



AGENDA FOR THE REGULAR BOARD MEETING
Monday, February 12, 2024 - 6 pm
Union Event Center, 12509 N. Market St., Bldg. D, Mead, WA 99021
Webinar Link: mead354-org.zoom.us/j/84009267280
Or Call 669-900-6833 Webinar ID 840 0926 7280

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA (Action)

III. APPROVAL OF MINUTES (Action)

Approval of the Minutes from the Regular Board Meeting of January 8, 2024 and
Board Work Session of January 22, 2024

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

V. CONTINUING BUSINESS

- A. Consent Agenda A – 2nd Reading Policy Adoptions & Revisions (Action) 1**
Policy 5222 Adoption (Job-Sharing Staff Members)
Policy 2190 Revision (Highly Capable Programs)
Policy 5050 Adoption (Contracts)
(Presented by: *Travis Hanson, Superintendent*)

VI. NEW BUSINESS

- A. Consent Agenda B**
Vouchers, Personnel Actions, Co-Curricular, Extra-Curricular & Supplemental Contracts **(Action) 2**
- B. Student Travel Proposal (Action) 3**
Mead High School Volleyball
(Presented by: *Mark St.Clair, Director Secondary Education*)
- C. Network Switching Equipment Contract (Action) 4**
(Presented by: *Dave Willyard, Technology Director*)
- D. 1st Reading Procedure 3131 Revision (Non-Action) 5**
Assignments to Schools
(Presented by: *Josh Westermann, Director Student & Family Services*)
- E. 1st Reading Policy 3141 Revision (Non-Action) 6**
Non Resident Students
(Presented by: *Josh Westermann, Director Student & Family Services*)
- F. 1st Reading Policy & Procedure 4400 Adoption (Non-Action) 7**
Election Activities
(Presented by: *Travis Hanson, Superintendent*)
- G. 1st Reading Policy & Procedure 4218 Adoption (Non-Action) 8**
Language Access
(Presented by: *Travis Hanson, Superintendent*)

VII. REPORTS

- A. ELD Update**
(Presented by: *Robin Placzek, Director of Elementary Education*)
- B. Financial Report for the Month of December 2023 9**
(Presented by: *Heather Ellingson, Chief Financial Officer*)
- C. 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, January 8, 2024**

The Board of Directors held a Regular Board Meeting on Monday, January 8, 2024. This meeting was held in-person and virtually via a Zoom link posted on the Mead School District website. Directors Cannon, Burchard, Killman and Nolan were present. Director Gray was excused. Also attending were Superintendent Travis Hanson, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

I. Pledge of Allegiance

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

II. Approval of Agenda

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

III. Fall 2023 – Celebrating Success

Prior to turning this portion of the meeting over to Superintendent Hanson, President Cannon, addressing the many students and parents in attendance, noted the positive atmosphere present in the room and his personal pleasure that the district is taking the opportunity to celebrate recent student successes.

Before acknowledging the high school programs, students and athletic teams listed below for their outstanding achievements this fall, Superintendent Hanson thanked ProStart students and teachers Maureen Collins (Mt. Spokane) and Sarah Hattenburg (Mead HS) for preparing and serving the appetizers provided for the *Celebrating Success* reception that took place prior to the start of the meeting. The ProStart Culinary Arts Program, offered at both Mt. Spokane and Mead, is one example of how CTE programs integrate a practical skill set into a high school experience.

- **Mead High School Volleyball – 3A State Champions.** Swept Lake Washington to earn their second state title in the last three seasons.
- **Mt. Spokane High School Slow-Pitch Softball – 3A State Champions.** Outlasted No. 1 ranked University High School 18-17 in the title game.
- **Mead High School Yearbook.** Honored at the Journalism Education Association National Convention in Boston in November. The 2023 MHS Pantera Yearbook was named a National Scholastic Press Association Finalist, Pacemaker Finalist and Columbia Scholastic Press Association Finalist.
- **Mt. Spokane High School Yearbook.** Honored at the Journalism Education Association National Convention in Boston in November. Students received honors for individual writing and photography categories.
- **Mt. Spokane High School All-State Band/Orchestra.** Based on audition, selected students will participate in the WMEA High School All-State Honor Ensembles in Yakima in February.
- **Mead High School All-State Band/Orchestra.** Based on audition, selected students will participate in the WMEA High School All-State Honor Ensembles in Yakima in February.
- **Mt. Spokane High School DECA Area 11 State Qualifiers.**
- **Mead High School DECA Area 11 State Qualifiers.**

In addition to congratulating students on their outstanding achievements, Superintendent Hanson extended a special “thank you” to the teachers, advisors and coaches associated with the recognized programs. These individuals play a critical role in helping students become future ready.

A complete list of students and teachers/coaches/advisors who were honored is attached.

IV. Replacement Levy Update/Presentation

Superintendent Hanson first reported the district will, over the course of the next three weeks, host three townhall levy information meetings. On January 11th (Highland Middle School), January 17th (Northwood Middle School) and January 23rd (Mountainside Middle School) members of the community will have the opportunity to learn more about this upcoming ballot measure by attending a townhall in-person or via a Zoom link posted on the district's website. Each townhall starts at 6 pm with pizza provided for those attending in-person.

Regarding the upcoming replacement levy, Superintendent Hanson presented information, similar to what will be shared at the upcoming townhall meetings. Presentation highlights included:

- Answer to the question, “*Why are school levies necessary?*” For Mead, and school districts throughout the state, local levies provide school districts with funding that bridges the gap between what the state provides to districts in the form of basic education funding and the actual costs of operating schools at the level our community wants and expects.
- A graph that included information on the prototypical school size for elementary, middle and high schools with associated state staffing allocations. A 400 student elementary school is allocated 7.6% of a nurse, 66.3% of a librarian and less than one para-educator.
- Explanation that the February 13, 2024 ballot measure is a “replacement” levy as it replaces the current levy that expires at the end of the 2024 calendar year. In order to collect taxes in 2025 and beyond the district must ask voters to replace the existing levy. If the levy is not approved/replaced the district will collect \$0 levy dollars in 2025. The \$19 million (approximately) collected in 2024 does not carry forward.
- An illustration showing the percentage funded by the levy in seven different categories. For example, 100% of athletics, performing arts and clubs is levy funded while 7.8% of student transportation receives its funding from the levy.
- Reminder that voters approve a set levy dollar amount. Once a levy is approved the total amount collected by the school district cannot be increased even if local property values increase. When property values increase in a community, or if a significant number of new homes are built, tax rates decrease.
- A graph illustrating Mead’s combined tax rate (bond + levy) compared to other Spokane County school districts. Out of 12 school districts, four have a higher combined tax rate than Mead. Current rates range from a low of \$1.69 to a high of \$3.80 with Mead sitting at \$2.99.

In conclusion, Superintendent Hanson noted ballots will be mailed to voters in just 14 days.

Regarding school district tax rates, President Cannon noted that if all school district ballot measures under consideration in Spokane County are approved, Mead will drop to 7th highest out of twelve.

V. Approval of Minutes

Director Burchard made a motion to approve the minutes of the December 11, 2023 Regular Board Meeting, as presented. Director Killman seconded the motion. The motion carried unanimously.

VI. Remarks for the Good of the Schools – Public Comment on Agenda Items

President Cannon 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

A brief review of the academic, athletic, leadership and music events recently completed and upcoming at Mead High School was presented by ASB Secretary Audrey Williams. Plans are underway for the upcoming (January 11th) MLK Assembly. *Eggnog Evening*, that took place just prior to Winter Break, was very well attended with many electing to donate food in lieu of paying \$5 to attend. The recent *Pack the Palace* rivalry basketball game hosted by Mt. Spokane resulted in a win for the girls and ASB elections for the upcoming school year will take place on Thursday, January 11th. New officers will be introduced at the next regular school board meeting in February.

Mt. Spokane High School Report

There was no Mt. Spokane High School report.

VII. Continuing Business - none

VIII. New Business

A. Consent Agenda

President Cannon directed attention to the impressive number of donations listed on the Consent Agenda. After reading the name and donation amount from each community partner, he expressed thanks and appreciation for their generosity.

In response to a question from Director Nolan, Superintendent Hanson shared the group (school or program) who directly benefits from the donation is the entity that typically reaches out to the donor to express thanks/appreciation. In the case of the donations received to pay for the staff tee-shirts distributed at the start of the school year, Superintendent Hanson shared he personally thanked each of these businesses.

In response to a question from Director Killman regarding the donation from the Kalispel Tribe to Midway Elementary, Superintendent Hanson explained decodable texts, using phonics, help struggling readers become proficient. There are both digital and non-digital decodable texts.

In response to a question from Director Burchard regarding the hiring of paraeducators and bus drivers, Superintendent Hanson shared the district is not staffed where it would like to be and is still looking to hire in both areas. In particular he noted that when spring sports start, like in the fall, there will not be enough bus drivers to take students to all away athletic contests.

Director Burchard 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:

Kimberley Smith	Creekside	Cert	.4 FTE Leave Replacement PE Teacher 2 nd semester 23/24 (in addition to .2 FTE Leave Replacement Combo Support @ Midway)
Kathryn Jordan	Learning Services	Cert	.2 FTE Leave Replacement 1 st semester plus .6 FTE Leave Replacement 2 nd semester ELD Teacher (in addition to .8 FTE LR 1 st semester and .4 FTE LR 2 nd semester) effective 1/2/24

2. **Hired Classified Personnel:**

Kelsey Carrigan	Evergreen	Class	6.5 hrs/day Para Ed effective 11/29/23
Nichole Cornwell	Transportation	Class	5.33 hrs/day Bus Assistant effective 12/1/23
Brandt Gerow	Transportation	Class	8 hrs/day Mechanic effective 1/2/24
Jessica James	Learning Services	Class	8 hrs/day Data & Assessment Specialist effective 12/1/23
Jennifer Kaufman	Evergreen	Class	6.5 hrs/day Para Ed effective 11/29/23
Kelly Parker	Nutrition Services	Class	2 hrs/day Cook II effective 11/29/23
Jennifer Stewart	Creekside	Class	5.2 hrs/day Para Ed effective 12/1/23
Garret Thomas	Farwell	Class	6.25 hrs/day Para Ed effective 11/29/23
Erin Vopalensky	Prairie View	Class	6 hrs/day Para Ed effective 11/29/23
Kaleigh Bussiere	Shiloh Hills	Class	7 hrs/day Behavior Technician effective 1/2/24
Courtney Gilbreath	Mountainside	Class	4.83 hrs/day Para Ed effective 12/18/23
Janeal Proffitt	Evergreen	Class	6 hrs/day Para Ed effective 12/7/23
Shelley Putnam	Creekside	Class	6.5 hrs/day Para Ed effective 12/14/23
Richard Rails Jr.	Nutrition Services	Class	6 hrs/day Cook II effective 10/19/23
Patricia Schaeck	Prairie View	Class	6 hrs/day Para Ed effective 12/7/23
Alaina Scoggin	Evergreen	Class	6.25 hrs/day Para Ed effective 1/2/24
Wade Shaw	Maintenance	Class	8 hrs/day Carpenter effective 12/18/23

3. **Hired Certificated Substitutes:**

Jaime Pilkington	Chnae Glassey	Aaron Geisler	Jackson Wiley
Maggie Crickman	Paige Hudson	Christopher Basham	Tiosha Veach
Christopher Basham	Michael Pellicio		

4. **Hired Classified Substitutes:**

Michelle Drennen	Kaylin Williams	Jessica Ziegler	Robin Beumer
Michael Anderson	Hailey Starkey	Mary Krejci	Brian Surdez
Mark Spangle			

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, **January 8, 2024**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 114528 to 114826** in the following amounts:

Fund	Amount
General Fund - AP	\$ 1,165,312.63
General Fund - PR	11,770,211.21
ASB Fund	113,767.18
Capital Projects Fund	81,321.60

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

7. **Accepted the Following Donation:**

- \$2963.10 from Daines Capital to Mead High School Football program
- \$1000.00 from Mt. Spokane Athletic Booster Club to Slow Pitch Softball program
- \$4000.00 from Richard Eno to Mead Serves (Mead High School)
- \$3750.00 from ALSC Architects for staff Welcome Back tee-shirts
- \$2500.00 from Garco Construction for staff Welcome Back tee-shirts
- \$2500.00 from Waste Management for staff Welcome Back tee-shirts
- \$3793.34 from STCU for staff Welcome Back tee-shirts
- \$1500.00 from Wendle Motors, Inc. for staff Welcome Back tee-shirts
- \$1240.00 from Mt. Spokane Athletic Booster Club to Boys Basketball program
- \$10,000 from Northern Quest Resort & Casino (Kalispel Tribe) to Midway for the purchase of decodable texts for foundational literacy in primary classrooms

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

Lyudmila Gavrilenko	Northwood	Class	12/4/23 - 1/9/24
Joilyn Madsen	Highland	Cert	Up to 3 days/week 1/3/24 - 2/23/24
Mikal Reinhoehl	Custodial Services	Class	12/20/23 - 6/18/24
Sarah Wilson	Shiloh Hills	Cert	12/8/23 - 3/27/24
Craig Phillips	Custodial Services	Class	1/29/24
Jennifer Schwab	Evergreen	Class	2/29/24-3/4/24 & 6/7/24
Emily Hairston	Prairie View	Class	Thursdays 9/22/23 - 12/15/23
Lisa Fairbanks-Rossi	Midway	Cert	1/29/24 (half day) & 1/30/24 (full day)
Rebecca Boyd	Midway	Class	2/20/24 - 2/26/24

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

Greg Conley	Mt. Spokane	Cert	Resignation effective 12/7/23 (teacher - currently on leave)
John Barrington	Mead HS	Class	Retirement effective 3/1/24 (Athletic Director)
Arlene Hanson	Mt. Spokane	Class	Retirement effective 1/5/24 (Para Ed)
John Marshall	Mead HS	Cert	Deceased 12/17/23 (teacher)
Timothy McMichael	Custodial Services	Class	Resignation effective 12/31/23 (Custodian)
Samantha Rose	Shiloh Hills	Class	Resignation effective 1/1/24 (Para Ed)
Kelly Anderson Sudac	Creekside	Class	Resignation effective 1/4/24 (Para Ed)
Richard Rails Jr.	Nutrition Services	Class	Resignation effective 10/25/23 (Cook II)

B. 2024-2025 School Year Calendar

Sharing that the Mead School District has a long-standing practice of presenting two calendar options to staff for their consideration for each school year, Business & Operations Assistant Superintendent Jared Hoadley presented for board consideration the calendar (Option A) for the 2024-2025 school year that received the most staff votes (55%). Dates of note in the presented calendar included the following:

- Tuesday, September 3 - First Day of School (After Labor Day)
- Friday, October 11 - Learning Improvement Day
- Wednesday, November 27 - No School
- Monday, December 23 - Start of Winter Break
- Monday, January 6 - School Resumes After Winter Break
- Monday, January 27 - No School/Snow Make-Up Day
- April 7-11 - Spring Break
- Friday, May 23 - No School/Snow Make-Up Day
- Tuesday, June 17 - Last Day of School

Following discussion that included Director Nolan sharing, based on feedback he has received from parents, the importance of not having the last day of school be the only school day in that week like happened last year, Director Killman made a motion to adopt the 2024-2025 School Year Calendar (Option A), as presented. Director Burchard seconded the motion. The motion carried unanimously.

**C. 1st Reading Policy 5222 Adoption
Job-Sharing Staff Members**

After first sharing/reminding the district is in the process of updating/adopting policies that are considered essential by WSSDA, Superintendent Hanson presented the adoption of Policy 5222, Job-Sharing Staff Members, for first reading, non-action, consideration. This would be a new policy for the Mead School District. Washington law requires districts to have a policy on job sharing (RCW 28A.405.700).

WSSDA Sample Policy 5222 was used as the template for the presented policy adoption. The policy includes detail about the District's scope of authority when it comes to job sharing and, in particular, states that . . . *"While it is the policy of the Mead School Board to permit employee job sharing, the district reserves the right to deny any job share request that has a negative financial impact on the district."*

Superintendent Hanson noted nothing in the presented policy contradicts the job sharing language in the current MEA Collective Bargaining Agreement. A copy of the MEA language was provided to board members.

The presented policy complies with state and federal law and current district practice.

No first reading changes were recommended.

**D. 1st Reading Policy 2190 Revision
Highly Capable Programs**

Superintendent Hanson presented a revision to Policy 2190, Highly Capable Programs, for first reading, non-action, consideration. This policy, considered essential by WSSDA, was adopted on May 22, 1991 and revised on February 22, 2010.

WSSDA Sample Policy 2190 was used as the template for the presented policy revision.

WSSDA recently revised their sample policy to correct misinformation about the requirements outlined in Senate Bill (SB) 5072 (2023). The revisions address the fact that the law does not require all students to be screened. Rather, as modified in SB 5072, school districts must universally screen for only two elementary grade levels, not all K-12 students each year. The presented policy revision complies with state and federal law and current district practice.

Regarding the district's Highly Capable Program Plan, Superintendent Hanson shared plan criteria and mechanics will be part of an upcoming (March) Learning & Teaching Board Report.

No first reading changes were recommended.

**E. 1st Reading Policy 5050 Adoption
Contracts**

Superintendent Hanson presented the adoption of Policy 5050, Contracts, for first reading, non-action, consideration. This would be a new policy for the Mead School District. This policy is considered by WSSDA to be *essential*.

WSSDA Sample Policy 5050 was used as the template for the presented policy adoption. Of particular note is the extension of the maximum term of a written contract between a school board and a principal from one to three years. The district currently offers one year principal contracts and, at this time, is not considering either two or three year contracts for principals. However, the law and this policy would allow for that in the future.

The policy additionally addresses HB 1015 - Paraeducator Employee Assessments. This legislation addresses minimum employment requirements for paraeducators.

The presented policy complies with state and federal law and current district practice.

In response to a question from Director Nolan, Superintendent Hanson shared policies considered *essential* reference current legal requirements set forth in a WAC or RCW.

Regarding minimum employment requirements for paraeducators, Superintendent Hanson noted these requirements have been in place and adhered to by the district for several years. They are not new.

To address Director Burchard's concern/question around the stated paraeducator requirements making it harder to be qualified and therefore be hired as a paraeducator, Superintendent Hanson shared he will have HR Director Keri Hutchins available at an upcoming meeting to share current district paraeducator requirements and answer questions/concerns prior to any action being taken on this policy adoption. Ms. Hutchins will additionally be able to provide information on the types of training the district makes available to paraeducators.

OSPI has proposed an increase in pay for paraeducators of \$3/hour. This is something being considered by legislators in the current session. Any approved increase in pay is something the district would need to bargain with the paraeducator association.

No first reading changes were recommended.

IX. Reports

A. Financial Report for the Month of November 2023

Chief Financial Officer Heather Ellingson shared a brief financial report for the month of November 2023. As reflected in December 1st numbers, enrollment continues to decline with 12th grade impacted the most. The September -December state apportionment is based on budgeted enrollment. Therefore, starting in January the apportionment will be adjusted to reflect actual enrollment.

Business Services is working on early enrollment projections for the upcoming school year. The process will be very intentional with particular attention paid to the incoming kindergarten class.

Cash flow for the month is slightly better than anticipated, due in part to some grant funds arriving sooner than expected. Cash flow throughout the year will be monitored closely.

Regarding the current legislative session, Ms. Ellingson shared she is closely monitoring pending legislation and will be a strong advocate for bills that are beneficial to the district.

Work won't start on the 24/25 school year budget until after the levy election. New levy dollars won't start being collected until the 2025 calendar year.

The district's annual audit, that Ms. Ellingson expects to go very well, will start later in the week.

B. Superintendent's Report

January is *School Board Recognition Month* in the state of Washington. To acknowledge and thank the Mead School District Board of Directors for their dedication and commitment to district students, staff and the community Superintendent Hanson, in addition to expressing his personal thanks to each board member, read a *School Board Recognition Proclamation* from Governor Jay Inslee.

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

There were no public comments on non-agenda items.

XI. Adjourn

The meeting was adjourned at 7:05 pm.

President

Secretary

Mead HS Volleyball - Won 3A State Championship

Players		Coaches
Gabi Reich	Janae Demant	Shawn Wilson
Maya Cassel	Romy Tyler	Mike Walton
Olivia Paul	Mack Walton	Amanda Chan
Alayna Smeltzer	Lorna Selby	Kirsten Pinkney
Sofia Mark	Brielle Wilson	Erin Glasser
Audriana Spielman	Malia Cassel	Tessa Hodgson
Ava Durgan	Mercedes Gilroy	

Mt. Spokane HS Softball - Won 3A State Championship

Players		Coaches
Peyton Bischoff	Cassie Jay	Alex Schuerman
Emme Bond	Riley Kincaid	Amber Helbling
Kaydin Bradeen	Lilly Main	Trek Davis
Ainsley Buchanan	Makenzie Morris	Carl Adams
Avery Fox	Quincy Schuerman	
Sloane Gardner	Maddy Weltee	
Addison Jay	Ivy Westermann	
Kali Koeller		

Mt. Spokane HS Yearbook

Elizabeth McGowan	Adviser, Susan Best
Luke Blue	
Savannah Hinkley	
Natalie Chambers	
Brayden Lewis	

Mead HS Yearbook

Editors		Adviser	
Elizabeth Terrill - Editor-In-Chief	Brayden Johnson - Co-Editor In Chief	Makena Busch	
Haylie Egan - Design Editor			
Bailey Wells - Photo Editor			
Kanako Walker- Academics Editor			
Sofia Mark - Student Life Editor			
Olivia Ferraro - Sports Editor			
Participants			
Ben Shannon	Rachel Benton	Elise Kiriaka	
Raegan Borg	Connor Valentine	Cassie Moeller	
Cole Startin	Whitley Strom	Charlie Ring	
Schuyler Harkness	Gracie Martinsen	Brooke Bloom	
Gus Ugaldea	Pierce Hill	Brandon Southerly	
Garrett Jarvis	Chris Grosse	Nick Kar	
Teryn Gardner	Andrew Parker	Caden Godwin	
Anna Benton	Elise Jones		

Mt. Spokane All-State Band/Orchestra

	Directors
Dylan Jarvis, Concert Band	Sy Hovik
Sawyer Peterson, Jazz Band	Andrew Savage
Sam Schaefer, Philharmonic Winds	Andrew James
Kelsey Swenland, Chamber Orchestra	

Mead HS All-State Band/Orchestra

Concert Band	Philharmonic Strings	Directors
Ashley Conner	Savithri Bhat	Rob Lewis
Isaac Ojennus	William Farley	Dorothy Baldwin
Bruce Redden	Sophia Ji	
	Sarah Lines	

Mt. Spokane HS - DECA - Area 11 State Qualifiers

Participants				Adviser
Max Peterson	Ryan Busch	Parker Daniels	Jackson Frickle	Todd Slatter
Karly Bowen	Stetson Gilbert	Ryen Borchers	Maddox Taft	
Cassie Jay	Gabe Bond	Kyle Rayment	Tyler Shipley	
Reegan Corry	Mustafa Alwattar	Aiden Grenier	Alexander Marsh	
Gracelynn Hewa	Cate Dinwoodie	Brayten Ayers	Lucas Asay	
Callie Hansen	Violet Johnson	Ryker Tweedy	Jackson Mortimore	
			Matteo Saccomanno	

Mead HS - DECA - Area 11 State Qualifiers

Participants				Advisers
Lexani Allen	Natalie Fricano	Macyn LaRue	Mia Speir	Brandon Butler
Camryn Alcock	Madison Gallinger	Toby Lavelle	Malia Spotts	Megan Borders
Jolie Armstrong	William Green	JJ Leman	Emma Startin	Jennifer Gentry
Mackenzie Baertlein	Selah Gruen	Elaina Michelsen	Keely Steiner	
Caleigh Baertlien	Caitlyn Ha	Jacob Miller	Alexander Strate	
Finley Bailey	Anna Hansen	Sidiq Moltafet	Kaiden Sweatt	
Keegan Bailey	Ben Heidergott	Lindsey Mullens	Monica Ta	
Isabella Bergman	Benjamin Herzog	Breydon Nguyen	Sarah Talb	
Claire Blackwell	Adriana Hoogendam	Desmond Nguyen	Parker Thams	
Hannah Borders	Adrienne Holden	Leah Patton	Dylan Thielman	
Jillian Butler	Lucas Holman	Mileah Paul	Abby Thorleifson	
Brianna Burtness	Grace Howard	Braden Powers	Brady Thornton	
Hudson Byrd	Alicia Jenkins	Ella Rinck	Ellie Thornton	
Alexis Cavanaugh	Laila Jenson	Jace Rinck	Anthony Vang	
Addison Chaffins	Rachel Ji	Blaise Rogers	Travis Villines	
Ava Cheney	Sophia Ji	Hannah Roulston	Sienna Wedekind	
Nora Cullen	Kyle Kavon	Rachel Roulston	Audrey Williams	
Spencer Dillon	Anika Kappauf	Venita Slavacruz	Kenzi Wolf	
Jameson Emery	Ashley Kerber	Halle Schuetzle	Chloe Zheng	
Elsa Erdman	Lily Kingray	Jossalyn Shover	Evelyn Zweisler	
Isabella Fay	Jadyn Lamb	Reagan Silbar	Margo Zvonar	



**Board Work Session Minutes
Monday, January 22, 2024**

The Board of Directors held a Work Session on Monday, January 22, 2024. The meeting began at 6 pm and was held at District Office. Directors Cannon, Gray, Burchard, Nolan and Killman were present. Also attending were Superintendent Travis Hanson, Chief Financial Officer Heather Ellingson, Assistant Superintendent Heather Havens and Directors Keri Hutchins, Mark St.Clair and Robin Placzek.

I. Approval of the Agenda

Director Burchard made a motion to approve the agenda, as amended. (Item II - *Union Stadium Fees Discussion* and Item III - *January 8, 2024 First Reading Policy Revisions/Adoptions Discussion* were reversed, Item V - *Assignments to Schools and Non-Resident Student Policy Revision Discussion* was tabled, and Item VII - *Student Travel (Policy 2152) Discussion* and Item VIII - *Proposed Legislation Discussion* were added.) Director Gray seconded the motion. The motion carried unanimously.

II. January 8, 2024 First Reading Policy Revisions/Adoptions Discussion

At the January 8, 2024 Regular Board Meeting Policy 5222 (Job-Sharing Staff Members) and Policy 5050 (Contracts) were presented for first reading adoption consideration and Policy 2190 was presented for first reading revision consideration. At that time questions were raised regarding the paraeducator requirements set forth in Policy 5050.

Human Resources Director Keri Hutchins provided historical information on job requirements for paraeducators noting in particular the legislature's expansion of options to meet requirements from one to four in the past year. Mead has adopted the Master Teacher Program that includes 13 course offerings and two assessments to meet state paraeducator hiring requirements.

Discussion included a review of the number of paraeducators currently working in the district, the variety of job duties they perform and confirmation that all paraeducators employed by the district meet the job requirements as set forth in Policy 5050. Proposed pay increases for paraeducators currently under consideration by state legislators was also discussed.

Following a quick review of the other two policies that were presented for first reading consideration on January 8th, and noting there were no proposed changes to any of these policies, President Cannon confirmed all three policies can be brought forward for action via Consent Agenda on February 12, 2024.

III. Union Stadium Fees Discussion

A copy of current fees for Union Stadium and other district facilities was provided to each board member.

Director Gray brought forward the use of Union Stadium by both Mead High School and Mt. Spokane High School lacrosse clubs. When these groups have inquired about using Union Stadium the fee quoted has been \$1,200 (approx.). Discussion centered on whether or not this is appropriate/excessive considering all who participate are Mead students/residents and their parents are taxpayers. If lacrosse was a sanctioned WIAA sport there would be no fee for use as lacrosse would be in same category as football.

Operational costs, the importance of treating all outside of school clubs/organizations in a similar/consistent manner, what does it mean to be a “Mead sanctioned” sport and the *goodwill* associated with allowing groups like the Mead and Mt. Spokane lacrosse clubs to use Union Stadium at a lesser fee or no fee were additionally discussed.

This topic will be discussed in more detail at an upcoming Work Session were Facilities & Planning Director Ned Wendle will be in attendance. Prior to the meeting Superintendent Hanson will look into what it means to be “sanctioned” and/or “chartered”. The board was encouraged to email Superintendent Hanson with additional questions and/or information they would like presented at the upcoming Work Session on this topic.

IV. Learning & Teaching Update

After first introducing themselves and briefly sharing their personal education/work backgrounds, Learning & Teaching Assistant Superintendent Heather Havens, Director of Secondary Education Mark St. Clair and Director of Elementary Education Robin Placzek presented a high level overview of the work taking place in the Learning & Teaching Department. Ms. Havens shared the team’s goal was for the presentation to be informal and conversational in nature.

The update included the following:

- An overview of the six areas included under the Learning & Teaching umbrella: *Elementary Education* (4700 students), *Secondary Education* (6000 students), *Special Education* (1700 students), *Career & Technical Education* (4100 students), *Student & Family Services* and *Data & Assessment*. As part of this overview Ms. Havens noted, with the many budget cuts that have taken place over the past few years, that Learning & Teaching staff has been reduced by seven full-time positions and there has not been money for curriculum adoptions in many years.
- An overview/explanation/update on the following Learning & Teaching Strategic Priorities:
 - Instructional Leadership
 - Multi-Tiered Systems of Support
 - Professional Learning Communities

In particular, the 2025 state deadline to have a solidified MTSS plan in place, and district progress toward meeting this requirement, were reviewed. Additionally, the work taking place during Wednesday morning PLC time was covered in detail and included a review of the Four Critical Questions of a Professional Learning Community: #1 - *What do we want every student to know and be able to do?* #2 - *How do we know they know it or can do it?* #3 - *What do we do if they don't know it or can't do it?* #4 - *What do we do if they already know it or already can do it?* PLC accomplishments and challenges were also covered.

Discussion included a request from Director Nolan for more information on the data the district is using to inform decisions, the importance of application not just regurgitation and a request from President Cannon that Learning & Teaching, during an upcoming update, walk the board through a couple of specific case studies.

Regarding future curriculum adoptions, Superintendent Hanson noted the current reality of being in a “space between two worlds” and the importance of navigating/integrating these two models (i.e., the purchase of a standalone text and supporting materials versus curriculum that includes the ability to access online materials that will meet the specific learning needs of a wide range of students.) Discussion included the importance, from a public relations standpoint, of providing very clear context and communication as the district considers future curriculum

adoptions. For many folks, talk of curriculum adoptions makes them nervous. They may also wonder about the need to purchase curriculum as Mead students currently perform very well.

V. Assignments to Schools and Non-Resident Student Policy Revision Discussion
Discussion on this topic was tabled until a later date.

VI. Levy Action Plan Discussion
Discussion centered on what the district would/could do in the event the February 13th Replacement Levy does not receive voter approval. Items of note included:

- If the decision is made to rerun the levy should voters be asked to approve the same rate or should a lesser rate be on the ballot. The absolute minimum rate needed for the district to operate in a maintenance mode is \$2.30.
- For the past several years the district has accessed monies from its fund balance to balance the budget. Reductions have been kept as far away from the classroom as possible. At the end of the current school year unrestricted fund balance will be at a historically low level.
- The many things that have impacted the budget in the last several years were reviewed. These included enrollment that has not rebounded following the pandemic, loss of LEA funding and loss of Regionalization.
- Understanding there are only two opportunities in a calendar year to ask voters to consider the levy, the pros and cons of rerunning in April versus August versus November were discussed.
- All things considered, and noting in particular the deadline of May 15th to issue Reduction in Force (RIF) notices to certificated staff, it was determined rerunning in April would be best even though that would involve a very quick turn-around as election paperwork must be finalized by February 23rd.
- Regarding levy tax rate, every 10 cents equals approximately one million dollars.
- In preparation for the possibility of needing to rerun the levy in April, a Special Board Meeting was scheduled for February 14th.
- A *ThoughtExchange* survey will be drafted/ready to send to obtain community feedback on why the measure failed and what changes need to be made prior to rerunning.
- No matter the outcome, a sustainable budget must be a priority.

VII. Student Travel (Policy 2152) Discussion
Policy 2152, in the *Special Event Trips* section, states: “As a general rule, a Special Event Trip, such as a trip by a high school band to Disneyland, will be approved for a group once every four years.” President Cannon shared he has been approached by both high school band booster groups regarding this requirement/restriction. He personally does not recall the board, when this provision was added/approved in August 2021, engaging in a discussion about the impact of this policy change. For band parents it feels like this is a new rule being thrown at them.

Discussion included the importance of consistency between athletic participation opportunities and performing arts participation opportunities. Superintendent Hanson noted the *Special Event Trips* section is not specific to band but also references, as examples, student leadership conferences and a wrestling team trip to the Midwest. The funding requirements of HB 1660 were also reviewed.

Prior to the board’s next Work Session Superintendent Hanson will meet with band directors to hear from them on this topic.

VIII. Proposed Legislation Discussion
Superintendent Hanson asked that board members email him with any bills currently under consideration that are of concern to them. In particular, the importance of local school boards retaining control of curriculum was discussed. This included the possibility of the board, at some

point in the future, sending a letter, similar to what was sent a few years ago regarding sex education, to the legislature regarding curriculum.

IX. Superintendent Update

Superintendent Hanson reported he had nothing further to share.

X. Adjourn

The meeting was adjourned at 9:55 pm.

President

Secretary

MEAD SCHOOL DISTRICT

Board Meeting of February 12, 2024

Continuing Business

V.A.

Agenda Item: Consent Agenda A
2nd Reading Policy Adoptions & Revisions

Background:

Consent Agenda A contains policies that were presented for first reading revision or adoption on January 8, 2024. For each policy there were no first reading changes recommended.

Recommendation:

Second reading approval of the policy adoptions/revisions set forth in Consent Agenda A (attached) is recommended.

Consent Agenda A
Regular Board Meeting of February 12, 2024

- 1. Approve the Following 2nd Reading Policy Adoptions or Revisions (copies attached):**
 - Policy 5222 Adoption – Job Sharing Staff Members
 - Policy 2190 Revision – Highly Capable Programs
 - Policy 5050 Adoption - Contracts

JOB-SHARING STAFF MEMBERS

A job-sharing assignment is the shared performance of the duties of one full-time, regular position by two (2) employees. While it is the policy of the Mead School Board to permit employee job sharing, the district reserves the right to deny any job share request that has a negative financial impact on the district.

The superintendent/designee is responsible for recommending to the board when the best interests of students and the district would be served by creating a job-sharing assignment for a particular position.

The district reserves the authority to:

- A. Determine the number of job-sharing positions, if any, within the district;
- B. Require the employees to develop a written plan for sharing the performance of the position and to secure the written approval of their supervisor;
- C. Dissolve any job-sharing assignment, or change a job-sharing position to a full-time position held by one employee, at the sole discretion of the district in accordance with applicable provisions of collective bargaining agreements;
- D. Consider any request to create a job-sharing position in a position currently held by one employee, or vice-versa;
- E. Require job-sharing staff members to work full-time in the event of the termination or resignation of one of the job-sharing staff members, at the sole discretion of the district.

Employees sharing a position will sign a job-sharing agreement annually, subject to the approval of the superintendent/designee. The agreement will identify contingencies which may arise during the course of employment including, but not limited to, responsibility for participation in staff meetings and committees of the position to be shared.

Legal References: RCW 28A.400.300 Hiring and discharging of employees – Written leave policies – Seniority and leave benefits of employees transferring between school districts and other educational employers
RCW 28A.405.070 Job sharing

Adoption Date:

HIGHLY CAPABLE PROGRAMS

In order to develop the special abilities of each student, the district will offer a highly capable program that provides kindergarten through twelfth grade students who qualify for the program with access to basic education programs that accelerate learning and enhance instruction. ~~In accordance with the philosophy to develop the special abilities of each student, the district shall offer instructional programs depending upon appropriated resources to meet the needs of highly capable students of school age.~~ The framework for such programs shall encompass, but not be limited to, the following objectives:

- A. Expansion of academic attainments and intellectual skills;
- B. Stimulation of intellectual curiosity, independence and responsibility;
- C. Development of a positive attitude toward self and others; and
- D. Development of originality and creativity.

The Board will annually approve the district's highly capable plan including: ~~application which describes~~ the number of students the district expects to serve ~~served~~ by grade level; the district's plan to identify and place students, including universal screening at two grade levels; a description of the highly capable program goals; a description of the services the program will offer; an instructional program description; a description of ongoing professional development for highly capable program and general education staff; ~~program services; instructional program description; professional development; program evaluation and fiscal report; and assurances that the district is legally compliant.~~

The Superintendent shall establish procedures consistent with state guidelines for implementing universal referral, screening, assessment, identification and placement of highly capable students. The procedures will include prioritizing equitable identification of low-income students; use of multiple objective criteria and multiple pathways universal screening for identification and placement decisions; use of local norms, unless more restrictive than national norms; and use of screening and assessment in the student's native language (if available) or nonverbal assessment. ~~nominating, assessing and selecting children of demonstrated achievement or potential ability in terms of general intellectual ability, and academic aptitude.~~

Legal References: RCW 28A.185.030

WAC 392-170

Programs — Authority of local
school districts — Selection
of students

Special service program —
Highly capable students

Adopted: May 22, 1991

Revised: February 22, 2010

Revised:

CONTRACTS

A. Certificated Staff Contracts

Upon recommendation of the superintendent and approval by a majority of the board of directors, the district will offer written contracts to those individuals hired as certificated employees. Such contracts will state the salary to be paid based upon the applicable salary schedule, the number of days of service, the effective date, and the term of the contract—which will not be for more than one year.

Continuing Contracts

Certificated staff—besides the superintendent, retire-rehires, and leave-replacement employees—who do not receive timely notice of nonrenewal have a right to have their contracts renewed for another term.

Provisional employees

Provisional employees, as defined by RCW 28A.405.220, may have their contracts nonrenewed in accordance with RCW 28A.405.220.

Retire-rehire and leave-replacement employees

Contracts with retire-rehires and persons replacing certificated staff on leave do not have continuing contract rights. Accordingly, retire-rehire and leave-replacement contracts will include the following language: “It is understood and agreed that the staff member is employed pursuant to the provisions of RCW 28A.405.900. In accordance with the provisions of RCW 28A.405.900, this contract expires automatically at the end of the contract term set forth herein and is not subject to the provisions of RCW 28A.405.210.”

Principal Contracts

The board reserves the right to offer a principal a two or three-year contract, consideration requires the principal meets the following criteria:

1. They have been employed as principals for three or more consecutive years.
2. They have been recommended by the superintendent as candidates for a two- or three-year contract because they have demonstrated the ability to stabilize instructional practices and received a rating of level 3 or above in their most recent comprehensive performance evaluation under RCW 28A.405.100.
3. They have met the district’s requirements for satisfying an updated record check under RCW 28A.400.303.

A three-year contract with a principal may not be renewed before the final year of the contract.

Principals who do not qualify for or are not offered a two- or three-year contract will receive contracts with one-year terms.

B. Superintendent Contracts

The superintendent may receive a contract with a term of up to three years.

The board can renew or non-renew the superintendent's contract at its sole discretion.

C. Classified Staff Contracts

Upon the recommendation of the superintendent, contracts for selected classified staff may be in writing and/or for a specific period not to exceed one year. Employment of classified staff will be as defined within appropriate collective bargaining agreements and state and federal law.

Paraeducators

All paraeducators must be at least 18 years of age, must hold a high school diploma or a recognized equivalent, and must meet one of the following requirements:

1. Earned 72 quarter credits or 48 semester credits at an institution of higher education;
2. Hold an associate of arts degree;
3. Received a passing score on one of the assessments approved by the paraeducator board; or
4. Completed a registered apprenticeship program.

D. Supplemental Contracts

The district may issue supplemental contracts, which are not subject to the continuing contract statute, for services to be rendered in addition to a staff member's normal "full-time" assignment. Supplemental contracts will not exceed one year and, if not renewed, will not constitute an adverse change in contract status.

E. Consultants

The district may obtain consultant services when unique knowledge or technical skills are needed. A description of desired services and an estimate of time and costs will be submitted to the superintendent or designee for action. The superintendent or designee will determine compensation but normally, compensation may not exceed that paid to a regular staff member with comparable duties. The superintendent or designee determines the compensation paid to a consultant, considering cost incurred and benefits derived therefrom. The district will determine the compensation classification of a consultant on a

personal services contract or payroll in compliance with the guidelines of the Internal Revenue Service.

Legal References:

RCW 28A.400.010 Employment of superintendent,
Superintendents qualifications, general powers, term, contract
renewal

RCW 28A.413.040 Minimum employment requirements

RCW 28A.330.100 Additional powers of the board

RCW 28A.400.300 Hiring and discharging of employees,
Written leave policies, Seniority and leave benefits of employees
transferring between school districts and other educational
employers

RCW 28A.400.315 Employment contracts

RCW 28A.405.210 Conditions and contracts of employment,
Determination of probable cause for nonrenewal of contracts,
Nonrenewal due to enrollment decline or revenue loss, Notice,
Opportunity for hearing

RCW 28A.405.220 Conditions and contracts of employment,
Nonrenewal of provisional employees, Notice - Procedure

RCW 28A.405.240 Conditions and contracts of employment -
Supplemental contracts, when Continuing contract provisions not
applicable to

RCW 28A.405.900 Certain certificated employees exempt from
chapter provisions

20 U.S.C. 6319 Qualifications for teachers and paraprofessionals

Adopted:

MEAD SCHOOL DISTRICT

Board Meeting of February 12, 2024

New Business

VIA.

Agenda Item: Consent Agenda B

Background:

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

Fiscal Impact:

Consent Agenda B 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 Consent Agenda B, as presented, is recommended.

Consent Agenda B
Regular Board Meeting of February 12, 2024

1. Hire Certificated Personnel:

Tarah Martin	Mead Learning Options	Cert	.6 FTE Leave Replacement teacher effective 1/8/24 - 6/14/24
Saralynne Ziegler	Northwood	Cert	1.0 FTE Leave Replacement Life Skills/ELA Support teacher effective 1/11/24 - 6/14/24
Opal Harbert	Mead Learning Options	Cert	.3 FTE Leave Replacement teacher effective 1/5/24 - 6/14/24 (in addition to .2 FTE Leave Replacement 23/24 school year and .5 FTE Continuing)
Aaron Bagnall	Mt. Spokane	Cert	.6 FTE Leave Replacement teacher 2 nd semester 23/24 (in addition to .4 FTE Leave Replacement)
Stefani Stevens	Special Services	Cert	.8 FTE Non-Continuing OT effective 1/29/24 - 6/14/24

2. Hire Classified Personnel:

Mikaylee Roberts	Shiloh Hills	Class	1.0 FTE Soar Program Director effective 1/2/24 - 8/31/24
Emily Boyzo	Mead HS	Class	6.15 hrs/day DLC Para Ed effective 1/11/24
Rogelio Carbajal	Transportation	Class	4 hrs/day Itinerant Driver effective 1/16/24
Asia Chapman	Custodial Services	Class	8 hrs/day Custodian effective 1/18/24
John Coyne	Custodial Services	Class	8 hrs/day Custodian effective 1/18/24
Nicole Daley	Mead HS	Class	3.6 hrs/day Para Ed effective 12/18/23
Sarah Lockett	Shiloh Hills	Class	6.25 hrs/day Para Ed effective 1/4/24
Logan Phelps	Mead HS	Class	6.15 hrs/day Para Ed effective 1/11/24
Molly Sorensen	Shiloh Hills	Class	6.25 hrs/day Para Ed effective 1/4/24
Lori Wilson	Transportation	Class	4 hrs/day Itinerant Driver effective 1/4/24
Anna Downs	Farwell	Class	4.25 hrs/day Para Ed effective 1/16/24
Laura Ketcham	Mead HS	Class	6.15 hrs/day Para Ed effective 1/16/24
Angela Alas Ramirez	Mead HS	Class	6.15 hrs/day Para Ed effective 1/8/24

3. Hire Certificated Substitutes:

Hannah Pelkie	Theresa King	Falza Khan	Emily McCollim
Noah Johnson	Jason Keen	Stephanie McCartney	Makenna Pelletier
Frances Peterson	Phillip Terrell		

4. Hire Classified Substitutes:

Laura Williams	Jenn Gamon	Jennifer Looney	Deborah Attaway
Shauna Jones	Jolene Cooney	Cortnie Turner	Carolyn Cvitanich
Brian Jimenez	Melissa McVay	Jennifer Miller	Christopher Munden

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

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

7. Accept the Following Donations:

- \$500.00 from Spokane Teachers Credit Union to DLC Olympics
- \$1600.00 from Coca-Cola (annual funding)
- \$3435.45 from Daines Capital to Mead HS Football Program

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

Jessica Klingback	Mt. Spokane	Cert	1/2/24 - 1/26/24 (.6 FTE)
Kathy Morgan	Creekside	Class	1/22/24 - 2/1/24
Erin Nosbaum	Farwell	Class	2/8/24 - 2/14/24
Kaleigh Bussiere	Shiloh Hills	Class	3/4/24 - 3/8/24
Susan Kuhlman	Highland	Class	5/16/24 - 5/20/24
Jayne Marquardt	Brentwood	Class	3/15/24 - 3/19/24
Alaina Scoggin	Evergreen	Class	3/26-27/24
Heidi Boydston	Farwell	Class	Extending prior approved leave through 4/19/24

8. Approve Request to Rescind Unpaid Leave (i.e. parenting, medical, Good of the District, education, etc.):

Jessica Klingback	Mt. Spokane	Cert	.4 FTE 2 nd Semester
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9. Accept the Following Resignations/Retirements:

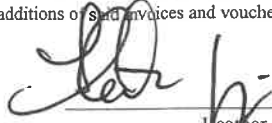
Tammy Barrington	Mead HS	Class	Retirement effective 3/1/24 (Admin Asst)
Deborah Bone	Special Services	Cert	Retirement effective 8/30/24 (OT)
Allen Hussein	Brentwood	Class	Resignation effective 1/31/24 (Para Ed)
Tanaisha Marlin-Darbouze	Shiloh Hills	Class	Resignation effective 2/6/24 (Para Ed)
Carolee McCaslin	Farwell	Class	Retirement effective 12/31/23 (Para Ed)
Debra Reil	Special Services	Class	Retirement effective 8/30/24 (Admin Asst)
David Stedman	Mead HS	Cert	Retirement effective 8/30/24 (teacher)
Angela Alas Ramirez	Mead HS	Class	Resignation effective 1/9/24 (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 2/12/2024

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:			
1/9/2024	PR-1100	114830	\$14,970.60
1/12/2024	AP-1102	114831-114917	\$292,343.75
1/12/2024	AP-1103	ACH	\$2,166.96
1/16/2024	PR-1105	ACH	\$36,751.73
1/16/2024	PR-1107	ACH	\$6,869.02
1/16/2024	PR-16	114944	\$281.55
1/19/2024	AP-1109	114945-115003	\$209,481.01
1/19/2024	AP-1110	ACH	\$1,795.73
1/26/2024	AP-1116	115015-115090	\$277,913.60
1/26/2024	AP-1117	ACH	\$421.68
1/31/2024	PR-1121	115143-115164	\$2,025,399.41
1/31/2024	PR-1122	ACH	\$5,719,415.28
1/31/2024	PR-1123	ACH	\$3,333,524.96
1/31/2024	PR-19	115113-115142	\$30,396.96
2/2/2024	AP-1124	115165-115229	\$437,737.84
2/2/2024	AP-1125	ACH	\$1,011.77
2/9/2024	AP-1128	115251-115326	\$374,276.76
2/9/2024	AP-1130	ACH	\$3,635.25
		TOTAL/General Fund:	\$12,768,393.86
Capital Projects:			
1/26/2024	AP-1118	115091-115093	\$110,088.73
2/9/2024	AP-1131	115327	\$584.27
		TOTAL/Capital Projects:	\$110,673.00
Assoc. Student Body:			
1/12/2024	AP-1104	114918-114943	\$22,254.47
1/19/2024	AP-1111	115004-115014	\$5,352.64
1/26/2024	AP-1119	115094-115112	\$42,140.46
1/26/2024	AP-1120	ACH	\$58.15
2/2/2024	AP-1126	115230-115250	\$24,437.29
2/2/2024	AP-1127	ACH	\$55.00
2/9/2024	AP-1132	115328-115353	\$25,213.70
2/9/2024	AP-1133	ACH	\$50.00
		TOTAL/ASB Fund:	\$119,561.71
Transportation Vehicle Fund:			
		TOTAL/Transportation Fund:	\$0.00
		TOTAL ALL FUNDS	\$12,998,628.57

Secretary _____

Board Signature _____

Board Signature _____

Board Signature _____

Board Signature _____

Board Signature _____

GENERAL FUND

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1102

Starting Check Number: 114831

Check #	Date	Payee	Amount
114831	01/12/2024	ACE HARDWARE	\$70.65
114832	01/12/2024	ADAMS TRACTOR CO INC	\$959.05
114833	01/12/2024	ALCOBRA METALS	\$83.97
114834	01/12/2024	ALL ABOUT LEARNING PRESS INC	\$32.56
114835	01/12/2024	AMAZON	\$469.13
114836	01/12/2024	AMERICAN SOLUTIONS FOR BUSINESS	\$391.99
114837	01/12/2024	AMERIGAS PROPANE LP	\$530.52
114838	01/12/2024	APS INC	\$362.81
114839	01/12/2024	AVAIL HOME HEALTH INC	\$6,743.63
114840	01/12/2024	BSN SPORTS	\$2,968.63
114841	01/12/2024	CAMP FIRE INLAND NORTHWEST	\$5,000.00
114842	01/12/2024	CAMTEK	\$1,876.61
114843	01/12/2024	COLLEGE BOARD	\$118.08
114844	01/12/2024	COMMERCIAL TIRE INC	\$5,664.44
114845	01/12/2024	CREATIVE INTERACTION LLC	\$729.98
114846	01/12/2024	EDNETICS INC	\$8,193.64
114847	01/12/2024	ENGRAVER	\$109.00
114848	01/12/2024	ENTERPRISE HOLDINGS, INC	\$146.40
114849	01/12/2024	EPS OPERATIONS LLC	\$1,433.19
114850	01/12/2024	FERGUSON, RYAN	\$4,200.00
114851	01/12/2024	FIRST CHOICE SERVICES	\$145.20
114852	01/12/2024	FIRST IMPRESSIONS	\$187.48
114853	01/12/2024	FISHER'S TECHNOLOGY	\$8,503.16
114854	01/12/2024	FLYNN BEC LP	\$3,007.31
114855	01/12/2024	FOLLETT SCHOOL SOLUTIONS INC	\$847.28
114856	01/12/2024	FOLLETT SOFTWARE CO	\$28,896.07
114857	01/12/2024	FRANKLIN PARK URGENT CARE CENTER	\$800.00
114858	01/12/2024	GIPPER MEDIA, INC.	\$625.00
114859	01/12/2024	GRADUATION ALLIANCE	\$18,575.04
114860	01/12/2024	GRAYBAR ELECTRIC CO INC	\$160.38
114861	01/12/2024	GREATAMERICA FINANCIAL SERVICES	\$2,727.87
114862	01/12/2024	Gutierrez, Nicole	\$13.35
114863	01/12/2024	HOSA-FUTURE HEALTH PROFESSIONALS	\$40.00
114864	01/12/2024	HUFFINES, HEATHER	\$200.00
114865	01/12/2024	INTERMAX NETWORKS	\$5,302.60
114866	01/12/2024	JORDAN, CORTNEY	\$192.50
114867	01/12/2024	JW PEPPER	\$65.30
114868	01/12/2024	KCDA	\$3,060.42

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1102

Starting Check Number: 114831

Check #	Date	Payee	Amount
114869	01/12/2024	KENWORTH SALES SPOKANE	\$11,067.14
114870	01/12/2024	LANGUAGE LINE SERVICES INC	\$88.10
114871	01/12/2024	LEAGUE OF WOMEN VOTERS OF WA	\$95.18
114872	01/12/2024	LES SCHWAB TIRE	\$5,030.15
114873	01/12/2024	MAP OF THE MONTH	\$138.00
114874	01/12/2024	MCGUIRE BEARING CO	\$10.31
114875	01/12/2024	MEAD HIGH SCHOOL	\$350.00
114876	01/12/2024	MEAD SCHOOL DISTRICT	\$29.50
114877	01/12/2024	MEAD SCHOOL DISTRICT FACILITIES	\$23.69
114878	01/12/2024	MOMAR INCORPORATED	\$279.21
114879	01/12/2024	NAPA AUTO PARTS	\$2,281.20
114880	01/12/2024	NATIONAL COLOR GRAPHICS, INC	\$3,673.30
114881	01/12/2024	NORTH 40 OUTFITTERS	\$102.43
114882	01/12/2024	NORTHWEST BUSINESS STAMP	\$32.50
114883	01/12/2024	NORTHWEST TEXTBOOK DEPOSITORY	\$599.50
114884	01/12/2024	OTIS ELEVATOR	\$19,052.60
114885	01/12/2024	OXARC	\$55.36
114886	01/12/2024	PAPE MACHINERY	\$3,611.12
114887	01/12/2024	PETROCARD SYSTEMS INC	\$36,647.45
114888	01/12/2024	PPC SOLUTIONS, INC	\$1,617.00
114889	01/12/2024	PROVIDENCE HEALTH CARE FOUNDATION	\$60.00
114890	01/12/2024	PTERA INC	\$85.00
114891	01/12/2024	PURE FILTRATION PRODUCTS INC	\$27,080.29
114892	01/12/2024	RAINBOW RESOURCES	\$1,953.60
114893	01/12/2024	REFRIGERATION SUPPLIES DIST	\$129.95
114894	01/12/2024	ROMAINE ELECTRIC CORP	\$4,268.05
114895	01/12/2024	RWC INTERNATIONAL	\$3,058.21
114896	01/12/2024	SCHOOLS INSURANCE ASSOC OF WA	\$799.95
114897	01/12/2024	SFMEA	\$525.00
114898	01/12/2024	SHERWIN WILLIAMS	\$66.51
114899	01/12/2024	SITEONE LANDSCAPE SUPPLY LLC	\$102.96
114900	01/12/2024	SPOKANE CO ENVIRONMENTAL SERVICES	\$3,368.31
114901	01/12/2024	SPOKANE CO SOLID WASTE	\$201.30
114902	01/12/2024	SPOKANE INTERNATIONAL TRANSLATION	\$655.00
114903	01/12/2024	SPOKANE TESTING SOLUTIONS	\$380.00
114904	01/12/2024	SPOKESMAN REVIEW.	\$208.66
114905	01/12/2024	STONEWAY ELECTRIC	\$2,579.75
114906	01/12/2024	STUDIES WEEKLY	\$164.65

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1102

Starting Check Number: 114831

Check #	Date	Payee	Amount
114907	01/12/2024	SUNSHINE DISPOSAL & RECYCLING	\$3,582.13
114908	01/12/2024	TERRY'S DAIRY INC	\$6,309.52
114909	01/12/2024	THE MATH LEARNING CENTER	\$2,822.69
114910	01/12/2024	UNITED DATA SECURITY INC	\$30.00
114911	01/12/2024	US FOODS INC	\$30,438.04
114912	01/12/2024	US LINEN & UNIFORM INC	\$2,449.04
114913	01/12/2024	VERIZON..	\$527.72
114914	01/12/2024	WAMOA REGION 1	\$300.00
114915	01/12/2024	WENDLE @ THE Y	\$860.23
114916	01/12/2024	WHITWORTH WATER DIST 2	\$880.46
114917	01/12/2024	ZIGGY'S	\$239.75
Total Amount:			\$292,343.75

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1103

01/12/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Bagdon, Katie Lyanne				
		1.0.530.2100.21.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$53.78
			Vendor Total:	\$53.78
Borst, Hendrik				
		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	\$136.00
			Vendor Total:	\$136.00
Brett, Jennifer J				
		1.0.530.9700.61.8581.07.34.000.0000	TRAVEL-IN DISTRICT	\$6.55
			Vendor Total:	\$6.55
Carbajal, Rogelio				
		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	\$222.67
			Vendor Total:	\$222.67
Eckersley, Kiana Arielle Jasmyne				
		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$8.78
			Vendor Total:	\$8.78
Edmonson, Sarah B				
		1.0.960.9800.22.0000.27.00.000.0000	SCHOOL FOOD SERVICES	\$160.80
		1.0.960.9800.22.0000.28.00.000.0000	SCHOOL FOOD SERVICES	\$323.40
			Vendor Total:	\$484.20
Ehli, Timothy Leroy				
		1.0.530.9900.52.8582.09.36.000.0000	TRAVEL-OUT OF DISTRICT	\$133.00
			Vendor Total:	\$133.00
Elkins, Kimberly				
		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$71.73
			Vendor Total:	\$71.73
Falwey, Anthony Ryan				
		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	\$136.00
		1.0.530.9900.52.8582.09.36.000.0000	TRAVEL-OUT OF DISTRICT	\$133.00
			Vendor Total:	\$269.00

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1103

01/12/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Finch, Mary Ellen Robeson				
		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$70.74
			Vendor Total:	\$70.74
Finnigan, Jenne				
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
			Vendor Total:	\$100.00
Madel, Susan S				
		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$7.93
			Vendor Total:	\$7.93
Mielke, Robert Karl				
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
			Vendor Total:	\$100.00
Palpant, Kristen A				
		1.0.530.0129.26.8581.01.08.000.0000	TRAVEL-IN DISTRICT	\$22.73
			Vendor Total:	\$22.73
Rabel, Jeffrey L				
		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	\$136.00
			Vendor Total:	\$136.00
St Clair, Mark E				
		1.0.530.0100.21.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$48.34
			Vendor Total:	\$48.34
Tuttle, Gary Lynn				
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
			Vendor Total:	\$100.00
Ulias, Richard				
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
			Vendor Total:	\$100.00
Westermann, Josh Lund Cyrus				
		1.0.530.0100.21.8581.01.08.000.0000	TRAVEL-IN DISTRICT	\$69.96

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1103

01/12/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Wren, Jared Dewane				
		1.0.530.0100.27.8581.26.03.000.0000	TRAVEL-IN DISTRICT	
			Vendor Total:	\$69.96
			Vendor Total:	\$25.55
			Grand Total:	\$25.55
				\$2,166.96

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1109

Starting Check Number: 114945

Check #	Date	Payee	Amount
114945	01/19/2024	A TO Z RENTALS ACTS REC	\$504.12
114946	01/19/2024	ACE HARDWARE	\$20.41
114947	01/19/2024	AI-MEDIA TECHNOLOGIES LLC	\$1,276.50
114948	01/19/2024	AMAZON	\$2,889.33
114949	01/19/2024	APPLE COMPUTER INC	\$4,352.87
114950	01/19/2024	AWSL	\$175.00
114951	01/19/2024	BLOSSOM AND ROOT HOME EDUCATION	\$72.00
114952	01/19/2024	BRAVE WRITER LLC	\$676.24
114953	01/19/2024	CO ENERGY	\$529.52
114954	01/19/2024	COMPUNET INC	\$141.13
114955	01/19/2024	CRITICAL THINKING CO, THE	\$59.37
114956	01/19/2024	DELL MARKETING LP	\$5,617.36
114957	01/19/2024	ESD 101	\$1,113.52
114958	01/19/2024	FISHER CONSTRUCTION GROUP INC	\$3,133.60
114959	01/19/2024	HENRY SCHEIN INC	\$295.55
114960	01/19/2024	HOME DEPOT CREDIT SERVICES	\$248.67
114961	01/19/2024	HOPSKIPDRIVE INC	\$5,684.55
114962	01/19/2024	IBEX FLOORING	\$136.13
114963	01/19/2024	IML SECURITY SUPPLY	\$409.81
114964	01/19/2024	INLAND POWER & LIGHT CO	\$9,646.50
114965	01/19/2024	INTERMAX NETWORKS	\$2,651.30
114966	01/19/2024	JAMES, JESSICA	\$14.64
114967	01/19/2024	JAZZ UNLIMITED	\$650.00
114968	01/19/2024	JOHNSTONE SUPPLY	\$2,215.62
114969	01/19/2024	JW PEPPER	\$370.83
114970	01/19/2024	KCDA	\$1,013.40
114971	01/19/2024	LATAH COUNTY LIBRARY DISTRICT	\$4.43
114972	01/19/2024	LILAC CITY BEHAVIORAL SERVICES PLLC	\$53,750.00
114973	01/19/2024	LOGIC OF ENGLISH INC	\$19.23
114974	01/19/2024	MAXIM STAFFING SOLUTIONS	\$1,816.50
114975	01/19/2024	NEW MANAGEMENT	\$53.00
114976	01/19/2024	NORTH 40 OUTFITTERS	\$12.90
114977	01/19/2024	OETC	\$226.93
114978	01/19/2024	OFFICE OF SUPER OF PUBLIC INSTRCTN	\$12,500.00
114979	01/19/2024	PETROCARD SYSTEMS INC	\$10,136.95
114980	01/19/2024	PROVIDENCE HEALTH & SERVICES WA	\$125.00
114981	01/19/2024	RAINBOW RESOURCES	\$80.04
114982	01/19/2024	RESOURCE SYNERGY LLC	\$2,084.76

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1109

Starting Check Number: 114945

Check #	Date	Payee	Amount
114983	01/19/2024	ROYAL FIREWORKS PRESS	\$23.00
114984	01/19/2024	RWC INTERNATIONAL	\$3,049.39
114985	01/19/2024	SCHOLASTIC INC-	\$142.20
114986	01/19/2024	SCHOOL HEALTH CORP	\$55.09
114987	01/19/2024	SFMEA	\$618.00
114988	01/19/2024	SHERWIN WILLIAMS	\$206.67
114989	01/19/2024	SHIFFLER EQUIPMENT SALES INC	\$175.09
114990	01/19/2024	SPOKANE INTERNATIONAL TRANSLATION	\$150.00
114991	01/19/2024	STONEWAY ELECTRIC	\$1,356.15
114992	01/19/2024	SUNTOYA CORPORATION	\$155.67
114993	01/19/2024	TANZ MECHANICAL INSULATION LLC	\$9,964.35
114994	01/19/2024	TOOLS4EVER	\$2,625.00
114995	01/19/2024	TURF TANK	\$2,722.50
114996	01/19/2024	UNIVERSAL ATHLETIC	\$479.16
114997	01/19/2024	VERIZON.	\$3,545.69
114998	01/19/2024	WA STATE SCHOOL FOR THE BLIND	\$3,660.00
114999	01/19/2024	WASTE MANAGEMENT OF SPOKANE	\$15,677.52
115000	01/19/2024	WCP SOLUTIONS	\$31,083.54
115001	01/19/2024	WESTERN EQUIPMENT	\$4.36
115002	01/19/2024	WHITESTONE MOUNTAIN ORCHARD INC	\$2,565.00
115003	01/19/2024	ZAYO ENTERPRISE NETWORKS	\$6,514.92
Total Amount:			\$209,481.01

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1110

01/19/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Anderson, Diana Frances		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$9.04
			Vendor Total:	\$9.04
Anderson, Michael R		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	\$75.00
			Vendor Total:	\$75.00
Breitenbach, Karen T		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$44.61
			Vendor Total:	\$44.61
Carrell, Julia		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$20.70
			Vendor Total:	\$20.70
Erickson, Randy L		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
			Vendor Total:	\$100.00
Hill, Amelia Louise		1.0.530.2100.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$27.84
			Vendor Total:	\$27.84
Horn, Lisa Marie		1.0.530.5100.31.8582.18.05.000.0000	TRAVEL-OUT OF DISTRICT	\$313.13
			Vendor Total:	\$313.13
Kranches, Holly Rose		1.0.530.2100.26.7810.01.09.000.0000	MEMBERSHIPS	\$61.00
			Vendor Total:	\$61.00
Lee, Tamara Kay		1.0.530.5100.31.8582.18.05.000.0000	TRAVEL-OUT OF DISTRICT	\$139.00
			Vendor Total:	\$139.00
Oglesbee, Kevin D		1.1.530.0128.28.8582.27.27.000.0000	AD /SPORTS TRAVEL-OUT OF DISTRICT	\$260.00

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1110

01/19/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Pfannenstiel-Wilner, Mary Lou		1.0.530.2130.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$260.00
				\$68.71
Poynor, Jordon Elliott		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$68.71
				\$260.00
Strate, Carolyn Ann		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$260.00
				\$20.70
Turner, Wayne		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	Vendor Total: \$20.70
				\$136.00
Wagenblast, David		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$136.00
				\$260.00
				Vendor Total: \$260.00
				Grand Total: \$1,795.73

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1116

Starting Check Number: 115015

Check #	Date	Payee	Amount
115015	01/26/2024	ACCESS INFORMATION PROTECTED	\$36.42
115016	01/26/2024	ACE HARDWARE	\$50.91
115017	01/26/2024	ADVANCED PAGING & COMMUNICATIONS INC	\$620.09
115018	01/26/2024	AI-MEDIA TECHNOLOGIES LLC	\$2,035.50
115019	01/26/2024	ALCOBRA METALS	\$147.75
115020	01/26/2024	ALSC ARCHITECTS	\$11,365.25
115021	01/26/2024	AMAZON	\$522.47
115022	01/26/2024	AMERICAN EXPRESS	\$250.00
115023	01/26/2024	AMERIGAS PROPANE LP	\$615.16
115024	01/26/2024	APS INC	\$362.81
115025	01/26/2024	BARGREEN ELLINGSON INC	\$21.93
115026	01/26/2024	BARKER, ANNEKE	\$634.04
115027	01/26/2024	BIDWELL WILLIAMS, CEDRIC	\$190.00
115028	01/26/2024	BOYS & GIRLS CLUBS OF SPOKANE CITY	\$5,277.65
115029	01/26/2024	CHARLIE'S PRODUCE	\$471.75
115030	01/26/2024	COMMERCIAL TIRE INC	\$2,294.85
115031	01/26/2024	CULLIGAN SOFT WATER SERVICE	\$394.22
115032	01/26/2024	CUTLER, DAN J	\$200.00
115033	01/26/2024	DEPT OF LABOR & INDUSTRIES - ELEVATOR	\$1,385.20
115034	01/26/2024	DEPT OF LICENSING	\$705.00
115035	01/26/2024	ESD 101	\$14,723.68
115036	01/26/2024	FLYNN BEC LP	\$3,076.43
115037	01/26/2024	FOREFRONT EDUCATION INC	\$2,645.50
115038	01/26/2024	FP MAILING SOLUTIONS	\$254.83
115039	01/26/2024	FRYE, TIFFANY	\$229.00
115040	01/26/2024	HIGHLAND MIDDLE SCHOOL	\$207.00
115041	01/26/2024	HOMBEL, TONY	\$1,013.04
115042	01/26/2024	HOME DEPOT CREDIT SERVICES	\$358.45
115043	01/26/2024	INTERSTATE ALL BATTERY CENTER	\$1,053.99
115044	01/26/2024	JAZZ UNLIMITED	\$650.00
115045	01/26/2024	JOHNSON, KIMMERLY	\$93.80
115046	01/26/2024	JOHNSTONE SUPPLY	\$515.14
115047	01/26/2024	JW PEPPER	\$85.48
115048	01/26/2024	KCDA	\$2,577.11
115049	01/26/2024	LANGUAGE LINE SERVICES INC	\$200.50
115050	01/26/2024	LES SCHWAB TIRE	\$87.08
115051	01/26/2024	M & L SUPPLY	\$57.71
115052	01/26/2024	MAINTENANCE SOLUTIONS INC	\$614.66

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1116

Starting Check Number: 115015

Check #	Date	Payee	Amount
115053	01/26/2024	MEAD LEARNING OPTIONS	\$83.20
115054	01/26/2024	MILLERSMITH, TISHA	\$1,333.33
115055	01/26/2024	MOMAR INCORPORATED	\$794.68
115056	01/26/2024	MOUNT SPOKANE HIGH SCHOOL	\$139.76
115057	01/26/2024	NAPA AUTO PARTS	\$2,682.22
115058	01/26/2024	NORTHWEST BUSINESS STAMP	\$204.50
115059	01/26/2024	O'REILLY AUTO PARTS	\$27.90
115060	01/26/2024	OSPI	\$2,405.80
115061	01/26/2024	PERMA BOUND	\$506.25
115062	01/26/2024	PETROCARD SYSTEMS INC	\$24,605.26
115063	01/26/2024	PROJECT LEAD THE WAY INC	\$2,794.39
115064	01/26/2024	RAINBOW RESOURCES	\$37.56
115065	01/26/2024	REFRIGERATION SUPPLIES DIST	\$836.38
115066	01/26/2024	RESOURCE SYNERGY LLC	\$3,416.57
115067	01/26/2024	RIDDELL	\$16,367.65
115068	01/26/2024	RWC INTERNATIONAL	\$3,077.71
115069	01/26/2024	SAFETY-KLEEN	\$257.85
115070	01/26/2024	SCHOOLS INSURANCE ASSOC OF WA	\$773.14
115071	01/26/2024	SFMEA	\$429.00
115072	01/26/2024	SHERWIN WILLIAMS	\$176.47
115073	01/26/2024	SHRINERS HOSPITAL	\$15,594.66
115074	01/26/2024	SPOKANE CO TREASURER	\$29,529.00
115075	01/26/2024	SPOKANE HOPE	\$1,850.00
115076	01/26/2024	SPOKANE INTERNATIONAL TRANSLATION	\$185.00
115077	01/26/2024	SPOKESMAN REVIEW.	\$919.44
115078	01/26/2024	STEVENS, CLAY PS	\$4,749.50
115079	01/26/2024	STONEWAY ELECTRIC	\$105.45
115080	01/26/2024	TDS TELECOM SERVICE LLC	\$339.00
115081	01/26/2024	TERRY'S DAIRY INC	\$9,797.42
115082	01/26/2024	THERAPEUTIC ASSOCIATES	\$15,662.00
115083	01/26/2024	TRANSFINDER	\$8,298.18
115084	01/26/2024	US BANK CORPORATE PYMT SYSTEM	\$51,806.87
115085	01/26/2024	VEBA TRUST ADMINSTRATOR	\$0.12
115086	01/26/2024	WALTER E NELSON CO	\$225.43
115087	01/26/2024	WASBO	\$1,200.00
115088	01/26/2024	WCP SOLUTIONS	\$2,175.08
115089	01/26/2024	WSSDA	\$17,169.10
115090	01/26/2024	ZENER, BRYNN	\$1,333.33

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1116

Starting Check Number: 115015

Total Amount: \$277,913.60

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1117

01/26/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Brayton, Chad B				
		1.0.530.9700.64.5626.07.34.000.0000	MOTOR VEHICLE FUEL	\$74.81
Dubinsky, Erika Leigh				Vendor Total: \$74.81
		1.0.530.0100.23.5100.12.12.000.0000	PRINCIPAL SUPPLIES	\$21.78
Fisher, Daniel Scott				Vendor Total: \$21.78
		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	\$136.00
Kuntz, Sharon Marie				Vendor Total: \$136.00
		1.1.960.2800.21.0000.28.00.000.0000	PARTICIPATION FEES	\$45.00
Overhauser, Johanna Marie				Vendor Total: \$45.00
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$17.79
Patry, Katherine Sarah				Vendor Total: \$17.79
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$8.13
Pfannenstiel-Wilner, Mary Lou				Vendor Total: \$8.13
		1.0.530.2130.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$96.62
Vahlstrom, Maria Thereza				Vendor Total: \$96.62
		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$21.55
				Vendor Total: \$21.55
				Grand Total: \$421.68

End of Report

Mead School District No 354

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

From Date: 02/02/2024 To Date: 02/02/2024
From Check: 115165 To Check: 115229
From Voucher: 1124 To Voucher: 1124

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
115165	02/02/2024	ABSCO SOLUTIONS	\$339.06	1124	Printed	Expense	<input type="checkbox"/>		
115166	02/02/2024	ACE HARDWARE	\$55.57	1124	Printed	Expense	<input type="checkbox"/>		
115167	02/02/2024	ADVANCED PAGING & COMMUNICATIONS INC	\$510.41	1124	Printed	Expense	<input type="checkbox"/>		
115168	02/02/2024	AI-MEDIA TECHNOLOGIES LLC	\$3,657.00	1124	Printed	Expense	<input type="checkbox"/>		
115169	02/02/2024	AMAZON	\$824.15	1124	Printed	Expense	<input type="checkbox"/>		
115170	02/02/2024	AMERIGAS PROPANE LP	\$889.04	1124	Printed	Expense	<input type="checkbox"/>		
115171	02/02/2024	AVISTA UTILITIES	\$238,939.39	1124	Printed	Expense	<input type="checkbox"/>		
115172	02/02/2024	BARGREEN ELLINGSON INC	\$64.69	1124	Printed	Expense	<input type="checkbox"/>		
115173	02/02/2024	CHARLIE'S PRODUCE	\$1,612.50	1124	Printed	Expense	<input type="checkbox"/>		
115174	02/02/2024	COLUMBIA BASIN COLLEGE	\$1,300.00	1124	Printed	Expense	<input type="checkbox"/>		
115175	02/02/2024	COMPUNET INC	\$863.43	1124	Printed	Expense	<input type="checkbox"/>		
115176	02/02/2024	COPPER CREEK INC	\$21,674.65	1124	Printed	Expense	<input type="checkbox"/>		
115177	02/02/2024	DUNRITE REPAIR	\$148.10	1124	Printed	Expense	<input type="checkbox"/>		
115178	02/02/2024	FIRE PROTECTION SPECIALISTS LLC	\$1,318.90	1124	Printed	Expense	<input type="checkbox"/>		
115179	02/02/2024	FIRST CHOICE SERVICES	\$437.16	1124	Printed	Expense	<input type="checkbox"/>		
115180	02/02/2024	GENERATION GENIUS INC	\$1,295.00	1124	Printed	Expense	<input type="checkbox"/>		
115181	02/02/2024	GEOGRAPHY MATTERS, INC	\$618.07	1124	Printed	Expense	<input type="checkbox"/>		
115182	02/02/2024	GREATAMERICA FINANCIAL SERVICES	\$740.11	1124	Printed	Expense	<input type="checkbox"/>		
115183	02/02/2024	HAVENS, MELINDA	\$15.00	1124	Printed	Expense	<input type="checkbox"/>		
115184	02/02/2024	HOMBEL, TONY	\$562.80	1124	Printed	Expense	<input type="checkbox"/>		
115185	02/02/2024	HOME DEPOT CREDIT SERVICES	\$536.57	1124	Printed	Expense	<input type="checkbox"/>		
115186	02/02/2024	HOME DEPOT PRO	\$12,182.99	1124	Printed	Expense	<input type="checkbox"/>		

Mead School District No 354

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

From Date: 02/02/2024 To Date: 02/02/2024
From Check: 115165 To Check: 115229
From Voucher: 1124 To Voucher: 1124

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
115187	02/02/2024	INTERSTATE ALL BATTERY CENTER	\$1,077.78	1124	Printed	Expense	<input type="checkbox"/>		
115188	02/02/2024	JOHNSTONE SUPPLY	\$1,033.43	1124	Printed	Expense	<input type="checkbox"/>		
115189	02/02/2024	JOSTENS	\$27.23	1124	Printed	Expense	<input type="checkbox"/>		
115190	02/02/2024	JW PEPPER	\$181.60	1124	Printed	Expense	<input type="checkbox"/>		
115191	02/02/2024	KCDA	\$4,542.80	1124	Printed	Expense	<input type="checkbox"/>		
115192	02/02/2024	LANGUAGE LINE SERVICES INC	\$193.14	1124	Printed	Expense	<input type="checkbox"/>		
115193	02/02/2024	LENOVO INC	\$385.51	1124	Printed	Expense	<input type="checkbox"/>		
115194	02/02/2024	LOGIC OF ENGLISH INC	\$92.74	1124	Printed	Expense	<input type="checkbox"/>		
115195	02/02/2024	LUCID BEHAVIOR	\$7,710.00	1124	Printed	Expense	<input type="checkbox"/>		
115196	02/02/2024	M & L SUPPLY	\$460.59	1124	Printed	Expense	<input type="checkbox"/>		
115197	02/02/2024	MAXIM STAFFING SOLUTIONS	\$3,868.50	1124	Printed	Expense	<input type="checkbox"/>		
115198	02/02/2024	MOMAR INCORPORATED	\$1,211.67	1124	Printed	Expense	<input type="checkbox"/>		
115199	02/02/2024	MOTION AUTO SUPPLY	\$84.15	1124	Printed	Expense	<input type="checkbox"/>		
115200	02/02/2024	MULTICARE CENTERS OF OCCUPATIONAL MEDICI	\$262.00	1124	Printed	Expense	<input type="checkbox"/>		
115201	02/02/2024	NAPA AUTO PARTS	\$958.49	1124	Printed	Expense	<input type="checkbox"/>		
115202	02/02/2024	NORTH 40 OUTFITTERS	\$66.38	1124	Printed	Expense	<input type="checkbox"/>		
115203	02/02/2024	NORTHWEST DISTRIBUTION	\$21,293.38	1124	Printed	Expense	<input type="checkbox"/>		
115204	02/02/2024	O'REILLY AUTO PARTS	\$133.60	1124	Printed	Expense	<input type="checkbox"/>		
115205	02/02/2024	OTIS ELEVATOR	\$648.58	1124	Printed	Expense	<input type="checkbox"/>		
115206	02/02/2024	OXARC	\$129.47	1124	Printed	Expense	<input type="checkbox"/>		
115207	02/02/2024	PETROCARD SYSTEMS INC	\$1,820.67	1124	Printed	Expense	<input type="checkbox"/>		
115208	02/02/2024	PLATT ELECTRIC	\$287.27	1124	Printed	Expense	<input type="checkbox"/>		

Mead School District No 354

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

From Date: 02/02/2024 **To Date:** 02/02/2024
From Check: 115165 **To Check:** 115229
From Voucher: 1124 **To Voucher:** 1124

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
115209	02/02/2024	RAINBOW RESOURCES	\$331.70	1124	Printed	Expense	<input type="checkbox"/>		
115210	02/02/2024	RIDDELL	\$12,845.80	1124	Printed	Expense	<input type="checkbox"/>		
115211	02/02/2024	ROMAINE ELECTRIC CORP	\$1,862.19	1124	Printed	Expense	<input type="checkbox"/>		
115212	02/02/2024	ROSEWOOD POST OFFICE	\$10,000.00	1124	Printed	Expense	<input type="checkbox"/>		
115213	02/02/2024	RWC INTERNATIONAL	\$1,301.97	1124	Printed	Expense	<input type="checkbox"/>		
115214	02/02/2024	SACRED HEART CHILDREN'S HOSPITAL	\$185.00	1124	Printed	Expense	<input type="checkbox"/>		
115215	02/02/2024	SFMEA	\$401.00	1124	Printed	Expense	<input type="checkbox"/>		
115216	02/02/2024	SHERWIN WILLIAMS	\$12.63	1124	Printed	Expense	<input type="checkbox"/>		
115217	02/02/2024	SPOKANE CO WATER DIST 3	\$2,666.74	1124	Printed	Expense	<input type="checkbox"/>		
115218	02/02/2024	SPOKANE HARDWARE SUPPLY INC	\$72.75	1124	Printed	Expense	<input type="checkbox"/>		
115219	02/02/2024	SPOKANE OVERHEAD DOOR LLC	\$198.89	1124	Printed	Expense	<input type="checkbox"/>		
115220	02/02/2024	STAPLES ADVANTAGE	\$111.02	1124	Printed	Expense	<input type="checkbox"/>		
115221	02/02/2024	STONEWAY ELECTRIC	\$2,757.37	1124	Printed	Expense	<input type="checkbox"/>		
115222	02/02/2024	US FOODS INC	\$60,811.65	1124	Printed	Expense	<input type="checkbox"/>		
115223	02/02/2024	US LINEN & UNIFORM INC	\$3,631.77	1124	Printed	Expense	<input type="checkbox"/>		
115224	02/02/2024	WASBO	\$25.00	1124	Printed	Expense	<input type="checkbox"/>		
115225	02/02/2024	WATTS, AMBER	\$30.00	1124	Printed	Expense	<input type="checkbox"/>		
115226	02/02/2024	WCP SOLUTIONS	\$3,698.94	1124	Printed	Expense	<input type="checkbox"/>		
115227	02/02/2024	WOLF, DESTINEY	\$113.60	1124	Printed	Expense	<input type="checkbox"/>		
115228	02/02/2024	WSSAAA	\$335.00	1124	Printed	Expense	<input type="checkbox"/>		
115229	02/02/2024	WURTH USA INC	\$1,291.25	1124	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$437,737.84						

Mead School District No 354

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

From Date:	02/02/2024	To Date:	02/02/2024
From Check:	115165	To Check:	115229
From Voucher:	1124	To Voucher:	1124

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1125

02/02/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
DuVall, Hannah Alene		1.0.530.2100.26.7810.01.09.000.0000	MEMBERSHIPS	\$157.00
			Vendor Total:	\$157.00
Fletcher, Deborah		1.0.530.9900.52.7340.09.36.000.0000	DRIVER PHYSICALS	\$160.00
			Vendor Total:	\$160.00
Gill, John		1.0.530.9700.72.8581.01.32.000.0000	TRAVEL-IN DISTRICT	\$296.51
			Vendor Total:	\$296.51
Heatley, Rachel Walden		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	\$71.00
			Vendor Total:	\$71.00
Murphy, Cheyeanne S		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$31.16
			Vendor Total:	\$31.16
Peterson, Joshua Scott		1.0.530.0100.27.5100.19.19.000.0000	TEACHING SUPPLIES	\$17.84
			Vendor Total:	\$17.84
Scott, Carla J		1.0.530.9700.13.8582.01.03.000.0000	TRAVEL-OUT OF DISTRICT	\$38.26
			Vendor Total:	\$38.26
Stearns, Jerry L		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
			Vendor Total:	\$100.00
Surdez, Brian Ray		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	\$40.00
			Vendor Total:	\$40.00
Swanby, Michele N		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1125

02/02/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Vendor Total:				\$100.00
Grand Total:				\$1,011.77

End of Report

Mead School District No 354

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

From Date: 02/09/2024 To Date: 02/09/2024
From Check: 115251 To Check: 115326
From Voucher: 1128 To Voucher: 1128

Fund:	1	GENERAL FUND										
Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date			
115251	02/09/2024	ACE HARDWARE	\$19.59	1128	Printed	Expense	<input type="checkbox"/>					
115252	02/09/2024	ADMIT ONE PRODUCTS	\$603.04	1128	Printed	Expense	<input type="checkbox"/>					
115253	02/09/2024	AI-MEDIA TECHNOLOGIES LLC	\$1,207.50	1128	Printed	Expense	<input type="checkbox"/>					
115254	02/09/2024	ALPHA OMEGA TOURS & CHARTERS	\$4,726.75	1128	Printed	Expense	<input type="checkbox"/>					
115255	02/09/2024	ALSC ARCHITECTS	\$16,206.11	1128	Printed	Expense	<input type="checkbox"/>					
115256	02/09/2024	AMAZON	\$139.29	1128	Printed	Expense	<input type="checkbox"/>					
115257	02/09/2024	AMERIGAS PROPANE LP	\$1,029.40	1128	Printed	Expense	<input type="checkbox"/>					
115258	02/09/2024	APPLE COMPUTER INC	\$334.45	1128	Printed	Expense	<input type="checkbox"/>					
115259	02/09/2024	ASSOCIATION FOR LEARNING ENVIRONMENTS	\$260.00	1128	Printed	Expense	<input type="checkbox"/>					
115260	02/09/2024	AVAIL HOME HEALTH INC	\$3,476.63	1128	Printed	Expense	<input type="checkbox"/>					
115261	02/09/2024	BARKER, ANNEKE	\$206.36	1128	Printed	Expense	<input type="checkbox"/>					
115262	02/09/2024	BLX GROUP LLC	\$750.00	1128	Printed	Expense	<input type="checkbox"/>					
115263	02/09/2024	BOWERS, KATIE	\$241.20	1128	Printed	Expense	<input type="checkbox"/>					
115264	02/09/2024	BRYSON SALES & SERVICE OF WASHINGTON	\$285.48	1128	Printed	Expense	<input type="checkbox"/>					
115265	02/09/2024	CITY GLASS	\$963.78	1128	Printed	Expense	<input type="checkbox"/>					
115266	02/09/2024	CITY OF SPOKANE - UTILITIES DIVISION	\$4,437.04	1128	Printed	Expense	<input type="checkbox"/>					
115267	02/09/2024	CSI LEASING INC	\$177,256.53	1128	Printed	Expense	<input type="checkbox"/>					
115268	02/09/2024	DAILY JOURNAL OF COMMERCE	\$350.90	1128	Printed	Expense	<input type="checkbox"/>					
115269	02/09/2024	DEPT OF REVENUE STATE OF WASH	\$5.13	1128	Printed	Expense	<input type="checkbox"/>					
115270	02/09/2024	DIONNE, THOMAS.	\$2,060.10	1128	Printed	Expense	<input type="checkbox"/>					
115271	02/09/2024	ESD 113	\$700.00	1128	Printed	Expense	<input type="checkbox"/>					

Mead School District No 354

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

From Date: 02/09/2024 To Date: 02/09/2024
From Check: 115251 To Check: 115326
From Voucher: 1128 To Voucher: 1128

Fund:	1	GENERAL FUND									
Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date		
115272	02/09/2024	EVAN MOOR	\$231.30	1128	Printed	Expense	<input type="checkbox"/>				
115273	02/09/2024	FERGUSON, RYAN	\$4,200.00	1128	Printed	Expense	<input type="checkbox"/>				
115274	02/09/2024	FIRST CHOICE SERVICES	\$244.40	1128	Printed	Expense	<input type="checkbox"/>				
115275	02/09/2024	FISHER'S TECHNOLOGY	\$5,645.10	1128	Printed	Expense	<input type="checkbox"/>				
115276	02/09/2024	FLYNN BEC LP	\$1,169.59	1128	Printed	Expense	<input type="checkbox"/>				
115277	02/09/2024	GENERATION GENIUS INC	\$175.00	1128	Printed	Expense	<input type="checkbox"/>				
115278	02/09/2024	GRADUATION ALLIANCE	\$18,575.04	1128	Printed	Expense	<input type="checkbox"/>				
115279	02/09/2024	GREATAMERICA FINANCIAL SERVICES	\$1,987.76	1128	Printed	Expense	<input type="checkbox"/>				
115280	02/09/2024	HAUERWAS, DESIREE	\$2.50	1128	Printed	Expense	<input type="checkbox"/>				
115281	02/09/2024	HENRY SCHEIN INC	\$10,430.37	1128	Printed	Expense	<input type="checkbox"/>				
115282	02/09/2024	HOME DEPOT CREDIT SERVICES	\$521.78	1128	Printed	Expense	<input type="checkbox"/>				
115283	02/09/2024	HOME DEPOT PRO	\$346.04	1128	Printed	Expense	<input type="checkbox"/>				
115284	02/09/2024	INTERSTATE ALL BATTERY CENTER	\$1,006.15	1128	Printed	Expense	<input type="checkbox"/>				
115285	02/09/2024	ISINGAPORE MATH LLC	\$30.52	1128	Printed	Expense	<input type="checkbox"/>				
115286	02/09/2024	JOHNSON, KIMMERLY	\$134.00	1128	Printed	Expense	<input type="checkbox"/>				
115287	02/09/2024	JOHNSTONE SUPPLY	\$20.02	1128	Printed	Expense	<input type="checkbox"/>				
115288	02/09/2024	JW PEPPER	\$258.25	1128	Printed	Expense	<input type="checkbox"/>				
115289	02/09/2024	KCDA	\$1,451.06	1128	Printed	Expense	<input type="checkbox"/>				
115290	02/09/2024	LENOVO INC	\$1,399.37	1128	Printed	Expense	<input type="checkbox"/>				
115291	02/09/2024	LES SCHWAB TIRE	\$3,181.80	1128	Printed	Expense	<input type="checkbox"/>				
115292	02/09/2024	LILAC CITY BEHAVIORAL SERVICES PLLC	\$53,750.00	1128	Printed	Expense	<input type="checkbox"/>				
115293	02/09/2024	LINC FOODS	\$3,296.90	1128	Printed	Expense	<input type="checkbox"/>				

Reprint Check Listing

Criteria:

From Voucher: 1128

Printed: 02/07/2024 11:42:29 AM Report: rptGLCheckListing

Mead School District No 354

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

From Date: 02/09/2024 To Date: 02/09/2024
From Check: 115251 To Check: 115326
From Voucher: 1128 To Voucher: 1128

Fund:	1	GENERAL FUND							
Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
115317	02/09/2024	STONEWAY ELECTRIC	\$4,161.64	1128	Printed	Expense	<input type="checkbox"/>		
115318	02/09/2024	TRAVIS, MYRON	\$1,500.00	1128	Printed	Expense	<input type="checkbox"/>		
115319	02/09/2024	US FOODS INC	\$1,706.50	1128	Printed	Expense	<input type="checkbox"/>		
115320	02/09/2024	VAUGHAN, LINDSI	\$155.18	1128	Printed	Expense	<input type="checkbox"/>		
115321	02/09/2024	VERIZON..	\$656.07	1128	Printed	Expense	<input type="checkbox"/>		
115322	02/09/2024	WA DECA	\$4,026.44	1128	Printed	Expense	<input type="checkbox"/>		
115323	02/09/2024	WA ST FIRST AID	\$560.00	1128	Printed	Expense	<input type="checkbox"/>		
115324	02/09/2024	White, Matthew	\$148.00	1128	Printed	Expense	<input type="checkbox"/>		
115325	02/09/2024	WSPA	\$1,050.00	1128	Printed	Expense	<input type="checkbox"/>		
115326	02/09/2024	WURTH USA INC	\$300.27	1128	Printed	Expense	<input type="checkbox"/>		

Total Checks for Fund: 76 Total Amount: \$374,276.76
Total Amount: \$374,276.76
End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1130

02/09/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Anderson, Diana Frances		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$43.49
			Vendor Total:	\$43.49
Armstrong, Kalin K		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$27.88
			Vendor Total:	\$27.88
Bagdon, Katie Lyanne		1.0.530.2100.21.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$51.33
			Vendor Total:	\$51.33
Beeman, Deann C		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$103.85
			Vendor Total:	\$103.85
Belding-Wilson, Dawn		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$69.48
			Vendor Total:	\$69.48
Bjerkestrand, Hanna		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$104.00
			Vendor Total:	\$104.00
Booher, Breann		1.0.530.3151.27.8582.27.39.000.0000	TRAVEL-OUT OF DISTRICT	\$108.00
			Vendor Total:	\$108.00
Breitenbach, Karen T		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$58.50
			Vendor Total:	\$58.50
Carrell, Julia		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$21.18
			Vendor Total:	\$21.18
Cloer, Terrance R		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$550.00

Mead School District No 354

Voucher Supplement Account Summary

Voucher Batch Number: 1130

02/09/2024

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Delgadillo, Ana Maria		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$550.00
				\$50.92
				Vendor Total: \$50.92
DuVail, Hannah Alene		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$18.50
				\$18.50
				Vendor Total: \$18.50
Eckersley, Kiana Arielle Jasmyne		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$19.97
				\$19.97
				Vendor Total: \$19.97
Figueira, Daniel B		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$148.00
				\$148.00
				Vendor Total: \$148.00
Fisher, John Alvin		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	Vendor Total: \$70.84
				\$70.84
				Vendor Total: \$70.84
Fredlund, Christopher J		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$550.00
				\$550.00
				Vendor Total: \$550.00
Gunther, Tanya M		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$11.39
				\$11.39
				Vendor Total: \$11.39
Harrison, Johnathan Lucas		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$148.00
				\$148.00
				Vendor Total: \$148.00
Hill, Amelia Louise		1.0.530.2100.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$42.08
				\$42.08
				Vendor Total: \$42.08
Lehrman, Jennifer True				

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1130

02/09/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
McLean, Philip A		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$101.64
			Vendor Total:	\$101.64
McLean, Tyler James		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$96.00
			Vendor Total:	\$96.00
O'Donnal, Charmaine Coleman		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$96.00
			Vendor Total:	\$96.00
Overhauser, Johanna Marie		1.0.530.2100.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$106.80
			Vendor Total:	\$106.80
Patry, Katherine Sarah		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$44.09
			Vendor Total:	\$44.09
Petrilli, Martin John		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$17.70
			Vendor Total:	\$17.70
Pfannenstiel-Wilner, Mary Lou		1.0.530.9900.51.5100.09.36.000.0000	PUPIL TRANSPORTATION SUPPLIES	\$217.95
			Vendor Total:	\$217.95
Schlosser, Jenna Marrie		1.0.530.2130.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$108.81
			Vendor Total:	\$108.81
Smith, Bryan		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$104.00
			Vendor Total:	\$104.00
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$96.00
			Vendor Total:	\$96.00

Mead School District No 354

Voucher Supplement Account Summary

Voucher Batch Number: 1130 02/09/2024

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Speer, Jolena		1.0.530.0129.26.8581.01.08.000.0000	TRAVEL-IN DISTRICT	\$46.71
			Vendor Total:	\$46.71
Strate, Carolyn Ann		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$66.87
			Vendor Total:	\$66.87
Thomas, Lori A		1.0.530.2100.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$199.93
			Vendor Total:	\$199.93
Timberlake, Kelliejo D		1.0.530.2100.21.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$93.13
			Vendor Total:	\$93.13
Wren, Jared Dewane		1.0.530.0100.27.8581.26.03.000.0000	TRAVEL-IN DISTRICT	\$42.21
			Vendor Total:	\$42.21
			Grand Total:	\$3,635.25

End of Report

**CAPITAL
PROJECTS
FUND**

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1118

Starting Check Number: 115091

Check #	Date	Payee	Amount
115091	01/26/2024	KCDA	\$29,879.47
115092	01/26/2024	MEAD SCHOOL DISTRICT	\$26,057.65
115093	01/26/2024	PRO MECHANICAL SERVICES, INC	\$54,151.61
Total Amount:			\$110,088.73

End of Report

Mead School District No 354

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

From Date: 02/09/2024 To Date: 02/09/2024
From Check: 115327 To Check: 115327
From Voucher: 1131 To Voucher: 1131

Fund: 2 CAPITAL PROJECTS FUND

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
115327	02/09/2024	SPOKESMAN REVIEW.	\$584.27	1131	Printed	Expense	<input type="checkbox"/>		

Total Checks for Fund:

1

Total Amount:

\$584.27

Total Amount:

\$584.27

End of Report

ASB FUND

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1104

Starting Check Number: 114918

Check #	Date	Payee	Amount
114918	01/12/2024	A-L COMPRESSED GASES	\$8.04
114919	01/12/2024	ASSIST 2 SCORE MERCHANDISE & APPAREL	\$781.03
114920	01/12/2024	BSN SPORTS	\$566.12
114921	01/12/2024	CASCADE BAND AND COLOR GUARD BOOSTERS	\$350.00
114922	01/12/2024	GREENBURO.COM	\$367.88
114923	01/12/2024	HANFORD HIGH SCHOOL	\$200.00
114924	01/12/2024	LANCASTER, VANESSA	\$15.00
114925	01/12/2024	MEAD SCHOOL DISTRICT	\$7,656.19
114926	01/12/2024	MOMENTUM INC	\$375.11
114927	01/12/2024	MOSES LAKE HIGH SCHOOL	\$300.00
114928	01/12/2024	MOUNT SPOKANE HIGH SCHOOL	\$250.00
114929	01/12/2024	MT SPOKANE ASB	\$180.00
114930	01/12/2024	NORTHWEST CHRISTIAN SCHOOLS	\$175.00
114931	01/12/2024	PENSKE TRUCK LEASING CO	\$239.44
114932	01/12/2024	PEPSI COLA BOTTLING CO	\$982.07
114933	01/12/2024	RICHLAND HIGH SCHOOL	\$350.00
114934	01/12/2024	SINNOTT, RONALD	\$381.50
114935	01/12/2024	SKOK, CHRISTIAN	\$240.00
114936	01/12/2024	SOUTHRIDGE HIGH SCHOOL	\$150.00
114937	01/12/2024	SPOKANE CO TREASURER	\$300.00
114938	01/12/2024	SPOKANE FALLS MUSIC ED ASSOC	\$250.00
114939	01/12/2024	STARPLEX CORPORATION	\$204.00
114940	01/12/2024	TUMBLE	\$981.19
114941	01/12/2024	UNITED SPIRIT ASSOCIATION	\$345.00
114942	01/12/2024	WASHINGTON OFFICIALS ASSOCIATION	\$6,499.65
114943	01/12/2024	WAVERLY'S COFFEE INC	\$107.25
Total Amount:			\$22,254.47

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1111

Starting Check Number: 115004

Check #	Date	Payee	Amount
115004	01/19/2024	BSN SPORTS	\$264.23
115005	01/19/2024	HANFORD HIGH SCHOOL	\$200.00
115006	01/19/2024	LEWIS & CLARK HS	\$200.00
115007	01/19/2024	M & R SALES	\$2,733.00
115008	01/19/2024	MOUNT SPOKANE HIGH SCHOOL	\$200.00
115009	01/19/2024	SFMEA	\$165.00
115010	01/19/2024	STACY, JAIME	\$600.00
115011	01/19/2024	TROPHIES UNLIMITED	\$132.98
115012	01/19/2024	VUE, MAYS	\$50.00
115013	01/19/2024	WASH STATE THESPIANS	\$405.00
115014	01/19/2024	WURSLIN, CHRISTINA	\$402.43
Total Amount:			\$5,352.64

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1119

Starting Check Number: 115094

Check #	Date	Payee	Amount
115094	01/26/2024	AMAZON	\$426.50
115095	01/26/2024	BIDWELL WILLIAMS, CEDRIC	\$85.00
115096	01/26/2024	BSN SPORTS	\$3,963.40
115097	01/26/2024	CENTRAL VALLEY HIGH SCHOOL	\$825.00
115098	01/26/2024	FERRIS HIGH SCHOOL	\$399.00
115099	01/26/2024	KENNEWICK HS BOYS GOLF	\$350.00
115100	01/26/2024	LAKELAND TOURS, LLC DBA WORLDSTRIDES	\$595.00
115101	01/26/2024	LEWIS & CLARK HS	\$200.00
115102	01/26/2024	LIONEL HAMPTON JAZZ FESTIVAL U OF I	\$555.00
115103	01/26/2024	MEAD HIGH SCHOOL	\$125.00
115104	01/26/2024	MEAD SCHOOL DISTRICT	\$7,074.96
115105	01/26/2024	MOMENTUM INC,	\$1,026.95
115106	01/26/2024	PALOUSE RIDGE GOLF CLUB	\$705.00
115107	01/26/2024	SFMEA	\$750.00
115108	01/26/2024	UNIVERSITY OF MONTANA	\$850.00
115109	01/26/2024	US BANK CORPORATE PYMT SYSTEM	\$22,224.79
115110	01/26/2024	WATRACK PUBLICATIONS	\$50.00
115111	01/26/2024	WEST COAST SCREEN PRINTING & EMBROIDERY	\$1,365.61
115112	01/26/2024	WILDROSE GRAPHICS	\$569.25
Total Amount:			\$42,140.46

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1120

01/26/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
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Conner, Anna Lynn

4.0.530.2851.00.0000.28.00.000.0000 GIRLS WRESTLING

\$58.15

Vendor Total: \$58.15

Grand Total: \$58.15

End of Report

Mead School District No 354

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

From Date: 02/02/2024 **To Date:** 02/02/2024
From Check: 115230 **To Check:** 115250
From Voucher: 1126 **To Voucher:** 1126

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
115230	02/02/2024	ACADEMICS ARE COOL	\$585.00	1126	Printed	Expense	<input type="checkbox"/>		
115231	02/02/2024	AMAZON	\$255.54	1126	Printed	Expense	<input type="checkbox"/>		
115232	02/02/2024	AWARDMASTERS	\$860.31	1126	Printed	Expense	<input type="checkbox"/>		
115233	02/02/2024	BALDWIN SIGN COMPANY	\$8,581.57	1126	Printed	Expense	<input type="checkbox"/>		
115234	02/02/2024	BSN SPORTS	\$1,356.77	1126	Printed	Expense	<input type="checkbox"/>		
115235	02/02/2024	CLARKSTON HIGH SCHOOL	\$600.00	1126	Printed	Expense	<input type="checkbox"/>		
115236	02/02/2024	COLUMBIA BASIN COLLEGE	\$650.00	1126	Printed	Expense	<input type="checkbox"/>		
115237	02/02/2024	DEMIERO JAZZ FEST	\$650.00	1126	Printed	Expense	<input type="checkbox"/>		
115238	02/02/2024	DORIAN STUDIO	\$1,500.00	1126	Printed	Expense	<input type="checkbox"/>		
115239	02/02/2024	ENTERPRISE HOLDINGS, INC	\$784.29	1126	Printed	Expense	<input type="checkbox"/>		
115240	02/02/2024	KIWANIS YOUTH PROGRAM	\$100.00	1126	Printed	Expense	<input type="checkbox"/>		
115241	02/02/2024	MEAD SCHOOL DISTRICT	\$2,251.70	1126	Printed	Expense	<input type="checkbox"/>		
115242	02/02/2024	MT SPOKANE ASB	\$230.00	1126	Printed	Expense	<input type="checkbox"/>		
115243	02/02/2024	PASCO HIGH SCHOOL	\$930.00	1126	Printed	Expense	<input type="checkbox"/>		
115244	02/02/2024	PENSKE TRUCK LEASING CO	\$1,120.83	1126	Printed	Expense	<input type="checkbox"/>		
115245	02/02/2024	PEPSI COLA BOTTLING CO	\$296.28	1126	Printed	Expense	<input type="checkbox"/>		
115246	02/02/2024	SFMEA	\$1,864.00	1126	Printed	Expense	<input type="checkbox"/>		
115247	02/02/2024	STARPLEX CORPORATION	\$306.00	1126	Printed	Expense	<input type="checkbox"/>		
115248	02/02/2024	UNIVERSITY HIGH SCHOOL	\$245.00	1126	Printed	Expense	<input type="checkbox"/>		
115249	02/02/2024	UNIVERSITY OF MONTANA	\$1,050.00	1126	Printed	Expense	<input type="checkbox"/>		
115250	02/02/2024	WENATCHEE HIGH SCHOOL	\$220.00	1126	Printed	Expense	<input type="checkbox"/>		

Total Amount:

\$24,437.29

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1127

02/02/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Kosanke, Shantel Marie		4.0.960.1100.00.0000.27.00.000.0000	ASB YEARBOOK	\$55.00
Vendor Total:				\$55.00
Grand Total:				\$55.00

End of Report

Mead School District No 354

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

From Date: 02/09/2024 To Date: 02/09/2024
From Check: 115328 To Check: 115353
From Voucher: 1132 To Voucher: 1132

Fund:	4	ASB FUND										
Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date			
115328	02/09/2024	AMAZON	\$104.81	1132	Printed	Expense	<input type="checkbox"/>					
115329	02/09/2024	AREA XI DECA	\$1,640.00	1132	Printed	Expense	<input type="checkbox"/>					
115330	02/09/2024	CHANDLER, AMANDA	\$20.00	1132	Printed	Expense	<input type="checkbox"/>					
115331	02/09/2024	CLARKSTON HIGH SCHOOL	\$200.00	1132	Printed	Expense	<input type="checkbox"/>					
115332	02/09/2024	DORIAN STUDIO	\$500.00	1132	Printed	Expense	<input type="checkbox"/>					
115333	02/09/2024	GSL DISTRICT #8 SCHOOLS	\$720.00	1132	Printed	Expense	<input type="checkbox"/>					
115334	02/09/2024	JIM SHRIVER CUP	\$250.00	1132	Printed	Expense	<input type="checkbox"/>					
115335	02/09/2024	JONES, RYAN H	\$75.00	1132	Printed	Expense	<input type="checkbox"/>					
115336	02/09/2024	KCDA	\$148.72	1132	Printed	Expense	<input type="checkbox"/>					
115337	02/09/2024	LAKELAND TOURS, LLC DBA WORLDSTRIDES	\$13,500.00	1132	Printed	Expense	<input type="checkbox"/>					
115338	02/09/2024	NORTHWOOD MIDDLE SCHOOL	\$33.00	1132	Printed	Expense	<input type="checkbox"/>					
115339	02/09/2024	NSPA	\$145.00	1132	Printed	Expense	<input type="checkbox"/>					
115340	02/09/2024	PALOUSE RIDGE GOLF CLUB	\$235.00	1132	Printed	Expense	<input type="checkbox"/>					
115341	02/09/2024	PASCO HIGH SCHOOL	\$275.00	1132	Printed	Expense	<input type="checkbox"/>					
115342	02/09/2024	RIDDELL	\$3,833.22	1132	Printed	Expense	<input type="checkbox"/>					
115343	02/09/2024	ROGERS HIGH SCHOOL	\$280.00	1132	Printed	Expense	<input type="checkbox"/>					
115344	02/09/2024	SHADLE PARK HIGH SCHOOL	\$250.00	1132	Printed	Expense	<input type="checkbox"/>					
115345	02/09/2024	SIGNS FOR SUCCESS	\$346.65	1132	Printed	Expense	<input type="checkbox"/>					
115346	02/09/2024	STARPLEX CORPORATION	\$306.00	1132	Printed	Expense	<input type="checkbox"/>					
115347	02/09/2024	SUNRISE CUSTOM APPAREL	\$726.06	1132	Printed	Expense	<input type="checkbox"/>					
115348	02/09/2024	UNIVERSITY HIGH SCHOOL	\$70.00	1132	Printed	Expense	<input type="checkbox"/>					
115349	02/09/2024	WALLA WALLA HIGH SCHOOL	\$425.00	1132	Printed	Expense	<input type="checkbox"/>					
115350	02/09/2024	WATERS, JULIE	\$150.00	1132	Printed	Expense	<input type="checkbox"/>					

Mead School District No 354

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

From Date: 02/09/2024 To Date: 02/09/2024
From Check: 115328 To Check: 115353
From Voucher: 1132 To Voucher: 1132

Fund:	4	ASB FUND							
Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
115351	02/09/2024	WEITZ ENTERPRISES LLC	\$37.84	1132	Printed	Expense	<input type="checkbox"/>		
115352	02/09/2024	WENATCHEE HIGH SCHOOL	\$220.00	1132	Printed	Expense	<input type="checkbox"/>		
115353	02/09/2024	WEST COAST SCREEN PRINTING & EMBROIDERY	\$722.40	1132	Printed	Expense	<input type="checkbox"/>		
Total Checks for Fund:		26	Total Amount:		\$25,213.70				
			Total Amount:		\$25,213.70				

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1133

02/09/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
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Butz, Nancy M		4.0.530.3124.00.0000.27.00.000.0000	DANCE TEAM	\$50.00
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Vendor Total: \$50.00

Grand Total: \$50.00

End of Report

EXTRA CURRICULAR CONTRACTS

February 2024

Location	First Name	Last Name	Activity	Amount
Northwood Middle	Tallie	Carlson	Basketball	\$ 3,331.00
Northwood Middle	Kyle	Smith	Basketball	\$ 3,962.00
Northwood Middle	David	Riggs	Basketball	\$ 4,985.00
Northwood Middle	Zac	Franklin	Basketball	\$ 3,394.00
Mountainside Middle	Erin	Glasser	Basketball Girls 7th	\$ 4,832.00
Mountainside Middle	Melissa	Mather	Basketball Girls 7th	\$ 4,349.00
Mountainside Middle	Danny	Figueira	Basketball Boys 7th	\$ 4,985.00
Mountainside Middle	Rick	Waldt	Basketball Boys 7th	\$ 3,289.00
Mountainside Middle	Michael	Bartlett	Basketball Boys 7th	\$ 2,906.00
Mountainside Middle	Bailey	Hiebert	Basketball Boys 7th	\$ 2,819.00
Mountainside Middle	Sabine	Mai	Basketball Girls 7th- 4 days	\$ 305.89
Mountainside Middle	Bryan	Swenland	Guitar Club	\$ 1,305.00
Highland Middle	Leonard	Vargas	Basketball Boys 7th	\$ 3,543.00
Highland Middle	Steven	Rupe	Basketball Boys 7th	\$ 4,349.00
Highland Middle	Julian	Medina	Basketball Boys 7th	\$ 2,819.00
Highland Middle	Micah	Erdman	Basketball Girls 7th	\$ 3,331.00
Highland Middle	Shay	LaBissonierre	Basketball Girls 7th	\$ 2,819.00
Northwood Middle	Phil	Betker	Basketball 7th	\$ 2,819.00
Northwood Middle	Richard	Donnelly	Basketball 7th	\$ 279.71
Highland Middle	Janna	Thompson	Volleyball - VOE rec'd	\$ 184.00
Mt. Spokane	Wagenblast	David	Coach Van Driving	\$ 75.00
Mt. Spokane	Oglesbee	Kevin	Coach Van Driving	\$ 75.00
Mt. Spokane	Jordon	Poynor	Coach Van Driving	\$ 75.00
Mt. Spokane	Lindsay	Carlson	Debate	\$ 6,105.00
Mt. Spokane	Ben	Krueger	Marching Band	\$ 200.00

SUPPLEMENTAL CONTRACT

February 2024

Location	First Name	Last Name	Activity	Amount
Special Services	Heather	Thoburn	Overload	\$ 2,861.43
Special Services	Jill	Olson	Overload	\$ 2,861.43
Special Services	Julie	Carrell	Overload	\$ 2,686.71
Mt. Spokane	Shawn	Gumke	Wrestling Weight Management	\$ 395.00
Learning & Teaching	Crystyne	Borders	WaKIDS	\$ 360.00
Learning & Teaching	Stephanie	Hull	WaKIDS	\$ 180.00
Learning & Teaching	Courtney	Norman	WaKIDS	\$ 180.00
Learning & Teaching	Jennifer	Smith	WaKIDS	\$ 480.00
Learning & Teaching	Kristine	Solomon	WaKIDS	\$ 360.00
Learning & Teaching	Sarah	Wilson	WaKIDS	\$ 360.00
Special Services	April	Schober	Case Mgr. Stipend	\$ 1,600.00
Special Services	Alison	Thompson	Case Mgr. Stipend	\$ 1,600.00
Special Services	David	Vail	Case Mgr. Stipend	\$ 1,600.00
Special Services	Benjamin	Mortensen	Case Mgr. Stipend	\$ 1,600.00
Special Services	Joshua	Kiehl	Case Mgr. Stipend	\$ 1,600.00
Special Services	Emily	Glutting	Case Mgr. Stipend	\$ 1,600.00
Special Services	Kelly	Inderrieden	Case Mgr. Stipend	\$ 1,600.00
Special Services	Rebecca	Cannon	Case Mgr. Stipend	\$ 1,600.00
Special Services	Tracee	Donahoe	Case Mgr. Stipend	\$ 1,600.00
Special Services	Jaci	Gregg	Case Mgr. Stipend	\$ 1,600.00
Special Services	Alexandra	Kane	Case Mgr. Stipend	\$ 1,600.00
Special Services	Diane	Mitchell	Case Mgr. Stipend	\$ 1,600.00
Special Services	Morgan	Mizoguchi	Case Mgr. Stipend	\$ 1,600.00
Special Services	Justus	Morlock	Case Mgr. Stipend	\$ 1,600.00
Special Services	Stephanie	O'Neel	Case Mgr. Stipend	\$ 1,600.00
Special Services	Jordon	Poynor	Case Mgr. Stipend	\$ 1,600.00
Special Services	Bethany	Balyeat	Case Mgr. Stipend	\$ 1,600.00
Special Services	Nicholas	Cerenzia	Case Mgr. Stipend	\$ 1,600.00
Special Services	Erika	Dubinsky	Case Mgr. Stipend	\$ 1,600.00
Special Services	Amber	Oglesbee	Case Mgr. Stipend	\$ 1,600.00
Special Services	Kelly	Reiner	Case Mgr. Stipend	\$ 1,600.00
Special Services	Jennifer	Smith	Case Mgr. Stipend	\$ 1,600.00
Special Services	Jared	Thomas	Case Mgr. Stipend	\$ 960.00
Special Services	Laurie	Turner	Case Mgr. Stipend	\$ 1,600.00
Special Services	Jordyn	Amdrade	Case Mgr. Stipend	\$ 1,600.00
Special Services	Molly	Owens	Case Mgr. Stipend	\$ 1,200.00
Special Services	Kayla	Edgmon	Case Mgr. Stipend	\$ 1,600.00
Special Services	Kelly	Zeller	Case Mgr. Stipend	\$ 1,600.00
Special Services	Christina	Elliott	Case Mgr. Stipend	\$ 1,600.00
Special Services	Kim	Rasmussen	Case Mgr. Stipend	\$ 1,600.00
Special Services	Heidi	Baker	Case Mgr. Stipend	\$ 1,600.00
Special Services	Shanti	Anderson	Case Mgr. Stipend	\$ 1,600.00
Special Services	Michael	Mason	Case Mgr. Stipend	\$ 1,600.00
Special Services	Correna	Cockrill	Case Mgr. Stipend	\$ 1,600.00
Special Services	Sonja	Svennungsen	Case Mgr. Stipend	\$ 1,600.00
Special Services	Gabriel	Martin	Case Mgr. Stipend	\$ 1,600.00

SUPPLEMENTAL CONTRACT

February 2024

Location	First Name	Last Name	Activity	Amount
Special Services	Christina	Wilson	Case Mgr. Stipend	\$ 1,600.00
Special Services	Teresa	Baldwin	Case Mgr. Stipend	\$ 1,600.00
Special Services	Denise	Crouch	Case Mgr. Stipend	\$ 1,600.00
Special Services	Julie	Dodge	Case Mgr. Stipend	\$ 1,600.00
Special Services	Jennifer	Frase	Case Mgr. Stipend	\$ 1,600.00
Special Services	Kari	Hammond	Case Mgr. Stipend	\$ 800.00
Special Services	Heidi	Kieper	Case Mgr. Stipend	\$ 1,600.00
Special Services	Justin	King	Case Mgr. Stipend	\$ 1,600.00
Special Services	Natalie	King	Case Mgr. Stipend	\$ 1,600.00
Special Services	Linda	Koscielski	Case Mgr. Stipend	\$ 1,600.00
Special Services	June	Lamberd	Case Mgr. Stipend	\$ 1,600.00
Special Services	Anna	May	Case Mgr. Stipend	\$ 1,280.00
Special Services	Jessica	Rumberger	Case Mgr. Stipend	\$ 1,600.00
Special Services	Kirsten	Sandstrom	Case Mgr. Stipend	\$ 1,600.00
Special Services	William	Schwalbe	Case Mgr. Stipend	\$ 1,600.00
Special Services	Tim	Wiersma	Case Mgr. Stipend	\$ 1,600.00
Special Services	Madeline	Leslie	Case Mgr. Stipend	\$ 1,600.00
Special Services	Jamie	Bowman	Case Mgr. Stipend	\$ 1,600.00
Special Services	Nancy	Burke	Case Mgr. Stipend	\$ 1,600.00
Special Services	Kelli	Burkhardt	Case Mgr. Stipend	\$ 1,600.00
Special Services	Susan	Chandler	Case Mgr. Stipend	\$ 640.00
Special Services	Kim	Clark	Case Mgr. Stipend	\$ 1,600.00
Special Services	Vivian	Davis	Case Mgr. Stipend	\$ 1,600.00
Special Services	Jennifer	Denenny	Case Mgr. Stipend	\$ 1,600.00
Special Services	Anna	Dent	Case Mgr. Stipend	\$ 1,600.00
Special Services	Crystal	Farnsworth	Case Mgr. Stipend	\$ 1,600.00
Special Services	Kim	Gortsema	Case Mgr. Stipend	\$ 1,600.00
Special Services	Ivan	Gustafson	Case Mgr. Stipend	\$ 1,600.00
Special Services	Samantha	Hand	Case Mgr. Stipend	\$ 1,600.00
Special Services	Kimberly	Killman	Case Mgr. Stipend	\$ 1,600.00
Special Services	Grace	LongMeier	Case Mgr. Stipend	\$ 1,600.00
Special Services	Ireland	Mayfield	Case Mgr. Stipend	\$ 1,600.00
Special Services	Gina	McGlocklin	Case Mgr. Stipend	\$ 1,600.00
Special Services	Ann	Moloney	Case Mgr. Stipend	\$ 1,600.00
Special Services	Whittni	Sanford	Case Mgr. Stipend	\$ 1,600.00
Special Services	Karen	Shoop-Swanson	Case Mgr. Stipend	\$ 1,600.00
Special Services	Mark	Shulkin	Case Mgr. Stipend	\$ 1,600.00
Special Services	Dan	Smith	Case Mgr. Stipend	\$ 1,600.00
Special Services	Kyle	Smith	Case Mgr. Stipend	\$ 1,600.00
Special Services	Tina	Smith	Case Mgr. Stipend	\$ 1,600.00
Special Services	Cheyenne	Standish	Case Mgr. Stipend	\$ 1,200.00
Special Services	Sara	Stillian	Case Mgr. Stipend	\$ 1,600.00
Special Services	Nicole	Leslie	Case Mgr. Stipend	\$ 1,600.00
Special Services	Christopher	Vogel	Case Mgr. Stipend	\$ 1,280.00
Special Services	Tera	Wolf-Brasch	Case Mgr. Stipend	\$ 1,600.00
Special Services	Kevin	Beiers	Case Mgr. Stipend	\$ 1,600.00

SUPPLEMENTAL CONTRACT

February 2024

Location	First Name	Last Name	Activity	Amount
Special Services	Tami	Lee	Case Mgr. Stipend	\$ 1,600.00
Special Services	Heather	Warren	Case Mgr. Stipend	\$ 1,600.00
Special Services	DeAnna	Ganea	Case Mgr. Stipend	\$ 1,600.00
Special Services	Brian	Gardner	Case Mgr. Stipend	\$ 640.00
Special Services	Patricia	King	Case Mgr. Stipend	\$ 320.00
Special Services	Jake	Zachman	Case Mgr. Stipend	\$ 1,280.00
Special Services	Tim	Wiersma	Caseload Overage	\$ 1,968.96
Brentwood Elementary	Jessi	Thimpson	Writing Professional Development	\$ 275.50
Business Services	Andrew	James	1st Semester Lost Prep	\$ 1,749.74
Business Services	Jared	Wren	1st Semester Lost Prep	\$ 2,294.60
Learning & Teaching	June	Lamberd	Add'l Responsibilities	\$ 8,536.16
MLO	Ginny	Cronin	Program Director	\$ 12,419.00
MLO	Tracy	Taitch	Program Director	\$ 11,171.00
MLO	Kerrie	Rowland	Program Director	\$ 11,171.00
MLO	Linda	Warren	Program Director	\$ 10,886.00
Special Services	Grace	LongMeier	Caseload Overage	\$ 16.67
Special Services	Kimberly	Rasmussen	Caseload Overage	\$ 31.32
Special Services	Heather	Thoburn	Psych Overload	\$ 1,430.78
Special Services	Jill	Olson	Psych Overload	\$ 4,622.31
Special Services	Julia	Carrell	Psych Overload	\$ 2,841.85
Special Services	Teresa	Arnzen	Psych Responsibility Stipend	\$ 2,000.00
Special Services	Julia	Carrell	Psych Responsibility Stipend	\$ 2,000.00
Special Services	Ana	Delgadillo	Psych Responsibility Stipend	\$ 2,000.00
Special Services	Kiana	Eckersley	Psych Responsibility Stipend	\$ 471.87
Special Services	Vanessa	Englehart	Psych Responsibility Stipend	\$ 2,000.00
Special Services	Sara	James	Psych Responsibility Stipend	\$ 2,000.00
Special Services	Cathy	Moczulski	Psych Responsibility Stipend	\$ 2,000.00
Special Services	Jill	Olson	Psych Responsibility Stipend	\$ 2,000.00
Special Services	Joseph	Schafer	Psych Responsibility Stipend	\$ 2,000.00
Special Services	Heather	Thorburn	Psych Responsibility Stipend	\$ 2,000.00
Special Services	Candice	Tulberg	Psych Responsibility Stipend	\$ 2,000.00
Special Services	Tammy	Spence	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Brenna	Weishaar	SLP Responsibility Stipend	\$ 960.00
Special Services	Jamie	Willimas	SLP Responsibility Stipend	\$ 960.00
Special Services	Meghan	Wallblom	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Jessica	Yates	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Diana	Anderson	SLP Responsibility Stipend	\$ 960.00
Special Services	Jennifer	Martinsen	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Erin	Van Blaricom	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Sarah	Alkire	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Emily	Erwin	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Ashly	Hoffman	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Brittany	Hopkins	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Tessa	Julian	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Olivia	Knutson	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Holly	Kranches	SLP Responsibility Stipend	\$ 1,600.00

SUPPLEMENTAL CONTRACT

February 2024

Location	First Name	Last Name	Activity	Amount
Special Services	Shannon	Main	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Nicole	Minter	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Laura	Pederson	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Sophie	Pichardo	SLP Responsibility Stipend	\$ 960.00
Special Services	Sarah	Ramsden	SLP Responsibility Stipend	\$ 1,600.00
Special Services	Kristin	Sherwood	SLP Responsibility Stipend	\$ 1,600.00

CO CURRICULAR CONTRACTS
February 2024

Location	First Name	Last Name	Activity	Amount
Mead High	Greg	Bertsch	Co-Curricular Underpayment	\$ 355.00

MEAD SCHOOL DISTRICT

Board Meeting of February 12, 2024
New Business

VI.B.

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

Background:

The Mead High School Varsity Volleyball Team (12 members), plus two coaches/chaperones, request permission to travel to Phoenix, Arizona, October 3-6, 2024, to participate in the Nike Tournament of Champions. In addition to playing in the tournament, the trip itinerary includes possible visits to Grand Canyon University and Arizona State University depending upon the tournament playing schedule.

Fiscal Impact:

The estimated per student cost is \$150 for food with fundraisers available. The team's ASB account will be used to cover the remaining trip expenses.

Other Considerations:

Students will miss two days of school (Thursday, October 3rd and Friday, October 4th) and Mr. Wilson, head coach, will need a substitute teacher for two days. Sub costs will be paid out of the Mead High School building budget.

Recommendation:

Approval of the presented trip from the Mead High School Volleyball Team to travel to Phoenix, Arizona, October 3 - October 6, 2024, to play in the Nike Tournament of Champions, is recommended.

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

School Board _____ Final Approval Date _____

Trip Educational Benefit and Planned Activities:

Athletes will play in a tournament with some of the best competition in the U.S. Athletes will also get a chance to visit college campuses (ASU, Grand Canyon) and begin thinking about what they want to do post-highschool. They will participate in the Nike Tournament of Champions on Friday and Saturday. College visits to ASU + Grand Canyon as tournament schedule allows and participate in team bonding/building activities.

Cost & Funding Sources:

Building Budget Covering: Sub pay for two days.	\$ 300.00
ASB Funds Covering: Flight + Hotel + Van Rental Flight \$1500.00 Rental \$500.00 Hotel \$1200.00	\$ 9000.00
District Funds Covering: —	\$ 0.00
Student/Parent Cost (per student) Covering – Please Itemize: Food – \$150/player	\$ 150.00

Fundraising Opportunities:

Mead volleyball camp. Players volunteer helping the younger age camp which raises funds for flight, hotel, and Rental.

Participants:

Estimated # of Students 12 Estimated # of Adults (Chaperons & Staff) 2

of School Days Missed: 2 # of Sub Days Needed: 2 Student/Chaperone Ratio: 6:1

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: Arizona Grand

3. Transportation: Flight to Phoenix and van Rental for ground transportation

4. Supporting Documents:

Preliminary Trip Itinerary attached? Yes No

Related brochures/information attached: Yes No

Student Trip Expectations attached: Yes No



Dear Girls Volleyball Coach,
Congratulations.

We are pleased to extend to you this invitation to compete in the Fourteenth Annual Nike Tournament of Champions, scheduled for October 4th and 5th, 2024 in Phoenix, Arizona.

You are among a small group of coaches from around the United States selected to receive this invitation.

OVERVIEW

For more than two decades, the Tournament of Champions has produced the most competitive and prestigious high school sporting events in North America and the world. Since its inception, the Tournament of Champions has hosted more than 40,000 student athletes from all 50 states, Canada and Australia. Publications from the USA Today to ESPN have used words like "staggering" and "unparalleled" to describe its events.

2024 HIGHLIGHTS

- 96 teams
- Seven matches guaranteed (all best of three)
- All visiting teams housed at the spectacular AAA Four-Diamond Arizona Grand Resort
- Special Tournament of Champions rate at the Arizona Grand for a 540 sq ft. suite that sleeps up to four athletes
- Special Tournament of Champions rate is available to all attending parents, family members, and fans
- Awards for Champions, Runners-up, and All-Tournament selections in all divisions

2024 SCHEDULE

Thursday, October 3	All teams arrive in Phoenix
Friday, October 4	Three matches
Saturday, October 5	Four matches
Sunday, October 6	All teams depart Phoenix

SANCTION AND SPONSORSHIP

The Tournament of Champions is sponsored by the Tempe Union School District and is sanctioned by the Arizona Interscholastic Association (AIA) and the National Federation of High Schools (NFHS). All teams must be an approved member of their state association.

CONTRACT

If you wish to compete in the 2024 Nike Tournament of Champions, complete the digital contract included in this email no later than June 1, 2024. Entry fee is \$665 for seven matches guaranteed. Entry fee is not due at this time.

QUESTIONS

For questions concerning this invitation, please visit our website at www.niketournamentofchampions.com, or send an email to Ashleigh Picci: ashleigh.picci@thetoc.org.

Thanks and we hope to see you in Phoenix.

Lauren Sopak

Senior Director of Events

NIKE Tournament of Champions

Ashleigh Picci

VP of Operations

NIKE Tournament of Champions

Steve Kozaki

Executive Director

NIKE Tournament of Champions



The 16th
NIKE TOURNAMENT OF CHAMPIONS

October 4th and 5th, 2024

Phoenix, AZ

America's #1 High School Girls Volleyball Event!

PLAYING VENUE

The 16th Annual Nike Tournament of Champions will be played at the incredible Legacy Sports Park in Mesa. The Park is a 320-acre, world-class family and sports entertainment destination that includes 32 hardwood floors – each with independent LED scoreboards – along with a 2,800-seat Championship arena. The facility has just been completed at a cost of greater than \$280-million dollars; by comparison it dwarfs even ESPN's Wide World Sports in Orlando in size and scope.

HIGHLIGHTS

- 96 teams from across the nation, including many of the preseason top 20 teams in America!
- Option to stay at the spectacular AAA Four Diamond Arizona Grand Resort
- Free entry to the Oasis Water Park for all teams + family members staying at the Arizona Grand
- Extensive media coverage by Prep Volleyball™ and MaxPreps®

COMPETITION

- Teams divided into three 32-team divisions
- Seven matches guaranteed (all best of three)
- Ten-player all-tournament teams selected for each divisional bracket
- Awards for Champions, Runners-up, Third Place, and Consolation Champions in each division

See enclosed invitation for further details, or for more information contact Ashleigh Picci by email, ashleigh.picci@thetoc.org

Nike Tournament of Champions
Trip Itinerary

- Oct. 3 Airline Flight from Spokane to Phoenix. Arrive at approximately 5:00pm. Check in to the Arizona Grand Hotel. Rooming assignments handed out. Attend the opening team dinner at 7:00pm. Lights out and room check at 10:00 pm.
- Oct. 4 Breakfast at 7:00. Pool play with 3 matches(times TBD). Team dinner at 6:00pm. Team building activities from 7:00-9:00. Lights out and room check at 10:00pm.
- Oct. 5 Breakfast at 7:00. Bracket play with 4 possible matches(times TBD). Team dinner at 6:00pm. Team time(games) from 7-9. Lights out and room check at 10:00pm.
- Oct. 6 Breakfast at 8:00. Visit Bell Bank Park. Possible college visits on Oct. 4 and 5 and depending upon playing schedule and availability. Possible visits will include Grand Canyon University and ASU. Return flight to Spokane(TBD)

Student/Athlete Expectations

Student Behavior Expectations:

- Follow school rules per the student handbook
- Treat others with extreme respect(we represent Mead)
- Follow all tournament rules as well as Arizona Grand Hotel rules while in their facilities.
- Stay with your partner group at all times(no going rogue!)
- Follow coaches' rules at all times.

Packing list:

- All three uniforms, warm-up, shoes and backpack.
- Change of clothes for 2 days.
- Money for meals(approximately \$80)

Forms to complete and turn in before travel:

- Permission to Participate in School Trip Form
- Extracurricular/Field Trip Private Transportation Request Form if needed.

MEAD SCHOOL DISTRICT

Board Meeting of February 12, 2024

New Business

VI.C.

Agenda Item: Network Switching Equipment Contract

Background: The Technology Department sent out a Request for Proposal for pricing on network switching equipment district wide.

Six firms (Ednetics, CDWG, MicoK12, Compunet, Cytranet, and Cerium Networks) submitted proposals. Ednetics, was the selected vendor, scoring 99 out of 100 on the seven bid factors. A recap of the bid scoring is attached.

The cost for the network equipment, including tax, totals \$497,970.61. This equipment is eligible for Federal E-Rate funding in the amount of approximately \$298,782.37. Therefore, if Federal E-Rate funding is awarded to the district, the amount of money necessary for this purchase is approximately \$199,188.25.

Fiscal Impact: The overall cost for the firewall equipment totals \$497,970.61 and will be reduced to approximately \$199,188.25 if awarded Category Two E-Rate funding. E-Rate funding will be applied for once the project receives school board approval.

Recommendation: Approval from the Board of Directors to sign a contract with Ednetics to purchase network switching equipment supporting all schools district wide.

Attachment: Bid Recap

Cloud Managed Switches
7/1/24-6/30/25
Category 2

Key:
Ineligible

Factor	Weight	CDW-G	Compunet	Cerium	Ednetics - Meraki	Ednetics - Juniper	Micro K12	Cytranet
Price for Equipment & Services	30	22	27	28	29	30	20	
Required Licenses, SPIN, DUNS, etc.	15	15	15	15	15	15	15	
Vendor Certifications & Experience	15	13	15	15	15	15	15	
Quality of the RFP Response	10	7	10	10	10	8	7	
Specific Experience with Mead School District	10	10	10	9	10	10	9	
Pricing of Ineligible Equipment & Services	10	10	10	10	10	10	8	
References	10	10	10	10	10	10	10	
	100	87	97	97	99	98	84	
Total Equipment Costs		\$519,670.00	\$485,270.60	\$479,400.00	\$457,273.29	\$432,271.90	\$818,111.00	N/A
Taxes		\$46,250.63	\$43,189.08	\$42,666.60	\$40,697.32	\$38,472.20	\$72,811.88	
Total Costs		\$565,920.63	\$528,459.68	\$522,066.60	\$497,970.61	\$470,744.10	\$890,922.88	
E-Rate Reimbursement								

\$199,188.25

NOTE: Ednetics is the selected vendor
Category 2 E-Rate Funding

MEAD SCHOOL DISTRICT

Board Meeting of February 12, 2024

New Business

VI.D.

Agenda Item: **1st Reading Procedure 3131 Revision
Assignments to Schools**

Background: A revision to Procedure 3131, Assignments to Schools, is being presented for first reading consideration. This procedure was adopted on May 10, 1978 and was last revised on November 20, 2006.

The presented revision includes, for intra-district transfers, clarifying language stating that an approved transfer is for an academic year only. At the conclusion of the academic year the student will be re-enrolled in their neighborhood school. To continue enrollment in a school outside of their assigned school a new Intra-District Transfer form must be completed/submitted. Forms will be accepted for the upcoming school year beginning in March.

Additional revisions include having request forms submitted to Student and Family Services rather than the resident school principal and language stating requests will be reviewed in June, August and January.

While no revision to Policy 3131 is being presented, a copy of this policy is attached for reference.

Staffing Implication: None

Other Considerations: None

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

Attachments:

- Draft Procedure 3131
- Current Policy 3131

ASSIGNMENTS TO SCHOOLS

INTRA DISTRICT TRANSFER

Students in the Mead School District are assigned to the school designated by the board to serve the students' residence as defined by WAC 392-137-115. All students living within the designated school attendance boundary shall be entitled to all rights and responsibilities related to the curricular and extracurricular learning activities of the school. Upon enrollment in any of the District's schools the parent/guardian shall declare in writing under penalty of perjury the residence of the student, as verified by a current utility bill and/or other acceptable documentation. (e.g., lease or rental agreements.)

A. ELEMENTARY STUDENT TRANSFER REQUESTS

1. Parents, guardians, school authorities, or students may request transfer to another school outside the designated school attendance boundary. The parent must demonstrate a hardship on one or more of the following areas (the number of years in attendance at a specific school and/or past friendships do not constitute hardships):
 - a. Significant or severe social, learning, or behavioral considerations.
 - b. Financial hardship which may include childcare arrangements.
2. Transfer requests from students or parents or guardians must be submitted to the sending school's principal. Final approval of the transfer request will be made by the principals of the sending and receiving schools, and a Superintendent's designee, based upon the availability of student space within the established class size maximum for the student's grade level. The space consideration includes a minimum of five (5) seats being reserved for new in-area resident students.
3. In order to maintain continuity in program development, transfer from one school to another within the Mead School District should occur at the termination of a learning activity or at the beginning of a school year.
4. Once the transfer has been approved and implemented, the student is to remain in the new school setting for the remainder of the school year. Intra-district transfer students will be ~~considered as part of the designated school enrollment for the next school year unless students and/or parents or guardians are notified prior to June 1 of the district's inability to accommodate the transfer in the next school year.~~ **notified and re-enrolled in their neighborhood school at the completion of each academic year. Parents, guardians or students may request a continuation for enrollment in a school outside of their assigned school boundaries by completing the Intra-District Transfer form beginning in March of each year.**
5. Transfer requests initiated by students, parents or guardians will be on a first come, first served basis. The requests are to be date and time notated upon receipt.

6. Transfer requests initiated by school authorities may be made at any time it is deemed by the superintendent, or designee, to be in the best interest of the student and/or Mead School District.
7. Intra-district transfer students that do not meet academic, attendance, and/or behavioral expectations of the receiving school will be placed on an expectation contract and may be sent back to the sending school if the contract is violated.
8. Transfers of elementary school students shall not carry over into middle schools or high schools.

B. MIDDLE SCHOOL AND HIGH SCHOOL STUDENT TRANSFER REQUESTS

1. A parent, guardian, or student may request a transfer to another school within the district which is outside of the student's designated school attendance boundary. Requests for transfer shall be submitted to the ~~principal of the resident school~~ **office of Student and Family Services** using the intra-district transfer request form. A request will be granted only if substantial hardship exists for the parent, guardian, or students and only if the receiving school has available space.
2. Whether available space exists shall be determined by the receiving middle school or high school principal. The determination of available space shall be final and not subject to review or appeal.
3. Whether substantial hardship exists will be determined on a case-by-case basis by a three person transfer committee composed of the two school principals (or respective designees) and the Superintendent's designee. The transfer committee may consider the following factors, among others, in making its determination of substantial hardship:
 - a. Unique circumstances that are beyond the control of the student, parent or guardian;
 - b. Significantly different circumstances than those which exist for other students, parents, or guardians;
 - c. Whether there is any reason to believe that the request for transfer is in any way motivated by participation in extra-curricular or co-curricular activities (athletically motivated transfers are not considered to be substantial hardships);
 - d. Whether an attempt has been made to access resources at the student's resident school.
 - e. The burden of showing substantial hardship shall be on the requesting student, parent, or guardian.
4. The requests for transfer form shall be submitted to the ~~resident building principal~~ **office of Student and Family Services**. The **transfer** committee will act on all requests within a reasonable time period **reviewing transfer requests in June, August and January**.
5. Any student, parent or guardian who is aggrieved by the decision of the committee may appeal the decision to the Superintendent of Schools. Any request for appeals must be received by the Superintendent within five business days following the decision by the committee. The Superintendent will review the request. The decision reached by the

Superintendent shall be final unless appealed to the School Board within five business days of the notification of the Superintendent's decision. The decision of the School Board shall be final and not subject to further appeal.

6. A transfer shall be effective for whatever length of time and under whatever conditions the committee deems just and fair. Transfers will be reviewed on an annual basis, by June 1 of the current school year, and renewal of the transfer would be granted unless the following conditions were not being met:
 - a. student is not meeting conditions established by the original transfer,
 - b. student is not making satisfactory progress, academically or behaviorally, **and/or is experiencing chronic absenteeism.**
 - e. ~~circumstances warranting the transfer no longer exist.~~
7. Transfers of middle school students shall not carry over into high schools.
8. Transfer requests initiated **after the first day of school or** by school authorities may be made at any time it is deemed by the Superintendent to be in the best interest of the student and/or Mead School District.

Adopted: May 10, 1978
Revised: June 26, 1985
Revised: March 11, 1997
Revised: September 27, 2004
Revised: November 20, 2006
Revised:



Assignments to Schools

SCHOOL ATTENDANCE BOUNDARIES

It shall be the duty of the Superintendent of Schools to recommend school attendance boundaries to the Board of Directors when additional school facilities are established or when district school enrollments become unbalanced.

The Superintendent shall provide a procedure for assignment for students transferring within the district that causes the least disruption to school programs. Permission may be granted for students to attend other schools within the district which are outside the designated attendance area pursuant to the procedure set forth by the Superintendent. For middle school and high school students, it is the Board's policy that substantial hardship and available space must exist before a student or a parent or guardian of a student is granted a request to attend another school within the district which is outside of the student's geographic residence area. The Board's philosophy is that all Mead schools are excellent and, thus, students are expected to attend the school in their attendance area unless they can establish substantial hardship. In all cases where permission is granted to transfer within district, transportation and other logistical issues become the responsibility of the student or the parent or guardian.

Adopted: May 10, 1978
Amended: June 26, 1985
Revised: March 11, 1997
Revised: September 27, 2004
Revised: November 20, 2006
Revised: June 9, 2014

MEAD SCHOOL DISTRICT

Board Meeting of February 12, 2024

New Business

VI.E.

Agenda Item: **1st Reading Policy 3141 Revision
Non Resident Students**

Background: A revision to Policy 3141, Non Resident Students, is being presented for first reading consideration. This policy was adopted on March 27, 1991 (superseding Policy 5230 that was adopted on June 27, 1990) and was last revised on June 13, 2016.

The presented revision adds language stating that non-resident applications received after August 15th will be evaluated for accepted after the first day of school. Language has also been added stating that enrollment numbers will be evaluated annually to determine which schools are able to accommodate non-resident students.

Staffing Implication: None

Other Considerations: None

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

Attachments:

- Draft Policy 3141

NON RESIDENT STUDENTS

- A. It is the policy of Mead School District No. 354 to accept applications for enrollment in its schools for non-resident students who meet the criteria set forth hereafter between June 1 and August 15 for the start of the upcoming school year. (If August 15 is a Saturday or Sunday the application window will be extended to the next regularly scheduled work day). For application received after August 15th, evaluation for acceptance will be conducted after the first day of school.

The Mead School District strives to balance enrollment within its schools. Therefore, enrollment numbers will be evaluated annually to determine which schools are able to accommodate nonr-esident students. All requests for non-resident enrollment will be considered on an equal basis, except as noted herein.

- B. Non-resident students shall be considered for enrollment if the following conditions are met:
1. Space and necessary staff exist, as determined by the District, in the grade level and/or classes at the school in which the student desires enrollment.
 2. Appropriate educational programs or services are available to improve the student's "condition" as stated in the request for release from the district of residence.
 3. The parents/guardians assume full responsibility for adequate transportation and supervision of the student to and from school.
 4. The parents/guardians and student agree that should the school in which the student is enrolled become overloaded, the student will be subject to transfer according to applicable District policy/procedure.
 5. The parents/guardians and student agree that should the student violate the rules and regulations of Mead School District and such violation causes the student to be expelled or suspended the granted request of such student may be withdrawn and enrollment may be immediately terminated.
 6. The student must be released by his/her resident school district.
 7. Parents and students must abide by WIAA transfer rules for interscholastic activities.
 8. Accepting a student will not pose an undue financial hardship to Mead School District.
- C. The District reserves the right to deny the non-resident application of any student who has engaged in substantial misconduct or substantial disruption to the educational process. The

superintendent or designee will reject an application for nonresident admission based on one or more of the following criteria:

1. Whether the student's disciplinary records indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes).
 2. The student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district policy regarding re-admission of expelled or long-term suspended students.
 3. Whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff.
 4. Whether the enrollment of a nonresident student would displace a student who is a resident of the district.
 5. Whether there is a reasonable chance the student's attendance, citizenship and academic progress will be satisfactory, taking into account the records from the previous school.
- D. A continuing, nonresident student who is scheduled to complete his/her senior year shall have preferential enrollment rights as compared to other non-resident students, provided that the criteria set forth in this policy and procedure are met.
- E. A resident student requesting an intra-district transfer, pursuant to District Policy/Procedure 3131, shall be granted preference to a nonresident student's request for enrollment in such school.
- F. The enrollment of a nonresident student shall be for one (1) school year only. Granting of requests for continued nonresident enrollment will be made based upon the criteria set forth in this policy provided that the student/parents/guardians annually follow the requirements set forth in Policy 3141.
- G. Continuing enrollment may be contingent on subsequent parent conferences with the principal of the receiving school and compliance with any reasonable conditions regarding priority for participation in district programs of limited availability and district initiated school transfers, continued academic effort, regular attendance, safe transportation and conforming to school disciplinary standards set forth in writing to the parent/guardian and/or student or in district regulations.
- H. A student who resides in a school district that does not operate a secondary program shall be permitted to enroll in the Mead School District secondary school closest to their geographic location in accordance with state laws and regulations relating to the financial responsibility of the resident district.
- I. Continuing applications have priority over new applications.

- J. A student's acceptance may be revoked at any time for any of the reasons set forth in this policy.
- K. The following nonresident attendance arrangements and entitlements are exempt from the provisions of this policy:
 - (a) Inter-district cooperation programs conducted in accordance with RCW 28A.335.160 or 28A.225.250 and WAC 392-135.
 - (b) Programs temporarily conducted on behalf of another district in accordance with RCW 28A.225.200.
- L. If there is insufficient space available at a particular school/grade level to accommodate all qualified non-resident students the following order of acceptance will be utilized:
 - #1 - All qualified first consideration/priority (as defined herein) non-resident students.
 - #2 – All other qualified non-resident students in order of application date.
- M. The final decision of the district to deny the admission of a nonresident student may be appealed to the Superintendent of Public Instruction or his or her designee pursuant to the process detailed in RCW 28A.224.230(3).

Children of Full-Time Employees

Pursuant to RCW 28A.225.225, a nonresident student who is the child of a full-time certificated or classified employee will be permitted to enroll:

1. At the school to which the employee is assigned.
2. At a school forming the district's kindergarten through twelfth grade continuum which includes the school to which the employee is assigned; or
3. At a school in the district that provides early intervention services pursuant to RCW 28A.155.065 and/or preschool services pursuant to RCW 28A.15.070, if the student is eligible for such services.
4. For certificated and classified employees whose primary work location is not a school, at the school located within the attendance area for the primary work location or a school forming the district's K-12 continuum for the attendance area of the employee's primary work location. For purposes of this policy the term "primary work location" is the site the employee is ordinarily assigned to report for work duty.

The district may reject the application of a student who is the child of a full-time employee if:

1. Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior or gang membership; or
2. The student has been expelled or suspended from a public school for more than ten consecutive days (however, the district's policies for allowing readmission of expelled or suspended students and the required reengagement procedures under this rule must apply uniformly to both resident and nonresident applicants seeking admission, pursuant to RCW 289A.225.225; or
3. Enrollment of the nonresident child would displace a child who is a resident of the district.

If a nonresident student is the child of a full-time employee and has been enrolled under the section above, the student must be permitted to remain enrolled at the same school or in the district's kindergarten through twelfth grade continuum until:

1. The student completes their schooling; or
2. The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

Children of Part-Time Employees

Children of nonresident part-time district employees and nonresident full or part-time district contracted service providers, such as food services personnel, shall be allowed to enroll in the same manner as full-time employees (criteria set forth above) regardless of whether the district is open for enrollment to other nonresidents. This extension of the requirements of RCW 28A.225.225 (1) is necessary to attract and retain qualified personnel for the district's educational and support programs.

For purposes of this policy, part-time employees means only those employees who work on a regular basis and whose full-time equivalent (FTE) status entitles them to district or employer paid benefits as determined by the applicable Collective Bargaining Agreement and the Mead School District Human Services Department. Substitute, casual or seasonal employees are not included within this definition.

Non-resident Children of Military Families

Nonresident children of military families entitled to nonresident admission under RCW 28A.225.217 shall be entitled to continued enrollment in the district under the terms of that statute.

Non-resident Homeless Children

Nonresident homeless children entitled to attend school in the district under the federal McKinney-Vento Homeless Assistance Act shall be entitled to continued enrollment in the district under the terms of that legislation and the Washington State Office of the Superintendent of Public Instruction Requirements and Guidance for Homeless Education.

Cross References: 3120 - Enrollment
 3115 – Homeless Students: Enrollment Rights and Services

Legal References: RCW 28A.225.220 Adults, children from other districts, agreements for attending school — Tuition
 RCW 28A.225.225 Applications from nonresident students or students receiving home-based instruction to attend district school — School employees' children — Acceptance and rejection standards — Notification
 RCW 28A.225.240 Apportionment credit
 RCW 28A.225.290 Enrollment options information booklet
 RCW 28A.225.300 Enrollment options information to parents
 WAC 392-137 Finance — Nonresident attendance

Date Adopted:	March 27, 1991	(Supersedes: Policy No. 5230 - Adopted June 27, 1990)
Revised:	February 12, 1992	
Revised:	September 23, 1992	
Revised:	June 23, 1993	
Revised:	March 11, 1997	
Revised:	July 22, 1998	
Revised:	August 19, 2002	
Revised:	September 13, 2004	
Revised:	June 13, 2016	
Revised:		

MEAD SCHOOL DISTRICT

Board Meeting of February 12, 2024

New Business

VI.F.

Agenda Item: **1st Reading Policy & Procedure 4400 Adoption
Election Activities**

Background: The adoption of Policy & Procedure 4400, Election Activities, is being presented for first reading consideration. This would be a new policy/procedure for the Mead School District. This policy/procedure is considered by WSSDA to be *essential*.

WSSDA Sample Policy 4400 and Sample Procedure 4400 were used as the templates for the presented policy/procedure adoption.

The policy acknowledges the district's responsibility to educate and instill civic responsibility by appropriately informing the community about district and education related ballot measures through objective and fair presentations of the facts related to those measures. It additionally references board adopted resolutions on district levy and bond measures and the equal opportunity that must be provided for views on both sides of a ballot measure to be expressed.

The procedure includes guidelines for local government agencies in election campaigns and the use of public facilities in campaigns. For ease of reference the procedure identifies, in chart form, categories of persons, examples of permitted activities, examples of non-permitted activities and general considerations.

The presented policy/procedure complies with state and federal law and current district practice.

Staffing Implication: None

Other Considerations: None

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

Attachments:

- Draft Policy 4400
- Draft Procedure 4400

ELECTION ACTIVITIES

The district, as part of its mission to educate and instill civic responsibility, will assure that the community is appropriately informed about district and education related ballot measures through objective and fair presentations of the facts related to those measures. However, public facilities will not be used to assist in any candidate's campaign or to support or oppose any ballot measure.

The board will consider adopting resolutions expressing the board's collective opinion on ballot measures (state and local, including district levy and bond measures) that impact the effective operation of the schools. Such a resolution will be considered at a board meeting, the short title and proposition number of the ballot measure will be included in the meeting notice, and an equal opportunity will be provided for views on both sides of the issue to be expressed.

Prior to an election on a district ballot measure, the district will publish to the entire community an objective and fair presentation of the facts relevant to the ballot measure. Normal and regular publications of the district will also continue to be published during election cycles and may contain fair, objective and relevant discussions of the facts of pending election issues.

The superintendent will develop procedures to implement this policy that are consistent with the guidelines provided by the Public Disclosure Commission at <http://www.pdc.wa.gov/>.

Cross References: 2022 - Electronic Resources
 1110 - Election

Legal References: RCW 28A.320.090 Preparing and distributing information on the
 district's instructional program, operation and maintenance —
 Limitation
 RCW 42.17A.555 Use of public office or agency facilities in
 campaigns — Prohibitions — Exceptions
 WAC 390-05-271 General application of RCW 42.17A.555
 WAC 390-05-273 Definition of normal and regular conduct

Adopted:

ELECTION ACTIVITIES

Guidelines for Local Government Agencies in Election Campaigns*

Public Disclosure Law Re: Use of Public Facilities in Campaigns

Revised September 28, 2006

USE OF THE GUIDELINES

These Guidelines are meant to aid and assist in compliance with the law.

This document is an educational tool that is an expression of the Commission's view of the meaning of [RCW 42.17.130](#) and relevant administrative rules and case law involving local government and election campaign activity. It is intended to provide guidance regarding the Commission's approach and interpretation of how the statutory prohibition on the use of public facilities for campaigns impacts activities that may be contemplated by government employees and other persons who may seek to utilize those public facilities. Readers are strongly encouraged to review the statute and rules referenced in these Guidelines.

For ease of reference, the majority of this interpretation is in chart form. In part, the chart identifies categories of persons, some possible activities, and some general considerations. These illustrative examples in the columns of the chart are not intended to be exhaustive.

For example, the categories of persons identified are, in many cases, illustrative only and simply identify groups of persons more likely to undertake or consider undertaking the activity mentioned in the adjacent columns. If an activity is described as being viewed as "Permitted," it is viewed as permitted for all agency personnel otherwise having the authority under law or agency policy to undertake that action, not just the persons identified in the chart or in a particular column. The same approach is applied to the "Not Permitted" column. Further, the remarks in the chart's "General Considerations" column have relevance for the entire section and are not limited to the specific bullet point immediately to the left of the general consideration.

As noted in the Basic Principles section below, hard and fast rules are difficult to establish for every fact pattern involving agency facilities that may occur.

*School Districts are directed to [Guidelines for School Districts in Election Campaigns, PDC Interpretation No. 01-03](#).

Situations may arise that are not squarely addressed by the guidelines or that merit additional discussion. The PDC urges government agencies to review the guidelines in their entirety, and to consult with their own legal counsel and with the PDC. The PDC can be reached at pdc@pdc.wa.gov, 360/753-1111 or toll free at 1-877-601-2828.

[RCW 42.17.130](#)

Use of public office or agency facilities in campaigns — Prohibition — Exceptions.

No elective official nor any employee of his [or her] office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. However, this does not apply to the following activities:

1. Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;
2. A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;
3. Activities which are part of the normal and regular conduct of the office or agency.

Notes:

Finding -- Intent -- 2006 c 215: "(1) The legislature finds that the public benefits from an open and inclusive discussion of proposed ballot measures by local elected leaders, and that for twenty-five years these discussions have included the opportunity for elected boards, councils, and commissions of special purpose districts to vote in open public meetings in order to express their support of, or opposition to, ballot propositions affecting their jurisdictions.

(2) The legislature intends to affirm and clarify the state's long-standing policy of promoting informed public discussion and understanding of ballot propositions by allowing elected boards, councils, and commissions of special purpose districts to adopt resolutions supporting or opposing ballot propositions." [2006 c 215 § 1.]

WAC 390-05-271

General applications of RCW 42.17.130.

1. RCW 42.17.130 does not restrict the right of any individual to express his or her own personal views concerning, supporting, or opposing any candidate or ballot proposition, if such expression does not involve a use of the facilities of a public office or agency.
2. RCW 42.17.130 does not prevent a public office or agency from (a) making facilities available on a nondiscriminatory, equal access basis for political uses or (b) making an objective and fair presentation of facts relevant to a ballot proposition, if such action is part of the normal and regular conduct of the office or agency.

WAC 390-05-273

Definition of normal and regular conduct.

Normal and regular conduct of a public office or agency, as that term is used in the proviso to [RCW 42.17.130](#), means conduct which is (1) lawful, i.e., specifically authorized, either expressly or by necessary implication, in an appropriate enactment, and (2) usual, i.e., not effected or authorized in or by some extraordinary means or manner. No local office or agency may authorize a use of public facilities for the purpose of assisting a candidate's campaign or promoting or opposing a ballot proposition, in the absence of a constitutional, charter, or statutory provision separately authorizing such use.

Similar prohibitions on the use of public facilities by state employees and state officers are described in a memorandum from the Attorney General's Office regarding [RCW 42.52](#) and available at <http://www.atg.wa.gov/ago-opinions/letter-opinion-1970-no-088>.

BASIC PRINCIPLES

1. Public facilities may not be used to support or oppose a candidate or ballot proposition. [RCW 42.17.130](#). Facilities include local government agency equipment, buildings, supplies, employee work time, and agency publications. The statute includes an exception to the prohibition for "activities which are part of the normal and regular conduct of the office or agency."
2. The Public Disclosure Commission holds that it is not only the right, but the responsibility of local government to inform the general public of the operational and maintenance issues facing local agencies. This includes informing the community of the needs of the agency that the community may not realize exist. Local governments may expend funds for this purpose provided that the preparation and distribution of information is not for the purpose of influencing the outcome of an election.
3. Public employees do not forfeit their rights to engage in political activity because of their employment. Neither may agency employees be subjected to coercion, pressure, or undue influence to participate in political activity or to take a particular position. Public officials and employees should make it clear that any participation is personal rather than officially sponsored.
4. Supervisory personnel have a duty to know, apply, and communicate to their staffs the difference between acceptable information activities and inappropriate promotional activities in support of local government ballot measures.
5. Local elected officials are free to support agency ballot issues and engage in other political activities as long as such activities do not make use of government facilities, time or resources and do not either pressure or condone employees' use of agency facilities, time or resources to support ballot issues.
6. The PDC is charged with enforcing [RCW 42.17.130](#). This requires consideration and analysis of activities, which may or may not be determined to be in violation of the statute. The PDC has, over the years, developed methods of considering and analyzing activities engaged in by public offices. Among the factors considered are the normal and regular conduct and the timing, tone, and tenor of activities in relation to ballot measure elections. As in any matter where intent is to be considered, hard and fast rules, which will be applicable to all situations, are difficult to establish.

The combination of a number of activities into a coordinated campaign involving close coordination between agency activities and citizens' committee activities which closely resembles traditional election campaign activities and which is targeted at and/or occurs close in time to a

ballot measure election is likely to draw close scrutiny and careful consideration by the PDC as to whether a violation has occurred.

7.

- a. Historically, the PDC has routinely advised and held that with respect to election-related publications, one jurisdiction-wide objective and fair presentation of the facts per ballot measure is appropriate.

In addition, if an agency* has also customarily distributed this information through means other than a jurisdiction-wide mailing (e.g. regularly scheduled newsletter, website, bilingual documents, or other format), that conduct has also been permitted under [RCW 42.17.130](#) so long as the activity has been normal and regular for the government agency.

- b. The PDC will presume that every agency may distribute throughout its jurisdiction an objective and fair presentation of the facts for each ballot measure. If the agency distributes more than this jurisdiction-wide single publication, the agency must be able to demonstrate to the PDC that this conduct is normal and regular for that agency. In other words, the agency must be able to demonstrate that for other major policy issues facing the government jurisdiction, the agency has customarily communicated with its residents in a manner similar to that undertaken for the ballot measure.
 - c. Agencies are urged to read the definitions of "normal and regular" at [WAC 390 05 271](#) and [WAC 390-05-273](#). **Agencies need to be aware, however, that in no case will the PDC view a marketing or sales effort related to a campaign or election as normal and regular conduct.**
8. The PDC attributes publications or other informational activity of a department or subdivision as the product of the local agency as a whole.
 9. Providing an objective and fair presentation of facts to the public of ballot measures that directly impact a jurisdiction's maintenance and operation, even though the measure is not offered by the jurisdiction, may be considered part of the normal and regular conduct of the local agency. The agency must be able to demonstrate that for other major policy issues facing the jurisdiction, the agency has customarily communicated with its residents in a manner similar to that undertaken for the ballot measure.
 10. State law provides certain exemptions from the prohibition on the use of public office or agency facilities in campaigns for an elected legislative body, an elected board, council or commission of a special purpose district, and elected officials that are not afforded appointed officials. [RCW 42.17.130 \(1\)](#) and (2) apply only to these elected bodies and elected officials.**

*Agency means any county, city, town, port district, special district, or other state political subdivision.

**See Chapter 215, Laws of 2006 and [AGO 2005 No. 4](#).

Persons	Permitted	Not Permitted	General Considerations
Agency* Administrators (County Administrator, City Manager, Director, Fire Chief, PUD Manager, Etc.)	<ul style="list-style-type: none"> • May inform staff during non-work hours^[1] of opportunities to participate in campaign activities.^[2] • Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure. • In the course of normal publications for the agency, may distribute an objective and fair presentation of the facts^[3] based on and expanded upon the information^[4] prepared by the agency in accordance with the normal and regular conduct of the agency.^[5] • May speak at community forums and clubs to present factual and objective information on a ballot measure during regular work hours. • May encourage staff and members of the public to vote, as long as such encourage- 	<ul style="list-style-type: none"> • Shall not pressure or coerce employees to participate in campaign activities. • Shall not use internal memoranda solely for the purpose of informing employees of meetings supporting or opposing ballot measures. • Shall not coordinate informational activities with campaign efforts, in a manner that makes the agency appear to be supporting or opposing a ballot measure. • Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure. 	<ul style="list-style-type: none"> • Has there been communications with staff and with union representatives regarding the prohibition on the use of the agency's internal mail or email system to support or oppose a ballot measure? • Is the distribution of this information consistent with the normal practices of the agency (such as newsletters, websites, or some other format)? • Is the information provided an objective and fair presentation of the facts? • Is the activity consistent with the agency's normal and regular course of business? • Do the materials accurately present the costs and other anticipated impacts of a ballot measure?

	<p>ment routinely occurs for other elections.</p> <ul style="list-style-type: none"> • May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. • May wear campaign buttons or similar items while on the job if the agency's policy generally permits employees to wear political buttons. • May engage in campaign activities on their own time, during non-work hours and without using public resources. 		
Community Groups	<ul style="list-style-type: none"> • May use agency facilities for meetings supporting or opposing a ballot measure to the extent that the facilities are made available on an equal access, nondiscriminatory basis, and it is part of the normal and regular activity of the jurisdiction. 	<ul style="list-style-type: none"> • Shall not use agency facilities to produce materials that support or oppose a ballot measure. 	
Local Elected Legislative Body*	<ul style="list-style-type: none"> • May collectively vote to support or oppose a ballot measure at a properly noticed public meeting, 	<ul style="list-style-type: none"> • Shall not pressure or coerce agency management to participate in campaign activities. 	

	<p>where opponents of the measure are given an equal opportunity to express views.[6]</p>	<ul style="list-style-type: none"> • Shall not explicitly include passage of a ballot measure in the agency's annual goals. 	
<p>Local Government Elected Officials</p>	<ul style="list-style-type: none"> • May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. (An elected official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency. If the elected legislative body has adopted a resolution, the official can then speak on behalf of the agency.) • May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility. 	<ul style="list-style-type: none"> • Shall not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures. • Shall not use public facilities or resources to engage in political activities. 	<ul style="list-style-type: none"> • Is the elected official using staff time, a public vehicle, or other public resources? • Has the agency adopted a resolution? If yes, the elected official can speak on behalf of the agency. If not, has the elected official made it clear that he or she is not speaking on behalf of the agency?
<p>Appointed Officials (Boards, Commissions, and similar appointed positions)</p>	<ul style="list-style-type: none"> • May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. An appointed official may use his or her title, but should 	<ul style="list-style-type: none"> • Shall not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures. • Shall not use 	<ul style="list-style-type: none"> • Is the appointed official using staff time, a public vehicle, or other public resources? • Has the appointed official made

	<p>clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency.</p> <ul style="list-style-type: none"> • May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility. 	<p>public facilities or resources to engage in political activities.</p> <ul style="list-style-type: none"> • Shall not use public facilities to express a collective decision or actually vote upon a motion or resolution to support or oppose a ballot proposition. • Shall not use public facilities to make a statement at a press conference or responding to an inquiry in support or opposition to any ballot proposition 	<p>it clear that he or she is not speaking on behalf of the agency?</p>
Management Staff or Their Designees	<ul style="list-style-type: none"> • May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours.[7] • May fully participate in campaign activities, including meeting with citizens' campaign committees to plan strategies, during non-work hours and without the use of public resources. • May inform staff 	<ul style="list-style-type: none"> • Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure. • Shall not use public resources to promote or defeat a candidate or ballot measure. • Shall not pressure or coerce employees to participate in campaign activi- 	<ul style="list-style-type: none"> • Is the management staff using public resources in a manner that promotes or opposes a candidate or a ballot measure? • Does the presentation accurately present the costs and other anticipated impacts of a ballot measure? • Does the agency have a policy permitting employees to wear political buttons?

	<p>during non-work hours of opportunities to participate in campaign activities.</p> <ul style="list-style-type: none"> • May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. • May wear campaign buttons or similar items while on the job if the agency's policy generally permits employees to wear political buttons. • May place window signs or bumper stickers on their privately-owned cars, even if those cars are parked on government property during working hours. • Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure. • May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. 	<p>ties.</p> <ul style="list-style-type: none"> • Shall not use agency resources to organize the distribution of campaign materials. 	
Agency	<ul style="list-style-type: none"> • May speak at com- 	<ul style="list-style-type: none"> • Shall not use 	<ul style="list-style-type: none"> • Do the presenta-

<p>Employees</p>	<p>munity forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours.</p> <ul style="list-style-type: none"> • May inform staff during non-work hours of opportunities to participate in campaign activities. • May engage in campaign activities on their own time, during non-work hours and without using public resources. • May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. • May wear campaign buttons or similar items while on the job if the agency's policy generally allows employees to wear political buttons. • May, during non-work hours, make available campaign materials to employees in lunchrooms and break rooms that are used only by staff or other authorized individuals. • May place window signs or bumper stickers on their 	<p>work hours or public resources to promote or oppose a candidate or ballot measure (such as gathering signatures, distributing campaign materials, arranging speaking engagements, coordinating phone banks, or fundraising).</p> <ul style="list-style-type: none"> • Shall not pressure or coerce other employees to participate in campaign activities. • Shall not use agency resources to organize the distribution of campaign materials. 	<p>tions accurately present the costs and other anticipated impacts of a ballot measure?</p> <ul style="list-style-type: none"> • Is the employee acting on his or her own time, during non-work hours? • Is the employee using public resources in a matter that promotes or defeats a candidate or a ballot measure? • Does the agency have a policy permitting employees to wear political buttons?
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	<p>cars, even if those cars are parked on government agency property during working hours.</p> <ul style="list-style-type: none"> • May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. 		
Union Representatives	<ul style="list-style-type: none"> • May, during non-work hours, make available campaign materials to union members in lunchrooms and break rooms that are used only by staff or other authorized individuals. • May distribute campaign materials at union-sponsored meetings. • May post campaign materials on a bulletin board, if such a board is in an area that is not accessible to the general public and if such activity is consistent with the agency's policy and the collective bargaining agreements. 	<ul style="list-style-type: none"> • Shall not use the agency's internal mail or email system to communicate campaign-related information, including endorsements. • Shall not distribute promotional materials in public areas. 	<ul style="list-style-type: none"> • Are campaign materials made available only in those areas used solely by staff or other authorized individuals? • Does such distribution occur during non-work hours?
Equipment and Supplies	<ul style="list-style-type: none"> • Agency employees, in the course of their employment, may use equipment (including but not limited to projec- 	<ul style="list-style-type: none"> • Public resources (including but not limited to internal mail systems, email systems, copi- 	<ul style="list-style-type: none"> • Do the presentations fairly and objectively present the costs and other anticipated impacts of

	<p>tors and computers) to make an objective and fair presentation of the facts at community forums and clubs.</p> <ul style="list-style-type: none"> Agency employees, in the course of their employment, may produce information that is an objective and fair presentation of the facts using public resources. 	<p>ers, telephone) shall not be used to support or oppose a candidate or ballot measure, whether during or outside of work hours.</p> <ul style="list-style-type: none"> Citizens' campaign committees and other community groups shall not use agency equipment (including but not limited to internal mail systems, projectors, computers, and copiers) to prepare materials for meetings regarding ballot measures. 	<p>a ballot measure?</p>
Meeting Facilities	<ul style="list-style-type: none"> Agency meeting facilities, including audio visual equipment, may be used by campaign committees for activities on the same terms and conditions available to other community groups, subject to the provisions of the agency's policy. Use of agency meeting facilities is permitted when the facility is merely a "neutral forum" where the activity is taking place, and the public agency in 		<ul style="list-style-type: none"> Can community groups typically use agency facilities? Are facilities made available to all groups on the same terms? Has the agency adopted a policy regarding the distribution of campaign materials on agency property? Is the meeting facility customarily made available on an equal

	charge of the facility is not actively endorsing or supporting the activity that is occurring.		access, nondiscriminatory basis for a variety of uses?
Lists	<ul style="list-style-type: none"> • Lists of names (such as agency vendors or customers) that an agency has obtained or created in the course of transacting its regular public business are subject to public disclosure requirements; thus, unless otherwise exempt, the lists must be released subject to public records requests. • Agencies may charge a pre-established fee to cover the costs of providing copies of such lists on an equal access, nondiscriminatory basis. 	<ul style="list-style-type: none"> • Agencies shall not sell copies of such lists (though they may charge a pre-established fee to recover the costs of providing copies of the lists). • If a list is generally available as a public record, it cannot be denied to a person or group on the grounds that it might be used in a campaign. 	<ul style="list-style-type: none"> • Is the list obtained or created in the course of the agency transacting its public business? • Are the fees charged no greater than necessary to cover the costs of providing copies? • Has the agency complied with established policy in responding to any public record requests?
Voting Information	<ul style="list-style-type: none"> • Agency personnel may encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. • Public facilities may be used to register people to vote and to do periodic poll checking. 	<ul style="list-style-type: none"> • Agencies shall not pressure or coerce employees to vote. • Agencies shall not organize an effort to encourage staff to wear campaign buttons or display campaign materials. 	<ul style="list-style-type: none"> • Is the activity related to providing voting information for elections, as opposed to advocating for or against a particular candidate or ballot measure?

Agency Publications (Specific to Elections)	<ul style="list-style-type: none"> • Agencies may develop an objective and fair presentation of the facts regarding agency needs and the anticipated impact of a ballot measure, and may distribute it in the agency's customary manner. This information[1] may be printed in various languages and communicated in other formats as required by the ADA. • In the course of regular publications for the agency, the agency may distribute an objective and fair presentation of the facts for each ballot measure in accordance with the normal and regular conduct of the agency. 	<ul style="list-style-type: none"> • Agencies shall not distribute election-related information in a manner that targets specific subgroups. Targeting does not refer to mailing information to agency constituencies such as community leaders, or some other group, or to the agency's regular distribution list to provide information in a manner that is consistent with the normal and regular conduct of the agency. • Agencies shall not publicize information supporting or opposing a candidate or ballot measure. 	<ul style="list-style-type: none"> • Does the information provide an objective and fair presentation of the facts? • Is the timing, format, and style, including tone and tenor, of the information presented in a manner that is normal and regular for the agency? • Is the information distributed in a manner that is normal and regular for the agency? • Do the materials accurately present the costs and other anticipated impacts of a ballot measure? • Does the agency typically distribute information by newsletters, websites, or some other format?
Agency Publications (Regular)	<ul style="list-style-type: none"> • Agencies may include all or part of the information regarding agency needs and the anticipated impacts of a ballot measure in the agency's regular publications, such as agency and department newsletters. (For example, a department newsletter may specifi- 	<ul style="list-style-type: none"> • Agencies shall not use internal memoranda or other agency publications to encourage employees to participate in campaign activities. • Agencies shall not publish materials supporting or opposing 	<ul style="list-style-type: none"> • Does the agency routinely distribute such information? • Does the agency normally inform staff and/or parents of community activities and meetings? • Is the information presented

	<p>cally describe the projects and/or programs planned for that department.)</p> <ul style="list-style-type: none"> • Agencies may inform staff and/or parents of community meetings related to ballot measures if other such information is normally published in a newsletter or community calendar, and if both those supporting or opposing a ballot measure have the opportunity to appear on the calendar or in the newsletter. • Agencies may factually report jurisdictional support for a ballot measure, so long as it is the normal and regular conduct for the agency. (For example, a community newsletter that ordinarily reports on governmental actions may report that the jurisdiction adopted a resolution supporting a ballot measure.) • Agencies may thank citizens for their support after an election in agency publications. 	a candidate or ballot measure.	<p>in an objective and fair manner?</p> <ul style="list-style-type: none"> • Is the agency engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all other times of the year?
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Reader Boards/Posters	<ul style="list-style-type: none"> • Information encouraging staff and members of the public to vote, or providing the dates of upcoming elections such as “vote on February ____”, may be posted, as long as such encouragement is customarily posted for elections other than just an agency’s ballot measure. • Agencies may thank citizens on their reader boards for their support after an election. • May post objective and fair information at an agency or at a future site regarding anticipated improvements to be funded by a ballot measure that is specific to that agency or site. 	<ul style="list-style-type: none"> • Agencies shall not display a “Vote for” sign or other promotional messages on reader boards or posters. • Signs advocating for or against candidates or ballot measures shall not be posted on agency property in any area accessible to the general public. 	
Surveys and Research	<ul style="list-style-type: none"> • Agencies may conduct surveys and/or other community research, including demographic questions, to determine the community’s priorities, public perception of performance, and/or to inform the community about agency programs and policies. • Agencies may conduct community re- 	<ul style="list-style-type: none"> • Agencies shall not conduct surveys to determine what taxation level the public would support. • Agencies shall not conduct surveys designed to shore up support or opposition for a ballot measure. • Agencies shall 	<ul style="list-style-type: none"> • Has the elected legislative body passed a resolution authorizing a measure to be placed on the ballot? (If so, actions may be more closely scrutinized.) • Does the election-related survey target specific subgroups? • Is the survey or

	<p>search (including but not limited to the use of questionnaires, surveys, workshops, focus groups, and forums) to determine the community's priorities for both programs and/or facilities and their associated total costs and projected dollars per thousand assessment.</p> <ul style="list-style-type: none"> • The surveys and/or other community research can be conducted before or after the governing body has approved a resolution to place a ballot measure on the ballot. However, research conducted after the adoption of the resolution may be subject to greater scrutiny. • Agencies may publish survey results if it is consistent with the normal and regular conduct of the agency. 	<p>not target registered voters or other specific subgroups of the jurisdiction in conducting their election-related surveys.</p> <ul style="list-style-type: none"> • Agencies shall not use survey results in a manner designed to support or oppose a candidate or ballot measure. 	<p>community research consistent with normal and regular activities of the agency?</p>
<p>Technology (websites, emails, computerized calling systems)</p>	<ul style="list-style-type: none"> • An agency may develop an objective and fair presentation of the facts and post that information on its website, including information regarding agency needs and the anticipated impacts of a ballot 	<ul style="list-style-type: none"> • Agency computers, email systems, telephones, and other information technology systems shall not be used to aid a campaign for or against a candi- 	<ul style="list-style-type: none"> • Are the materials developed an objective and fair presentation of the facts? • Is the agency engaging in significantly different activities during the time

	<p>measure. This information may be reformatted so that it is consistent with the manner in which the agency customarily presents information on its website.</p> <ul style="list-style-type: none"> • Agency websites may permit viewers to make selections to learn about the anticipated impacts of a ballot measure for a specific division, or otherwise allow readers to explore issues in greater or lesser detail. • Agencies may update the information on their websites in a manner that is customary for the agency. • Staff may respond to inquiries regarding a ballot measure in an objective and fair manner, via email or by telephone, if it is part of their normal and regular duties. 	<p>date or ballot measure.</p> <ul style="list-style-type: none"> • Electronic communication systems shall not be used to generate or forward information that supports or opposes a candidate or ballot measure. • Agency websites shall not be used for the purposes of supporting or opposing a candidate or ballot measure. 	<p>period immediately prior to the ballot measure compared to all other times of the year?</p> <ul style="list-style-type: none"> • Do the materials accurately present the costs and other anticipated impacts of a ballot measure? • Has there been communications with staff and with union representatives regarding the prohibition on the use of the agency's technology to support or oppose a ballot measure?
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[1] Agencies may set the definition of work hours for their employees. For example, to the extent that an agency defines the lunch hour as a non-work hour, activities to support or oppose a candidate or a ballot measure that do not use public resources and that are held away from government facilities are permitted during the lunch hour.

[2] [RCW 42.17.680\(2\)](#) provides that "[n]o employer or labor organization may discriminate against an officer or employee in the terms or conditions of employment for (a) the failure to contribute to, (b) the failure in any way to support or oppose, or (c) in any way supporting or opposing a candidate, ballot proposition, political party, or political committee."

[3] Throughout these guidelines, the clause “objective and fair presentation of the facts” means that in addition to presenting the facts, the materials should present accurately the costs and other anticipated impacts of a ballot measure.

[4] For the purposes of these guidelines, “information” refers to the documents prepared, printed, and mailed to persons within the governmental jurisdiction by that agency solely for the purposes of informing residents regarding an upcoming ballot measure. The agency may continue to distribute information consistent with the customary practices of the agency, including but not limited to newsletters, websites, and multi-lingual documents. These publications may continue, but if they discuss the ballot measure, the information needs to be an objective and fair presentation of the facts.

[5] For the purpose of these guidelines, the term “normal and regular” is defined in [WAC 390-05-273](#) and clarified further by [WAC 390-05-271](#).

* Agency means any county, city, town, port district, special district, or other state political subdivision.

[6] [RCW 42.17.130\(1\)](#) provides that action may be “taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;”.

* The term “elected” modifies the term “body,” connoting that the body itself must be elected. We therefore conclude that bodies composed in any of the three ways you suggest in your question are not elected bodies for purposes of [RCW 42.17.130](#). Bodies containing a combination of elected or appointed members, bodies whose members serve ex officio by virtue of being elected to another office, or informal groups of elected officials from different jurisdictions are not “elected” for purposes of this analysis. ([AGO 2005 No. 4 Page 4](#))

[7] Agencies may set the definition of work hours for their employees. For example, to the extent that an agency defines the lunch hour as a non-work hour, activities to support or oppose a candidate or a ballot measure that do not use public resources and that are held away from agency facilities are permitted during the lunch hour.

[8] For the purposes of these guidelines, “information” refers to the documents prepared, printed, and mailed jurisdiction-wide by the agency solely for the purposes of informing residents regarding an upcoming ballot measure. The agency may continue to distribute information consistent with the customary practices of the agency, including but not limited to newsletters, websites, and multi-lingual documents. These publications may continue, but if they discuss the ballot measure, the information should be an objective and fair presentation of the facts.

Note on Timing of Activities: A particular activity may be subject to the scrutiny of the Public Disclosure Commission depending in part on whether it is a part of the “normal and ordinary” conduct of a local government agency. Generally, activities that occur after the elected legislative body has passed a resolution authorizing a measure to be placed on the ballot will be subject to greater scrutiny by the Public Disclosure Commission than those occurring before such a resolution has been passed.

Note on Agency Policies: The application of these guidelines is also subject to each jurisdiction’s own adopted policies.

Revised by the Commission 9/28/06

Adopted:

MEAD SCHOOL DISTRICT

Board Meeting of February 12, 2024

New Business

VI.G.

Agenda Item: **1st Reading Policy & Procedure 4218 Adoption
Language Access**

Background: The adoption of Policy & Procedure 4218, Language Access, is being presented for first reading consideration. This would be a new policy/procedure for the Mead School District. This policy/procedure is considered by WSSDA to be *essential*.

WSSDA Sample Policy 4218 and Sample Procedure 4218 were used as the templates for the presented policy/procedure adoption.

The policy affirms the board's commitment to improving two-way communication and, in particular, addresses students whose family members may have limited English proficiency by directing the district to develop and adopt a plan for implementing and maintaining a language access program. The policy states that the district's language access plan will adhere to the principles of an effective language access program.

The policy includes sections on:

- Identification of Families Needing Language Access Services
- Oral Interpretation
- Written Translation
- Staff
- Review & Update

The procedure, which sets forth processes for the implementation of Policy 4218, in addition to a *definitions* section, includes information on:

- Language Access Program & Plan Development
- Self-Assessment
- Identification of Families Needing Language Access Services
- Interpretation and Translation Services

The presented policy/procedure complies with state and federal law.

For reference, and to provide additional information on the requirements related to the state's language access legislation, two publications are attached. One is from Chris Reykdal,

Superintendent of Public Instruction and the other is from the OSPI Equity and Civil Rights Office.

Staffing Implication: None

Other Considerations: None

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

Attachments:

- Draft Policy 4218
- Draft Procedure 4218
- Bulletin No. 064-22 Center for the Improvement of Student Learning
- Parent's Rights – Interpretation and Translation Services

LANGUAGE ACCESS

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services, and activities for students and their parents and families. The Board recognizes that students whose family members have limited English proficiency might also speak or be learning multiple languages and are assets to the community. It is crucial that the District seek to address language barriers and do so free of charge. To that end and as required by law the District will develop and adopt a plan for implementing and maintaining a language access program that is culturally responsive, provides for systematic family engagement developed through meaningful stakeholder engagement, and is tailored to the District's current population of students and families who have limited English proficiency.

At a minimum, the District's plan for a language access program will adhere to the principles of an effective language access program for culturally responsive, systematic family engagement, which are:

- Accessibility and equity. This means that schools provide access to all; two-way communication is a priority and is woven into the design of all programs and services.
- Accountability and transparency. This means that the language access program and decision-making processes at all levels are: Open, accessible, and usable to families; readily available; continuously improved based on ongoing feedback from families and staff; and regulated by a clear and just complaint process.
- Responsive culture. This means that schools are safe, compassionate places where each family's opinions are heard, needs are met, and contributions are valued. School staff are humble and empathetic towards families.
- Focus on relationships. This means that schools seek to understand families without judgment on an individual level, building trust through respectful relationships that recognize the unique strengths that each family and student possesses.

The District will implement its Language Access Program by the 2023-2024 school year.

Identification of Families Needing Language Access Services

The District will accurately and in a timely manner identify parents/family members of students with limited English proficiency and provide them information in a language they can understand regarding the language service resources available within the District.

Oral Interpretation

The District will take reasonable steps to provide parents/family members with limited English proficiency with competent oral interpretation of materials or information about any program, service, and activity provided to parents who do not have limited English proficiency and to facilitate any interaction with district staff significant to the student's education. The District will

provide such services upon request and/or when it may be reasonably anticipated by District staff that such services will be necessary.

Written Translation

The District will provide a written translation of vital documents for each limited English proficient group that constitutes at least 5 percent of the District's total parent population or 1000 persons, whichever is less. For purposes of this policy, "vital documents" include, but are not limited to, those related to:

- registration, application, and selection;
- academic standards and student performance;
- safety, discipline, and conduct expectations;
- special education and related services, Section 504 information, and McKinney-Vento services;
- policies and procedures related to school attendance;
- requests for parent permission in activities or programs;
- opportunities for students or families to access school activities, programs, and services;
- student/parent handbook;
- the District's Language Access Plan and Program and related services or resources available;
- school closure information; and
- any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

If the District is unable to translate a vital document due to resource limitations or if a small number of families require the information in a language other than English such that document translation is unreasonable, the District will still provide the information to parents in a language they can understand through competent oral interpretation.

Staff

The Superintendent will designate a staff member to serve as the Language Access Liaison / Coordinator, who will monitor and facilitate compliance with state and federal laws related to language access and family engagement. The Language Access Coordinator's name and contact information will be widely shared so parents, school staff, and community members may contact them to inquire about language access services.

All school administrators, particularly those who have the most interaction with the public, such as registrars and enrollment staff, certificated staff, and other appropriate staff as determined by the Language Access Coordinator/Liaison, will receive guidance on meaningful communication with parents/family members with limited English proficiency, best practices for working with an interpreter, how to access an interpreter or translation services in a timely manner, language services available within the District and other information deemed necessary by the Language Access Coordinator/Liaison to effectuate the language access plan and program.

Appropriate district staff, as determined by the Language Access Coordinator/Liaison, will also receive guidance on the interaction between this policy and the District's policy on effective communication with students, families, and community members with disabilities.

Review and Update

The Board will periodically review, evaluate, and further update this policy and its associated procedure based on pertinent data, including the data collected according to the accompanying procedure. This review will also include community feedback collected according to this policy and procedure and with opportunity for participation from the school community, including school personnel, students, parents, families, and the community members.

The Board will annually review the District's spending on language access services and consider whether budget adjustments are needed to effectively engage with families who would benefit from Language Access services.

The District will provide effective communication for students' families who are deaf, deaf and blind, blind, hard of hearing, or need other communication assistance according to 4217 – Effective Communication.

Cross References:

2110 - Transitional Bilingual Instruction Program
3210 - Nondiscrimination
4129 - Family Involvement
4217 - Effective Communication
6000 - Program Planning, Budget Preparation, Adoption and Implementation

Legal References:

Chapter 28A.155 RCW Special Education
Chapter 28A.642 RCW Discrimination prohibition
Chapter 49.60 RCW Discrimination – Human Rights Commission
Chapter 392-400 Student Discipline
Title VI of the Civil Rights Act of 1964

Adopted:

LANGUAGE ACCESS

The following procedures are intended to implement Policy 4218, establish meaningful, two-way communication between the District and parents/family members with limited English proficiency, and promote access for such parents and families to the programs, services, and activities of the District.

A. Definitions

1. Persons with **“limited English proficiency”** are individuals who are unable to communicate effectively in English either verbally or in writing, or both, because their primary language is not English, and they have not developed fluency in the English language. A person with limited English proficiency may have difficulty in one or more of four domains of language: speaking, listening, reading, and writing. Staff are urged to remember that limited English proficiency may be context-specific—e.g., a parent may have sufficient English language skills to understand, communicate and/or exchange basic information with a teacher, but they may not have sufficient skills to communicate detailed, specific information needed in a particular context, like an IEP meeting, a 504 meeting, or a student discipline hearing.
2. **“Primary language”** means the primary language spoken by a student’s parent or guardian, or the predominant language spoken in the student’s home. Parents may have more than one primary language and/or dialect.
3. **“Language services”** refers to a broad spectrum of services used or required to facilitate communication and understanding between speakers of different languages, and typically includes interpretation and translation services.
4. **“Interpretation”** means the process of first fully understanding, analyzing, and processing a spoken or signed message and then faithfully rendering it into another spoken or signed language.
5. **“Interpreter”** means a spoken language or sign language interpreter working in a public school, as defined in RCW 28A.150.010, to interpret for students’ families, students, and communities in educational settings outside the classroom,
6. **“Translation”** means the process of communicating the meaning of a written source-language text into an equivalent target language text in such a way that the content of both texts can be considered the same.
7. **“Qualified Interpreter”** means an interpreter who is able to interpret effectively, accurately, and impartially, both receptively and expressively using necessary specialized vocabulary.

B. Language Access Program

The District’s language access program will include completion of the following activities:

- Adopting or developing a language access plan that outlines how the District will identify language access needs, allocate resources, establish standards for providing language access services, and monitor the effectiveness of the language access program (additional information about how to develop the language access plan is provided in a subsequent section of this procedure);
- Administering the self-assessment developed by the Language Access Technical Assistance Program of Center for Improvement of Student Learning, established in RCW 28A.300.130 for evaluating the provision of language access services (additional in-

formation about the self-assessment is provided in a subsequent section of this procedure;

- Using the guide developed by the Language Access Technical Assistance Program of Center for Improvement of Student Learning, established in RCW 28A.300.130 for developing, implementing, and evaluating the District's language access policy, procedures, and plan. The processes for developing and evaluating the language access policy, procedures, and plan must engage staff, students' families, and other community members in ways likely to result in timely and meaningful feedback, for example partnering with community-based organizations and providing translation and interpretation in languages that are understood by students' families;
- Reviewing, periodically, the District's language access policy and procedures to incorporate necessary updates;
- Collaborating with community-based organizations on how to work effectively with interpreters and families; and
- Reviewing, updating, and publishing, at least annually, information about the school district's language access plan, policy and procedures, and language access services, including the need for, and spending on, language access services. The information must include notice to families about their right to free language access services and the contact information for any school district language access coordinator and any building points of contact for language access services. The information must be translated into common languages understood by students' families.

Developing a Language Access Plan

The District will develop a language access plan for ensuring the district complies with the language access policy adopted by the board and all other language access requirements. The language access plan will establish the following:

- Who is responsible for implementing the plan, including district-level administrators, workgroups, committees, or other district and school staff who will be responsible for overseeing the language access work in the district and schools, developing and modifying the language access plan, establishing and implementing operational procedures (i.e., how staff may access interpretation and translation services), and monitoring and evaluating the effectiveness of the District's language access plan and services.
- Staff training on the district's language access policy, procedure, and plan, including the frequency, curriculum, and target personnel who will participate in the training.
- Identification of the language access needs in the district and the services that will be provided. The plan will include a list of the languages that students, parents, and families communicate in and the prevalence of those languages. The plan will also identify the languages in the district that vital publications most commonly must be regularly translated into, in alignment with this procedure.
- How the District will conduct outreach to parents and communities with language assistance needs and the actions needed to implement an effective system for gathering feedback.
- What resources will be allocated for the provision of language access services.
- A description of the timeframe, objectives, and benchmarks for work to be undertaken.
- The District's approach to monitoring and evaluating the effectiveness of the District's language access plan and services, and the district's process for modifying the language access plan and operating procedures in response to feedback and changing language needs.
- In developing and modifying the language access plan, the District will use self-assessment data and other collected feedback and data required in this procedure and/or the policy adopted by the board.

- In developing the language access plan, the District will adhere to the standards for providing language access services as outlined in this procedure and the policy adopted by the board.

Self-Assessment

- In developing the language access plan, the language access coordinator/liaison will administer a self-assessment to understand whether the District is effectively communicating with people with language assistance needs and to inform the District's language access planning, including evaluating the following areas:
 - How individuals with language access needs interact with the District
 - How well the District is providing language assistance services
 - How well the District is identifying individuals with language access needs
 - Whether school staff receive appropriate training on the District's language access and policy and plan
 - How the District provides notice of language assistance services to its community
 - Whether the District has an effective process for monitoring and updating its language access policy and plan.
- In implementing the self-assessment, the language access coordinator/liaison will engage with community members, leaders, and organizations that have the inherent knowledge about cultural and language access needs.
- The coordinator/liaison may administer the self-assessment tool developed by the OSPI Language Access Technical Assistance Program of Center for Improvement of Student Learning, established in RCW 28A.300.130 for evaluating the provision of language access services.
- The coordinator/liaison will re-administer the self-assessment on a periodic basis as part of the District's monitoring of the effectiveness of its language access program.

C. Identification of Families Needing Language Access Services

1. Upon student enrollment and periodically through a student's education, schools will utilize a survey to identify parents who need language access services and the languages in which they may need assistance. The survey will be translated into the most commonly known languages spoken in the district and will be included in the standard enrollment packet provided to all District parents.
2. Schools must determine within thirty (30) days of a student's enrollment the primary language spoken by the parent of each student enrolled in the school, and if such language is not English, whether the parent requires language services to communicate effectively with the school or District.
3. Schools will maintain an appropriate and current record of students' families' primary language, and use that information to inform its language access plan and program.

D. Interpretation and Translation Services

1. The District will collaborate with community-based organizations on how to work effectively with interpreters and families.
2. As materials become available, the District will make reasonable efforts to implement the toolkit developed by the Language Access Technical Assistance Program of the Center for the Improvement of Student Learning, established in RCW 28A.300.130, including the self-assessment, guide, and best practices.

3. Each school and District office will, consistent with this policy and procedure, provide free oral interpretation services to those parents/family members who require language services to communicate effectively during any interaction with the District that is significant to the student's education. Additionally, each school and District office will provide free translation of vital documents as required below.
4. All interpretation and translation will be provided by competent professionals as demonstrated by certification or similar means. The District will take reasonable steps to ensure that interpreters and translators have the knowledge in both languages of any specialized terms or concepts to be used in the communication at issue, and that they have been trained in the role of an interpreter or translator, the ethics of interpreting and translating, and the need to maintain confidentiality. The District will take reasonable steps to ensure that the interpreter utilized is trained regarding the role of an interpreter, the ethics of interpreting and translating, and the need to maintain confidentiality.
5. The Parent is welcome to invite additional persons for support and that person may participate in discussions. Although a parent may decline the District's offer to provide an interpreter, the district or school should consider whether having a qualified interpreter present as the communication lead is still required. Students and other minor children under the age of 18 may not serve as interpreters for school staff and parents during any formal or informal meeting or process.
6. The District will facilitate staff access to appropriate interpretation and translation services in order to communicate with parents and families with limited English proficiency consistent with federal and/or state law and this policy and procedure. The District will strive to be aware of and plan for the language access needs within the district. For a planned program, activity, meeting, or event, staff should initiate the request for language aid or services at least three days ahead of time. The District or school will take steps to respond to such a request as soon as possible after it is received. For unplanned and urgent communication, staff should request language assistance and try to arrange for such as soon as it is known that language assistance is needed. If an interpreter cannot be found that day, the school or District should maintain open communication with the requester to schedule an interpreted meeting as soon as possible. If no interpreter can be present, District staff should utilize remote interpreting services to communicate with parents and families.
7. District staff will be informed of when and how to access interpretation and translation services available within the District and the administrator responsible for ensuring the availability of such services. District staff may contact Robin Placzek by phone (509-465-6034) or email (robin.placzek@mead354.org) with questions or concerns, or to obtain information or assistance regarding interpretation and translation services.
8. District administrators, including those involved with registration and enrollment, certificated staff, and other appropriate staff as determined by the superintendent, will receive guidance and information regarding:
 - a. the rights of parents and families with limited English proficiency under state and federal law to language access services provided by the District;
 - b. the importance of meaningfully and effectively communicating with parents and families with limited English proficiency;
 - c. the most effective ways to communicate with parents and families with limited English proficiency regarding the District's available language services;
 - d. the importance of utilizing competent translation and interpretation services when communicating with parents and families with limited English proficiency;

- e. the availability of translation and interpretation services within the District, whether through in-person interpretation, telephonic services, online services, or video-conferencing;
 - f. the mechanisms and processes for accessing translation and interpretation services when working with parents and families with limited English proficiency, including ensuring the correct language service is being accessed, checking for parent/family understanding once interpretation has commenced, and proper vetting of translations for audience-appropriate content; and
 - g. the process for reporting concerns or complaints.
9. **Interpretation Services:** Whenever requested by a parent or families or whenever school staff or District officials can reasonably anticipate that interpretation services are necessary to meaningfully communicate with parents or families regarding important information about the student's education or school activities, the District will provide interpretation services in accordance with this procedure.

Such interpretation services may be provided either at the location where the parent or family member is seeking to communicate or by electronic means, such as telephone or video conferencing.

Upon three days' notice that such services are required, the District will provide interpretation services at public meetings organized or sponsored by the District (e.g., board meetings).

10. **Translation of Vital District Documents:** The District will identify vital documents that are distributed or electronically communicated to all or substantially all parents containing important information regarding a student's education, including but not limited to:
- a. registration, application, and selection;
 - b. academic standards and student performance;
 - c. safety, discipline, and conduct expectations;
 - d. special education and related services, Section 504 information, and McKinney-Vento services;
 - e. policies and procedures related to school attendance;
 - f. requests for parent permission in activities or programs;
 - g. opportunities for parents to access school activities, programs, and services;
 - h. student/parent handbook;
 - a. the District's Language Access Plan and related services or resources available;
 - b. school closure information; and
 - c. any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

The District will provide a written translation of vital documents for each language group that constitutes at least 5 percent of the District's total parent population or 1000 persons, whichever is less. If the District is unable to translate a document due to resource limitations or if a small number of parents require the information in a language other than English such that document translation is unreasonable, the District will still provide the information to parents in a language they can understand, such as through oral interpretation of the document.

Written translations of vital documents by machine/computer translation programs will not be used or issued to parents and families with limited English Proficiency without prior review and editing by a certified translator for those languages where testing for certification exists. For all languages where testing for certification does not exist, the District will use a qualified translator as determined by the District.

All documents and information posted or issued by the District for parents and families should contain a notice in appropriate language(s) that free translation and/or interpretation services are available and how to request a free translation or interpretation of the document.

11. **Translation of Student-Specific Documents:** The District will take all reasonable steps to provide parents and families, in a language they can understand, a translation of any document that contains individual, student-specific information regarding, but not limited to, a student's:
 - a. health;
 - b. safety;
 - c. legal or disciplinary matters; and
 - d. entitlement to public education, eligibility for special education services, placement in the English Language Learner Program, the Highly Capable Program, accelerated courses such as Advanced Placement, or any other non-standard academic program.
12. **Alternatives to Translation:** When translation for a document otherwise required to be translated is unavailable or cannot be done, such as in an emergency situation, a school or District office will provide an attached notice to parents and families in appropriate language(s) that free translation and/or interpretation services are available and how to request a free translation or interpretation of the document.

E. Providing Information to Parents and Families

1. The District will review, update, and publish, at least annually, information about the school district's language access plan, policy and procedures, and language access services. The information must include notice to families about their right to free language access services and the contact information for any school district language access liaison/coordinator and any building points of contact for language access services. The information must be translated into common languages understood by students' families.
2. The District will notify staff, at least annually of this policy. Staff will be regularly provided written guidance regarding how and when interpretation and translation services should be accessed and such guidance will be updated as needed to reflect available services.
3. Parents and families will also be annually notified regarding the process for filing complaints through the District's nondiscrimination policy and procedure if they believe that such services have not been appropriately provided.
4. The District will take steps to ensure that, at the time of enrollment, information regarding available interpretation and translation services and the District's complaint process is provided to any parent (s) or family members when there is reason to believe that the student's parent(s) or family members may have limited English proficiency (e.g., results of home language survey, a parent or family member's request for an interpreter). The District will take reasonable steps to provide information required by this section in the primary language spoken predominantly in the home.

5. Schools and District offices will post in a conspicuous location at or near the primary entrance to the school or office a sign in primary languages spoken in the District concerning the rights of parents to translation and interpretation services and how to access such services.
6. To the extent practicable, the District website will provide information in designated languages concerning the rights of parents to translation and interpretation services under federal and state law and how to access such services.

F. The Collection and Analysis of Data

The District will annually collect and periodically analyze the following language access and language access service information:

- The language in which each student and student's family prefers to communicate;
- Whether a qualified interpreter for the student's family was requested for and provided at meetings reported in OSPI's Comprehensive Education Data and Research (CEDARS) student data system.
- Other data on provision of language access services, as required by OSPI.

The District will submit the information collected as required by OSPI.

The District will provide an opportunity for participants in each interpreted meeting to provide feedback on the effectiveness of the interpretation and the provision of language access services.

Discrimination Complaints

Discrimination based on national origin, which includes language and limited-English proficiency, is prohibited. The language access liaison/coordinator will communicate with the district's Civil Rights Compliance Coordinator. Anyone may file a complaint alleging discrimination based on language or the district's failure to provide language access services using the complaint process outlined in the district's Nondiscrimination Procedure 3210P.

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

k12.wa.us



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

September 16, 2022

(X) Action Required
(X) Informational

BULLETIN NO. 064-22 CENTER FOR THE IMPROVEMENT OF STUDENT LEARNING

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Public Charter Schools
School District and Charter School Civil Rights Compliance Coordinators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: New Requirements Related to Language Access Legislation

CONTACT: Leonard Alvarez
Language Access Program Supervisor
Center for the Improvement of Student Learning

PURPOSE

During the 2022 legislative session, the Legislature passed E2SHB 1153, which concerns language access for families and communities in public schools. Sections of this bill include new requirements for school districts regarding language access policies and procedures, language access plans and programs, data collection elements, and designated liaisons and coordinators. This bulletin contains a summary of the new requirements related to language access, which are now codified in Revised Code of Washington (RCW) 28A.183.

BACKGROUND

The Legislature found that effective two-way communication between school staff and students' families was not always taking place for a number of reasons. These include the need to consistently assess language needs, resources not being prioritized, unawareness of best practices for language access services, a need for staff training, and a need for qualified interpreters. The Legislature also found that the failure to provide language access hinders communication and, thus, family engagement for those families with language access barriers.

State and federal law prohibits discrimination in Washington public schools on the basis of national origin, which includes limited-English proficiency. Under these laws, school districts must ensure meaningful communication with parents in a language they can understand and adequately notify limited-English proficient parents of information about any program, service, or activity of the school district that is called to the attention of non-LEP parents. (RCW 28A.642.010 and Title VI of the Civil Rights Act of 1964)

State and federal law also prohibits discrimination in Washington public schools on the basis of disability. These laws require school districts to communicate effectively with people who have communication disabilities with the goal of ensuring that communication with people with these disabilities is equally effective as communication with people without disabilities. (RCW 28A.642.010 and the Americans with Disabilities Act of 1990)

NEW REQUIREMENTS

2022-2023

Adopt Language Access Policy and Procedure

By October 1, 2022, each school district with either at least 1,000 total enrolled students **or** at least ten percent English learner students, the Washington State School for the Blind, the Washington School for the Deaf, and public charter schools must adopt policies and procedures that, at a minimum, incorporate the same elements, or important requirements, of the Washington State School Directors' Association (WSSDA) revised model Language Access Policy and Procedure, 4218/4218P. This policy and procedure are updated versions of WSSDA's formerly titled "Language Access Plan" and are available at no cost on WSSDA's [Featured Policies](#) webpage and OSPI's Equity and Civil Rights [webpage](#).

Data Collection and Submission

Beginning with the school year 2022–23, districts must annually collect the following service information:

- The language in which each student and student's family prefers to communicate
- Whether a qualified interpreter was requested for and provided at meetings reported in the OSPI longitudinal database known as CEDARS:
 - Annual IEP reviews
 - Initial IEP meetings
 - Reengagement plans following an exclusionary action

Submission of these data elements to CEDARS is scheduled to begin in school year 2023–24.

Designate a Language Access Liaison

Beginning with the school year 2022–23 each school district with either at least 1,000 total enrolled students or at least ten percent English learner students, the Washington State School for the Blind, the Washington School for the Deaf, and public charter schools must designate a language access liaison. The Language Access Liaison is to facilitate district compliance with state and federal laws related to family engagement, including new requirements outlined in RCW 28A.183 and 28A.710.400 . Name and contact information of the Language Access Liaison must be reported to OSPI through Form Package 447 Equity Assurance Report.

2023-24

Designate a Language Access Coordinator

Beginning with school year 2023–24, districts with either more than 75 languages used by students or families OR at least fifty percent English learner students must do **one** of the following:

- Have a full-time Language Access Coordinator
- Annually report to OSPI the total number of hours school district staff spent performing the Language Access Coordinator role

The Language Access Coordinator is to serve as the primary contact for families, community members, district staff, OSPI, and the Office of the Education Ombuds on issues related to language access. The Coordinator is also to both receive training and technical assistance and to provide training to district staff.

Implement a Language Access Program

Beginning with school year 2023–24 school year, districts with either at least 1,000 enrolled students or at least ten percent English learner enrollment, the Washington State School for the Blind, the Washington School for the Deaf, and public charter schools must implement a language access program. The program must include the following:

- A plan that identifies needs, allocates resources, establishes standards and monitors effectiveness
- A self-assessment on the provision of language access services
- Engagement of staff, community members, families
- A periodic review of the policy and procedure
- Collaboration with community-based organizations
- A review, update, and publishing of the district's language access plan at least annually

Data Collection

Beginning with school year 2023–24, districts must provide an opportunity for participants in each interpreted meeting to provide feedback on the effectiveness of the interpretation.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact:

Leonard Alvarez, Language Access Program Supervisor, at 360-742-2494 or leonard.alvarez@k12.wa.us.

Maria Flores, Executive Director of the Center for the Improvement of Student Learning, at 360-725-6032 or maria.flores@k12.wa.us.

The OSPI TTY number is 360-664-3631.

For assistance to districts and schools regarding language access, and for technical assistance requests, contact Leonard Alvarez, Program Supervisor, at 360-742-2494 or leonard.alvarez@k12.wa.us.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Tennille Jeffries-Simmons
Chief of Staff

Maria Flores
Executive Director
Center for the Improvement of Student Learning

Leonard Alvarez
Language Access Program Supervisor
Center for the Improvement of Student Learning

CR:la

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.



Parents' Rights

Interpretation and Translation Services

All parents have the right to information about their child's education in a language they understand. When your child enrolls in school, the school will ask you about the language you would like to use when communicating with the school. This helps your school identify your language needs so they can provide an interpreter or translated documents, free of charge.

What you can expect from your school and school district

You are an important part of your child's education!

The school should communicate with you—in your language—about your child's education. This often includes translated documents and a language interpreter for meetings and conversations.

You have the right to these services even if you speak some English and even if your child can speak or read in English.

The school should communicate with you **in your language** about important information and opportunities for your child. This includes information about:

- Registration and enrollment in school
- Grades, academic standards, and graduation
- School rules and student discipline
- Attendance, absences, and withdrawal
- Parent permission for activities or programs
- Health, safety, and emergencies
- School closures
- Opportunities to access programs or services—including highly capable, advanced placement, and English language learner programs
- Special education and services for students with disabilities

Meetings and conversations with teachers and school employees

When you talk with teachers or school employees, the school should offer an interpreter if you need one. This includes parent-teacher conferences, meetings about special education, or any other conversations about your child's education.

The school should use only competent interpreters who are fluent in English and in your language. The school should make sure interpreters understand any terms or concepts that will be used during the meeting. The school should not use students or children as interpreters.

The interpreter should be neutral and should communicate everything said during the conversation. They should not omit or add to what anyone says. The school should make sure interpreters understand their role and the need to keep information confidential. The interpreter might be in person or on the phone and might be district staff or an outside contractor.

The school should offer an interpreter for any meetings or conversations at school or about your child's education. You can also ask the school if you need one.



Written information

The school should translate important written information into the most common languages spoken in your school district. If you receive information that is not in your language, please let the school know if you would like it translated in writing or explained orally to you in your language.

Addressing concerns and complaints

These are your rights!

Under state and federal civil rights laws, you have the right to access information in your language. If you have concerns about the school's interpretation or translation services—or if you were not offered an interpreter or translation you needed—you have several options.

1. **Talk with your principal or a school employee you are comfortable with.** A discussion with your school principal is often the best first step to address your concerns. Explain what happened, and let the principal know what they can do to help resolve the problem.
2. **Talk with your school district.** You can also contact the school district to share your concerns. You can call the civil rights coordinator or the superintendent at the district office.
3. **Ask for help resolving your concerns.** You can also contact these agencies for more information about your rights or for assistance to resolve your concerns.

Equity and Civil Rights Office
Office of Superintendent of Public Instruction
360-725-6162 | www.k12.wa.us/equity

Office of the Education Ombuds
206-729-3251 | oeo.wa.gov

4. **You can file a complaint.** To file a complaint, explain what happened in writing—in any language—and send it to the district by mail, email, or hand delivery. Make sure to keep a copy for your records.

Within 30 calendar days, the district will investigate your complaint and respond to you in writing. More information about your complaint options are online here:
www.k12.wa.us/Equity/Complaints.aspx.

Please know that the school may not retaliate against you or your child for sharing concerns or filing a complaint.



Mead School District

Budget Status Summary

as of 12/31/2023

	Annual Budget (original)	YTD Actual	
Enrollment	10,210.00	10,122.12	(87.88) -0.86%

Revenues & Expenditures

Revenues & Other Financing Sources	\$ 160,646,874	\$ 51,545,625	32.1%
Expenditures & Other Financing Uses	\$ 166,169,666	\$ 53,359,738	32.1%
Transfers (to)/from other Funds	\$ -	\$ -	

Net Change in Fund Balance	\$ (5,522,792)	\$ (1,814,113)
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Fund Balance

Beginning Fund Balance	\$ 12,873,305
Current Fund Balance	\$ 11,059,192
% of budgeted Expenditures	6.66%

FTE Enrollment Report
January 2, 2024

	Brentwood Elem	Colbert Elem	Creekside Elem	Evergreen Elem	Farwell	Meadow Ridge Elem	Midway Elem	Prairie View Elem	Shiloh Hills Elem	Skyline Elem	Highland Middle	Northwood Middle	Mountainside Middle	Mead High	Mt Spokane High	Total January 2024 Less ALE	Budgeted #'s 23/24 Less ALE	Mead Learning Options	Difference
K Full Day	58.00	58.00	38.44	59.00	59.00	57.00	60.00	37.00	79.00	56.00						561.44	616.00	35.00	-54.56
Grade 1	73.00	49.00	34.00	84.00	76.00	63.00	83.00	58.00	65.00	55.00						640.00	649.00	34.60	-9.00
Grade 2	90.00	71.00	37.00	66.00	80.00	66.00	57.00	70.00	67.00	67.00						671.00	672.00	46.20	-1.00
Grade 3	92.00	71.00	39.00	81.00	81.00	66.00	61.00	70.00	70.00	71.00						702.00	700.00	40.20	2.00
Grade 4	88.00	73.00	38.68	81.00	84.00	65.00	65.00	68.00	47.00	60.00						669.68	674.00	54.80	-4.32
Grade 5	88.00	87.00	26.00	89.00	115.00	73.00	76.00	72.00	73.00	70.00						769.00	782.00	40.80	-13.00
Grade 6											232.85	253.00	236.29			722.14	722.00	45.40	0.14
Grade 7											203.00	267.00	274.84			744.84	782.00	62.00	-37.16
Grade 8											254.00	255.34	254.07			763.41	767.00	61.20	-3.59
Grade 9														446.85	377.26	824.11	870.00	64.70	-45.89
Grade 10														443.59	325.18	768.77	808.00	65.95	-39.23
Grade 11														373.77	291.17	664.94	629.00	40.00	35.94
Grade 12														355.91	260.81	616.72	662.00	52.40	-45.28
Total 1/2024	489.00	409.00	213.12	460.00	495.00	390.00	402.00	375.00	401.00	379.00	689.85	775.34	765.20	1620.12	1254.42	9118.05	9333.00	643.25	-214.95

*Includes Open Doors & Gateway to College

23/24 Budgetec 17.00

HC	Nov	Voc	Voc
15	13.91	0	

TBIP			
TTK HC	K-6 HC	7-12 HC	EXCITED HC
15	239	154	30

Vocational	
Northwood	113.73
Mountainside	113.04
Highland MS	111.06
Total	337.83
Mead High School	189.68
Mt. Spokane HS	190.91
Total	380.59

RADIATION ALLIANCE

ALE	MLO	MHS	FTE	MSHS	FTE	MHS	RPN	TOTAL FTE
k	35.00							35.00
1	34.60							34.60
2	46.20							46.20
3	40.20							40.20
4	54.80							54.80
5	40.80							40.80
6	45.40							45.40
7	62.00							62.00
8	61.20							61.20
9	64.70	0.00	0.00	3.67	68.37			68.37
10	65.95	1.00	1.00	6.49	74.44			74.44
11	40.00	0.00	3.00	15.50	58.50			58.50
12	52.40	3.00	16.00	5.67	77.07			77.07
	643.25	4.00	20.00	31.33	698.58			

23/24 Budgeted / 562

FTE Summary-Monthly

Kindergarten	596.44
Grades 1-3	2,134.00
Grade 4	724.48
Grades 5-6	1,577.34
Grades 7-8	1,631.45
Grades 9-12	3,097.59
K-12 Total	9,761.30
Running Start	346.91
Open Doors	13.91
TTK	130.00
Grand Total	10,252.12

Running Start

October - June		College Only	Non-Voc	Voc
		Total HC	FTE	FTE
Mead High School	158.00	68.00	130.09	7.69
Mt. Spokane	176.00	73.00	156.95	9.24
MLO	49.00	5.00	36.88	6.06
Total	383.00	146.00	323.92	22.99

23/24 Budgeted Running Start 298.00

Transition to Kingergarte

Transition to Kingergarte		HC	FTE
Farwell		36.00	36.00
Meadow Ridge		36.00	36.00
Shiloh Hills		40.00	40.00
Skyline		18.00	18.00
Total		130.00	130.00

23/24 Budgeted TTK 136.00

Brentwood Elem	Colbert Elem	Creskside Elem	Evergreen Elem	Farwell Elem	Meadow Ridge Elem	Midway Elem	Prairie View Elem	Shiloh HillsElem	Skyline Elem	Highland Middle	Northwood Middle	Mountainside Middle	Mead High School	Mt Spokane High	Total December 2023		
															597		
															675		
															718		
															743		
															726		
															811		
															770		
															812		
															828		
																	58
																	73
																	90
																	92
																	88
																	88
																	58
																	49
																	71
																	71
																	73
																	87

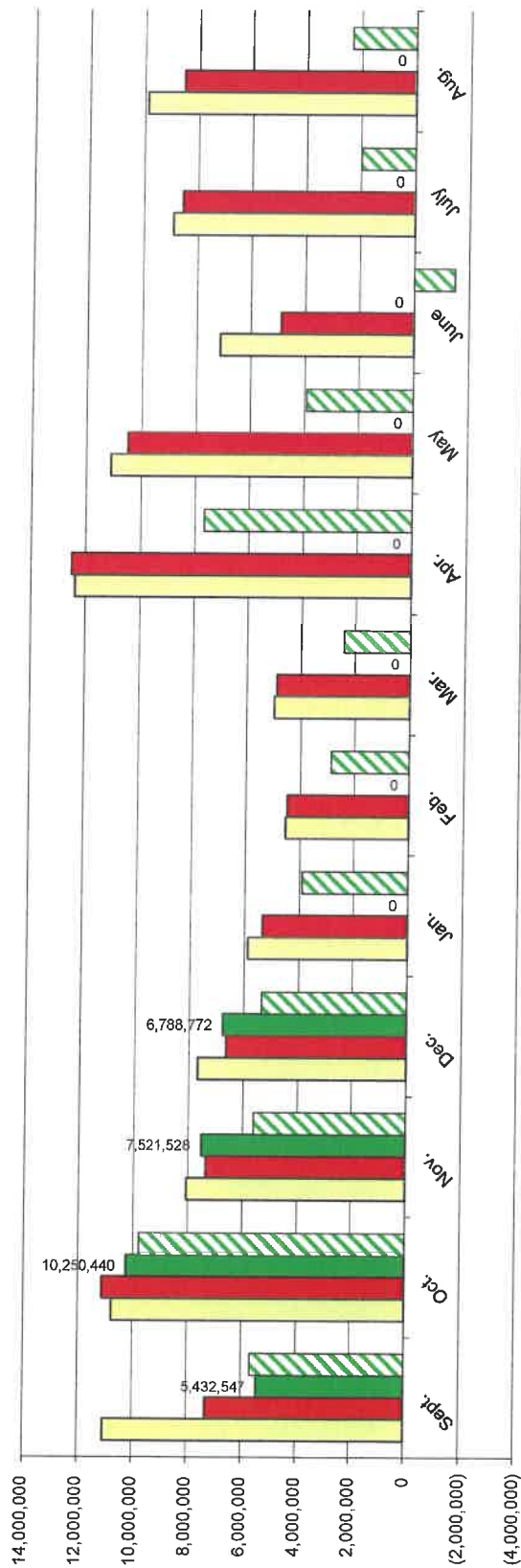
Total 1/2024

ALE	MLO		RADIATION ALLIANC			MHS RPM	TOTAL HC
	HC		MHS	MSHS HC			
k	35						35
1	35						35
2	47						47
3	41						41
4	56						56
5	42						42
6	47						47
7	64						64
8	62						62
9	68	0	0	0	5	73	
10	68	1	1	1	10	80	
11	58	0	0	3	20	81	
12	70	3	3	16	7	96	
TOTAL ALE	693		4	20	42	759	

MEAD SCHOOL DISTRICT #354
GENERAL FUND
CASH FLOW SCHEDULE
SEPTEMBER 1, 2023 TO AUGUST 31, 2024

MONTH	TAX COLLECTIONS	STATE APPORTIONMENT	OTHER REVENUE	TOTAL RECEIPTS	ACCOUNTS PAYABLE	PAYROLL	TOTAL DISBURSEMENT	TRANSFER OTHER FUND	INTER-FUND LOAN	CASH & INVESTMENT BALANCE
Beginning Cash 9/1/2023										
9/30/2023										12,056,136
PROJECTED:	336,398	11,890,166	523,570	12,850,134	4,050,298	11,661,142	15,711,440			9,194,890
ACTUAL:	261,008	11,754,198	493,606	12,508,812	4,188,026	11,416,823	15,604,849			8,960,099
10/31/2023										
PROJECTED:	6,223,363	10,881,737	303,839	17,408,939	1,477,168	11,801,637	13,278,805			13,324,964
ACTUAL:	6,331,870	11,403,096	579,598	18,314,563	1,916,408	11,580,261	13,496,669			13,777,994
11/30/2023										
PROJECTED:	1,177,393	7,083,110	324,761	8,585,264	1,119,788	11,661,142	12,780,930			9,129,298
ACTUAL:	1,080,683	7,761,583	740,009	9,582,275	891,371	11,419,818	12,311,188			11,049,080
12/31/2023										
PROJECTED:	872,796	12,038,516	196,060	12,908,372	1,643,944	11,520,646	13,164,590			8,873,080
ACTUAL:	47,065	12,274,074	324,912	12,646,051	1,656,256	11,722,550	13,378,806			10,316,325
1/31/2024										
PROJECTED:	399,812	11,324,045	335,223	12,059,180	2,263,402	11,238,555	13,503,057	0		7,428,303
ACTUAL:				0			0			10,316,325
2/28/2024										
PROJECTED:	99,978	11,990,166	344,190	12,434,334	1,648,643	11,942,133	13,490,776	0		6,372,761
ACTUAL:				0			0			10,316,325
3/31/2024										
PROJECTED:	799,824	11,990,166	367,030	13,157,020	1,810,721	11,801,637	13,612,358	0		5,917,423
ACTUAL:				0			0			10,316,325
4/30/2024										
PROJECTED:	5,298,834	12,693,294	376,215	18,368,403	1,572,469	11,520,646	13,093,115	0		11,192,711
ACTUAL:				0			0			10,316,325
5/31/2024										
PROJECTED:	1,799,804	7,199,816	412,682	9,412,182	1,500,993	11,061,142	13,162,135	0		7,442,738
ACTUAL:				0			0			10,316,325
6/30/2024										
PROJECTED:	1,399,892	8,040,431	396,345	9,835,468	3,001,986	12,223,124	15,225,110	0		2,053,096
ACTUAL:				0			0			10,316,325
7/31/2024										
PROJECTED:	0	17,045,415	128,340	17,173,755	1,215,089	12,504,116	13,719,305	0		5,507,646
ACTUAL:				0			0			10,316,325
8/31/2024										
PROJECTED:	199,956	13,711,728	112,243	14,023,927	2,573,131	11,099,159	13,672,290	0		5,859,283
ACTUAL:				0			0			10,316,325
Total Actual	\$7,720,826	\$43,192,951	\$2,138,125	\$53,051,701	\$8,652,061	\$46,139,451	\$54,791,512	\$0		

Revised Year-to-Year Comparison of Net Cash Balance
Less Assigned Fund Balance



21-22 22-23 23-24 23-24 ESTIMATE

Mead School District No 354
Budget Status Report
Fiscal Year 2023-24
December 01, 2023 through December 31, 2023

General Fund

☐ Include Pre Encumbrance

	ANNUAL BUDGET	ACTUAL FOR DATE RANGE	ACTUAL FOR YEAR	ENCUMB	BALANCE	% USED
A. Revenue						
1000 Local Taxes (+)	18,114,175.00	47,065.14	7,720,625.56		10,393,549.44	42.6%
2000 Local Support Nontax (+)	2,382,700.00	276,214.09	1,502,622.12		880,077.88	63.1%
3000 State, General Purpose (+)	102,168,581.00	9,028,186.94	31,599,736.68		70,568,844.32	30.9%
4000 State, Special Purpose (+)	28,025,526.00	2,352,974.41	8,094,120.61		19,931,405.39	28.9%
5000 Federal, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
6000 Federal, Special Purpose (+)	9,855,892.00	892,912.27	2,592,786.22		7,263,105.78	26.3%
7000 Revenues Fr Oth Sch Dist (+)	50,000.00	6,494.00	17,238.00		32,762.00	34.5%
8000 Other Agencies & Associates (+)	0.00	0.00	0.00		0.00	0.0%
9000 Other Financing Sources (+)	50,000.00	15,995.45	18,495.45		31,504.55	37.0%
TOTAL Revenue	160,646,874.00	12,619,842.30	51,545,624.64		109,101,249.36	32.1%
B. Expenses						
00 Regular Instruction (-)	90,713,569.00	7,364,490.39	29,613,172.51	52,220,491.55	8,879,904.94	90.2%
10 Federal Stimulus (-)	260,014.00	2,292.74	11,151.32	16,486.13	232,376.55	10.6%
20 Special Ed Instruction (-)	24,736,138.00	2,083,994.69	7,972,612.71	15,131,077.76	1,632,447.53	93.4%
30 Vocational Ed Instruction (-)	6,748,325.00	528,197.37	2,063,338.46	3,834,740.98	850,245.56	87.4%
40 Skills Center Instruction (-)	0.00	0.00	0.00	0.00	0.00	0.0%
50 & 60 Compensatory Ed Instruction (-)	7,740,848.00	502,895.78	1,636,184.05	3,181,030.03	2,923,633.92	62.2%
70 Other Instructional Programs (-)	1,384,695.00	31,748.58	145,909.92	224,151.42	1,014,633.66	26.7%
80 Community Services (-)	262,155.00	74,007.96	198,614.84	113,808.11	(50,267.95)	119.2%
90 Support Services (-)	34,323,922.00	2,510,007.16	11,718,754.14	12,844,737.41	9,760,430.45	71.6%
TOTAL Expenses	166,169,666.00	13,097,634.67	53,359,737.95	87,566,523.39	25,243,404.66	84.8%
C. Other Fin Uses Trans Out	0.00	0.00	0.00	0.00	0.00	0.0%
D. Other Fin Uses	0.00	0.00	0.00	0.00	0.00	0.0%
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)	(5,522,792.00)	(477,792.37)	(1,814,113.31)		83,857,844.70	(52.7%)
F. TOTAL BEGINNING FUND BALANCES	0.00		12,873,304.94			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXX		0.00			
H. TOTAL ENDING FUND BALANCE (E+F+/-G)	(5,522,792.00)		11,059,191.63			
I. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted for Other Items (-)	0.00		0.00			
G/L 821 Restricted for CO of Restricted Rev (-)	0.00		296,460.20			
G/L 828 Restricted for CO of F/S Rev (-)	0.00		2,092,173.38			
G/L 830 Restricted for Debt Service (-)	0.00		0.00			
G/L 835 Restricted For Arbitrage Rebate (-)	0.00		0.00			
G/L 840 Nonspdn FB - Inventory & Prepaid (-)	0.00		1,498,349.01			
G/L 870 Committed to Other Purposes (-)	0.00		0.00			
G/L 875 Assigned to Contingencies (-)	0.00		0.00			
G/L 888 Assigned to Other Purposes (-)	0.00		3,924,039.38			
G/L 891 Unassigned to Minimum FB Policy (-)	0.00		5,062,282.97			
G/L 898 PY Corrections or Restatements (-)	0.00		0.00			
G/L 890 Unassigned Fund Balance (H - I)	(5,522,792.00)		(1,814,113.31)			
TOTALS	(5,522,792.00)		11,059,191.63			

$$\frac{53,359,737.95}{166,169,666.00} = .321\%$$

Mead School District No 354
Budget Status Report
Fiscal Year 2023-24
December 01, 2023 through December 31, 2023

Capital Projects Fund

☐ Include Pre Encumbrance

	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR DATE RANGE</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMB</u>	<u>BALANCE</u>	<u>% USED</u>
A. Revenue						
1000 Local Taxes (+)	0.00	0.00	0.00		0.00	0.0%
2000 Local Support Nontax (+)	100,000.00	18,330.50	69,681.78		30,318.22	69.7%
3000 State, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
4000 State, Special Purpose (+)	0.00	0.00	0.00		0.00	0.0%
5000 Federal, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
6000 Federal, Special Purpose (+)	0.00	0.00	0.00		0.00	0.0%
7000 Revenues Fr Oth Sch Districts (+)	0.00	0.00	0.00		0.00	0.0%
8000 Other Agencies & Associates (+)	0.00	0.00	0.00		0.00	0.0%
9000 Other Financing Sources (+)	0.00	0.00	0.00		0.00	0.0%
TOTAL Revenue	100,000.00	18,330.50	69,681.78		30,318.22	69.7%
B. Expenses						
10 Sites (-)	3,273,208.00	0.00	0.00	0.00	3,273,208.00	0.0%
20 Buildings (-)	1,062,000.00	57,522.96	157,435.68	152,026.08	752,538.24	29.1%
30 Equipment (-)	756,717.00	28,231.50	28,231.50	118,892.52	609,592.98	19.4%
40 Energy (-)	0.00	0.00	0.00	0.00	0.00	0.0%
50 Sale and Lease Expenditures (-)	0.00	0.00	0.00	0.00	0.00	0.0%
60 Bond/Levy Issuance (-)	0.00	0.00	0.00	0.00	0.00	0.0%
90 Debt (-)	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL Expenses	5,091,925.00	85,754.46	185,667.18	270,918.60	4,635,339.22	9.0%
C. Other Fin Uses Trans Out	0.00	0.00	0.00	0.00	0.00	0.0%
D. Other Fin Uses	0.00	0.00	0.00	0.00	0.00	0.0%
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)	(4,991,925.00)	(67,423.96)	(115,985.40)		(4,605,021.00)	60.7%
F. TOTAL BEGINNING FUND BALANCES	0.00		7,489,475.86			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXX		0.00			
H. TOTAL ENDING FUND BALANCE (E+F+/-G)	(4,991,925.00)		7,373,490.46			
I. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted For Other items (-)	0.00		0.00			
G/L 830 Restricted For Debt Service (-)	0.00		0.00			
G/L 835 Restricted For Arbitrage Rebate (-)	0.00		0.00			
G/L 861 Restricted From Bond Proceeds (H-I)	(5,091,925.00)		5,403,922.01			
G/L 863 Restricted From State Proceeds (H-I)	0.00		0.00			
G/L 870 Committed to Other Purposes (-)	0.00		0.00			
G/L 889 Assigned to Fund Purposes (H-I)	100,000.00		1,969,568.45			
G/L 890 Unassigned Fund Balance (H - I)	0.00		0.00			
TOTALS	(4,991,925.00)		7,373,490.46			

Mead School District No 354
Budget Status Report
Fiscal Year 2023-24
December 01, 2023 through December 31, 2023

Debt Service Fund

☐ Include Pre Encumbrance

	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR DATE RANGE</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMB</u>	<u>BALANCE</u>	<u>% USED</u>
A. Revenue						
1000 Local Taxes (+)	14,542,487.00	43,168.52	6,381,922.69		8,160,564.31	43.9%
2000 Local Support Nontax (+)	0.00	0.00	0.00		0.00	0.0%
3000 State, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
5000 Federal, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
6000 Federal, Special Purpose (+)	0.00	0.00	0.00		0.00	0.0%
9000 Other Financing Sources (+)	0.00	0.00	0.00		0.00	0.0%
TOTAL Revenue	14,542,487.00	43,168.52	6,381,922.69		8,160,564.31	43.9%
B. Expenses						
Matured Bond Expenditures (-)	6,165,000.00	0.00	0.00	0.00	6,165,000.00	0.0%
Interest on Bonds (-)	7,447,663.00	0.00	0.00	0.00	7,447,663.00	0.0%
Interest on Interfund Loan (-)	0.00	0.00	0.00	0.00	0.00	0.0%
Bond Transfer Fees (-)	15,000.00	0.00	0.00	0.00	15,000.00	0.0%
TOTAL Expenses	13,627,663.00	0.00	0.00	0.00	13,627,663.00	0.0%
C. Other Fin Uses Trans Out	0.00	0.00	0.00	0.00	0.00	0.0%
D. Other Fin Uses	0.00	0.00	0.00	0.00	0.00	0.0%
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)	914,824.00	43,168.52	6,381,922.69		(5,467,098.69)	43.9%
F. TOTAL BEGINNING FUND BALANCES	0.00		4,726,191.71			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXX		0.00			
H. TOTAL ENDING FUND BALANCE (E+F+/-G)	914,824.00		11,108,114.40			
I. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted For Other Items (-)	0.00		0.00			
G/L 835 Restricted For Arbitrage Rebate (-)	0.00		0.00			
G/L 870 Committed to Other Purposes (-)	0.00		0.00			
G/L 889 Assigned to Fund Purposes (-)	0.00		0.00			
G/L 890 Unassigned Fund Balance (-)	0.00		0.00			
G/L 830 Restricted For Debt Service (H - I)	914,824.00		11,108,114.40			
TOTALS	914,824.00		11,108,114.40			

Mead School District No 354
Budget Status Report
Fiscal Year 2023-24
December 01, 2023 through December 31, 2023

Associated Student Body Fund

<input type="checkbox"/> Include Pre Encumbrance	ANNUAL BUDGET	ACTUAL FOR DATE RANGE	ACTUAL FOR YEAR	ENCUMB	BALANCE	% USED
A. Revenue						
1000 General Student Body (+)	691,500.00	11,782.90	276,755.14		414,744.86	40.0%
2000 Athletics (+)	613,770.00	42,158.15	249,950.46		363,819.54	40.7%
3000 Classes (+)	532,400.00	57,916.89	336,793.91		195,606.09	63.3%
4000 Clubs (+)	84,300.00	11,165.75	22,697.43		61,602.57	26.9%
6000 Private Moneys (+)	92,450.00	180.00	2,125.56		90,324.44	2.3%
TOTAL Revenue	2,014,420.00	123,203.69	888,322.50		1,126,097.50	44.1%
B. Expenses						
1000 General Student Body (-)	563,145.00	44,488.60	98,187.47	2,709.01	462,248.52	17.9%
2000 Athletics (-)	883,950.00	91,924.27	241,149.17	26,637.50	616,163.33	30.3%
3000 Classes (-)	638,098.00	88,480.20	208,372.56	14,490.25	415,235.19	34.9%
4000 Clubs (-)	101,310.00	6,381.38	11,068.32	447.87	89,793.81	11.4%
6000 Private Moneys (-)	94,050.00	494.73	714.17	0.00	93,335.83	0.8%
TOTAL Expenses	2,280,553.00	231,769.18	559,491.69	44,284.63	1,676,776.68	26.5%
C. Other Fin Uses Trans Out	0.00	0.00	0.00	0.00	0.00	0.0%
D. Other Fin Uses	0.00	0.00	0.00	0.00	0.00	0.0%
E. EXCESS OF REVENUES/OTHER FIN. SOURCES						
OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)	(266,133.00)	(108,565.49)	328,830.81		(550,679.18)	17.6%
F. TOTAL BEGINNING FUND BALANCES	438,828.00		1,041,703.10			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXX		0.00			
H. TOTAL ENDING FUND BALANCE (E+F+/-G)	172,695.00		1,370,533.91			
I. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted For Other Items (-)	0.00		0.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms (-)	0.00		0.00			
G/L 850 Restricted For Uninsured Risks (-)	0.00		0.00			
G/L 870 Committed to Other Purposes (-)	0.00		0.00			
G/L 889 Assigned to Fund Purposes (-)	0.00		0.00			
G/L 890 Unassigned Fund Balance (-)	0.00		0.00			
G/L 819 Restricted For Fund Purposes (H - I)	172,695.00		1,370,533.91			
TOTALS	172,695.00		1,370,533.91			

Mead School District No 354
Budget Status Report
Fiscal Year 2023-24
December 01, 2023 through December 31, 2023

Transportation Vehicle Fund

☐ Include Pre Encumbrance

	ANNUAL BUDGET	ACTUAL FOR DATE RANGE	ACTUAL FOR YEAR	ENCUMB	BALANCE	% USED
A. Revenue						
1000 Local Taxes (+)	0.00	0.00	0.00		0.00	0.0%
2000 Local Support Nontax (+)	2,500.00	2,183.55	8,579.49		(6,079.49)	343.2%
3000 State, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
4000 State, Special Purpose (+)	718,231.00	0.00	0.00		718,231.00	0.0%
5000 Federal, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
8000 Other Agencies and Assoc. (+)	0.00	0.00	0.00		0.00	0.0%
9000 Other Financing Sources (+)	0.00	0.00	0.00		0.00	0.0%
TOTAL Revenue	720,731.00	2,183.55	8,579.49		712,151.51	1.2%
B. Expenses						
Type 30 Equipment (-)	1,500,000.00	0.00	0.00	826,170.66	673,829.34	55.1%
Type 60 Bond Levy Issuance (-)	0.00	0.00	0.00	0.00	0.00	0.0%
Type 90 Debt (-)	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL Expenses	1,500,000.00	0.00	0.00	826,170.66	673,829.34	55.1%
C. Other Fin Uses Trans Out	0.00	0.00	0.00	0.00	0.00	0.0%
D. Other Fin Uses	0.00	0.00	0.00	0.00	0.00	0.0%
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)	(779,269.00)	2,183.55	8,579.49		38,322.17	(53.9%)
F. TOTAL BEGINNING FUND BALANCES	0.00		876,741.84			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXX		0.00			
H. TOTAL ENDING FUND BALANCE (E+F+/-G)	(779,269.00)		885,321.33			
I. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted For Other Items (-)	0.00		0.00			
G/L 830 Reserved For Debt Service (-)	0.00		0.00			
G/L 889 Assigned to Fund Purposes (-)	0.00		0.00			
G/L 890 Unassigned Fund Balance (-)	0.00		0.00			
G/L 819 Restricted For Fund Purposes (H - I)	(779,269.00)		885,321.33			
TOTALS	(779,269.00)		885,321.33			