



**Minutes from the Regular Meeting of the Board of Directors
Monday, June 23, 2025**

The Board of Directors held a Regular Board Meeting on Monday, June 23, 2025. 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, Burchard, Nolan and Killman were present. Also attending were Superintendent Travis Hanson, Chief Financial Officer Heather Ellingson and Assistant Superintendent Heather Havens.

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 Burchard seconded the motion. The motion carried unanimously.

III. Approval of Minutes

Director Nolan made a motion to approve the minutes of the May 27, 2025 Regular Board Meeting, June 12, 2025 Work Session and June 16, 2025 Special Board Meeting, as presented. Director Gray 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. No one signed up to speak on an agenda topic.

Board/Staff Comments

Director Nolan spoke positively about the end-of-the-year Farwell Elementary School picnic he attended.

Director Killman, who attended both the Mead High School and Mt. Spokane High School graduations, noted it was great to take part in these ceremonies and shared she is “very proud of all the graduates.” President Cannon, who was out-of-town, noted he was able to watch both ceremonies via social media. He expressed his appreciation to those who made this online viewing option possible.

V. Continuing Business

A. Policy & Procedure 3211 (Transgender Students) Revision Update

President Cannon noted this is a standing, non-action, agenda item while the board awaits the results from a Department of Education/Department of Justice Special Task Force investigation.

There has been no change since the board last reviewed the policy/procedure revision.

VI. New Business

A. Consent Agenda

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

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

Consent Agenda

1. Hired Certificated Personnel:

Andrea Staton	Special Services	Cert	1.0 FTE Continuing Special Education Director effective 7/1/25
Kathryn Cooke	Meadow Ridge	Cert	1.0 FTE Leave Replacement 1 st Grade teacher 24/25 school year effective 5/16/25

2. Hired Classified Personnel:

Luke Alvarado	Technology	Class	8 hrs/day Summer Tech Help effective 6/16/25 - 9/15/25
Leslie Williams Conger	Nutrition Services/Brentwood	Class	5 hrs/day Cook II effective 6/9/25
Rebecca Cooney	Mountainside	Class	5.25 hrs/day ParaEd effective 5/8/25
Kristy Day	Mt. Spokane	Class	6.15 hrs/day ParaEd effective 5/8/25
Destiny Kamalu-Vargas	Technology	Class	8hrs/day Summer Tech Help effective 6/16/25
Brenda Marquez Delgado	Shiloh Hills	Class	6.25 hrs/day ParaEd effective 6/5/25
Melvin Schell	Custodial Services	Class	8 hrs/day Custodian II effective 7/5/25

3. 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, **June 23, 2025**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 122141 to 122697** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 1,919,377.23
General Fund - PR	12,656,350.05
Capital Projects Fund	27,195.07
ASB Fund	202,681.94

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

5. Approved Summer STEM Camp fees.

6. Accepted the Following Donations:

- \$1000 from Jonathan Dietzen to Mt. Spokane Boys Basketball
- \$1038.50 from Scott & Kelli Frederick to Mead HS Girls Basketball (flower fundraiser)
- \$750 from Spokane Custom Homes LLC to Mead HS Cheer
- \$5366.10 Mead Sports Booster Organization to Mead HS Boys Basketball (\$1900), Boys Track (\$1283.38), Boys Golf (\$432.72), Girls XC (\$1000), Cheer (\$200), Boys Track (\$200), Dance (\$175) and Gymnastics (\$175)
- \$1000 from Pro Builders General Contractors LLC to Mead HS Cheer
- \$530 from Meadow Ridge PTO to Mead HS to reimburse for LEGO table
- \$500 from CHAS Health to Mead HS Cheer
- \$700 from Joshua Johnson DDS, MS PLLC to Mead HS Cheer
- \$500 from Cat Scramble to DLC Field Day
- \$700 from Glacier Property Solutions, Inc. to Mead HS Cheer
- \$2022.89 from Mt Spokane Athletic Boosters to Boys Basketball (practice jerseys)
- \$2085 from Mt. Spokane Athletic Boosters to Volleyball
- \$900 from Deer Park Wrestling Club to Mead HS Wrestling Program
- \$1500 from Skyline PTO to Skyline (Supplies Grant for 2025)

7. Declared the Following Items as Surplus:

- Bus 89
2008 Chevy Collins lift bus
State No. 204821
Vin: 1GBJG31K281195076
Lic: E3306C

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

Heather Ruiz	Evergreen	Class	6/13/25
Patricia Schaeck	Prairie View	Class	6/2/25 - 6/6/25
Janet Palmer	Mt. Spokane	Cert	.2 FTE 25/26 School Year (will work .8 FTE)
Adam Green	Mead HS	Cert	.4 FTE 25/26 School Year (will work .6 FTE)

Michael Anderson	Transportation	Class	5/12/25 – 6/17/25
Maren Cummings	Brentwood	Cert	6/3/25 – 6/17/25
Kara Dewar	Creekside	Class	5/30/25 – 6/17/25
Susan Frasier	Transportation	Class	6/16-17/25
Katie Leal	Highland	Cert	6/16-17/25
Marcella Lybbert	MLO	Cert	.2 FTE 1 st semester 25/26 (will work .8 FTE) correction from 4/28/25 Consent Agenda
Daniel Brown	Special Services	Cert	5/22/25 – 6/17/25
Cade Thompson	Mt. Spokane	Class	6/5/25 – 6/17/25
Amanda Sandoval	Brentwood	Cert	5/20/25 – 6/17/25

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

Nicole Minter	Special Services	Cert	25/26 school year
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10. **Accepted Requests for Retirement/Resignation:**

Caitlyn Anderson	Prairie View	Class	Resignation effective 6/17/25 (ParaEd)
Rachel Armstrong	Creekside	Cert	Resignation effective 6/3/25 (teacher)
Behka Corker	Highland	Cert	Resignation effective 8/31/25 (teacher)
Jennifer Dibble	Highland	Cert	Resignation effective 8/31/25 (teacher/AD)
Gena Johnson	Student Services	Class	Resignation effective 4/17/25 (Classified Nurse)
Courtney Kelley	Highland	Cert	Resignation effective 8/31/25 (teacher)
Olivia Knutson	Special Services	Cert	Resignation effective 8/31/25 (SLP)
Skylar Lamberd	Mead HS	Cert	Resignation effective 6/30/25 (teacher)
Karen Nelson	Nutrition Services	Class	Resignation effective 6/17/25 (Cook)
Lora Olson	Skyline	Class	Resignation effective 8/31/25 (ParaEd)
Patricia Schaeck	Prairie View	Class	Resignation effective 8/31/25 (ParaEd)
Holbert Whisman	Transportation	Class	Resignation effective 6/27/25 (mechanic)
Heather Woodard	Northwood	Class	Resignation effective 6/17/25 (ParaEd)
Monica Bouten	Mead HS	Cert	Retirement effective 8/31/25 (teacher)
Nancy Butz	Mt. Spokane	Cert	Retirement effective 6/30/25 (teacher)
Tracy Jordan	Skyline	Cert	Retirement effective 6/30/25 (teacher)
Jim Louie	Mountainside	Cert	Retirement effective 8/31/25 (teacher)
Edgar Payne	Transportation	Class	Retirement effective 6/30/25 (bus driver)
Patricia Sisson	Mt. Spokane	Class	Retirement effective 6/30/25 (ParaEd)
Kristen Spears	Colbert	Cert	Retirement effective 8/31/25 (teacher)
Kayleigh Sliman	Evergreen	Class	Resignation effective 6/17/25 (ParaEd)
Erin Vopalensky	Prairie View	Class	Resignation effective 8/31/25 (ParaEd)
Cami Espiritu	Farwell	Class	Resignation effective 8/31/25 (ParaEd)

B. 2025/2026 Participation Fees

Jeff Naslund, Director of Secondary Education, presented 2025/2026 Participation Fees for board consideration. For the past fifteen (15) school years the board has approved Participation Fees for students participating in extra-curricular athletics. No increase in fees for 2025/26 is proposed (\$35 middle school; \$45 high school). A copy of the proposed 2025-2026 Participation Fee Plan was provided to board members.

Participation Fees received initial board approval in May 2010 for implementation in the 2010/2011 school year. Amounts approved were \$20 Elementary, \$30 Middle School and \$40 High School. The monies generated, coupled with savings generated through concessions made by the Mead Extra-Curricular Coaches Association at that time, were used to continue offering C-team opportunities for high school students. The elimination of C-teams was part of planned budget reductions for 2010/2011.

Participation Fees were increased by \$5 in May 2019 for implementation in the 2019/2020 school year. Amounts approved were \$25 Elementary, \$35 Middle School and \$45 High School.

With the transition of 6th graders to middle school in the 2020/2021 school year, elementary sports were no longer offered and, therefore, the Elementary Participation Fee was eliminated. The extra-curricular monies previously spent on elementary sports were used to fund 6th grade athletics at middle schools.

In response to a question from Director Nolan, Mr. Naslund shared the number of “C” teams varies from year-to-year and from school-to-school with participation numbers being in the hundreds for each secondary school. Regarding fees for band, choir, orchestra, etc., Mr. Naslund reported the district is in the process of analyzing all costs/fees associated with extra-curricular activities and, based on those findings, will recommend adjustments where warranted.

President Cannon noted he likes that no increase in Participation Fees is being proposed.

Director Burchard made a motion to approve Participation Fees for the 2025/26 school year, as presented. Director Killman seconded the motion. The motion carried unanimously.

C. 2025/2026 Highly Capable Program Plan Approval

Heather Havens, Learning & Teaching Assistant Superintendent, on behalf of Robin Placzek, Director of Elementary Education and Special Programs, presented the 2025/2026 Highly Capable Program Plan for board consideration.

At the June 12, 2025 Board Work Session Robin Placzek, as a precursor to this board meeting, presented detailed information on the district’s Highly Capable Program, including the plan for the upcoming 2025/2026 school year. The 2025/2026 plan is very similar to what was offered in the 2024/2025 school year.

Annual board approval of the district’s Highly Capable Program Plan is a part of the annual Highly Capable Grant submission process. This state funded grant supports program options for students who perform, or show the potential to perform, at a remarkably high level when compared to students of similar age, experience or environment. Ms. Havens noted that additional information on the 2025/2026 plan is provided in the June 12, 2025 Work Session minutes that are posted on the district’s website.

The amount of funding from the Highly Capable grant in 2025-2026 is anticipated to be similar to what was received in 2024/2025 (\$310,000 - \$320,000). The vast majority of this funding has been, and will again in 2025/2026, be used to cover the salaries of the two full-time elementary gifted magnet program teachers. Remaining monies have been, and will again, be used to support teacher professional development throughout the district.

Following discussion, Director Burchard made a motion to approve the 2025/2026 Highly Capable Program Plan, as presented. Director Nolan seconded the motion. The motion carried unanimously.

D. 1st Reading Policy 3432 Revision & Procedure 3432 Adoption Emergencies

Superintendent Hanson, on behalf of Business & Operations Assistant Superintendent Jared Hoadley, presented a revision to Policy 3432 (Emergencies) and the adoption of Procedure 3432, for first reading, non-action, consideration. This policy was adopted on March 27, 1991 and revised on August 19, 2013. There is currently no procedure for this policy.

At the June 12, 2025 Work Session Dr. Hoadley provided board members with a copy of the proposed revision to Policy 3432, a copy of current Policy 3432 and a copy of proposed Procedure 3432. The revised policy and new procedure comply with state law and the current district practice of requiring each school to conduct at least one safety-related drill per month. Drills are tracked by the district on a shared Google spreadsheet.

WSSDA Sample Policy 3432 and Sample Procedure 3432 were used as templates for the presented 1st reading drafts.

In response to a question from Director Killman, Superintendent Hanson shared that in emergency situations schools call the front desk receptionist at District Office who sends out both email and phone call notification to district office administration/staff.

No first reading changes were recommended.

This is a first reading, non-action, agenda item. The policy revision/procedure adoption will be brought forward for action at the July 28, 2025 Board Meeting.

VII. Reports

A. Financial Report for the Month of May 2025

Chief Financial Officer Heather Ellingson presented a brief financial report for the month of May 2025. This was followed by a review of the draft budget for the upcoming 2025/26 school year.

May Financial Report

Enrollment continues to be higher than budgeted. The school year ended with 100 more students than last year at this time - 350 over budget. High school enrollment is continuing to trend downward year-over-year. Programs having a positive impact on enrollment are Mead Learning Options and Transitional Kindergarten. Regarding high school enrollment, Superintendent Hanson noted/recognized the time that has been dedicated by Jeff Naslund (Director of Secondary Education), Ms. Ellingson and both high school principals to make sure the staffing allocation is adequate, in a declining enrollment scenario, to make the Master Schedule work and continue to offer students a wide variety of course offerings.

Better than projected Cash Flow is attributed to receipt of property taxes earlier than anticipated. Regarding Fund Balance, the district will not need to access the \$2.2 million projected but will, instead, break-even or possibly add \$500,000. It is projected the beginning Fund Balance at the start of 2025/26 will be \$12.1 million.

Director Nolan, referencing the decline in high school enrollment, asked if students leaving traditional high schools are transferring to Mead Learning Options. Ms. Ellingson noted she has not, but will, look into this. Director Burchard asked that Ms. Ellingson also do a five year enrollment comparison including Running Start enrollment data. Superintendent Hanson referenced *College in the High School* classes the district now offers, noting the ability to take these classes on site may help reduce the number of students accessing Running Start.

2025/26 Draft Budget

Ms. Ellingson provided board members with summary pages of the draft 2025/26 budget. The draft budget has been submitted to OSPI for review. While there may be minor revisions, Ms. Ellingson shared she does not anticipate any big changes. In drafting the budget, the primary objective was to maintain the current, quality education experiences for students the community expects. Additional information shared included the following:

- Enrollment - Not anticipating any big increase or decrease.
- Special Education - Growth is expected. Current enrollment is 16.66%. Starting in 2025/26 there is no cap on Special Education reimbursement so the district will be able to capture all expenses.
- Levy Investment - Monies have been allocated to adopt curriculum and make safety/security upgrades. These were two areas the district promised would receive funding with passage of the levy.
- Fund Balance - To replenish monies that have been used from Fund Balance the past several years, \$1 million has been budgeted to begin this replacement process.

President Cannon referenced the user friendly, *Citizen's Guide to the Budget*, that is available on the district's website.

Superintendent Hanson shared the district is being, and will continue to be, particularly careful because of the uncertainties surrounding federal funding and the fact that the state will be needing to make funding adjustments based on less than anticipated revenues.

B. Superintendent's Report

Superintendent Hanson, referencing the many summer programs offered throughout the district, noted in particular the STEM Camps taking place at Northwood Middle School. Approximately 500 students are participating over three weeks in these camps. He expressed his appreciation to all who work hard to make these opportunities possible.

Credit recovery opportunities are also available for students throughout the summer.

In conclusion, Superintendent Hanson shared he is very proud of the work that took place throughout the district this past school year. In just 30 working days principals will be back planning for the upcoming school year.

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

No one signed up to make *Public Comment on Non-Agenda Items*.

IX. Executive Session

A. Discussion with Legal Counsel (Litigation & Pending Litigation)

At 7 pm President Cannon called for an Executive Session of approximately 30 minutes to discuss litigation and pending litigation with legal counsel.

At 7:30pm 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