



**Minutes from the Regular Meeting of the Board of Directors  
Wednesday, August 21, 2019**

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The Board of Directors held a Regular Board Meeting on Wednesday, August 21, 2019. The meeting began at 2 pm and was held at the Mead School District Administration Office. Directors Burchard, Olson, Denholm and Wylder were present. Director Green was excused. Also attending were Superintendent Shawn Woodward, Chief Financial Officer Wayne Leonard and Assistant Superintendents Ralph Thayer, Kevin Peterson, Heather Havens and Jared Hoadley.

**I. Approval of Agenda**

Director Denholm made a motion to approve the agenda, as amended (addition of 6<sup>th</sup> Grade Center Variance as an action item under *New Business* and tabling of Employee Termination until after *Reports*). 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, 2019, and Board Work Session of August 14, 2019, as presented. Director Denholm seconded the motion. The motion carried unanimously.

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

Executive Director Doug Edmonson played a 30-second informational video highlighting the four major focus areas of the November 5<sup>th</sup> Supplemental Enrichment Levy ballot measure. This video will play at the Wandermere Theatres during September and October.

Director Denholm acknowledged a young Boy Scout in attendance fulfilling requirements for a Community Service badge.

**IV. Public Hearing – 2019-2020 Budget**

Chief Financial Officer Wayne Leonard, in accordance with state law, presented the proposed 2019-2020 budget for public comment. A draft of the proposed budget was given to board members at the July 25, 2019, 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, SEBB and inadequate prototypical school model funding in several programs/areas. This year's budget includes an increase of 65 students over last year. The percentage breakdown for the 2019-2020 school year budget is: 86% State, 5% Federal, 7% Local Levy & 2% Local Fees.

There were no public comments on the presented 2019-2020 budget.

**V. Continuing Business**

**A. Second Reading Policy & Procedure 2152 Revision  
Student Travel**

Student Services Assistant Superintendent Jared Hoadley presented for second reading consideration a revision of Policy & Procedure 2152, Student Travel. This policy/procedure was adopted on November 10, 2003.

The presented revisions include board approval for all overnight trips that are not considered regular co-curricular or regular extra-curricular trips and the addition of a general rule that special event trips, such as traveling to Disneyland, be restricted to once every four years.

As a result of discussion at the August 14, 2019, Board Work Session regarding student travel, the references to *Overnight Travel Guidelines* and a *Travel Code of Conduct* were removed from the second reading procedure draft. Student Services, in the coming months, will oversee collaborative work on these two documents with the goal of having standardized expectations and practices in place, and approved by the board, by the end of the current school year for implementation at the start of the 2020-2021 school year.

Presented procedure revisions state that coach/advisor/chaperone travel expenses, paid by students, will not exceed a ratio of 1:12 and in the *Trip Planning Guide* portion of the procedure there is reference to, whenever possible, hotel rooms for overnight stays be assigned by grade level to avoid 9<sup>th</sup> graders being in the same room as 11<sup>th</sup> and/or 12<sup>th</sup> graders.

Director Denholm made a motion to approve the presented revisions to Policy & Procedure 2152, Student Travel. Director Wylder seconded the motion. The motion carried unanimously.

## **VI. New Business**

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

Director Olson made a motion to approve Consent Agendas A & B, as presented. Director Denholm seconded the motion. The motion carried unanimously.

### **B. Resolution 19-24 2019-2020 Budget Adoption**

Chief Financial Officer Wayne Leonard presented Resolution 19-24, 2019-2020 Budget Adoption, for board consideration. State law requires fiscal year budgets be adopted by August 31<sup>st</sup> of each year. Adoption of the 2019-2020 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 make a motion to adopt Resolution 19-24, 2019-2020 Budget Adoption, as presented, Director Olson thanked Mr. Leonard and his staff for their excellent work in preparing the 2019-2020 school year budget. Director Denholm seconded the motion. The motion carried unanimously.

### **C-E. Award Milk and Dairy Contract Award Small Wares Contract Award Prime Vendor Contract**

Nutrition Services Director Kim Elkins presented the following contracts for the 2019-2020 school year for board consideration:

**Milk and Dairy Contract** – Renewal of Milk and Dairy Bid No. 432-15-02-B with Terry's Dairy. This contract is available through the district's inter-local agreement with the Central Valley School District. The base year of this bid was the 2015-2016 school year with one-year renewal options through 2019-2020.

**Small Wares Contract** – Renewal of Small Wares contract (RFP 7-1617) with Bargreen Ellingson. This contract is available through the district's inter-local agreement with Spokane Public Schools. The base year for this RFP was the 2017-2018 school year with one-year renewal options through 2020-2021.

**Prime Vendor Contract** – Renewal of Prime Vendor Contract (PSJPC Bid #1-2017) with Food Services of America. This contract is available through the district's membership in the Puget Sound Joint Purchasing Cooperative. The base year for the RFP was the 2017-2018 school year with one-year renewal options through 2022-2023.

For the 2019-2020 school year, Director Denholm made a motion to award the Milk and Dairy Contract to Terry's Dairy, Small Wares Contract to Bargreen Ellingson and Prime Vendor Contract

to Food Services of America, as presented. Director Wylder seconded the motion. The motion carried unanimously.

#### **F. Award of Fuel Contract**

Transportation Director Brian Liberg presented a renewal of the district's contract with PetroCard for fuel services for the 2019-2020 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 2018-2019 and was satisfied with their performance.

Director Wylder made a motion to award PetroCard the contract for fuel services for the 2019-2020 school year, as presented. Director Denholm seconded the motion. The motion carried unanimously.

#### **G. Establish Calendar for 2019-2020 Board Meeting Dates**

A draft calendar for 2019-2020 board meetings was provided for board 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 Wylder made a motion to approve the presented draft 2019-2020 Board Meetings Calendar. Director Olson seconded the motion. The motion carried unanimously.

#### **H. First Reading Policy 3423 Adoption Parental Administration of Marijuana for Medical Purposes**

Student Services Assistant Superintendent Jared Hoadley presented for first reading consideration the adoption of Policy 3423, Parental Administration of Marijuana for Medical Purposes. This would be a new policy for the Mead School District. The presented draft is identical to WSSDA Sample Policy 3423. Schools nurses Ruth Erb and Carrie Dinwoodie were in attendance to answer questions.

On July 31, 2019, a new law went into effect permitting students who meet Washington's statutory requirements for medical marijuana to consume marijuana-infused products for medical purposes on school grounds, aboard a school bus or while attending a school-sponsored event. Areas addressed in the policy include:

- Verification of a valid Washington Recognition Card for medical marijuana under RCW 69.51A.220.
- Storage and Administration - The district will not store or administer marijuana-infused products for any purpose.
- Parents/guardians are the only persons who may provide, administer or assist a student with the consumption of marijuana-infused products.
- Students may not self-carry or self-administer marijuana for medical or any other purposes.
- Administration of a marijuana-infused product by smoking is strictly prohibited.

Although the school nurse may oversee the process of compliance with the policy, the school nurse will not provide, administer or assist the student with the consumption of the marijuana-infused product.

No action was taken. The policy will be brought forward for second reading, as a non-action item, at the upcoming September 9<sup>th</sup> board meeting.

### **I. 6<sup>th</sup> Grade Center Variance**

Learning Services Assistant Superintendent Heather Havens presented a variance that shortens the daily prep time for 6<sup>th</sup> Grade Center teaching staff, two days per week, in order to facilitate student access time, for the 2019-2020 school year, for board consideration. This variance was approved by 6<sup>th</sup> Grade Center teachers (94%) and has also been approved by the MEA Representative Council.

Director Wylder made a motion to approve the 6<sup>th</sup> Grade Center variance that shortens the daily prep time for 6<sup>th</sup> Grade Center teachers two days per week in order to facilitate student access time for the 2019-2020 school year, as presented. Director Olson seconded the motion. The motion carried unanimously.

### **J. Employee Termination**

**Note:** This item was deferred until after all reports in Section VII of the agenda were presented.

At 3:15 pm Director Burchard called for an Executive Session of approximately ten minutes for the purpose of reviewing the performance of a public employee.

At 3:25 pm Director Burchard returned the meeting to Open Session.

Confirming that Human Resources Assistant Superintendent Ralph Thayer provided appropriate written notice to Kristina Helmer of the board's intended action on this agenda item, Director Olson made a motion to accept the recommendation of Human Resources Assistant Superintendent Ralph Thayer to terminate the employment of Kristina Helmer for the reasons provided. Director Denholm seconded the motion. The motion carried unanimously.

## **VII. Reports**

### **A. Financial Report for the month of July 2019**

Business Services Chief Financial Officer Wayne Leonard presented a brief financial report for the month of July 2019.

### **B. Superintendent's Report and Discussion Items**

Superintendent Woodward, who has been on the job for 51 days, was very complimentary of district staff and commended their collective enthusiasm to work together to get better. He briefly reported on his attendance and positive impressions following meetings he attended with the Maintenance Department, bus drivers, custodians and coaches. He additionally reported on the excellent work district and building level administrators engaged in the first week of August, particularly noting the group's commitment to being "relentlessly persistent" in the work of educating Mead students.

Regarding the development of a five-year Strategic Plan for the Mead School District, Superintendent Woodward shared a basic strategic planning framework and timeline. Following the presentation, the board gave Superintendent Woodward the "green light" to move forward with the strategic planning process as outlined. The plan, once adopted and implementation is underway, will be regularly revisited to assess progress and determine when and if adjustments in the plan are needed.

## **VIII. Executive Session**

At 3:30 pm Director Burchard called for an Executive Session of approximately 30 minutes for the purpose of reviewing the performance of a public employee.

At 4 pm Director Burchard returned the meeting to Open Session. No other business was discussed and no action was taken.

**IX. Adjourn**

The meeting was immediately adjourned at 4 pm.

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**President**

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**Secretary**