



**Minutes from the Regular Meeting of the Board of Directors  
Monday, June 11, 2018**

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The Board of Directors held a Regular Board Meeting on Monday, June 11, 2018. The meeting began at 6 p.m. and was held at the Mead School District Administration Office. Directors Denholm, Green, Burchard and Farley were present. Director Olson was excused. Also attending were Superintendent Tom Rockefeller and Assistant Superintendents Ralph Thayer, Wayne Leonard, Jared Hoadley, Pam Veltri and Heather Havens. Assistant Superintendent Kevin Peterson was excused.

**I. Approval of Agenda**

Director Green made a motion to approve the agenda, as presented. Director Burchard seconded the motion. The motion carried unanimously.

**II. Approval of Minutes**

Director Burchard made a motion to approve the minutes of the Regular Board Meeting of May 21, 2018, as presented. Director Green seconded the motion. The motion carried unanimously.

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

Retiree Recognition - Human Services Assistant Superintendent Ralph Thayer introduced and presented a *Certificate of Appreciation* to the 13 retirees who were in attendance. To date there are 32 individuals retiring from the Mead School District. Each board member extended congratulations, thanks and best wishes to the following men and women who represent a combined 693.5 years of service to the Mead School District:

**Carole Allen** (teacher, M.E.A.D., 32 years), **Sharon Badeaux** (teacher, Midway, 38+ years), **Lori Bentley** (cook, Mountainside, 32.5 years), **Julie Bohman** (teacher, Mountainside, 21 years), **Karen Brathovde** (teacher, Mead High, 20 years), **Shelia Cardella** (para educator, Evergreen, 28 years), **Kathy Craig** (teacher, Special Services, 14 years), **Doyle Daniel** (Maintenance, 28 years), **Gayle Fetcho** (para educator, Evergreen, 30 years), **Angie Franklin** (administrative assistant, Farwell, 21 years), **Lloyd Gaither** (para educator, Transportation, 4 years), **Michele Gerty** (para educator, Evergreen, 13 years), **Damian Goudreau** (bus driver, Transportation, 9 years), **Jeanne Helke** (custodian, Mountainside, 32 years), **Kathy Herres** (para educator, Colbert, 25 years), **John Huffman** (mechanic, Transportation, 17.5 years), **Jovalee Keith** (para educator, Midway, 22.5 years), **Merri Ann Layton** (teacher, Northwood, 28 years), **Robert Lott** (bus driver, Transportation, 12 years), **Mark Majeski** (teacher, Mead High, 23 years), **Shannon Moser** (teacher, Mead High, 39 years), **Jim Palmer** (bus driver, Transportation, 11.5 years), **Laurie Rhein** (teacher, Brentwood, 14.5 years), **Vickie Scholl** (bus driver, Transportation, 18.5 years), **Rebecca Shepard** (para educator, Mead High, 9 years), **Dave Stenersen** (principal, Northwood, 40 years), **Pam Veltri** (assistant superintendent, Learning Services, 4 years), **Jan Verberne** (specialist, District Office, 12 years), **Mary Wallace** (teacher, Mt. Spokane, 34.5 years), **Greg Whitehill** (custodian, Midway, 30 years), **Vicki Wintersteen** (teacher, Mountainside, 32 years) and **Shawn Worstell** (principal, Meadow Ridge, 7 years).

Principal Darren Nelson introduced new Mt. Spokane Assistant Principal Brett Hale. 34 individuals applied for the position with five receiving interviews. Mr. Hale was the unanimous selection of the hiring committee. Mr. Hale comes to the Mead School District from Rogers High School where he served as a teacher, Principal Assistant and, most recently, an Assistant Principal.

Learning Services Assistant Superintendent Heather Havens introduced the following individuals who have been hired as new administrators for the upcoming school year:

- **AJ Blumel** - Current Mead High teacher who will work in Learning Services as an Assistant Director.
- **KellieJo Timberlake** - Current Colbert teacher who will be the PA at Midway Elementary.
- **Erin O'Connor** - Current Colbert teacher who will be the PA at Farwell Elementary.

Technology Director Doug Edmonson introduced Ryan Ferguson who collaborates with the district on videos that tell the stories of students and programs offered in the Mead School District. The most recent video is *Truancy Board - Alec's Story*. This film features Alec Woodard (Mead High student) and Student Services Assistant Superintendent Jared Hoadley who, along with Kelly Schultz, oversees the Mead School District Truancy Board. Mr. Edmonson praised Mr. Ferguson for his great work on this latest video and also recognized Dr. Hoadley for his unique approach working with students who struggle attending school on a regular basis. Following these two introductions *Truancy Board - Alec's Story* was played.

Director Green positively commented on all of the Mead School District graduation ceremonies making specific reference to the particularly excellent graduation speeches delivered by students this year. Director Burchard, who attended several graduation parties, reported he heard multiple comments about how great the ceremonies were.

#### **IV. Continuing Business**

##### **A. Seventh Reading Policy 6800 Revision**

##### **Safety, Operations and Maintenance of School Property**

Business Services Assistant Superintendent Wayne Leonard presented a revision to Policy 6800, Safety, Operations and Maintenance of School Property, for seventh reading consideration. This policy was adopted on November 13, 2007.

WSSDA Sample Policy 6800 was used as a template for the presented revision. Sections A-E are identical to the WSSDA sample policy. Section F, Indoor Air Quality, is an addition. Section F recognizes the impact of indoor air quality on a safe and healthy learning environment. It addresses (1) the use of fragrance, scented or essential oils, potpourri, candles or wax warming devices inside Mead School District buildings, (2) requires upholstered furniture, cushions, pillows, area rugs, etc., not supplied by the school district, be evaluated and approved for use, and (3) requests open food be properly stored in sealable containers. Previous readings included a fourth section permitting only service animals inside Mead School District buildings. That section was removed at an earlier reading. One minor revision was recommended at the May 21, 2018, sixth reading and that change was incorporated into the presented seventh reading draft.

Director Burchard made a motion to approve the revision to Policy 6800, Safety, Operations and Maintenance of School Property, as presented. Director Farley seconded the motion. The motion carried unanimously.

##### **B. Second Reading Policy & Procedure 6213 Revision Reimbursement for Travel Expenses**

Business Services Assistant Superintendent Wayne Leonard presented a revision to Policy & Procedure 6213, Reimbursement for Travel Expenses, for second reading consideration. This policy was adopted on November 10, 2003, and revised on November 13, 2007.

WSSDA Sample Policy & Procedure 6213 and travel reimbursement policies and procedures from other school districts were used as templates for the presented drafts. The primary change from the current policy and procedure is the move away from reimbursable meals to providing for meals and incidentals based on the Federal Per Diem rates at the time of travel.

The proposed procedure prohibits the use of a district purchasing card to pay for meals. Other revisions update the policy and procedure to reflect current district practices. No changes were recommended at the May 21, 2018, first reading.

Director Green made a motion to approve the revision to Policy & Procedure 6213, Reimbursement for Travel Expenses, as presented. Director Burchard seconded the motion. The motion carried unanimously.

## **V. New Business**

### **A. Consent Agendas A & B**

Director Burchard made a motion to approve Consent Agenda A, as presented. Director Green seconded the motion. The motion carried unanimously.

Director Farley made a motion to approve Consent Agenda B, as presented. Director Burchard seconded the motion. The motion carried. Director Green abstained.

### **B. First Reading Policy & Procedure 2029 Adoption Animals as Part of the Instructional Program**

Learning Services Assistant Superintendent Heather Havens presented Policy & Procedure 2029, Animals as Part of the Instructional Program, for first reading consideration. If adopted this would be a new policy/procedure for the Mead School District.

For several board meetings the Mead School District, in conjunction with a revision to Policy 6800, has been looking at the subject of animals in classrooms and schools. It was the recommendation of the board that this subject be a stand-alone policy and procedure rather than address animals in Policy 6800.

The presented, Animals as Part of the Instructional Program, policy and procedure address requests to include live animals on a short-term (no more than three weeks) and a long-term basis and includes criterion that will be used in determining whether to grant or deny each request. The policy additionally states only animals approved as part of the instructional program are allowed in Mead School District classrooms and schools. WSSDA Sample Policy/Procedure 2029 was used as a template for the presented draft policy and procedure.

Discussion included who makes the decision on whether to approve an animal, what animals would be considered long-term, how this policy/procedure will be communicated to parents/staff and how comfort animals might fit into the proposed policy/procedure.

This was a non-action item.

### **C. Establish Summer Board Meeting Dates**

Following discussion, July 23 and August 20 were selected as summer board meeting dates. Both meetings will start at 11:30 a.m.

### **D. First Reading Policy & Procedure 5406 Revision Leave Sharing**

Human Services Director Keri Hutchins presented a revision to Policy/Procedure 5406, Leave Sharing, for first reading consideration. The policy was adopted on March 27, 1997, and revised on May 21, 2012. The presented revisions update the policy and procedure to comply with a new state law that allows an employee who is sick or temporarily disabled because of pregnancy, or who is on a parental leave, to be eligible for shared leave. This new law also allows an employee who is sick or temporarily disabled because of pregnancy disability, or using parental leave, to maintain up to 40 hours of annual leave and/or 40 hours of sick leave and still receive shared leave. The new law becomes effective July 1, 2018.

No first reading changes were recommended.

This was a non-action item.

**E. First Reading Policy & Procedure 5253 Adoption  
Maintaining Professional Staff/Student Boundaries**

Human Services Assistant Superintendent Ralph Thayer presented Policy/Procedure 5253, Maintaining Professional Staff/Student Boundaries, for first reading consideration. If adopted this would be a new policy/procedure for the Mead School District.

The policy addresses the expectation that all employees maintain the highest professional, moral and ethical standards in their interaction with students. The procedure sets forth examples of unacceptable conduct and appearances of impropriety, reporting requirements for conduct violations, disciplinary action and dissemination of the policy/procedure to current and new employees.

Following discussion, it was recommended in the procedure, in the paragraph preceding the listed examples of unacceptable conduct and appearance of impropriety, the following sentence be added: *Examples include but are not limited to.*

This was a non-action item.

**VII. Reports**

**A. Safety Task Force Update**

Student Services Assistant Superintendent Jared Hoadley provided an update on the work of the Safety Task Force. The committee includes 20 individuals. The first priority of the task force was to look at the practices and protocols the district currently has in place regarding safety & security. That phase is complete and the group is now brainstorming ideas to improve and enhance safety and security.

Director Green, who is a member of the committee, shared it is an interesting group including several individuals who are safety/security experts. The committee has had the opportunity to take part in a lockdown drill at Farwell Elementary without students and also with students. Even though everyone knew it was a practice drill, it was Director Green's observation that it still "unnerved kids."

Director Burchard, who is also a member of the task force, shared that committee members have lots of opinions and a wide variety of ways to address safety and security issues. He additionally noted that many of the proposed solutions are very costly.

Moving forward the task force will begin seriously considering recommendations regarding enhancements to current district safety and security systems and protocols.

**B. Learning Services Report - Library Vision**

Learning Services Assistant Superintendent Heather Havens introduced Trish Henry who serves as District Librarian for the Mead School District. Trish works closely with elementary school librarians and secondary library para educators.

Ms. Henry shared the vision of the district's library program, why that vision is important, the purpose of having a designated library space and how district librarians and library para-educators enhance student learning. District libraries provide resources to enhance classroom learning, emphasize reading advocacy & internet safety and provide access to a wide range of tools including print, digital and makerspace materials. Mead School District libraries are designed to be a "check in" location as opposed to a place where students go to simply "check out" materials.

Discussion included library budgets and the *Smart Library* planned for Evergreen Elementary next year that will be funded primarily with Title dollars.

**C. Superintendent's Report**

Superintendent Rockefeller had nothing to report.

**VII. Executive Session**

At 7:30 p.m. Director Denholm called for an Executive Session of approximately 45 minutes for the purpose of reviewing the performance of a public employee.

At 8:15 p.m. Director Denholm returned the meeting to Open Session. No other business was discussed and no action was taken.

**VIII. Adjourn**

The meeting was immediately adjourned at 8:15 p.m.

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**President**

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**Secretary**