



**Minutes from the Regular Meeting of the Board of Directors
Wednesday, August 24, 2016**

The Board of Directors held a Regular Board Meeting on Wednesday, August 24, 2016. The meeting began at 11 a.m. and was held at the Mead School District Administration Office. Directors Farley, Denholm, Olson, Green and Burchard were present. Also attending were Superintendent Tom Rockefeller, Assistant Superintendents Wayne Leonard, Ralph Thayer and Susana Reyes and Executive Directors Jared Hoadley, Kevin Peterson and Heather Havens. Assistant Superintendent Pam Veltri was excused.

I. Approval of Agenda

Director Green made a motion to approve the agenda, as presented. Director Denholm 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 July 20, 2016, and Special Board Meeting of August 12, 2016, as presented. Director Denholm seconded the motion. The motion carried unanimously.

III. Remarks for the Good of the Schools

Dr. Susana Reyes, Special Services Assistant Superintendent, distributed copies of the report prepared by Washington Association of School Administrators following their Management and Operational Review of the Mead School District transportation and special education programs. Dr. Reyes highlighted a few of the report findings and indicated her department would be forming a committee to come up with action plans based on these observations and recommendations.

Ned Wendle, Director of Facilities and Planning, reported Spokane County just completed the installation of new pedestrian rapid-flashing beacons on Hastings Road at Mead High School. Rob Allen, Fairwood Farmer's Market Director, contributed \$2,500 to the project.

IV. Public Hearing - 2016-2017 Budget

Business Services Assistant Superintendent Wayne Leonard, in accordance with state law, presented the proposed 2016-2017 budget for public comment. A draft of the proposed budget was given to board members at the July 20, 2016, board meeting. Mr. Leonard provided an overview of appropriation levels for the five district funds (General, ASB, Debt Service, Capital Projects and Transportation Vehicle). Items of note included the 1.8% state COLA and the district's projected enrollment FTE of 9,562 (up 68 from last year), which is 1,000 FTE higher than in the 2004-2005 school year.

Director Farley asked for public comments. There were none.

Director Olson thanked Mr. Leonard on the excellent job he and his department do preparing the budget each year. He additionally remarked on the confidence the public has in the district's budget process as evidenced by the fact that no one was in attendance to question or inquire about the proposed appropriation levels.

V. Continuing Business

A. Second Reading Policy & Procedure 3246 Revision Restraint, Isolation and Other Uses of Reasonable Force

Special Services Assistant Superintendent Susana Reyes presented a revision to Policy and Procedure 3246, Restraint, Isolation and Other Uses of Reasonable Force, for second reading consideration. The policy and procedure were last revised on December 14, 2015. The presented revisions will update both the policy and procedure to comply with new state regulations.

The policy revision includes the addition of a WAC reference and the requirement of an annual report to the school board on incidents of restraint and/or isolation. To comply with new state regulations the third paragraph of the current policy has been deleted.

The procedure revision includes the addition of several sections providing more details about appropriate practices for the use of restraint, isolation and other uses of reasonable force as set forth in the new state regulations.

WSSDA Sample Policy and Procedure 3246 were used as templates for the proposed revisions.

No first reading changes were recommended. However, a question was raised about parent notification for non-special education students covered by the provisions of the policy and procedure. Dr. Reyes reported those parents/guardians would be provided with a copy of the policy and procedure.

Discussion included a question regarding how "continuous visual monitoring" takes place, staff injuries and board appreciation for the patience and training necessary to deal with situations requiring restraint, isolation or other uses of reasonable force.

This was a non-action item.

VI. New Business

A. Consent Agenda

Human Services Assistant Superintendent Ralph Thayer called attention to the Education Leave request from Northwood teacher Merrily Bjerkestrand. Mr. Thayer explained that Ms. Bjerkestrand was previously granted two years of Education Leave, which is the maximum provided in the MEA Collective Bargaining Agreement. Therefore, Ms. Bjerkestrand also submitted a Letter of Resignation for consideration if the Education Leave is not approved.

Following discussion, Director Denholm made a motion to approve the Consent Agenda with the denial of Merrily Bjerkestrand's Education Leave and acceptance of her resignation. Director Burchard seconded the motion. The motion carried unanimously.

B. Resolution 16-12 2016/2017 Fees & Policies

Business Services Assistant Superintendent Wayne Leonard presented Resolution 16-12, 2016-2017 Fees & 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 Schedule. The presented fee schedule does not include summer camp fees, which will be brought to the board for approval in the spring of 2017.

To meet USDA requirements, it is recommended lunch prices be raised by five cents. The IRS standard mileage rate is \$0.54/mile. All other fees remain unchanged.

Director Denholm made a motion to adopt Resolution 16-12, 2016/2017 Fees & Policies, as presented. Director Olson seconded the motion. The motion carried unanimously.

**C. Resolution 16-13
2016-2017 Budget Adoption**

Business Services Assistant Superintendent Wayne Leonard presented Resolution 16-13, 2016-2017 Budget Adoption, for board consideration. State law requires fiscal year budgets be adopted by August 31st of each year. Adopting the 2016-2017 budget sets the appropriation level or spending limit for each of the district's five funds (General, ASB, Debt Service, Capital Projects and Transportation Vehicle) consistent with assumptions and estimates utilized in its preparation.

Director Green made a motion to adopt Resolution 16-13, 2016-2017 Budget Adoption, as presented. Director Burchard seconded the motion. The motion carried unanimously.

**D-H. Fresh Produce Contract, Bakery Products Contract,
Prime Vendor Contract, Milk & Dairy Contract and Fuel Contract**

Business Services Assistant Superintendent Wayne Leonard presented items V.D. (Fresh Produce Contract), V.E. (Bakery Products Contract), V.F. (Prime Vendor Contract), V.G. (Milk & Dairy Contract) and V.H. (Fuel Contract) simultaneously. Each of these contracts exercises a renewal option for the 2016-2017 school year and includes pricing consistent with last year. The district has been satisfied with each vendor's performance.

For the 2016-2017 school year Director Olson made a motion to award Fresh Produce Bid No. 18-1213 to Food Services of America, Bakery Products Bid No. 17-1213 to Food Services of America, RFP No. 17-1314 Prime Vendor Contract to Food Services of America, Bid No. 432-15-02-B Milk & Dairy Contract to Terry's Dairy and the fuel contract to PetroCard. Director Denholm seconded the motion. The motion carried unanimously.

I. Establish Calendar for 2016-2017 Board Meeting Dates

A draft calendar for 2016-2017 board meeting dates was before the board for consideration. Two public meetings are planned each month with the exception of December, July and August. Board meetings traditionally take place on the second and last Monday of each month beginning at 6 p.m.

Director Denholm made a motion to establish the Board Meeting Calendar for 2016-2017, as presented. Director Green seconded the motion. The motion carried unanimously.

**J. Resolution 16-14
Educational Specifications for Midway Elementary School
Modernization and Additions Project**

Facilities and Planning Director Ned Wendle presented Resolution 16-14, Educational Specifications for Midway Elementary School Modernization and Additions Project, for board consideration. A part of the D-5 application that must be submitted to OSPI in conjunction with the modernization and additions at Midway Elementary is a resolution affirming the Educational Specifications for the Midway project are approved.

MMEC Architecture and Interiors of Spokane prepared the Midway Educational Specifications, which have been reviewed by district representatives. These educational specifications will also be used as a template for the upcoming Shiloh Hills project.

Following discussion that included classroom size and bathroom design, Director Denholm made a motion to adopt Resolution 16-14, Educational Specifications for Midway Elementary School Modernization and Additions Project, as presented. Director Green seconded the motion. The motion carried unanimously.

K. Resolution 16-15
Approval of the Guaranteed Maximum Price for the
Northwood Middle School Replacement Project

Facilities and Planning Director Ned Wendle presented Resolution 16-15, Approval of the Guaranteed Maximum Price for the Northwood Middle School Replacement Project, for board consideration. On October 12, 2015, the board adopted Resolution 15-13, GCCM Process for Northwood Middle School Replacement and on October 26, 2015, approved the GCCM contract with Garco Construction of Spokane to provide pre-construction services.

The Mead School District has now successfully negotiated a Guaranteed Maximum Price (GMP) with Garco Construction in the amount of \$30,063,824. A copy of the Guaranteed Maximum Price Amendment to the contract with Garco and a breakdown of the Guaranteed Maximum Price were provided to the board for their review.

Director Denholm made a motion to adopt Resolution 16-15, Approval of the Guaranteed Maximum Price for the Northwood Middle School Replacement Project, as presented. Director Olson seconded the motion. The motion carried unanimously.

L. Midway Elementary School GCCM Contract

Facilities and Planning Director Ned Wendle presented the GCCM contract with Bouten Construction to provide pre-construction services for the Midway Elementary School Modernization and Addition Project, for board consideration.

On June 13, 2016, the Board of Directors adopted Resolution 16-8, GCCM Process for Midway Elementary School Modernization and Addition Project. Using the approved GCCM process district staff is now recommending the board award the GCCM contract to Bouten Construction.

A Request for Qualifications was announced resulting in three construction companies submitting proposals to modernize Midway Elementary. After an initial screening process, all three companies were invited to participate in the interview phase. Based on the interviews and scoring, two companies were chosen to prepare pricing proposals. Bouten Construction was the low bidder.

Director Green made a motion to approve the GCCM contract with Bouten Construction to provide pre-construction services for the Midway Elementary School Modernization and Addition Project, as presented. Director Olson seconded the motion. The motion carried unanimously.

M. Riverpoint Academy Materials and Computer Fee

Technology/CTE Director Doug Edmonson presented two Riverpoint Academy student fees for board consideration. The first is the continuation of a \$90 per year (\$45/semester) materials fee and the second is a \$200 per year (\$100/semester) computer fee, which would be new for the 2016-2017 school year.

With an enrollment of 150 students, the computer fee would generate \$30,000 annually and provide a sustainable source of funding for new laptop computers for each incoming class. Students who attend Riverpoint Academy are each issued a MacBook Air laptop computer for use at school and at home. Students at the district's other secondary schools do not have a computer checked out to them personally and are not allowed to take district computers home.

Discussion centered primarily on student responsibility for lost or stolen computers and the board request that the Computer Loan Agreement for Riverpoint Academy students be presented at the next board meeting.

Director Denholm made a motion to approve the Riverpoint Academy materials fee and computer fee, as presented. Director Olson seconded the motion. The motion carried unanimously.

VII. Reports

A. Financial Report for the Month of July 2016

Business Services Assistant Superintendent Wayne Leonard presented a brief financial report for the month of July 2016.

B. Prairie View 6th Grade Report

Learning Services Executive Director Dr. Kevin Peterson provided an update on the move of Prairie View 6th graders to the Northwood Middle School campus. Jon Iverson will be the lead on-site administrator for the program and students have been placed in core academic rotations (math, science, social studies and ELA) based on skill level. Music, physical education and library will take place on a rotating basis each morning following homeroom. Jon Iverson plans to work with Northwood para educators on the integration of PBIS into hallway, recess and lunchroom supervision. Regarding facilities, there is new carpet in several of the portables, new furniture is in place where needed and new sidewalks will be finished before the start of school. In conclusion, Dr. Peterson stated he is very excited for school to start and students to be on campus. Even with the transition of 6th grade to Northwood it is anticipated Prairie View will be filled to capacity for the 2016-2017 school year.

C. CTE Summer Camps Report

CTE/Technology Director Doug Edmonson introduced Joanie Pringle Jones (Culinary Arts Camp Director) and Dave Gamon (STEM Academy Director). Both Ms. Jones and Mr. Gamon shared pictures and highlights from these very successful summer camps. Twenty-four children attended the week-long Culinary Arts Camp and nearly 180 students, over three weeks, participated in the STEM Academy. Ms. Jones and Mr. Gamon thanked Doug Edmonson and the board for their support and for "letting crazy people dream."

The board was very complementary of both summer camps.

D. Superintendent's Report and Discussion Items

Superintendent Rockefeller had nothing additional to report.

VIII. Training Video

A. Open Public Meetings, Public Records Retention and Rules Related to Preservation and Destruction of Public Records

In compliance with state regulations board members Ron Farley, Denny Denholm, Bob Olson, Carmen Green and Chad Burchard, along with Superintendent Rockefeller and other district level administrators, watched training videos on Open Public Meetings, Public Records Retention and Rules Related to Preservation and Destruction of Public Records.

IX. Executive Session

At 1:30 p.m. Director Farley called for an Executive Session of approximately 15 minutes for the purpose of reviewing the performance of a public employee.

At 1:45 p.m. Director Farley returned the meeting to Open Session. No other business was discussed and no action was taken.

X. Adjourn

The meeting was immediately adjourned at 1:45 p.m.

President

Secretary