



**AMENDED AGENDA FOR THE REGULAR BOARD MEETING**

**Monday, January 10, 2022 - District Office - 6 pm**

**Webinar Link: [mead354-org.zoom.us/j/87299884702](https://mead354-org.zoom.us/j/87299884702)**

**Or Call 669-900-6833 Webinar ID 872 9988 4702**

- I. APPROVAL OF AGENDA (Action)**
- II. APPROVAL OF MINUTES (Action)**  
Approval of the Minutes of the Regular Board Meeting of December 13, 2021
- III. REMARKS FOR THE GOOD OF THE SCHOOLS - Public Comment on Non-Agenda Items**
- IV. CONTINUING BUSINESS**
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  - B. 2<sup>nd</sup> Reading Policy/Procedure 4040 & Resolution 21-15 Adoption**  
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**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, December 13, 2021**

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The Board of Directors held a Regular Board Meeting on Monday, December 13, 2021. The meeting began at 6 pm and was held at District Office. The meeting was also available via a Zoom webinar link with login information 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 Cannon made a motion to approve the meeting agenda, as presented. Director Denholm seconded the motion. The motion carried. (Director Gray, who had not yet taken the *Oath of Office*, did not vote.)

**II. Approval of Minutes**

Director Cannon made a motion to approve the minutes of the November 22, 2021, Regular Board Meeting, as presented. Director Olson seconded the motion. The motion carried. (Director Gray, who had not yet taken the *Oath of Office*, did not vote.)

**III. Oath of Office – Director Districts #1 and #5**

The November 2, 2021, election results for Mead School District Director Districts #1 and #5 have been validated by Spokane County. Chad Burchard has been elected to represent Director District #1 and BrieAnne Gray has been elected to represent Director District #5.

Superintendent Woodward administered the *Oath of Office* to each of these newly elected board members.

**IV. 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. He additionally stated that, while this is not a “question and answer” time, questions can be submitted to the board and/or district for response following the meeting. Board members were first invited to share remarks followed by the public.

Director Gray positively commented on the Northwood Middle School art mosaic featured in a recent *Weekender*. This student work is “very impressive”.

Director Cannon highlighted the many outstanding fine arts concerts that have taken place this month and are upcoming, noting in particular the Mt. Spokane High School combined band, orchestra and choir concert taking place at the Fox on December 14<sup>th</sup>. Students and instructors put a tremendous amount of time and effort into these performances.

Director Olson, grandfather of recent (2021) Mt. Spokane High School graduate/basketball player Tyson Degenhart, proudly shared Tyson is now in the starting lineup for Boise State. Boise State will play WSU on December 22<sup>nd</sup> here in Spokane at the Arena.

Jennifer Killman, mother of three boys, two at Evergreen and one at Highland, who has always enjoyed volunteering at school, addressed the board regarding the district’s policy that requires volunteers who work with students to be vaccinated without the option for an exemption like is

granted to employees. She asked that the district reconsider this policy and expand the opportunity to volunteer and work with students to non-vaccinated individuals. She believes this restrictive policy is a move in the wrong direction as it limits opportunities to help students. On behalf of the Evergreen PTO President, she posed the question, "Why the difference between teachers and volunteers?" On a positive note, the Evergreen PTO is very appreciative they were able to host an in-person bookfair this year that raised more than \$10,000.

John Johnson, grandfather of two Mead High School students, encouraged the board to listen to the science and not get answers from bureaucrats. He has been paying taxes in the Mead School District for 25 years even though two of his children attended Northwest Christian. He does not want the district to abandon logic.

Sara Breen, 1996 Mead High School graduate, mother of children who attend school in the Mead School District, current chair of the Citizen's Advisory Committee and member of the district's most recent Safety & Security Committee, encouraged the board to increase investment in school safety and security. Reading from an email she recently sent to board members, she shared that district funding on safety and security is below the curve and, even in 2019, district spending in this area was very low, on a cost per child basis, when compared to other school districts. She expressed hope the district will soon be in a position to move forward with other pressing, non-COVID related items such as safety and security. She would like to see safety and security as an upcoming agenda item and would like additional spending in this area added to next year's budget.

Emily Combs offered congratulations to BrieAnne Gray on her victory and thanked Michael Cannon for his no vote on the dismissal of four staff members because of non-compliance with the state's vaccine mandate. She requested the board implement a policy that addresses what is, and is not, appropriate for staff to talk with students about noting, in particular, that talking about medical or political issues is inappropriate. She referenced a personal situation that involved her daughter and the school librarian. She talked with the school principal about the situation but she is tired of talking to the principal every time a situation arises.

On the topic of CRT, she shared it is being, or could be, taught as part of the district's Social Emotional Learning program/curriculum. It is alarming to her there is no policy prohibiting this. She shared her daughter looks white but has a brown grandfather. She believes teaching CRT to her daughter would be a hate crime and that no one gets to teach racism. She encouraged the board to be "a wall" between this type of instruction and children, stated pushing CRT on children is not helping and declared there is a better way. While she appreciates principals and how they are focused on equity, she believes teachers would take things too far which is very alarming. In conclusion, she stated she would also email her concerns to the district and board members.

Kasey Lupton, on behalf of Colbert and all elementary school PTOs, expressed thanks to Doug Edmonson and the board for being creative regarding making elementary sports available to students.

Debra Fletcher, mother of adult children who graduated from Mt. Spokane High School, shared how the family moved from Oklahoma to Spokane following the Oklahoma City bombing. Having recently attended a school board meeting in Spokane where the meeting started with the *Pledge of Allegiance*, she shared her disappointment that at Mead board meetings this same practice is not followed. Until recently she has been an advocate of the Mead School District but that has changed. She shared Mead is no longer the district she moved here for and advocated for better leadership.

John Johnson, who spoke earlier in the meeting, shared a story about philosophers and the World Peace Conference. He once again encouraged situations be looked at logically.

Director Denholm, who is a veteran, voiced his support for the *Pledge of Allegiance*. He also supports the district checking into all incidents such as those referenced by Emily Combs. It is concerning to him personally if the district allows things to go unchecked. He supports documenting/looking into all expressed concerns.

Superintendent Woodward shared the district follows tight protocols regarding complaints/concerns. These include starting at the lowest level first (i.e., teacher and/or principal). In most instances issues can be resolved at that level and there is no need for district level involvement. The district will continue to enhance communication about the process for how it handles/addresses complaints and concerns.

President Burchard assured the district will continue to have dialogue around topics of concern noting there are "lots of opinions" in the district. As shared by Superintendent Woodward, there is a good process in place to handle complaints/concerns. He added he does receive complaints but the number is not as many as you would think.

Director Olson, while noting the district can always get better, shared he is proud of the Mead School District.

**V. Continuing Business**

**A. 3<sup>rd</sup> Reading Policy & Procedure 3225 Adoption  
School-Based Threat Assessment**

Student & Family Services Director Josh Westermann presented the adoption of Policy/Procedure 3225, School-Based Threat Assessment, for third reading consideration. This policy/procedure, which would be a new policy/procedure, formalizes the district's current practice regarding school-based threat assessment. WSSDA Sample Policy 3225 and Sample Procedure 3225 are the templates for the presented drafts.

As set forth in the point sheet for this agenda item, the district uses the Salem-Keizer threat assessment system that, as set forth in the presented policy/procedure, includes partnering with community agencies to evaluate threats. Threat assessment teams must be multidisciplinary and multiagency and, if a potential threat involves a special education student, the team must include a special education staff member.

The procedure provides definitions for the following: school-based threat assessment, school-based threat management, threat, low risk threat, moderate risk threat, high risk threat and imminent threat. It additionally includes the six principles that form the foundation of the threat assessment process, as well as a section on identifying and reporting threats.

There is no financial or staffing impact associated with the presented draft policy/procedure.

No first reading (November 8, 2021) or second reading (November 22, 2021) changes were recommended.

In response to a question from Director Gray, Mr. Westermann shared there has not been an increase in the number of Level 2 (district level) threat assessments since the start of COVID due in part to the Level 1 intervention work at the school level.

While not directly related to the adoption of Policy/Procedure 3225, Director Cannon acknowledged Sara Breen's email regarding safety and security and recommended the district revisit the recommendations made by the Safety & Security Committee.

Director Denholm made a motion to adopt Policy/Procedure 3225, School-Based Threat Assessment, as presented. Director Cannon seconded the motion. The motion carried unanimously.

## VI. New Business

### A. Consent Agenda

Responding to a question from Director Cannon, Facilities & Planning Director Ned Wendle shared Mackin & Little (\$32,591 payment) is a mechanical contractor and responding to a question from Director Gray, Chief Financial Officer Heather Ellingson shared the \$3,055 payment to Hanover Research Council LLC was for translation services. Regarding the payment to the League of Women Voters (\$1,960.20), Ms. Ellingson believes it was for curriculum materials. If that is not accurate she will provide updated information to board members.

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

### Consent Agenda

#### 1. Hired Certificated Personnel:

Johanna Overhauser	Special Services	Cert	.4 FTE Leave Replacement OT 21/22 school year effective 11/29/21
Beverly Pray	Special Services	Cert	1.0 FTE Continuing OT effective 11/29/21
Alex Kane	Brentwood	Cert	1.0 FTE Leave Replacement 3 <sup>rd</sup> grade teacher 21/22 school year effective 10/25/21
Cheyenne Wolf	Mead High School	Cert	1.0 FTE Leave Replacement Social Studies teacher 2 <sup>nd</sup> semester 21/22 school year
Allison Hentges	Mt. Spokane	Cert	.4 FTE Leave Replacement Science teacher 21/22 school year effective 10/22/21

#### 2. Hired Classified Personnel:

Michael Marcoux	Warehouse	Class	8 hrs/day Custodian II effective 11/22/21
Tiffany Baisch	Mt. Spokane	Class	8 hrs/day Admin Assistant effective 11/22/21
Margaret Goudreau	Creekside	Class	3 hrs/day Cook II effective 12/6/21
Maxine Corning	Farwell	Class	8 hrs/day Admin Assistant effective 11/17/21
Nicholas Stevenson	DO	Class	6 hrs/day Reception/Help Desk effective 12/7/21

#### 3. Hired Certificated Substitutes:

Emily Shick | Michaela Potter | Sarah Sponenburg | Krystal Jones

#### 4. Hired Classified Substitutes:

Kayla Grisby | Nicole Gutierrez |

#### 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, **December 13, 2021**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 103616 to 103917** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 730,760.74
General Fund - PR	10,446,163.82
ASB Fund	84,832.01
Capital Projects Fund	120,512.02

#### 6. Approved Supplemental, Extra-Curricular & Co-Curricular Contracts.

#### 7. Approved the following Donations:

- Midway Elementary \$1000.00 Technology Grant from Dorian Studios
- Mead High School \$500.00 from HOC Spray Foam to Cheerleading Program

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

Tiffany Baisch	Mt. Spokane	Class	1/14/22
Maren Cummings	Colbert	Cert	1/3/22 - end of 21/22 school year
Julie Weller	Brentwood	Class	2.35 hours April 28, 2022

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

Dorie Foster	Mt. Spokane	Class	Resignation effective 11/30/21 (cook)
Jason Kopanke	Five Mile	Cert	Resignation effective 1/3/22 (teacher)
Anneke Saylor	Shiloh Hills	Class	Resignation effective 12/2/21 (para ed)
Rolando Zbikowski	Warehouse	Class	Resignation effective 11/29/21 (custodian)
Pam Amell	Five Mile	Class	Retirement effective 12/31/21 (custodian)
John Colman	Transportation	Class	Resignation effective 12/17/21 (bus driver)
Robert Savoia	Transportation	Class	Retirement effective 12/31/21 (bus driver)

**10. Declared the following Items as Surplus:**

Item	Quantity	Distribution Date
iPads - 4 <sup>th</sup> gen	21	Mid 2012
iPads - 5 <sup>th</sup> gen	28	Mid 2015
iPads - 6 <sup>th</sup> gen	8	Mid 2016
iPad Air	19	Mid 2013
iPad 2	12	Mid 2014
iPad Mini	10	Mid 2012
iMac 21.5"	5	Late 2009
iMac 21.5"	3	Late 2011
iMac 21.5"	1	Late 2012
iMac 21.5"	2	Late 2013
iMac 21.5"	7	Late 2015
iMac 21.5"	4	Mid 2017
MacBook Air 13"	72	Early 2014 - Mid 2017
MacBook Pro 13"	27	Mid 2012
MacBook Pro 15"	1	Mid 2009
MacMini	3	Late 2014
Chromebook Dell 3120	25	Mid 2015
Chromebook Dell 3180	195	Mid 2017
Swivl C1 Cameras	250	2020

**B. 1<sup>st</sup> 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 board 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 the stated intervention window of between the second and before the seventh unexcused absence, Director Burchard expressed his preference that the district intervene at the front end. Mr. Westermann shared the current practice is to set up a conference with parents after two unexcused absences. Every school in the district has an attendance designee (typically Social Worker or Assistant Principal).

In response to an observation/question from Director Gray regarding the specific reference to COVID 19 in #13 and #14 that, as an illness, is covered in #1 and #2 of the valid absence excuses set forth in the policy, Mr. Westermann shared that he too wrestled with the need to include #13

and #14 as they seem to be saying the same thing as in #1 and #2. However, because they were included in the sample WSSDA policy and meet OSPI requirements they were included.

Director Cannon addressed make-up work when students are absent. It is incumbent upon teachers/schools to help students get caught up. The district needs to assure the make-up policy works for students.

President Burchard asked that the policy/procedure revision be brought back for 2<sup>nd</sup> reading at the next board meeting as a non-action item.

**C. 1<sup>st</sup> 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 board 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.

In response to a question from Director Gray, Ms. Hutchins shared, since the district currently follows all requirements regarding public record requests as set forth in the RCW, the adoption of the policy/procedure and resolution will not make it more difficult to obtain records.

Director Olson asked how long records must be retained to which Ms. Hutchins shared that it depends on the type of record. Some records must be retained for 30 years while there is no retention requirement for others.

President Burchard asked that the policy/procedure and resolution adoption be brought back for 2<sup>nd</sup> reading at the next board meeting as a non-action item.



#### **D. Student Travel Proposal**

##### **Mead High School Cheerleaders – USA Spirit Nationals**

Darren Nelson, Director of Secondary Education, presented a request from Mead High School Cheerleaders to travel to Anaheim, California, February 24-28, 2022, to participate in USA Nationals. It is estimated 22 students will participate plus five chaperones including Mead High cheer coach Katherine Melka. This is an opportunity for Mead High Cheerleaders to compete for a national title and watch teams from around the United States.

Students will miss three days of school (February 24, 25 & 28) and Ms. Melka will need a sub for these same three days. Sub costs will be paid by the Mead High School building budget. The estimated per student cost is \$1,505. Mr. Nelson reported the program has already raised enough money to cover the cost for all students.

Director Denholm asked about insurance to help defray costs in the event the group is quarantined in California because of COVID. Mr. Nelson shared he has worked closely with the cheer advisor and, while they cannot plan for every circumstance, the team feels they have a good plan in place. Director Olson inquired about the amount of the travel agency fee. Mr. Nelson will get that information to Director Olson.

Director Denholm made a motion to approve the request from Mead High School Cheerleaders to travel to Anaheim, California, to participate in USA Spirit Nationals, February 24-28, 2022, as presented. Director Cannon seconded the motion. The motion carried unanimously.

#### **E. Student Travel Proposal**

##### **Mt. Spokane High School & Mead High School DECA Nationals**

Darren Nelson, Director of Secondary Education, presented a request from Mt. Spokane High School DECA and Mead High School DECA to travel to Atlanta, Georgia, April 22-23, 2022, to participate in the National DECA competition. For many years this has been an annual trip for Mead School District students because of their perennial success at the qualifying State DECA competition.

It is estimated 6-8 students and two adult chaperons from each school, including Mt. Spokane DECA teacher Todd Slatter and Mead High DECA teacher Brandon Butler, will make the trip. Students will miss five days of school and Mr. Slatter and Mr. Butler will each need a substitute teacher for five days. The number of student participants is dependent on qualification at the State DECA competition.

The estimated per student cost is \$750-\$1,000. Student Store funds and the district CTE budget will take care of remaining trip costs.

Director Olson made a motion to approve the request from Mt. Spokane and Mead High DECA to travel to Atlanta, Georgia, April 22-28, 2022, to participate in the National DECA competition, as presented. Director Cannon seconded the motion. The motion carried unanimously.

#### **VII. Annual Reorganization of the Board of Directors**

Per policy the board annually, in December, selects officers for the upcoming year.

President Burchard called for nominations for the position of President of the Board. Director Denholm made a motion to nominate Chad Burchard to serve as Board President for the upcoming year (2022). Director Olson seconded the motion/nomination. The motion carried unanimously.



President Burchard called for nominations for the position of Vice-President of the Board. Director Olson made a motion to nominate Denny Denholm to serve as Board Vice-President for the upcoming year (2022). Director Cannon seconded the motion/nomination. The motion carried unanimously.

## **VIII. Reports**

### **A. Communications Survey Report**

Public Information Officer Todd Zeidler presented a summary of the results of the 2021 Fall Family Communications Survey that was administered to all district families in November. The district received 1,296 responses to the survey, which provided families the opportunity to provide direct feedback, established baseline data for year-to-year future comparisons and will help inform the district's full-scale communications plan. Additional survey information shared included:

- **Overall Satisfaction with District-Level Communications** – 82.9% of respondents, on a 1-5 scale, gave a ranking of 4 or 5.
- **Timeliness and Recognition** – 91% of respondents are happy with the timeliness of district news/updates with 96.6% indicating district publications are easily recognizable.
- **Communication Preferences** – 97.5% prefer to receive communication via email with 40% preferring to receive communication from 4-8 pm and 27% before 9 am.
- **Responding to Questions/Concerns** – 81% of respondents feel the district is receptive to handling parent/family questions, complaints or concerns.
- **COVID Communications** – 72.1% of respondents, on a 1-5 scale, gave a ranking of 4 or 5 in response to the question, *How well do you think our district office has done in communicating COVID-related updates?* In response to the amount of COVID communication sent out 71.6% said “just the right amount”, 20.3% “too little” and 8% answered “too much”.
- **Digital Communications (Web)** – Responses to the question, *How often do you visit the DISTRICT WEBSITE at [www.mead354.org](http://www.mead354.org)?* were 47.7% monthly, 24.1% weekly, 21.7% one or two times a year. The remaining 6.5% was split fairly equally between “daily” and “never”. More than any other question, families expressed dissatisfaction when it comes to “ease of finding information” on the website. Therefore, this will be one of the first areas the district will look to improve.
- **Digital Communications (Social)** – 56.4% of those who responded follow the district on social media with the majority (93%) following on Facebook.

In conclusion, Mr. Zeidler shared a similar survey will be sent to staff and reiterated this community survey information will provide baseline data that will help inform the district's full-scale communications plan.

Director Cannon voiced his support for soliciting parental feedback on this subject and looks forward to the work that will take place to update the district's website.

Director Olson was pleased survey results indicate the district is overall providing good communication and likes that the district is working to get better in this area.

### **B. Superintendent's Report & Discussion Items**

Superintendent Woodward reported on the district's current labor shortages in regards to substitutes and other employee categories including bus drivers, custodians, paraeducators and kitchen staff. The district is actively using new tactics to recruit and retain employees including the following:

- Substitute pay for both certified and classified positions has been increased.
- Under the leadership of Adina Grimsley, Assistant Director of Business Services, substitutes will now be paid twice monthly versus once per month. Business Services

believes Mead is the only school district moving to this new substitute payroll cycle. Kudos to the Business Services team for rolling up their sleeves to make this happen.

- Dr. Jared Hoadley, Business & Operations Assistant Superintendent, is working with district departments to conduct recruitment Saturdays. The first event was held in November at Shiloh Hills. The next will take place on January 8<sup>th</sup> at Evergreen Elementary School where folks interested in working for the Mead School District will be able to, on the spot, fill out job applications.
- Human Resources, led by Keri Hutchins, continues to reach out to local colleges. Thanks to the recruitment of emergency certificated substitutes the district teacher sub pool sits at 222 . . . up from less than 200 last year. While good news, on any given day the district can only accommodate 85-90 absences as many subs are shared with other districts.

At this time, to address teacher sub shortages, principals are subbing in classrooms, teachers are covering a class during their prep time and, when necessary, PE is canceled for the day at the elementary level to free up the PE teacher to cover a classroom. There are times when a classified position remains unfilled because no sub is available.

Superintendent Woodward expressed his appreciation that staff are willing to try different things to address the current worker shortage.

In response to a question from Director Gray, Keri Hutchins shared that substitutes are able to obtain a vaccine exemption.

In response to a question from Director Cannon, Superintendent Woodward reported there has been one route adjustment because of the lack of bus drivers and there is continuing concern because of a couple of upcoming retirements. Keri Hutchins, Heather Ellingson, Jared Hoadley and Brian Liberg continue to brainstorm solutions to the bus driver shortage.

## **IX. Adjourn**

The meeting was adjourned at 7:20 pm.

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**President**

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**Secretary**

## MEAD SCHOOL DISTRICT

Board Meeting of January 10, 2022  
Continuing Business

IV.A.

**Agenda Item:** 2<sup>nd</sup> 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, COVID 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.

No first reading (December 13, 2021) changes were recommended. President Burchard requested the policy/procedure revision be brought forward for 2<sup>nd</sup> reading consideration as a non-action item.

**Staffing Implication:** None

**Other Considerations:** None

**Recommendation:** No action is requested as this is a non-action agenda item.

**Attachments:**

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

## **EXCUSED AND UNEXCUSED ABSENCES**

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### **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 related to the student's illness, health condition or medical appointments due to COVID-19;
14. Absences related to caring for a family member who has an illness, health condition or medical appointment due to COVID-19;
15. 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;
16. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
17. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
18. Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

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**

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**Revised: February 13, 2012**

**Revised:**

## **EXCUSED AND UNEXCUSED ABSENCES**

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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

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

WAC 180-16-215(4)

392-400-235  
392-400-260

388-15-240

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

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Current

## **EXCUSED AND UNEXCUSED ABSENCES**

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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**

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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 10, 2022  
Continuing Business

### IV.B.

**Agenda Item:**                    **2<sup>nd</sup> 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) changes were recommended. President Burchard requested the policy/procedure and resolution adoption be brought forward for 2<sup>nd</sup> reading consideration as a non-action item.

**Fiscal Impact:** None

**Staffing Implication:** None

**Other Considerations:** None

**Recommendation:** No action is requested as this is a non-action agenda item.

**Attachments:**

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

## **PUBLIC ACCESS TO DISTRICT RECORDS**

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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**

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### **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](mailto:publicrecords@mead354.org)

Information regarding contacting the Public Records Officer is also available on the Mead School District website – [www.mead354.org](http://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](http://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](http://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 CFR 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:**



**DRAFT 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 \_\_\_\_ day of \_\_\_\_\_, 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 on 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(1)(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 10, 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 10, 2022

### 1. Hire Certificated Personnel:

Brett Balough	Highland	Cert	1.0 FTE Leave Replacement teacher 2 <sup>nd</sup> 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 <sup>st</sup> semester effective 1/4/22 plus .7 FTE Leave Replacement 2 <sup>nd</sup> semester (in addition to .7 LR 1 <sup>st</sup> semester and .3 LR 2 <sup>nd</sup> semester)

### 2. Hire 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. Hire Certificated Substitutes:

Tristandoss Davis | Ashi Baker | Allison Moyer | Mallory Wardian

### 4. Hire Classified Substitutes:

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

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

### 6. Approve the following Donations:

- MSD General Fund \$500.00 from CoBank

### 7. Approve 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 <sup>nd</sup> semester

### 8. Approve Retirements and Resignations:

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)





# General Fund

# Mead School District No 354

## Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1077

Starting Check Number: 103922

Check #	Date	Payee	Amount
103922	12/17/2021	ABSCO SOLUTIONS	\$3,956.88
103923	12/17/2021	ACCESS INFORMATION PROTECTED	\$22.25
103924	12/17/2021	ACE HARDWARE	\$7.61
103925	12/17/2021	AI-MEDIA TECHNOLOGIES LLC	\$780.00
103926	12/17/2021	AIREFCO INC	\$378.13
103927	12/17/2021	ALCOBRA METALS	\$213.79
103928	12/17/2021	ALLSTREAM	\$2,673.17
103929	12/17/2021	AMAZON WEB SERVICES INC	\$89.55
103930	12/17/2021	AMERICAN ON SITE SERVICES	\$367.33
103931	12/17/2021	ANATEK LABS INC	\$170.00
103932	12/17/2021	ANAYA, DELILAH	\$19.50
103933	12/17/2021	APPLE COMPUTER INC	\$1,892.68
103934	12/17/2021	ASSETGENIE, INC	\$389.85
103935	12/17/2021	BANNER BANK	\$12,373.00
103936	12/17/2021	BEDRYAK, OLGA	\$45.00
103937	12/17/2021	BELFOR USA GROUP INC	\$42,607.39
103938	12/17/2021	BLUM, SHARI	\$40.05
103939	12/17/2021	BOUND TO STAY BOUND BOOKS	\$2,380.83
103940	12/17/2021	BROWN BEARING CO INC	\$48.20
103941	12/17/2021	CAMTEK	\$1,947.39
103942	12/17/2021	CITY OF SPOKANE - UTILITIES DIVISION	\$521.48
103943	12/17/2021	CLASS CREATOR LLC	\$1,078.00
103944	12/17/2021	COLLINS, TREVOR	\$15.00
103945	12/17/2021	COMMUNITY COLLEGES OF SPOKANE	\$26,063.14
103946	12/17/2021	COOK, NICOLE	\$44.40
103947	12/17/2021	COPPER CREEK INC	\$327.00
103948	12/17/2021	CURALINC, LLC	\$5,124.00
103949	12/17/2021	DAHLE, STEPHANIE	\$71.20
103950	12/17/2021	DICKERSON, MICHELLE	\$45.00
103951	12/17/2021	DUNRITE REPAIR	\$147.83
103952	12/17/2021	EDUCATIONAL PRODUCTS, INC.	\$130.36
103953	12/17/2021	ESD 101	\$8,819.05
103954	12/17/2021	ESD 113	\$4,163.00
103955	12/17/2021	EVAN MOOR	\$79.45
103956	12/17/2021	EXCELSIOR HOLISTIC SCHOOLS LLC	\$31,200.00
103957	12/17/2021	FISHER CONSTRUCTION GROUP INC	\$1,334.16
103958	12/17/2021	FISHER'S TECHNOLOGY	\$942.05
103959	12/17/2021	FLUID APPLIED ROOFING	\$926.50

# Mead School District No 354

## Payee Listing

Fiscal Year: 2021-2022

### Criteria:

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1077

Starting Check Number: 103922

Check #	Date	Payee	Amount
103960	12/17/2021	GIARD, DANIKA	\$50.20
103961	12/17/2021	GOLD STAR FOODS INC	\$4,105.95
103962	12/17/2021	GRADUATION ALLIANCE	\$19,790.96
103963	12/17/2021	GRAHAM CONSTRUCTION & MANAGEMENT INC	\$32,582.88
103964	12/17/2021	HALL, RENETTE	\$15.75
103965	12/17/2021	HARTNETT, JOSEPH	\$28.10
103966	12/17/2021	HOME DEPOT CREDIT SERVICES	\$517.28
103967	12/17/2021	HOME DEPOT PRO	\$6,252.81
103968	12/17/2021	HOWARD, SARAH	\$117.40
103969	12/17/2021	INLAND POWER & LIGHT CO	\$10,291.72
103970	12/17/2021	INSIGHT DISTRIBUTING COMPANY	\$10,071.68
103971	12/17/2021	INTERSTATE ALL BATTERY CENTER	\$748.17
103972	12/17/2021	JAE ENTERPRISES LLC	\$435.60
103973	12/17/2021	JENSEN, DIANA	\$81.65
103974	12/17/2021	JOHNSON, JODI	\$95.35
103975	12/17/2021	JOHNSTONE SUPPLY	\$34.71
103976	12/17/2021	JW PEPPER	\$742.14
103977	12/17/2021	KCDA	\$968.42
103978	12/17/2021	KING, ANNE	\$39.90
103979	12/17/2021	KIRCHGESSNER, ANGEL	\$3.85
103980	12/17/2021	KURP, JAIME	\$7.25
103981	12/17/2021	LANGUAGE LINE SERVICES INC	\$100.94
103982	12/17/2021	LES SCHWAB TIRE	\$9,551.13
103983	12/17/2021	LILAC CITY BEHAVIORAL SERVICES PLLC	\$9,166.67
103984	12/17/2021	LINC FOODS	\$1,444.60
103985	12/17/2021	LYMAN, RANDI	\$7.00
103986	12/17/2021	MACHTOLF, MARY	\$58.00
103987	12/17/2021	MAXIM STAFFING SOLUTIONS	\$1,860.65
103988	12/17/2021	MILLER PAINT CO INC	\$91.56
103989	12/17/2021	MOTION AUTO SUPPLY	\$329.66
103990	12/17/2021	NEC FINANCIAL SERVICES LLC	\$4,641.62
103991	12/17/2021	NORLIFT INC	\$5,083.12
103992	12/17/2021	NORTH 40 OUTFITTERS	\$113.52
103993	12/17/2021	NORTH IDAHO COLLEGE	\$500.00
103994	12/17/2021	PATRIOT FIRE PROTECTION INC	\$305.05
103995	12/17/2021	PEDERSON, CATILIN	\$19.00
103996	12/17/2021	PILGRIMS PRIDE CORP	\$4,662.72
103997	12/17/2021	PORTER FOSTER RORICK LLP	\$150.00

# Mead School District No 354

## Payee Listing

Fiscal Year: 2021-2022

### Criteria:

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1077

Starting Check Number: 103922

Check #	Date	Payee	Amount
103998	12/17/2021	PTM DOCUMENT SYSTEMS	\$614.60
103999	12/17/2021	PURE FILTRATION PRODUCTS INC	\$4,069.71
104000	12/17/2021	REICHEL, TARA	\$34.05
104001	12/17/2021	RENN, EMILY	\$99.15
104002	12/17/2021	RESILITE SPORTS PRODUCTS INC	\$22,573.88
104003	12/17/2021	RUDD, RHONDA	\$12.95
104004	12/17/2021	SAVVAS LEARNING COMPANY LLC	\$2,400.00
104005	12/17/2021	SCHOLASTIC BOOK FAIRS	\$183.63
104006	12/17/2021	SCHOOLS INSURANCE ASSOC OF WA	\$5,000.00
104007	12/17/2021	SEICK, ASHLEY	\$7.50
104008	12/17/2021	SPOKANE CO ENVIRONMENTAL SERVICES	\$2,845.54
104009	12/17/2021	SPOKANE CO TREASURER	\$2,203.00
104010	12/17/2021	SPOKANE INTERNATIONAL TRANSLATION	\$30.00
104011	12/17/2021	SPOKANE PUBLIC SCHOOLS	\$6,273.34
104012	12/17/2021	SPOKANE REGIONAL HEALTH DISTRICT	\$14,550.00
104013	12/17/2021	SPRAGUE, DIANA	\$35.65
104014	12/17/2021	STANFORD, MARILYN	\$60.50
104015	12/17/2021	STONEWAY ELECTRIC	\$301.01
104016	12/17/2021	TEACHING TEXTBOOKS INC	\$263.40
104017	12/17/2021	THE MATH LEARNING CENTER	\$709.11
104018	12/17/2021	US BANK CORPORATE PYMT SYSTEM	\$96,550.19
104019	12/17/2021	US FOODS INC	\$316.80
104020	12/17/2021	VERITIV OPERATING CO	\$9,592.93
104021	12/17/2021	WAMOA REGION 1	\$275.00
104022	12/17/2021	WENDLE @ THE Y	\$86.87
104023	12/17/2021	WMEA	\$122.00
104024	12/17/2021	ZAYO ENTERPRISE NETWORKS	\$6,514.59
Total Amount:			\$452,226.63

End of Report

# Mead School District No 354

## Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1078

12/17/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Baddeley, Katelyn Joy				
		1.0.610.0000.00.4081.00.00.000.0000	MED/DENTAL EE BENEFITS LIABILITY	\$152.00
Barrington, John O			Vendor Total:	\$152.00
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$340.48
Burton, Gloria L			Vendor Total:	\$340.48
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$14.78
Campbell, Heather N			Vendor Total:	\$14.78
		1.0.610.0000.00.4081.00.00.000.0000	MED/DENTAL EE BENEFITS LIABILITY	\$58.00
Cowart, Allison Della			Vendor Total:	\$58.00
		1.0.610.0000.00.4081.00.00.000.0000	MED/DENTAL EE BENEFITS LIABILITY	\$153.00
Gamble, William M			Vendor Total:	\$153.00
		1.0.610.0000.00.4081.00.00.000.0000	MED/DENTAL EE BENEFITS LIABILITY	\$76.00
Huffman, Malcolm Troy			Vendor Total:	\$76.00
		1.0.610.0000.00.4081.00.00.000.0000	MED/DENTAL EE BENEFITS LIABILITY	\$152.00
Inch, Leonard William			Vendor Total:	\$152.00
		1.0.610.0000.00.4081.00.00.000.0000	MED/DENTAL EE BENEFITS LIABILITY	\$33.00
Murphy, Cheyeanne S			Vendor Total:	\$33.00
		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$25.76
Naslund, Jeffrey K			Vendor Total:	\$25.76
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$368.76

# Mead School District No 354

## Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1078 12/17/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Patry, Katherine Sarah			Vendor Total:	\$368.76
		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$13.94
Poole, Jeannie Lila			Vendor Total:	\$13.94
		1.0.610.0000.00.4081.00.00.000.0000	MED/DENTAL EE BENEFITS LIABILITY	\$116.00
Probst, Stacie L			Vendor Total:	\$116.00
		1.0.610.0000.00.4081.00.00.000.0000	MED/DENTAL EE BENEFITS LIABILITY	\$33.00
Wilson, Christina Marie			Vendor Total:	\$33.00
		1.0.530.2107.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$86.24
Wilson, Heather S			Vendor Total:	\$86.24
		1.1.530.0128.28.8582.28.28.000.0000	AD/SPORTS TRAVEL-OUT OF DISTRICT	\$123.00
			Vendor Total:	\$123.00
			Grand Total:	\$1,745.96

End of Report

# Mead School District No 354

## Payee Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1086

Starting Check Number: 104108

Check #	Date	Payee	Amount
104108	01/07/2022	A2Z INTERPRETING, LLC	\$365.90
104109	01/07/2022	ABSCO SOLUTIONS	\$53.76
104110	01/07/2022	ADVANCED PAGING & COMMUNICATIONS INC	\$483.13
104111	01/07/2022	AI-MEDIA TECHNOLOGIES LLC	\$1,690.00
104112	01/07/2022	ALCOBRA METALS	\$132.01
104113	01/07/2022	AMAZON	\$80.56
104114	01/07/2022	AMERICAN ON SITE SERVICES	\$208.24
104115	01/07/2022	AMPLIFIED IT LLC	\$2,918.70
104116	01/07/2022	APPLE COMPUTER INC	\$334.45
104117	01/07/2022	AVISTA UTILITIES	\$163,658.24
104118	01/07/2022	BOYS & GIRLS CLUBS OF SPOKANE CITY	\$4,453.81
104119	01/07/2022	BRONSON, ELENA	\$3,898.37
104120	01/07/2022	CDI DALLAS LLC	\$13,054.67
104121	01/07/2022	CDW GOVERNMENT INC	\$44,106.68
104122	01/07/2022	CENTURY LINK - SEATTLE	\$147.77
104123	01/07/2022	CINTAS	\$4,760.06
104124	01/07/2022	CITY OF SPOKANE - UTILITIES DIVISION	\$1,007.59
104125	01/07/2022	CLASS CREATOR LLC	\$1,043.00
104126	01/07/2022	CREATIVE INTERACTION LLC	\$364.82
104127	01/07/2022	DUNRITE REPAIR	\$147.83
104128	01/07/2022	ESD 101	\$336.52
104129	01/07/2022	FIRST CHOICE SERVICES	\$60.98
104130	01/07/2022	FISHER'S TECHNOLOGY	\$79.31
104131	01/07/2022	FP MAILING SOLUTIONS	\$254.83
104132	01/07/2022	GOLD STAR FOODS INC	\$6,675.24
104133	01/07/2022	GREATAMERICA FINANCIAL SERVICES	\$2,727.87
104134	01/07/2022	HENDERSON, EMERY	\$43.46
104135	01/07/2022	HOFFMAN MUSIC CO	\$388.17
104136	01/07/2022	HOME DEPOT CREDIT SERVICES	\$275.91
104137	01/07/2022	HOME DEPOT PRO	\$10,646.76
104138	01/07/2022	HORIZON AUTOMATIC RAIN COMPANY DBA	\$766.12
104139	01/07/2022	HOSA-FUTURE HEALTH PROFESSIONALS	\$80.00
104140	01/07/2022	IML SECURITY SUPPLY	\$1,271.50
104141	01/07/2022	INSIGHT DISTRIBUTING COMPANY	\$1,267.11
104142	01/07/2022	INTERMAX NETWORKS	\$270.08
104143	01/07/2022	JAE ENTERPRISES LLC	\$490.05
104144	01/07/2022	KCDA	\$1,639.02
104145	01/07/2022	LESSON PIX CUSTOM LEARNING MATERIALS	\$27.51

# Mead School District No 354

## Payee Listing

Fiscal Year: 2021-2022

### Criteria:

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1086

Starting Check Number: 104108

Check #	Date	Payee	Amount
104146	01/07/2022	MEAD HIGH SCHOOL	\$300.00
104147	01/07/2022	MT SPOKANE ASB	\$320.73
104148	01/07/2022	NORTH 40 OUTFITTERS	\$340.98
104149	01/07/2022	NORTH IDAHO COLLEGE	\$500.00
104150	01/07/2022	NORTHWEST LASER SYSTEMS INC	\$4,169.08
104151	01/07/2022	NORTHWEST TEXTBOOK DEPOSITORY	\$21,463.26
104152	01/07/2022	OTIS ELEVATOR	\$1,270.16
104153	01/07/2022	PACIFIC CO	\$367.88
104154	01/07/2022	PTM DOCUMENT SYSTEMS	\$1,315.13
104155	01/07/2022	PUGET SOUND JOINT PURCHASING COOP	\$675.00
104156	01/07/2022	PURE FILTRATION PRODUCTS INC	\$5,134.40
104157	01/07/2022	RAINBOW RESOURCES	\$465.95
104158	01/07/2022	RIDDELL	\$1,491.20
104159	01/07/2022	RIVERSIDE INSIGHTS	\$9,239.08
104160	01/07/2022	SCHOLASTIC BOOK FAIRS..	\$4,873.58
104161	01/07/2022	SPOKANE CO WATER DIST 3	\$2,193.97
104162	01/07/2022	SPOKANE HOPE	\$1,050.00
104163	01/07/2022	SPOKANE INTERNATIONAL TRANSLATION	\$110.00
104164	01/07/2022	STAPLES ADVANTAGE	\$1,703.64
104165	01/07/2022	STEVENS, CLAY PS	\$18,587.69
104166	01/07/2022	SWEETWATER	\$4,116.42
104167	01/07/2022	T-MOBILE	\$4,982.00
104168	01/07/2022	TERRY'S DAIRY INC	\$17,746.47
104169	01/07/2022	THERAPEUTIC ASSOCIATES	\$15,662.00
104170	01/07/2022	UNITED DATA SECURITY INC	\$167.95
104171	01/07/2022	US FOODS INC	\$70,389.43
104172	01/07/2022	VERITIV OPERATING CO	\$6,034.15
104173	01/07/2022	VERIZON.	\$3,911.85
104174	01/07/2022	WARDS NATURAL SCIENCE	\$43.21
104175	01/07/2022	WASBO	\$400.00
104176	01/07/2022	WAXIE SANITARY SUPPLY	\$1,302.78
104177	01/07/2022	WELLS FARGO FINANCIAL LEASING INC	\$874.47
104178	01/07/2022	WITHERSPOON BRAJCICH MCPHEE PLLC	\$1,478.75
Total Amount:			\$472,891.24

End of Report



# Mead School District No 354

## Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1087 01/07/2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Bos, Tanya				
		1.0.530.0100.23.8581.27.27.000.0000	TRAVEL-IN DISTRICT	\$29.63
Bown, Travis Samuel				Vendor Total: \$29.63
		1.0.530.9700.61.8582.07.34.000.0000	TRAVEL-OUT OF DISTRICT	\$239.68
Bryceson, Alexandra Joy				Vendor Total: \$239.68
		1.0.530.9700.13.8581.01.03.000.0000	TRAVEL-IN DISTRICT	\$45.31
Calhoun, Hayley A				Vendor Total: \$45.31
		1.0.530.2131.24.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$47.61
Carrell, Julia				Vendor Total: \$47.61
		1.0.530.2102.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$7.73
Erwin, Emily				Vendor Total: \$7.73
		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$16.13
Gilbert, Donald L				Vendor Total: \$16.13
		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	\$94.71
Gill, John				Vendor Total: \$94.71
		1.0.530.9700.72.8581.01.32.000.0000	TRAVEL-IN DISTRICT	\$240.98
Hancock, Maud Robin				Vendor Total: \$240.98
		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$33.60
Jordan, Kathryn A				Vendor Total: \$33.60
		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$33.60

# Mead School District No 354

## Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1087 01/07/2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Kehr, Melissa Mae		1.0.530.2100.26.7810.01.09.000.0000	MEMBERSHIPS	Vendor Total: \$33.60
Kirishian, Michael Sarkis		1.0.530.9700.72.8581.01.32.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$91.00
Marcoux, Michael		1.0.530.9700.63.8581.07.35.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$37.75
Martinsen, Jennifer L		1.0.530.2101.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$9.97
McCarville, Jane		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$23.69
Patry, Katherine Sarah		1.0.530.2133.26.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$88.50
Pfannenstiel-Wilner, Mary Lou		1.0.530.2130.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$9.64
Schmidt, Samantha Jane		1.0.530.0100.27.8581.28.28.000.0000	TRAVEL-IN DISTRICT	Vendor Total: \$102.32
Weishaar, Brenna Lin		1.0.530.2100.26.7810.01.09.000.0000	MEMBERSHIPS	Vendor Total: \$33.04
Whitman, Lehsley A				Vendor Total: \$91.00

# Mead School District No 354

## Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1087

01/07/2022

Vendor Remit Name	Vendor #	Account	Description	Amount
Wiemers, Russell Lloyd		1.0.530.6500.27.8581.01.05.000.0000	TRAVEL-IN DISTRICT	\$32.26
			Vendor Total:	\$32.26
		1.0.530.2109.27.8581.01.09.000.0000	TRAVEL-IN DISTRICT	\$20.16
			Vendor Total:	\$20.16
			Grand Total:	\$1,328.31

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: 1079

Starting Check Number: 104025

Check #	Date	Payee	Amount
104025	12/17/2021	CBRE HEERY INC	\$35,000.00
104026	12/17/2021	FREDS APPLIANCE & SERVICE CTR	\$2,622.31
104027	12/17/2021	GRAHAM CONSTRUCTION & MANAGEMENT INC	\$225,411.56
104028	12/17/2021	GRAHAM CONSTRUCTION & MANAGEMENT INC	\$8,015.85
104029	12/17/2021	KCDA	\$10,461.11
Total Amount:			\$281,510.83

End of Report

# Mead School District No 354

## Payee Listing

Fiscal Year: 2021-2022

### Criteria:

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1088

Starting Check Number: 104179

Check #	Date	Payee	Amount
104179	01/07/2022	ALSC ARCHITECTS	\$1,761.20
104180	01/07/2022	BARGREEN ELLINGSON INC	\$286.64
104181	01/07/2022	MEAD SCHOOL DISTRICT	\$22,493.29
104182	01/07/2022	NORTHWEST FENCE COMPANY	\$15,212.25
104183	01/07/2022	SPOKANE REGIONAL HEALTH DISTRICT	\$682.50
Total Amount:			\$40,435.88

End of Report

ASB

# Mead School District No 354

## Payee Listing

Fiscal Year: 2021-2022

### Criteria:

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1080

Starting Check Number: 104030

Check #	Date	Payee	Amount
104030	12/17/2021	A-L COMPRESSED GASES	\$402.87
104031	12/17/2021	ACTION SPORTSWEAR	\$3,568.28
104032	12/17/2021	ALPHA OMEGA TOURS & CHARTERS	\$13,660.00
104033	12/17/2021	ANDERSON VISUAL DESIGNS INC	\$3,250.00
104034	12/17/2021	AREA XI DECA	\$400.00
104035	12/17/2021	BEDRYAK, OLGA	\$50.00
104036	12/17/2021	BRYCESON, ANNIE-CHANGE FUND	\$600.00
104037	12/17/2021	CURTIS HIGH SCHOOL	\$500.00
104038	12/17/2021	GONZAGA PREP HIGH SCHOOL	\$50.00
104039	12/17/2021	MEAD HIGH SCHOOL	\$300.00
104040	12/17/2021	MEAD SCHOOL DISTRICT	\$163.71
104041	12/17/2021	MOMENTUM INC	\$782.21
104042	12/17/2021	PEPSI COLA BOTTLING CO	\$671.21
104043	12/17/2021	SUNRISE CUSTOM APPAREL	\$705.28
104044	12/17/2021	TROPHIES UNLIMITED	\$383.02
104045	12/17/2021	UNIVERSITY HIGH SCHOOL	\$30.00
104046	12/17/2021	US BANK CORPORATE PYMT SYSTEM	\$39,112.87
104047	12/17/2021	WALKER, KANAKO	\$25.32
104048	12/17/2021	WMEA	\$435.00
104049	12/17/2021	WSFA	\$30.00
104050	12/17/2021	YUNK, RACHEL	\$400.00
Total Amount:			\$65,519.77

End of Report



# Mead School District No 354

## Voucher Supplement Account Summary

Fiscal Year: 2021-2022

Voucher Batch Number: 1081 12/17/2021

Vendor Remit Name	Vendor #	Account	Description	Amount
Ross, Keith P		4.0.530.2155.00.0000.28.00.000.0000	GIRLS SOCCER	\$43.56
			Vendor Total:	\$43.56
			Grand Total:	\$43.56

End of Report

# Mead School District No 354

## Payee Listing

Fiscal Year: 2021-2022

### Criteria:

Bank Account: SPOKANE COUNTY TREASURER  
153607390207

Voucher: 1089

Starting Check Number: 104184

Check #	Date	Payee	Amount
104184	01/07/2022	ACTION SPORTSWEAR	\$1,912.78
104185	01/07/2022	BEST WESTERN-LIBERTY INN	\$3,008.40
104186	01/07/2022	BSN SPORTS	\$1,410.58
104187	01/07/2022	CHIAWANA HIGH SCHOOL	\$185.00
104188	01/07/2022	COEUR D'ALENE HIGH SCHOOL	\$150.00
104189	01/07/2022	EASTMONT HIGH SCHOOL	\$215.00
104190	01/07/2022	FROSTY FRUIT LLC	\$3,481.99
104191	01/07/2022	HOSA-FUTURE HEALTH PROFESSIONALS	\$520.00
104192	01/07/2022	JEWELS HELPING HANDS	\$259.51
104193	01/07/2022	LEWIS & CLARK HS	\$41.00
104194	01/07/2022	MOSES LAKE HIGH SCHOOL	\$400.00
104195	01/07/2022	NORFLEET, LEWIS	\$4,000.00
104196	01/07/2022	SIGNS FOR SUCCESS	\$584.70
104197	01/07/2022	SPRINGHILL SUITES BY MARRIOTT- CDA, ID	\$1,050.84
104198	01/07/2022	UNIVERSAL ATHLETIC	\$72.48
104199	01/07/2022	UNIVERSITY HIGH SCHOOL	\$30.00
Total Amount:			\$17,322.28

End of Report

## **MEAD SCHOOL DISTRICT**

Board Meeting of January 10, 2022  
**New Business**

V.C.

**Agenda Item:**           **Student Travel Proposal**  
                                  **Mt. Spokane High School Sports Medicine**

**Background:**

Mt. Spokane High School Sports Medicine requests permission 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 chaperon. 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 17<sup>th</sup> . . . Friday, March 18<sup>th</sup> is a non-student, Learning Improvement day).

**Fiscal Impact:**

The estimated per student cost of the trip is \$331 plus airfare. Fundraising opportunities are available.

**Staffing Implications:**

Ms. Booher will need a sub for one day (paid with CTE funds).

**Recommendation:**

Approval of the request for Mt. Spokane Sports Medicine students to travel to Pasadena, California, to participate in the California Regional Sports Medicine Competition, March 17-20, 2022, is recommended.

**Attachment(s):**       **Student Travel Proposal**



# STUDENT TRAVEL PROPOSAL

Print

10/14/21

School: Mt. Spokane HS Group: Sports Medicine

Trip Name: California Regional Sports Medicine Competition Submission Date: 12/14/21

For every student who travels as part of this activity I will have in my possession:

- A signed Student Travel Permission Form
- A Medical Emergency Information Form

B.B.  
Teacher/Coach/Advisor

12/14/21  
Date

## Extended Field Trip (Overnight)

Trips related to club, leadership or academic activities that involve overnight stays (e.g. overnight leadership camps). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

X

## Special Event Trip (Overnight)

Co-curricular or extra-curricular trips that are not part of sanctioned regular or post-season schedules and involve overnight stays and substantial cost to the student (e.g. band trip to bowl parade and trips to national or regional student leadership conference). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

## Academic Study Trip (Overnight)

School sponsored academic trip that is supervised by school staff and results in educational credit for the student (e.g. government class trip to Washington, D.C., etc.). Requires preliminary approval of building Principal, Activities/Athletic Director & lead Student Services administrator followed by final School Board approval.

## Day Trip

No overnight stay ... Requires building principal authorization only.

Date(s) of Trip: 3/17/22-3/20/22 Person in Charge Breann Booher

Destination(s) Pasadena, CA

## Approvals

Principal [Signature] Activities/Athletic Director

Student Services

Nurse

12-15-21 - if no medically-fragile students are going  
B. Gorden R.

School Board

Final Approval Date

**Student Travel Field Trips**Trip Date: 3/17/22-3/20/22 Date Submitted: 12/14/21Supervisor Name: Breann BooherTotal number of students participating: 12Total number of adults participating: 2**Copies Included:**

- ☐ Student Travel Proposal Forms (3 pages)
- ☐ Transportation Request Sheet
- ☐ Permission Slip w/ Info Filled In (Parent signed slips will be collected by teacher at a later date)
- ☐ Itinerary
- ☐ Student Expectations and Attire (Normal School Rules Apply)
- ☐ Student List (Sarah will submit it to the nurse)
- ☐ Chaperone Names and Contact Information
- ☐ Contact Information of Trip Supervisor
- ☐ Travel Request Claim Form (only if planning to claim per diem or reimbursement for out of pocket expenses)

**IMPORTANT REMINDERS:**

- \* Schedule your sub in AESOP
- \* Meet with the nurse the week before your trip for necessary information and training.
- \* All chaperones must have a Washington State background check completed and approved. Check with your building secretary for this process.
- \* Take the collected signed permission slips with you on the trip in case of emergency. You should have one for each student attending the trip.

**EXPENSE BREAKDOWN****Transportation (Mark all that apply)**

☒ District Car(s) and/or Van(s) How Many? \_\_\_\_\_  
☒ Rental Car(s) and/or Van(s) How Many? 2  
\_\_\_\_\_  
District Bus How Many? \_\_\_\_\_  
Charter Bus How Many? \_\_\_\_\_  
☒ Plane 14 x \$ 250ish = \$ 7

**How is Transportation being funded?**  
Circle one:  
CTE funds Building funds ASB funds  
Student**Lodging**

\_\_\_\_\_  
None  
\_\_\_\_\_  
School Stay \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
☒ Hotel or Camp (circle one) 4 x \$ 118 = \$ 472 (1416)  
**Fees** 3 Nights 2 x \$ 111 = \$ 222 (666)  
(Chaperones)

**How is Lodging being funded?**  
Circle one:  
CTE funds Building funds ASB funds  
Student

\_\_\_\_\_  
None  
☒ Registration Fees 12 x \$ 60 = \$ 720

**How are Fees being funded?**  
Circle one:  
CTE funds Building funds ASB funds**Subs**

\_\_\_\_\_  
No sub needed  
☒ Sub needed  
1/2 Day \_\_\_\_\_ x \$65.00 = \$ \_\_\_\_\_  
Full Day(s) 1 x \$130.00 = \$ 130

**How are Subs being funded?**  
Circle one:  
CTE funds Building funds ASB funds  
Student**ADDITIONAL INFORMATION:**Non-Student Day on Friday March 18<sup>th</sup>

**Trip Educational Benefit and Planned Activities:**

See attached letter

**Cost & Funding Sources:**

Building Budget Covering:	\$ Ø
ASB Funds Covering:	\$ Ø
District Funds Covering: Sub Hotel Rooms for chaperones per diem	\$ 130.00 666.00 Unknown
Student/Parent Cost (per student) Covering - Please Itemize: See attached letter	\$

**Fundraising Opportunities:**

None

**Participants:**

Estimated # of Students 12 Estimated # of Adults (Chaperons & Staff) 2

# of School Days Missed: 1 # of Sub Days Needed: 1 Student/Chaperone Ratio: 6:2

**Additional Information:**

1. Does the trip involve any of the following . . . please circle:

- Swimming and/or Boating
- Remote Locations/Hiking
- Outdoor Education
- Animals
- Air Travel
- Motorized Activities

2. Lodging: La Quinta Inn and Suites

Pomona, CA

3. Transportation: Rental Cars

4. Supporting Documents:

Preliminary Trip Itinerary attached? X Yes      No

Related brochures/information attached: X Yes      No

Student Trip Expectations attached: X Yes      No



December 14<sup>th</sup>, 2021

Dear Wildcat Sports Medicine Families,

My name is Breann Booher and I am your child's Sports Medicine teacher. Your child has been selected for a Sports Medicine trip to Southern California. The trip dates are March 17<sup>th</sup> through the 20<sup>th</sup>. The purpose of this trip is to participate in the California Regional Sports Medicine Competition, which is one of the most competitive in the nation. During this competition, students will gain invaluable networking experience with healthcare professionals and other high school students as well as the opportunity to display their skills in a setting aside from our state competition and classroom. The cost of this trip is \$331 due by March 1<sup>st</sup>. Here is a breakdown of the cost:

- Airfare: TBA (We will purchase this as a group on the afternoon of Wednesday January 12<sup>th</sup>. This will allow us to get Saver Rates, parents to use miles, etc.)
  - Hotel (La Quinta Inn & Suites; Pomona, CA): \$100
  - Rental Car (Split amongst all students; chaperones will be driving): \$52
  - Competition Registration (Includes the competition fee and a t-shirt): \$60.00
  - Universal Studios Ticket: \$119.00
- Total Trip Cost: \$331 + TBA Airfare Cost**

Along with the Sports Medicine Competition, students will also tour UCLA's medical facilities, go to Newport Beach and Universal Studios. If you have questions, please do not hesitate to contact me. I am looking very forward to this trip as are the students!

Breann Booher, MS, LAT, ATC  
Sports Medicine CTE Teacher  
E-Mail: [breann.booher@mead354.org](mailto:breann.booher@mead354.org)  
Phone Number: (253) 241-3835



**Mt. Spokane High School  
Sports Medicine  
Tentative California State Sports Medicine Competition Itinerary (Pending Airfare)  
Spokane, WA to Pasadena, CA**

***Thursday March 17<sup>th</sup>***

**Morning: Students Arrive at Spokane International Airport (Parent Drop-Off)  
Afternoon to Early Evening: Arrive in Los Angeles, CA  
Evening: UCLA Medical Facilities Tour  
Evening: Depart for hotel + Dinner  
11:00pm: Lights Out**

***Friday March 18<sup>th</sup>***

**8:00am: Depart for Universal Studios  
7:00pm: Return from Universal Studios + Dinner  
11:00pm: Lights Out**

***Saturday March 19<sup>th</sup>***

**6:30am: Depart for Competition  
7:30am: Arrive at Competition (California State Northridge)  
4:30pm: Depart for Hotel  
7:00pm: Depart for Dinner (Dinner with Kent Meridian HS Sports Medicine students)  
11:00pm: Lights Out**

***Sunday March 20<sup>th</sup>***

**8:00am: Check-Out of Hotel and Depart for Newport Beach  
Morning: Arrive at Newport Beach (Free Time)  
Afternoon: Depart for Airport  
Evening: Arrive in Spokane, WA (Parents Pick-Up)**



National Sports Medicine Competition  
www.aacinet.com

## 21<sup>st</sup> Annual California Regional High School Sports Medicine Competition

Presented By: AACI

Hosted By: St. Francis High School, Cal State Univ. Northridge, & Azusa Pacific Univ.

Endorsed By: California Athletic Trainers' Association

WHEN: March 19<sup>th</sup>, 2022

TIME: 8:00 am to 4:30pm

WHERE: California State University Northridge – University Center & Redwood Hall  
18111 Nordhoff St.  
Northridge, CA. 91330

FEE: \$60.00 per student (T-shirt & gift)

REGISTRATION: 7:00am- 8:30 am

INVITED: All high school students actively involved in a Sports Medicine Program are invited.

ACTIVITIES: The competition will involve written, oral, & taping components.

- Please call or e-mail for an email login to preregister your students.
- Last day to register to guarantee placement on shirts is March 3<sup>rd</sup> (please include shirt sizes).
- Topic preparation page will be available to all registered schools prior to January 1, 2022

For registration: <https://mathorama.com/sportsmed/>

For further information contact:

Eli Hallak ATC, EMT  
Head Certified Athletic Trainer  
Competition Coordinator  
818-642-7238  
[ehallak@sfhs.net](mailto:ehallak@sfhs.net)

Endorsed By



Corporate Partner

*Anatomage*

Hosting Partners



CSUN

AZUSA PACIFIC  
UNIVERSITY



**Annual High School Sports Medicine Competition**  
**Competition Topics**

**Written portion of the exam**

- 150 scantron questions ( T/F, multiple choice, matching, identification)
- 3 points per question= 450 points possible

1. First Aid & CPR
2. Emergency Procedures
3. Medical Terminology, Body Planes, Directions, appropriate terms etc.
4. Legal Issues – Terminology (i.e. malfeasance, negligence etc.)
5. Physiology
6. Anatomy/Evaluation Techniques for the following locations:
  - a. Knee
  - b. Upper Leg to hip
  - c. Structures crossing the knee joint.
    - Soap Notes & HIPS format will primarily be used during the appropriate questions.
    - Anatomic Questions, Special Test Questions, ROM questions will consist of more major structures or structures that are more commonly seen injured in sports, including nerves, myotomes, dermatomes, etc.

**The following books have been utilized to create the test:**

1. Principles of Athletic Training. Arnheim & Prentice.
2. Essentials in Athletic Training. Arnheim & Prentice
3. The Foundations of Athletic Training. Anderson, Hall, & Martin
4. Evaluation of Orthopedic and Athletic Injuries. Starkey & Ryan.
5. Examination of Musculoskeletal Injuries. Schultz, Houghlum, & Parrin
6. Evaluation of the Spine & Extremities. Stanley Hoppenfeld.
7. Atlas of Human Anatomy. Frank Netter.
8. Gray's Anatomy. Henry Gray.

**Practical Information- Will focus on the Knee and Upper Leg (as appropriate) for questions 2-4**

- 5 total questions each worth 20 points = 100 points.
1. First Aid. (Proper technique/application, 1 minute to complete task)
  2. Palpation of anatomic structure. (Proper technique/application, 1 min. to complete task)
  3. A 2<sup>nd</sup> Palpation of anatomic structure. (Proper technique/application, 1 min. to complete task)
  4. Special Test (Proper technique/application, 1 minute to complete task)
  5. Tape: (Proper technique/application, times to complete task listed below)

The students will be asked to complete 1 tape/wrap technique from the following list:

- a. Arch Tape= 2 minutes
- b. Wrist Hyper Extension= 2 minutes
- c. Ankle Tape = Basket Weave 2 minutes
- d. Turf Toe=2 minutes
- e. Elbow Hyper Extension= 2 minutes.



**Permission To Participate In School Trip – Middle and High School**

After reviewing the information provided regarding this trip, I hereby grant permission to participate for:

STUDENT NAME \_\_\_\_\_ SCHOOL MSHS

DATE OF BIRTH \_\_\_\_\_ EMERGENCY CONTACT NAME \_\_\_\_\_

CONTACT HOME NUMBER \_\_\_\_\_ CELL/WORK NUMBER \_\_\_\_\_

TRIP PURPOSE California Regional Sports Medicine Competition

TRIP DESTINATION Pasadena, CA TRIP DATE 3/17/22 - 3/20/22

TRANSPORTATION: District Bus or vehicle \_\_\_\_\_

Other (description) Air + Rental Car

ADDITIONAL NOTES: \_\_\_\_\_

**TO BE COMPLETED BY PARENT (All bold faced items):**

Please list any **medical conditions or medications needed** which school staff should be aware of:

I acknowledge that this activity entails inherent risks of bodily injury as well as damage to or loss of property. I hereby release the Mead School District, and its staff and representatives, from liability for such loss or injury as the result of this trip, to the extent allowed by law.

I certify that my child has no known medical or physical conditions which could interfere with his/her safety in this activity. In the event that it becomes necessary for the school district staff in charge to obtain emergency care for my child, I acknowledge that neither the school district or the individual staff member is responsible for the expense incurred as the result of the accident, injury, illness, or other unforeseen circumstance.

I authorize qualified medical and emergency professionals to examine, and in the event of injury or serious illness, administer emergency care to the above named student. I understand that an effort will be made to contact me to explain the nature of the problem prior to any treatment.

Signature of Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

**TRIP INFORMATION (Attached)**

I have read and reviewed with my child the attached itinerary (detailing dates, places, events, times, etc.) and behavior expectations. I am also fully aware of the special dangers and risks inherent in participating in these activities. Being fully informed as to these risks and expectations, we agree to abide by those expectations and participate in the event listed above.

Signature of Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

# TRANSPORTATION REQUEST

TODAYS DATE: \_\_\_\_\_

TEACHER: \_\_\_\_\_

Cell Phone# \_\_\_\_\_

EVENT: \_\_\_\_\_

GROUP: \_\_\_\_\_

DATE OF THE EVENT	DAY OF THE WEEK	DESTINATION NAME(S) & ADDRESS(ES)	Bus @ N-Athletic doors E-Band doors S-Front doors W-Bus Loop E-Student parking lot S-Front doors W-Gym W-Tennis C1 W-Band doors	Type of Bus 44 Reg 48 XL w/storage Cargo only DLC w/chair & #	Release Times for Students 5-10 mins before load time for bus Email Staff	Pickup Time BUS is enter in 15mins increments (8:15, 8:30)	Depart Time BUS Leaves school for event enter in 15mins increments (8:15, 8:30)	EVENT START TIME	DEPART FROM EVENT TIME in 15mins increments (6:15, 6:30)	ARRIVE BACK AT SCHOOL TIME	# of STUDENTS / STAFF
Thrift Rental - 7 pax van / 8 pax AWD											
CHARTER											
SCHOOL VAN 7 pass / 8 pass / 10 pass											
SCHOOL BUS											

Special Equipment Transported (luggage, supplies, etc...Be specific):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office Use: ~ Account to codes:

- ☐ WIAA/Athletics: 1.0.530.0100.28.0990.77.03
- ☐ Business Office please enter the code:
- ☐ ASB Account:
- ☐ Building Account: 1.0.530.0100.27.0990.77.27
- District Accounts:
- ☐ Special Ed: 1.0.530.2100.27.0990.01.09
- ☐ Learning Services:
- ☐ Learning Services: (elem music) 1.0.530.0100.27.0990.01.03
- ☐ Ex / Voc Ed:
- ☐ CTE: 1.0.530.7777.27.0990.77.10

Field Trips: Please submit to Sarah Krop for Administrative approval.

- > Buses are being scheduled in 15 minute increments:
  - o The bus should be here at 9:00 for a 9:15 DEPARTURE TIME.
- > Drivers are almost always booked for another trip and even a 10 minute wait will throw off their schedule. PLEASE let Sarah know if things need to be adjusted for an accurate departure time.
- > If you're releasing students from class for an event, please let the staff know those times in advance. Email an accurate list, in alphabetical order to the staff, ideally the day before the event.

Questions regarding bus requests? Please contact Sarah Krop 465-7653

## **MEAD SCHOOL DISTRICT**

Board Meeting of January 10, 2022

**New Business**

**V.D.**

**Agenda Item:** **1<sup>st</sup> 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 or epilepsy.

**Summary:** 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.

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.

**Staffing Implication:** None

**Other Considerations:** None

**Recommendation:** This is the 1<sup>st</sup> reading of a policy adoption. No action is requested.

**Attachments:**

- Draft Policy 3411

## **ACCOMMODATING STUDENTS WITH SEIZURE DISORDERS OR EPILEPSY**

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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-designated 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:





**RESOLUTION 22-01  
COVID 19 VACCINE REQUIREMENT**

**WHEREAS**, Chapter 28A.320 RCW authorizes local school boards to govern their respective districts, including adopting, revising and suspending local board policies; and

**WHEREAS**, on February 29, 2020, Washington Governor Jay Inslee declared a *State of Emergency* in all counties of the state under Chapters 38.08, 38.52 and 43.06 RCW and directed implementation of the plans and procedures of the state's Comprehensive Emergency Management Plan in response to the novel coronavirus (COVID-19); and

**WHEREAS**, only 16 states have mask mandates and only 9 states are reportedly considering requiring the COVID-19 vaccine as a requirement in K-12 public schools; and

**WHEREAS**, it is the right of the individual to make health decisions related to one's own body and one's family; and

**WHEREAS**, a COVID-19 vaccine mandate does not pass the nine criteria required when Reviewing Antigens for Potential Inclusion in WAC 246-105-030; and

**WHEREAS**, the COVID-19 vaccine has been directly available to any vulnerable subset of the population for some time; and

**WHEREAS**, getting the COVID-19 vaccine is an acceptable and encouraged choice for any student, parent or staff member who so desires; and

**WHEREAS**, a COVID-19 vaccine mandate for students would create an unreasonable administrative burden; and

**WHEREAS**, a COVID-19 vaccine mandate for Mead School District students would result in irreparably broken trust with the community; and

**WHEREAS**, the Mead School District is providing multiple learning options for families based on their ability to decide what is right for them relative to managing their own health risk;

**NOW THEREFORE BE IT RESOLVED** that the Mead School District Board of Directors is opposed to making the COVID-19 vaccine required under WAC 246-105-030.

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

Dated this 10<sup>th</sup> day of January 2022.

Attest:

Mead School District No. 354  
Board of Directors

\_\_\_\_\_  
Secretary to the Board

\_\_\_\_\_  
  
\_\_\_\_\_

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**Mead School District**  
 Budget Status Summary  
 as of 11/30/2021

Annual Budget			
	(original)	YTD Actual	
<b>Enrollment</b>	10,084.00	10,176.52	0.92%
<b>Revenues &amp; Expenditures</b>			
Revenues & Other Financing Sources	\$ 141,217,409	\$ 32,824,217	23.2%
Expenditures & Other Financing Uses	\$ 148,433,728	\$ 36,271,000	24.4%
Transfers (to)/from other Funds	\$ -	\$ -	
<b>Net Change in Fund Balance</b>	<b>\$ (7,216,319)</b>	<b>\$ (3,446,783)</b>	
<b>Fund Balance</b>			
Beginning Fund Balance	\$ 15,053,688		
Current Fund Balance	\$ 11,606,906		
% of budgeted Expenditures		7.82%	

FTE Enrollment Report  
December 1, 2021

	Brantwood 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 December 2021 Less ALE	Budgeted #s 21/22 Less ALE	MEPP/North Star ALE	Difference
K Full Day	78.00	66.00	37.00	59.00	60.00	52.00	55.00	68.00	60.00	57.00				6.00			598.00	564.00	32.60	34.00
Grade 1	68.00	66.00	42.42	78.00	48.00	58.00	66.00	64.00	77.00	67.00				14.00			648.42	584.00	33.80	64.42
Grade 2	82.00	68.00	44.00	73.00	71.00	55.00	68.00	66.00	49.00	53.00				13.00			642.00	608.00	28.60	34.00
Grade 3	81.00	78.00	29.00	90.00	91.00	73.00	71.00	77.00	69.00	65.00				15.00			739.00	699.00	33.40	40.00
Grade 4	81.00	65.00	28.77	84.00	78.00	61.00	82.00	64.00	57.00	60.00				13.00			673.77	648.00	38.20	25.77
Grade 5	81.00	85.00	40.00	96.00	86.00	74.00	75.00	76.57	50.00	57.00				12.00			732.57	691.00	38.00	41.57
Grade 6											239.18	254.24	222.89				716.31	716.00	57.40	0.31
Grade 7											266.74	272.36	282.02				821.12	840.00	42.60	-18.88
Grade 8											247.96	257.42	247.64				753.02	782.00	40.30	-28.98
Grade 9																469.7	861.29	863.00	41.60	-1.71
Grade 10															434.76	401.27	836.03	846.00	59.50	-9.97
Grade 11															357.36	287.76	645.12	663.00	32.40	-17.88
Grade 12															364.38	290.73	655.11	692.00	38.00	-36.89
Total 12/2021	471.00	428.00	221.19	480.00	434.00	373.00	417.00	415.57	362.00	359.00	753.88	784.02	752.55	73.00	1626.20	1371.35	9321.76	9196.00	516.40	125.76

\*Includes Open Doors & Gateway to College

21/22 Budgeted 18.00

HC	Nov	Voc	Voc
14	12	1.77	

TBIP	
K-6 HC	7-12 HC
167	120

Vocational	
Northwood	154.08
Mountainside	110.67
Highland MS	138.96
Total	403.71
Mead High School	175.23
Mt. Spokane HS	143.05
Total	318.28

FTE Summary-Monthly

Kindergarten	630.60
Grades 1-3	2,125.22
Grade 4	711.97
Grades 5-6	1,544.28
Grades 7-8	1,657.04
Grades 9-12	3,169.05
K-12 Total	9,838.16
Running Start	324.59
Open Doors	13.77
Grand Total	10,176.52

MEPP	
ALE	FTE
k	32.60
1	33.80
2	28.60
3	33.40
4	38.20
5	38.00
6	57.40
7	42.60
8	40.30
9	41.60
10	59.50
11	32.40
12	38.00
Total	516.40

RADIATION ALLIANCE	
MHS	FTE
k	32.60
1	33.80
2	28.60
3	33.40
4	38.20
5	38.00
6	57.40
7	42.60
8	40.30
9	41.60
10	59.50
11	32.40
12	38.00
Total	516.40

MEPP	
ALE	FTE
k	32.60
1	33.80
2	28.60
3	33.40
4	38.20
5	38.00
6	57.40
7	42.60
8	40.30
9	41.60
10	59.50
11	32.40
12	38.00
Total	516.40

Running Start	
October - June	FTE
Mead High School	150.00
Mt. Spokane	160.00
Five Mile - MEPP	50.00
Total	360.00

21/22 Budgeted Running Start 372.00

21/22 Budgeted ALE 498.00

**Headcount Enrollment**  
**12/1/2021**

	Brentwood Elem	Colbert Elem	Creskide Elem	Evergreen Elem	Farwell Elem	Meadow Ridge Elem	Midway Elem	Prairie View Elem	Shiloh Hills Elem	Skyline Elem	Highland Middle	Northwood Middle	Mountainside Middle	Mead Virtual	MEPP/North Star	Mead High School	Mt Spokane High	Total December 2021
K Full: Day	78	66	37	59	60	52	55	68	60	57				6	33			631
Grade 1	68	66	43	78	48	58	66	64	77	67				14	34			683
Grade 2	82	68	44	73	71	55	68	66	49	53				13	29			671
Grade 3	81	78	29	90	91	73	71	77	69	65				15	34			773
Grade 4	81	65	29	84	78	61	82	64	57	60				13	39			713
Grade 5	81	85	40	96	86	74	75	77	50	57				12	39			772
Grade 6											241	255	224		58			778
Grade 7											270	275	283		43			871
Grade 8											251	258	250		41			800
Grade 9															42	472	394	908
Grade 10															60	437	404	901
Grade 11															52	398	362	812
Grade 12															55	406	385	846
<b>Total 12/2021</b>	<b>471</b>	<b>428</b>	<b>222</b>	<b>480</b>	<b>434</b>	<b>373</b>	<b>417</b>	<b>416</b>	<b>362</b>	<b>359</b>	<b>762</b>	<b>788</b>	<b>757</b>	<b>73</b>	<b>559</b>	<b>1713</b>	<b>1545</b>	<b>10159</b>

GRADUATION ALLIANCE					TOTAL HC	
ALE	MEPP	MHS	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			1	43	
10	60	1	2	63		
11	52	2	3	57		
12	55	10	9	74		
<b>TOTAL</b>						
<b>ALE</b>	<b>559</b>	<b>13</b>	<b>15</b>	<b>587</b>		

## MEAD SCHOOL DISTRICT #354

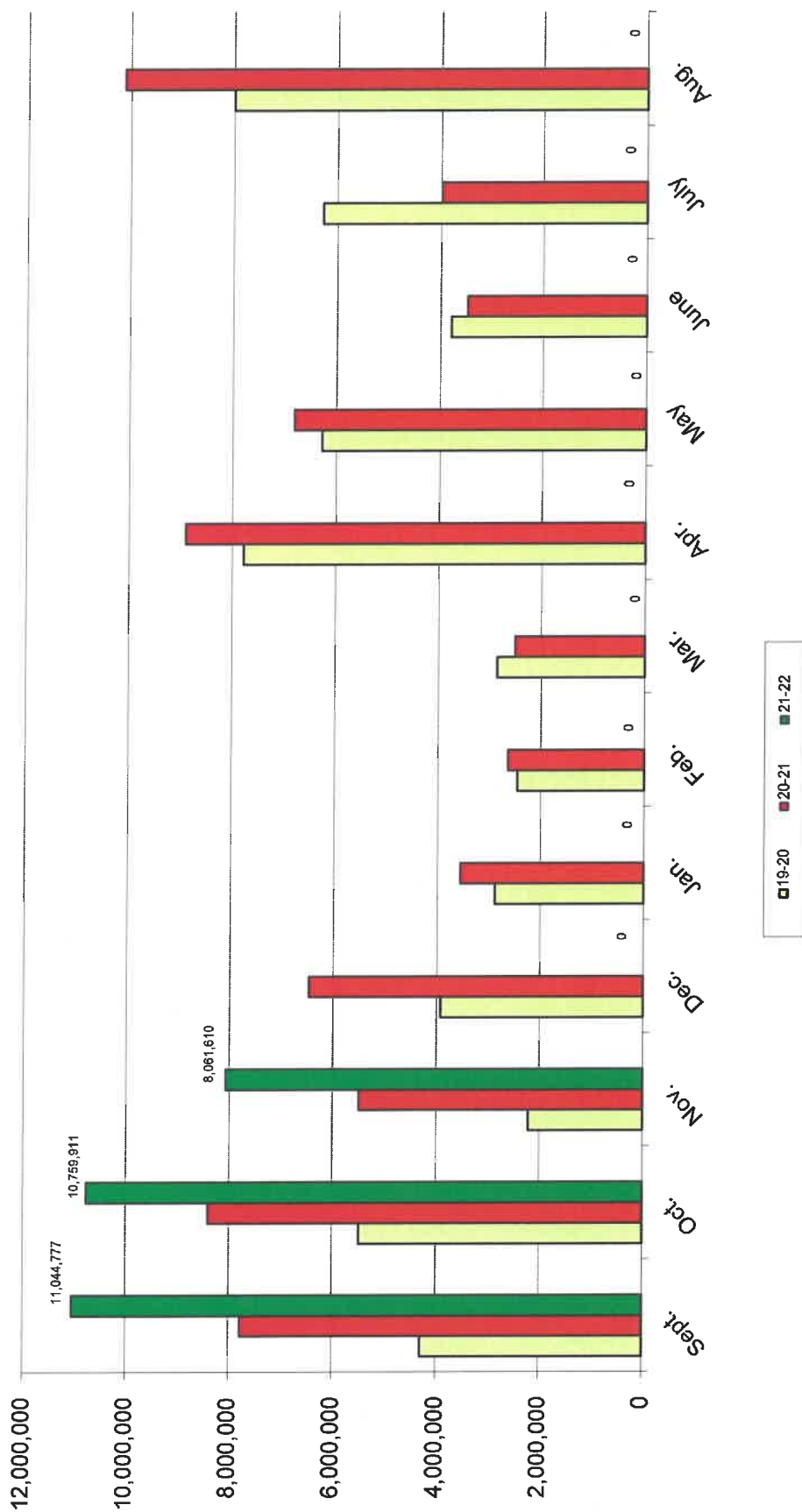
## GENERAL FUND

## 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										13,224,990
9/30/2021										
Estimate:	209,905	12,082,290	281,323	12,573,518	1,227,298	10,413,042	11,640,340			14,158,167
ACTUAL:										
10/31/2021										
Estimate:	3,446,904	10,240,471	142,043	13,829,418	3,657,642	10,456,642	14,114,284			13,873,301
ACTUAL:										
11/30/2021										
Estimate:	858,738	7,417,988	539,547	8,816,273	1,062,552	10,452,022	11,514,574			11,175,000
ACTUAL:										
12/31/2021										
Estimate:										11,175,000
ACTUAL:				0			0			
1/31/2022										
Estimate:										11,175,000
ACTUAL:				0			0			11,175,000
2/28/2022										
Estimate:										11,175,000
ACTUAL:				0			0			11,175,000
3/31/2022										
Estimate:										11,175,000
ACTUAL:				0			0			11,175,000
4/30/2022										
Estimate:										11,175,000
ACTUAL:				0			0			11,175,000
5/31/2022										
Estimate:										11,175,000
ACTUAL:				0			0			11,175,000
6/30/2022										
Estimate:										11,175,000
ACTUAL:				0			0			11,175,000
7/31/2022										
Estimate:										11,175,000
ACTUAL:				0			0			11,175,000
8/31/2022										
Estimate:										11,175,000
ACTUAL:				0			0			11,175,000
Total Actual	\$4,515,547	\$29,740,750	\$962,913	\$35,219,209	\$5,947,492	\$31,321,707	\$37,269,199	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**  
**November 01, 2021 through November 30, 2021**

**General Fund**

<input type="checkbox"/> Include Pre Encumbrance	<b>ANNUAL BUDGET</b>	<b>ACTUAL FOR DATE RANGE</b>	<b>ACTUAL FOR YEAR</b>	<b>ENCUMB</b>	<b>BALANCE</b>	<b>% USED</b>
<b>A. Revenue</b>						
1000 Local Taxes (+)	13,361,390.00	858,737.69	4,515,546.64		8,845,843.36	33.8%
2000 Local Support Nontax (+)	1,540,215.00	99,070.55	422,757.11		1,117,958.04	27.4%
3000 State, General Purpose (+)	94,760,713.00	5,409,184.27	21,212,580.72		73,548,132.28	22.4%
4000 State, Special Purpose (+)	20,872,949.00	1,011,000.89	4,448,403.95		16,424,545.05	21.3%
5000 Federal, General Purpose (+)	0.00	0.00	0.00		0.00	0.0%
6000 Federal, Special Purpose (+)	10,602,642.00	997,803.15	1,825,707.41		8,776,934.59	17.2%
7000 Revenues Fr Oth Sch Dist (+)	75,000.00	2,656.88	2,656.88		72,343.12	3.5%
8000 Other Agencies & Associates (+)	4,500.00	0.00	0.00		4,500.00	0.0%
9000 Other Financing Sources (+)	0.00	393,654.00	396,564.00		(396,564.00)	0.0%
<b>TOTAL Revenue</b>	<b>141,217,409.00</b>	<b>8,772,107.43</b>	<b>32,824,216.71</b>		<b>108,393,692.44</b>	<b>23.2%</b>
<b>B. Expenses</b>						
00 Regular Instruction (-)	84,425,892.00	6,825,750.23	20,250,113.85	56,858,672.88	7,317,105.27	91.3%
10 Federal Stimulus (-)	1,721,720.00	28,543.94	212,395.58	80,975.75	1,428,348.67	17.0%
20 Special Ed Instruction (-)	19,862,563.00	1,577,661.69	4,754,876.80	13,944,058.98	1,163,627.22	94.1%
30 Vocational Ed Instruction (-)	5,664,711.00	421,629.48	1,239,420.56	3,440,943.77	984,346.67	82.6%
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	386,927.04	1,165,572.36	3,474,836.55	524,409.09	89.8%
70 Other Instructional Programs (-)	408,629.00	5,203.42	12,370.92	31,939.76	364,318.32	10.8%
80 Community Services (-)	234,647.00	27,205.53	66,623.56	120,347.16	47,676.28	79.7%
90 Support Services (-)	30,950,748.00	2,248,343.66	8,569,625.89	13,209,329.94	9,171,792.17	70.4%
<b>TOTAL Expenses</b>	<b>148,433,728.00</b>	<b>11,521,264.99</b>	<b>36,270,999.52</b>	<b>91,161,104.79</b>	<b>21,001,623.69</b>	<b>85.9%</b>
<b>C. Other Fin Uses Trans Out</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>D. Other Fin Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES</b>						
<b>OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)</b>	<b>(7,216,319.00)</b>	<b>(2,749,157.56)</b>	<b>(3,446,782.81)</b>		<b>87,392,068.75</b>	<b>(62.6%)</b>
<b>F. TOTAL BEGINNING FUND BALANCES</b>	<b>0.00</b>		<b>15,053,688.35</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXX</b>		<b>0.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F+/-G)</b>	<b>(7,216,319.00)</b>		<b>11,606,905.54</b>			
<b>I. ENDING FUND BALANCE ACCOUNTS</b>						
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)		(3,446,782.81)			
<b>TOTALS</b>	<b>(7,216,319.00)</b>		<b>11,606,905.54</b>			

$$\frac{36,271,000}{148,433,728} = 24.44\%$$



**Mead School District No 354**  
**Budget Status Report**  
**Fiscal Year 2021-22**  
**November 01, 2021 through November 30, 2021**

**Capital Projects Fund**

☐ Include Pre Encumbrance

**A. Revenue**

	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR DATE RANGE</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMB</u>	<u>BALANCE</u>	<u>% USED</u>
1000 Local Taxes (+)	0.00	0.00	0.00		0.00	0.0%
2000 Local Support Nontax (+)	225,000.00	59,642.70	75,363.00		149,637.00	33.5%
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%
<b>TOTAL Revenue</b>	<b>225,000.00</b>	<b>59,642.70</b>	<b>116,772.81</b>		<b>108,227.19</b>	<b>51.9%</b>

**B. Expenses**

10 Sites (-)	2,400,000.00	0.00	0.00	0.00	2,400,000.00	0.0%
20 Buildings (-)	5,730,000.00	252,517.31	1,602,998.49	43,211,050.31	(39,084,048.80)	782.1%
30 Equipment (-)	1,524,000.00	349,639.95	945,937.54	561,626.65	16,435.81	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%
<b>TOTAL Expenses</b>	<b>9,654,000.00</b>	<b>602,157.26</b>	<b>2,548,936.03</b>	<b>43,772,676.96</b>	<b>(36,667,612.99)</b>	<b>479.8%</b>

**C. Other Fin Uses Trans Out**

**D. Other Fin Uses**

**E. EXCESS OF REVENUES/OTHER FIN. SOURCES**

<b>OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)</b>	<b>(9,429,000.00)</b>	<b>(542,514.56)</b>	<b>(2,432,163.22)</b>		<b>36,775,840.18</b>	<b>(427.9%)</b>
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**F. TOTAL BEGINNING FUND BALANCES**

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

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

**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)	8,667,870.14
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	1,889,378.87
G/L 890 Unassigned Fund Balance (H - I)	0.00	0.00
<b>TOTALS</b>	<b>668,151.00</b>	<b>10,598,658.82</b>

**Mead School District No 354**  
**Budget Status Report**  
**Fiscal Year 2021-22**  
**November 01, 2021 through November 30, 2021**

**Debt Service Fund**

☐ Include Pre Encumbrance

	<b>ANNUAL BUDGET</b>	<b>ACTUAL FOR DATE RANGE</b>	<b>ACTUAL FOR YEAR</b>	<b>ENCUMB</b>	<b>BALANCE</b>	<b>% USED</b>
<b>A. Revenue</b>						
1000 Local Taxes (+)	0.00	1,059,606.73	5,569,708.42		(5,569,708.42)	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%
<b>TOTAL Revenue</b>	<b>0.00</b>	<b>1,059,606.73</b>	<b>5,569,708.42</b>		<b>(5,569,708.42)</b>	<b>0.0%</b>
<b>B. Expenses</b>						
Matured Bond Expenditures (-)	0.00	0.00	0.00	0.00	0.00	0.0%
Interest on Bonds (-)	0.00	0.00	0.00	0.00	0.00	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%
<b>TOTAL Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>1,626.58</b>	<b>0.00</b>	<b>(1,626.58)</b>	<b>0.0%</b>
<b>C. Other Fin Uses Trans Out</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>D. Other Fin Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)</b>	<b>0.00</b>	<b>1,059,606.73</b>	<b>5,568,081.84</b>		<b>(5,568,081.84)</b>	<b>0.0%</b>
<b>F. TOTAL BEGINNING FUND BALANCES</b>	<b>0.00</b>		<b>3,533,185.86</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXX</b>		<b>0.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F+/-G)</b>	<b>0.00</b>		<b>9,101,267.70</b>			
<b>I. ENDING FUND BALANCE ACCOUNTS</b>						
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		9,101,267.70			
<b>TOTALS</b>	<b>0.00</b>		<b>9,101,267.70</b>			

**Mead School District No 354**  
**Budget Status Report**  
**Fiscal Year 2021-22**  
**November 01, 2021 through November 30, 2021**

**Associated Student Body Fund**

☐ Include Pre Encumbrance

	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR DATE RANGE</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMB</u>	<u>BALANCE</u>	<u>% USED</u>
<b>A. Revenue</b>						
1000 General Student Body (+)	865,194.00	39,611.57	228,136.01		637,107.99	26.4%
2000 Athletics (+)	490,837.00	7,529.13	150,543.11		340,293.89	30.7%
3000 Classes (+)	914,200.00	86,602.81	264,504.34		649,695.66	28.9%
4000 Clubs (+)	139,800.00	1,707.50	7,061.71		132,738.29	5.1%
6000 Private Moneys (+)	161,200.00	2,034.07	5,277.66		155,922.34	3.3%
<b>TOTAL Revenue</b>	<b>2,571,231.00</b>	<b>137,485.08</b>	<b>655,522.83</b>		<b>1,915,758.17</b>	<b>25.5%</b>
<b>B. Expenses</b>						
1000 General Student Body (-)	654,155.00	20,748.36	77,028.89	5,770.58	571,355.53	12.7%
2000 Athletics (-)	768,500.00	50,570.20	154,977.87	41,684.69	571,837.44	25.6%
3000 Classes (-)	1,012,944.00	50,212.36	148,228.74	34,134.59	830,580.67	18.0%
4000 Clubs (-)	169,314.00	4,614.75	5,317.13	0.00	163,996.87	3.1%
6000 Private Moneys (-)	167,962.00	1,358.62	1,735.38	1,212.09	165,014.53	1.8%
<b>TOTAL Expenses</b>	<b>2,772,875.00</b>	<b>127,504.29</b>	<b>387,288.01</b>	<b>82,801.95</b>	<b>2,302,785.04</b>	<b>17.0%</b>
<b>C. Other Fin Uses Trans Out</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>D. Other Fin Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES</b>						
<b>OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)</b>	<b>(201,644.00)</b>	<b>9,980.79</b>	<b>268,234.82</b>		<b>(387,026.87)</b>	<b>8.5%</b>
<b>F. TOTAL BEGINNING FUND BALANCES</b>	<b>1,062,292.00</b>		<b>1,101,349.36</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXX</b>		<b>0.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F+/-G)</b>	<b>860,648.00</b>		<b>1,369,584.18</b>			
<b>I. ENDING FUND BALANCE ACCOUNTS</b>						
G/L 810 Restricted For Other Items (-)	0.00		0.00			
G/L 840 Nonsprnd 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		1,369,584.18			
<b>TOTALS</b>	<b>860,648.00</b>		<b>1,369,584.18</b>			

**Mead School District No 354**  
**Budget Status Report**  
**Fiscal Year 2021-22**  
**November 01, 2021 through November 30, 2021**

**Transportation Vehicle Fund**

☐ Include Pre Encumbrance

	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR DATE RANGE</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMB</u>	<u>BALANCE</u>	<u>% USED</u>
<b>A. Revenue</b>						
1000 Local Taxes (+)	0.00	0.00	0.00		0.00	0.0%
2000 Local Support Nontax (+)	2,500.00	92.30	625.06		1,874.94	25.0%
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%
<b>TOTAL Revenue</b>	<b>592,500.00</b>	<b>92.30</b>	<b>625.06</b>		<b>591,874.94</b>	<b>0.1%</b>
<b>B. Expenses</b>						
Type 30 Equipment (-)	1,100,000.00	146,180.91	419,514.60	138,391.17	542,094.23	50.7%
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%
<b>TOTAL Expenses</b>	<b>1,100,000.00</b>	<b>146,180.91</b>	<b>419,514.60</b>	<b>138,391.17</b>	<b>542,094.23</b>	<b>50.7%</b>
<b>C. Other Fin Uses Trans Out</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>D. Other Fin Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTHER FIN USES (A-B-C-D)</b>	<b>(507,500.00)</b>	<b>(146,088.61)</b>	<b>(418,889.54)</b>		<b>49,780.71</b>	<b>(50.6%)</b>
<b>F. TOTAL BEGINNING FUND BALANCES</b>	<b>595,338.00</b>		<b>564,187.56</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXX</b>		<b>0.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F+/-G)</b>	<b>87,838.00</b>		<b>145,298.02</b>			
<b>I. ENDING FUND BALANCE ACCOUNTS</b>						
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		145,298.02			
<b>TOTALS</b>	<b>87,838.00</b>		<b>145,298.02</b>			