



AGENDA FOR THE REGULAR BOARD MEETING
Monday, October 9, 2023 - 6 pm
Union Event Center, 12509 N. Market St., Bldg. D, Mead, WA 99021

Webinar Link: mead354-org.zoom.us/j/87254353831
Or Call 669-900-6833 Webinar ID 872 5435 3831

- I. PLEDGE OF ALLEGIANCE**
- II. APPROVAL OF AGENDA** (Action)
- III. APPROVAL OF MINUTES** (Action)
Approval of the Minutes from the Regular Board Meeting of September 11, 2023 and
Work Session of September 25, 2023
- IV. REMARKS FOR THE GOOD OF THE SCHOOLS - Public Comment on Agenda Items**
- V. CONTINUING BUSINESS - none**
- VI. NEW BUSINESS**
 - A. Consent Agendas A & B**
Vouchers, Personnel Actions, Extra-Curricular and Supplemental Contracts (Action) 1
 - B. Authorize Submission of OSPI Pre-Ballot Approval Form (February 2024 Levy)** (Action) 2
(Presented by: *Heather Ellingson, Chief Financial Officer*)
 - C. Student Travel Proposal**
Mead High School Cheerleaders (Action) 3
(Presented by: *Mark St.Clair, Secondary Education Director*)
 - D. Student Travel Proposal**
Mead High School Choir (Action) 4
(Presented by: *Mark St.Clair, Secondary Education Director*)
 - E. Student Travel Proposal**
Mead High School & Mt. Spokane High School Yearbook (Action) 5
(Presented by: *Mark St.Clair, Secondary Education Director*)
 - F. 1st Reading Policy/Procedure 1400 Revision**
Meeting Conduct, Order of Business and Quorum (Non-Action) 6
(Presented by: *Travis Hanson, Superintendent*)
 - G. 1st Reading Policy/Procedure 1420 Revision**
Proposed Agenda and Consent Agenda (Non-Action) 7
(Presented by: *Travis Hanson, Superintendent*)
 - H. 1st Reading Policy 1630 Revision & Procedure 1630 Suspension**
Evaluation of Superintendent (Non-Action) 8
(Presented by: *Travis Hanson, Superintendent*)
 - I. 1st Reading Policy 1805 Adoption**
Open Government Trainings (Non-Action) 9
(Presented by: *Travis Hanson, Superintendent*)
 - J. Contract/Bargaining Agreement**
Mead Combined Trades Association (Action) 10
(Presented by: *Keri Hutchins, HR Director*)
- VII. REPORTS**
 - A. CTE Update**
(Presented by: *Moleena Harris, CTE Director*)
 - B. Superintendent's Report**

VIII. REMARKS FOR THE GOOD OF THE SCHOOLS - Public Comment on Non-Agenda Items

IX. ADJOURN

Public Comment – 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.

Public Comment on Agenda Items will be taken at the beginning of the meeting (prior to board action).

Public Comment on Non-Agenda Items will be taken at the conclusion of the business portion of the meeting, prior to adjournment.

Process & Length of Public Comments – Individuals wishing to be heard by the Board shall first be recognized by the board President. Individuals, after identifying themselves, will have **three minutes** to offer their comments. Those wishing to address the Board are asked to complete a *Public Comment Form*, giving the form to the board clerk in person, prior to the start of the meeting. Generally, *Public Comment Forms* are not accepted after the start of the meeting. However, prior to taking Public Comment on non-agenda items at the conclusion of the business portion of the meeting, an opportunity will be provided for those in attendance to complete a *Public Comment Form* and address the Board.

Public Comment Constraints – The board President may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive or obscene. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. The Board shall not hear oral complaints regarding district employees. A member of the public wishing to make such a complaint shall do so in writing to the board President and/or Superintendent who shall take appropriate action.

Board Response to Public Comments – Whenever an individual comments to the Board, board members may ask clarifying questions of speakers, however, there should be no expectation of discussion and/or response. Please understand that the Board's silence is neutral. It is neither a signal of agreement nor disagreement with the speaker's remarks. If a response is requested, the board President will generally refer the matter to the district superintendent or a designee for further study and follow-up. In limited cases, an issue brought before the Board may be deferred to a future board meeting for response or discussion.

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, September 11, 2023**

The Board of Directors held a Regular Board Meeting on Monday, September 11, 2023. This meeting was held in-person 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 Superintendent Travis Hanson, Chief Financial Officer Heather Ellingson and Assistant Superintendent Jared Hoadley. Assistant Superintendent Heather Havens 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 Olson 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 August 28, 2023 Regular Board Meeting, as presented. Director Burchard seconded the motion. The motion carried unanimously.

IV. Remarks for the Good of the Schools - Public Comment on Agenda Items

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. (As set forth in Policy 1430, the opportunity for Public Comment on Non-Agenda Items is provided at the end of the meeting prior to adjournment.)

Board/Staff Comments

Director Burchard was very complimentary of the district *Welcome Back Day* that took place on August 30th at Mead High School. There were 800+ staff members in attendance. A part of the morning's events was a very well done tribute to Director Olson who is stepping down after 38 years serving on the Mead School Board. Director Burchard noted the remarks shared with staff by Superintendent Hanson were inspirational. Overall, there was a sense of excitement for the new school year.

Director Olson shared he visited both Mead High School and Northwood on the first day of school. In particular he noted the staggered start at Mead High School where Freshman are the only students in attendance at the start of school prior to Sophomores, Juniors and Seniors joining later in the day.

Director Gray congratulated the Mt. Spokane football team on their impressive victory over Ridgeline.

Director Cannon shared he was able to attend three elementary school *Ice Cream Socials* prior to the start of school. He expressed his appreciation for the work that goes into hosting these types of events and noted activities like this help students ease into the school year.

President Denholm, who visited Brentwood, Shiloh Hills, Evergreen and Highland on the first day of school, shared he talked with several students new to the district from out-of-state. He heard no negatives at all about the first day of school.

V. Continuing Business – none

VI. New Business

A. Consent Agenda

In response to a question from Director Burchard, Superintendent Hanson and Human Resources Director Keri Hutchins shared the .2 FTE certificated staff hirings listed on the Consent Agenda move part-time staff to either full-time or greater part-time FTE.

Director Cannon 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:

Brooke Loewen	Shiloh Hills	Cert	1.0 FTE Continuing K Teacher effective 9/5/23
Kristine Nelson	Farwell	Cert	1.0 FTE Leave Replacement 2 nd Grade 23/24 school year (taking a one year leave from continuing position at Brentwood)
Joshua Kiehl	Special Services/MtS	Cert	1.0 FTE Continuing Behavior Support Teacher effective 9/5/23
Jennifer Gentry	Mead HS	Cert	.8 FTE Continuing Spanish Teacher effective 9/5/23
Mary Gonzales	Skyline	Cert	1.0 FTE Leave Replacement 4 th Grade Teacher 23/24 school year effective 9/5/23
Suzanne Swenland	Shiloh Hills	Cert	.4 FTE Leave Replacement Music Teacher 23/24 school year effective 9/5/23
Erin Van Blaricom	Special Services	Cert	.2 FTE Leave Replacement SLP 23/24 school year effective 9/5/23 (in addition to .8 FTE Continuing)
Hillary Linklater	Evergreen Elementary	Cert	1.0 FTE Leave Replacement 1 st Grade Teacher 23/24 school year effective 9/5/23
Jacob Zachman	Special Services/Shiloh Hills	Cert	.6 FTE Continuing Resource Room Teacher effective 9/5/23
Andreanna Rockwood	Learning & Teaching/Colbert	Cert	.2 FTE Leave Replacement LIT 23/24 school year effective 9/5/23
Opal Harbert	Mead Learning Options	Cert	.4 FTE Continuing Outdoor School Teacher effective 9/5/23
Katie Semko	Mead Learning Options	Cert	.4 FTE Continuing Outdoor School Teacher effective 9/5/23
Taylor VanCurler	Mead High School	Cert	.4 FTE Continuing English Teacher effective 9/5/23
Elizabeth Williamson	Mead Learning Options	Cert	.8 FTE Continuing Outdoor School Teacher effective 9/5/23
Jennifer Martinsen	Special Services	Cert	.2 FTE Leave Replacement SLP 23/24 school year effective 9/5/23 (in addition to .8 FTE Continuing)
Jennifer Gates	Brentwood	Cert	.2 FTE Leave Replacement Combo Support teacher 23/24 school year effective 9/5/23 (in addition to .5 FTE Continuing)
Terry Cerrillo	Skyline	Cert	.2 FTE Continuing Music Teacher effective 9/5/23 (in addition to .8 FTE Continuing)
Kenneth Carpenter	Mountainside	Cert	.2 FTE Continuing Social Studies Teacher effective 9/5/23 (in addition to .8 FTE Continuing)
Eralee Jordan	Mountainside	Cert	.2 FTE Continuing English Teacher effective 9/5/23 (in addition to .8 FTE Continuing)
Emily Gillin	Mountainside	Cert	.2 FTE Continuing Science Teacher effective 9/5/23 (in addition to .8 FTE Continuing)
Robert Bravato	Skyline	Cert	.2 FTE Continuing Health & Fitness Teacher effective 9/5/23 (in addition to .8 FTE Continuing)
Lisa Corning	Mead Learning Options	Cert	.4 FTE Continuing 6 th Grade & HS History Teacher effective 9/5/23 (in addition to .3 FTE Continuing)

2. Hired Classified Personnel:

Elizabeth Jackson	Creekside	Class	7.5 hrs/day Admin Assistant effective 8/21/23
Karen Lonn	Farwell	Class	6.5 hrs/day TK Para Ed effective 8/21/23
Sara Batty	Creekside	Class	2.4 hrs/day DevPS Para Ed effective 8/25/23
Kelly Anderson-Sudzc	Creekside	Class	2.4 hrs/day DevPS Para Ed effective 9/5/23
Stefanie Butler	Learning & Teaching	Class	8 hrs/day L & T Specialist effective 8/1/23 (no longer working as a Technology Specialist)
Hobert (Bert) Whisman	Transportation	Class	8 hrs/day Mechanic effective 8/25/23
Erica Schwab	Skyline	Class	5 hrs/day Para Ed effective 8/21/23
Renee Shaw	Skyline	Class	6 hrs/day Para Ed effective 8/25/23

Rhonda Driskill	Transportation	Class	4 hrs/day Itinerant Bus Driver effective 8/25/23
Kaleigh Bussiere	Shiloh Hills	Class	4 hrs/day Para Ed effective 8/21/23
Mikaylee Roberts	Shiloh Hills	Class	6.25 hrs/day Para Ed effective 8/21/23
Chad Thayer	Evergreen	Class	6.25 hrs/day Para Ed effective 8/21/23
Tudie Senf	Creekside	Class	5.05 hrs/day DevPS Para Ed effective 9/5/23
Sarah Goldbert	Highland	Class	6.6 hrs/day Para Ed effective 8/21/23
Zachary Talbott	Highland	Class	6.5 hrs/day Para Ed effective 8/21/23
Megan West	Mead Learning Options	Class	8 hrs/day Admin Assistant effective 8/25/23

3. **Hired Certificated Substitutes:**

Paul Baldwin	Cassidy McGovern	Bernadette Crider	Amy Raab
McKenna Russell	Alisa Johnson	Sarayne Ziegler	Lisa Haveman
Tanner Schultes	Carolyn Petek	Sherilyn Redmond	Gabrielle Warren
Christina Cavanaugh			

4. **Hired Classified Substitutes:**

Phillip Strey	Jeanine Munter	Erin Halverson	Charlene Sanders
Stephanie Theisen	Victoria Kolodrub	Renee Nielsen	Tamara Peterson

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, **September 11, 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 112866 to 113041** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 578,577.12
General Fund - PR	10,625,566.79
ASB Fund	44,811.31
Capital Projects Fund	26,424.40

6. **Approved Supplemental, Co-Curricular & Extra-Curricular contracts.**

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

Mari Heaton	Prairie View	Class	Resignation effective 9/12/23 (Para Ed)
Heather Ruiz	Evergreen	Class	Resignation effective 9/19/23 (Para Ed)
Haley Serra	Nutrition Services	Class	Resignation effective 9/6/23 (Cook)
Deborah Hegsted	Nutrition Services	Class	Retirement effective 1/31/24 (Cook)
Christine McKinney	Nutrition Services	Class	Resignation effective 9/15/23 (Cook Manager)
Rick Williams	Colbert	Class	Resignation effective 8/23/23 (Para Ed)
Jennifer Boomer	Evergreen	Class	Resignation effective 9/13/23 (Para Ed)
Meghan Bradley	Brentwood	Class	Resignation effective 8/25/23 (Admin Asst)
Erika Mosner	Evergreen	Class	Resignation effective 9/21/23 (Para Ed)
Jennifer Berreth	Colbert	Class	Resignation effective 8/31/23 (Para Ed)

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

Courtney Alder	Creekside	Class	11 days (10/30/23 - 11/16/23)
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9. **Accepted the Following Donation:**

- \$9,500 from Mead Bandwagon to Mead HS Band & Color Guard Program
- \$680 from Madsen Family Medicine to Northwood General Athletics
- \$1,115 from Mt. Spokane Athletic Booster Club to Mt. Spokane Girls Soccer

B. Contract/Bargaining Agreement

PSE of Mead Support & Service Professionals Wage Modification

Human Resources Director Keri Hutchins presented a tentative modification to the 23/24 salary schedule between the Mead School District and PSE of Mead Support & Service Professionals for board consideration. The association has ratified this tentative agreement.

A summary of modifications to the 23/24 salary schedule, including a cost estimate, was provided to board members. Ms. Hutchins shared this was a wage opener only, not a full contract negotiation, to bring entry level positions up to minimum wage and make wages for other positions competitive for the Spokane region. These modifications were reviewed/discussed with the board during a recent closed session.

In response to a question from President Denholm regarding hard to fill positions, Ms. Hutchins shared both para educator and bus driver positions are difficult to fill. She ranked para educator number one on the list with bus drivers a close second.

Director Cannon shared the decision to approve or not approve the presented wage modification is difficult. While the amount of money involved is relatively small, it feels significant because of current budget issues. He additionally noted the problematic nature of contracts that include built in increases. That being said, and noting the difficulty in finding individuals to fill para educator and cook positions, from a market standpoint, the proposed wage modification is reasonable. While he is in favor of approving the proposed increases for this group that does not mean he would necessarily approve similar increases for other bargaining groups. Each situation is different and should be considered on a case-by-case basis.

Director Burchard concurred with Director Cannon, adding that while the amount of money involved is minimal, lots of small amounts can add up quickly.

Director Olson stated he fully supports the wage modification. The district needs to be competitive and the presented request is reasonable.

President Denholm asked what position in this PSE group has the lowest wage. Cook IIs are lowest with a starting wage just under \$17/hour.

Director Olson made a motion to approve the modification to the 23/24 salary schedule between PSE of Mead Support & Service Professionals and the Mead School District, as presented. Director Burchard seconded the motion. The motion carried unanimously.

**C. Contract/Bargaining Agreement
Mead Association of Educational Office Professionals (MAEOP) Wage
Modification**

Human Resources Director Keri Hutchins presented a tentative modification to the 23/24 salary schedule between the Mead School District and Mead Association of Educational Office Professionals (MAEOP) for board consideration. The association has ratified this tentative agreement.

The modification to the 23/24 salary schedule is the addition of the budgeted 3.7% IPD. During the upcoming school year the district will work with Mead Association of Educational Office Professionals and PSE of Mead Support & Service Professionals to merge these two PSE contracts.

Director Cannon made a motion to approve the modification to the 23/24 salary schedule between Mead Association of Educational Office Professionals and the Mead School District, as presented. Director Burchard seconded the motion. The motion carried unanimously.

VII. Reports

A. Superintendent's Report

Superintendent Hanson first noted how fun it was to take part in the August 30th *Welcome Back Day* and expressed his appreciation to all staff for a smooth, professional start to the new school year.

Regarding the upcoming September 14th Board Work Session with lobbyist Marie Sullivan (Eastern Washington Quality Schools Coalition), Superintendent Hanson shared Ms. Sullivan's job is to help schools in Eastern Washington have a strong voice in Olympia. Considering the different challenges facing schools in the eastern part of the state as compared to the west, Ms. Sullivan is very helpful in getting Eastern Washington school officials a "seat at the table." Even with 2024 being a short session for the state legislature and an election year, Ms. Sullivan will share her expertise with the board on effective ways to advocate now on behalf of the district.

Reporting on his numerous school visits the first week of school, Superintendent Hanson noted how impressed he is with the Intervention Team meetings he witnessed taking place on the first day of school and the intervention strategies already being implemented at elementary schools. Kids are getting the support they need right away.

Noting a part of his superintendent *Entry Plan* is to be an excellent listener, Superintendent Hanson shared in the next two months he will be hosting several opportunities for the community to join him for morning coffee or lunch time conversations. The same questions asked at the July *Community Forum* will be asked again in these smaller gatherings. Additional upcoming opportunities to listen to stakeholders will include staff and student forums.

VIII. Remarks for the Good of the Schools - Public Comment on Non-Agenda Items

President Denholm noted there were no community members/individuals present who signed-up prior to the meeting to speak on Non-Agenda items.

As set forth in the district's *Public Comment Guidelines* referenced in Policy 1430, President Denholm provided the opportunity for anyone in attendance who did not sign-up prior to the start of the meeting to sign-up to speak on Non-Agenda items. No one came forward.

IX. Adjourn

The meeting was adjourned at 6:25 pm.

President

Secretary



**Board Work Session Minutes
Monday, September 25, 2023**

The Board of Directors held a Work Session on Monday, September 25, 2023. The meeting began at 6 pm and was held at District Office. Directors Denholm, Burchard, Olson, Cannon and Gray were present. Also attending were Superintendent Travis Hanson and Chief Financial Officer Heather Ellingson.

I. Approval of Agenda

Director Cannon made a motion to approve the agenda, as amended (an update on the WSSDA General Assembly attended by President Denholm and Director Cannon was added). Director Olson seconded the motion. The motion carried unanimously.

II. WSSDA General Assembly Update

The WSSDA General Assembly, where a variety of positions and statements are voted on, took place September 22-23, 2023. Both Director Cannon and President Denholm attended the event representing the Mead School District Board of Directors. Director Cannon noted that 48 policy positions were considered.

Of particular note was the proposed change to the WSSDA bylaws that would move the organization away from a weighted voting system that gives more decision making power to larger school districts, to a system where each district has a single vote. Based on enrollment Mead, in the current system, might have five votes with Spokane having eleven. This amendment to the bylaws eventually passed, although the voting process was lengthy.

Director Cannon reported important position statements regarding a variety of topics including school funding were agreed upon and will be shared with state legislators. He additionally noted WSSDA is paying attention to things like suicide prevention, mental health and drug use prevention.

III. Enrollment Update

Chief Financial Officer Heather Ellingson reported September 8th K-12 enrollment is down approximately 300 FTE from last year at this time. This is an unexpected/unanticipated decline. Kindergarten enrollment is particularly low/alarming. It currently sits at 74 below budget. ALE enrollment is slightly better than last year resulting in a net decline in overall FTE from last year to this year of 258. Ms. Ellingson is hopeful October enrollment will see some increases. In preparing the 23/24 budget the district assumed flat enrollment. While Running Start numbers are not included until October, those numbers won't have a major impact on budget as Running Start is primarily a "money-in, money-out" program.

Preliminary analysis of the enrollment decline shows students moving out of the district. In the next 90-120 days the situation will be researched in more detail to determine if this is a one year anomaly or a new trend. Declining enrollment is not unique to the Mead School District. With the exception of Deer Park other area school districts are also experiencing these same enrollment challenges.

The biggest enrollment losses were at Highland Middle School, Mead High School and the kindergarten classes at Prairie View, Skyline and Midway. The financial impact of this lower than budgeted for enrollment is approximately \$3.6 million.

In planning for next year and beyond things that will be considered include:

- The impact and enrollment challenges associated with the growing number of apartment complexes being built in the district.
- Ways to enhance efficiencies in the Mead Learning Options programs.
- Planning for declining rather than flat enrollment when preparing the budget.
- If enrollment does not rebound and continues to decline the possibility of doing a boundary adjustment and repurposing an elementary school.

Noting the top priority in the short term is passing the replacement EP&O Levy, Superintendent Hanson assured that starting in the winter and moving into spring there will be emphasis placed on “right sizing” in preparation for the 24/25 school year.

IV. Levy Update/Election Resolution Discussion

The upcoming issue of *Mead Matters* will be in homes near the end of September. This issue includes information on the upcoming replacement levy and invites patrons to visit the district's website for more information. Additionally, there is a QR code that, when scanned, takes community members to a quick *ThoughtExchange* survey where they can share what information would be helpful to them as they consider the replacement levy ballot measure.

The district's current levy rate is \$1.64 and the current bond rate is \$1.35. Assuming a target levy rate of \$2.50, and a reduced bond rate of \$1.09, the net increase in the total Mead School District tax rate would be \$.60. Noting that when talking about levies and bonds the conversation often centers around a rate per \$1,000 of assessed value, Superintendent Hanson reminded that voters approve a set dollar amount not a rate and the maximum amount that can be collected is that dollar amount no matter how much assessed valuations may increase or decrease. For the upcoming three-year replacement levy a 4% growth rate from one year to the next seems reasonable to Ms. Ellingson. While the past couple of years have been anomalies, historically projected tax rates have been in line with approved levy dollar amounts.

Additional discussion included the following:

- The need to share where levy dollars are spent and, in particular, share what the extra levy monies will be used for.
- Quantify/show the value of how the levy enhances/sustains the *Mead Experience*.

Superintendent Hanson shared information on the ballot measures other school districts anticipate running in February. While Mead only plans to run a replacement levy, many others plan to not only run a replacement levy but also a capital levy and/or bond measure. Mead's target rate of a \$2.50 is in line with, or less than, the total amount being requested by many districts.

Concern was expressed regarding a \$2.50 ask given current economic conditions. Additionally, the possibility of doing a smaller levy combined with a capital levy was brought forward. Ms. Ellingson expressed concern regarding two ballot measures noting, in particular, the possibility of the capital levy being approved and the more critical replacement levy not passing. She reminded the district has, for the past few years, been accessing \$3-\$5 million from fund balance each year to meet obligations. District savings will soon be depleted. A rate less than \$2.50 will not allow the district to expand any program, enhance safety and security or add any mental health services. It was noted the district has not had success with capital/technology levies and that more than one ballot measure has the potential of confusing voters.

V. Board Protocols/Operating Principles Ongoing Discussion

Discussion on board protocols/operating principles was postponed and will be discussed at an upcoming Work Session.

VI. Policy Audit Discussion

As requested at the July 27, 2023 Board Work Session, the district conducted an audit of current policies including when each policy was last updated and, based on WSSDA's rating system, a notation of whether the policy is *Essential*, *Encouraged* or *Discretionary*. The audit additionally included a list of WSSDA policies the board has not adopted.

In sharing audit results Superintendent Hanson reported there are a substantial number of *Essential* policies (86) in need of updating and/or adoption. Whether a broad scale, or a more methodical 5-6 policies at a time approach is utilized, the updating process will involve considerable work. Discussion centered on how to most efficiently/effectively accomplish the policy updating task. It was noted that WSSDA sample policies are used as templates for adoptions and revisions as they have been legally vetted to comply with current state law.

Director Gray shared she is hesitant to do any blanket approval of WSSDA policies. To be in a position to approve presented revisions and/or adoptions at a second reading, President Denholm noted the importance of the board doing their homework in advance.

VII. High School Reports at Board Meetings Discussion

It has been the board's practice to invite members of the ASB class at Mead High School and Mt. Spokane High School to present an update on school activities/athletics at board meetings on a rotating basis. Now that the board has transitioned to only one business meeting each month Superintendent Hanson asked for feedback on whether the board would like to continue the alternating schedule or have both schools report at each business meeting. Following brief discussion, all board members were in favor of inviting both schools to present at each business meeting.

VIII. Superintendent Update

Superintendent Hanson provided a brief update on the following topics:

- **October 6th Learning Improvement Day** – Ken Williams (via Zoom) will be the guest speaker for the day. To provide a glimpse into topics that may be covered Superintendent Hanson showed a couple of short YouTube video segments featuring Mr. Williams. The training provided on October 6th will meet the state's DEI requirement.
- **Morning Coffee & Lunch Time Conversations** – Several opportunities for the community to meet with Superintendent Hanson for morning coffee or lunch time conversations have been established. Initially six events were scheduled. They filled up so quickly more will now be added. The same questions asked at the July *Community Forum* will be asked again in these smaller gatherings.
- **Halloween Celebrations** – Noting some elementary schools have Halloween celebrations and others do not, and sharing school principals are wanting uniformity on whether to host or not host, Superintendent Hanson asked the board if they have a strong opinion one way or another. Food issues, religious differences and the cost of purchasing costumes, as well as the ways schools who have Halloween celebrations work to mitigate concerns in these areas, were discussed. Board members indicated their support for allowing Halloween celebrations at all elementary schools.
- **Copy Center Staff Reduction** – Presented as an FYI, Superintendent Hanson shared the negative impact the reduction of the swing-shift Copy Center employee is having at all school locations. The reduction has resulted in more usage of the more expensive building pod copiers. The district is currently considering the pros and cons of adding the position back.
- **Levy Advocacy Committee** – Superintendent Hanson briefly referenced a PDC complaint made against the Mead Citizens Advisory Committee (independent campaign advocacy group) dating back to earlier levy campaigns. The committee has responded to the complaint and is now awaiting a response.

The board thanked Superintendent Hanson for the update. Director Burchard noted it has been an excellent start to the school year.

IX. Adjourn

The meeting was adjourned at 8 pm.

President

Secretary

MEAD SCHOOL DISTRICT

Board Meeting of October 9, 2023
New Business

VI.A.

Agenda Item: Consent Agendas A & B

Background:

- ☐ **Consent Agenda A** contains items that are normal and customary in the operation of the school district.
- ☐ **Consent Agenda B** contains approval of an extra-curricular contract for personnel related to Director Olson.

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 Agendas, as presented, is recommended.

Consent Agenda A

Regular Board Meeting of October 9, 2023

1. Hire Certificated Personnel:

Teresa Baldwin	MLO	Cert	.2 FTE Continuing Resource Room Teacher in addition to .8 FTE Continuing effective 9/18/23
Jaclyn Lamberty	Mead HS	Cert	.2 FTE Continuing Spanish Teacher in addition to .8 FTE Continuing effective 9/5/23
Christian Smith	Mt. Spokane HS	Cert	.6 FTE Leave Replacement CTE Engineering Teacher 23/24 School Year effective 9/11/23 (in addition to .4 FTE Continuing @ Mountainside)
Christina Wilson	Highland	Cert	.4 FTE Continuing Inclusion Teacher effective 9/5/23 (in addition to .6 FTE Continuing)
Keri Hammond	Special Education/Creekside	Cert	.3 FTE Continuing Resource Room Teacher effective 9/5/23 (in addition to .7 FTE Continuing)
Andrew Rockwood	Brentwood	Cert	1.0 FTE Leave Replacement ¾ Combo Teacher 23/24 school year effective 9/20/23
Shirina Peroff	Skyline	Cert	1.0 FTE Leave Replacement 3 rd Grade Teacher 1 st semester 23/24 plus .4 FTE Leave Replacement 3 rd Grade Teacher 2 nd semester 23/24 effective 9/14/23
Nina Moore	MLO	Cert	.4 FTE Leave Replacement Counselor 1 st semester 23/24 effective 9/12/23
Elizabeth Williamson	MLO	Cert	.1 FTE Leave Replacement Teacher 23/24 school year effective 9/25/23 (in addition to .8 FTE Continuing)
Lisa Corning	MLO	Cert	.2 FTE Leave Replacement Teacher 23/24 school year effective 9/25/23 (In addition to .7 FTE Continuing)

2. Hire Classified Personnel:

Stefanie Butler	Technology	Class	8 hrs/day CTE/Tech Support effective 9/8/23 (no longer working as a Learning & Teaching Specialist)
Jazmin Cole-Stango	Mt. Spokane	Class	6.5 hrs/day Para Ed effective 9/8/23
Michelle Conwell	Meadow Ridge	Class	6.5 hrs/day Para Ed effective 9/20/23
Valerie Gaber	Highland	Class	6.52 hrs/day Para Ed effective 9/7/23
Amy Hanson	Mt. Spokane	Class	8 hrs/day Admin Assistant effective 9/14/23
Suzanne Killian	Highland	Class	6.25 hrs/day Para Ed effective 9/14/23
Susan Kuhlman	Highland	Class	4.25 hrs/day Para Ed effective 8/31/23
Jack McClary	Mountainside	Class	6.10 hrs/day Para Ed effective 8/25/23
Conner Meseberg	Mountainside	Class	6.15 hrs/day Para Ed effective 9/20/23
Jami Nelsen	Transportation	Class	4 hrs/day Bus Driver effective 9/4/23
Lyubov Perederey	Nutrition Services/Farwell	Class	5.75 hrs/day Cook II-Temporary effective 9/14/23-6/14/24
Tamara Pratt	Brentwood	Class	7.5 hrs/day Admin Assistant effective 9/5/23
Ramona Priest	Transportation	Class	5.41 hrs/day Bus Driver effective 9/4/23
Donna Rodriguez	Highland	Class	8 hrs/day Admin Assistant effective 9/8/23

Krystal Roller	Northwood	Class	6.5 hrs/day Para Ed effective 9/14/23
Matthew Seeberger	Northwood	Class	6.5 hrs/day Para Ed effective 8/21/23
Cene Tamashiro	Skyline	Class	6 hrs/day Para Ed effective 9/5/23
Monica Teed	Mt. Spokane	Class	8 hrs/day Bookkeeper effective 9/15/23
Sean Woody	Prairie View	Class	6 hrs/day Para Ed effective 9/14/23
Melissa Johnson	Mountainside	Class	6.5 hrs/day Classified Nurse effective 8/31/23
Terri Hogue	Mountainside	Class	8 hrs/day Bookkeeper effective 9/18/23
Courtney Broderick	Prairie View	Class	6 hrs/day Para Ed effective 9/20/23
Alyssa Knowles	Mt. Spokane	Class	6.15 hrs/day Para effective 9/26/23

3. **Hire Certificated Substitutes:**

Courtney Broderick	Jordan Jackson	Kristeen Christy	Lindsey Carlson
Paige Buccola	Michael ComesAtNight	John Drake	Heather Johnson
Kelsey Carrigan	Katherine Cotton	Davis Inde	Chester Lawrence
Eli Malm	Lucciana Sicilia	Aubree Gardner	Deahna Olson
Renee Griffin	Kara Marbury	Kyla Sutherland	Kristyn Savage
Alison Caputo	Christina Cavanaugh	Lauren Mason	Royce Hogue

4. **Hire Classified Substitutes:**

Sophia Crane	Jennifer Stewart	Jessica Hopf	Angela Gebeke
Odi Magree	Jewel Mann	Bethany Coski	Heather Woodard
Barbara Hankel	Rogelio Carbajal	Katie Kelly	Ruth Reed

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

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

7. **Declare Items as Surplus (lists attached):**

8. **Accept the Following Donations:**

- ☐ \$3310.00 from Assistant Coach Fundraising LLC to Mead Football Program
- ☐ \$1296.00 from Daines Capital to Mead Football Program
- ☐ \$1,000 from McDonald's RPR Food Inc. to Mead Boys XC Program
- ☐ \$500 from Cal Cars to Mt. Spokane Boys XC Program
- ☐ \$500 from Cal Cars to Mt. Spokane Girls XC Program

9. **Approve Requests for Unpaid Leave (i.e. parenting, medical, Good of the District, education, etc.):**

Wayne Botner	Transportation	Class	8/30/23 - 10/3/23
Michah Erdman	Highland	Class	10/16/23 - 1/19/23
Denise Solverson	Mountainside	Class	11/14/23 - 11/21/23
MacKenna Jones	Mead High	Class	M/W/F 10/18/23 - 11/15/23

10. **Accept the Following Resignations/Retirements:**

Heather Dinkuhn	Mead HS	Class	Resignation effective 9/12/23 (Data Processor)
Tiffany Baisch	Mt. Spokane	Class	Resignation effective 9/13/23 (Admin Asst)
George Petticrew	Prairie View	Class	Resignation effective 8/30/23 (Para Ed)
Jennifer Thomas	Mt. Spokane	Class	Resignation effective 11/3/23 (Data Processor)
Ena Oconnor	Transportation	Class	Resignation effective 8/31/23 (Bus Assistant)
Kacy Kracke	Shiloh Hills	Class	Resignation effective 9/29/23 (Para Ed)
Brian Haase	Maintenance	Class	Retirement effective 1/19/24 (Carpenter)
Brian Ranger	Transportation	Class	Resignation effective 10/13/23 (Mechanic)

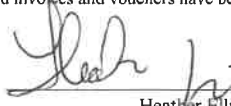
Jennifer Langley	Colbert	Class	Resignation effective 10/12/23 (Para Ed)
Alyssa Knowles	Mt. Spokane	Class	Resignation effective 9/26/23 (Para Ed)

Mead School District No. 354

Spokane County, Mead, Washington

Affidavit covering payment of payroll and invoices for General Fund, Capital Projects Fund, Associated Student Body Fund, and Transportation Vehicle Fund 10/9/2023

THIS IS TO CERTIFY under penalty of perjury that the undersigned has examined the attached vouchers and payroll of Mead School District No. 354, Spokane, Washington, and that each of the invoices and vouchers were duly certified and have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law, and that the extensions and additions of said invoices and vouchers have been checked by the Business Office of the District and were found to be correct.



Heather Ellingson, Auditing Officer

THIS IS TO CERTIFY that the warrants of the Mead School District No. 354, Spokane County, Washington, as listed below, have been allowed by the School Board of this District.

Fund Name	Vouchers (Inclusive)	Warrants (Inclusive)	Amount
General Fund:			
9/15/2023	AP-1317	113042-113084	\$511,724.54
9/15/2023	AP-1318	ACH	\$1,818.04
9/15/2023	AP-1004	113108-113144	\$2,471,028.30
9/15/2023	PR-1002	ACH	\$12,499.48
9/15/2023	PR-1003	ACH	\$2,519.14
9/15/2023	PR-44	113106-113107	\$1,330.54
9/22/2023	AP-1321	113156-113175	\$23,312.84
9/22/2023	AP-1322	ACH	\$688.39
9/22/2023	AP-1007	113185-113231	\$146,327.43
9/22/2023	AP-1008	ACH	\$76.02
9/29/2023	AP-1326	113239-113247	\$54,588.38
9/29/2023	AP-1327	ACH	\$261.03
9/29/2023	AP-1013	113255-113302	\$339,707.69
9/29/2023	PR-1010	113357-113379	\$2,200,722.24
9/29/2023	PR-1011	ACH	\$5,768,707.22
9/29/2023	PR-1012	ACH	\$3,432,374.65
9/29/2023	PR-1	113318-113356	\$69,862.71
9/29/2023	PR-46	113380-113386	\$2,117.67
10/6/2023	PR-1022	ACH	\$29,785.77
10/6/2023	PR-2	113499	\$1,102.84
10/6/2023	PR-1023	113500	\$37.50
10/6/2023	AP-1331	113387-113406	\$140,997.62
10/6/2023	AP-1332	ACH	\$96.75
10/6/2023	AP-1018	113410-113489	\$150,565.67
10/6/2023	AP-1019	ACH	\$1,190.23
		TOTAL/General Fund:	\$15,363,442.69
Capital Projects:			
9/15/2023	AP-1319	113085-113086	\$59,241.28
9/15/2023	AP-1005	113145	\$10,022.07
9/22/2023	AP-1323	113176	\$25,386.74
9/29/2023	AP-1014	113303	\$12,000.00
10/6/2023	AP-1333	113407-113408	\$35,111.95
		TOTAL/Capital Projects:	\$141,762.04
Assoc. Student Body:			
9/15/2023	AP-1320	113087-113105	\$19,852.27
9/15/2023	AP-1006	113146-113155	\$29,778.69
9/22/2023	AP-1324	113177-113184	\$12,970.02
9/22/2023	AP-1009	113232-113237	\$27,798.69
9/29/2023	AP-1328	113248-113253	\$15,566.53
9/29/2023	AP-1015	113304-113317	\$9,434.28
9/29/2023	AP-1016	ACH	\$201.53
10/6/2023	AP-1334	113409	\$1,050.00
10/6/2023	AP-1020	113490-113498	\$9,401.68
10/6/2023	AP-1021	ACH	\$15.00
		TOTAL/ASB Fund:	\$126,068.69
Transportation Vehicle Fund:			
9/29/2023	AP-1329	113254	\$163,921.66
		TOTAL/Transportation Fund:	\$163,921.66
TOTAL ALL FUNDS			\$15,795,195.08

Secretary _____

Board Signature _____

Board Signature _____

Board Signature _____

Board Signature _____

Board Signature _____

GENERAL FUND

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1317

Starting Check Number: 113042

Check #	Date	Payee	Amount
113042	08/31/2023	AAA SWEEPING LLC	\$5,561.70
113043	08/31/2023	ADVANCED PAGING & COMMUNICATIONS INC	\$705.02
113044	08/31/2023	AGPARTS WORLDWIDE INC	\$4,420.27
113045	08/31/2023	AMAZON	\$343.05
113046	08/31/2023	AMERICAN ON SITE SERVICES	\$1,893.01
113047	08/31/2023	CAMTEK	\$931.03
113048	08/31/2023	CENGAGE LEARNING	\$210.45
113049	08/31/2023	CITY OF SPOKANE - UTILITIES DIVISION	\$28,833.13
113050	08/31/2023	ESD 101	\$166.77
113051	08/31/2023	ESD 113	\$769.25
113052	08/31/2023	FISHER'S TECHNOLOGY	\$188,097.84
113053	08/31/2023	GRAYBAR ELECTRIC CO INC	\$29.98
113054	08/31/2023	GREATAMERICA FINANCIAL SERVICES	\$740.11
113055	08/31/2023	HOME DEPOT PRO	\$609.84
113056	08/31/2023	INTERSTATE ALL BATTERY CENTER	\$578.71
113057	08/31/2023	JAE ENTERPRISES LLC	\$407.29
113058	08/31/2023	KCDA	\$2,685.41
113059	08/31/2023	KENWORTH SALES SPOKANE	\$3,871.53
113060	08/31/2023	MITCHELL, AMANDA	\$42.50
113061	08/31/2023	MOMAR INCORPORATED	\$1,644.77
113062	08/31/2023	MOMENTUM INC	\$1,653.93
113063	08/31/2023	MOUNT SPOKANE HIGH SCHOOL	\$1,326.47
113064	08/31/2023	NAPA AUTO PARTS	\$1,910.42
113065	08/31/2023	NORTHWEST TEXTBOOK DEPOSITORY	\$160,866.80
113066	08/31/2023	OTIS ELEVATOR	\$648.60
113067	08/31/2023	OXARC	\$7.63
113068	08/31/2023	PETROCARD SYSTEMS INC	\$6,099.94
113069	08/31/2023	PLATT ELECTRIC	\$195.62
113070	08/31/2023	PPC SOLUTIONS, INC	\$1,396.60
113071	08/31/2023	RWC INTERNATIONAL	\$3,585.81
113072	08/31/2023	SAMACO SUPPLY	\$680.00
113073	08/31/2023	SCHOOLS INSURANCE ASSOC OF WA	\$360.46
113074	08/31/2023	SPOKESMAN REVIEW.	\$284.44
113075	08/31/2023	STS EDUCATION	\$519.46
113076	08/31/2023	SUNSHINE DISPOSAL & RECYCLING	\$2,906.49
113077	08/31/2023	US LINEN & UNIFORM INC	\$2,050.61
113078	08/31/2023	VERIZON..	\$449.56
113079	08/31/2023	VIP PRODUCTION NW INC	\$86.48

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1317

Starting Check Number: 113042

Check #	Date	Payee	Amount
113080	08/31/2023	WA ST FIRST AID	\$1,780.00
113081	08/31/2023	WASA	\$2,053.63
113082	08/31/2023	WASTE MANAGEMENT OF SPOKANE	\$25,393.33
113083	08/31/2023	WHITWORTH WATER DIST 2	\$54,076.60
113084	08/31/2023	WIAA	\$850.00
Total Amount:			\$511,724.54

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2022-2023

Voucher Batch Number: 1318

08/31/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Brett, Jennifer J		1.0.530.9700.61.8581.07.34.000.0000	TRAVEL-IN DISTRICT	\$31.77
			Vendor Total:	\$31.77
Carrell, Julia		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$14.81
			Vendor Total:	\$14.81
Delgadillo, Ana Maria		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$10.16
			Vendor Total:	\$10.16
Eckman, Alicia G		1.0.530.0100.23.5100.11.11.000.0000	PRINCIPAL SUPPLIES	\$227.92
			Vendor Total:	\$227.92
Elmore, Brandee R		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	\$136.00
			Vendor Total:	\$136.00
Gilbert, Donald L		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$16.77
			Vendor Total:	\$16.77
Gill, John		1.0.530.9700.72.8581.01.32.000.0000	TRAVEL-IN DISTRICT	\$965.03
			Vendor Total:	\$965.03
Granado, Katie		1.0.530.9700.13.8582.01.03.000.0000	TRAVEL-OUT OF DISTRICT	\$27.91
			Vendor Total:	\$27.91
Gunther, Tanya M		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$22.41
			Vendor Total:	\$22.41
Hennessy, Kari J		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$36.03

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2022-2023

Voucher Batch Number: 1318

08/31/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Overhauser, Johanna Marie				Vendor Total:
				\$36.03
Scott, Carla J				Vendor Total:
				\$9.57
Scott, Randy Masoner				Vendor Total:
				\$93.69
St Clair, Mark E				Vendor Total:
				\$100.00
Westermann, Joshlund Cyrus				Vendor Total:
				\$73.76
				Vendor Total:
				\$52.21
				Grand Total:
				\$1,818.04

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1004

Starting Check Number: 113108

Check #	Date	Payee	Amount
113108	09/15/2023	AMAZON	\$403.93
113109	09/15/2023	APPLE COMPUTER INC	\$334.45
113110	09/15/2023	AWSP	\$28,110.00
113111	09/15/2023	BRIGHTLY	\$31,492.94
113112	09/15/2023	EDGEWOOD PRESS INC	\$951.50
113113	09/15/2023	ERNN	\$825.00
113114	09/15/2023	ESD 101	\$10,249.65
113115	09/15/2023	FIRST CHOICE SERVICES	\$69.76
113116	09/15/2023	FISHER'S TECHNOLOGY	\$1,126.05
113117	09/15/2023	GAGGLE.NET INC	\$30,302.00
113118	09/15/2023	HEALTHINVEST HRA	\$600.00
113119	09/15/2023	HOFFMAN MUSIC CO	\$2,279.82
113120	09/15/2023	HOME DEPOT CREDIT SERVICES	\$251.11
113121	09/15/2023	HOME DEPOT PRO	\$75.53
113122	09/15/2023	INTERMAX NETWORKS	\$2,643.12
113123	09/15/2023	JOHNSTONE SUPPLY	\$35.77
113124	09/15/2023	KCDA	\$1,214.34
113125	09/15/2023	LILAC CITY BEHAVIORAL SERVICES PLLC	\$42,500.00
113126	09/15/2023	LUDIKER MUSIC	\$1,121.67
113127	09/15/2023	M & L SUPPLY	\$1,667.43
113128	09/15/2023	NORTH 40 OUTFITTERS	\$118.89
113129	09/15/2023	NORTHWEST TECH PRODUCTS INC	\$3,419.46
113130	09/15/2023	PHYSIO MED	\$402.21
113131	09/15/2023	RWC INTERNATIONAL	\$4,222.96
113132	09/15/2023	SACRED HEART CHILDREN'S HOSPITAL	\$55.00
113133	09/15/2023	SCHOOLS INSURANCE ASSOC OF WA	\$2,287,805.83
113134	09/15/2023	THE CUTTING EDGE	\$130.80
113135	09/15/2023	THIELMAN, MONIQUE	\$66.90
113136	09/15/2023	WALTER E NELSON CO	\$201.90
113137	09/15/2023	WCP SOLUTIONS	\$4,063.49
113138	09/15/2023	WESTERN EQUIPMENT	\$900.13
113139	09/15/2023	WIAA	\$4,895.00
113140	09/15/2023	WILDROSE GRAPHICS	\$332.23
113141	09/15/2023	WSSAAA	\$75.00
113142	09/15/2023	YOUSCIENCE, LLC	\$1,524.60
113143	09/15/2023	ZAYO ENTERPRISE NETWORKS	\$6,514.59
113144	09/15/2023	ZIGGY'S	\$45.24
Total Amount:			\$2,471,028.30

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1004

Starting Check Number: 113108

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1321

Starting Check Number: 113156

Check #	Date	Payee	Amount
113156	08/31/2023	ACCESS INFORMATION PROTECTED	\$8.53
113157	08/31/2023	ADVANCED PAGING & COMMUNICATIONS INC	\$2,467.57
113158	08/31/2023	CUSTOM STRINGS	\$2,304.87
113159	08/31/2023	DEPT OF LICENSING	\$6.16
113160	08/31/2023	HOFFMAN MUSIC CO	\$545.00
113161	08/31/2023	INLAND POWER & LIGHT CO	\$10,564.65
113162	08/31/2023	JOSTENS	\$15.96
113163	08/31/2023	KCDA	\$24.20
113164	08/31/2023	LANGUAGE LINE SERVICES INC	\$54.59
113165	08/31/2023	MEAD REVOLVING FUND	\$273.09
113166	08/31/2023	MOMAR INCORPORATED	\$334.69
113167	08/31/2023	NAPA AUTO PARTS	\$592.92
113168	08/31/2023	NEW MANAGEMENT	\$1,014.00
113169	08/31/2023	OXARC	\$92.65
113170	08/31/2023	PERMA BOUND	\$1,551.12
113171	08/31/2023	SCHOLASTIC BOOK FAIRS..	\$85.32
113172	08/31/2023	SCHOLASTIC INC-	\$3,151.82
113173	08/31/2023	SPOKANE INTERNATIONAL TRANSLATION	\$75.00
113174	08/31/2023	UNITED DATA SECURITY INC	\$30.00
113175	08/31/2023	US FOODS INC	\$120.70
Total Amount:			\$23,312.84

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2022-2023

Voucher Batch Number: 1322

08/31/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Maly, Kendra K		1.1.530.8974.91.8582.01.03.000.0000	TRAVEL-OUT OF DISTRICT	\$688.39
Vendor Total:				\$688.39
Grand Total:				\$688.39

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1007

Starting Check Number: 113185

Check #	Date	Payee	Amount
113185	09/22/2023	ABSCO SOLUTIONS	\$4,301.51
113186	09/22/2023	ADVANCED PAGING & COMMUNICATIONS INC	\$462.83
113187	09/22/2023	AGPARTS WORLDWIDE INC	\$1,632.68
113188	09/22/2023	AI-MEDIA TECHNOLOGIES LLC	\$828.00
113189	09/22/2023	AMAZON	\$2,979.88
113190	09/22/2023	ANDERSON, SARAH	\$81.30
113191	09/22/2023	APPLE COMPUTER INC	\$13.07
113192	09/22/2023	CAMTEK	\$1,876.61
113193	09/22/2023	CHARLIE'S PRODUCE	\$1,709.40
113194	09/22/2023	CITY GLASS	\$1,942.24
113195	09/22/2023	COMPLETE OFFICE LLC	\$6,718.94
113196	09/22/2023	DUBINSKY, ERIKA	\$23.77
113197	09/22/2023	ESD 101	\$8,431.63
113198	09/22/2023	HEGGERTY PHONEMIC AWARENESS	\$534.00
113199	09/22/2023	HOFFMAN MUSIC CO	\$132.42
113200	09/22/2023	HOMBEL, TONY	\$330.12
113201	09/22/2023	HOME DEPOT CREDIT SERVICES	\$32.99
113202	09/22/2023	HOME DEPOT PRO	\$29.36
113203	09/22/2023	HUSTON, ANN	\$133.62
113204	09/22/2023	JAE ENTERPRISES LLC	\$665.38
113205	09/22/2023	JOHNSON, KIMMERLY	\$65.50
113206	09/22/2023	JOHNSTONE SUPPLY	\$1,385.16
113207	09/22/2023	JW PEPPER	\$126.20
113208	09/22/2023	KCDA	\$1,960.29
113209	09/22/2023	LEARNING A-Z	\$340.86
113210	09/22/2023	LINC FOODS	\$1,000.00
113211	09/22/2023	M & L SUPPLY	\$76.22
113212	09/22/2023	MCDONALD, CRYSTAL	\$40.00
113213	09/22/2023	NEWASA	\$390.00
113214	09/22/2023	NORTH 40 OUTFITTERS	\$69.24
113215	09/22/2023	NORTHWEST TEXTBOOK DEPOSITORY	\$519.57
113216	09/22/2023	REALLY GREAT READING	\$198.00
113217	09/22/2023	REFRIGERATION SUPPLIES DIST	\$25.26
113218	09/22/2023	RESOURCE SYNERGY LLC	\$450.48
113219	09/22/2023	RWC INTERNATIONAL	\$600.21
113220	09/22/2023	SPOKANE CO ENVIRONMENTAL SERVICES	\$3,371.46
113221	09/22/2023	SPOKANE REGIONAL HEALTH DISTRICT	\$4,800.00
113222	09/22/2023	STARPLEX CORPORATION	\$2,656.00

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1007

Starting Check Number: 113185

Check #	Date	Payee	Amount
113223	09/22/2023	STONEWAY ELECTRIC	\$189.50
113224	09/22/2023	TDS TELECOM SERVICE LLC	\$339.00
113225	09/22/2023	US BANK CORPORATE PYMT SYSTEM	\$85,842.34
113226	09/22/2023	US FOODS INC	\$440.97
113227	09/22/2023	WASHINGTON STATE UNIVERSITY	\$200.00
113228	09/22/2023	WCP SOLUTIONS	\$5,271.27
113229	09/22/2023	WHITESTONE MOUNTAIN ORCHARD INC	\$2,920.00
113230	09/22/2023	WIAA	\$45.00
113231	09/22/2023	ZIGGY'S	\$145.15
Total Amount:			\$146,327.43

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1008

09/22/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Hicks, Shelly		1.0.530.0100.23.5100.12.12.000.0000	PRINCIPAL SUPPLIES	\$32.68
			Vendor Total:	\$32.68
Olsen, Drew C		1.0.530.0119.27.5100.12.12.000.0000	GENERAL SUPPLIES	\$43.34
			Vendor Total:	\$43.34
			Grand Total:	\$76.02

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1326

Starting Check Number: 113239

Check #	Date	Payee	Amount
113239	08/31/2023	ARROW CONCRETE AND ASPHALT SPECIALTIES	\$39,737.61
113240	08/31/2023	KCDA	\$1,305.15
113241	08/31/2023	NAPA AUTO PARTS	\$43.17
113242	08/31/2023	PACIFIC CUSTOM SPORTSWEAR LLC	\$620.21
113243	08/31/2023	PLATT ELECTRIC	\$100.50
113244	08/31/2023	SPOKANE INTERNATIONAL TRANSLATION	\$8,805.56
113245	08/31/2023	STAPLES ADVANTAGE	\$90.17
113246	08/31/2023	TED BROWN MUSIC CO	\$1,304.62
113247	08/31/2023	WASA	\$2,581.39
Total Amount:			\$54,588.38

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2022-2023

Voucher Batch Number: 1327

08/31/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Elmore, Brandee R		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
				Vendor Total: \$100.00
Oswalt, Mark Philo		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$25.03
				Vendor Total: \$25.03
Ovens, Daniel		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	\$136.00
				Vendor Total: \$136.00
				Grand Total: \$261.03

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1013

Starting Check Number: 113255

Check #	Date	Payee	Amount
113255	09/29/2023	ADVANCED PAGING & COMMUNICATIONS INC	\$352.51
113256	09/29/2023	AGPARTS WORLDWIDE INC	\$1,715.18
113257	09/29/2023	AI-MEDIA TECHNOLOGIES LLC	\$2,035.50
113258	09/29/2023	AMAZON	\$456.85
113259	09/29/2023	AMERIGAS PROPANE LP	\$209.72
113260	09/29/2023	AVANTIS EDUCATION INC	\$200.00
113261	09/29/2023	AVISTA UTILITIES	\$105,055.74
113262	09/29/2023	BRYSON SALES & SERVICE OF WASHINGTON	\$603.83
113263	09/29/2023	CAMTEK	\$4,677.09
113264	09/29/2023	COMPUNET INC	\$3,666.42
113265	09/29/2023	CONCESSIONS SUPPLY	\$802.55
113266	09/29/2023	CUTLER, DAN J	\$500.00
113267	09/29/2023	ESD 101	\$800.00
113268	09/29/2023	GAGGLE.NET INC	\$27,800.00
113269	09/29/2023	GRADUATION ALLIANCE	\$20,896.92
113270	09/29/2023	HOME DEPOT CREDIT SERVICES	\$340.71
113271	09/29/2023	JW PEPPER	\$414.65
113272	09/29/2023	KCDA	\$599.37
113273	09/29/2023	KENWORTH SALES SPOKANE	\$80.39
113274	09/29/2023	LINC FOODS	\$1,125.00
113275	09/29/2023	M & L SUPPLY	\$538.59
113276	09/29/2023	MOMAR INCORPORATED	\$300.79
113277	09/29/2023	MULTICARE CENTERS OF OCCUPATIONAL MEDICI	\$655.00
113278	09/29/2023	NAPA AUTO PARTS	\$337.53
113279	09/29/2023	NATIONAL BARRICADE & SIGN CO	\$1,283.93
113280	09/29/2023	NORTH 40 OUTFITTERS	\$72.45
113281	09/29/2023	NORTHWEST DISTRIBUTION	\$3,315.35
113282	09/29/2023	NORTHWEST TEXTBOOK DEPOSITORY	\$780.92
113283	09/29/2023	PACIFIC PETROLEUM & SUPPLY	\$81.22
113284	09/29/2023	PEARSON CLINICAL ASSESSMENTS	\$934.88
113285	09/29/2023	PERFECTION LEARNING CORP	\$329.97
113286	09/29/2023	PETROCARD SYSTEMS INC	\$32,329.23
113287	09/29/2023	RWC INTERNATIONAL	\$9,284.60
113288	09/29/2023	SCHOOL SPECIALTY	\$3,250.00
113289	09/29/2023	SEATTLE POTTERY SUPPLY	\$502.67
113290	09/29/2023	SITEONE LANDSCAPE SUPPLY LLC	\$682.65
113291	09/29/2023	SPOKANE CO WATER DIST 3	\$4,597.12
113292	09/29/2023	SPOKANE FALLS MUSIC ED ASSOC	\$1,025.00

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1013

Starting Check Number: 113255

Check #	Date	Payee	Amount
113293	09/29/2023	STAPLES ADVANTAGE	\$121.25
113294	09/29/2023	STARPLEX CORPORATION	\$948.00
113295	09/29/2023	STONEWAY ELECTRIC	\$585.08
113296	09/29/2023	TERRY'S DAIRY INC	\$15,956.47
113297	09/29/2023	US FOODS INC	\$80,756.04
113298	09/29/2023	US LINEN & UNIFORM INC	\$75.84
113299	09/29/2023	VERIZON.	\$3,699.00
113300	09/29/2023	WCP SOLUTIONS	\$4,527.23
113301	09/29/2023	WESTERN EQUIPMENT	\$54.45
113302	09/29/2023	WSPA	\$350.00

Total Amount: \$339,707.69

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1331

Starting Check Number: 113387

Check #	Date	Payee	Amount
113387	08/31/2023	ARROW CONCRETE AND ASPHALT SPECIALTIES	\$22,791.14
113388	08/31/2023	BEYNON SPORTS SURFACES INC	\$6,494.90
113389	08/31/2023	COMMUNITY COLLEGES OF SPOKANE	\$35,747.41
113390	08/31/2023	CRANE TECH INC	\$941.63
113391	08/31/2023	DEPT OF LICENSING	\$1,605.00
113392	08/31/2023	FISHER'S TECHNOLOGY	\$1,526.51
113393	08/31/2023	FRANKLIN PARK URGENT CARE CENTER	\$309.48
113394	08/31/2023	HARRIS, DAVID B	\$1,492.27
113395	08/31/2023	INSIGHT INVESTMENTS	\$686.00
113396	08/31/2023	INTEGRATED REGISTER SYSTEMS INC	\$17,928.43
113397	08/31/2023	JAE ENTERPRISES LLC	\$392.04
113398	08/31/2023	KCDA	\$1,359.47
113399	08/31/2023	MCGRAW-HILL CO	\$4,412.05
113400	08/31/2023	PUMPTECH LLC	\$6,534.00
113401	08/31/2023	SITEONE LANDSCAPE SUPPLY LLC	\$27,614.52
113402	08/31/2023	SPOKANE INTERNATIONAL TRANSLATION	\$315.78
113403	08/31/2023	STAPLES ADVANTAGE	\$95.85
113404	08/31/2023	STEVENS, CLAY PS	\$9,270.50
113405	08/31/2023	YADON CONSTRUCTION SPECIALTIES INC	\$1,391.93
113406	08/31/2023	ZIGGY'S	\$88.71
Total Amount:			\$140,997.62

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2022-2023

Voucher Batch Number: 1332

08/31/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
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Willyard, David P

1.0.530.9700.72.8581.01.32.000.0000	TRAVEL-IN DISTRICT	\$96.75
Vendor Total:		\$96.75
Grand Total:		\$96.75

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1018

Starting Check Number: 113410

Check #	Date	Payee	Amount
113410	10/06/2023	ABSCO SOLUTIONS	\$3,240.22
113411	10/06/2023	ADVANCED UNDERGROUND LOCATING	\$300.00
113412	10/06/2023	AGPARTS WORLDWIDE INC	\$1,523.24
113413	10/06/2023	AI-MEDIA TECHNOLOGIES LLC	\$2,070.00
113414	10/06/2023	AMAZON	\$2,755.90
113415	10/06/2023	AMERIGAS PROPANE LP	\$1,230.18
113416	10/06/2023	APPLE COMPUTER INC	\$423.39
113417	10/06/2023	BARRINGTON, BRIDGET	\$200.00
113418	10/06/2023	Bennett, Elizabeth	\$447.97
113419	10/06/2023	BILLUPS, DANIELLE	\$15.00
113420	10/06/2023	CIRRUS DESIGNS INC	\$2,082.99
113421	10/06/2023	COMMERCIAL TIRE INC	\$2,007.24
113422	10/06/2023	CONCRETE CUTTERS INC	\$354.25
113423	10/06/2023	CURALINC, LLC	\$5,124.00
113424	10/06/2023	DORIAN STUDIO	\$2,878.05
113425	10/06/2023	DUNRITE REPAIR	\$354.27
113426	10/06/2023	ECOLIGHTS NORTHWEST LLC	\$3,830.74
113427	10/06/2023	EPS/SCHOOL SPECIALTY INTERVENTION	\$1,334.16
113428	10/06/2023	ESD 113	\$700.00
113429	10/06/2023	EXPLORELEARNING	\$9,372.32
113430	10/06/2023	FIRST CHOICE SERVICES	\$301.03
113431	10/06/2023	FISHER'S TECHNOLOGY	\$8,319.80
113432	10/06/2023	FP MAILING SOLUTIONS	\$254.83
113433	10/06/2023	FRESHWORKS INC	\$14,578.58
113434	10/06/2023	GERL, ANGELLE	\$12.00
113435	10/06/2023	GREATAMERICA FINANCIAL SERVICES	\$740.11
113436	10/06/2023	GRIGGS, SAMMY JO	\$20.00
113437	10/06/2023	HALL PASS ID	\$626.98
113438	10/06/2023	HOFFMAN MUSIC CO	\$162.11
113439	10/06/2023	HOMBEL, TONY	\$880.32
113440	10/06/2023	HOME DEPOT CREDIT SERVICES	\$50.09
113441	10/06/2023	HOME DEPOT PRO	\$817.82
113442	10/06/2023	INSIGHT INVESTMENTS	\$343.00
113443	10/06/2023	INTERSTATE ALL BATTERY CENTER	\$848.33
113444	10/06/2023	IXL SUBSCRIPTIONS DEPARTMENT	\$3,938.00
113445	10/06/2023	JAE ENTERPRISES LLC	\$1,138.32
113446	10/06/2023	JOHNSON, KIMMERLY	\$117.90
113447	10/06/2023	JOSTENS	\$15.96

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1018

Starting Check Number: 113410

Check #	Date	Payee	Amount
113448	10/06/2023	JW PEPPER	\$413.24
113449	10/06/2023	KCDA	\$7,870.08
113450	10/06/2023	KENWORTH SALES SPOKANE	\$15,447.39
113451	10/06/2023	KREBS, KAYLA	\$44.50
113452	10/06/2023	LES SCHWAB TIRE	\$2,262.22
113453	10/06/2023	M & L SUPPLY	\$2,900.14
113454	10/06/2023	MALTSEV, IRENE	\$86.70
113455	10/06/2023	MASTER LOCK COMPANY, LLC	\$124.52
113456	10/06/2023	MT SPOKANE ASB	\$200.00
113457	10/06/2023	NAPA AUTO PARTS	\$1,650.80
113458	10/06/2023	NORTH 40 OUTFITTERS	\$16.40
113459	10/06/2023	NORTHWEST DISTRIBUTION	\$3,559.12
113460	10/06/2023	OTIS ELEVATOR	\$980.98
113461	10/06/2023	OXARC	\$199.98
113462	10/06/2023	PENSKE TRUCK LEASING CO	\$2,639.68
113463	10/06/2023	Peone, Grey Joseph	\$96.00
113464	10/06/2023	PERKINS COIE	\$75.00
113465	10/06/2023	PETROCARD SYSTEMS INC	\$3,495.72
113466	10/06/2023	PHONAK INC	\$881.83
113467	10/06/2023	POSTMASTER	\$310.00
113468	10/06/2023	PROJECT LEAD THE WAY INC	\$4,174.01
113469	10/06/2023	RAYMOND WEST INTRALOGISTICS SOLUTIONS	\$964.18
113470	10/06/2023	REFRIGERATION SUPPLIES DIST	\$447.19
113471	10/06/2023	RWC INTERNATIONAL	\$5,150.65
113472	10/06/2023	SCHOLASTIC INC-	\$1,714.58
113473	10/06/2023	SEATTLE POTTERY SUPPLY	\$383.76
113474	10/06/2023	SELBY, REBECCA	\$50.00
113475	10/06/2023	SPOKANE CO FIRE DIST 4	\$6,834.24
113476	10/06/2023	STARPLEX CORPORATION	\$948.00
113477	10/06/2023	STEVENS, CLAY PS	\$852.50
113478	10/06/2023	STONEWAY ELECTRIC	\$668.83
113479	10/06/2023	TITAN TRUCK	\$1,538.56
113480	10/06/2023	TRAVELERS	\$75.00
113481	10/06/2023	UNIVERSAL ATHLETIC	\$517.28
113482	10/06/2023	US FOODS INC	\$881.85
113483	10/06/2023	WA ST FIRST AID	\$1,500.00
113484	10/06/2023	WELLS FARGO FINANCIAL LEASING INC	\$100.00
113485	10/06/2023	WENDLE @ THE Y	\$560.16

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1018

Starting Check Number: 113410

Check #	Date	Payee	Amount
113486	10/06/2023	WESTERN EQUIPMENT	\$143.48
113487	10/06/2023	WSPA	\$1,050.00
113488	10/06/2023	ZOO-PHONICS INC	\$21.95
113489	10/06/2023	ZOOM VIDEO COMMUNICATIONS, INC	\$5,326.05
Total Amount:			\$150,565.67

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1019

10/06/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Baldwin, Rebecca L				
		1.0.530.0100.27.8582.01.05.000.0000	TRAVEL-OUT OF DISTRICT	\$55.42
Barville, Curtis M			Vendor Total:	\$55.42
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$96.00
Belding-Wilson, Dawn			Vendor Total:	\$96.00
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$67.73
DuVall, Hannah Alene			Vendor Total:	\$67.73
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$23.78
Elkins, Kimberly			Vendor Total:	\$23.78
		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$91.31
Erwin, Emily			Vendor Total:	\$91.31
		1.0.530.2100.26.7810.01.09.000.0000	MEMBERSHIPS	\$61.00
Fetcho, Jill R			Vendor Total:	\$61.00
		1.1.960.0132.29.0000.01.32.000.0000	CHROMEBOOK INSURANCE	\$20.00
Gunther, Tanya M			Vendor Total:	\$20.00
		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$38.45
Hughes, Troy Lorn			Vendor Total:	\$38.45
		1.1.960.2800.21.0000.22.00.000.0000	PARTICIPATION FEES	\$35.00
Madel, Susan S			Vendor Total:	\$35.00
		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$12.97

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1019

10/06/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
Osborn, Cooper Todd		1.1.530.0128.28.8582.28.28.000.0000	Vendor Total:	\$12.97
			AD/SPORTS TRAVEL-OUT OF DISTRICT	\$96.00
Oswalt, Mark Philo		1.0.530.9800.41.8581.07.07.000.0000	Vendor Total:	\$96.00
			TRAVEL-IN DISTRICT	\$161.34
Shoop-Swanson, Karen Jo		1.0.530.2132.27.8581.01.09.000.0000	Vendor Total:	\$161.34
			TRAVEL-IN DISTRICT	\$47.23
Spring, Claire Sharon		1.1.530.0128.28.8582.28.28.000.0000	Vendor Total:	\$47.23
			AD/SPORTS TRAVEL-OUT OF DISTRICT	\$96.00
Stuchell, Austin E		1.1.530.0128.28.8582.28.28.000.0000	Vendor Total:	\$96.00
			AD/SPORTS TRAVEL-OUT OF DISTRICT	\$96.00
Thompson, Roger W Jr		1.1.530.0128.28.8582.28.28.000.0000	Vendor Total:	\$96.00
			AD/SPORTS TRAVEL-OUT OF DISTRICT	\$96.00
Whitford, Dori K		1.1.530.0128.28.8582.28.28.000.0000	Vendor Total:	\$96.00
			AD/SPORTS TRAVEL-OUT OF DISTRICT	\$96.00
			Vendor Total:	\$96.00
			Grand Total:	\$1,190.23

CAPITAL PROJECTS FUND

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1319

Starting Check Number: 113085

Check #	Date	Payee	Amount
113085	08/31/2023	BOUTEN CONSTRUCTION COMPANY	\$59,081.28
113086	08/31/2023	SPOKANE REGIONAL HEALTH DISTRICT	\$160.00
	9-15-2023		
		Total Amount:	\$59,241.28

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1005

Starting Check Number: 113145

Check #	Date	Payee	Amount
113145	09/15/2023	IBEX FLOORING	\$10,022.07
Total Amount:			\$10,022.07

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1323

Starting Check Number: 113176

Check #	Date	Payee	Amount
113176	08/31/2023 9-22-2023	MEAD SCHOOL DISTRICT	\$25,386.7
Total Amount:			\$25,386.7

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1014

Starting Check Number: 113303

Check #	Date	Payee	Amount
113303	09/29/2023	SPOKANE CO TREASURER	\$12,000.00
Total Amount:			\$12,000.00

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1333

Starting Check Number: 113407

Check #	Date	Payee	Amount
113407	08/31/2023	MEAD SCHOOL DISTRICT	\$31,135.17
113408	08/31/2023	PAINT CRAFTERS PLUS	\$3,976.78
Total Amount:			\$35,111.95

End of Report

ASB FUND

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Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1320

Starting Check Number: 113087

Check #	Date	Payee	Amount
113087	08/31/2023	A-L COMPRESSED GASES	\$8.04
113088	08/31/2023	AWARDMASTERS	\$54.45
113089	08/31/2023	BSN SPORTS	\$5,553.00
113090	08/31/2023	CATHEY, JILL	\$840.00
113091	08/31/2023	CHENEY HIGH SCHOOL	\$100.00
113092	08/31/2023	CLOVER PARK SCHOOL DIST	\$125.00
113093	08/31/2023	DEMOULIN BROTHERS & CO	\$1,314.94
113094	08/31/2023	FREEMAN HIGH SCHOOL	\$175.00
113095	08/31/2023	K C ENTERPRISES	\$1,895.51
113096	08/31/2023	MEAD SCHOOL DISTRICT	\$2,162.18
113097	08/31/2023	MOUNTAIN WEST CLASSIC	\$330.00
113098	08/31/2023	PINTOR, LOGAN	\$700.00
113099	08/31/2023	ROSS POINT	\$2,167.57
113100	08/31/2023	TAIGEN, TRACY	\$7.00
113101	08/31/2023	TROPHIES UNLIMITED	\$156.96
113102	08/31/2023	TUMBLE	\$2,156.93
113103	08/31/2023	VARSITY	\$927.61
113104	08/31/2023	WILDROSE GRAPHICS	\$578.08
113105	08/31/2023	WSU SCHOOL OF MUSIC	\$600.00
Total Amount:			\$19,852.27

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1006

Starting Check Number: 113146

Check #	Date	Payee	Amount
113146	09/15/2023	CAVALCADE OF BANDS-	\$300.00
113147	09/15/2023	COMMUNITY COLLEGES OF SPOKANE FOUNDATION	\$1,400.00
113148	09/15/2023	HERFF JONES INC	\$25,750.62
113149	09/15/2023	LAKESIDE HIGH SCHOOL	\$75.00
113150	09/15/2023	MOUNTAIN WEST CLASSIC	\$180.00
113151	09/15/2023	MR TUX	\$163.50
113152	09/15/2023	NORTHWEST ASSOCIATION PERFORMING ARTS	\$400.00
113153	09/15/2023	PEPSI COLA BOTTLING CO	\$609.57
113154	09/15/2023	WHITWORTH UNIVERSITY..	\$500.00
113155	09/15/2023	WSU SCHOOL OF MUSIC	\$400.00
Total Amount:			\$29,778.69

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1324

Starting Check Number: 113177

Check #	Date	Payee	Amount
113177	08/31/2022	AMAZON	\$183.46
113178	08/31/2022	BSN SPORTS	\$6,796.57
113179	08/31/2022	CLEARWATER LODGE	\$600.00
113180	08/31/2022	HERFF JONES INC	\$2,605.33
113181	08/31/2022	MEAD REVOLVING FUND	\$110.00
113182	08/31/2022	RIDDELL	\$30.97
113183	08/31/2022	SCHOOL DATEBOOKS	\$2,578.29
113184	08/31/2022	SPECIAL TOUCH FLORIST	\$65.40
Total Amount:			\$12,970.02

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1009

Starting Check Number: 113232

Check #	Date	Payee	Amount
113232	09/22/2023	AMAZON	\$110.98
113233	09/22/2023	BSN SPORTS	\$1,207.60
113234	09/22/2023	DYSART, ALEXA	\$2,000.00
113235	09/22/2023	HOFFMAN MUSIC CO	\$501.40
113236	09/22/2023	RIDDELL	\$151.85
113237	09/22/2023	US BANK CORPORATE PYMT SYSTEM	\$23,826.86
Total Amount:			\$27,798.69

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1328

Starting Check Number: 113248

Check #	Date	Payee	Amount
113248	08/31/2023	CASCADIA SCREEN PRINTING	\$465.92
113249	08/31/2023	DORIAN STUDIO	\$3,038.00
113250	08/31/2023	JONES, RYAN H	\$75.00
113251	08/31/2023	MEAD SCHOOL DISTRICT	\$7,487.61
113252	08/31/2023	NORTHWEST ASSOCIATION PERFORMING ARTS	\$2,500.00
113253	08/31/2023	SANTOS IV, DONACIANO	\$2,000.00
Total Amount:			\$15,566.53

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1015

Starting Check Number: 113304

Check #	Date	Payee	Amount
113304	09/29/2023	ASSISTANT COACH FUNDRAISING LLC	\$1,215.00
113305	09/29/2023	BSN SPORTS	\$600.00
113306	09/29/2023	ELLISON, KAYDENCE	\$800.00
113307	09/29/2023	INLAND NW YEARBOOK CAMP	\$1,195.00
113308	09/29/2023	K C ENTERPRISES	\$1,332.62
113309	09/29/2023	NORTHTOWN BEVERAGE LLC	\$185.71
113310	09/29/2023	PEPSI COLA BOTTLING CO	\$559.56
113311	09/29/2023	RICHLAND HIGH SCHOOL	\$150.00
113312	09/29/2023	RIDDELL	\$39.32
113313	09/29/2023	SFMEA	\$1,025.00
113314	09/29/2023	TED BROWN MUSIC CO	\$263.43
113315	09/29/2023	US AWARDS INC	\$569.14
113316	09/29/2023	WASHINGTON OFFICIALS ASSOCIATION	\$1,450.00
113317	09/29/2023	WAVERLY'S COFFEE INC	\$49.50
Total Amount:			\$9,434.28

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1016

09/29/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
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Stamps, Keith William

4.0.530.2401.00.0000.28.00.000.0000 FOOTBALL \$201.53

Vendor Total: \$201.53

Grand Total: \$201.53

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1334

Starting Check Number: 113409

Check #	Date	Payee	Amount
113409	08/31/2023	YMCA	\$1,050.00
	10-06-2023		
		Total Amount:	\$1,050.00

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1020

Starting Check Number: 113490

Check #	Date	Payee	Amount
113490	10/06/2023	AMAZON	\$1,430.20
113491	10/06/2023	GONZAGA UNIVERSITY	\$140.00
113492	10/06/2023	IGNITE2UNITE LLC	\$4,850.00
113493	10/06/2023	JAE ENTERPRISES LLC	\$248.29
113494	10/06/2023	K C ENTERPRISES	\$1,613.20
113495	10/06/2023	M-F ATHLETIC CO INC	\$219.36
113496	10/06/2023	MOUNTAINSIDE MIDDLE SCHOOL	\$5.00
113497	10/06/2023	PEPSI COLA BOTTLING CO	\$445.63
113498	10/06/2023	WSU SCHOOL OF MUSIC	\$450.00
Total Amount:			\$9,401.68

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1021

10/06/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
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Hughes, Troy Lorn4.0.960.1060.00.0000.22.00.000.0000MEMBERSHIP

\$15.00

Vendor Total:\$15.00

Grand Total:\$15.00

End of Report

TRANSPORTATION VEHICLE FUND

Mead School District No 354

Payee Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1329

Starting Check Number: 113254

Check #	Date	Payee	Amount
113254	08/31/2023	RWC INTERNATIONAL	\$163,921.66
	09-29-2023		
		Total Amount:	\$163,921.66

End of Report

EXTRA CURRICULAR CONTRACTS

October 2023

Location	First Name	Last Name	Activity	Amount
Highland	Merideth	Adams	Softball	\$ 2,998.00
Highland	Anna	Conner	Cross Country	\$ 3,090.00
Highland	Jenny	Dibble	Athletic Director	\$ 14,098.00
Highland	Micah	Erdman	Football	\$ 3,229.00
Highland	Joilyn	Madsen	Cross Country	\$ 2,331.00
Highland	Julian	Medina	Football	\$ 3,130.00
Highland	Chase	Parkhurst	Football	\$ 3,444.00
Highland	Angie	Porcayo	Softball	\$ 3,130.00
Highland	Hannah	Schneider	Cross Country	\$ 1,292.00
Highland	Mark	Shulkin	Football	\$ 3,436.00
Highland	Jermaine	Tuggle	Football	\$ 4,996.00
Highland	Leonard	Vargas	Football	\$ 3,331.00
Highland	Ryan	Wiser	Cross Country	\$ 2,807.00
Mead High	Kaylee	Arizmendi	Softball	\$ 3,248.00
Mead High	Curtis	Barville	Cross Country	\$ 4,503.00
Mead High	Anthony	Cao	Marching Band	\$ 1,200.00
Mead High	Tiffany	Casedy	Softball	\$ 6,732.00
Mead High	Amanda	Chan	Volleyball	\$ 3,732.00
Mead High	Casey	Curtis	Soccer	\$ 6,645.00
Mead High	Steve	Del Pizzo	Soccer	\$ 5,790.00
Mead High	Gunnar	Drew	Football	\$ 7,522.00
Mead High	Tevin	Duke	Football	\$ 4,094.10
Mead High	Jon	Fick	Marching Band	\$ 1,500.00
Mead High	Corie	Garner	Class Advisors	\$ 2,400.00
Mead High	Erin	Glasser	Volleyball	\$ 3,271.80
Mead High	Alexandra	Griffith	Class Advisors	\$ 2,400.00
Mead High	Ivan	Gustafson	Football	\$ 7,522.00
Mead High	Derek	Hardin	Football	\$ 3,872.00
Mead High	Ellie	Hawkes	Marching Band	\$ 1,200.00
Mead High	Emma	Helt	Marching Band	\$ 800.00
Mead High	Augustine	Hernandez	Football	\$ 3,798.40
Mead High	Tessa	Hodgson	Volleyball	\$ 3,702.00
Mead High	Ashly	Hoffman	Softball	\$ 1,573.50
Mead High	Kyle	Kostelecky	Marching Band	\$ 1,200.00
Mead High	Skyler	Lamberd	Class Advisors	\$ 2,400.00
Mead High	Mario	Lima	Marching Band	\$ 1,600.00
Mead High	Becca	Markley	Cheer	\$ 2,526.00
Mead High	Michelle	Marsura	Marching Band	\$ 800.00
Mead High	James	Maurer	Football	\$ 3,019.00
Mead High	Jesse	McCorkle	Football	\$ 7,293.00
Mead High	Katherine	Melka	Cheer	\$ 7,421.00
Mead High	Nate	Miller	Football	\$ 4,840.00
Mead High	Sam	Normington	Debate	\$ 5,105.10
Mead High	Brett	Ogata	Football	\$ 8,102.00
Mead High	Cooper	Osborn	Cross Country	\$ 2,606.10
Mead High	Brian	Patterson	Football	\$ 5,212.00

EXTRA CURRICULAR CONTRACTS

October 2023

Location	First Name	Last Name	Activity	Amount
Mead High	Grey	Peone	Cross Country	\$ 2,256.60
Mead High	Angela	Pierson	Dance	\$ 7,293.00
Mead High	Kirsten	Pinkney	Volleyball	\$ 3,732.00
Mead High	Breanna	Regalado	Softball	\$ 3,282.00
Mead High	Keith	Ross	Soccer	\$ 5,612.00
Mead High	Lauren	Ruckhaber	Marching Band	\$ 1,200.00
Mead High	Krissy	Sefton	Marching Band	\$ 800.00
Mead High	Dylan	Shadd	Marching Band	\$ 600.00
Mead High	Michele	Shelton	Soccer	\$ 4,651.50
Mead High	Claire	Spring	Cross Country	\$ 2,978.40
Mead High	Keith	Stamps	Football	\$ 10,099.00
Mead High	Austin	Stuchell	Cross Country	\$ 6,038.00
Mead High	Jared	Thomas	Football	\$ 5,923.00
Mead High	Roger	Thompson	Cross Country	\$ 3,367.20
Mead High	Dori	Whitford	Cross Country	\$ 7,522.00
Mead High	Jesse	Wilhelm	Football	\$ 5,676.00
Mead High	Issiah	Williams	Marching Band	\$ 1,200.00
Mead High	Shawn	Wilson	Volleyball	\$ 8,102.00
Mead High	Heather	Wilson	Volleyball	\$ 5,612.00
Mountainside	Katie	Booher	Softball	\$ 2,819.00
Mt. Spokane	Carl	Adams	Softball	\$ 6,945.00
Mt. Spokane	Nicki	Banger	Volleyball Pooled	\$ 3,085.00
Mt. Spokane	Ronnie	Biggs	Football	\$ 2,345.50
Mt. Spokane	Nancy	Butz	Cheer	\$ 9,839.00
Mt. Spokane	Nancy	Butz	Dance/Drill	\$ 7,522.00
Mt. Spokane	Johnny	Campbell	Football	\$ 2,274.50
Mt. Spokane	Summer	Clegg	Girls Cross Country	\$ 3,264.00
Mt. Spokane	Josh	Cowart	Football	\$ 7,885.00
Mt. Spokane	Scott	Daratha	Boys Cross Country	\$ 7,522.00
Mt. Spokane	Terra	Davidson	Girls Soccer	\$ 5,790.00
Mt. Spokane	Trek	Davis	Softball	\$ 5,209.00
Mt. Spokane	Jaimey	Etten	Girls Soccer	\$ 3,609.00
Mt. Spokane	Danny	Figueira	Football	\$ 8,102.00
Mt. Spokane	Chris	Fredlund	Football	\$ 4,257.00
Mt. Spokane	Jacob	Fry	Boys Cross Country	\$ 3,840.00
Mt. Spokane	Brian	Gardner	Football	\$ 8,102.00
Mt. Spokane	Olivia	Goss	Volleyball Pooled	\$ 3,085.00
Mt. Spokane	Paula	Grandinetti	Class Advisors	\$ 1,200.00
Mt. Spokane	Cassie	Hare	Volleyball Pooled	\$ 4,437.00
Mt. Spokane	John	Harrison	Football	\$ 3,518.25
Mt. Spokane	Amber	Helbling	Softball	\$ 2,347.10
Mt. Spokane	Amber	Helbling	Softball .3 FTE from Floating 1.0	\$ 1,005.90
Mt. Spokane	Jeanne	Helfer	Boys Cross Country	\$ 4,053.00
Mt. Spokane	Andi	Hurst	Girls Soccer	\$ 6,442.00
Mt. Spokane	Zach	Johnson	Football	\$ 3,306.75
Mt. Spokane	Jessica	Klingback	Class Advisors	\$ 3,000.00

EXTRA CURRICULAR CONTRACTS

October 2023

Location	First Name	Last Name	Activity	Amount
Mt. Spokane	Dillon	Lionello	Football	\$ 2,204.50
Mt. Spokane	katie	Mann	Girls Cross Country	\$ 3,264.00
Mt. Spokane	Morgan	Ness	Volleyball Pooled	\$ 3,848.00
Mt. Spokane	Kevin	Oglesbee	Football	\$ 7,293.00
Mt. Spokane	Klaire	Perry	Volleyball Pooled	\$ 2,693.60
Mt. Spokane	Scott	Phillips	Girls Soccer	\$ 3,928.40
Mt. Spokane	Laurie	Quigley	Volleyball Pooled	\$ 6,000.00
Mt. Spokane	Stephanie	Rohnach	Class Advisors	\$ 1,200.00
Mt. Spokane	Alex	Schuerman	Softball	\$ 4,629.00
Mt. Spokane	Chris	Sloan	Football	\$ 8,102.00
Mt. Spokane	Kyle	Snell	Football	\$ 3,999.75
Mt. Spokane	Andy	Sonneland	Girls Cross Country	\$ 7,522.00
Mt. Spokane	Cloer	Terry	Football	\$ 10,418.00
Mt. Spokane	Tim	Trout	Football	\$ 7,522.00
Mt. Spokane	Pam	Tsuchida	Class Advisors	\$ 1,800.00
Mt. Spokane	Hillary	Tugaw	Cheer	\$ 2,449.00
Mt. Spokane	Drew	Wendle	Volleyball Pooled	\$ 4,137.00
Mt. Spokane	Drew	Wendle	Volleyball Pooled .25 floating	\$ 1,447.50
Mt. Spokane	Matt	White	Football	\$ 6,038.00
Northwood	Jeff	Allen	Football	\$ 4,843.00
Northwood	Josh	Allen	Football	\$ 4,402.00
Northwood	Dawn	Belding-Wilson	Softball	\$ 2,906.00
Northwood	Phil	Betker	Football	\$ 3,229.00
Northwood	Tallie	Carlson	Cross Country	\$ 1,292.00
Northwood	Ben	Dempewolf	Football	\$ 3,130.00
Northwood	Zach	Franklin	Softball	\$ 3,501.00
Northwood	Jenny	Martinsen	Cross Country	\$ 1,417.00
Northwood	Ryan	Miciak	Cross Country	\$ 3,383.00
Northwood	Ben	Mortensen	Football	\$ 3,229.00
Northwood	Brittany	Page	6th GR Volleyball	\$ 1,332.00
Northwood	David	Riggs	Football	\$ 5,483.00
Northwood	Pat	Round	Athletic Director	\$ 21,744.00
Northwood	Brock	Salzman	Cross Country	\$ 4,349.00
Northwood	Amber	Santilli	Cross Country Coach	\$ 2,191.00
Northwood	Kyle	Smith	6th GR Volleyball	\$ 1,509.00
Northwood	Jill	Truxal	Softball	\$ 3,771.00
Northwood	Tony	Umbach	Softball	\$ 4,349.00
Northwood	Rebecca	Whitaker	6th GR Volleyball	\$ 1,374.00

SUPPLEMENTAL CONTRACT

October 2023

Location	First Name	Last Name	Activity	Amount
Brentwood	Becky	Swenson	Webmaster	\$ 400.00
Business Services	Rick	Biggerstaff	MHS Portables Moving Stipend	\$ 166.67
Business Services	Allison	Cowart	On Call Nursing - Summer	\$ 555.55
Business Services	Carrie	Dinwoodle	On Call Nursing - Summer	\$ 3,333.30
Business Services	Regan	Drew	MHS Portables Moving Stipend	\$ 166.67
Business Services	Gunnar	Drew	MHS Portables Moving Stipend	\$ 166.67
Business Services	Tracy	Emch	On Call Nursing - Summer	\$ 1,111.15
Business Services	Andrew	James	Lost Prep Period - 20 min/day	\$ 3,096.00
Business Services	Kelli	Reilly	Involuntary Moving Stipend	\$ 1,943.00
Colbert	Kylie	Lahr	Webmaster	\$ 400.00
Creekside	Erin	Jennings	Webmaster	\$ 400.00
CTE	Jillian	Butler	Summer STEM Academy	\$ 1,224.00
Custodial Services	Shelly	Bower	Attendance Incentive Stipend	\$ 375.00
Custodial Services	Marty	Melson	Attendance Incentive Stipend	\$ 375.00
Custodial Services	Craig	Phillips	Attendance Incentive Stipend	\$ 525.00
Custodial Services	Anita	Self	Attendance Incentive Stipend	\$ 525.00
Evergreen	Jamie	Cartwright	Attendance Incentive Stipend	\$ 525.00
Evergreen	Meghan	Elmore	Webmaster	\$ 400.00
Farwell	Farwell	Hoseid	Attendance Incentive Stipend	\$ 375.00
Farwell	Erin	Nosbaum	Webmaster	\$ 400.00
Highland	Jamie	Bowman	Department Assistance	\$ 250.00
Highland	Jolly	Chase	Department Assistance	\$ 250.00
Highland	Stephanie	Covell	Department Assistance	\$ 250.00
Highland	Ryan	Iverson	Department Assistance	\$ 250.00
Highland	Tod	Johnson	Counselor Extended Days	\$ 2,132.64
Highland	William	Martin	Attendance Incentive Stipend	\$ 525.00
Highland	Steven	Rupe	Department Assistance	\$ 250.00
Highland	Hannah	Schneider	Webmaster	\$ 400.00
Highland	Bryan	Smith	Department Assistance	\$ 250.00
Highland	Susanna	Stutzman	Department Assistance	\$ 250.00
Highland	Monica	Wallace	Department Assistance	\$ 250.00
Learning & Teaching	Cathe	Hagstrom	TTK Coordinator	\$ 1,500.00
Learning & Teaching	Travis	Ives	Involuntary Moving Stipend	\$ 2,190.32
Learning & Teaching	Michelle	Ives	TTK Coordinator	\$ 1,500.00
Learning & Teaching	Emilie	McGlocklin	TTK Coordinator	\$ 1,500.00
Learning & Teaching	Jennifer	Sicilia	TTK Coordinator	\$ 1,500.00
Learning & Teaching	Sarah	Wilson	Involuntary Moving Stipend	\$ 1,115.16
Maintenance	Raymond	Roberts	Attendance Incentive Stipend	\$ 375.00
Mead	Melissa	McDonald	Webmaster	\$ 400.00
Mead High	Andy	Arnold	Department Assistance	\$ 761.00
Mead High	Greg	Bertsch	Theatre Management Stipend	\$ 5,000.00
Mead High	Melanie	Fender	Counselor Extended Days	\$ 4,688.08
Mead High	Jody	Harkness	Counselor Extended Days	\$ 4,542.72
Mead High	Mike	Haynes	Department Assistance	\$ 194.00
Mead High	Jaclyn	Lamberty	Department Assistance	\$ 492.00
Mead High	Rob	Lewis	Department Assistance	\$ 209.00

SUPPLEMENTAL CONTRACT

October 2023

Location	First Name	Last Name	Activity	Amount
Mead High	Morgan	Lingquist	Department Assistance	\$ 672.00
Mead High	Drew	Lochhead	Department Assistance	\$ 881.00
Mead High	Phil	McLean	Department Assistance	\$ 522.00
Mead High	Mike	Phillips	Counselor Extended Days	\$ 4,688.08
Mead High	Keith	Ross	Department Assistance	\$ 895.00
Mead High	David	Stedman	Department Assistance	\$ 701.00
Mead High	Sarah	Stillian	Department Assistance	\$ 1,149.00
Mead High	Adam	Strate	Counselor Extended Days	\$ 4,004.96
Mead High	Colleen	Thornton	Department Assistance	\$ 373.00
Mead High	Colleen	Thornton	Counselor Extended Days	\$ 4,688.08
Meadow Ridge	Marnie	Curtis	Webmaster	\$ 400.00
Meadow Ridge	Scott	Schmidt	Attendance Incentive Stipend	\$ 525.00
Midway	Lisa	Fairbanks-Rossi	Webmaster	\$ 400.00
MLO,	Janelle	Hildahl	Webmaster	\$ 1,500.00
Mountainside	Ben	Hunter	Access Time Web Professional	\$ 1,500.00
Mountainside	Carrie	Webbenhurst	Webmaster	\$ 400.00
Mt. Spokane	Melissa	Allen	Counselor Extended Days	\$ 4,688.08
Mt. Spokane	Heidi	Baker	Department Assistance	\$ 685.00
Mt. Spokane	Nicki	Banger	Department Assistance	\$ 685.00
Mt. Spokane	Susan	Best	Annual	\$ 8,942.00
Mt. Spokane	Breann	Booher	Athletic Trainer Stipend	\$ 8,100.00
Mt. Spokane	Nancy	Butz	ASB	\$ 17,385.00
Mt. Spokane	Brian	Carlton	Attendance Incentive Stipend	\$ 525.00
Mt. Spokane	Josh	Cowart	Counselor Extended Days	\$ 4,401.92
Mt. Spokane	Jamie	Goodman	Counselor Extended Days	\$ 4,688.08
Mt. Spokane	Amy	Hanson	Webmaster	\$ 400.00
Mt. Spokane	Jeanne	Helfer	PE Coordinator	\$ 4,471.00
Mt. Spokane	Jeanne	Helfer	Department Assistance	\$ 685.00
Mt. Spokane	John	Hendrix	Attendance Incentive Stipend	\$ 525.00
Mt. Spokane	Sy	Hovik	Department Assistance	\$ 685.00
Mt. Spokane	Jessica	Klingback	Debate	\$ 11,921.00
Mt. Spokane	Dan	Melin	Department Assistance	\$ 342.50
Mt. Spokane	Susan	Pfursich	Department Assistance	\$ 685.00
Mt. Spokane	Kaprina	Reed	Department Assistance	\$ 342.50
Mt. Spokane	Jessica	Rempel	Drama	\$ 10,928.00
Mt. Spokane	Jessica	Rempel	Theatre Management Stipend	\$ 5,000.00
Mt. Spokane	Rob	Renner	Counselor Extended Days	\$ 4,688.08
Mt. Spokane	Rob	Renner	Department Assistance	\$ 685.00
Mt. Spokane	Alexander	Schuerman	Department Assistance	\$ 685.00
Mt. Spokane	Bryan	Smidt	Department Assistance	\$ 685.00
Mt. Spokane	Luke	Thomas	Department Assistance	\$ 685.00
Mt. Spokane	Drew	Wendle	Counselor Extended Days	\$ 4,688.08
Northwood	Jill	Ellingson	Department Assistance	\$ 333.33
Northwood	Lisa	Forster	Department Assistance	\$ 166.67
Northwood	Natalie	Gallagher	Department Assistance	\$ 333.33
Northwood	Dave	Gamon	Department Assistance	\$ 166.67

SUPPLEMENTAL CONTRACT

October 2023

Location	First Name	Last Name	Activity	Amount
Northwood	Maya	Heissenbuttel	Webmaster	\$ 400.00
Northwood	Ben	Mortensen	Department Assistance	\$ 333.33
Northwood	Janna	O'Leary	Department Assistance	\$ 333.33
Northwood	Brock	Salzman	Counselor Extended Days	\$ 2,930.05
Northwood	Rebecca	Whitaker	Department Assistance	\$ 166.67
Northwood	Josh	Wilcox	Department Assistance	\$ 166.67
Prairie View	Sonny	Ha	Attendance Incentive Stipend	\$ 525.00
Prairie View	Heidi	Tollefsen	Webmaster	\$ 400.00
Shiloh Hills	Cindie	Gaither	Webmaster	\$ 400.00
Shiloh Hills	Keven	Gebeke	Attendance Incentive Stipend	\$ 525.00
Skyline	Melissa	Hainline	Webmaster	\$ 400.00
Skyline	Kyle	King	Attendance Incentive Stipend	\$ 525.00
Skyline	Michael	Lukich	Attendance Incentive Stipend	\$ 375.00
Special Services	Teresa	Arnzen	August Extended Days	\$ 4,395.08
Special Services	Julia	Carrell	August Extended Days	\$ 3,874.80
Special Services	Ana	Delgadillo	August Extended Days	\$ 2,493.54
Special Services	Vanessa	Englehart	August Extended Days	\$ 2,425.55
Special Services	Sarah	James	August Extended Days	\$ 2,503.10
Special Services	Diane	Mitchell	ESY	\$ 150.70
Special Services	Cathy	Moczulski	August Extended Days	\$ 2,637.05
Special Services	Jill	Olson	August Extended Days	\$ 3,576.56
Special Services	Joseph	Schafer	August Extended Days	\$ 3,516.06
Special Services	Heather	Thoburn	August Extended Days	\$ 3,851.68
Special Services	Candice	Tulberg	August Extended Days	\$ 2,364.80
Student Services	Petronia	Balcheva	WIDA Training	\$ 116.00
Student Services	Allison	Cowart	Nursing Extended Days	\$ 2,185.02
Student Services	Carrie	Dinwoodle	Lead Nurse Stipend	\$ 5,200.00
Student Services	Carrie	Dinwoodle	Nursing Extended Days	\$ 5,110.56
Student Services	Tracy	Emch	Nursing Extended Days	\$ 5,013.54
Student Services	Ruth	Erb	Lead Nurse Stipend	\$ 5,200.00
Student Services	Ruth	Erb	Nursing Extended Days	\$ 1,588.71
Student Services	Maud	Hancock	WIDA Training	\$ 406.00
Student Services	Anna	James	WIDA Training	\$ 580.00
Student Services	Kathryn	Jordan	WIDA Training	\$ 638.00
Student Services	Gret	Jordan	Nursing Extended Days	\$ 708.69
Student Services	Jane	McCarville	WIDA Training	\$ 928.00
Student Services	Kristen	Palpant	Nursing Extended Days	\$ 4,256.64
Student Services	Kim	Perdue	WIDA Training	\$ 580.00
Student Services	Anastasia	Poliakova	WIDA Training	\$ 406.00
Student Services	JoLena	Speer	Nursing Extended Days	\$ 4,113.68
Student Services	Abigail	Tompkins	WIDA Training	\$ 406.00
Student Services	Thereza	Vahlstrom	WIDA Training	\$ 406.00
Student Services	Thereza	Vahlstrom	WIDA Training	\$ 174.00
Warehouse	Jacob	Burger	Attendance Incentive Stipend	\$ 375.00
Warehouse	Jay	Maggard	Attendance Incentive Stipend	\$ 375.00

CO CURRICULAR CONTRACTS

October 2023

Location	First Name	Last Name	Activity	Amount
Highland	Merideth	Adams	Yearbook	\$ 3,169.00
Highland	Dorothy	Blankenship-Baldwin	Orchestra	\$ 1,987.00
Highland	Tiffany	Byrd	ASB/Leadership	\$ 3,477.00
Highland	Brandon	Campbell	Instrumental	\$ 11,425.00
Highland	Brandon	Campbell	Orchestra	\$ 1,490.00
Highland	Holly	Chase	Choir	\$ 5,886.00
Mead High	Greg	Bertsch	Drama Director	\$ 10,087.00
Mead High	Dorothy	Blankenship-Baldwin	Orchestra	\$ 10,928.00
Mead High	Makena	Busch	Annual Advisor	\$ 8,942.00
Mead High	Brandon	Campbell	Marching Band	\$ 4,472.95
Mead High	Skyler	Lamberd	ASB/Activities Coordinator	\$ 15,639.00
Mead High	Rob	Lewis	Instrumental	\$ 12,915.00
Mead High	Rob	Lewis	Marching Band	\$ 1,987.99
Mead High	Emily	McKinney	Choir	\$ 10,087.00
Mead High	Phil	McLean	PE Coordinator	\$ 4,074.00
Mead High	Mike	Stovern	Debate Advisor	\$ 11,921.00
Mountainside	Jennifer	Garcia	Choir	\$ 6,255.00
Mountainside	Andrew	James	Orchestra	\$ 1,924.00
Mountainside	Andrew	Savage	Instrumental	\$ 1,835.00
Mountainside	Bryan	Swenland	Instrumental	\$ 11,425.00
Mt Spokane	Sarah	Crecelius	Science Club	\$ 435.00
Mt Spokane	Sue	Dunfield	Link Crew	\$ 870.00
Mt Spokane	Sue	Dunfield	Honor Society	\$ 435.00
Mt Spokane	Britt	Green	French Club	\$ 435.00
Mt Spokane	Jenne	Hatcher	Art & Design	\$ 435.00
Mt Spokane	Sy	Hovik	Instrumental	\$ 12,235.00
Mt Spokane	Sy	Hovik	Marching Band	\$ 3,060.00
Mt Spokane	Andrew	James	Orchestra	\$ 10,579.00
Mt Spokane	Jessie	Klingback	Lilac	\$ 435.00
Mt Spokane	Jessie	Klingback	Mock Trial	\$ 435.00
Mt Spokane	Jorene	Klopsch	Fellowship of Christian Club	\$ 435.00
Mt Spokane	Sabine	Mai	German Club	\$ 435.00
Mt Spokane	Justin	Olvey	Choir	\$ 10,928.00
Mt Spokane	Susan	Pfursich	Spanish Club	\$ 435.00
Mt Spokane	Andrew	Savage	Marching Band	\$ 2,981.50
Mt Spokane	Andrew	Savage	Instrumental	\$ 11,921.00
Mt Spokane	Luke	Thomas	History Days	\$ 870.00
Mt Spokane	Luke	Thomas	History Bowl	\$ 870.00
Mt Spokane	Pam	Tsuchida	Math Team	\$ 870.00
Mt Spokane	pam	Tsuchida	Math Club	\$ 435.00
Mt Spokane	Chris	Weiland	Fellowship of Christian Club	\$ 435.00
Northwood	Brian	Comstock	Instrumental	\$ 11,425.00
Northwood	Mike	Divilbiss	Choir	\$ 6,041.00
Northwood	Mike	Divilbiss	Instrumental	\$ 1,811.00

CO CURRICULAR CONTRACTS

October 2023

Northwood	Lisa	Forster	Orchestra	\$ 3,477.00
Northwood	Jill	Truxal	ASB/Leadership	\$ 3,210.00
Northwood	Tannea	Zollinger	Yearbook	\$ 3,088.00

General Surplus – October 9, 2023

23	Gray/metal chairs	Evergreen, room 13
1	tall black tv cart on wheels	Evergreen, room 13
2	short gray file cabinets	Evergreen, room 13
1	small black cart on wheels	Evergreen, room 13
1	tall beige file cabinet	Evergreen, room 13
1	tall blue file cabinet	Evergreen, room 13
1	tall black/red file cabinet	Evergreen, room 13
1	black plastic desk chair on wheels	Evergreen, room 13
2	small wood chairs	Evergreen, room 13
4	black speakers	Evergreen, room 13
2	tall black tripod stands for speakers	Evergreen, room 13
1	light wood bookcase	Evergreen, room 13
2	study desks (with sides)	Evergreen, room 13
2	light blue cubicle "walls"	Evergreen, room 13
1	square table	Creekside /2nd floor Maint Room
1	Teacher Desk	Creekside /2nd floor Maint Room
1	Blue Student Desk	Creekside /2nd floor Maint Room
1	Large Vertical Safe	MLO Office
2	Blue Tarps	Room 309 - MLO
1	Gray Folding Table 2'x4'	Room 309
1	Gray Table 8'x1.5'	Room 309
2	Fabric Covered Fldg Table (6'x2.5')	Room 309
1	Folding Circle Table 57" diameter	Room 309
1	Table (3'x6')	Room 309
1	Desk	Room 309
1	Ellison Letter Machine w/ Toolkit	Room 309
1	Gray Leather Desk Chair	Room 309
2	Orange Student Chair	Room 309
5	Desk Chair Mats	Room 309
2	Gray Desk (2 piece)	Room 309
1	2-Drawer File Cabinet (2'x1.25')	Room 309
2	2-Drawer File Cabinet (2.5'x1.5')	Room 309
1	2-Drawer File Cabinet (3'x1.5')	Room 309

General Surplus – October 9, 2023

1	2-Drawer File Cabinet (2.5'x1.5')	Room 309
1	4-Drawer File Cabinet (4'x2.25')	Room 309
1	4-Drawer File Cabinet (4.5'x2.5')	Room 309
1	Whiteboard w/ Legs (4'x6')	Room 309
1	5-Drawer Metal Desk (5'x2')	Room 309
1	Triangle-Shaped Table	Room 309
1	Table (6'x2.5')	Room 309
1	Desk on Casters (5'x2.5')	Room 309
1	Red Student Chair	Room 309
1	Gray Fabric Desk Chair	Room 309
1	Black Fabric Desk Chair	Room 309
12	Black Student Chairs	Room 309
18	Student Desks	Room 309
12	Stools	Room 309
1	Globe	Room 309
1	Blue Student Chair-Small	Room 309
1	Black Desk Chair w/ Casters	Room 309
1	Table (5.25'x4.5')	Room 309
3	Table (5'x2'6")	Room 309
1	Whiteboard (4'x6')	Room 310- MLO
1	Document Viewfinder	Room 310
2	Metal Cabinets (5'6" tall)	Room 310
4	4-Drawer File Cabinets-Vertical	Room 310
2	4' Round Table	Room 310
1	Metal Rack w/ Shelves (7'x2')	Room 310
3	Table (4'x2')	Room 310
2	Square Table (4'x4')	Room 310
1	Table (6'x2'6")	Room 310
3	Table (6'x3')	Room 310
1	Red Office Chair	Room 310
2	Gray Office Chair	Room 310
2	Triangular Table	Room 310
1	Vertical Cabinet	Room 310

General Surplus – October 9, 2023

21	Stools	Room 310
1	Gray FAabric Chair	Room 310
2	Black Desk Chairs	Room 310
38	Brown Student Chair-Small	Room 310
2	Blue Student Chair-Small	Room 310
2	Ivory Student Chair	Room 310
2	Gray Desk Chair	Room 310
5	Red Student Chair	Room 310
1	Folding Round Table	Room 310
1	Folidng Rectagular Table	Room 310
11	Brown Student Chair	Room 310
6	Blue Matts	Room 310
2	Ivory Matts	Room 310
3	Scooters	Room 310
1	Office Desk on Casters	Room 310
2	Acrylic Wall File System	Room 310
1	Table (4'x2'6")	Room 310
1	White Metal Cabinet (2'x10")	Room 310
3	Recycling Bins	Room 310
1	3-Drawer Vertical File Cabinet	Room 310
2	2-Drawer Vertical File Cabinet	Room 310
3	Whiteboards on Legs	Room 310
1	Washington State Flag	Room 310
8	American Flag	Room 310
28	Student Desk	Room 310
31	SRA Decoding Strategies Student-Book B1	Room 310
7	SRA Decoding C Skill Applicators-workbook	Room 310
39	SRA Decoding Strategies Workbook-level B1	Room 310
2	SRA Content Connections Lesson-book level B1	Room 310
4	SRA Corrective Reading Series guide	Room 310
1	SRA Correcive Reading - teachers guide	Room 310
2	Black case that holds the equipement up	MHS
1	Blue bar for support	MHS

General Surplus – October 9, 2023

1	Blue case w/ camera	MHS
19 Boxes	Misc Books - Surplus	Farwell Portable 47

Nutrition Services Surplus
October 9, 2023

Quantity	Item
3	Oven, double stack, electric, convection (including old FW Market fordge Electric) other two others are Garland)
1	Dishwasher, old, single rack, not conveyer, 200v
5	Warming Cabinet, standard size
1	Warming Cabinet, small
2	Milk Cooler
1	Coffee Percolator
1	Salad Bar without Sneeze Gaurd
21	Squeeze bottles
4	Percolator
2	Silverware organiziner, tray, 4 slot, grey
	Coffee consumables (sugar, cream, coffee)
1	6" disposable plates
4	Keypads, for cash register
2	Cooler, Large, with Wheels
200	Silverware, assorted
50	Catering Trays, plastic, large
1	Steam Jacket Kettle, perforated drain plug
1	Cart, versa, 5', elemenetary height, with dividers
1	cashier stand, metal, single drawer and 2 enclosed shelves, tray slide
1	cashier stand, plastic, single drawer , shelf, tray slide
1	Serving line, metal, 4 full pan with sneeze guard, 2 shelves
2	Stand, metal, instant hot water
2	Dispensor, hot water
1	prep table
2	Tray Slides, metal
1	Serving Line, sneeze guard, tray rail, single cooled full pan drop in
1	Serving Line, sneeze guard, tray rail, 3 heated wells
1	Mixer w/ 3 boxes of parts
1	Meat Slicer
2	Rolling Pin
1	Covered Carts
2	Extra Rails for Carts
1	Mixer
1	Slicer
1	Griddle Bumer, floor standing
3	Insulated transport boxes
1	Storage Bin
6	Muffin Liners
4	Muffin Trays
2	Rolling Pin
1	Slicer

Nutrition Services Surplus

October 9, 2023

1	Mixer
1	Cutter Mixer
1	Hotbox
1	Cooler, Upright, Need repair
4	Ingredient Bin
2	Cart
1	Mixer
1	Cutter Mixer
1	Slicer
1	Sneeze Guards
1	Slicer
2	Ingredient bin, Metal
1	Ingredient bin, Plastic
1	Beverage insulator
1	Metal/wood shelf
1	Meat grinder parts (red milk crate)
2	Punch bowls
1	Metal measuring cup, 1 gallon
1	Metal measuring cup, 1 quart
1	Metal measuring cup, 1 cup
4	Plastic crocks
10	Plastic silverware holders
1	Large metal funnel
1	Large 5 shelf rolling cart 6' x 2' x 5' tall
1	Metal lid, full hotel pan
5	Ladle, 8oz
5	Ladle, 4oz
3	Ladle, 2oz,
4	Metal serving line separators
2	Knives, kitchen
1	Lid, clear sheet pan
2	Sneeze guards, metal
1	Crock, metal, 2qt
1	Mixer attachments, large
2	Ice scoop, large metal
1	Larger turner
1	Medium turner
2	Larger rectangle roasting pan
8	Ice scoop, medium, metal
1	Miscellaneous blades and parts to food processor (dark blue/grey milk case)
3	Muffin pans, 12 cup
1	Muffin pan, 6 cup
9	Muffin pan, 24 cup
3	Cake server

Nutrition Services Surplus
October 9, 2023

5	Pans, round, metal, 12 qt
2	Mixer bowls, large
2	Mixer whisk, large
1	Mixer, paddle
1	Mixer bowl, medium
2	Rolling pin, (2ea)
3	Metal stock pot, large
1	Whisk, long, metal bulb
2	Chilled Serving Line
1	Serving line
1	Stool
1	Ingredietn Bin, Plastic
1	Unit with 3 Drawers
1	Grey Drawer Liner
3	Spoon, White
4	Spoon, Black
7	Pan, 6" 6th pan, metal
1	Pan, 6" 6th pan, plastic, clear
2	Pan, 4" 6th pan, plastic, clear
4	Pan, 4" 6th pan, metal
1	Sliverware cylinder holder, metal, 6 hole
1	Sliverware cylinder holder, metal, 8 hole
2	Pan, 4" 1/2 pan, plastic, clear
3	Dough Cutter, Large
4	Dough Cutter, Small
8	Measuring cup, liquid, metal
7	Measuring cup, liquid, metal
6	Measuring cup, liquid, metal
2	Measuring cup, liquid, metal
1	Measuring cup, liquid, plastic
8	Measuring cup, liquid, plastic
4	Pitcher, plastic, clear
5	Storage Container, plastic, clear
2	Storage Container, plastic, clear, round, with lid
1	Storage Container, plastic, clear
11	Baking Cup (liner), 500 each, 53-44003
4	Muffin Pan, metal
1	Storage Container, plastic, clear, perforated
5	Storage Container, plastic, clear, perforated
29	Ladel, metal
5	Ladel, metal
17	Ladel, metal
10	Ladel, metal
28	Ladel, metal
10	Ladel, metal

Nutrition Services Surplus
October 9, 2023

4	Scoop, metal
2	Scoop, metal
2	Scoop, metal
9	Scoop, metal
1	Scoop, plastic, clear, SCP-24-OW
3	Scoop, plastic, clear, SCP64OW
1	Scoop, plastic, clear, 2884
1	Scoop, plastic, clear, 2886
2	Bain-Marie
1	Stock Pot, stacking set
2	Trash bin, rubber, 2620, wiht lid
1	Percolator
1	Rolling Pin, 10.5"
1	Rolling Pin, 12.25"
2	Rolling Pin, 15"
2	Rolling Pin, 18"
2	Lid, raised 2", full pan, metal
20	Spatula/flipper, 6.5"-7"
6	Spatula/flipper, 4.25"
2	Spatula/flipper, 3"
6	Spatula/flipper, 2.5"
7	Bench Scraper/Knive, metal
1	Measuring Spoon, plastic, set
1	Pot, Round, 78064
2	Pot, Round, handle
1	Pot, Round, handle
1	Bowl, plastic, black, ribbed, RSB120CW
2	Pizza Cutter, 17", 8 slice
16	Pizza pan, metal, perforated, 17"
6	Oven Mit, pair
3	Lid, 6th pan, plastic, green, SFC2
8	Lid, 6th pan, plastic, clear, 60CWCHN
1	Basket, whicker, oval
20	Tray, flat, plastic, 1216FF
1	Scale
1	Scale
2	Cash drawer
19	Knives, kitchen, various sizes
2	Rolling Pin, 18"
3	Dishwasher rack, standard with prings
2	Dishwasher rack, flat bed
3	Bain Marie Inserts, 10"x7"
1	Pizza Cutter, 17", 8 slice
20	Pizza pan, metal, perforated, 17"
5	Pizza, cutting board/peel

Nutrition Services Surplus
October 9, 2023

4	Pitcher, metal
8	Lid, raised 2", full pan, metal
2	Waremer, Soup
1	Mixing Bowl, metal
1	Mixing Bowl, metal
1	Mixing Bowl, metal
1	Mixing Bowl, metal
1	Mixing Bowl, metal
2	Bowl, metal with handles
1	Cart, plastic, gray, with lower storage
1	Steam Jacket Kettle, electric
1	Electric Bumer Unit, 2 bumer
1	Mixer, Large, Blue
1	Mixer, Large, Silver, 200v, 6.5amp, guard, bowl, paddle, whisk
1	Mixer, Large, Silver, 200v, 6.5amp, guard, bowl, paddle, whisk
1	Mixer, Large, Silver, 200v, 6.5amp, guard, bowl, paddle, whisk
	Mixer, Large, Silver, 200v, 6.8amp, guard, bowl, paddle, whisk
1	Mixer, mixer accessories
	Slicer, large
6	Sneeze gaurds, free standing/table top on top bays
1	serving line "Cruising Cafe", on ground level
1	Hood, ventilation

Consent Agenda - B
Regular Board Meeting of October 9, 2023

1. Approve Extra-Curricular Contract:

Aaron Woolery	Football	\$2274.50
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MEAD SCHOOL DISTRICT

Board Meeting of October 9, 2023
New Business

VI.B.

Agenda Item: **Authorize Submission of OSPI Pre-Ballot Approval Form**

Background: On May 8, 2023, the Mead School District Board of Directors approved asking voters to consider a \$2.50 replacement levy rate in February 2024. The next step in the process is the submission of the OSPI Pre-Ballot Approval Form. Submission of this form requires school board authorization.

Using a conservative 4% year-to-year increase in assessed valuations, the form sets forth levy amounts for 2025 (\$29,340,000), 2026 (\$30,510,000) and 2027 (\$31,730,000). It additionally includes estimated levy expenditures for those same three years by program and object.

The next step in the process will be board adoption of the levy resolution. Assuming OSPI Pre-Ballot Approval, this resolution will be brought to the board for action on November 13, 2023.

Other Considerations: The Pre-Ballot Approval Form was prepared with the assumption of flat enrollment for the next three years.

Recommendation: Board authorization to submit the OSPI Pre-Ballot Approval Form, as presented, is recommended.

Attachments: OSPI Pre-Ballot Approval Form

ENRICHMENT LEVY: OSPI PRE-BALLOT APPROVAL

1 District Name: MEAD <----- Select district in "LevyCalc" Tab cell C3
2 Anticipated Month of Ballot February Anticipated Year of Ballot 2025
3 Primary Contact Name and Email Heather Ellingson heather.ellingson@mead354.org
4 name e-mail

6 Districts are to fill out the green highlighted cells before printing and obtaining approver's signature.
7 Completed forms can be returned to PreBallotApprovals@k12.wa.us.

Part I. Basic Education Assurances

17 Will your district comply with WAC chapter 392-127 (46:1,000 compliance) using only state funds?

Yes or No

13 Will your district provide 180 days of instruction or obtain a waiver from SBE on an alternative calendar?

Yes or No

Part II. Narrative of Proposed Levy Expenditure Plan*

17 The current levy helps fund nurses, classroom teachers, basic ed paraeducators, custodians, maintenance and technology staff, school administration staff, district support staff positions and a majority of our substitute costs. With loss of regionalization, it is anticipated that the levy will be needed to continue to fund these positions. In addition, the levy funds extracurricular and co-curricular programs across the district and supports the Special Education, Multi-lingual and transportation programs. With the additional levy authorization, we would look to enhance our safety and security protocols, resume curriculum adoption cycles, and keep up-to-date on technology needs. Unexpended funds (if any) would be used to restore fund balance and support large maintenance projects.

22 *OSPI approval of this plan does not constitute a legal opinion or approval of your official ballot language.

Part III. Enrichment Levy Authority

26 Estimated Enrichment Levy Authority of first collection Year?

2025

Max per Pupil \$ 3,222

Max Tax Rate \$ 2.50

Max Levy per Pupil \$ 32,816,451

Max Levy Per Rate \$ 29,340,136

29 Your maximum allowable levy is limited by which of the following?

per pupil or \$2.50 per \$1000 AV \$2.50/\$1000AV

30 Your estimated maximum allowable levy authority is:

Maximum Authority \$ 29,340,135.99

Max Tax Rate \$ 2.50

Part IV. Enrichment Levy Revenues and Expenditures

	Current Year		Future Anticipated Collections			
	2025	2026	2027	2028	2029	
Estimated Per Pupil Levy or Rate per \$1,000	\$ 2.50	\$ 2.50	\$ 2.50	\$ -	\$ -	
Anticipated Voter Approved Levy	\$ 29,340,000	\$ 30,510,000	\$ 31,730,000	\$ -	\$ -	
Estimated Enrichment Levy Collections	\$ 29,340,000	\$ 30,510,000	\$ 31,730,000	\$ -	\$ -	
Rollback (row 39 - row 40)	\$ -	\$ -	\$ -	\$ -	\$ -	

Estimated School Year Collection	School Year			
	2025-26	2026-27	2027-28	2028-29
Estimated School Year Collection	\$ 29,955,654	\$ 31,151,964	\$ 15,033,674	\$ -

Estimated Expenditure Program

	School Year			
	2025-26	2026-27	2027-28	2028-29
Regular Instruction - 00	\$ 22,377,326	\$ 23,270,503	\$ 11,230,396	
Special Education Instruction - 20	\$ 367,584	\$ 382,287	\$ 184,477	
Vocational Education - 30				
Skill Center Instruction - 40				
Compensatory Education - 50/60	\$ 666,102	\$ 692,746	\$ 334,292	
Other Instructional Programs - 70	\$ 72,245	\$ 75,134	\$ 36,257	
Community Services - 80				
Support Services - 90	\$ 6,472,397	\$ 6,731,293	\$ 3,248,253	
Totals By Program	\$ 29,955,654	\$ 31,151,964	\$ 15,033,674	\$ -

Estimated Expenditures by Object

	And			
	2025-26	2026-27	2027-28	2028-29
Salaries - Certified Employees - 02	\$ 7,681,729	\$ 7,988,998	\$ 3,855,171	
Salaries - Classified Employees - 03	\$ 9,531,323	\$ 9,912,576	\$ 4,783,413	
Benefits and Payroll Taxes - 04	\$ 5,581,689	\$ 5,804,956	\$ 2,801,240	
Supplies, Instructional Resources and Non-capitalized items - 05	\$ 5,390,151	\$ 5,603,841	\$ 2,705,172	
Purchased Services - 07	\$ 1,356,328	\$ 1,410,581	\$ 680,690	
Travel - 08	\$ 414,434	\$ 431,011	\$ 207,989	
Capital Outlay - 09				
Totals By Object	\$ 29,955,654	\$ 31,151,964	\$ 15,033,674	
Variance Must Be Zero	\$ -	\$ -	\$ -	\$ -

Variance to School Year Collection

Variance to School Year Collection	\$ -	\$ 0	\$ (0)	\$ -
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Part V. Certification / Signature

I attest that all is true and correct.

Printed Name _____

Signature _____

Superintendent

Date _____

Part VI. OSPI Decision

Approved _____ Revision Requested _____

Date _____ Date _____

MEAD SCHOOL DISTRICT

Board Meeting of October 9, 2023
New Business

VI.C.

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

Background:

Mead High School Cheerleaders request permission to travel to Anaheim, California, February 15-19, 2024, to participate in USA Spirit Nationals. It is estimated 15 students will participate plus three chaperones including Mead High Cheer Coach Katherine Melka. Last year's squad placed second in their category at USA Spirit Nationals. This year's Gold Competition Squad is excited to attend with the goal of improving last year's performance by bringing home a National Championship.

Students will miss two days of school (February 14 & 15 . . . February 19 is President's Day).

Fiscal Impact:

The estimated per student cost of the trip is \$2,000. All/most of this cost is covered via fundraising.

Staffing Implications:

Ms. Melka will need a sub for two days.

Recommendation:

Approval of the request from Mead High School Cheerleaders to travel to Anaheim, California, to participate in USA Spirit Nationals 2024, February 15-19, 2024, is recommended.

Attachment(s): Student Travel Proposal

To whom it may concern,

Attached is the Mead Cheer Travel Proposal for the 2024 USA Spirit Nationals, taking place February 15th-19th in Anaheim California. After attending Nationals last year and placing 2nd in our category, our team is excited to come back stronger this year and bring home a National Championship. We have attended Nationals three times, placing higher and higher each year, and with the growth our program has seen we are driven and motivated to continue to improve to the highest level this year! This season we have 30 dedicated athletes in the cheer program, 12 of which have earned a spot on our "Gold" competition team. These 12 athletes, and 2-3 alternates, plan to work tirelessly again this year to support our school, cheer on the sideline, and begin to prepare for the exciting opportunity to take the mat at Nationals once again, with camps and clinics planned all summer long to help take them to the highest level.

Attached you will find our travel proposal with cost breakdowns of the trip, as well as example information, student contract, etc. from our previous trip, to help give you an idea of how much planning, passion, and dedication goes into a trip like this. Also attached is a breakdown of the fundraisers we have already been working on to make this trip possible for students who may need financial assistance.

We hope that you will consider our proposal, and ask that you don't hesitate to reach out with any specific questions or concerns you may have.

On behalf of the Mead Cheer Team,
Katherine Melka
(360)502-7656
katherine.melka@mead354.org

2023-24 Fundraising Breakdown

Dozer Day - \$1,500

Sponsorships - \$13,000

Mini Panther Cheer Camp (Summer) Anticipated - \$5,000

Panther Nation Cheer Camp (Winter) Anticipated - \$7,000

Fashion Show Anticipated \$900

Spokane Marathon Anticipated - \$500

Gold Cards Anticipated - \$1,500

Total Season Fundraising (anticipated) : \$29,400

*These funds are used for Camp in the summer, various gear and activities throughout the year, and Nationals.

2022-23 Fundraising Breakdown

Sponsorships - \$12,000

Mini Panther Cheer Camp (Summer) - \$5,000

Panther Nation Cheer Camp (Winter) - \$7,000

Fashion Show \$900

Spokane Marathon - \$500

Dozer Day - \$1,500

Coupon Books - \$9,000

Gold Cards - \$1,300

Total Raised so far this season: \$37,200

*These funds are used for Camp in the summer, various gear and activities throughout the year, and Nationals.



STUDENT TRAVEL PROPOSAL

School: Mead High School Group: Cheer

Trip Name: USA Nationals Submission Date: 6/2/23

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

Katherine Melka

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: 2/15/24 - 2/19/24 Person in Charge Katherine Melka

Destination(s) Anaheim CA

Approvals

Principal Kimberly Jensen Activities/Athletic Director John Baylon

Director of Elementary or Secondary [Signature]

Nurse Pat C. [Signature]

pending
Student
list

School Board

Final Approval Date

Trip Educational Benefit and Planned Activities:

See attached

Cost & Funding Sources:

Building Budget Covering:	\$
ASB Funds Covering:	\$
District Funds Covering:	\$
Student/Parent Cost (per student) Covering – Please Itemize: Air Travel Ground Transport Lodging 4 Breakfasts 3 Dinners	\$2,000 Gear Nationals Fees Disneyland (1 day) all/ (most covered with fundraising)

Fundraising Opportunities:

See attached

Participants:

Estimated # of Students 15 Estimated # of Adults (Chaperons & Staff) 3

of School Days Missed: 2 # of Sub Days Needed: 2 Student/Chaperone Ratio: 5:1

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: Residence Inn Anaheim Convention Center

3. Transportation: Alaska Flight 1279 to Anaheim
Alaska Flight 1280 back to Spokane

4. Supporting Documents:

Preliminary Trip Itinerary attached? ✓ Yes No

Related brochures/information attached: ✓ Yes No

Student Trip Expectations attached: ✓ Yes No

TRAVEL VEHICLE REQUEST FORM

BUS_ CHARTER BUS_ VAN_

Name (print) _____

Cell Phone # _____

Group Name _____

BUSES

Trip Date(s) _____

Early Release Time _____

Trip Leave Time _____

Trip Return Time _____

Destination _____

of Students _____

of Adults _____

Pick up Location. _____

**Attach copy of Itinerary* _____

VANS

Size of Van: 7 Passenger __ 8 Passenger __ 10 Passenger __

Trip Date(s) _____

Early Release Time _____ Trip

Leave Date _____

Trip return date _____

Rental pick up date _____

Rental return date _____

Rental pick up time _____

Rental return time _____

Destination _____

of Students _____

of Adults _____

**Attach copy of Itinerary* _____



Policy 2152

Permission To Participate In School Trip – Middle and High School

After reviewing the information provided regarding this trip, I hereby grant permission to participate for:

STUDENT NAME _____ SCHOOL _____

DATE OF BIRTH _____ EMERGENCY CONTACT NAME _____

CONTACT HOME NUMBER _____ CELL/WORK NUMBER _____

TRIP PURPOSE _____

TRIP DESTINATION _____ TRIP DATE _____

TRANSPORTATION: District Bus or vehicle _____

Other (description) _____

ADDITIONAL NOTES: _____

TO BE COMPLETED BY PARENT (All bold faced items):

Please list any **medical conditions or medications needed** which school staff should be aware of:

I acknowledge that this activity entails inherent risks of bodily injury as well as damage to or loss of property. I hereby release the Mead School District, and its staff and representatives, from liability for such loss or injury as the result of this trip, to the extent allowed by law.

I certify that my child has no known medical or physical conditions which could interfere with his/her safety in this activity. In the event that it becomes necessary for the school district staff in charge to obtain emergency care for my child, I acknowledge that neither the school district or the individual staff member is responsible for the expense incurred as the result of the accident, injury, illness, or other unforeseen circumstance.

I authorize qualified medical and emergency professionals to examine, and in the event of injury or serious illness, administer emergency care to the above named student. I understand that an effort will be made to contact me to explain the nature of the problem prior to any treatment.

Signature of Parent/Legal Guardian _____

Date _____

Phone _____

TRIP INFORMATION (Attached)

I have read and reviewed with my child the attached itinerary (detailing dates, places, events, times, etc.) and behavior expectations. I am also fully aware of the special dangers and risks inherent in participating in these activities. Being fully informed as to these risks and expectations, we agree to abide by those expectations and participate in the event listed above.

Signature of Parent/Legal Guardian _____

Date _____

Phone _____

Anticipated 2024 Nationals Roster

Coaches:

Katherine Melka

Matt Melka

Becca Markley

Athletes:

Sidney Wines (12)

Elaina Michelsen (12)

Anika Kappauf (12)

Addy Green (11)

Delaney Fuller (11)

Olivia Spartz (11)

Micray Williams (11)

Sadie Bronoske (11)

Jordyn Miller (11)

Karli Almeida (10)

Ava Loeun (10)

Ava McConnell (10)

Alternates (Traveling with us but not competing)

Julia Sanchez (11)

Olivia Price (9)

Hayley Rask (10)

USA Spirit Nationals - Athlete/Family Contract

February 23-27th 2023

Athlete Name: _____

Parent/Guardian Name: _____

We (the above state athlete and parent/guardian), acknowledge, understand, and agree to all of the terms stated above, and understand that dates, times, and costs are subject to change (please initial each):

	Athlete's Initials	Parent/Guardian's Initials
I. Mandatory Dates and General Itinerary:	_____	_____
II. Qualification	_____	_____
III. Costs (amounts and due dates)	_____	_____
IV. Fundraising	_____	_____
V. Parents and Families	_____	_____
VI. Athlete Expectations	_____	_____

We (the above state athlete and parent/guardian), agree to pay all Nationals related fees in full by the due dates listed above, and understand that failure to do so may result in suspension from cheering, or withholding of Nationals related gear:

Athlete Signature

Parent/Guardian Signature

Athlete Expectations

We (the above state athlete and parent/guardian), understand that athletic ineligibility may cause temporary suspension from participation, and agree to do everything in our power to stay on top of grades moving forward, to avoid this happening. We also understand that athletic code violations of any kind may result in 20%-100% loss of season, and may result in an athlete's ineligibility to practice, cheer on the sideline, or compete at any level. We also understand that any removal or suspension from the team listed above, along with self-removal from the team (i.e. quitting) will result in immediate dismissal from the team with no refunds for any Nationals related fines.

Athlete Signature

Parent/Guardian Signature

Date Signed _____

USA Spirit Nationals Information and Expectations

February 23-27th 2023

I. Mandatory Dates and General Itinerary (All dates are subject to change - we will always try to give as much notice as possible)

Saturday February 11th: Final Nationals Choreography with Amanda

- Go over State score sheets and make any final changes to our routine

February 6th-22nd: Limited morning/evening practices

- The goal is to have as few practices as possible to let athletes rest their bodies, get caught up in school, get healthy, etc. however this means that practices leading up to this time frame need to be efficient, productive, and have full attendance.

Wednesday February 22nd: Final Nationals Practice and Sendoff

- Final opportunity to showcase our routine for Friends and Family

Thursday February 23rd: Travel Day (Flight details TBD)

- Athletes will need to arrange their own ride to the airport in Spokane
- Land TBD
- Arrive at Hotel/Check In - TBD
- Team Dinner at Hotel (covered in pre-paid cost)

Friday/Saturday February 24th/25th: Competition Days

- We will not know our schedule for performance/awards until about a week before the competition
- Team dinner both nights (covered in pre-paid cost)

Saturday February 25th: Huntington Beach

- *Charter bus to Huntington Beach in the afternoon/evening after competition*
- *Spots available to additional family members who would like to ride out with us (please reserve beforehand) for \$50 round trip per person*

OR

Disney Day - To be decided after this meeting - additional \$100 per athlete added to total cost

Sunday February 26th: Team Disney Day!

- This will be a full team Disney Day - there will be opportunities to split up, but we will start and end the day together as a team.
- All meals at Disney will be on your own

Monday February 27th: Travel Day (Flight TBD)

- Athletes will need to arrange their own ride home from the airport in Spokane
- Land in Spokane TBD

II. Qualification

- Virtual Competition (score threshold to qualify)
- Chance to re-submit if needed

III. Cost

All fines, as listed below, are expected to be paid in full on the scheduled date - as per the timeline explained at our first cheer info meeting in the spring, and as communicated twice during the summer via team snap email. Failure to pay on time may result in suspension from cheering at games, withholding of Nationals gear, etc.

Travel Agency Fees (covers flights, ground transportation, hotel, and breakfasts)

- \$1200 per athlete
- Due September 30th

USA Fees (Competition entry, 1 day Disney Park Hopper w/ Genie+)

- \$500 OR \$600 (if team decides on 2 Disney Days)
- Due October 31st

Additional Fees (covers team meals, nationals gear, *additional transportation for beach day*, bonding supplies, etc.)

- \$250
- Due November 30th

Total School Fees: \$1,950 OR \$2,050 (depending on 1 or 2 Disney Days)

Extra Money to Bring:

- Lunch each day and all meals/snacks at Disney
 - Food trucks and concessions available at the competition.
 - Our hotel sits right next to a big pharmacy with drinks and snacks, so athletes are welcome to purchase food to keep in the hotel as a cheaper option (there are full kitchens in our hotel suites so plenty of room to store food.
 - You can use the Disney app to get an idea of food prices in the parks for our Disney Day.
- Souvenirs, Shopping, Beach Day, etc. We are close to a big mall, and last year the girls wanted to do a lot of shopping at Huntington beach. Of course, all of this is optional!

IV. Fundraising

- Upcoming fundraisers:
 - Gold Cards (August/September) - applied to travel agency fees
 - Cookie Dough (October) - applied to USA fees
 - Donations!! (Ongoing)
- Fines will be put on accounts 1 week before they are due, so that the most up to date fundraising allocations can be applied to them. Any fundraising that comes in AFTER a fine has been put on the account will be held until the next fine is applied.

V. Parents/Families

All parents and families are welcome to join us on this trip, however it is important to remember that this is a TEAM trip and not a Family Vacation. Please note, there will be times where you are unable to be with your athlete, or join us for team time.

All booking must be done on your own (travel, accommodations, disney tickets, etc.)

- We will be staying at the Residence Inn Anaheim Convention Center (different location than last year, but on the same street, slightly closer to Convention Center)
 - 640 W Katella Ave, Anaheim CA 92802
 - (714)782-7500
- The athlete's Disney tickets are covered in their above listed fines. Family members FYI: Disney tickets require reservations in advance - we are more than happy to walk you through the process.
- Prior to making dinner reservations I will get a headcount of family members who would like to join us for each meal and do my best to include everyone who wants to join the reservation. Please note, not all places will be able to accommodate a group our size so there is no guarantee that we will always be able to have family join us for each meal. Many times it works well for you to call and make a separate, smaller, reservation and ask to be sat near ours.

Spectator Pricing at Competition (based on last year's prices, subject to change)

- One Day: Adults \$26, Children (5-11) and Seniors \$11, Under 5 Free
- Full Weekend: Adults \$52, Children (5-11) and Seniors \$22, Under 5 Free
- Must be Pre-purchased on the USA website

Checking Out Your Athlete:

- This is a team trip and team time will always take precedence over family time, however accommodations can be made if appropriate.
- Friday and Saturday Nights after competition (or all of Saturday if we do not compete that day) athletes may be checked out by a parent/guardian and forego team dinner and team activities (please note these meals will be prepaid and you will not receive a refund for having your athlete miss this team meal). Athletes must be checked back in to the hotel by time of curfew.
- Unfortunately if you plan to keep your athlete longer in California we are not able to book their flight separately and the cost must remain the same. I have tried to work this out with the travel agency both times we have gone on this trip, and because it is a group booking we are not able to make individual ticket reservations that differ from the rest of the group. You are welcome to keep your athlete in California longer, but we are not able to change the amount due towards the trip.

VI. Athlete Expectations Moving Forward

As you can see, this trip is a huge time and financial commitment for everyone involved. As we move forward, please put your team first and do everything in your power to help us all reach this goal.

Leading up to qualification every practice counts. Please do everything you can to fuel your body correctly, get the sleep you need, and take care of yourself so that we can avoid missing practices. Please set yourself up for success by resting on your off days, avoid dangerous activities, avoid sharing drinks, and take necessary precautions in your social lives.

As Mead Cheerleaders, you are all STUDENT athletes. 6 and 12 week grade checks will be taking place at the end of October, Mid-December, and Final Grades will come out right around the time of State. Any athlete who is academically ineligible will not be allowed to practice, cheer on the sideline or compete until grades improve. Please stay on top of your school work and ask me for help if needed.

Please pay attention to Mandatory dates - including practices over winter break, and on Saturdays throughout the season. Please look at the Team Snap schedule now and plan for these as you make your holiday plans. Most of these dates have been on the schedule since tryouts.

Athletic Code Violations: Any athletic code violations may result in 20%-100% loss of your season. These include but are not limited to use of drugs/alcohol in or out of school, attending a function where alcohol/drugs are present, use of tobacco or e-cigarette products, bullying/harassment of any kind in person or on social media, etc. (please see Mead Athletic Code on our Athletics website for full details, and note the contract you signed prior to tryouts).

If student self-reports and takes responsibility - 20% loss of season (5 weeks)

If student admits guilt during investigation - 40% loss of season (10 weeks)

If student is found guilty but denies fault - 100% loss of season

Any athlete who violates the athletic code in any way resulting in loss of season, or is removed from the team for any reason, after bookings have been made, will still be responsible to pay all Nationals expenses in full. Additionally, any athlete who self-selects to be removed from the team (i.e. quits) prior to Nationals (if travel agency, transportation, USA, and Disney bookings have been made), will be responsible to pay all Nationals expenses in full.



Ms. Katherine Melka
Mead HS Cheer Squad
302 W Hastings Rd,
Spokane, WA 99218
Tel: (509) 465-7000
Cell: (360) 520-7656
Email: katherine.melka@mead354.org

May 10, 2023

Dear Katherine,

WorldStrides Specialty Travel is pleased to offer the Mead HS Cheer Squad the following Adventure to Southern CA to compete at "USA Spirit Nationals". Our suggested itinerary, possible package inclusions, suggested payment and cancellation schedule is outlined below.

ITINERARY

This trip is based on a minimum of 15 travelers/4 rooms for 4 nights minimum and a maximum of 19 travelers/4 rooms for 4 nights maximum.
(Estimating 14-16 cheerleaders & 3 coaches)

CUSTOM INVOICING

- One School Invoice for all travelers

Thursday February 15, 2024

07:30A Depart **Spokane WA Airport (GEG) via Alaska Airlines Flt# 1279**

*19 seats are confirmed on Alaska Airlines at \$270.00 per seat and is included within this package. Utilization & Ticketing are both due by December 08, 2023 (Committing to exact # of seats and submitting names, birth dates and gender to the airline)

10:08A Arrive **Los Angeles Airport (LAX)**

10:40A Depart **Los Angeles Airport (LAX) via Charter Bus Transportation**

12:00P Arrive **Residence Inn Anaheim Convention Center**

Check in is 4:00PM

Holding

- 2 Kids Suites (Sleeps up to 7 & 8 guests)
- 2 King Suites (Sleeps up to 1-3 guests)

Evening Depart **Residence Inn ACC (Walking distance)**

Evening Arrive **Group dinner at PF Chang's Anaheim**
Menu will include, family style dining options, with drinks, dessert & gratuity already included

Friday February 16, 2024

WorldStrides Specialty Travel 1121 White Rock Road, Suite #203 El Dorado Hills, CA 95762 TEL: 866-656-6105 FAX: 916-939-6806 Gretchen.Noack@Worldstrides.com

Morning	Enjoy	Breakfast at Hotel
Morning	Depart	Residence Inn Anaheim Convention Center (Walking distance to the parks)

TBD Dance **"USA Spirit Nationals" at the Anaheim Convention Center**
**Competition fees are NOT included in this package and must be arranged directly with USA*

Saturday February 17, 2024

Morning	Enjoy	Breakfast at Hotel
Morning	Depart	Residence Inn Anaheim Convention Center (Walking distance to the parks)

TBD Dance **"USA Spirit Nationals" at the Anaheim Convention Center**
**Competition fees are NOT included in this package and must be arranged directly with USA*

Sunday February 18, 2024

Morning	Enjoy	Breakfast at Hotel
Morning	Depart	Residence Inn Anaheim Convention Center

Monday February 19, 2024

Morning	Enjoy	Breakfast at Hotel
Morning	Enjoy	Hotel pool, Downtown Disney, Anaheim Garden Walk

02:45P	Depart	Residence Inn Anaheim Convention via Charter Bus
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03:45P	Arrive	Los Angeles Airport (LAX)
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05:45P	Depart	Los Angeles Airport (LAX) via Alaska Airlines Flt# 1280
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08:23P	Arrive	Spokane WA Airport (GEG)
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Land & Air Trip Package Inclusions

Both students and chaperones will receive the following:

- a. Custom Invoicing-One invoice to be paid by the school
- b. Round Trip Coach Airfare
- c. Round Trip Airport Transfers
- d. Four Nights Hotel Accommodations at Residence Inn Anaheim Convention Center
- e. Four Breakfasts at Hotel
- f. 1 Group Dinner at PF Chang's Anaheim
- g. Consumer Protection Plan – Seller of Travel

Adventures America is a division of WorldStrides and is a registered seller of travel services in California #2041618-20. WorldStrides as an active member of the USTOA – United States Tour Operators Association, is required to post \$1 Million with the USTOA to be used to reimburse in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides bankruptcy, insolvency or cessation of business. Further you should understand that the \$1 Million posted by WorldStrides may be sufficient to provide only a partial recovery of the advanced payment received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by visiting their website www.ustoa.com

Land & Air Package Trip Cost

Trip cost per student and chaperone/adult:

- \$1,000.00 per person based on Octuple occupancy hotel accommodations
- \$1,070.00 per person based on Septuple occupancy hotel accommodations
- \$1,160.00 per person based on Sextuple occupancy hotel accommodations
- \$ 855.00 per person based on Quintuple occupancy hotel accommodations
- \$ 935.00 per person based on Quadruple occupancy hotel accommodations
- \$1,070.00 per person based on Triple occupancy hotel accommodations
- \$1,345.00 per person based on Double occupancy hotel accommodations
- \$1,885.00 per person based on Single occupancy hotel accommodations

Suggested Payment Schedule

Your Adventure may be paid in payments or may be paid in full anytime prior to the deadline date. Payments will be accepted by credit card, echecks, checks, money orders or district issued purchase order.

Payment Requested by August 04, 2023	\$300.00 per person
<i>(TRP cancellation insurance @ \$99.00 per person, due with first deposit, or within 14 days after deposit deadline. Deposit with TRP would be a payment of \$399.00</i>	
Payment Requested by December 01, 2023	\$400.00 per person
Payment Requested January 12, 2024	Balance due*

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Cancellation Schedule

Cancellations will be accepted in writing only and are subject to the following cancellation schedule:

From August 04, 2023 to December 01, 2023	\$100.00 fee per person
From December 02, 2023 to January 12, 2024	\$400.00 fee per person
After January 12, 2024	No refunds

Cancellations are subject to the cancellation fees as listed above. We highly recommend optional trip cancellation insurance that is available for registrants who must cancel due to family emergencies and medical needs as outlined in the trip cancellation insurance policy.

Minimum / Maximum Participation

WorldStrides Specialty Travel requires a minimum of 15 paid participants/4 rooms for 4 nights minimum. If there are less than 15 paid participants per coach/4 hotel rooms for 4 nights minimum, the group will be subject to an under-utilization fee of \$50.00 per unused space/\$100.00 per unused hotel room/under 4 rooms until the 15 paid participant minimum/4 hotel rooms for 4 nights minimum is reached. Maximum number of travelers, is 19 travelers/4 rooms for 4 nights.

Chaperones

Adventures America/WorldStrides is not responsible for chaperoning the group; the group is required to provide their own chaperones that are at least 25 years old. Your group will not be permitted to travel if you do not have adult chaperones with your group throughout the trip including riding the bus, staying at the hotel (if applicable) and visiting the attractions. Chaperone selection is the responsibility of the group. The trip will be canceled, and cancellation fees will apply if the trip is canceled because there are no chaperones.

2023-2024 TRIP PARTICIPANT AGREEMENT

WORLDSTRIDES SPECIALTY TRAVEL PROGRAMS

IMPORTANT TERMS & CONDITIONS, READ THOROUGHLY

This Agreement sets forth the terms and conditions under which WorldStrides Specialty Travel Programs (STP), 1121 White Rock Road, Suite# 203, El Dorado Hills, CA 95762, and Lakeland Tours, LLC d/b/a WorldStrides VA, (formerly Adventures America, USA Student Travel and GET Sports), agrees to provide travel and travel related services to the participant.

#1 RESPONSIBILITY: Neither WorldStrides Specialty Travel Programs, nor WorldStrides employees, affiliates, officers, directors, successors, agents, and assigns (collectively "STP") owns or operates any person or entity which is to or does provide goods or services for your trip including, for example, accommodations, air, land, rail, water or other transportation, hotel, attractions, food service, local guides, etc. As a result, STP will not be responsible for personal injury or property damage caused by the supplier of these services, and if these services and components are prevented, restricted or interfered with by reason of events or causes beyond STP's control, including, without limitation, acts of civil or military authorities, by reason of statute, rule, or local law, action of federal, state or local government or agency, acts of public enemy, acts of terrorism, criminal activity, war, riot, embargoes, civil commotion, insurrection, strike or labor unrest, acts of God, attacks by animals, sicknesses caused by insect bites, severe weather and climatic conditions, storm, flood, fire, earthquake, power or communication line failure, mechanical or structural failures or difficulties, diseases, sickness, food poisoning, unsafe sanitary conditions, quarantine, accident or illness, acts or omissions of carrier s including but not limited to breach of contract, failure to comply with any laws such as the Americans with Disabilities Act ("ADA"), cancellation, delay or overbooking, acts or omissions of other providers such as hotels, local ground handlers, entertainers or sightseeing services or restaurants including but not limited to breach of contract, failure to comply with any laws such as the ADA, cancellation, delay or overbooking, or travel participant negligence. STP cannot assume and is not to be held responsible for any claims, losses, damages (direct, indirect, consequential, or incidental), costs, or expenses including, without limitation, injury, accident or death, inconvenience, loss of enjoyment, loss of pay, upset, disappointments, distress, or frustration, whether physical or mental, arising out of or in connection therewith. Participant assumes complete and full responsibility for, and hereby releases STP from, any duty of checking and verifying all safety and security conditions of the destination during the length of the proposed travel. STP recommends that you visit the websites of the Department of Transportation (www.dot.gov), the Federal Aviation Administration (www.faa.gov), Transportation Security Administration (www.tsa.gov), US State Department (www.travel.state.gov) or the Center for Disease Control (www.cdc.gov) for current news and releases regarding public travel. STP reserves the right to make changes in the published itinerary whenever, in its judgment, conditions warrant, or if it deems it necessary for the comfort, convenience, or safety of the trip. STP reserves the right to decline to accept any person as a member of the trip, or to require any participant to withdraw from the trip if, at any time, such action is determined to be in the best interest of the health, safety and welfare of the trip, group or of the individual participant. Under such circumstances, no refund will be given. Bags & personal effects are the responsibility of the owner.

#2 RESERVATIONS, DEPOSITS AND PAYMENTS: A non-refundable trip deposit per group and/or passenger and a completed and signed Registration Form, either by mail, call or online submission, are required to secure a reservation no later than the first deposit due date (Deposit amount & due date are set by STP & Group's Trip Program Leader (PL). **Remaining balance is due on or before the final payment date listed on your specific STP trip invoice(s).** If space is not available when your reservation is received, we will hold your payment and place your name on a waiting list until space becomes available or until you request a full refund. If no space becomes available, you will be refunded in full, by the method of original payment made to us (Credit Card or Check). If there is a cancelled spot available, a participant on the waiting list will be added in that cancelled slot (in priority order). Students will always have priority over parent/adult travelers. **Checks, money orders, cashier's checks, E-Check, MasterCard, Discover Card, Visa, and money wire may be used for deposits and payments up to final payment date, so long as there is still space available. After the final payment date, only credit cards will be allowed for payment. American Express cards and cash are not accepted at any time.** STP only accepts personal checks and ACH payments up until your final payment date as listed on your invoice(s). Should you choose to use a gift and/or preloaded credit card to make one or more payments on your STP account, STP is not responsible for replacing any credits that are successfully processed back to any lost, stolen, or destroyed gift or preloaded credit card account used for payment. If your credit card account is closed after sending payment, it is your immediate responsibility to notify STP. Reservations received after the published deposit or final payment date are based on availability and will be assessed a \$30 late fee plus any additional air or hotel costs that may be

incurred to book the late reservation (see #3 below). Once your deposit is received, you will be sent a confirmation invoice that includes your Traveler ID Number and how to access your online account. Please include this Travel ID # on all future correspondences & payments to us. Credit Card payments may be made at <https://SpecialtyTravel.WorldStrides.com>.

PLEASE NOTE: Credit card charges will appear on your credit card statement as "WORLDSTRIDES SPECIALTY TRAVEL 916 939 6805". When you provide a check as payment, you authorize us the company either to use information from your check to make a one-time electronic fund transfer from your account in the amount noted or to process the payment as a check transaction. Changes and updates in your address, email address and phone number should be submitted in writing or online at <https://SpecialtyTravel.WorldStrides.com>. For inquiries or question on payments please call our offices at 916-939-6805.

#3 MANDATORY PAYMENT & FEES: Participants (confirmed or wait listed) will receive a monthly invoice and are required to make a minimum MANDATORY payment towards the price of the travel package. Failure to make your monthly payments may result in your registration status changing from "Confirmed" to "Pending", with all potential cancellation penalties still enforced if cancelled. FINAL PAYMENT must be received on or before the final payment date listed on your invoice(s). Failure to pay your final balance by the final payment date may result in your registration being cancelled or it being moved to a "Pending" status. All final payments received 5 calendar days after Final Payment Day listed on your invoice(s) will be assessed a mandatory \$30 late fee. All new registrations request/received after the group's final payment date are assessed a \$30 late registration fee. All returned checks (NSF) will incur a \$35 service fee per incident and any declined credit cards, or client charge backs will incur a \$10 service charge (per incident).

#4 PRICES: The price of this travel package, as set forth in your invoice, are based supplier rates in effect at the time of booking (transportation, hotels, attractions, meals, etc.). All rates are subject to change. Price increases could include, but are not limited to, where applicable, an increase in the price of airline fares, applicable fuel surcharges, government-imposed taxes/fees, baggage fees, charter coach fuel increases, room occupancy changes, fees due to change of travel date, not meeting minimum participation requirements* and other unforeseeable fees beyond our control. Your trip price is based on a minimum number of paid participants per motor coach or air carrier. Minimums not being met could result in additional charges, changes to the itinerary or combining with another group at STP's discretion. You hereby provide your written consent to the potential for such increase(s). Trip prices are also based on requested room occupancy (normally double, triple, quad, or quint, i.e., 2, 3, 4 or 5 per room) unless otherwise specified. STP DOES NOT assign any roommates. You and your Program Leader (PL) are responsible for choosing roommates 60 days prior to departure. Rooms must be separated by gender. Once final rooming is complete, and a traveler is not in the selected occupancy (i.e., not in the priced quad, triple, etc. room), STP reserves the right to bill you for the agreed upon occupancy rate (triple (3/room), double (2/room) or single price as stated in your package. Adult travelers will be roomed double occupancy or if requested, in single occupancy and will be charged the applicable occupancy cost. Students room with students & adults with adults.

#5 TRIP REFUND PROTECTION (TRP) PLAN:

These terms apply to those registered participants who HAVE elected to purchase the optional TRP plan.

a. Land Only, Bus Transportation and Other Non-Air Flight Travel Programs - In order to be eligible for TRP coverage you must elect to include the TRP in your initial registration form or choose to include it and pay for it, on or before the final payment due date, as listed on your trip invoice, (for land only, bus transportation and/or other non-air flight inclusive travel programs) and if cancelled, then cancelled 24 hours or more before your scheduled trip departure date. The cost of the TRP is based on your trip price (noted on the Table A below) and, once elected, will be included in your confirmation invoice(s). Please note, any elected & paid TRP fees are non-refundable. All trip payments, including the optional TRP, are due as on or before the final payment date stated on your invoice(s). If the additional amount for the optional TRP Plan has not been received in full on or before the final payment due date, your TRP election will be canceled, and you will not be enrolled in the TRP Plan.

Table A: Land Only or Bus Transportation and other (non-air flight) Travel Programs

Trip price is \$1.00 to \$299	TRP fee is \$34
Trip price is \$300 to \$499	TRP fee is \$44
Trip price is \$500 to \$699	TRP fee is \$64
Trip price is \$700 to \$999	TRP fee is \$84
Trip price is \$1,000 to \$1,999	TRP fee is \$104

b. Air Flight Inclusive Travel Programs - The Air Inclusive TRP is available based on your selected air inclusive travel program costs. Please see your Program Leader or call our offices for more information and a TRP quote. To be eligible for the air flight inclusive TRP coverage program, you must elect to include the TRP option on your initial registration form or

choose to include it and have the appropriate TRP payment received in our offices within 14 calendar days of your initial trip registration and initial published deposit due date. We are not able to except your air flight inclusive TRP more than 14 calendar days after your initial registration and trip deposit due date and if cancelled, then cancelled 5 days or more before your scheduled trip departure date. The cost of the TRP is based on your trip price can cover up to a maximum of \$5,000 per trip and, once elected, will be included in your confirmation invoice(s). Please note, any elected & paid TRP fees are non-refundable.

#6 CANCELLATIONS AND REFUNDS:

The services and value STP provides each traveler begins long before your date of departure, and there are significant unrecoverable costs throughout the planning period that occur as your trip progresses and your departure date approaches. Due to this, in the event of a cancellation, we must pass a portion of these planning & service fees to each cancelled traveler. Therefore, if you do not enroll in the Trip Refund Protection (TRP) and either you, the Program Leader, The School or School administration cancel beyond the initial 24-hour registration grace period, your right to a refund is limited and STP will be entitled to retain and follow the noted cancellation schedule. All cancellations and requests for refunds, if applicable, must be submitted in writing via email to specialtytravel@worldstrides.com. **NO REFUNDS WILL BE ISSUED FROM VERBAL COMMUNICATIONS.** Once cancelled, there will be a \$30 reinstatement fee, plus any applicable documented additional airline/hotel/other fees (based on availability) to rejoin the trip.

a. Standard Cancellation Policy for TRP purchased tour registrants: Within 24 hours following our receipt of your registration deposit payment, you may cancel your STP program and receive a full refund. If you, your Program Leader, the School, or the School's Administration, need to cancel beyond the initial 24-hour grace period, for any reason and up to...

- 24 hours prior to your scheduled travel date (Land Only, Bus Transportation and Other Non-Air Flight Travel Programs)
- 5 days prior to your scheduled travel date (Air Flight Inclusive Travel Programs)

... the Trip Refund Protection (TRP) Plan will reimburse you for 100% of the amounts you've paid, minus the TRP enrollment fee paid and minus your initial trip deposit (plus, where applicable, other Non-Refundable Fees* you may have incurred).

b. Standard Cancellation Policy for Non-TRP tour registrants: Within 24 hours following our receipt of your registration deposit payment, you may cancel your STP program and receive a full refund. After 24 hours of our receipt, but before the final payment date set forth on your invoice(s), cancellation will result in loss of your initial non-refundable deposit. Cancellations received after your final payment day are subject to no refund.

c. Exceptional Circumstance Cancellation Policy for TRP purchased tour registrants: If you purchased the TRP by the above noted TRP due dates, and if you, your Program Leader, the School, or the School's Administration, need to cancel at any time due to an exceptional circumstance** (see definition below), the TRP will reimburse you for 100% of the amounts you've paid, minus the TRP enrollment fee paid.

d. Exceptional Circumstance Cancellation Policy for Non-TRP tour registrants: If you **DID NOT** purchase the TRP but must cancel due to Exceptional Circumstance, you will be entitled to a refund of all monies paid minus your initial trip deposit (for non-air flight travel programs) or a flat fee of \$289 (for domestic air flight Inclusive travel programs).

e. Exceptional Circumstance Policy for Ticket Only Groups (Affinity groups purchasing only attraction tickets and no other services): If, due to COVID-19 or related pandemic issues, there are attractions or other venue closures and/or travel restrictions mandated from the CDC, National or State Government Agency regulations, preventing the timely delivery of your trip, the group program leader can opt to reschedule the trip with no change fees attached, or choose to cancel for the group. If the ticket only group must cancel due to 2022/2023 COVID-19 related mandates noted above, the ticket only group will be entitled to the total refund amount that is being offered by the vendor (i.e., Disneyland, Universal Studios, Six Flags, etc. ticket refunds in full, then STP refunds the same amount(s) in full to the group).

f. Refunds (where applicable): Any refunds issued may be 6-8 weeks after cancellation and will be by the original method form of payment on the account (i.e., credit cards refunded to original credit cards and check payments refunded by checks). Check refunds are only issued in the account holder's name (unless requested otherwise in writing). If the credit card account you used to make a payment is closed after use, it is your responsibility to notify STP in writing as soon as you know this, otherwise, any refunds made to this account are final unless you provide a statement from your banks confirming closure & clear returning of funds to STP. Should you choose to use a gift and/or preloaded credit card to make one or more payments on your STP account, STP is not responsible for replacing any credits that are successfully processed back to any lost, stolen, or destroyed gift or preloaded credit card account used for payment. The rights and remedies made available under this contract are in addition to any other rights or remedies available under applicable law. However, we offer refunds under this contract with the express understanding that receipt of that refund(s) by a participant waives any additional remedies.

***Non-refundable fees (where applicable):** These include fees for TRP enrollment, your initial deposit (except for some exceptional circumstance cancellations), fees for returned checks, fees for declined credit cards or electronic drafts, late

payments, and name changes.

****Exceptional Circumstances:** These include, but are not limited to, acts of force majeure, war (whether declared or not), local terrorist activities, declared national epidemics or pandemics, government-imposed travel restrictions or closures, and other catastrophic national events outside WorldStrides' control that make performance & delivery of your entire group's trip as contemplated impossible or impractical. Note, without limitation, STP, including its WorldStrides affiliates, owners, officers, agents, employees or any associated organization, is not responsible for any injury, loss, or damage to person or property, death, delay, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, or for any other inconvenience beyond the direct control of STP in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, Exceptional Circumstances.

#7 PERSONAL EXPENSES: Trip Price includes only those services specifically stated in the trip package as noted on the trip registration form. Items such as snacks, clothing, room service, telephone calls, purchased activities, tipping, additional or overweight baggage, and other items not specifically mentioned in the trip package/invoice are not included and are the participant's responsibility.

#8 HOTEL POLICIES: Check-in time is typically between 3pm and 4pm on arrival date and check-out time is typically 12pm on departure date (during peak periods, check-in may be delayed by one to two hours). An adult group leader must check in rooms at each hotel. Most hotels will store luggage for guests arriving before check-in time and/or departing after check-out time. All hotels require an additional credit card authorization at the time of check in for incidental charges and may require a deposit hold (you will not be charged for your prepaid room). Early check-in and late check-outs are not guaranteed and may require an additional fee if available and should be paid to the hotel directly as an incidental charge. STP does not take responsibility for renovations happening or any unforeseen technical, electrical, plumbing, or mechanical failures at the hotel, transportation, or attraction level. STP does not control any additional group or leisure business that the program hotel property books and cannot be held responsible for the actions or behavior of others. Noise and safety complaints are a hotel level issue and STP is instructed by all hotels as a first response to refer guests with noise and/or safety complaints to hotel security and/or the front desk. All room requests or change needs prior to arrival or onsite must go through STP and not the hotel directly. It is the responsibility of the group leader or account holder to advise STP of any participant food allergies or physical disabilities or handicap needs by the last day to cancel. It is the guest's full responsibility to report any damage or smells of smoking in the room they are checked into upon arrival to the hotel directly and request another room or have maintenance attend to it. Please log the name of the person you spoke with and when. If posted, verbal or written hotel property rules are violated or if there is any damage of any kind to the room that results in fees upon or after check-out, it is the responsibility of the room occupant and/or group leader to cover 100% of the charges. STP is not liable for any incidentals, fees or damages caused by a guest and reserves the right to charge the credit card on file should it not be satisfied with the hotel directly. Due to specially priced hotel rooms, hotels participating in STP program are unable to issue hotel awards points or credits for stays booked through STP, unless otherwise noted on the website or in writing. Please retain all valuables, such as cash, prescription medications, gold, silver, jewelry, laptop computers, proof of identification, photo or video equipment, cellular phones, or any other valuables in your personal control when checking or transferring bags.

#9. TRAVEL DATES/FLIGHT CHANGES/DELAYS (Air flight groups only): STP strives to keep your original travel dates. However, STP reserves the right to change the date of departure due to heavy demand and flight availability by no more than five business days from the original date. Participant acknowledges that these changes are not grounds for cancellation without penalty. Flight times are not guaranteed and may affect actual length of time in destinations. Any flight information provided prior to departure is considered tentative and is subject to change in accordance with this agreement. Flight delays/cancellations are unfortunate but are an inherent risk in air travel and beyond our control and responsibility. STP will work with the airline to attempt to re-accommodate the group. Flight deviations are not available on group air travel. Participants who deviate from any part of the tour are required to sign a Waiver.

#10 PARTICIPANT RESPONSIBILITY: You are responsible for your actions and well-being on the entire trip, beginning and ending with the travel departure date listed on your final itinerary. There are inherent risks (injury/health) in participant travel and events, and you fully accept responsibility for those risks. Inappropriate behavior can be cause for eviction from the program and to be sent home at your expense. Please check travel advisory boards for your destination. No refunds will

made for any unused portion of a trip. STP has staff to answer questions regarding the program. HOWEVER, STP STAFF ARE NOT CHAPERONES. Chaperones and the chaperone responsibilities are the responsibilities of the traveling group and not WORLDSTRIDES. All reasonable travel documents will be provided prior to departure. STP cannot be responsible for lost or misdirected mail or email.

#11 SCHOOL ORGANIZED/NON-SCHOOL ORGANIZED: Please check the itinerary to understand whether your trip is a school organized or non-school organized program. In most cases, STP is the sponsoring organization. All school behavior rules and dress code apply whether school sponsored. For the safety, well-being and/or enjoyment of the participants, STP has the right to remove any registrant from the trip for any safety reasons, including but not limited to physical or verbal assaults/fighting/forms of intimidation/bullying/illegal drugs/alcohol or other safety concerns.

#12 NO LIMITATIONS THAT WOULD IMPEDE GROUP TRAVEL - DISABLED STUDENTS OR STUDENT WITH SPECIAL NEEDS:

By execution of this Agreement, you represent that the student has no limitations that will impede the travel plans of the group, including but not limited to, behavior issues. If the student has a disability or other limitation that can be reasonably accommodated, the parent/guardian must notify STP at the time of reservation but no later than one week prior to final payment date of the limitation and identify the reasonable accommodation requested. Upon written request, information will be provided to you regarding accessibility to various facilities. STP does not control the disabled accessibility of any portion of the travel package. STP will attempt to work with vendors and the student to attempt to make reasonable accommodation for the student. Assistance with respect to personal care matters, which may include, but is not limited to: handling of monies (i.e. payment for various sundry items); cognizance of distance, location and time; hygiene; feedings; administration of medication; and similar matters, do not constitute reasonable accommodations, and we may inquire as to the limitations of a student with respect to such personal care matters, and the student must provide and be accompanied by an attendant for such personal care matters. All costs in connection with an attendant shall be the responsibility of the parent/guardian. If the student has a medical condition that causes reasonable doubt that the student can complete the flight or tour safely, a medical certificate (a written statement from the student's physician stating that the student is capable of completing the flight or tour safely without requiring extraordinary medical assistance during the flight or tour) may be requested. If a medical certificate is requested and not provided, the student may be prohibited from participating in the trip. STP is relying on your representation that the student has no limitation that will impede the travel plans of the group. If prior to departure, STP becomes aware of the existence of a previously undisclosed limitation, or that a student's limitation is different or greater than that which was represented to us and such limitation cannot be reasonably accommodated or has had or has behavior issues that STP determines will impede the well-being, enjoyment and/or safety of participants, STP will cancel the student's trip. See cancellation policy for the amount to be refunded, if any. If at any point during a trip, STP becomes aware of the existence of a previously undisclosed limitation, or that a student's limitation is different or greater than that which was represented to us, and such limitation cannot be reasonably accommodated, or if there is behavior that STP determines impedes the well-being, enjoyment and/or safety of participants, STP is entitled to arrange for the return of the student to his/her original departure city and airport and STP will have no financial responsibility regarding the cost of such return. In such a situation, parent/guardian agrees to timely pick up or arrange for timely pick-up of the student. STP is not responsible for any inconvenience or cost of a delayed or cancelled/rescheduled return flight for such student.

#13 HEALTH & SAFETY: By registering on this trip, you acknowledge your understanding of the contagious nature of COVID-19 and voluntarily assume the risk that you and/or your group could be exposed to or infected by COVID-19 while utilizing our services or components, and that such exposure or infection could result in illness or death. STP and all our vendors have put in place preventative measures to reduce the spread of COVID-19; however, a risk of exposure to COVID-19 may exist in any place where people are present. STP cannot guarantee that you will not be exposed with COVID-19 during this trip. As such, you voluntarily agree to assume all the foregoing risks and except sole responsibility for any illness to may experience or incur in connection with our services. You hereby release covenant not to sue, discharge, and hold harmless STP from any claims, including all liabilities or expenses of any kind arising out of or relating thereto.

#14 INFORMATION: Because our travel services are offered in conjunction with the services of other companies such as airlines, hotels, and other tour operators, STP may be sharing your personal information with those companies. Please see our privacy practices at <https://worldstrides.com/privacy-policy/> for further information regarding the type, use, and disclosure of our information. You acknowledge and agree to our practices, including as may be amended and updated. **STP may capture the trip on film/digital images and use photos, videos/digital images for its marketing materials.** STP appreciates your participation and reserves the right to use these to advertise tours and without compensation to

participant.

#15 SELLER OF TRAVEL: WorldStrides is registered as a seller of travel services in the states of California #2041618 -20 Washington # 601887646, 602 011 744, Florida #ST24541, Iowa TA568 and Hawaii TARS #5388. WorldStrides, as an Active Member of USTOA, is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides' customers in the unlikely event of WorldStrides' bankruptcy, insolvency, or cessation of business. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA or by visiting their website at www.ustoa.com.

#16 JURISDICTION AND VENUE: Any dispute concerning this contract, the Terms & Conditions and/or rules and regulations concerning the trip, the literature concerning the trip and/or the trip itself, shall be resolved solely and exclusively by binding arbitration in Charlottesville, Virginia pursuant to the then existent commercial rules of the American Arbitration Association. In any such arbitration, n substantive (but not procedural) law of the Commonwealth of Virginia shall apply. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or voidable. In any such arbitration, the arbitrator may, but is not required to, award attorney's fees to the prevailing party.

#17 ENTIRE AGREEMENT: The terms of this agreement shall serve as a complete release and express assumption of risk for the undersigned trip participant, his or her parent(s)/legal guardians(s), heirs, assignees, administrators, executors, and all members of his/her family. I/we have read and fully understand the provisions and legal consequences of this voluntary release/assumption of risk, and by registering & making our deposit, I/we hereby agree to all its conditions.

If you have questions regarding these terms, please call our office during our hours Mon – Fri, 8:30am to 4:00pm PST at (916) 939-6805.

Confirmation Requirement

This offer is based upon availability as of May 10, 2023 to August 04, 2023 and must be confirmed with WorldStrides Specialty Travel. To confirm your trip **simply sign this confirmation and scan back to WorldStrides Specialty Travel at Gretchen.Noack@Worldstrides.com** To make adjustments to the above proposal, please call us at 866-656-6105 or simply write in the changes and email back

Mead HS Cheer Squad:

ACCEPTED and agreed to this 2nd day of June, 2023

Katherine Melka Katherine Melka coach
Signature Print Name Title

WorldStrides Specialty Travel:

ACCEPTED and agreed to this _____ day of _____, 2023

Signature Print Name Title



Educational Travel & Experiences

GROUP TRAVEL EXPERIENCE — PROGRAM LEADER EXPECTATIONS

As an industry leader with over 50 years of service, our WorldStrides team provides you and your group an incredible travel experience. We commit to customizing your trip to meet the needs of your group. We will handle the planning, booking, collection of funds and itinerary management, so you and your group can focus on the trip experience and having a great time! To ensure your group has the best possible travel experience, we have noted some basic information about our group travel services. Please take a few minutes to read and sign this information. Should you have any questions, we are here to help.



At WorldStrides, we negotiate and contract group pricing. The package price for trip components (such as hotel, air, attractions, meals) is determined with all applicable components included, divided by the number of participants. Typically, we are unable to subtract any part for an individual as it would affect the price that everyone else is paying.



We work directly with you as the Program Leader on developing and finalizing your travel itinerary and experience. Please have any family members traveling with your group channel their questions through you first. We want to ensure your parents/families are receiving updates and information when you are ready to provide them. Feel free to reach out to us directly for answers. We are here to support you.



Please communicate with any family travelers if they would like to travel with the group, they will need to participate in the trip as defined by the group. Our goal is to ensure the entire group has a successful and smooth experience, and may not be able to accommodate individual requests for seat assignments, hotel room locations, flight adjustments, etc.



Group airline contracts differ from individual ticketing. Travelers may not be able to make last minute adjustments to the group flight without impacting the entire group. Please inform your travelers prior to their trip registration they will need to commit to the air reservations confirmed by the Program Leader. We work with our air team to be sure the group can travel together. Individual ticket pricing may differ from what is available for a group.



Your trip contract will confirm pricing based on room occupancy. Please note adjustments from a Quad Room (4 to a room) to a Double Room (2 to a room) can impact your final package pricing. Keep this in mind when finalizing rooming lists.



We will ask restaurants in advance for menu options. If you have travelers with specific dietary request, please provide that information to us after you have signed your contract. We will do our best to communicate specialized needs with our group dinner host restaurants. Please be advised selections may be limited.



If you are purchasing Disneyland or Walt Disney World tickets, please be advised the group ticket sales process will provide ticket delivery close to your trip dates. Reservations will be made based on park availability and group request at the time of ticket purchase. As of Spring 2022, the park reservations will not link to specific tickets until the week of your trip.



Upon final payment, we will send an updated itinerary. Approximately two weeks prior to your trip, we will schedule a pre-departure meeting with you. At this meeting, we will review your final itinerary with complete details and travel information. Your final itinerary will be sent upon completion of this meeting.

We look forward to working with you!

Gretchen Noack

Sales

WorldStrides Specialty Travel Programs

Group Name: Mead Cheer

Program Leader Signature: Kate M

MEAD SCHOOL DISTRICT

Board Meeting of October 9, 2023
New Business

V.I.D.

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

Background:

Mead High School Choir (approximately 60 students), Choir Director Emily McKinney and seven adult chaperones, request permission to travel to San Francisco, California, May 23-26, 2024, to participate in the World Strides San Francisco Heritage Festival. World Strides is exceptional at putting together musically educational and focused trips. Festival experiences include clinics and performances, as well as opportunities to experience the culture of the host city.

During the course of this trip students will have the opportunity to perform in a national music festival, receive positive, constructive feedback from a panel of adjudicators and participate in an on-stage clinic with a renowned adjudicator. Participants will additionally enjoy a day at Great America, attend a San Francisco Giants baseball game and take a bay cruise.

Fiscal Impact:

The estimated per student cost is \$1,200 with multiple fundraising opportunities available. A plan is in place to assist HB 1660 students and others needing financial assistance. Students will not be responsible for any advisor or chaperone expenses. Additional trip expense details and fundraising opportunities are outlined in the attached travel proposal.

Other Considerations:

Assuming there is no need to use Friday, May 24th as a *Snow Make-up Day*, students will miss one day of school (Thursday, May 23rd). Emily McKinney will need a substitute teacher for May 23rd.

Recommendation:

Approval of the presented trip from Mead High School Choir to travel to San Francisco, California, May 23-26, 2024, to participate in the World Strides San Francisco Heritage Festival, is recommended.

Attachment(s): Student Travel Proposal



OVERNIGHT STUDENT TRAVEL PROPOSAL

School: Mead High School Group: Mead High School Choir

Trip Name: Mead Choirs Spring Tour Submission Date: 6/13/23

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

Emily McKinney
Teacher/Coach/Advisor

6/13/23

Date

Extended Field Trip

Trips related to club, leadership or academic activities that involve overnight stays (e.g. overnight leadership camps). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

X Special Event Trip

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 & lead Student Services administrator followed by final School Board approval.

Academic Study Trip

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.

Emily McKinney

emily.mckinney@mead354.org

Office: 509-465-7046

Cell: 503-860-0259

Date(s) of Trip: May 23-26, 2024 Person in Charge

Destination(s) San Francisco, CA

Approvals

Principal [Signature] Activities/Athletic Director [Signature]

Student Services [Signature] 09/27/2023 Nurse [Signature] pending student letter

School Board _____ Final Approval Date _____

Trip Educational Benefit and Planned Activities:

In 2024, Choir will attend the World Strides San Francisco Heritage Festival. A Band and Orchestra at Mead can attest, World Strides are absolute pros at putting together a musically educational and focused trip centralized around their incredible festival experiences with clinics, performances, and awards, while also planning fun group activities for students to help them experience the culture of a new place. Sample itinerary attached.

Cost & Funding Sources:

Building Budget Covering: N/A	\$
ASB Funds Covering: N/A	\$
District Funds Covering: N/A	\$
Student/Parent Cost (per student) Covering – Please Itemize: Approx. \$1200 Festival package (festival, clinic, hotel, activities) - \$500 Plane ticket - \$550-650 Bus on site - \$100	\$ \$1200

Fundraising Opportunities:

Choir students have a variety of opportunities to fundraise throughout the school year, including but not limited to group fundraisers like dining outs which benefit the overall Boosters account, and individual fundraisers like gift card sales, Christmas wreath sales, car washes, Cabaret performance ticket sales, program ad sales, and more. Fundraising is supported by the Mead Choir Boosters Club.

Choir House Bill 1660 Statement 2023

Choir and the Choir Boosters are prepared to continue to offer the same fundraisers, both individual and group, that have allowed students to pay for entire trips of this size in the past. If initial fundraising is not enough to cover expenses for all students, including those who qualify under HB 1660, the Boosters Club is prepared to offer more group/general fundraisers (like our regular dining out events) as well as solicit donations from local partners who have helped us in the past. We will make specific plans to ensure all students who wish to attend have the opportunity to travel with the choir this spring. Thank you for your consideration of our travel proposal!



Emily McKinney
Director

Sept. 12, 2023

To Whom it May Concern,

The Mead Choir Boosters will be planning fundraisers for students in the choir to take advantage of to raise funds to pay for some or all of their individual travel expenses. If students who fall under HB 1660 are not able to raise all of the money needed for their travel, the Boosters Club can also help out through general fundraisers as well as seeking donations from other businesses. The Boosters want to ensure that all students who wish to travel have the chance to do so.

Thank you for your consideration,

A handwritten signature in cursive script, appearing to read "Miriam Price".

Miriam Price
Mead Choir Booster Club President

Participants:

Estimated # of Students 60 Estimated # of Adults (Chaperons & Staff) 7
of School Days Missed: 1 # of Sub Days Needed: 1 Student/Chaperone Ratio: 8:1

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: TBD - booked through World Strides

3. Transportation: Plane to San Francisco, bus in-town once we're there, both booked through World Strides
Students will most likely take personal transportation to the Airport in Spokane

4. Supporting Documents:

Preliminary Trip Itinerary attached?	<u>X</u> Yes	<u> </u> No
Related brochures/information attached:	<u>X</u> Yes	<u> </u> No
Student Trip Expectations attached:	<u>X</u> Yes	<u> </u> No

Documents attached:

- (1) Current price quote for our tour (2 pages), missing on-the-ground buses in San Francisco, estimated cost per person does not reflect a discounted price for chaperones so that's why my per student cost is more than listed
- (2) San Francisco Heritage Festival overview and sample costs and itinerary (4 pages)
- (3) List of optional non-festival activities from which I have tentatively chosen those listed on the price quote (2 pages)
- (4) Choir trip expectations from choir handbook in their entirety (5 pages)
- (5) Trip preview information as provided to students in the choir handbook for 2023-24 (1 page)

Date: 6/12/2023

GROUP INFORMATION

Number of Students	60	Departure Date	5/23/2024
Number of Adults	7	Return Date	5/26/2024
Total Participants	67	# of Hotel Nights	3

PERFORMING INCLUSIONS

- ✓ Performance in a national music festival
- ✓ On-stage clinic
- ✓ Nationally acclaimed adjudicators
- ✓ Positive, constructive adjudication with recorded and written comments
- ✓ Performance recording
- ✓ Meaningful awards and trophies

FESTIVAL SPECIFIC INCLUSIONS

- ✓ Awards Ceremony and dinner at Great America
- ✓ One-day pass to Great America

SAN FRANCISCO FESTIVAL BASE PACKAGE

# of Hotel Nights	Room occupancy	Number of Participants	Price per Participants	Total Price
3	QUAD	60	\$341	\$20,454
3	TRIPLE		\$386	\$0
3	DOUBLE	5	\$484	\$2,419
3	FREE - SR	1	\$0	\$0
3	FREE - DR	1	\$0	\$0

TOTAL BASE PACKAGE PRICE: 67 **\$22,873**

ADDITIONAL ACTIVITIES AND/OR MEALS **\$8,174**

AIR TRANSPORTATION PRICE: Estimate for \$600/pax **\$40,200**

TOTAL PRICE: **\$71,247**

OTHER INCLUSIONS

- ✓ One free package for every 25 full-paying participants
- ✓ Medical, accident, and liability insurance coverage
- ✓ Free professional development for directors
- ✓ Free academic credit for students
- ✓ Student-friendly hotels
- ✓ Gift for the Director
- ✓ Gift for each student



Educational Travel & Experiences

COMMENTS

Remember, this proposal is simply an estimate based on earlier conversations and numbers. Final price is subject to change as we continue to move through the planning process, prior to booking. With the Heritage Festival package and the additional activities you requested below, we can estimate around \$1,063/person. Transportation and other additional activities or meals can be added at your request.

ADDITIONAL ACTIVITIES AND/OR MEALS

Description	Number of Participants	Price per Participant	Total Price
San Francisco Giants Baseball	67	\$48.00	\$3,216.00
Bay Cruise	67	\$24.00	\$1,608.00
Far East Restaurant	67	\$20.00	\$1,340.00
Hard Rock Café	67	\$30.00	\$2,010.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
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		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
TOTAL ADDITIONAL ACTIVITIES			\$8,174.00

NOTE: PACKAGE PRICE BASED UPON ROOM OCCUPANCY. BUS AND AIR PRICE SHOWN ARE FOR A LIMITED TIME ONLY; THEY MAY VARY BASED ON ITINERARY AND FINAL NUMBER OF PARTICIPANTS. BROADWAY, SHOW TICKETS, OTHER ADMISSIONS AND MEALS ARE NOT BEING HELD AND PRICES ARE ESTIMATES BASED ON PRIOR SEASON PRICES AND SUBJECT TO CHANGE. AVAILABILITY NOT GUARANTEED UNTIL DEPOSIT IS RECEIVED AND ACTIVITIES ARE BOOKED. NO FORMAL RESERVATIONS HAVE BEEN MADE AT THIS TIME.

SAN FRANCISCO HERITAGE FESTIVAL

2024 FESTIVAL DATES

MAR 21-24 | APR 4-7, 18-21 | MAY 23-26



PROGRAM AT A GLANCE

Your San Francisco Heritage Festival Package Includes:

- > Performance in a national music festival
- > Positive, constructive feedback from a panel of three adjudicators, includes both recorded and written comments
- > On-stage clinic with renowned adjudicator following each performance
- > Awards Ceremony at Great America
- > One-day pass to Great America

Every Heritage Festival Experience Includes:

- > One free package for every 25 full-paying participants
- > Nationally acclaimed adjudicators
- > Awards and trophies
- > Student-friendly hotels
- > Gift for the Director
- > Commemorative pin for each student
- > Medical and accident insurance for every traveler
- > Liability coverage for you and your school
- > Professional development for directors
- > Academic credit opportunities for students



SAMPLE 3-NIGHT FESTIVAL ITINERARY

All activities subject to change.

DAY 1

ARRIVAL IN SAN FRANCISCO

+ AIM EXPERIENCE MASTER CLASS

Start the weekend off on the right note with your own customized master class—the AIM Experience. Spend 60-90 minutes with a professional clinician perfecting your festival performance, fine-tuning your skills, and reaffirming your classroom teachings.

+ FISHERMAN'S WHARF

Fishing boats, seafood stalls, steaming crab cauldrons and seafood restaurants...you know you're at world-famous Fisherman's Wharf. Souvenir shops and museums augment the atmosphere.

HOTEL CHECK-IN AFTER 4PM

DAY 2

FIRST DAY OF FESTIVAL PERFORMANCES

After arriving at the concert venue, your group will warm up in a private rehearsal room. Each ensemble will have 30-35 minutes on stage. A panel of three adjudicators will provide written and recorded feedback for each performance. Following your performance, a select adjudicator will conduct a clinic on stage with your group, providing valuable feedback and reinforcement for your classroom teachings. Groups will also have the opportunity to participate as an audience for other groups competing—giving your ensemble exposure to their peers.

+ GOLDEN GATE BRIDGE

Once called "the bridge that couldn't be built" today it is one of the Seven Wonders of the World. The Golden Gate Bridge is the United States' third longest suspended structure. Many groups choose to have their transportation company drop them off at one end of the bridge, so they can walk to the other side.

+ FAR EAST CAFE

Take your group to this centrally located restaurant, in the heart of Chinatown, just two blocks away from the gateway of Chinatown. Far East Café cordially invites you to our enchanting restaurant that will bring you back in time.

DAY 3

CONTINUE FESTIVAL PERFORMANCES

Festival performances will continue throughout the day. Your performance time will be given to you weeks before your event, so you can plan your day accordingly.

ENJOY GREAT AMERICA THEME PARK

Your package includes a day-pass to the Great America Theme Park! Head over to the park and enjoy yourself.

AWARDS CEREMONY IN THE PARK

Stay in the park for your Awards Ceremony and Dinner!

DAY 4

+ MORE SIGHTSEEING OR OPTIONAL ACTIVITIES

DEPART FOR HOME!

STAY AS LONG AS YOU'D LIKE!

We can put together a package for as few or as many nights as you need.

+ Optional activities (marked with +) require additional fees.

LET US BOOK YOUR TRAVEL!

Our experienced air and bus transportation teams can arrange all your travel needs—including on-trip assistance should the need arise. You'll get discounted rates for group air travel, plus we've got flexible payment plans to help student groups.

WE'VE GOT YOU COVERED!

We've thought of everything you might need to make your trip a success.

RECIPE FOR SUCCESS

It's our tried-and-true process for making your trip a success in your school. Follow our lead by inviting all your students and getting their parents excited to travel by using our provided materials at every step of the way. We make it easy on our Directors.

FUNDRAISING SUPPORT

We're truly with you every step of the way. We know fundraising takes effort, and that's why we're arming you with the best resources. As a customer, you'll have access to our free fundraising guide (full of unique ideas from past travelers) and our student-led Gift of Performance donation program.



PEACE OF MIND

All WorldStrides travelers have direct access to WorldAssist, our 24/7/365 support team for groups on tour. Additionally, every traveler has access to our Doctors on Call program – this exclusive partnership with the George Washington University of Emergency Medicine ensures all participants are just a phone call away from a medical professional while traveling.

HEALTH & SAFETY IS OUR #1 PRIORITY

For more than 50 years, we've been known for industry leading health and safety in educational travel. Our experienced team is leading the way, and constantly evolving to meet new requirements for health and safety that are imperative in today's environment. [Learn more.](#)

ADDED EDUCATIONAL VALUE WITH THE AIM EXPERIENCE MASTER CLASS!

Affirm. Inspire. Mentor.

The AIM Experience is an exclusive private master-class session offered as an elective to participating groups at every festival. [Learn more](#)





PACKAGE PRICING PER PERSON

	QUAD ROOMS	TRIPLE ROOMS	DOUBLE ROOMS	SINGLE ROOMS
FESTIVAL ONLY	\$208			
1 NIGHT	\$251	\$264	\$298	\$395
2 NIGHTS	\$293	\$323	\$388	\$585
3 NIGHTS	\$341	\$386	\$484	\$778
4 NIGHTS	\$404	\$463	\$595	\$986
5 NIGHTS	\$455	\$530	\$691	\$1,181

Prices subject to change. Updated 11.28.22

OUR PROMISE TO YOU

INSIDER ACCESS AND KNOW-HOW

THE ACCESS YOU WANT. THE VETERAN KNOW-HOW YOU **NEED**.
WorldStrides opens the door to the very best events, constructed by veteran music staff and run by experienced operations teams. You get the perfect balance of performance and exposure to new cities and culture.

LEARNING FROM THE MASTERS

THE BEST IN ADJUDICATION AND LIVE-LEARNING **EXPERIENCES**.
Our philosophy on adjudication ensures your group receives constructive, meaningful feedback that reinforces your classroom teachings. With annual training and consistent scoring practices, our adjudication is reliable and fair.

A CUSTOM-FIT ITINERARY, TAILORED TO YOUR NEEDS

FLEXIBLE ITINERARIES AND PERSONAL SERVICE THAT **ALLOW** YOU TO **FOCUS ON YOUR STUDENTS AND THE MUSIC**.
Resourceful in-house specialists to customize your program virtually any way you want—dates, length, additional performances, sightseeing, and travel.

SAN FRANCISCO HERITAGE FESTIVAL

POPULAR ACTIVITIES GUIDE

PERFORM

AIM EXPERIENCE

Affirm. Inspire. Mentor. The AIM Experience is an exclusive private master class session offered as an elective to participating groups at all Heritage Festivals. This 60-90 minute concentrated educational experience provides extra performance time and customized one-on-one instruction from one of our professional clinicians. Music directors can set the focus of the session's content through their planning call with the instructor. Reaffirm your classroom teachings, fine tune your festival performance, or focus on a few specific skills – the choice is yours!

\$775.00 PER ENSEMBLE

ENTERTAINMENT

SAN FRANCISCO GIANTS BASEBALL

Pack Bell Park is the ballpark where home runs can be "splash hits" and the breathtaking Bay view rivals the action on the field. It's where one of baseball's most hallowed franchises plays inside an architectural landmark.

\$48.00

SIGHTSEEING

BAY CRUISE

This one-hour boat tour sails passed Angel and Sausalito Islands. It turns around underneath the Golden Gate Bridge and loops around the Island of Alcatraz. There is a narrative that gives you a brief history about the construction of the Golden Gate Bridge, the role Angel Island played during the Civil War and the first prisoners and prison guards of Alcatraz. ***THIS BAY CRUISE DOES NOT LAND ON THE ISLAND OF ALCATRAZ***

\$24.00

CABLE CARS

San Francisco is one of the few places in the world where people can ride on a national historic landmark. Refurbished and equipped with new tracks, cables, turntables and cable propulsion machinery, they operate much as they did in 1873. Your Destination Specialist can't book for groups, but you can pay on site.

\$10.00

CHINATOWN

San Francisco's Chinatown is one of the largest outside Asia, offering an array of exotic shops, restaurants, food markets, temples, museums and venerable institutions.

FREE

FISHERMAN'S WHARF

Fishing boats, seafood stalls, steaming crab cauldrons and seafood restaurants...you know you're at world-famous Fisherman's Wharf. Souvenir shops and museums augment the atmosphere.

FREE

GOLDEN GATE BRIDGE

Once called "the bridge that couldn't be built" today it is one of the Seven Wonders of the World. The Golden Gate Bridge is the United States' third longest suspended structure. Many groups choose to have their transportation company drop them off at one end of the bridge so they can walk to the other side.

TOLL CHARGE



EXPLORATORIUM

The Exploratorium is a hands-on museum of science, art and human perception. The Exploratorium is fun, quirky and experimental and always awe-inspiring. Artists and scientists work together to create unique, hands-on exhibits exploring phenomena of the natural world.

STUDENTS - \$9.00

ADULTS - \$12.00

WINCHESTER MYSTERY HOUSE

The Winchester Mystery House is located in San Jose and is an extravagant maze of Victorian craftsmanship - marvelous, baffling, and eerily eccentric to say the least. If you stray from the group you could be lost in this mansion for hours.

\$42.00

AQUARIUM OF THE BAY

Explore the beauty and wonder of the San Francisco Bay at Aquarium of the Bay. Your visit will take you through three main habitat areas that display the amazing riches that lie beneath the surface of the San Francisco Bay area.

STUDENTS - \$19.00
ADULTS - \$28.00

DINING

HARD ROCK CAFE

Now your group can get in on the action with the Cafe that is rocking San Francisco!! Here at Pier #39 we've got fabulous views of Alcatraz, the Golden Gate and Bay Bridges, the San Francisco Bay, and the City Skyline, not to mention more than 110 stores and fun-filled attractions. hardrock.com

SILVER MENU - \$30.00
BOXED MEALS - \$14.00

FAR EAST RESTAURANT

Far East Café is centrally located in the heart of Chinatown and is two blocks away from the gateway of Chinatown and directly across from the Old St. Mary's Church. Far East Café cordially invites you to our enchanting restaurant that will bring you back in time.

\$20.00

BUBBA GUMP

Bubba Gump offers great seafood in a casual family atmosphere. The restaurant's design includes "Forrest Gump" movie memorabilia, storyboards, costumes, shoes and an awesome view of the San Francisco Bay.

LT DAN MENU - \$33.00
FORREST'S BEST MENU - \$29.00

BUCA DI BEPPO (SAN JOSE)

Groups share "family-style" platters of real immigrant, southern Italian specialties in a dining room that feels like Little Italy in the 1950's. Available for lunch and dinner.

\$28.00

GREAT AMERICA MEAL VOUCHER

Valid at most restaurant locations.

\$21.00

EXTRAS

SOUVENIR DVDS

Preserve all the great memories of your trip with a professionally mastered DVD created from pictures taken by your group on your trip! Each participant receives a copy of the DVD customized just for your school! We can add a personalized message from the director, and can even add your performance music to the DVD.

\$11.00*

*Price does not apply to orders of less than 22 DVDs.

* PRICES PER PERSON. ACTIVITIES
SUBJECT TO AVAILABILITY. PRICES
SUBJECT TO CHANGE. UPDATED
08/18/22.

Travel Guidelines

When we travel, we represent Mead High School and its music programs. In the fall, you will sign a Travel Contract and a WIAA Contract stating that you understand that the expectations are high. These guidelines go into great detail regarding what is expected of you when we travel, as well as the course of action I will take should you choose not to follow these guidelines.

The Guidelines

Be Smart

- Follow instructions from McKinney, a chaperone, a bus driver, a hotel official, or any performance/rehearsal venue staff member
 - If instructions are unclear, make you uncomfortable, or seem off, check with McKinney
- Make decisions that enable you to perform well in concerts (drink water, get sleep, etc.)
- Rule of 3: Before asking McKinney a question, ask another student. Then, ask your chaperone. THEN ask McKinney. That way, McKinney is available for emergencies.

Be Respectful

- Engage in school-appropriate conversations, language, dress, and media -- if a chaperone says no, make a change.
- Maintain a volume appropriate to your environment (i.e. outdoor markets vs. inside hotels)
- Use and move equipment safely, properly, and as instructed. Do not attempt to use or move equipment which you do not know about.
- Treat each other, your chaperones, and others you encounter with kindness
- Be respectful of other groups of people you may encounter, i.e. families or meetings in a hotel
- Make attempts to socialize with other students whom you might not normally spend time with
- Absolutely no PDA during any rehearsal or instruction time
- No PDA beyond what should be accepted in the halls at Mead during downtime (i.e. holding hands is fine, making out is not; use *better than your best judgement!!!!*)

Be Safe

- Follow your itinerary and be where you need to be, on time, all the time
- Be in groups of three or more unless sitting in a communal space where other students/chaperones are visibly present
 - If you need some time to yourself, make sure you're either in your hotel room or within sight of others/chaperones so we can ensure your safety. You should be easily reach-able by a chaperone at all times, in case of emergency.
- No roughhousing or running inside (i.e. hotel, performance spaces, camp lodges, etc.)
- Do not give any personal information to anyone outside our group
- Do not do, intend to do, or plan to do anything unsafe for yourself or others

Response to Breach of Guidelines

Should a student be found to have disregarded a guideline, restorative action will be taken.

For small, first time occurrences (i.e. profanity), students will receive a warning and a reminder of the guidelines before receiving any further correction. If the behavior continues, the following process will be used to help keep students on track for the remainder of the trip:

1. Warning, reminder of guidelines
2. 2nd Instance, Check-Ins with Choir Parent every hour for the rest of that day
3. 3rd/continued instances without improvement or remedy, Check-Ins with Choir Parent for remainder of trip or as needed, check-ins with McKinney
4. If behavior becomes worse or reaches a consistency which cannot sustainably be monitored by McKinney and the chaperones (i.e. student needs constant supervision), the student will be sent home.

Automatic Send Home

As stated in the Choir Department's Travel Contract, families are responsible to reimburse Mead HS should a student need to be immediately sent home from a travel experience as a result of a decision they have made. This is very uncommon, but I do want to make sure students and parents are aware of the types of actions that would receive that level of response from myself and our chaperones.

Automatic send home behaviors included:

- Dangerous behavior (running into a street w/o crosswalk, fighting, intentional improper use/movement of equipment, distracting a driver, etc.)
- Possession of drugs or alcohol, including vaping, e-cigarettes, non-alcoholic beer, tobacco-less chewing products, and any other related paraphernalia
- Meeting or leaving the group 1:1 with another student (breach of groups of three)
- Meeting with someone outside our group without permission from McKinney (permission may be granted to visit family in area of travel experiences)
- Attempting or succeeding to leave hotel
- Attempting or succeeding to leave hotel room after in-rooms time
- Intent or attempt to injure anyone
- Exiting designated locations during designated times (i.e. leaving a rehearsal space without permission)

Hotel Specific Guidelines

Students frequently have questions regarding what is acceptable during a hotel stay. Some school guidelines for hotel travel may seem odd, but they are not made arbitrarily; they are based on experiences of previous/other travelling high school groups.

In hotels, there should be no:

- Foul language
- Excessively loud games or talking
- Misuse of hotel equipment, furniture, etc.
- Roughhousing
- Running (esp. in halls)
- Interrupting or disrupting other hotel events
- Ordering room service
- Leaving the hotel except as instructed by McKinney (or in an emergency)
- Talking to adults from other hotel groups
- Swimming (district policy; sorry fam)
- PDA beyond what should be accepted in the halls at Mead
- Leaving room after in-rooms time
- Sharing personal information with individuals of any age from outside our group (i.e. phone number, social media profile info, etc.)
- Using hotel phones to call in any event other than emergency/legitimate need for front desk
- Inappropriate conversations, dress, or media -- all should follow school guidelines
- Closed hotel room doors when students from other rooms are present (regardless of gender)
 - If you're going to visit in hotel rooms where there is a common space, tell a chaperone and prop the door open

Travel Emergency Response Plan

In case of emergency, always call 911 immediately.

- Call 911
- Look at the clock for the start time of the event - in most medical emergencies, time is crucial and EMS will want to know exactly how long the state of emergency has been in effect
- Find a chaperone or adult if possible.
- If you cannot find one, call McKinney directly -- 503.860.0259

When we go on trips where students have significant free time or ability to explore, students will receive an "Emergency Information Card" which includes my phone number, as well as the addresses of our hotel and other common meeting spaces. Should a parent/family have an emergency at home and be unable to contact their student, they are also welcome to call McKinney.

Emily McKinney - 503-860-0259

(This is my personal cell phone, for use in emergencies while we are travelling ONLY.)

Student Travel Contract

I hereby agree to fulfill all terms of this agreement as a representative of Mead High School and the Mead High School Choral Music program. I realize that I am a representative of Mead High School and the Mead High School Choir Department, and that I have been chosen to represent it and its interests. As such a representative, I understand that any actions I take when traveling will negatively or positively impact others' opinions about Mead High School and the Mead High School Choir Department.

I understand that as a representative of Mead High School and the Mead High School Choral Music program, during trips I will:

- Actively, positively participate in all aspects of the experience
- Stay with the group at the designated sites as outlined in the itinerary
- Return with the group via transportation provided and approved by Mead High School
- Attend all functions outlined in the itinerary and prescribed by Mrs. McKinney throughout the trip
- Follow all rules and guidelines set forth by Mrs. McKinney, chaperones, and other supervision

As a member of the choral ensembles, I will engage in behaviors that are responsible and mature. I understand that intoxication, use of illegal substances, abusive or inappropriate language and/or behavior resulting in the breaking of camp, WIAA, Mead High School, and / or Mead High School Choir Department rules, may result in immediate dismissal from the retreat.

I further understand that if any action is in violation of the Mead High School rules, the WIAA Student Code of Conduct, or Mead School District's Discrimination or Harassment Policy I may also be subject to school disciplinary action.

If asked to leave the travel experience, I understand that I will be responsible for reimbursing Mead High School for expenses incurred for my participation, and potentially for expenses necessary for travel home.

Agreement to this policy is mandatory for enrollment in choir.

Notice of Acceptance of WIAA Code of Conduct

As a member of the Mead High School Choral program - a WIAA sanctioned activity - all students enrolled must adhere to the WIAA Code of Conduct which states:

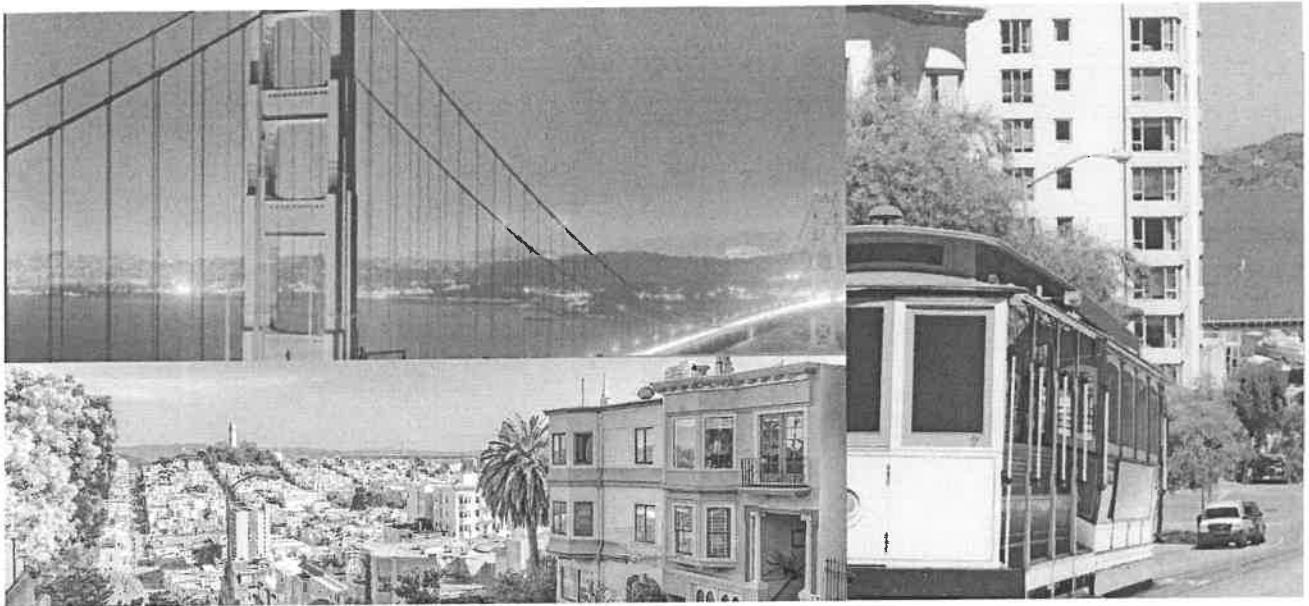
1. Students are not permitted to possess and/or use non-prescribed or illegal drugs, alcohol, or tobacco. Non-alcoholic beer, tobacco-less chewing products, etc., will be treated the same as real alcohol or tobacco products.
2. Violation of this policy during an active season will result in suspension from participation in contests and loss of awards/recognition for that season. In addition to the prohibition against possession or use, a participant shall not attend any party or gathering of students where alcoholic beverages, tobacco products, drugs, controlled substance, or other mood-altering chemicals are present. Such functions include parties in homes or out-of-doors, or while riding in a vehicle.

Failure to leave immediately, in a safe manner, shall constitute a violation of our activity policy. If a student cannot safely leave a situation where prohibited substances are present, the student should report the incident to an administrator immediately upon returning to school. Verification of the circumstance by the administrator will result in no disciplinary penalty.

3. For either an in-season or out-of-season violation of this policy, the student will be required to participate in a District designated chemical/tobacco use education program prior to competing in another season. A parent/guardian, or another District approved adult, must participate with the student in at least the initial session of the education program.
4. A second violation of this policy (in-season or out-of-season violation) will result in suspension from participation in contests, awards, and recognition for one calendar year from the date of determination of a violation.
5. A third violation of this policy (in-season or out-of-season) will result in permanent ineligibility for interscholastic competition.
6. Any willful or overt act that will embarrass or detract from the team will jeopardize further participation.
7. Students involved in WIAA sanctioned activities are subject to this code continuously from announcement of membership in the activity until their eligibility terminates as graduating seniors.

Agreement to this policy is mandatory for enrollment in choir.

Tour 2024 - San Francisco Heritage Festival



Dates: May 23-26

Cost: \$900-1200 depending on the rising cost of transportation (thanks, inflation!)**

Description from World Strides:

"Perform at the San Francisco Heritage Festival! From exciting neighborhoods rich in diversity to scenic wonders that enrich the senses and enliven the soul, San Francisco beckons to all who enjoy eclectic culture, history, and the performing arts. "The City by the Bay" sits on the edge of the Pacific with cable cars that transport visitors from around the world to Chinatown, the Golden Gate Bridge, Fisherman's Wharf, Alcatraz, and many other unique attractions. Just south of the city, California's Great America Theme Park hosts the awards ceremony, cookout, and dance!"

We will attend the San Francisco Heritage Festival through World Strides. Every World Strides Heritage Festival Experience includes...

- Positive, constructive adjudication with written and recorded comments from a panel of three nationally acclaimed adjudicators
- On-stage mini clinic
- Quality hotel accommodations
- A commemorative gift for each student
- Professional performance recording
- Accident, medical, and dental insurance for all travelers
- And more! **More info to come in fall! Tours are optional and fundraising will be available.**

***If the whole program is in agreement that this trip is too expensive, then in the fall we can take a vote and pivot to a Seattle trip instead. I wanted it to be cheaper, but travel is just getting more expensive every year!*

MEAD SCHOOL DISTRICT

Board Meeting of October 9, 2023
New Business

V.I.E.

Agenda Item: **Student Travel Proposal**
 Mead High School & Mt. Spokane High School Yearbook

Background:

Six members of the Mead High School Yearbook staff and eight members of the Mt. Spokane High School Yearbook staff, along with advisors Makena Busch (Mead High School) and Susan Best (Mt. Spokane High School), plus male chaperone Skylar Lamberd (Mead High School teacher/ASB Advisor), request permission to travel to Boston, Massachusetts, November 1-5, 2023, to attend the JEA/NSPA Fall Conference. This is an opportunity for students to attend sessions on various journalism and yearbook topics, compete in national competitions, bond with fellow yearbook students and meet professionals in the journalism/publishing community.

Fiscal Impact:

The estimated per student cost of the trip is \$719 for Mead High School (airfare, food, bus fees) and \$640 for Mt. Spokane High School (airfare, meals, convention fee). The remaining student costs, plus all advisor/chaperone expenses, will be covered by the Mead High School or Mt. Spokane High School Yearbook ASB budgets and CTE monies. Senior Ads and Business Ads serve as fundraisers for this trip.

Other Considerations:

Students will miss three days of school (November 1-3). Ms. Busch, Ms. Best and Mr. Lamberd will need substitute teachers for November 1-3.

Recommendation:

Approval of the presented trip from Mead High School Yearbook and Mt. Spokane High School Yearbook to travel to Boston, Massachusetts, November 1-5, 2023, to attend the JEA/NSPA Fall Conference, is recommended.

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



CTE STUDENT TRAVEL PROPOSAL pg 1/3

School: Mead HS Group: Pantera Yearbook

Trip Name: JEAN-NSPA Fall Conference Submission Date: 9-26-23

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

Makena Bousch

Teacher/Advisor signature

9-26-23

Date

Extended Field Trip (Overnight)

Trips related to club, leadership or academic activities that involve overnight stays (e.g. overnight leadership camps). Requires preliminary approval of building Principal, Activities Director, lead Student Services administrator, and CTE Director followed by final School Board approval.

☒ 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. trips to national or regional student leadership conferences). Requires preliminary approval of building Principal, Activities Director, lead Student Services Administrator, and CTE Director followed by final School Board approval.

Day Trip

No overnight stay....Requires building Principal and CTE Director approval only.

Date(s) of Trip: November 1-5 Person in Charge: Makena Bousch

Destination(s): Boston, Massachusetts

Approvals

Principal Kj Jensen

Activities Director Suzanne Gaudin

Student Services Moleena Harris

Nurse ANewman

CTE Director Moleena Harris
Moleena Harris (Oct 2, 2023 14:24 EDT)

School Board _____

Final Approval Date _____



CTE STUDENT TRAVEL PROPOSAL pg 2/3

Trip Educational Benefit and Planned Activities:

See attached document

Cost & Funding Sources:

Building Budget Covering - please itemize:	\$
ASB Funds Covering - please itemize: Hotel - \$6,269.66 Transportation to hotel/airport Registration - \$750 Contest fees \$150 Chapagon/Aduser Flights \$752 Airport Parking \$40	\$ 8,009.66
District Funds Covering - please itemize:	\$
Student/Parent Cost (per student) Covering - please itemize: Flight - \$376 Food - \$300 Hop on/off bus - \$43	\$ 719
CTE Budget Covering - please itemize: Substitutes	\$ 780

Fundraising Opportunities:

Business Ads, Senior Tributes, Photobooth



CTE STUDENT TRAVEL PROPOSAL pg 3/3

Participants:

Estimated # of Students 6 Estimated # of Adults (Chaperones & Staff) 2

Student/Chaperone Ratio 1:3 Teacher: Makena Busch

Chaperone Names: Skylar Lambert

Chaperone Names: _____

of School Days Missed 3 # of Sub Days Needed 3

Additional Information:

1. Does the trip involve any of the following...Please check the box

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

2. Lodging: Hilton Boston Back Bay

40 Dalton St, Boston, Massachusetts 02115

3. Transportation: Delta Airlines Boston Public Transportation

4. Supporting Documents:

- ☒ Preliminary Trip Itinerary Attached
- ☒ Related Brochures/Information Attached
- ☒ Student Trip Expectations Attached
- ☒ List of Student Attendees Attached

Student Travel Field TripsTrip Date: November 1-5Date Submitted: 9-26-23Supervisor Name: Makena BushTotal number of students participating: 10Total number of adults participating: 2**Copies Included:**

- ☒ Student Travel Proposal Forms (3 pages)
- ☒ Transportation Request Sheet
- ☒ Permission Slip w/ Info Filled In (Parent signed slips will be collected by teacher at a later date)
- ☒ Itinerary
- ☒ Student Expectations and Attire (Normal School Rules Apply)
- ☒ Student List
- ☒ Chaperone Names and Contact Information
- ☒ Contact Information of Trip Supervisor
- ☒ Pre-Travel Request Claim Form (if planning to claim per diem or reimbursement for out of pocket expenses)

IMPORTANT REMINDERS:

- * Schedule your sub in AESOP
- * Meet with the nurse the week before your trip for necessary information and training.
- * All chaperones must have a Washington State background check completed and approved. Check with your building secretary for this process.
- * Take the collected signed permission slips with you on the trip in case of emergency. You should have one for each student attending the trip.

EXPENSE BREAKDOWN**Transportation (Mark all that apply)**

☐ District Car(s) and/or Van(s) How Many? _____
☐ Rental Car(s) and/or Van(s) How Many? _____
☐ District Bus How Many? _____
☐ Charter Bus How Many? _____
☒ Plane 8 x \$376 = \$3,008

How is Transportation being funded?Circle one:
CTE funds Building funds ASB funds**Lodging**

☐ None
☐ School Stay _____ x \$ _____ = \$ _____
☒ Hotel or Camp (circle one) 4 x \$299/349 = \$4,209.60

How is Lodging being funded?Circle one:
CTE funds Building funds ASB funds**Fees**

☐ None
☒ Registration Fees 6 x \$125 = \$750

How are Fees being funded?Circle one:
CTE funds Building funds ASB funds**Subs**

☐ No sub needed
☒ Sub needed
1/2 Day _____ x \$65.00 = \$ _____
Full Day(s) 3 x \$130.00 = \$780

How are Subs being funded?Circle one:
CTE funds Building funds ASB funds**ADDITIONAL INFORMATION:**

x 2 Teachers
Boston subway - round trip from airport to hotel \$6 ea x 8 = \$48
Contest fees \$20 ea + \$30 Best of Show = \$150

Boston

Outbound Wed, Nov 1, 2023

All times are local

▲ DELTA 8:28 AM GEG 7h 30m 4:57 PM BOS
1 stop SEA

▲ Delta DL2886
8:28 AM GEG Spokane International
9:40 AM SEA Seattle / Tacoma International
On 15m Connect in airport
▲ Delta DL2886
7:05 AM SEA Seattle / Tacoma International
On 60m 4:57 PM BOS Boston Logan International

Arrives: Wed, Nov 1, 2023 | Journey duration: 7h 30m

Return Sun, Nov 5, 2023

▲ DELTA 6:46 PM BOS 5h 10m 11:57 PM GEG
1 stop SEA

▲ Delta DL342
6:46 PM BOS Boston Logan International
10:10 PM SEA Seattle / Tacoma International
On 60m Connect in airport
▲ Delta DL2886
10:55 PM SEA Seattle / Tacoma International
On 02m 11:57 PM GEG Spokane International

Arrives: Sun, Nov 5, 2023 | Journey duration: 5h 10m

Choose your fare

Basic Economy

Delta Comfort+

+ \$45

< Back

32k SkyMiles

- ✓ 1 carry-on & personal item
- No checked bags
- ✓ Seat assigned
- ✓ Standard check-in
- ✓ Last to board
- Lounge access not allowed
- Upgrades not allowed
- Non-refundable
- ✓ Cancellation to eCredit (for a fee)
- Ticket changes not allowed

Total \$376

- ✓ 1 carry-on & personal item
- No checked bags
- ✓ Choose seat for free
- ✓ Standard check-in
- ✓ Priority boarding
- Lounge access not allowed
- Eligible for upgrades
- Non-refundable
- ✓ Free ticket changes allowed

Total \$791

Book your ticket

1 x 0.0

● Read before making your reservation

9/25/23, 8:24 PM

Payment - Hilton Boston Back Bay

Hotel Info



[Join](#) [Sign In](#)

[Edit stay](#)

Hilton Boston Back Bay

Wed, Nov 1 – Sun, Nov 5, 2023
4 rooms for 8 adults

[Payment and Guest Details](#)

Total for stay

\$6,269.66

[Hide price details](#)

Price in USD

Room 1

1 King Bed, Flexible Rate

01 Nov 2023

\$299.00

02 Nov 2023

\$299.00

03 Nov 2023

\$299.00

04 Nov 2023

\$299.00

[Change room](#)

Room 2

1 King Bed, Flexible Rate

01 Nov 2023

\$299.00

02 Nov 2023

\$299.00

03 Nov 2023

\$299.00

04 Nov 2023

\$299.00

[Change room](#)

Room 3

2 Double Beds, Flexible Rate

01 Nov 2023

\$299.00

02 Nov 2023

\$299.00

03 Nov 2023

\$349.00

04 Nov 2023

\$349.00

[Change room](#)

Room 4

2 Double Beds, Flexible Rate

01 Nov 2023

\$299.00

02 Nov 2023

\$299.00

03 Nov 2023

\$349.00

04 Nov 2023

\$349.00

[Change room](#)

Total room charges

\$4,984.00

Mandatory Charge \$25.00 per room, per night

\$400.00

Total fees

14.95 % per room, per night

1.50 % per room, per night

\$885.66

Total taxes

Total for stay: \$6,269.66

NSPA - JEA Spring Journalism Conference
Yearbook Itinerary

What: JEA/NSPA Spring 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 1-5, 2023

Where: Boston, Massachusetts

Hotel Accommodations: Hilton Boston Back Bay
40 Dalton St, Boston, Massachusetts 02115

Airline: Delta Airlines
Outgoing Flights to Boston
GEG-SEA (Flight DL2156) 5:26am-6:40am, SEA - BOS (Flight DL458) 7:35am- 4:17pm

Incoming Flights to Spokane
BOS-SEA (Flight DL384) 6:25-2:40pm, SEA - GEG (Flight DL4005) 1:30pm - 2:40pm

Cost: \$419 per student
*incl. hotel and registration, contest fees, hop on/off bus tour
*students should budget approx \$300 for food

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.

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

>>> more info on back

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*Wednesday*

3am - Meet at Spokane Airport
5:26am - Flight to Boston, MA
4:17pm - Arrive in Boston, MA
5pm - Drop bags off at hotel
6pm - Dinner
11pm - Room Check

Thursday

8am - Breakfast
9am - Hop On/Off Bus Tour
12pm - 1pm - Lunch
5pm - End bus tour
6pm - Dinner
7pm - Keynote Speaker
11pm - Room Check

Friday

8am - Breakfast
9am - 3:30pm Breakout sessions
1pm - Best of Show deadline
4pm-6pm - JEA NSMC Contests
7pm - Dinner w/ Skyler (*Makena Judging*)
11pm - Room Check

Saturday

8am - Breakfast
9am - 2:30pm - Breakout Sessions
3:30pm - 6pm - Awards Ceremony
7pm - Dinner on your own
11pm - Room Check

Sunday

3am - Leave for airport
6:25am - Flight to Spokane
2:40pm - Arrive home

Cost Breakdown

Students

Anna Benton
Rachel Benton
Brooke Bloom
Jaeland Leman
Charlie Ring
Kadmiel Lopez

Chaperones

Makena Busch (Yearbook Adviser)
Skyler Lamberd (ASB Adviser)

Best of Show Contest Entry Fee: \$30

On site contests: \$20 per student x 6 = \$120

JEA Registration: \$125 x 8 = \$750

Hotel Rooms:

\$299 per night for 2 single rooms (chaperones) x4 nights = \$2,392

\$319/349 per night for 2 double bed student rooms x 4 nights = \$2,592

Fees \$400.00

Taxes \$885.66

Total: \$6,269.66

**See attached document for estimate from Hilton*

Subway Public Transit: \$6 roundtrip x 8 people = \$48

Flights: \$376 x 6 = \$2,256 **Paid by students*

Adviser+Chaperone Flight: \$376 x 2 = \$752

Hop On/Off Bus Tour \$43 per person x 8 = \$344

Students will cover the cost of their tickets for the bus tour

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 Spring Conference in San Francisco, California.**

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

Field Trip Information

I hereby give my permission for _____

(Name of Student)

who attends _____

(Name of School)

to participate in a field trip to _____

(Destination)

on November 1-5, 2023

from 5am (Time Departs)

to 2:40pm (Time

Returns).

for the purpose of _____

Class/Club/Team: _____

Staff contact: _____

Phone Number: _____

Transportation for this activity will be provided by:

_____ District/Bus Service

_____ Other (specify):)

Food will be provided at/by: _____

I received a detailed itinerary of the trip

Yes

No

I received a list of things the students should/should not bring

Yes

No

Medical/ emergency information

Student home phone#: _____

Date of birth: _____

Student's Address: _____

Family Physician: _____

Does this students have a medical or physical condition, medication information, or allergies which could interfere with the students safety? Yes No

If yes, please describe: _____

In the event of an emergency (injury, illness, unforeseen incident), I wish the following person to be notified in case I cannot be contacted:

Name: _____

Relationship: _____

Phone#: _____

Alternate phone#: _____

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 thursday and friday
- Dressy outfit for awards ceremony/dinner on saturday
- Chromebook / Notepad for workshop sessions + charger
- Write off contest materials
- Writing supplies (paper, pencil/pens, etc)
- Toiletries

CTE STUDENT TRAVEL PROPOSAL pg 1/3

HEAD

School: MSHS Group: Yearbook

Trip Name: JEA Journalism Convention Submission Date: 9-20-23

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

X Extended Field Trip (Overnight)

Trips related to club, leadership or academic activities that involve overnight stays (e.g. overnight leadership camp). Requires preliminary approval of building Principal, Activities Director, lead Student Services administrator, and CTE Director followed by final School Board approval.

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. trips to national or regional student leadership conferences). Requires preliminary approval of building Principal, Activities Director, lead Student Services Administrator, and CTE Director followed by final School Board approval.

Teacher/Advisor signature

9-20-23
Date

Day Trip

No overnight stay...Requires building Principal and CTE Director approval only.

Date(s) of Trip: Nov 1-5 Person in Charge: SUSAN BEST

Destination(s): Boston, MA

Approvals

Principal: Chelsea Gallagher
Chelsea Gallagher (Sep 29, 2023 13:10 EDT)

Activities Director: [Signature]

CTE Director: Melena Harris

Nurse: Jennifer Dike
Jennifer Dike (Sep 29, 2023 10:37 PM)

Final Approval Date

School Board



CTE STUDENT TRAVEL PROPOSAL pg 2/3

Trip Educational Benefit and Planned Activities:

Instructional sessions are lead by professional journalists and experienced up divisions. On-site contests + team building opportunities. National experience.

Building Budget Covering - please itemize:	\$	0
ASB Funds Covering - please itemize: yearbook acct: total (all participants) Meals (225) + AIR (375) 1/2 admission to conv fee (600)	\$	3500 600 600
District Funds Covering - please itemize:		0
Student/Parent Cost (per student) Covering - please itemize: 1/2 convention fee 65. AIR to/from Boston 375 Meals (+ or -) 200	\$	640.
CTE Budget Covering - please itemize:	\$	

Fundraising Opportunities:

Senior ads serve as fundraiser to support this opportunity.



CTE STUDENT TRAVEL PROPOSAL pg 3/3

Participants:

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

Student/Chaperone Ratio 5 1/2 to 1 Teacher: SUSAN BEST

Chaperone Names: Skylar - MHS teacher
(we share for male chaperone)

Chaperone Names: Skylar

of School Days Missed 3 # of Sub Days Needed 3

Additional Information:

1. Does the trip involve any of the following...Please check the box

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

2. Lodging: Marriott Boston Copley Place

3. Transportation: air → tbd / Public transport
to hotel

4. Supporting Documents:

- ☒ Preliminary Trip Itinerary Attached
- ☒ Related Brochures/Information Attached
- ☒ Student Trip Expectations Attached
- ☒ List of Student Attendees Attached

Students

Natalie Chamber
Kamryn Person
Nevaeh Person
Brayden Lewis
Elizabeth McGowan
Savannah Hinkle
Luke Blue
Rachelle Austin

**Permission To Participate In School Trip -- Middle and High School**

After reviewing the information provided regarding this trip, I hereby grant permission to participate for:

STUDENT NAME _____ SCHOOL MSHS
DATE OF BIRTH _____ EMERGENCY CONTACT NAME _____
CONTACT HOME NUMBER _____ CELL/WORK NUMBER _____
TRIP PURPOSE SEA Convention - Boston
TRIP DESTINATION Boston, MA TRIP DATE Nov 1-5
TRANSPORTATION: District Bus or vehicle AIR
Other (description) UPPER to/from hotel

ADDITIONAL NOTES: _____

TO BE COMPLETED BY PARENT (All bold faced items):

Please list any **medical conditions or medications needed** which school staff should be aware of:

I acknowledge that this activity entails inherent risks of bodily injury as well as damage to or loss of property. I hereby release the Mead School District, and its staff and representatives, from liability for such loss or injury as the result of this trip, to the extent allowed by law.

I certify that my child has no known medical or physical conditions which could interfere with his/her safety in this activity. In the event that it becomes necessary for the school district staff in charge to obtain emergency care for my child, I acknowledge that neither the school district or the individual staff member is responsible for the expense incurred as the result of the accident, injury, illness, or other unforeseen circumstance.

I authorize qualified medical and emergency professionals to examine, and in the event of injury or serious illness, administer emergency care to the above named student. I understand that an effort will be made to contact me to explain the nature of the problem prior to any treatment.

Signature of Parent/Legal Guardian

Date

Phone

TRIP INFORMATION (Attached)

I have read and reviewed with my child the attached itinerary (detailing dates, places, events, times, etc.) and behavior expectations. I am also fully aware of the special dangers and risks inherent in participating in these activities. Being fully informed as to these risks and expectations, we agree to abide by those expectations and participate in the event listed above.

Signature of Parent/Legal Guardian

Date

Phone

Boston -Fall JEA Convention Itinerary 2023

Wednesday, Nov 1 Fly to Boston

Fly from Spokane to Boston

Meet at airport at _____

Flight information:

Take train from airport hotel

Check in to Marriott Boston

Thursday, Nov 2

see sights

https://www.tripadvisor.com/AttractionProductReview-g60745-d23319077-Small_Group_Walking_Tour_of_the_Complete_Freedom_Trail_in_Boston-Boston_Massachusetts.html

1-7 pm Convention Registration (we will get our packets, figure out what rooms the write-offs are in and choose sessions)

5 pm dinner

Keynote speaker 7-9

Midnight Convention Curfew - expectation is that you are in your own room.

Friday, April 21

Nov 3

convention begins

9-10 Session 1

10-11 Session 2

11-12 Session 3

12-1 lunch

1-2 Session 4 (unless you are competing and then you can rest before contests)

2-2:30 - signed up for feedback on our book

4-6 Write-off contests

5:30 dinner

Midnight Convention Curfew

Saturday, April 22

Nov 4

Attend 4 sessions 8-2 - eat lunch at your leisure

Sightsee in afternoon

Sish - dinner

Midnight Convention Curfew

Sunday, April 23

Nov 5

Take train to airport

Flight _____ to Spokane

parents pick up student at airport at _____

.Expectations for JEA National Convention
Students and parents: please read and sign the following.

1. After 12 a.m., students will be in their own rooms, making no excessive noise. Lights out at midnight.
2. Students will be expected to follow all convention rules and attend at least 8 break-out sessions (see itinerary), listen to 1-2 keynote speakers and participate in the critique of our book from a professional.
3. During the day, students are expected to stay in groups of 3 or more during free time outside of the hotel. Students are expected to stay within 2-3 blocks of the hotel. We will sightsee as a group.
4. Students must be in the hotel after dark or if outside of the hotel, with a chaperone. Students may not leave the hotel by themselves without the express consent and knowledge of the chaperone.
5. Students may not be in a room alone with the opposite gender.
6. Students may not invite people outside of our group to their hotel room. Students should carry a cell phone (give Mrs. Best #) and have a charger at the hotel. If I text you, you must answer me immediately.
7. If the school is charged for damages to the hotel, students staying in that room will split the cost unless the student who did the damage confesses.
8. Per convention rules, students are not allowed to smoke on any part of the trip.
9. I will follow the MSHS rules/consequences when it comes to drinking and drugs as well as contact parents and send student(s) home.
10. While in attendance at school or school sponsored events, students are expected to remove themselves immediately from any situation where illegal activities are occurring or where other persons are engaging in conduct which violates school or district rules. If a situation is during a school sponsored field trip (whether local or extended), activity, or event, students will report the situation immediately and in confidence to school supervisory personnel.

Failure to follow the rules will result in the student being sent home at the parents' expense. I will contact parents if their student breaks the rules.

Thank you for your cooperation, I look forward to a fun, safe, educational trip.

Please sign your names acknowledging and accepting the rules, if you have any questions, please ask.

Student _____ date _____

Parent/adult in household _____ date _____

Dear parents,

Yearbook students have the opportunity to attend the JEA Journalism National Convention in Boston, MA from Nov 1 - 5. I will have a parents' meeting closer to the convention, but I have to begin planning, so please email me as to whether or not your student is able to go so that I can buy the airfare and reserve the hotel rooms. Your student will bring home a permission slip to be signed and once that is signed and we lock in the convention fee and hotel, your student will then be committed to the cost of the trip whether or not they attend. In no way is attendance at the convention a part of your student's grade in Yearbook class. Please email me with questions you have regarding the convention.

What: JEA Spring National Journalism Convention (JEA.org). You can go to <http://fall.journalismconvention.org/> to learn more about the convention.

When: Leave Wednesday, Nov. 1 (your student will need a ride to the airport), and return Sunday, Nov 5.
(4 nights).

Where: Hynes Convention Center in Boston, MA.

Why: To attend convention sessions on various journalism and yearbook topics, to compete in national competitions, bond with fellow MSHS Yearbook students, and meet professionals in the journalism and publishing community. Ultimately, attending conventions and listening to professionals in the field improves our product and our skills. Participating in competitions improves students' skills, adds credibility to our publication, and looks good on college applications.

How: Meet at the Spokane Airport to board a plane, take the train from the airport to the downtown hotel, sightsee Thursday, attend the opening keynote speaker Thursday night, attend the convention sessions Friday and Saturday, and compete in the competitions on Friday. Fly home Sunday. Students would need to be picked up from the airport on Sunday.

Students and parents are responsible for food, airfare, convention fee, and tourist attractions. The yearbook fund will cover the cost of the hotel . If your student wants to attend the convention, but cost is an issue, we can discuss ways to off-set the costs with additional fundraisers.

Your costs will include:

Air \$400-450 RT

subway \$10

Convention registration \$65.

Hotel Paid through our yearbook budget

Food Up to individual student/none provided

MEAD SCHOOL DISTRICT

Board Meeting of October 9, 2023

New Business

VI.F.

Agenda Item: **1st Reading Policy/Procedure 1400 Revision
Meeting Conduct, Order of Business and Quorum**

Background: A revision to Policy and Procedure 1400, Meeting Conduct, Order of Business and Quorum, is being presented for first reading consideration. The policy and procedure were adopted on March 26, 2007. There have been no revisions since that date. This policy is considered by WSSDA to be *essential*.

WSSDA Sample Policy 1400 and Sample Procedure 1400 were used as templates for the presented revisions. The primary deviation from the WSSDA templates is in the Public Comment section of the policy. The board recently adopted a revision to its Public Comment policy. Therefore, in the Public Comment section of Policy 1400, the reader is directed to Policy 1430, Public Comment, for additional information.

Summary: The presented revisions align the policy and procedure to current state/federal laws and current district practices. A copy of current Policy and Procedure 1400 are attached for comparison purposes.

Staffing Implication: None

Other Considerations: None

Recommendation: This is a 1st reading of a policy/procedure revision. No action is requested.

Attachments:

- ☐ Draft Policy and Procedure 1400
- ☐ Current Policy and Procedure 1400

MEETING CONDUCT, ORDER OF BUSINESS and QUORUM

The board will schedule its meetings in compliance with the law, and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

Regular Meetings

Regular meetings are held at 6 pm on the second Monday of each month at Union Event Center or at other times and places determined by the Board or the Superintendent. An agenda of the business that the board will transact will be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting.

If the board adjourns to times other than a regular meeting time, the board will provide notice of the meeting in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries. In cases of emergency, fire, flood, earthquake, or other emergency, the board president may provide for a location other than that of the regular meeting, a remote meeting with no physical location, or a meeting at which physical attendance is limited. In the instances of remote or limited in-person meetings, the District will provide real-time telephonic, electronic, internet, or other readily available means of remote access that do not require an additional cost to access the meeting.

The district will hold remote or physical attendance limited meetings only in cases of emergency declared by federal, state or local government, or in cases of local emergency, fire, flood, earthquake or other emergency, and at such meetings will provide real-time telephonic, electronic, internet or other readily available means of remote access that do not require an additional cost to access the meeting.

Special Meetings

Special meetings may be called by the board president or at the request of a majority of the board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally, by mail, facsimile, or email. The notice must be posted on the district's website unless the district (1) does not have a website or share a website with, or have its website hosted by, another public agency; (2) employs no full-time equivalent employees; or (3) does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

The district must also prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters and is not held as a remote meeting. During a declared emergency that prevents a meeting from being held in-person with reasonable safety, the district may post notice of a remote meeting without a physical location on the district website.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

A board member waives the written notice requirement if that board member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or email; or
2. Is actually present at the time the meeting convenes.

The board will not take final disposition on any matter other than those items stated in the meeting notice.

If the district calls a special meeting of the board to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited to declared emergencies in which travel to physically post notice is barred or advised against, the board may meet immediately with no prior notice.

Emergency Meetings

If the district determines, by reason of fire, flood, earthquake, or other emergency, that there is a need for expedited action by the board to meet the emergency, the board president may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency. The board president may provide for an emergency meeting without providing notice.

If, after the declaration of an emergency by a local or state government or agency, or by the federal government, the district determines that it cannot hold a board meeting with its members or with public attendance in person with reasonable safety because of the emergency, the district will either:

1. Hold a remote meeting without a physical location, or
2. Hold a meeting at which the physical attendance by some or all members of the public is limited due to the declared emergency.

Members of the board may appear at a remote meeting telephonically or by other electronic means that allows for real-time, remote communication.

For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, the district must provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. Free readily available options include, but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. The district may also permit the other electronic means of remote access.

The district will provide notice for remote meetings or meetings at which the physical attendance by some or all members of the public is limited due to a declared emergency according to this Policy. The notice for meetings pursuant to a declared emergency must include instructions on how the public may listen live to proceedings and how the public may access any other electronic means of remote access offered by the district.

The district will not take final disposition on any matter during a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency unless the district has provided an option for the public to listen to the proceedings, except for an executive session, pursuant to this Policy.

Public Notice

The board will give proper public notice for any special meeting whenever a regular meeting is adjourned to another time. The board may provide notice for an emergency meeting in accordance with this Policy.

All meetings will be open to the public with the exception of executive or closed sessions authorized by law. The board will take final action resulting from executive session discussions during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting and those who may have difficulty physically attending 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 special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, will be the office of the board. The district's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum and Voting

A quorum consists of the majority of all board members. For school boards with five members, three board members constitute a quorum. A quorum is required for the transaction of business, including voting. Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform that provides real-time verbal communication without being in the same physical location with those in attendance.

Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.

The board will take no action by secret ballot at any meeting required to be open to the public. Generally, the board votes on motions and resolutions by "voice" vote, unless a board member requests to vote by oral roll call, in which case the board will do so. A motion passes when a majority of those board members present and voting vote in favor. However, a majority vote of *all* board members is required to elect or select a superintendent or board officer and the board must vote on these matters by an oral roll call. The board will vote by an oral roll call whenever required by law.

Meeting Conduct and Order of Business

The board will conduct all board meetings in a civil, orderly, and business-like manner. The board uses *Roberts Rules of Order (Revised)* as a guide, except when board bylaws or policies supersede such rules. During board meetings, board members will refrain from communicating electronically (e.g., by email, text, social media) with their fellow board members.

The board will use the agenda to establish its regular order of business. However, either the superintendent or a board member may request additions or changes to the prepared agenda, and the board may adopt a revised agenda or order of business by a majority vote of the board members present. At a special meeting, the board may take final action only on that business contained in the notice of the special meeting.

It is unlawful for any member of the public to knowingly carry onto, or to possess on, any area of a facility being used for official school board meetings, a dangerous weapon, including but not limited to a firearm, "nunchucks," "throwing stars," air gun or pistol, stun gun, or other dangerous weapon as listed in RCW 9A.01.020. The board will ensure that signs providing notice of the restrictions on possession of firearms and other weapons are posted at facilities being used for official meetings of the board.

Public Attendance

Any member of the public may attend board meetings, including individuals who do not live within district boundaries. The board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

Public Comment

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of public comment, with the exception of emergency situations, the board will provide a period at every regular meeting for public comment. Please see Policy 1430 - Public Comment, for additional information.

Opportunity for public comment—both oral and written—is required before the board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient, or safe management and operation of the district. Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about his or her firm.

Meeting Recordings

All regular and special meetings of the board at which a final action is taken or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded. Such recordings will be maintained for at least one year. The recording will include the comments of the directors and the comments of members of the public if formal public testimony is accepted at the meeting.

Cross References:

1220 - Board Officers and Duties of Board Members

1410 - Executive or Closed Sessions

1420 - Proposed Agenda and Consent Agenda

Legal References:

RCW 28A.330.020 Certain board elections, manner and vote required - Selection of personnel, manner

RCW 28A.320.040 Bylaws for board and school government

RCW 28A.330.070 Office of board Records available for public inspection

RCW 28A.343.370 Vacancies

RCW 28A.343.380 Meetings

RCW 28A.343.390 Quorum Failure to attend meetings

RCW 42.30.030 Meetings declared open and public

RCW 42.30.050 Interruptions - Procedure

RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings Notice Secret voting prohibited

RCW 42.30.070 Times and places for meetings - Emergencies - Exception

RCW 42.30.080 Special Meetings

42 U.S.C. 12101 -12213 Americans with Disabilities Act

RCW 9.41.280 Possessing dangerous weapons on school facilities Penalty Exceptions

RCW 42.30.035 Minutes

Management Resources: 2022 - June Issue
2018 - August 2018 - August Policy Issue
2014 - June Issue
2013 - April Issue
2012 - June Issue
Policy News, June 2005 Special Meeting Notice Requirements

Adopted: March 26, 2007
Revised:

MEETING CONDUCT, ORDER OF BUSINESS and QUORUM

The district must advertise all meetings, including study sessions and retreats, as meetings that are open to the public. If a board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy 1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced at the meeting and recorded in the minutes (e.g., real estate matters, litigation).

All regular meetings must be held within the district boundaries. Special meetings may be held outside the district with proper notice of the time and location.

It is unlawful for any member of the public to knowingly carry onto, or to possess on, any area of a facility being used for official school board meetings, a dangerous weapon, including but not limited to a firearm, "nun-chu-ka sticks," "throwing stars," air gun or pistol, stun gun, or other dangerous weapon as listed in RCW 9A1.280. The board must ensure that signs providing notice of the restrictions on possession of firearms and other weapons are posted at facilities being used for official meetings of the board.

Meeting Notices

All public notices of board meetings should inform persons with disabilities and those individuals who may have difficulty physically attending a board meeting that they may contact the superintendent's office, so that the district can arrange for them to participate in board meetings. A regular meeting does not require a public notice if held at the time and place provided by board policy. If the board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice to the press stating the time, place, and purpose of the meeting.

For special meetings, a district is required to notify those newspapers and radio and television stations that have filed a request for such notification. The district must also provide written notice and a printed or electronic copy of the agenda to each school director 24 hours prior to the meeting. Notice to a school director is deemed waived if the school director files a written notice of waiver with the board secretary before or at the time of the commencement of the meeting or by the school director's actual attendance at the meeting.

The district must also post notice of the meeting on the district's website, the door of the main district offices, and the door at the location of the meeting if it is different from the district's offices. Notice of regular meetings must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting.

At a special meeting, the board may discuss items that were not on the original agenda, but the board cannot take final action on any topics that were not identified on the original agenda.

If the board is to discuss an item in executive session in accordance with Policy 1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.

No meeting notice is required when the board is acting as a quasi-judicial body in a matter between named parties (e.g., hearing on discharge, nonrenewal, or discipline of an employee, unless the employee requests a public meeting; hearing regarding the suspension, expulsion, or emergency removal of a student) or for the purpose of planning or adopting strategy or

positions to be taken in collective bargaining, grievance, or mediation proceedings, or reviewing such proposals made by a bargaining unit.

Meeting Recess and Continuation

The board may recess a regular, special, or recessed meeting to a specific future time. The district must post notice of such a recess and continuation at or near the door of the meeting room. Notification to the press is not required.

Meeting Recordings

All regular and special meetings of the board at which a final action is taken or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded and such recordings will be maintained for at least one year. The recording will include the comments of the directors, and the comments of members of the public if formal public testimony is accepted at the meeting.

Board meeting recordings must be provided electronically to the public upon request. It is not a violation of policy or law if the district attempts to record a meeting in good faith and, due to technological issues, a recording is not made or if any or all of a recording is unintelligible. When possible, the district will make the content of school board meetings, or a summary thereof, available in formats accessible to individuals who need communication assistance and in languages other than English.

Adopted: March 26, 2007

Revised:

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

Board meetings will be scheduled in compliance with the law and as deemed by the Board to be in the best interest of the district and community. The Board will function through regular meetings, special meetings, and emergency meetings.

Regular Meetings

Regular meetings shall be held at 6:00 p.m. on the second and last Monday of each month in the district administration office or at other times and places as determined by the Board or the Superintendent.

If regular meetings are to be held at places other than the district administration office or are adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. All regular meetings of the Board shall be held within the district boundaries.

When a regular meeting date falls on a legal holiday, the meeting shall be held on another scheduled business day as soon as is convenient to the members of the Board.

Special Meetings

Special meetings may be called by the President or on a petition of a majority of the Board members. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Board member not less than twenty-four (24) hours prior to the time of the meeting. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally or by mail, facsimile or electronic mail. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

Public Notice

Public notice shall be properly given for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the district administration office.

All meetings shall be open to the public with the exception of Executive Sessions authorized by law. Final action resulting from Executive Session discussions will be taken during a meeting open to the public as required by law.

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 special arrangements can be made.

During the interim between meetings, the office of the Superintendent, as Board secretary, shall be the office of the Board. The district's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum

Three Board members shall be considered as constituting a quorum for the transaction of business.

Meeting Conduct and Order Of Business

All Board meetings will be conducted in an orderly and business-like manner using *Roberts Rules of Order (Revised)* as a guide, except when such rules are superseded by Board bylaws or policies. The order of business will be that indicated on the agenda. Any additions or changes in the prepared agenda may be requested by the Superintendent or a Board member and must be approved by majority vote of the Board members present.

The Board shall establish its regular order of business, but may elect to change the order by a majority vote of the members.

All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by a member of the Board. No action shall be taken by secret ballot at any meeting required to be open to the public.

An oral roll call vote of all the members of the Board is required for the election of Board officers, filling a vacancy on the Board, or for the selection of the school district Superintendent, and a majority vote of all the members of the Board is required for any person to be elected or selected for such positions.

Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required
	RCW 28A.320.040	Directors — Bylaws
	RCW 28A.330.070	Office of board — Records available for public inspection
	RCW 28A.343.370	Directors — Filling vacancies
	RCW 28A.343.380	Directors — Meetings
	RCW 28A.343.390	Directors — Quorum — Failure to attend meetings may result in vacation of office
	RCW 42.30	Open Public Meetings Act
	RCW 42.30.060	Open Public Meetings — Voting by secret ballot prohibited
	Ch.42 U.S.C. §§ 12101-12213,	Americans with Disabilities Act

Management Resources: *Policy News*, June 2005 Special Meeting Notice Requirements

Adopted: March 26, 2007

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

Meeting Conduct, Order of Business and Quorum

All meetings, including study sessions and retreats, must be advertised as meetings that are open to the public. If the Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in Executive Session, in accordance with Mead School District Policy #1410, the special meeting should be called to order and recessed to an Executive Session. The purpose of the Executive Session should be announced and recorded in the minutes (e.g., real estate matters, litigation).

All regular meetings must be held within the district boundaries. Special meetings may be held outside the district with proper notice of the time and location.

Meeting Notices

A regular meeting does not require a public notice if held at the time and place provided by Board policy. If the Board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice to the press stating the time, place and purpose of the meeting. A district is required to notify newspapers and radio and television stations which have filed a request for such notification. Each director should receive a printed agenda twenty-four hours in advance of the meeting. All public notices of Board meetings should inform persons with disabilities that they may contact the Superintendent's office so that arrangements can be made for them to participate in Board meetings.

While other items of business may be discussed at a special meeting, no final action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in Executive Session, in accordance with Mead School District Policy #1410, the item of business must also appear on the agenda if final action is to be taken following the Executive Session.

No meeting notice is required when the Board is acting as a quasi-judicial body in a matter between named parties (e.g., hearing on discharge, non-renewal or discipline of an employee, unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student, unless the student requests a public meeting) or for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit.

Meeting Recess and Continuation

The Board may recess a regular, special or recessed meeting to a specific future time. Notice of such a recess and continuation must be posted at or near the door of the meeting room. Notification to the press is not required.

Adopted: March 26, 2007

MEAD SCHOOL DISTRICT

Board Meeting of October 9, 2023
New Business

VI.G.

Agenda Item: 1st Reading Policy/Procedure 1420 Revision
Proposed Agenda and Consent Agenda

Background: A revision to Policy and Procedure 1420, Proposed Agenda and Consent Agenda, is being presented for first reading consideration. The policy and procedure were adopted on March 26, 2007. There have been no revisions since that date. This policy is considered by WSSDA to be *essential*.

WSSDA Sample Policy 1420 and Sample Procedure 1420 were used as templates for the presented revisions. Revisions are highlighted on the attached drafts.

Summary: The presented revisions align the policy and procedure to current state/federal laws and current district practices.

Staffing Implication: None

Other Considerations: None

Recommendation: This is a 1st reading of a policy/procedure revision. No action is requested.

Attachments:

- ☐ Draft Policy and Procedure 1420

PROPOSED AGENDA AND CONSENT AGENDA

Board Meeting Proposed Agenda

The Board Secretary shall be responsible for preparing the proposed agenda for each meeting in consultation with the Board President. Copies of the proposed agenda, minutes of the previous meeting, and relevant supplementary information will be provided delivered to each Board member at least three (3) days in advance of the meeting and will be available to any interested citizen at the Superintendent's office twenty-four (24) hours prior to the meeting. The proposed agenda for regular and special meetings will be posted to the district's website not less than twenty-four (24) hours prior to the start of the meeting.

At a special meeting, final action may be taken only on that business contained in the original notice of the special meeting and agenda.

Consent Agenda

To expedite business at a school board meeting, the Board approves the use of a Consent Agenda which includes those items considered to be routine in nature. The Consent Agenda will appear on the regular agenda under *New Business*.

Any item which appears on the Consent Agenda may be removed from the Consent Agenda by a member of the Board. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the Consent Agenda.

Cross References: 1400 - Meeting Conduct, Order of Business, and Quorum
 6020 - System of Funds and Accounts

Legal References: RCW 42.30.080 Special meetings

Management Resources: 2014 - June Issue
 2012 - June Issue
 2022 - June Issue

Adopted: March 26, 2007
Revised:

PROPOSED AGENDA AND CONSENT AGENDA

Proposed Board Meeting Agenda and Consent Agenda

The Board Meeting Agenda may contain the following agenda items:

- Call to Order
- Approval of Agenda
- Approval of Minutes
- Remarks for the Good of the Schools -- Public Comment on Agenda Items
- Continuing Business Items
- New Business Items
 - A. Consent Agenda
- Reports
 - A. Superintendent's Report
 - B. Monthly Financial Report
- Remarks for the Good of the Schools -- Public Comment on Non-Agenda Items
- Executive Session
- Adjournment

Consent Agenda

The basic purpose of a Consent Agenda is to recognize routine matters in an expeditious manner. If a debatable item appears on the Consent Agenda, the item may be removed at the request of a Board member and inserted at an appropriate place on the agenda.

Some examples of items that may be included on the Consent Agenda are:

- Authorization of Superintendent to sign claim forms in behalf of district
- Approval of Personnel Actions, Payroll, Extra-Curricular and Supplemental Contracts, Warrant Vouchers, Salary Schedules, Declaration of Surplus Property, Grant Approval, Resignation and Retirement Approval, Leave Requests, etc.

The Board shall receive supporting information for the consent agenda items along with the regular agenda materials. Upon approval, all consent agenda items shall appear in the minutes.

Adopted: March 26, 2007

Revised:

MEAD SCHOOL DISTRICT

Board Meeting of October 9, 2023

New Business

VI.H.

Agenda Item: 1st Reading Policy 1630 Revision & Procedure 1630 Suspension
Evaluation of the Superintendent

Background: A revision to Policy 1630 and the suspension of Procedure 1630, Evaluation of the Superintendent, are being presented for first reading consideration. The policy and procedure were adopted on March 26, 2007. There have been no revisions since that date. This policy is considered by WSSDA to be *essential*.

WSSDA no longer recommends an accompanying procedure for this policy. Based on that recommendation, coupled with the fact that the contract between the district and superintendent already includes evaluation criteria, current Procedure 1630 is being presented for suspension.

WSSDA Sample Policy 1630 was used as the template for the presented policy revision. Revisions are highlighted on the attached policy draft.

Summary: The presented revision aligns the policy to current state/federal laws.

Staffing Implication: None

Other Considerations: None

Recommendation: This is a 1st reading of a policy revision and procedure suspension. No action is requested.

Attachments:

- ☐ Draft Policy 1630
- ☐ Current Procedure 1630

EVALUATION OF THE SUPERINTENDENT

The Board will establish evaluative criteria and shall be responsible for evaluating the performance of the Superintendent. ~~as provided by statute.~~

The Superintendent will have the opportunity for confidential conferences with the Board members on no less than ~~three~~ ~~two~~ occasions in each year, the purpose of which shall be the aiding of the Superintendent in his/her performance. The Board, on the basis of the evaluation, may ~~terminate~~, renew ~~and/or~~ extend the Superintendent's contract for periods not to exceed three years.

Legal References: RCW 28A.400405.010+00

~~Minimum criteria for the evaluation of
certificated employees, including
administrators — Procedure — Scope —
Penalty — Employment of superintendent —
Superintendent's qualifications, general
powers, term, contract renewal~~

Adopted: March 26, 2007
Revised:

EVALUATION OF THE SUPERINTENDENT

The Superintendent shall have the opportunity for confidential conferences with the Board on at least two occasions during each school year. However, the Board may discuss with the Superintendent his/her performance at anytime during the year when the Board deems it necessary.

In an Executive Session the Board shall conduct a preliminary performance review of the Superintendent on or about January 31, and a year-end review on or about June 15 of each contract year. The Superintendent shall be evaluated on the criteria adopted by the Board, and on the basis of goals developed by the Board and the Superintendent. The Board shall schedule an Executive Session/Work Study Session for the purpose of the evaluations.

Prior to the January session, the Board may formally interview individuals in the district and community regarding the Superintendent's performance. The Board shall meet to agree on the final composite draft of the evaluation at which time the evaluation will be discussed with the Superintendent. Prior to the January evaluation, the Superintendent shall submit to the Board a written and/or oral report describing the status of the district goals. A written composite of the formal evaluation shall be signed by all members of the Board within 4 weeks and given to the Superintendent.

The June evaluation will be an informal discussion with the Superintendent regarding his/her performance and goals - set by and for the Superintendent. As part of this evaluation, the Board and Superintendent shall agree on goals for the Superintendent. From these discussions, a written evaluation shall be agreed upon by the Board, signed and submitted to the Superintendent.

At either or both evaluations, the Superintendent may add at his/her discretion any information that will enable the Board to more thoroughly evaluate the performance of the Superintendent.

Adopted: March 26, 2007

MEAD SCHOOL DISTRICT

Board Meeting of October 9, 2023

New Business

VI.I.

Agenda Item: **1st Reading Policy 1805 Adoption
Open Government Trainings**

Background: The adoption of Policy 1805, Open Government Trainings, is being presented for first reading consideration. If adopted this will be a new policy for the Mead School District. This policy is considered by WSSDA to be *essential*.

WSSDA Sample Policy 1805 was used as the template for the presented policy adoption.

Summary: The presented policy aligns to current state/federal laws and current district practices.

Staffing Implication: None

Other Considerations: None

Recommendation: This is a 1st reading of a policy adoption. No action is requested.

Attachments:

- ☐ Draft Policy 1805

OPEN GOVERNMENT TRAININGS

The board recognizes the value of meaningful, informed public participation in district deliberations and the need to conduct its affairs in a transparent manner. All board directors will participate in trainings regarding: 1) the Open Public Meetings Act; 2) the Public Records Act; and 3) Public Records Retention, within ninety (90) days of taking the oath of office following election or appointment. After the initial trainings, board directors will participate in refresher trainings on these subjects every four years that they hold office in order to remain current with new developments in open government law.

Board directors will document their completion of required trainings. The Superintendent or designee will file and maintain the documentation in the district.

Legal References:

ESSB 5964, Open Government Trainings Act
RCW 28A.343.360, Oath of Office
RCW 40, Public Documents, Records, and Publications
RCW 40.14, Preservation and Destruction of Public Records
RCW 42.30, Open Public Meetings Act
RCW 42.56, Public Records Act
RCW 42.56.580, Public Records Officers

Management Resources:

2014 - June Issue
2014 Open Government Training Act (Q&A)
Attorney General's Model Rules

Adopted:

MEAD SCHOOL DISTRICT

Board Meeting of October 9, 2023
New Business

VI.J.

Agenda Item: **Contract/Bargaining Agreement**
 Mead Combined Trades Association

Background: Mead Combined Trades Association and the Mead School District have reached a tentative one-year contract agreement (September 1, 2023 – August 31, 2024). The association has ratified this tentative agreement.

A summary of contract changes, including a cost estimate where appropriate, is attached. Regarding salary, the 2023/2024 salary schedule includes the budgeted for 3.7% IPD.

Recommendation: Approval of the one-year tentative collective bargaining agreement between Mead Combined Trades Association and the Mead School District is recommended.

MCTA Contract Changes 2023-2024 Board Summary

- **Wage Increases:** 3.7% IPD as defined within the CBA. – **Estimated Cost of increase (with benefits) for 2023-24 = \$130,000.**
- **Vacation:** Increased vacation accrual for employees (19 individuals) to accrue 1 additional day per year and adjusted the years of service necessary to reach the top accrual. This was reduced during a previous bargain. **Estimated Cost = \$17,895**
- **Holiday:** Included Juneteenth as passed by Washington State Law. In order to reach an agreement, also provided a one-time floating day to be utilized during the 2023-24 year. **Estimated Cost = \$10,851**
- **Discrimination Language:** Updated language to current policy language.
- **Summer Schedules for Ground Crews:** Clarified who constitutes ground crew members and clarified shift schedule for the entire crew.
- **Breaks:** Clarified that an employee will be paid if called back from lunch without being provided an alternative lunch period.
- **Layoff/Recall Language:** Clarified layoff/recall procedures
- **General Housekeeping:** Updated policy references and provided clarity in language where needed and addressed the use of the wording “members” vs. “employee” to meet Janus Decision requirements.
- **Loss or Damaged Property:** Increased reimbursement in the case of such an occurrence should happen from \$100 to \$250. This section addresses personal property damaged, destroyed, or stolen during the course of employment. The estimated cost is de minimis.
- **Duration of Contract:** One year (2023 through 2024)