



**Minutes from the Regular Meeting of the Board of Directors  
Wednesday, July 25, 2018**

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The Board of Directors held a Regular Board Meeting on Wednesday, July 25, 2018. The meeting began at 12 p.m. and was held at the Mead School District Administration Office. Directors Green, Olson and Denholm (via Facetime) were present. Directors Burchard and Farley were excused. Also attending were Superintendent Tom Rockefeller and Assistant Superintendents Ralph Thayer, Wayne Leonard, Jared Hoadley, Heather Havens and Kevin Peterson.

**I. Approval of Agenda**

Director Olson made a motion to approve the agenda, as amended (Summer School Report and Facilities Update were removed). Director Denholm seconded the motion. The motion carried unanimously.

**II. Approval of Minutes**

Director Denholm made a motion to approve the minutes of the Regular Board Meeting of June 25, 2018, as presented. Director Olson seconded the motion. The motion carried unanimously.

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

Director Green positive commented on the district's Summer STEM Academy. She had the opportunity to speak to students during a "Lunch with Legends" segment and also observed each of the five STEM Academy modules in action.

Director Green positively commented on an informative meeting she attended on the topic of growth in the Mead School District and the Growth Management Act.

Business Services Assistant Superintendent Wayne Leonard shared his experience representing the Mead School District on an Air Force refueling mission that took place on July 18<sup>th</sup>. Those who participated watched two refueling operations - one over Utah and the second over Montana.

**IV. Continuing Business**

**A. Third 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 third reading consideration. If adopted this would be a new policy/procedure for the Mead School District.

This spring, over the course of several board meetings, the Mead School District, in conjunction with a revision to Policy 6800, looked at the subject of animals in classrooms and schools. Rather than address animals in the *Safety, Operations and Maintenance of School Property* policy, it was the board's recommendation that a policy and procedure, specifically addressing animals in the classroom, be brought forward.

The presented *Animals as Part of the Instructional Program* policy/procedure addresses requests to include live animals on a short-term (no more than three weeks) and a long-term basis and includes the guidelines 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. Recommended changes from earlier readings were incorporated into the presented third reading draft.

Director Olson made a motion to adopt Policy & Procedure 2029, *Animals as Part of the Instructional Program*, as presented. Director Denholm seconded the motion. The motion carried unanimously.

**B. Third 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 third 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.

Recommended changes from earlier readings were incorporated into the presented third reading draft.

Director Olson made a motion to adopt Policy & Procedure 5253, *Maintaining Professional Staff/Student Boundaries*, as presented. Director Denholm 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 Olson seconded the motion. The motion carried unanimously.

**B-J. First Reading - Policy 3200 Revision (Rights and Responsibilities), Policy & Procedure 3240 Adoption (Student Conduct Expectations and Reasonable Sanctions), Policy & Procedure 3241 Adoption (Classroom Management, Discipline and Corrective Action), Policy 3242 Adoption (Closed Campus), Policy & Procedure 5301 Revision & Renumber (Student Dress), Policy & Procedure 3231 Adoption (Student Records), Policy & Procedure 3220 Adoption (Freedom of Expression), Policy 5305 Revision & Renumber (Freedom of Assembly), Policy & Procedure 3230 Adoption (Student Privacy and Searches)**

In preparation for the district's upcoming Consolidated Program Review, and to put policies and procedures in place that help keep students in school and on track to graduate, Student Services Assistant Superintendent Jared Hoadley presented the revision and/or adoption of nine policies & procedures (set forth above) for first reading consideration. The majority of the items in the proposed policies and procedures are currently a part of Policy 3200. The recommendation is to revise and substantially shorten Policy 3200 and simultaneously adopt and/or revise eight additional policies/procedures that will more comprehensively address student conduct expectations and sanctions, as well as disciplinary actions, procedure, due process and appeals.

WSSDA sample policies and procedures were used as the template for each presented revision/adoption. Of particular note in Policy & Procedure 3241 - *Classroom Management, Discipline and Corrective Action* - is a change in the appeal process for discipline, short-term suspensions, long-term suspensions and expulsions. The change includes the addition of a

District Appeals Council step prior to a grievance coming to the school board for their consideration.

Discussion included student cell phone usage, student operation of motor vehicles and student records.

No action was taken.

**K. First Reading  
Athletic Code Violation Appeals Process Revision**

Student Services Assistant Superintendent Jared Hoadley presented for board consideration a revision to the appeals process for an athletic code violation. This revision is presented to provide consistency in the appeals process for both school and athletic code disciplinary actions. The presented change adds an Athletic Discipline Appeals Council step to the appeals process, similar to the District Appeals Council that was included in the first reading draft of Policy & Procedure 3241, *Classroom Management, Discipline and Corrective Action*, resulting in the following three step appeal process: (1) Informal Conference with the principal or designee - (2) Athletic Discipline Appeals Council - (3) School Board.

Discussion included second chances, the need for consequences to be uniformly enforced and the make-up of the Athletic Discipline Appeals Council.

No action was taken.

**L. First Reading Policy & Procedure 3205 Adoption  
Sexual Harassment of Students Prohibited**

Student Services Assistant Superintendent Jared Hoadley presented Policy & Procedure 3205 - *Sexual Harassment of Students Prohibited* - for first reading consideration. If adopted this would be a new policy/procedure for the Mead School District.

The policy addresses the district's commitment to a positive and productive education free from sexual harassment. The policy additionally defines sexual harassment and addresses investigation & response, retaliation & false allegations, staff responsibilities, notice and training. The procedure explains the informal and formal complaint processes and the district response to both, as well as the ability to appeal to the Board of Directors and OSPI.

WSSDA Sample Policy/Procedure 3205 was used as a template for the presented draft policy and procedure.

No action was taken.

**M. Market Street Campus GCCM Contract**

Facilities & Planning Executive Director Ned Wendle presented a GCCM contract with Garco Construction of Spokane to provide pre-construction services for the Market Street Campus Project for board consideration.

On May 21, 2018, the Board of Directors adopted Resolution 18-7, GCCM Process, for the four projects that comprise the Market Street Campus Project (new transportation facility, new maintenance facility, new elementary school and new performing arts/athletic venue). Three construction companies submitted proposals and two were interviewed for the project. The selection of Garco was based on a combination of interview score and pricing of overhead and profit fee. The first contract award is for pre-construction services in the amount of \$120,000. As the design process continues, and the construction documents are completed, district staff will begin the negotiation process to eventually arrive at a Guaranteed Maximum Price. If that

negotiation is successful, staff will request the contract be amended to complete the construction using Garco Construction.

Director Olson made a motion to approve the presented GCCM contract with Garco Construction of Spokane to provide pre-construction services for the Market Street Campus Project. Director Denholm seconded the motion. The motion carried unanimously.

**N. Five Mile Middle School GCCM Contract**

Facilities & Planning Executive Director Ned Wendle presented a GCCM contract with Graham Construction to provide pre-construction services for the Five Mile Middle School project for board consideration.

On May 21, 2018, the Board of Directors adopted Resolution 18-7, GCCM Process, for the Five Mile Middle School project. Three construction companies submitted proposals and all three were interviewed for the project. The selection of Graham Construction was based on a combination of interview score and pricing of overhead and profit fee. The first contract award is for pre-construction services in the amount of \$100,000. As the design process continues, and the construction documents are completed, district staff will begin the negotiation process to eventually arrive at a Guaranteed Maximum Price. If that negotiation is successful, staff will request the contract be amended to complete the construction using Graham Construction.

Director Denholm made a motion to approve the presented GCCM contract with Graham Construction to provide pre-construction services for the Five Mile Middle School project. Director Olson seconded the motion. The motion carried unanimously.

**O. Market Street Campus Architect Contract**

Facilities & Planning Executive Director Ned Wendle presented a contract with ALSC Architects of Spokane to provide architectural design services for the Market Street Campus Projects (new transportation facility, new maintenance facility, new elementary school and new performing arts/athletic venue) for board consideration.

A district committee selected ALSC after receiving several applications. The selection was based on interview scores and reference checks. The contract was negotiated and the fee is based on OSPI guidelines and is within the budget for each of the project components.

Director Olson made a motion to approve the presented contract with ALSC Architects of Spokane to provide architectural design services for the Market Street Campus Projects. Director Denholm seconded the motion. The motion carried unanimously.

**P. Five Mile Middle School Architect Contract**

Facilities & Planning Executive Director Ned Wendle presented a contract with ALSC Architects of Spokane to provide architectural design services for the Five Mile Middle School project for board consideration.

A district committee selected ALSC after receiving several applications. The selection was based on interview scores and reference checks. The contract was negotiated and the fee is based on OSPI guidelines and is within the budget for the project.

Director Denholm made a motion to approve the presented contract with ALSC Architects of Spokane to provide architectural design services for the Five Mile Middle School project. Director Olson seconded the motion. The motion carried unanimously.

**Q. Resolution 18-12  
2018/19 School Nutrition Fees**

Business Services Assistant Superintendent Wayne Leonard presented Resolution 18-12, 2018/19 School Nutrition Fees, for board consideration.

The Paid Meal Equity Price Requirement for the 2018-19 school year is \$2.92. The district's current weighted average for lunch is \$2.86. It is a USDA requirement to raise lunch meal prices by \$.05 to meet the weighted average of \$2.92. It is also recommended that the price of breakfast be increased by \$.05 to help offset food costs.

Director Olson made a motion to adopt Resolution 18-12, 2018/19 School Nutrition Fees, as presented. Director Denholm seconded the motion. The motion carried unanimously.

**R. Employee Termination**

At 12:40 pm Director Green called for an Executive Session of approximately 10 minutes for the purpose of reviewing the performance of a public employee.

At 12:50 pm Director Green returned the meeting to Open Session.

Confirming that Human Services Director Keri Hutchins provided appropriate written notice to Cody Higginbotham of the board's intended action on this agenda item, Director Olson made a motion to accept the recommendation of Human Services Director Keri Hutchins to terminate the employment of Cody Higginbotham for the reasons provided. Director Denholm seconded the motion. The motion carried unanimously.

**VI. Reports**

**A. Financial Report for the Month of June 2018**

Business Services Assistant Superintendent Wayne Leonard presented a brief financial report for the month of June 2018. He additionally provided each board member with a draft copy of the 2018-2019 budget.

**B. Transportation Department Report**

Transportation Director Brian Liberg shared a brief Transportation Department update. Topics included:

- **Bus Acquisition/Replacement** - The district has 102 total buses with only three pre-2000 buses currently in operation. In 2015 the number of pre-2000 buses was 42.
- **Bus Inspections** - At the last bus inspection there was one bus out-of-service compared with twenty in 2014-15. This improvement is attributed to a driver's ability to report maintenance issues online via E-Maint, monthly self-performed inspections of the active fleet, full-service performed on each bus every 6,000/8,000 miles, the purchase of mobile lifts and the use of tablets by mechanics during the inspection process.
- **Grants** - *Safe Walk Route Grant* - providing for the installation of flashing beacons at Brentwood and Evergreen in August/September 2018. *Clean Diesel Replacement Bus Grant* - provides \$245,000 over the next two years to replace seven pre-2001 school buses. *Avista Fleet Heat Grant* - replaces existing plug-in heater cords with temperature heat cords that power on when the temperature outside reaches a specific coldness level.

The board thanked Mr. Liberg for the many positive Transportation Department improvements he has implemented since he began working for the district.

**C. Superintendent's Report**

Superintendent Rockefeller asked the board to be thinking about a date for a Board Retreat in mid August. Topics would include: facilities update, Learning Services update, transition to a 6-8 grade middle school model and boundary changes.

**VII. Executive Session**

At 1:25 p.m. Director Green called for an Executive Session of approximately 20 minutes for the purpose of reviewing the performance of a public employee.

At 2 p.m. Director Green returned the meeting to Open Session. No other business was discussed and no action was taken.

**VIII. Adjourn**

The meeting was immediately adjourned at 2 p.m.

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**President**

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**Secretary**