



**Minutes from the Regular Meeting of the Board of Directors
Monday, March 14, 2022**

The Board of Directors held a Regular Board Meeting on Monday, March 14, 2022. This meeting was held in-person and virtually via a Zoom link posted on the Mead School District website. Directors Denholm, Olson, Cannon and Gray were present. Director Burchard was excused. Also attending were Superintendent Shawn Woodward, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

I. Pledge of Allegiance

The meeting began with Vice-President Denholm asking all to rise for the Pledge of Allegiance.

II. Approval of Agenda

Director Gray made a motion to approve the meeting agenda, as amended. (New Business, Item D – Superintendent Contract Extension, was postponed until March 28, 2022, so that all board members can be present and vote on the extension of Superintendent Woodward's contract.) Director Olson seconded the motion. The motion carried unanimously.

III. Approval of Minutes

Director Olson made a motion to approve the minutes of the February 28, 2022, Regular Board Meeting and March 8, 2022, Board Work Session, as presented. Director Cannon seconded the motion. The motion carried unanimously.

IV. Proclamation – Education Support Professionals Week

Superintendent Woodward, noting the recruitment video featuring Mead School District employees who work as Education Support Professionals shared at the February 28th board meeting, expressed his personal thanks and appreciation for the vital work performed by all Education Support Professional employee groups. Prior to reading Governor Inslee's official proclamation declaring March 14-18 Education Support Professionals Week, Superintendent Woodward shared, now that COVID restrictions have been relaxed, there will be a return to having staff, including those serving as Education Support Professionals, attend board meetings where their contributions to the Mead School District can be celebrated.

V. Remarks for the Good of the Schools – Public Comment

Vice-President Denholm, noting no one from the community signed-up to share Public Comments, opened the floor for board member comments.

Regarding Elementary Conferences that took place March 9-11, Director Gray noted it was great for parents to be in schools. She additionally shared her personal positive experience attending the conferences for her children and expressed thanks to all elementary school teachers and staff for the time and effort that goes into providing this opportunity for parents and teachers to meet.

Director Olson positively commented on the regional Emergency Training Exercise that took place at Mead High School on Saturday, March 12th. He noted streets were blocked off and that Superintendent Woodward participated in the exercise.

Regarding the training exercise, Superintendent Woodward noted how impressed he was with the coordination of the many law enforcement agencies that took part and the leadership he observed, sharing the community should have great confidence in the individuals who work as

first responders. The exercise involved a three-year planning process with Business & Operations Assistant Superintendent Jared Hoadley participating on behalf of the district. Superintendent Woodward thanked the nearly 50 students and staff who participated. The day included the opportunity for first responders to practice multiple scenarios including a hostage situation, bomb situation and school shooting.

Director Olson, proud grandfather of 2021 Mt. Spokane High School graduate Tyson Degenhart, who plays basketball for Boise State, shared the team qualified for the upcoming NCAA Men's Basketball Tournament and will play in Portland on Thursday, March 17th.

VI. Continuing Business
3rd Reading Policy 6220 Revision & Procedure 6220 Adoption
Bid or Request For Proposal Requirements

Lead Accountant Dylan Hance presented a revision to Policy 6220, and the adoption of Procedure 6220, Bid or Request for Proposal Requirements, for third reading consideration. The policy was adopted on August 16, 1978, and amended/revised as follows: 5/28/80, 9/11/85, 2/14/95, 11/14/95 & 8/19/13. The district does not currently have a procedure to accompany Policy 6220 and, therefore, the presented draft procedure would be new for the district.

WSSDA Sample Policy 6220 is the template for the presented revision to Policy 6220. Due to the extensive nature of the revisions, they were presented as a standalone document with current Policy 6220 provided for reference. WSSDA Sample Procedure 6220 is the template for the presented procedure adoption.

The presented policy revision aligns the policy to current state/federal laws and current district practices. The policy revision divides procurement into two major categories: (1) Procurement and Public Works Using Non-Federal Funds and (2) Procurement Using Federal Funds. In both categories purchase threshold amounts requiring bids/quotes have been adjusted to reflect current state and/or federal law.

As required in the policy, the presented procedure establishes bidding and contract awarding procedures consistent with state and federal law. The presented procedure aligns with current district practices.

No second reading (February 28, 2022) changes were recommended.

In response to a question from Director Olson, Mr. Hance shared the district is considered a low-risk auditee.

Director Cannon made a motion to approve the revision to Policy 6220 and adoption of Procedure 6220, Bid or Request For Proposal Requirements, as presented. Director Gray seconded the motion. The motion carried unanimously. Links to Policy 6220 and Procedure 6220 are available on the Mead School District website.

VII. New Business
A. Consent Agenda

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

Consent Agenda

1. Hired Certificated Personnel:

Jeff Naslund	Prairie View	Cert	1.0 FTE Continuing Principal effective 7/1/22 (vacating Mead High Principal position)
Sarah Alkire	Special Services	Cert	1.0 FTE Continuing SLP effective 3/14/22

2. **Hired Classified Personnel:**

Laura Williams	Evergreen	Class	6.25 hrs/day Para Ed effective 2/14/22
Rachel Hardman	Mt. Spokane	Class	5.0 hrs/day Cook II effective 3/2/22
Hugo Mejia Moreno	Maintenance	Class	8 hrs/day Irrigation Specialist effective 3/7/22
Cassandra Earp	Evergreen	Class	6.5 hrs/day 2 nd Semester Leave Replacement Para Ed effective 2/24/22

3. **Hired Certificated Substitutes:**

Kenneth Shelton	Michael Craballo	Kendy Urzua Valadez	Jennifer Valerien
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4. **Hired Classified Substitutes:**

Julian Medina	Rya Stadelman	Catherine Sells-Greer	Elizabeth Bennett
Kelly Twenge	Dianne Figueroa	Amy Bruce	

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, **March 14, 2022**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 104949 to 105193** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 645,435.06
General Fund - PR	10,520,527.29
ASB Fund	68,365.67
Capital Projects Fund	56,700.61

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

Jonathan Klins	Skyline	Class	3/2/22 - 6/2/22
Dana Rowan	Mead High	Cert	4/11/22 & 4/12/22

7. **Declared the Following Items as Surplus:**

<u>Item</u>	<u>Quantity</u>
Computer Carts	300
Cloth Chairs	40
Rectangular Tables	12
Trapezoid Tables	2
Podiums	2
Plastic Carts	3
Metal Desks	8
Book Shelf w/ no Shelves	1
Metal Carts	6
Art Tables	2
Small Rectangular Tables	2
Round Table	1
Small Wood Table	1
Large Wood Desk	1
U Shaped Tables	2
Metal Book Cart	1
Tables	6
Plastic Round Table on Wheels	1
Small Tech Tables	2
Long Rectangular Tables	2
Folding Tech Table	2
Fellowers Shredder	1
Isolation Desks	2
Wood Shelf/Cubby	1
Wood Book Shelf	1
Laminate Book Cases	2
Wood Chest	1
U Shaped Desk	1
Metal/Wood Stool	1
Cloth Office Chair w/ Wheels	1

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

Jamie Nadherny	Mountainside	Class	Resignation effective 3/18/22 (Para Ed)
Eddy Medrano	Mt. Spokane	Class	Resignation effective 3/4/22 (Para Ed)

**B. Student Travel Proposal
Mead High School Debate**

Darren Nelson, Director of Secondary Education, presented a request from the Mead High School Debate Team, plus Debate Coach/Teacher Michael Stovern, to travel to Washington DC, May 25-30, 2022, to participate in Debate Nationals. Five team members have qualified for this national tournament.

The estimated per student cost is \$1,400. Mead High's DECA program has agreed to help sponsor this trip for students. ASB funds will cover the travel costs for Mr. Stovern. Students will miss three days of school (May 25-27) and Mr. Stovern will need a substitute teacher these same three days. Sub costs will be covered by the Mead High School Building Budget.

Director Cannon made a motion to approve the presented trip from the Mead High School Debate Team to travel to Washington, DC, May 25-27, 2022, to compete at Debate Nationals. Director Gray seconded the motion. The motion carried unanimously.

**C. Resolution 22-03
Capital Facilities Plan**

Facilities & Planning Director Ned Wendle presented Resolution 22-03, Capital Facilities Plan, for board consideration. The Mead School District has a long history of convening an advisory Facilities Planning Committee, on a six-year cycle, to study its capital facility needs.

The development of a long-range Capital Facilities Plan, based on a district-wide needs assessment with equitable input from the Mead community, which includes a list of the capital projects the district should undertake over the next six years, indicating the type of project, the cost, potential sources of funding and the year the project is needed, is a beneficial tool in determining and prioritizing long-range capital facility needs.

A committee of 12-14 community members, equitably representing all school/stakeholder groups, is recommended. The committee will additionally include a professional facilities planning consultant with Mr. Wendle serving as the district liaison on the committee. The committee will start its work in September 2022 and present an Interim Report to the board in January 2023, followed by a Final Report in April 2023.

In response to board questions, Mr. Wendle assured the opportunity to serve on the committee will be advertised to the community at large and that selection of members will involve an application process. He will also reach out to building principals asking for potential committee member recommendations. Superintendent Woodward also emphasized the importance of the committee including a very good cross-section of the community and the need for a fair selection process.

In response to a question from Director Cannon, Mr. Wendle shared the committee's recommendation will not be limited to "new" projects but will also include large repair and/or renovation projects.

Superintendent Woodward shared that, when finalized, the board will be briefed on the most recent Davis Demographic information. The enrollment projections in this report will help inform the work of the Facilities Planning Committee.

Understanding a large-scale Capital Facilities Plan takes place on a six-year cycle, Director Cannon inquired about how annual needs are addressed. Mr. Wendle reported that, working collaboratively with Maintenance Director Travis Bown, projects are identified, prioritized and budgeted for each year.

In response to a question from Director Olson, Mr. Wendle reported design/planning for a new school typically takes one year followed by 18 months to construct a middle school and 16 months for an elementary school.

Director Gray, who has heard from patrons regarding both of these issues, asked about middle school tracks and bleachers at Mead High School and how these types of projects fit into a six-year plan. In response, Mr. Wendle stated a small project, like the bleachers at Mead High, is typically not included in a bond. Regarding middle school tracks, Mr. Wendle shared middle schools throughout the region do not have tracks. He additionally reported bond monies were recently used to replace/upgrade the tracks at both Mead High School and Mt. Spokane. Both of these outdoor facilities are available to host middle school track meets.

Superintendent Woodward, noting Mr. Wendle has a comprehensive list of projects in the works and planned, indicated this information can be forwarded to the board.

Director Olson made a motion to adopt Resolution 22-03, Capital Facilities Plan, as presented. Director Cannon seconded the motion. The motion carried unanimously. A copy of Resolution 22-03 is attached.

VIII. Reports

A. Union Stadium Usage Update

Facilities & Planning Director Ned Wendle shared information regarding Union Stadium usage and reviewed how the fee schedule for the facility, approved by the board in August 2021, was created. District events take priority over usage of the facility by outside groups. The fees charged to outside groups are used to cover direct costs related to usage including custodial fees and utilities. Per district policy, and for safety reasons, a district employee must be on site when Union Stadium is used by an outside entity. Mr. Wendle reviewed the four usage categories and the associated fees for each. Regarding how fees charged to rent Union Stadium compare to similar properties throughout the state, Mr. Wendle reported they are very similar.

In determining the cost for an outside organization, the base fee is determined using the approved fee schedule. Additional charges vary based on the number of spectators in attendance. Examples shared included the Gonzaga University graduation that took place last spring and home football games for Spokane Public Schools that are hosted at Union Stadium while their new stadium is being built. Mr. Wendle additionally shared there is a minimal fee charged to outside groups to use the grass soccer fields adjacent to Union Stadium. The monies generated help offset maintenance costs.

Director Gray requested additional accounting information and Director Cannon wondered what the cost to the district would be if no one was charged to use Union Stadium. Mr. Wendle will compile that information and share it with board members.

Director Denholm noted the need to cover direct costs and Director Cannon shared he would like to explore looking at usage fees through the lens of family/Mead Community groups versus renting to groups from the larger regional community.

B. Superintendent's Report

In an effort to demystify school finance, Superintendent Woodward shared information on how the district plans to inform and educate the community on district finances. This included a draft infographic, one of five that are planned, put together by Public Information Officer Todd Zeidler and Chief Financial Officer Heather Ellingson. The infographic includes revenue sources and expenditure categories. While currently in rough draft form, when finalized and posted on the district's website, the community will have the ability to click a revenue or expenditure category and drill down to learn more. For expenditures patrons will be able to learn specific

details regarding how money is spent. Superintendent Woodward invited the board to look over the draft infographic, give it some thought, and provide feedback.

Director Cannon was very complimentary noting it is a move in a good direction. Director Gray, who has been asking for monthly expense information, noted the information provided could easily translate from yearly to monthly expenditures.

IX. Adjourn

The meeting was adjourned at 6:55 pm.

President

Secretary



**RESOLUTION 22-03
Capital Facilities Plan**

WHEREAS, the Mead School District No. 354 (district) desires to study its capital facility needs on a district-wide basis, and

WHEREAS, the district also recognizes the need to create a long-range Capital Facilities Plan,

NOW THEREFORE BE IT RESOLVED, that the Board of Directors authorizes the development of a six-year Capital Facilities Plan (plan) based on a district-wide needs assessment, and

FURTHER, the Board of Directors authorizes the convening of an advisory Facilities Planning Committee (committee) for the purpose of developing the plan, and

FURTHER, the Board of Directors authorizes the selection of patrons of the district to equitably represent the district and serve on the advisory committee, and

FURTHER, the Board of Directors charges the advisory committee with the following responsibilities and obligations:

1. Review student enrollment projections.
2. Review physical conditions of existing school and non-school buildings.
3. Review space and service standards for the district's school buildings.
4. Validate the existing space and service standards or suggest new standards.
5. Make a forecast of the need to:
 - a. Construct new school and non-school buildings.
 - b. Expand existing school and non-school buildings.
 - c. Modernize existing school and non-school buildings.
 - d. Acquire new building sites.
 - e. Identify other school and non-school facility needs such as life safety, handicapped access, site work, infrastructure, and deteriorated or obsolescent systems in need of replacement.

Create the plan, which includes a list of the capital projects the district should undertake over the next six years, indicating the type of project, the cost, potential source of funds, and the year the project is needed.

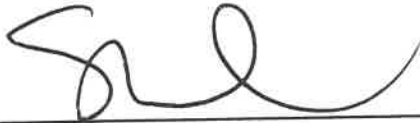
Analyze the district's ability to pay for the needed capital projects; analyze sources of potential revenue; and develop a viable plan for financing the list of capital projects, including identifying the sources of financing such as state matching funds and bond issues.

Conduct one or more public forums and solicit patron input on the plan, and revise the plan as necessary based on patron comments.

Present the findings, conclusions, and recommendations of the plan to the Board of Directors of the district in an Interim Report in January 2023, and a Final Report in April 2023.

Dated this 14th day of March, 2022

Attest:



Secretary to the Board

**Mead School District No. 354
Board of Directors**

