



**Minutes from the Regular Meeting of the Board of Directors
Monday, February 22, 2021**

The Board of Directors held a Regular Board Meeting on Monday, February 22, 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 presented. 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 February 8, 2021, as presented. Director Olson seconded the motion. The motion carried unanimously.

III. Remarks for the Good of the Schools

Director Olson positively commented on the news that Shiloh Hills Elementary, in partnership with the Boys & Girls Clubs of Spokane County, was selected by OSPI as a 21st Century Community Learning Center grant recipient. Grant funds will be used to develop a number of programs for eligible Shiloh Hills students including a seven-week, full-day, summer school starting in July and afterschool programming in the fall.

Director Green expressed excitement that high school athletic competitions are underway. The Mt. Spokane and Mead High volleyball teams have already participated in their first contests and football games will start the last weekend in February at Union Stadium. These will be the first official football games at the new stadium.

IV. Five Mile Prairie Elementary Boundary Change Recommendation

Background - The Five Mile Prairie Boundary Committee presented their initial recommendation to the board on February 8, 2021. This was followed by the committee hosting a community webinar on the recommended boundary change on February 10th. Following this community presentation patrons were invited to provide written feedback on the proposal via a survey link posted on the district's homepage. The committee met on February 18, 2021, to review community feedback and consider changes to their final recommendation.

Business & Operations Assistant Superintendent Jared Hoadley, who is the district liaison for the Five Mile Prairie Boundary Committee, asked committee members to introduce themselves and share a bit about their connection to the Mead School District.

- Representing Quadrant #1 (NW)
 - Casey Curtis - father of a 1st grader and 7th grader
 - Karli Hitchens - mom of a 4 year old and 2 year old
- Representing Quadrant #2 (NE)
 - Debbie Harper - mom of two adult children who are Mead HS graduates
 - Steve Taylor - dad of an 8th grader
- Representing Quadrant #3 (SW)
 - Jess Winston - mom of a 3 year old and 4 month old
 - Annie Voy - mom of two boys (4th grade and 7th grade)

- Representing Quadrant #4 (SE)
 - Rachelle Humphrey - mom of a 2nd grader
 - Josh Roys - dad of an almost 4 year old

Sharing the committee's final boundary change recommendation were Casey Curtis, Annie Voy, Rachelle Humphrey and Josh Roys. The presentation included the following:

- **Community Feedback/Plan Development/Guiding Principles** - Casey Curtis began by sharing that survey feedback on the proposal was overwhelmingly supportive and included nothing that prompted the committee to make a change from the initial February 8th recommendation. Mr. Curtis explained the committee was asked to divide the current Prairie View boundary into two elementary school attendance areas taking into consideration geographic boundaries, walk zones, neighborhoods, number of impacted students, school bus transportation and plan duration. Givens included; 1) Prairie View and Skyline will both be K-5 schools and 2) there will be no grandfathering.
- **Next Year Grades 1-5 Five Mile Enrollment** - Like on February 8th, Annie Voy shared the number of K-4 students (next year's 1-5 graders) living on Five Mile Prairie, who are currently enrolled in the Mead School District, is 591. This includes Prairie View students, as well as students who live on the Prairie and are shuttled to other district elementary schools. (Farwell currently houses 100+ Prairie View students.) This number does not include next year's kindergarten students, which is estimated to be approximately 120, and does not include students who attend private schools because of COVID or because they do not want to be shuttled off the Prairie.
- **Geographic Enrollment Distribution** - Aided by a map of the current Prairie View attendance area, Ms. Voy explained how the committee divided Five Mile Prairie into 19 small neighborhood areas. One of the identified areas is the "walk zone" for Skyline and one is the "walk zone" for Prairie View. These areas, in conjunction with major arterials (Five Mile Road and Strong Road), were key to the development of the committee's recommendation.
- **Proposal Process/Rationale** - Noting the committee's final recommendation is identical to that presented on February 8th, Rachelle Humphrey first shared an overview of the proposal followed by a review of the process/rationale behind the recommendation. A copy of the proposed boundary change map is attached. Committee considerations included:
 - **Major Arterials/Safety** - While it was logical to use Five Mile Road as a potential E/W dividing line, Strong Road as a N/S dividing line was not practical because both Skyline and Prairie View are located north of Strong. With a target enrollment of 295 at each school simply having Five Mile Road as the boundary line would have resulted in enrollment numbers of 428 at Prairie View and 163 at Skyline. The committee needed to find an area with approximately 135 students from the east side of Five Mile Road to assign to Skyline.
 - **Walk Zones** - The committee made the determination it was not safe for walkers to cross Five Mile Road and, therefore, the identified walk zones for Skyline and Prairie View, even though the schools are very close to one another, were not disrupted.
 - **Neighborhoods** - The committee was committed to keeping neighborhoods together. Therefore, the proposal does not include any boundary line drawn down the middle of a neighborhood street.
 - **Growth Areas/Davis Demographics** - The committee consulted the Davis Demographics study the district commissioned a few years ago, which shows the

proposed Skyline and Prairie View boundaries are projected to grow at nearly identical rates in the next ten years.

- **Bus Routes/Five Mile Road vs Strong Road Access** - In looking at the SE quadrant of the Prairie to determine which areas could/should be in the Skyline attendance boundary, the committee used the lens of neighborhoods that feed onto Five Mile Road and neighborhoods that feed onto Strong Road. The committee recommended the Five Mile Road neighborhoods, Area 3 and Area 6 with 135 students, be included in the Skyline boundary with the Strong Road neighborhoods (Areas 4, 7 & 8) remaining at Prairie View. This recommendation means students will not have to drive past another school to get to their school.

The committee also looked very carefully at Austin Road. Students living on the north portion will catch the school bus on Strong Road and attend Prairie View. Students living on the south portion will catch the school bus at either Cascade Way or Quamish and attend Skyline.

- **Area 3 & Area 6 Boundaries/Feeder Schools**- Josh Roys, aided by an enhanced street map that clearly illustrated the north and east boundaries of the portion of the SE quadrant recommended for Skyline, reiterated the committee's commitment to keeping neighborhoods together and, in more detail, talked about the Five Mile Road versus Strong Road access consideration.

Feeder schools for both Skyline and Prairie View will be Highland Middle School and Mead High School, which means, until students enter high school, they will attend school on the Prairie.

Before entertaining questions from the board, Karli Hitchens shared a short story of the four families that have lived on Kyle Court for eleven years and how pleased they are that the committee did not divide their little neighborhood when making the boundary recommendation.

Answering a question from Director Green, Josh Roys shared the committee did look at Five Mile Prairie demographics and compared the current Prairie View free & reduced percentage to other district elementary schools. Based on this comparison it was the committee's deduction the presented boundaries would result in a similar free & reduced percentage at both schools.

Director Burchard thanked the committee for their hard work, complimenting them on a great presentation. Director Olson also complimented the committee on their work and suggested the district work with the city and/or county on sidewalk signage on Five Mile Road. The very poor condition of Strong Road was also discussed with Director Cannon reporting repaving is currently slated for 2026. The board discussed writing a letter to the city asking them to move up the project timeline.

Director Cannon made a motion to approve the new elementary school boundaries for Prairie View Elementary and Skyline Elementary on Five Mile Prairie, as presented. Director Denholm seconded the motion. The motion carried unanimously.

V. Continuing Business - none

VI. New Business

A. Consent Agenda

Director Green commented on the retirement of Mead High teacher Randy Mickelsen acknowledging his many years serving, not only as a math teacher, but also as the school's activities coordinator. He leaves a big void and will be missed. Director Denholm made a motion to approve the Consent Agenda, as presented. Director Cannon seconded the motion. The motion carried unanimously.

**B. 1st Reading Policy 2005 Adoption (Replaces Old Policy/Procedure 4010)
School Improvement Plans**

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.

Learning and Teaching Assistant Superintendent Heather Havens presented the adoption of Policy 2005, School Improvement Plans, for board consideration. The adoption of this policy would replace old Policy/Procedure 4010, which was adopted on January 27, 2003, with no revisions approved since that date.

WSSDA Sample Policy 2005 is the template for the presented policy adoption. There is no WSSDA sample procedure as the policy includes the key elements that were a part of the old/original procedure. The presented policy complies with current state and federal statutes.

The presented policy aligns with current district practice, which includes the development and adoption of a school improvement plan for each school, with annual review for progress and necessary changes. The policy provides for plan submission to the board of directors by November 1st of each year. All plans must be consistent with Mead School District Strategic Plan priorities and target objectives.

Each school improvement plan must be data driven and promote a positive impact on student learning with the following key elements addressed in the plan:

- Characteristics of effective schools as identified by OSPI.
- Safe and supportive learning environments.
- Educational equity factors including gender, race, ethnicity, culture, language and physical and mental ability.
- Use of technology.
- Parent and community involvement.
- Other factors identified by the school community for inclusion in the plan.

No changes were recommended to the presented policy. Director Burchard asked that the adoption of this policy be brought forward as an action item at the next board meeting.

**C. 1st Reading Policy & Procedure 2104 Adoption (Replaces Old Policy 4215)
Federal and/or State Funded Special Instructional Programs**

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.

Learning and Teaching Assistant Superintendent Heather Havens presented the adoption of Policy & Procedure 2104, Federal and/or State Funded Special Instructional Programs, for board consideration. The adoption of this policy/procedure would replace old Policy 4215, which was adopted on March 22, 1978, with no revisions approved since that date.

WSSDA Sample Policy/Procedure 2104 is the template for the presented policy/procedure adoption. The presented policy/procedure complies with current state and federal statutes.

The presented policy/procedure aligns with current district practice with regard to special programs the district offers that are funded by the state and/or federal government. Examples include the highly capable program that is brought before the board each year for grant application approval and Title I funds. The policy/procedure requires Title I funds be used efficiently and effectively to benefit the academic opportunities and progress of students in School-Wide or Targeted Assistance Programs.

No changes were recommended to the presented policy/procedure. Director Burchard asked that the adoption of this policy/procedure be brought forward as an action item at the next board meeting.

**D. 1st Reading Policy 2025 Adoption (Replaces Old Policy 4300)
Copyright Compliance**

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.

Learning and Teaching Assistant Superintendent Heather Havens presented the adoption of Policy 2025, Copyright Compliance, for board consideration. The adoption of this policy would replace old Policy 4300, which was adopted on May 10, 1978, with no revisions approved since that date.

WSSDA Sample Policy 2025 is the template for the presented policy adoption. The presented policy complies with current state and federal statutes.

The presented policy aligns with current district practice with regard to copyright compliance. The policy recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright unless the copying or using conforms to the four standards of the “fair use” doctrine.

The presented policy directs any staff member who is uncertain as to whether reproducing or using copyrighted materials is permissible under the law to contact the person designated as the district’s copyright compliance officer.

No changes were recommended to the presented policy. Director Burchard asked that the adoption of this policy be brought forward as an action item at the next board meeting.

E. Award Skyline Classroom Switches and Wireless Access Points Contract

Technology Director Doug Edmonson presented a contract for classroom switching equipment and wireless access points for Skyline Elementary School with Structured for board consideration.

The Mead School District Technology Department sent out a *Request for Proposal* on January 13, 2021, for pricing on classroom switching equipment and access points for Skyline. Five firms submitted complete bid proposals with Structured being the low bidder, scoring 100 out of 100 on the seven bid factors. A recap of the bid scoring was provided to board members.

The cost for the Skyline equipment, including tax, totals \$79,635.62. This equipment is eligible for Federal E-Rate funding that, if awarded, will pay 50% reducing the cost to \$39,817.81.

Responding to questions from Director Burchard, Mr. Edmonson shared the district has always received any E-Rate funding they have applied for and, regarding the very low bid from Structured when compared to other vendors, reported the district has worked with this company in the past and been pleased with their work. The lower bid is the result of Structured being able to procure a very good price on the required switching equipment and wireless access points.

Director Green made a motion to award the contract for Skyline Elementary School classroom switching equipment and wireless access points to Structured, as presented. Director Olson seconded the motion. The motion carried unanimously.

VII. Reports

A. January 2021 Financial Report

Chief Financial Officer Wayne Leonard presented a brief financial report for the month of January 2021. Even though enrollment has increased slightly since September it continues to be approximately 450 FTE below budget. Regarding COVID relief funds, the district has not yet received its second installment from the state but anticipates additional monies being delivered in the near future. This will help offset higher than estimated expenditures because of the protocols that must be followed during the pandemic. There has also been talk of “hold harmless funds” from the state but that has not been finalized. Therefore, the district is unsure of the exact amount of “hold harmless” money it could receive.

To illustrate the COVID impact on district finances, Mr. Leonard shared that the transportation apportionment is down \$1 million. This funding is based on ridership which is severely impacted this year because of parents driving their children to and from school and the fact that many families are accessing remote only learning options.

Regarding the interfund loan from Capital Projects to Debt Service the board approved earlier this year, Mr. Leonard reported tax collections have been received making repayment possible.

Priority Area 3 of the district’s Strategic Plan states: *Utilize Resources Effectively and Be Fiscally Responsible*. With that in mind, Mr. Leonard reviewed the district’s current Fund Balance and compared that percentage to the past six years. In Board Policy 6022 (Minimum Fund Balance) the stated Fund Balance goal is 6%. Mr. Leonard pointed out the policy is unclear as to whether this percentage should apply to the combined assigned/unassigned Fund Balance or the unassigned balance alone. If only the unassigned balance is used the district, each of the past six years, would have been below the 6% benchmark as set forth in the policy.

Mr. Leonard shared a comparison of Mead’s Fund Balance to other school districts in the state and reviewed how McCleary has benefited some school districts while negatively impacting others. He then reported the Mead School District is scheduled for a Moody’s bond rating review this year and shared the many criteria, including Fund Balance, Moody’s will be looking at. Information on the current bond rating for schools throughout the state was also shared.

The information provided was presented as “information only” with no district recommendation to make a change to the district’s Minimum Fund Balance policy at this time.

Following discussion, the board asked Superintendent Woodward to schedule a Board Work Session on this topic. The board does not want to see a bond ratings downgrade, especially considering the district anticipates growth for another 10 years, which would mean financing the building of a fourth middle school and potentially a third high school. The board asked, prior to the Work Session, that the district prepare information on 2-3 Fund Balance proposals taking into account the district’s monthly payroll obligation.

The board thanked Mr. Leonard for this informative report.

B. Learning & Teaching Report - High School Learning Improvement Plans

Learning and Teaching Assistant Superintendent Heather Havens, representing both Mead High School and Mt. Spokane High School, highlighted the following regarding their plans to improve student learning:

- **School Improvement Plan Purpose** - Working with the school’s Guiding Coalition Team, use an eight-step process to create a road map that sets out the changes a school needs to make to improve the level of student achievement, and show how and when these changes will be made.

- **Mead High School Priority Goal Areas** - Mead High School has identified the following five priority goal areas:
 - **Improve the effectiveness of Tier 1 (core) instruction to ensure high levels of learning and growth for EVERY learner.** Action steps to attain this goal were shared.
 - **Mead High School will empower more Mead High School students and staff to amplify their “voice”, help them feel heard and write their story.** Action steps to attain this goal were shared.
 - **All or nearly all 9th grade students at Mead High School will pass their core classes.** Action steps to attain this goal were shared.
 - **Students who are in Foster Care will increase their attendance on a regular basis.** Action steps to attain this goal were shared.
 - **Mead High School will increase staff and student capacity to work with high-risk students.** Action steps to attain this goal were shared.
- **Mt. Spokane High School Priority Goal Areas** - Mt. Spokane High School has identified the following four priority goal areas:
 - **Improve the effectiveness of Tier 1 (core) instruction to ensure high levels of learning and growth for EVERY learner.** Action steps to attain this goal were shared.
 - **Increase the level of academic support to improve the academic achievement of students who receive English Language (EL) services.** Action steps to attain this goal were shared.
 - **Increase participation to 95% for each identified group(s) and/or subgroups of students that did not meet the 95% participation rate requirement on state tests in 2019.** Action steps to attain this goal were shared.
 - **Improve the academic achievement of students who receive special education services.** Action steps to attain this goal were shared.

Ms. Havens introduced Mark St. Clair who provided an update on the status of performing arts activities and Doug Edmonson who provided an update on the status of athletics now that the state has moved to Phase 2 for COVID restrictions.

Mr. St. Clair briefly explained the increased participation opportunities for band, choir, orchestra, theatre, debate and dance/drill/colorguard, highlighting that debate has been operating virtually all year and that orchestra, because no wind instruments are involved has, to date, been able to do more than band or choir. The district COVID Committee has just approved Phase 2 plans for band and choir and will be considering the theatre arts plan in the very near future. To address the rumor the district “on purpose” delayed increased engagement for band and choir student while prioritizing athletics, Mr. St. Clair explained that “was not the case.” He reminded that WIAA had participation plans in place for athletics long before Phase 2 was announced. There is no state governing body that oversees performing arts and therefore it has been up to each school district to devise and approve their own Phase 2 plans. In Mead band and choir Phase 2 plans were approved as quickly as possible.

Mr. Edmonson provided a brief update on high school athletics that began with conditioning in January followed by practices for volleyball, football, cross-country and soccer (girls) starting in February. Coaches and athletes are very excited to be participating. He thanked high school ADs and the district’s COVID Committee for their diligent work to make participation as safe as possible for students. Other high school sports will be starting soon and Season One for middle school will begin on March 1st

For both co-curricular and extra-curricular activities the reopening process has involved a four step process . . . Study - Propose - Approve - Adjust.

Answering a question from Director Green about clubs, Mr. St. Clair shared that once the COVID Committee receives and then approves a club participation proposal that activity may begin.

C. Superintendent's Report & Discussion Items

Superintendent Woodward expressed his thanks to the Mead community for their support in passing the recent Enrichment Levy.

To obtain information on why some community members voted "yes" and why others voted "no" the district sent a survey to families soliciting their feedback. To date 1,000 survey responses have been received. Regarding the increase in rate from \$1.50 to \$2.00 those who voted *yes* cited it was lower than what the district asked for in November 2019, and those who voted *no* indicated \$2.00 was still too high for them. Superintendent Woodward reported the district will be very intentional in sharing concrete examples of how the "extra" levy dollars are being spent. Additional feedback themes included:

Why No . . .

- Continuing frustration with budget reductions that resulted in the closure of RA and M.E.A.D.
- Union Stadium . . . Seems like an extravagance/mismanagement of district resources in tight budget times.
- Consequences of failing the levy not communicated to the community.

Why Yes . . .

- The district reopened schools and provided options for families.
- Community pride in helping serve students.
- Important to keep investing in local schools.
- Consequences of not passing the levy were clearly communicated.

Mr. Woodward reported he read every survey comment. Comments will be forwarded to each board member for their review.

Business & Operations Assistant Superintendent Jared Hoadley, regarding elementary "mask breaks" now that the Spokane Region has moved to Phase 2, reported the district will begin piloting a *Mask Break Zone* during recess at each school. The initial plan will include 10 chairs appropriately social distanced from each other. As has been the district's pattern, the new *Mask Break Zone* will start small to assure students are protected and schools can stay open. Director Burchard inquired if Spokane Regional Health District has step-by-step guidance on Mask Break Zones. Dr. Hoadley shared they do not.

VIII. Adjourn

The meeting was adjourned at 8:10 pm.

President

Secretary

Proposal

Skyline Boundary . . .

Everything North & West of Five Mile Road PLUS Area 3 & Area 6

298+ Students

Prairie View Boundary . . .

Everything South & East of Five Mile Road MINUS Area 3 & Area 6

293+ Students

