



**Minutes from the Regular Meeting of the Board of Directors
Wednesday, August 22, 2018**

The Board of Directors held a Regular Board Meeting on Wednesday, August 22, 2018. The meeting began at 12 p.m. and was held at the Mead School District Administration Office. Directors Denholm, Green, Olson, Burchard and Farley were present. 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 Green 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 July 25, 2018, as presented. Director Green seconded the motion. The motion carried unanimously.

III. Remarks for the Good of the Schools

Michael Lukich, President of the MCPEA bargaining group, read a prepared statement that included a reference to the money provided by the state legislature for classified salaries in response to the McCleary decision and the need to provide quality compensation to custodians. He encouraged the district to take the lead and pay custodians more money citing unfilled custodial positions and the low unemployment rate.

Toby Doolittle, MEA president, drew attention to the 200+ certificated staff gathered outside to show their support for higher compensation for teachers. Mr. Doolittle additionally expressed MEA support for district custodians and maintenance employees who are also in the midst of contract negotiations.

Chad Brayton, MCTA president, expressed retention concerns and shared the story of a recently hired locksmith who resigned to take a position with another school district whose compensation is 20% higher.

IV. Public Hearing – 2018-2019 Budget

Business Services Assistant Superintendent Wayne Leonard, in accordance with state law, presented the proposed 2018-2019 budget for public comment. A draft of the proposed budget was given to board members at the July 25, 2018, 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 new state requirement of a four-year budget plan and sustainability concerns in coming years because of the removal of staff mix and the fact the district is currently staffed above the prototypical school model. Mr. Leonard explained that in some key areas the state's prototypical school model is woefully underfunded.

V. Continuing Business

A-I. Second 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 second 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 the proposed make-up of the District Appeals Council.

The board requested the nine policy & procedure revisions/adoptions be brought forward as action items at the next board meeting.

No action was taken.

**J. Second 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 second 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 the proposed make-up of the Athletic Discipline Appeals Council and the need for consequences to be uniformly enforced.

The board requested this athletic code violation appeals process revision be brought forward as an action item at the next board meeting.

No action was taken.

**K. Second 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 second 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.

The board requested this policy/procedure adoption be brought forward as an action item at the next board meeting.

No action was taken.

VI. New Business

A. Consent Agenda

Following discussion of the single "leave without pay" request, Director Farley made a motion to approve the Consent Agenda, as presented. Director Green seconded the motion. The motion carried unanimously.

B. Resolution 18-13

2018/2019 Fees & Policies

Business Services Assistant Superintendent Wayne Leonard presented Resolution 18-13, 2018/2019 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 2019. 2018/2019 school nutrition fees were included in Resolution 18-12, adopted by the board on July 25, 2018. There were no increases proposed in ASB and Participation Fees and no change in the Facility Use Fee Schedule. The mileage rate is adjusted to the IRS standard mileage rate on January 1st of each year.

Following discussion regarding the need in the near future to revise Policy 6113, Use of School Facilities, to better address insurance coverage and head injuries, Director Olson made a motion to adopt Resolution 18-13, 2018/2019 Fees & Policies, as presented. Director Burchard seconded the motion. The motion carried unanimously.

C. Resolution 18-14

2018-2019 Budget Adoption

Business Services Assistant Superintendent Wayne Leonard presented Resolution 18-14, 2018-2019 Budget Adoption, for board consideration. State law requires fiscal year budgets be adopted by August 31st of each year. Adoption of the 2018-2019 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.

Before making a motion to adopt Resolution 18-14, 2018-2019 Budget Adoption, as presented, Director Green, commented that the four-year budget projection presented by Mr. Leonard is both "enlightening and daunting." Director Olson seconded the motion. The motion carried unanimously.

D. Resolution 18-15

Citizens Boundary Review Planning Committee

Student Services Assistant Superintendent Jared Hoadley presented Resolution 18-15, Citizens Boundary Review Planning Committee, for board consideration. Voters in the Mead School

District approved a bond in February 2018 to build a new elementary school and a new middle school. Both schools will open in the fall of 2020.

Resolution 18-15 authorizes the formation of an advisory Citizen's Boundary Review Planning Committee that will review student enrollment projections and make a recommendation on how boundaries need to be changed because of the opening of the new elementary school and the new middle school. It is anticipated the committee will begin work in the fall of 2018 with a final recommendation presented to the board in May of 2019.

Director Burchard made a motion to adopt Resolution 18-15, Citizens Boundary Review Planning Committee, as presented. Director Green seconded the motion. The motion carried unanimously.

E. Establish Calendar for 2018-2019 Board Meeting Dates

A draft calendar for 2018-2019 board meeting dates was before the board for their 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 pm.

Director Olson made a motion to establish the Mead School District School Board Meeting Calendar for 2018-2019, as presented. Director Farley seconded the motion. The motion carried unanimously.

F. Award of Milk and Dairy Contract

Child Nutrition Services Director Kim Elkins presented a renewal of Milk and Dairy Bid No. 432-15-02-B authorizing Terry's Dairy to continue providing milk and dairy items to the Mead School District. This contract is available through the district's inter-local agreement with the Central Valley School District.

The base year for this bid was the 2015-2016 school year with one-year renewal options through 2019-2020. The district used Terry's Dairy for milk and dairy needs in 2017-2018 and was satisfied with their performance.

Director Olson made a motion to award Milk and Dairy Bid No. 432-15-02-B to Terry's Dairy for the 2018-2019 school year. Director Burchard seconded the motion. The motion carried unanimously.

G. Award of Prime Vendor Contract

Child Nutrition Services Director Kim Elkins presented a renewal of RFP No. 17-1314 Prime Vendor authorizing Food Services of America to continue providing grocery items to the Mead School District for the 2018-2019 school year. This contract is available through the district's inter-local agreement with Spokane Public Schools.

The base year for this RFP was the 2014-2015 school year with one-year renewal options through 2018-2019. The district used Food Services of America for grocery items in 2017-2018 and was satisfied with their performance.

Director Burchard made a motion to award RFP No. 17-1314 Prime Vendor for the 2018-2019 school year to Food Services of America. Director Green seconded the motion. The motion carried unanimously.

H. Award of Small Wares Contract

Child Nutrition Services Director Kim Elkins presented a RFP 7-1617 Small Wares contract authorizing Bargreen Ellingson Restaurant Supply and Design to meet the small wares needs of

the Mead School District for the 2018-2019 school year. This contract is available through the district's inter-local agreement with Spokane Public Schools.

The base year for this bid was the 2017-2018 school year with one-year renewal options through 2020-2021.

Director Farley made a motion to award RFP 7-1617 Small Wares contract for the 2018-2019 school year to Bargreen Ellingson Restaurant Supply and Design. Director Olson seconded the motion. The motion carried unanimously.

I. Award of GPS Supplier Contract

Transportation Director Brian Liberg presented a contract with Samsara to provide GPS services to the Mead School District for board consideration.

The district sent out a Request for Information to three vendors on December 13, 2017. Based on presentations from these vendors, the district narrowed the pool down to Zonar and Samsara. Each Vendor's presentation was similarly scored. When looking at a cost comparison Samsara was the more cost effective of the two companies. A copy of the bid summary was provided.

Following discussion Director Green made a motion to award the GPS supplier contract to Samsara. Director Farley seconded the motion. The motion carried unanimously.

J. Award of Fuel Contract

Transportation Director Brian Liberg presented a renewal of the district's contract with PetroCard for fuel services for the 2018-2019 school year.

The base year for this bid was the 2015-2016 school year with one-year renewal options through 2019-2020. The district used PetroCard for fuel needs in 2017-2018 and was satisfied with their performance.

Director Olson made a motion to award PetroCard the contract for fuel services for the 2018-2019 school year. Director Burchard seconded the motion. The motion carried unanimously.

VII. Reports

A. Financial Report for the Month of July 2018

Business Services Assistant Superintendent Wayne Leonard presented a brief financial report for the month of July 2018.

B. Facilities Update

Facilities & Planning Executive Director Ned Wendle presented a brief facilities update including a status report on the following projects:

- New Northwood Middle School
- Midway Elementary Modernization Project
- Shiloh Hills Elementary Modernization Project
- Five Mile Middle School Project including Schematic Design
- Market Street Campus Projects (elementary school, stadium, transportation & maintenance facilities) including Schematic Designs

There will be a Design Open House for the Five Mile Middle School Project on September 18, 5-7 pm at Prairie View Elementary and a Design Open House for the Market Street Campus Projects on September 20, 5-7 pm at Northwood Middle School.

C. Summer School Report

Assistant Superintendent Kevin Peterson and Summer School Principal Jim Preston presented a brief summer school report. Noteworthy changes implemented this summer included: (1) No charge to attend for all Mead SD students. (2) Use of Edgenuity online curriculum. (3) Increased district provided bus transportation. 139 total students took 300 classes with 183 credits earned in a wide variety of courses.

D. Superintendent's Report

Superintendent Rockefeller shared that the district's annual "Welcome Back Day" will be Tuesday, August 28 at Mead High School. It will be an Open House format from 7:45 am - 9:30 am.

VIII. Executive Session

At 2 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 2:45 p.m. Director Denholm returned the meeting to Open Session. No other business was discussed and no action was taken.

IX. Adjourn

The meeting was immediately adjourned at 2:45 p.m.

President

Secretary