



## AGENDA FOR THE REGULAR BOARD MEETING

Monday, October 24, 2022 - 6 pm

Union Event Center, 12509 N. Market St., Bldg. D, Mead, WA 99021

Webinar Link: [mead354-org.zoom.us/j/88441313608](https://mead354-org.zoom.us/j/88441313608)

Or Call 669-900-6833 Webinar ID 884 4131 3608

- I. PLEDGE OF ALLEGIANCE
- II. APPROVAL OF AGENDA (Action)
- III. APPROVAL OF MINUTES (Action)  
Approval of the Minutes of the Regular Board Meeting of October 10, 2022
- IV. REMARKS FOR THE GOOD OF THE SCHOOLS - Public Comment
- V. CONTINUING BUSINESS - none
- VI. PUBLIC HEARING – Proposed/Updated Director District Boundaries  
(Presented by: *Heather Ellingson, Chief Financial Officer*)
- VII. NEW BUSINESS
  - A. Policy 1105 Revision  
Director District Boundaries (Action) 1  
(Presented by: *Heather Ellingson, Chief Financial Officer*)
  - B. Consent Agenda  
Vouchers, Personnel Actions, Extra-Curricular and Supplemental Contracts (Action) 2
  - C. Student Travel Proposal  
Mead High School Yearbook (Action) 3  
(Presented by: *Darren Nelson, Director Secondary Education*)
- VIII. REPORTS
  - A. Superintendent’s Report
- IX. ADJOURN

### **Public Participation – Policy 1430**

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. Therefore, the opportunity for individuals (staff, guests and/or district residents) to express an opinion is provided at the beginning of School Board meetings. Per Policy 1430 public comment should relate to agenda items. Those wishing to speak must sign-in with: name, address, phone number and topic being addressed. Sign-in must be done prior to the beginning of the meeting before the gavel has dropped. If a group wishes to speak, it is recommended they choose a spokesperson to speak on behalf of the group. The Board President will recognize each speaker and invite him/her to step up to the podium. Comment time is limited to three (3) minutes. Individuals making public comments are asked to refrain from any inappropriate behavior, including but not limited to: clapping, shouting and/or sarcastic, vulgar or disrespectful language or actions. The School Board will not respond to public comments during the meeting. The board may express regret regarding the speaker’s concerns and thank them for their contribution. This allows the Board time to confer with district staff and gain valuable knowledge before determining whether or not to more fully respond to a speaker’s comments.

**Individuals with disabilities who may need a modification to participate in a meeting should contact the Superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that arrangements for the modification can be made.**



**Minutes from the Regular Meeting of the Board of Directors  
Monday, October 10, 2022**

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The Board of Directors held a Regular Board Meeting on Monday, September 10, 2022. This meeting was held in-person and virtually via a Zoom link posted on the Mead School District website. Directors Denholm, Cannon and Gray were present. Directors Burchard and Olson were excused. Also attending were Superintendent Shawn Woodward, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

**I. Pledge of Allegiance**

The meeting began with Vice-President Denholm asking all to rise for the Pledge of Allegiance.

**II. Approval of Agenda**

Director Cannon made a motion to approve the meeting agenda, as presented. Director Gray seconded the motion. The motion carried unanimously.

**III. Approval of Minutes**

Director Cannon made a motion to approve the minutes of the September 26, 2022, Regular Board Meeting, as presented. Director Gray seconded the motion. The motion carried unanimously.

**IV. Remarks for the Good of the Schools - Public Comment**

Noting there were no community members/individuals present who signed-up to speak on agenda topics, Vice-President Denholm opened the floor for board/staff comments.

*Board/Staff Comments*

Director Cannon spoke positively about the Marching Band Competition that took place at Union Stadium on Saturday, October 8<sup>th</sup> where twelve bands competed, including bands from not only the Spokane area but also Boise, Salem and the Tri-Cities. Director Cannon estimated there were close to 2,000 spectators and noted both Mead High and Mt. Spokane, with only one point separating their scores, have great marching band shows this year. He additionally shared it is his understanding Mt. Spokane's band will perform their show during half-time at the upcoming *Battle of the Bell* football game.

Director Gray, who was able to attend the Craft Fair at Mt. Spokane High School on October 8<sup>th</sup>, gave a "shoot-out" to the band parents who worked this annual fundraising event.

Regarding Union Stadium, Vice-President Denholm shared that community members, who did not vote for the venue, now tell him they wish they had because of the great events, like the Marching Band Competition, being hosted there.

**V. Continuing Business - none**

**VI. New Business**

**A. Consent Agenda**

In response to a question from Director Gray, Learning & Teaching Assistant Superintendent Heather Havens shared the Behavior Intervention Tech listed for hire on the Consent Agenda will support the elementary Compass program at Brentwood.

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Director Gray made a motion to approve the Consent Agenda, as presented. Director Cannon seconded the motion. The motion carried unanimously.

## Consent Agenda

### 1. Hired Certificated Personnel:

Gisella Hazen	Evergreen	Cert	1.0 FTE Continuing DLC teacher effective 9/13/22
Kenadi Kaiser	Meadow Ridge	Cert	.8 FTE Leave Replacement Music teacher 22/23 school year effective 9/1/22
Emily McKinney	Mead High	Cert	.2 FTE Continuing teacher + .2 FTE Leave Replacement 1 <sup>st</sup> semester 22/23, in addition to .6 Continuing, effective 8/30/22
Eralee Jordan	Mountainside	Cert	.2 FTE Continuing English/Math teacher, in addition to .6 FTE Continuing, effective 8/30/22
Dionne Baker	Farwell	Cert	1.0 FTE Continuing Teacher effective 8/30/22 (no longer at Brentwood)
Suzanne Swenland	Shiloh Hills	Cert	.3 FTE Leave Replacement MTSS support 22/23 school year in addition to .7 FTE Leave Replacement effective 9/26/22
Sarah Watts	Meadow Ridge	Cert	1.0 FTE Leave Replacement 5 <sup>th</sup> Grade teacher 22/23 school year effective 8/30/22
William Schwalbe	Mead High	Cert	.2 FTE Continuing Resource Room teacher in addition to .8 FTE Continuing effective 8/30/22

### 2. Hired Classified Personnel:

Kelylissa Coleman	Highland	Class	6.6 hrs/day Para Ed effective 9/13/22
Robert LeCouix	Transportation	Class	8 hrs/day Behavior & Safety Specialist effective 10/1/22
Amy White	Shiloh Hills	Class	4.75 hrs/day Para Ed effective 9/19/22
Tonya Riggin	Shiloh Hills	Class	4.75 hrs/day Para Ed effective 9/19/22
Heather Campbell	Highland	Class	6.6 hrs/day Para Ed effective 9/19/22
Thomas Brasch	Custodial	Class	8 hrs/day Custodian II effective 9/12/22
Aidan Niblock	Custodial	Class	8 hrs/day Custodian II effective 9/12/22
Carmen Ekholm	Brentwood	Class	4.25 hrs/day Para Ed effective 9/6/22
Cassady Graham	Evergreen	Class	6 hrs/day Para Ed effective 9/22/22
Hailee Muller	Mountainside	Class	6.15 hrs/day Para Ed effective 9/16/22
Amy Hanson	Mt. Spokane	Class	8 hrs/day Bldg Admin Asst effective 9/30/22
Ryley Warren	Special Serv	Class	7 hrs/day Behavior Intervention Tech effective 9/22/22

### 3. Hired Certificated Substitutes:

Nicholas Young	Steven Williams	Jessica Vickers	Patience Burns
Melissa Manning	Kelsey Smith	Maree Herron	Jordan Nichols
Linda Cameron-Jokinen	Ashley Barker	Erica Schwab	Andra Heading

### 4. Hired Classified Substitutes:

Kristopher McKethen | Bethany Flake | Kylee Griffen | Samantha Herrera

### 5. Approved AP Vouchers for General Fund, Capitol Projects, Private Purpose Trust & ASB.

Vouchers audited and certified by auditing officers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board. As of this day, **October 10, 2022**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 108110 to 108365** in the following amounts:

Fund	Amount
General Fund - AP	\$ 626,966.23
General Fund - PR	10,986,624.26
ASB Fund	41,085.88
Capital Projects Fund	76,553.00

### 6. Approved Requests for Retirement/Resignation:

Jeanne Downing	Evergreen	Class	Resignation effective 10/12/22 (Para Ed)
Deborah Hunt	Transportation	Class	Resignation effective 10/5/22 (Bus Driver)
Cheryl Bostwick	Transportation	Class	Retirement effective 8/29/22 (Bus Driver)
Shanti McComas	Special Services	Cert	Resignation effective 9/30/22 (teacher)
Angeliene Prettyman	Colbert	Class	Resignation effective 10/21/22 (Para Ed)

## B. Student Travel Proposal Mt. Spokane High School Yearbook

Darren Nelson, Director of Secondary Education, presented for board consideration a travel request from the Mt. Spokane High School Yearbook staff (six members) and advisor Susan Best,

plus one adult male chaperone, to travel to St. Louis, Missouri, November 9-13, 2022, to attend the JEA Journalism National Convention. This is an opportunity for students to attend convention sessions on various journalism and yearbook topics, compete in national competitions, bond with fellow Mt. Spokane High School Yearbook students and meet professionals in the journalism and publishing community.

The estimated per student cost is \$660 with fundraising opportunities available. The remaining costs associated with the trip will be covered by the Mt. Spokane High School Yearbook ASB budget. Mr. Nelson additionally noted the proposal takes into consideration House Bill 1660 and that money will not be an attendance issue for any student who qualifies under the provisions of this bill.

Students will miss two days of school (November 9 and November 10) and Ms. Best will need a substitute teacher for those two days.

Acknowledging the outstanding yearbooks published by both Mt. Spokane and Mead High, Mr. Nelson shared both schools received Emerald Awards for their 2021/22 annuals. They are two of only four schools in the state to earn this honor.

Director Cannon made a motion to approve the request from Mt. Spokane High School Yearbook to travel to St. Louis, Missouri, November 9-13, 2022, to attend the JEA Journalism National Convention, as presented. Director Gray seconded the motion, noting the trip is a great opportunity for students. The motion carried unanimously.

### **C. Student Travel Proposal Mead High Cheerleaders – USA Spirit Nationals 2023**

Darren Nelson, Director of Secondary Education, presented for board consideration a travel request from Mead High School Cheerleaders to travel to Anaheim, California, February 23-27, 2023, to participate in USA Spirit Nationals. It is estimated 19 students will participate plus three chaperones including Mead High Cheer Coach Katherine Melka. This is an opportunity for Mead High Cheerleaders to compete for a national title and watch teams from around the United States. The Mead High squad is working to improve their skills and build a high caliber, competitive cheer program.

The estimated per student cost is \$1,950 with numerous fundraising opportunities available. Mr. Nelson noted the proposal takes into consideration House Bill 1660 and that money will not be an attendance issue for any student who qualifies under the provisions of this bill.

Students will miss three days of school (February 23, 24 & 27) and Ms. Melka will need a substitute teacher for those three days.

Director Cannon made a motion to approve the request from Mead High School Cheerleaders to travel to Anaheim, California, February 23-27, 2023, to participate in USA Spirit Nationals 2023, as presented. Director Gray seconded the motion. The motion carried unanimously.

## **VII. Reports**

### **A. Superintendent's Report**

Topics covered in Superintendent Woodward's report included the following:

#1 – In an effort to maximize recruitment efforts for, in particular, para educators, bus drivers and custodians, during conference week, in the foyer at each elementary school, a video will be playing that features the testimonials of current employees. Postcards will also be available that provide information on how to learn more about pursuing employment with the Mead School District. In response to a board question, Superintendent Woodward shared the district, in these hard to fill positions, is, thankfully, hiring more than it is currently losing.

#2 - On October 5<sup>th</sup> seventy-five Mead School District students attended an Unlock the Future event where many local industry groups were represented. Many of these potential employers will be invited to take part in an upcoming district sponsored visioning event. The district wants to be proactive in introducing a variety of possible job/career opportunities to students in middle school rather than waiting until they reach high school. It is important for students who will not go to college to learn about viable job opportunities. Superintendent Woodward shared the district will be working with local industries to develop pathways for students that allow them to be hired right out of high school.

#3 - Noting the importance of parents having easy access to resources/information on what their children are learning in schools, Superintendent Woodward acknowledged the information currently available on the district's website is not as robust as it could/should be. Therefore, a primary focus for Learning & Teaching, in conjunction with the help of Public Information Officer Todd Zeidler, is to build out webpages that provide more comprehensive information on both the standards taught and the curriculum used in teaching the standards. Reporting on progress to date, Superintendent Woodward shared state K-12 Learning Standards are now available on the district's website and work has commenced on adding Mead School District Priority Standards for each grade and content level.

By way of example, Superintendent Woodward shared the page currently under construction for first grade English Language Arts. The page included links to Washington State Standards, Mead School District Priority Standards and curriculum materials. Next steps will include adding a link to supplemental materials.

The district will be working diligently throughout the year to add content pages for all grade and subject areas. The district is making every effort to be transparent. As new pages come online links to these resources will be forwarded to board members.

Director Gray noted the importance of making information available to parents as quickly as possible and Vice-President Denholm remarked on the need to make supplemental materials accessible. On the topic of controversial topics, Superintendent Woodward shared he will be working with district/building administrators to have a plan in place to notify parents when something that may be considered controversial will be a part of a lesson so that a parent can opt their child out of class for that day. Director Cannon shared he is a proponent of critical thinking and debate, especially at the high school level, while also noting there is a difference between a controversial topic and instruction.

Regarding standards, Director Cannon noted he appreciates that, at the local level, Mead has the discretion to identify priority standards. Superintendent Woodward explained that having district-wide identified priority standards assures consistent instruction from one school to another and is an acknowledgement that time does not allow for the teaching of all state standards. Even though it is a state expectation that all standards are taught, to do so would necessitate teaching a mile wide and an inch deep. The identification of priority standards allows for a narrower and deeper instructional focus. Learning & Teaching Assistant Superintendent Heather Havens expressed her appreciation to the board for their support of Wednesday morning PLC time as it allows for district-wide grade level teams to collaborate on a regular basis.

### **VIII. Adjourn**

The meeting was adjourned at 6:40 pm.

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**President**

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**Secretary**

## MEAD SCHOOL DISTRICT

Board Meeting of October 24, 2022  
New Business

VII.A.

**Agenda Item:** Policy 1105 Revision  
Director District Boundaries

**Background:** Policy 1105, Director District Boundaries, that replaced Policy 1230, was adopted on January 29, 2007. This policy notes the responsibility of the Board of Directors to establish Director District Boundaries and to redistrict within eight months of any of the following events:

- Receipt of federal decennial census data;
- Consolidation of the district with one or more other districts;
- Transfer of territory to or from the district;
- Annexation of territory to or from the district; or
- Approval by a majority of the district's voters of a proposal to divide the district into director districts.

**Summary:** The presented revision, reducing the days from 45 to 15 for a registered voter in the district to challenge adoption of new Director District Boundaries, brings the policy into compliance with a recent change to RCW29A.76.010. A copy the RCW is attached with the applicable section of the legislation highlighted.

**Staffing Implication:** None

**Other Considerations:** None

**Recommendation:** Approval of the presented revision is recommended.

**Attachments:**

- Draft Policy 1105
- RCW29A.76.010

## **DIRECTOR DISTRICT BOUNDARIES**

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It is the responsibility of the Board of Directors to establish the boundaries of the internal director districts of the school district, and to redistrict the director districts as necessary. The Board of Directors, with the assistance of the administration, the ESD and the State Redistricting Commission, shall develop a plan of proposed director districts within eight months of any of the following events:

1. Receipt of federal decennial census data;
2. Consolidation of the district with one or more other districts;
3. Transfer of territory to or from the district;
4. Annexation of territory to or from the district; or
5. Approval by a majority of the district's voters of a proposal to divide the district into director districts.

The plan of proposed director districts shall meet the following criteria:

1. The districts shall be as nearly as possible equal in population;
2. The districts shall be as compact as possible and consist of geographically contiguous area;
3. The districts shall not favor or disfavor any racial group or political party; and
4. The districts shall, as much as possible, coincide with natural boundaries and existing communities.

At least one week before the Board of Directors considers adoption of the plan of director districts, the Board shall hold a public hearing on the plan.

Within thirty days of adoption of the plan of director districts the legal descriptions and maps depicting the director districts shall be submitted to the county auditor. If the plan is submitted after the fourth Monday in June of an odd-numbered year, the plan will not take effect until the following year.

Any registered voter in the district may challenge the plan within **15 45** days of its adoption by requesting that the superior court review the plan for compliance with the four criteria listed above.

**Legal References:** RCW29A.76.010

RCW28A.343.030

RCW28A.343.040

Redistricting by counties, municipal corporations, and special purpose districts  
Directors' districts in certain school districts  
— Election to authorize division in school districts not already divided into director districts  
Division or re-division of district into director districts

**Replacing Mead School District Policy 1230**

**Adopted: January 29, 2007**

**Revised:**

**PDF RCW 29A.76.010****Counties, municipal corporations, and special purpose districts. (Effective until January 1, 2023.)**

(1) It is the responsibility of each county, municipal corporation, and special purpose district with a governing body comprised of internal director, council, or commissioner districts not based on statutorily required land ownership criteria to periodically redistrict its governmental unit, based on population information from the most recent federal decennial census as adjusted by RCW 44.05.140.

(2) Within forty-five days after receipt of federal decennial census information applicable to a specific local area, the commission established in RCW 44.05.030 shall forward the census information to each municipal corporation, county, and district charged with redistricting under this section.

(3) Except as otherwise provided in chapter 301, Laws of 2018, the governing body of the municipal corporation, county, or district shall prepare a plan for redistricting its internal or director districts:

(a) By December 31, 2021, if the jurisdiction is scheduled to elect members to its governing body in 2022; or

(b) By November 15, 2022, if the jurisdiction is not scheduled to elect members to its governing body in 2022.

(4) The plan shall be consistent with the following criteria:

(a) Each internal director, council, or commissioner district shall be as nearly equal in population as possible to each and every other such district comprising the municipal corporation, county, or special purpose district.

(b) Each district shall be as compact as possible.

(c) Each district shall consist of geographically contiguous area.

(d) Population data may not be used for purposes of favoring or disfavoring any racial group or political party.

(e) To the extent feasible and if not inconsistent with the basic enabling legislation for the municipal corporation, county, or district, the district boundaries shall coincide with existing recognized natural boundaries and shall, to the extent possible, preserve existing communities of related and mutual interest.

(5) During the adoption of its plan, the municipal corporation, county, or district shall ensure that full and reasonable public notice of its actions is provided. Before adopting the plan, the municipal corporation, county, or district must:

(a) Publish the draft plan and hold a meeting, including notice and comment, within ten days of publishing the draft plan and at least one week before adopting the plan; and

(b) Amend the draft as necessary after receiving public comments and resubmit any amended draft plan for additional written public comment at least one week before adopting the plan.

(6)(a) Any registered voter residing in an area affected by the redistricting plan may request review of the adopted local plan by the superior court of the county in which he or she resides, within fifteen days of the plan's adoption. Any request for review must specify the reason or reasons alleged why the local plan is not consistent with the applicable redistricting criteria. The municipal corporation, county, or district may be joined as respondent. The superior court shall thereupon review the challenged plan for compliance with the applicable redistricting criteria set out in subsection (4) of this section.

(b) If the superior court finds the plan to be consistent with the requirements of this section, the plan shall take effect immediately.

(c) If the superior court determines the plan does not meet the requirements of this section, in whole or in part, it shall remand the plan for further or corrective action within a specified and reasonable time period.



(d) If the superior court finds that any request for review is frivolous or has been filed solely for purposes of harassment or delay, it may impose appropriate sanctions on the party requesting review, including payment of attorneys' fees and costs to the respondent municipal corporation, county, or district.

[ 2022 c 48 § 1; 2021 c 173 § 1; 2018 c 301 § 8; 2011 c 349 § 26; 2003 c 111 § 1901. Prior: 1984 c 13 § 4; 1983 c 16 § 15; 1982 c 2 § 27. Formerly RCW 29.70.100.]

## NOTES:

**Expiration date—2022 c 48 § 1:** "Section 1 of this act expires January 1, 2023." [ 2022 c 48 § 3.]

**Effective date—2021 c 173 §§ 1 and 3:** "Sections 1 and 3 of this act are necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and take effect immediately [May 3, 2021]." [ 2021 c 173 § 7.]

**Expiration date—2021 c 173 §§ 1 and 3:** "Sections 1 and 3 of this act expire January 1, 2023." [ 2021 c 173 § 5.]

**Findings—Short title—2018 c 301:** See notes following RCW 36.32.051.

**Effective date—2011 c 349:** See note following RCW 29A.04.255.

**Contingent effective date—1983 c 16:** See RCW 44.05.900.

PDF RCW 29A.76.010

## Counties, municipal corporations, and special purpose districts. (*Effective January 1, 2023.*)

(1) It is the responsibility of each county, municipal corporation, and special purpose district with a governing body comprised of internal director, council, or commissioner districts not based on statutorily required land ownership criteria to periodically redistrict its governmental unit, based on population information from the most recent federal decennial census as adjusted by RCW 44.05.140.

(2) Within forty-five days after receipt of federal decennial census information applicable to a specific local area, the commission established in RCW 44.05.030 shall forward the census information to each municipal corporation, county, and district charged with redistricting under this section.

(3) Except as otherwise provided in chapter 301, Laws of 2018, no later than November 15th of each year ending in one, the governing body of the municipal corporation, county, or district shall prepare a plan for redistricting its internal or director districts.

(4) The plan shall be consistent with the following criteria:

(a) Each internal director, council, or commissioner district shall be as nearly equal in population as possible to each and every other such district comprising the municipal corporation, county, or special purpose district.

(b) Each district shall be as compact as possible.

(c) Each district shall consist of geographically contiguous area.

(d) Population data may not be used for purposes of favoring or disfavoring any racial group or political party.

(e) To the extent feasible and if not inconsistent with the basic enabling legislation for the municipal corporation, county, or district, the district boundaries shall coincide with existing recognized natural boundaries and shall, to the extent possible, preserve existing communities of related and mutual interest.

(5) During the adoption of its plan, the municipal corporation, county, or district shall ensure that full and reasonable public notice of its actions is provided. Before adopting the plan, the municipal corporation, county, or district must:

(a) Publish the draft plan and hold a meeting, including notice and comment, within ten days of publishing the draft plan and at least one week before adopting the plan; and

(b) Amend the draft as necessary after receiving public comments and resubmit any amended draft plan for additional written public comment at least one week before adopting the plan.

(6)(a) Any registered voter residing in an area affected by the redistricting plan may request review of the adopted local plan by the superior court of the county in which he or she resides, within fifteen days of the plan's adoption. Any request for review must specify the reason or reasons alleged why the local plan is not consistent with the applicable redistricting criteria. The municipal corporation, county, or district may be joined as respondent. The superior court shall thereupon review the challenged plan for compliance with the applicable redistricting criteria set out in subsection (4) of this section.

(b) If the superior court finds the plan to be consistent with the requirements of this section, the plan shall take effect immediately.

(c) If the superior court determines the plan does not meet the requirements of this section, in whole or in part, it shall remand the plan for further or corrective action within a specified and reasonable time period.

(d) If the superior court finds that any request for review is frivolous or has been filed solely for purposes of harassment or delay, it may impose appropriate sanctions on the party requesting review, including payment of attorneys' fees and costs to the respondent municipal corporation, county, or district.

[ 2022 c 48 § 2; 2021 c 173 § 2; 2018 c 301 § 8; 2011 c 349 § 26; 2003 c 111 § 1901. Prior: 1984 c 13 § 4; 1983 c 16 § 15; 1982 c 2 § 27. Formerly RCW 29.70.100.]

## NOTES:

**Effective date—2022 c 48 § 2:** "Section 2 of this act takes effect January 1, 2023." [ 2022 c 48 § 4.]

**Effective date—2021 c 173 §§ 2 and 4:** "Sections 2 and 4 of this act take effect January 1, 2023." [ 2021 c 173 § 6.]

**Findings—Short title—2018 c 301:** See notes following RCW 36.32.051.

**Effective date—2011 c 349:** See note following RCW 29A.04.255.

**Contingent effective date—1983 c 16:** See RCW 44.05.900.

# MEAD SCHOOL DISTRICT

Board Meeting of October 24, 2022

**New Business**

**VII.B.**

**Agenda Item: Consent Agenda**

**Background:**

The Consent Agenda contains items that are normal and customary in the operation of the school district.

**Fiscal Impact:**

The Consent Agenda items have no significant impact beyond the adopted budget. Expenditure or employment requests that exceed budget authorization should not appear as a consent item.

**Staffing Implications:**

None, other than the personnel recommendations, as presented.

**Other Considerations:**

None

**Recommendation:**

Approval of the Consent Agenda, as presented, is recommended.

**Consent Agenda**  
**Regular Board Meeting of October 24, 2022**

**1. Hire Certificated Personnel:**

Holly Chase	Highland	Cert	.2 FTE Continuing teacher in addition to .6 FTE Continuing effective 8/30/22
Michael Caraballo	Shiloh Hills	Cert	1.0 FTE Continuing Transitional K teacher effective 9/26/22
Susanna Stutzman	Highland	Cert	.6 FTE Continuing English teacher effective 9/30/22
Allison Moyer	Evergreen	Cert	.4 FTE Leave Replacement Combo Support teacher 22/23 school year effective 10/3/22

**2. Hire Classified Personnel:**

Shelia Jalbert	Mead HS	Class	5.75 hrs/day Para Ed effective 9/20/22
Stephanie Butler	Technology	Class	8 hrs/day CTE//Tech Support Specialist (no longer at Mt. Spokane) effective 10/18/22
Edward West	Custodial	Class	8 hrs/day Custodian II effective 9/30/22
Kyle King	Custodial	Class	8 hrs/day Custodian II effective 10/5/22
Shawn Phillips	Special Services	Class	6 hrs/day Para Ed (leave replacement) 22/23 school year effective 9/19/22
Jillian Madsen	Transportation	Class	8 hrs/day Bookkeeper effective 10/3/22

**3. Hire Certificated Substitutes:**

Sara Ferris	Christine Ulmer	Dana Batt	Betty Todd
Brittany Anderson	Summer Smith		

**4. Hire Classified Substitutes:**

Anna Downs	Suzanna Canwell	Samuel Wygren	Brianna Busch
Tasha Marchand	Lindsey Bench	Heidi Hogan	Georga Clark

**5. Approve AP Vouchers for General Fund, Capitol Projects, Private Purpose Trust and ASB, as attached.**

**6. Approve Extra-Curricular, Supplemental & Co-Curricular Contracts, as attached.**

**7. Accept the Following Donation:**

\$1,000 from Emily Hatcher to Mead High School Cybe Security Club

**8. Approve Retirements and Resignations:**

Jessica Maxwell	Highland	Cert	Resignation effective 12/2/22 (teacher)
Ena O'Connor	Nutrition Services	Class	Resignation effective 10/19/22 (Cook III . . . remains employed as a Bus Assistant)
Michelle Pilimai	Prairie View	Class	Resignation effective 10/21/22 (Para Ed)



# General Fund

**Mead School District No 354**

**Check Listing**

Fiscal Year: 2021-2022

**Criteria:**

**Bank Account:** SPOKANE COUNTY TREASURER  
153607390207

**From Date:** 10/14/2022      **To Date:** 10/14/2022  
**From Check:** 108367      **To Check:** 108370  
**From Voucher:** 1315      **To Voucher:** 1315

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
108367	10/14/2022	EDUCATIONAL PRODUCTS, INC.	\$11,893.71	1315	Printed	Expense	<input type="checkbox"/>		
108368	10/14/2022	HENRY SCHEIN INC	\$1,324.23	1315	Printed	Expense	<input type="checkbox"/>		
108369	10/14/2022	JOHN DEERE CO	\$9,327.69	1315	Printed	Expense	<input type="checkbox"/>		
108370	10/14/2022	JW PEPPER	\$75.14	1315	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$22,620.77

End of Report

# Mead School District No 354

## Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1031

Starting Check Number: 108371

Check #	Date	Payee	Amount
108371	10/14/2022	A2Z INTERPRETING, LLC	\$120.00
108372	10/14/2022	AI-MEDIA TECHNOLOGIES LLC	\$3,795.00
108373	10/14/2022	ALLSTREAM	\$4,148.02
108374	10/14/2022	AMAZON	\$709.64
108375	10/14/2022	AMERICAN ON SITE SERVICES	\$2,026.16
108376	10/14/2022	AMERICAN PRODUCE EXPRESS LLC	\$2,160.00
108377	10/14/2022	AMERIGAS PROPANE LP	\$2,459.55
108378	10/14/2022	APPLE COMPUTER INC	\$334.45
108379	10/14/2022	BLUUM OF TEXAS LLC	\$2,011.08
108380	10/14/2022	BONUICK, ELIZABETH	\$84.90
108381	10/14/2022	BOOKSHARK LLC	\$105.58
108382	10/14/2022	CAMTEK	\$1,876.61
108383	10/14/2022	CO ENERGY	\$4,583.30
108384	10/14/2022	COMPUNET INC	\$1,528.96
108385	10/14/2022	CUTLER, DAN J	\$150.00
108386	10/14/2022	DUBINSKY, KENNETH	\$20.00
108387	10/14/2022	EDPUZZLE INC	\$21,660.21
108388	10/14/2022	ESD 101	\$14,402.70
108389	10/14/2022	EVCO SOUND & ELECTRONICS	\$618.74
108390	10/14/2022	FISHER'S TECHNOLOGY	\$1,917.43
108391	10/14/2022	FRANKLIN PARK URGENT CARE CENTER	\$140.00
108392	10/14/2022	FRED MEYER KROGER	\$14.72
108393	10/14/2022	GREATAMERICA FINANCIAL SERVICES	\$1,987.76
108394	10/14/2022	HEGGERTY PHONEMIC AWARENESS	\$445.00
108395	10/14/2022	HEWITT LEARNING	\$60.00
108396	10/14/2022	HOME DEPOT CREDIT SERVICES	\$260.31
108397	10/14/2022	JOHNSTONE SUPPLY	\$721.04
108398	10/14/2022	JW PEPPER	\$91.48
108399	10/14/2022	KCDA	\$1,314.68
108400	10/14/2022	KENWORTH SALES SPOKANE	\$1,965.60
108401	10/14/2022	LANGUAGE LINE SERVICES INC	\$78.01
108402	10/14/2022	LAWSON PRODUCTS INC	\$621.07
108403	10/14/2022	LES SCHWAB TIRE	\$1,079.85
108404	10/14/2022	LINC FOODS	\$1,275.00
108405	10/14/2022	LOGIC OF ENGLISH INC	\$691.58
108406	10/14/2022	MOUNT SPOKANE HIGH SCHOOL	\$627.15
108407	10/14/2022	MOVING BEYOND THE PAGE	\$148.51
108408	10/14/2022	MT BALDY COMMUNICATIONS SITE LLC	\$491.72



# Mead School District No 354

## Payee Listing

Fiscal Year: 2022-2023

**Criteria:**

**Bank Account:** SPOKANE COUNTY TREASURER  
153607390207

**Voucher:** 1031

**Starting Check Number:** 108371

Check #	Date	Payee	Amount
108409	10/14/2022	NAPA AUTO PARTS	\$2,713.25
108410	10/14/2022	NORTH 40 OUTFITTERS	\$17.27
108411	10/14/2022	OETC	\$40,044.19
108412	10/14/2022	OSPI	\$3,973.91
108413	10/14/2022	OTIS ELEVATOR	\$27,230.15
108414	10/14/2022	OXARC	\$7.25
108415	10/14/2022	PACIFIC NORTHWEST BEHAVIOR LLC	\$900.00
108416	10/14/2022	PBISAPPS	\$350.00
108417	10/14/2022	PETROCARD SYSTEMS INC	\$41,782.86
108418	10/14/2022	PHONAK INC	\$85.19
108419	10/14/2022	PICKA TIME	\$50.00
108420	10/14/2022	PLANET TURF/JCC LTD	\$2,236.96
108421	10/14/2022	PODOLL, TRACIE	\$43.40
108422	10/14/2022	PPC SOLUTIONS, INC	\$140.00
108423	10/14/2022	RAINBOW RESOURCES	\$2,835.56
108424	10/14/2022	ROUNDY FAMILY LLC	\$12,620.00
108425	10/14/2022	ROWLEY AND HAWKINS FRUIT FARMS	\$19,800.00
108426	10/14/2022	RWC INTERNATIONAL	\$2,587.46
108427	10/14/2022	SCHOLASTIC INC-	\$183.63
108428	10/14/2022	SCHOOL DATEBOOKS	\$3,401.39
108429	10/14/2022	SCHOOLS INSURANCE ASSOC OF WA	\$378.00
108430	10/14/2022	SHERWIN WILLIAMS	\$157.07
108431	10/14/2022	SITEONE LANDSCAPE SUPPLY LLC	\$120.68
108432	10/14/2022	SPOKANE CO SOLID WASTE	\$225.68
108433	10/14/2022	SPOKANE INTERNATIONAL TRANSLATION	\$30.00
108434	10/14/2022	SPOKANE TESTING SOLUTIONS	\$220.00
108435	10/14/2022	STONEWAY ELECTRIC	\$1,091.09
108436	10/14/2022	TERRY'S DAIRY INC	\$18,531.83
108437	10/14/2022	THE MATH LEARNING CENTER	\$1,399.56
108438	10/14/2022	TURF TANK	\$2,500.00
108439	10/14/2022	UNITED DATA SECURITY INC	\$255.00
108440	10/14/2022	UNIVERSAL ATHLETIC	\$1,132.18
108441	10/14/2022	US FOODS INC	\$54,876.56
108442	10/14/2022	US LINEN & UNIFORM INC	\$45.52
108443	10/14/2022	WA ST FIRST AID	\$1,350.00
108444	10/14/2022	WAPT- WA ASSOC OF PUPIL TRANSPORTATION	\$150.00
108445	10/14/2022	WHITESTONE MOUNTAIN ORCHARD INC	\$660.00
108446	10/14/2022	WHITWORTH WATER DIST 2	\$40,911.30

# Mead School District No 354

## Payee Listing

Fiscal Year: 2022-2023

**Criteria:**

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1031

Starting Check Number: 108371

Check #	Date	Payee	Amount
108447	10/14/2022	WSIPC	\$18,288.38
108448	10/14/2022	ZAYO ENTERPRISE NETWORKS	\$6,514.92
108449	10/14/2022	ZOOM VIDEO COMMUNICATIONS, INC	\$5,546.64
Total Amount:			\$392,112.69

End of Report

# Mead School District No 354

## Voucher Supplement Account Summary

Voucher Batch Number: 1032      10/14/2022

Fiscal Year: 2022-2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Ausband, Dorsey M				
		1.0.530.2130.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$38.38
Balcheva, Petronia A			Vendor Total:	\$38.38
		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$30.00
Beeman, Deann C			Vendor Total:	\$30.00
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$56.50
Belding-Wilson, Dawn			Vendor Total:	\$56.50
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$55.19
Bigelow, Rebecca Jean			Vendor Total:	\$55.19
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$33.50
Bone, Deborah J			Vendor Total:	\$33.50
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$13.82
Breitenbach, Karen T			Vendor Total:	\$13.82
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$60.32
Brett, Jennifer J			Vendor Total:	\$60.32
		1.0.530.9700.61.8581.07.34.000.0000	TRAVEL-IN DISTRICT	\$68.13
Carrell, Julia			Vendor Total:	\$68.13
		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$13.82
Daratha, Irvin Scott			Vendor Total:	\$13.82
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$112.00

# Mead School District No 354

## Voucher Supplement Account Summary

Voucher Batch Number: 1032      10/14/2022

Fiscal Year: 2022-2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Deigadillo, Ana Maria		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$112.00
Englehart, Vanessa Rivera		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$32.38
Erwin, Emily		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$36.82
Fry, Jacob Christian		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$10.25
Heifer, Jeanne Eggart		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$112.00
Hill, Amelia Louise		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$26.25
Jaecks, Meredith Madeline		1.0.530.2100.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$48.13
Knutson, Olivia Stonewall		1.0.530.2109.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$131.44
Lehrman, Jennifer True		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$25.88
Martinsen, Jennifer L		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$83.07

# Mead School District No 354

## Voucher Supplement Account Summary

Voucher Batch Number: 1032      10/14/2022

Fiscal Year: 2022-2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Masiarek, Lindsey Johanna		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$15.50
			Vendor Total:	\$15.50
O'Donnal, Charmaine Coleman		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$12.94
			Vendor Total:	\$12.94
Oswalt, Mark Philo		1.0.530.2100.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$82.75
			Vendor Total:	\$82.75
Overhauser, Johanna Marie		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$88.44
			Vendor Total:	\$88.44
Owens, Molly Kathleen		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$48.57
			Vendor Total:	\$48.57
Pfannenstiel-Wilner, Mary Lou		1.0.530.2107.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$52.19
			Vendor Total:	\$52.19
Plischke, Randall Joseph		1.0.530.2130.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$52.44
			Vendor Total:	\$52.44
Poliakova, Anastasia Vladimirovna		1.0.530.9900.52.7340.09.36.000.0000	DRIVER PHYSICALS	\$181.00
			Vendor Total:	\$181.00
Schafer, Joseph Harold		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$57.50
			Vendor Total:	\$57.50
		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$64.75
			Vendor Total:	\$64.75

# Mead School District No 354

## Voucher Supplement Account Summary

Voucher Batch Number: 1032      10/14/2022

Fiscal Year: 2022-2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Shoop-Swanson, Karen Jo		1.0.530.2107.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$89.50
			Vendor Total:	\$89.50
Thoburn, Heather		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$84.50
			Vendor Total:	\$84.50
Thomas, Lori A		1.0.530.2100.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$87.32
			Vendor Total:	\$87.32
Tulberg, Candice Starline		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$38.75
			Vendor Total:	\$38.75
Vahlstrom, Maria Thereza		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$38.38
			Vendor Total:	\$38.38
Wiemers, Russell Lloyd		1.0.530.2109.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$26.25
			Vendor Total:	\$26.25
			Grand Total:	\$2,008.66

End of Report

# Mead School District No 354

## Payee Listing

Fiscal Year: 2022-2023

**Criteria:**

**Bank Account:** SPOKANE COUNTY TREASURER  
153607390207

**Voucher:** 1037

**Starting Check Number:** 108484

Check #	Date	Payee	Amount
108484	10/21/2022	ACE HARDWARE	\$3.52
108485	10/21/2022	AGPARTS WORLDWIDE INC	\$14,023.30
108486	10/21/2022	AMAZON	\$2,360.70
108487	10/21/2022	AMERICAN PRODUCE EXPRESS LLC	\$3,715.20
108488	10/21/2022	ANATEK LABS INC	\$1,080.00
108489	10/21/2022	BAERTLEIN, DAWN	\$23.00
108490	10/21/2022	CITY GLASS	\$1,776.70
108491	10/21/2022	CUTLER, DAN J	\$500.00
108492	10/21/2022	DEPT OF LABOR & INDUSTRIES - ELEVATOR	\$163.40
108493	10/21/2022	EVCO SOUND & ELECTRONICS	\$1,161.97
108494	10/21/2022	FIRST CHOICE SERVICES	\$41.30
108495	10/21/2022	FLUID APPLIED ROOFING	\$302.20
108496	10/21/2022	FOREFRONT EDUCATION INC	\$2,405.00
108497	10/21/2022	FORSYTH, LISA	\$100.00
108498	10/21/2022	GRADUATION ALLIANCE	\$29,146.80
108499	10/21/2022	GRAINGER CO	\$924.90
108500	10/21/2022	HARRIS, FRANK	\$95.00
108501	10/21/2022	HEINEMANN	\$3,785.36
108502	10/21/2022	HOFFMAN MUSIC CO	\$3,865.14
108503	10/21/2022	HOME DEPOT CREDIT SERVICES	\$538.55
108504	10/21/2022	HOME DEPOT PRO	\$696.15
108505	10/21/2022	HOUGHTON MIFFLIN	\$2,400.00
108506	10/21/2022	INLAND POWER & LIGHT CO	\$10,856.32
108507	10/21/2022	JAE ENTERPRISES LLC	\$261.36
108508	10/21/2022	JOHNSON, KIMMERLY	\$250.00
108509	10/21/2022	JOHNSTONE SUPPLY	\$209.34
108510	10/21/2022	KCDA	\$1,738.28
108511	10/21/2022	LANGUAGE LINE SERVICES INC	\$6.96
108512	10/21/2022	LAWSON PRODUCTS INC	\$272.01
108513	10/21/2022	LEARNING A-Z	\$420.18
108514	10/21/2022	LES SCHWAB TIRE	\$206.78
108515	10/21/2022	LEXIA	\$828.17
108516	10/21/2022	M & L SUPPLY	\$328.69
108517	10/21/2022	MATBOSS LLC	\$599.00
108518	10/21/2022	MCGRAW-HILL CO	\$3,905.73
108519	10/21/2022	MCGUIRE BEARING CO	\$5.88
108520	10/21/2022	MOBYMAX EDUCATION, LLC	\$521.63
108521	10/21/2022	MOTION AUTO SUPPLY	\$71.75

# Mead School District No 354

## Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1037

Starting Check Number: 108484

Check #	Date	Payee	Amount
108522	10/21/2022	MULTICARE CENTERS OF OCCUPATIONAL MEDICI	\$321.30
108523	10/21/2022	NAPA AUTO PARTS	\$114.73
108524	10/21/2022	NEWS-2-YOU INC	\$1,120.10
108525	10/21/2022	NORTH 40 OUTFITTERS	\$512.32
108526	10/21/2022	NORTHWEST DISTRIBUTION	\$5,326.72
108527	10/21/2022	OFFICE DEPOT	\$167.10
108528	10/21/2022	OXARC	\$92.65
108529	10/21/2022	PBISAPPS	\$810.00
108530	10/21/2022	PETROCARD SYSTEMS INC	\$2,748.37
108531	10/21/2022	RAINBOW RESOURCES	\$1,832.76
108532	10/21/2022	REFRIGERATION SUPPLIES DIST	\$458.25
108533	10/21/2022	RIFTON EQUIPMENT	\$216.71
108534	10/21/2022	RWC INTERNATIONAL	\$3,618.44
108535	10/21/2022	SCHOLASTIC INC-	\$297.50
108536	10/21/2022	SCHOOL SPECIALTY	\$1,673.54
108537	10/21/2022	SCHOOLS INSURANCE ASSOC OF WA	\$1,209.87
108538	10/21/2022	SPOKANE CO ENVIRONMENTAL SERVICES	\$2,697.95
108539	10/21/2022	SPOKANE CO TREASURER	\$2,614.54
108540	10/21/2022	SPOKANE FALLS MUSIC ED ASSOC	\$1,650.00
108541	10/21/2022	SPOKANE HOUSE OF HOSE INC.	\$152.40
108542	10/21/2022	SPOKANE INTERNATIONAL TRANSLATION	\$120.00
108543	10/21/2022	SPOKANE REGIONAL HEALTH DISTRICT	\$22,650.00
108544	10/21/2022	STARPLEX CORPORATION	\$1,441.00
108545	10/21/2022	STEVE WEISS MUSIC CO	\$83.90
108546	10/21/2022	SUNSHINE DISPOSAL & RECYCLING	\$4,122.18
108547	10/21/2022	ULINE	\$648.47
108548	10/21/2022	US BANK CORPORATE PYMT SYSTEM	\$115,128.10
108549	10/21/2022	US FOODS INC	\$4,163.50
108550	10/21/2022	US LINEN & UNIFORM INC	\$46.28
108551	10/21/2022	VERIZON.	\$3,667.92
108552	10/21/2022	WAMOA REGION 1	\$80.00
108553	10/21/2022	WASTE MANAGEMENT OF SPOKANE	\$22,137.60
108554	10/21/2022	WCP SOLUTIONS	\$3,690.90
108555	10/21/2022	WELLS FARGO FINANCIAL LEASING INC	\$874.47
108556	10/21/2022	WHITESTONE MOUNTAIN ORCHARD INC	\$1,271.25
108557	10/21/2022	WILBUR ELLIS	\$3,870.52
108558	10/21/2022	WSU SCHOOL OF MUSIC	\$300.00
Total Amount:			\$301,521.61



# Mead School District No 354

## Voucher Supplement Account Summary

Voucher Batch Number: 1038      10/21/2022

Fiscal Year: 2022-2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Adams, Daniel Lawrence				
Jordan, Kathryn A		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$71.94
			Vendor Total:	\$71.94
Kenney, Sara Teresa		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$39.82
			Vendor Total:	\$39.82
KUETER, RANDALL	V002220	1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$66.88
			Vendor Total:	\$66.88
Minter, Nicole Kathryn		1.0.530.9700.65.7340.26.03.000.0000	OTHER PROFESSIONAL PURCHASED SERVICES	\$3,262.50
			Vendor Total:	\$3,262.50
Murphy, Cheyeanne S		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$39.38
			Vendor Total:	\$39.38
Palpant, Kristen A		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$27.38
			Vendor Total:	\$27.38
Paty, Katherine Sarah		1.0.530.0129.26.8581.01.08.000.0000	TRAVEL-IN DISTRICT	\$18.94
			Vendor Total:	\$18.94
Picci, Raymond Dean		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$23.63
			Vendor Total:	\$23.63
Smith, Sydney Lee		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$43.26
			Vendor Total:	\$43.26
		1.0.530.9700.13.8581.01.03.000.0000	TRAVEL-IN DISTRICT	\$38.00

# Mead School District No 354

## Voucher Supplement Account Summary

Fiscal Year: 2022-2023

Voucher Batch Number: 1038

10/21/2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Sonneland, Andrew Arthur		1.0.530.9700.75.5626.09.36.000.0000	GAS/DIESEL	\$38.00
				<b>Vendor Total:</b>
				\$97.84
Speer, Jolena		1.0.530.0129.26.8581.01.08.000.0000	TRAVEL-IN DISTRICT	\$97.84
				<b>Vendor Total:</b>
				\$24.57
Strate, Carolyn Ann		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$24.57
				<b>Vendor Total:</b>
				\$26.19
Wendle, Ned Patrick		1.0.530.9700.61.8582.07.34.000.0000	TRAVEL-OUT OF DISTRICT	\$26.19
				<b>Vendor Total:</b>
				\$407.76
				<b>Vendor Total:</b>
				\$407.76
				<b>Grand Total:</b>
				\$4,188.09

End of Report

# Capital Projects Fund

Mead School District No 354

**Payee Listing**

Fiscal Year: 2022-2023

**Criteria:**

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1033

Starting Check Number: 108450

Check #	Date	Payee	Amount
108450	10/14/2022	STANDARD PLUMBING & HEATING	\$14,700.00
Total Amount:			\$14,700.00

End of Report

ASB

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1034

Starting Check Number: 108451

Check #	Date	Payee	Amount
108451	10/14/2022	ALPHA OMEGA TOURS & CHARTERS	\$4,127.25
108452	10/14/2022	BEST WESTERN-LIBERTY INN	\$1,935.18
108453	10/14/2022	BSN SPORTS	\$426.48
108454	10/14/2022	CHARLES H STEWART CO	\$700.00
108455	10/14/2022	ENTERTAINMENT WAREHOUSE	\$1,062.75
108456	10/14/2022	GRAY, MEGAN	\$25.00
108457	10/14/2022	GSL DISTRICT #8 SCHOOLS	\$5,084.00
108458	10/14/2022	HERFF JONES INC	\$8,364.04
108459	10/14/2022	MEAD SCHOOL DISTRICT	\$111.25
108460	10/14/2022	MOMENTUM INC	\$272.41
108461	10/14/2022	NORTHWESTERN STAGE LINES	\$9,000.00
108462	10/14/2022	TUMBLE	\$790.80
108463	10/14/2022	UNIVERSAL ATHLETIC	\$495.48
108464	10/14/2022	WAVERLY'S COFFEE INC	\$165.00
Total Amount:			\$32,559.64

End of Report

**Mead School District No 354**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1035      10/14/2022

Fiscal Year: 2022-2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Butz, Nancy M		4.0.530.1550.00.0000.27.00.000.0000	LEADERSHIP	\$11.61
Neumiller, Angela J		4.0.960.2401.00.0000.28.00.000.0000	ASB/FOOTBALL	\$40.00
Wilson, Shawn T		4.0.530.2950.00.0000.28.00.000.0000	VOLLEYBALL	\$126.23
			<b>Vendor Total:</b>	<b>\$11.61</b>
			<b>Vendor Total:</b>	<b>\$40.00</b>
			<b>Vendor Total:</b>	<b>\$126.23</b>
			<b>Grand Total:</b>	<b>\$177.84</b>

End of Report

# Mead School District No 354

## Payee Listing

Fiscal Year: 2022-2023

**Criteria:**

**Bank Account:** SPOKANE COUNTY TREASURER  
153607390207

**Voucher:** 1039

**Starting Check Number:** 108559

Check #	Date	Payee	Amount
108559	10/21/2022	A-L COMPRESSED GASES	\$7.78
108560	10/21/2022	ALPHA OMEGA TOURS & CHARTERS	\$8,854.50
108561	10/21/2022	AMERICAN ON SITE SERVICES	\$925.00
108562	10/21/2022	BSN SPORTS	\$990.44
108563	10/21/2022	CENTRAL VALLEY HIGH SCHOOL	\$75.00
108564	10/21/2022	COSTELLO, PHIL	\$393.03
108565	10/21/2022	DORIAN STUDIO	\$29.73
108566	10/21/2022	EDUCATIONAL THEATRE ASSOCIATION	\$129.00
108567	10/21/2022	ENGLAND, KAY C	\$163.50
108568	10/21/2022	JAE ENTERPRISES LLC	\$1,234.93
108569	10/21/2022	LAKESIDE HIGH SCHOOL	\$100.00
108570	10/21/2022	MEAD SCHOOL DISTRICT	\$2,542.12
108571	10/21/2022	NAMI-SPOKANE	\$308.43
108572	10/21/2022	NORTHWEST PLAYGROUND EQUIPMENT INC	\$2,924.74
108573	10/21/2022	NORTHWESTERN STAGE LINES	\$5,500.00
108574	10/21/2022	PENSKE TRUCK LEASING CO	\$645.06
108575	10/21/2022	SPOKANE FALLS MUSIC ED ASSOC	\$400.00
108576	10/21/2022	STAGE	\$440.00
108577	10/21/2022	STARPLEX CORPORATION	\$1,536.00
108578	10/21/2022	TROPHIES UNLIMITED	\$1,608.84
108579	10/21/2022	UNITED SPIRIT ASSOCIATION	\$325.00
108580	10/21/2022	US BANK CORPORATE PYMT SYSTEM	\$76,362.41
108581	10/21/2022	VARSITY	\$789.83
108582	10/21/2022	WORLDS FINEST CHOCOLATE INC	\$4,385.00
<b>Total Amount:</b>			<b>\$110,670.34</b>

End of Report



**Mead School District No 354**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1040 10/21/2022

Fiscal Year: 2022-2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Butz, Nancy M		4.0.530.1550.00.0000.27.00.000.0000	LEADERSHIP	\$25.44

Vendor Total: \$25.44

Grand Total: \$25.44

End of Report

## EXTRA CURRICULAR CONTRACTS

October 24, 2022

Location	First Name	Last Name	Activity	Amount
Highland Middle	Jessica	Maxwell	Softball	\$ 2,718.00
Highland Middle	Michael	Bartlett	Softball	\$ 2,718.00
Highland Middle	Jolisa	Wenkheimer	Volleyball	\$ 1,864.00
Highland Middle	Melissa	Tebbetts	Volleyball	\$ 1,246.00
Highland Middle	Steve	Rupe	Volleyball	\$ 1,923.00
Mead High	Grey	Peone	Cross Country	\$ 981.30
Mead High	Aaron	Wooley	Football	\$ 2,126.00
Mead High	Jacob	Hernandez	Football	\$ 3,401.60
Mead High	Tevin	Duke	Football	\$ 3,826.80
Mead High	Skyler	Lamberd	Freshman Class Advisor	\$ 1,200.00
Mead High	Alexandria	Griffith	Junior Class Advisor	\$ 1,800.00
Mead High	Katherine	Melka	Senior Class Advisor	\$ 3,000.00
Mead High	Claire	Spring	Sophomore Class Advisor	\$ 1,200.00
Mead High	Jacob	Hernandez	Summer Football Camp	\$ 100.00
Mead High	Jillian	Berg	Volleyball	\$ 3,599.00
Mountainside	Jennifer	Garcia	Volleyball	\$ 1,246.00
Mountainside	Kim	Ralston	Volleyball	\$ 1,864.00
Mountainside	Susy	Breneman	Volleyball	\$ 1,246.00
Mt. Spokane	Jenne	Hatcher	Art Club	\$ 420.00
Mt. Spokane	Ethan	Williamson	Football	\$ 2,126.00
Mt. Spokane	Johnny	Campbell	Football	\$ 2,126.00
Mt. Spokane	Tommy	Madill	Football	\$ 2,126.00
Northwood	Danielle	Burris-Geiter	Academic Enrichment	\$ 2,520.00

SUPPLEMENTAL CONTRACTS

October 24, 2022

Location	First Name	Last Name	Activity	Amount
Brentwood	Karen	Johnson	Hi-Cap Coordinator	\$ 1,500.00
Brentwood	Becky	Swenson	Webmaster	\$ 400.00
Business & Operations	Amy	Hood	Chromebook Add'l Resp - MOU	\$ 300.00
Business & Operations	Cindie	Gaither	Chromebook Add'l Resp - MOU	\$ 300.00
Business & Operations	Courtney	Bock	Chromebook Add'l Resp - MOU	\$ 300.00
Business & Operations	Janelle	Chaffins	Chromebook Add'l Resp - MOU	\$ 300.00
Business & Operations	Joy	Miller	Chromebook Add'l Resp - MOU	\$ 300.00
Business & Operations	Karen	Johnson	Chromebook Add'l Resp - MOU	\$ 300.00
Business & Operations	Lisa	Fairbanks-Rossi	Chromebook Add'l Resp - MOU	\$ 300.00
Business & Operations	Nancy	Phillips	Chromebook Add'l Resp - MOU	\$ 300.00
Business & Operations	Suzi	Slaton	Chromebook Add'l Resp - MOU	\$ 300.00
Colbert	Courtney	Bock	Hi-Cap Coordinator	\$ 1,500.00
Colbert	Courtney	Bock	Webmaster	\$ 400.00
Creekside	Ashleigh	Kenison	Hi-Cap Coordinator	\$ 1,500.00
Creekside	Deawna	Bochy	Webmaster	\$ 400.00
Evergreen	Kristie	Speir	Hi-Cap Coordinator	\$ 1,500.00
Evergreen	Meghan	Elmore	Webmaster	\$ 400.00
Farwell	Stephanie	Feist	Hi-Cap Coordinator	\$ 1,500.00
Farwell	Erin	Nosbaum	Webmaster	\$ 400.00
Highland	Tammy	Rogers	Extended Days Change in Salary- VOE	\$ 618.06
Highland	Hannah	Schneider	Webmaster	\$ 400.00
Learning & Teaching	Katie	Zimmerman	MAP Training	\$ 168.00
Learning & Teaching	Mindy	Steeber	MAP Training	\$ 168.00
Learning & Teaching	Nadine	Boschma	MAP Training	\$ 168.00
Learning & Teaching	Anastasia	Poliakova	Travel Stipend	\$ 3,535.80
Learning & Teaching	Maud	Hancock	Travel Stipend	\$ 4,085.40
Learning & Teaching	Anastasia	Poliakova	WIDA Screener	\$ 560.00
Learning & Teaching	Petronia	Balcheva	WIDA Screener	\$ 224.00
Mead	Melissa	McDonald	Webmaster	\$ 400.00
Mead High	Melanie	Fender	AP Coordinator	\$ 1,500.00
Mead High	Adam	Strate	Counselor Extended Days	\$ 3,274.53
Mead High	Colleen	Thornton	Counselor Extended Days	\$ 3,955.63
Mead High	Jody	Harkness	Counselor Extended Days	\$ 3,714.27
Mead High	Melanie	Fender	Counselor Extended Days	\$ 3,955.63
Mead High	Mike	Phillips	Counselor Extended Days	\$ 3,955.63
Mead Learning Options	Janelle	Hildahl	Webmaster	\$ 1,500.00
Meadow Ridge	Emille	McGlocklin	Hi-Cap Coordinator	\$ 1,500.00
Meadow Ridge	Marnie	Curtis	Webmaster	\$ 400.00
Midway	Melanie	Delcid	Hi-Cap Coordinator	\$ 1,500.00
Midway	Lisa	Fairbanks-Rossi	Webmaster	\$ 400.00
Mountainside	Ben	Hunter	Access Time Web Professional	\$ 1,500.00
Mountainside	Carrie	Webbenhurst	Webmaster	\$ 400.00
Mt Spokane	Jamie	Goodman	AP Coordinator	\$ 1,500.00
Mt Spokane	Breann	Booher	Head Athletic Trainer	\$ 8,100.00
Mt. Spokane	Tiffany	Baisch	Webmaster	\$ 400.00
Northwood	Alana	Cummings	Counselor Extended Days	\$ 2,206.06

SUPPLEMENTAL CONTRACTS

October 24, 2022

Location	First Name	Last Name	Activity	Amount
Northwood	Maya	Heissenbuttel	Webmaster	\$ 400.00
Prarie View	Ryan	Hodl	Hi-Cap Coordinator	\$ 1,500.00
Prarie View	Heidi	Tollefsen	Webmaster	\$ 400.00
Shiloh Hills	Cindi	Gaither	Hi-Cap Coordinator	\$ 1,500.00
Shiloh Hills	Cindie	Gaither	Webmaster	\$ 400.00
Skyline	Nicole	Leonard	Hi-Cap Coordinator	\$ 1,500.00
Skyline	Melissa	Hainline	Webmaster	\$ 400.00
Special Services	Joseph	Schafer	Extended Days Change in Salary -VOE	\$ 1,230.35

CO CURRICULAR CONTRACTS

October 24, 2022

<b>Location</b>	<b>First Name</b>	<b>Last Name</b>	<b>Activity</b>	<b>Amount</b>
Mead High	Makena	Busch	Annual / Yearbook	\$ 8,347.00
Mead High	Skyler	Lamberd	ASB	\$ 14,887.00
Mead High	Mike	Stovern	Debate	\$ 11,496.00
Mead High	Greg	Bertsch	Drama	\$ 9,603.00
Mead High	Phil	McLean	PE Coordinator	\$ 3,878.00

## MEAD SCHOOL DISTRICT

Board Meeting of October 24, 2022

**New Business**

**VII.C.**

**Agenda Item:**           **Student Travel Proposal**  
                                  **Mead High School Yearbook**

**Background:**

Eight members of the Mead High School Yearbook staff, advisor Makena Busch, plus one additional chaperone, request permission to travel to St. Louis, Missouri, November 10-13, 2022, to attend the JEA Journalism National Convention. This is an opportunity for students to attend convention sessions on various journalism and yearbook topics, compete in national competitions, bond with fellow Mead High School Yearbook students and meet professionals in the journalism and publishing community. Attendance will improve student skills and the Mead annual.

**Fiscal Impact:**

The estimated per student cost is \$660 with fundraising opportunities available. The remaining costs associated with the trip will be covered by the Mead High School Yearbook ASB budget.

**Other Considerations:**

Students will miss one day of school (November 10) and Ms. Busch will need a substitute teacher for that day.

**Recommendation:**

Approval of the presented trip from Mead High School Yearbook to travel to St. Louis, Missouri, November 10-13 2022, to attend the JEA Journalism National Convention, is recommended.

**Attachment(s):**       Student Travel Proposal



# STUDENT TRAVEL PROPOSAL

School: Mead High School Group: Yearbook

Trip Name: JEA National Convention Submission Date: October 12, 2022

For every student who travels as part of this activity I will have in my possession:

- A signed Student Travel Permission Form
- A Medical Emergency Information Form

Teacher/Coach/Advisor  
October 12, 2022

Date

Extended Field Trip (Overnight)

Trips related to club, leadership or academic activities that involve overnight stays in Washington, Montana, Idaho, Oregon or British Columbia (e.g. overnight leadership camps). Requires preliminary approval of building Principal, Activities/Athletic Director & Director of Secondary Education or Director of Elementary Education (depending on grade level).

X Special Event Trip (Overnight)

Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays and substantial cost to the student (e.g. band trip to bowl parade and trips to national or regional student leadership conference). Requires preliminary approval of building Principal, Activities/Athletic Director & Director of Secondary Education or Director of Elementary Education (depending on grade level) followed by final School Board approval. All trips to destinations outside of Washington, Montana, Idaho, Oregon or British Columbia fall into this category.

Academic Study Trip (Overnight)

School sponsored academic trip that is supervised by school staff and results in educational credit for the student (e.g. government class trip to Washington, D.C., etc.). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

Day Trip

No overnight stay . . . Requires building principal authorization only.

Date(s) of Trip: <sup>10</sup>November 9-13, 2022 Person in Charge Makena Busch, Advisor

Destination(s) St. Louis, Missouri

### Approvals

Principal \_\_\_\_\_ Activities/Athletic Director \_\_\_\_\_

Director of Elementary or Secondary [Signature] Nurse \_\_\_\_\_

School Board \_\_\_\_\_ Final Approval Date \_\_\_\_\_

## Trip Educational Benefit and Planned Activities:

Students will attend various sessions related to journalism and yearbook production. Additionally, they will compete at the National level and meet professionals in the journalism/publication community.

## Cost & Funding Sources:

<b>Building Budget</b> <b>Covering:</b> Not applicable	\$ 0
<b>ASB Funds</b> <b>Covering:</b> Convention = \$125.00 per student Contest entry fee = \$20.00 per student Hotel - \$255.00 per student	\$ \$400.00 per student
<b>District Funds</b> <b>Covering:</b> Not applicable	\$ 0
<b>Student/Parent Cost (per student)</b> <b>Covering – Please Itemize:</b> Airfare (round trip) - \$550.00 per student Food - \$200.00 (approx. - \$50.00 per day) Metrolink - (Airport to Hotel and back) - \$10.00 per student	\$ \$660.00 per student

## Fundraising Opportunities:

Business Advertisements - Students sell ads/sponsorships over the summer/early fall.

Senior Tributes - Sold January 3rd through 7th

Photobooth events - HoCo Dance, Prom, Senior Sunset and other TBA events



**Participants:**

Estimated # of Students 8 Estimated # of Adults (Chaperons & Staff) 2

# of School Days Missed: 1 # of Sub Days Needed: 2 Student/Chaperone Ratio: 4:1

**Additional Information:**

1. Does the trip involve any of the following . . . please circle:

- Swimming and/or Boating
- Remote Locations/Hiking
- Outdoor Education
- Animals
- Air Travel
- Motorized Activities

2. Lodging: Marriott St. Louis Grand (Convention Hotel)

800 Washington Avenue, St. Louis, MO, 63101 Phone: 1-314-621-9600

3. Transportation: Airplane travel from Spokane to St. Louis. Metrolink used to travel between airport and hotel.

4. Supporting Documents:

Preliminary Trip Itinerary attached?  X  Yes   No

Related brochures/information attached:  X  Yes   No

Student Trip Expectations attached:  X  Yes   No

## **NSPA - JEA Fall Journalism Conference**

Yearbook Itinerary

**What:** JEA/NSPA Fall National High School Journalism Convention

**Adviser:** Makena Busch

**Phone:** 509.939.6497

*Both JEA/NSPA are leaders in the field of journalism education and training. Twice a year JEA and NSPA collaborate to host nationwide conferences. The fall conference is hosted on the east coast whereas the spring conference is hosted somewhere on the west coast. The average attendance for one JEA/NSPA conference is 5,000+ students, advisers and professionals.*

**When:** November 10-13, 2022

**Where:** St. Louis, Missouri

**Hotel Accommodations:** America's Center Convention Complex

Marriott St. Louis Grand

800 Washington Avenue, St. Louis, MO 63101

### **Airline:**

#### *Outbound*

Delta 2740 - GEG to Salt Lake City (SLC) 10:20am - 12:59pm

Delta 1174 - SLC to Lambert-St. Louis (STL) 2:11pm - 5:56pm

#### *Inbound*

Delta 1129 - STL to ATL 5:40am - 8:17am

Delta 921 - ATL to GEG 9:29am - 11:20am

**Cost:** \$465.20 per student Students are paying for their flight to/from the conference

\*hotel, registration and contest fees are included

*This does not include money for food so plan accordingly*

### *Conference Information*

This is a unique opportunity for all students involved in yearbook to network and compete with other students from across the United States. As our book continues to receive national recognition and consistent ratings of excellence it's important for our program to remain competitive, innovative, and informed. Over the course of the weekend students will be attending workshops focused on building their skills and knowledge within the fields of photography, graphic design, and journalism. There are wonderful opportunities for students to look into universities, apply for scholarships and compete for recognition of their abilities. The goal of this trip is to provide students opportunities to learn, improve and grow. This is a nationwide conference with students traveling from the west and east coasts'. There will be tons of opportunities for students to network and learn from other advisers, keynote speakers and professionals.

>>> more info on back

For more information feel free to visit the conferences website:  
<http://jea.org/home/news-events/national-conventions/>

**Information from JEA/ NSPA:**

The National High School Journalism Convention is a semiannual gathering of high school journalists and advisers sponsored by the Journalism Education Association and its partner, the National Scholastic Press Association. The associations partner to prepare hundreds of practical and professional learning sessions, from high-profile keynotes to specific, problem-solving breakouts, hands-on workshops and discussion groups. Other convention activities include an exhibit hall with vendors who sell to student media, JEA's on-site Write-off contests, NSPA's Best of Show contest, receptions, awards convocations, critiques, career round tables and evening entertainment.

Breakout sessions for students from all media types — newspaper, online, broadcast, yearbook and magazine — are planned to meet the publishing and broadcasting needs of all scholastic student media. Some are specifically for advisers, administrators or middle school students. Whether it's ethics and law, technology and design, advertising and business operations, photography and art or just the basics of news writing and reporting, this convention covers the bases.

With typical attendance of more than 5,000 delegates, the JEA/NSPA convention has become the place to seek solutions to the most challenging publishing and broadcasting problems, share and celebrate success stories, see what's new in the media marketplace, discover trends and network with students and advisers from throughout the United States.

**Itinerary**

*Thursday*

8am - Leave for St. Louis, MO

5:56pm - Arrive in St. Louis, MO

registration/hotel check in

7pm - Dinner, exploring

*Friday*

9am- 3:30pm - Workshop Sessions

1pm - NSPA Best of Show Deadline

3:30pm - On-site critique

4pm - 6pm JEA Write-off Contests/Critiques

*Saturday*

8am - 2:30pm Workshop Sessions

3:30 - 6pm Awards Ceremony

*Sunday*

3am - Head to airport

5:40am - Flight home

**NSPA Conference**

Elizabeth Terrill

Anna Benton

Rachel Benton

Elise Kiriaka

Rylee Luton

Whitely Storm

Haylie Egan

Brayden Johnson

## Mead High School School Trip Behavior and Expectations Agreement

I, \_\_\_\_\_, understand and agree to follow the rules and expectations listed below while on my overnight field trip to the JEA/NSPA National Fall Conference and St. Louis, Missouri.

1. I understand that this is a school approved field trip and that the Mead High School Student Code of Conduct applies to my conduct during this field trip. I agree to follow the Student Code of Conduct while on the field trip and understand that I may be disciplined upon my return if I violate the Student Code of Conduct during this trip.
2. I will conduct myself with maturity, courtesy, and respect toward all parties participating in the field trip, including, but not limited to, my classmates, chaperones and teachers.
3. I realize the chaperones/teachers are responsible for my welfare and the welfare of the group. Accordingly, I will obey their instructions at all times. I also understand the sponsoring teacher(s) has the final authority and the right to administer consequences for any students who are in breach of this agreement.
4. I acknowledge this is an educational trip. I realize my participation in all group meetings, meals, tours, excursions, and other scheduled events is mandatory. I realize that I will only be exempt from participating in scheduled events if I am ill and I obtain prior permission from a chaperone/teacher to miss an event.
5. Allocation of free time is at the discretion of the chaperone/teacher. I will never go off alone or make any unplanned trips or excursions while on the field trip. I will carry the name, address, and phone number of the chaperones/teachers with me at all times. I will keep a chaperone/teacher informed of my whereabouts at all times.
6. I understand I must stay at the accommodations arranged by the school. Exceptions to this rule will be made only by prior arrangements, with the principal, parent(s)/guardian(s) and sponsoring teachers.
7. I will remain at my assigned lodgings from 10:00 P.M. to sunrise or a time designated by the sponsor. I understand that boys' rooms are off limits to girls and vice versa. I understand I am not to leave my assigned lodgings after curfew unless I am accompanied by a chaperone/teacher. In case of emergency, I will immediately contact a chaperone/teacher.
8. I will respect public and personal property. I understand any damages incurred to public property or personal property as a result of my conduct will be my responsibility. I understand Mead School District is not liable for any damage that may occur to my personal property on the field trip.
9. I will not drink alcohol, smoke, use other tobacco products, or use illegal drugs and/or medication that is not prescribed to me during this trip. I will not accept or transport any of these items.
10. I understand that if I do not follow the rules and expectations listed above, or if I engage in illegal activity, I may be required to come home early. I understand my parent(s) will be financially responsible for making arrangements to send me home. I, (print student name), have read the rules and expectations listed above and agree to abide by them. I understand that I may be disciplined and/or sent home early if I fail to adhere to these rules and expectations.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Parent/Guardian Field Trip**

Permission/ Emergency Information

*Informed Consent Form*

As the parent/guardian of the above named student, I have read the field trip itinerary and I understand that there may be risks of physical injury associated with participation in these activities. I authorize emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the school district staff-incharge to obtain emergency care for my student, neither he/she nor the school district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances. These activities are an extension of the school education program and student conduct is to be in accordance with the school's published rules and regulations.

\_\_\_\_\_  
*Signature of parent/guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed name of parent/guardian*

\_\_\_\_\_  
*Parent/guardian work phone number*

\_\_\_\_\_  
*Home phone #*

\_\_\_\_\_  
*Cell phone #*

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip.

\_\_\_\_\_  
*Signature of student*

\_\_\_\_\_  
*Date*

## **Contact Information**

**Makena Busch**, Yearbook Adviser, Trip Supervisor

**Cell Phone:** 509.939.6497

**Email:** makena.busch@mead354.org

### *Additional Chaperone*

**Skyler Lamberd**, ASB Adviser

**Cell Phone:** 509.434.8047

**Email:** skyler.lamberd@mead354.org

## **Suggested Supply List**

- ◆ Carry-on suitcase
  - \*students are required to pay for checked-in luggage
- Backpack
- Drivers License or ID card for airport TSA
- Cell phone + charger
- Rain coat
- Walking shoes
- Casual/school appropriate clothes for wednesday, thursday and friday
- Dressy outfit for awards ceremony/dinner on saturday
- Chromebook / Notepad for workshop sessions + charger
- Write off contest materials
- Writing supplies
- Toiletries