



**Minutes from the Regular Meeting of the Board of Directors  
Monday, May 10, 2021**

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The Board of Directors held a Regular Board Meeting on Monday, May 10, 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 Green made a motion to approve the agenda, as presented. Director Denholm seconded the motion. The motion carried unanimously.

**II. Approval of Minutes**

Director Olson made a motion to approve the minutes of the April 26, 2021, Regular Board Meeting, as presented. Director Cannon seconded the motion. The motion carried unanimously.

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

Orchestra teacher Dorothy Baldwin introduced the Mead High School Chamber Orchestra who played two numbers for those in attendance. Ms. Baldwin expressed her thanks to the board for their support of the arts explaining that for her orchestra students the benefits of being a part of orchestra are far reaching. Most members of Mead's Chamber Orchestra have been playing for nine years. Orchestra is its own language and allows each student the opportunity to musically express him or herself. In conclusion, Ms. Baldwin expressed her appreciation for this live performance opportunity. It is very beneficial as they prepare for their first in-person concert scheduled for May 25<sup>th</sup>.

The board thanked Ms. Baldwin and her students for a lovely performance.

Regarding the Mt. Spokane High School Sports Medicine Team, led by teacher Breann Booher, CTE Director Doug Edmonson shared the team placed 2<sup>nd</sup> at state with several students also earning individual awards. This is the highest finish for the program in school history. The group additionally won a recent Team Challenge competition placing first in all but one category. Director Burchard extended his congratulations noting the excellent job Ms. Booher does leading this "impressive program."

Director Green, who recently had the opportunity to spend time at Mead High School where she talked with staff and observed lunches now that students are attending in-person five days a week, thanked and acknowledged staff for all of their hard work. She particularly noted the many phone calls made by nursing and office staff, to sometimes angry parents, notifying them that their child must be quarantined because of close contact with a confirmed COVID case.

**IV. Continuing Business**

**A. 3<sup>rd</sup> Reading Policy 6022 Revision  
Minimum Fund Balance**

Chief Financial Officer Wayne Leonard presented a revision to Policy 6022, Minimum Fund Balance, for third reading consideration. This revision was brought forward for first reading on April 12, 2021, followed by a second reading on April 26, 2021, where Director Burchard asked that the policy be brought forward for action on May 10, 2021.

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.

No first or second reading changes were recommended.

Director Olson made a motion to approve the revision to Policy 6022, Minimum Fund Balance, as presented. Director Denholm seconded the motion. The motion carried unanimously.

**B. 2<sup>nd</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 second 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. Director Burchard asked that this revision be brought forward as an action item on May 10, 2021.

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.

No first reading changes were recommended.

Director Cannon made a motion to approve the revision to Policy 6270, Efficient and Responsible Use of Resources (Sustainability), as presented. Director Green seconded the motion. The motion carried unanimously.

**V. New Business  
A. Consent Agenda**

Director Green recognized and thanked the following resigning or retiring individuals who she knows personally: Special Education Director Suzanne McKibbon (resigning) and Northwood teacher Gail Lange (retiring).

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

Following approval of the Consent Agenda, which included approving the hiring of two new principals, Learning & Teaching Assistant Superintendent Heather Havens introduced Erik Olson who has been selected as the Skyline Elementary principal and Chelsea Gallagher who has been selected as the new Mt. Spokane High School principal. In both cases the selection process was very rigorous including a staff interview team, parent interview team and online Community Forum. The Mt. Spokane process also included a student interview team.

On behalf of the board Director Burchard congratulated both individuals noting the pool of candidates was excellent for each position.

### **B. Superintendent Contract Extension**

Following comments from each board member publicly affirming the outstanding job Superintendent Shawn Woodward has done leading the Mead School District this past year, Director Green made a motion to extend Superintendent Woodward's contract to June 30, 2024. Director Olson seconded the motion. The motion carried unanimously.

Board comments:

*Director Green* acknowledged the extraordinary circumstances Superintendent Woodward has led the district through in the past two years. These include budget cuts, boundary changes and COVID. His leadership is energetic and inspired. She particularly noted his work in the areas of strategic planning and equity.

*Director Olson* reflected on the boundary change that went into effect this past fall and how the stress of that transition pales in comparison to providing the opportunity for in-person instruction this year. Through each of these situations Superintendent Woodward has provided outstanding leadership.

*Director Cannon* shared he "couldn't think of a better fit for where the district is right now." On a personal level, as a new board member, he is both appreciative and thankful Superintendent Woodward has taken the time to meet with him regularly and answer "lots" of questions.

*Director Denholm* referenced Superintendent Woodward's leadership style that has empowered staff to be successful at their jobs particularly this past year with COVID. He expressed his thanks to not only Superintendent Woodward but also all employees for going the extra mile this year.

*Director Burchard* echoed the comments shared by other board members. Superintendent Woodward is a calm, confident leader . . . someone he, as board president, appreciates working with.

Superintendent Woodward thanked the board for their support. He reflected back to August when the board made the decision to offer families the option to attend in-person or remotely. He shared he is very glad they made that "kids first" decision.

### **C. 1<sup>st</sup> Reading Policy & Procedure 3421 Adoption (Replaces Old Policy/Procedure 5430) Child Abuse, Neglect & Exploitation Prevention**

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.

Student & Family Services Director Josh Westermann presented the adoption of Policy/Procedure 3421, Child Abuse, Neglect & Exploitation Prevention, for first reading consideration. The

adoption of this policy/procedure would replace old Policy/Procedure 5430, which was adopted on September 9, 1992, with no revisions approved since that date.

WSSDA Sample Policy/Procedure 3421 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 presented policy includes a thorough explanation of what “child abuse, neglect or exploitation” means and the requirement that staff report all incidents of abuse regardless of the age of the person who engages in it. The policy additionally directs the superintendent or designee to develop reporting procedures that are provided to staff on an annual basis.

The presented procedure directs the district to develop and implement an instructional program that teaches students how to recognize the factors that may cause people to abuse, neglect or exploit children, how one may protect oneself from these forms of maltreatment and what resources are available to assist an individual who does or may encounter an abuse situation. Additionally, the procedure includes *Reporting Responsibilities* and *Abuse Indicators*.

Discussion included a recommendation from Director Green to change language in the procedure so that it clearly states reporting suspected child abuse, neglect or exploitation is a legal requirement/obligation of staff. With the understanding this revision will be made and forwarded to board members for their review prior to the next board meeting, Director Burchard asked that the adoption of this policy/procedure be brought forward as an action item at the next board meeting.

**D. 1<sup>st</sup> Reading Policy 3140 Adoption  
(Replaces Old Policy 5231)  
Release of Resident Students**

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.

Student & Family Services Director Josh Westermann presented the adoption of Policy 3140, Release of Resident Students, for first reading consideration. The adoption of this policy would replace old Policy 5231, which was adopted on June 27, 1990, with no revisions approved since that date.

WSSDA Sample Policy 3140 is the template for the presented policy adoption.

The presented policy aligns with current district practice and includes several reasons that qualify a student to be “released” to another school district for schooling or, in the case of home-based instruction, to enroll in ancillary services in another school district. The policy additionally addresses transportation responsibilities for released students, paperwork requirements and the appeal process if a release is not granted.

In response to a question from Director Olson, Mr. Westermann stated he could not think of an instance when the district has not granted a release. Regarding athletic eligibility for high school students, it was shared they typically need to sit out for one year. Students who “choice in” to the Mead School District must obtain a release from their resident school district.

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 3110 Adoption  
(Replaces Old Policy 5200)**

**Qualification of Attendance and Placement**

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.

Student & Family Services Director Josh Westermann presented the adoption of Policy 3110, Qualification of Attendance and Placement, for first reading consideration. The adoption of this policy would replace old Policy 5200, which was adopted on April 12, 1978, with no revisions approved since that date.

WSSDA Sample Policy 3110 is the template for the presented policy adoption.

The presented policy aligns with current district practice and includes sections that address *Age of Admission, Entrance Qualifications* and *Placement of Students on Admission*.

Following discussion, 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.

**VI. Reports**

**A. Superintendent's Report & Discussion Items**

Superintendent Woodward shared the following:

**Mt. Spokane Student Action Team** – This team of students was recently awarded a *Chase Youth Award* in the *Leadership* category. Throughout this school year this group of students has hosted a time for conversation each Friday with students and staff on the topic of race.

**Strategic Plan Priority Area 4 – Connecting School, Family & Community** – In alignment with this strategic plan priority area, Superintendent Woodward reported 175 individuals joined one of the recent principal hiring Community Forums with 43 of these individuals submitting feedback on the principal finalists. A benefit to the pandemic has been the use of webinar opportunities like this to engage with the community. This is a tool the district will continue to use even when the pandemic is over.

**Secondary In-Person Instruction** – Reiterating what Director Green shared earlier in the meeting about the challenges and hard work associated with bringing all secondary students back for daily in-person instruction, Superintendent Woodward expressed his sincere thanks to staff for making this happen. He particularly noted the work of Business & Operations Assistant Superintendent Jared Hoadley and our school nurses. All secondary schools are currently in Level 1 status due in large measure to the conservative approach taken by the district's COVID Committee when it comes to bringing on new activities. There are currently 292 students in quarantine representing 4% of the district's secondary student population.

In conclusion, Superintendent Woodward extended his personal thanks to Dorothy Baldwin and the Mead High Chamber Orchestra for their performance at the board meeting.

**VII. Adjourn**

The meeting was adjourned at 6:50 pm.

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President

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Secretary