



**Minutes from the Regular Meeting of the Board of Directors
Monday, July 31, 2023**

The Board of Directors held a Regular Board Meeting on Monday, July 31, 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 and Cannon were present. Director Gray was excused. Also attending were Superintendent Travis Hanson, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

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 Olson made a motion to approve the minutes of the June 12, 2023 Regular Board Meeting and June 26, 2023 Work Session, as presented. Director Burchard seconded the motion. The motion carried unanimously.

IV. Superintendent Oath of Office

President Denholm administered the Oath of Office to Travis Hanson. Director Cannon noted he is very glad Travis Hanson is Mead's new superintendent. Superintendent Hanson shared it is a "privilege and honor" for him to serve the Mead School District in this role.

V. 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, President Denholm opened the floor for board/staff comments.

Board/Staff Comments

President Denholm, regarding the most recent state audit, thanked Chief Financial Officer Heather Ellingson and her staff for their hard work that, once again, resulted in a clean audit for the district. Annual audits are a state requirement. The cost to the district each year for the audit is between \$40,000 and \$50,000.

VI. Continuing Business - none

VII. New Business

A. Consent Agendas A & B

In response to a question from Director Cannon, Chief Financial Officer Heather Ellingson confirmed that many of the stipends (i.e., National Boards & CTE) included in Consent Agenda A are one-time, annual payments.

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

Director Cannon made a motion to approve Consent Agenda B, as presented. Director Burchard seconded the motion. The motion carried. Director Olson abstained. (The stipends referenced are being paid to relatives of Director Olson.)

Consent Agenda A

1. Hired Certificated Personnel:

Courtney Kerr-Smith	Mountainside Middle School	Cert	1.0 FTE Assistant Principal effective 7/1/23
Catherine Hagstrom	Shiloh Hills	Cert	4 hrs/day SOAR teacher 7/10/23 - 8/11/23
Heidi Rae	Shiloh Hills	Cert	4 hrs/day SOAR teacher 7/10/23 - 8/11/23
Molly Cain	Shiloh Hills	Cert	4 hrs/day SOAR teacher 7/10/23 - 8/11/23
Sarah Mortier	Shiloh Hills	Cert	4 hrs/day SOAR teacher 7/10/23 - 8/11/23
Madison Patterson	Shiloh Hills	Cert	4 hrs/day SOAR teacher 7/10/23 - 8/11/23
Hillary Linklater	Shiloh Hills	Cert	4 hrs/day SOAR teacher 7/10/23 - 8/11/23
Kallie Crouch	Shiloh Hills	Cert	4 hrs/day SOAR teacher 7/10/23 - 8/11/23
Gabrielle Warren	Shiloh Hills	Cert	4 hrs/day SOAR teacher 7/10/23 - 8/11/23
Richard Peacock	Learning & Teaching	Cert	1.0 FTE Continuing Dual Language Teacher effective 9/5/23
Kelly Creasey	Mountainside	Cert	.6 FTE Continuing Social Studies Teacher effective 9/5/23 (replaces 1.0 FTE Continuing)
Whitni Sanford	Midway/Spec Services	Cert	.25 FTE LR Resource Room Teacher 23/24 school year
Paula Lalley	Farwell	Cert	1.0 FTE Continuing 1 st Grade Teacher effective 9/5/23 (no longer at Shiloh Hills)
Kayla Edgmon	Spec Services	Cert	1.0 FTE Continuing Dev Preschool Teacher effective 9/5/23
Nicholas Cerenzia	Mead High School	Cert	1.0 FTE Continuing DLC Teacher effective 9/5/23
Amanda Miller	Skyline	Cert	1.0 FTE LR 1 st Grade Teacher 23/24 school year (taking leave from Continuing position at Creekside)
Anne Sturtevant	Skyline	Cert	1.0 FTE Continuing 3 rd Grade Teacher effective 9/5/23 (no longer at Brentwood)
Dusty Shaw	Skyline	Cert	1.0 FTE Continuing 1 st Grade Teacher effective 9/5/23 (no longer at Brentwood)
Melva Pryor	Prairie View	Cert	1.0 FTE LR 4 th Grade Teacher 23/24 school year (taking leave from Continuing position at Skyline)
Andrea Anderson	Mountainside	Cert	.6 FTE Continuing PE Teacher effective 1/29/24 (replaces 1.0 Continuing - on leave 1 st semester 23/24)
Haley Murray	Learning & Teaching	Cert	1.0 FTE LR LAP Teacher 23/24 school year (taking leave from Continuing position at Prairie View)
Amy Scheck	Mead High School	Cert	.6 FTE Continuing ELA Teacher effective 9/5/23 (replaces 1.0 Continuing)
Jessica Yates	Special Services	Cert	1.0 FTE Continuing SLP effective 9/5/23
Carolyn Strate	Special Services	Cert	.8 FTE Continuing OT (replaces 1.0 Continuing)
Elizabeth Pipkin	Mead High School	Cert	1.0 FTE LR Social Studies Teacher 23/24 school year (taking leave from 1.0 Continuing @ NW)
Kenneth Carpenter	Mountainside	Cert	.8 FTE Continuing Social Studies Teacher effective 9/5/23

2. Hired Classified Personnel:

Cole McNamee	Maintenance	Class	8 hrs/day Temporary Grounds Position effective 6/12/23 - 9/25/23
Jacob Ojennus	Maintenance	Class	8 hrs/day Temporary Grounds Position effective 6/12/23 - 9/25/23
Jeffrey Campbell	Maintenance	Class	8 hrs/day Temporary Grounds Position effective 6/12/23 - 9/25/23
Kimberly Nichols	Transportation	Class	8 hrs/day Router effective 6/20/23
Thomas Poe	Maintenance	Class	8 hrs/day HVAC tech effective 6/29/23

3. 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, **July 31, 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 111881 to 112649** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 3,330,199.57
General Fund - PR	23,805,888.50
ASB Fund	116,372.04
Capital Projects Fund	6,922.49

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

5. **Accepted the Following Donations:**

- \$500.00 from CHAS Health to DLC Olympics
- \$650.00 from Mt. Spokane Athletic Booster Club for Mt. Spokane Boys/Girls track Playoff T-Shirts
- \$1,000.00 from KooHns Painting, Inc. for Mead Girls Basketball Gym Banner
- \$500.00 from R&R Heating/Air to DLC Olympics
- \$5,350.41 from Daines Capital CRE to Mead High School Football Program
- \$6,696.00 from Mt. Spokane Athletic Booster Club to Mt. Spokane Athletic Programs

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

Linda Carolan	Meadow Ridge	Class	23/24 school year
Katie Zimmerman	Evergreen	Cert	23/24 school year
Alyssa St. Clair	Mead Learning Options	Cert	.4 FTE 1 st Semester 23/24 (working .6 FTE)
Heather Durkuhn	Mead High	Class	8/15/23 - 11/24/23
Rachel Markum	Shiloh Hills	Cert	.4 FTE 23/24 school year (working .6 FTE)
Cheyenne Standish	Spec Services/Midway	Cert	.25 FTE 23/24 school year (working .75 FTE)

7. **Approved Request to Rescind Unpaid Leave (i.e., parenting, medical, Good of the District, etc.):**

Rebecca O'Neel	Mead High	Cert	.2 FTE 23/24 school year
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8. **Approved Requests for Retirement/Resignation:**

Kim Rollins	NS/Northwood	Class	Resignation effective 8/31/12 (Cook)
Heather Wright	NS/Northwood	Class	Resignation effective 6/20/23 (Cook)
Christine Axas	Mt. Spokane	Class	Resignation effective 6/2/23 (Para Ed)
Stanley Lamotte	Transportation	Class	Resignation effective 8/31/23 (Bus Driver)
Kathleen Hess	Transportation	Class	Retirement effective 8/31/23 (Bus Assistant)
Mary Brown	NS/Mead High	Class	Retirement effective 8/31/23 (Cook Asst Mgr)
Hadassah Schneider	Highland	Class	Resignation effective 6/20/23 (Para Ed)
Laurel Madsen	NS/Mt. Spokane	Class	Retirement effective 8/31/23 (Cook)
Nikole Ball	Evergreen	Class	Resignation effective 8/31/23 (Para Ed)
Donna Hutchinson	Highland	Class	Resignation effective 8/14/23 (Admin Asst)
Laurene Adams	Evergreen	Cert	Retirement effective 6/30/23 (Teacher)
Ashley Ellenz	Shiloh Hills	Class	Resignation effective 8/25/23 (Para Ed)
Keylissa Coleman	Highland	Class	Resignation effective 8/31/23 (Para Ed)
Michelle Norwood	Creekside	Cert	Resignation effective 8/31/23 (Teacher)
Ronald Rasmussen	Maintenance	Class	Resignation effective 7/21/23 (Mechanic)
Dolphus-Duff Guillotte	Transportation	Class	Retirement effective 8/31/23 (Bus Driver)
Michael Flint	District Office	Class	Resignation effective 7/23/23 (Student Records Coordinator)
Daniel Corn	Transportation	Class	Deceased 6/23/23 (Bus Driver)
Athena Bornstein	Mead LO	Class	Resignation effective 8/11/12 (Admin Asst)
Breahna Hinton	Highland	Class	Resignation effective 8/31/23 (Para Ed)
Jennifer Searson	Highland	Class	Resignation effective 8/31/23 (Para Ed)
Patricia Bryant	Evergreen	Class	Resignation effective 8/31/23 (Para Ed)
Kim Byrd	Creekside	Class	Resignation effective 8/31/12 (Para Ed)
Sydney Smith	District Office	Class	Resignation effective 8/11/23 (Accounting Specialist)

Consent Agenda B

1. **Approved Extra-Curricular/Supplemental Contracts:**

Tiffany Degenhart	Summer School	\$1000.00
Tiffany Degenhart	National Boards	\$6019.00
Maggie Degenhart	Volleyball Camp	\$ 400.00

**B. Resolution 23-04
Authorization of Facsimile Signature**

Chief Financial Officer Heather Ellingson presented Resolution 23-04, Authorization of Facsimile Signature, for board consideration. With the resignation of Shawn Woodward and hiring of Travis Hanson as the new Mead School District Superintendent effective July 1, 2023, there are seven housekeeping resolutions that need to be adopted to formalize this change in leadership. Resolution 23-04, Authorization of Facsimile Signature, is one of these resolutions.

Director Cannon made a motion to adopt Resolution 23-04, Authorization of Facsimile Signature, as presented. Director Burchard seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

**C. Resolution 23-05
Authorization of Warrant Signature**

Chief Financial Officer Heather Ellingson presented Resolution 23-05, Authorization of Warrant Signature, for board consideration. With the resignation of Shawn Woodward and hiring of Travis Hanson as the new Mead School District Superintendent effective July 1, 2023, there are seven housekeeping resolutions that need to be adopted to formalize this change in leadership. Resolution 23-05, Authorization of Warrant Signature, is one of these resolutions.

Director Olson made a motion to adopt Resolution 23-05, Authorization of Warrant Signature, as presented. Director Cannon seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

**D. Resolution 23-06
Authorization to Invest Funds**

Chief Financial Officer Heather Ellingson presented Resolution 23-06, Authorization to Invest Funds, for board consideration. With the resignation of Shawn Woodward and hiring of Travis Hanson as the new Mead School District Superintendent effective July 1, 2023, there are seven housekeeping resolutions that need to be adopted to formalize this change in leadership. Resolution 23-06, Authorization to Invest Funds, is one of these resolutions.

Director Burchard made a motion to adopt Resolution 23-06, Authorization to Invest Funds, as presented. Director Olson seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

**E. Resolution 23-07
Designation of District Agent**

Chief Financial Officer Heather Ellingson presented Resolution 23-07, Designation of District Agent, for board consideration. With the resignation of Shawn Woodward and hiring of Travis Hanson as the new Mead School District Superintendent effective July 1, 2023, there are seven housekeeping resolutions that need to be adopted to formalize this change in leadership. Resolution 23-07, Designation of District Agent, is one of these resolutions.

Director Cannon made a motion to adopt Resolution 23-07, Designation of District Agent, as presented. Director Olson seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

**F. Resolution 23-08
Designation of Auditing Officers**

Chief Financial Officer Heather Ellingson presented Resolution 23-08, Designation of Auditing Officers, for board consideration. With the resignation of Shawn Woodward and hiring of Travis Hanson as the new Mead School District Superintendent effective July 1, 2023, there are seven housekeeping resolutions that need to be adopted to formalize this change in leadership. Resolution 23-08, Designation of Auditing Officers, is one of these resolutions.

Director Olson made a motion to adopt Resolution 23-08, Designation of Auditing Officers, as presented. Director Cannon seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

**G. Resolution 23-09
Certified Signatures of District Personnel Authorized to Sign School
Construction Project Documents**

Chief Financial Officer Heather Ellingson presented Resolution 23-09, Certified Signatures of District Personnel Authorized to Sign School Construction Project Documents, for board consideration. With the resignation of Shawn Woodward and hiring of Travis Hanson as the new Mead School District Superintendent effective July 1, 2023, there are seven housekeeping resolutions that need to be adopted to formalize this change in leadership. Resolution 23-09, Certified Signatures of District Personnel Authorized to Sign School Construction Project Documents, is one of these resolutions.

Director Burchard made a motion to adopt Resolution 23-09, Certified Signatures of District Personnel Authorized to Sign School Construction Project Documents, as presented. Director Olson seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

**H. Resolution 23-10
Appointment of District Claims Agent**

Chief Financial Officer Heather Ellingson presented Resolution 23-10, Appointment of District Claims Agent, for board consideration. With the resignation of Shawn Woodward and hiring of Travis Hanson as the new Mead School District Superintendent effective July 1, 2023, there are seven housekeeping resolutions that need to be adopted to formalize this change in leadership. Resolution 23-10, Appointment of District Claims Agent, is one of these resolutions.

Director Cannon made a motion to adopt Resolution 23-10, Appointment of District Claims Agent, as presented. Director Olson seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

**I. Contract/Bargaining Agreement
1135 MT (Bus Drivers)**

Human Resources Director Keri Hutchins presented a tentative one-year contract agreement (September 1, 2023 – August 31, 2024) between the Mead School District and 1135 MT (Bus Drivers) for board consideration. The association has ratified this tentative agreement.

A summary of contract changes, including a cost estimate where appropriate, was provided to board members. Regarding salary, the 2023/2024 salary schedule includes a 5% increase (1.3% more than the 3.7% state IPD) to address bus driver labor shortage and provide a more competitive wage.

In response to board questions, Ms. Hutchins shared the district is actively exploring avenues to boost driver hiring including hosting a Job Fair in early August. The addition of language to the contract allowing for the hiring of *Trip Drivers* is designed to help provide drivers for extra-curricular trips which, for a variety of reasons, are hard to staff. This position is ideal for an individual who does not want to commit to a regular, daily route, but could sign-up for extra-curricular trips that fit their schedule. Regarding charters versus using a school bus for out-of-town events, Ms. Hutchins shared the preference, whenever possible, is a school bus.

A one-year contract was agreed to because the bargaining group wants higher wages long-term. This is something the district, due to its current financial reality, cannot consider at this time. Therefore, the parties settled on a one-year agreement. Bus driver wages are higher in surrounding districts who contract with outside organizations for transportation services. District provided benefits, in part, help make-up this salary differential.

Director Cannon made a motion to approve the one-year tentative collective bargaining agreement between 1135 MT (Bus Drivers) and the Mead School District, as presented. Director Olson seconded the motion. The motion carried unanimously.

**J. Resolution 23-11
2023/24 School Nutrition Fees**

Nutrition Services Director Kim Elkins presented Resolution 23-11, 2023/24 School Nutrition Fees, for board consideration. The approval of lunch and breakfast fees is a part of the annual budget adoption process that must be completed by August 31st of each year.

The Paid Meal Equity Price Requirement for 2023-24 is \$3.56 and the district's current weighted average price for lunch is \$3.33. While USDA requires increases in lunch meal prices for 2023/24 to meet the weighted average of \$3.43 (\$.10 increase), they allow School Nutrition Programs with a positive fund balance to claim an exemption from raising paid meal prices.

Based on the fact Mead's Nutrition Services Department is self-sustaining, and raising lunch prices \$.10 would only increase revenue by \$3,800, Ms. Elkins recommended the district take advantage of the offered exemption and not increase meal prices for the 2023/24 school year.

Discussion included confirmation the four elementary schools who qualified last year to provide free meals to all students will continue doing so in the upcoming school year. Ms. Elkins shared the free meals qualification criteria for 23/24 has been revised. This may result in additional schools qualifying for the free meals program.

Director Cannon made a motion to adopt Resolution 23-11, 2023/24 School Nutrition Fees, as presented. Director Olson seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

**K. 1st Reading Procedure 2161 Revision
Special Education and Related Services for Eligible Students**

Special Services Director Kellie Jo Timberlake presented a revision to Procedure 2161, Special Education and Related Services for Eligible Students, for board consideration. In August of 2022 the board approved comprehensive revisions to both Policy 2161 and Procedure 2161, bringing them into compliance with the state's new special education reporting process that required school districts to analyze and update their special education policies and procedures by August 31, 2022. The updated policy and procedure were sent to OSPI for review. Following this review OSPI recommended minor revisions be made to the procedure.

A copy of proposed revisions was provided to each board member. Revisions included the addition of minor clarifying language and the updating of the names of state agencies.

No first reading changes were recommended. President Denholm requested the procedure revision be brought forward for second reading, as an action item, at the next board meeting.

VIII. Reports

A. Financial Report for May & June 2023

Focusing primarily on the month of June, Chief Financial Officer Heather Ellingson noted the average FTE enrollment for 22/23 was 10,217.6 . . . 36.6 FTE over budget. Regarding Fund Balance, the amount used in 22/23 will be approximately \$3.5 million. This is less than anticipated. While being closely monitored, Ms. Ellingson shared she does not anticipate needing to bring forward a budget extension for 22/23. This would be necessary if spending will exceed the 22/23 expenditure amount approved by the board last August.

On the topic of assessed valuation, Ms. Ellingson reported the increase for 2024 is just under 4% and appears to be stabilizing following the recent 30% increase. The rate of 4% will help frame the levy amounts the district asks voters to consider for 2025, 2026 and 2027.

The district recently received approximately \$1.3 million in one-time LEA hold harmless monies. It is hoped there will not be a big LEA hit in 23/24.

B. 2023/2024 Draft Budget

Chief Financial Officer Heather Ellingson distributed new budget summary documents for 23/24 replacing documents that were provided previously to board members. These updated documents reflect a higher than anticipated increase in the district's annual errors and omissions insurance premium and increased Resource Deputy costs. (The insurance premium increased by 32.5% . . . 12% higher than anticipated.)

Noting the board has spent considerable time in the past few months on budget, including consideration of the many "perfect storm" factors that have contributed to the current budget difficulties; Ms. Ellingson's presentation was primarily an overview of information shared at previous board meetings.

The 23/24 budget assumes flat enrollment. While *Regionalization* monies are gone, the loss of this revenue is somewhat offset by new *Experience Factor* monies. *Regionalization* was 3% on the entire state apportionment, while the *Experience Factor* is 4% of only the certificated staff line. This 4% does not offset all of the additional certificated experience costs incurred by the district, as it does not apply to levy funded positions. The draft budget incorporates the reductions set forth in Resolution 23-02 that was adopted by the board on May 8, 2023.

The 23/24 budget will be brought to the board for official adoption on August 28, 2023. Board members were encouraged to reach out to Ms. Ellingson prior to August 28th with any questions.

In response to a question from Director Burchard regarding the cost of health insurance, Ms. Ellingson shared the per employee cost in 22/23 is \$1026 and, to the best of her recollection, the cost for 23/24 will be \$1100 per employee. She will confirm the 23/24 number and share the information with board members. The hourly eligibility threshold to receive health insurance is 630 hours worked in a school year.

The 23/24 Budget Summary, page 8, line 4, Employee Benefits and Payroll Taxes, includes both employer paid health insurance premiums and employer paid retirement contributions. As requested by Director Burchard, Ms. Ellingson will provide board members with a breakdown of those two spending categories.

The 23/24 budget has total revenues of \$160,646,874 and total expenditures of \$166,066,990. Expenditures exceed revenue by approximately \$5.4 million, which will be covered out of Fund Balance. This will result in a projected Fund Balance at the end of 23/24 of approximately \$4.5 million (assigned and unassigned), the majority of which is restricted/assigned. Essentially all discretionary Fund Balance monies will have been spent by the end of the 23/24 school year.

C. Superintendent's Report

In his report Superintendent Hanson highlighted the following:

- **Summer Programs** -While summer provides a break for many, others are involved in summer programs taking place throughout the district. Superintendent Hanson noted in particular the SOAR program offered at Shiloh Hills and STEM Camp. He expressed his appreciation to the staff who are engaged in providing students with these types of summer activities.

- **District Office Staff** - Superintendent Hanson expressed thanks/appreciation to the many individuals who work throughout the summer at district office including those who are involved in hiring, providing the opportunity for students to enroll, making sure bills are paid and employees receive a paycheck.
- **Maintenance, Custodial, Transportation & Technology** - Each of these departments works throughout the summer in preparation for the upcoming school year. Superintendent Hanson thanked each department noting in particular the portable upgrades taking place at Mead High School and the ongoing HVAC work at Union Event Center.
- **Entry Plan** - Regarding his Entry Plan, Superintendent Hanson noted he has gotten nice feedback on the plan. He looks forward to continuing the work outlined in the plan.
- **Community Focus Group Meeting** - On July 26th Superintendent Hanson hosted a Community Focus Group Meeting at Highland Middle School. Those in attendance (50+), using the *ThoughtExchange* engagement tool, had the opportunity to provide personal responses, and feedback on the responses of others, to four questions including what the district does well and areas needing improvement.
- **Community Engagement** - In the coming weeks there will be many more opportunities scheduled for Superintendent Hanson to meet with small groups of parents/community members. These will include morning coffee and lunch gatherings.
- **Board Work Session** - Reporting on the recent board Work Session (July 27, 2023), Superintendent Hanson shared the board discussed/considered board goals for the upcoming school year, public comment at board meetings and board education opportunities. He has reached out to Marie Sullivan to set up a time for the board to meet with her on the topic of legislative engagement.
- **February 2024 Levy** - Superintendent Hanson emphasized the need to clearly communicate how levy dollars are spent, noting this is particularly imperative with the district asking for a \$2.50 replacement rate. Every three years the district has the opportunity to talk about the importance of Levy funds to the many programs and activities available to Mead students.
- **Upcoming Admin Meetings** - In preparation for the start of a new school year, administrators are gathering for all day meetings on August 8, 9 & 15, with PLC work/planning taking place August 10 & 11.

President Denholm thanked Superintendent Hanson for this update, noting it already feels like the community is more unified.

IX. Adjourn

The meeting was adjourned at 7:10 pm.

President

Secretary



RESOLUTION 23-04
Authorization of Facsimile Signature

WHEREAS, Chapter 86, Laws of 1969, as codified in RCW 39.62 authorizes the use of facsimile signatures by any public officer in lieu of a manual signature to execute any “public security” or any “instrument of payment”; and

WHEREAS, the statute further requires that before any authorized officer may use a facsimile signature plate or stamp, he/she must file a manual signature with the Secretary of State, duly certified, while under oath; and

WHEREAS, Travis Hanson, Superintendent/Secretary of the Board, has filed a Certificate of Manual Signature, duly certified under oath, with the Auditor of Spokane County.

NOW THEREFORE BE IT RESOLVED, that effective July 1, 2023, the facsimile plate or stamp, as imprinted below, for Travis Hanson, Superintendent/Secretary, be accepted for use in lieu of a manual signature on any public security or any instrument of pay of Mead School District No. 354.

ADOPTED by the Board of Directors of the Mead School District No. 354, Spokane County, Washington, and authenticated by the signatures affixed below.

Dated this 31st day of July 2023.

Facsimile: Travis W. Hanson

Attest:

Travis W. Hanson
Secretary to the Board

Mead School District No. 354
Board of Directors

[Signature]

[Signature]

[Signature]

[Signature]



RESOLUTION 23-05
Authorization of Warrant Signature

WHEREAS, Travis Hanson has been designated as Superintendent/Secretary to the Board of Mead School District No. 354 effective July 1, 2023; and

WHEREAS, the Secretary to the Board is required to sign all warrants ordered to be issued by the Board of Directors; and

WHEREAS, the number of payroll and all accounts payable warrants issued each month by the Mead School District if signed personally by the President of the Board would impose too great a task.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of Mead School District No. 354, Spokane County, Washington, as follows:

- A. After the Board has audited all payrolls as provided in RCW 28A.330.090, authorization be given to the Board Secretary to draw and sign said warrants which will be specified by date, number, name and amount on the Payroll Warrant Register to be processed to the County Treasurer. The Payroll Warrant Register is to be signed by the President of the Board, or in his/her absence, the Vice-President or any Board member and countersigned by the Secretary to the Board, as provided in RCW 28A.330.080.
- B. After the Board has audited all bills as provided by RCW 28A.330.090, authorization be given to the Board Secretary to draw and sign said warrants which will be specified by date, number, name and amount of one general certificate and processed to the County Treasurer. This certificate is to be signed by the President of the Board or, in his/her absence, the Vice-President or any Board member and countersigned by the Secretary to the Board as provided in RCW 28A.330.080.

BE IT FURTHER RESOLVED that the signatures below are the true and correct signatures to appear on said warrants or certificated effective July 1, 2023.

The Spokane County Treasurer is hereby authorized to pay all warrants authorized by such signatures.

ADOPTED this 31st day of July 2023. **EFFECTIVE:** July 1, 2023

Attest:

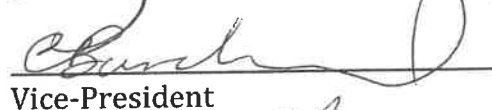


Secretary to the Board

Mead School District No. 354
Board of Directors



President



Vice-President







RESOLUTION 23-06
Authorization to Invest Funds


WHEREAS, Mead School District No. 354 may have General, Capital Projects, Transportation Vehicle, Debt Service and Associated Student Body Funds which will not be required for immediate use by the District; and

WHEREAS, it is the intent of the District to utilize resources so as to maximize use of the taxpayers' dollars.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of Mead School District No. 354, Spokane County, Washington, to authorize Travis Hanson, the Superintendent, or his designee Fiscal Officer, to continue to invest funds as they become available effective July 1, 2023.

ADOPTED this 31st day of July 2023, pursuant to RCW 28A.320.310.

Attest:



Secretary to the Board

Mead School District No. 354
Board of Directors











RESOLUTION 23-07
Designation of District Agent

BE IT RESOLVED, that the Board of directors of Mead School District No. 354, Spokane County, Washington, designates Travis Hanson as Superintendent of the Mead School District No. 354; and as Superintendent, Travis Hanson is hereby authorized to sign any and all Federal, State, County and City applications and all necessary reports on behalf of Mead School District No. 354.

ADOPTED this 31st day of July 2023.

Attest:

Travis Hanson
Secretary to the Board

Mead School District No. 354
Board of Directors

[Signature]
[Signature]
Robert Olson
[Signature]




RESOLUTION 23-08
Designation of Auditing Officers

WHEREAS, the Board of Directors of Mead School District No. 354 is required to appoint the Auditing Officers of the school district.

IT IS HEREBY RESOLVED, by the Board of Directors of Mead School District No. 354, Spokane County, Washington, that Travis Hanson, Superintendent, and Heather Ellingson, Chief Financial Officer, be designated as Auditing Officers of the District to perform duties as authorized.

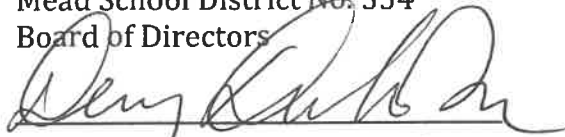
ADOPTED this 31st day of July 2023.


Attest:





Secretary to the Board

Mead School District No. 354
Board of Directors











RESOLUTION 23-09
Certified Signatures of District Personnel Authorized to
Sign School Construction Project Documents

WHEREAS, WAC 392-344-120 requires the District to provide the State Superintendent of Public Instruction with certified signatures of District personnel authorized to sign school construction project documents on behalf of the District.

NOW, THEREFORE, BE IT RESOLVED that the Mead School District No. 354 Board of Directors authorizes the following persons to sign the District's school construction project requests for payment and other school construction documents :

- Travis Hanson, Superintendent and Board Secretary
- Heather Ellingson, Chief Financial Officer
- Ned Wendle, Facilities & Planning Executive Director


ADOPTED this 31st day of July 2023.


Attest:

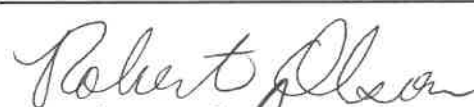



Secretary to the Board

Mead School District No. 354
Board of Directors











RESOLUTION 23-10
Appointment of District Claims Agent

WHEREAS, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

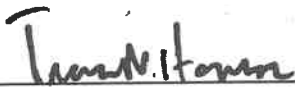
WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Mead School District No. 354, Spokane County, Washington, appoints the below listed agent to receive any claims for damages made under Chapter 4.96 RCW.

Agent Appointed: Superintendent
Office Address: 2323 E. Farwell Rd., Mead, WA 99021
Business Hours: 8 am - 4 pm

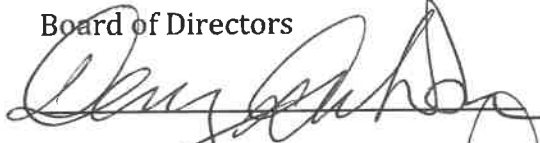
ADOPTED this 31st day of July 2023.


Attest:





Secretary to the Board

Mead School District No. 354
Board of Directors











RESOLUTION 23-11
2023/24 School Nutrition Fees

WHEREAS, fees and budget policies for school nutrition fees are incorporated into the operations of the school budget,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors that the amounts set forth on the attached 2023-2024 Meal Price Recommendation be established and administered in the 2023-2024 operating budget.

ADOPTED by the Board of Directors of Mead School District No. 354, Spokane County, Washington and authenticated by the signatures affixed below.

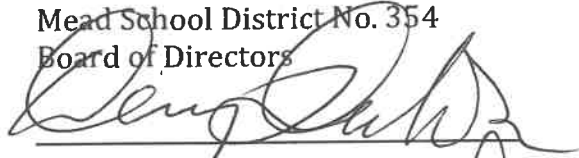
Dated this 31st day of July, 2023.


Attest:





Secretary to the Board

Mead School District No. 354
Board of Directors











Nutrition Services
 12509 N. Market St. Bldg E, Mead, WA 99021
 Telephone (509) 465-6100 FAX (509) 461-5111

2023-2024 Meal Price Recommendation

	Current Breakfast	Proposed Breakfast	Current Lunch	Proposed Lunch
Elementary	1.85	No change	2.95	No change
Middle	2.00	No change	3.50	No change
High	2.00	No change	3.50	No change
Adult	3.25	No change	5.00	No change
Milk	.65	No change	.65	No change

1. Paid Meal Equity Price Requirement for the 2023-2024 school year is \$3.56. The current weighted average price for lunch is \$3.33. USDA requires increases in lunch meal prices for 2023-2024 to meet the weighted average of \$3.43, which is the price requirement with a .10 cent cap. See attached.
2. However, USDA allows School Nutrition Programs with a positive fund balance to claim an exemption from raising paid meal prices.
3. Most surrounding districts are 100% free meals or a large percentage of the schools are 100% free due to Community Eligibility Expansion through HB 1878. Meal prices for paid lunch at other districts are currently lower than our prices. As a district with low free & reduced percentage, we depend on meal participation of our paid meal students.
4. The Nutrition Services department is self-sustaining and raising the meal prices to meet the .10 cent cap would only increase revenue by \$3,800.00.
5. We would recommend no changes in meal pricing to keep our prices competitive with other districts that still have paid meals.

SY 2023-24 Price Adjustment Calculator

[Go to Instructions](#)

SY 2023-24 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
3.56	\$ 3.55
<i>Note: Above prices are based on adjusting SY 2022-23 price requirement by the 2% rate increase plus the Consumer Price Index (7.4%)</i>	

SY 2022-23 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2022.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2022-23 Weighted Average Price
1. 11,988	\$ 2.95	\$ 35,364.60	
2. 26,115	\$ 3.50	\$ 91,402.50	
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL 38,103		\$ 126,767.10	\$ 3.33
<i>Note: SY 2022-23 Weighted Average Price equal to or above the target price of \$3.56 is compliant for SY 2023-24. \$3.56 is the difference between the Free and Paid reimbursement rates for SY 2022-23.</i>			

Total Price Increase for SY 2023-24
\$ 0.22

Required price increase for SY 2023-24 (with 10 cent cap)

\$	3.43
----	------

Remaining increase carried forward to SY 2024-25	
\$	0.12

Remaining credit carried forward to SY 2024-25	
\$	-

[Go to SY 2023-24 Report](#)

Step 3 (Optional)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	11,988	\$ 3.05	\$ 36,563.40	
2.	26,115	\$ 3.60	\$ 94,014.00	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	38,103		\$ 130,577.40	\$ 3.43

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

April 2023

SFA NAME:		0
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SY 2023-24 Weighted Average Pricing Report

This report assists in tracking the pricing requirements and amounts carried forward for SY 2023-2024. Information on this report is used to determine the SY 2023-24 weighted average price requirements.

Please print and keep in records.

NOTE: If information is changed in the tool, the report contents will change.

Section 1: SY 2023-24 Weighted Average Paid Price Requirements

A. SY 2023-24 Weighted Average Price Requirement*: <i>*This price will be entered into the SY 2024-25 tool to determine the SY 2024-25 weighted average price requirements</i>	3.56
B. Optional Price ROUNDED DOWN to nearest \$0.05 cents:	\$3.55

Section 2: Amounts Carried Forward to SY 2024-25

Select the SY 2023-24 method used to ensure sufficient funds are provided for PAID Lunches

Exemption Granted

Enter the SY 2022-2023 average weighted paid lunch price here:	\$3.33
--	---------------

Average Weighted Price Adjustments

A. Remaining increase carried forward to SY 2024-25:	N/A
B. Remaining credit carried forward to SY 2024-25:	N/A
Enter in the new average weighted price for SY 2023-24:	

Non-Federal Source Contributions

C. Remaining Annual Non-Federal Source Contribution carried forward to SY 2024-25:	N/A
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D. Remaining Credit carried forward to SY 2024-25:	N/A
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Enter the amount of Non-Federal Source contributions for SY 2023-24:	
---	--

Enter Sources of Non-Federal Funds Contributed:
General Fund Transfer

Split Calculations

Both average weighted price adjustments and Non-Federal source contributions

E. Remaining Annual Non-Federal Source Contribution carried forward to SY 2024-25:	N/A
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F. Remaining Credit carried forward to SY 2024-25:	N/A
---	------------

Enter the amount of Non-Federal Source contributions for SY 2023-24:	
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Enter the new average weighted price for SY 2023-24:	
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