



**Minutes from the Regular Meeting of the Board of Directors  
Monday, June 12, 2023**

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The Board of Directors held a Regular Board Meeting on Monday, June 12, 2023. The meeting began at 6 pm and was held in-person at District Office and virtually via a Zoom link posted on the Mead School District website. Directors Denholm, Burchard, Olson, Cannon and Gray were present. Also attending were Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley. Superintendent Shawn Woodward was excused.

**I. Pledge of Allegiance**

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

**II. Approval of Agenda**

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

**III. Approval of Minutes**

Director Burchard made a motion to approve the minutes of the May 22, 2023 Regular Board Meeting, as presented. Director Gray seconded the motion. The motion carried unanimously.

**IV. Reports**

**A. Nurse Staffing Plan 2023/24 School Year**

Josh Westermann, Student & Family Services Director, as requested by Director Gray at the May 22, 2023 Regular Board Meeting, presented information on the nurse staffing plan for the upcoming 2023/24 school year. In 2023/24 there is a planned reduction in Classified Nurse staffing from 15 to 12. The report also included an overview of student needs, as well as a review of how schools were staffed in the current 2022/23 school year. Information shared included the following:

- **Medically Complex Students** - There is at least one medically complex student at each school site and each school is staffed with a Classified or Certificated nurse during the school day to assure these students can attend their home school. Unlike the use of an EpiPen, medication administered to medically complex students cannot be delegated to trained office staff.
- **2022/23 Health Room Visits** - Ranging from needing a bandage and/or ice pack, to a student experiencing a seizure, the number of Health Room visits to date at each school location was shared.
- **Current Student Needs** - There are 1,142 students with a Health Care Plan on file. Of these, 913 are for what could be a life-threatening condition (Eczema to seizures). There are currently 51 medically complex students who may, at any time, require immediate nursing intervention attending school in the Mead School District.
- **2022/23 Nursing Staff** - Current year staff includes 15 Classified Nurses whose daily shifts cover regular school hours and seven Certificated Nurses (four full-time, one .9 FTE, one .8 FTE and one .6 FTE). All Certificated Nurses are RNs with a state ESA certification. Classified Nurses are either RNs or LPNs. All nurses can provide care and all work in Health Rooms. Over the past few years the number of Classified Nurses has increased. In addition to providing student care and working in Health Rooms, Certificated Nurses provide oversight/support for Classified Nurses.

- **2022/23 Nursing Expenditures** - The state, via the Prototypical School Funding Model, funds 5.37 FTE for nurses (Elementary - .246/400 students, Middle School - .336/432 students, High School - 1.436/600 students) equating to \$557,860 in revenue to the district. In addition to this state allocation the district, in 2022/23, received a one-time \$300,000 *Learn to Return* grant. Total nursing expenditures were \$2.2 million. Therefore, in 2022/23 the district, out of Levy funds, covered \$1.343 million in nursing costs. There will be no *Learn to Return* grant monies in the 2023/24 school year.
- **2022/23 Elementary Staffing** - For the current school year a Classified Nurse has been assigned five days a week to each elementary school with a Certificated Nurse in each building 1-2 days per week. Certificated Nurses have also rotated between buildings to cover absences.
- **2022/23 Middle School Staffing** - For the current school year a Classified Nurse has been assigned five days a week to each middle school with a Certificated Nurse in each building 1-2 days per week. Certificated Nurses have also rotated between buildings to cover absences.
- **2022/23 High School Staffing** - For the current school year a Classified Nurse has been assigned five days a week to each high school with a Certificated Nurse in each building 3-5 days per week. There is higher certificated support at the high school level, as compared to elementary and middle school, primarily due to athletics and co-curricular trips.
- **2022/23 Options Program Staffing** - A Certificated Nurse is on-site the days the one medically complex student is in attendance. Otherwise, coverage is provided on an as-needed basis.
- **2023/24 Nursing Staff** - The plan for the upcoming school year reduces Classified Nurses from 15 to 12 with no change in Certificated Nurse FTE.
- **2023/24 Elementary Staffing** - A Classified Nurse will be assigned to each building 2-5 days per week depending on enrollment, special program status and medically complex enrollment. There will be a Certificated Nurse in each building 0.5-3 days per week. Each building will have a nurse on-site during school hours each day. The reduction in Classified Nurse staffing will have the highest impact at the elementary level. At some sites the Classified Nurse may not be the same every day and coverage may alternate between a Classified Nurse and a Certificated Nurse.
- **2023/24 Middle School Staffing** - Same staffing level as in 2022/23 due primarily to athletics. However, staffing level could be impacted at times by the need to provide coverage at an elementary school.
- **2023/24 High School Staffing** - Same staffing level as in 2022/23 due primarily to athletics. However, staffing level could be impacted at times by the need to provide coverage at an elementary school.
- **2023/24 Options Program Staffing** - Same staffing level as in 2022/23.
- **Coverage Comparison 2022/23 to 2023/24** - The following impact to elementary staffing level was shared:

<b>Elementary School</b>	<b>2022/23 Days Covered</b>	<b>2023/24 Days Covered</b>
Brentwood	130%	110%
Colbert	120%	110%
Creekside	140%	100%
Evergreen	130%	110%
Farwell	120%	110%
Meadow Ridge	140%	100%
Midway	140%	100%
Prairie View	130%	100%
Shiloh Hills	130%	100%
Skyline	140%	100%

In response to a question from Director Cannon, Mr. Westermann noted the district had less nursing coverage five years ago than it does now. Even without taking COVID into consideration, the district would have needed to hire more nurses to meet increased student need. Director Cannon noted the cost savings of three fewer Classified Nurses is approximately \$170,000, which is less than the \$300,000 in grant funds the district will no longer have in the 2023/24 school year.

In response to a question from Director Gray, Mr. Westermann shared the district has no history of transporting medically complex students to other school districts.

President Denholm, noting the subject of nurse staffing for the upcoming school year will be a topic at an upcoming Board Work Session, requested that Mr. Westermann be in attendance for that meeting.

Director Olson asked how many in attendance were nurses in the Mead School District. Several individuals raised their hands.

Director Gray shared she was told the three positions in question were hired because of COVID. She feels she was misled about this. She noted she is the parent of an insulin dependent child. In her opinion reducing nurse staffing is not a responsible decision. The district should find cuts elsewhere.

#### V. Remarks for the Good of the Schools - Public Comment

Noting there were four community members/individuals present who signed-up to speak on the topic of nurse staffing, President Denholm first opened the floor for board/staff comments followed by public comments.

#### *Board/Staff Comments*

After first extending thanks and congratulations, Business & Operations Assistant Superintendent Jared Hoadley read the names of the following individuals, including their years of Mead School District service, who are retiring:

<b>Name</b>	<b>Location/Position</b>	<b>Mead Years</b>
Mary Brown	Mead High School - Cook	16 years
Kristin Busch	Prairie View - Teacher	17 years
Thea Carter	MLO - Counselor	20.5 years
Anna Downs	Farwell - Para Educator	29 years
Mark Elmore	Evergreen - Teacher	44 years
Athena Fiedler	Northwood - Para Educator	8 years
June Geissler	Northwood - Teacher	30 years
Vicki Gardner	Mt. Spokane - Teacher	31 years
Karen Hayett	Brentwood - Teacher	35 years
Jacalyn Henkle	Farwell - Para Educator	30.5 years
Robert Hess	Transportation - Bus Driver	11 years
Lisa Homb	Mountainside - Bookkeeper	33 years
Kim Hopkins	Mt. Spokane - Para Educator	22.5 years
Tammy Hubble	Mead High School - Teacher	21 years
Lori Inman	Mead High School - Teacher	29.5 years
Linda Johnson	Brentwood - Para Educator	28.5 years
Vasily Kravtsov	Maintenance - HVAC Tech	25 years
Paul Lang	Northwood - Custodian	44 years
Olinda Martin	Mead High School - Teacher	30 years
Melissa Martin	Mountainside - Teacher	22 years

Denise McCormack	MLO - Admin Assistant	30 years
Jeff Miller	Midway - Custodian	21 years
Debra Morrill	Northwood - Teacher	22 years
Ray O'Russa	Evergreen - Custodian	22 years
Mary Reser	Mead High School - Para Educator	23 years
Cathi Sigurdson	Shiloh Hills - Teacher	27 years
Susan Slaton	Skyline - LIT	22 years
Don Story	Mountainside - Teacher	17 years
Keith Ward	Highland - Teacher/AD	38 years
Calvin "Rick" Watkins	Maintenance - Millwright	13.5 years

### *Public Comments*

Prior to inviting the first individual to speak, President Denholm shared a recent personal experience involving his 15-year old grandson who experienced a scary medical issue at school as an example of why it is important to have nurses on staff.

*Thomas Steiner*, grandfather of a student with Type 1 diabetes, in advocating for nurses, noted his grandson tried to attend a private school but that was not possible because there was not a nurse on-site. Mead's current nurse staffing allows his grandson to have consistent, quality care. The family works hand-in-hand with the nurse at his school. He believes there have to be other places the district can cut costs.

*Natalie McNichols*, a 2<sup>nd</sup> grade student who has Type 1 diabetes, shared the importance of the nurse she works with at Farwell. The nurse checks her blood sugar levels many times each day. If the nurse were not there her teacher would have to learn how to do this. She noted diabetes is unpredictable and asked the board to please remember her and other medically fragile students.

*Melissa Johnson*, a current Classified Nurse at Meadow Ridge whose position has been cut for next year, was hired in May 2022. Just last week she saw 60 students on one day. For many the visit involved a phone call to the child's parents, while for a few immediate medical attention was required. She referenced the many things the school's Certificated Nurse handles that allows her to keep her focus solely on students. She expressed concern about the continuity of care for medically fragile students and asked that the board reinstate/retain the three positions that were cut for the 2023/24 school year.

*Carrie Dinwoodie*, one of the district's Certificated Nurses, first shared that Health Rooms throughout the district serve 30-50 students each day. This was followed by historical background on the addition of Classified Nurses in 2011. She also explained the differences between Certificated and Classified Nurses noting they are members of two different bargaining groups. All Certificated Nurses are RNs. All Classified Nurses are licensed . . . 13 are RNs and two are LPNs. The goal of all nurses is to keep students in the classroom and remove as many barriers as possible so they are able to learn no matter what their health conditions or medical needs may be. A graph illustrating the increase in medically complex students since 2007 was provided to each board member. In 2007 that number was two, peaking in 2021/22 at 64, with the current number being 51. She referenced the COVID years (2020/21 and 2021/22) and noted during that time Certificated Nurses continued to supervise schools plus work in the three schools that did not have a Classified Nurse. The district, in order to have a Classified Nurse assigned to each school in 2022/23, hired three additional Classified Nurses in the past year. She additionally referenced nursing absences, the slim substitute pool and the need for nurses to have flexibility to cover for one another. In conclusion, she noted reducing nurses feels like a step backwards after working hard to build-up the program over the past

twelve years. Three less nurses will stretch staffing into a potential “emergency coverage only” model. The nurses consider themselves to be currently fully staff . . . not overstaffed.

**VI. Continuing Business**

**A. 2023/24 Participation Fees**

Noting the board deferred making a decision on 2023/24 Athletic Participation Fees, preferring to consider them at this board meeting as a standalone item rather than a part of the May 22, 2023 Consent Agenda, Learning & Teaching Director Mark St.Clair presented the following background information on the fees and a recommendation that the board approve fees at the same level as was charged in the 2022/23 school year (\$35 Middle School, \$45 High School).

Participation Fees received initial board approval in May 2010 for implementation in the 2010/11 school year. Amounts approved were \$20 Elementary, \$30 Middle School and \$40 High School. The monies generated, coupled with savings generated through concessions made by the Mead Extra-Curricular Coaches Association at that time, were used to continue offering C-team opportunities for high school students. Fees at all three levels were raised by \$5 in May 2019 for implementation in the 2019/2020 school year. With the transition of 6<sup>th</sup> graders to middle school in the 2020/2021 school year, elementary sports were no longer offered and, therefore, the Elementary Participation Fee was eliminated.

In 2022/23 approximately \$66,000 in Participation Fees was collected. It is expected a similar amount will be collected in the 2023/24 school year if fees remain unchanged. Mr. St.Clair noted if fees are increased by \$5 at both the middle school and high school levels it is projected an additional \$8,250 would be generated over and above the \$66,000.

In addition to Participation Fees students who participate in athletics are required to purchase an ASB card (\$15 Middle School, \$50 High School).

In response to a question from Director Gray, Mr. St.Clair noted students involved in activities like band and choir purchase an ASB card but there is no Participation Fee requirement. In response to a question from Director Burchard, it was noted that, for students who qualify, the Participation Fee is waived or reduced. Director Burchard shared that if the \$2.50 levy receives voter approval he would like to see Participation Fees eliminated.

Director Olson made a motion to approve the 2023-2024 Participation Fee Plan, as presented. Director Cannon seconded the motion. The motion passed (4-1).

**VII. New Business**

**A. Consent Agenda**

In response to a question regarding the \$131,232.71 payment to Zonar Systems, Inc., Chief Financial Officer Heather Ellingson shared this is the annual service fee/contract for the GPS system used on school buses. She will check with Zonar to see if a multi-year contract would result in a savings to the school district. The \$15,594.66 payment to Shriners Hospital was for Mt. Spokane athletic trainer services.

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

**Consent Agenda**

**1. Hired Certificated Personnel:**

Heather Dresback	Mead High School	Cert	1.0 FTE Assistant Principal effective 7/1/23
Adam Daniel	Mt. Spokane High School	Cert	1.0 FTE Assistant Principal effective 7/1/23

**2. Hired Classified Personnel:**

Craig Phillips	Custodial Services	Class	8 hrs/day effective 5/17/23
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**3. Hired Certificated Substitutes:**

McKenna Brown | Opal Harbert | Cecilia Schuh |

**4. 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, **June 12, 2023**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 111556 to 111880** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 1,605,406.62
General Fund - PR	11,004,164.22
ASB Fund	116,372.04
Capital Projects Fund	6,922.49

**5. Approved Supplemental & Extra-Curricular Contracts.**

**6. Accepted the Following Donations:**

- \$600.00 from Mt. Spokane Athletic Booster Club to Mt. Spokane Baseball, Girls Track, Girls Basketball & Football (\$150 each)
- \$530.00 from Mt. Spokane Athletic Booster Club for Mt. Spokane Boys/Girls track Playoff T-Shirts
- \$500.00 from Mt. Spokane Athletic Booster Club for T-Shirts for Mt. Spokane Weight Room Participants
- \$2,600.00 from Mt. Spokane Athletic Booster Club to help purchase Mt. Spokane wrestling gear (singlets & warm-ups)
- \$500.00 from Tyler & Kelly Lafferty to Mt. Spokane Boys Basketball

**7. Approved Teachers in the 2022/23 School Year teaching “Out of Endorsement”.**

**8. Approved Requests for Unpaid Leave (i.e., parenting, medical, Good of the District, etc.):**

Rick Marquardt	Northwood	Class	6/8/23 – 6/9/23
Maud Hancock	NW/Highland	Cert	.4 FTE 1 <sup>st</sup> semester 23/24
Alexandrea Hunt	Mountainside	Class	1.2 hrs/day (out of 6.15 hrs/day) 23/24 school year

**9. Approved Requests for Retirement/Resignation:**

Melissa McVay	Creekside	Class	Resignation effective 8/31/23 (Para Ed)
Calvin “Rick” Watkins	Maintenance	Class	Retirement effective 6/28/23 (Millwright)
Kim Hopkins	Mt. Spokane	Class	Retirement effective 6/30/23 (Para Ed)
Jacalyn Henkle	Farwell	Class	Retirement effective 6/30/23 (Para Ed)
Anya Gumke	Mt. Spokane	Cert	Resignation effective 6/30/23 (Asst. Prin)
Angela Rendall	Evergreen	Class	Resignation effective 6/20/23 (Para Ed)
Don Story	Mountainside	Cert	Retirement effective 8/31/23 (teacher)
Emily Webb	Farwell	Class	Resignation effective 6/20/23 (Para Ed)
Graham Cassidy	Evergreen	Class	Resignation effective 8/31/23 (Para Ed)
Mary Reser	Mead High	Class	Retirement effective 8/31/23 (Para Ed)

**B. July 2023 – June 2024 Board Meeting Calendar**

A draft Board Meeting Calendar (July 2023 – June 2024) was provided for board consideration. Two public meetings are planned each month with the exception of July, August and December. In months where there are two meetings the first will be a business meeting and the second will be a work session.

President Denholm, regarding the opportunity for regularly scheduled Board Work Sessions, noted this will provide opportunities for good board discussion on topics and shared new Superintendent Travis Hanson is supportive of this alternating business meeting/work session schedule. Noting this is a change in practice, the district will need to communicate that the board will be approving items such as travel requests once each month rather than twice.

Director Burchard made a motion to approve the July 2023 – June 2024 Board Meeting Calendar, as presented, with the understanding there may need to be flexibility regarding meeting location and meeting type. Director Cannon seconded the motion. The motion carried unanimously.

**C. Contract/Bargaining Agreement  
Mead Principal Association**

Business & Operations Assistant Superintendent Jared Hoadley presented a tentative one-year contract agreement (July 1, 2023 – June 30, 2024) between the Mead School District and the Mead Principal Association for board consideration. The association has ratified this tentative agreement.

The only change to the contract is in the *Vacation* section where language has been revised to clarify communication around the advanced notification of the use of vacation days.

Dr. Hoadley reminded that links to all collective bargaining agreements are posted on the Mead School District website.

Director Olson made a motion to approve the one-year tentative collective bargaining agreement between the Mead Principal Association and the Mead School District, as presented. Director Cannon seconded the motion. The motion carried unanimously.

**VIII. Adjourn**

The meeting was adjourned at 7:10 pm.

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**President**

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**Secretary**