



**Minutes from the Regular Meeting of the Board of Directors  
Monday, April 12, 2021**

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The Board of Directors held a Regular Board Meeting on Monday, April 12, 2021. The meeting began at 6 pm and was held in the theatre at Mead High School. The meeting was also available via a Zoom webinar link 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 Jared Hoadley and Heather Havens.

**I. Approval of Agenda**

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

**II. Approval of Minutes**

Director Olson made a motion to approve the minutes of the March 22, 2021, Board Work Session and March 22, 2021, Regular Board Meeting, as presented. Director Cannon seconded the motion. The motion carried unanimously.

**III. Remarks for the Good of the Schools**

Director Cannon reported he was able to attend the April 2<sup>nd</sup> *Battle of the Bell* football game. It was an awesome experience. In addition to a competitive football game, it was fun to see and listen to the bands from both Mead High and Mt. Spokane. Director Cannon extended his thanks to the community for their adherence to the safety protocols in place at Union Stadium. The only negative was the limit on the number of folks who could attend because of COVID restrictions.

**IV. Continuing Business**

**A. 2<sup>nd</sup> Reading Policy & Procedure 2150 Adoption  
(Replaces Old Policy 4400)  
Co-Curricular Program**

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 & Teaching Secondary Director Mark St.Clair presented the adoption of Policy/Procedure 2150, Co-Curricular Program, for second reading consideration. The adoption of this policy/procedure would replace old Policy/Procedure 4400, which was adopted on November 26, 1985, with no revisions approved since that date.

WSSDA Sample Policy/Procedure 2150 is the template for the presented policy/procedure adoption. The presented policy/procedure aligns with current practices regarding the co-curricular program offered in the Mead School District.

The policy articulates school board support for offering a wide range of purposeful learning experiences for students, some of which are conducted in whole or in part outside of the regular school day. The policy further states that no person will be excluded from participation in the offered co-curricular program.

The procedure includes the requirement that, for an activity to be considered curriculum related, it must meet at least one of the following criteria:

- A. The subject matter of the activity is actually taught or will soon be taught in a regularly offered course;
- B. The subject matter of the activity concerns the body of courses as a whole;
- C. Participation in the activity is required for a particular course; or
- D. Participation in the activity results in academic credit.

The presented policy/procedure, that would replace Policy 4400, aligns with WSSDA's new numbering system and complies with current state and federal statutes.

No changes were recommended at the March 22, 2021, first reading of this policy/procedure adoption.

Director Cannon made a motion to adopt Policy/Procedure 2150, Co-Curricular Program, to replace old Policy/Procedure 4400, as presented. Director Green seconded the motion. The motion carried unanimously.

**B. 2<sup>nd</sup> Reading Policy 2340 Adoption  
(Replaces Old Policies 4510 & 4500)  
Religious-Related Activities and Practices**

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 & Teaching Secondary Director Mark St.Clair presented the adoption of Policy 2340, Religious Related Activities and Practices, for second reading consideration. The adoption of this policy would replace old Policy 4510 and old Policy 4500, which were both adopted on November 26, 1985, with no revisions approved since that date.

WSSDA Sample Policy 2340 is the template for the presented policy adoption.

The presented policy aligns with current Mead School District practices. It recognizes that views and opinions regarding the relationship of schools and religion are diverse. Accepting the State Board of Education declaration that "all students . . . possess the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence," the policy sets forth guidelines regarding religious related activities and practices in the Mead School District.

The presented policy, that would replace old Policy 4510 and old Policy 4500, aligns with WSSDA's new numbering system and complies with current state and federal statutes.

No changes were recommended at the March 22, 2021, first reading of this policy adoption.

Director Olson made a motion to adopt Policy 2340, Religious-Related Activities and Practices, to replace old Policy 4510 and old Policy 4500, as presented. Director Green seconded the motion. The motion carried unanimously.

**C. 2<sup>nd</sup> Reading Policy 2153 Adoption  
Non-Curriculum-Related Student Groups**

Learning & Teaching Secondary Director Mark St.Clair presented the adoption of Policy 2153, Non-Curriculum-Related Student Groups, for second reading consideration. If adopted this would be a new policy for the Mead School District. The presented policy aligns with current Mead School District practices.

WSSDA Sample Policy 2153 is the template for the presented policy adoption.

The presented policy, pursuant to the Equal Access Act, authorizes non-curriculum related student groups to meet before school, after school or during noninstructional time, subject to the approval of the principal using criteria as set forth in the policy.

No changes were recommended at the March 22, 2021, first reading of this policy adoption.

Director Denholm made a motion to adopt Policy 2153, Non-Curriculum Related Student Groups, as presented. Director Olson seconded the motion. The motion carried unanimously.

## **V. New Business**

### **A. Consent Agenda**

Director Burchard noted the very nice retirement letter submitted by Terri Peterson. Ms. Peterson, a 37-year teaching veteran, worked for five principals at two school (Brentwood & Northwood), teaching six different curriculums at four grade levels.

Answering a question from Director Olson, Chief Financial Officer Wayne Leonard shared the large disbursement to Community Colleges of Spokane was payment for Running Start. Running Start is billed quarterly. Payments this year are somewhat higher due to more students accessing the Running Start program because of COVID.

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

### **B. 1<sup>st</sup> Reading Policy 6022 Revision Minimum Fund Balance**

Chief Financial Officer Wayne Leonard presented a revision to Policy 6022, Minimum Fund Balance, for first reading consideration.

At the March 22, 2021, Work Session the board directed the district to draft a revision to the Minimum Fund Balance policy adding a fund balance goal range, along with definitions for each fund.

The presented draft includes a paragraph explaining the many reasons maintaining adequate reserves is beneficial and prudent for the district. Additionally, definitions for a number of different funds are set forth in the policy.

The *Unassigned Fund Balance* section includes a stated desire to maintain a minimum fund balance equivalent to one month of total budgeted expenditures (8.33%). The policy additionally states that annually, as part of the budget development process, the board will review the total of the committed, assigned and unassigned minimum fund balances. The desired total of these three funds is 10-15% of the actual expenditures of the most recently completed fiscal year.

Referencing legal requirements that were shared electronically with the board, Mr. Leonard reported the district does not currently have any resources that could legally fit in the "committed" category.

Following discussion, Director Burchard asked that this policy revision be brought forward for second reading at the next board meeting as a non-action item. This will give each board member additional time to consider the presented revisions and suggest changes before taking action.

**C. 1<sup>st</sup> Reading Policy & Procedure 2420 Adoption  
(Replaces Old Policy/Procedure 4205)  
Grading and Progress Reports**

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 & Teaching Assistant Superintendent Heather Havens presented the adoption of Policy/Procedure 2420, Grading and Progress Reports, for first reading consideration. The adoption of this policy/procedure would replace old Policy/Procedure 4205, which was adopted on January 8, 1992, with no revisions approved since that date.

WSSDA Sample Policy/Procedure 2420 is the template for the presented policy/procedure adoption. The presented policy/procedure aligns with current district practices and complies with current state and federal statutes.

The policy includes the notation that the district will issue grades in a written or electronic format. Additionally, the section regarding class participation by students has been updated.

In the procedure language has been added to clarify how the grade received for a class/course taken more than once to improve a mark/grade will be included in the calculation of a student's grade point average.

Following discussion that included a brief explanation of why there have been so many policy adoptions and revisions brought forward lately, Director Burchard asked that the adoption of this policy/procedure be brought forward as an action item at the next board meeting. No first reading changes were recommended.

**D. 1<sup>st</sup> Reading Policy 2121 Adoption  
(Replaces Old Policy 4260)  
Substance Abuse Program**

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 & Teaching Assistant Superintendent Heather Havens presented the adoption of Policy 2121, Substance Abuse Program, for first reading consideration. The adoption of this policy would replace old Policy 4260, which was adopted on March 22, 1994, with no revisions approved since that date.

WSSDA Sample Policy 2121 is the template for the presented policy adoption. The presented policy aligns with current district practices and complies with current state and federal statutes.

Acknowledging that substance abuse is a societal program and may represent an impairment to the normal development, well-being and academic performance of students, the presented policy sets forth the board's commitment to develop a program that emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary corrective actions.

This program will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. Additionally, the program will be age-appropriate and developmentally based for all students in all grades.

Following discussion regarding the substance abuse resources available to students, Director Burchard asked that the adoption of this policy be brought forward as an action item at the next board meeting. No first reading changes were recommended.

**E. 1<sup>st</sup> Reading Policy 2163 Adoption  
(Partially Replaces Old Policy 4214)  
Response to Intervention**

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 & Teaching Assistant Superintendent Heather Havens presented the adoption of Policy 2163, Response to Intervention, for first reading consideration. The adoption of this policy would partially replace old Policy 4214, which was adopted on May 27, 1992, with no revisions approved since that date. The special education component of old Policy 4214 is covered in current Mead School District Policy 2161, Special Education and Related Services for Eligible Students.

WSSDA Sample Policy 2163 is the template for the presented policy adoption. The presented policy aligns with current district practices and complies with current state and federal statutes.

The policy states the district utilizes the core principles of the Response to Intervention (RTI) process to improve educational and behavioral outcomes for all students, and that interventions will consist of three levels of assistance that increase in intensity. The three levels include:

- A) Screening and classroom interventions
- B) Targeted small group intervention
- C) Intensive interventions

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

**F. 1<sup>st</sup> Reading Policy 2402 (English Language Arts), Policy 2403 (Math),  
Policy 2404 (Science), Policy 2405 (Social Studies), Policy 2406 (The  
Arts) & Policy 2407 (Health & Fitness) Adoption  
(Replacing Old Policy 4200 - Subject Area Curriculum)**

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 & Teaching Assistant Superintendent Heather Havens presented the adoption of Policy 2402 (English Language Arts), Policy 2403 (Math), Policy 2404 (Science), Policy 2405 (Social Studies), Policy 2406 (The Arts) and Policy 2407 (Health & Fitness) for first reading consideration. The adoption of these policies would replace old Policy 4200, which was adopted on March 22, 1978, with no revisions approved since that date.

WSSDA sample policies were the templates for the presented policy adoptions. The presented policies align with current district practices and comply with current state and federal statutes.

In each subject area the policy recognizes the importance of preparing students to be proficient in the stated discipline noting the skills acquired in said discipline are necessary for college and career readiness. Each policy directs the superintendent or designee to develop procedures for awarding credits to students based on demonstrated proficiency in the policy subject area.

Director Burchard asked that the adoption of these six policies be brought forward as an action item at the next board meeting. No first reading changes were recommended.

### **G. Amendment to Reopening Plan**

Superintendent Woodward reported that on March 25, 2021, Governor Inslee approved a change in social distancing requirements for K-12 schools that reduces the distance from 6 feet to 3 feet in classrooms. With this change the Mead School District has the capacity to have all secondary students attend in-person five days each week. It has been over a year since 6-12 grade students have been able to attend school every day.

Superintendent Woodward spoke to the impact this disruption in the daily school schedule has had on the mental health of students not just in the Mead School District but across the nation. Noting that “education is the great equalizer” Superintendent Woodward added that from an equity standpoint learning at home is not the same as in-person instruction.

In approving the reduction in social distancing requirements Governor Inslee left it up to local school boards to determine whether or not to approve a change in their instructional program based on this new guidance. In the Spokane region most school districts are increasing the amount of in-person instruction, although for many the in-person time at school will be less than in a traditional year. Per the governor’s proclamation a remote learning option must still be available for families.

With the district able to bring all secondary students back for in-person instruction on a daily basis, Superintendent Woodward presented the following change to Mead’s instructional program for board consideration:

- The change in instructional program would begin the week of April 19. Monday, April 19 would be a Hybrid A day and Tuesday, April 20 would be a Hybrid B day. April 21 and April 22 would be at-home learning days for students providing teachers and district personnel time to transition to the new instructional program. Friday, April 23 would be the first 100% in-person day.
- In recognition of the additional curriculum work associated with this change to the instructional model, two teacher Curriculum & Instructional Development Days (at-home learning days for students) for all K-12 certificated staff would be added to the calendar . . . Friday, May 28 and Friday, June 11. While students access learning from home teachers would be on-site working on lesson plans, curriculum maps and grading.

Superintendent Woodward reminded that the wearing of masks would remain mandatory. He additionally reported that social distancing while eating lunch remains 6 ft. Students in close contact to a classmate with COVID will be quarantined and it is possible quarantining numbers may go up because of the reduction in social distancing from 6 ft. to 3 ft. While the remote option would still be available for families, if the change in instructional program is approved, Superintendent Woodward highly encourages secondary students to return for in-person instruction.

In conclusion, Superintendent Woodward referenced the recent uptick in regional COVID cases and Department of Health/CDC recommendations regarding schools when case counts exceed 200 per 100,000. In their deliberations he asked that the board not only consider the presented change in instructional program as a result of the reduction in social distancing requirements, but also weigh in on guidance from the Department of Health/CDC should case counts exceed 200.

Director Green expressed strong support for getting students back in school on a full-time basis citing the mental health toll the lack of socialization has had on so many students. She additionally reminded that starting April 15<sup>th</sup> vaccines are available to anyone 16 and older.

Regarding the impact on remote students when there are more in-person students in class, Technology Director Doug Edmonson shared that teachers do use students in the class to help monitor questions from remote students. Superintendent Woodward shared that staff have made tremendous progress since the start of the year in managing the dual modality teaching platform. He did however note that many remote students are less engaged, which is why the district is encouraging remote students to return for in-person instruction.

Superintendent Woodward assured the board and public that the encouragement to have remote students come for in-person instruction is not driven by state testing.

Director Denholm supports the proposed change in instructional program. Regarding the 200 case count metric he expressed the need to make sure the district is covered from a liability standpoint.

Director Olson also supports the proposed change in instructional program. In response to a question regarding whether the district is required to make a change, Superintendent Woodward shared the district is already in compliance with the requirement to provide in-person instruction for 30% of the school year. Superintendent Woodward also clarified that remote students in the proposed instructional program change would be remoting into their classes five days a week.

Director Cannon expressed his support for the presented instructional program change. He believes it is best for students to be back on a regular schedule. If case counts were to exceed 200 it would be his preference the district stay the course. Even if case counts go up, more and more individuals will be vaccinated, which should result in fewer hospitalizations.

Director Burchard asked that the quarantine rules be reviewed. Business & Operations Assistant Superintendent Jared Hoadley explained that following current requirements students in a classroom who surround an infected classmate must be quarantined. Dr. Hoadley reminded that quarantine guidance is fluid and subject to change.

Reflecting on the decision made by the board in August to provide as much in-person instruction as possible at the beginning of the school year, Director Burchard acknowledged that with a student population in excess of 10,000 no matter what decision the board makes not everyone will be happy. Not knowing what the fall will look like Director Burchard believes approving this change in instructional program will help the district be better prepared for the start of the 2021/22 school year.

Director Denholm made a motion to approve the change in instructional program, as presented. Director Olson seconded the motion. The motion carried unanimously.

#### **H. Employee Termination**

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

Confirming Custodial Services Director Cathy Fayant provided appropriate written notice to Steve Mitchell of the board's intended action on this agenda item, Director Denholm made a motion to accept the recommendation of Custodial Services Director Cathy Fayant to terminate the employment of Steve Mitchell for the reasons provided. Director Green seconded the motion. The motion carried unanimously.

## **VI. Reports**

### **A. 2021-2022 Enrollment Update**

Superintendent Woodward shared the many avenues the district is exploring to regain students who did not attend this year because of COVID. Since these efforts are on-going the district does not yet know how many will return.

To address the overstaffing situation that existed this year because enrollment was down, which could continue into next year if enrollment does not rebound, the district is offering *Leaves for the Good of the District* for next year to reduce the number of overstaffed certificated positions.

Even with these efforts to increase enrollment and reduce staff the district estimates it is currently overstaffed by 13 teachers for next year. In a typical year the district would reduce its teaching staff to alleviate the overstaffed situation. However, because of COVID, the district is not in a “normal” overstaffed situation.

The third round of ESSER money the district will soon be receiving is being provided, in part, to help mitigate situations like the district being overstaffed. Because of the uncertainties around what next year will look like Superintendent Woodward shared the district would like to avoid any reduction in force for next year. If enrollment rebounds the district will have the teaching staff already in place to serve those students and, if not, the class size in some cases would simply be lower.

Following discussion, it was the consensus of the board to support avoiding a reduction in force knowing additional teacher retirements are most likely coming and it is likely student enrollment, particularly at kindergarten and 1<sup>st</sup> grade, will rebound.

### **B. Superintendent’s Report & Discussion Items**

Superintendent Woodward provided a brief update on the principal hiring timeline for Skyline Elementary School and Mt. Spokane High School. Interviews for the Skyline position will take place the last week of April followed by interviews for Mt. Spokane the first week of May. The process will include three interview teams for each position (students, staff & parents) as well as a Community Forum.

## **VII. Executive Session**

### **A. Review the Performance of a Public Employee**

At 7 pm Director Burchard called for an Executive Session of up to 30 minutes for the purpose of reviewing the performance of a public employee.

At 7:18 pm Director Burchard returned the meeting to Open Session.

## **VIII. Adjourn**

The meeting was adjourned at 7:20 pm.

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**President**

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**Secretary**