



AGENDA FOR THE REGULAR BOARD MEETING
Monday, March 11, 2024 - 6 pm
Union Event Center, 12509 N. Market St., Bldg. D, Mead, WA 99021

Webinar Link: mead354-org.zoom.us/j/81195212889

Or Call 669-900-6833 Webinar ID 811 9521 2889

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA (Action)

III. APPROVAL OF MINUTES (Action)

Approval of the Minutes from the Regular Board Meeting of February 12, 2024,
Special Board Meeting of February 16, 2024 and Board Work Session of February 26, 2024

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

V. CONTINUING BUSINESS

A. Consent Agenda A – 2nd Reading Policy/Procedure Adoptions & Revisions (Action) 1

Policy/Procedure 4400 Adoption (Election Activities)

Policy/Procedure 4218 Adoption (Language Access)

(Presented by: *Travis Hanson, Superintendent*)

B. 2nd Reading Policy 3141 Revision (Action) 2

Non-Resident Students

(Presented by: *Travis Hanson, Superintendent*)

C. 2nd Reading Procedure 3131 Revision (Action) 3

Assignments to Schools

(Presented by: *Travis Hanson, Superintendent*)

VI. NEW BUSINESS

A. Consent Agenda B (Action) 4

Vouchers, Personnel Actions, Co-Curricular, Extra-Curricular & Supplemental Contracts

B. Student Travel Proposal (Action) 5

Mt. Spokane HS & Mead HS DECA Nationals

(Presented by: *Mark St.Clair, Director Secondary Education*)

C. Student Travel Proposal (Action) 6

Mt. Spokane HS & Mead HS Yearbook JEA Spring Convention

(Presented by: *Mark St.Clair, Director Secondary Education*)

D. Student Travel Proposal (Action) 7

Mead HS Boys & Girls Track Arcadia Invitational

(Presented by: *Mark St.Clair, Director Secondary Education*)

E. 1st Reading Policy 5201 (Non-Action) 8

Drug-Free Schools, Community and Workplace

(Presented by: *Travis Hanson, Superintendent*)

F. 1st Reading Policy 5240 (Non-Action) 9

Evaluation of Staff

(Presented by: *Travis Hanson, Superintendent*)

G. 1st Reading Policy 5400 (Non-Action) 10

Personnel Leaves

(Presented by: *Travis Hanson, Superintendent*)

H. 1st Reading Policy 5409 (Non-Action) 11

Unpaid Holidays for Reason of Faith or Conscience

(Presented by: *Travis Hanson, Superintendent*)

I. 1st Reading Policy 5005 (Non-Action) 12

Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval

(Presented by: *Travis Hanson, Superintendent*)

VII. REPORTS

- A. Financial Report for the Month of January 2024
(Presented by: *Heather Ellingson, Chief Financial Officer*)
- B. Technology Committee Update
(Presented by: *Jared Hoadley, Business & Operations Assistant Superintendent*)
- C. Superintendent's Report

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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, 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 Meritt	

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



SPECIAL BOARD MEETING MINUTES
Mead School District Board of Directors
Friday, February 16, 2024

The Board of Directors held a Special Board Meeting on Friday, February 16, 2024. The meeting began at 4 pm. This was a Zoom Meeting. Directors Cannon, Gray, Burchard, Nolan and Killman were present. Also attending was Superintendent Travis Hanson.

I. Approval of Agenda

There was no formal approval of the meeting agenda which included one action item - board consideration of Resolution 24-01, Opposition to ESB 5462 and HB 2331.

II. Public Comment on Agenda Item

No members of the community were in attendance at this Zoom Meeting and, therefore, there was no public comment on Resolution 24-01.

III. Resolution 24-01

Opposition to ESB 5462 and HB 2331

Following discussion that included notation that several other school districts are also considering the adoption of a similar resolution in opposition to ESB 5462 and HB 2331 because of concerns around the subverting of local control and encroachment on the authority granted to school boards, Director Nolan made a motion to adopt Resolution 24-01, Opposition to ESB 5462 and HB 2331, as presented. Director Gray seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

Superintendent Hanson will take care of sending a copy of the resolution and cover letter to state legislators.

IV. Adjourn

The meeting was adjourned at 4:05 pm.

President

Secretary



RESOLUTION 24-01
Opposition to ESB 5462 and HB 2331

We the Mead School District Board of Directors oppose ESB 5462 and HB 2331 for the following reasons:

WHEREAS, Washington is considered a “local control” state (RCW 28A.150.230); and

WHEREAS, the concept of local control is grounded in a philosophy of government premised on the belief that the individuals and institutions closest to students and most knowledgeable about a school district - and most invested in the welfare and success of its educators, students, and communities - are best suited to making important decisions related to its operation, leadership, staffing, teaching, curriculum, and improvement; and

WHEREAS, each school district is governed by a locally-elected school board whose members serve staggered four-year terms. School boards are afforded broad discretionary power to determine and adopt policies not in conflict with other laws that provide for the development and implementation of instructional programs, activities, services, or practices and to promote effective management and operation of the school district; and

WHEREAS, the Mead School District Board of Directors has adopted Board Policy & Procedure 2020 related to course design and selection and adoption of instructional materials; and

WHEREAS, the Mead School District Board of Directors has adopted Board Policy & Procedure 2021 related to the provision and administration of a library information and technology program, to include materials selection, collection assessment, and requests for reconsideration of library media materials.

NOW, THEREFORE BE IT RESOLVED THAT

The Mead School District Board of Directors opposes ESB 5462, as it subverts local school boards elected to consult and adhere to adopted policy and procedure, and in so doing, seek public comment from local voters, engage in community dialogue, and make decisions about instructional materials that reflect a commitment to the work of the professionals in their system and the voice of people in their community; and be it

The Mead School District Board of Directors opposes HB 2331, as it represents an additional encroachment on the authority granted to school boards, further eroding the ability of communities to guide the decisions of the school boards they elect. This approach to governance elevates state influence in local policy decisions over local governance structures codified in statute, violating the purpose and diminishing the importance of elected school boards; and

In equipping future-ready students, the Mead School District will seek to foster belonging, instill purpose, and cultivate curiosity in ALL the students it serves. The

Mead School District Board of Directors values and recognizes the importance of providing a rich and diverse instructional program, honoring and attending to the varied needs, abilities, interests, backgrounds, and maturity levels of students as we prepare them for success.


Adopted this 16th day of February 2024.


Attest:

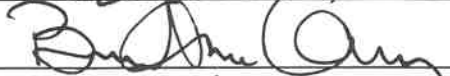


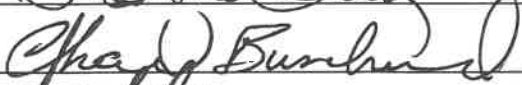
Secretary to the Board


**Mead School District No. 354
Board of Directors**













**Board Work Session Minutes
Monday, February 26, 2024**

The Board of Directors held a Work Session on Monday, February 26, 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 and Assistant Superintendent Heather Havens.

I. Approval of the Agenda

Director Nolan made a motion to approve the agenda, as amended (Item V - *Open Government Trainings* and Item VI - *Levy Follow-Up Discussion* were reversed). Director Burchard seconded the motion. The motion carried unanimously.

II. Review of Procedure 2021 – Library Media Center

Learning & Teaching Assistant Superintendent Heather Havens, in reference to the processes set forth for review of library materials in Procedure 2021 and a recent library materials situation at Mt. Spokane High School, shared the following:

- **Historical Information** – At a board meeting in September 2022, Learning & Teaching did a presentation on the information included in Policy & Procedure 2021. In putting together this report it became evident the district's process for regular collection assessment had been neglected. This was due, primarily, to budget reductions. For a number of years there were no librarians at any school in the district. Instead, libraries were staffed with a para-educator. Today there is a full-time LIT at each elementary school, with the exception of Creekside who has a half-time LIT. Secondary schools still do not have librarians and continue to be staffed with a full-time para-educator.

To address the need to put a more formal process in place to assure regular collection assessment, Learning & Teaching, in the Spring of 2023, researched weeding practices and put a timeline in place to provide training and begin the deselection process in the 2023/2024 school year. This included the goal of tackling a library category each month.

Prior to the 2023/2024 school year the purchase of library materials was done in a variety of ways including recommendations from parents, students, teachers and community members. Purchases were sometimes paid for out of building budgets and sometimes with district funds. Starting in the current 2023/2024 school year the purchase of all library materials must be approved by Learning & Teaching and before donated items are added to a collection they must be reviewed/approved by Learning & Teaching.

Included in the September 2022 report to the board was information on the ability to view the library collection housed at each school online. This resulted in six formal requests for reconsideration in 2023. Prior to 2023, while there had been informal inquiries, there had never been a formal request for reconsideration.

- **Recent Book Related Incident at Mt. Spokane High School** – On Monday, January 22nd the Mt. Spokane principal heard from a parent who shared a concern regarding a book on display in the school library. After consulting with Learning & Teaching, the book was removed for review on January 23rd and the parent was informed of the action taken.

The book in question (added to the Mt. Spokane collection ten years ago) raised concerns there could, unknowingly, be other books of a sexually explicit nature in libraries. To address this concern the district, as a starting point, consulted the American Library Association website for a list of challenged books in the past ten years and, via an email sent by the district librarian, asked elementary LITs and secondary library para-educators to pull books from the list for review. The intent was for only books that had not been previously reviewed and/or were not already approved parts of district curriculum to be pulled for review, not the entire list. Unfortunately, that message was not clearly communicated. This resulted in alarm/concern that Mead was removing books like *The Catcher in the Rye*, *Of Mice & Men* and *To Kill A Mockingbird*. This miscommunication created confusion and found its way to social media. The district, to explain/clarify the situation, sent an email communication to parents and staff on Friday, January 25th referencing the miscommunication and assuring books like *The Catcher in the Rye*, *Of Mice & Men* and *To Kill A Mockingbird* were not being removed from Mead libraries.

- **Moving Forward** - As a result of the recent book situation at Mt. Spokane High School all communication having to do with Mead School District library collections will be sent from a Learning & Teaching administrator, not the district librarian who is a certificated teacher not an administrator.

The district will continue deselection training and the systematic weeding of library collections.

The library website will be updated and will include a Q & A section. Additionally, a library pamphlet will be produced that includes an explanation of the district's weeding process.

Regarding current Procedure 2021, a revision will be proposed in the section that references historical information on when and why a particular book was purchased/included in the collection. This information can be provided beginning in September 2023 but is not consistently available prior to that date.

General areas of discussion/questions included whether or not the policy and procedure should be broadly revised, clarification of the library chain of command and duties/responsibilities of the current district librarian. Elementary LITs and library para-educators are supervised by building principals not the district librarian. How the parent approval book check-out process works was explained and additional information was shared on how it came to be that the book at Mt. Spokane was displayed.

While it is hoped the initial deselection/weeding process can be completed by June that deadline may need to be extended because of the size of some school collections. In subsequent years this process will take less time. The board will be regularly updated on the deselection/weeding process.

III. Audit Entrance/Exit Conferences Discussion

After hearing an explanation of what transpires at an Audit Entrance Conference, Audit Exit Conference and Risk Assessment phone call from Chief Financial Officer Heather Ellingson, it was the consensus of the board to forego attending a formal Audit Entrance Conference. President Cannon and Director Nolan will attend the Audit Exit Conference and Director Burchard will represent the board on the Risk Assessment phone call.

IV. Union Stadium Fees Continued Discussion

Superintendent Hanson noted Union Stadium Fees was a discussion item at the January 22, 2024 Work Session. Continuing discussion centered around programs/groups that fall under Group I

on the Union Stadium Fee Schedule. This category would include both the Mead High School and Mt. Spokane High School lacrosse programs, provided they are members of the State League. Both programs serve students who reside in the Mead School District.

The fee schedule for Group I currently states *Home Event - NC*. The district has been interpreting this to mean a single home event. Changing *Event* to *Events* would allow Mead High School and Mt. Spokane High School lacrosse programs, provided they are members of the State League, to use Union Stadium for all home events based on Group I fees. The board was in favor of allowing each home event to qualify under the Group I fee category and noted the topic could be revisited in the future.

There was also discussion on the idea/possibility of providing complimentary tickets to members of the community to various performing arts and athletic events.

V. Levy Follow-Up Discussion

Superintendent Hanson reviewed not only Mead School District election results but also those of other local school districts. Although slightly higher than in 2021, Mead's pass rate of 53% is historically low. This low levy pass rate is not unique to the Mead School District. The highest levy pass rate in the region was 55% with no local school district passing a bond measure at the required 60% threshold. Moses Lake and Tahoma levies failed - both were at 49%.

A draft survey regarding the recent levy ballot measure was reviewed and the board was asked in the next few days to provide any suggested revisions. In the next few weeks a link to the survey will be emailed to district families and advertised to the community at large via an upcoming *Mead Matters* and/or standalone postcard. Other area school districts also plan to survey their communities for feedback.

With tax collections for the newly approved levy not starting until 2025 the district will need to be conservative with its 2024/25 school year budget. Moving forward it will be important to focus on restoring fund balance that has been depleted over the past few years. Planning for new curriculum and safety upgrades will take place in the upcoming 2024/25 school year with purchases starting in the 2025/26 school year.

The importance of *right sizing* was discussed, as was the possibility of needing to declare a financial emergency for the upcoming school year based on the fact that new levy monies won't start being collected until April 2025.

VI. Open Government Trainings (Per Policy 1805)

As set forth in Policy 1805, board members participated in required Open Government Trainings. This training was facilitated by Superintendent Travis Hanson.

VII. February 12, 2024 First Reading Policy Revisions/Adoptions Discussion

At the February 12, 2024 Regular Board Meeting, Policy 3141 (Non-Resident Students) and Procedure 3131 (Assignment to Schools) were presented for first reading revision consideration. Policy/Procedure 4400 (Election Activities) and Policy/Procedure 4218 (Language Access) were presented for first reading adoption consideration.

Following discussion/review of the policies and procedures that were presented for first reading consideration on February 12th, President Cannon confirmed Procedure 3131, Policy/Procedure 4400 and Policy/Procedure 4218 can be brought forward for action via Consent Agenda on March 11, 2024.

The board requested the revision to Policy 3141 (Non-Resident Students) be brought forward for second reading consideration as a standalone, *Continuing Business*, action item. The board asked that revised language be presented in paragraph two of the policy replacing references to

balanced enrollment with wording that assures, wherever space and staffing allow, that the district will consider all requests for non-resident enrollment on an equal basis, except as noted in the policy.

VIII. Student Travel (Policy 2152) Continued Discussion

Following up on discussion from the January 22, 2024 Work Session regarding Policy 2152 and the section that 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."*, Superintendent Hanson noted the board has recently approved Special Event trips on a yearly basis for both Mead High School Cheer and Mead High School Volleyball. He additionally shared he met with both high school band directors who shared it would be their preference the policy be revised to remove the *"every four years"* reference.

The requirements of House Bill 1660 were referenced with the notation that it could be unlawful to pass on costs for students who are unable to pay to booster organizations. Superintendent Hanson will check into this. The \$19,000 travel deficit that currently exists for the band program at Mt. Spokane High School was also noted. It was recommended a policy revision wait while Superintendent Hanson conducts additional research/fact finding.

IX. Executive Session

At 9 pm President Cannon called for an Executive Session of approximately one hour for the purpose of reviewing pending litigation and reviewing the performance of a public employee.

At 10 pm President Cannon returned the meeting to Open Session. No other business was discussed and no action was taken.

X. Adjourn

The meeting was adjourned at 10 pm.

President

Secretary

MEAD SCHOOL DISTRICT

Board Meeting of March 11, 2024

Continuing Business

V.A.

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

Background:

Consent Agenda A contains policies and/or procedures that were presented for first reading revision or adoption on February 12, 2024. For each policy and procedure there were no first reading changes recommended.

Recommendation:

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

Consent Agenda A
Regular Board Meeting of March 11, 2024

- 1. Approve the Following 2nd Reading Policy/Procedure Adoptions (copies attached):**
 - Policy/Procedure 4400 Adoption – Election Activities
 - Policy/Procedure 4218 Adoption – Language Access

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 pdcc@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-

Employees	<p>community 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:

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.

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.

MEAD SCHOOL DISTRICT

Board Meeting of March 11, 2024
Continuing Business

V.B.

Agenda Item: **2nd Reading Policy 3141 Revision
Non-Resident Students**

Background: A revision to Policy 3141, Non-Resident Students, is being presented for second 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.

Based on board feedback, in the second paragraph, revision language regarding balancing enrollment and annually evaluating which schools are able to accommodate non-resident students has been removed. The paragraph now simply states that the Mead School District welcomes non-resident students and that all requests for non-resident enrollment will be considered on an equal basis, except as noted in the policy.

Staffing Implication: None

Other Considerations: None

Recommendation: Approval of the presented policy revision is recommended.

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 applications received after August 15th, evaluation for acceptance will be conducted after the first day of school.**

The Mead School District welcomes non-resident students. Therefore, 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 March 11, 2024
Continuing Business

V.C.

Agenda Item: 2nd Reading Procedure 3131 Revision
Assignments to Schools

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

In the *Elementary* intra-district transfer section, following discussion that took place following the February 12th first reading of the procedure revision, the second reading presented revision states that *approved intra-district transfer students will be considered a resident of their new attendance boundary*. This removes the need to reapply each year to remain at the new elementary school.

Regarding the transition from elementary school to middle school or high school, while transfers will not carry over, a sentence has been added to that section of the procedure stating that *priority will be given to transfer requests from students that are currently attending the feeder system requested*.

In the *Middle School* and *High School* section of the procedure the presented revisions are the same as presented at the February 12th first reading.

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: Approval of the presented second reading revision to Procedure 3131 is recommended.

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.~~ **Approved** intra-district transfer students will be considered **a resident of their new attendance boundary.** ~~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. **Priority will be given to transfer requests from students that are currently attending in the feeder system requested.**

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.**
 - c. ~~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 March 11, 2024

New Business

VI.A.

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 March 11, 2024

1. Hire Certificated Personnel:

Correna Cockrill	Special Services	Cert	1.0 FTE Continuing Resource Room Teacher effective 1/29/24
Elizabeth Pipkin	Mead High School	Cert	1.0 FTE Continuing Design Studio English Teacher effective 1/29/24 (replaces continuing position at Northwood)
Karly Wittkopp	Mead High School	Cert	.2 FTE Leave Replacement Math Teacher 2 nd semester 23/24 (in addition to .8 FTE Continuing)
Skyler Lamberd	Mead High School	Cert	.2 FTE Non-Continuing <i>Super Contract</i> Math Teacher 2 nd semester 23/24 (in addition to 1.0 FTE Continuing)
Jason Tebbets	Mead High School	Cert	.2 FTE Non-Continuing <i>Super Contract</i> Math Teacher 2 nd semester 23/24 (in addition to 1.0 FTE Continuing)
Keith Ross	Mead High School	Cert	.2 FTE Non-Continuing <i>Super Contract</i> Math Teacher 2 nd semester 23/24 (in addition to 1.0 FTE Continuing)
Susan Chandler	Mead High School	Cert	.2 FTE Non-Continuing <i>Super Contract</i> Math Teacher 2 nd semester 23/24 (in addition to 1.0 FTE Continuing)
Rex Freed	Mead High School	Cert	1.0 FTE Leave Replacement Social Studies Teacher effective 2/1/24 - 6/14/24
Julie Mitchell	Farwell	Cert	1.0 FTE Leave Replacement 3 rd Grade Teacher effective 2/13/24 - 6/14/24

2. Hire Classified Personnel:

Heather Ruiz	Evergreen	Class	6 hrs/day Para Ed effective 1/24/24
Sheri Clark	Nutrition Services	Class	2.5 hrs/day Cook II effective 2/15/24
Rachel Emerson	Shiloh Hills	Class	6.25 hrs/day Para Ed effective 2/20/24
Rachel Heatley	Transportation	Class	4 hrs/day Bus Driver effective 2/1/24
Rebecca Knight	Nutrition Services	Class	3.75 hrs/day Cook II effective 2/8/24
Jacobi Padilla	Mt. Spokane	Class	7 hrs/day Behavior Intervention Tech effective 2/8/24
Jennifer Reed	Meadow Ridge	Class	6 hrs/day Para Ed effective 2/8/24
Tessa Trudeau	Mead HS	Class	6.15 hrs/day Para Ed effective 2/5/24
Hannah Wells	Skyline	Class	6 hrs/day Para Ed effective 2/8/24

3. Hire Certificated Substitutes:

Julia Reynolds	Elizabeth Sanders	Ryan Hampton	MaKenna Prattley
Evelyn Naras	Anna O'Connor	Natalie Cabiad	Leigh Scott
Lorin Hayward	Tami Edwards	Rachel Ruff	Kelsey Jones

4. Hire Classified Substitutes:

Melissa Reed	Robin Haws	Brian Keen	Michael Moore
Wuling Lee	Jill Handley	Hanna Nilson	Emily Overfelt
Jillianne Bartholomew			

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

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

7. Accept the Following Donations:

- \$750.00 from Spokane Youth Symphony to Mead High School Band Program
- \$500.00 from Leigh-Ane Williams to Mead High School Orchestra Program
- \$2500.00 from St. Luke's Lutheran Church to Mead Resource Hub/Teen & Kids Closet
- 2000.00 from MSHS Athletic Boosters to Football Program (coach headsets)
- \$1500.00 from MSHS Athletic Boosters to Boys Golf (golf bags and range finders)
- \$1540.80 from Prairie View PTO to Prairie View Building Budget (stipend for additional Drama Club coach)

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

Asia Chapman	Custodial	Class	2/20/24 - 3/4/24
Kelli Craig	Colbert	Cert	2/13/24 - 2/23/24
Cheryl Pepper	MLO	Class	3/8/24 - 4/11/24
Kayleigh Sliman	Evergreen	Class	3/20/24 & 3/25/24
Tina Elliot	Creekside	Cert	5/15/24 - 5/17/24
Brandt Gerow	Transportation	Class	5/14/24
Joanna Netzel	Shiloh Hills	Class	4/9/24 - 4/15/24
Randy Plischke	Mead HS	Class	4/22/24
Amanda Sandoval	Brentwood	Cert	3/29/24
MacKenna Jones	Mead HS	Class	2/26/24 - 5/29/24

9. Accept the Following Resignations/Retirements:

Jami Nelsen	Transportation	Class	Resignation effective 3/14/24 (Bus Driver)
Sven Aaseby	Nutrition Services	Class	Resignation effective 3/8/24 (Cook)
Jacob Knight	Brentwood	Cert	Resignation effective 8/31/24 (teacher)
Jamie Roberts	Creekside	Class	Retirement effective 2/28/24 (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 3/11/2024

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:			
2/16/2024	AP-1137	115354-115432	\$339,181.06
2/16/2024	AP-1138	ACH	\$2,272.88
2/16/2024	PR-1135	ACH	\$197,214.74
2/16/2024	PR-1136	ACH	\$39,380.97
2/16/2024	PR-20	115452-115454	\$1,654.33
2/23/2024	AP-1141	115455-115506	\$169,757.67
2/23/2024	AP-1142	ACH	\$2,305.77
2/29/2024	PR-1145	115554-115575	\$2,060,174.35
2/29/2024	PR-1146	ACH	\$5,968,351.58
2/29/2024	PR-1147	EFT	\$3,494,999.33
2/29/2024	PR-21	115522-115553	\$36,106.33
3/1/2024	AP-1148	115576-115639	\$653,283.82
3/1/2024	AP-1149	ACH	\$4,865.51
3/8/2024	AP-1154	115668-115749	\$281,623.24
3/8/2024	AP-1155	ACH	\$1,399.58
		TOTAL/General Fund:	\$13,252,571.16
Capital Projects:			
2/16/2024	AP-1139	115433-115434	\$3,319.40
3/1/2024	AP-1150	115640	\$25,776.22
3/8/2024	AP-1156	115750	\$35,449.02
		TOTAL/Capital Projects:	\$64,544.64
Assoc. Student Body:			
2/16/2024	AP-1140	115435-115451	\$32,818.64
2/23/2024	AP-1143	115507-115521	\$108,241.65
2/23/2024	AP-1144	ACH	\$72.95
3/1/2024	AP-1151	115641-115666	\$93,118.35
3/1/2024	AP-1152	ACH	\$958.00
3/8/2024	AP-1157	115751-115763	\$11,891.69
		TOTAL/ASB Fund:	\$247,101.28
Transportation Vehicle Fund:			
3/1/2024	AP-1153	115667	\$335,485.77
		TOTAL/Transportation Fund:	\$335,485.77
TOTAL ALL FUNDS			\$13,899,702.85

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: 1137

Starting Check Number: 115354

Check #	Date	Payee	Amount
115354	02/16/2024	A M LANDSHAPER INC	\$8,987.82
115355	02/16/2024	ABL	\$27,769.50
115356	02/16/2024	ACADEMIC THERAPY	\$1,423.40
115357	02/16/2024	ACTION DRAIN & ROOTER SERVICE	\$1,324.76
115358	02/16/2024	ADVANCED FIRE SYSTEMS INC	\$986.45
115359	02/16/2024	ADVANCED PAGING & COMMUNICATIONS INC	\$225.42
115360	02/16/2024	AI-MEDIA TECHNOLOGIES LLC	\$2,846.25
115361	02/16/2024	AMAZON	\$339.63
115362	02/16/2024	AMERICAN EXPRESS	\$250.00
115363	02/16/2024	APPLE COMPUTER INC	\$334.45
115364	02/16/2024	AVANT ASSESSMENT LLC	\$2,290.00
115365	02/16/2024	BUB'S SEPTIC PUMPING	\$3,513.25
115366	02/16/2024	CAMTEK	\$1,876.61
115367	02/16/2024	CDW GOVERNMENT INC	\$2,940.30
115368	02/16/2024	CLEARWATER VALLEY MUSIC	\$400.75
115369	02/16/2024	CO ENERGY	\$5,277.09
115370	02/16/2024	COLUMBIA BASIN COLLEGE	\$325.00
115371	02/16/2024	COMMERCIAL TIRE INC	\$2,600.82
115372	02/16/2024	DIKES, AMANDA	\$13.00
115373	02/16/2024	EGGER, SARANNE	\$13.56
115374	02/16/2024	EMPLOYMENT SECURITY DEPART	\$10,047.62
115375	02/16/2024	ESD 101	\$452.45
115376	02/16/2024	FIRST IMPRESSIONS	\$152.60
115377	02/16/2024	FISHER'S TECHNOLOGY	\$2,014.43
115378	02/16/2024	HAMILTON, TERESA	\$58.00
115379	02/16/2024	HOFFMAN MUSIC CO	\$186.39
115380	02/16/2024	HOME DEPOT CREDIT SERVICES	\$663.53
115381	02/16/2024	HOME DEPOT PRO	\$296.80
115382	02/16/2024	INLAND POWER & LIGHT CO	\$10,570.48
115383	02/16/2024	INTERMAX NETWORKS	\$2,511.56
115384	02/16/2024	ISINGAPORE MATH LLC	\$56.00
115385	02/16/2024	JESS, CAROLYN	\$385.00
115386	02/16/2024	JOHNSTONE SUPPLY	\$557.52
115387	02/16/2024	JW PEPPER	\$191.09
115388	02/16/2024	KCDA	\$2,681.76
115389	02/16/2024	KENWORTH SALES SPOKANE	\$5,409.32
115390	02/16/2024	KRYZHANIVSKYY, YELENA	\$89.25
115391	02/16/2024	LANGUAGE LINE SERVICES INC	\$271.17

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1137

Starting Check Number: 115354

Check #	Date	Payee	Amount
115392	02/16/2024	LAW OFFICE OF RICHARD H KAISER PLLC	\$27,630.00
115393	02/16/2024	LUCID BEHAVIOR	\$9,780.00
115394	02/16/2024	LYND, RUSTY	\$200.00
115395	02/16/2024	MAYBERRY, MANDI	\$15.00
115396	02/16/2024	MEAD LEARNING OPTIONS	\$65.20
115397	02/16/2024	MOMAR INCORPORATED	\$1,101.96
115398	02/16/2024	MOSAIC COOPERATIVE LLC	\$3,000.00
115399	02/16/2024	NAPA AUTO PARTS	\$1,684.93
115400	02/16/2024	NORTH 40 OUTFITTERS	\$112.36
115401	02/16/2024	NSPIRE TOURS	\$6,550.00
115402	02/16/2024	O'REILLY AUTO PARTS	\$487.87
115403	02/16/2024	OXARC	\$15.91
115404	02/16/2024	PETROCARD SYSTEMS INC	\$34,905.23
115405	02/16/2024	POWERSCHOOL GROUP LLC	\$5,664.80
115406	02/16/2024	PROVIDENCE MEDICAL GROUP	\$250.00
115407	02/16/2024	PTERA INC	\$85.00
115408	02/16/2024	RAINBOW RESOURCES	\$262.35
115409	02/16/2024	RING, JEANNETTE	\$30.00
115410	02/16/2024	RIVERSIDE INSIGHTS	\$196.02
115411	02/16/2024	RWC INTERNATIONAL	\$3,022.26
115412	02/16/2024	SAFEGUARD BUSINESS SYSTEMS	\$120.45
115413	02/16/2024	SAM LABS INC	\$750.00
115414	02/16/2024	SFMEA	\$500.00
115415	02/16/2024	SHERWIN WILLIAMS	\$78.53
115416	02/16/2024	SITEONE LANDSCAPE SUPPLY LLC	\$173.96
115417	02/16/2024	SPOKANE CO ENVIRONMENTAL SERVICES	\$3,368.31
115418	02/16/2024	SPOKANE CO SOLID WASTE	\$145.07
115419	02/16/2024	SPOKANE INTERNATIONAL TRANSLATION	\$2,171.63
115420	02/16/2024	STONEWAY ELECTRIC	\$826.11
115421	02/16/2024	SUNSHINE DISPOSAL & RECYCLING	\$3,813.68
115422	02/16/2024	TALX UC EXPRESS	\$494.04
115423	02/16/2024	TERRY'S DAIRY INC	\$19,292.45
115424	02/16/2024	THERMO-FLUIDS, INC.	\$320.00
115425	02/16/2024	UNITED DATA SECURITY INC	\$90.00
115426	02/16/2024	US FOODS INC	\$77,434.14
115427	02/16/2024	VIRCO INC	\$200.22
115428	02/16/2024	WASTE MANAGEMENT OF SPOKANE	\$17,704.26
115429	02/16/2024	WCP SOLUTIONS	\$6,805.94

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1137

Starting Check Number: 115354

Check #	Date	Payee	Amount
115430	02/16/2024	WHITESTONE MOUNTAIN ORCHARD INC	\$2,565.00
115431	02/16/2024	WURTH USA INC	\$420.43
115432	02/16/2024	ZAYO ENTERPRISE NETWORKS	\$6,514.92
Total Amount:			\$339,181.06

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1138

02/16/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Anderson, Michael R		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	\$139.00
			Vendor Total:	\$139.00
Baldwin, Rebecca L		1.0.530.0100.27.8582.01.05.000.0000	TRAVEL-OUT OF DISTRICT	\$16.38
			Vendor Total:	\$16.38
Elkins, Kimberly		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$95.22
		1.0.530.9800.41.8582.07.07.000.0000	TRAVEL-OUT OF DISTRICT	\$121.00
			Vendor Total:	\$216.22
Finch, Mary Ellen Robeson		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$116.92
			Vendor Total:	\$116.92
Gunther, Tanya M		1.0.530.5200.31.8582.01.05.000.0000	TRAVEL-OUT OF DISTRICT	\$952.48
			Vendor Total:	\$952.48
Kenney, Sara Teresa		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$114.57
			Vendor Total:	\$114.57
Madel, Susan S		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	\$11.80
			Vendor Total:	\$11.80
Mattingly, Carolyn Kay		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
			Vendor Total:	\$100.00
Mattingly, Samuel John		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
			Vendor Total:	\$100.00
Mordue, Lucy Philomena Mary				

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1138

02/16/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Murphy, Cheyeanne S		1.0.530.2107.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$157.72
			Vendor Total:	\$157.72
Palpant, Kristen A		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$18.90
			Vendor Total:	\$18.90
Schafer, Joseph Harold		1.0.530.0129.26.8581.01.08.000.0000	TRAVEL-IN DISTRICT	\$27.47
			Vendor Total:	\$27.47
Speer, Jolena		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$84.02
			Vendor Total:	\$84.02
Westermann, Joshalund Cyrus		1.0.530.0100.26.5370.01.08.000.0000	LICENSES & PERMITS	\$138.00
			Vendor Total:	\$138.00
		1.0.530.0100.21.8582.01.08.000.0000	TRAVEL-OUT OF DISTRICT	\$79.40
			Vendor Total:	\$79.40
Grand Total:				\$2,272.88

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1141

Starting Check Number: 115455

Check #	Date	Payee	Amount
115455	02/23/2024	AASPA	\$275.00
115456	02/23/2024	ACE HARDWARE	\$8.81
115457	02/23/2024	AGPARTS WORLDWIDE INC	\$2,256.14
115458	02/23/2024	AI-MEDIA TECHNOLOGIES LLC	\$1,897.50
115459	02/23/2024	AMAZON	\$621.31
115460	02/23/2024	AMERIGAS PROPANE LP	\$946.51
115461	02/23/2024	BARGREEN ELLINGSON INC	\$22.87
115462	02/23/2024	BENCHMARK EDUCATION CO	\$6,786.88
115463	02/23/2024	BOYS & GIRLS CLUBS OF SPOKANE CITY	\$8,129.44
115464	02/23/2024	BRIGHT, JENNY	\$3.99
115465	02/23/2024	CITY GLASS	\$286.47
115466	02/23/2024	DEPT OF LICENSING	\$75.00
115467	02/23/2024	HIGHLAND MIDDLE SCHOOL	\$214.01
115468	02/23/2024	HOBART	\$759.58
115469	02/23/2024	HOMBEL, TONY	\$1,350.72
115470	02/23/2024	HOME DEPOT CREDIT SERVICES	\$312.03
115471	02/23/2024	HOME DEPOT PRO	\$443.42
115472	02/23/2024	INTERSTATE ALL BATTERY CENTER	\$48.71
115473	02/23/2024	ISINGAPORE MATH LLC	\$30.52
115474	02/23/2024	JAE ENTERPRISES LLC	\$855.08
115475	02/23/2024	KCDA	\$1,382.63
115476	02/23/2024	LEADING EDGE DISTRIBUTORS, INC	\$2,547.93
115477	02/23/2024	LOGIC OF ENGLISH INC	\$70.77
115478	02/23/2024	M & L SUPPLY	\$110.87
115479	02/23/2024	MACKIN & LITTLE	\$13,565.41
115480	02/23/2024	MEAD REVOLVING FUND	\$1,262.44
115481	02/23/2024	MILLERSMITH, TISHA	\$1,333.33
115482	02/23/2024	MOMAR INCORPORATED	\$881.37
115483	02/23/2024	NAPA AUTO PARTS	\$1,512.94
115484	02/23/2024	NATIONAL COLOR GRAPHICS, INC	\$280.13
115485	02/23/2024	NORLIFT INC	\$1,246.87
115486	02/23/2024	RAINBOW RESOURCES	\$76.63
115487	02/23/2024	RIO GRANDE ALBUQUERQUE	\$3,002.87
115488	02/23/2024	ROMAINE ELECTRIC CORP	\$1,862.19
115489	02/23/2024	RWC INTERNATIONAL	\$3,401.36
115490	02/23/2024	SEATTLE POTTERY SUPPLY	\$3,082.31
115491	02/23/2024	SFMEA	\$52.00
115492	02/23/2024	SHERWIN WILLIAMS	\$185.19

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1141

Starting Check Number: 115455

Check #	Date	Payee	Amount
115493	02/23/2024	SITEONE LANDSCAPE SUPPLY LLC	\$40.75
115494	02/23/2024	SPOKANE HARDWARE SUPPLY INC	\$145.12
115495	02/23/2024	SPOKANE INTERNATIONAL TRANSLATION	\$265.00
115496	02/23/2024	STATE AUDITOR'S OFFICE	\$16,389.00
115497	02/23/2024	STONEWAY ELECTRIC	\$844.37
115498	02/23/2024	TDS TELECOM SERVICE LLC	\$339.00
115499	02/23/2024	TED BROWN MUSIC CO	\$10.88
115500	02/23/2024	US BANK CORPORATE PYMT SYSTEM	\$81,387.55
115501	02/23/2024	VERIZON.	\$3,493.00
115502	02/23/2024	WA DECA	\$2,219.68
115503	02/23/2024	WEITZ ENTERPRISES LLC	\$822.19
115504	02/23/2024	WHITWORTH UNIVERSITY..	\$50.00
115505	02/23/2024	WHITWORTH WATER DIST 2	\$1,236.57
115506	02/23/2024	ZENER, BRYNN	\$1,333.33
Total Amount:			\$169,757.67

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1142

02/23/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Bigelow, Rebecca Jean		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$25.60
			Vendor Total:	\$25.60
Brose, Randa M		1.0.530.5100.31.8582.13.05.000.0000	TRAVEL-OUT OF DISTRICT	\$375.00
			Vendor Total:	\$375.00
Butz, Nancy M		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$104.00
			Vendor Total:	\$104.00
Comito, Christian Andrew		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$67.00
			Vendor Total:	\$67.00
Conner, Anna Lynn		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$67.00
			Vendor Total:	\$67.00
Cowart, Allison Delia		1.0.530.0100.26.5370.01.08.000.0000	LICENSES & PERMITS	\$138.00
			Vendor Total:	\$138.00
Danford, Michael D		1.0.530.5100.31.8582.13.05.000.0000	TRAVEL-OUT OF DISTRICT	\$375.00
			Vendor Total:	\$375.00
Jaecks, Meredith Madeline		1.0.530.2109.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$128.58
			Vendor Total:	\$128.58
Owens, Molly Kathleen		1.0.530.2107.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$95.08
			Vendor Total:	\$95.08
Smith, Jennifer Marie		1.0.530.5100.31.8582.13.05.000.0000	TRAVEL-OUT OF DISTRICT	\$314.62

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1142

02/23/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Tugaw, Hillary A				
		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	Vendor Total: \$314.62
				\$104.00
Vahlstrom, Maria Thereza				Vendor Total: \$104.00
		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$25.53
				Vendor Total: \$25.53
Williams, Andrea M				
		1.0.530.5100.31.8582.13.05.000.0000	TRAVEL-OUT OF DISTRICT	\$486.36
				Vendor Total: \$486.36
				Grand Total: \$2,305.77

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1148

Starting Check Number: 115576

Check #	Date	Payee	Amount
115576	03/01/2024	A2Z INTERPRETING, LLC	\$136.03
115577	03/01/2024	ABSCO SOLUTIONS	\$6,566.15
115578	03/01/2024	AI-MEDIA TECHNOLOGIES LLC	\$1,518.00
115579	03/01/2024	ALPHA OMEGA TOURS & CHARTERS	\$5,020.50
115580	03/01/2024	AMAZON	\$1,359.21
115581	03/01/2024	AMERIGAS PROPANE LP	\$456.71
115582	03/01/2024	AMPLIFY EDUCATION, INC	\$465.78
115583	03/01/2024	APPLE COMPUTER INC	\$334.45
115584	03/01/2024	AUTOMATED LOGIC CONTRACTING SERVICES	\$4,067.63
115585	03/01/2024	AVISTA UTILITIES	\$206,743.53
115586	03/01/2024	BARGREEN ELLINGSON INC	\$17.05
115587	03/01/2024	BRYSON SALES & SERVICE OF WASHINGTON	\$605.28
115588	03/01/2024	BUNNEY, JEREMY	\$45.00
115589	03/01/2024	BURNS, DETRA	\$337.68
115590	03/01/2024	CAMP FIRE INLAND NORTHWEST	\$5,000.00
115591	03/01/2024	CO ENERGY	\$929.93
115592	03/01/2024	CULLIGAN SOFT WATER SERVICE	\$550.05
115593	03/01/2024	DORIAN STUDIO	\$35.40
115594	03/01/2024	ENTERPRISE HOLDINGS, INC	\$895.74
115595	03/01/2024	ESD 113	\$1,250.00
115596	03/01/2024	EWU STUDENT FINANCIAL SERVICES	\$232,904.35
115597	03/01/2024	FEDERAL EXPRESS CORP	\$86.44
115598	03/01/2024	FERGUSON, RYAN	\$4,200.00
115599	03/01/2024	FISHER'S TECHNOLOGY	\$3,867.61
115600	03/01/2024	FRANKLIN PARK URGENT CARE CENTER	\$715.00
115601	03/01/2024	GREATAMERICA FINANCIAL SERVICES	\$814.12
115602	03/01/2024	GSL DISTRICT #8 SCHOOLS	\$4,715.00
115603	03/01/2024	HOLIDAY INN - TACOMA.	\$5,178.16
115604	03/01/2024	HOME DEPOT PRO	\$657.54
115605	03/01/2024	HORIZON AUTOMATIC RAIN COMPANY DBA	\$280.65
115606	03/01/2024	HOUGHTON MIFFLIN	\$261.60
115607	03/01/2024	IMAGINE LEARNING LLC	\$325.00
115608	03/01/2024	ISINGAPORE MATH LLC	\$30.49
115609	03/01/2024	JOHNSON, KIMMERLY	\$80.40
115610	03/01/2024	JW PEPPER	\$16.32
115611	03/01/2024	KCDA	\$3,519.55
115612	03/01/2024	MEAD SCHOOL DISTRICT	\$241.60
115613	03/01/2024	MOMAR INCORPORATED	\$1,088.95

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1148

Starting Check Number: 115576

Check #	Date	Payee	Amount
115614	03/01/2024	MOTION AUTO SUPPLY	\$140.61
115615	03/01/2024	MOUNTAINSIDE MIDDLE SCHOOL	\$50.00
115616	03/01/2024	MULTICARE CENTERS OF OCCUPATIONAL MEDICI	\$250.00
115617	03/01/2024	NAPA AUTO PARTS	\$430.52
115618	03/01/2024	NATIONAL COLOR GRAPHICS, INC	\$3,264.55
115619	03/01/2024	NORTHWEST DISTRIBUTION	\$6,828.08
115620	03/01/2024	PETROCARD SYSTEMS INC	\$31,079.36
115621	03/01/2024	POHL SPRING WORKS INC	\$351.09
115622	03/01/2024	PURE FILTRATION PRODUCTS INC	\$5,476.74
115623	03/01/2024	RAINBOW RESOURCES	\$43.01
115624	03/01/2024	REALLY GREAT READING	\$669.61
115625	03/01/2024	RWC INTERNATIONAL	\$16,253.41
115626	03/01/2024	SAFEGUARD BUSINESS SYSTEMS	\$121.49
115627	03/01/2024	SHOPK12 INC	\$113.75
115628	03/01/2024	SINGAPORE MATH INC	\$31.26
115629	03/01/2024	SPOKANE CO WATER DIST 3	\$2,762.40
115630	03/01/2024	SPOKANE INTERNATIONAL TRANSLATION	\$130.00
115631	03/01/2024	STAPLES ADVANTAGE	\$74.32
115632	03/01/2024	STEVENS, CLAY PS	\$5,913.50
115633	03/01/2024	STONEWAY ELECTRIC	\$355.50
115634	03/01/2024	TERRY'S DAIRY INC	\$12,948.72
115635	03/01/2024	US FOODS INC	\$56,519.64
115636	03/01/2024	WA DEPT OF HEALTH	\$200.00
115637	03/01/2024	WCP SOLUTIONS	\$12,905.09
115638	03/01/2024	WURTH USA INC	\$559.32
115639	03/01/2024	ZIGGY'S	\$494.95
Total Amount:			\$653,283.82

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1149

03/01/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Barrington, John O		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$1,330.49
			Vendor Total:	\$1,330.49
Bjerkestrand, Hanna		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$168.00
			Vendor Total:	\$168.00
Conner, Anna Lynn		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$161.00
			Vendor Total:	\$161.00
Daniel, Adam Cooper		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$567.18
			Vendor Total:	\$567.18
Emch, Tracy Jane		1.0.530.0100.26.5370.01.08.000.0000	LICENSES & PERMITS	\$138.00
			Vendor Total:	\$138.00
Fry, Jacob Christian		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$161.00
			Vendor Total:	\$161.00
Hughes, Travis W		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$161.00
			Vendor Total:	\$161.00
McLean, Philip A		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$161.00
			Vendor Total:	\$161.00
McLean, Tyler James		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$161.00
			Vendor Total:	\$161.00
Melka, Katherine		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$416.00
			Vendor Total:	\$416.00

Mead School District No 354

Voucher Supplement Account Summary

Voucher Batch Number: 1149

03/01/2024

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Oswalt, Mark Philo		1.0.530.9800.41.8581.07.07.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$416.00
				\$86.04
				Vendor Total: \$86.04
Prichard, Deanna Lorraine		1.0.960.9800.22.0000.14.00.000.0000	SCHOOL FOOD SERVICES	\$4.80
				Vendor Total: \$4.80
Renner, Robert E		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$161.00
				Vendor Total: \$161.00
Schlosser, Jenna Marrie		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$168.00
				Vendor Total: \$168.00
Slatter, Todd Jacob		1.1.530.0128.28.8582.27.27.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$161.00
				Vendor Total: \$161.00
Smith, Bryan		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$161.00
				Vendor Total: \$161.00
Whetzel, Mitchell		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$161.00
				Vendor Total: \$161.00
Wolfe, Patrick Karl		1.0.530.9900.52.8582.09.35.000.0000	TRAVEL-OUT OF DISTRICT	\$122.00
				Vendor Total: \$122.00
Wright, Rebecca		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$416.00
				Vendor Total: \$416.00

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1149

03/01/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
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Grand Total: \$4,865.51

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1154

Starting Check Number: 115668

Check #	Date	Payee	Amount
115668	03/08/2024	ACADEMICS ARE COOL	\$420.00
115669	03/08/2024	ACE HARDWARE	\$2.29
115670	03/08/2024	ADVANCED PAGING & COMMUNICATIONS INC	\$169.88
115671	03/08/2024	AGPARTS WORLDWIDE INC	\$8,242.42
115672	03/08/2024	AI-MEDIA TECHNOLOGIES LLC	\$1,518.00
115673	03/08/2024	ALCOBRA METALS	\$31.54
115674	03/08/2024	ALMOITE, KIMHAE	\$27.00
115675	03/08/2024	ALPHA OMEGA TOURS & CHARTERS	\$2,379.70
115676	03/08/2024	AMAZON	\$1,715.77
115677	03/08/2024	AMERICAN ON SITE SERVICES	\$98.17
115678	03/08/2024	AMERIGAS PROPANE LP	\$659.08
115679	03/08/2024	APPLE COMPUTER INC	\$3,014.35
115680	03/08/2024	AUTOMATED LOGIC CONTRACTING SERVICES	\$7,150.25
115681	03/08/2024	AVAIL HOME HEALTH INC	\$1,819.13
115682	03/08/2024	BENNETT, CECELIA	\$180.90
115683	03/08/2024	BOWERS, KATIE	\$254.60
115684	03/08/2024	BREITHAUPT, CASSIE	\$35.00
115685	03/08/2024	BRYSON SALES & SERVICE OF WASHINGTON	\$500.12
115686	03/08/2024	CAMP FIRE INLAND NORTHWEST	\$3,863.59
115687	03/08/2024	CAMTEK	\$2,674.35
115688	03/08/2024	CITY GLASS	\$1,616.10
115689	03/08/2024	CITY OF SPOKANE - UTILITIES DIVISION	\$4,854.68
115690	03/08/2024	COMPUNET INC	\$4,322.10
115691	03/08/2024	COSTCO MEMBERSHIP	\$180.00
115692	03/08/2024	CURALINC, LLC	\$5,124.00
115693	03/08/2024	DUPREE BUILDING SPECIALTIES	\$4,731.44
115694	03/08/2024	ESD 101	\$8,402.99
115695	03/08/2024	ESD 189/NORTHWEST	\$3,500.00
115696	03/08/2024	ESSENTIALS IN WRITING	\$346.40
115697	03/08/2024	FIRST CHOICE SERVICES	\$244.40
115698	03/08/2024	GRADUATION ALLIANCE	\$19,349.00
115699	03/08/2024	GSL DISTRICT #8 SCHOOLS	\$9,140.00
115700	03/08/2024	HEWITT LEARNING	\$298.41
115701	03/08/2024	HIDDEN ACRES	\$748.14
115702	03/08/2024	HOMBEL, TONY	\$1,125.60
115703	03/08/2024	HOME DEPOT CREDIT SERVICES	\$246.31
115704	03/08/2024	HOME DEPOT PRO	\$258.89
115705	03/08/2024	HORIZON AUTOMATIC RAIN COMPANY DBA	\$46.39

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1154

Starting Check Number: 115668

Check #	Date	Payee	Amount
115706	03/08/2024	INTERSTATE ALL BATTERY CENTER	\$607.39
115707	03/08/2024	JOHNSTONE SUPPLY	\$758.93
115708	03/08/2024	KC BEHAVIORAL CONSULTING LLC	\$10,140.00
115709	03/08/2024	KCDA	\$1,288.51
115710	03/08/2024	KENWORTH SALES SPOKANE	\$8,834.48
115711	03/08/2024	KRUEGER SHEET METAL CO	\$905.37
115712	03/08/2024	KRUPP, VILLAFLO	\$28.30
115713	03/08/2024	LES SCHWAB TIRE	\$2,876.60
115714	03/08/2024	LEXIA	\$26,698.39
115715	03/08/2024	LINC FOODS	\$1,348.80
115716	03/08/2024	LIONEL HAMPTON JAZZ FESTIVAL U OF I	\$600.00
115717	03/08/2024	Martinsen, Grace Margaret	\$23.33
115718	03/08/2024	MAXIM STAFFING SOLUTIONS	\$2,433.50
115719	03/08/2024	MOMAR INCORPORATED	\$1,033.32
115720	03/08/2024	MOTION AUTO SUPPLY	\$95.85
115721	03/08/2024	NAPA AUTO PARTS	\$3,580.87
115722	03/08/2024	NATIONAL COLOR GRAPHICS, INC	\$6,048.41
115723	03/08/2024	NORTH 40 OUTFITTERS	\$545.26
115724	03/08/2024	OTIS ELEVATOR	\$2,767.31
115725	03/08/2024	OXARC	\$8.28
115726	03/08/2024	PETROCARD SYSTEMS INC	\$3,821.23
115727	03/08/2024	PHILIPS, AMBER	\$20.00
115728	03/08/2024	PICKA TIME	\$90.00
115729	03/08/2024	POSTMASTER .	\$320.00
115730	03/08/2024	PTERA INC	\$85.00
115731	03/08/2024	RAINBOW RESOURCES	\$163.18
115732	03/08/2024	RESOURCE SYNERGY LLC	\$3,352.79
115733	03/08/2024	RWC INTERNATIONAL	\$14,333.49
115734	03/08/2024	SCHOOLS INSURANCE ASSOC OF WA	\$1,699.85
115735	03/08/2024	SHERWIN WILLIAMS	\$300.40
115736	03/08/2024	SITEONE LANDSCAPE SUPPLY LLC	\$100.66
115737	03/08/2024	SPOKANE HARDWARE SUPPLY INC	\$64.26
115738	03/08/2024	SPOKANE INTERNATIONAL TRANSLATION	\$8,805.56
115739	03/08/2024	SPOKANE OVERHEAD DOOR LLC	\$643.13
115740	03/08/2024	SPOKESMAN REVIEW.	\$296.40
115741	03/08/2024	STONEWAY ELECTRIC	\$194.18
115742	03/08/2024	SUNBELT RENTALS INC	\$1,733.21
115743	03/08/2024	TERRY'S DAIRY INC	\$14,486.38

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1154

Starting Check Number: 115668

Check #	Date	Payee	Amount
115744	03/08/2024	TYLER TECH INC	\$340.00
115745	03/08/2024	US FOODS INC	\$60,063.57
115746	03/08/2024	VAUGHAN, LINDSI	\$135.08
115747	03/08/2024	VELONZA, LAURA	\$2.30
115748	03/08/2024	WCP SOLUTIONS	\$598.95
115749	03/08/2024	WURTH USA INC	\$59.73
Total Amount:			\$281,623.24

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1155

03/08/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Bagdon, Katie Lyanne		1.0.530.2100.21.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$36.18
				Vendor Total: \$36.18
Beeman, Deann C		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$90.59
				Vendor Total: \$90.59
DuVall, Hannah Alene		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$33.43
				Vendor Total: \$33.43
Eckersley, Kiana Arielle Jasmyne		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$8.58
				Vendor Total: \$8.58
Evans, Joy L		1.0.530.5100.31.8582.13.05.000.0000	TRAVEL-OUT OF DISTRICT	\$375.00
				Vendor Total: \$375.00
Hill, Timothy E		1.0.530.9900.52.7340.09.36.000.0000	DRIVER PHYSICALS	\$100.00
				Vendor Total: \$100.00
Jordan, Kathryn A		1.0.530.0100.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$121.58
				Vendor Total: \$121.58
MacEnulty, William George Jr		1.0.530.9900.52.7340.09.36.000.0000	DRIVER PHYSICALS	\$160.00
				Vendor Total: \$160.00
Miller, Emily Elizabeth		1.0.530.2109.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$4.83
				Vendor Total: \$4.83
Murphy, Cheyeanne S		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$29.62
				Vendor Total: \$29.62

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1155

03/08/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Palpant, Kristen A		1.0.530.0129.26.8581.01.08.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$29.62
Sherwood, Kristin Elisa		1.0.530.2100.26.7810.01.09.000.0000	MEMBERSHIPS	Vendor Total: \$40.94
Strate, Carolyn Ann		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$40.94
Timberlake, Kelliejo D		1.0.530.2100.21.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$61.00
Turner, Finis		1.0.530.2130.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$61.00
Whisman, Hobert Alvin Merl		1.0.530.9900.52.5370.09.36.000.0000	LICENSES & PERMITS	Vendor Total: \$57.69
Wren, Jared Dewane		1.0.530.0100.27.8581.26.03.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$57.69
				Vendor Total: \$102.65
				Vendor Total: \$102.65
				Vendor Total: \$19.30
				Vendor Total: \$19.30
				Vendor Total: \$120.00
				Vendor Total: \$120.00
				Vendor Total: \$38.19
				Vendor Total: \$38.19
				Grand Total: \$1,399.58

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: 1139

Starting Check Number: 115433

Check #	Date	Payee	Amount
115433	02/16/2024	DAILY JOURNAL OF COMMERCE	\$394.40
115434	02/16/2024	WITHERSPOON BRAJCICH MCPHEE PLLC	\$2,925.00
Total Amount:			\$3,319.40

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1150

Starting Check Number: 115640

Check #	Date	Payee	Amount
115640	03/01/2024	MEAD SCHOOL DISTRICT	\$25,776.22
Total Amount:			\$25,776.22

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1156

Starting Check Number: 115750

Check #	Date	Payee	Amount
115750	03/08/2024	BOUTEN CONSTRUCTION COMPANY	\$35,449.02
Total Amount:			\$35,449.02

End of Report

ASB FUND

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1140

Starting Check Number: 115435

Check #	Date	Payee	Amount
115435	02/16/2024	A-L COMPRESSED GASES	\$8.04
115436	02/16/2024	BSN SPORTS	\$1,457.26
115437	02/16/2024	FERRIS HIGH SCHOOL	\$375.00
115438	02/16/2024	GARLAND PRINTING CO	\$149.33
115439	02/16/2024	HANFORD HIGH SCHOOL	\$300.00
115440	02/16/2024	JIM SHRIVER CUP	\$500.00
115441	02/16/2024	KCDA	\$29.75
115442	02/16/2024	MOUNTAINSIDE MIDDLE SCHOOL	\$50.00
115443	02/16/2024	MT SPOKANE ASB	\$195.00
115444	02/16/2024	NORTH CENTRAL HIGH SCHOOL	\$208.00
115445	02/16/2024	R & B ATHLETICS	\$1,598.00
115446	02/16/2024	SCRAPS HOPE FOUNDATION	\$3,737.10
115447	02/16/2024	SPOKANE VALLEY MARINE INC	\$734.87
115448	02/16/2024	TL DEZINE	\$2,419.07
115449	02/16/2024	UNIVERSAL ATHLETIC	\$1,399.37
115450	02/16/2024	WA DECA	\$19,567.10
115451	02/16/2024	WAVERLY'S COFFEE INC	\$90.75
Total Amount:			\$32,818.64

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1143

Starting Check Number: 115507

Check #	Date	Payee	Amount
115507	02/23/2024	AMAZON	\$64.98
115508	02/23/2024	FERRIS HIGH SCHOOL	\$99.00
115509	02/23/2024	MEAD REVOLVING FUND	\$319.00
115510	02/23/2024	MEAD SCHOOL DISTRICT	\$24,186.22
115511	02/23/2024	MEAD SCHOOL DISTRICT FACILITIES	\$825.00
115512	02/23/2024	MT SPOKANE ASB	\$20.00
115513	02/23/2024	NORTH CENTRAL HIGH SCHOOL	\$67.00
115514	02/23/2024	PEPSI COLA BOTTLING CO	\$1,340.99
115515	02/23/2024	SPOKANE CO TREASURER	\$525.00
115516	02/23/2024	US BANK CORPORATE PYMT SYSTEM	\$57,274.46
115517	02/23/2024	WA DECA	\$4,480.00
115518	02/23/2024	WA HOSA	\$5,890.00
115519	02/23/2024	WASH STATE THESPIANS	\$620.00
115520	02/23/2024	WASHINGTON OFFICIALS ASSOCIATION	\$12,450.00
115521	02/23/2024	WHITWORTH UNIVERSITY..	\$80.00
Total Amount:			\$108,241.65

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1144

02/23/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Hare, Stephan Michael		4.0.530.2200.00.0000.28.00.000.0000	BASEBALL	\$72.95
Vendor Total:				\$72.95
Grand Total:				\$72.95

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1151

Starting Check Number: 115641

Check #	Date	Payee	Amount
115641	03/01/2024	4THROWS	\$268.97
115642	03/01/2024	ALPHA OMEGA TOURS & CHARTERS	\$2,500.00
115643	03/01/2024	AMAZON	\$93.99
115644	03/01/2024	CLARKSTON HIGH SCHOOL	\$170.00
115645	03/01/2024	GEAR UP SPORTS INC	\$731.65
115646	03/01/2024	HIGHLAND MIDDLE SCHOOL	\$125.00
115647	03/01/2024	JIM SHRIVER CUP	\$250.00
115648	03/01/2024	LAKELAND TOURS, LLC DBA WORLDSTRIDES	\$19,561.00
115649	03/01/2024	MEAD SCHOOL DISTRICT	\$36,114.66
115650	03/01/2024	MEAD SCHOOL DISTRICT FACILITIES	\$880.00
115651	03/01/2024	MIDWAY ELEMENTARY ASB FUND	\$409.68
115652	03/01/2024	MOMENTUM INC	\$1,231.88
115653	03/01/2024	NORTHWOOD MIDDLE SCHOOL	\$30.00
115654	03/01/2024	OXFORD SUITES	\$1,154.63
115655	03/01/2024	REBUY APPAREL LLC	\$150.00
115656	03/01/2024	SFMEA	\$500.00
115657	03/01/2024	STARPLEX CORPORATION	\$102.00
115658	03/01/2024	UNIVERSAL ATHLETIC	\$424.71
115659	03/01/2024	VARSITY YEARBOOK	\$6,178.96
115660	03/01/2024	VISIONS OF VICTORY PHOTOGRAPHY	\$272.25
115661	03/01/2024	WA HOSA	\$2,280.00
115662	03/01/2024	WASH STATE THESPIANS	\$1,020.00
115663	03/01/2024	WASHINGTON FCCLA	\$3,565.00
115664	03/01/2024	WASHINGTON OFFICIALS ASSOCIATION	\$14,595.00
115665	03/01/2024	WILDROSE GRAPHICS	\$368.97
115666	03/01/2024	WSMC	\$140.00
Total Amount:			\$93,118.35

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1152

03/01/2024

Vendor Remit Name	Vendor #	Account	Description	Amount
Meika, Katherine		4.0.530.3200.00.0000.28.00.000.0000	CHEERLEADING	\$958.00
Vendor Total:				\$958.00
Grand Total:				\$958.00

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1157

Starting Check Number: 115751

Check #	Date	Payee	Amount
115751	03/08/2024	AMAZON	\$59.33
115752	03/08/2024	BREITHAUPT, CASSIE	\$15.00
115753	03/08/2024	BSN SPORTS	\$7,181.24
115754	03/08/2024	DESIGNER DECAL INC	\$302.33
115755	03/08/2024	MEAD HIGH SCHOOL	\$398.71
115756	03/08/2024	MT SPOKANE ASB	\$150.00
115757	03/08/2024	NORTH CENTRAL HIGH SCHOOL	\$176.00
115758	03/08/2024	RIVERSIDE PRINTSHOP	\$473.80
115759	03/08/2024	SIGNS FOR SUCCESS	\$108.62
115760	03/08/2024	TEAM GOLF GEAR	\$1,855.60
115761	03/08/2024	TROPHIES UNLIMITED	\$458.89
115762	03/08/2024	UNIVERSAL ATHLETIC	\$577.17
115763	03/08/2024	WSFA	\$135.00
Total Amount:			\$11,891.69

End of Report

TRANSPORTATION VEHICLE FUND

Mead School District No 354

Payee Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1153

Starting Check Number: 115667

Check #	Date	Payee	Amount
115667	03/01/2024	RWC INTERNATIONAL	\$335,485.77
Total Amount:			\$335,485.77

End of Report

EXTRA CURRICULAR CONTRACTS

March 2024

Location	First Name	Last Name	Activity	Amount
Midway Elementary	Meghan	Slick	Chess Club	\$ 435.00
Mountainside Middle	James	Beaty	Academic Assistance	\$ 1,740.00
Mountainside Middle	Trek	Davis	Boys Basketball	\$ 3,724.00
Mountainside Middle	Erin	Glasser	Girls Basketball	\$ 4,832.00
Mountainside Middle	Melissa	Mather	Girls Basketball	\$ 4,349.00
Mountainside Middle	Luke	Thomas	Boys Basketball	\$ 4,832.00
Mountainside Middle	Rick	Waldt	Boys Basketball	\$ 3,289.00
Mt. Spokane	Jacob	Fry	Coach Van Driving Wrestling	\$ 75.00
Mt. Spokane	Rob	Renner	Coach Van Driving Wrestling	\$ 75.00
Northwood Middle	Jeff	Allen	Basketball	\$ 3,289.00
Northwood Middle	Julie	Aton	Art Club	\$ 435.00
Northwood Middle	Dawn	Belding-Wilson	Unified Bowling	\$ 572.00
Northwood Middle	Zac	Franklin	Basketball	\$ 3,394.00
Northwood Middle	Jenny	Martinsen	Unified Bowling	\$ 572.00
Northwood Middle	David	Riggs	Basketball	\$ 4,985.00
Northwood Middle	Brock	Salzman	Basketball	\$ 4,486.00
Northwood Middle	Emily	Schick	Drama Club	\$ 1,305.00
Northwood Middle	Kyle	Smith	Basketball	\$ 4,402.00
Northwood Middle	Tannea	Zollinger	Art Club	\$ 435.00
Prairie View	Ryan	Wiser	Drama Club	\$ 1,305.00

SUPPLEMENTAL CONTRACT

March 2024

Location	First Name	Last Name	Activity	Amount
Learning & Teaching	Crystal	Farnsworth	Tiered Teacher Leader - Level 2	\$ 200.00
Learning & Teaching	Natalie	King	Tiered Teacher Leader - Level 2	\$ 200.00
Learning & Teaching	Kyle	Smith	Tiered Teacher Leader - Level 2	\$ 200.00
Special Services	Tess	Baldwin	Caseload Overload	\$ 1,500.16
Special Services	Gina	McGlocklin	Spec Ed Overload	\$ 1,078.27

MEAD SCHOOL DISTRICT

Board Meeting of March 11, 2024

New Business

VI.B.

Agenda Item: **Student Travel Proposal**
 Mt. Spokane HS and Mead HS DECA Nationals

Background:

Qualifying members of both Mt. Spokane HS DECA and Mead HS DECA, along with teachers/advisors Todd Slatter and Brandon Butler, plus 2-3 additional chaperones, request permission to travel to Anaheim, CA, April 26 – May 1, 2024, to compete at the DECA International Career Development Conference.

Fiscal Impact:

The estimated per student cost is \$750 with the remainder of student costs fundraised through the Student Store at each high school. CTE budgets will cover all adult expenses.

Other Considerations:

Students will miss four days of school and Mr. Slatter and Mr. Butler will need substitute teachers for those four days.

Recommendation:

Approval of the presented trip from Mt. Spokane HS and Mead HS DECA to travel to Anaheim, CA, April 26 – May 1, 2024, to compete at the DECA International Career Development Conference, is recommended.

Attachment(s): Student Travel Proposals



STUDENT TRAVEL PROPOSAL

School: MSHS

Group: DECA

Trip Name: DECA ICDC Submission Date: 9/27

For every student who travels as part of this activity I will have in my possession:

- A signed Student Travel Permission Form
- A Medical Emergency Information Form

Teacher/Coach/Advisor

Date

Extended Field Trip (Overnight)

Trips related to club, leadership or academic activities that involve overnight stays in Washington, Montana, Idaho, Oregon or British Columbia (e.g. overnight leadership camps). Requires preliminary approval of building Principal, Activities/Athletic Director & Director of Secondary Education or Director of Elementary Education (depending on grade level).

X Special Event Trip (Overnight)

Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays and substantial cost to the student (e.g. band trip to bowl parade and trips to national or regional student leadership conference). Requires preliminary approval of building Principal, Activities/Athletic Director & Director of Secondary Education or Director of Elementary Education (depending on grade level) followed by final School Board approval. All trips to destinations outside of Washington, Montana, Idaho, Oregon or British Columbia fall into this category.

Academic Study Trip (Overnight)

School sponsored academic trip that is supervised by school staff and results in educational credit for the student (e.g. government class trip to Washington, D.C., etc.). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

Day Trip

No overnight stay . . . Requires building principal authorization only.

Date(s) of Trip: April 25 - May 1 Person in Charge: Todd Slatten

Destination(s): Anchorage

Approvals

Principal: [Signature] Activities/Athletic Director: _____

CE Director: [Signature] Director of Elementary or Secondary: Moelena Harris Nurse: _____

School Board: _____ Final Approval Date: _____

Trip Educational Benefit and Planned Activities:

National DECA

Cost & Funding Sources:

Building Budget Covering:	\$
ASB Funds Covering: Student Store 375 per student	\$ off set to match need 375 per student
District Funds Covering:	\$
Student/Parent Cost (per student) Covering - Please Itemize: estimate 650 - 750 140 res 330 Hotel 650 Flight 1123	\$ 650 - 750 per

Fundraising Opportunities:

Student Store

Participants:

Estimated # of Students 6-10 Estimated # of Adults (Chaperons & Staff) 16, 2

of School Days Missed: 5 # of Sub Days Needed: 5 Student/Chaperone Ratio: 6/1
max

Additional Information:

1. Does the trip involve any of the following . . . please circle:

- Swimming and/or Boating Hotel may have pool
- Remote Locations/Hiking
- Outdoor Education
- Animals
- Air Travel
- Motorized Activities

2. Lodging: DECA Assigned

3. Transportation: Flight, van rental Adviser Type 2

4. Supporting Documents:

Preliminary Trip Itinerary attached? X Yes No

Related brochures/information attached: X Yes No

Student Trip Expectations attached: X Yes No



FRIDAY, APRIL 26

8:00 AM - 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Foyer
8:00 AM - 9:00 PM	SHOP DECA + BLAZER SHOP	205
12:00 PM - 5:00 PM	CHARTERED ASSOCIATION ADVISOR CHECK-IN <i>(Chartered chapters register with their chartered association advisors at their assigned hotel)</i>	Hall B Foyer
5:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>by invitation only</i>	202

SATURDAY, APRIL 27

7:00 AM - 8:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Foyer
7:00 AM - 9:30 PM	SHOP DECA + BLAZER SHOP	205
8:00 AM - 5:00 PM	DECA DAY IN THE PARKS A Venue ticket purchase required	
9:00 AM	EVENT DIRECTORS' BRIEFING	
10:00 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	203A
1:00 PM - 5:00 PM	EXHIBIT BOOTH SET-UP	Hall B
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	Hall A
5:30 PM	NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION <i>by invitation only</i>	Westin Anaheim
7:00 PM	GRAND OPENING SESSION I <i>Admission by request</i>	Hall A
9:30 PM	GRAND OPENING SESSION II <i>Admission by request</i>	Hall A
12:30 AM	CURFEW <i>Chapters and chartered associations may set up in their assigned hotel</i>	Assigned Hotel

SUNDAY, APRIL 28

7:00 AM - 5:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Foyer
7:00 AM - 5:00 PM	SHOP DECA + BLAZER SHOP	205
7:30 AM	JUDGES' CHECK-IN	
8:00 AM - 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY RETAIL OPERATIONS <i>Sponsored by West Food from the Ground Ground Ops Sponsor only</i>	Anaheim Marriott
8:00 AM - 4:00 PM	EMERGING LEADER SERIES	Anaheim Marriott
8:00 AM - 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA <i>Admission only from 8:30 AM - 3:00 PM</i>	Hall B
8:00 AM - 9:00 PM	COMPETITIVE EVENT TESTING <i>Principles of Business Administration Exam, Personal Finance Exam, Team Decision Making Events, Individual Skills Events, Program and Marketing Campaign Events, Public Speaking, Selling and Calculating Events</i>	North 100, 101E
8:00 AM - 5:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Business Operations Knowledge Exam, Project Management Exam, Entrepreneurship Writing Exam, Stock Market Game</i>	North 200
9:00 AM	VIRTUAL BUSINESS CHALLENGE PARTICIPANTS' BRIEFING	
9:00 AM - 4:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	207
9:30 AM - 1:00 PM	EXECUTIVE MENTOR PROGRAM	Anaheim Marriott
10:00 AM - 4:00 PM	VIRTUAL BUSINESS CHALLENGE COMPETITION	Hall B
12:00 PM	NDA LUNCHEON <i>Sponsored by National Dysgraphia Association By invitation only</i>	202
12:30 PM - 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY FOOD OPERATIONS <i>Sponsored by West Food from the Ground Ground Ops Sponsor only</i>	Anaheim Marriott
3:00 PM	VOTING DELEGATE BRIEFING + CANDIDATE CAMPAIGN SESSION	Anaheim Marriott
12:30 AM	CURFEW <i>Chapters and chartered associations may set up in their assigned hotel</i>	Assigned Hotel

MONDAY, APRIL 29

7:00 AM - 8:00 PM	SHOP DECA	205
7:00 AM - 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall E Foyer
7:30 AM	JUDGES' CHECK-IN	
8:00 AM - 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA	Hall E
8:00 AM - 4:30 PM	EMERGING LEADER SERIES	Anaheim Marriott
8:00 AM - 6:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION Principles of Business Administration Exports, Personal Finance Literacy, Team Dynamics, Marketing Exports, Veterinary Science Exports, International Marketing Campaign Events, Professional Editing and Consulting Exports, School Award Categories	North 200, Hall C
8:30 AM - 10:30 AM	JOHNSON & WALES SCHOLARSHIP AWARD BREAKFAST Sponsored by Johnson & Wales University by reservation only	207
9:00 AM - 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	207
10:00 AM - 4:00 PM	VIRTUAL BUSINESS CHALLENGE COMPETITION	Hall E
12:00 PM - 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON Sponsored by U.S. Army by reservation only	204AB
2:00 PM - 3:30 PM	LEADERSHIP RECOGNITION RECEPTION (by reservation only)	202
2:30 PM - 4:30 PM	MEET THE CANDIDATES SESSION Open to all members	Anaheim Marriott
3:30 PM - 4:30 PM	COMPETITIVE EVENTS UPDATE (by reservation only)	207
4:00 PM - 11:00 PM	DECA NIGHT AT UNIVERSAL STUDIOS HOLLYWOOD Advance ticket purchase required Last bus departs Universal Studios Hollywood at 11:00 PM	Universal Studios Hollywood
5:00 PM - 12:00 AM	DECA NIGHT AT DISNEY CALIFORNIA ADVENTURE Advance ticket purchase required	Disney California Adventure
12:30 AM	CURFEW: Check-in and check-out procedures will be enforced after 12:30 AM	Assigned Hotel

TUESDAY, APRIL 30

7:30 AM - 10:30 AM	JUDGES' CHECK-IN	
7:30 AM - 5:00 PM	HEADQUARTERS	Hall E Foyer
8:00 AM	ACHIEVEMENT AWARDS SESSION	Hall A
8:30 AM - 6:00 PM	SHOP DECA + FANLIST T-SHIRTS + RECOGNITION ITEMS	205
8:30 AM - 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	Hall C
12:00 PM	BUSINESS + ELECTION SESSION	207
5:00 PM - 7:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION Sponsored by National Advisory Board members by reservation only	204B
7:30 PM	GRAND AWARDS SESSION	Hall A
12:30 AM	CURFEW: Check-in and check-out procedures will be enforced after 12:30 AM	Assigned Hotel

WEDNESDAY, MAY 1

8:00 AM - 9:00 AM	NEW EXECUTIVE OFFICER ORIENTATION	Walt Disney World
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Check deca.org/icdc for updates. Events will be held in the ANAHEIM CONVENTION CENTER (ACC) unless otherwise noted.

Extracurricular/Field Trip Private Transportation Request Form

I, the undersigned parent/guardian of _____ (Print Student Name), understand and agree to the following:

1. The Mead School District ("District") provides student transportation when:

(a) an extracurricular event or field trip occurs on a regular school day and the departure time for the event is during school hours; or

(b) the teacher/coach/advisor has made special arrangements for District-provided transportation.

On all other occasions, parents/guardians are solely responsible for providing transportation for their child/children, and the District has no responsibility for supervision, control, or safety or the selection of an appropriate driver with respect to such private transportation.

2. When transportation is provided by the District, student travel by a private vehicle to or from a field trip destination or an extracurricular event is prohibited unless;

a. The parent/guardian meets in person with the teacher/coach/advisor/principal/principal's designee, completes and submits this Request Form, and obtains written approval as indicated below. The request may be denied for any reason (e.g., student safety, team/program unity, administrative convenience, etc.); and

b. The student is traveling by private transportation in a vehicle driven by his/her own parent/guardian or by another non-student adult identified by the student's parent/guardian below.

3. Upon grant of this request, the District and its employees have no duty or responsibility to control or supervise the acts, omissions, or conduct of the vehicle driver, or of other persons within that vehicle, or those of any third parties.

4. Upon grant of this request, I and my student have sole responsibility to assure that my student is in fact transported in a vehicle operated by me or by the driver identified below, and that the vehicle itself is reasonably safe in condition and equipment.

5. I or the driver of the private vehicle shall not be, and shall not be considered, an agent or servant of the District for any purpose.

6. I agree to accept full responsibility for my student's transportation by private vehicle and I and my student release the District and its employees from any and all claims and responsibilities for any risks or occurrences associated with such private-vehicle transportation; to include without limitation claims by any person or entity (including by third parties) arising from accidents, bodily injury, property damage, or any other casualty or loss, and I further agree to defend, indemnify, and hold the District and its employees harmless from, for, and against any claim relating to or arising from the private vehicle transportation I have requested.

Date(s) of Trip(s): _____ Activity: _____

Specify if:

- ☐ Entire Season
- ☐ Entire Class
- ☐ Specific Season Event
- ☐ Specific Class Event

Identity of Designated Driver if Not Parent/Guardian Signing Below: _____

Parent/Guardian Signature: _____ Date: _____

Coach/Advisor/Principal (or Principal's Designee): _____ Date: _____



Policy 2152

Permission To Participate In School Trip - Middle and High School

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

STUDENT NAME _____ SCHOOL MSHS

DATE OF BIRTH _____ EMERGENCY CONTACT NAME _____

CONTACT HOME NUMBER _____ CELL/WORK NUMBER _____

TRIP PURPOSE DECA ICDC

TRIP DESTINATION Anaheim, CA TRIP DATE 4/25 - 5/1

TRANSPORTATION: District Bus or vehicle _____

Other (description) Flight, and rental van

ADDITIONAL NOTES: _____

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

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

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

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

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

Signature of Parent/Legal Guardian _____

Date _____

Phone _____

TRIP INFORMATION (Attached)

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

Signature of Parent/Legal Guardian _____

Date _____

Phone _____

FORM A – Washington DECA Delegate Permission, Release and Code of Conduct

Name of Delegate	_____	Date	_____
Home Address	_____	Cell	_____
_____	_____	Date of Birth	_____

Name of Parent/Guardian	_____	Cell	_____
Name of High School	_____	Phone	_____
Advisor(s) in Charge	_____		

CODE OF CONDUCT: Attendance at Washington DECA activities is a privilege. The following Code of Conduct will apply to delegates, defined as all state officers, students, DECA advisors, chaperones, and any other authorized persons attending the activity. Delegates shall always abide by the rules and practices of DECA and school district policies. Delegates shall respect and abide by the authority vested in the Washington DECA organization. The school district/school assumes responsibility for any damage, accidental or otherwise, that is caused by a member of their school/district delegation at a DECA event. Chapter Advisor represents and warrants to Washington DECA that Chapter Advisor has the express authority to bind Delegate's school district and school to this provision, and such school district and school are hereby bound.

When a Code of Conduct violation occur, delegate will not be eligible to attend state, regional, or international conference during the school year and possibly in future years. Determination of penalties for violations will be at the discretion of the Washington DECA Executive Director.

Your signature on the Form A Washington DECA Delegate Permission, Release, and Code of Conduct acknowledges compliance with the following:

- Conference Attendance:** Delegates are to always wear the supplied Conference ID badge, while on site at all Conference venues from arrival at the Conference until departure at the end of the Conference. Delegates are to attend all general sessions and assigned activities (including workshops, competitive events, general sessions, etc.) for which a participant is registered (unless permission from advisor).
Students who are not registered for the Conference should not be at any Conference hotels or Conference venues.
- Curfew:** Delegates are to be in their assigned hotel room from the curfew time designated in the Conference program until 6 a.m.; Delegates should not cause any noise or other disturbance audible from the hallway or another guest room after the designated curfew time; Delegates will not make room-to-room telephone calls after the designated curfew time; Delegates will not order or have delivered any food after the designated curfew time; Delegates will not cause any other unnecessary disturbance or participate in any other inappropriate activity after the designated curfew time;
- Dress:** Delegates will abide by regulations established for the Conference, as outlined in the Dress Code.
- Hotel Protocol:** Delegates will follow guidelines of all housing facilities which includes but is not limited to:
 - Accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out
 - Throwing objects out the window or into the hallway
 - Moving hotel furniture from rooms (e.g., onto the balcony)
 - Failing to follow hotel rules and regulations
 - Crowding hotel elevators, review posted limits
 - Having a member of the opposite sex in a room where no DECA appointed adult chaperone is present
 - Being out on a hotel room balcony



FORM A – Washington DECA Delegate Permission, Release and Code of Conduct

PERMISSION AND RELEASE OF LIABILITY:

Parent/Guardian and Student (Delegate) must initial each statement below and sign the form.

_____, I, the above-named parent/guardian and delegate, certify that I am the parent/legally authorized guardian of the Delegate. I hereby give my permission for Delegate to attend and participate in events hosted by Washington DECA during the 2023-2024 school year.

_____, I, the above-named parent/guardian and delegate, hereby agree to **RELEASE, HOLD HARMLESS, and INDEMNIFY** Washington DECA and its officers, directors, employees, volunteers, agents, consultants, contractors, and affiliates (collectively, "DECA Affiliates") from all claims for any illness, including COVID-19, injury or damages resulting from any known or unknown cause, including but not limited to negligence, which arise out of Delegate's attendance, or participation in, 2023-2024 Washington DECA activities. I also agree to **HOLD HARMLESS and INDEMNIFY** Washington DECA and DECA Affiliates for any claims brought by or on behalf of Delegate.

_____, I, the above-named parent/guardian and delegate, consent to the use of Delegate's name and/or photographs in brochures, advertisements, web pages, and other publications.

_____, I, the above-named parent/guardian and delegate, understand that I am signing this Permission, Release, and Code of Conduct Form on behalf of myself and on behalf of Delegate and I recognize that I may not release any claims Delegate may have.

This Permission, Release, and Code of Conduct Form is governed by the laws of the State of Washington, without regard to conflicts of law's provisions thereof. If any provision of this Permission, Release, and Code of Conduct Form is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted to best accomplish the objectives of the original provision to the maximum extent permitted by law, and the remaining provisions of this Permission, Release, and Code of Conduct Form will remain in effect. To the maximum extent permissible by law, this Permission, Release, and Code of Conduct Form is also binding as to any other persons, including family members, heirs, and executors.

I, the above-named parent/guardian, have read, understand, and agree to the conditions and responsibilities as outlined in this Washington DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Parent/Guardian Signature _____

Date _____

I, the above-named delegate(defined above), have read, understand, and agree to the conditions and responsibilities as outlined in this Washington DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Delegate Signature _____

Date _____



CTE STUDENT TRAVEL PROPOSAL pg 1/3

School: Mead High School

Group: DECA

Trip Name: ICDC Nationals

Submission Date: March 5th 2024

For every student who travels as part of this activity, I will have in my possession:

- * A signed Student Travel Permission Form
- * A Medical Emergency Information Form

Teacher/Advisor signature

3/5/24

Date

Extended Field Trip (Overnight)

Trips related to club, leadership or academic activities that involve overnight stays in Washington, Montana, Idaho, Oregon or British Columbia (e.g. overnight leadership camps). Requires preliminary approval of building Principal, Activities Director & CTE Director.

X Special Event Trip (Overnight)

Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays and substantial cost to the student (e.g. trips to national or regional student leadership conference). Requires preliminary approval of building Principal, Activities Director & CTE Director, followed by final School Board approval. All trips to destinations outside of Washington, Montana, Idaho, Oregon or British Columbia fall into this category.

Day Trip

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

Date(s) of Trip: April 26th - May 1st

Person in Charge: Brandon Butler

Destination(s): Anaheim CA

Approvals

Principal [Signature]

Activities Director [Signature]

CTE Director [Signature]

Nurse ANeumitter, RN

Director Mark St Clair
Mark St Clair (Mar 5, 2024 14:45 PST)

School Board Approval Date _____



CTE STUDENT TRAVEL PROPOSAL pg 2/3

Trip Educational Benefit and Planned Activities:

National Competition

Cost & Funding Sources:

Building Budget Covering - please itemize:	\$	
ASB Funds Covering - please itemize: DECA Account- Flights, Registration, Hotel, Transportation, Parks for 10 students	\$	\$11,603- \$7,500 =\$4,103
District Funds Covering - please itemize:	\$	
Student/Parent Cost (per student) Covering - please itemize: \$750X10	\$	\$7,500
CTE Budget Covering - please itemize: Registration, Airlines, Transportation, Hotel, Parks for Adults	\$	\$5,315

Fundraising Opportunities:

Student Store-DECA Account



CTE STUDENT TRAVEL PROPOSAL pg 3/3

Participants:

Estimated # of Students 10 Estimated # of Adults (Chaperones & Staff) 3

Student/Chaperone Ratio 3:1 Teacher Brandon Butler

Chaperone Names: Jennifer Gentry - Co Advisor

Chaperone Names: Megan Borders- Co Advisor

of School Days Missed 4 # of Sub Days Needed 4

Additional Information:

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

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

2. Lodging: Hyatt Regency Orange County

3. Transportation: Shuttles

4. Supporting Documents:

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

Student Travel Field TripsTrip Date: 4/26-5/1Date Submitted: 3/4/24Supervisor Name: Brandon ButlerTotal number of students participating: 10 10Total number of adults participating: 3**Copies Included:**☐ Student Travel Proposal Forms (3 pages)☐ Transportation Request Sheet☐ Permission Slip w/ Info Filled In (Parent signed slips will be collected by teacher at a later date)☐ Itinerary☐ Student Expectations and Attire (Normal School Rules Apply)☐ Student List☐ Chaperone Names and Contact Information☐ Contact Information of Trip Supervisor☐ Pre-Travel Request Claim Form (if planning to claim per diem or reimbursement for out of pocket expenses)**IMPORTANT REMINDERS:**

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

EXPENSE BREAKDOWN**Transportation (mark all that apply)**☐ District Car(s) and/or Van(s)

How Many? _____

☐ Rental Car(s) and/or Van(s)

How Many? _____

☐ District Bus

How Many? _____

☒ Charter Bus

How Many? _____

☒ Plane13 x \$ 304 = \$ \$600\$ \$3,952**How is Transportation being funded?**

Circle one:

☒ CTE funds☐ Building funds☐ ASB funds**Lodging**☐ None☐ School Stay

_____ x \$ _____ = \$ _____

☒ Hotel or Camp (circle one)5X6=30 x \$ \$6,870 = \$ 6,870**How is Lodging being funded?**

Circle one:

☒ CTE funds☐ Building funds☐ ASB funds**Fees**☐ None☒ Registration Fees13 x \$ 100 = \$ 1,300**How are Fees being funded?**

Circle one:

☒ CTE funds☐ Building funds☐ ASB funds**Subs**☐ No sub needed☒ Sub needed1/2 Day _____ x \$ 65.00 = \$ _____Full Day(s) 8 x \$ 130.00 = \$ 1,040**How are Subs being funded?**

Circle one:

☒ CTE funds☐ Building funds☐ ASB funds**ADDITIONAL INFORMATION:** 2 subs x 4 days

DECA Nationals List:

**Brandon Butler
Jennifer Gentry
Megan Borders**

Students:

**Jillian Butler
Emma Startin
Elsa Erdman
Keegan Bailey
Ava Engeland
Hannah Borders
Parker Thams
Sophia Ji
Natalie Fricano
Laila Jenson**



Policy 2152

Permission To Participate In School Trip – Middle and High School

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

STUDENT NAME _____ SCHOOL _____
DATE OF BIRTH _____ EMERGENCY CONTACT NAME _____
CONTACT HOME NUMBER _____ CELL/WORK NUMBER _____
TRIP PURPOSE DECA Nationals
TRIP DESTINATION Anaheim CA TRIP DATE 4/26-5/1
TRANSPORTATION: District Bus or vehicle
Other (description) Shuttle from Airport and to parks

ADDITIONAL NOTES:

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

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

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

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

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

Signature of Parent/Legal Guardian _____

Date _____

Phone _____

TRIP INFORMATION (Attached)

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

Signature of Parent/Legal Guardian _____

Date _____

Phone _____

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

FRIDAY, APRIL 26

8:00 AM - 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Foyer
8:00 AM - 9:00 PM	SHOP DECA + BLAZER SHOP	205
12:00 PM - 6:00 PM	CHARTERED ASSOCIATION ADVISOR CHECK-IN <i>Chapters/Advisors register with their chartered business association adviser at their assigned hotel</i>	Hall B Foyer
6:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>by invitation only</i>	202

SATURDAY, APRIL 27

7:00 AM - 9:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Foyer
7:00 AM - 9:30 PM	SHOP DECA + BLAZER SHOP	205
8:00 AM - 5:00 PM	DECA DAY IN THE PARKS <i>Advance ticket purchase required</i>	
9:00 AM	EVENT DIRECTORS' BRIEFING	
10:00 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	203A
1:00 PM - 5:00 PM	EXHIBIT BOOTH SET-UP	Hall B
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	Hall A
5:30 PM	NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION <i>by invitation only</i>	West in Anaheim
7:00 PM	GRAND OPENING SESSION I <i>Assigned by region</i>	Hall A
9:30 PM	GRAND OPENING SESSION II <i>Assigned by region</i>	Hall A
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

SUNDAY, APRIL 28

7:00 AM - 5:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Foyer
7:00 AM - 5:00 PM	SHOP DECA + BLAZER SHOP	205
7:30 AM	JUDGES' CHECK-IN	
8:00 AM - 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY I RETAIL OPERATIONS <i>Sponsored by Real Food from the Ground Up and Cox Spunkmeyer</i>	Anaheim Marriott
8:00 AM - 4:00 PM	EMERGING LEADER SERIES	Anaheim Marriott
8:00 AM - 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA <i>Advisors only from 8:00 AM - 4:00 AM</i>	Hall B
8:00 AM - 5:00 PM	COMPETITIVE EVENT TESTING <i>Principles of Business Administration Events, Personal Financial Literacy, Real Decisions Making Events, Individual Skills Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events</i>	North 100, Hall E
8:00 AM - 5:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Business Operations, Research Events, Project Management Events, Entrepreneurship Writing Events, Stock Market Game</i>	North 200
9:00 AM	VIRTUAL BUSINESS CHALLENGE PARTICIPANTS' BRIEFING	
9:00 AM - 4:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	207
9:30 AM - 1:00 PM	EXECUTIVE MENTOR PROGRAM	Anaheim Marriott
10:00 AM - 4:00 PM	VIRTUAL BUSINESS CHALLENGE COMPETITION	Hall B
12:00 PM	MDA LUNCHEON <i>Sponsored by Muscular Dystrophy Association by invitation only</i>	202
12:30 PM - 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY I FOOD OPERATIONS <i>Sponsored by Real Food from the Ground Up and Cox Spunkmeyer</i>	Anaheim Marriott
4:00 PM	VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION	Anaheim Marriott
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

MONDAY, APRIL 29

7:00 AM - 5:00 PM	SHOP DECA	205
7:00 AM - 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Foyer
7:30 AM	JUDGES' CHECK-IN	
8:00 AM - 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA	Hall B
8:00 AM - 4:30 PM	EMERGING LEADER SERIES	Anaheim Marriott
8:00 AM - 6:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Principles of Business Administration Events: Personal Financial Literacy, Team Decision-Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events, School-based Enterprise</i>	North 200, Hall C
8:30 AM - 10:30 AM	JOHNSON & WALES SCHOLARSHIP AWARD BREAKFAST <i>Sponsored by Johnson & Wales University. By invitation only.</i>	202
9:00 AM - 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	207
10:00 AM - 4:00 PM	VIRTUAL BUSINESS CHALLENGE COMPETITION	Hall B
12:00 PM - 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <i>Sponsored by U.S. Army. By invitation only.</i>	204AB
2:00 PM - 3:30 PM	LEADERSHIP RECOGNITION RECEPTION <i>By invitation only.</i>	202
2:30 PM - 4:30 PM	MEET THE CANDIDATES SESSION <i>Open to all members.</i>	Anaheim Marriott
3:30 PM - 4:30 PM	COMPETITIVE EVENTS UPDATE <i>Advisors only.</i>	207
4:00 PM - 11:00 PM	DECA NIGHT AT UNIVERSAL STUDIOS HOLLYWOOD <i>Advance ticket purchase required. Last bus departs Universal Studios Hollywood at 11:00 PM.</i>	Universal Studios Hollywood
5:00 PM - 12:00 AM	DECA NIGHT AT DISNEY CALIFORNIA ADVENTURE <i>Advance ticket purchase required.</i>	Disney California Adventure
12:30 AM	CURFEW <i>Chapters and Chartered associations may set earlier curfew times.</i>	Assigned Hotel

TUESDAY, APRIL 30

7:30 AM - 10:30 AM	JUDGES' CHECK-IN	
7:30 AM - 6:00 PM	HEADQUARTERS	Hall B Foyer
8:00 AM	ACHIEVEMENT AWARDS SESSION	Hall A
8:30 AM - 6:00 PM	SHOP DECA + FINALIST T-SHIRTS + RECOGNITION ITEMS	205
8:30 AM - 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	Hall C
12:00 PM	BUSINESS + ELECTION SESSION	207
6:00 PM - 7:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <i>Sponsored by National Advisory Board Partners. By invitation only.</i>	204B
7:30 PM	GRAND AWARDS SESSION	Hall A
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

WEDNESDAY, MAY 1

8:00 AM - 9:00 AM	NEW EXECUTIVE OFFICER ORIENTATION	Westin Anaheim
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Check deca.org/icdc for updates. Events will be held in the ANAHEIM CONVENTION CENTER (ACC) unless otherwise noted.



DELEGATE CONDUCT PRACTICES + PROCEDURES

The Board of Directors for DECA Inc. requires each delegate attending the International Career Development Conference to read and complete the **Attendance Permission Form** and return to the **DECA chartered association advisor** as partial completion of attendance requirements.

- The term "delegate" shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from written, verbal, physical or electronic activities that may lead to harassment, hazing, bullying or damaging property.
- The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation or disability is prohibited.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
- Use of tobacco products and electronic cigarettes by delegates is prohibited at all DECA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and chartered association advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- Chartered associations will be responsible for delegates' conduct.
- Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
- Tasteful casual wear will be accepted during specific social functions as designated during orientation.

NON-DISCRIMINATION POLICY

DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.

DECA

DRESS CODE

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

DECA's board of directors has developed the following official dress standards for the International Career Development Conference. Students, advisors and chaperones must follow the dress code.

Competitors must wear an official DECA blazer during interaction with the judges. While official DECA blazers are not required during briefing and testing, professional business dress is required. Professional dress should also be worn to all conference sessions including workshops and special meal functions such as luncheons.

For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

All skirts and dresses must be at or below the knee.

AN OFFICIAL DECA BLAZER IS REQUIRED TO RECEIVE RECOGNITION OR AN AWARD ON STAGE

WHEN APPEARING BEFORE JUDGES AND ON-STAGE

- Official DECA blazer
- Dress slacks or dress skirt or business dress
- Collared dress shirt and appropriate neckwear (necktie, ascot, scarf) or Dress blouse
- Dress shoes

DECA GENERAL SESSIONS, MEAL FUNCTIONS, EVENT BRIEFING, MANUAL REGISTRATION AND TESTING

- Business suit or sport coat or blazer (blazer optional)
- Dress slacks, dress skirt or business dress
- Collared dress shirt, dress blouse or dress sweater
- Blazer optional
- Dress shoes
- Necktie/scarf (optional)

DECA BUSINESS CASUAL

- Casual slacks (e.g., Dockers), blouse or shirt, socks and casual shoes.
- Jeans, t-shirts and athletic shoes are not included in business casual attire.

UNACCEPTABLE DURING DECA ACTIVITIES

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes and hiking boots.

When judging adherence to the dress code, DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. DECA does not support or condone the touching of students or their clothing as a means of determining whether or not a student is following the dress code guidelines.

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

ICDC Agenda 2024

Mead DECA

Friday April 26nd

10:00a.m. – Check in at Spokane GEG Airport- WN4326 Flight leaves at 12:05 p.m. and lands in Long Beach, CA at 4:10 PM
Karmel Shuttle Service to Hyatt Regency Orange County-5PM
Check in to the Hyatt Regency Orange County- 6PM
6 p.m. – Pick up Packet, etc, for Competition and Parks

Saturday April 27th

8:00a.m. – Leave for Disney
8:15a.m. – Arrive at Disney and leave at 6:00 p.m.
6:45p.m. – Leave for Opening Ceremony starts at 7:00 or 9 p.m.
Curfew at 12:30

Sunday April 28th

8:00 a.m – 4:00pm- Parker, Natalie, Laila, --Testing
12:30 a.m – 4:00pm - Elsa and Keegan SBEF workshop
8:00 a.m – 5:00pm- Ava, Hannah, and Sophia Presenting
8:00 a.m- 4:00pm- Jillian and Emma Workshops
4:00 p.m to 11:00 pm Prepare for Comp
Curfew at 12:30

Monday April 29th

8:00 a.m.–6:00-Parker, Natalie-Laila, Keegan-Elsa, Competition
8:00a.m. to 3:00p.m.- Jillian and Emma Workshops
4:00p.m. to 11:00p.m.- Universal Night
Curfew at 12:30

Tuesday April 30th

8:00a.m. Awards Session
Huntington Beach Day, if no one continues
8:30-6:00 p.m. Final Competition
7:30 p.m. Grand Awards Closing Ceremony

Tuesday May 1st

Leave back to Spokane at 9:30am from the Hotel and fly out at 12:30 p.m. and arrive in Spokane at 8:30 p.m.- WN4569

4 hour layover

Both flights fly to San Jose, CA











MHS DECA Nationals 4:26:24-5:1:24

Final Audit Report

2024-03-05

Created:	2024-03-05
By:	Sarah Krop (Sarah.Krop@mead354.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAj3cSyo4a4_4s7vIBuoFhQS8jGBtJXiPI

"MHS DECA Nationals 4:26:24-5:1:24" History

-  Document created by Sarah Krop (Sarah.Krop@mead354.org)
2024-03-05 - 9:56:09 PM GMT
-  Document emailed to angie.neumiller@mead354.org for signature
2024-03-05 - 9:56:47 PM GMT
-  Email viewed by angie.neumiller@mead354.org
2024-03-05 - 9:58:21 PM GMT
-  Signer angie.neumiller@mead354.org entered name at signing as ANeumiller, RN
2024-03-05 - 10:29:17 PM GMT
-  Document e-signed by ANeumiller, RN (angie.neumiller@mead354.org)
Signature Date: 2024-03-05 - 10:29:19 PM GMT - Time Source: server
-  Document emailed to mark.stclair@mead354.org for signature
2024-03-05 - 10:29:20 PM GMT
-  Email viewed by mark.stclair@mead354.org
2024-03-05 - 10:44:56 PM GMT
-  Signer mark.stclair@mead354.org entered name at signing as Mark St Clair
2024-03-05 - 10:45:27 PM GMT
-  Document e-signed by Mark St Clair (mark.stclair@mead354.org)
Signature Date: 2024-03-05 - 10:45:29 PM GMT - Time Source: server
-  Agreement completed.
2024-03-05 - 10:45:29 PM GMT



Adobe Acrobat Sign

MEAD SCHOOL DISTRICT

Board Meeting of March 11, 2024

New Business

VI.C.

Agenda Item: **Student Travel Proposal**
 Mt. Spokane HS and Mead HS Yearbook

Background:

Two members of the Mt. Spokane Yearbook staff and advisor Susan Best, along with four members of the Mead High School Yearbook staff and advisor Makena Busch plus one additional adult chaperone, request permission to travel to Kansas City, MO, April 4-7, 2024, to attend the JEA/NSPA Spring National High School Journalism Convention. This is an opportunity for students to attend sessions on various journalism and yearbook topics, compete in national competitions, bond with fellow yearbook students and meet professionals in the journalism/publishing community.

Fiscal Impact:

The estimated per student cost of the trip is \$600-630 (airfare and meals). The remaining student costs, plus all advisor/chaperone expenses, will be covered by the Yearbook ASB budgets.

Other Considerations:

No school will be missed as the convention takes place during Spring Break.

Recommendation:

Approval of the presented trip from Mt. Spokane HS and Mead HS Yearbook to travel to Kansas City, MO, April 4-7, 2024, to attend the JEA/NSPA Spring National High School Journalism Convention, is recommended.

Attachment(s): Student Travel Proposals



CTE STUDENT TRAVEL PROPOSAL pg 1/3

School: MSHS

Group: yearbook

Trip Name: TEA Journalism Convention

Submission Date: Feb 7, 2024

For every student who travels as part of this activity, I will have in my possession:

- * A signed Student Travel Permission Form
- * A Medical Emergency Information Form

[Signature]
Teacher/Advisor signature

2/7/24
Date

☒ Extended Field Trip (Overnight)

Trips related to club, leadership or academic activities that involve overnight stays in Washington, Montana, Idaho, Oregon or British Columbia (e.g. overnight leadership camps). Requires preliminary approval of building Principal, Activities Director & CTE Director.

☒ Special Event Trip (Overnight)

Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays and substantial cost to the student (e.g. trips to national or regional student leadership conference). Requires preliminary approval of building Principal, Activities Director & CTE Director, followed by final School Board approval. All trips to destinations outside of Washington, Montana, Idaho, Oregon or British Columbia fall into this category.

☐ Day Trip

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

Date(s) of Trip: April 4-6

Person in Charge: Jordan Best

Destination(s): Kansas City, MO

Approvals

Principal

[Signature]

Activities Director

CTE Director

[Signature]

Nurse

[Signature]

Director

School Board Approval Date



CTE STUDENT TRAVEL PROPOSAL pg 2/3

Trip Educational Benefit and Planned Activities:

Attend instructional sessions led by professional journalists + experienced YB advisors, On site contests + team building opportunities. National experience

Cost & Funding Sources:

Building Budget Covering - please itemize:	\$ 0
ASB Funds Covering - please itemize: yearbook acct Hotel (3 nights, 2 rooms) \$250 approx Convention fee + contests local transportation	\$ 1500. 435. 00.
District Funds Covering - please itemize:	\$ 0
Student/Parent Cost (per student) Covering - please itemize: Airfare (420 R+) meals (60 per day)	\$ 420. 180.
CTE Budget Covering - please itemize:	\$ 0

Fundraising Opportunities:

Senior ads serve as fundraiser to support this opportunity.



CTE STUDENT TRAVEL PROPOSAL pg 3/3

Participants:

Estimated # of Students 2

Estimated # of Adults (Chaperones & Staff) 1

Student/Chaperone Ratio 2 - 1

Teacher Sondra Best

Chaperone Names: _____

Chaperone Names: _____

of School Days Missed 0

of Sub Days Needed 0

Additional Information:

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

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

2. Lodging: Sherraton @ Crown Center

3. Transportation: air → RT to Kansas City, Mo, UBER
to/From: Airport to hotel

4. Supporting Documents:

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

Students:

Elizabeth McGon
Kailey Shipley

Kansas City -Spring JEA Convention Itinerary 2024

Thursday, April 4

Fly from Spokane to Kansas City

Meet at airport at 8:30am on April 4

Flight information:

Thu, 04APR	DEPART	ARRIVE
DELTA 385 Basic Economy (E)	SPOKANE, WA 9:58am	SALT LAKE CITY 12:48pm
DELTA 1277 Basic Economy (E)	SALT LAKE CITY 1:56pm	KANSAS CITY, MO 5:20pm

Take Uber from airport to hotel

Check in to Sheraton @ Crown Center:

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

Check out sights downtown

Keynote speaker 7-9

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

Friday, April 5

9-10 Session 1 - this year, students will be required to write down their sessions as well as the presenters and take notes.

10-11 Session 2

11-12 Session 3

12-1 lunch

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

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

4-6 Write-off contests

5:30 dinner

Midnight Convention Curfew

Saturday, April 6

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

Sightsee in the afternoon and attend the awards if they are Sat.

5ish - dinner

Midnight Convention Curfew

Sunday, April 7

Take Uber to airport from ; arrive at 4am

Sun, 07APR	DEPART	ARRIVE
DELTA 1407 Basic Economy (E)	KANSAS CITY, MO 5:20am	SALT LAKE CITY 7:13am
DELTA 386 Basic Economy (E)	SALT LAKE CITY 8:07am	SPOKANE, WA 9:03am

Parents pick up student at SPO airport at 9:10am

***Students will need money for food, and souvenirs, and any other activities they decide to do as a group. To check a bag is \$30. I strongly suggest you don't do that.

Things to do:

KC Streetcar, which takes travelers to and from iconic hotspots such as River Market, the Power & Light District, Union Station and Crown Center.
Stops: River Market

Downtown KC

Journey to 21c Museum Hotel for rotating art exhibitions that tell powerful stories of humanity.

What was once the oldest hotel operating west of the Mississippi has been restored to house a contemporary art museum, complete with boutique hotel and The Savoy at 21c restaurant. Browse the halls of restored mosaic floors and plaster pillars while viewing curated exhibitions, site specific works and the hotel's signature Sky Blue penguins. As always, the galleries are free of charge and open to the public.

Take your love for literature to new heights on the rooftop at the Kansas City Public Library—and play larger-than-life chess while you're there.

The historic Central branch of the Kansas City Public Library is a beloved treasure in town. Visitors can enjoy movies in the old bank's vault, see a variety of exhibits, attend special events or simply settle in with a good read in the city's largest collection of books. Be sure to snap a picture at the famous Community Bookshelf feature that runs along the south wall of the parking garage.

While not every attraction inside **Union Station** is free to enjoy, simply exploring the historic halls of this architectural wonder is a joy unto itself. Ride the KC Streetcar to its terminus and journey through this iconic piece of Kansas City culture.

Kansas City Royals game (Friday or Sat) against White Sox @6:40 or 6:10 on Sat

The Crossroads Art District comes alive the first Friday of each month. Live entertainment and a wide variety of sidewalk vendors and food trucks make First Fridays a vibrant display of Kansas City culture.

Home to more than 40,000 pieces of art, from ancient Chinese ceramics to modern art in the Bloch Building, The Nelson-Atkins Museum of Art is a world-class treasure located right in the heart of Kansas City. The ever-expanding collection makes The Nelson-Atkins unique each time visitors explore. Be sure to enjoy the shuttlecocks at the Sculpture Park on the south lawn.

National WWI Museum and Memorial **Negro League Baseball Museum**

There is a spot where you can be in both Kansas City, Missouri and Kansas City, Kansas at the same time. The spot is located at the intersection of 27th Street and State Line Road. This intersection is unique because State Line Road marks the border between the two cities and the two states. Standing in the middle of the intersection allows you to be in both Kansas City, Missouri and Kansas City, Kansas simultaneously.

Kansas City BBQ <https://www.eater.com/maps/best-barbecue-kansas-city>
Arthur Bryant's -

Garment District - Jazz

Swing by The Phoenix for a sample of jazz, Kansas City's signature sound.
18th & Vine district - music

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

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

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

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

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

Student _____ date _____

Parent/adult in household _____ date _____

Dear parents of yearbook students,

Yearbook students have the opportunity to attend the JEA Journalism National Convention in Kansas City, MO from April 4-7 (which is the later ½ of spring break). I will have a parents' meeting closer to the convention, but I have to begin planning, so please email me as to whether or not your student is able to go so that I can buy the airfare and reserve the hotel rooms; your student will then be committed to the cost of the trip whether or not they attend. In no way is attendance at the convention a part of your student's grade in Yearbook class. Please email me with questions you have regarding the convention.

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

When: Leave Thursday, April 4 (your student will need a ride to the airport), and return Sunday, April 7.
(3 nights).

Where: Kansas City's Crown Center.

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

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

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

Your costs will include:

Air	\$428 (RT to Kansas City)
Food	Up to individual student/none provided

The yearbook fund will cover hotel, convention fee, ground transportation)

Thank you for your consideration of this experience for your student; it's exciting when we return from the convention full of ideas that we can bring to the yearbook this year.

Susan Best, MSHS English Teacher & Yearbook Adviser

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

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

STUDENT NAME _____ SCHOOL _____

DATE OF BIRTH _____ EMERGENCY CONTACT NAME _____

CONTACT HOME NUMBER _____ CELL/WORK NUMBER _____

TRIP PURPOSE attend NEA National Convention in Kansas City, Mo

TRIP DESTINATION Kansas City Mo TRIP DATE April 4-7

TRANSPORTATION: District Bus or vehicle _____

Other (description) airplane + UBER

ADDITIONAL NOTES: _____

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

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

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

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

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

Signature of Parent/Legal Guardian _____

Date _____

Phone _____

TRIP INFORMATION (Attached)

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

Signature of Parent/Legal Guardian _____

Date _____

Phone _____



CTE STUDENT TRAVEL PROPOSAL pg 1/3

School: Mead High School Group: Yearbook

Trip Name: NSPA-JEA Spring Convention Submission Date: 2-12-24

For every student who travels as part of this activity, I will have in my possession:

- * A signed Student Travel Permission Form
- * A Medical Emergency Information Form

Makena Busch

Teacher/Advisor signature

2-6-24

Date

Extended Field Trip (Overnight)

Trips related to club, leadership or academic activities that involve overnight stays in Washington, Montana, Idaho, Oregon or British Columbia (e.g. overnight leadership camps). Requires preliminary approval of building Principal, Activities Director & CTE Director.



Special Event Trip (Overnight)

Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays and substantial cost to the student (e.g. trips to national or regional student leadership conference). Requires preliminary approval of building Principal, Activities Director & CTE Director, followed by final School Board approval. All trips to destinations outside of Washington, Montana, Idaho, Oregon or British Columbia fall into this category.

Day Trip

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

Date(s) of Trip: April 4-6

Person in Charge: Makena Busch

Destination(s): Kansas city, Mo

Approvals

Principal

K Jensen

Activities Director

Sybil Janssen

CTE Director

Molena Harris

Nurse

M. Nunnally

Director

Mark St Clair
Mark St Clair (Feb 29, 2024 14:54 PST)

School Board Approval Date



CTE STUDENT TRAVEL PROPOSAL pg 2/3

Trip Educational Benefit and Planned Activities:

please see attached document

Cost & Funding Sources:

Building Budget Covering - please itemize:	\$ Q
ASB Funds Covering - please itemize: Hotel - \$ 3,397.80 (849.45 per room for 4 nights) Registration - \$ 125 x 4 = \$ 500 Contest Fees - \$ 20 x 4 = \$ 80 Charter van - \$ 300 (airport)	\$ 4,277.80
District Funds Covering - please itemize:	\$ Ø
Student/Parent Cost (per student) Covering - please itemize: Airfare \$ 429 (Delta) Food \$ 200	\$ 629
CTE Budget Covering - please itemize:	\$ Ø

Fundraising Opportunities:

Senior Tributes, Business ads, photobooth



CTE STUDENT TRAVEL PROPOSAL pg 3/3

Participants:

Estimated # of Students 4

Estimated # of Adults (Chaperones & Staff) 2

Student/Chaperone Ratio 2:1

Teacher: Makena Busch

Chaperone Names: Craig Busch

Chaperone Names: _____

of School Days Missed 0

of Sub Days Needed 0

Additional Information:

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

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

2. Lodging: Sheraton & Westin Kansas City hotels @ Crown Center

1 East Pershing Road, Kansas City, Missouri, USA 64108

3. Transportation: Southwest Airlines

4. Supporting Documents:

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

Student Travel Field TripsTrip Date: April 4-7

Date Submitted: _____

Supervisor Name: Makena BuschTotal number of students participating: 4Total number of adults participating: 2**Copies Included:**

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

IMPORTANT REMINDERS:

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

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

☐ District Car(s) and/or Van(s) How Many? _____

☐ Rental Car(s) and/or Van(s) How Many? _____

☐ District Bus How Many? _____

☐ Charter Bus How Many? _____

☒ Plane 6 x \$ 285 = \$ 1,710

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

☐ None

☐ School Stay _____ x \$ _____ = \$ _____

☒ Hotel or Camp (circle one) 4 x \$ 849.46 = \$ 3,397.80

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

☐ None

☒ Registration Fees 4 x \$ 125 = \$ 500

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

☒ No sub needed

☐ Sub needed

1/2 Day _____ x \$65.00 = \$ _____

Full Day(s) _____ x \$130.00 = \$ _____

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

CTE Transportation Request

TODAYS DATE:

TEACHER: Maisha Bush Cell Phone# 509-939-6497

GROUP: Yearbook

EVENT: NSA-SEA

RENTAL CAR	CHARTER BUS	SCHOOL VAN 7 8 10	SCHOOL BUS	DATE OF THE EVENT	DAY OF THE WEEK	DESTINATION NAME(S) & ADDRESS(ES) Please include Itinerary	Bus @ MHS N-Athletic Doors E-Band Doors S-Front Doors W-Bus Loop MSHS E-Student Parking Lot S-Front Doors W-Gym W-Tennis Ct W-Band Doors	Type of Bus 44 Reg 48 XL w/storage Cargo only DLC wheelchair #	Release Times for Students 5-10 mins before load time for bus Email Staff	Pick up Time BUS is @ school enter in 15mins Increments (8:15, 8:30)	Depart Time BUS Leaves school for event enter in 15mins Increments (8:15, 8:30)	ARRIVE AT EVENT TIME	DEPART FROM EVENT DATE / TIME	ARRIVE BACK AT SCHOOL TIME	# of STUDENTS / STAFF

Special Equipment Transported (luggage, supplies, etc... Be specific):

N/A

Field Trips: Please submit to Sarah Krop for Administrative Approval.

Buses are being scheduled in 15 minute increments (bus should arrive at 9:00 for a 9:15 departure time)

Drivers are almost always booked for another trip and even a 10 minute wait will throw off their schedule. PLEASE let Sarah know if things need to be adjusted for an accurate departure time.

If you're releasing students from class for an event, please let the staff know those times in advance. Email an accurate list, in alphabetical order, to the staff the day before the event.

Questions? Contact Sarah Krop 509-465-7653

For Office Use Only:

Budget code: CTE:

ASB:

Other:

NSPA - JEA Spring Journalism Conference
Yearbook Itinerary

What: JEA/NSPA Spring National High School Journalism Convention
Adviser: Makena Busch
Phone: 509.939.6497

Both JEA/NSPA are leaders in the field of journalism education and training. Twice a year JEA and NSPA collaborate to host nationwide conferences. The fall conference is hosted on the east coast whereas the spring conference is hosted somewhere on the west coast. The average attendance for one JEA/NSPA conference is 5,000+ students, advisers and professionals.

When: April 4-6, 2024

Where: Kansas City, Missouri

Hotel Accommodations: Sheraton and Westin Kansas City Hotels at Crown Center

Airline: Delta Airlines

Cost: \$629 per student

*incl. hotel and registration, contest fees, hop on/off bus tour

*students should budget approx \$200 for food

Conference Information

This is a unique opportunity for all students involved in yearbook to network and compete with other students from across the United States. As our book continues to receive national recognition and consistent ratings of excellence it's important for our program to remain competitive, innovative, and informed. Over the course of the weekend students will be attending workshops focused on building their skills and knowledge within the fields of photography, graphic design, and journalism. There are wonderful opportunities for students to look into universities, apply for scholarships and compete for recognition of their abilities. The goal of this trip is to provide students opportunities to learn, improve and grow. This is a nationwide conference with students traveling from the west and east coasts'. There will be tons of opportunities for students to network and learn from other advisers, keynote speakers and professionals.

For more information feel free to visit the conferences website:

<http://jea.org/home/news-events/national-conventions/>

Information from JEA/ NSPA:

The National High School Journalism Convention is a semiannual gathering of high school journalists and advisers sponsored by the Journalism Education Association and its partner, the National Scholastic Press Association. The associations partner to prepare hundreds of practical and professional learning sessions, from high-profile keynotes to specific, problem-solving

>>> more info on back

breakouts, hands-on workshops and discussion groups. Other convention activities include an exhibit hall with vendors who sell to student media, JEA's on-site Write-off contests, NSPA's Best of Show contest, receptions, awards convocations, critiques, career round tables and evening entertainment.

Breakout sessions for students from all media types — newspaper, online, broadcast, yearbook and magazine — are planned to meet the publishing and broadcasting needs of all scholastic student media. Some are specifically for advisers, administrators or middle school students. Whether it's ethics and law, technology and design, advertising and business operations, photography and art or just the basics of news writing and reporting, this convention covers the bases.

With typical attendance of more than 5,000 delegates, the JEA/NSPA convention has become the place to seek solutions to the most challenging publishing and broadcasting problems, share and celebrate success stories, see what's new in the media marketplace, discover trends and network with students and advisers from throughout the United States.

Itinerary

Thursday

1:15pm - Delta Flight #DL3974 to Seattle

Layover in Seattle 2:11pm (dinner)

5:55pm - Delta Flight #1270 to Kansas City

Arrive in Kansas City at 11:25

12pm - Check into hotel

12:30pm - Lights out

Friday

9am - Herff Jones Plant Tour

11am - Lunch

12pm - 3:30pm - Breakout Sessions

4pm - 6pm - National Student Media Contests

7pm - Dinner

11pm - Lights out

Saturday

9am - 2:30pm - Breakout Sessions

3:30pm - 6pm - Awards Ceremony

7pm - Dinner

Sunday

5:20am - Delta Flight #1407 to Seattle

Layover in Salt Lake City 7:13am

9:03am - Delta Flight #386 to Spokane

10am - Parents pick up at Spokane Airport

Mead High School School Trip Behavior and Expectations Agreement

I, _____, understand and agree to follow the rules and expectations listed below while on my overnight field trip to the **JEA/NSPA National Spring Conference in San Francisco, California.**

1. I understand that this is a school approved field trip and that the Mead High School Student Code of Conduct applies to my conduct during this field trip. I agree to follow the Student Code of Conduct while on the field trip and understand that I may be disciplined upon my return if I violate the Student Code of Conduct during this trip.

2. I will conduct myself with maturity, courtesy, and respect toward all parties participating in the field trip, including, but not limited to, my classmates, chaperones and teachers.

3. I realize the chaperones/teachers are responsible for my welfare and the welfare of the group. Accordingly, I will obey their instructions at all times. I also understand the sponsoring teacher(s) has the final authority and the right to administer consequences for any students who are in breach of this agreement.

4. I acknowledge this is an educational trip. I realize my participation in all group meetings, meals, tours, excursions, and other scheduled events is mandatory. I realize that I will only be exempt from participating in scheduled events if I am ill and I obtain prior permission from a chaperone/teacher to miss an event.

5. Allocation of free time is at the discretion of the chaperone/teacher. I will never go off alone or make any unplanned trips or excursions while on the field trip. I will carry the name, address, and phone number of the chaperones/teachers with me at all times. I will keep a chaperone/teacher informed of my whereabouts at all times.

6. I understand I must stay at the accommodations arranged by the school. Exceptions to this rule will be made only by prior arrangements, with the principal, parent(s)/guardian(s) and sponsoring teachers.

7. I will remain at my assigned lodgings from 10:00 P.M. to sunrise or a time designated by the sponsor. I understand that boys' rooms are off limits to girls and vice versa. I understand I am not to leave my assigned lodgings after curfew unless I am accompanied by a chaperone/teacher. In case of emergency, I will immediately contact a chaperone/teacher.

8. I will respect public and personal property. I understand any damages incurred to public property or personal property as a result of my conduct will be my responsibility. I understand Mead School District is not liable for any damage that may occur to my personal property on the field trip.

9. I will not drink alcohol, smoke, use other tobacco products, or use illegal drugs and/or medication that is not prescribed to me during this trip. I will not accept or transport any of these items.

10. I understand that if I do not follow the rules and expectations listed above, or if I engage in illegal activity, I may be required to come home early. I understand my parent(s) will be financially responsible for making arrangements to send me home. I, (print student name), have read the rules and expectations listed above and agree to abide by them. I understand that I may be disciplined and/or sent home early if I fail to adhere to these rules and expectations.

Student Signature

Date

Parent Signature

Date

Field Trip Information

I hereby give my permission for _____
(Name of Student)

who attends _____
(Name of School)

to participate in a field trip to _____
(Destination)

on April 4-6, 2024 from 1pm (Time Departs) to 10am (Time Returns).

for the purpose of _____

Class/Club/Team: _____

Staff contact: _____ Phone Number: _____

Transportation for this activity will be provided by:

_____ District/Bus Service

_____ Other (specify): _____

Food will be provided at/by: _____

I received a detailed itinerary of the trip _____ Yes _____ No

I received a list of things the students should/should not bring _____ Yes _____ No

Medical/ emergency information

Student home phone#: _____ Date of birth: _____

Student's Address: _____

Family Physician: _____

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

If yes, please describe: _____

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

Name: _____ Relationship: _____

Phone#: _____ Alternate phone#: _____

Parent/Guardian Field Trip

Permission/ Emergency Information

Informed Consent Form

As the parent/guardian of the above named student, I have read the field trip itinerary and I understand that there may be risks of physical injury associated with participation in these activities. I authorize emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the school district staff-incharge to obtain emergency care for my student, neither he/she nor the school district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances. These activities are an extension of the school education program and student conduct is to be in accordance with the school's published rules and regulations.

Signature of parent/guardian

Date

Printed name of parent/guardian

Parent/guardian work phone number

Home phone #

Cell phone #

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip.

Signature of student

Date

Students and Chaperones

Chaperone Contact Information

Makena Busch, Yearbook Adviser, Trip Supervisor

Cell Phone: 509.939.6497

Email: makena.busch@mead354.org

Additional Chaperone

Skyler Lamberd, ASB Adviser

Cell Phone: 509.434.8047

Email: skyler.lamberd@mead354.org

Student Attendees

Emma Startin (10)

Rachel Benton (11)

Jaeland Leman (11)

Dean Raines (11)

Suggested Packing and Supply List

- Carry-on suitcase
 - *students are required to pay for checked-in luggage
- Backpack
- Drivers License or ID card for airport TSA
- Cell phone + charger
- Rain coat
- Walking shoes
- Casual/school appropriate clothes for thursday and friday
- Dressy outfit for awards ceremony/dinner on saturday
- Chromebook / Notepad for workshop sessions + charger
- Write off contest materials
- Writing supplies (paper, pencil/pens, etc)
- Toiletries

MHS Yearbook JEA Spring Convention







4:4:24-4:6:24

Final Audit Report

2024-02-29

Created:	2024-02-28
By:	Sarah Krop (Sarah.Krop@mead354.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAALQTKdxe2KH9GvP36tTMBe9gqtiG6FIko

"MHS Yearbook JEA Spring Convention 4:4:24-4:6:24" History

-  Document created by Sarah Krop (Sarah.Krop@mead354.org)
2024-02-28 - 10:58:15 PM GMT
-  Document emailed to mark.stclair@mead354.org for signature
2024-02-28 - 10:58:38 PM GMT
-  Email viewed by mark.stclair@mead354.org
2024-02-29 - 5:55:51 AM GMT
-  Signer mark.stclair@mead354.org entered name at signing as Mark St Clair
2024-02-29 - 10:54:54 PM GMT
-  Document e-signed by Mark St Clair (mark.stclair@mead354.org)
Signature Date: 2024-02-29 - 10:54:56 PM GMT - Time Source: server
-  Agreement completed.
2024-02-29 - 10:54:56 PM GMT

MEAD SCHOOL DISTRICT

Board Meeting of March 11, 2024

New Business

VI.D.

Agenda Item: **Student Travel Proposal**
 Mead High School Boys & Girls Track Arcadia Invitational

Background:

Eight members of Mead High School Boys & Girls Track, plus three coaches/chaperones, request permission to travel to Arcadia, California, April 4-7, 2024, to participate in the 2024 Arcadia Invitational. This is an opportunity for students to compete with some of the best track and field athletes in the nation.

Fiscal Impact:

The estimated per student cost is \$599 (air fare and food) with fundraisers available. Team ASB accounts will cover coach expenses plus hotel and rental vans.

Other Considerations:

No school will be missed as the trip takes place during Spring Break.

Recommendation:

Approval of the presented trip from Mead High School Boys & Girls Track (8 athletes plus 3 coaches/chaperones) to travel to Arcadia, California, April 4-7, 2024, to compete at the Arcadia Invitational is recommended.

Attachment(s): Student Travel Proposal



OVERNIGHT STUDENT TRAVEL PROPOSAL

School: mead Group: Boys + girl Track

Trip Name: Arcadia Submission Date: 2/7/24

For every student who travels as part of this activity I will have in my possession:

- A signed Student Travel Permission Form
- A Medical Emergency Information Form

DW

Teacher/Coach/Advisor

2/7/24

Date

Extended Field Trip

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

Special Event Trip

Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays and substantial cost to the student (e.g. band trip to bowl parade and trips to national or regional student leadership conference). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

Academic Study Trip

School sponsored academic trip that is supervised by school staff and results in educational credit for the student (e.g. government class trip to Washington, D.C., etc.). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

Date(s) of Trip: 4/4 - 4/7 Person in Charge: Dori Whitford / James Lehr

Destination(s): Arcadia CA

Approvals

Principal: K Jensen Activities/Athletic Director: John B...

Student Services: _____ Nurse: pending student list

School Board: _____ Final Approval Date: _____

Trip Educational Benefit and Planned Activities:

A chance to take our best athlete
~~to~~ to a national level track meet

Cost & Funding Sources:

Building Budget Covering:	\$ Q
ASB Funds Covering: hotels 3 nites @ \$200 Vans 2 vans @ 250 ea	\$ 600 x 4 = \$2400 \$500 <u>Total 2900</u>
District Funds Covering:	\$ Q
Student/Parent Cost (per student) Covering - Please Itemize: \$499 air fare \$100 + 599 \$599	\$ \$599 total

Fundraising Opportunities:

We will be selling oranges again
in MSV.

We sold them last fall & made
\$3000 between the 2 teams

Participants:

Estimated # of Students 8 Estimated # of Adults (Chaperons & Staff) 23
of School Days Missed: 0 # of Sub Days Needed: 0 Student/Chaperone Ratio: 1:2

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: Hotel - ~~La~~ Marriott (or like) near
Arcadia H.S. (not confirmed yet)

3. Transportation: Southwest Air

4. Supporting Documents:

Preliminary Trip Itinerary attached?

✓ Yes No

Related brochures/information attached:

 Yes No

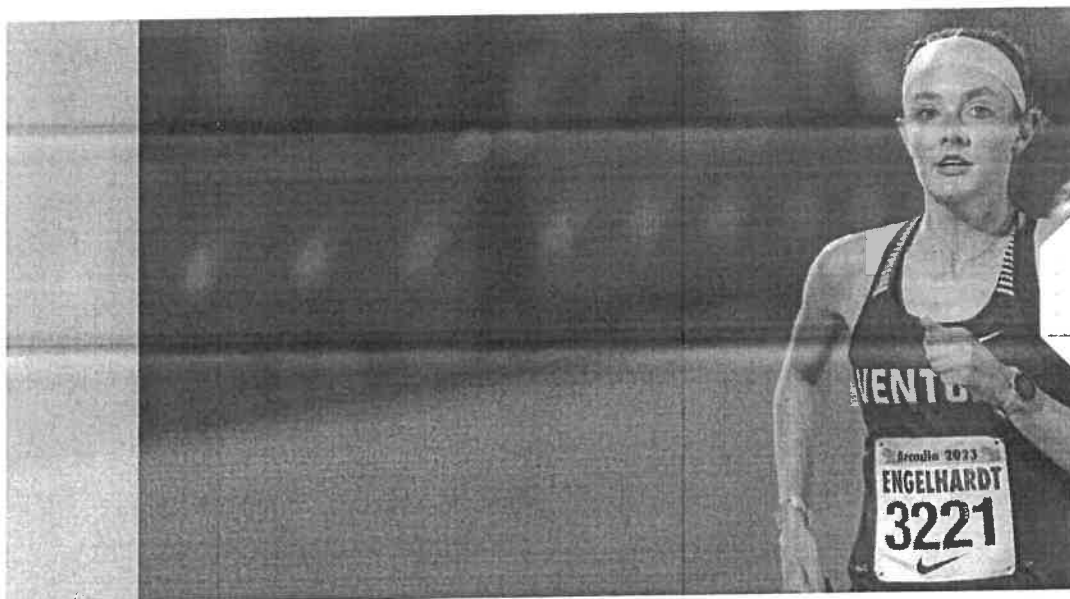
Student Trip Expectations attached:

 Yes No

on itinerary

Student Expectations

All school and athletic code rules apply. You are there to compete as a Mead Panther- as always -you will do that well.

[HOME](#)


ABOUT EVENT



2024 Arcadia Invitational
Friday-Saturday, April 5-6 at Arcadia HS, CA
35 National Records! 203 U.S. Olympians!

2023 featured.....
2 National Federation records!
15 new national-leading marks!
12 Arcadia Invit'l meet records!
1,281 Elite Marks - #1 in the U.S.!
A record 690 registered schools!
A record 36 registered states!

RACE VIDEOS
FULL RESULTS

****2023 MEET MVPs****

Boys Track — Simeon Birnbaum, 8:34.10/3200m
Boys Field — Benjamin Shue, 63-5.5/SP + 187-2/DT
Girls Track — Mia Brahe-Pedersen, 11.17/100 + 23.01/200
Girls Field — Hana Moll, 15-00.00 Pole Vault

Pole Vault/High Jump Livestream - 2023
Long Jump/Triple Jump Livestream - 2023
Shot Put/Discus Throw Livestream - 2023

VIDEOS



**Boys 3200m Invitational -
Arcadia Invitational 2023**

[Show All Videos](#)

PARTNERS / SPONSORS



Arcadia Invitational Itinerary

HOTEL INFO

**Thurs Apr 4- Sat April 6- Holiday Inn Express Pasadena - Los Angeles
3500 E Colorado Blvd, Pasadena, CA 91107**

(626) 792-1363

Dori's cell phone 509-999- 5856 (usually on silent- I can't get out of the habit from teaching years! Text me- and we will call you back)

Money--

- We will eat dinner Thurs.night (maybe fast food)
- dinner Fri night-- If we have time after the meet— it will probably be an Olive Garden type place
- Dinner Sat night--again depends on when done at meet.
- Hotel has breakfast.
- Snacks for meet/ for lunch
- souvenirs

Thurs April 4

3:15 pm Meet at airport

4:59 pm Plane leaves (**Flight #2407**)

LAYOVER IN Portland

9:25 pm Arrive in Burbank (**FLT #1062**)

Fri April 5

Track meet (Details once we know what events are in)

Sat Apr 6

Track meet (Details once we know what events are in)

Sun Apr. 7

Morning will be determined by what time we get done with the meet Saturday night!

6:00 am Leave for airport

8:43 am flight home (**#AS 3355**)

LAYOVER IN San Francisco

3:19 pm arrive Spokane (flight **#AS 2035**)

THINGS TO REMEMBER:

Bring ID for the airport

WE are NOT checking luggage

make sure you are aware of all the TSA rules, so you don't have anything confiscated.

A variety of clothes (could be warm, cold, rainy, snowy... WHO KNOWS)

Money

Mead uniform

spikes

Student Expectations

All school and athletic code rules apply. You are there to compete as a Mead Panther- as always -you will do that well.

MEAD SCHOOL DISTRICT

Board Meeting of March 11, 2024

New Business

VI.E.

Agenda Item: **1st Reading Policy 5201 Adoption
Drug-Free Schools, Community and Workplace**

Background: The adoption of Policy 5201, Drug-Free Schools, Community and Workplace, is being presented for first reading consideration. This would be a new policy for the Mead School District. This policy is considered by WSSDA to be *essential*.

WSSDA Sample Policy 5201 was used as the template for the presented policy adoption.

The policy defines “workplace” and, to help maintain a drug-free school, community and workplace, includes a listing of behaviors that will not be tolerated. The policy additionally sets forth *Notification Requirements* and *Disciplinary Action*.

Regarding HB 1095 and Policy 3416 (Parental Administration of Marijuana for Medical Purposes), and the presented policy, it should be noted that while HB 1095 permits parents to administer marijuana infused products to their child on school grounds, aboard school buses and while attending a school-sponsored event, it does not permit the administration of marijuana to a student by smoking. It does not include medical marijuana as a “medication” that the school nurse administers. It does not extend to employees. The bill does not restrict the district from taking punitive steps, including termination against employees who possess or use drugs. Neither does it restrict districts from responding to student possession or use of drugs in circumstances unrelated to parental administration to their child who is a qualified patient.

The presented policy 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 adoption. No action is requested.

Attachments:

- Draft Policy 5201



DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE

The board has an obligation to staff, students, and citizens to take reasonable steps to provide a reasonably safe workplace and to provide safety and high quality performance for the students who the staff serve.

For purposes of this policy, the “workplace” is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. The “workplace” includes any district building or any district property; any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities; and off district property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the district which could also include work on a federal grant.

Prohibited Behavior

To help maintain a drug-free school, community, and workplace, the following behaviors will not be tolerated:

- A. Reporting to work or the workplace under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids.
- B. Using, possessing, transmitting alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, in any amount, in any manner, and at any time in the workplace.
- C. Any staff member convicted of a crime attributable to the use, possession, or sale of illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids, will be subject to disciplinary action, including termination.
- D. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.
- E. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids.

Notification Requirements

Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could

compromise the safe performance of his/her job, the supervisor, in conjunction with the district [insert district department/office (e.g. human resources)], then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace. Such notification will be provided no later than 5 days after such conviction. The district will inform the federal granting agency within 10 days of such conviction, regardless of the source of the information.

Disciplinary Action

Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include termination. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the district, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement. The district may notify law enforcement agencies regarding a staff member's violation of this policy at the district's discretion or take other actions as it the district deems appropriate.

Cross References: 4215 - Use of Tobacco, Nicotine Products and Delivery Devices
 3423 - Parental Administration of Marijuana for Medical
 Purposes

Legal References: RCW 69.50.435 Violations committed in or on certain public
 places or facilities —Additional penalty — Defenses —
 Construction — Definitions
 41 U.S.C. § 8103 Drug Free Workplace Requirements for
 Federal Grant Recipients
 21 U.S.C. § 812 Controlled Substance Act
 20 U.S.C 7101-71187 Safe and Drug-Free Schools and
 Communities Act [as amended by Title IV – 21st Century
 Schools]

Adopted:

MEAD SCHOOL DISTRICT

Board Meeting of March 11, 2024

New Business

VI.F.

Agenda Item: **1st Reading Policy 5240 Adoption
Evaluation of Staff**

Background:

The adoption of Policy 5240, Evaluation of Staff, is being presented for first reading consideration. This would be a new policy for the Mead School District. This policy is considered by WSSDA to be *essential*.

WSSDA Sample Policy 5240 was used as the template for the presented policy adoption.

Recognizing the professional growth and evaluation of individual employees is important to improve the effectiveness and efficiency of the district, Policy 5240 sets forth evaluation requirements for *Certificated Teachers and Principals, Certificated Support Personnel, Other Administrative Staff and Classified Staff*. In each category employees are evaluated at least once per year. The purpose of evaluations is to improve an employee's performance, alert the employee of any performance deficits and, in the case of teachers and principals, have a positive impact on student learning.

The presented policy 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 adoption. No action is requested.

Attachments:

- Draft Policy 5240



EVALUATION OF STAFF

The board recognizes that the professional growth and evaluation of individual employees is important to improve the effectiveness and efficiency of the district. Staff are expected to perform the duties identified in their contracts and/or job descriptions, in addition to any other reasonable responsibilities that may be assigned or directed by their supervisor.

Certificated Teachers and Principals

Evaluations for certificated teachers and principals will be in compliance with the requirements of chapter 28A.405 RCW and applicable collective bargaining agreements or memoranda negotiated pursuant to chapter 41.59 RCW. The primary purpose of such evaluations will be to enhance and improve an employee's performance so as to improve student learning.

Certificated Support Personnel

"Certificated support personnel" and "certificated support person" mean a certificated employee who provides services to students and holds one or more of the education staff associate (ESA) certificates pursuant to WAC 181-79A-140(5). ESA certification includes: school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers.

Certificated support personnel are considered non-classroom teachers for purposes of the Professional Growth and Evaluation System, and are not subject to the four-level rating system. The performance of certificated support personnel will be evaluated consistent with state law and applicable collectively bargained processes. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

Other Administrative Staff

The performance of administrative staff other than certificated principals and assistant principals as referenced in the section above will be evaluated at least once per year. The purpose of such evaluations will be to improve the employee's performance and alert the employee to any performance deficits or concerns.

Classified Staff

The performance of classified staff will be annually evaluated by his/her supervisor consistent with applicable collectively bargained processes. The purpose of such evaluations will be to improve and/or address the employee's performance and alert the employee to any performance deficits or concerns.

Legal References:

RCW 28A.400.100 Principals and vice principals –Employment of—Qualifications—Duties.

RCW 28A.405.100 Minimum criteria for the evaluation of certificated employees — Revised four-level evaluation systems for classroom teachers and for principals — Procedures — Steering committee — Models — Implementation — Reports

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

RCW 28A.405.300 Adverse change in contract status of certificated employee –Determination of probable cause – Notice—Opportunity for hearing

Adopted:

MEAD SCHOOL DISTRICT

Board Meeting of March 11, 2024

New Business

VI.G.

Agenda Item: **1st Reading Policy 5400 Adoption
Personnel Leaves**

Background: The adoption of Policy 5400, Personnel Leaves, is being presented for first reading consideration. This would be a new policy for the Mead School District. This policy is considered by WSSDA to be *essential*.

WSSDA Sample Policy 5400 was used as the template for the presented policy adoption.

The presented policy states that staff may be granted leaves, pursuant to the conditions set forth in the policy, unless the applicable collective bargaining agreement provides otherwise. The policy additionally includes an *Unpaid Leaves* section that provides consideration of providing unpaid leaves to employees in certain circumstances. The option to provide unpaid leave does not obligate the district to do so or in any way limit or prevent the district from pursuing other responses.

The presented policy 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 adoption. No action is requested.

Attachments:

- Draft Policy 5400



PERSONNEL LEAVES

Upon the recommendation of the superintendent and in accordance with the law and district policy, staff may be granted leaves pursuant to the following conditions, unless the applicable collective bargaining agreement or cross-reference policy provides otherwise:

- A. **Leave at Full Pay Unless Stated Otherwise.** Leaves will be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also will be specifically stated.
- B. **Return from Leaves.** At the end of any leave shorter than 20 days in duration, sabbatical leave, or sick leave which does not exhaust the staff member's accumulated sick leave, the affected staff member is entitled to return to the position held when the leave commenced or to an appropriate comparable position. Except as may otherwise be specifically provided by law or district policy, a staff member will be entitled to a position in the district subject to the availability of a position for which the staff member is qualified after leaves of longer duration.
- C. **Prior Notice of Application.** Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy.
- D. **Flexibility in Granting Leaves.** The superintendent, with approval of the board, may grant leaves to individuals who might not otherwise be covered, or extend leave in excess of the number of days provided by district policy, in unusual or exceptional circumstances.
- E. **Leaves Prorated for Part-Time Staff.** Part-time staff will be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves will be prorated according to the ratio of days and/or hours worked to the number of days and/or hours worked by a full-time staff member in the same or a similar position.
- F. **Noncumulative.** Leaves will be noncumulative from year to year unless otherwise stated.

Unpaid Leaves

Upon employee request, the superintendent or designee has discretion to consider providing unpaid leave to employees in certain circumstances. The option to provide unpaid leave does not obligate the district to do so or in any way limit or prevent the district from pursuing other responses. (See Policy 5403)

Cross References: 5410 - Holidays
5407 - Military Leave
5406 - Leave Sharing
5404 - Family, Medical, and Maternity Leave
5403 - Emergency and Discretionary Leaves
5401 - Sick Leave

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
AGO 1980 No. 22 Limitation on compensated leave for school
district employees

Adopted:

MEAD SCHOOL DISTRICT

Board Meeting of March 11, 2024

New Business

VI.H.

Agenda Item: **1st Reading Policy 5409 Adoption**
Unpaid Holidays for Reason of Faith or Conscience

Background: The adoption of Policy 5409, Unpaid Holidays for Reason of Faith or Conscience, is being presented for first reading consideration. This would be a new policy for the Mead School District. This policy is considered by WSSDA to be *essential*.

WSSDA Sample Policy 5409 was used as the template for the presented policy adoption.

The presented policy affords each district employee the right to request up to two unpaid holidays per calendar year for reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. In compliance with state law, the request will be granted unless it is determined that the employee's absence would impose an undue hardship on the district or the employee is necessary to maintain public safety.

The policy includes sections that address the *Employee Request Process* and the *District Approval Process*. A written response will be provided to the employee within five (5) business days, if feasible, approving or denying the request. If the request is denied, the response will include rationale for that decision.

The presented policy 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 adoption. No action is requested.

Attachments:

- Draft Policy 5409



UNPAID HOLIDAYS FOR REASON OF FAITH OR CONSCIENCE

Each district employee may request up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. In compliance with state law, the Superintendent or designee or the employee's supervisor will grant the request(s) unless he or she determines that the employee's absence would impose an undue hardship on the district or the employee is necessary to maintain public safety.

Employee Request Process

An employee seeking to take unpaid holidays for reasons of faith or conscience will submit a written request to Human Resources a minimum of two weeks prior to the requested days off.

The following information will be included in the request:

1. Name;
2. Position;
3. Number of Day(s) or half day(s) that the employee is requesting off;
4. A sufficient description of the reason for the time off so that the supervisor can determine whether it involves a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization;
5. If the request is made less than two weeks prior to the requested time off, the reason that it was not possible to make the request in a timely manner.

District Approval Process

Upon receipt of an employee request for unpaid holidays, the Superintendent or designee, or Human Resources, will determine whether:

1. The request was submitted on a timely basis or sufficient justification exists for it not being timely submitted;
2. The employee has already exhausted his/her two unpaid holidays per calendar year as provided by law;
3. The request for unpaid holidays is based on a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. (Note: The time requested need not conform to a specific holiday or event).
4. The employee's absence would impose an undue hardship on the district; or
5. The employee is necessary to maintain public safety.

Undue hardship is defined as action requiring significant difficulty or expense to the district. Human Resources in conjunction with the supervisor will determine whether a request for unpaid leave constitutes an undue hardship for the district on a case-by-case basis, taking into account specific objective facts and circumstances present at the time of each request.

In determining whether an employee's request for unpaid leave would impose an undue hardship on the district, the following factors will be considered:

1. The number, composition and structure of the staff employed by the district or in the requesting employee's program;
2. The financial resources of the district or the requesting employee's program;
3. The number of employees requesting leave for each day subject to such a request;
4. The financial impact on the district or requesting employee's program resulting from the employee's absence and whether that impact is greater than a de minimus cost to the district or the requesting employee's program;
5. Impact on the district, the requesting employee's program or public safety;
6. Type of operations of the district or the requesting employee's program;
7. Geographic location of the employee or geographic separation of the particular program to the operations of the district;
8. Nature of the requesting employee's work;
9. Deprivation of another employee's job preference or other benefit guaranteed by a collective bargaining agreement;
10. Any other impact on district operations or the requesting employee's program due to the employee's absence.

The request may be denied for any of the following reasons:

1. The request was not based on a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. (Note: The requested time off need not conform to a specific holiday or event).
2. The employee has already exhausted their two unpaid holidays per calendar year (Note: Unpaid holidays are not cumulative from year to year);
3. The employee is necessary to maintain public safety;
4. Granting the request would impose an undue hardship, as defined above, on the district.

A written response will be provided to the employee within five (5) business days, if feasible, approving or denying the request. If the request is denied, the response will state the reason(s) therefore.

Approval of unpaid holiday time does not constitute approval for an employee to take compensated or other types of leave in conjunction with that time. An employee must seek separate approval for compensated and other types of personnel leave consistent with applicable district policies and procedures.

Cross References:

- 5400 - Personnel Leaves
- 5401 - Sick Leave
- 5403 - Emergency and Discretionary Leaves
- 5404 - Family, Medical, and Maternity Leave
- 5406 - Leave Sharing
- 5407 - Military Leave
- 5408 - Jury Duty and Subpoena Leave
- 5410 - Holidays

Legal References:

- RCW 1.16.050 - Legal holidays and legislatively recognized days
- RCW 43.41 - Office of Financial Management
- WAC 82-56-010 - Purpose
- WAC 82-56-020 - Definition of Undue Hardship
- WAC 357-31-052

Adopted:

MEAD SCHOOL DISTRICT

Board Meeting of March 11, 2024
New Business

V.I.

Agenda Item: **1st Reading Policy 5005 Adoption
Employment and Volunteers: Disclosures, Certification
Requirements, Assurances and Approval**

Background: The adoption of Policy 5005, Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval, is being presented for first reading consideration. This would be a new policy for the Mead School District. This policy is considered by WSSDA to be *essential*.

WSSDA Sample Policy 5005 was used as the template for the presented policy adoption. WSSDA retitled and updated this policy in 2017 to reflect compliance with ESB 1654. The update of the policy pertained to background checks for all staff and volunteers who have regularly scheduled unsupervised access to students, certification requirements for certificated staff, and procedure for reemployment of classified staff. There is no current WSSDA procedure for this policy as the policy itself is expansive enough to cover all the requirements in compliance with state laws.

The presented policy includes sections on the following:

- Federal Immigration Law Compliance for Staff
- Child Support Reporting for Staff
- Sexual Misconduct Release Form for Staff
- Disclosures for Staff and Volunteers
- Background Check for Staff and Volunteers
- Pre-employment Drug Testing
- Record Check Database Access Designee
- Certification Requirements
- Classified Staff
- Board Approval

The presented policy 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 adoption. No action is requested.

Attachments:

- Draft Policy 5005



EMPLOYMENT AND VOLUNTEERS: DISCLOSURES, CERTIFICATION REQUIREMENTS, ASSURANCES AND APPROVAL

Federal Immigration Law Compliance for Staff

The board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the superintendent/designee. Prior to final action by the board, a prospective staff member will present necessary documents which establish eligibility to work as required by federal immigration law. The superintendent/designee will certify that he/she has: “examined the documents which were presented by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a non-immigrant alien with authorization to work.” This certification will be made on the I-9 form issued by the Federal Immigration and Naturalization Service.

Child Support Reporting for Staff

The district will report all new hires to the state Department of Social and Health Services Division of Child Support as required by P.L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Sexual Misconduct Release Form for Staff

Pursuant to state law, the district will require that every prospective staff member sign a release form allowing the district to contact school employers regarding prior acts of sexual misconduct. The applicant will authorize current and past school district employers including employers outside of Washington to disclose to the district sexual misconduct, if any, and make available to the district all documents in the employer’s personnel, investigative or other files related to the sexual misconduct. The applicant is not prohibited from employment in Washington state if the laws or policies of another state prohibit disclosure of this information or if the out-of-state district denies the request.

Disclosures for Staff and Volunteers

Prior to employment of any unsupervised staff member or volunteer, the district will require the applicant to disclose whether he/she has been:

- A. Convicted of any crime against persons;
- B. Found in any dependency action under RCW 13.34 to have sexually assaulted or exploited any minor or to have physically abused any minor;
- C. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;

- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor: or
- E. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

For purposes of this policy, unsupervised means not in the presence of another employee or volunteer and working with children under sixteen years of age or developmentally disabled persons. The disclosure will be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet will specify all crimes committed against persons.

Background Check for Staff and Volunteers

Staff and Volunteers with Regularly Scheduled Unsupervised Access to Children:

Prospective staff members and volunteers, who will have regularly scheduled unsupervised access to children, will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check will include a fingerprint check using a complete Washington state criminal identification fingerprint card.

All Other Staff and Volunteers:

Staff and volunteers without unsupervised access to children will undergo a name and birth date background check with the Washington State Patrol. Additional checks may be made through other states for individuals who have previously resided outside the State of Washington.

If a volunteer has undergone a criminal record check in the last two years for another entity, the district will request a copy from the volunteer, or have the volunteer sign a release permitting the entity for whom the check was conducted to provide a copy to the district.

Conditional Employment:

New hires may be employed on a conditional basis pending the outcome of the background check. If the background check reveals evidence of convictions, the candidate will not be recommended for employment, or if conditionally employed, may be terminated. When such a background check is received, the superintendent/designee is directed to consult with legal counsel.

Pre-employment Drug Testing

If the district requires prospective staff members to undergo pre-employment drug testing, the district will comply with the requirements of RCW 49.44.240.

Record Check Database Access Designee

The superintendent/designee is directed to establish procedures for determining which staff members are authorized to access the Office of Superintendent of Public Instruction's (OSPI) record check database. Fingerprint record information is highly confidential and will not be re-

disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) will be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the OSPI record check database.

Certification Requirements

The district will require that certificated staff hold a Washington state certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment), or such other documentation as may be required by the professional educator standards board with respect to alternative route programs, for the role and responsibilities for which they are employed. Failure to meet this requirement will be just and sufficient cause for termination of employment. State law requires that the initial application for certification will require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrants may be issued to the staff member until the district has registered a valid certificate for the role to which he/she has been assigned.

All certificated staff members are required to maintain their certification in accordance with state and federal requirements.

Classified Staff

Classified staff who are engaged to serve less than twelve (12) months, will be advised of their employment status for the ensuing school year prior to the close of the school year. If the district chooses to reemploy the staff member the following year, the superintendent/designee will give "reasonable assurance" by written notice that the staff member will be employed during the next school year.

Board Approval

All staff members selected for employment will be recommended by the superintendent. Staff members must receive an affirmative vote from a majority of all members of the board. In the event an authorized position must be filled before the board can take action, the superintendent has the authority to fill the position with a temporary employee who will receive the same salary and benefits as a continuing staff member. The board will act on the superintendent's recommendation to fill the vacancy at its next regular meeting.

Cross References: 5281 - Disciplinary Action and Discharge
 1610 - Conflicts of Interest

Legal References:

RCW 9.96A.020 Employment, occupational licensing by public entity ☐☐☐ Prior felony conviction no disqualification ☐☐☐ Exceptions

RCW 28A.320.155 Criminal history record information ☐☐☐ School volunteers

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.400.301 Information on past sexual misconduct - Requirement for applicants - Limitation on contracts and agreements - Employee right to review personnel file

RCW 28A.400.303 Record checks for employees

RCW 28A.405.060 Course of study and regulations ☐☐☐ Enforcement ☐☐☐ Withholding salary warrant for failure

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.410.010 Certification ☐☐☐ Duty of professional educator standards board ☐☐☐ Rules ☐☐☐ Record check ☐☐☐ Lapsed certificates ☐☐☐ Superintendent of public instruction as administrator

RCW 28A.660.020 Proposals - Funding

RCW 28A.660.035 Partnership grant programs - Priority assistance in advancing cultural competency skills

RCW 43.43.830 Background checks ☐☐☐ Access to children or vulnerable persons ☐☐☐ Definitions

RCW 50.44.050 Benefits payable, terms and conditions ☐☐☐ "Academic year" defined

RCW 50.44.053 "Reasonable assurance" defined ☐☐☐ Presumption, employees of educational institutions

RCW 49.44.240 Discrimination based on cannabis use ☐☐☐ Exceptions

P.L. 99-603 Immigration Reform and Control Act of 1986 (IRCA)

P.L. 104-193 Personal Responsibility and Work Opportunity Reconciliation Act of 1996

WAC 162-12 Preemployment Inquiry Guide (Human Rights Commission)

WAC 180-16-220 Supplemental basic education program approval requirements

WAC 181-79A Standards for teacher, administrator and educational staff associate certification

WAC 181-82-105 Assignment of classroom teachers within districts

WAC 181-82-110 School district response and support for nonmatched endorsements to course assignment of teachers

WAC 181-85 Professional certification ☐☐☐ Continuing education requirement

WAC 392-300-050 Access to record check data base

WAC 392-300-055 Prohibition of dissemination of fingerprint record information by educational service districts, the State School for the Deaf, the State School for the Blind, school districts, and Bureau of Indian Affairs funded schools

WAC 392-300-060 Protection of fingerprint record information by educational service district, the State School for the Deaf, the State School for the Blind, school districts, and Bureau of Indian Affairs funded schools

WAC 446-20-280 Employment ☐☐☐ Conviction records

Adopted:

Mead School District
 Budget Status Summary
 as of 01/31/2024

		Annual Budget	
		(original)	YTD Actual
Enrollment		10,210.00	10,149.25
			(60.75)
			-0.60%
Revenues & Expenditures			
Revenues & Other Financing Sources	\$	160,646,874	\$ 63,589,078
Expenditures & Other Financing Uses	\$	166,169,666	\$ 65,756,616
			39.6%
			39.6%
Transfers (to)/from other Funds	\$	-	\$ -
Net Change in Fund Balance	\$	(5,522,792)	\$ (2,167,538)

Fund Balance	
Beginning Fund Balance	\$ 12,873,305
Current Fund Balance	\$ 10,705,767
% of budgeted Expenditures	6.44%

FTE Enrollment Report
February 1, 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 February 2024 Less ALE	Budgeted #s 23/24 Less ALE	Mead Learning Options	Difference
K Full Day	77.00	58.00	39.44	58.00	60.00	56.78	60.00	37.00	82.00	56.00						584.22	616.00	36.00	-31.78
Grade 1	84.00	49.00	33.00	82.00	75.00	63.00	83.00	58.00	67.00	55.00						649.00	649.00	34.60	0.00
Grade 2	84.00	71.00	37.00	66.00	80.00	66.00	58.00	71.00	67.00	67.00						667.00	672.00	47.20	-5.00
Grade 3	89.00	71.00	39.00	80.00	81.00	65.00	61.00	70.00	71.00	71.00						698.00	700.00	42.20	-2.00
Grade 4	92.00	71.00	40.68	81.00	84.00	65.00	65.00	68.00	49.00	59.00						674.68	674.00	53.80	0.68
Grade 5	83.00	87.00	26.00	87.00	114.00	73.00	76.00	72.00	72.00	70.00						760.00	782.00	40.80	-22.00
Grade 6											235.69	250.37	237.41			723.47	722.00	43.40	1.47
Grade 7											209.35	266.00	275.73			751.08	782.00	60.00	-30.92
Grade 8											254.49	255.34	256.90			766.73	767.00	58.20	-0.27
Grade 9														451.05	378.37	829.42	870.00	63.20	-40.58
Grade 10														442.00	327.18	769.18	808.00	67.95	-38.82
Grade 11														380.08	289.23	669.31	629.00	35.80	40.31
Grade 12														356.85	250.16	607.01	662.00	52.40	-54.99
Total 2,024	509.00	407.00	215.12	454.00	494.00	388.78	403.00	376.00	408.00	378.00	699.53	771.71	770.04	1629.98	1244.94	9149.10	9333.00	635.55	-183.90

*Includes Open Doors & Gateway to College
23/24 Budgetec 17.00

HC	Nov Voc	Voc
19	18.12	0

TTK HC	K-6 HC	7-12 HC	EXCITED HC
16	243	157	30

Vocational	
Northwood	108.46
Mountainside	104.55
Highland MS	109.44
Total	322.45
Mead High School	186.66
Mt. Spokane HS	179.69
Total	366.35

FTE Summary-Monthly

Kindergarten	620.22
Grades 1-3	2,138.00
Grade 4	728.48
Grades 5-6	1,567.67
Grades 7-8	1,636.01
Grades 9-12	3,094.27
K-12 Total	9,784.65
Running Start	346.48
Open Doors	18.12
TTK	131.00
Grand Total	10,280.25

RADIATION ALLIANCE

ALE	MLO	FTE	MHS	FTE	MSHS	FTE	MHS	RPA	TOTAL FTE
k	36.00								36.00
1	34.60								34.60
2	47.20								47.20
3	42.20								42.20
4	53.80								53.80
5	40.80								40.80
6	43.40								43.40
7	60.00								60.00
8	58.20								58.20
9	63.20	0.00	0.00	5.84					69.04
10	67.95	1.00	1.00	6.99					76.94
11	35.80	0.00	3.00	16.98					55.78
12	52.40	2.00	17.00	12.99					84.39
	635.55	3.00	21.00	42.80					702.35

Running Start		College Only	Non-Voc	Voc
October - June	HC	HC	FTE	FTE
Mead High School	163.00	69.00	131.92	7.56
Mt. Spokane	176.00	78.00	155.49	8.84
MLO	47.00	5.00	36.94	5.73
Total	386.00	152.00	324.35	22.13

23/24 Budgeted Running Start 298.00

Transition to Kingergarte		HC	FTE
Farwell		37.00	37.00
Meadow Ridge		36.00	36.00
Shiloh Hills		40.00	40.00
Skyline		18.00	18.00
Total		131.00	131.00

23/24 Budgeted TTK 136.00

Headcount Enrollment
2/1/2024

	Brentwood Elem	Colbert Elem	Creekside Elem	Evergreen Elem	Farwell Elem	Meadow Ridge Elem	Midway Elem	Prairie View Elem	Shiloh Hills Elem	Skyline Elem	Highland Middle	Northwood Middle	Mountainside Middle	Mead Learning Options	Mead High School	Mt Spokane High	Total February 2023
K Full Day	77	58	40	58	60	57	60	37	82	56				36			621
Grade 1	84	49	33	82	75	63	83	58	67	55				35			684
Grade 2	84	71	37	66	80	66	58	71	67	67				48			715
Grade 3	89	71	39	80	81	65	61	70	71	71				43			741
Grade 4	92	71	41	81	84	65	65	68	49	59				55			730
Grade 5	83	87	26	87	114	73	76	72	72	70				42			802
Grade 6											236	251	238	45			770
Grade 7											210	266	278	62			816
Grade 8											256	257	257	59			829
Grade 9														65	452	380	897
Grade 10														70	442	329	841
Grade 11														53	451	358	862
Grade 12														70	410	301	781
Total 2,2024	509	407	216	454	494	389	403	376	408	378	702	774	773	683	1755	1368	10089

RADUATION ALLIANC					
MLO		MHS		MHS RPM	
ALE	HC	HC	HC	MSHS HC	TOTAL HC
k	36				36
1	35				35
2	48				48
3	43				43
4	55				55
5	42				42
6	45				45
7	62				62
8	59				59
9	65	0	0	8	73
10	70	1	1	10	82
11	53	0	3	26	82
12	70	2	17	19	108
TOTAL					
ALE	683	3	21	63	770

MEAD SCHOOL DISTRICT #354

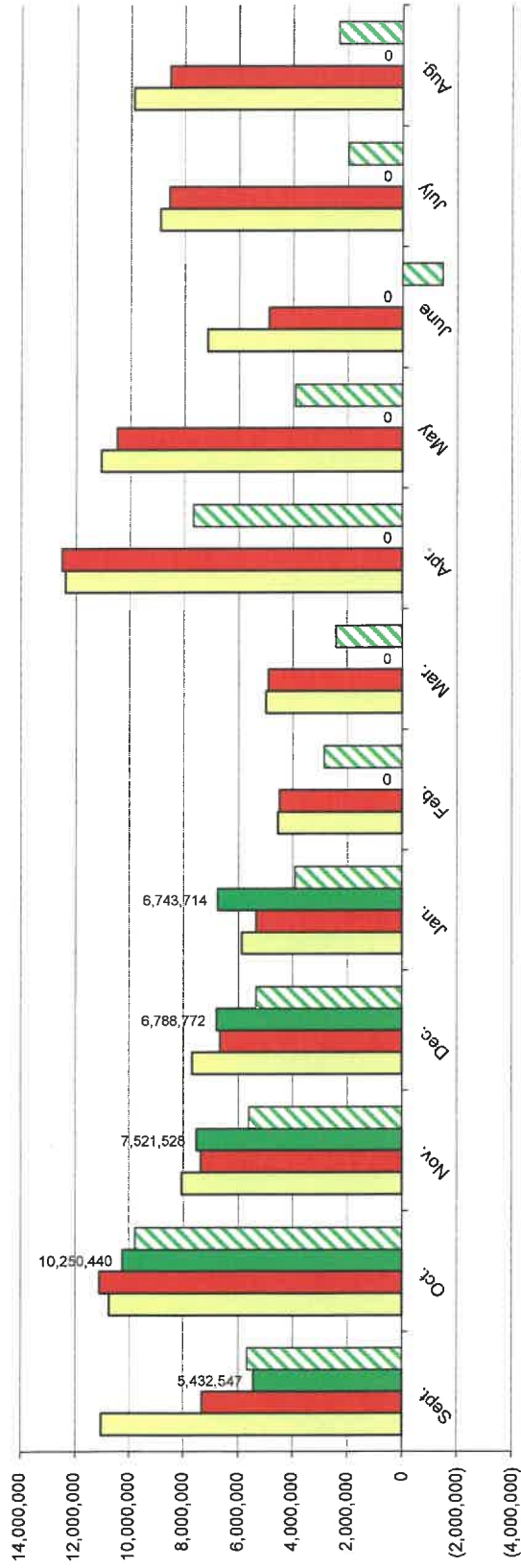
GENERAL FUND

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										
PROJECTED:	336,308	11,990,166	523,570	12,850,134	4,050,298	11,661,142	15,711,440			9,194,830
ACTUAL:	261,008	11,754,193	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	1,477,188	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:	1,177,303	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:	672,796	12,039,516	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:	399,912	11,324,045	335,223	12,059,180	2,263,402	11,239,655	13,503,057			7,429,203
ACTUAL:	30,321	11,726,485	495,804	12,252,610	1,120,249	11,177,420	12,297,669			10,271,267
2/28/2024										
PROJECTED:	99,978	11,990,166	344,190	12,434,334	1,548,643	11,942,133	13,490,776	0		6,372,761
ACTUAL:				0			0			10,271,267
3/31/2024										
PROJECTED:	799,894	11,990,166	367,030	13,157,020	1,810,721	11,801,637	13,612,358			5,917,423
ACTUAL:				0			0			10,271,267
4/30/2024										
PROJECTED:	5,398,894	12,693,294	376,275	18,368,403	1,572,469	11,520,646	13,093,115			11,192,711
ACTUAL:				0			0			10,271,267
5/31/2024										
PROJECTED:	1,799,604	7,199,876	412,682	9,412,162	1,500,993	11,661,142	13,162,135			7,442,738
ACTUAL:				0			0			10,271,267
6/30/2024										
PROJECTED:	1,399,692	8,040,431	395,345	9,835,468	3,001,986	12,223,124	15,225,110			2,053,096
ACTUAL:				0			0			10,271,267
7/31/2024										
PROJECTED:	0	17,045,415	128,340	17,173,755	1,215,069	12,504,116	13,719,205			6,507,646
ACTUAL:				0			0			10,271,267
8/31/2024										
PROJECTED:	199,956	13,711,728	112,243	14,023,927	2,573,131	11,099,159	13,672,290			5,859,283
ACTUAL:				0			0			10,271,267
Total Actual	\$7,750,947	\$54,919,436	\$2,633,929	\$65,304,312	\$9,772,310	\$57,316,871	\$67,089,181	\$0		

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



21-22 22-23 23-24 ESTIMATE

Mead School District No 354
Budget Status Report
Fiscal Year 2023-24
January 01, 2024 through January 31, 2024

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	30,321.03	7,750,946.59		10,363,228.41	42.8%
2000 Local Support Nontax (+)	2,382,700.00	283,789.76	1,786,411.88		596,456.72	75.0%
3000 State, General Purpose (+)	102,168,581.00	8,090,771.06	39,690,507.74		62,478,073.26	38.8%
4000 State, Special Purpose (+)	28,025,526.00	2,551,070.50	10,645,191.11		17,380,334.89	38.0%
5000 Federal, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
6000 Federal, Special Purpose (+)	9,855,892.00	1,084,643.74	3,677,429.96		6,178,462.04	37.3%
7000 Revenues Fr Oth Sch Dist (+)	50,000.00	2,857.00	20,095.00		29,905.00	40.2%
8000 Other Agencies & Associates (+)	0.00	0.00	0.00		0.00	0.0%
9000 Other Financing Sources (+)	50,000.00	0.00	18,495.45		31,504.55	37.0%
TOTAL Revenue	160,646,874.00	12,043,453.09	63,589,077.73		97,057,964.87	39.6%
B. Expenses						
00 Regular Instruction (-)	90,713,569.00	7,116,783.84	36,729,956.35	45,903,831.16	8,079,781.49	91.1%
10 Federal Stimulus (-)	260,014.00	2,060.92	13,212.24	14,425.38	232,376.38	10.6%
20 Special Ed Instruction (-)	24,736,138.00	1,985,820.55	9,958,433.26	13,464,390.34	1,313,314.41	94.7%
30 Vocational Ed Instruction (-)	6,748,325.00	496,596.92	2,559,935.38	3,342,752.73	845,636.89	87.5%
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	411,575.48	2,047,759.53	2,798,960.85	2,894,127.62	62.6%
70 Other Instructional Programs (-)	1,384,695.00	28,099.98	174,009.90	196,286.89	1,014,398.21	26.7%
80 Community Services (-)	262,155.00	21,164.46	219,779.30	103,185.85	(60,810.15)	123.2%
90 Support Services (-)	34,323,922.00	2,334,775.56	14,053,529.70	11,546,607.94	8,723,784.36	74.6%
TOTAL Expenses	166,169,666.00	12,396,877.71	65,756,615.66	77,370,441.14	23,042,609.21	86.1%
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)	(5,522,792.00)	(353,424.62)	(2,167,537.93)		74,015,355.66	(46.6%)
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)		10,705,767.01			
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 Nonspnd 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)		(2,167,537.93)			
TOTALS	(5,522,792.00)		10,705,767.01			

$$\frac{65,756,615.66}{166,169,666.00} = .3957\%$$

Mead School District No 354
Budget Status Report
Fiscal Year 2023-24
January 01, 2024 through January 31, 2024

Capital Projects 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 (+)	100,000.00	17,516.05	87,197.83		12,802.17	87.2%
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	17,516.05	87,197.83		12,802.17	87.2%
B. Expenses						
10 Sites (-)	3,273,208.00	0.00	0.00	3,750.00	3,269,458.00	0.1%
20 Buildings (-)	1,062,000.00	106,371.31	263,806.99	71,662.69	726,530.32	31.6%
30 Equipment (-)	756,717.00	29,879.47	58,110.97	89,013.05	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	136,250.78	321,917.96	164,425.74	4,605,581.30	9.6%
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)	(118,734.73)	(234,720.13)		(4,592,779.13)	77.6%
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)		7,254,755.73			
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)		5,267,671.23			
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		1,987,084.50			
G/L 890 Unassigned Fund Balance (H - I)	0.00		0.00			
TOTALS	(4,991,925.00)		7,254,755.73			

Mead School District No 354
Budget Status Report
Fiscal Year 2023-24
January 01, 2024 through January 31, 2024

Debt Service Fund

☐ Include Pre Encumbrance

	ANNUAL BUDGET	ACTUAL FOR DATE RANGE	ACTUAL FOR YEAR	ENCUMB	BALANCE	% USED
A. Revenue						
1000 Local Taxes (+)	14,542,487.00	25,415.50	6,407,338.19		8,135,148.81	44.1%
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	25,415.50	6,407,338.19		8,135,148.81	44.1%
B. Expenses						
Matured Bond Expenditures (-)	6,165,000.00	6,165,000.00	6,165,000.00	0.00	0.00	100.0%
Interest on Bonds (-)	7,447,663.00	3,778,718.75	3,778,718.75	0.00	3,668,944.25	50.7%
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	9,943,718.75	9,943,718.75	0.00	3,683,944.25	73.0%
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	(9,918,303.25)	(3,536,380.56)		4,451,204.56	(28.9%)
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		1,189,811.15			
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 Restrictd For Debt Service (H - I)	914,824.00		1,189,811.15			
TOTALS	914,824.00		1,189,811.15			

Mead School District No 354
Budget Status Report
Fiscal Year 2023-24
January 01, 2024 through January 31, 2024

Associated Student Body Fund

☐ Include Pre Encumbrance

	ANNUAL BUDGET	ACTUAL FOR DATE RANGE	ACTUAL FOR YEAR	ENCUMB	BALANCE	% USED
A. Revenue						
1000 General Student Body (+)	691,500.00	64,395.27	341,150.41		350,404.59	49.3%
2000 Athletics (+)	613,770.00	71,897.01	321,847.47		291,922.53	52.4%
3000 Classes (+)	532,400.00	72,501.76	409,295.67		123,254.33	76.8%
4000 Clubs (+)	84,300.00	5,794.88	28,492.31		55,807.69	33.8%
6000 Private Moneys (+)	92,450.00	1,022.18	3,147.74		89,302.26	3.4%
TOTAL Revenue	2,014,420.00	215,611.10	1,103,933.60		910,691.40	54.8%
B. Expenses						
1000 General Student Body (-)	563,145.00	5,892.88	104,080.35	4,774.80	454,289.85	19.3%
2000 Athletics (-)	883,950.00	55,776.75	296,925.92	35,507.67	551,516.41	37.6%
3000 Classes (-)	638,098.00	18,935.07	227,307.63	27,148.77	383,641.60	39.9%
4000 Clubs (-)	101,310.00	1,995.38	13,063.70	1,189.66	87,056.64	14.1%
6000 Private Moneys (-)	94,050.00	191.08	905.25	313.00	92,831.75	1.3%
TOTAL Expenses	2,280,553.00	82,791.16	642,282.85	68,933.90	1,569,336.25	31.2%
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)	132,819.94	461,650.75		(658,644.85)	23.6%
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		1,503,353.85			
I. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted For Other Items (-)	0.00		0.00			
G/L 840 Nonsprnd 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		1,503,353.85			
TOTALS	172,695.00		1,503,353.85			

Mead School District No 354
Budget Status Report
Fiscal Year 2023-24
January 01, 2024 through January 31, 2024

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	2,110.17	10,689.66		(8,189.66)	427.6%
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	2,110.17	10,689.66		710,041.34	1.5%
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)	2,110.17	10,689.66		36,212.00	(53.6%)
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)		887,431.50			
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)		887,431.50			
TOTALS	(779,269.00)		887,431.50			