



**Minutes from the Regular Meeting of the Board of Directors  
Monday, April 26, 2021**

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The Board of Directors held a Regular Board Meeting on Monday, April 26, 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 and Cannon were present. Director Green was excused. Also attending were Superintendent Shawn Woodward, Chief Financial Officer Wayne Leonard and Assistant Superintendents Jared Hoadley and Heather Havens.

**I. Approval of Agenda**

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

**II. Approval of Minutes**

Director Olson made a motion to approve the minutes of the April 12, 2021, Regular Board Meeting, as presented. Director Cannon seconded the motion. The motion carried unanimously.

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

2021/2022 ASB President Jerad Dotson and ASB Vice-President Luke Zwiesler presented a brief review of the academic, athletic, leadership and music events recently completed and upcoming at Mt. Spokane High School. Students are glad to be back for every day, in-person instruction, although the parking lot has been a bit crazy. Traditional spring sports are underway with each team doing very well. Girls tennis is in contention for the GSL title. Marching Band is busy rehearsing for their upcoming (May 25<sup>th</sup>) combined show with Mead High School. This performance will take place at Union Stadium. Traditional winter sports (basketball, wrestling & gymnastics) are scheduled to begin on May 10<sup>th</sup>.

**IV. Continuing Business**

**A. 2<sup>nd</sup> Reading Policy 6022 Revision  
Minimum Fund Balance**

Chief Financial Officer Wayne Leonard presented a revision to Policy 6022, Minimum Fund Balance, for second reading consideration. This revision was brought forward for first reading on April 12, 2021. At that meeting Director Burchard asked that the policy be brought back for a second reading on April 26, 2021, as a non-action item, to give board members additional time to consider the presented revisions and suggest changes before taking action.

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.

Director Burchard noted the board does not traditionally keep a large fund balance. However, the current COVID situation that resulted in a loss of enrollment and a delay in real estate tax collections, led to the board wanting to reexamine the district's fund balance goal guidelines to be better prepared for any unforeseen future situations. The board believes it is prudent/important to have financial reserves equal to one month of payroll.

Director Olson, remarking on the solid financial management Mr. Leonard has provided to the district for many years, shared he believes it is important to have "rainy day" funds on hand.

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

**B-E. 2<sup>nd</sup> Reading Policy/Procedure 2420 Adoption  
(Replaces Old Policy/Procedure 4205)  
Grading and Progress Reports**

**2<sup>nd</sup> Reading Policy 2121 Adoption (Replaces Old Policy 4250)  
Substance Abuse**

**2<sup>nd</sup> Reading 2163 Adoption (Partially Replaces Old Policy 4214)  
Response to Intervention**

**2<sup>nd</sup> Reading Policy 2402 (English Language Arts), Policy 2403 (Math),  
Policy 2404 (Science), Policy 2405 (Social Studies), Policy 2406 (The  
Arts) & Policy 2407 (Health and 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.

At the request of Director Burchard, Learning & Teaching Assistant Superintendent Heather Havens presented the adoption of the *Instruction* policies set forth above as one action item. In each case the WSSDA Sample Policy and/or Procedure was the template for the presented adoption. Each presented policy/procedure aligns with current Mead School District practices and complies with current state and federal statutes.

Each policy/procedure was presented for first reading consideration on April 12, 2021. No first reading changes were recommended. Director Burchard asked that each of these policies/procedures be brought forward as action items on April 26, 2021.

Director Denholm made a motion to adopt the nine policies/procedures set forth above, as presented. Director Olson seconded the motion. The motion carried unanimously.

**V. New Business**

**A. Consent Agenda**

Director Burchard recognized and thanked the following employees who are retiring following many years of service to the Mead School District: Doreena Dobson (Northwood Middle School Administrative Assistant), Carol Mashtare (District Office Payroll Specialist) and Randy Osterback (Journeyman Painter).

Regarding a payment to Gus Johnson Ford, Chief Financial Officer Wayne Leonard explained this was for a used maintenance utility vehicle that will be used for grounds work.

Director Olson 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 6270 Revision  
Efficient & Responsible Use of Resources (Sustainability)**

Maintenance Director Travis Bown presented a revision to Policy 6270, Efficient & Responsible Use of Resources (Sustainability), for first reading consideration. This policy was adopted on June 28, 1978, and renumbered/ revised on November 13, 2007. The presented revision includes renaming the policy, as well as the inclusion of language that directly relates to RCW 39.35 and House Bill 1257.

Several school districts throughout the state have a resource sustainability policy. Those policies were consulted in preparing the presented revision as WSSDA does not have a sample resource sustainability policy.

The presented revision aligns with current district practices and recognizes the importance of creating and maintaining healthy, safe and sustainable school environments through increased efficiency, reduced resource use and reduced utility expenses. House Bill 1257 includes the phase in of Energy Use Intensity benchmarks beginning in 2026 and continuing to full implementation in 2028. The presented revision sets forth the general focus areas the district will concentrate on to meet the benchmarks set forth in this legislation.

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

**C. Instruction Policy/Procedure Suspensions**

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 suspension of the following "old" *Instruction Series* policies/procedures for board consideration:

- **4513 - Commencement and Baccalaureate Exercises** (covered in current Policy/Procedure 2410 - Graduation Requirements)
- **4701 - Running Start** (covered in current Policy/Procedure 2410 - Graduation Requirements)
- **4702 - Dual Enrollment** (covered in current Policy/Procedure 2410 - Graduation Requirements)
- **4275 - Physical Education - Waived** (covered in current Policy/Procedure 2410 - Graduation Requirements)
- **4305 - Use of Computer Software** (covered in current Policy/Procedure 2022 - Electronic Resources)
- **4511 - Religious Holidays and Observances** (covered in current Policy 2340 - Religious-Related Activities and Practices)
- **4512 - Religious-Related Assemblies** (covered in current Policy 2340 - Religious-Related Activities and Practices)
- **4820 - Research Activities** (no WSSDA sample policy or procedure)
- **4255 - Traffic Education** (traffic education is no longer offered by the school district)
- **4250 - Instruction in Basic Skills and Work Skills** (covered in a variety of other current *Instruction Series* policies/procedures)
- **4140 - Shared Decisions on Learning Improvement Grants** (grants no longer exist so the policy/procedure is obsolete)

Director Cannon made a motion to approve the suspension of the eleven presented *Instruction Series* policies/procedures. Director Olson seconded the motion. The motion carried unanimously.

## **VI. Reports**

### **A. Financial Report for the Month of March 2021**

Chief Financial Officer Wayne Leonard presented a brief financial report for the month of March 2021. Items of note included:

- April 1<sup>st</sup> enrollment is down 29 students. Enrollment throughout the year has remained flat. The district continues to be approximately 400 students below budget. A decrease in enrollment this time of year is typical and, therefore, is most likely not directly related to COVID.
- 1<sup>st</sup> half property tax collections will be arriving soon as will another portion of ESSER monies.

Discussion included the efforts the district has and will undertake to invite those students who have left this year because of COVID to return. A postcard was mailed to each family who left inviting them to return and principals at the elementary level will be personally reaching out to these families. Enrollment for next year opened on March 1<sup>st</sup>. Typically new student enrollment numbers pick up in May for the upcoming school year.

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

Superintendent Woodward provided an update on the following topics:

**COVID Vaccinations** - Thanks to the efforts of district nurses and Operations Assistant Superintendent Jared Hoadley, the district hosted another vaccination clinic on April 21<sup>st</sup> where 266 individuals received their first shot including 167 between the ages of 16 & 18. The follow-up clinic will be May 11<sup>th</sup>.

**Academic & Student Well-Being Recovery Plan** - Last week the district received Academic & Student Well-Being Recovery Plan paperwork from OSPI, with a due date of June 1<sup>st</sup>. Submission of this is one of the requirements to receive ESSER III funds. The plan will address student needs resulting from school building closures and extended time in remote learning due to the COVID-19 pandemic. The plan will be presented to the school board for their approval on May 24<sup>th</sup>.

Plan requirements include identification of universal supports for all students, diagnostic assessments, equity analysis, student and family voice, student progress monitoring and intervention strategies. Learning & Teaching Directors Mark St. Clair and Rob Haugen will take the lead in drafting the district's Academic & Student Well-Being Recovery Plan.

**Senate Bill 5044** - This bill, that was just passed by the Washington Legislature, requires the district to dedicate one professional learning day each year to train school district staff in one or more of the following topics: cultural competency, diversity, equity or inclusion. Superintendent Woodward noted the legislation does not mention "critical race theory." When the district determines the training it will offer to comply with this legislation for the 2021-2022 school year it will be shared with the school board. The district wants to be completely transparent regarding the training that will be offered in the areas of cultural competency, diversity, equity and/or inclusion.

Regarding equity, the district's Equity Committee (Director Green and Director Cannon sit on this committee) recently held its second meeting. The main focus of the meeting was taking a look at ways to provide a welcoming school environment for all students.

**Return to Secondary Every Day Instruction** - Last Friday (April 23<sup>rd</sup>) was the first day all secondary students were able to return for every day in-person instruction. Superintendent Woodward expressed his thanks and appreciation to all for their efforts in making this happen.

**Transition of Elementary Remote to In-Person** - Today (April 26<sup>th</sup>) more than 100 remote elementary students returned for in-person instruction. Six new classrooms were opened (one at each grade level) - four at Brentwood and two at Farwell - to accommodate this change in learning modality. For most students it felt like the first day of school. Thanks were extended to the many individuals responsible for helping make this transition possible.

**Jaden Baer Graduation** - Director Cannon reported on the very touching graduation ceremony that took place on April 22<sup>nd</sup> at Union Stadium for Mead High School senior Jaden Baer who has terminal brain cancer. Director Cannon thanked Mead High Principal Jeff Naslund and his team for going “above and beyond” to make this a very special event for Jaden and his family. This celebration felt very much like a traditional graduation ceremony. Approximately 500 students, staff and community members were in attendance to honor Jaden who is the very first Mead School District student to graduate at Union Stadium.

## **VII. Adjourn**

The meeting was adjourned at 6:35 pm.

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**President**

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**Secretary**