



AGENDA FOR THE REGULAR BOARD MEETING
Monday, January 24, 2022 - Zoom Webinar Meeting - 6 pm

Webinar Link: mead354-org.zoom.us/j/84797325957
Or Call 669-900-6833 Webinar ID 847 9732 5957

- I. APPROVAL OF AGENDA (Action)**
- II. APPROVAL OF MINUTES (Action)**
Approval of the Minutes of the Regular Board Meeting of January 10, 2022
- III. REMARKS FOR THE GOOD OF THE SCHOOLS - Public Comment on Non-Agenda Items**
- IV. CONTINUING BUSINESS**
 - A. 3rd Reading Policy/Procedure 3122 Revision**
Excused and Unexcused Absences (Action) 1
 - B. 3rd Reading Policy/Procedure 4040 & Resolution 21-15 Adoption**
Public Access to District Records (Action) 2
(Replaces Old Policy/Procedure 9680 – Public Access to District Records)
 - C. 2nd Reading Policy 3411 Adoption**
Accommodating Students with Seizure Disorders or Epilepsy (Action) 3
- V. NEW BUSINESS**
 - A. Consent Agenda**
Vouchers, Personnel Actions, Extra-Curricular and Supplemental Contracts (Action) 4
 - B. Resolution 22-02**
2022-2023 Financial Emergency & Budget Uncertainty (Action) 5
 - C. Contract/Bargaining Agreement**
Mead Combined Trades Association (Action) 6
- VI. REPORTS**
 - A. Financial Report for the Month of December 2021** 7
 - B. Superintendent's Report and Discussion Item**
- VII. ADJOURN**

Public Participation – Policy 1530

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for a presentation. The Board has the right to overrule the president by majority vote of those present. In order to assist the Board in its orderly conduct of the meeting, individuals wishing to be heard by the Board shall have the opportunity to state their name, address, and the topic they wish to speak to, either in writing at the beginning of the meeting, and/or verbally at the time the topic is addressed on the agenda, and before the Board takes action on such item. Individuals, after identifying themselves, will address the Board and proceed to make their comments as briefly as the subject permits. The Board shall not hear oral complaints regarding school personnel. A member of the public wishing to make such a complaint shall do so in writing to the President and/or Superintendent who shall take appropriate action. The President may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Individuals with disabilities who may need a modification to participate in a meeting should contact the Superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that arrangements for the modification can be made.



**Minutes from the Regular Meeting of the Board of Directors
Monday, January 10, 2022**

The Board of Directors held a Regular Board Meeting on Monday, January 10, 2022. The meeting began at 6 pm and was held at District Office. After asking those in attendance to wear a mask per state regulations, and noting several attendees refusing to comply, President Burchard suspended the in-person meeting and announced the meeting would resume via Zoom at 7 pm. The Zoom webinar link with login information was posted on the Mead School District website. Directors Burchard, Denholm, Olson, Cannon and Gray were present. Also attending were Superintendent Shawn Woodward, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

I. Approval of Agenda

Director Denholm made a motion to approve the meeting agenda, as amended (item "B", a non-action item under *New Business* - 1st Reading Policy 6220 Revision & Procedure 6220 Adoption, Bid or Request for Proposal Requirements - was removed, and Resolution 22-01, COVID 19 Vaccine Requirement, was added as a *New Business* action item). Director Gray seconded the motion. The motion carried unanimously.

II. Approval of Minutes

Director Cannon made a motion to approve the minutes of the December 13, 2021, Regular Board Meeting, as amended (remarks attributed to Jenny Schneider were made by Kasey Lupton). Director Olson seconded the motion. The motion carried unanimously.

III. Remarks for the Good of the Schools

President Burchard opened the floor for public comment on non-agenda items and reminded those wishing to speak that comments should be limited to three minutes in length. Board members were first invited to share remarks followed by the public. All were asked to please be respectful when making comments.

Director Denholm commented on a recent Facebook post made by Mead School District bus driver Scott Griffith where he shared inspiring stories of positive/impactful interactions he has had with students as he transports them to and from school each day. This type of post will hopefully help recruit new bus drivers.

Director Gray commended the Mead School District community for their involvement noting in particular the number of individuals who responded to the recent COVID vaccine survey. She appreciates the engagement from those on both sides of the issue. Survey results and the opinions shared have been forwarded to the Washington State Board of Health. President Burchard noted the board will engage in a discussion of the survey results and consider adopting a resolution regarding the COVID vaccine later in the meeting.

Director Olson complimented Mead School District teachers, administrators, support staff and students on a successful start following Winter Break. He appreciates the hard work it takes to keep schools open. Staff are doing a fantastic job.

Director Cannon positively commented on the Mt. Spokane Holiday Concert he attended prior to Winter Break at Gonzaga University. It was an excellent production that featured all Mt. Spokane performing groups (band, choir, orchestra). Kudos to all who took part.

Echoing comments shared by Director Gray regarding the community engagement in the recent COVID vaccine survey, Director Cannon expressed appreciation for the efforts to collect data from patrons regarding the vaccine and the importance of having the potential vaccine mandate be a major topic at the board meeting.

Jennifer Killman, mother of three boys, two at Evergreen and one at Highland, has been a member of the Mead School District community for the past 6-7 years. Regarding the wearing of masks, the long tenure of the mandate is depressing and overreaching. She advocated for limiting the Governor's emergency powers. Prior to sharing COVID case counts from similar-sized school districts in Idaho, where physical distancing and mask requirements are much less restrictive than in Washington, and comparing them to Mead, she thanked the board for doing their part to reach out to the state about current and potential COVID mandates. The comparisons shared showed that Mead COVID case counts are very similar to like-sized school districts in Idaho. President Burchard asked Ms. Killman to email board members the COVID case count comparison data she put together (time did not allow her to share all of this information). He additionally encouraged her to consider forwarding the data to the Washington State Board of Health and Spokane Regional Health District.

Katrina Mason addressed the board about the extremely negative impact on students due to the forced wearing of masks and forced quarantines sharing that "kids are suffering." Regarding quarantining, it is insane to treat healthy kids as if they are sick. The mask mandate has created lots of mental/emotional issues for kids and actual physical harm. Making kids wear masks is a form of bullying and is completely dehumanizing. She shared a number of issues associated with making kids wear masks, asked that kids be unmasked immediately and questioned the frequent testing of healthy athletes. President Burchard asked Ms. Mason to email board members any additional information as time did not allow her to share all of her concerns.

Suzanna Patterson has lived in the Mead School District for 13 years. She has three children with one currently a student in the district. She expressed frustration with inconsistencies between this year and last year noting in particular the inability this year for students who are quarantined to Zoom into classes. Because there is no Zoom option this year her child will miss 10 days of instruction while quarantined. President Burchard asked that Ms. Patterson email him her specific concerns/questions and he will follow-up as the *Remarks for the Good of the Schools* portion of the board meeting is a time for public comment on non-agenda items, not a time intended for questions and answers.

Chasity Clark shared that many parents are fearful of speaking up as they don't think it will matter. She is the mom of a kindergarten student and expressed concern regarding socialization in the event a vaccine mandate is instituted. She noted that even if she were to pay for her child to attend a private school, they also must follow state mandates. She encouraged folks to read a pamphlet (Common Sense) published in 1776 by Thomas Paine. She noted the frustration associated with paying taxes should her child not be able to attend school and shared it is "very hard to be a parent right now."

Benjamin Kadletz, parent of two Mead School District students, is a part of the silent majority. He doesn't get involved politically and believes there are lots of misunderstandings because of how issues are politicized. Regarding the vaccine he shared that the death rate, according to the CDC, in children is .1%. Noting the vaccine is available to anyone who wants to get it, he sees no need for a mandated vaccination for children. People incorrectly believe if they are vaccinated, they won't get COVID. He is vaccinated and got COVID. He does not feel his children need to be vaccinated as COVID is similar to the common cold. Referencing masks and quarantine he noted the number of school-aged suicides has skyrocketed. He shared suicide data with Superintendent Woodward at the conclusion of a board meeting earlier in the year and was shocked when visiting with the Farwell principal that this information had not been shared with this principal.

Tanner Rowe (Midway parent) thanked Director Gray and Director Cannon noting they both told him the board meeting should have continued in-person. He reported his child will not get vaccinated and will still attend school He doesn't care what the state says. If enrollment drops the district can use the COVID dollars it received to offset any lost revenue. He implored fathers to "step-up" noting they have let mothers take the lead for too long.

Jay Pounder, agreeing 100% with the last speaker (Tanner Rowe), noted Mead has always produced leaders and critical thinkers. The district has the opportunity to be a leader and has the ability to impact the rest of the state and even the nation. He comes from a long line of Panthers as his family has lived in the community for a number of years. During that time, he has seen the district do many positive things but lately there have been more negatives. Families new to the district and families who have lived in the district for generations are looking at the decisions being made.

Paige Flett, mother of two Skyline students and a physician, referenced the small vaccine trial size for children (Pfizer) and noted the trial only lasted two months. The risk of death in children because of COVID is essentially 0% - only immunocompromised children are in jeopardy. She sees little to no benefit to being vaccinated for most children and noted parents already have the choice to vaccinate or not vaccinate their children.

Emilee Combs stated it is absurd to mandate the vaccine. She admonished the board to not fold on this issue like they did earlier in the evening when the in-person meeting was cancelled because a few mothers would not wear a mask.

IV. Continuing Business

A. 2nd Reading Policy & Procedure 3122 Revision Excused and Unexcused Absences

Student & Family Services Director Josh Westermann presented a revision to Policy/Procedure 3122, Excused and Unexcused Absences, for second reading consideration. This policy/procedure was adopted on November 26, 1985, revised on December 12, 1995, and revised/renumbered on June 27, 2011, prior to its latest revision on February 13, 2012, nearly ten years ago.

The presented revisions align both the policy and procedure to current state law and current district practices. In addition to expanding definitions and examples of excused and unexcused absences, the presented drafts set forth revised intervention timelines. To a large degree changes reflect a more preventative and less punitive process for dealing with, in particular, unexcused absences that emphasizes a tiered approach to helping a student reengage in school. Before the district files a petition with the courts it must outline the steps it has taken to reengage the student which includes, but is not limited to, administering the WARNS assessment and referral to the district's Community Engagement Board.

WSSDA Sample Policy 3122 and Sample Procedure 3122 were used as templates for the presented revisions. There is no financial impact associated with the policy/procedure revision.

Regarding an observation brought forward by Director Gray at the December 13, 2021, first reading, around the specific reference to COVID-19 in a number of the listed valid absence excuses set forth in the policy, Mr. Westermann shared all of those reasons are a part of WAC Chapter 392-401A.

Following discussion, all board members indicated they are in favor of deleting the four specific references to COVID-19 in the policy, noting no other illnesses are listed by name. Mr. Westermann will work with those staff members who oversee attendance to assure COVID-19 is treated just like any other illness.

President Burchard asked that the policy/procedure revision be brought back for 3rd reading at the next board meeting as an action item.

**B. 2nd Reading Policy/Procedure 4040 & Resolution 21-15 Adoption
Public Access to District Records
(Replaces Old Policy/Procedure 9680)**

Background – Several years ago WSSDA implemented a new numbering system for school board policies. Since that time the Mead School District has been systematically updating its policies and procedures to align with this new numbering system.

Human Resources Director Keri Hutchins presented the adoption of Policy/Procedure 4040 and Resolution 21-15, Public Access to District Records, for second reading consideration. This policy/procedure would replace old Policy/Procedure 9680 that was adopted on May 22, 1991, with no revisions approved since that date. WSSDA Sample Policy/Procedure 4040 and WSSDA Sample Resolution 4040 are the templates for the presented policy/procedure and resolution adoption. The presented policy/procedure complies with state/federal statutes and sets forth the public records process currently in practice in the Mead School District.

The presented policy sets forth the board's commitment to providing the public full access to records concerning the administration and operations of the district, while also preserving the efficient administration of government and protecting the privacy rights of individuals whose records may be maintained by the district.

The policy also references the adoption of a formal resolution that addresses how maintaining a current index of all district records, an obligation in the current RCW, would be impractical, unduly burdensome and would ultimately interfere with the operational work of the district. Understanding this, the statute allows a school district to formally adopt a resolution authoring the district to not maintain a current index of all of its records. Ms. Hutchins explained that the Mead School District creates a tremendous amount of information each school year and, therefore, it would be impossible for the district to "index" all of this information. Draft Resolution 21-15 would authorize the district to not maintain this index.

The presented procedure includes the name of the district's Public Records Officer and the training that will be provided for this individual. It additionally addresses availability of public records, how to make a request, response deadlines and costs associated with providing records.

No first reading (December 13, 2021) or second reading changes were recommended.

President Burchard asked that the policy/procedure and resolution adoption be brought back for 3rd reading at the next board meeting as an action item.

**V. New Business
A. Consent Agenda**

Responding to a question from Director Olson, Chief Financial Officer Heather Ellingson shared the \$31,200 payment to Excelsior was for services provided to six special education students for two months and responding to a question from Director Cannon Ms. Ellingson shared the \$4,000 payment from the ASB Fund to Lewis Norflett was for services provided in connection with Marching Band. Director Olson also noted the resignation of long-time Mt. Spokane High School teacher Patrick Kostecka.

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

Consent Agenda

1. Hired Certificated Personnel:

Brett Balough	Highland	Cert	1.0 FTE Leave Replacement teacher 2 nd semester 21/22 school year
Joni Kent	Skyline	Cert	1.0 FTE Leave Replacement Resource Room Teacher 11/30/21 6/17/22 (no longer at Shiloh Hills)
Jennifer Springstead	Five Mile Prairie	Cert	.1 FTE Leave Replacement Secondary Teacher in addition to .9 FTE Continuing effective 1/4/22 - 6/17/22
Jaclyn Jordan	Highland	Cert	.4 FTE Continuing Spanish Teacher effective 12/1/21
Jaclyn Jordan	Mead High	Cert	.4 FTE Leave Replacement Spanish Teacher effective 12/1/21 6/17/22 (in addition to time at Highland)
Christine Robles	Five Mile Prairie	Cert	.3 FTE Leave Replacement Secondary Teacher 1 st semester effective 1/4/22 plus .7 FTE Leave Replacement 2 nd semester (in addition to .7 LR 1 st semester and .3 LR 2 nd semester)
Kevin Connelly	Mt. Spokane	Cert	1.0 FTE Continuing Math Teacher effective 1/31/22 (this replaces a Leave Replacement position for 2 nd semester)
Lanfen Kaplan	Brentwood	Cert	.75 FTE Leave Replacement Special Ed/Gen Ed Teacher effective 1/3/22 - 6/17/22

2. Hired Classified Personnel:

Katherine Libutti	Mead High	Class	8 hrs/day Admin Assistant effective 12/14/21
Loree Swegle	District Office	Class	8 hrs/day HR Specialist effective 1/3/22
Emily Webb	Farwell	Class	6 hrs/day Para Ed effective 1/3/22
Sydney Smith	District Office	Class	8 hrs/day Accounting Specialist effective 1/10/22
Marty Melson	Warehouse	Class	8 hrs/day Seasonal Custodian effective 12/27/21
Sonny Ha	Warehouse	Class	8 hrs/day Seasonal Custodian effective 1/3/22

3. Hired Certificated Substitutes:

Tristandoss Davis | Ashi Baker | Allison Moyer | Mallory Wardian

4. Hired Classified Substitutes:

Gabriel Kennedy-Gibbens	Susie Seher	Kayla Staples	Courtney Countryman
Ena O'Connor	Janet Stump		

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, **January 10, 2022**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 103922 to 104199** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 928,592.14
General Fund - PR	10,514,560.77
ASB Fund	82,885.61
Capital Projects Fund	321,946.71

6. Approved the following Donations:

- MSD General Fund \$500.00 from CoBank

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

Meghan Bradley	Brentwood	Class	2/14/22 - 2/18/22 (20 hours)
Kaprina Reed	Mt. Spokane	Cert	.2 FTE 2 nd semester
Angela Rendall	Evergreen	Class	2/2/22 - 2/10/22 (28.28 hours)
Kim Rollins	Northwood	Class	2/2/22 & 2/3/22

8. Approved Requests for Retirement/Resignation:

Margaret Goudreau	Creekside	Class	Resignation effective 12/17/21 (cook)
Malcom Huffman	Transportation	Class	Resignation effective 12/31/21 (bus driver)
Paula Fletcher	Creekside	Class	Resignation effective 1/10/22 (para ed)
Krystal Janssen-Fleck	Transportation	Class	Resignation effective 1/21/22 (bus driver)
Ronald Karstens	Warehouse	Class	Resignation effective 12/16/21 (custodian)
Patrick Kostecka	Mt. Spokane	Cert	Resignation effective 1/28/22 (teacher)
Lisa LaBenne	Mt. Spokane	Class	Retirement effective 1/5/22 (para ed)
David Millican	Mt. Spokane	Class	Resignation effective 1/31/22 (custodian)

9. Approved Submission of Special Education Conditional Certification Request to OSPI for Kendra Plyer.

**B. Student Travel Proposal
Mt. Spokane High School Sports Medicine**

Darren Nelson, Director of Secondary Education, presented a request from Mt. Spokane High School Sports Medicine to travel to Pasadena, California, March 17-20, 2022, to participate in the California Regional Sports Medicine Competition. It is estimated 12 students will participate plus Mt. Spokane Sports Medicine teacher Breann Booher and one additional adult chaperone. This Sports Medicine event is one of the most competitive in the nation. Students, in addition to competing in a variety of skill categories, will have the opportunity to network with healthcare professionals and other high school students.

Students will miss one day of school (Thursday, March 17th . . . Friday, March 18th is a non-student, Learning Improvement day) and Ms. Booher will need a sub for March 17th.

The estimated per student cost of the trip is \$700 with fundraising opportunities available.

Director Denholm requested that, following the trip, students come to a board meeting and talk about the experience.

Director Cannon, noting the group will be utilizing rental vehicles while in California, asked about using UBER or arranging for a charter bus. Mr. Nelson surmised this group has used rental vehicles in the past, which has worked well for them, so they most likely did not consider another option.

Director Cannon made a motion to approve the request from Mt. Spokane High School Sports Medicine to travel to Pasadena, California, to participate in the California Regional Sports Medicine Competition, March 17-20, 2022, as presented. Director Denholm seconded the motion. The motion carried unanimously.

**C. 1st Reading Policy 3411 Adoption
Accommodating Students with Seizure Disorders or Epilepsy**

Student & Family Services Director Josh Westermann presented the adoption of Policy 3411, Accommodating Students with Seizure Disorders or Epilepsy, for first reading consideration. WSSDA Sample Policy 3411 is the template for the presented draft. The policy complies with state/federal statutes and sets forth the process currently in practice in the district regarding students with seizure disorders or epilepsy. During a routine audit the district discovered this policy was not in place. The policy is similar to other district policies that address serious health issues (diabetes – Policy 3415 & asthma – Policy 3419).

The presented policy references the individual health care plan that must be on file for each student with seizure disorder or epilepsy and the requirement that this plan be updated at least annually. The policy additionally addresses the ability of parents of students with seizure disorders or epilepsy to designate an adult to provide care for their child consistent with the student's individual health care plan. The "parent-designated adult" may be a district employee or a non-school employee with the policy addressing each of these situations.

Responding to a question from Director Gray, Mr. Westermann explained that the policy works in conjunction with a student's 504 Plan.

No first reading changes were recommended.

President Burchard asked that the policy adoption be brought back for 2nd reading at the next board meeting as an action item.

**D. Resolution 22-01
COVID-19 Vaccine Requirement**

Note: Action on Resolution 22-01, COVID-19 Vaccine Requirement, was considered following Superintendent Woodward's report on the COVID Vaccination Survey.

At the request of President Burchard, Director Cannon read aloud Resolution 22-01. Listed below is a representative sample of the resolution's *WHEREAS* statements:

- It is the right of the individual to make health decisions related to one's own body and one's family.
- The COVID-19 vaccine mandate does not pass the nine criteria required in WAC 246-105-030.
- Getting the COVID-19 vaccine is an acceptable and encouraged choice for any student, parent or staff member who so desires.
- A COVID-19 vaccine mandate for students would create an unreasonable administrative burden.
- A COVID-19 vaccine mandate would result in irreparably broken trust with the community.
- The Mead School District provides multiple learning options for families based on their ability to decide what is right for them relative to managing their own health risk.

The resolution concludes with the Mead School District Board of Directors taking the official position that they are opposed to making the COVID-19 vaccine required under WAC 246-105-030.

Director Olson asked if other districts are taking similar action to which both Superintendent Woodward and Director Cannon answered they do not know of any at this time.

Director Cannon, in addition to the resolution, referenced a letter he drafted to Governor Inslee and the Washington State Board of Health, on behalf of the board, that shares survey data and sets forth a case against making the COVID-19 vaccine required under WAC 246-105-030.

Director Gray commended the district/board for reaching out to the community for their input and then sharing the survey findings with the Washington State Board of Health. She appreciates both sides of the issue. Even though she is the parent of a medically fragile student (diabetes) she believes parents should have a choice when it comes to the vaccine.

Director Olson encouraged the district to share the resolution with other school districts so they can consider taking similar action. Director Denholm concurred.

President Burchard thanked the 3,000+ community members who responded to the survey.

Director Denholm made a motion to adopt Resolution 22-01, COVID-19 Vaccine Requirement, as presented. Director Gray seconded the motion. The motion carried unanimously. The board additionally, by unanimous consensus, agreed to send the letter drafted by Director Cannon on behalf of the board to Governor Inslee and the Washington State Board of Health with copies also being sent to local state legislators.

VI. Reports

A. Financial Report for the Month of November 2021

Chief Financial Officer Heather Ellingson presented a brief financial report for the month of November 2021. Enrollment, on average, continues to be approximately 100 over budget. In January the district will start to see an increase in apportionment based on this higher enrollment. It is still too early in the year to accurately project expenditures for the year although current expenditures are consistent with what was budgeted. The district continues to monitor

COVID expenditures. As shared when the budget was adopted in August, the district continues to anticipate it will need to take \$7 million from its cash balance to cover expenditures for the year. For the upcoming year the district will look to bring expenditures in line with revenue.

B. Transitional Kindergarten Report

Learning & Teaching Assistant Superintendent Heather Havens provided an update on Transitional Kindergarten, a program the district will implement in the fall of 2022 at Shiloh Hills Elementary School. Report highlights included:

- **Why Transitional Kindergarten?** Research shows children who attend a Pre-K program continue to outperform students who do not attend and have long-term academic achievement. Additionally, students in the program will work toward becoming well-rounded students better prepared for school.
- **Alignment to Strategic Plan** – Transitional Kindergarten aligns with Priority Area 1 (Ensure academic success and high levels of learning for ALL students), Priority Area 4 (Connecting School, Family & Community) and Priority Area 5 (Whole Child: Safe, Challenged & Supported).
- **Difference between Transitional Kindergarten & Regular Kindergarten** – In Transitional Kindergarten students are *exposed* to Common Core and Content Standards. In regular Kindergarten the emphasis is on *mastery* of Common Core and Content Standards.
- **Required Elements** –
 - Pillar I – Transitional Kindergarten programs must meet the requirements of full-day kindergarten including administration of the WaKIDS whole-child assessment within the first ten weeks of school.
 - Pillar II – Classrooms are staffed by certificated teachers and para-educators.
 - Pillar III – Programs must be inclusive, socioeconomically diverse and responsive to the needs of children who qualify for participation.
 - Pillar IV – Programs must be fully integrated into school buildings with access to transportation, specialists, recess and lunch in the school cafeteria just like regular Kindergarten students.
 - Pillar V – Transitional Kindergarten programs work in collaboration with and do not adversely impact enrollment in community-based preschool programs, including Head Start, ECEAP, tribally-led early learning programs and those operating in licensed child care centers and licensed family homes. The district must participate in coordinated outreach, referral and appropriate placement to assure best fit for each child.
- **Program Eligibility** –
 - Pre-Requisite Requirements for Transitional Kindergarten (must meet all):
 - Turn 4 years-old by August 31 (cannot be 5 years old on August 31)
 - Reside within the Mead School District boundary (out-of-district students may be able to enroll on a space-available basis)
 - Not otherwise identified for participation in Head Start and/or ECEAP preschool programs
 - Qualifying Criteria for Transitional Kindergarten (must meet at least one):
 - Lack access (financial, availability or other significant factor) to a licensed preschool opportunity (opportunity gap)
 - Qualify for free/reduced meals (income gap)
 - Qualify for bilingual education (English language gap)
 - Exhibit lagging social and/or academic skills based on an administered screening (performance gap)

The district, in the next 30 days, will begin reaching out to community partners with program enrollment opening on March 1st.

In response to a question from Director Olson, Ms. Havens shared that Transitional Kindergarten students, based on enrollment criteria, enter with at least one gap (opportunity, income, English language or performance) and, therefore, upon completion of Transitional Kindergarten would not skip regular Kindergarten. She additionally noted all Kindergarten teachers do a very good job differentiating instruction for students.

In response to a question from Director Cannon, Ms. Havens explained students who qualify for an ECEAP program have a disability and, therefore, would not be eligible for enrollment in Transitional Kindergarten.

In conclusion, Ms. Havens shared that later this spring she will provide an update to the board on program progress.

C. COVID Vaccination Survey Discussion

The first week of January the Mead School District sent a survey to families seeking their input on the COVID vaccine. Superintendent Woodward shared survey results to the following four questions:

- *Are you in favor of a COVID Vaccine requirement for children ages 5 and up to attend school?*
 - 24.39% Yes
 - 71.04% No
 - 4.57% Unsure at this time
- *If the Governor mandates that children 5 and up must be vaccinated to attend school, will you vaccinate your children?*
 - 30.56% Yes
 - 62.04% No
 - 7.41% Unsure at this time
- *If the mandate includes an exemption process, will you seek to obtain an exemption for your child?*
 - 49.84% Yes
 - 36.94% No
 - 13.22% Unsure at this time
- *If there is a vaccine mandate for students, what will be your course of action?*
 - 30.60% I will vaccinate my student(s) in accordance with the mandate.
 - 11.82% I will seek an exemption from the vaccine mandate in order to keep my student(s) in the Mead School District.
 - 51.52% If there is no exemption process from the vaccine mandate, I will still not vaccinate my student(s) even if this means withdrawing from Mead Schools.
 - 6.07% Unsure at this time.

Superintendent Woodward explained the primary purpose of the survey, including comments, was to share results with the Washington State Board of Health. An impressive 3,000+ individuals responded to the survey. (Superintendent Woodward noted, because news outlets shared the survey link, some individuals, not a part of the Mead School District, most likely responded. However, following sharing of the link by local media, survey response percentages remained essentially unchanged.) Public Information Officer Todd Zeidler forwarded survey results, including comments, to the Washington State Board of Health prior to their January 12, 2022, meeting.

In conclusion, Superintendent Woodward shared superintendents throughout the area are concerned about a mass exodus from public education if a vaccine mandate for students is approved.

D. Superintendent's Report & Discussion Items

Superintendent Woodward had nothing further to report.

VII. Adjourn

The meeting was adjourned at 8:30 pm.

President

Secretary

MEAD SCHOOL DISTRICT

Board Meeting of January 24, 2022
Continuing Business

IV.A.

Agenda Item: **3rd Reading Policy & Procedure 3122 Revision
Excused and Unexcused Absences**

Background: Policy/Procedure 3122, Excused and Unexcused Absences, was adopted on November 26, 1985, revised on December 12, 1995, and revised/renumbered on June 27, 2011, prior to its latest revision on February 13, 2012, nearly ten years ago.

WSSDA Sample Policy 3122 and Sample Procedure 3122 were used as templates for the presented revisions. Due to the extensive nature of the revisions, they are being presented as standalone documents with current Policy 3122 and current Procedure 3122 attached for reference.

Summary: The presented revisions align both the policy and procedure to current state law and current district practices. In addition to expanding definitions and examples of excused and unexcused absences, the presented drafts include new sections regarding remote learning and required conferences with parents for elementary students with five or more excused absences in a single month or ten or more in the current school year. To a large degree changes reflect a more preventative and less punitive process for dealing with, in particular, unexcused absences that emphasizes a tiered approach to helping a student reengage in school.

An additional revision, based on a change in the law is, rather than at the five unexcused benchmark for secondary students, the district, at some point after the second and before the seventh unexcused absence will take data-informed steps to eliminate or reduce the student's absences. Both the presented policy and procedure set forth what those steps will be.

The presented draft policy reflects the removal of the four specific references to COVID-19 in the list of valid absence excuses, as recommended by the board on January 10, 2022 (second reading). With that revision, President Burchard asked that the policy/procedure revision be brought back for 3rd reading as an action item.

Staffing Implication: None

Other Considerations: None

Recommendation: Approval of the presented revisions to Policy/Procedure 3122, Excused and Unexcused Absences, is recommended.

Attachments:

- Draft Policy/Procedure 3122
- Current Policy/Procedure 3122

EXCUSED AND UNEXCUSED ABSENCES

Definition of Absence

Absence from In-Person Learning

WAC 392-401-015A states the definition of an absence:

1. A student is absent when they are:
 - a. Not physically present on school grounds; and
 - b. No participating in the following activities at an approved location:
 - i. Instruction;
 - ii. Any instruction-related activity; or
 - iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

Absence from Remote Learning

1. A student is absent from remote learning when the student is not participating in planned instructional activities on a scheduled remote day.
2. Evidence of student participation in remote learning may include, but is not limited to:
 - a) Daily logins to learning management systems;
 - b) Daily interactions with the teacher to acknowledge attendance (including messages, emails, phone calls or video chats); or
 - c) Evidence of participation in a task or assignment

Excused and Unexcused Absences

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be absent from class or not able to participate remotely. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's

excused absences. The following principles/valid excuses for absences will govern the development and administration of attendance procedures within the district:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency including, but not limited to, death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults or bullying;
11. Absences due to a student's migrant status;
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth;
13. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
14. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. The District reserves the right to define additional categories or criteria for excused absences.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses a participation-type class they can request an alternative assignment that aligns with the learning goals of the activity missed.

An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health

treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

Except as provided in the prior paragraph, in the event that a child in elementary school is required to attend school under RCW 28A.225.010 or 28A.225.015(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the district shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the support and resources that may be made available to the family so that the child is able to regularly attend school. To satisfy the requirements of this section, the conference must include at least one school district employee such as a nurse, counselor, social worker, teacher or community human services provider, except in those instances regarding the attendance of a child who has an Individualized Education Program or a plan developed under Section 504 of the Rehabilitation Act of 1973, in which case the reconvening of the team that created the program or plan is required. This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.

Unexcused Absences

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria set forth above for an excused absence. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

Regarding unexcused absences the following will occur:

1. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.
2. The school will hold a conference with the parent or guardian after three unexcused absences within any month during the current school year. The conference will analyze the causes of the student's absences and develop a plan that identifies student, school and family commitments to reduce the student's absences from school. If the parent does not attend the conference, the school official may still hold the conference with the student. However, the school will notify the parent of the steps the district has decided to take to eliminate or reduce the student's absences.
3. Between the student's second and seventh unexcused absence, the school must take the following data-informed steps:
 - a. Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment.
 - b. These steps must include, where appropriate, providing an available best practice or research-based intervention or both, consistent with the WARNS profile or other assessment, if an assessment was applied, adjusting the child's school program or

school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the child to a community truancy board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.

- c. For any child with an existing Individualized Education Plan or 504 Plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.
4. Not later than the student's seventh unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements and/or refers the student to a community engagement board.
5. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student, no later than the seventh unexcused absence within any month during the current school year and not later than the fifteenth unexcused absence during the current school year.

The superintendent or designee will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Unexcused Absences from Remote Learning

Any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.

Tardies and Disciplinary Actions

1. Students shall not be absent if:
 - a. They have been suspended, expelled or emergency expelled pursuant to chapter 392-400 WAC;
 - b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
 - c. The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.
2. A full day absence is when a student is absent for 50% or more of their scheduled day.
3. A school or the district shall not convert or combine tardies into absences that contribute to a truancy petition.
4. A student shall be considered absent if they are on school grounds but not in their assigned setting.

Students Dependent Pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that

student and adults involved with that student. Adults include the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing the placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Migrant Students

The district, parent/guardian and student are encouraged to work to create an Extended Absence Agreement with the school to decrease the risk of an adverse effect on the student's educational progress.

Cross References:	Board Policy 3120	Enrollment
	3230	Student Privacy and Searches
	3241	Classroom Management, Discipline & Corrective Action
Legal References:	Chapter 28A.225	Compulsory school attendance and admission
	RCW 13.34.300	Relevance of failure to cause juvenile to attend school to neglect petition
	Chapter 392-401A WAC	Statewide definition of absence for the 2020-21 school year

Adopted: November 26, 1985

Revised: December 12, 1995

Revised & Renumbered (5211 to 3122): June 27, 2011

Revised: February 13, 2012

Revised:

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian or, in certain cases, students, to document a student's excused absences.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

Absence due to:

- Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible.
- Family emergency including, but not limited to, a death or illness in the family.
- Religious purposes.
- Court, judicial proceedings, court-ordered activity, or serving on a jury.
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.
- State recognized search and rescue activities consistent with RCW 28A.225.055.
- Directly related to the student's homeless or foster care/dependency status.
- Absences related to deployment activities of a parent or legal guardian who is an active-duty member consistent with RCW 28A.705.010.
- Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying.
- Absences due to a student's migrant status.
- Absences related to the student's illness, health condition, or medical appointments due to COVID-19.
- Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19.
- Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program.

- Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.
- Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity.
- Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note, and provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence with a note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

Absence for parental-approved activities. This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress and/or the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian approved absence would have an adverse effect on the student's educational progress, including the grade for the course.

Absences resulting from disciplinary actions – or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term or long-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.

Extended illness or health condition. If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.

Excused absence for chronic health condition. Students with a chronic health condition that interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

Required conference for elementary students. If an elementary school student has **five or more excused absences in a single month** during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference must include at least one school district employee, preferably a nurse, counselor, social worker, teacher or community human service provider, and may occur on the same days as the scheduled parent-teacher conference, provided it takes place within thirty (30) days of the absences. If the student has an Individualized Education Program or a Section 504 Plan, the team that created that program must reconvene. A conference is not required if prior notice of the excused absences was provided to the district or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

Unexcused Absences

An "unexcused absence" means that a student has failed to attend the majority of hours or periods in an average school day, has failed to comply with a more restrictive school district policy on absences, or has failed to comply with alternative learning experience program attendance requirements.

Unexcused absences occur when:

- The parent, guardian, or adult student submits an excuse that does not meet the definition of an excused absence as defined above; or
- The parent, guardian, or adult student fails to submit any type of excuse statement, whether by phone, e-mail or in writing, for an absence.

Unexcused absence from remote learning. Any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.

Each unexcused absence within any month of the current school year will be followed by a letter or phone call to the parent informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which that parent is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.

After three unexcused absences within any month of the current school year, the school will hold a conference with the principal, student, and parent to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take

place within thirty (30) days of the third unexcused absence, the district may schedule the attendance conference on the same day. If the parent/guardian does not attend the scheduled conference, the school may hold the conference with the student and principal. However, the school will notify the parent of the steps to eliminate or reduce the student's absences.

At some point after the second and before the seventh unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. In middle school and high school, these steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

For any student with an existing Individualized Education Program (IEP) or Section 504 Plan, these steps will include convening the student's IEP team or Section 504 team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the student's absences. If necessary, and if the student's parent gives consent, the district will conduct a functional behavior assessment and will complete a detailed behavior plan to explore the function of the absence behavior.

For any student who does not have an IEP or Section 504 Plan, but who is reasonably believed to have a mental or physical disability or impairment, these steps will include informing the student's parent/guardian of the right to obtain an appropriate evaluation at no cost to the parent to determine whether the student has a disability or impairment and needs accommodations, special education services, or related services. This includes students with suspected emotional or behavioral disabilities. If the school obtains consent to conduct an evaluation, time should be allowed for the evaluation to be completed, and if the student is found to be eligible for accommodations, special education services, or related services, a plan will be developed to address the student's needs.

The district will designate a staff member to apply the Washington Assessment of the Risks and Needs of Students (WARNS) and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. As appropriate, the district will also consider:

- adjusting the student's course assignments;
- providing the student more individualized instruction;
- providing appropriate vocational courses or work experience;
- requiring the student to attend an alternative school or program;
- assisting the parent or student to obtain supplementary services; or
- referring the student to a community truancy board.

Transfers

In the case of a student who transfers from one district to another during the school year, the sending district will provide to the receiving district, together with a copy of the WARNS assessment and any interventions previously provided to the student, the most recent truancy information for that student. The information will include the online or written acknowledgment by the parent and student. The sending district will use the standard choice transfer form for releasing a student to a nonresident school district for the purposes of accessing an alternative learning experience program.

Not later than a student's seventh unexcused absence in a month, the district will:

- enter into an agreement with the student and parents/guardians that establishes school attendance requirements;
- refer the student to a community engagement board; or
- file a petition to juvenile court (see below)

Community Engagement Board

A "community engagement board" means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attends school. The district will enter into an MOU with the juvenile court in Spokane County.

The district will designate and identify to the juvenile court (and update as necessary) and to the Office of the Superintendent of Public Instruction, a staff member to coordinate district efforts to address excessive absenteeism and truancy, including outreach and conferences, coordinating the MOU, establishing protocols and procedures with the court, coordinating trainings, sharing evidence-based and culturally appropriate promising practices. The district will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and assisting in the recruitment of community engagement board members.

After the student's **seventh unexcused absence within any month during the current school year and not later than the fifteenth unexcused absence during the current school year**, if the district's attempts to substantially reduce a student's absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court.

Petition to Juvenile Court

The petition will contain the following:

- A statement that the student has unexcused absences in the current school year. Unexcused absences accumulated in another school or school district will be counted when preparing the petition.
- An attestation that actions taken by the school district have not been successful in substantially reducing the student's absences from school.
- A statement that court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.
- A statement that RCW 28A.225.010 has been violated by the parent, student or parent and student.
- The student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing Individualized Education Program (IEP) and the student's current academic status in school.
- A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current school district, the history of approved best practices intervention or research-based intervention(s) previously provide to the student by the district, and a copy of the most recent truancy information document provided to the parent.

- Facts that support the above allegations.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

If the allegations in the petition are established by a preponderance of the evidence, the court shall grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

If the court assumes jurisdiction, the school district will periodically report to the court any additional unexcused absences by the student, actions taken by the school district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding discipline or correction action. (See Policy 3241 – Classroom Management, Discipline & Corrective Action.)

Adopted: December 12, 1995

Revised & Renumbered (5211 to 3122): June 27, 2011

Revised: February 13, 2012

Revised:

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; military deployment of a parent or legal guardian; and, as required by law; disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.
- B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. An excused absence shall be verified by the parent; adult, emancipated or appropriately aged student; or school authority responsible for the absence. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases. These aforementioned rights are set forth by Washington State law.
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- E. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year. The district

advocates the use of pro-social interventions to engage the student in the school environment, however a student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences.

A conference shall be scheduled to determine what corrective measures should be taken to remedy the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.

Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

- F. All suspensions and/or expulsions shall be reported in writing to the superintendent or his/her designee within 24 hours after imposition.

The superintendent shall enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents and students annually.

Cross References: Board Policy 3230
3241

Student Privacy
Classroom Management, Corrective
Actions or Punishment

Legal References: RCW 13.34.300

28A.225
71.34.530

70.96A.095

70.24.110

WAC 180-16-215(4)

392-400-235

392-400-260

388-15-240

Failure to cause juvenile to attend school
as evidence under neglect petition
Compulsory School Attendance
Age of Consent – Outpatient
treatment of minors
Age of Consent – Outpatient treatment
of minors for chemical dependency
Minors – Treatment, consent, liability
for payment for care

Minimum 180 school day year — Five
day flexibility — Students
graduating from high school
Discipline — Conditions and limitations
Long-term suspension — Conditions and
limitations
Family Planning

Management Resources: *Policy News*, June 2001

More Tweaking of Becca Petitions

Adopted: November 26, 1985

Revised: December 12, 1995

Revised & Renumbered (5211 to 3122): June 27, 2011

Revised: February 13, 2012

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Teachers shall keep a daily record of absence and tardiness.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- A. **Participation in school-approved activity.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. **Absence due to illness, health condition, family emergency or religious purposes.** When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of their absences with a signed note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree. A student shall be allowed one makeup day for each day of absence.
- C. **Absence for parental-approved activities.** This category of absence shall be counted as excused for purposes agreed to by the principal and the parent. However, an absence may not be approved if it causes a serious adverse effect on the student's educational progress. For instance, in participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence could have an adverse effect on the student's educational progress which could ultimately be reflected in the grade for such a course. If the parent-excused absence is not also approved by the district, the absence shall be recorded in the attendance record as PEDU (parent excused-district unexcused), and will be counted as a truancy in accordance with state law. A student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

- D. **Absence resulting from disciplinary actions — or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.
- E. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.
- F. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.
- G. **Military Deployment.** A student whose parent or legal guardian has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted up to five (5) days of additional excused absences at the discretion of the Superintendent or designee using the following guidelines:
1. The absence is pre-approved (if possible).
 2. The student is in good standing.
 3. Evidence of positive attendance record.
 4. Missed work is completed and turned in within an agreed upon time period.

Unexcused Absences

Unexcused absences fall into two categories:

- A. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
- B. Failing to submit any type of excuse statement signed by the parent, guardian or adult student.
1. Each unexcused absence shall be followed by a warning letter to the parent of the student. Each notice shall be in writing in English or in the primary language of the parent. A student's grade shall not be affected if no graded activity is missed during such an absence.

2. After two unexcused absences within any month a conference shall be held between the parent, student and principal. At such a conference the principal, student and parent shall consider:
 - a. Adjusting the student's program;
 - b. Providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
 - c. Transferring the student to another school;
 - d. Assisting the student to obtain supplementary services that might eliminate or alleviate the causes of absence; or,
 - e. Imposing other corrective actions that are deemed to be appropriate.

Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board and/or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

3. If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his/her family and prescribe corrective action which may include suspension for the current semester and expulsion.

No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The petition consists of written notification to the court alleging that:

- a. The student has unexcused absences in the current school year (petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, but a petition may be filed earlier; also unexcused absences accumulated in another school or school district shall be counted for all purposes in this procedure);
- b. Actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
- c. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school. Additionally, the petition shall include the student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents. The petition must include facts that support the allegations made in the petition, must generally request relief available under the statute, and must describe what the court might order. Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

4. A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
5. Any student who presents false evidence, with or without the consent of his/her parent, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used.
6. Students six or seven years of age, who have been enrolled in the district are required to attend school and their parents are responsible for ensuring that they attend. Parents who wish to withdraw their children before the children are eight years old and against whom no truancy petition has been filed, may withdraw the students from school. When a six or seven year old student has unexcused absences, the district shall do the following:
 - a. Notify the parent or guardian in writing or by telephone after one unexcused absence in any month.
 - b. Request a conference with the parent or guardian and child to analyze the causes of the student's absences after two unexcused absences in any month (a regularly scheduled teacher-parent conference held within thirty days may substitute).
 - c. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school, course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.
 - d. After seven unexcused absences in a month, or ten in a school year, the district shall file a truancy petition.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conferencing or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment. (See policy 3241.)

Adopted: December 12, 1995
Revised & Renumbered (5211 to 3122): June 27, 2011
Revised: February 13, 2012

MEAD SCHOOL DISTRICT

Board Meeting of January 24, 2022
Continuing Business

IV.B.

Agenda Item: **3rd Reading Policy/Procedure 4040 &
Resolution 21-15 Adoption
Public Access to District Records
(Replaces Old Policy/Procedure 9680)**

Background: Several years ago, WSSDA implemented a new numbering system for school board policies. Since that time the Mead School District has been systematically updating its policies and procedures to align with this new numbering system.

Summary: Policy/Procedure 4040, Public Access to District Records, would replace old Policy/Procedure 9680, which was adopted on May 22, 1991, with no revisions approved since that date.

WSSDA Sample Policy/Procedure 4040 and WSSDA Sample Resolution 4040 are the templates for the presented policy/procedure and resolution adoption.

The presented policy sets forth the board's commitment to providing the public full access to records concerning the administration and operations of the district, while also preserving the efficient administration of government and protecting the privacy rights of individuals whose records may be maintained by the district.

The policy also references the adoption of a formal resolution that addresses how maintaining a current index of all district records, an obligation in the current RCW, would be impractical, unduly burdensome and would ultimately interfere with the operational work of the district. Understanding this, the statute requires the agency issue and publish a formal order, or in the case of a school district formally adopt a resolution authorizing the district to not maintain a current index of all of its records. Resolution 21-15 (attached), as set forth in the presented policy, provides authorization to not maintain an official, current index of all district records.

The presented procedure includes the name of the district's Public Records Officer and the training that will be provided for this individual. It additionally addresses:

- Availability of public records including hours of inspection, organization of records and information that is available online.
- How to make a request for public records.
- How requests will be processed and response deadlines.
- Records exempt from disclosure including a list of laws exempting or prohibiting disclosure.
- Costs associated with providing records.
- The review process for a public records denial.

The presented policy/procedure, that would replace Policy/Procedure 9680, aligns with WSSDA’s new numbering system, complies with state/federal statutes and sets forth the public records process currently in practice in the Mead School District.

No first reading (December 13, 2021) or second reading (January 10, 2022) changes were recommended. President Burchard requested the policy/procedure and resolution adoption be brought forward for 3rd reading consideration as an action item.

Fiscal Impact: None

Staffing Implication: None

Other Considerations: None

Recommendation: Adoption of Policy/Procedure 4040 and Resolution 21-15, Public Access to District Records, as presented, is recommended.

Attachments:

- Draft Policy/Procedure 4040
- Resolution 21-15
- Old Policy/Procedure 9680

PUBLIC ACCESS TO DISTRICT RECORDS

Consistent with Washington State law, the Board is committed to providing the public full access to records concerning the administration and operations of the District. Such access promotes important public policy, maintains public confidence in the fairness of governmental processes, and protects the community's interest in the control and operation of its common school district. At the same time, the Board desires to preserve the efficient administration of government and acknowledges the privacy rights of individuals whose records may be maintained by the District. This policy and the accompanying procedure are intended to facilitate access to school district records without compromising operational efficiency or privacy rights.

As used in this policy and the accompanying procedure, "school district records" is a broad term that includes any writing containing information relating to the conduct of the District or the performance of any District governmental or proprietary function prepared, owned, used, or retained by the District regardless of physical form or characteristics. A "writing" as used in this policy and procedure is likewise a broad term that means any handwriting, typewriting, printing, photocopying, photographing, or other means of electronic forms of communication, including emails, texts or messages through any medium or application, pages, postings and comments from any District-operated or District-sponsored website. The District will retain public records in compliance with state law and regulations.

The definition of "school district records" does not include records that are not otherwise required to be retained by the District and are held by volunteers who do not serve in an administrative capacity, have not been appointed by the District to a District board, commission, or internship, and do not have a supervisory role or related District authority.

Because of the tremendous volume and diversity of records continuously generated by a public school district, the Board has declared by formal resolution that trying to maintain a current index of all of the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District.

A fee structure shall be created using the most reasonable cost-efficient method available as part of the District's normal operation.

The Superintendent will develop – and the Board will periodically review – procedures consistent with state law that will facilitate this policy. The Superintendent will also appoint a Public Records Officer who will serve as a point of contact for members of the public who request the disclosure of public records. The Public Records Officer will be trained in the laws and regulations governing the retention and disclosure of records, and shall oversee the District's compliance with this policy and state law.

Cross References

Legal References:

Policy 3231 - Student Records
Chapter 5.60 RCW WITNESSES –
COMPETENCY
Chapter 13.04.155(3) RCW Notification to
school principal of conviction,

adjudication, or diversion agreement –
Provision of information to teachers and
other personnel – Confidentiality
Chapter 26.44.010 RCW Declaration of
purpose
Chapter 26.44.030(9) RCW Reports –
Duty and authority to make – Duty of
receiving agency – Duty to notify – Case
planning and consultation – Penalty for
unauthorized exchange of information –
Filing dependency petitions –
Investigations – Interviews of children –
Records – Risk assessment process
Chapter 28A.605.030 RCW Student
education records – Parental review –
Release of records – Procedure
Chapter 28A.635.040 RCW Examination
questions – Disclosing – Penalty
Chapter 40.14 RCW Preservation and
destruction of public records
Chapter 42.17A RCW Campaign
disclosure and Contribution
Chapter 42.56 RCW Public Records Act
WAC 392-172A Rules for the provision of
special education
Public Law 98-24, Section 527 of the
Public Health Services Act, 42 USC §
290dd-2
20 U.S.C. 1232g Federal Education Rights
Privacy Act (FERPA)
20 U.S.C. § 1400 et. Seq. Individuals
with Disabilities Education Act (IDEA)
42 U.S.C. § 1758(b)(6)
34 CFR Part 300 – ASSISTANCE TO
STATES FOR THE EDUCATION OF
CHILDREN WITH DISABILITIES
45 CFR Part 160-164 – GENERAL
ADMINISTRATIVE REQUIREMENTS,
ADMINISTRATIVE REQUIREMENTS
AND SECURITY AND PRIVACY

Adopted:

PUBLIC ACCESS TO DISTRICT RECORDS

Purpose of these Procedures and General Principles

These procedures have been established by the Superintendent or designee and published pursuant to Board Policy 4040 and RCW 42.56.040 to explain the process for public access to school district records and to provide guidance in how the District will respond to such requests.

School district records, relating to the conduct of operations and functions of the District that have been prepared, owned, used, or retained by the District in any format are, in fact, *public records* to which members of the public may request access consistent with this procedure.

When processing such requests, the District will provide the fullest assistance to the requestor and provide a response in the most timely manner possible.

District Public Records Officer

Public Records Officer

For the most timely and efficient response, requests for school district records should be directed in writing to the Public Records Officer listed below, whose responsibilities include serving as a point of contact for members of the public in this process and overseeing the District's compliance with the Washington Public Records Act, Chapter 42.56 RCW and Policy 4040.

The current Public Records Officer of the District may be reached at the District's Central Administrative Building as follows:

Name: Jill Therrien
Address: 2323 E. Farwell Rd., Mead, WA 99021
Phone: 509-465-6049
Fax: 509-465-7680
Email: publicrecords@mead354.org

Information regarding contacting the Public Records Officer is also available on the Mead School District website – www.mead354.org.

Public Records Officer Training

Consistent with state law, the Public Records Officer shall complete trainings related to the Washington Public Records Act and public records retention no later than ninety (90) days after assuming the responsibilities of the Public Records Officer. After the initial training(s), the Public Records Officer must complete refresher training at intervals of no more than four years as long as he or she remains the District's Public Records Officer. Training must address particular issues related to the retention, production, and disclosure of electronic documents, including updating and improving technology information services.

Availability of Public Records

Hours of Inspection

Public records are available for inspection and copying during normal business hours of the District, Monday through Friday, 9:30 am to 4 pm, excluding legal holidays. Records must be inspected at the offices of the District.

Organization of Records

The District will maintain its records in a reasonable, organized manner and take reasonable actions to protect records from damage and disorganization. A requestor shall not take District records from District offices without the permission of the Public Records Officer or designee. During the inspection of records, a District employee will typically be present to protect records from damage or disorganization.

The District will also maintain a log of public records requests that have been submitted to and processed by the District. This log shall include, but not be limited to, the following information for each request: The identity of the requestor if provided, the date the request was received, the text of the original request, a description of the records produced in response to the request, a description of the records redacted or withheld and the reasons therefor, and the date of the final disposition of the request.

Information Online

A variety of records and information are available on the District website (www.mead354.org). Requestors are encouraged to view the documents available on the website prior to submitting a records request.

Making a Request for Public Records

Request to Public Records Officer

Any person wishing to inspect or copy public records of the District shall make the request in person during the District's normal office hours, or in writing by letter, fax, or email addressed to the Public Records Officer and including the following information:

- Name, address, telephone number & email address of requestor;
- Identification of the public records adequate for the Public Records Officer or designee to locate the records; and
- The date the request is submitted to the District.

The District recommends using its Public Records Request Form when submitting a request for records. This form is available for use by requestors at the District's central office and online at www.mead354.org.

Identifiable Records

A request under the Washington Public Records Act, Chapter 42.56 RCW and District Policy 4040 must seek an identifiable *record* or *identifiable records*. A request for all or substantially all of the records prepared, owned, used, or retained by the District is not a valid request for identifiable records. General requests for information from the District that do not seek identifiable records are also not covered by Policy 4040. A request for all records discussing a particular topic or containing a particular keyword or name will not be considered a request for all of the District's records.

Requesting Electronic Records

The process for requesting electronic public records is the same as for requesting paper public records. However, to assist the District in responding to a request for electronic records, a requestor should provide specific search terms that will allow the Public Records Officer or designee to locate and assemble identifiable records responsive to the request.

Creating New Records

The District is not obligated by law to create a new record to satisfy a records request for information. The District may choose to create a record depending on the nature of the request and the convenience of providing the information in a new document, such as when data from multiple locations is requested and can be more easily combined into a single new record.

Copies of Records

If the requestor wishes to have copies of the records made instead of inspecting them, he or she shall make this clear in the request and make arrangements to pay for copies of the records or a deposit.

Requests Not in Writing

The Public Records Officer or designee may accept informal requests for public records by telephone or in person. To avoid any confusion or misunderstanding, however, requestors should be mindful that a request reduced to writing is always the preferred method. If the Public Records Officer or designee receives a request by telephone or in person, the Public Records Officer will confirm his or her understanding of the request with the requestor in writing.

Processing of Public Records Requests

Order of Processing Requests

The District will typically process requests in the order received. However, requests may also be processed out of order if doing so allows the most requests to be processed in the most efficient manner.

Central Review

Records requests not made to the Public Records Officer of the District will be forwarded by building level administrators, program administrators, or other staff receiving the request to the Public Records Officer for processing.

Five-Day Response

Within five (5) business days of receipt of a request, the Public Records Officer will do one or more of the following:

1. Provide copies of the record(s) requested or make the record available for inspection – or, in the alternative, provide an internet address and link to the District’s website where the specific record can be accessed (provided that the requestor has not notified the District that he or she cannot access the records through the internet); or
2. Acknowledge that the District has received the request and provide a reasonable estimate of the time it will require to fully respond; or
3. Acknowledge that the District has received the request, and ask the requestor to provide clarification for a request that is unclear, while providing to the greatest extent possible a reasonable estimate of the time the District will require to respond to the request if it is not clarified; or
4. Deny the request (although no request will be denied solely on the basis that the request is overbroad).

If the requestor fails to respond to the District's request for clarification within 30 days and the entire request is unclear, the District may close the request and not further respond to it. If the requestor fails to respond to the District's request or clarification within 30 days, and part of the request is unclear, the District will respond to the portion of the request that is clear and may close the remainder of the request. In unusual circumstances, the District may also seek a court order enjoining disclosure pursuant to law.

The District may deny a bot request that is one of multiple requests from the requestor within a twenty-four (24) hour period if the District establishes that responding to the multiple bot requests would cause excessive interference with the District's other essential functions. The District may deem a request to be a bot request when the District reasonably believes the request was automatically generated by a computer.

If the District does not respond in writing within five (5) business days of receipt of the request for disclosure, the requestor should contact the Public Records Officer to determine the reason for the failure to respond.

Purpose of Request

In the event that the requested records contain information that may affect rights of others and may be arguably exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others. The notice may make it possible for the others to contact the requestor and ask him or her to revise the request, or, if necessary, seek a court order to prevent or limit the disclosure. The notice to the affected persons may also include a copy of the request.

Records Exempt from Disclosure

Some records are exempt from disclosure, in whole or in part, under a specific exemption contained in chapter 42.56 RCW or another statute or federal law or guidance which exempts or prohibits disclosure of specific information or records.

If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state in writing the specific exemption (and statutory section) which applies and provide a brief explanation of how the exemption applies to the record being withheld or redacted. This exemption and explanation will be provided to the requestor in a withholding index or log.

If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted in the withholding index or log.

List of Laws Exempting or Prohibiting Disclosure

Pursuant to RCW 42.56.070 (2), these rules contain a list of laws – other than those specifically listed in the Washington Public Records Act, Chapter 42.56 RCW – which may exempt disclosure of certain public records or portions of records. The District has identified the following laws:

- The Family Educational and Privacy Rights Act (FERPA), 20 USC § 1232g (regarding student educational records)
- Washington State Student Education Records Law, RCW 28A.605.030
- The Individuals with Disabilities Education Act (IDEA), 20 USC § 1400 et. Seq. and 34 CFR Part 300 (protecting the confidentiality of personally identifying information contained in student records of students with disabilities)

- Privileged communications and attorney work product, such as set forth in Chapter 5.60 RCW
- Criminal Records Privacy Act (CRPA), Chapter 10.97, RCW
- Information on students receiving free or reduced lunch, 42 USC § 1758(b)(6)
- Health Insurance Portability and Accountability Act (HIPAA), 45 CRF parts 160-164 (regarding health care information privacy and security)
- Abuse of Children – Protection and Procedure, RCW 26.44.010; RCW 26.44.030(9)
- Notification of Juvenile Offenders, RCW 13.04.155(3)
- Examination question for teachers or pupils prior to the examination, Questions, RCW 28A.635.040
- Public Law 98-24, Section 527 of the Public Health Services Act, 41 USC § 290dd-2 (confidentiality of alcohol and drug abuse patient records)
- United States and Washington Constitutional provisions including, but not limited to, the right of privacy and freedom of association
- Federal Equal Opportunity Employment Commission Public ADA Guidance

In addition to these exemptions, RCW 42.56.070(9) prohibits providing access to lists of individuals requested for commercial purposes, and the District may not do so unless specifically authorized or directed by law.

The above list is for informational purposes only and is not intended to cover all possible exemptions from the public records law. The above list includes only exemptions which may be in addition to those set forth in Chapter 42.56 RCW. Under appropriate circumstances, the District may rely upon other legal exemptions which are not set forth above or contained within the public disclosure law.

Inspection of Records

Consistent with other demands, and without unreasonably disrupting District operations, the District shall promptly provide for the inspection of nonexempt public records. No member of the public may remove a document from the viewing area without the permission of the Public Records Officer, nor may he or she disassemble or alter any document. The requestor shall indicate which documents he or she wishes the District to copy. There is no cost to inspect District records.

Providing Copies of Non-Electronic Records

After inspection is complete, the Public Records Officer or designee shall make the requested copies or arrange for copying.

Providing Electronic Records

When a requestor requests records in an electronic format, the Public Records Officer or designee will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available, or in a format that is reasonably translatable from the format in which the District keeps the record.

Providing Records in Installments

When the request is for a large number of records, the Public Records Officer or designee has the right to provide access for inspection and copying in installments. If, within thirty (30) days, the requestor fails to inspect the entire set of records or one or more of the installments, the Public

Records Officer or designee may stop searching for the remaining records and close the request as discussed in more detail below.

Completion of Inspection

When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer or designee will indicate that the District has completed a diligent search for the requested records and made any located nonexempt records available for inspection.

Closing Withdrawn or Abandoned Request

The requestor must claim or review the assembled records within thirty (30) days of the District's notification to him or her that the records are available for inspection or copying. The District should notify the requestor in writing of this requirement and inform the requestor that he or she should contact the District to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and refile the assembled records.

When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the Public Records Officer will close the request and indicate to the requestor that the District has closed the request.

Later Discovered Documents

If, after the District has informed the requestor that it has provided all available records, the District becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

Cost of Providing Records, Waiver of Costs & Agreements Regarding Costs

Cost of Printed Copies and Mailing

The cost of providing photocopies or printed copies of electronic records is 15 cents per page. Alternatively, if the District determines and documents that the fees allowed under this procedure are clearly equal to, or more than, two dollars, the District may instead charge a flat fee of two dollars to provide the records. If the District charges a flat fee for the first installment, the District will not charge an additional flat fee or a per page fee for any subsequent installments. Payment may be made by cash, check or money order payable to the District.

The District may also charge actual costs of mailing, including the cost of the shipping container or envelope.

The Public Records Officer or designee may require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

If requested, the District will provide a summary of the applicable charges before any copies are made. The requestor will be allowed to revise the request in order to reduce the applicable charges.

Customized Service Charge

A customized service charge may be imposed if the District estimates that the request would require the use of information technology expertise to prepare data compilations, or to provide customized electronic access services when such compilations and customized access services are not used by the

District for other District purposes. The customized service charge may reimburse the District up to the actual cost of providing the services in this paragraph.

The District will not assess a customized service charge unless it has notified the requestor of the customized service charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge. The notice will also provide the requestor the opportunity to amend his or her request in order to avoid or reduce the cost of a customized service charge.

Cost for Electronic Records

The cost for providing electronic records is as follows:

1. Ten cents per page for public records scanned into an electronic format or for the use of District equipment to scan the records.
2. Five cents per each four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery.
3. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of District equipment to send the records electronically.
4. The actual cost of any digital storage media or device provided by the District, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.

The District will take reasonable steps to provide the records in the most efficient manner available to the District in its normal operations.

Alternatively, if the District determines and documents that the fees allowed under this procedure are clearly equal to, or more than, two dollars, the District may instead charge a flat fee of two dollars to provide the records. If the District charges a flat fee for the first installment, the District will not charge an additional flat fee or a per page fee for any subsequent installments.

The Public Records office or designee may also require payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

If requested, the District will provide a summary of the applicable charges before charges are imposed under this procedure. The requestor will be allowed to revise the request in order to reduce the applicable charges.

The District will not impose copying charges for access to or downloading of records that the District routinely posts on its website prior to the receipt of a request, unless the requestor has specifically requested that the District provide copies of such records through other means.

Deposits

Before beginning to make the copies, The Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor, including the cost of a customized service charge according to the provision above.

Waiver

The Public Records Officer may waive any charge assessed for a request. On behalf of the District, the Public Records Officer may also enter into any contract, memorandum of understanding, or other agreement with a requestor that provides an alternative fee arrangement to the charges authorized in this procedure, or in response to a voluminous or frequently occurring request.

Review of Denials of Public Records**Petition for Internal Administrative Review of Denial of Access**

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the Public Records Officer for a review of that decision. The petition shall include a copy of, or reasonably identify the written statement by the Public Records officer or designee, denying the request.

Consideration of Petition for Review

The Public Records Officer shall promptly provide the petition and any other relevant information to the Director of Human Resources. That person will immediately consider the petition and either affirm or reverse the denial within two business days following the district's receipt of the petition, or within such other time, which the District and the requestor mutually agree.

Reporting Costs of Producing Public Records

The District will provide the information specified in RCW Chapter 40.14 to the Joint Legislative Audit and Review Committee as required by law.

Adopted:



RESOLUTION 21-15
Public Access to District Records

WHEREAS, the Mead School District Board of Directors (Board) is committed to providing the public full access to records concerning the administration and operations of the District in compliance with Chapter 42.56, RCW, otherwise known as the Washington Public Records Act; and

WHEREAS, the Board recognizes that the district continuously generates a tremendous volume and diversity of records; and

WHEREAS, attempting to maintain a current index of all the district's records would be impracticable, unduly burdensome and ultimately interfere with the operational work of the district;

NOW THEREFORE BE IT RESOLVED that Mead School District will not maintain a current index of its records and that a copy of this resolution will be made available upon request.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument.

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

Dated this 24th day of January, 2022.

Attest:

Mead School District No. 354
Board of Directors

Secretary to the Board

9680 PUBLIC ACCESS TO DISTRICT RECORDS

Mindful of the right of individuals to privacy and of the desirability of efficient administration of the district, full access to information concerning the administration and operations of the district shall be afforded to the public as provided by the Public Disclosure Law. Public access to district records shall be afforded according to the procedures developed by the superintendent and periodically reviewed by the board.

"School district records" include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the district which is prepared, owned, used, or retained by the district. "Writing" means handwriting, typewriting, printing, photocopying, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents. For purposes of student records, the term "school district records" do not include personal notes and memoranda from staff which remain in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the maker of the record.

The superintendent or his/her designee shall serve as "public records coordinator" with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator he/she shall authorize the inspection and copying of the district's records only in accordance with the criteria set forth in this policy.

The district shall make available for public inspection and copying all district records, or portions, except those which are exempted by law. Specific exemptions from disclosure include:

- A. Personal information from any file maintained for students [RCW 42.17.310(1)(a)]. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted district policy;
- B. Personal information in files maintained for staff to the extent that disclosure would violate their right to privacy [RCW 42.17.310(1)(b)];
- C. Test questions, scoring keys, or other examination data used to administer a license, employment or academic test [RCW 42.17.310(1)(f)];
- D. Except as provided by RCW 8.26, the contents of real estate appraisals, made for or by the district relative to the acquisition or sale of property, until the project or prospective sale is abandoned or until such time as all of the property has been acquired or sold, but in no event shall disclosure be denied for more than three years after the appraisal [RCW 42.17.310(1)(g)].

9680 PUBLIC ACCESS TO DISTRICT RECORDS

- E. Valuable formulae, designs, drawings, and research data obtained by the District within five years of the request for disclosure when disclosure would produce private gain and public loss [RCW 42.17.310 (1) (h)];
- F. Preliminary drafts, records which are relevant to a controversy in which the district is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts [RCW 42.17.310(l)(j)];
- G. Records or portions of records which are relevant, the disclosure of which would violate personal rights of privacy [RCW 42.17.260(1) and RCW 42.17.310(2)];
- H. Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user.
- I. All applications for school district employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant [RCW 42.17.310 (1) (i)];
- J. The residential addresses and residential telephone numbers of employees or volunteers of the District which are held by the District in personnel records, employment or volunteer rosters, or mailing lists of employees or volunteers [RCW 42.17.310 (1) (u)].

If the district denies any request, in whole or in part, for inspection and copying of records, the district shall provide the requesting party with a written statement of the reason for the denial setting forth the specific exemption (and statutory section) which applies.

If the record which is requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, the district shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

The District may inquire as to the purpose for which a record is requested, but the District may not decline to furnish the records for public inspection and copying solely because the requestor refuses to furnish a reason for the request.

9680 PUBLIC ACCESS TO DISTRICT RECORDS

The District shall not provide access to lists of individuals requested for commercial purposes. The district may condition access to a public record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose, but may not require the requester to enter into a hold harmless agreement to that effect.

The coordinator is authorized to seek an injunction to prevent the disclosure of records when he/she determines that there is reasonable cause to believe that the disclosure would clearly not be in the public interest and would substantially and irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Legal Reference: RCW 42.17 Disclosure - Campaign - Finances - Lobbying -- Records

FIRST READING: MAY 8, 1991
SECOND READING: MAY 22, 1991
DATE ADOPTED: MAY 22, 1991
Supersedes: _____

djl.Wrd.5.22.91.Rev.

9680 PUBLIC ACCESS TO DISTRICT RECORDS

The following procedures shall be used to carry out the district's policy regarding public access to district records:

Public Records Custodian. At each facility where district records are kept, the administrator shall serve as public records custodian who shall be responsible for the maintenance of district records in accordance with district policy. The custodian shall permit access to, and copying of, district records by the public with authorization from the superintendent or his/her designee who is the public records coordinator.

Display of Descriptions, Policies and Procedures. The coordinator shall compile and make available the following for inspection and copying by the public at the district's central office:

- A. Descriptions of the district's organizational structure;
- B. Descriptions or statements of the general course and method by which the district operates;
- C. Descriptions of how, where and from which employees the public can obtain information and copies of public records;
- D. Descriptions or statements of all formal and informal district procedures;
- E. All district rules of procedure;
- F. All substantive rules of general applicability;
- G. All statements of general policy; and
- H. All interpretations of general applicability developed or utilized by the district.

The coordinator shall update the materials identified above whenever an item is amended, revised or repealed.

Index of Certain Records. The coordinator shall be responsible for the preparation and maintenance and availability for inspection, and copying by the public of current indexes of the following records:

9680 PUBLIC ACCESS TO DISTRICT RECORDS

- A. Statements and interpretations of district policies; and
- B. Board Meeting Minutes;
- C. Factual consultant's or other reports as deemed appropriate under this section.

The indexes described above shall be kept at the district's central office.

If the coordinator determines that the indexing of one or more of the categories of records described above or one or more of the subcategories within such categories would be unduly burdensome or interfere with district operations, he/she shall request that the board adopt a formal resolution exempting such categories or subcategories from the indexing required by this section. The resolution shall specify the reasons and the extent to which indexing would unduly burden or interfere with district operations.

Requests for Inspection and Copying. Upon written request, the district shall make available to any person for inspection and copying any record or records not exempted by district policy.

A written request for inspection and/or copying of records may include:

- A. Name, address, and signature of the party requesting disclosure and the date of request;
- B. Specification of the records or types of records requested; and
- C. A statement of the intended use of requested documents if lists of individuals are included. The district shall not deny a request solely due to refusal to furnish a reason for the request.

Written requests for inspection and/or copying of records shall be made to the coordinator at the district's central office or to the custodian at the place where the requested records are kept.

Written requests shall be made and records shall be available for inspection and copying during the customary business hours of the district's central office and/or the facility where the requested records are kept.

With respect to those records which the coordinator has designated in writing as "open to inspection," the custodian at the facility where the record is kept shall have authority to grant a request for inspection and copying. With respect to all other records, a request for inspection and copying shall be granted only after review and approval of the request by the coordinator.

9680 PUBLIC ACCESS TO DISTRICT RECORDS

A response to each written request for inspection and copying of district records shall be provided as soon as is reasonably practicable, after receipt of the request. Upon request, the district shall make copies of public records for a per-page fee which shall cover copying costs.

Staff shall provide full assistance to members of the public making inquiries or requests related to district records. Staff shall locate and produce for inspection requested records which are not exempt from disclosure and which have been sufficiently identified in a request for inspection.

A staff member may condition access to a public record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose, but may not require the requester to enter into a hold harmless agreement to that effect.

The coordinator and custodian shall have authority to impose reasonable conditions on the manner of inspection of records so as to minimize the risks of damage or disorganization of the records and to prevent excessive interference with other essential operations of the district.

SUPERINTENDENT'S SIGNATURE:

William A. Mester

DATE:

May 22, 1991

MEAD SCHOOL DISTRICT

Board Meeting of January 24, 2022
Continuing Business

IV.C.

Agenda Item:	2nd Reading Policy 3411 Adoption Accommodating Students with Seizure Disorders or Epilepsy
Background:	Policy 3411, Accommodating Students with Seizure Disorders or Epilepsy, would be a new policy for the Mead School District. WSSDA Sample Policy 3411 is the template for the presented draft. The policy complies with state/federal statutes and sets forth the process currently in practice in the district regarding students with seizure disorders of epilepsy.
Summary:	<p>The presented policy references the individual health care plan that must be on file for each student with seizure disorder or epilepsy and the requirement that this plan be updated annually and more frequently as needed. The policy additionally sets forth a number of additional accommodations related to the general care of students with seizure disorder or epilepsy including providing sufficient and secure storage for medical equipment/medication and the establishment of school policy exceptions necessary to accommodate student needs related to epilepsy or other seizure disorders.</p> <p>The policy additionally addresses the ability of parents of students with seizure disorders or epilepsy to designate an adult to provide care for their student consistent with the student's individual health care plan. The "parent-designated adult" may be a district employee or a non-school employee with the policy addressing each of these situations.</p> <p>No first reading (January 10, 2022) changes were recommended. President Burchard requested the policy adoption be brought forward for 2nd reading consideration as an action item.</p>
Staffing Implication:	None
Other Considerations:	None
Recommendation:	Adoption of Policy 3411, Accommodating Students with Seizure Disorders or Epilepsy, as presented, is recommended.
Attachments:	<ul style="list-style-type: none">• Draft Policy 3411

ACCOMMODATING STUDENTS WITH SEIZURE DISORDERS OR EPILEPSY

The district will develop and follow an individual health plan for each student with seizure disorder or epilepsy. Each individual health care plan will include an individual emergency plan element. The health plans will be updated annually and more frequently as needed.

The board of directors shall designate a professional person licensed under chapter 18.71, 18.57, or 18.79 RCW, as it applies to registered nurses and advanced registered nurse practitioners, to consult and coordinate with the student's parents and health care provider, and train and supervise the appropriate school district personnel in proper procedures for care for students with epilepsy or other seizure disorders to ensure a safe, therapeutic learning environment. Training required may also be provided by a national organization that offers training for school nurses for managing students with seizures and seizure training for school personnel.

In addition to adhering to the requirements of each individual health care plan, for the general care of students with seizure disorder or epilepsy, the district will:

- a. Acquire necessary parent requests and instructions for treatment;
- b. Acquire monitoring and treatment orders from licensed health care providers prescribing within the scope of their licensed authority;
- c. Provide sufficient and secure storage for medical equipment and medication provided by the parent;
- d. Establish school policy exceptions necessary to accommodate student needs related to epilepsy or other seizure disorders, as described in the individual health plan;
- e. Ensure the development of individual emergency plans;
- f. Ensure the possession of legal documents for parent-designated adults to provide care, if needed;
- g. Ensure each individual health plan is updated at least annually; and
- h. Ensure each student's individual health care plan will be distributed to appropriate staff based on the student's needs and the staff member's contact with the student.

Parents of students with seizure disorders or epilepsy may designate an adult to provide care for their student consistent with the student's individual health care plan. At parent request, school district employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate.

"Parent-designated adult" means a parent-designated adult who is not licensed under chapter 18.79 and: (A) volunteers for the designation; (B) receives additional training from a health care professional or expert in care for epilepsy or other seizure disorders selected by the parents; and (C) provides care for the child consistent with the individual health plan.

A parent-designated adult may be a school district employee. Parent-designated adults who are school employees will file a voluntary written, current and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with seizures from a school nurse or from a parent-selected health care professional or appropriate personnel from a national epilepsy

organization that offers seizure training and education for school nurses and other school personnel. If a school district employee who is not licensed under chapter 18.79 RCW chooses not to file a letter under this section, the employee may not be subject to any employer reprisal or disciplinary action for refusing to file a letter.

Parent-designated adults who are not school employees are required to show evidence of comparable training and meet school district requirements for volunteers. These non-school employee parent-designated adults must receive additional training from a parent-selected health care professional or expert in seizure care to provide the care requested by the parent. The school nurse is not responsible for the supervision of procedures authorized by the parents and carried out by a parent-designed adult who are not a school employee.

The district, its employees, agents, or parent-designated adults who act in good faith and in substantial compliance with a student's individual health care plan and the instructions of the student's health care provider will not be criminally or civilly liable for services provided under RCW 28A.210.330.

Cross References: 3416 - Medication

Legal References: 42 U.S.C. §§ 12101 et seq. Americans with Disabilities Act
RCW 28A.210.350 – Students with diabetes or epilepsy or other seizure disorders

Adopted:

MEAD SCHOOL DISTRICT

Board Meeting of January 24, 2022
New Business

V.A.

Agenda Item: Consent Agenda

Background:

The Consent Agenda contains items that are normal and customary in the operation of the school district.

Fiscal Impact:

The Consent Agenda items have no significant impact beyond the adopted budget. Expenditure or employment requests that exceed budget authorization should not appear as a consent item.

Staffing Implications:

None, other than the personnel recommendations, as presented.

Other Considerations:

None

Recommendation:

Approval of the Consent Agenda, as presented, is recommended.

Consent Agenda

Regular Board Meeting of January 24, 2022

1. Hire Certificated Personnel:

Stephanie Wall	Special Services	Cert	.8 FTE Continuing Occupational Therapist (applied for and accepted this new position thereby relinquishing 1.0 FTE Continuing position) effective 12/3/21
Kelly Leaf	Special Services	Cert	.8 FTE Continuing Occupational Therapist (applied for and accepted this new position thereby relinquishing 1.0 FTE Continuing position) effective 12/3/21
Erin Van Blaricom	Special Services	Cert	.2 FTE Continuing SLP in addition to .8 FTE Continuing SLP effective 1/28/22

2. Hire Classified Personnel:

Kelesy Draine	Mt. Spokane	Class	6 hrs/day Para Ed effective 1/3/22
Eddy Medrano	Mt. Spokane	Class	6 hrs/day Para Ed effective 1/19/22
David Hutson	Transportation	Class	6.75 hrs/day Bus Driver effective 1/3/22
Carley Mize	Mead High	Class	4 hrs/day Para Ed effective 1/5/22
Kara Dewar	Evergreen	Class	6 hrs/day Para Ed effective 1/10/22
Andrea Hedrick	Northwood	Class	6 hrs/day Para Ed effective 1/10/22
Pamela Seher	Creekside	Class	3 hrs/day Para Ed effective 1/24/22

3. Hire Certificated Substitutes:

Ellie Wadsworth	Britney Chapman	Devonte Gorman	Michael Compton
Jeffrey Campbell	Amanda McDonald	Noelle Mayfield	Sherry Milton
Bradley Barker			

4. Hire Classified Substitutes:

Melissa Hoang	James O'Connor	Denise McDonald	Tamora Zufall
---------------	----------------	-----------------	---------------

5. Approve AP Vouchers for General Fund, Capitol Projects, Private Purpose Trust and ASB, as attached.

6. Approve Extra Curricular, Supplemental & Co-Curricular Contracts as attached.

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

Kathleen Tucker	Mead High	Class	3 days (2/25/22, 5/12/22 & 5/13/22)
Jonathan Kilns	Skyline	Class	7 days (1/20-28/22)

8. Approve Retirements and Resignations:

Irene Gonzales	Prairie View	Cert	Retirement effective 6/30/22 (PV Principal)
Abelardo Arizmendi	Maintenance	Class	Resignation effective 1/28/22 (Groundskeeper)
Jennifer Harmon	Prairie View	Class	Resignation effective 2/2/22 (Para Ed)

Spokane County, Mead, Washington

1/24/2022

Heather Ellingson, Auditing Officer

[illegible]

Board Signature _____

Board Signature _____

Board Signature _____

General Fund

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1092

Starting Check Number: 104207

Check #	Date	Payee	Amount
104207	01/14/2022	AG ENTERPRISE SUPPLY INC	\$904.29
104208	01/14/2022	ALLSTREAM	\$3,906.52
104209	01/14/2022	AMAZON	\$1,056.33
104210	01/14/2022	AMAZON	\$8.69
104211	01/14/2022	AMERICAN EXPRESS	\$250.00
104212	01/14/2022	ANATEK LABS INC	\$170.00
104213	01/14/2022	APPLE COMPUTER INC	\$1,217.50
104214	01/14/2022	AVAIL HOME HEALTH INC	\$3,783.75
104215	01/14/2022	BELFOR USA GROUP INC	\$3,591.22
104216	01/14/2022	CAMP FIRE INLAND NORTHWEST	\$720.00
104217	01/14/2022	CAMTEK	\$2,586.26
104218	01/14/2022	CINTAS	\$125.35
104219	01/14/2022	CLEARWATER MUSIC	\$87.12
104220	01/14/2022	CO ENERGY	\$893.49
104221	01/14/2022	COMMUNITY COLLEGES OF SPOKANE	\$293,216.41
104222	01/14/2022	COPPER CREEK INC	\$14,866.62
104223	01/14/2022	CRITTER CONTROL OF GREATER SPOKANE	\$54.45
104224	01/14/2022	FIRST CHOICE SERVICES	\$154.59
104225	01/14/2022	FISHER'S TECHNOLOGY	\$1,397.97
104226	01/14/2022	FLUID APPLIED ROOFING	\$2,959.35
104227	01/14/2022	FOLLETT SCHOOL SOLUTIONS INC	\$535.99
104228	01/14/2022	FOUR SEASONS LANDSCAPING INC	\$2,877.60
104229	01/14/2022	GRAYBAR ELECTRIC CO INC	\$1,148.90
104230	01/14/2022	HEALTHINVEST HRA	\$600.00
104231	01/14/2022	HOFFMAN MUSIC CO	\$4,689.50
104232	01/14/2022	HOME DEPOT CREDIT SERVICES	\$433.98
104233	01/14/2022	HOME SCHOOL IN THE WOODS PUBLISHING	\$18.95
104234	01/14/2022	HOPSKIPDRIVE INC	\$2,339.81
104235	01/14/2022	HORIZON AUTOMATIC RAIN COMPANY DBA	\$32.63
104236	01/14/2022	IML SECURITY SUPPLY	\$163.71
104237	01/14/2022	INTERMAX NETWORKS	\$3,132.37
104238	01/14/2022	JAE ENTERPRISES LLC	\$383.33
104239	01/14/2022	JOHNSON CONTROLS FIRE PROTECTION	\$978.25
104240	01/14/2022	JOHNSTONE SUPPLY	\$315.27
104241	01/14/2022	JOSTENS	\$21.70
104242	01/14/2022	KCDA	\$1,321.47
104243	01/14/2022	KENWORTH SALES SPOKANE	\$416.00
104244	01/14/2022	LANGUAGE LINE SERVICES INC	\$5.49

Mead School District No 354**Payee Listing**

Fiscal Year: 2021-2022

Criteria:Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1092

Starting Check Number: 104207

Check #	Date	Payee	Amount
104245	01/14/2022	LAWSON PRODUCTS INC	\$1,272.13
104246	01/14/2022	M & L SUPPLY	\$863.39
104247	01/14/2022	MAXIM STAFFING SOLUTIONS	\$2,824.80
104248	01/14/2022	MEAD BAND WAGON	\$6,039.99
104249	01/14/2022	MILLER PAINT CO INC	\$314.15
104250	01/14/2022	MOTION AUTO SUPPLY	\$19.34
104251	01/14/2022	MT BALDY COMMUNICATIONS SITE LLC	\$983.44
104252	01/14/2022	MT SPOKANE BOOSTER CLUB	\$9,901.90
104253	01/14/2022	NAPA AUTO PARTS	\$5,963.51
104254	01/14/2022	NEC FINANCIAL SERVICES LLC	\$4,641.62
104255	01/14/2022	NORTH 40 OUTFITTERS	\$160.77
104256	01/14/2022	NORTHWEST BUSINESS STAMP	\$29.00
104257	01/14/2022	NORTHWEST EVALUATION ASSOC	\$1,795.00
104258	01/14/2022	OXARC	\$1,034.88
104259	01/14/2022	PAPE MACHINERY	\$197.44
104260	01/14/2022	PERFECTION TIRE CO #2 INC	\$788.76
104261	01/14/2022	PPC SOLUTIONS, INC	\$1,687.00
104262	01/14/2022	PRO MECHANICAL SERVICES, INC	\$15,682.92
104263	01/14/2022	PUMPTECH LLC	\$7,244.92
104264	01/14/2022	RAINBOW RESOURCES	\$1,500.12
104265	01/14/2022	RIDDELL	\$176.50
104266	01/14/2022	RIO GRANDE ALBUQUERQUE	\$1,355.62
104267	01/14/2022	RWC INTERNATIONAL	\$5,906.86
104268	01/14/2022	SAFETY-KLEEN	\$731.70
104269	01/14/2022	SAM'S LAWN TREE & LANDSCAPE, LLC	\$3,539.25
104270	01/14/2022	SCHOOL SPECIALTY	\$3.78
104271	01/14/2022	SHERWIN WILLIAMS	\$434.40
104272	01/14/2022	SPOKANE CO ENVIRONMENTAL SERVICES	\$2,845.54
104273	01/14/2022	SPOKANE CO SOLID WASTE	\$96.08
104274	01/14/2022	SPOKANE CO TREASURER	\$33,455.17
104275	01/14/2022	SPOKANE CONCRETE CUTTING INC	\$217.80
104276	01/14/2022	SPOKANE RESTAURANT EQUIPMENT	\$4,350.60
104277	01/14/2022	SPOKESMAN REVIEW	\$410.80
104278	01/14/2022	STAPLES ADVANTAGE	\$321.65
104279	01/14/2022	SUNSHINE DISPOSAL & RECYCLING	\$3,259.82
104280	01/14/2022	THERAPEUTIC ASSOCIATES	\$452.08
104281	01/14/2022	TURF TANK	\$2,000.00
104282	01/14/2022	VERITIV OPERATING CO	\$1,206.83

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1092

Starting Check Number: 104207

Check #	Date	Payee	Amount
104283	01/14/2022	VERIZON..	\$483.99
104284	01/14/2022	WALTER E NELSON CO	\$91.41
104285	01/14/2022	WAXIE SANITARY SUPPLY	\$1,018.95
104286	01/14/2022	WEATHERNET	\$825.00
104287	01/14/2022	WELLS FARGO FINANCIAL LEASING INC	\$5,749.13
104288	01/14/2022	WHITWORTH WATER DIST 2	\$664.41
104289	01/14/2022	WURTH USA INC	\$467.99
Total Amount:			\$484,375.30

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1093

01/14/2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Elliott, Christina				
Hattenburg, Sarah Kathryn		1.0.530.2131.24.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$28.90
			Vendor Total:	\$28.90
James, Anna Borisova		1.0.530.3151.27.5100.01.39.000.0000	MISCELLANEOUS SUPPLIES	\$86.21
			Vendor Total:	\$86.21
Jordan, Jaclyn Sue		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$30.80
			Vendor Total:	\$30.80
KUETER, RANDALL	V002220	1.0.530.0100.27.8581.20.03.000.0000	TRAVEL-IN DISTRICT	\$12.38
		1.0.530.0100.27.8581.28.03.000.0000	TRAVEL-IN DISTRICT	\$12.37
			Vendor Total:	\$24.75
Masiarek, Lindsey Johanna		1.0.530.9700.65.7340.26.03.000.0000	OTHER PROFESSIONAL PURCHASED SERVICES	\$6,187.50
			Vendor Total:	\$6,187.50
McLean, Philip A		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$8.96
			Vendor Total:	\$8.96
McLean, Tyler James		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$100.00
			Vendor Total:	\$100.00
Murphy, Cheyenne S		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$100.00
			Vendor Total:	\$100.00
Osborne, Chrisandra		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$29.95
			Vendor Total:	\$29.95

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1093

01/14/2022

Vendor Reim Name	Vendor #	Account	Description	Amount
Picci, Raymond Dean		1.0.530.2100.26.7810.01.09.000.0000	MEMBERSHIPS	\$75.00
			Vendor Total:	\$75.00
Slatter, Todd Jacob		1.0.530.0100.23.8581.28.28.000.0000	TRAVEL-IN DISTRICT	\$34.61
			Vendor Total:	\$34.61
Smith, Bryan		1.1.530.0128.28.8582.27.03.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$79.36
			Vendor Total:	\$79.36
Vahlistrom, Maria Thereza		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$100.00
			Vendor Total:	\$100.00
Whezel, Mitchell		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$46.20
			Vendor Total:	\$46.20
Wurst, Danette K		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$100.00
			Vendor Total:	\$100.00
Zimmerman, Katie Margaret		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$30.58
			Vendor Total:	\$30.58
		1.0.530.0100.27.5130.10.10.000.0000	COPY CENTER	\$11.60
			Vendor Total:	\$11.60
			Grand Total:	\$7,074.42

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1097

Starting Check Number: 104303

Check #	Date	Payee	Amount
104303	01/21/2022	ADVANCED PAGING & COMMUNICATIONS INC	\$81.68
104304	01/21/2022	AG ENTERPRISE SUPPLY INC	\$1,684.20
104305	01/21/2022	AI-MEDIA TECHNOLOGIES LLC	\$832.00
104306	01/21/2022	AMAZON	\$369.84
104307	01/21/2022	AMERIGAS PROPANE LP	\$2,474.12
104308	01/21/2022	ANATEK LABS INC	\$170.00
104309	01/21/2022	AVAIL HOME HEALTH INC	\$2,788.75
104310	01/21/2022	BANNER BANK	\$12,373.00
104311	01/21/2022	BOOKE, LANCE	\$50.15
104312	01/21/2022	BRYSON SALES & SERVICE OF WASHINGTON	\$1,647.88
104313	01/21/2022	CINTAS	\$273.06
104314	01/21/2022	CLEARWATER MUSIC	\$1,113.84
104315	01/21/2022	COPPER CREEK INC	\$14,754.84
104316	01/21/2022	DELL MARKETING LP	\$2,644.85
104317	01/21/2022	ESD 101	\$2,000.00
104318	01/21/2022	FISHER'S TECHNOLOGY	\$6,074.49
104319	01/21/2022	FRED MEYER KROGER	\$26.32
104320	01/21/2022	GONZAGA UNIVERSITY	\$2,221.25
104321	01/21/2022	GRADUATION ALLIANCE	\$19,790.96
104322	01/21/2022	HETTINGER, ANNA	\$3,893.40
104323	01/21/2022	HOME DEPOT CREDIT SERVICES	\$190.67
104324	01/21/2022	HOME DEPOT PRO	\$64.99
104325	01/21/2022	IML SECURITY SUPPLY	\$88.51
104326	01/21/2022	INLAND POWER & LIGHT CO	\$10,231.36
104327	01/21/2022	INSTITUTE FOR EXCELLENCE IN WRITING	\$1,183.10
104328	01/21/2022	JAE ENTERPRISES LLC	\$569.55
104329	01/21/2022	JEFF CHAMBERS MUSIC	\$1,125.00
104330	01/21/2022	JOHNSTONE SUPPLY	\$478.02
104331	01/21/2022	KCDA	\$3,562.96
104332	01/21/2022	KENWORTH SALES SPOKANE	\$14,708.80
104333	01/21/2022	LAWSON PRODUCTS INC	\$3,115.06
104334	01/21/2022	LAYERS OF LEARNING	\$21.96
104335	01/21/2022	LES SCHWAB TIRE	\$180.76
104336	01/21/2022	M & L SUPPLY	\$460.39
104337	01/21/2022	MEAD HIGH SCHOOL	\$300.00
104338	01/21/2022	MORRIS, ALEXANDRIA	\$47.50
104339	01/21/2022	MULTICARE CENTERS OF OCCUPATIONAL MEDICI	\$693.00
104340	01/21/2022	NAPA AUTO PARTS	\$1,006.19

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1097

Starting Check Number: 104303

Check #	Date	Payee	Amount
104341	01/21/2022	NORTHWEST BUSINESS STAMP	\$225.00
104342	01/21/2022	OFFICE DEPOT	\$10,929.49
104343	01/21/2022	OFFICESUPPLY.COM	\$248.29
104344	01/21/2022	PETROCARD SYSTEMS INC	\$128,582.00
104345	01/21/2022	PROVDIENCE HEALTH AND SERVICES WA	\$90.00
104346	01/21/2022	PTM DOCUMENT SYSTEMS	\$35.22
104347	01/21/2022	REFRIGERATION SUPPLIES DIST	\$334.34
104348	01/21/2022	ROGERS, STEPHEN	\$13.30
104349	01/21/2022	RWC INTERNATIONAL	\$8,569.23
104350	01/21/2022	SCHOOLS INSURANCE ASSOC OF WA	\$1,564.12
104351	01/21/2022	SEATTLE POTTERY SUPPLY	\$1,538.78
104352	01/21/2022	SFMEA	\$451.00
104353	01/21/2022	SHERWIN WILLIAMS	\$208.65
104354	01/21/2022	SHRINERS HOSPITAL	\$15,594.66
104355	01/21/2022	SINGAPORE MATH INC	\$29.29
104356	01/21/2022	SITEONE LANDSCAPE SUPPLY LLC	\$75.66
104357	01/21/2022	SOUTHWEST SOLUTIONS GROUP INC	\$32,782.41
104358	01/21/2022	SPOKANE CO TREASURER/SHERIFF	\$790.50
104359	01/21/2022	SPOKANE HOPE	\$1,050.00
104360	01/21/2022	SPOKANE INTERNATIONAL TRANSLATION	\$50.00
104361	01/21/2022	STEVENS, LARALYNN	\$15.00
104362	01/21/2022	TEACHING TEXTBOOKS INC	\$134.16
104363	01/21/2022	TUMBLE	\$327.75
104364	01/21/2022	US FOODS INC	\$4,510.25
104365	01/21/2022	WASBO	\$200.00
104366	01/21/2022	WASTE MANAGEMENT OF SPOKANE	\$20,183.46
104367	01/21/2022	WAXIE SANITARY SUPPLY	\$3,056.86
Total Amount:			\$344,881.87

End of Report

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1098

01/21/2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Armstrong, Rachel Lynn				
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$8.29
Bagdon, Katie Lyanne				
		1.0.530.2131.24.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$8.29
			Vendor Total:	\$25.59
Bauer, Dianne K				
		1.0.530.0200.23.8581.25.25.000.0000	TRAVEL-IN DISTRICT	\$25.59
			Vendor Total:	\$158.70
Binder, Mary E				
		1.0.530.2100.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$158.70
			Vendor Total:	\$13.10
Burch, Joseph				
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$13.10
			Vendor Total:	\$100.00
Burke, John Joseph				
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
			Vendor Total:	\$74.57
Daubel, Warren G				
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$74.57
			Vendor Total:	\$100.00
Doyle, Shelley Ann				
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
			Vendor Total:	\$100.00
Drew, Gunnar T				
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$100.00
			Vendor Total:	\$106.00
Edmonson, Doug R				
		1.0.530.9700.72.8582.01.32.000.0000	TRAVEL-OUT OF DISTRICT	\$106.00
			Vendor Total:	\$238.00

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1098

01/21/2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Edwards, Nicholas A			Vendor Total:	\$238.00
		1.0.530.0200.23.8581.25.25.000.0000	TRAVEL-IN DISTRICT	\$18.76
Erickson, Randy L			Vendor Total:	\$18.76
		1.0.530.9900.52.7340.09.36.000.0000	DRIVER PHYSICALS	\$99.00
Finnigan, Jenne			Vendor Total:	\$99.00
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$99.41
Hall, Richard L			Vendor Total:	\$99.41
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$87.19
Heasley, Craig William			Vendor Total:	\$87.19
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$80.97
Heezen, Richard			Vendor Total:	\$80.97
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
Helmer, Larry D			Vendor Total:	\$100.00
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$89.34
Hennessy, Kari J			Vendor Total:	\$89.34
		1.1.960.0141.21.0000.28.00.000.0000	PARKING	\$50.00
Huffman, Malcolm Troy			Vendor Total:	\$50.00
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
Magney, Emily Ananda			Vendor Total:	\$100.00

Mead School District No 354

Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1098

01/21/2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Mattingly, Samuel John		1.0.530.9700.72.8582.01.32.000.0000	TRAVEL-OUT OF DISTRICT	\$319.56
			Vendor Total:	\$319.56
		1.0.530.9900.52.5190.09.36.000.0000	UNIFORM REPLACEMENT	\$100.00
Wallblom, Meghan Koren		1.0.530.9900.52.7340.09.36.000.0000	DRIVER PHYSICALS	\$102.00
			Vendor Total:	\$202.00
		1.0.530.2100.26.7810.01.09.000.0000	MEMBERSHIPS	\$91.00
Willyard, David P			Vendor Total:	\$91.00
		1.0.530.9700.72.8582.01.32.000.0000	TRAVEL-OUT OF DISTRICT	\$238.00
			Vendor Total:	\$238.00
Wilson, Christina Marie		1.0.530.2107.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$40.88
			Vendor Total:	\$40.88
			Grand Total:	\$2,540.36

End of Report

Capital Projects Fund

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1094

Starting Check Number: 104290

Check #	Date	Payee	Amount
104290	01/14/2022	MEAD SCHOOL DISTRICT	\$22,491.73
104291	01/14/2022	OAC SERVICES INC	\$318.24
104292	01/14/2022	SPOKANE REGIONAL HEALTH DISTRICT	\$357.50
Total Amount:			\$23,167.47

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1099

Starting Check Number: 104368

Check #	Date	Payee	Amount
104368	01/21/2022	CBRE HEERY INC	\$35,000.00
Total Amount:			\$35,000.00

End of Report

ASB

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1095

Starting Check Number: 104293

Check #	Date	Payee	Amount
104293	01/14/2022	CHENEY HIGH SCHOOL	\$100.00
104294	01/14/2022	GONZAGA UNIVERSITY	\$170.00
104295	01/14/2022	HOSA-FUTURE HEALTH PROFESSIONALS	\$520.00
104296	01/14/2022	LIONEL HAMPTON JAZZ FESTIVAL U OF I	\$600.00
104297	01/14/2022	M & R SALES	\$1,928.00
104298	01/14/2022	MEAD SCHOOL DISTRICT	\$680.04
104299	01/14/2022	SIGNS FOR SUCCESS	\$1,025.91
104300	01/14/2022	STEM EDUCATION WORKS	\$891.17
104301	01/14/2022	WASHINGTON OFFICIALS ASSOCIATION	\$4,669.55
Total Amount:			\$10,584.67

End of Report

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1100

Starting Check Number: 104369

Check #	Date	Payee	Amount
104369	01/21/2022	A-L COMPRESSED GASES	\$7.09
104370	01/21/2022	ACADEMICS ARE COOL	\$400.00
104371	01/21/2022	ACTION SPORTSWEAR	\$1,726.56
104372	01/21/2022	BSN SPORTS	\$706.84
104373	01/21/2022	CHENEY HIGH SCHOOL	\$150.00
104374	01/21/2022	ELITE SPORTSWEAR LP	\$3,956.68
104375	01/21/2022	FULLER, TERESA	\$450.00
104376	01/21/2022	KCDA	\$214.69
104377	01/21/2022	MEAD SCHOOL DISTRICT	\$3,615.99
104378	01/21/2022	MOMENTUM INC	\$164.31
104379	01/21/2022	ROGERS HIGH SCHOOL	\$225.00
104380	01/21/2022	SCHAAL, FLORIDA	\$424.77
104381	01/21/2022	SMITH, DAVE	\$362.13
104382	01/21/2022	STARPLEX CORPORATION	\$180.00
104383	01/21/2022	US AWARDS INC	\$553.63
104384	01/21/2022	WASHINGTON OFFICIALS ASSOCIATION	\$1,732.35
Total Amount:			\$14,870.04

End of Report

Transportation Vehicle Fund

Mead School District No 354

Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER
153607390207

Voucher: 1096

Starting Check Number: 104302

Check #	Date	Payee	Amount
104302	01/14/2022	RWC INTERNATIONAL	\$146,180.91
Total Amount:			\$146,180.91

End of Report

EXTRA CURRICULAR CONTRACTS

January 24, 2022

Location	First Name	Last Name	Activity	Amount
Higland Middle	Brett	Balogh	7th Grade Basketball	\$ 2,576.00
Higland Middle	Steve	Rupe	7th Grade Basketball	\$ 3,426.00
Higland Middle	Mark	Rassmussen	7th Grade Basketball	\$ 3,426.00
Higland Middle	Leonard	Vargas	7th Grade Basketball	\$ 2,740.00
Higland Middle	Micah	Erdman	7th Grade Basketball	\$ 2,289.00
Mead High	Ivan	Gustafson	B Bball Increase due to VOE	\$ 540.00
Mead High	Devonte	Gorman	Boys Basketball	\$ 4,030.00
Mead High	Orom	Opiew	Boys Basketball	\$ 1,209.00
Mead High	Olinda	Martin	D&D Club	\$ 1,194.00
Mead High	Alexandria	Griffith	Lilac Club	\$ 450.00
Mead High	Dana	Rowan	Mead Serves Club	\$ 796.00
Mead High	Dana	Rowan	National Honors Society Club	\$ 1,990.00
Mead High	Dori	Whitford	Poetry Out Loud	\$ 450.00
Mead High	Gregg	Sampson	Math Club	\$ 796.00
Mead High	Jason	Reich	German Club	\$ 398.00
Mead High	Katherine	Melka	Link Crew	\$ 1,990.00
Mead High	Sarah	Edmonson	Japanese Club	\$ 398.00
Mead High	Sarah	Edmonson	Spanish Club	\$ 398.00
Meadow Ridge	Joy	Miller	Math is Cool	\$ 796.00
Meadow Ridge	Elisabeth	Murphy	Math is Cool	\$ 796.00
Mountainside Middle	Danny	Figueira	Boys Basketball 7th Grade	\$ 4,100.00
Mountainside Middle	James	Tucker	Boys Basketball 7th Grade	\$ 2,672.00
Mountainside Middle	Rick	Waldt	Boys Basketball 7th Grade	\$ 2,512.00
Mountainside Middle	Sarah	Edmonson	Girls Basketball 7th Grade	\$ 2,289.00
Mountainside Middle	Erin	Glasser	Girls Basketball 7th Grade	\$ 3,975.00
Mountainside Middle	Melissa	Mather	Girls Basketball 7th Grade	\$ 1,660.50
Mountainside Middle	Christopher	Ewiland	Increase as per 21/22 Club Matrix	\$ 98.00
Mountainside Middle	Jorene	Klopsch	Increase as per 21/22 Club Matrix	\$ 98.00
Mountainside Middle	Janel	Smith	Increase as per 21/22 Club Matrix	\$ 144.00
Mountainside Middle	Bryan	Swenland	Increase as per 21/22 Club Matrix	\$ 92.00
Mountainside Middle	Jolynn	Watson-Thomas	Increase as per 21/22 Club Matrix	\$ 294.00
Mountainside Middle	Devonte	Del Rosario	Increase as per 21/22 Club Matrix	\$ 92.00
Mountainside Middle	Logan	Sundheim	Wrestling	\$ 2,576.00
Mt Spokane High	T'Lacy	Amburgey	2021 Fall Musical	\$ 1,699.00
Mt Spokane High	Tobin	Eyestone	2021 Fall Musical	\$ 2,972.00
Mt Spokane High	Jessica	Rempel	2021 Fall Musical	\$ 2,123.00
Mt Spokane High	Mark	Bjerkstrand	Boys Basketball Camp	\$ 1,128.60
Mt Spokane High	Susan	Dunfield	Increase as per 21/22 Club Matrix	\$ 92.00
Mt Spokane High	Jessica	Klingback	Increase as per 21/22 Club Matrix	\$ 196.00
Mt Spokane High	Sabine	Mai	Increase as per 21/22 Club Matrix	\$ 98.00
Mt Spokane High	Pamela	Tsuchida	Increase as per 21/22 Club Matrix	\$ 340.00
Mt Spokane High	Luke	Thomas	Increase as per 21/22 Club Matrix	\$ 588.00

SUPPLEMENTAL CONTRACTS

January 24, 2022

Location	First Name	Last Name	Activity	Amount
Special Services	Julia	Carrell	Nov Overload	\$ 1,487.52
Special Services	Jill	Olson	Nov Overload	\$ 1,396.74
Special Services	Heather	Thoburn	Nov Overload	\$ 425.00
Special Services	Sarah	James	Nov Overload	\$ 351.80
Special Services	Teresa	Arnzen	Nov Overload	\$ 482.07
Special Services	Julia	Carrell	Dec Overload	\$ 2,017.52
Special Services	Jill	Olson	Dec Overload	\$ 2,148.65
Special Services	Heather	Thoburn	Dec Overload	\$ 613.90
Special Services	Sarah	James	Dec Overload	\$ 508.16

CO CURRICULAR CONTRACTS

January 24, 2022

Location	First Name	Last Name	Activity	Amount
Mountainside	Larry	Pittman	Orchestra	\$ 908.50

MEAD SCHOOL DISTRICT

Board Meeting of January 24, 2022

New Business

V.B.

**Agenda Item: Resolution 22-2
 2022-2023 Financial Emergency and Budget Uncertainty**

Background:

Based on current funding formulas the financial resources of the Mead School District will not be adequate to permit the district to maintain its educational programs and services at substantially the same staffing level for the 2022-2023 school year, due to several factors, including but not limited to enrollment that has yet to recover fully because of the COVID pandemic.

To comply with bargained agreements with district employee groups, when the district finds itself facing a financial emergency and budget uncertainty, the Board of Directors must, by resolution, officially declare a financial emergency and budget uncertainty and direct the Superintendent to develop and recommend to the Board a modified education program to address and resolve the budget shortfall through the reduction of expenses, including but limited to reductions in the workforce and reductions of non-employee costs.

In the 2021-2022 school year the district maintained staffing at 2020-2021 levels, accessing approximately \$7 million from its cash reserves to balance the budget. In the 2022-2023 school year the district will need to bring expenditures in line with revenue.

Superintendent Comments and Recommendation:

Adoption of Resolution 22-2 is recommended.

Enclosures: Resolution 22-2



RESOLUTION 22-2
2022-2023 Financial Emergency and Budget Uncertainty

WHEREAS, the financial resources of the District will not be adequate to permit the District to maintain its educational programs and services at substantially the same staffing level for the 2022-2023 school year, due to several factors, including but not limited to enrollment that has yet to recover fully because of the COVID pandemic.

WHEREAS, a general uncertainty exists regarding the District's projected budget for the 2022-2023 school year, also due primarily to the loss in student enrollment attributable to the COVID pandemic.

WHEREAS, this lack of adequate resources and general uncertainty negatively impacts the District's ability to maintain educational programs and services at substantially the same staffing level for the 2022-2023 school year,

WHEREAS, the Board of Directors has been given the fiduciary responsibility to maintain the District's fiscal health at reasonable levels of financial stability and the Board of Directors is accountable to the citizens and patrons of the Mead School District to provide an appropriate public educational program for students,

WHEREAS, the District adheres to bargained agreements and understands that items in some bargained agreements may be financially affected in the case of uncertainty and financial emergency and are subject to staff/program reduction or elimination,

NOW THEREFORE BE IT RESOLVED, by the Board of Directors, that a financial emergency exists for the 2022-2023 school year and a general uncertainty exists regarding the projected budget for the 2022-2023 school year.

BE IT FURTHER RESOLVED, by the Board of Directors, that the Superintendent is directed to develop and recommend to the Board a modified education program to address and resolve the above-described financial emergency and general budget uncertainty, as here determined to be certificated and classified staff reductions for the 2022-2023 educational program year, through the reduction of expenses, including but not limited to reductions in the workforce and reductions of non-employee costs.

Adopted this 24th day of January 2022.

Attest:

Mead School District No. 354
Board of Directors

Secretary to the Board

MEAD SCHOOL DISTRICT

Board Meeting of January 24, 2022
New Business

V.C.

Agenda Item: **Contract/Bargaining Agreement**
 Mead Combined Trades Association

Background: Mead Combined Trades Association and the Mead School District have reached a tentative two-year contract agreement (September 1, 2021 – August 31, 2023). The association has ratified this tentative agreement.

A summary of contract changes, including a cost estimate where appropriate, is attached. Regarding salary, the 2021/2022 salary schedule for all members will increase by 2.5%. In 2022/23 the salary schedule will increase by the state determined IPD.

Recommendation: Approval of the two-year tentative collective bargaining agreement between Mead Combined Trades Association and the Mead School District is recommended.

MCTA Contract Changes 2021-2023 Board Summary

- **Wage Increases:** 2.5 % in 2021-22 and IPD in 2022-23 – **Estimated Cost of increase for 2021-22 = \$60,785.** Adjusted language regarding rate up amounts and initial salary placements for new hires. Provided updated descriptions for the position classifications.
- **Vacation:** Clarified carry-over accumulations and process. Increased vacation accrual for employees at 0-9 years plus (19 individuals) to accrue 1 additional day per year. This was reduced during the previous bargain. **Estimated Cost = \$7,000.** Additionally made changes to limit the number of years that carryover can occur through employee deferring vacation because of work schedules.
- **Jury Duty:** Aligned with other groups in not requiring payment of the Jury Duty compensation in order to receive Jury Duty Pay.
- **Summer Schedules for Ground Crews:** Changed language so all members of the same crew will work the same schedule in the summer.
- **Breaks** – Added language to address mini breaks that may be taken in lieu of a scheduled break when the scheduled break is unachievable.
- **Layoff/Recall Language:** Clarified layoff/recall procedures adding employee obligations to remain on layoff list.
- **MCTA/MCPEA combined language** – removed last of the language linking the two associations together in contract language.
- **Training Cost and License Renewals** – Clarified what the district will cover for required licenses and certificates of employees. No additional estimated cost.
- **PPE** – Clarified the district will provide any required Personal Protective Equipment (PPE)
- **Air Quality & Temperature** – Provided additional safe guards for times when air quality is unhealthy or when the heat index is 95° or greater.
- **Fringe Benefits** – Updated language to reflect State insurance
- **GPS** – Clarified the use of monitoring systems for disciplinary and evaluative purposes.
- **Harassment Language** – Updated to remove outdated language and provide language from civility policy.
- **Duration of Contract:** Two years (2021 through 2023)

Mead School District
 Budget Status Summary
 as of 12/31/2021

Annual Budget				
	(original)	YTD Actual		
Enrollment	10,084.00	10,206.95	122.95	1.22%
Revenues & Expenditures				
Revenues & Other Financing Sources	\$ 141,217,409	\$ 43,950,962		31.1%
Expenditures & Other Financing Uses	\$ 148,433,728	\$ 47,776,136		32.2%
Transfers (to)/from other Funds	\$ -	\$ -		
Net Change in Fund Balance	\$ (7,216,319)	\$ (3,825,174)		
Fund Balance				
Beginning Fund Balance		\$ 15,053,688		
Current Fund Balance		\$ 11,228,514		
% of budgeted Expenditures		7.56%		

FTE Enrollment Report
January 3, 2022

1/18/22 PRIOR MONTH MEPP - TO BE REVISED

	Brentwood Elem	Colbert Elem	Creekside Elem	Evergreen Elem	Farwell	Meadow Ridge Elem	Midway Elem	Prairie View Elem	Shiloh Hills Elem	Skyline Elem	Highland Middle	Northwood Middle	Mountainside Middle	Mead Virtual	Mead High	Mt Spokane High	Total January 2022 Less ALE	Budgeted #'s 21/22 Less ALE	MEPP/North Star ALE	Difference
K Full Day	78.00	64.00	38.78	60.00	60.00	53.00	57.00	69.00	61.00	57.00				6.00			603.78	564.00	32.60	39.78
Grade 1	69.00	66.00	44.33	78.00	48.00	61.00	66.00	63.00	77.00	67.00				14.00			653.33	584.00	33.80	69.33
Grade 2	82.00	68.00	45.00	75.00	72.00	56.00	68.00	65.00	50.00	53.00				13.00			647.00	608.00	28.60	39.00
Grade 3	79.00	79.00	30.00	92.00	91.00	74.00	76.00	77.00	71.00	65.00				15.00			749.00	699.00	33.40	50.00
Grade 4	82.00	67.00	29.00	86.00	77.00	62.00	82.00	64.00	57.00	60.00				13.00			679.00	648.00	38.20	31.00
Grade 5	80.00	85.00	40.00	97.00	87.00	74.00	76.00	76.57	50.00	57.00				12.00			734.57	691.00	38.00	43.57
Grade 6											241.17	253.72	224.89				719.78	716.00	57.40	3.78
Grade 7											265.61	275.91	281.02				822.54	840.00	42.60	-17.46
Grade 8											246.15	259.42	250.63				756.20	782.00	40.30	-25.80
Grade 9															468.22	394.59	862.81	863.00	41.60	-0.19
Grade 10															432.76	401.27	834.03	846.00	59.50	-11.97
Grade 11															356.30	288.39	644.69	663.00	32.40	-18.31
Grade 12															364.08	292.60	656.68	692.00	38.00	-35.32
Total 1/22	470.00	429.00	227.11	488.00	435.00	380.00	425.00	414.57	366.00	359.00	752.93	789.05	756.54	73.00	1621.36	1376.85	9363.41	9196.00	516.40	167.41

*Includes Open Doors & Gateway to College
21/22 Budgeted 18.00

HC	Nov	Voc
14	11.66	1.61

TBIP	
K-6 HC	7-12 HC
176	124

Vocational	
Northwood	158.04
Mountainside	112.83
Highland MS	137.70
Total	408.57
Mead High School	175.28
Mt. Spokane HS	143.76
Total	319.04

FTE Summary-Monthly

Kindergarten	Grades 1-3	Grade 4	Grades 5-6	Grades 7-8	Grades 9-12	K-12 Total	Running Start	Open Doors	Grand Total
636.38	2,145.13	717.20	1,549.75	1,661.64	3,169.71	9,879.81	313.87	13.27	10,206.95

RADIATION ALLIANCE

MEPP		TOTAL FTE	
ALE	FTE	MHS	SHS
k	32.60		32.60
1	33.80		33.80
2	28.60		28.60
3	33.40		33.40
4	38.20		38.20
5	38.00		38.00
6	57.40		57.40
7	42.60		42.60
8	40.30		40.30
9	41.60	1.00	42.60
10	59.50	1.00	62.30
11	32.40	1.00	36.40
12	38.00	10.00	58.00
	516.40	12.00	544.20

21/22 Budgeted ALE 498.00

Running Start

October - June	Total	College Only	Non-Voc	Voc FTE
Mead High School	145.00	69.00	123.09	4.59
Mt. Spokane	154.00	67.00	133.57	4.83
Five Mile - MEPP	51.00	9.00	43.79	4.00
Total	350.00	145.00	300.45	13.42

21/22 Budgeted Running Start 372.00

Headcount Enrollment

1/3/2022

1/18/22 PRIOR MONTH MEPP - TO BE REVISED

	Brentwood Elem	Colbert Elem	Creekside Elem	Evergreen Elem	Farwell Elem	Meadow Ridge Elem	Midway Elem	Prairie View Elem	Shiloh Hill Elem	Skyline Elem	Highland Middle	Northwood Middle	Mountainside Middle	Mead Virtual	MEPP/North Star	Mead High School	Mt Spokane High	Total January 2022
K Full Day	78	64	39	60	60	53	57	69	61	57				6	33			637
Grade 1	69	66	45	78	48	61	66	63	77	67				14	34			688
Grade 2	82	68	45	75	72	56	68	65	50	53				13	29			676
Grade 3	79	79	30	92	91	74	76	77	71	65				15	34			783
Grade 4	82	67	29	86	77	62	82	64	57	60				13	39			718
Grade 5	80	85	40	97	87	74	76	77	50	57				12	39			774
Grade 6											243	254	226		58			781
Grade 7											269	277	282		43			871
Grade 8											250	260	252		41			803
Grade 9															42	471	397	910
Grade 10															60	434	404	898
Grade 11															52	397	362	811
Grade 12															55	403	388	846
Total 1/2022	470	429	228	488	435	380	425	415	366	359	762	791	760	73	559	1705	1551	10196

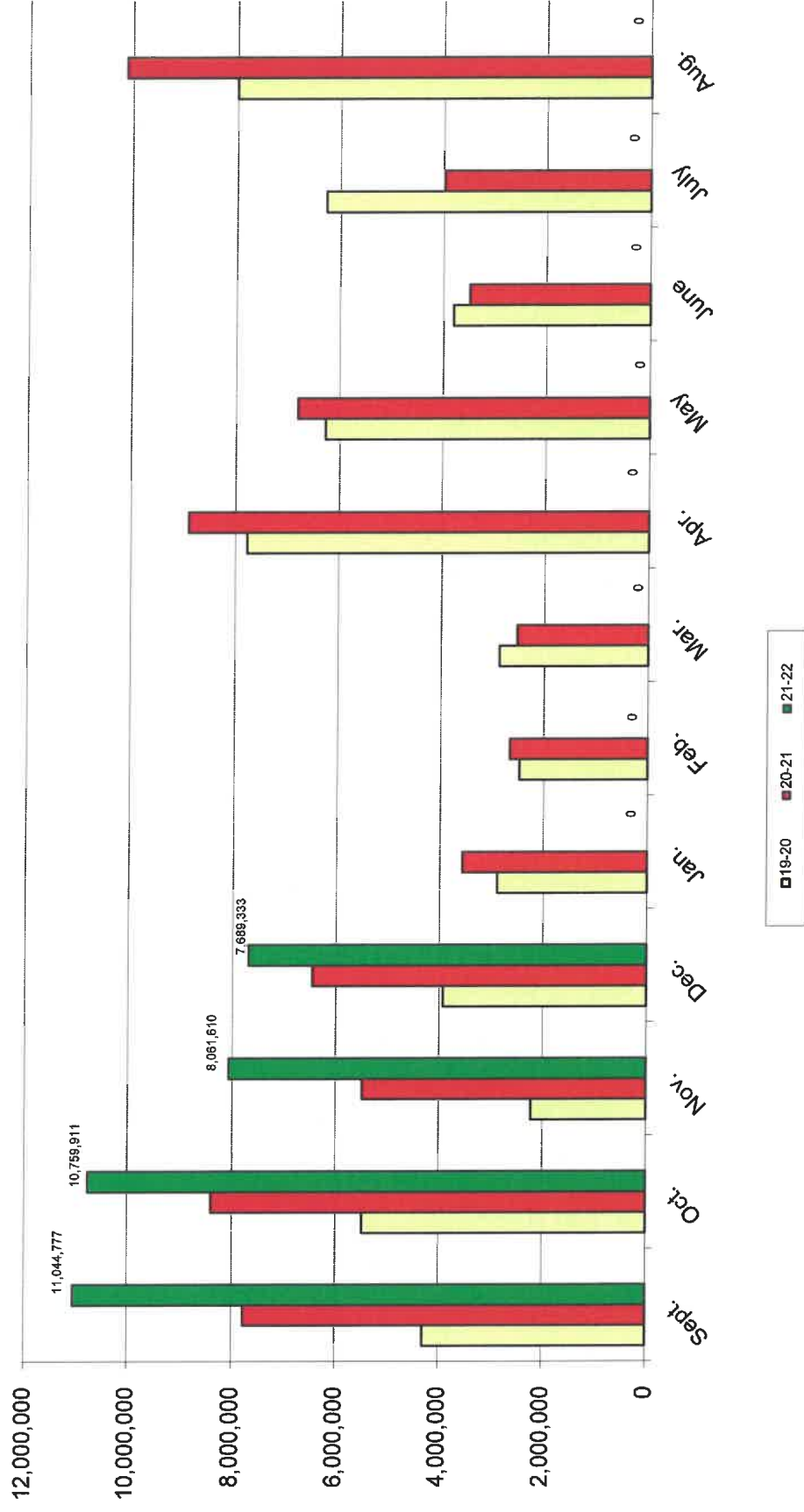
GRADUATION ALLIANCE					TOTAL HC		
MEPP		MHS		TOTAL HC			
ALE	HC	MEPP	HC		MSHS	HC	
k	33						33
1	34						34
2	29						29
3	34						34
4	39						39
5	39						39
6	58						58
7	43						43
8	41						41
9	42						42
10	60						60
11	52						52
12	55						55
TOTAL	559						559
ALE							

MEAD SCHOOL DISTRICT #354
GENERAL FUND

CASH FLOW SCHEDULE
SEPTEMBER 1, 2021 TO AUGUST 31, 2022

MONTH	TAX COLLECTIONS	STATE APPORTIONMENT	OTHER REVENUE	TOTAL RECEIPTS	ACCOUNTS PAYABLE	PAYROLL	TOTAL DISBURSEMENT	TRANSFER OTHER FUND	INTER-FUND LOAN	CASH & INVESTMENT BALANCE
Beginning Cash 9/1/2021										
9/30/2021										13,224,990
Estimate:										
ACTUAL:	209,905	12,082,290	281,323	12,573,518	1,227,298	10,413,042	11,640,340			14,158,167
10/31/2021										
Estimate:										
ACTUAL:	3,446,904	10,240,471	142,043	13,829,418	3,657,642	10,456,642	14,114,284			13,873,301
11/30/2021										
Estimate:										
ACTUAL:	858,738	7,417,988	539,547	8,816,273	1,062,552	10,452,022	11,514,574			11,175,000
12/31/2021										
Estimate:										
ACTUAL:	35,488	11,032,112	96,857	11,164,457	1,025,624	10,511,109	11,536,734			10,802,723
1/31/2022										
Estimate:										
ACTUAL:				0			0			10,802,723
2/28/2022										
Estimate:										
ACTUAL:				0			0			10,802,723
3/31/2022										
Estimate:										
ACTUAL:				0			0			10,802,723
4/30/2022										
Estimate:										
ACTUAL:				0			0			10,802,723
5/31/2022										
Estimate:										
ACTUAL:				0			0			10,802,723
6/30/2022										
Estimate:										
ACTUAL:				0			0			10,802,723
7/31/2022										
Estimate:										
ACTUAL:				0			0			10,802,723
8/31/2022										
Estimate:										
ACTUAL:				0			0			10,802,723
Total Actual										
	\$4,551,035	\$40,772,862	\$1,059,769	\$46,383,666	\$6,973,117	\$41,832,816	\$48,805,933	0	\$0	

Revised Year-to-Year Comparison of Net Cash Balance Less Assigned Fund Balance



Mead School District No 354
Budget Status Report
Fiscal Year 2021-22
December 01, 2021 through December 31, 2021

General Fund

☐ Include Pre Encumbrance

A. Revenue

	ANNUAL BUDGET	ACTUAL FOR DATE RANGE	ACTUAL FOR YEAR	ENCUMB	BALANCE	% USED
1000 Local Taxes (+)	13,361,390.00	35,488.19	4,551,034.83		8,810,355.17	34.1%
2000 Local Support Nontax (+)	1,540,215.00	52,682.10	475,362.03		1,064,913.57	30.9%
3000 State, General Purpose (+)	94,760,713.00	8,219,892.37	29,432,473.09		65,328,239.91	31.1%
4000 State, Special Purpose (+)	20,872,949.00	1,819,801.63	6,268,205.58		14,604,743.42	30.0%
5000 Federal, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
6000 Federal, Special Purpose (+)	10,602,642.00	992,418.12	2,818,125.53		7,784,516.47	26.6%
7000 Revenues Fr Oth Sch Dist (+)	75,000.00	5,340.50	7,997.38		67,002.62	10.7%
8000 Other Agencies & Associates (+)	4,500.00	0.00	0.00		4,500.00	0.0%
9000 Other Financing Sources (+)	0.00	1,200.00	397,764.00		(397,764.00)	0.0%
TOTAL Revenue	141,217,409.00	11,126,822.91	43,950,962.44		97,266,507.16	31.1%

B. Expenses

00 Regular Instruction (-)	84,425,892.00	6,777,129.66	27,027,320.69	50,701,876.78	6,696,694.53	92.1%
10 Federal Stimulus (-)	1,721,720.00	37,244.99	249,640.57	78,101.30	1,393,978.13	19.0%
20 Special Ed Instruction (-)	19,862,563.00	1,706,996.06	6,461,872.86	12,346,927.24	1,053,762.90	94.7%
30 Vocational Ed Instruction (-)	5,664,711.00	398,021.85	1,637,442.41	3,020,564.02	1,006,704.57	82.2%
40 Skills Center Instruction (-)	0.00	0.00	0.00	0.00	0.00	0.0%
50 & 60 Compensatory Ed Instruction (-)	5,164,818.00	391,891.62	1,557,463.98	3,075,022.45	532,331.57	89.7%
70 Other Instructional Programs (-)	408,629.00	4,875.30	17,246.22	29,417.47	361,965.31	11.4%
80 Community Services (-)	234,647.00	16,057.19	82,603.57	106,909.71	45,133.72	80.8%
90 Support Services (-)	30,950,748.00	2,172,920.22	10,742,546.11	11,887,709.24	8,320,492.65	73.1%
TOTAL Expenses	148,433,728.00	11,505,136.89	47,776,136.41	81,246,528.21	19,411,063.38	86.9%

C. Other Fin Uses Trans Out

0.00 0.00 0.00 0.00 0.00 0.0%

D. Other Fin Uses

0.00 0.00 0.00 0.00 0.00 0.0%

E. EXCESS OF REVENUES/OTHER FIN. SOURCES

OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D) (7,216,319.00) (378,313.98) (3,825,173.97) 77,855,443.78 (55.8%)

F. TOTAL BEGINNING FUND BALANCES

0.00 15,053,688.35

G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)

XXXXXX 0.00

H. TOTAL ENDING FUND BALANCE (E+F+/-G)

(7,216,319.00) 11,228,514.38

I. ENDING FUND BALANCE ACCOUNTS

G/L 810 Restricted for Other Items (-)	0.00	0.00
G/L 821 Restricted for CO of Restricted Rev (-)	0.00	446,352.19
G/L 828 Restricted for CO of F/S Rev (-)	0.00	143,367.88
G/L 830 Restricted for Debt Service (-)	0.00	0.00
G/L 835 Restricted For Arbitrage Rebate (-)	0.00	0.00
G/L 840 Nonspnd FB - Inventory & Prepaid (-)	0.00	631,261.07
G/L 870 Committed to Other Purposes (-)	0.00	0.00
G/L 875 Assigned to Contingencies (-)	0.00	0.00
G/L 888 Assigned to Other Purposes (-)	0.00	3,168,990.48
G/L 891 Unassigned to Minimum FB Policy (-)	0.00	10,663,716.73
G/L 898 PY Corrections or Restatements (-)	0.00	0.00
G/L 890 Unassigned Fund Balance (H - I)	(7,216,319.00)	(3,825,173.97)
TOTALS	(7,216,319.00)	11,228,514.38

$$\frac{47,776,136}{148,433,728} = 32.19\%$$

Mead School District No 354
Budget Status Report
Fiscal Year 2021-22
December 01, 2021 through December 31, 2021

Capital Projects Fund

	ANNUAL BUDGET	ACTUAL FOR DATE RANGE	ACTUAL FOR YEAR	ENCUMB	BALANCE	% USED
<input type="checkbox"/> Include Pre Encumbrance						
A. Revenue						
1000 Local Taxes (+)	0.00	0.00	0.00		0.00	0.0%
2000 Local Support Nontax (+)	225,000.00	5,707.20	81,070.20		143,929.80	36.0%
3000 State, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
4000 State, Special Purpose (+)	0.00	0.00	41,409.81		(41,409.81)	0.0%
5000 Federal, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
6000 Federal, Special Purpose (+)	0.00	0.00	0.00		0.00	0.0%
7000 Revenues Fr Oth Sch Districts (+)	0.00	0.00	0.00		0.00	0.0%
8000 Other Agencies & Associates (+)	0.00	0.00	0.00		0.00	0.0%
9000 Other Financing Sources (+)	0.00	0.00	0.00		0.00	0.0%
TOTAL Revenue	225,000.00	5,707.20	122,480.01		102,519.99	54.4%
B. Expenses						
10 Sites (-)	2,400,000.00	0.00	0.00	6,479.55	2,393,520.45	0.3%
20 Buildings (-)	5,730,000.00	296,875.04	1,899,873.53	42,947,857.77	(39,117,731.30)	782.7%
30 Equipment (-)	1,524,000.00	34,524.93	980,462.47	526,091.11	17,446.42	98.9%
40 Energy (-)	0.00	0.00	0.00	0.00	0.00	0.0%
50 Sale and Lease Expenditures (-)	0.00	0.00	0.00	0.00	0.00	0.0%
60 Bond/Levy Issuance (-)	0.00	0.00	0.00	0.00	0.00	0.0%
90 Debt (-)	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL Expenses	9,654,000.00	331,399.97	2,880,336.00	43,480,428.43	(36,706,764.43)	480.2%
C. Other Fin Uses Trans Out	0.00	0.00	0.00	0.00	0.00	0.0%
D. Other Fin Uses	0.00	0.00	0.00	0.00	0.00	0.0%
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)	(9,429,000.00)	(325,692.77)	(2,757,855.99)		36,809,284.42	(425.8%)
F. TOTAL BEGINNING FUND BALANCES	10,097,151.00		13,030,822.04			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXX		0.00			
H. TOTAL ENDING FUND BALANCE (E+F+/-G)	668,151.00		10,272,966.05			
I. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted For Other items (-)	0.00		0.00			
G/L 830 Restricted For Debt Service (-)	0.00		0.00			
G/L 835 Restricted For Arbitrage Rebate (-)	0.00		0.00			
G/L 861 Restricted From Bond Proceeds (H-I)	(9,654,000.00)		8,336,470.17			
G/L 863 Restricted From State Proceeds (H-I)	0.00		41,409.81			
G/L 870 Committed to Other Purposes (-)	0.00		0.00			
G/L 889 Assigned to Fund Purposes (H-I)	10,322,151.00		1,895,086.07			
G/L 890 Unassigned Fund Balance (H - I)	0.00		0.00			
TOTALS	668,151.00		10,272,966.05			

Mead School District No 354
Budget Status Report
Fiscal Year 2021-22
December 01, 2021 through December 31, 2021

Debt Service Fund

	ANNUAL BUDGET	ACTUAL FOR DATE RANGE	ACTUAL FOR YEAR	ENCUMB	BALANCE	% USED
<input type="checkbox"/> Include Pre Encumbrance						
A. Revenue						
1000 Local Taxes (+)	0.00	46,158.61	5,615,867.03		(5,615,867.03)	0.0%
2000 Local Support Nontax (+)	0.00	0.00	0.00		0.00	0.0%
3000 State, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
5000 Federal, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
6000 Federal, Special Purpose (+)	0.00	0.00	0.00		0.00	0.0%
9000 Other Financing Sources (+)	0.00	0.00	0.00		0.00	0.0%
TOTAL Revenue	0.00	46,158.61	5,615,867.03		(5,615,867.03)	0.0%
B. Expenses						
Matured Bond Expenditures (-)	0.00	5,040,000.00	5,040,000.00	0.00	(5,040,000.00)	0.0%
Interest on Bonds (-)	0.00	3,986,231.25	3,986,231.25	0.00	(3,986,231.25)	0.0%
Interest on Interfund Loan (-)	0.00	0.00	0.00	0.00	0.00	0.0%
Bond Transfer Fees (-)	0.00	0.00	1,626.58	0.00	(1,626.58)	0.0%
TOTAL Expenses	0.00	9,026,231.25	9,027,857.83	0.00	(9,027,857.83)	0.0%
C. Other Fin Uses Trans Out	0.00	0.00	0.00	0.00	0.00	0.0%
D. Other Fin Uses	0.00	0.00	0.00	0.00	0.00	0.0%
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)	0.00	(8,980,072.64)	(3,411,990.80)		3,411,990.80	0.0%
F. TOTAL BEGINNING FUND BALANCES	0.00		3,533,185.86			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXX		0.00			
H. TOTAL ENDING FUND BALANCE (E+F+/-G)	0.00		121,195.06			
I. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted For Other Items (-)	0.00		0.00			
G/L 835 Restricted For Arbitrage Rebate (-)	0.00		0.00			
G/L 870 Committed to Other Purposes (-)	0.00		0.00			
G/L 889 Assigned to Fund Purposes (-)	0.00		0.00			
G/L 890 Unassigned Fund Balance (-)	0.00		0.00			
G/L 830 Restricted For Debt Service (H - I)	0.00		121,195.06			
TOTALS	0.00		121,195.06			

Mead School District No 354
Budget Status Report
Fiscal Year 2021-22
December 01, 2021 through December 31, 2021

Associated Student Body Fund

<input type="checkbox"/> Include Pre Encumbrance	ANNUAL BUDGET	ACTUAL FOR DATE RANGE	ACTUAL FOR YEAR	ENCUMB	BALANCE	% USED
A. Revenue						
1000 General Student Body (+)	865,194.00	14,306.58	242,442.59		622,751.41	28.0%
2000 Athletics (+)	490,837.00	16,815.43	167,358.54		323,478.46	34.1%
3000 Classes (+)	914,200.00	93,636.98	358,141.32		556,508.68	39.1%
4000 Clubs (+)	139,800.00	2,720.71	9,782.42		130,017.58	7.0%
6000 Private Moneys (+)	161,200.00	1,642.26	6,919.92		154,280.08	4.3%
TOTAL Revenue	2,571,231.00	129,121.96	784,644.79		1,787,036.21	30.5%
B. Expenses						
1000 General Student Body (-)	654,155.00	7,181.04	84,209.93	4,034.35	565,910.72	13.5%
2000 Athletics (-)	768,500.00	15,594.95	170,572.82	34,560.07	563,367.11	26.7%
3000 Classes (-)	1,012,944.00	71,063.31	219,292.05	24,868.18	768,783.77	24.1%
4000 Clubs (-)	169,314.00	1,670.41	6,987.54	1,591.28	160,735.18	5.1%
6000 Private Moneys (-)	167,962.00	1,252.23	2,987.61	259.51	164,714.88	1.9%
TOTAL Expenses	2,772,875.00	96,761.94	484,049.95	65,313.39	2,223,511.66	19.8%
C. Other Fin Uses Trans Out	0.00	0.00	0.00	0.00	0.00	0.0%
D. Other Fin Uses	0.00	0.00	0.00	0.00	0.00	0.0%
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)	(201,644.00)	32,360.02	300,594.84		(436,475.45)	10.7%
F. TOTAL BEGINNING FUND BALANCES	1,062,292.00		1,101,349.36			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXX		0.00			
H. TOTAL ENDING FUND BALANCE (E+F+/-G)	860,648.00		1,401,944.20			
I. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted For Other Items (-)	0.00		0.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms (-)	0.00		0.00			
G/L 850 Restricted For Uninsured Risks (-)	0.00		0.00			
G/L 870 Committed to Other Purposes (-)	0.00		0.00			
G/L 889 Assigned to Fund Purposes (-)	0.00		0.00			
G/L 890 Unassigned Fund Balance (-)	0.00		0.00			
G/L 819 Restricted For Fund Purposes (H - I)	860,648.00		1,401,944.20			
TOTALS	860,648.00		1,401,944.20			

Mead School District No 354
Budget Status Report
Fiscal Year 2021-22
December 01, 2021 through December 31, 2021

Transportation Vehicle Fund

☐ Include Pre Encumbrance

	ANNUAL BUDGET	ACTUAL FOR DATE RANGE	ACTUAL FOR YEAR	ENCUMB	BALANCE	% USED
A. Revenue						
1000 Local Taxes (+)	0.00	0.00	0.00		0.00	0.0%
2000 Local Support Nontax (+)	2,500.00	79.01	704.07		1,795.93	28.2%
3000 State, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
4000 State, Special Purpose (+)	590,000.00	0.00	0.00		590,000.00	0.0%
5000 Federal, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
8000 Other Agencies and Assoc. (+)	0.00	0.00	0.00		0.00	0.0%
9000 Other Financing Sources (+)	0.00	0.00	0.00		0.00	0.0%
TOTAL Revenue	592,500.00	79.01	704.07		591,795.93	0.1%
B. Expenses						
Type 30 Equipment (-)	1,100,000.00	0.00	419,514.60	0.00	680,485.40	38.1%
Type 60 Bond Levy Issuance (-)	0.00	0.00	0.00	0.00	0.00	0.0%
Type 90 Debt (-)	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL Expenses	1,100,000.00	0.00	419,514.60	0.00	680,485.40	38.1%
C. Other Fin Uses Trans Out	0.00	0.00	0.00	0.00	0.00	0.0%
D. Other Fin Uses	0.00	0.00	0.00	0.00	0.00	0.0%
E. EXCESS OF REVENUES/OTHER FIN. SOURCES						
OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)	(507,500.00)	79.01	(418,810.53)		(88,689.47)	(38.0%)
F. TOTAL BEGINNING FUND BALANCES	595,338.00		564,187.56			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXX		0.00			
H. TOTAL ENDING FUND BALANCE (E+F+/-G)	87,838.00		145,377.03			
I. ENDING FUND BALANCE ACCOUNTS						
G/L 810 Restricted For Other Items (-)	0.00		0.00			
G/L 830 Reserved For Debt Service (-)	0.00		0.00			
G/L 889 Assigned to Fund Purposes (-)	0.00		0.00			
G/L 890 Unassigned Fund Balance (-)	0.00		0.00			
G/L 819 Restricted For Fund Purposes (H - I)	87,838.00		145,377.03			
TOTALS	87,838.00		145,377.03			