



**Minutes from the Regular Meeting of the Board of Directors
Monday, February 12, 2024**

The Board of Directors held a Regular Board Meeting on Monday, February 12, 2024. This meeting was held in-person and virtually via a Zoom link posted on the Mead School District website. Directors Cannon, Gray, Burchard, Killman and Nolan were present. Also attending were Superintendent Travis Hanson, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

I. Pledge of Allegiance

The meeting began with 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 amended (discussion on proposed state level legislation was added). Director Gray seconded the motion. The motion carried unanimously.

III. Approval of Minutes

Director Killman made a motion to approve the minutes of the January 8, 2024 Regular Board Meeting and January 22, 2024 Work Session, as presented. Director Nolan seconded the motion. The motion carried unanimously.

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

President Cannon first opened the floor for high school ASB updates and a presentation from Farwell Elementary ASB students. This was followed by board/staff comments. There were no individuals who signed up to speak on agenda items.

Mt. Spokane High School Report

Prior to presenting a brief review of the academic, athletic, leadership and music events recently completed and upcoming at Mt. Spokane High School, ASB President Stetson Gilbert, along with the other current ASB officers, introduced the following newly elected (2024/25) officers:

	<u>Current Officers</u>	<u>Newly Elected Officers</u>
President	Stetson Gilbert	Jayson Bonnett
Vice President	Ryan Lafferty	Alex Cloer
Secretary	Bre Koscelski	Lanice Airey
Treasurer	Ben Joireman	Lucas Dickau
Public Relations	Sam Davidson	Seth McCready

Winter Sports teams, along with Cheerleaders, have had very successful seasons with most qualifying for post-season/state competitions. Of particular note is the GSL Championship earned by the boys basketball team. Drama students just completed *One Act Play* performances, Spring Sports starts in two weeks and 40 students have qualified for State DECA. Planning is underway for both the upcoming Sadie Hawkins Dance and Senior Prom.

Mead High School Report

Three of Mead High School's newly elected ASB officers were in attendance (Zealand Franklin – President, Tabitha Pierce – Secretary & Sophia Ji - Treasurer) and presented a brief review of the

academic, athletic, leadership and music events recently completed and upcoming at Mead High School. The girls basketball team is GSL Champion, gymnastics is GSL Champion and wrestling, this past weekend, was crowned the 3A Regional Champion qualifying 17 wrestlers for State. Twelve students have qualified for State Debate. Following a very successful showing at State, Cheerleaders will now compete at Nationals. The ASB Class, on March 6th, will be hosting a *Cultural Night*.

Farwell Elementary ASB Presentation

Seventeen Farwell Elementary ASB students, using the letters F A R W E L L F A L C O N S, highlighted the many things that make Farwell Elementary a great place to go to school. Students (listed below) were accompanied by teacher/advisor June Lamberd and Principal Josh VanCleaf.

Anhela Perez	Bransen Prestley
Skyler Chapman	Payton Mariscola
Brady Homchick	Jozlyn Thompson-Morgan
Keena Eilmes	Olivia Sutton
Cara Maefsky	Wyatt Sutton
Karis Brown	McKenna Longie
Penelope Martinez	Payton Kelly
Khaled Taib	Ariel Pham
Jaxson Merrit	

Board/Staff Comments

Director Gray shared she was able to attend the *One Act Plays* at Mt. Spokane High School. The performances were excellent and content was very creative.

Director Killman shared she recently had the privilege of serving as a judge/adjudicator at Farwell Elementary in a mock courtroom setting where students presented cases for or against various fairy tale characters. President Cannon added that he will do the same on February 13th.

V. Continuing Business

A. Consent Agenda A – 2nd Reading Policy Adoptions & Revisions

President Cannon, prior to asking for a motion to approve Consent Agenda A, which includes policies that were presented for first reading adoption or revision on January 8, 2024, noted no first reading changes were recommended, and provided background/context for having policies, where no first reading changes are recommended, be approved as part of a stand-alone second reading Consent Agenda. Each of these policies is considered *essential* by WSSDA.

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

Consent Agenda A

1. Approved the following 2nd Reading Policy Adoptions or Revisions:

- Policy 5222 Adoption - Job-Sharing Staff Members
- Policy 2190 Revision - Highly Capable Programs
- Policy 5050 Adoption - Contracts

VI. New Business

A. Consent Agenda B

In response to a question from Director Gray, Chief Financial Officer Heather Ellingson shared the \$11,365.25 payment to ALSC was associated with the heating system at Pittsburgh Learning Center and the \$16,206.11 payment, also to ALSC, was for design work connected to the new Nutrition Services freezer.

President Cannon directed attention to 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.

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

Consent Agenda B

1. Hired 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. Hired 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
Joanna Netzel	Shiloh Hills	Class	6.25 hrs/day Para Ed effective 1/24/24
Annastasia Winters	Prairie View	Class	7.00 hrs/day Behavior Tech effective 1/18/24
Randall Plischke	Mead HS	Class	6.15 hrs/day Para Ed effective 1/16/24

3. Hired Certificated Substitutes:

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

4. Hired 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. 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, **February 12, 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 114830 to 115353** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 1,600,784.51
General Fund - PR	11,167,609.51
ASB Fund	119,561.71
Capital Projects Fund	110,673.00

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

7. Accepted the Following Donation:

- \$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. Approved Requests for Unpaid Leave (i.e., parenting, medical, Good of the District, 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
Jayme 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
Jessica Cornwell	Transportation	Class	2/28/24 - 3/7/24

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

Jessica Klingback	Mt. Spokane	Cert	.4 FTE 2 nd Semester
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10. Accepted Requests for Retirement/Resignation:

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)

**B. Student Travel Proposal
Mead High School Volleyball**

Learning & Teaching Assistant Superintendent Heather Havens presented, for board consideration, a travel request from Mead High School Varsity Volleyball (12 athletes plus two coaches/chaperones) to travel to Phoenix, Arizona, October 3-6, 2024, to participate in the Nike Tournament of Champions. 96 teams from across the United States will take part in this event.

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. Students will miss two days of school and Mr. Wilson (head coach) will need a substitute teacher for two days.

Following discussion, Director Gray made a motion to approve the request from Mead High School Varsity Volleyball to travel to Phoenix, Arizona, October 3-6, 2024, to participate in the Nike Tournament of Champions, as presented. Director Nolan seconded the motion. The motion carried unanimously.

C. Network Switching Equipment Contract

Network Administrator Dave Willyard presented, for board consideration, a contract with Ednetics to purchase network switching equipment that will support schools across the district. Six firms (Ednetics, CDWG, MicoK12, Compunet, Cytrnet and Cerium Networks) submitted proposals. Ednetics was the selected vendor, scoring 99 out of 100 on the seven bid factors. A recap of bid scoring was provided to board members.

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, the amount of district money needed for the purchase is approximately \$199,188.25.

In response to board questions, Mr. Willyard explained E-Rate funding, that subsidizes technology infrastructure purchases like network switches, has been accessed by the district

many times in the past to help defray costs. While there are specific steps that must be followed to receive E-Rate funding, completing the process is well worth the time and effort. E-Rate funding for the presented contract will result in a 60% discount. Funding stipulations include the requirement that the purchased materials be installed in schools, cannot be resold and must be in service for a specific period of time.

In response to a question from Director Killman regarding “why” the equipment needs to be purchased, Mr. Willyard explained the switches being replaced are 8 years old and, therefore, very near end of life. With the exception of the district’s newest schools, the new equipment will be installed district wide. Switching equipment is present in every classroom and runs constantly. The new switching equipment will be installed in-house by district technicians. This equipment is essential as it, among other things, provides the technology infrastructure for intercoms and door locks.

In response to a question from Director Burchard, Mr. Willyard shared the reason for recommending the bid be awarded to Ednetics - Meraki (2nd lowest bid) rather than Ednetics - Juniper (lowest bid) is the compatibility of the product with equipment already in service throughout the district.

Director Nolan made a motion to award the network switching equipment contract to Ednetics, as presented. Director Burchard seconded the motion. The motion carried unanimously.

D. 1st Reading Procedure 3131 Revision Assignment to Schools

Student & Family Services Director Josh Westermann presented a revision to Procedure 3131, Assignment to Schools, for first reading, non-action, consideration. This procedure was adopted on May 10, 1978, and was last revised on November 20, 2006.

For intra-district transfers, in an effort to be very transparent and clear with families, the revision includes clarifying language for both elementary and secondary transfers. At the elementary level approved intra-district transfers are for one academic year only. At the conclusion of the academic year students are 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 are accepted for the upcoming school year beginning in March.

At the secondary level, once an intra-district transfer is approved, the student may remain at the new school as long as things are going well. Secondary intra-district transfer requests are primarily reviewed in June, August and January.

The presented revision additionally includes having paperwork submitted to the office of Student & Family Services rather than to the school principal. For the upcoming 2024/25 school year transfer paperwork will be completed and submitted online.

With registration for next year starting in March, Mr. Westermann shared it is his hope the presented revision can be considered for action at the upcoming March 11th board business meeting.

In response to board questions, Mr. Westermann shared parents are notified of intra-district transfer decisions via a letter from Student & Family Services. Letters reminding parents about the need to reapply for the upcoming school year will be sent out shortly. At the secondary level, while there are requests received for a change at semester, applications received mid-year are far fewer than at the start of the year. In special circumstances a transfer can be approved at any time.

No first reading changes were recommended.

**E. 1st Reading Policy 3141 Revision
Non-Resident Students**

Student & Family Services Director Josh Westermann presented a revision to Policy 3141, Non-Resident Students, for first reading, non-action, consideration. This policy was adopted on March 17, 1991 and was last revised on June 13, 2016.

The presented revision adds clarifying language stating that non-resident applications received after August 15th will be evaluated for acceptance 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.

In response to a question from Director Nolan, Mr. Westermann shared the district currently has several hundred K-12 out-of-district/non-resident students. Both Director Gray and Director Burchard expressed their desire, particularly in light of decreased enrollment that has not rebounded following the pandemic, that the district be careful about limiting access and accept as many non-resident students as possible. In response to a question from President Cannon, Mr. Westermann shared the district receives the same amount of money from the state for resident and non-resident students.

No first reading changes were recommended.

**F. 1st Reading Policy & Procedure 4400 Adoption
Election Activities**

Superintendent Hanson presented the adoption of Policy & Procedure 4400, Election Activities, for first reading, non-action, 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 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 presentation 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 (19 pages) includes PDC guidelines for local government agencies in election campaigns and the use of public facilities in campaigns.

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

No first reading changes were recommended.

**G. 1st Reading Policy & Procedure 4218 Adoption
Language Access**

Superintendent Hanson presented the adoption of Policy & Procedure 4218, Language Access, for first reading, non-action, 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 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 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

For reference, and to provide additional information on the requirements related to the state's language access legislation, copies of two OSPI publications were provided to board members.

To provide additional context, Superintendent Hanson noted Robin Placzek, Special Programs Director, and ELD staff, later in the meeting, would be sharing information with the board on the program provided by the district to multilingual learners.

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

No first reading changes were recommended.

VII. Reports

A. ELD Update

Special Programs Director Robin Placzek, and ELD teacher Kim Perdue, presented overview information on the district's Multilingual Program. Information shared included the following:

- **Mission Statement**
The priority of the Mead School District Multilingual Program is to assure equity and excellence in education, promoting high-quality instruction and meaningful school engagement for Multilingual Students (MLs), leading to post-secondary pathways, careers, civic engagement, and global citizenship. This includes incorporating and encouraging bilingualism and the unique linguistic and cultural asset of our MLs, their families, and the community they represent.
- **Who We Are**
 - 9 Certificated Teachers
 - 2 Paraeducators
 - 1 Director
 - 1 Support Specialist
- **Who We Serve**
 - 465 multilingual learners receive support
 - 100 multilingual learners are monitored
 - 48 different languages represented in MSD
 - TK-12th grade teachers receive coaching and support for working with multilingual learners
- **What We Do**
 - Identification and assessment of students
 - English Language Development instruction
 - Content area instruction
 - Collaboration with classroom teachers, interventionists, specialists and administrators
 - Family engagement

Ms. Perdue, a veteran (27 years) teacher, shared what a typical day looks like for her at Shiloh Hills Elementary where she supports 81 TK-5th grade multilingual learners. ELD teachers teach

the basics (asking where the restroom is) up to and including vocational and grammar support. They additionally work closely with families to help them with their English skills. In referencing the program's high graduation rate, Ms. Perdue shared the story of an Iraqi family who entered the country in 2012 with three children. Not only have the parents continued their education, but the two oldest children, following high school graduation, attended the University of Washington. The third is a high school senior. It is a pleasure for ELD teachers to help multilingual learners reach their goals.

In response to a question from Director Burchard about how a limited number of staff can serve the needs of so many students, Ms. Placzek talked about the importance of collaboration between ELD staff and gen ed teachers.

In response to a question from Director Gray, Ms. Placzek shared, with regard to translation of information to families, that translations are ready by default in the top five languages. Translations for other languages are available via various apps. Regarding *Snow Days*, families have been instructed in advance how to access that type of information.

B. Financial Report for the Month of December 2023

Chief Financial Officer Heather Ellingson shared a brief financial report for the month of December 2023. Enrollment, based on January 2nd numbers, has stabilized. It is anticipated enrollment may be slightly higher in February with the start of second semester. As anticipated, the January state apportionment was lower reflecting actual rather than budgeted enrollment.

The state currently caps Special Education reimbursement at 15%. The district is currently 31 students over the cap. While thankful the percentage has increased from 13.5% last year to 15% this year, the district is hopeful the state will increase or remove the cap. The increase from 13.5% to 15% equates to approximately \$1 million.

Cash flow is better than anticipated and, therefore, Ms. Ellingson shared she is less concerned about needing to take out a loan later in the year to meet payroll obligations.

Regarding enrollment projections for 2024/25, the district will be looking at another low birth rate for the incoming kindergarten class. That will be factored into staffing allocations. Even with passage of the levy the district will need to look at right sizing in areas.

C. Superintendent's Report

Superintendent Hanson noted/shared information on the following:

- Registration for next year is right around the corner. Additional information will be shared on this topic in the future.
- Regarding the recent frigid temperatures in the area, many employees stepped up in a variety of behind the scenes ways to get food from one school to another because of disrupted kitchen water supplies (Kim Elkins - Nutrition Services Director and Mark Oswalt - Nutrition Services Assistant Director) and attend to multiple broken pipes (Travis Bown - Maintenance Director). Thanks to each of these individuals and their staff for admirably handling each of these unique situations.
- The district has fully transitioned to a new timekeeping system. Thanks to Keri Hutchins for her leadership and to the entire HR Department for making this switch in software as seamless as possible.
- Elementary Conferences take place Wednesday - Friday this week.
- The district held its annual *Bridge Building Competition* this past Saturday in the Fieldhouse at Mead High School where a new 800 lb. record was set. This is a wonderful opportunity for students in grades 5-12 to display their engineering skills.
- The Tech Advisory Committee, led by Assistant Superintendent Jared Hoadley, has met on a monthly basis since last May. Digital citizenship and parent resources are two areas

of concentration for the committee. Additional information will be shared on the work of the committee in the very near future.

D. Legislation Discussion

Discussion centered primarily on ESB 5462 and HB 2331 and concerns around the subverting of local control, and encroachment on the authority granted to school boards, that would result if these measures are passed. Avenues to express opposition were discussed including the adoption of a Board Resolution, writing a letter from the board and/or individual testimony.

Superintendent Hanson read aloud a draft resolution expressing opposition, for the reasons stated above, to ESB 5462 and HB 2331. President Cannon shared his opinion that a formal resolution would carry more weight with legislators than a letter. Director Killman shared she has heard from many community members who are concerned with these two bills. She plans to testify on Wednesday to express her personal opposition to both bills.

Regarding the resolution language shared by Superintendent Hanson, Director Nolan shared his preference for stronger opposition language. While public testimony on the measures takes place on Wednesday, Superintendent Hanson shared hearing testimony is one step in the process . . . not the final step. The board agreed on the importance of getting the resolution wording right before taking action.

Director Nolan made a motion that the board make a statement opposing ESB 5452 and HB 2331 as written, pending board adoption of an official resolution in opposition to both bills. Director Killman seconded the motion. The motion carried unanimously.

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

There were no public comments on non-agenda items.

IX. Adjourn

The meeting was adjourned at 8 pm.

President

Secretary