



**Minutes from the Regular Meeting of the Board of Directors
Monday, July 20, 2020**

The Board of Directors held a Regular Board Meeting on Monday, July 20, 2020. The meeting began at 2 pm. This was a Zoom Call-In Meeting with the Call-In Phone Number, Meeting ID and Password posted on the Mead School District website. 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 & Heather Havens. This meeting was recorded. The recording is posted on the Mead School District website.

I. Approval of Agenda

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

II. Approval of Minutes

Director Cannon made a motion to approve the minutes of the Regular Board Meeting of June 22, 2020, and Special Board Meeting of June 25, 2020, as presented. Director Denholm seconded the motion. The motion carried unanimously.

III. Remarks for the Good of the Schools

Assistant Superintendent Jared Hoadley shared a slide show summarizing the *Mead Cares* program offered by the district this past spring for children of first responders and medical personnel. The slideshow was prepared by Evergreen teacher Cindy Boldrick who served as the program coordinator. Over the course of 64 days (mid-March through mid-June) the program served sixty PreK-6th grade children. Included in the slide show were comments from families expressing their sincere thanks to the district and school board for providing this service. In conclusion, Dr. Hoadley, expressing his thanks to all who helped, said, "We did a great job as a district with *Mead Cares*." Director Cannon thanked Dr. Hoadley adding, "I don't think the board did much . . . folks stepped up and did a great job."

Director Olson shared that the Mead School District received thanks in a recent guest opinion published in the Spokesman in regards to helping with a new program offered by Spokane Community Colleges.

IV. Continuing Business - none

V. New Business

A. Consent Agendas A & B

Director Olson referenced the very nice resignation letter from Erin Matheson, a Mead High School para-educator, who just earned her teaching certificate. Responding to a question about whether or not she has obtained a teaching position, Mead High Principal Jeff Naslund shared she has not yet been hired but is excited to sub until that happens.

Director Cannon, referencing a payment to Rebecca Cannon, for the record clarified this individual is not related to him.

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 Olson abstained.

B. Athletic/Activities Handbook & Honor Code Revisions

Assistant Superintendent Jared Hoadley reported that, at the direction of the school board, Student Services has been working with secondary administrators, coaches and advisors to have students who participate in co-curricular activities (band, choir, orchestra, debate, drama, annual, newspaper, ASB, Pro-Start, HOSA, plus additional ASB recognized clubs/organizations) held to the same participation standards as athletes. To that end, Dr. Hoadley presented for board consideration a revised handbook that now includes both athletics and activities.

In addition to the attendance and academic standards set forth in the new handbook, students who participate in co-curricular, extra-curricular and/or other ASB recognized clubs or organizations would be required to submit a fully executed copy of the Mead School District Honor Code prior to participation. The Honor Code includes *Citizenship Expectations* and *Use of Illegal Substance Expectations*.

Another proposed change is the Honor Code violation appeals process. The new three-step process includes:

- #1 - Informal conference with an assistant principal and the coach/director/advisor.
- #2 - Appeal to building principal.
- #3 - Appeal to the Mead School District Activity/Athletic Discipline Appeals Council (final step).

Director Olson voiced his support for the revisions to the Honor Code violation appeal process. He additionally raised a question about students driving other students to off-site practices and requested the handbook address this situation.

Director Green stated she is pleased with the proposed revisions.

Board members were encouraged to contact Dr. Hoadley directly with any additional feedback.

This was a non-action item.

C. First Reading Policy 6640 Revision School District Owned Vehicles

Transportation Director Brian Liberg presented a revision to Policy 6640, School District Owned Vehicles, for first reading consideration. WSSDA Sample Policy 6640 was used as the template for the presented revision. The primary revision is the addition of language requiring staff members operating district owned vehicles to comply with laws relating to the use of telecommunication devices.

This was a non-action item.

D. First Reading Policy 6625 Revision Private Vehicle Transportation

Transportation Director Brian Liberg presented a revision to Policy 6625, Private Vehicle Transportation, for first reading consideration. WSSDA Sample Policy 6625 was used as the template for the presented revision. In addition to updating the policy name, the revision includes a section authorizing the Transportation Department to make a determination and authorize parents, or a responsible adult, to drive children to school under unusual circumstances.

No first reading changes were recommended.

This was a non-action item.

**E. First Reading Procedure 6625 Suspension
Staff Use of Privately Owned Vehicles**

Transportation Director Brian Liberg presented the suspension of Procedure 6625, Staff Use of Privately Owned Vehicles, for first reading consideration. With the updating of Policy 6625, and the fact that WSSDA does not have a sample procedure for Policy 6625, the district recommends current Procedure 6625 be suspended when the revisions to Policy 6625 are approved.

No first reading changes were recommended.

This was a non-action item.

**F. First Reading Policy 6620 Revision
Special Transportation**

Transportation Director Brian Liberg presented a revision to Policy 6620, Special Transportation, for first reading consideration. WSSDA Sample Policy 6620 was used as the template for the presented revision. WSSDA has significantly expanded this policy since 2007. In addition to using the language supplied by WSSDA, two additional sections (Requests for Transportation & Civil Emergencies) were incorporated into the first reading draft.

No first reading changes were recommended.

This was a non-action item.

**G. First Reading Policy & Procedure 5202 Adoption
Administration Mandated Drug & Alcohol Testing Program**

Transportation Director Brian Liberg presented the adoption of Policy & Procedure 5202, Administration Mandated Drug & Alcohol Testing Program, for first reading consideration. This would be a new policy/procedure for the Mead School District. The presented first reading drafts are identical to WSSDA Sample Policy & Procedure 5202. The policy & procedure address the prohibited use of controlled substances, testing requirements, record retention & reporting, as well as education, training & referral services.

No first reading changes were recommended.

This was a non-action item.

**H. First Reading Policy 6600 Revision
Transportation**

Transportation Director Brian Liberg presented a revision to Policy 6600, Transportation, for first reading consideration. WSSDA Sample Policy 6600 was used as the template for the presented revision, which updates the policy to reflect the most current WSSDA recommended language.

No first reading changes were recommended.

This was a non-action item.

VI. Reports

A. School Reopening Update

Superintendent Woodward shared that the district's goal remains to reopen school in September with 100% face-to-face instruction. However, guidance from local and state health departments could impact how schools reopen. To plan for a variety of reopening scenarios several task force

groups have worked diligently throughout the summer. Three of these groups - *Safety & Operations* led by Jared Hoadley, *Elementary* co-facilitated by principals Christine Spinnell & Lisa Horn and *Secondary* led by principal Darren Nelson - shared rough drafts of reopening plans based on a variety of reopening scenarios.

Safety & Operations

This task force worked very closely with Spokane Regional Health District to come up with face-to-face instruction reopening protocols. The presentation included health screening procedures, the use of multiple doors to enter school buildings with students assigned to a specific entry based on last name or grade level and hand washing guidelines. Staff will monitor entry points plus screening stations. Each school will have a designated Isolation Room for any student or staff member displaying COVID-19 symptoms. To further insure safety and help with contact tracing each classroom will have assigned seating.

District provided Personal Protective Equipment (PPE) will include:

- 1 cloth mask per staff/student.
- 1 lanyard with clip used to hold face mask when not in use (eating).
- 1 clear face shield per staff member.
- Clear mask for specialists & staff that work with students who need to visually see mouth/lips for learning (1 per day).
- Washable and/or disposable gowns for DLC and health room staff.
- Surgical grade masks for staff working in high risk areas and for students who become ill at school.
- Gloves, hand sanitizer and cleaning supplies will be widely available.

To illustrate many of these safety protocols Dr. Hoadley recommended the use of short videos depicting what the start of each day for an elementary, middle and high school student would look like.

Dr. Hoadley shared the district is able to socially distance and provide face-to-face instruction for all students at the high school level provided a classroom divider system receives fire department approval. That is the only way a classroom can accommodate 31 students. Additionally, physical education classes would need to be taught online as schools would need gym and fieldhouse space for music classes and lunch.

Safety & Operations subcommittees included facilities, transportation and technology.

Discussion included busing (the district will follow OSPI guidance), the ability to social distance during lunch (box lunches will be served to minimize contact between students and kitchen staff) and cleaning between classes at the secondary level. Superintendent Woodward shared that if the district is able to have face-to-face instruction additional custodians (approximately 10) will be hired.

Elementary Task Force

Elementary Task Force guiding principles included consideration for the family unit as a whole, social-emotional learning, prioritization of the needs of students furthest from educational justice and creative use of space with the understanding that space constraints vary by building. For example, Prairie View and Evergreen are filled to capacity while Creekside, Shiloh Hills and Meadow Ridge have fewer students and therefore more available space to meet social distancing guidelines.

The presentation included a review of data from the Family Input Survey the district sent out in June, followed by a draft plan for the following reopening scenarios:

#1 – All Face-to-Face Schedule (Grades K-5)

In this scenario all students would attend school every day. The committee reviewed barriers such as space, staffing and teacher prep time. Options being considered included adjusting class size to accommodate physical distancing requirements, having specialists (music/PE/library) travel to classrooms and a structured recess.

#2 – Split/Rotating Schedule (Grades K-5)

In this scenario K-2 students would attend school four days per week (Monday, Tuesday, Thursday, Friday). Students in grades 3-5 would be split into two groups and would attend school twice each week. Wednesdays for all students would be an at-home, online intervention day. (Ms. Spinnell shared this plan can easily be adjusted to align with the Secondary Split/Rotating Schedule.)

Other topics reviewed were the focus of the first month of school and what both an in-person and at-home school day would look like.

#3 – Continuous Learning 2.0

A sample daily schedule for remote learning was shared.

Discussion included why the recommendation was full-time for K-2 only in the split/rotating option and the request that the committee look at expanding full-time instruction to include as many grade levels as physically possible.

If the district starts school remotely it is hoped students could, when needed, meet with teachers face-to-face by appointment. Another potential idea in a remote learning situation would be to move October parent-teacher conferences to the first week of school. In this scenario teachers would report to work just like on any normal work day. Director Denholm shared it is important that the community sees teachers working regular hours.

Secondary Task Force

The Secondary Task Force presentation focused on the following two learning options:

#1 – Split/Rotating Schedule

Students would be split into two groups, alphabetically, with each group attending school for in-person instruction twice each week and every other Friday. Students furthest from educational justice may attend more than their “scheduled” days/week. During the first two weeks of school classroom teachers would intentionally focus on teaching a lesson to develop the following proficiencies:

- Building relationships and partnerships among students, families, teachers, classmates, school counselors, administrators and support staff.
- Promoting digital citizenship and engaging in appropriate digital dialogue with teachers, staff and classmates (email, virtual meetings, class posts).
- Instruction on accessing and using online platforms that will be used for the instructor’s course.
- Sharing ways to organize assignments and developing a plan for learning during a student’s time away from school.

A summary of what an in-person school day would entail and an at-home school day were shared along with teacher expectations, student expectations, family expectations and intervention strategies.

#2 – Continuous Learning 2.0

A sample weekly schedule and a summary of the focus for the first two weeks of school, along with teacher, student and family expectations were shared.

Discussion included the need for A/B groupings to be the same for elementary and secondary students in a split/rotating scenario. Director Green shared she prefers the every other day rotation rather than students attending two days in a row with several days off before returning for face-to-face instruction.

Regarding the secondary continuous learning option, feedback included the need for the school day to begin and end just like a normal school day and the need for time for more 1-on-1 catch up time between teachers and students.

In conclusion, the board expressed their appreciation for the enormous amount of work that has gone into the preparation of the presented reopening learning scenarios.

B. June 2020 Financial Report

Chief Financial Officer Wayne Leonard presented a brief financial report for the month of June 2020. Because of savings, primarily in substitute costs and supplies/materials because of the COVID-19 school closure, the district has spent approximately \$3 million less than projected. These savings will help offset increased expenses for the upcoming school year due in part to the opening of two new schools.

C. 2020/2021 Draft Budget

A draft of the 2020/2021 budget was presented by Chief Financial Officer Wayne Leonard. This included a fairly comprehensive review of expenditures in each district fund (General, ASB, Capital Projects, Debt Service & Transportation). Mr. Leonard explained that putting together the 2020/2021 budget included more challenges than in normal years because of the continuing COVID-19 pandemic. The presented draft budget is based on typical assumptions even though COVID-19 will more likely than not impact these assumptions. 86% of the General Fund budget goes to employee salaries and benefits. Discussion included the amount of money the district receives from state, local and federal sources and the \$6 million in state LEA funds the district plans to receive. LEA funds are not a part of state McCleary funding.

Board members received an electronic copy of the budget prior to the board meeting. The budget will be brought forward as an action item at the August 24th board meeting.

D. Superintendent's Report & Discussion Items

Superintendent Woodward addressed the need for a Special Board Meeting the first week of August for the board to approve the district's 2020/2021 School Reopening Plan. This meeting will take place on Thursday, August 6th at 4 pm.

Superintendent Woodward introduced Heather Ellingson, the district's new Business Director, who briefly shared her background, which most recently included two years working for Spokane Public Schools. Ms. Ellingson lives in the Mead School District and her two children attend Meadow Ridge Elementary.

VII. Adjourn

The meeting was adjourned at 5:40 pm.

President

Secretary