



**Minutes from the Regular Meeting of the Board of Directors
Monday, January 11, 2021**

The Board of Directors held a Regular Board Meeting on Monday, January 11, 2021. This was a Zoom Meeting with login information posted on the Mead School District website. Directors Burchard, Denholm, Olson, Cannon and Green were present. Also attending were Superintendent Shawn Woodward, Chief Financial Officer Wayne Leonard and Assistant Superintendents Heather Havens and Jared Hoadley.

I. Approval of Agenda

Director Green made a motion to approve the agenda, as amended. (Action on New Business, Item F, Employee Termination, will take place following the Executive Session.) Director Olson 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 December 7, 2020, as presented. Director Denholm seconded the motion. The motion carried unanimously.

III. Remarks for the Good of the Schools

Director Green, acknowledging the stress of the past year because of COVID and the losses experienced by many in a number of arenas, reminded the community to extend grace to each other. She asked that folks take time and think about those on the receiving end before pressing “send” on emails. This will hopefully mitigate knee jerk, emotional responses to situations. She reminded that, “on a good day school is hard . . . during COVID it is really hard.” Director Burchard, agreeing, encouraged that as Americans we look to, whenever possible, extend grace to those around us.

Director Burchard shared that board members have received many emails from parents about sports. Superintendent Woodward reported that Doug Edmonson would be providing an extra-curricular update as part of his Superintendent’s Report later in the meeting.

IV. Continuing Business

**A. 2nd Reading Policy & Procedure 2255 Revision
Alternative Learning Experience Courses**

Student & Family Services Director Josh Westermann presented a revision to Policy & Procedure 2255, Alternative Learning Experience Courses, for second reading consideration. This policy/procedure was adopted on May 8, 2006, and last revised on December 14, 2014.

Since Policy/Procedure 2255 was last revised ALE learning law has changed resulting in WSSDA updating their sample policy/procedure in August 2020. The presented draft policy and procedure reflect the WSSDA updates.

Additions to the policy include monthly and annual reporting requirements spelled out in more detail. ALE assessment requirements have also been added, as well as a section on valid justification for missed contact time and a section addressing students who drop out of ALE courses.

The procedure no longer addresses graduation requirements as they are the same for all Mead School District students whether they are enrolled in a traditional program or an ALE program.

The procedure also no longer references any specific ALE program offered in the Mead School District by name.

No changes were recommended at the December 7, 2020, first reading of this policy/procedure revision.

Answering a question from Director Green, Mr. Westermann shared the requirement in the *Student Eligibility and Enrollment* section of the procedure is simply an opportunity to explain the program and for the school to get to know the student and family. It is intended to be inclusionary not exclusionary.

No second reading changes were recommended. This policy/procedure revision will be brought back as an action item at the next board meeting.

**B. 2nd Reading Policy 2256 Suspension
Transitions Program**

Student & Family Services Director Josh Westermann presented the suspension of Policy 2256, Transitions Program, for second reading consideration. This policy was adopted on December 15, 2014.

The Mead School District no longer offers a Transitions Program for expelled students who need a temporary placement and therefore it is recommended the policy be suspended.

Director Denholm made a motion to suspend Policy 2256, Transitions Program, as presented. Director Green seconded the motion. The motion carried unanimously.

**C. 2nd Reading Policy & Procedure 3205 Revision
Sexual Harassment of Students Prohibited**

Student & Family Services Director Josh Westermann presented for second reading consideration a revision to Policy & Procedure 3205, Sexual Harassment of Students Prohibited. This policy/procedure was adopted on September 10, 2018.

Since the adoption of this policy/procedure the law has been revised and now includes an expanded Title IX component. The presented draft procedure includes a new *Title IX Coordinator, Investigator & Decision Maker* section, as well as a standard complaint process with and without additional Title IX requirements. WSSDA updated their sample procedure in September 2020 and the presented draft procedure reflects those updates.

The only policy change is the removal of the term “under federal and state law” in the *Definitions* section.

Discussion included a question regarding the intent behind expanding the Title IX component to which Mr. Westermann explained that if a harassment complaint is Title IX related the presented revisions set forth clear steps to follow in those incidents. Mr. Westermann is the district’s Title IX Compliance Coordinator. Responding to a question from Director Cannon, Mr. Westermann shared that confidentiality depends on what the investigation shows and will be determined on a case-by-case basis. It is common practice, in instances involving an in-depth investigation, to consult with legal counsel.

No second reading changes were recommended. This policy/procedure revision will be brought back as an action item at the next board meeting.

V. New Business

A. Consent Agenda

Following Chief Financial Officer Wayne Leonard answering a question from Director Green about the higher than normal number of travel reimbursements listed on the Consent Agenda, and Human Resources Director Keri Hutchins providing information on whether or not the listed *Leave Without Pay* requests were COVID related, Director Denholm made a motion to approve the Consent Agenda, as presented. Director Olson seconded the motion. The motion carried unanimously.

B. Resolution 21-1

Acceptance of the Building Commissioning Report for the Shiloh Hills Elementary School Modernization & Additions Project

Facilities & Planning Director Ned Wendle presented Resolution 21-1, Acceptance of the Building Commissioning Report for the Shiloh Hills Elementary School Modernization & Additions Project, for board consideration.

The Mead School District has received the final Building Commissioning Report from Testcomm LLC regarding the Shiloh Hills Elementary School Modernization & Additions Project. (A copy of this report was provided electronically to each board member and Superintendent Woodward for their review prior to the board meeting.) Adoption of Resolution 21-1 certifies the Board of Directors approves the final Building Commissioning Report. This report is a requirement when a school district receives state match funds for a building project.

Director Olson made a motion to adopt Resolution 21-1, Acceptance of the Building Commissioning Report for the Shiloh Hills Elementary School Modernization & Additions Project, as presented. Director Denholm seconded the motion. The motion carried unanimously.

C. Resolution 21-2

Acceptance of the Completion of the Shiloh Hills Elementary School Modernization & Additions Project

Facilities & Planning Director Ned Wendle presented Resolution 21-2, Acceptance of the Completion of the Shiloh Hills Elementary School Modernization & Additions Project, for board consideration.

The Mead School District has received notification from MMEC Architecture confirming the Shiloh Hills Elementary School Modernization & Additions Project is complete in accordance with contract specifications and documents. Adoption of Resolution 21-2 officially certifies the work of contractor Garco Construction on the Shiloh Hills Elementary School Modernization & Additions Project is complete.

Director Green made a motion to adopt Resolution 21-2, Acceptance of the Completion of the Shiloh Hills Elementary School Modernization & Additions Project, as presented. Director Cannon seconded the motion. The motion carried unanimously.

D. Outdated Human Resources Policy/Procedure Suspensions

Human Resources Director Keri Hutchins presented the suspension of ten outdated personnel policies/procedures for board consideration.

Several years ago WSSDA implemented a new numbering system for school board policies. Since that time the district has been systematically updating its policies and procedures to align with this new system. The presented suspensions will complete the clean-up of all of the old *Personnel Series* policies and/or procedures. The subject matter of each proposed suspension is covered in an updated personnel policy/procedure, HR standard operating procedure, Mead School District Employee Handbook and/or a current CBA.

The following policies/procedures were presented for suspension:

- 3130 - Employee Rights
- 3200 - Employee Attendance Incentive Policy
- 3400 - Extra Curricular Stipends
- 3580 - Substitute Teachers
- 3610 - Classified Payroll
- 3705 - School Facilities Safety Program
- 3805 - Tax Deferred Annuity/Compensation (403b)
- 3900 - Drug & Alcohol Testing
- 3910 - Drug/Alcohol Use by Staff
- 3920 - Tobacco, Drug, Weapon-Free Environment

Director Denholm made a motion to approve the suspension of the ten presented *Personnel* policies/procedures. Director Olson seconded the motion. The motion carried unanimously.

**E. Resolution 21-3
2021-2022 Financial Emergency and Budget Uncertainty**

Chief Financial Officer Wayne Leonard presented Resolution 21-3, 2021-2022 Financial Emergency and Budget Uncertainty, for board consideration.

This resolution is presented primary because of budget uncertainty for the upcoming 2021-2022 school year. Based on current funding formulas, the financial resources of the Mead School District will not be adequate to maintain staffing levels at the current rate for 2021-2022 due to a significant loss in student enrollment in the 2020-2021 school year because of the COVID pandemic.

To comply with bargained agreements with district employee groups the district must, by resolution, officially declare a financial emergency and budget uncertainty in order to reduce its staff from current levels for the upcoming 2021-2022 school year. The district's enrollment is currently 400 FTE below budgeted projections. While the district hopes students not attending because of the COVID pandemic will return for the upcoming school year, it must be prudent in planning for next year by assuming flat enrollment.

Following discussion, Director Olson made a motion to adopt Resolution 21-3, 2021-2022 Financial Emergency and Budget Uncertainty, as presented. Director Cannon seconded the motion. The motion carried unanimously.

F. Employee Termination

Note: Action on this item was deferred until after Section VII, Executive Session.

Confirming Human Resources Director Keri Hutchins provided appropriate written notice to Mike Burnett of the board's intended action on this agenda item, Director Green made a motion to accept the recommendation of Human Resources Director Keri Hutchins to terminate the employment of Mike Burnett for the reasons provided. Director Denholm seconded the motion. The motion carried unanimously.

Confirming Human Resources Director Keri Hutchins provided appropriate written notice to Todd Snyder of the board's intended action on this agenda item, Director Olson made a motion to accept the recommendation of Human Resources Director Keri Hutchins to terminate the employment of Todd Snyder for the reasons provided. Director Green seconded the motion. The motion carried unanimously.

VI. Reports

A. November 2020 Financial Report

Chief Financial Officer Wayne Leonard presented a brief financial report for the month of November 2020. Reviewing December 1, 2020, enrollment numbers, Mr. Leonard reported a student FTE of 10,144, which is 430 below budget. The district's annual audit started on January 11th. The audit is being conducted virtually.

B. Transitional Bilingual Instruction Program Report

Learning & Teaching Director Rob Haugen, along with ELD teachers Kim Perdue and Jane McCarville, presented information on the district's Transitional Bilingual Instruction Program. Report highlights included the following:

- **Staff & Students** - The program employs eight certificated teachers and five paraeducators who serve 280 students. (This is a reduction in staff from the 2019-2020 school year of .5 FTE for certificated staff and 2.0 paraeducator FTE resulting in a savings of between \$150,000-\$175,000.) The 280 students have 32 birth countries, including 189 born in the United States, and 43 home languages.
- **Program Qualification** - From information provided on the enrollment Home Language Survey identified students are screened and qualify for services as "emerging" or "progressing" students. Students served are assessed annually and monitored for four years after exiting the program.
- **Enrollment Trends** - Enrollment is down this year by 66 students due in part to COVID and also the fact that fewer refugees are coming to the United States.
- **Program Funding** - Title III funds cover professional development, curriculum resources, translation and interpreter costs, as well as scholarships for students to attend Whitworth's Summer Literacy Program. TBIP funds (approximately \$600,000) help cover employee salaries and benefits. Total employee costs for 2020-2021 are approximately \$935,000 with the district, from local levy funds, making up the shortfall.
- **ELD Program Summary** - All ELD teachers serve as case managers for EL students. Teachers help maintain communication and connect families to community resources. They provide consultation support and professional development for gen ed teachers, support monitoring of exited students and work collaboratively to support the district's equity policy.
- **Challenges/Priorities** - This year saw the addition of two new schools (Highland & Creekside) plus the Elementary Remote Program. Because of COVID, last spring's ELPA21 testing could not be completed. A goal area this year is to provide timely translation of information/materials. Other focus areas include family engagement and the development of an ELD Handbook.

In conclusion, Mr. Haugen thanked the board for their ongoing, generous support of the district's Transitional Bilingual Instruction Program.

The board thanks Mr. Haugen, Ms. Perdue and Ms. McCarville for their excellent work in meeting the needs of the district's English Learner student population, noting in particular the focus on better, more timely communication.

C. Superintendent's Report & Discussion Items

Regarding the upcoming February 9, 2021, Levy Renewal, Superintendent Woodward shared that detailed information on this ballot measure is available on the Mead School District homepage. Superintendent Woodward, along with President Burchard and Vice-President Denholm, hosted a virtual community Levy Information Town Hall on January 6th and will host another on January 13th. The January 6th event was attended by 51 patrons. The week of January 18th and the week of January 25th, Tuesday, Wednesday & Thursday each week, Superintendent Woodward will host more informal, school specific, levy information/Q&A virtual events.

Superintendent Woodward additionally shared the good news that Shiloh Hills Elementary School has been awarded a 21st Century Learning Center Grant of approximately \$300,000. This grant will be used to provide after school and summer academic enrichment activities. At an upcoming board meeting Principal Lisa Horn will share additional details about the grant and how it will be used to enhance learning opportunities for Shiloh Hills students.

Doug Edmonson, who provides district administrative oversight for secondary athletic programs, shared the following regarding plans for the resumption of sports:

- High School Conditioning Camps will start on January 19th. The purpose of these camps is to get kids ready for the start of upcoming sport seasons. The Safety Plan for Conditioning Camps has been approved by the district's COVID committee and vetted through Spokane Regional Health District.
- The current GSL proposal calls for volleyball practice to start on February 8th, football on February 15th, cross-country on February 22nd and soccer (girls) also on February 22nd.
- Spokane is currently in Phase 1 of the state's most recent reopening plan. High school athletic competitions cannot begin until the area meets the established metrics to transition to Phase 2.

Discussion included the length of seasons if and when competitions are authorized and gym space for practices. Director Burchard asked that plans be communicated with families via a variety of platforms including an announcement on the district's website.

VII. Executive Session

At 7:25 pm Director Burchard called for an Executive Session of approximately 15 minutes for the purpose of reviewing the performance of a public employee.

At 7:35 pm Director Burchard returned the meeting to Open Session.

VIII. Adjourn

The meeting was adjourned at 7:40 pm.

President

Secretary