



**Minutes from the Regular Meeting of the Board of Directors
Monday, September 23, 2024**

The Board of Directors held a Regular Board Meeting on Monday, September 23, 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 Superintendent 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 Killman made a motion to approve the meeting agenda, as presented. Director Nolan seconded the motion. The motion carried unanimously.

III. Approval of Minutes

Director Nolan made a motion to approve the minutes of the August 26, 2024 Regular Board Meeting and September 9, 2024 Work Session, 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 first opened the floor for board/staff comments followed by an update from Mt. Spokane High School. There were no individuals who signed up to speak on agenda items.

Board/Staff Comments

Director Nolan referenced the upcoming *Trades Night* taking place on Wednesday, September 25th at Mead High School and extended an invitation to those in attendance and listening to the meeting via Zoom to attend. He additionally, referring to the facility use fees for the 2024/2025 school year approved by the board on August 26th, noted for the record that the approved fee schedule, which included no increase from the 2023/24 school year, falls short of covering actual costs. While fees generated do not cover all expenses, providing an affordable rental option for the community is a board priority.

Regarding the recent *Cat Scramble Golf Tournament* that benefits the athletic programs at Mead High School and Mt. Spokane High School, President Cannon expressed thanks to both high school athletic booster clubs for sponsoring this event that was started 24 years ago. In thanking the many volunteers and community members who contributed to and participated in this particular event, President Cannon also acknowledged the many, many volunteers who regularly contribute their talents and resources in a variety of ways throughout the district.

Mt. Spokane High School Report

ASB President Jayson Bonnett presented a brief review of the academic, athletic, leadership and music events recently completed and upcoming at Mt. Spokane High School. The school year started with 9th Grade Orientation/School Tours including an assembly just for Freshmen on the first day of school. The *Homecoming Dance*, with a Rio theme, took place September 21st. The theme for the upcoming (September 27th) *Battle of the Bell* football game is Northern Lights. Both

soccer (girls) and softball are undefeated. The first GSL cross-country meet takes place on September 25th. *Cat Fight* (Mt. Spokane vs Mead) volleyball will be played on the evening of Tuesday, September 24th.

V. Continuing Business - none

VI. New Business

A. Consent Agenda B

In response to a question regarding the \$2.8 million payment for *errors and omissions* insurance, Chief Financial Officer Heather Ellingson noted the annual premium for the 24/25 school year is up approximately \$500,000 from the 23/24 school year. The cost of *errors and omissions* insurance has almost doubled in the last two years. President Cannon expressed his appreciation to voters for supporting the district’s local levy. Levy funds help cover increases in expenses like this.

President Cannon reviewed the donations listed on Consent Agenda B and thanked those individuals and organizations for their generosity and support of Mead School District students.

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:

Emily McDonald	Mead HS	Cert	.6 FTE Continuing Art Teacher effective 9/3/24 + .2 FTE Continuing Leave Replacement Art Teacher 24/25 school year
Brittney Berg	Special Services	Cert	1.0 FTE Continuing Preschool/Early Ed Teacher effective 9/3/24
Michele Jacobson	Special Services/PV	Cert	.4 FTE Continuing Resource Room teacher effective 9/3/24
Andrew Rockwood	Brentwood	Cert	1.0 FTE Continuing 5 th Grade teacher effective 9/3/24
Sydney Ashbeck	Brentwood	Cert	1.0 FTE Continuing 4 th Grade teacher effective 9/3/24
Rex Freed	Northwood	Cert	1.0 FTE Leave Replacement English teacher 24/25 school year
Paige Buccola	Mead HS	Cert	.8 FTE Leave Replacement English teacher 24/25 school year
Suzanne Swenland	Shiloh Hills	Cert	.4 FTE Leave Replacement Music teacher 24/25 school year
Mardi Williamson	Highland	Cert	.6 FTE Continuing Special Ed/Intervention teacher effective 9/3/24
Maggie Gatlin	Mt. Spokane HS	Cert	1.0 FTE Continuing Special Education teacher effective 9/3/24
Jacob Milhon	Special Services/Creekside	Cert	.6 FTE Continuing Special Education teacher effective 9/3/24
Keylissa Thies	Farwell	Cert	1.0 FTE Leave Replacement 2 nd Grade teacher 24/25 school year
Melanie Bruski	Northwood	Cert	.8 FTE Continuing Special Ed/Gen Ed teacher effective 9/3/24
Sean Hopf	Northwood	Cert	1.0 FTE Continuing CTE Shop teacher effective 9/3/24
Jolene Sundheim	Brentwood	Cert	1.0 FTE Leave Replacement 4 th Grade teacher 24/25 school year
Thomas Roen	Mead HS	Cert	.6 FTE Leave Replacement Social Studies teacher 24/25 school year
Katelyn Greene	Special Services/Meadow Ridge	Cert	1.0 FTE Continuing Resource Room teacher effective 9/3/24
Kaitlyn Zemke	Northwood	Cert	1.0 FTE Continuing Social Studies teacher effective 9/3/24
Emma Janzen	Special Services	Cert	1.0 FTE Continuing PreSchool teacher effective 9/3/24
Andreanna Rockwood	Learning & Teaching/Colbert	Cert	.2 FTE Leave Replacement LIT 24/25 school year
Jenelle Aoki	Learning & Teaching	Cert	1.0 FTE Continuing ELD teacher effective 9/3/24

Joel Murphy	Mt. Spokane	Cert	1.0 FTE Continuing Special Education teacher effective 9/3/24
Alexandra Kane	Shiloh Hills	Cert	1.0 FTE Continuing 4 th Grade teacher effective 9/3/24 (no longer at Mead HS)
Susan Chandler	Northwood	Cert	1.0 FTE Continuing Math teacher effective 9/3/24 (no longer at Mead HS)
Mary Gonzales	Skyline	Cert	1.0 FTE Leave Replacement teacher 24/25 school year
Phillip Terrell	Mt. Spokane	Cert	.6 FTE Continuing Social Studies teacher effective 9/3/24
Deborah Horner	Mountainside	Cert	.6 FTE Continuing Resource Room teacher effective 9/3/24
Camille White	Colbert	Cert	1.0 FTE Leave Replacement 1 st Grade teacher 1 st semester 24/25
Molly McCarthy	Farwell	Cert	1.0 FTE Continuing 5 th Grade teacher effective 9/3/24 (no longer at Evergreen)
Sidney Sheer	Shiloh Hills	Cert	1.0 FTE Continuing K teacher effective 9/5/24
Jennifer Martinsen	Special Services	Cert	.2 FTE Continuing SLP in addition to .8 FTE Continuing effective 9/3/24
Erin Van Blaricom	Special Services	Cert	.2 FTE Continuing SLP in addition to .8 FTE Continuing effective 9/3/24
Katie Semko	Mead Learning Options	Cert	.6 FTE Continuing teacher in addition to .4 FTE Continuing effective 9/3/24
Emily Bertholic	Mead Learning Options	Cert	.5 FTE Continuing teacher in addition to .5 FTE Continuing effective 9/3/24
Lisa Corning	Mead Learning Options	Cert	.3 FTE Continuing teacher in addition to .7 FTE Continuing effective 9/3/24
Jill Wright	Mead Learning Options	Cert	.3 FTE Continuing teacher in addition to .4 FTE Continuing effective 9/3/24
Opal Harbert	Mead Learning Options	Cert	.5 FTE Continuing teacher in addition to .5 FTE Continuing effective 9/3/24
Hailee Speir	Mt. Spokane	Cert	1.0 FTE Leave Replacement teacher 1 st semester 24/25 effective 9/11/24
Kimberly Smith	Creekside	Cert	.1 FTE Continuing PE teacher in addition to .4 FTE Continuing effective 9/3/24
Maria Friesen	Special Services/Farwell	Cert	1.0 FTE Continuing Resource Room teacher effective 9/5/24
Danielle Brown	Special Services	Cert	1.0 FTE Continuing PT effective 9/11/24

2. Hired Classified Personnel:

Jourdan Armstrong	Mead HS	Class	6.5 hrs/day Para Ed effective 9/9/24
Lindsey Bench	Skyline	Class	7.5 hrs/day Bldg Admin Asst effective 8/26/24
Elisabeth Burrell	Midway	Class	8 hrs/day Prin Admin Asst effective 9/16/24
Bethany Coski	Student Services	Class	6.25 hrs/day Classified Nurse effective 9/3/24
Kassie Costello	Creekside	Class	4.8 hrs/day Pre School Para effective 9/3/24
Keely Eschenbacher	Colbert	Class	6.1 hrs/day Para Ed effective 9/3/24
Karin Furgueron	Student Services	Class	6.5 hrs/day Classified Nurse effective 9/3/24
Erin Halverson	Colbert	Class	6 hrs/day Para Ed effective 9/3/24
Jeff Hollingsworth	Nutrition Services/MtS	Class	4 hrs/day Cook II effective 9/3/24
Jessica Hopf	Transportation	Class	4 hrs/day Itinerant Driver effective 9/3/24
Brian Keen	Transportation	Class	4 hrs/day Itinerant Driver effective 9/3/24
Viktoria Kolodrub	Brentwood	Class	6 hrs/day Para Ed effective 9/3/24
Michelle Magni	Nutrition Services/Farwell	Class	6 hrs/day Cook II effective 9/3/24
Steven Minnich	Transportation	Class	4 hrs/day Itinerant Bus Driver effective 8/26/24
Emily Overfelt	Creekside	Class	4.82 hrs/day PreSchool Para effective 9/3/24
Brian Pettey	Transportation	Class	4 hrs/day Itinerant Bus Driver effective 9/9/24
Alan Pocan	Technology	Class	8 hrs/day Computer Tech effective 8/19/24
Armina Turner	Mt. Spokane	Class	6.5 hrs/day Para Ed effective 9/3/24
Michelle Watts	Mt. Spokane	Class	6.33 hrs/day 1:1 LPN effective 9/3/24
Jordyn Del Pizzo	Mountainside	Class	6.15 hrs/day Para Ed effective 9/5/24
Kelly McAlpine	Mead HS	Class	6.5 hrs/day Para Ed effective 9/5/24
Kyle White	Mead HS	Class	6.15 hrs/day Para Ed effective 9/3/24
Nikole Burton	Mountainside	Class	6.15 hrs/day Para Ed effective 9/9/24

3. Hired Certificated Substitutes:

Caleb Palmquist	Faith Kennedy	Sarahann Mercado-Zeski	Makena Billington
Sara Wagoner	Whitney Womack	Karen Powers	

4. Hired Classified Substitutes:

Loree Kimball	Kaitlyn Savage	Jill Geibel	Kristyn Day
Sara Nerad			

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, **September 23, 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 118162 to 118641** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 6,362,175.71
General Fund - PR	11,074,651.71
ASB Fund	435,239.96
Capital Projects Fund	94,335.42

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

7. **Accepted the Following Donations:**

- \$5,234.84 from Mead HS Sports Booster Organization to Mead HS (Girls Soccer backpacks and weight benches)
- \$3,500 from Mt Spokane HS Athletic Boosters to Mt. Spokane HS (Volleyball equipment)
- \$5,000 from Wenspok Resources LLC to Mead HS (Band sponsorship)
- \$750 from Verizon to Creekside for PE supplies
- \$500 from KnifeRiver Corp-NW to Mt. Spokane HS Baseball program
- \$500 from The Lab Strength & Fitness LLC to Mead HS Dance Team program

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

Holly Wilcox	Skyline	Cert	8/12/24 - 10/1/24
Michael Devereaux	Northwood	Class	9/15/24 - 11/08/24
Benjamin Mortensen	Highland	Cert	9/23/24 - 10/16/24 (revision from 8/26/24)
Leigh Ochsner-Yates	Highland	Class	9/3/24 - 9/30/24
Josh Wilcox	Northwood	Cert	8/12/24 - 11/12/24

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

Rosie Bass	Transportation	Class	Resignation effective 8/30/24 (Bus Assistant)
Alexander Campbell	Transportation	Class	Retirement effective 8/30/24 (Bus Driver)
Micah Erdman	Highland	Class	Resignation effective 8/30/24 (Para Ed)
William Gamble	Transportation	Class	Resignation effective 8/30/24 (Bus Driver)
Emily Nelson	Mt. Spokane	Class	Resignation effective 8/30/24 (Para Ed)
Jennifer Roberts	Student Services	Class	Resignation effective 9/27/24 (Classified Nurse)
Jasmyne Ross	Midway	Class	Resignation effective 8/30/24 (Para Ed)
Amber Santilli	Northwood	Cert	Resignation effective 8/14/24 (teacher)
Beata Smith	Mt. Spokane	Class	Resignation effective 8/30/24 (Para Ed)
Raymond Starkey	Mead HS	Class	Retirement effective 8/30/24 (Para Ed)
Nick Stevenson	District Office	Class	Resignation effective 9/4/24 (Admin Asst)
Jamie Sutton-Powers	Farwell	Class	Resignation effective 8/1/24 (Para Ed)
Zachary Talbot	Highland	Class	Resignation effective 8/30/24 (Para Ed)
Jason Welch	Mead HS	Class	Resignation effective 8/30/24 (Para Ed)
Angela Rendall	Evergreen	Class	Resignation effective 9/30/24 (Para Ed)
Lindsay Kindig	Shiloh Hills	Class	Resignation effective 8/30/24 (Para Ed)

10. **Approved the Following Employee Termination:**

Joanna Netzel	Shiloh Hills	Class	Effective 9/23/24 (job abandonment)
---------------	--------------	-------	-------------------------------------

**B. Policy & Procedure 2418 Adoption
Waiver of High School Graduation Credits**

Director of Secondary Education Jeff Naslund presented the adoption of Policy/Procedure 2418, Waiver of High School Graduation Credits, 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 2418 and Sample Procedure 2418 were used as templates for the presented policy/procedure adoption.

Prior to the board approving a revision on June 10, 2024, to Policy/Procedure 2410, High School Graduation Requirements, that policy/procedure included a section on the waiver of high school graduation credits. WSSDA removed that section from Policy/Procedure 2410 and now

recommends a stand-alone policy/procedure specific to the waiver of high school graduation credits.

Policy 2418 recognizes there are, from time to time, unusual circumstances that may prevent a student from earning the required twenty-four (24) credits necessary for graduation and sets forth a list of such circumstances. It additionally authorizes the superintendent, or their designee, the authority to grant a waiver of up to two elective credits. The waiver request must be submitted using the district's Credit Waiver Application Form and must be received no later than 30 days prior to the student's scheduled graduation date.

In order to graduate, students granted a waiver must still earn the required 17 core subject credits through satisfactory completion or demonstration of competency as provided by WAC 180-51-050.

The procedure includes sections addressing the *Determination Process* and the *Response Process* related to obtaining a credit waiver.

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

In response to a question from Director Gray, Mr. Naslund confirmed the maximum number of credits that can be waived is two and a credit waiver is never allowed for core subjects. During COVID the number of waiver credits permissible was increased to four.

Regarding PE credits, Mr. Naslund shared a separate policy will be forthcoming to address that specific area of credit waiver.

This was the first reading of a policy/procedure adoption. There were no first reading changes recommended and no action was taken.

C. Policy & Procedure 3530 Adoption Fundraising Activities Involving Students

Director of Secondary Education Jeff Naslund presented the adoption of Policy/Procedure 3530, Fundraising Activities Involving Students, 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 3530 and Sample Procedure 3530 were used as templates for the presented policy/procedure adoption.

The policy recognizes the need for guidelines when it comes to the solicitation of funds from students, staff and citizens, as well as the need for assurances that the instructional program will not be adversely affected by fundraising activities. Therefore, the policy directs the superintendent (or designee) to establish rules and regulations for the solicitation of funds by approved school organizations, official school-parent groups and outside organizations. The policy further sets forth the expectation that all fundraising activities will enhance the educational programs, activities and goals for the district.

The procedure notes that student participation must be voluntary and that fundraisers must conform to district ASB accounting requirements. The procedure additionally includes a listing of approved fundraising activities, a section on sponsorship opportunities, notation of who is responsible to approve fundraisers generating less than \$10,000 (principal) and more than \$10,000 (superintendent or designee) and specific rules that will govern fundraising efforts.

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

In response to a question from President Cannon, Mr. Naslund shared that while fundraisers may include incentives, students cannot be required to participate.

This was the first reading of a policy/procedure adoption. There were no first reading changes recommended and no action was taken.

D. Policy & Procedure 6102 Adoption District Fundraising Activities

Noting this policy/procedure pairs with the previous student fundraising policy/procedure, Director of Secondary Education Jeff Naslund presented the adoption of Policy/Procedure 6102, District Fundraising 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 discretionary.

WSSDA Sample Policy 6102 and Sample Procedure 6102 were used as templates for the presented policy/procedure adoption.

While affirming it is the policy of the school board to ensure school sites remain focused on education, the policy acknowledges permitting advertising or other commercial activity may, in certain instances, offer an opportunity for the district to gain revenue.

Included in the policy is information on what district fundraising activities may include. The policy governs the establishment and administration of district fundraising for the general fund and for programs in the district. It does not address fundraising programs conducted by Parent Teacher Organizations, other non-profit or citizens' organizations or the Associated Student Body. The policy additionally includes sections that address *Advertising Activities* and *Sponsorships & Partnerships*.

The procedure sets forth guidance regarding what district fundraising programs may include and the approval process for district fundraisers. Criteria is additionally set forth for the following situations:

- Fundraising programs charging fees.
- Fundraising programs characterized as a "business enterprise" activity.
- Fundraising programs using donated personal items or services for an auction, sale, and/or raffle.
- Fundraising programs requiring contracting with a third-party vendor or promoter.
- Fundraising programs involving the production and/or sale of goods or services.
- Fundraising programs where the selling of surplus school personal property is involved.

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

Regarding the *Advertising Activities* section of the policy, Director Nolan sought clarification on the bullet that states, "Promotes food or beverage inconsistent with our competitive foods policy". Chief Financial Officer Heather Ellingson shared she will do some research on whether or not that bullet is necessary and, if not needed, the sentence will be removed from the second reading draft.

This was the first reading of a policy/procedure adoption. No action was taken.

VII. Reports

A. Technology Services Report

Technology Assistant Directors Dave Willyard and Emily Magney presented an update/report on the work of the district's Technology Department. Mr. Willyard and Ms. Magney reminded that the primary objective of Technology is to provide tools. The implementation of the provided tools to access technology in the classroom is under the Learning & Teaching umbrella. Report highlights included the following:

- **Fall 2024 Chromebooks** - At the end of the 23/24 school year all high school Chromebooks, the majority of which were at *end of life*, were collected and replaced with 3,400 new devices. Work to have these new Chromebooks ready for deployment took place during the summer. For the 2024/25 school year high schools and middle schools will continue with a 1:1 model with elementary schools transitioning to a per grade level cart model for grades K-2, one cart for every three classes at 3rd and 4th grade and 1:1 at 5th grade. Mead Learning Options will retain a 1:1 model for all students.
- **Tech Work Orders** - In sharing information on department Work Orders, Mr. Willyard and Ms. Magney emphasized that customer service is a top priority. In the 23/24 school year Chromebook issues represented 57% of total work orders. The department is committed to having a short turnaround time for repairs to assure there is minimal down time and students are supported in their learning. As Chromebooks age the volume of repairs and turnaround time is anticipated to increase.
- **Parent App** - Later this fall (October) parents will have access to monitor their child's web activity through an app or online dashboard. Members of the district's community Tech Committee has been piloting this new app.

Director Gray expressed her appreciation that the monitoring app will soon be available to parents. In response to a question from Director Nolan, Mr. Willyard shared that an ideal cycle for Chromebooks is four years. Middle school Chromebooks are in their 5th year and, as expected, there are more repair issues.

Additional discussion included a request to hear from Learning & Teaching on the "why" for a 1:1 model and the idea of moving away from students taking their computer home each day. Director Killman noted that technology is a very large expense for the district.

In response to a question from President Cannon, Mr. Willyard shared repairs to projector devices generates the second most work orders. Regarding how work orders are prioritized, Mr. Willyard noted district techs (four total) take care of 1st period problems before moving on to other issues. There are 12 total employees in the Tech Department.

Superintendent Hanson personally thanked Mr. Willyard and Ms. Magney and the Technology staff for their work. There are many, many facets that must be attended to to keep the district's network operational.

B. Disability Month Report

Superintendent Hanson, noting that October is Disability History Month, shared the district plans to be very intentional in bringing increased awareness to, and showing respect for, those with disabilities. One in five students suffer from some sort of disability (learning, physical or mental).

C. Superintendent's Report

As referenced earlier by Director Nolan and President Cannon, Superintendent Hanson also noted the upcoming *Trades Night* and the recent *Cat Scramble Golf Tournament*, thanking in particular the corporate sponsors who generously support both events.

Regarding enrollment, Superintendent Hanson noted a formal report will take place next month, but shared numbers are looking good. The district is over budget and slightly above where it ended the 23/24 school year.

Superintendent Hanson expressed his appreciation to all who helped facilitate a smooth start to the school year. Regarding the ongoing DLC staffing issues, he shared the district continues to implement/work on creative solutions to the problem. In addition to continuing issues in hiring para educators, there is also a bus driver shortage. Transportation is down seven drivers from where it would like to be.

Regarding the ongoing work to update policies, Superintendent Hanson shared current focus is on the 2000-Instruction series and that the board can expect a number of policies to be forthcoming for their consideration.

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

Patrick Sheehy, addressed the board regarding serious operational issues in the district's Highly Capable program. He noted the requirement that a Highly Capable Plan be approved by the board each year and submitted to OSPI. He expressed concern that the district did not retain a copy of that plan and that he, therefore, had to obtain a copy from OSPI. Concerns were also raised regarding the district's failure to comply with requirements to have multiple objective criteria to identify students as Highly Capable.

Regarding notification of qualification, Mr. Sheehy expressed concern that he was informed in writing that the Multi-Disciplinary Team met on April 30, 2024 to assess and place children but that the letter notifying parents of whether or not their child qualified for the HighCap designation was dated April 23rd and taken to the mailroom on April 29th.

Mr. Sheehy requested the board carefully review revisions to Procedure 2190 that will be presented in the near future and, because of the referenced inconsistencies, requested the board consider taking proactive steps to address the students and parents who have been negatively impacted.

IX. Executive Session

At 6:55 pm President Cannon called for an Executive Session of approximately 30 minutes for the purpose of discussing real estate.

At 7:30 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 7:30 pm.

President

Secretary