services of America was the lowest responsible bidder for all items the Mead School District expects to purchase under this contract. The district used Food Services of America in 2012-13 for its bakery products and Mr. Leonard reported confidence in their ability to meet our needs for the 2013-14 school year.

Director Olson made a motion to award Bakery Products Bid No. 17-1213 for the 2013-14 school year to Food Services of America. Director O'Connor seconded the motion. The motion carried unanimously.

**D. Fresh Produce Contract**

Assistant Superintendent of Business Services Wayne Leonard presented Fresh Produce Bid No. 18-1213, using Food Services of America, for the 2013-14 school year for board consideration. This contract is available through the district's inter-local agreement with Spokane Public Schools. Bids were received from Food Services of America and Spokane Produce. Upon analysis, Food Services of America's add-on percentage was the lowest making them the best choice for the bid award. The district used Food Services of America in 2012-13 for produce products and Mr. Leonard reported confidence in their ability to meet our needs for the 2013-14 school year.

Director O'Connor made a motion to award Fresh Produce Bid No. 18-1213 for the 2013-14 school year to Food Services of America. Director Denholm seconded the motion. The motion carried unanimously.

**E. Prime Vendor Contract**

Assistant Superintendent of Business Services Wayne Leonard presented renewal of Prime Vendor Contract RFP No. 1-09 with Food Services of America for board consideration. The base year of the contract was the 2009-10 school year with one-year renewal options through 2013-14. Food Services of America was the sole bidder. This contract is available through the district's inter-local agreement with Spokane Public Schools. Food Services of America has performed well and Mr. Leonard reported confidence in their ability to meet our needs for the 2013-14 school year.

Director Olson made a motion to award Prime Vendor Contract RFP No. 1-09 for the 2013-14 school year to Food Services of America. Director O'Connor seconded the motion. The motion carried unanimously.

**F. First Reading Policy 2414 Adoption  
Community Service**

Assistant Superintendent of Curriculum and Instruction Dorcas Wylder presented, for first reading consideration, Policy 2414 - Community Service. This would be a new policy for the Mead School District.

During the recently completed legislative session ESHB 1412 was enacted into law requiring school districts, by September 1, 2013, to adopt a policy that is supportive of community service and

provides an incentive, such as recognition or credit, for students who participate in community service. WSSDA sample Policy 2414 was used as a template for the presented policy draft.

After discussion it was recommended the policy language be changed to clarify that students are encouraged to participate in community service but participation in community service is not a requirement of graduation.

This was the first reading of a policy adoption. No action was requested.

**G. First Reading Policy 6220 Revision  
Bid Requirements**

Assistant Superintendent of Business Services Wayne Leonard presented, for first reading consideration, a revision to Policy 6220 – Bid Requirements. The latest revision to this policy was November 14, 2005.

During the recently completed legislative session ESHB 1633 was enacted into law lifting the threshold for bidding requirements on the total cost of repair and improvement projects using district staff from \$40,000 to \$75,000. The total cost of any building improvements or repairs that equal or exceed \$75,000 must follow the practices previously used for projects that met or exceeded the \$40,000 limit. Projects more than \$100,000 are required to do the public notice bidding, use a small work roster, or other procedures available to school districts. WSSDA sample Policy 6220 was used as the template for this policy revision.

After discussion no changes were recommended to the presented policy revision.

This was the first reading of a policy revision. No action was requested.

**H. First Reading Policy 5416/3432 Renumbering/Revision  
Emergency School Evacuation/Emergencies**

Student Services Coordinator Kelly Schultz presented, for first reading consideration, a renumbering/revision to Policy 5416/3432 – Emergency School Evacuation/Emergencies. The current policy was adopted on March 27, 1991, and has not been revised.

During the recently completed legislative session ESHB 5620 was enacted into law. The law changes the number and type of drills required at public schools to include three for lockdowns, three for fire evacuation, one using the school mapping information system, one for shelter-in-place, and one other safety-related drill to be determined by the school. WSSDA sample Policy 3432 was used as a template in preparing this policy renumbering/revision.

After discussion no changes were recommended to the presented policy revision.

This was the first reading of a policy renumbering/revision. No action was requested.

**I. First Reading Procedure 5416 Suspension  
Emergency School Evacuation**

Student Services Coordinator Kelly Schultz presented, for first reading consideration, the suspension of Procedure 5416 – Emergency School Evacuation. A renumbering/revision to Policy 5416/3432 Emergency School Evacuation/Emergencies (item H above) is before the board for renumbering/revision.

Because of the regular/systematic updating and revising of emergency plans and procedures throughout the district it is recommended the district not update Procedure 5416 but, rather, suspend this procedure if the proposed renumbering/revision to Policy 5416/3432 is adopted. The absence of an Emergencies Procedure would allow for emergency protocols to be revised without coming to the board for approval of a procedure revision with each protocol change.

This was the first reading of a procedure suspension. No action was requested.

**J. Superintendent's Contract Amendment**

At the January 7, 2013, regularly scheduled board meeting the board approved the extension of Superintendent Dr. Tom Rockefeller's contract through June 30, 2016. The board and Superintendent Rockefeller signed a new three-year contract at that time. Director Farley explained the proposed amendment involves a change to the annuity section of said contract.

Director Olson made a motion to approve the amendment to Superintendent Rockefeller's contract. Director Denholm seconded the motion. The motion carried unanimously.

**VII. Reports**

**A. Superintendent's Report**

Superintendent Rockefeller reported the move of Riverpoint Academy from downtown to the new location on the Newport Highway is complete, work is progressing on the sewer lines at Farwell and Northwood and is expected to begin soon at Midway, and MEPP East (an expansion of the district's parent partnership program) will open in the fall of 2013. Other items of note included the pick-up in housing construction in the Mead attendance area, a brief discussion of the land swap between the City of Spokane and Spokane Schools involving a parking lot adjacent to Albi Stadium, and distribution of a 2015 anticipated county bond/levy election schedule.

**VIII. Adjourn**

The meeting was adjourned at 3:20 p.m.

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**President**

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**Secretary**