



**Minutes from the Regular Meeting of the Board of Directors
Monday, February 24, 2020**

The Board of Directors held a Regular Board Meeting on Monday, February 24, 2020. The meeting began at 6 pm and was held at the Mead School District Administration Office. Directors Green, Burchard, Olson, Denholm and Cannon were present. Also attending were Superintendent Shawn Woodward, Chief Financial Officer Wayne Leonard and Assistant Superintendents Jared Hoadley, Ralph Thayer, Heather Havens and Kevin Peterson.

I. Approval of Agenda

Director Denholm made a motion to approve the agenda, as presented. Director Burchard seconded the motion. The motion carried unanimously.

II. Approval of Minutes

Director Olson made a motion to approve the minutes of the Regular Board Meeting of February 10, 2020, and Special Board Meeting of February 18, 2020, as presented. Director Denholm seconded the motion. The motion carried. (Directors Burchard and Cannon abstained as they were not in attendance for the February 10, 2020, Regular Board Meeting.)

III. Remarks for the Good of the Schools

ASB President Allison McKernan, accompanied by next year's ASB President Jared Schung, presented a brief review of the academic, athletic, leadership and music events recently completed and upcoming at Mt. Spokane High School. The gymnastics team placed 4th at State and the wrestling team, for the third year in a row, was the State 3A Champion. Mt. Spokane is home to two winter WIAA Academic State Champions - Cheer and Drama. Spring sports start March 2nd. Mt. Spokane senior Klaire Perry has been selected as a member of the 2020 Lilac Court, on February 28th. Mt. Spokane is hosting a 4th & 5th grade "Math is Cool" competition and the ASB Class is holding the school's annual Spring Blood Drive in April.

Superintendent Woodward, who recently attended the Mountainside Middle School *Evening of Excellence*, where he introduced Allison McKernan, the event keynote speaker, was very complimentary of her inspiring remarks. Allison is a former Mountainside student. *Evening of Excellence* recognizes students who for 1st semester have earned a 3.5 or better GPA.

Staff & Student Recognition: A reoccurring agenda item at board meetings is the opportunity for each school, on an assigned night, to recognize the accomplishments of students and staff.

Principal Christine Spinnell recognized Midway's Shark Council for their positive impact on the overall culture at Midway. This 19-member student service group includes Kylie Kimball, Aaron Shaw, Leighton Emch, Brody Three Stars, Jack Carleton, Kenzie McComb, Addison Douglass, Payton Twenge, Avery Davidson, Keely Keltz, Karlee Anderson, Callie Gobbie, Ensley Breeden, Brycen Phillips, Maddie Naslund, Naomi Flann, Carson Rue, Lily Hernandez & Gavin Souza.

These student leaders conduct tours for new students, monitor the Friendship Bench at recess and sponsor school-wide fundraisers for community partners like Second Harvest, Joya & Generation Alive. Shark Council advisors are Tia Rupe, Suzanne Bofenkamp & Kristen Labrie.

Learning Services Associate Executive Director Rob Haugen recognized the district's ELD team who provides services to 383 ELL students. During the district's recent Consolidated Program Review OSPI commended Mead's ELD program stating, "Mead has an exemplary ELD program."

The care of students and quality of instruction is excellent at every level." Mead's ELD staff includes: Petronia Balcheva, Maud Hancock, Anna James, Jane McCarville, Sarah Moureaux, Kim Perdue, Abby Tompkins, Thereza Vahlstrom, Amy Hegwood, Cherie Eggleston, Tiffany Bond, Connie Faria, Sally Minnis, Leigh-Ann Thompson, Ruth Trigg, Lehsley Whitman & Beata Smith.

Mr. Haugen additionally recognized the "above and beyond" efforts of Learning Services Specialist Cherie Eggleston who was the point person responsible for providing OSPI with all required documentation for the district's recent Consolidated Program Review.

Director Olson referenced Jaden Baer, a Mead High School junior who was very recently diagnosed with an inoperable brain tumor and the *Go Fund Me* site established on his behalf.

IV. Learning Services Report

Learning Services Assistant Superintendent Heather Havens introduced Mark St. Clair (Learning Services Director), Rob Haugen (Learning Services Associate Executive Director), principals Laura Duchow (elementary), Gregg Hare (middle school) and Darren Nelson (high school). Ms. Havens explained these individuals, along with several "teacher leaders" in attendance, would be helping with the Learning Services Report.

The Mead School District began its PLC (Professional Learning Community) journey 1.5 years ago. Throughout this journey a constant theme has been the need for additional dedicated learning time for teacher PLCs to meet. To address this need Learning Services shared a potential late start option with supporting rationale. Report highlights included:

- **Celebrations** . . . 94% graduation rate, test scores 10-15 percent above state averages and the many academic, art, activity and athletic opportunities available to Mead School District students.
- **Areas to Improve** . . . Systemic opportunity gaps exist. For example 30% of students are not meeting ELA proficiency standards on state assessments. These include special education students, ELL students, low income students and homeless students.
- **Core Beliefs** . . . We must improve learning for all students. We must address equity issues. Effective teams in PLCs produce the best educational practices to ensure high levels of learning for each child.
- **Work To Be Accomplished During Late Start PLC Time** . . . By unit, by student and by skill ten action steps were shared. These include (1) determining priority standards, (2) writing student friendly learning targets, (3) creating common formative assessments, checks for understanding and evidence of student learning aligned to priority standards, (4) constructing summative assessments aligned to priority standards, (5) mapping the unit pacing guide, (6) researching, learning and sharing effective instructional strategies, (7) designing intervention and extension ideas, (8) analyzing results of formative assessments and other evidence of learning, (9) determining learning gaps and skill deficits for interventions and (10) organizing groups of students for extensions and interventions.
- **Proposal** . . . Teacher daily start and end times do not change. Students add 10 minutes of instruction time four days per week. On one day per week (Wednesday) students arrive 30 minutes late. On the late start day buses would pick up students 30 minutes later than on the other four days.

Current elementary start time is 9:10 a.m. That would change to 9 a.m. four days each week with school starting at 9:30 a.m. on the late start day.

Current middle school start time is 8:15 a.m. That would change to 8:05 a.m. four days each week with school starting at 8:35 a.m. on the late start day.

Current high school start time is 8:10 a.m. That would change to 8 a.m. four days each week with school starting at 8:30 am on the late start day.

In conclusion, Ms. Havens shared that the proposed Wednesday late start time would be sacred. No staff meetings or IEP meetings would be scheduled.

Director Denholm referenced the need for accountability and assurances that the time would be used by teachers for the intended purpose. Superintendent Woodward stated that multiple measures would be employed to determine effectiveness. Over the course of 3-5 years the district would be looking for/expecting significant growth in achievement for all students.

Director Burchard asked about current Learning Improvement Days and how those are utilized. Additional take-aways included his surprise at the number of instructional minutes Mead students have as compared to neighboring school districts and learning that Mead is the only district in the Spokane region that does not currently have regular late start or early release days to facilitate teacher collaboration. His concerns included the loss of one morning each week for students to come in for extra help and the hardship of a late start one day each week on working parents. Ways to mitigate the impact on working parents was discussed.

Director Olson liked the fact that the proposal actually increases overall instructional time for students.

Director Cannon expressed his total support for the PLC concept. However, before moving forward with a late start option he shared the following concerns/considerations he feels the board must weigh:

- Concern about the impact on parents/families.
- Concern that the proposal does not accomplish enough for the amount of impact. If the district is going to change the schedule and impact families what else can we get out of a schedule change?
- Need to factor a late start into the district's Strategic Plan to see what else can be accomplished with a schedule change.
- Need to consider the message received from the last levy vote and the impact this might have on the upcoming February 2021 levy. Concern that this may not be the right message at this time. No matter how we "educate" families about the need for a late start there is the potential it is going to be seen as the district asking for more while at the same time impacting families.
- Could the district start smaller? Is there a way to be creative with the current schedule and planning time?
- Concern that the public has not seen this proposal. Many teachers are in attendance but very few parents. Parents are the district's biggest stakeholder group and they need to hear about and weigh in on the proposal before a decision is made.
- Need to know what can be expected in terms of progress if the schedule is changed. He also wonders what happens if in three years there is not significant progress toward closing achievement gaps.
- Does the teacher union need to approve the schedule change?

The need for excellent communication regarding any late start proposal was discussed. Ms. Havens indicated if the district were to move forward with a late start for the 2020/21 school year it would be good to make the decision sooner rather than later. Learning Services is open to ideas on how to communicate with parents.

Director Green shared that school boards throughout the United States have found that effective PLCs will not happen if they do not have dedicated time to meet and plan. She sees investment in PLCs to be a positive for student learning.

In conclusion, Superintendent Woodward shared the district would put together both a communication plan and a plan for mitigating the impact on families. Ms. Havens invited board members to reach out to her with additional questions.

V. Council for Learning Improvement Report – 6th Grade Center

Principal Barb Pybus, accompanied by Principal Assistant AJ Blumel and teacher leaders Tiffany Byrd, Joilyn Madsen, Kristi Amend and Andrea Knaggs who assisted with the presentation, thanked the board for the opportunity to share the 6th Grade Center Learning Improvement Plan.

The three 6th Grade Center *Areas of Focus* for the 2019/2020 school year are:

Priority #1: Using MAP ELA & Math growth data, focus on Tier I instruction to provide high levels of learning for all. 6GC students reached the 86th percentile in reading and met their projected growth. In math they reached the 66th percentile and outpaced their projected growth.

Priority #2: Via Access/Homeroom time, focus on academic skills and interventions. These include focusing on *Skills for Success* such as binder organization, team building opportunities such as planning a school-wide door decorating plan and digital citizenship lessons.

Priority #3: Using *Character Strong*, focus on social emotional learning.

In conclusion, Ms. Pybus stated she is “grateful for the opportunity to work with the 6GC staff . . . they are a group of incredible educators.” The 6GC staff came together, knowing it was for one year only, and have provided an exceptional learning opportunity for students. As these teachers transition to three different middle schools next year, Ms. Pybus expressed confidence they will be strong teacher leaders in their new schools.

Director Green thanked Ms. Pybus for the sacrifice and hard work associated with opening a school that is only operating for one year.

VI. Continuing Business - None

A. Second Reading Procedure 5010 Revision Nondiscrimination and Affirmative Action

Student Services Assistant Superintendent Jared Hoadley presented for second reading consideration a revision to Procedure 5010, Nondiscrimination and Affirmative Action. This procedure was adopted on May 8, 2006, and last revised on June 22, 2015.

Since the procedure was last revised state law has changed and written complaints no longer need to be signed. The presented draft revision updates Procedure 5010 to comply with current law and satisfies Consolidated Program Review requirements.

No changes were recommended at the February 10, 2020, first reading.

Director Cannon made a motion to approve the revisions to Procedure 5010, Nondiscrimination and Affirmative Action, as presented. Director Denholm seconded the motion. The motion carried unanimously.

B. Second Reading Procedure 3210 Revision Nondiscrimination

Student Services Assistant Superintendent Jared Hoadley presented for second reading consideration a revision to Procedure 3210, Nondiscrimination. This procedure was adopted on March 14, 1995, and last revised on April 27, 2015.

Since the procedure was last revised state law has changed and written complaints no longer need to be signed. The presented draft revision updates Procedure 3210 to comply with current law and satisfies Consolidated Program Review requirements.

No changes were recommended at the February 10, 2020, first reading.

Director Cannon made a motion to approve the revision to Procedure 3210, Nondiscrimination, as presented. Director Denholm seconded the motion. The motion carried unanimously.

VII. New Business

A. Consent Agendas A & B

Director Denholm made a motion to approve Consent Agenda A, as presented. Director Olson seconded the motion. The motion carried unanimously. Director Burchard made a motion to approve Consent Agenda B, as presented. Director Denholm seconded the motion. The motion carried. Director Green abstained.

B. Student Travel Request Mead High & Mt. Spokane Jazz Choirs

Student Services Assistant Superintendent Jared Hoadley presented a request from the Mead High and Mt. Spokane Jazz Choirs to travel to Edmonds, Washington, March 4-6, 2020, to participate in the DeMiero Jazz Festival. A total of 32 students will participate (21 from Mt. Spokane and 11 from Mead High). In addition to Tobin Eyestone (Mt. Spokane choir teacher) and Emily McKinney (Mead High choir teacher), 2-3 additional chaperones will travel with students. Students will miss two days of school.

The per student cost for Mead High students is \$267 plus meal money and the per student cost for Mt. Spokane students is \$169 plus meal money. The cost is higher for Mead High because fewer students are covering the Mead High share of the charter bus.

Following discussion, Director Cannon made a motion to approve the request from Mead High and Mt. Spokane Jazz Choirs to travel to Edmonds, Washington, March 4-6, 2020, to participate in the DeMiero Jazz Festival, provided the per student cost is adjusted so that each student, whether from Mead High or Mt. Spokane, is paying the same amount of money. Director Denholm seconded the motion. The motion carried unanimously.

C. Student Travel Request Mead High Yearbook

Student Services Assistant Superintendent Jared Hoadley and yearbook teacher/advisor Makena Busch presented a request from Mead High School Yearbook to travel to New York City (Columbia University), March 17-20, 2020, to participate in the CSPA Spring Conference. Six female students and Ms. Busch will make the trip. Students will miss three days of school. The estimated per student cost is \$370 (registration, meals & attractions). The remainder of the costs associated with the trip will be covered by the Mead High Yearbook ASB account.

Director Olson made a motion to approve the Mead High Yearbook request to travel to New York City, March 17-20, 2020, to participate in the CSPA Spring Conference, as presented. Director Denholm seconded the motion. The motion carried unanimously.

D & E. Student Travel Request Mead High School State DECA & National DECA

Student Services Assistant Superintendent Jared Hoadley and DECA teacher/advisor Brandon Butler presented two requests from Mead High School DECA. The first request is for State DECA taking place in Bellevue, Washington, March 5-7, 2020. The second request is for DECA Nationals taking place in Nashville, Tennessee, April 28 - May 4, 2020.

36 students and five adult chaperones, including Mr. Butler, will travel to Bellevue for State DECA. Students will miss two days of school and the group will travel by charter bus. The estimated per student cost is \$50. It is anticipated four students and two adult chaperones, including Mr. Butler, will travel to Nashville for DECA Nationals. Students will miss five days of school and the estimated per student cost is \$700.

Director Cannon made a motion to approve the Mead High School DECA requests to travel to Bellevue, Washington, March 5-7, 2020, for State DECA and to travel to Nashville, Tennessee, April 28 - May 4, 2020, for DECA Nationals, as presented. Director Burchard seconded the motion. The motion carried unanimously.

**F. Student Travel Request
Mead High Spring Leadership Camp**

Student Services Assistant Superintendent Jared Hoadley, with input from teacher Brandon Butler, presented a request from Mead High School for students to travel to Chewelah Peak for Spring Leadership Camp, March 15-17, 2020. It is anticipated 120 students will participate. Mead High school ASB advisor/teacher Randy Mickelsen, along with several Mead High staff members (mix of male and female), will serve as Senior Counselors at Camp. Students will miss two days of school. The estimated per student cost is \$145 and scholarship funds are available.

Director Cannon made a motion to approve Mead High's request for students to travel to Chewelah Peak for Spring Leadership Camp, March 15-17, 2020, as presented. Director Denholm seconded the motion. The motion carried unanimously.

**G. First Reading Policy & Procedure 3115 Revision
Homeless Students: Enrollment Rights and Services**

Student Services Coordinator Kelly Schultz presented for first reading consideration a revision to Policy & Procedure 3115, Homeless Students: Enrollment Rights and Services. This policy/procedure was adopted on September 13, 2004, and last revised on April 27, 2015.

The presented revision updates the policy/procedure to comply with current law and satisfies Consolidated Program Review requirements.

WSSDA Sample Policy/Procedure 3115 was used as the template for the presented revision, which updates current policy/procedure language and expands definitions. Additionally, two new sections/categories have been added. The first adds the requirement of facilitating on-time grade level progression. The second allows a school nurse, school counselor or homeless student liaison to provide informed consent for health care under the conditions/situations set forth in the policy/procedure.

No changes to the presented policy/procedure revision were recommended. The revision will be brought forward as an action item at the next board meeting.

**H. First Reading Policy & Procedure 5282 Adoption
Civility**

Human Resources Director Keri Hutchins presented for first reading consideration the adoption Policy & Procedure 5282, Civility.

WSSDA does not have a civility policy. However, current legal advice recommends districts have a civility policy to address employee conflict within the workplace. Policy 3207/6590, the district's current policy that addresses workplace relationships, has been updated on the student side and is reflected in the 3000 series as 3207. This deals specifically with Harassment Intimidation & Bullying towards students. WSSDA no longer offers a separate 6590 HIB policy as they have instead incorporated harassment towards employees into Policy 5011 Sexual Harassment. The district adopted Policy 5011 in 2015.

In drafting this policy the district utilized sample policies suggested by Clear Risk (district's liability insurance carrier), as well as suggestions provided through recent HR-related trainings. The goal of the Civility policy/procedure is to help employees learn to resolve conflict constructively, promote appropriate models for respectful problem-solving and ensure a safe and productive work and learning environment for staff and students.

No changes to the presented policy/procedure adoption were recommended. The adoption will be brought forward at the next board meeting as an action item.

VIII. Reports

A. Financial Report for the Month of January 2020

Chief Financial Officer Wayne Leonard presented a brief financial report for the month of January 2020. Enrollment for January is up ten students. However, the district is 50 students below budget projections. Regarding SEBB, the district will need a few more months before the true cost of employee medical benefits can be accurately determined.

B. Superintendent's Report and Discussion Items

Superintendent Woodward shared preliminary results from the survey Prairie View families were invited to complete regarding the grade configuration for the new 10th elementary school opening in the Fall of 2021. In this non-binding survey parents were asked if they prefer two K-5 elementary schools, which would necessitate the establishment of two elementary school boundaries on Five Mile, or if they would prefer one school be grades K-2 or 3 and the other school be grades 3 or 4-5 with no boundary adjustment. An administrative recommendation with rationale on the grade configuration for the new school will be presented in the near future.

Beginning in late March, and continuing into early May, Superintendent Woodward will meet with each school staff where he will talk about the strategic planning process, provide a district financial update and facilitate a discussion around the question, "Why do we exist as a school district?" A calendar of these staff meetings will be shared with the board.

IX. Executive Session

A. Review Performance of a Public Employee

At 8:10 pm Director Green called for an Executive Session for the purpose of reviewing the performance of a public employee.

At 8:25 pm Director Green returned the meeting to Open Session.

X. New Business Continued

I. Employee Release

Director Denholm made a motion to release Jamie Kelp, a probationary MAEOP employee, from employment with the Mead School District. Director Olson seconded the motion. The motion carried unanimously.

XI. Closed Session

A. Athletic Code Violation Appeal

At 8:30 pm Director Green called for a Closed Session for the purpose of continuing the Athletic Code Violation Appeal hearing that started on February 10, 2020 and continued on February 18, 2020.

At 9:30 pm Director Green returned the meeting to Open Session. No other business was discussed and no action was taken.

XII. Adjourn

The meeting was immediately adjourned at 9:30 pm.

President

Secretary