



**Minutes from the Regular Meeting of the Board of Directors  
Monday, December 11, 2023**

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The Board of Directors held a Regular Board Meeting on Monday, December 11, 2023. This meeting was held in-person and virtually via a Zoom link posted on the Mead School District website. Directors Burchard, Cannon, Gray, Killman and Nolan were present. Also attending were Superintendent Travis Hanson, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

**I. Pledge of Allegiance**

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

**II. Approval of Agenda**

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

**III. Approval of Minutes**

Director Cannon made a motion to approve the minutes of the November 13, 2023 Regular Board Meeting and November 20, 2023 Special Board Meeting, as presented. Director Gray seconded the motion. The motion carried. Newly elected board members Jennifer Killman and Alan Nolan abstained.

**IV. Oath of Office - Director Districts #2, #3 and #4**

Noting the November 7, 2023, election results for Mead School District Director Districts #2, #3 and #4 have been validated by Spokane County, and that Alan Nolan (Director District #2), Jennifer Killman (Director District #3) and Michael Cannon (Director District #4) have been elected to fill these positions, Superintendent Hanson administered the *Oath of Office* to each of these newly elected (Alan Nolan and Jennifer Killman) and re-elected (Michael Cannon) board members.

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

Vice-President Burchard first opened the floor for high school ASB updates. There were no individuals who signed up to speak on agenda items and there were no comments from the board or staff.

*Mead High School Report*

There was no Mead High School report as ASB students were hosting *Eggnog Evening* and, therefore, not able to attend the board meeting.

*Mt. Spokane High School Report*

A brief review of the academic, athletic, leadership and music events recently completed and upcoming at Mt. Spokane High School was presented by ASB President Stetson Gilbert. After first welcoming the two new board members, Stetson shared the school is decorated for the holidays, the Winter Play enjoyed a successful run and 50 DECA students, on December 11<sup>th</sup>, took part in a state qualifier, regional competition. Winter sports are underway with the basketball team (boys) currently leading the GSL and cheerleaders have qualified for State for the first time in school history. The *Winter Assembly* will take place on December 18<sup>th</sup>. Mt. Spokane's theme for the upcoming rivalry basketball games with Mead High School is *Knock Out the Panthers*. As

plans take shape for the January *MLK Assembly*, the ASB class is focused on ways students and the school can give back to the community.

**VI. Continuing Business - none**

**VII. New Business**

**A. Consent Agenda**

Director Cannon, noting he talked with Chief Financial Officer Heather Ellingson prior to the meeting about this expense item, shared the KCDA payment (\$6,621.69) is to a cooperative where a variety of supplies are purchased, not the radio station.

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

**Consent Agenda**

**1. Hired Certificated Personnel:**

Kristen Sandstrom	Mead High School	Cert	.4 FTE Continuing DLC Teacher effective 11/16/23 (in addition to .4 FTE Continuing Resource Room Teacher)
Kiana Eckersley	Special Services	Cert	.6 FTE Leave Replacement School Psychologist 23/24 school year effective 11/16/23
Emily Bertholic	Mead Learning Options	Cert	.5 FTE Leave Replacement teacher 23/24 school year - .3 FTE effective 10/17/23 .2 FTE effective 11/2/23 (in addition to .5 FTE Continuing)
Diana Anderson	Special Services	Cert	.6 FTE Leave Replacement SLP 2 <sup>nd</sup> Semester 23/24 School Year (1/29/24 - 6/14/24)
Paige Buccola	Mead HS	Cert	1.0 FTE Leave Replacement English teacher 23/24 School Year effective 11/16/23

**2. Hired Classified Personnel:**

Emily DeCaro	Skyline	Class	6.02 hrs/day Para Ed effective 11/8/23
Christian Eaton	Mountainside	Class	6.15 hrs/day Para Ed effective 11/1/23
Barbara Hankel	Shiloh Hills	Class	4.75 hrs/day Para Ed effective 11/1/23
Nicole Hultman	Colbert	Class	6.2 hrs/day Para Ed effective 10/12/23
Allen Hussein	Brentwood	Class	6.25 hrs/day Para Ed effective 10/25/23
Renee Nielsen	Shiloh Hills	Class	6 hrs/day Para Ed Effective 11/1/23
Anastasia O'Bannan	Brentwood	Class	2.75 hrs/day Para Ed effective 11/8/23
Amy Perkins	Northwood	Class	6.5 hrs/day Para Ed effective 11/1/23
Amanda Philips	Evergreen	Class	6.5 hrs/day Para Ed effective 10/25/23
Angela Rendall	Evergreen	Class	6.25 hrs/day Para Ed effective 10/31/23

**3. Hired Certificated Substitutes:**

Donn Nelson	Keylissa Coleman	Ashique Berry	Erin Wehde
Maeve Stepan	Mailey Hansen	Elisa Johnson	Aziah Hawkins

**4. Hired Classified Substitutes:**

Rachel Heatley	Lucinda Sullivan	Rachel Heatley	Julie Autry
Chrisann Ogden	Amanda Best		

**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, **December 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 114110 to 114527** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 1,057,566.01
General Fund - PR	11,404,554.18
ASB Fund	185,442.98
Capital Projects Fund	36,527.40

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

**7. Accepted the Following Donation:**

- \$2,189 from Mt. Spokane Athletic Booster Club to Mt. Spokane ASB for Gymnastic warm-ups
- \$1,500 from Mt. Spokane Athletic Booster Club to Mt. Spokane ASB for Baseball supplies
- \$996 from Damon Orthodontics to Mead High School for gym scoreboard signage
- \$1,000 from Dorian Studios to Midway Elementary (Technology Grant)
- \$1,000 from Dorian Studios to Brentwood Elementary (Technology Grant)
- \$1,000 from Dorian Studios to Prairie View Elementary (Technology Grant)
- \$1,126.68 from Ella Fitzgerald Foundation to Resource Hub
- \$30,000 from Highland Parent Pack to Highland Middle School (\$25,000 for ASB/Activities - \$5,000 for Principal's Budget)
- \$1,075 from Mt. Spokane Athletic Boosters to Mt. Spokane Baseball Program
- \$850.00 from Mt. Spokane Athletic Boosters to Mt. Spokane Boys Basketball Program
- \$500 from Lecia Curtis to Northwood Middle School to assist students needing food or clothing
- \$19,000 from Mt. Spokane Athletic Booster Club to Mt. Spokane Athletic Teams (\$1,000 for each team)
- \$500 from Howerton Construction to Mt. Spokane Wrestling Team
- \$34,000 from Northwood Parent Pack to Northwood Middle School for ASB Athletic/Activities

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

Marcella Lybbert	Mead Learning Options	Cert	.4 FTE (will work .6 FTE) 2 <sup>nd</sup> semester 23/24 school year
Jessica Klingback	Mt. Spokane	Cert	.4 FTE (will work .6 FTE) 1/2/24 - 6/14/24
Heidi Boydston	Farwell	Class	1/16/24 - 4/5/24

**9. Approved Requests to Rescind Leave (i.e., parenting, medical, Good of the District, etc.):**

Jamie Kissler	Special Services	Cert	2 <sup>nd</sup> Semester (23/24)
MacKenna Jones	Mead HS	Class	11/1/23 - 11/13/23

**10. Accepted Requests for Retirement/Resignation:**

Courtney Alder	Creekside	Class	Resignation effective 12/20/23 (Para Ed)
Isabel Detweiler	Northwood	Class	Resignation effective 12/14/23 (BI Tech)
Kyler Kanzler	Shiloh Hills	Class	Resignation effective 12/1/23 (Para Ed)
Shaniah Kincaid	Colbert	Class	Resignation effective 11/21/23 (Para Ed)
Tamara Korth	Shiloh Hills	Class	Resignation effective 11/30/23 (SOAR Program Director)
Daisy Lizana	Mountainside	Class	Deceased 11/18/23 (Custodian)
William MacEnulty	Transportation	Class	Retirement effective 12/31/23 (Bus Driver)
Linda StClair	Mead HS	Cert	Retirement effective 8/31/24 (teacher)
Edith Urso	Mt. Spokane	Class	Retirement effective 12/31/23 (Para Ed)

**VIII. Annual Reorganization of the Board of Directors**

Vice-President Burchard called for nominations for the position of President of the Board. Director Gray made a motion to nominate Director Cannon to serve as President of the Board. There were no other nominations. The motion received unanimous board approval.

Vice-President Burchard called for nominations for the position of Vice-President of the Board. Director Cannon made a motion to nominate Director Gray to serve as Vice-President of the Board. There were no other nominations. The motion received unanimous board approval.

In receiving the gavel from Director Burchard, new Board President Cannon thanked Director Burchard for his service as board president in prior years noting the position, at times, involves assuming additional responsibilities and a greater time commitment.

Addressing those in attendance and those listening on-line, President Cannon expressed his appreciation to those who voted in the recent school board election. Whether or not patrons voted for him and/or the two new board members, he shared the board is here to serve all and build on the standard of excellence established by previous boards. President Cannon acknowledged the importance of listening to parents while also ensuring school board support for the 1,500+ staff who work hard to provide “future ready” learning and extra-curricular experiences for the district’s 10,000+ students.

On the topic of the upcoming replacement levy ballot measure, President Cannon expressed board support for this critical funding source noting levy monies fill the gap between what the state funds and the educational experiences the Mead community wants and expects. In closing, he expressed appreciation for the trust placed in him and the other board members to lead and serve the community.

## **IX. Reports**

### **A. 2023/24 Citizen's Guide to the District Budget**

Referencing the *2023/24 Citizen's Guide to the District Budget*, Superintendent Hanson shared the preparation of a citizen's guide to the budget is something he started while serving as Superintendent in Deer Park. For each school district in the state their adopted budget, officially known as the F195 report, is available on the OSPI website. This official document for Mead is more than 200 pages in length. Because of its length and complexity looking at the official F195 doesn't always feel transparent.

The Mead School District *2023/24 Citizen's Guide to the District Budget* is designed to present budget information to the public in a more digestible form. Its purpose is to provide clarity, transparency and accountability. The document includes a two page introductory letter from Superintendent Hanson, followed by information on district schools, enrollment, staffing and the various funding sources included in the district's annual budget.

Chief Financial Officer Heather Ellingson reviewed sections of the guide that address enrollment, the difference between assigned and unassigned Fund Balance and cash flow. Information shared included the following:

- Enrollment drives the state's prototypical funding model and is based on FTE rather than headcount. Students who attend all day are considered 1.0 FTE while a student who attends only half a day is assigned a .5 FTE. Student FTE is used to determine each school's staffing allocation.
- Prior to COVID projecting enrollment for the upcoming school year was fairly predictable. Post COVID enrollment lost because of the pandemic has not rebounded and it is much harder to accurately predict enrollment for the upcoming school year.
- Fund Balance is broken into two categories - assigned and unassigned. The district has been dipping into Fund Balance (unassigned) for the past few years to balance the budget. The unassigned Fund Balance goal, per district policy, is 8.33% (payroll for one month). The district's current unassigned Fund Balance is significantly short of this goal.
- The monies received by the district are not the same each month. State apportionments vary from month to month and levy funds are collected in October and April each year. Therefore, cash flow, particularly when Fund Balance is low, must be monitored closely.

In conclusion, Ms. Ellingson shared the document is fluid and can be updated/revised as needed. Regarding Fund Balance, Director Burchard recommended *assigned* and *unassigned* amounts be clearly identified to avoid anyone mistakenly thinking the district has more reserves than it does. President Cannon shared the information in the guide is "wildly helpful" and will be a great, user friendly resource for the community.

### **B 2023/24 Year End Financial Report**

Highlights/items of note in the 2023/24 Year-End Financial Report presented by Chief Financial Officer Heather Ellingson included the following:

- It typically takes 6-8 weeks following the end of a fiscal year to make year-end adjustments and close the books. The state conducts its annual audit of the prior year in early to late winter with audit results issued by late May.
- Key budget elements include enrollment, revenue/expenditures and Fund Balance.
- Actual enrollment (10,218.20 FTE) was slightly higher than budgeted (10,181.00 FTE).

- Actual revenue (\$157,905,451) was higher than budgeted revenue (\$153,395,502). Of this additional \$4.5 million, \$1.8 million is the value of leases and other long-term obligations. The majority of the remainder is attributable to increases in Nutrition Services, Transportation and Special Education funding and can only be spent on expenses directly related to each program. Additional Nutrition Services revenue is primarily due to higher than anticipated student lunch payments, Transportation additional monies are one-time in nature and come from Safety-Net funding and the additional money in Special Education is a result of an increase in Special Education enrollment resulting in the ability to collect the entire 13.5% provided by the state. Even with the increase in monies received for Special Education, expenses exceeded the amount provided by the state. Levy funds were used to make up this shortfall.
- Actual expenditures (\$158,556,462) were very close to budgeted expenditures (\$158,612,197). Expenditures in Nutrition Services, Transportation and Special Education were higher than projected with Basic Ed/CTE being less than projected.
- Total Fund Balance (assigned + restricted + non-spendable + unassigned) was higher than anticipated. Assigned, restricted and non-spendable balances all increased with the unassigned balance decreasing by \$2.3 million. As set forth in policy, the unassigned/unrestricted Fund Balance goal is 8.33%. The unassigned Fund Balance at the end of 22/23 was just over \$5 million - 2.62%. This is well below the 8.33% target. With successful passage of the levy it will be important to work on increasing the unassigned Fund Balance.
- Debt Service obligations, including voted bonds, capital leases, compensated absences and TRS 1 pension liabilities were reviewed. The district, in an assigned fund, has sufficient monies to cover 65% of the compensated absences liability. 100% funding would be ideal.

In response to a question from President Cannon, Ms. Ellingson shared the district's bond repayment schedule is complex and, therefore, rather than trying to explain it she will forward the actual schedule to board members.

### **C. Financial Report for September/October 2023**

Focusing primarily on October 2023 information, Chief Financial Officer Heather Ellingson shared that November 1<sup>st</sup> enrollment is 10,138.85 FTE, 71.15 FTE below budget. The September-December state apportionment is based on budgeted enrollment. Therefore, starting in January the apportionment will be adjusted to reflect actual enrollment. While overall enrollment is down, Special Education enrollment is up. Expenditures to date are in line with the adopted budget.

Regarding cash flow, a graph was reviewed that projects in June the district will need to dip into restricted Fund Balance to cover expenditures. At this point Ms. Ellingson shared she does not believe the district will need to borrow money to make payroll. She will be monitoring cash flow very closely throughout the year.

### **D. CTE Presentation/Report**

Moleena Harris, Director of Data, Assessment and CTE (Career & Technical Education), following up on her October CTE report to the board, provided an update on CTE in the Mead School District. Report highlights included the following:

- Despite overall enrollment being down, CTE enrollment numbers are up across the board. Comparing 22/23 to 23/24 students enrolled in Sports Medicine has increased by 47 (188 to 235), Biomed is up 175 (349 to 524), Engineering has jumped 50 students (273 to 323), the Intro to Programming class increased from 52 to 86 and Food/Wellness and ProStart Culinary went from 256 to 331. The exceptionally large increase in enrollment in Biomed is, in large part, attributed to the fact that Biomed now qualifies for dual credit equivalency meaning it can be taken in place of Biology.

- Two new CTE pathways have been introduced in 23/24. Mead High School now offers a Teaching Academy pathway comprised of two courses: *Pathways in Education* followed by *Careers in Education*. Mt. Spokane High School now offers a Construction Trades pathway. The two courses associated with this pathway are *Introduction to Construction* followed by *Construction Trades 101*. These two pathways were selected based on their high job market demand and the living wage opportunity associated with each pathway.
- A list of CTE courses offered at district high schools and middle schools was shared.
- The many STEMForward Events that are organized by Dave Gamon, who in addition to teaching science at Northwood serves as a .2 FTE district CTE Coordinator, were shared. These events are very popular and fill up quickly.
- An update on grants that have been received or are in process was reviewed. This included information on how grant dollars will be spent. Of particular note was a \$150,000 grant with an application deadline of December 21, 2023. If awarded, monies from this grant will be used to purchase CTE teacher “wish list” items and update equipment.
- The process for adding new CTE courses was reviewed as were CTE goals.

Regarding dual equivalency courses, OSPI must approve courses that qualify. In response to a question from Director Nolan, Ms. Harris shared each dual equivalency course can meet only one graduation requirement not two.

President Cannon offered his congratulations on the award of the various CTE grants referenced in this update.

#### E. Superintendent’s Report

Superintendent Hanson shared the following information/update:

- **Upcoming Legislative Session** – The 2024 Legislative Session will begin in early January. Bills Superintendent Hanson will be paying particular attention to include an isolation/restraint bill and proposed legislation that would require zero emissions for school buses by 2027. Regarding the zero emissions bill, the expense and time associated with changing over 200 buses is problematic. The purchase price for zero emission buses is three times higher than what the district currently pays for buses. Additionally, the district from a maintenance standpoint, would need to retool and retrain mechanics. Superintendent Hanson will be visiting with State Senator Mike Padden on December 12th and will share with him areas of concern for the district.
- **Holiday Concerts** – There are holiday concerts scheduled each evening for the next ten days. In particular, Superintendent Hanson referenced the Mt. Spokane Holiday Concert featuring band, choir and orchestra students taking place at the Fox Theatre on December 12<sup>th</sup>.
- **Replacement Levy** – Superintendent Hanson distributed a copy of the Levy information he has shared, or will soon share, with staff throughout the district. The levy provides approximately 14% of the district’s revenue and bridges the gap between what basic education covers and the many opportunities for students the community has come to expect. Ballots will be in mail boxes in 40 days.

Voters will be asked to approve a set dollar amount for 2025, 2026 and 2027. This amount does not vary even if there are changes in assessed valuations. This levy will replace the levy approved by voters in February 2021. The rate in 2021 was projected to be \$2. The projected rate for the February 2024 levy is \$2.50. The increase will be used, in part, to provide monies to invest in safety and security upgrades, as well as purchase curriculum. By way of illustration, Superintendent Hanson shared the state provides funding for less than four full-time nurses. District levy funds cover the cost of nine additional full-time nurses which allows each school to have a nurse on-site and medically fragile students to

remain at their home school. Athletics and extra-curricular programs are funded 100% by the levy. This is true not only in Mead but in every school district in the state.

Regarding the district's combined levy and bond tax rate, Superintendent Hanson shared it is currently (2023) \$2.99, which is the lowest it has been in a couple of decades. In 2016 the combined rate was \$5.53. While the current tax rate is lower, Superintendent Hanson acknowledged assessed values were lower in 2016 than they are now. As illustrated on the graph showing current combined tax rates for school districts located in Spokane County that was included in the levy information packet, Superintendent Hanson pointed out Mead currently sits in the middle of the pack (8 out of 12). In the upcoming February election many area school districts are asking voters to approve both a replace levy and bond or capital levy. Mead has only its replacement levy on the ballot. If all measures are approved Mead's combined tax rate would drop three places (5 out of 12).

President Cannon noted all of the replacement levy information is available on the district's website.

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

There were no public comments on non-agenda items.

**XI. Executive Session**

At 7:40 pm President Cannon called for an Executive Session of approximately one hour for the purpose of reviewing real estate and pending litigation.

At 8:45 pm President Cannon returned the meeting to Open Session. No other business was discussed and no action was taken.

**XII. Adjourn**

The meeting was adjourned at 8:45 pm.

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**President**

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**Secretary**