



Minutes for the Regular Meeting of the Board of Directors Monday, June 22, 2015

The Board of Directors held a Regular Board Meeting on Monday, June 22, 2015. The meeting began at 6:00 p.m. and was held at the Mead School District Administration Office. Directors Farley, Denholm, O'Connor, Olson and Green were present. Also attending were Superintendent Tom Rockefeller and Assistant Superintendents Ralph Thayer, Wayne Leonard, Susana Reyes, Pam Veltri and Ken Russell. Executive Directors Heather Havens and Jared Hoadley were excused.

I. Approval of Agenda

Director O'Connor made a motion to approve the agenda, as presented. Director Olson 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 8, 2015, as presented. Director Denholm seconded the motion. The motion carried unanimously.

III. Remarks for the Good of the Schools

Technology/CTE Director Doug Edmonson reported on the National Maker Faire held at the University of the District of Columbia on June 12 and June 13. He attended this event with Riverpoint Academy teachers Regan Drew and John Marshall and principal Moleena Harris. The all-expense paid invitation to this event for Ms. Drew and Mr. Marshall followed a presentation they made earlier in the year at the Context Conference held at Carnegie Mellon University that focused on their work in the classroom with littleBits and the Design Thinking process. This event provided Mr. Edmonson with the opportunity to network with representatives from InfoSystems regarding grant monies for elementary after school computer science programs. He also met with individuals from Hot Wheels who have developed a 4th grade curriculum that focuses on math and science. At this time the program is primarily operating on the east coast but Hot Wheels would like to establish a west coast connection. If the Mead School District meets the qualification criteria all equipment and curriculum will be provided by Hot Wheels free of charge.

Mr. Edmonson also reported eight new computer carts (30 Chromebooks per cart) have been ordered for both Evergreen Elementary and Shiloh Hills Elementary. These will be available for student use at the start of the 2015-2016 school year.

IV. Continuing Business

A. Third Reading Policy & Procedure 5010 Revision Nondiscrimination and Affirmative Action

Keri Hutchins, Human Services Director, presented a revision to Policy & Procedure 5010 - Nondiscrimination and Affirmative Action - for third reading consideration. This policy/procedure was last updated on November 28, 2011.

During the recent Consolidated Program Review it was brought to the district's attention this policy and procedure must be updated/revised to comply with OSPI revised rules (effective December 2014) and recent guidance from the U.S. Department of Education Office for Civil Rights. The revisions include the requirements listed in Chapter 392-190 WAC and in OCR's guidance on Title IX and sexual violence/harassment/bullying.

WSSDA Sample Policy 5010 and Sample Procedure 5010 were used as templates. No changes were recommended at the June 8, 2015, second reading.

Director Olson made a motion to approve the revisions to Policy and Procedure 5010, Nondiscrimination and Affirmative Action, as presented. Director Denholm seconded the motion. The motion carried unanimously.

**B. Third Reading Policy & Procedure 5011 Adoption
Sexual Harassment**

Keri Hutchins, Human Services Director, presented Policy & Procedure 5011 – Sexual Harassment – for third reading consideration. If adopted this would be a new policy/procedure for the Mead School District.

During the recent Consolidated Program Review it was brought to the district’s attention this policy and procedure should be adopted to comply with OSPI revised rules (effective December 2014) and recent guidance from the U.S. Department of Education Office for Civil Rights. The draft policy and procedure include the requirements listed in Chapter 392-190 WAC and in OCR’s guidance on Title IX and sexual violence/harassment/bullying.

The presented draft policy/procedure are identical to WSSDA Sample Policy 5011 and Sample Procedure 5011. No changes were recommended at the June 8, 2015, second reading.

Director Denholm made a motion to adopt Policy and Procedure 5011, Sexual Harassment, as presented. Director O’Connor seconded the motion. The motion carried unanimously.

**C. Second Reading Policy & Procedure 4130 Revision
Title I – Parent Involvement**

Learning Services Assistant Superintendent Pam Veltri presented a revision to Policy and Procedure 4130, Title I – Parent Involvement, for second reading consideration. This policy/procedure was last updated on February 13, 2006.

During the recent Consolidated Program Review it was brought to the district’s attention that, in addition to involving parents in an annual evaluation of the content and effectiveness of the district’s Title I – Parent Involvement policy/procedure, said policy/procedure should be brought before the school board for their review each year, even if no revisions are recommended.

Because it has been nearly ten years since Policy and Procedure 4130 have been revised it is recommended both be updated to reflect current WSSDA sample policy and procedure language. No changes were recommended at the June 8, 2015, first reading.

This spring parent meetings took place at both Shiloh Hills and Evergreen. At those meetings parents had the opportunity to suggest changes to the policy and procedure. No changes were recommended.

Director O’Connor made a motion to approve the revisions to Policy and Procedure 4130, Title I – Parent Involvement, as presented. Director Olson seconded the motion. The motion carried unanimously.

V. New Business

A. Consent Agenda

Director Denholm made a motion to approve the Consent Agenda, as presented. Director O’Connor seconded the motion. The motion carried unanimously.

**B. First Reading Policy & Procedure 2410 Revision
Graduation Requirements**

Learning Services Assistant Superintendent Ken Russell presented a revision to Policy and Procedure 2410, Graduation Requirements, for first reading consideration. The last time the policy was updated was October 2013 and the last revision to the procedure was June 2006.

The major recommended revision to both the policy and procedure is the removal of all references to Advisory/Culminating Project. The state legislature, starting with the Class of 2015, removed this project as a graduation requirement. The Mead School District elected to continue this requirement for the Class of 2015.

Following study/review this past school year involving Learning Services staff, in conjunction with secondary administration and counselors, it is the consensus recommendation that the Advisory/Culminating Project be removed as a graduation requirement starting with the Class of

2016. Monies currently budgeted for the Advisory/Culminating Project program could then be redirected to help fund the implementation of Core 24 that goes into effect with the Class of 2020.

Discussion included the cost savings associated with eliminating the Advisory/Culminating Project, the involvement of parents in the High School and Beyond Plan, the impact of Core 24 on elective course choices and the need, even with the increased science, arts and foreign language credit requirements, to look for ways to allow students to be creative in their course selection. During the 2015-2016 school year Learning Services will be working to enhance the staff and CTE cross-credit course infrastructure necessary to implement Core 24 for the Class of 2020. Dr. Russell reported he will be bringing this policy and procedure back for further revision in the fall of 2015 to increase credit requirements from 22 to 24 for the Class of 2020 and beyond.

There were two typographical errors noted in the draft procedure.

This was a non-action item.

C. Fresh Produce Contract

Business Services Assistant Superintendent Wayne Leonard presented renewal of Fresh Produce Bid No. 18-1213, using Food Services of America for the 2015-2016 school year, for board consideration. This contract is available through the district's inter-local agreement with Spokane Public Schools. Food Services of America satisfactorily provided district fresh produce items in 2014-2015 and Mr. Leonard reported confidence in their ability to meet district needs for the 2015-2016 school year. The district uses the Department of Defense fresh produce program for the majority of its produce utilizing USDA food allocation dollars. The remaining fresh produce pricing with Food Services of America is consistent with the 2014-2015 school year.

Director Denholm made a motion to award Fresh Produce Bid No. 18-1213 for the 2015-2016 school year to Food Services of America. Director O'Connor seconded the motion. The motion carried unanimously.

D. Bakery Products Contract

Business Services Assistant Superintendent Wayne Leonard presented renewal of Bakery Bid No. 17-1213, using Food Services of America for the 2015-2016 school year, for board consideration. This contract is available through the district's inter-local agreement with Spokane Public Schools. Food Services of America satisfactorily provided district bakery items in 2014-2015 and Mr. Leonard reported confidence in their ability to meet district needs for the 2015-2016 school year. The overall pricing is consistent with the 2014-2015 school year.

Director O'Connor made a motion to award Bakery Bid No. 17-1213 for the 2015-2016 school year to Food Services of America. Director Denholm seconded the motion. The motion carried unanimously.

E. Prime Vendor Contract

Business Services Assistant Superintendent Wayne Leonard presented renewal of RFP No. 17-1314, using Food Services of America for the 2015-2016 school year, for board consideration. This contract is available through the district's inter-local agreement with Spokane Public Schools. Food Services of America satisfactorily provided district grocery items in 2014-2015 and Mr. Leonard reported confidence in their ability to meet district needs for the 2015-2016 school year. The overall pricing is consistent with the 2014-2015 school year.

Director Olson made a motion to award RFP No. 17-1314 for the 2015-2016 school year to Food Services of America. Director O'Connor seconded the motion. The motion carried unanimously.

F. Milk and Dairy Contract

Business Services Assistant Superintendent Wayne Leonard presented a new milk and dairy contract with Terry's Dairy for board consideration. The current milk and dairy bid expires in August of 2015. Central Valley School District extended bid solicitations and received bids from two vendors on April 28, 2015 - Food Services of America and Terry's Dairy. The Food Services of America bid was incomplete. Food Services of America was contacted about their incomplete

proposal and they reported their omission was intentional – they do not want to be considered for the milk/dairy contract. Central Valley School District elected not to reopen the bid process fearing Terry’s Dairy could increase their prices if they perceive no competition will come forward. Therefore, Terry’s Dairy was awarded Bid No. 432-15-02-B Milk and Dairy, which included pricing for the Mead School District and provides one-year renewal options for four years. The overall pricing is consistent with what was paid in the 2014-2015 school year.

Director Green made a motion to award Bid No. 432-15-02-B Milk and Dairy, for the 2015-2016 school year, to Terry’s Dairy. Director Denholm seconded the motion. The motion carried unanimously.

G. Award of Fuel Contract

Business Services Assistant Superintendent Wayne Leonard presented a bid from PetroCard to provide fuel services to the Mead School District for board consideration. The Mead School District requested bid proposals with a due date of June 10, 2015. PetroCard was the only vendor to submit a bid. The base year for this Request for Proposal was the 2015-2016 school year with four one-year renewal options. The district is confident in the ability of PetroCard to meet fuel needs for the 2015-2016 school year and beyond. The overall pricing is consistent with the prior year with a potential for savings if mobile refueling is minimized.

Following discussion Director Olson made a motion to award PetroCard the contract for fuel services for the Mead School District for the 2015-2016 school year. Director O’Connor seconded the motion. The motion carried unanimously.

**H. Resolution 15-9
2015/2016 Fees & Budget Policies**

Business Services Assistant Superintendent Wayne Leonard presented Resolution 15-9, 2015-2016 Fees & Budget Policies, for board consideration. This is an annual resolution. State law requires that fiscal year budgets be adopted by August 31st of each year. A part of the budget adoption includes Fees & Policies and the Facility Use Fee Schedule.

To meet USDA requirements it is recommended lunch prices be raised by five cents and the IRS standard mileage rate for 2015 will be \$0.575 . . . up from \$0.56. All other fees remain unchanged.

Director Denholm made a motion to adopt Resolution 15-9, 2015/2016 Fees & Budget Policies, as presented. Director Olson seconded the motion. The motion carried unanimously.

**I. First Reading Policy & Procedure 6896 Revision
Chemical Hazard Program**

Business Services Assistant Superintendent Wayne Leonard presented a revision to Policy and Procedure 6896, Chemical Hazard Program, for first reading consideration. The last time this policy/procedure was updated was January 25, 2010.

The proposed revision to both the policy and procedure is the removal of the word “material” from the term Material Safety Data Sheets. The name has been shortened to Safety Data Sheets (SDS).

Discussion included the use of air fresheners in classrooms.

No first reading changes were recommended.

This was a non-action item.

J. Award of Northwood Middle School Architect Contract

Director of Facilities and Planning Ned Wendle presented a recommendation from the Northwood Architect Selection Committee to award the design for the new Northwood Middle School and associated campus improvements to ALSC Architects of Spokane.

This recommendation follows a four-step selection process that included screening, interviews, visits to representative projects and reference checks. Committee members were: Bob Olson

(Board Director), Wayne Leonard (Business Services Assistant Superintendent), Dave Stenersen (Northwood principal) and Ned Wendle.

Following board approval, OAC (project management firm assisting with the rebuilding of Northwood and renovation of Evergreen and Shiloh Hills) will work with district administrative staff to negotiate a contract and fees with ALSC Architects of Spokane. This contract recommendation will be brought back to the board for final approval.

Director Olson reported the committee was very deliberate in their work and took great pains to make sure the process was thorough and fair.

Director Denholm, a member of the committee that will recommend the architect for the two elementary school renovations, stated the selection of architects for projects approved by voters in February 2015 is, in his opinion, a very good/fair process.

Director Denholm made a motion to approval ALSC Architects of Spokane to complete the architectural design for Northwood Middle School and associated campus improvements. Director Olson seconded the motion. The motion carried unanimously.

K. Establish Summer Board Meeting Dates

The board traditionally meets once in July and once in August with these summer meetings set in June of each year.

After discussion Director Denholm made a motion to approve July 20, 2015 - 2 p.m. and August 24, 2015 - 2 p.m. as summer board meeting dates. Director O'Connor seconded the motion. The motion carried unanimously.

VI. Reports

A. Financial Report for the month of May 2015

Assistant Superintendent of Business Services Wayne Leonard presented a brief financial report for the month of May 2015. Discussion included the current space available for elementary students and the plan to accommodate additional elementary students if numbers are higher than projected for the 2015-2016 school year. Middle school capacity and the number of elementary students currently being bused from their home school to another district elementary school were also discussed. Superintendent Rockefeller reported that the Boundary Review Planning Committee will begin meeting in the fall with a recommendation coming to the board in June 2016.

B. Learning Services Report

Learning Services Assistant Superintendent Ken Russell reported 100 7-12 grade English, science, math and social studies teachers participated in Summer Institutes last week. They worked on curriculum maps and "student centered" instruction. Special Education teachers also participated in these content specific planning sessions.

C. Capital Facilities Update

Director of Facilities and Planning Ned Wendle provided an overview of the bond projects scheduled for completion this summer. They include:

- **Carpet Replacement** at Brentwood, Evergreen, Farwell and Meadow Ridge. Mr. Wendle extended special thanks to Custodial Supervisor Cathy Fayant and all district custodians for their help in getting these schools ready for new carpet in just four days!
- **Roof Replacement/Resurfacing** at Brentwood, Evergreen and Meadow Ridge.
- **High School Track Resurfacing** at Mt. Spokane and Mead high schools.
- **Portable Upgrades** at Brentwood that includes the addition of restrooms.

D. Superintendent's Report and Discussion Items

Superintendent Rockefeller reported members for the Boundary Review Planning Committee will be solicited via Mead Matters this summer and the committee will begin work in September. He additionally referenced the need for a 3-4 hour Board Retreat in the near future.

VII. Executive Session

At 7:30 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 8:00 p.m. Director Farley returned the meeting to Open Session. No other business was discussed and no action was taken.

VIII. Adjourn

The meeting was immediately adjourned at 8:00 p.m.

President

Secretary