



**Minutes from the Regular Meeting of the Board of Directors
Monday, November 17, 2025**

The Board of Directors held a Regular Board Meeting on Monday, November 17, 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 Superintendents Jay Jordan 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 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 Burchard made a motion to approve the minutes of the October 20, 2025 Regular Board Meeting and November 3, 2025 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 recognized members of Scout Troop 208 who were in attendance and then opened the floor for school updates. This was followed by a time to thank/recognize Director Chad Burchard for his nearly 10 years of service to the Mead community. There were no individuals who signed up to speak on agenda items.

High School Reports

Mt. Spokane High School - Beau Tampien, ASB President, presented a brief review of the academic, athletic, leadership and music events recently completed and upcoming at Mt. Spokane High School. Football, soccer (girls) and volleyball all qualified for state competitions. ASB students are planning for an upcoming Blood Drive and the Winter Assembly. Winter sports started November 17th.

Mead High School - Grace Lockhart, ASB Vice-President, presented a brief review of the academic, athletic, leadership and music events recently completed and upcoming at Mead High School. Regarding Veterans Day, the assembly keynote speaker was Steven Borders and students participated in a Clothing Drive with donations going to veterans. The boys Cross Country team is the 4A State Champion and the team is ranked 19th nationally. Both football and volleyball qualified for state competitions. Upcoming events include performances of the fall play and the annual Eggnog Evening talent show.

Special Recognition - Director Chad Burchard

President Cannon noted this meeting would be Director Burchard's last as a board member (he did not run for reelection), culminating nearly 10 years of service to the Mead community. In attendance to acknowledge/thank Director Burchard were former board members Carmen

Green, Denny Denholm and Bob Olson, as well as Director Burchard's wife and one of his two daughters.

Following comments of appreciation to Director Burchard from past and current board members, as well as written comments from former board member Dorcas Wylder, President Cannon presented Director Burchard with a plaque acknowledging/thanking him for his years of service to Mead students, parents and the community.

V. Continuing Business

A. 2nd Reading Policy & Procedure 2020 Revision

Course Design, Selection and Adoption of Instructional Materials

President Cannon, for context, shared the board has been working on a revision to Policy/Procedure 2020, Course Design, Selection and Adoption of Instructional Materials, for several months starting on August 11, 2025 at a Work Session and most recently at the November 3, 2025 Work Session. The policy/procedure revision was presented for first reading, non-action, consideration at the September 22, 2025 Regular Board Meeting.

The draft policy and draft procedure included in the November 17, 2025 Board Packet were revised further following publication of the Board Packet. At this meeting each board member was provided with a copy of the latest draft versions.

Following discussion, Director Nolan made a motion to approve the revisions to Policy and Procedure 2020, Course Design, Selection and Adoption of Instructional Materials, as set forth in the most recent amended versions. Director Gray seconded the motion. The motion carried unanimously.

B. 2nd Reading Policy 1111 Revision

Oath of Office

Superintendent Travis Hanson presented a revision to Policy 1111, Oath of Office, for second reading consideration. This policy was adopted on January 29, 2007. There have been no revisions to the policy. There were no recommended first reading (October 20, 2025) changes.

WSSDA Sample Policy 1111 was used as the template for the presented revision. New WSSDA language was highlighted/red and language no longer included in the WSSDA policy was crossed out/highlighted.

During the 2025 Legislative Session the Legislature affirmed and strengthened oath of office requirements for school board directors in House Bill 1296, Sec. 305(2). Before directors can be seated to undertake their duties, they must swear an oath, not only to the U.S. Constitution, but also to the Constitution and laws of the state of Washington. The addition of the phrase, *laws of the state of Washington*, is a new oath requirement.

Following discussion, Director Burchard made a motion to approve the revisions to Policy 1111, Oath of Office, as presented. Director Gray seconded the motion. The motion carried unanimously.

VI. New Business

A. Consent Agenda

President Cannon read aloud the donations listed in 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:

| | | | |
|------------------------|-----------------------|------|---|
| Anna O'Connor | MLO | Cert | .4 FTE Continuing Math teacher effective 10/1/25 |
| Nathan Kennedy-Gibbens | MLO | Cert | .2 FTE Continuing Music teacher effective 10/3/25 |
| McKenna Wendle | Colbert | Cert | 1.0 FTE Continuing 1 st Grade teacher effective 10/1/25 |
| Heidi Boydston | Farwell | Cert | 1.0 FTE Continuing 2 nd Grade teacher effective 9/16/25 |
| Michelle Terrell | Mead HS | Cert | .2 FTE Leave Replacement Social Studies teacher 1 st semester 25/26 effective 10/9/25 |
| Joshua Smith | Mt. Spokane | Cert | 1.0 FTE Leave Replacement English teacher 25/26 school year effective 10/6/25 |
| Patrick McElroy | Northwood/Mt. Spokane | Cert | 1.0 FTE Continuing Science teacher (.6 NW, .4 Mts) effective 10/6/25 |
| Alicia Cronin | Mt. Spokane | Cert | .8 FTE Continuing English teacher effective 10/6/25 |
| Aziah Hawkins | Colbert | Cert | 1.0 FTE Leave Replacement 5 th Grade teacher 25/26 school year effective 9/16/25 |
| Kainoa Figueira | Mt. Spokane | Cert | 1.0 FTE Leave Replacement Math teacher 1 st semester 25/26 effective 9/16/25 |
| Faith Tobiason | Skyline | Cert | 1.0 FTE Leave Replacement 5 th Grade teacher 1 st semester. 25/26 effective 9/16/25 |
| Nicole Myers | Farwell | Cert | 1.0 FTE Continuing 5 th Grade teacher effective 9/16/25 |
| Linda Sams | Learning & Teaching | Cert | .3 FTE Leave Replacement LAP teacher 25/26 school year effective 10/16/25 |
| Kathleen Smith | Learning & Teaching | Cert | .4 FTE Continuing LAP teacher effective 10/23/25 (In addition to .4 FTE LR @ Mead HS for 25/26 school year) |
| Sharon Wilkes | Colbert | Cert | 1.0 FTE Continuing 4 th Grade teacher effective 10/1/25 |
| Halley Lentz | MLO | Cert | .4 FTE Continuing ELA teacher effective 10/1/25 |
| Jaime Pilkington | MLO | Cert | .5 FTE Continuing Elementary teacher effective 10/16/25 |
| Frankie Schade | Shiloh Hills | Cert | .4 FTE Non-Continuing Combo Support teacher 25/26 school year effective 10/1/25 |
| Daniel Bettis | Mead HS | Cert | 1.0 FTE Continuing Special Ed teacher effective 11/3/25 |
| Maren Cummings | Special Services | Cert | 1.0 FTE Continuing Elementary Resource teacher effective 10/1/25 |
| Emily Shick | Special Services | Cert | .4 FTE Continuing Elementary Resource teacher effective 10/1/25 |
| Rachelle Mulder | Learning & Teaching | Cert | 1.0 FTE Continuing MVP teacher effective 11/5/25 (no longer a LAP/Title Teacher) |

2. Hired Classified Personnel:

| | | | |
|-----------------------|--------------------|-------|---|
| Kristie Aman | Mt. Spokane HS | Class | 8 hrs/day Admin Assistant effective 10/9/25 |
| Carisa Butters | Mt. Spokane HS | Class | 8 hrs/day Admin Assistant effective 10/9/25 |
| Eric Finley | Transportation | Class | 4 hrs/day Itinerant Driver effective 10/17/25 |
| Willie Green | Transportation | Class | 4 hrs/day Itinerant Driver effective 10/17/25 |
| James Henry | Prairie View | Class | 6.25 hrs/day DLC Para Ed effective 10/6/25 |
| Morgan Irish | Mead HS | Class | 5 hrs/day Para Ed (Leave Replacement) effective 11/3/25 |
| Rachel Messerli | Prairie View | Class | 7.5 hrs/day Admin Assistant effective 10/6/25 |
| Tamara Peterson | Brentwood | Class | 6.25 hrs/day Para Ed effective 9/24/25 |
| Rachel Raab | Mead HS | Class | 8 hrs/day Admin Assistant effective 10/1/25 |
| Anegla Rendall | Evergreen | Class | 6.25 hrs/day Para Ed effective 10/1/25 |
| Catherine Sells-Greer | Farwell | Class | 6.25 hrs/day Para Ed effective 10/1/25 |
| Jennifer Sibbett | Mt. Spokane HS | Class | 6.5 hrs/day Spec Ed Para Ed effective 9/16/25 |
| Russel Waddell | Transportation | Class | 4 hrs/day Itinerant Driver effective 10/17/25 |
| Jon Ashworth | Nutrition Services | Class | 2 hrs/day Cook II effective 10/30/25 |
| Jennifer Attaway | MLO | Class | 6 hrs/day Para Ed effective 10/27/25 |
| Fresha Azim | Shiloh Hills | Class | 4.75 hrs/day Para Ed effective 11/12/25 |
| Kyra Bigelow | Skyline | Class | 6 hrs/day Spec Ed Para Ed effective 10/23/25 |
| Tisha Jordan | Nutrition Services | Class | 4 hrs/day Cook II effective 11/5/25 |
| Mary Carmel Melton | Evergreen | Class | 6.25 hrs/day Para Ed effective 10/30/25 |
| Tetiana Morozova | Shiloh Hills | Class | 4.75 hrs/day Para Ed effective 11/12/25 |
| Mallory Munoz | Colbert | Class | 6.03 hrs/day Para Ed DLC effective 11/12/25 |
| Angelina Rael | Shiloh Hills | Class | 6.25 hrs/day Para Ed Leave Replacement effective 11/12/25 |

3. Hired Certificated Substitutes:

| | | | |
|--------------|---------------|-----------------|--------------|
| Tarah Martin | Shiloh Vaughn | Jennifer Berger | Anne Molenda |
| Joseph Roach | Sarah Lange | | |

4. Hired Classified Substitutes:

| | | | |
|-------------------|--------------------|------------------|----------------|
| Kathryn Nicodemus | Jennifer Murray | Maryann Ramazani | Jack Ketcham |
| Ashley Miller | Palwasha Sahebzada | Melody Schafer | Brittney Brett |
| Victoria Sorenson | Jennifer Bright | | |

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, **November 17, 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 124217 to 124218 and 124330 to 124769** in the following amounts:

| <u>Fund</u> | <u>Amount</u> |
|-------------------|-----------------|
| General Fund - AP | \$ 1,563,567.07 |
| General Fund - PR | 12,821,241.16 |
| ASB Fund | 362,060.56 |

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

7. Accepted the Following Donations:

- \$500 from CoBank ACB, Blockband Giving Fund to Brentwood Elementary
- \$500 from Kim Sain to Mead High School Girls Cross Country
- \$30,310.59 from Mountainside MS PTO to Mountainside MS ASB
- \$2,640 from Varsity Spirit to Mead HS Cheer
- \$1350 from Bloomsday Road Runners Club to Mead HS Cheer
- \$996 from Spokane Youth Sports to Mead HS Girls Soccer
- \$610 from Bloomsday Road Runners Club to Mead HS Boys XC
- \$3,837.78 from Mead Sports Booster Organization to Girls Basketball (\$1562.31), Athletics (\$90.11) and Girls Track (\$2,185.36)
- \$1000 Anonymous donation to Mt. Spokane HS for negative lunch balances
- \$500 from Chase Milligan to Mt. Spokane History Bowl Team

8. Approved Suspension of Policy/Procedure 3240, Student Conduct Expectations and Reasonable Sanctions.

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

| | | | |
|-------------------|--------------------|-------|---|
| Bonnie Campbell | Transportation | Class | 10/20/25 - 1/13/26 |
| Terra Gamache | Nutrition Services | Class | 10/6-24/25 |
| Richard Ulias | Transportation | Class | 10/30-31/25 & 2/2-6/26 |
| Chandra Greenwell | Student Services | Class | 45 min/day 11/12/25 - 6/16/26 |
| Kenya Dylina | Transportation | Class | 11/13/25 - 2/12/26 |
| Elizabeth Bennett | Skyline | Class | 11/7/25, 1/9/26, 1/23/26, 2/27/26 & 3/27/26 |
| Brenna Weishaar | Special Services | Cert | 2 nd semester 25/26 |
| Annie Sturtevant | Skyline | Cert | 2 nd semester 25/26 |
| Esther Drohman | MLO | Cert | 2 nd semester 25/26 |
| Andrea Anderson | Mountainside | Cert | 2 nd semester 25/26 |
| Tyler McLean | Northwood | Cert | 2 nd semester 25/26 |
| Nicole Hodl | Skyline | Cert | 2 nd semester 25/26 (.5 FTE of a 1.0 FTE contract) |
| Ashley Dorsey | Nutrition Services | Class | 3.5 hours on 11/7/25 |

10. Accepted Requests for Retirement/Resignation:

| | | | |
|-------------------|--------------------|-------|---|
| Candice Herndon | Mt. Spokane | Class | Resignation effective 11/7/25 (Para Ed) |
| Ed Magill | Highland | Class | Resignation effective 11/3/25 (Para Ed) |
| Brandi Montgomery | Transportation | Class | Resignation effective 11/14/25 (driver) |
| Tiffany Schamber | Nutrition Services | Class | Resignation effective 12/31/25 (Admin Asst) |
| Samuel Richart | Skyline | Class | Retirement effective 11/30/25 (Para Ed) |

**B. Resolution 25-10
Study and Survey Report**

Facilities & Planning Director Ned Wendle presented Resolution 25-10, Student and Survey Report, for board consideration. A Study and Survey is required by OSPI every six years as a prerequisite for consideration for state financial assistance for the construction of new or

modernized schools. This resolution accepts the Study and Survey and authorizes submission of the report to OSPI in compliance with WAC 392-341-025.

Additional information shared included the following:

Purpose of the Study:

The Study and Survey examines:

- The physical condition and functional adequacy of all school facilities
- How facility capacity aligns with current and projected student enrollment
- Which buildings require modernization, replacement, or reinvestment
- Opportunities to strategically time capital projects to maximize state funding support

This work supports the district's broader commitment to academic excellence, fiscal stewardship, community partnership and the well-being of all students.

Key Findings

Facility Conditions:

Mead School District's facilities are generally well-maintained and in good overall condition, reflecting consistent investment and strong operational practices. However, several schools—primarily older elementary campuses—have reached the end of their functional service life. Primary modernization needs include:

- Brentwood Elementary
- Evergreen Elementary
- Farwell Elementary
- Meadow Ridge Elementary

Additional future modernization needs include Colbert Elementary and portions of Mt. Spokane High School and Mead High School.

Safety and Structural Assessments:

All schools fall into low to moderate seismic risk categories. No life-safety structural concerns were identified. However, future modernization projects should address aging structural systems to ensure long-term safety and code compliance.

Enrollment Outlook:

After a brief enrollment decline during the pandemic, district enrollment has stabilized and is projected to grow modestly (0.25% to 1% annually) over the next ten years, especially in the northern and prairie communities. By 2035, the district may serve approximately 10,400 students, reinforcing the need for additional capacity in the coming decade.

State Funding Timing:

The district's eligibility for state construction assistance runs on fixed timelines tied to building age and modernization history. Key eligibility milestones:

- K-8 eligibility expires in 2026
- High school modernization eligibility reopens between 2030-2036

To maximize state funding, modernization projects must be carefully sequenced to align with these eligibility windows.

Recommended Capital Plan:

The Study and Survey outlines a 25-year roadmap of phased, predictable capital investment, beginning with a proposed 2030 bond initiative focused on elementary modernization and new middle school capacity:

2030 Bond Priorities:

- Construction of Middle School #4
- Construction of Elementary School #11
- Modernization or replacement of:
 - Brentwood Elementary
 - Evergreen Elementary
 - Farwell Elementary
 - Meadow Ridge Elementary

Future bond cycles (2036, 2042, and beyond) will support additional elementary capacity and comprehensive modernizations at Mead High School and Mt. Spokane High School.

Following discussion that included ongoing HVAC issues in older buildings and a request that the 2030 Bond Priorities portion of the Study and Survey Report be amended so that the modernization or replacement of the four identified elementary schools be listed before the construction of a 4th middle school and construction of an 11th elementary school, Director Gray made a motion to adopt Resolution 25-10, Study and Survey Report. Director Burchard seconded the motion. The carried unanimously.

C. 25/26 CTE Program Report & Plan Approval

Per Policy 2170, Career & Technical Education, CTE Director Moleena Harris presented an update on the district's CTE program. This report included the district's 2025/26 CTE Program Plan that must be approved annually by the Board of Directors.

Information presented included the following:

- An overview of the 16 required CTE plan components.
- Regarding responsiveness to high demand occupations, information shared centered on health care occupations including enrollment trends for offered pathways. The district offers a BioMedical Science course sequence (four years), Beginning and Advanced Sports Medicine and AP Psychology.
- Notation that Mt. Spokane Sports Medicine students are back-to-back Washington Career & Technical Sports Medicine Association state champions.
- Recognition of Mt. Spokane High School teacher Maureen Collins, who was last year's FCCLA State Advisor of the Year.

Director Gray made a motion to approve the 2025/26 CTE Program Plan, as presented. Director Burchard seconded the motion. The motion carried unanimously.

D. 1st Reading Policy & Procedure 5254 Adoption Staff Expression

In presenting the adoption of Policy & Procedure 5254 for board consideration, President Cannon shared there has been brief discussion on the adoption of a staff expression policy at prior Work Sessions. He indicated there would be further discussion at the next Work Session and shared he did receive input on the proposed policy and procedure from legal counsel. That information will be shared at the Work Session.

The procedure includes sections that address the following:

- Classroom Decor and Displays
- Expression at Work and Using District Resources
- Expression Outside of Work

President Cannon noted consideration of this policy/procedure is part of the board's ongoing work to update its policy and procedure catalog.

VII. Reports

A. 2024/25 Year End Financial Report

Chief Financial Officer Heather Ellingson, prior to presenting the 2024/25 Year End Financial Report, noted it typically takes 6-8 weeks for the district to finalize the books before sending year end financials to the ESD for review. Following this review the information is forwarded to OSPI. Each year, in the spring, prior school year financial reports are audited. The district's full 24/25 financial report should be available/posted soon on the OSPI website.

2024/25 financial report highlights (General Fund) included the following:

- Enrollment was 366.52 FTE over budget.
- \$4.3 million was added to fund balance primarily due to higher than budgeted enrollment. (Original budget projections showed the district needing to access approximately \$2 million from fund balance.)
- Revenue was \$4.3 million higher than projected and expenditures were in line with projections. Information shared included the revenue/expenditure variance by program.
- Fund balance information shared included an ending total fund balance of \$16,138,919 of which \$3,824,327 is unassigned (2.16%). Per board policy the unassigned percentage goal is 8.33%.

This report additionally included a brief review/recap of the other four district funds (Capital Projects, ASB, Debt Service and Transportation Vehicle).

President Cannon, while thankful the district was able to add to fund balance, noted this begins the process of replenishing what has been used out of fund balance in the past several years.

Regarding the upcoming legislative session, Superintendent Hanson noted there is an estimated \$1 billion state budget shortfall that must be addressed.

B. Financial Report for September 2025

Chief Financial Officer Heather Ellingson presented a brief financial report for the month of September 2025. Report highlights included the following:

- Enrollment is 4.39 FTE under budget.
- Using a bar graph, year-to-year cash balance and fund balance information was reviewed.
- A graph illustrating monthly enrollment trends for the past seven year was reviewed/shared.

In closing, Ms. Ellingson shared levy certification information for the 2026 calendar year. The certified tax rate will be \$2.50 based on the 2026 assessed valuation of \$11.8 billion.

C. Transportation Ridership Update

Transportation Director Tony Davis shared Mead School District ridership currently sits at 7,100 students, down slightly from last year at this time when ridership was 7,213. Ridership typically increases in the winter months. This start of the year decline may be attributable to the number of students participating in fall sports.

Regarding budget, Mr. Davis noted, in particular, the impact associated with the transportation of McKinney Vento students.

D. Superintendent's Report

Superintendent Hanson shared the following:

1. Thanks to funds provided by the 2024 Levy, the district has procured and deployed new handheld radios district wide and has begun the implementation of new security cameras throughout the district.
2. Superintendent Hanson, along with President Cannon and Assistant Superintendent Jared Hoadley, have a meeting scheduled on November 18th with Spokane County officials to talk about adding a 3rd School Resource Officer.
3. This year Courtney Bock (elementary LIT) has, in addition to her librarian duties at Creekside, stepped into the role of supporting teachers as they navigate the world of Artificial Intelligence. In that role she is offering a comprehensive four-session professional development series starting November 19th. This series qualifies for STEM clock hours and is designed to equip teachers with practical skills and knowledge for integrating AI into their teaching.

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

Kristen Harvey, Mead School District parent, addressed the board regarding a soccer team hazing incident and the district's failure to act transparently. To listen to her comments in their entirety please visit www.mead354.org/board where you can access a link to the Zoom recording of the meeting.

IX. Adjourn

The meeting was adjourned at 7:45 pm.

President

Secretary