



**Minutes from the Regular Meeting of the Board of Directors
Monday, July 28, 2025**

The Board of Directors held a Regular Board Meeting on Monday, July 28, 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 5 pm, was held at District Office. Directors Cannon, Gray, Nolan and Killman were present. Director Burchard was excused. Also attending were Superintendent Travis Hanson, Assistant Superintendents Jay Jordan and Jared Hoadley, Chief Financial Officer Heather Ellingson and Executive Director 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 Gray made a motion to approve the meeting agenda, as presented. Director Nolan seconded the motion. The motion carried unanimously.

III. Executive Session

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

At 5:05 pm President Cannon called for an Executive Session of approximately one hour to discuss litigation and pending litigation with legal counsel.

At 6 pm President Cannon returned the meeting to Open Session.

IV. Approval of Minutes

Director Gray made a motion to approve the minutes of the June 23, 2025 Regular Board Meeting, as presented. Director Nolan seconded the motion. The motion carried unanimously.

V. 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 Gray, regarding summer sports and STEM camps, expressed appreciation that the district provides these opportunities for students. She noted the excellent job done by the staff who organize and lead these camps. Superintendent Hanson added that district STEM camps have seen record attendance this year.

VI. 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.

The district recently received communication indicating OSPI's Civil Rights audit has been completed. While policy/procedure 3211 is still an outstanding issue for the district with OSPI, there has been no communication or reference to an imposed penalty for non-compliance or action/response deadline.

**B. 2nd Reading Policy 3432 Revision & Procedure 3432 Adoption
Emergencies**

Business & Operations Assistant Superintendent Jared Hoadley presented a revision to Policy 3432 (Emergencies) and the adoption of Procedure 3432 for second reading 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 board members were provided with a copy of the proposed revision to Policy 3432, a copy of current Policy 3432 and a copy of proposed Procedure 3432. The policy revision and procedure adoption were then presented for first reading, non-action, consideration at the June 23, 2025 Regular Board Meeting. No first reading changes were recommended.

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 second reading drafts.

Director Gray made a motion to approve the revisions to Policy 3432, Emergencies, and the adoption of Procedure 3432, as presented. Director Killman seconded the motion. The motion carried unanimously.

VII. New Business

A. Consent Agenda

In response to a question from Director Nolan, Chief Financial Officer Heather Ellingson shared the payment to Northwest Evaluation Association is for MAP testing. Regarding the National Board stipends, it was explained this is pass-through money from the state. There is no cost associated with this stipend to the district.

Director Nolan 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:

| | | | |
|-----------------------|--------------------------|------|--|
| Abigail Mills-Skinner | Mead HS | Cert | 1.0 FTE Continuing Math Teacher effective 9/2/25 |
| Emily McDonald | Mead HS | Cert | .4 FTE Leave Replacement Fine Arts Teacher 25/26 school year (in addition to .6 FTE continuing) |
| Scott Archibald | Mead HS | Cert | .4 FTE Continuing Science Teacher effective 9/2/25 (in addition to .6 FTE continuing) |
| Shawna Nowels | Mountainside | Cert | .8 FTE Continuing Social Studies Teacher effective 9/2/25 (No longer at NW) |
| Rebecca Cannon | Special Services/Colbert | Cert | 1.0 FTE Continuing DLC teacher effective 9/2/25 (No longer at Mountainside) |
| Taylor VanCurler | Mead HS | Cert | .6 FTE Continuing Social Studies/English teacher effective 9/2/25 (in addition to .4 FTE Continuing) |
| Jennifer Meyer | Special Services | Cert | 1.0 FTE Continuing Audiologist effective 9/2/25 |
| Amanda Miller | Skyline | Cert | 1.0 FTE Continuing teacher effective 9/2/25 (no longer at Creekside) |
| Kathleen Olson | Learning Services | Cert | 1.0 FTE non-continuing Teacher on Special Assignment 25/26 school year (taking leave from Mountainside position) |
| Kyle Snell | Mead HS | Cert | 1.0 FTE Continuing English/SS/PE teacher effective 9/2/25 |
| Melinda Bakos | Special Services | Cert | 1.0 FTE Continuing Teacher of Visually Impaired effective 9/2/25 |
| Melissa Tebbets | Learning Services | Cert | 1.0 FTE Continuing MVP teacher effective 9/2/25 (no longer at Highland) |

| | | | |
|--------------------|-------------------|------|--|
| Amanda Hegel | Mountainside | Cert | .8 FTE Continuing Science teacher effective 9/2/25 |
| Dustin McConnell | Mt. Spokane | Cert | 1.0 FTE Continuing Health/PE teacher effective 9/2/25 (no longer at Colbert) |
| Lindsey Carlson | Mountainside | Cert | .6 FTE Leave Replacement ELA Teacher 1 st semester 25/26 effective 9/2/25 |
| Sarah Edmonson | Learning Services | Cert | 1.0 FTE Continuing MVP teacher effective 9/2/25 (no longer at Mead HS) |
| Benjamin Mortensen | Shiloh Hills | Cert | Summer SOAR teacher effective 7/14/25 - 8/15/25 |
| Julia Cardenas | Shiloh Hills | Cert | Summer SOAR teacher effective 7/14/25 - 8/15/25 |
| Catherine Hagstrom | Shiloh Hills | Cert | Summer SOAR teacher effective 7/14/25 - 8/15/25 |
| Heidi Rae | Shiloh Hills | Cert | Summer SOAR teacher effective 7/14/25 - 8/15/25 |
| Necola McGregor | Shiloh Hills | Cert | Summer SOAR teacher effective 7/14/25 - 8/15/25 |
| Greta Hale | Shiloh Hills | Cert | Summer SOAR teacher effective 7/14/25 - 8/15/25 |
| Cindie Gaither | Shiloh Hills | Cert | Summer SOAR teacher effective 7/14/25 - 8/15/25 |

2. Hired Classified Personnel:

| | | | |
|---------------------|--------------------------------|-------|--|
| Nancy Adare Babkirk | Shiloh Hills | Class | SOAR Para (3.25 hrs/day) effective 6/18/25 - 8/15/25 |
| Tyler Brooks | Shiloh Hills | Class | SOAR Para (3.25 hrs/day) effective 6/18/25 - 8/15/25 |
| Susan Delcid | Shiloh Hills | Class | SOAR Para (3.25 hrs/day) effective 6/18/25 - 8/15/25 |
| Emily Webb | Shiloh Hills | Class | SOAR Para (3.25 hrs/day) effective 6/18/25 - 8/15/25 |
| Christian Barrera | Custodial Services | Class | 8 hrs/day Custodian II effective 7/24/25 |
| Matthew Bush | Technology | Class | 8 hrs/day Computer Technician effective 6/30/25 |
| Brooklyn Butler | Technology | Class | 8 hrs/day Tech Summer Help effective 6/16/25 - 9/16/25 |
| Genoa Dause | Mountainside | Class | 6.75 hrs/day Cook II effective 8/27/25 |
| Grant Erickson | Technology | Class | 8 hrs/day Tech Summer Help effective 6/16/25 - 9/16/25 |
| Katrina Fate | Maintenance | Class | 8 hrs/day Admin Assistant effective 6/23/25 |
| Michael Hendrix | Custodial Services | Class | 8hrs/day Custodian effective 7/14/25 |
| Bethany Latner | Tech/DO | Class | 8 hrs/day Receptionist/Help Desk effective 6/30/25 |
| Craig Phillips | Mt. Spokane/Custodial Services | Class | 8 hrs/day Custodian V effective 7/7/25 |
| Derek Ruby | Creekside/Custodial Services | Class | 8hrs/day Custodian III effective 7/7/25 |

3. Hired Certificated Substitutes:

Ela Zongal | Grace Hall | Heidi Brown | Orlia Stanford

4. Hired Classified Substitutes:

Vonda Austin | Gregory Wall | Yvonne Sulzman | Russel Waddell
Joseph Lachnit

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, **July 28, 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 122698 to 123086** in the following amounts:

| <u>Fund</u> | <u>Amount</u> |
|-----------------------------|-----------------|
| General Fund - AP | \$ 4,055,140.62 |
| General Fund - PR | 12,840,762.54 |
| Capital Projects Fund | 400,5636.32 |
| ASB Fund | 99,592.30 |
| Private Purpose Trust | 3,000.00 |
| Transportation Vehicle Fund | 15,442.00 |

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

7. Accepted the Following Donation:

- \$12,377.27 from Mead Athletic Boosters to MHS Gymnastics, Girls Golf, Boys & Girls Track, Boys Cross Country

8. Declared the Following Items as Surplus:

| <u>Quantity</u> | <u>Item</u> |
|-----------------|---------------------------|
| 5 | Electrophoresis apparatus |
| 6 | Dual power pack |
| 1 | Gel visualization system |
| 5 | 5-50 uL micropipettes |
| 6 | DC power supply |

| | |
|-------|-------------------------------------|
| 2 | Microcentrifuge |
| 5 | high voltage power stations |
| 3 | Edvotek power supply |
| 1 | Life Technologies power supply |
| 1 tub | Assorted pipette tools |
| 41 | Combination locks (w/ combinations) |
| 43 | Student desks |
| 18 | Fabric Rolling Chairs |
| 23 | Fabric Chairs |
| 55 | Student Chairs |
| 8 | Pull Down Screens/Maps |
| 1 | Metal Cert |
| 2 | Teacher Desks |
| 1 | File Cabinet |

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

| | | | |
|----------------|---------------|-------|------------|
| Bethany Latner | Technology/DO | Class | 7/10-18/25 |
| Katrina Fate | Maintenance | Class | 8/18-22/25 |

10. Accepted Requests for Retirement/Resignation:

| | | | |
|----------------------|------------------|-------|--|
| Hayley Calhoun | Special Services | Cert | Resignation effective 6/27/25 (Ed Spec) |
| Laura Nelson | Farwell | Cert | Resignation effective 7/9/25 (teacher) |
| Robert Cade Thompson | Mt. Spokane | Class | Resignation effective 6/4/25 (Behavior Tech) |
| Kristen Thompson | Prairie View | Class | Resignation effective 6/30/25 (Admin Asst) |
| Sarah Hattenburg | Mead HS | Cert | Resignation effective 7/21/25 (teacher) |
| Denise Nokes | Mt. Spokane | Class | Retirement effective 8/31/25 (Admin Assistant) |

**B. 1st Reading Policy 2255 Revision
Alternative Learning Experience Courses**

Learning & Teaching Assistant Superintendent Jay Jordan presented a revision to Policy 2255, Alternative Learning Experience Courses, for first reading, non-action consideration. This policy was adopted on May 8, 2005 and last revised on January 25, 2021.

The presented revision, in the section that references school district officials responsible for monitoring ALE courses, removes the Director of Students & Family Services, replacing that individual with the Executive Director Special & Alternative Programs. The proposed revision reflects organizational changes that went into effect on July 1, 2025.

This was a first reading, non-action agenda item. This policy revision will be brought forward for second reading action at the upcoming August 25, 2025 Board Meeting.

C. Lynden School District Litigation Discussion

President Cannon, referencing the ongoing concern of many school districts with OSPI's requirement that WSSDA model Policy and Procedure 3211 (Gender Inclusive Schools) be adopted, shared that Lynden School District intends to pursue legal action against OSPI asserting the agency did not go through the formal rulemaking process as required by law. Lynden is inviting other school districts to join this litigation and send a message to OSPI that mandating model policy adoption, without local flexibility, is unworkable and contrary to Washington law.

Following discussion, Director Gray made a motion to approve signing a *Letter of Intent* affirming the district's intension to participate in legal action being led by Lynden School District that challenges OSPI's enforcement of "model" Policy & Procedure 3211. Director Nolan seconded the motion. The motion carried unanimously.

VIII. Reports

A. Financial Report for the Month of June 2025 & 2025/2026 Draft Budget

Chief Financial Officer Heather Ellingson presented a brief financial report for the month of June 2025. This was followed by further review of the draft budget for the upcoming 2025/26 school year. (Ms. Ellingson also shared 2025/26 draft budget information at the June 23rd board meeting.)

June Financial Report

With the goal of providing the board with more in-depth information on enrollment, Ms. Ellingson shared a graph illustrating enrollment trends (elementary school, middle school, high school, ALE & Running Start) for the past seven years and a graph illustrating overall month-to-month fluctuations over that same seven year span. Middle school enrollment has remained the most consistent for the past seven years, with high school showing the most decline, year-over-year, since the 2018/19 school year. ALE and Running Start have shown steady enrollment increases.

The graphs illustrate the difficulties in predicting enrollment since the Pandemic and also draw attention to the fact that, when enrollment declines throughout the year, what was appropriate staffing in September can result in some schools being overstaffed later in the year.

Cash Flow remains better than projected and revenues are higher than budgeted primarily because of higher enrollment. Regarding Fund Balance, the district will not need to access the \$2.2 million projected but will, instead, most likely break-even.

2025/26 Draft Budget

As a follow-up to 2025/26 budget information shared in June, Ms. Ellingson provided board members with a single summary page showing projected beginning and ending fund balances for the 2025/26 school year for the five district funds (General, ASB, Debt Service, Capital Projects & Transportation Vehicle). There have been only fine tuning adjustments made to the budget since June. ESD has completed their review of the 2025/26 budget and has no recommended budget adjustments.

The district expects Federal dollars to remain stable for the 2025/26 school year.

Ms. Ellingson will forward board members a copy of the full 255 page budget document. Formal adoption of the budget will be an action item at the August 25, 2025 board meeting.

In response to a question from President Cannon, Ms. Ellingson shared the *Citizen's Guide* to the 2025/26 budget will be available online prior to the August 25th meeting.

In response to a question from Director Killman regarding changes to middle school athletic funding, Ms. Ellingson shared additional monies have been allocated so that the district will now pay for game officials and event workers rather than asking that monies raised through Fund Runs pay those expenses.

B. ALE Report

Mead Learning Options Principal Nick Edwards, in this annual report to the board per Policy 2255, shared the following:

- ALE student enrollment for each of the six learning programs/options (Five Mile Elementary, Five Mile Middle School, Mead Learning Options High School, North Star School, Mead Virtual Program & Mead Outdoor School) operating under the Mead Learning Options umbrella.
- Number of staff FTE assigned to each program including the staff-to-student ratio in each learning option. Ratios are different from program to program because direct student contact time is different for each program. Certificated staff working in each of the six learning options are responsible for completing required Student Learning Plans. Funding for ALE programs is based on the completion and submission of WSLP paperwork.

- Overview of the various ways MLO programs support district goals of (1) enhancing student academic growth and engagement, (2) strengthening partnerships and collaboration and (3) improving program efficiency and sustainability.

Mr. Edwards spoke passionately about the families MLO serves and the desire of staff to provide an exceptional learning experience for those families. Regarding expanding current offerings, the issue of space was referenced. Moving forward, Mr. Edwards noted the importance of balancing/honoring the work that has taken place in the past as the district looks toward the future.

In response to a question from Director Nolan regarding space, it was confirmed that in person instruction from certificated staff will no longer take place in the PLC building starting in the 2025/26 school year. In looking for space to house MLO programs, Mr. Edwards shared the importance of flexibility/fluidity.

Regarding the very popular Outdoor School, while the district has not yet finalized a lease agreement with Campfire for 2025/26, the plan is to operate 4 days a week (Monday-Thursday) and serve 160 students. This is more students than were enrolled in the 2024/25 school year. Mr. Edwards noted safety concerns as the reason for keeping enrollment at 160. There are currently 30 students on the Outdoor School waiting list. Outdoor School teachers love the Dart-Lo site.

Many MLO students also participate in music/band programs and athletics at district secondary schools. There are also a handful of students who access courses at Newtech Skill Center.

In thanking Mr. Edwards for this presentation, President Cannon shared how proud he is of the excellent ALE programs offered in the Mead School District and noted the importance of leveraging what the district is building in this arena.

C. Superintendent's Report

Superintendent Hanson reported much has been and will be taking place throughout the summer to prepare for the upcoming school year. Later in the week 10-12 administrators are heading to Wenatchee for MTSS training and on August 5 and August 6 principals will be back for two days of training in preparation for the 2025/26 school year.

Regarding bargaining, coaches have reached a tentative agreement and bus drivers are close to an agreement. Bargaining with the Mead Education Association will resume on August 4th.

IX. 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*.

X. Adjourn

The meeting was adjourned at 7:20 pm.

President

Secretary