



**Minutes from the Regular Meeting of the Board of Directors  
Monday, August 26, 2024**

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The Board of Directors held a Regular Board Meeting on Monday, August 26, 2024. This meeting was held in-person and virtually via a Zoom link posted on the Mead School District website. The meeting, that began at 6 pm, was held at Union Event Center. Directors Cannon, Gray, Nolan and Killman were present. Director Burchard was excused. Also attending were Superintendent Travis Hanson, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

**I. Pledge of Allegiance**

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

**II. Approval of Agenda**

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

**III. Approval of Minutes**

Director Nolan made a motion to approve the minutes of the July 29, 2024 Regular Board Meeting and August 20, 2024 Special Board Meeting, as presented. Director Killman seconded the motion. The motion carried unanimously.

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

President Cannon opened the floor for board/staff comments. There were no individuals who signed up to speak on agenda items.

*Board/Staff Comments*

Director Killman shared her excitement for the start of a new school year.

President Cannon expressed his appreciation to Mt. Spokane High School and Principal Chelsea Gallagher for organizing and hosting a Sportsmanship Summit that was attended by student athletes from schools throughout the region.

**V. Continuing Business**

**A. Consent Agenda A – 2<sup>nd</sup> Reading Policy Revision**

President Cannon, prior to asking for a motion to approve Consent Agenda A, which included one policy that were presented for first reading consideration on July 29, 2024, noted there were no first reading changes recommended and, therefore, the board directed that the revision to Policy 1400 (Meeting Conduct, Order of Business and Quorum) be brought forward for second reading action, via Consent Agenda, on August 26<sup>th</sup>.

To accurately reflect current practice, the policy revision states Regular Board Meetings will be held once each month, on a Monday, beginning at 6 pm. Reference to meetings taking place on the second Monday of each month is removed. The presented revision additionally includes new language stating that the board meeting calendar will be established in June for the upcoming year (July – June) with dates posted on the district website.

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

## Consent Agenda A

### 1. Approved the Following 2<sup>nd</sup> Reading Policy Revision:

- Policy 1400 Revision – Meeting Conduct, Order of Business and Quorum

### VI. Public Hearing – 2024-2025 Budget

Chief Financial Officer Heather Ellingson, in accordance with state law, presented the proposed 2024-2025 budget for public comment. A summary of the proposed budget was presented at the July 29, 2024 Regular Board Meeting. Ms. Ellingson provided an overview of appropriation levels for the five district funds (General, ASB, Debt Service, Capital Projects and Transportation Vehicle). State law requires that school district budgets be adopted on or before August 31<sup>st</sup> each year. Regarding the General Fund, Ms. Ellingson highlighted/reviewed the following:

- **Economic Landscape** – This included notation that district enrollment has not rebounded following the pandemic. Enrollment is the primary budget driver. While overall enrollment is lower than pre-pandemic levels, Special Education enrollment has increased and continues to grow. Even with an increase in 24/25 to the state's Special Education funding cap (16%), because of the higher number of students with IEPs, district expenditures may exceed the new cap.
- **Enrollment** –For 2024/2025 the budgeted FTE enrollment is 9,872. This is considerably less than where the district ended the 2023/2024 school year (10,137 FTE).
- **Revenue** – The various sources of funding for the 24/25 school year were reviewed. These include Local (voter approved) Levy Funds (15.54%), State General Purpose Funds (60.05%), State Special Purpose Funds (19.27%), Federal Special Purpose Funds (5.11%) and Other Revenue (0.02%). Budgeted revenue from all sources is \$175,069,319. For the 2024 tax year the authorized levy effective rate is \$1.68. Thanks to passage of the recent levy, in the 2025 tax year the targeted levy rate will be \$2.50.
- **Expenditures** – General category expenditures for 24/25 were shared including pie charts showing expenditures by *Program*, *Activity* and *Object*. Expenditure percentages by *Activity* are 61% Teaching, 11% Teaching Support, 17% Other Support, 5% School Administration and 6% Central Administration.
- **Fund Balance** – The district's Fund Balance, while slightly better than anticipated, is low. It is projected 24/25 budgeted expenditures will exceed expected revenue by \$2,173,480.

The budget presentation also included, as required by state law, disclosure of MSOC (materials, supplies & operating costs) revenue and expenditures. In 2024-2025 the district's MSOC budgeted allocation is \$13,021,044 with budgeted expenditures of \$21,723,772. It is projected the district will spend \$8,702,728 more than the state provided allocation.

Also, as required by state law, the budget presentation included a four-year forecast through the 2027/28 school year. Assuming an IPD of 1.9% in 25/26, 2.1% in 26/27 and 2.2% in 27/28, coupled with continuing enrollment decline based on historical trends/birthrates, the forecast predicts an ending fund balance of \$7,384,040 in 2027/2028.

Regarding the Debt Service Fund, Ms. Ellingson noted there are 2015 bonds that, in January, are eligible for refunding/refinancing with a potential savings to taxpayers of \$3 million. Therefore, upfront monies that will be needed should the district move forward with refunding/refinancing have been included in the 2024/2025 Debt Service Fund budget.

President Cannon noted the board has spent considerable time over the past few months working on the 2024/25 budget. He additionally shared that the *Citizen's Guide*, a footnotes version of the budget, is available on the Mead School District website.

In thanking Ms. Ellingson and her team for their work on the budget, President Cannon shared he feels confident the board is being good stewards of taxpayer monies. The Mead School District offers exceptional programs to the community at a cost far less per student than many other local school districts.

Director Gray also expressed her appreciation for all the work that went into preparation of the 2024/25 budget. While she has concerns about dipping into Fund Balance for the upcoming school year, she is confident the district will work to keep expenditures as close to revenue as possible.

There were no public comments on the presented 2024/2025 budget.

## **VII. New Business**

### **A. Resolution 24-05**

#### **2024-2025 Budget Adoption**

Chief Financial Officer Heather Ellingson presented Resolution 24-05, 2024-2025 Budget Adoption, for board consideration. State law requires fiscal year budgets be adopted by August 31<sup>st</sup> each year. Adoption of the 2024-2025 budget sets the appropriation level or spending limit for each of the district's five funds (General, ASB, Debt Service, Capital Projects and Transportation Vehicle) consistent with the assumptions and estimates utilized in its preparation.

Director Nolan made a motion to adopt Resolution 24-05, 2024-2025 Budget Adoption, as presented. Director Killman seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

### **B. Resolution 24-06**

#### **2024-2025 Fees & Budget Policies**

Chief Financial Officer Heather Ellingson presented Resolution 24-06, 2024-2025 Fees & Budget Policies, for board consideration. In addition to the adoption of the fiscal year budget, state law requires that fees, budget policies and facility use fees be adopted by August 31<sup>st</sup>.

There is no change in ASB membership fees or high school parking fees. The mileage rate is adjusted to the IRS standard mileage rate as of January 1<sup>st</sup> each year. There is also no proposed change in Union Stadium rental fees or facility use fees in general.

Following discussion on the topic of Union Stadium rental fees and facility use fees in general, Director Killman made a motion to adopt Resolution 24-06, 2024-2025 Fees & Budget Policies, as presented. Director Nolan seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

### **C. Consent Agenda B**

Director Killman, referencing Public Comments from the July 29, 2024, board meeting, asked about progress on finding/hiring DLC para-educators. Superintendent Hanson shared the district is making every effort to fill those positions (three have been hired) but, with twelve open positions, noted the school year will most likely start without some DLC classrooms being fully staffed.

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

## Consent Agenda B

### 1. Hired Certificated Personnel:

Kari Hammond	Learning & Teaching	Cert	.5 FTE Continuing LAP/Title Teacher in addition to .5 FTE Continuing LAP/Title Teacher effective 9/3/24 (no longer .5 Continuing Elem Resource)
Leslyn Rowley	Student & Family Services	Cert	1.0 FTE Continuing Certificated Nurse effective 9/3/24
Dana Zylstra	Special Services	Cert	1.0 FTE Continuing OT effective 9/3/24
Jared Barry	Special Services	Cert	1.0 FTE Continuing School Psychologist effective 9/3/24
Kara Hock	Skyline	Cert	.4 FTE Leave Replacement 3 <sup>rd</sup> Grade teacher 24/25 school year (taking leave from .5 Continuing LAP/Title position)
Nicholas Cerenzia	Mountainside	Cert	1.0 FTE Continuing Resource Room Teacher effective 9/3/24 (no longer at Mead HS)
Lindsey Hollis	Mead HS	Cert	1.0 FTE Continuing DLC teacher effective 9/3/24
Tyler McLean	Northwood	Cert	1.0 FTE Continuing ELA teacher effective 9/3/24 (no longer at Brentwood)
Jennifer Bruner	Mountainside	Cert	.4 FTE Continuing ELA teacher effective 9/3/24 + .6 FTE Leave Replacement ELA teacher 1 <sup>st</sup> semester 24/25
Kelsey Overhoff	Prairie View	Cert	1.0 FTE Leave Replacement 3 <sup>rd</sup> Grade Teacher 1 <sup>st</sup> semester 24/25
Kiana Eckersley	Special Services	Cert	1.0 FTE Continuing School Psychologist effective 9/3/24
Scott Archibald	Mead HS	Cert	.6 FTE Continuing Science teacher effective 9/3/24 + .2 FTE Leave Replacement 1 <sup>st</sup> semester 24/25
Natalie Moore	Mead HS	Cert	1.0 FTE Continuing DLC Teacher effective 9/3/24
Kati Badgley	Meadow Ridge	Cert	1.0 FTE Continuing Music Teacher effective 9/3/24
Esther Drohman	Special Services/MLO	Cert	.6 FTE Continuing Special Education teacher effective 9/3/24 (no longer at Brentwood)
Jessi Barnes	Special Services	Cert	1.0 FTE Continuing Home Tutor effective 9/3/24
Tracee Donahoe	Northwood	Cert	1.0 FTE Continuing Resource teacher effective 9/3/24 (no longer at MHS)
Kristine Nelson-Sinner	Shiloh Hills	Cert	1.0 FTE Continuing 1 <sup>st</sup> grade teacher effective 9/3/24 (no longer at Farwell)
Christina Elliott	Learning Services	Cert	1.0 FTE Continuing T-K teacher (no longer a Pre-School teacher)
Taylor Van Curler	Mead HS	Cert	.6 FTE Leave Replacement History/Social Studies teacher 24/25 school year in addition to .4 FTE continuing
Victor Wallace	Mead HS	Cert	1.0 FTE Continuing DLC teacher effective 9/3/24
Emily Graham	Mead HS	Cert	1.0 FTE Continuing Science teacher effective 9/3/24
Lindsey Carlson	Mountainside	Cert	.6 FTE Leave Replacement English/Social Studies teacher 24/25 school year
Alison Hood	Special Services	Cert	.8 FTE Continuing SLP effective 9/3/24
Hillary Linklater	Evergreen	Cert	1.0 FTE Leave Replacement 1 <sup>st</sup> Grade teacher 24/25 school year
Kimberly Smith	Creekside	Cert	.4 FTE Continuing PE teacher effective 9/3/24
Jaqueline Valdivia Sanchez	Mead HS	Cert	.8 FTE Leave Replacement Spanish teacher 24/25 school year
Brooklyn Wilkerson	Northwood	Cert	1.0 FTE Continuing Special Education Teacher effective 9/3/24
Kim Sain	Special Services	Cert	1.0 FTE Continuing School Psychologist effective 9/3/24
Sharon Wilkes	Colbert	Cert	1.0 FTE Leave Replacement 4 <sup>th</sup> Grade teacher 24/25 school year
Hannah Pelkie	Learning & Teaching	Cert	1.0 FTE Non-Continuing LAP/Title teacher 24/25 school year
Amanda Hegel	Mountainside	Cert	.6 FTE Leave Replacement Science Teacher 24/25 school year
Kristopher Lane	Mead HS/Highland	Cert	1.0 FTE Continuing Orchestra Teacher effective 9/3/24
Amber Sohns	Special Services/Northwood	Cert	1.0 FTE Continuing DLC Teacher effective 9/3/24

### 2. Hired Classified Personnel:

Faythe Broussard	Creekside	Class	5.2 hrs/day Para Ed effective 9/3/24
Justin Cole	Maintenance	Class	8 hrs/day Warehouse Delivery effective 7/22/24
Stephane Sumner	Custodial Services	Class	8 hrs/day Custodian effective 6/27/24
Kelli Burman	Human Resources	Class	8 hrs/day Benefits Specialist effective 8/7/24
Ronald Feryn	Transportation	Class	8 hrs/day Mechanic effective 7/25/24

Nicole Corativo	District Office	Class	4 hrs/day Public Records Specialist effective 8/12/24
Anthony Matthews	Maintenance	Class	8 hrs/day Maintenance/Custodial effective 7/25/24
Sherilyn Redmon	Mead HS	Class	6.15 hrs/day Para Ed effective 9/2/24
Britney West	Shiloh Hills	Class	8 hrs/day Custodian effective 6/25/24
Jennie Wellman	Special Services	Class	8 hrs/day Admin Assistant effective 8/15/24 (no longer at Midway)
Tiffany Baisch	Mt. Spokane HS	Class	8 hrs/day Admin Assistant effective 8/13/24
LaRee Hanson	Evergreen	Class	Leave Replacement 8 hrs/day Admin Assistant 24/25 school year

3. **Hired Certificated Substitutes:**

Danielle Hilmes

4. **Hired Classified Substitutes:**

Janice LeCouix	Christina Becker	Eve Emerson	Randy Anfinson
Brandi Montgomery	Tabitha Hume	Scott Wacenske	Anna Komarov

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, **August 26, 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 117935 to 118161** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 1,096,854.10
General Fund - PR	12,727,732.17
ASB Fund	39,192.56
Capital Projects Fund	54,525.88
Private Purpose Trust.	3,000.00

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

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

Gena Johnson	Evergreen	Class	24/25 School Year
Nicole Corativo	District Office	Class	8/19-23/24
Ashleigh Kenison	Creekside	Cert	9/3/24 - 11/30/24
Benjamin Mortensen	Highland	Cert	9/3/24 - 10/16/24
Sam Burkley	Mt. Spokane	Class	9/3/24 - 11/28/24

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

Jacob Fry	Creekside	Cert	Resignation effective 7/22/24 (teacher)
Melissa Reed	Mt. Spokane	Class	Resignation effective 7/22/24 (cook)
Grace Kriegh	Highland	Class	Resignation effective 7/31/24 (para ed)
Kathryn Strobeck-Meseberg	Mt. Spokane	Cert	Resignation effective 8/30/24 (teacher)
Ann Moloney	Farwell/Special Services	Cert	Resignation effective 8/30/24 (teacher)
Erica Schwab	Skyline	Class	Resignation effective 8/3/24 (para ed)
Robert Smalley	Transportation	Class	Resignation effective 7/31/24 (bus driver)
Wayne Kuntz	Transportation	Class	Resignation effective 8/30/24 (bus driver)
Lauren Kerri-Highberg	Shiloh Hills	Cert	Resignation effective 8/30/24 (teacher)
Anastasia O'Bannan	Brentwood	Class	Resignation effective 8/14/24 (para ed)
Jacobi Padilla	Mt. Spokane	Class	Resignation effective 8/30/24 (behavior tech)
Shaniah Kincaid	Colbert	Class	Resignation effective 8/30/24 (para ed)
Michelle Johnson	Highland	Class	Resignation effective 8/1/24 (para ed)
Sarah Goldberg	Highland	Class	Resignation effective 8/16/24 (para ed)
Wayne Botner	Transportation	Class	Resignation effective 8/16/24 (bus driver)
Christian Smith	Mountainside	Cert	Resignation effective 8/30/24
Alyssa Johnson	Skyline	Class	Resignation effective 8/1/24 (Admin Assistant) (Name correction . . . incorrectly listed as Melissa Johnson on the 7/29/24 Consent Agenda)

**D. Resolution 24-07  
2024-2025 School Nutrition Fees**

Prior to presenting Resolution 24-07, 2024-2025 School Nutrition Fees, for board consideration, Director Kim Elkins shared a brief Nutrition Services update that included information on a number of department key performance indicators. Nutrition Services is 100% self-funded accessing no General Fund or levy dollars. Regarding productivity and labor in the 2023/2024 school year, at the elementary level 30.02 meals were served per labor hour (goal = 28), middle

school served 24.83 meals per labor hour (goal = 24) and high school served 23.54 meals per labor hour (goal = 24). Meal participation for the last three years was reviewed. For 2023/24 breakfast participation was 19.78% (up from 16.02% in 22/23) and lunch participation was 53.8% (up from 47.91% in 22/23).

Also referenced were the four elementary schools that qualified the past two years for free meals. Those same schools also qualify for the 2024/25 school year with Mountainside Middle School now being added to the list. Nutrition Services hopes to add/qualify Brentwood, Colbert and Mead Learning Options beginning in the 2025/2026 school year.

Approval of lunch and breakfast fees is a part of the annual budget adoption process that must be completed by August 31<sup>st</sup> of each year.

The Paid Meal Equity Price Requirement for 2024-2025 is \$3.42. While USDA requires increases in lunch meal prices for 2024/25 to meet the weighted average of \$3.42 (\$.10 increase), they allow School Nutrition Programs with a positive fund balance to claim an exemption from raising paid meal prices. Based on the fact Mead's Nutrition Services Department is self-sustaining, and raising lunch prices \$.10 would only increase revenue by \$,4085, Ms. Elkins recommended the district take advantage of the offered exemption and not increase meal prices for the 2024/2025 school year.

Director Nolan made a motion to adopt Resolution 24-07, 2024-2025 School Nutrition Fees, as presented. Director Gray seconded the motion. The motion carried unanimously.

#### **E. Award of Milk and Dairy Contract**

Nutrition Services Director Kim Elkins presented the annual renewal option on Bid No. 483-20-04-B through the district's interlocal agreement with Central Valley School District, for the 2024-2025 school year with Terry's Dairy, for board consideration.

The district has been satisfied with the performance of Terry's Dairy for the past several years and is confident in their ability to meet milk and dairy needs for the 2024-2025 school year. Overall pricing is consistent with the prior year.

Director Gray made a motion to award Bid No. 483-20-04-B Milk and Dairy contract for the 2024-2025 school year to Terry's Dairy, as presented. Director Nolan seconded the motion. The motion carried unanimously.

#### **F. Award of Prime Vendor Contract**

Nutrition Services Director Kim Elkins presented PSJPC REP#202223-1 Prime Vendor with US Foods providing grocery items to the Mead School District in 2024/25 for board consideration. This contract is available through the district's membership in the Puget Sound Joint Purchasing Cooperative (PSJPC). The base year of this RFP was the 2022/2023 school year, with one-year renewal options through 2027-2028.

US Foods has been the district's Prime Vendor for the past several years and the district is confident in their ability to meet grocery needs for the 2024-2025 school year. Overall pricing is consistent with the prior year.

Director Gray made a motion to award PSJPC RFP#202223-1 Prime Vendor contract for the 2024-2025 school year to US Foods, as presented. Director Killman seconded the motion. The motion carried unanimously.

### **G. Award of Supplemental Prime Vendor Contract**

Nutrition Services Director Kim Elkins presented RFP 7-2122, Supplemental Prime Vendor, for the 2024-2025 school year, for board consideration. The district has the option to participate in this bid through an interlocal agreement with Spokane Public Schools.

While Prime Vendor US Foods partners well with the district there are, at times, issues with distribution. Manufacturing shortages also continue to disrupt the supply chain and product availability across the United States. In an effort to minimize unexpected issues and provide a stable supply of core menu products, the district recommends awarding a Supplemental Prime Vendor contract to Gold Star Foods as a back-up distributor.

Nutrition Services has previously used this distributor as a sole source supplier of some menu items and has been pleased with their customer service and product quality. Overall pricing is consistent with similar products at US Foods.

Director Nolan made a motion to award SPS RFP 7-2122, Supplemental Prime Vendor contract for the 2024-2025 school year to Gold Star Foods, as presented. Director Killman seconded the motion. The motion carried unanimously.

### **H. Award of Disposal Products Contract**

Nutrition Services Director Kim Elkins presented PSJPC FRP# 3-202324, Disposal Products contract with Imperial Dade, for the 2024-2025 school year, for board consideration. The district has the option to participate in this bid through its membership in the Puget Sound Joint Purchasing Cooperative. The base year for this RFP is the 2023-2024 school year with one-year renewal options through 2027-2028. The contract satisfies RCW 70A.455 compostable requirements.

Purchasing disposal products through this contract will save money compared to what was spent for similar items in the 2023/24 school year.

Director Killman made a motion to award PSJPC FRP# 3-202324, Disposal Products contract for the 2024-2025 school year to Imperial Dade, as presented. Director Nolan seconded the motion. The motion carried unanimously.

### **I. Adoption of 2024-2025 Board Goals**

At the June 27, 2024 Board Retreat the board identified four goal areas for the 2024-2025 school year. Following this meeting, a draft *2024-2025 Board Goals* document was prepared and shared/discussed at the August 20, 2024 Special Board Meeting. Revisions from the August 20<sup>th</sup> meeting have been incorporated into the presented goals document.

The four goal areas for 2024/25, including the associated Strategic Plan Priority Areas associated with each goal, are:

- *Curriculum and Technology* (Strategic Plan Priority Areas 1 & 2)
- *Governance and Fiscal Stewardship* (Strategic Plan Priority Area 3)
- *District and School Culture* (Strategic Plan Priority Areas 2, 4 & 5)
- *Safety and Security* (Strategic Plan Priority Areas 3, 4 & 5)

Board goals will be posted on the Mead School District website.

Following discussion, including the notation from President Cannon that the board has spent considerable time identifying and discussing goal areas for the upcoming school year, Director Gray made a motion to adopt the *2024-2025 Board Goals*, as presented. Director Killman seconded the motion. The motion carried unanimously. A copy of the *2024-2025 Board Goals* is attached.

**J. Contract/Bargaining Agreement  
1135 MT (Bus Drivers)**

Human Resources Director Keri Hutchins presented a tentative one-year contract agreement (September 1, 2024 - August 31, 2025) between the Mead School District and 1135 MT (Bus Drivers) for board consideration. The association has ratified this tentative agreement.

A summary of contract changes, including a cost estimate, was provided to each board member. Ms. Hutchins assured the presented tentative agreement was crafted with careful consideration to the bargaining parameters established by the board.

Following discussion, Director Killman made a motion to approve the one-year contract agreement between the Mead School District and 1135 MT (Bus Drivers), as presented. Director Nolan seconded the motion. The motion carried unanimously.

**K. Contract/Bargaining Agreement  
MCPEA (Custodians)**

Human Resources Director Keri Hutchins presented a tentative three-year contract agreement (September 1, 2024 - August 31, 2027) between the Mead School District and MCPEA (Custodians) for board consideration. The association has ratified this tentative agreement.

A summary of contract changes, including a cost estimate, was provided to each board member. Ms. Hutchins assured the presented tentative agreement was crafted with careful consideration to the bargaining parameters established by the board.

Director Nolan made a motion to approve the three-year contract agreement between the Mead School District and MCPEA (Custodians), as presented. Director Gray seconded the motion. The motion carried unanimously.

**L. Award of Energy Conservation Consulting Services Contract**

Maintenance Director Travis Bown presented a contract for energy conservation consulting services (ASHRAE Level II audit at Mead High School) with Custom Energy Consultants, for board consideration.

The district sent out a Request for Proposals, with a due date of August 21, 2024. Five firms submitted proposals. Custom Energy Consultants is the recommended vendor based on their overall ability to meet district needs as set forth in the RFP.

The bid from Custom Energy Consultants to perform the energy efficiency audit of Mead High School is \$85,058. The district will use grant funds (\$118,302.50) from OSPI to pay for the audit. OSPI has agreed the district can utilize grant funds not only for the energy audit but also to gain as much traction as possible in complying with the Washington State Clean Buildings Performance Standard (WSCBPS).

Following discussion, Director Nolan made a motion to award the contract for the ASHRAE Level II audit of Mead High School to Custom Energy Consultants, as presented. Director Gray seconded the motion. The motion carried unanimously.

**VII. Reports**

**A. Financial Report for the Month of July 2024**

Chief Financial Officer Heather Ellingson presented a brief financial report for the month of July 2024. Cash Flow continues to be better than projected. Regarding Fund Balance, it is estimated the district will need to access between \$2 and \$2.5 million. This is less than the original projection of needing to access \$5.5 million. This report additionally included a brief overview



of the Transportation Vehicle Fund, Debt Service Fund and ASB Fund. It will take until mid to late October to close-out the books for the 2023-2024 school year.

#### **B. Minimum Basic Education Compliance Report**

Mark St. Clair (out-going Director of Secondary Education) and Jeff Naslund (new Director of Secondary Education), as required by the State Board of Education, reported the district is in compliance with all minimum state basic education requirements and that appropriate reports confirming said compliance have been submitted. Information on 2024-25 basic education *required* offerings and *encouraged* offerings was provided to board members.

Noting Mark St. Clair's retirement at the end of August, Superintendent Hanson expressed his thanks and best wishes.

#### **C. Superintendent's Report**

Superintendent Hanson shared the following:

1. Regarding the DLC program, particularly at Mead High School, Superintendent Hanson shared the DLC certificated staff are all new this year and that it continues to be a challenge to hire classified support staff (para educators) for the program. The district is aware of the challenges and is taking steps to assure a smooth start to the school year.
2. Regarding enrollment/staffing the district has seen an increase in kindergarten enrollment and has, therefore, added a couple of kindergarten classes.
3. Fall sports are underway. Both high schools have hosted *Parent Nights* that were well attended and, according to Athletic Directors, went very well.
4. Certificated staff trainings take place on Tuesday (August 27) and Wednesday (August 28) with the District Welcome Back Day taking place on Thursday (August 29) at Mt. Spokane High School.
5. As they have done the past few years, at both Mead High School and Mt. Spokane High School, the first day of school will be a late start for upper classmen allowing Freshman Orientation to take place first thing in the morning.

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

**Tanya Holmes**, parent of a freshman Special Education student at Mead High School, expressed concern on behalf of herself and the mom of an incoming DLC student regarding the para educator shortage at Mead High School. They are concerned that their children will not have the support they need to be successful. She requested there be transparency and good communication with parents. As a one-on-one para educator at Highland Middle School herself, she understands the difficulties (low pay, etc.) associated with finding/hiring para educators.

**Kirsten Harvey** addressed the board regarding Policy 3207, Harassment, Intimidation & Bullying, noting in particular the provision regarding the convening of the IEP team when a student (like her son) has been on the receiving end of harassing/intimidating/bullying behavior. She inquired about how school administration will be made aware of this policy requirement and who will call the IEP team together. As a parent she does not feel this is her responsibility. She requested administrators follow the policy.

#### **X. Executive Session**

At 7:50 pm President Cannon called for an Executive Session of approximately 1.5 hours for the purpose of discussion with legal counsel on litigation and potential litigation.

At 9:30 pm President Cannon returned the meeting to Open Session. No other business was discussed and no action was taken.

**XI. Adjourn**

The meeting was adjourned at 9:30 pm.

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**President**

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**Secretary**



**Resolution No. 24-05  
2024/2025 Budget Adoption**

A RESOLUTION of the Board of Directors of Mead School District No. 354, Spokane County, Washington, fixing and determining fund appropriations; adopting the 2024-25 budget, the four year budget plan summary and the four-year enrollment projection; approving certain fund transfers; and providing for other related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MEAD SCHOOL DISTRICT NO. 354 SPOKANE COUNTY, WASHINGTON, AS FOLLOWS:

**Section 1. Findings and Determinations.** The Board of Directors (the "Board") of Mead School District No. 354, Spokane County, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

(a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2024-25 fiscal year and published electronic notice of the same on its website. The 2024-25 budget includes, among other things, a complete financial plan of the District for the ensuing 2024-25 fiscal year and a summary of the four-year budget plan that includes a four-year enrollment projection.

(b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2024-25 budget on or before August 31, 2024. Prior to adoption of the 2024-25 budget, the Board shall meet and conduct a public hearing to allow any person to be heard for or against any part of the 2024-25 budget, the four year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 .

(c) The Board, following notice thereof being published in a newspaper of general circulation within the District, conducted a public hearing on August 26, 2024, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2024-25 budget.

**Section 2. Fixing and Determining Fund Appropriations; Adoption of 2024-25 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.**

(a) The Board hereby fixes and determines the appropriation from each fund contained in the 2024-25 budget, as follows:

General Fund	\$177,242,799
Capital Projects Fund	\$ 3,615,000
Transportation Vehicle Fund	\$ 1,617,046
Debt Service Fund	\$ 14,229,163
Associated Student Body Fund	\$ 2,676,958

(b) The Board hereby adopts the 2024-25 budget, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

**Section 3. General Authorization and Ratification.** The Secretary to the Board, the President of the Board, the District's Assistant Superintendent, and other appropriate officers of the District are hereby further authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution, and all actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

ADOPTED by the Board of Directors of Mead School District No. 354, Spokane County, Washington, at a regular open public meeting thereof, of which due notice was given as required by law, held this 26<sup>th</sup> day of August 2024, the following Directors being present and voting in favor of the resolution.

ATTEST:


  
\_\_\_\_\_

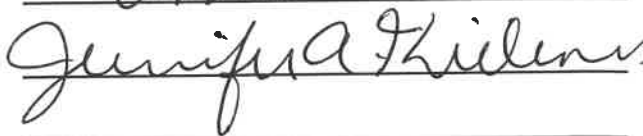
Secretary to the Board

MEAD SCHOOL DISTRICT  
BOARD of DIRECTORS

  
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**Resolution No. 24-06  
2024/2025 Fees & Policies**

**WHEREAS,** community groups within the Mead School District shall be permitted to use school facilities including play fields, for worthwhile purposes when such use will not interfere with school programs, and

**WHEREAS,** facility fees will be charged at an hourly rate and billed by the school district including stagehand crews, custodial and kitchen staff, and

**WHEREAS,** fees and budget policies for mileage and Associated Student Body fees are incorporated into the operations of the school budget,

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors, that the amounts as set forth on the attached Fees & Budget Policies and the Facility Use Schedules be established and administered in the 2024/2025 operating budget

**ADOPTED** by the Board of Directors of the Mead School District No. 354, Spokane County, Washington, and authenticated by the signatures affixed below.

**Dated this 26<sup>th</sup> day of August 2024.**

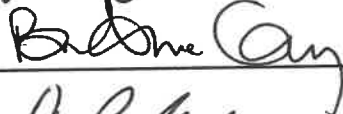
**ATTEST:**

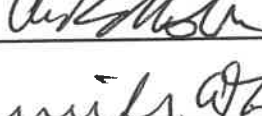
  
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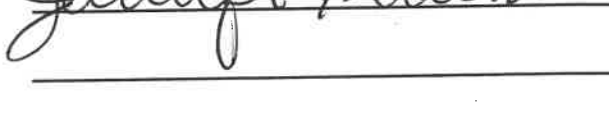
**Secretary to the Board**

**MEAD SCHOOL DISTRICT  
BOARD of DIRECTORS**

  
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## **2024/2025 FEES AND BUDGET POLICIES**

The Board of Directors, in the process of adopting 2024/2025 fiscal year budget for the General Fund, Capital Projects Fund, Debt Service Fund, Transportation Vehicle Fund and the Associated Student Body Fund budget, hereby incorporates the following fee and budget policies into the operation of the school district:

1. The Superintendent, or his designee, is authorized to reallocate amounts between programs, activity, or object so long as the total appropriation for each fund is not exceeded.
2. Mileage reimbursement rate per mile shall be paid for use of personal vehicles pursuant to Board Policy 6213 and federal internal revenue code and IRS regulations as of January 1<sup>st</sup> of each year.
3. Fees shall be charged to users of school district facilities per the attached schedules.  
(Board Policy 6113)
4. Associated Student Body Fee:
  - A. Membership – Middle School: \$15.00    High School: \$50.00
  - B. Parking – High School: \$50.00
5. Camp Fees: Camp fees for summer 2025 will be determined at a later date.

**Board Policy 6113  
Facility Use Fee Schedule  
Effective September 1, 2024**

Classification	I	II	III	IV
<b>Gymnasium/Fitness/Wt Rm</b>				
School Day	N/C	*N/C or \$25/hour	\$45/hour	\$50/hour
Non-School Day	TBD	\$65/hour	\$70/hour	\$75/hour
Holiday	TBD	\$110/hour	\$120/hour	\$130/hour
<b>Classroom</b>				
School Day	N/C	*N/C or \$25/hour	\$40/hour	\$45/hour
Non-School Day	TBD	\$60/hour	\$65/hour	\$70/hour
Holiday	TBD	\$110/hour	\$120/hour	\$130/hour
<b>Cafeteria/Commons/Library</b>				
School Day	N/C	*N/C or \$25/hour	\$45/hour	\$50/hour
Non-School Day	TBD	\$65/hour	\$70/hour	\$75/hour
Holiday	TBD	\$110/hour	\$120/hour	\$130/hour
<b>Mead Gymnastics Center</b>				
School or Non-School Day	TBD	\$65/hour	\$70/hour	\$75/hour
Holiday	TBD	\$110/hour	\$120/hour	\$130/hour
<b>Union Event Center</b>	Sound system use requires additional fee	Sound system use requires additional fee	Sound system use requires additional fee	Sound system use requires additional fee
School or Non-School Day	TBD	\$65/hour	\$70/hour	\$75/hour
Holiday	TBD	\$110/hour	\$120/hour	\$130/hour
<b>Auditorium/Theater</b>	May Require Stage Crew	May Require Stage Crew	May Require Stage Crew	May Require Stage Crew
School Day	TBD	\$45/hour	\$50/hour	\$55/hour
Non-School Day	TBD	\$60/hour	\$65/hour	\$70/hour
Holiday	TBD	\$110/hour	\$120/hour	\$130/hour
<b>Theater Stage Crew</b>	If Necessary	If Necessary	If Necessary	If Necessary
School or Non-School Day	\$18/hour	\$18/hour	\$18/hour	\$18/hour
<b>Kitchen Use Plus One Staff</b>				
School or Non-School Day	\$50/hour	\$80/hour	\$80/hour	\$80/hour
<b>Extra Custodian-2hr min</b>	If Necessary	If Necessary	If Necessary	If Necessary
School Day	\$40/hour	\$40/hour	\$40/hour	\$40/hour
Non-School Day	\$55/hour	\$55/hour	\$55/hour	\$55/hour
Holiday	\$100/hour	\$100/hour	\$100/hour	\$100/hour
<b>Supervision (certificated)</b>				
School or Non-School Day	\$75/hour	\$75/hour	\$75/hour	\$75/hour

Classifications - See Board Policy 6113 for details

I - School or Chartered Youth Groups or other Government Agencies: (School Groups, Scouts, 4-H, etc.)

II - Non-Profit Youth Groups: (Youth Club Sports, AAU, YMCA, YWCA, SYSA, Church Youth Groups, etc.)

III- Non-Profit Community Groups: (Adult Community & Service Clubs, Adult Athletics, Churches, etc.)

IV - Commercial or For-Profit Organizations: (Businesses & Organizations using facilities for a profit)

\*N/C-No Charge for Non-Profit Youth Groups with 501c3 Docs and 50%+1 MSD Student Roster - School Days Only.

**UNION STADIUM RENTAL FEES**  
Effective September 1, 2024

Classification	I	II	III	IV
<b>Turf Field</b>	Practice-\$150/hour Home Event - N/C	Practice-\$200/hour Event - Estimate upon Approval	Practice-\$250/hour Event - Estimate upon Approval	Practice-\$300/hour Event - Estimate upon Approval
<b>U1 Grass Soccer Field</b>	N/C	\$20/hour	\$30/hour	\$40/hour
<b>U2 Grass Soccer Field</b>	N/C	\$20/hour	\$30/hour	\$40/hour
<b>U3 Grass Soccer Field</b>	N/C	\$20/hour	\$30/hour	\$40/hour
<b>Stadium Lights-2hr min</b>	N/C	\$50/hour	\$50/hour	\$50/hour
<b>Custodian-2hr min</b>				
School Day	\$40/hour	\$40/hour	\$40/hour	\$40/hour
Non School Day	\$55/hour	\$55/hour	\$55/hour	\$55/hour
Holiday	\$100/hour	\$100/hour	\$100/hour	\$100/hour
<b>Press box for Sound System &amp; Scoreboard</b>	\$52/hour	\$52/hour	\$52/hour	\$52/hour

**Classifications - See Board Policy 6113 for details**

**I - School or Chartered Youth Groups or other Government Agencies:**

(School Groups, Scouts, 4-H, etc.)

**II - Non-Profit Youth Groups:**

(Youth Club Sports, AAU, YMCA, YWCA, SYSA, Church Youth Groups, etc.)

**III - Non-Profit Community Groups:**

(Adult Community & Service Clubs, Adult Athletics, Churches, etc.)

**IV - Commercial or For-Profit Organizations:**

(Businesses & Organizations using facilities for a profit)

**Care of Stadium and Fields:**

- Participants and officials must wear molded sole shoes or tennis shoes on the artificial turf.
- Only coaches, participants, officials and authorized personnel are permitted on the turf.
- Shelled seeds and nuts are strictly prohibited on all Union Stadium grounds.
- Items that may stain/damage artificial turf, such as crepe paper, beverages, food products, gum, coffee, tobacco, Vaseline, candy, glitter, etc., are prohibited.
- The use of sharp objects or golf clubs on the artificial turf are prohibited. Care should be exercised in moving equipment to avoid cutting or snagging the turf.
- Marking or painting on any field or other facility surfaces are prohibited. Movable markers, such as cones, are allowed upon receipt of permission.
- Each user(s) shall be responsible for general clean-up after use, including picking up trash and placing it in the appropriate receptacle.
- No decorations or application of materials to walls, floors, fences, etc. will be allowed without district permission and in advance of the event.
- Animals, except service dogs, are NOT allowed on district grounds and playfields.
- Kicking or bouncing balls against the fences, grandstands or any standing structure is prohibited.





**RESOLUTION 24-07**  
**2024/25 School Nutrition Fees**

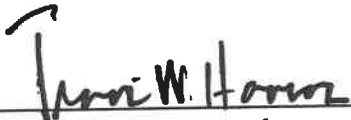
**WHEREAS**, fees and budget policies for school nutrition fees are incorporated into the operations of the school budget,

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors that the amounts set forth on the attached 2024-2025 Meal Price Recommendation be established and administered in the 2024-2025 operating budget.

**ADOPTED** by the Board of Directors of Mead School District No. 354, Spokane County, Washington and authenticated by the signatures affixed below.

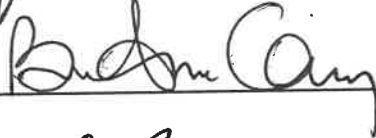
Dated this 26<sup>th</sup> day of August, 2024.

Attest:

  
\_\_\_\_\_  
Secretary to the Board

Mead School District No. 354  
Board of Directors

  
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**Nutrition Services**  
 12509 N. Market St. Bldg E, Mead, WA 99021  
 Telephone (509) 465-6100 FAX (509) 461-5111

### 2024-2025 Meal Price Recommendation

	Current Breakfast	Proposed Breakfast	Current Lunch	Proposed Lunch
Elementary	1.85	No change	2.95	No change
Middle	2.00	No change	3.50	No change
High	2.00	No change	3.50	No change
Adult	3.25	No change	5.00	No change
Milk	.65	No change	.65	No change

1. Paid Meal Equity Price Requirement for the 2024-2025 school year is \$3.42. The current weighted average price for lunch is \$3.32. USDA requires increases in lunch meal prices for 2024-2025 to meet the weighted average of \$3.42, which is the price requirement with a .10 cent cap. **See attached.**
2. However, USDA allows School Nutrition Programs with a neutral or positive fund balance to claim an exemption from raising paid meal prices.
3. Most surrounding districts are 100% free meals or a large percentage of the schools are 100% free due to Community Eligibility Expansion through HB 1878 and HB 1238. Meal prices for paid lunch at other districts are currently the same as our prices. As a district with low free & reduced percentage, we depend on meal participation of our paid meal students.
4. The Nutrition Services department is self-sustaining and raising the meal prices to meet the .10 cent cap would increase revenue by \$4,084.00.
5. We would recommend no changes in meal pricing to keep our prices competitive with other districts that still have paid meals.

**SFA NAME: [TYPE SFA NAME HERE]**

The prices are based on adjusting SY 2023-24 price requirement by the 2% rate increase plus the Consumer Price Index (8.27%).

SY 2024-25 Weighted Average Price Requirement	
Requirement to the nearest cent	Requirement <b>ROUNDED DOWN</b> to the nearest 5 cents
\$3.85	\$ 3.80

**SY 2024-25 Price Raise Calculator**

**Step 1**

If the SY 2023-24 Weighted Average Price is equal to or above the target price of \$3.85 then the SFA is compliant for SY 2024-25.

SY 2023-24 Weighted Average Price Calculator				
Enter the paid prices and number of paid lunches sold at each price for October 2023.				
	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2023-24
1	13,658	\$ 2.95	\$ 40,291.10	
2	27,182	\$ 3.50	\$ 95,137.00	
3			\$ -	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
<b>Total</b>	<b>40,840</b>		<b>\$ 135,428.10</b>	<b>\$ 3.32</b>

**Step 2**

Shortfall or Credit
Enter any shortfall or credit carried forward from SY 2023-24
\$ 0.12

**Overview of the Calculations**

<b>Total Price Increase for SY 2024-25</b>	
\$	<b>0.36</b>
<b>Required Weighted Average Price for SY 2024-25 (Increase with the 10 cents cap)</b>	
\$	<b>3.42</b>
<b>Remaining Shortfall Carried Forward to SY 2025-26</b>	
\$	<b>0.26</b>
<b>Remaining Credit Carried Forward to SY 2025-26</b>	
\$	<b>-</b>

**(Optional Step)**

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required weighted average price for SY 2024-25.				
	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2024-25
1	13,658	\$ 3.05	\$ 41,656.90	
2	27,182	\$ 3.60	\$ 97,855.20	
3			\$ -	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
<b>Total</b>	<b>40,840</b>		<b>\$ 139,512.10</b>	<b>\$ 3.42</b>

**Step 3**

SY 24-25 Report

To review the instructions for the SY 24-25 Price Raise Calculator:

[Instructions](#)

Attention: Users should only enter information in the cells highlighted in green. Modifications should not be made to the tool as changes can cause an incorrect new average price to be calculated which will impact future calculations.



# 2024-25 Board Goals

## EACH STUDENT FUTURE READY

Foster Belonging || Instill Purpose || Cultivate Curiosity

### Directors

**Chad Burchard**  
District 1

**Alan Nolan**  
District 2

**Jennifer Killman**  
District 3

**Michael Cannon**  
District 4 - President

**BrieAnne Gray**  
District 5 - VP

## Goals/Target Objectives:

### Curriculum & Technology (Strategic Plan Priority Areas 1 & 2):

Support academic success and high levels of learning for students by championing the work of updates to core instructional materials as well as refining and recalibrating the use of technology in schools/classrooms.

- The 2024 EP & O Levy campaign committed to investments in updates to aging instructional materials (Social Studies, Science, and Mathematics were identified as high-needs areas). Providing a guaranteed and viable curriculum aligned to content standards is a vital element of instructional success and is a high priority.
- In continuing the work of the district's Technology Advisory Committee, the board supports ongoing refinement of ed-tech integration and improvements to the district's Digital Citizenship programs.
- The board fully supports the distraction-free (cell phone free!) classroom initiative at the secondary level and increased emphasis on teacher-directed, educationally focused use of technology.
- Provide training and increased awareness of teaching and learning shifts/changes/pitfalls amidst the emergence of generative AI platforms and tools.

### Governance and Fiscal Stewardship (Strategic Plan Priority Area 3):

The Board seeks to engage in data-informed approaches, student-focused decision-making, and transparent communication in pursuit of budgetary decisions consistent with board policies.

- Continue the work of carefully analyzing staffing allocations (staffing units funded through "prototypical" funding allocations), comparing funded units with actual staffing levels across employee classifications to assist with prioritizing organizational staffing objectives.
- By carefully monitoring key financial metrics (e.g. - enrollment trends, revenues/expenditures, staffing) and engaging in conservative fiscal decision-making, the board seeks a 2025-26 budget that avoids deficit spending and makes progress on meeting district targets codified in Policy 6022 around both assigned/restricted and unassigned/unrestricted cash (10% - 15% and 8% respectively).
- Engage legislators and key legislative decision-makers around state education policy related to school finance.

### District and School Culture (Strategic Plan Priority Areas 2, 4, and 5):

Organizational cultures are a complicated and hard-to-define reflection of institutional values, decision-making structures, and daily practices and behaviors. The board seeks to purposefully engage district staff, families, and the community, creating clarity of mission and purpose (attend to academic growth and the general well-being of ALL students).

- Encourage practices and structures that create a culture of care and foster belonging and unity.
- Clarify and communicate high expectations for student behavior and staff professionalism, including policy and procedural frameworks as well as effective structures for accountability.
- Address issues associated with discriminatory harassment and racially insensitive behaviors in our schools.

### Safety and Security (Strategic Plan Priority Areas 3, 4, and 5):

Enhance safety and security in school environments through continued investment in capital projects and advanced technological tools, while continuing to refine practices and procedures that equip and prepare district staff to meet the needs of students in crisis and also effectively respond to emergencies and threats.

- Review/evaluate recommendations made by the Safety Task Force in June of 2019 to help identify where levy dollars should be allocated to address safety and security needs.
- Reconvene the district's Safety and Security Task Force for a series of meetings in the 2024-25 school year, sharing refinements and changes, while also gathering insight and feedback about future investments.
- Address campus safety and student conduct/student safety (e.g. - SRP, vaping issues, Fentanyl awareness)