



Minutes from the Regular Meeting of the Board of Directors Monday, August 30, 2021

The Board of Directors held a Regular Board Meeting on Monday, August 30, 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 Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

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 August 16, 2021, Regular Board Meeting, as presented. Director Cannon seconded the motion. The motion carried unanimously.

Director Cannon requested, to help clarify remarks attributed to him and included in the August 16th minutes, that the August 30th minutes include the following statement on his position/understanding of the mask mandate as it relates to the oath he took when sworn in as a school board member:

The minutes stated I thought the mandate was unenforceable because it wasn't a law that had gone through the legislative process. This is an important distinction to make, since we're talking about legality and the oath we took as board members. To be clear and consistent, I was commenting on the assertion that as board members, we took an oath to uphold the laws of the United States and the State of Washington. In that regard, while the mandate may in fact have the force of law, and is enforceable, the mandate itself is not a literal law. It was not a product of the legislative process which our Constitution (the Constitution I swore to uphold) clearly outlines. So, the emergency mask mandate carries the force of law without being an actual law put into place by the state legislature.

III. Remarks for the Good of the Schools

Prior to opening the meeting for Public Comment, Board President Chad Burchard shared the district will be following the state mask mandate as it is not a local decision. He additionally set forth the following Public Comment parameters:

- Comments should be civil.
- The board will not engage in direct conversations but, as needed, questions or comments will be referred to staff for follow-up.
- Time limit for individual remarks is three minutes.
- In total 30-minutes will be allotted for comments. On August 16th the board heard two hours of Public Comment on the topic of masks. Therefore, the request was made that comments focus on areas other than the mask mandate. If 30 minutes is not adequate to hear from all who want to speak those individuals should email Superintendent Woodward with their concerns/comments.
- Complaints or comments about employees is not permissible under Remarks for the Good of the Schools.

Director Burchard reported the board has received numerous emails on the subject of masks. A majority of the emails he has personally received state that parents want their kids in school, full time, and therefore they will comply and wear a mask. He has also received emails advocating for mask choice and emails in support of the mask mandate.

Director Burchard talked with Dr. Velazquez from Spokane Regional Health District. While it is not yet clear how long masks will be needed, Dr. Velazquez told Director Burchard schools would only be shut down if the virus was “out of control.” Dr. Velazquez is encouraged the school year will start with students and staff wearing masks. He is very hopeful the delta variant will level off and the year won’t end with masks required.

Public Comments

Sarah Barclay - Mom of six boys, five who currently attend school in the Mead School District. Thanked the board for listening and considering both sides of the mask issue. She attended the last board meeting and listened to those for and against the mask mandate. She is concerned the district is not listening to the 73% who want the wearing of masks to be optional and questions whether it is reasonable and fair to do what the 27% want. Families should have the option to do what is best for their situation. She proposes the district take the “teeth” out of the mandate and, similar to this summer when families were emailed that laptops would be turned off and were not, simply not follow through with enforcing the mask requirement.

Jenny Bright - Mom of four kids. Two of her kids don’t care about having to wear a mask and this concerns her because of their comments about how the mask helps them “hide.” She advocated for students to have access to lockers and be able to sit with their friends at lunch. She hopes the district will be more creative this school year and work toward clear solutions. She specifically referenced the requirement last year that her kindergartener bring their laptop to and from school each day despite inadequate computer safety training.

Sarah Roper - She just attended an anti-mask rally at Mead High School. Speaking for those who were also in attendance at the rally she expressed disappointment the school board meeting was not in-person and that attendees were asked to not comment on masks. Referencing Director Burchard’s statement that the district will be following the state mask mandate as it is not a local decision, she does not recall that being voted on at a board meeting. For the record she would like a vote to be taken. In conclusion, she referenced the Northwood Open House where tours were provided for students only with no parents allowed. She believes parents should have access to their children while they are at school.

Alan Nolan - He applauded the board for their courageous decision last year to offer in-person instruction for students for the entire school year and advocated for them to, again this year, be courageous and make the wearing of masks optional. He contended the data does not support the wearing of masks . . . something the state chose to ignore. Mead parents do not support the mask mandate. If the board cannot represent the desires of their constituents they should step aside.

Debbie Mieth - Expressed concern about how the vaccine mandate will impact staffing and questioned whether there will be enough teachers and support staff to hold in-person instruction. (Director Green responded that the board does not yet have an answer on how the vaccine mandate will impact staffing.) Even though she believes Mead offers a better education, she wonders if her daughter should attend a private Christian school because of staffing uncertainties and the potential the district will have to transition from in-person to on-line instruction. (Director Burchard shared there are vaccine opt-out options and indicated there would be more discussion at upcoming board meetings on the impact of the vaccine requirement.)

Director Green shared she is making note of concerns shared and, where needed, follow-up information will be provided.

Chastity - Unable to hear comments because of poor connection.

Steven Allen - 2005 Mt. Spokane graduate with three children . . . two at Mt. Spokane and one at Creekside. All of his children have flourished since the family moved back to Mead. The Mead School District has always, just like last year, led the way. He expressed frustration that no one is working for the 73%. They are the majority and they are not being heard. He assured the board they (the 73%) have their back if they go against the mandate regarding masks. Spokane County is wondering what Mead is going to do. Those who want to wear masks should do school from home.

Susan M - Unable to hear comments because of poor connection.

Zach Proett - Unable to hear comments because of poor connection.

Tina Carlson - Curious about COVID numbers from other states who have already started school without a mask mandate. Wonders how it is going for those districts. (Director Burchard stated it will be interesting to watch other states. From what he has seen so far in some states it is going well and in others not as well.)

IV. Continuing Business

A. 2nd Reading Policy/Procedure 2152 Revision Student Travel

Director of Secondary Education Darren Nelson presented a revision to Policy/Procedure 2152, Student Travel, for second reading consideration. This policy was adopted on November 10, 2003, with one revision approved on August 21, 2019.

The presented revision to both the policy and procedure includes proposed changes to the sections that address Category 3, Extended Field Trips and Category 4, Special Event Trips.

Events that fall under Category 3, Extended Field Trips, include trips that involve overnight stays. Language is proposed that clarifies trips under this category are for overnight stays in Washington, Montana, Idaho, Oregon or British Columbia. An additional change moves approval from the board to the Director of Secondary Education or the Director of Elementary Education, depending on grade level.

Under Category 4, Special Event Trips, language is proposed that states, "All trips to destinations outside of Washington, Montana, Idaho, Oregon or British Columbia fall into this category." Additionally, the last approver at the district level before submission to the school board for final approval has been changed to the Director of Secondary Education or Director of Elementary Education, depending on grade level.

Mr. Nelson assured all trips involving overnight student travel, regardless of category, will be carefully reviewed before being approved at the district level (Category 3) or being forwarded to the board (Category 4) for their approval. The proposed change primarily impacts the approval process for annual, reoccurring overnight events.

No first reading (August 16, 2021) changes were recommended.

For the record, Director Cannon reminded the intent of the policy/procedure revision is to streamline the paperwork aspect of the trip approval process. Director Burchard added the revision will help create consistency throughout the district.

Director Olson made a motion to approve the revision to Policy/Procedure 2152, Student Travel, as presented. Director Denholm seconded the motion. The motion carried unanimously.

**B. 2nd Reading Policy/Procedure 5515 Adoption
Workforce Secondary Traumatic Stress**

Human Resources Director Keri Hutchins presented the adoption of Policy/Procedure 5515, Workforce Secondary Traumatic Stress, for second reading consideration. The adoption of this policy/procedure satisfies one of the requirements of Substitute House Bill 1363. This bill requires school districts to address Secondary Traumatic Stress in the K-12 workforce prior to the beginning of the 2021-2022 school year.

The policy states the district's commitment to preventing and addressing Secondary Traumatic Stress for personnel by supporting mental health in the workplace. To promote a positive workplace climate the district will incorporate and share with staff a variety of resources that address Secondary Traumatic Stress, stress management and other health issues.

The procedure establishes the formation of a district-wide Workforce Mental Health Committee. Committee duties include sharing resources related to Secondary Traumatic Stress, when needed seeking staff feedback via an anonymous climate survey and, at least once a year, reporting to the board on the status of staff well-being.

No first reading (August 16, 2021) changes were recommended.

Director Cannon made a motion to adopt Policy/Procedure 5515, Workforce Secondary Traumatic Stress, as presented. Director Olson seconded the motion. The motion carried unanimously.

V. Public Hearing – 2021-2022 Budget

Chief Financial Officer Heather Ellingson, in accordance with state law, presented the proposed 2021-2022 budget for public comment. A copy of the draft budget was provided to each board member and a summary of the proposed budget was presented at the August 16, 2021, board meeting. Ms. Ellingson provided an overview of appropriation levels for the five district funds (General, ASB, Debt Service, Capital Projects and Transportation Vehicle). Regarding the General Fund, Ms. Ellingson highlighted the following:

- Budgeted enrollment of 10,084. This is difficult to estimate once again this year because of the impact of COVID. An enrollment decline of 100 students reduces revenue by \$886,000.
- In the spring the decision was made to keep staffing levels for 2021/2022 at the same level as the 2020/2021 school year and use ESSER funds to cover any shortfall. Assuming enrollment at the budgeted 10,084 level, the district projects the shortfall will be approximately \$7.2 million. The ending fund balance in 2020/2021 is estimated to be between \$14 million and \$15 million.

Ms. Ellingson additionally reviewed how passage of the levy (\$2.00/\$1,000 AV), the 2% state IPD and the 1% loss in state regionalization impact the 2021/2022 General Fund budget. The district receives approximately 82% of its revenue from the state, 7.5% from the federal government and 10.5% from the local, voter approved levy. 86% of General Fund expenditures are for staff salaries and benefits. The budget presentation included a review of the ending Fund Balance for the past three years plus a projected 2021/2022 ending balance. Also included was a four-year forecast through the 2024/2025 school year.

In response to a question from Director Cannon about the Capital Projects Fund, Ms. Ellingson shared that, once all approved projects have been completed, any remaining funds could be used to cover things like roof repairs. Addressing a question about future property purchases,

Superintendent Woodward shared Facilities & Planning Director Ned Wendle, in the very near future, will present a comprehensive Capital Projects Report that will cover the topic of future school sites.

Regarding the 2% IPD provided by the state for the 2021/2022 school year, Director Green shared this is similar to the old COLA and represents a pay increase for all employees. One of her frustrations is that while all employees receive the 2% IPD the money received from the state, because it is based on the prototypical school model, is not adequate to cover the increase for all employees. For example, Mead employs several more nurses and paraeducators than are allotted in the state model. The IPD for these additional employees is covered by local levy funds. Another frustration is the decrease in regionalization for Mead. Across the state regionalization ranges from 24% to 0%. Mead started at 6% and this decreases by 1% annually until it is gone. (For the 2021/2022 school year the percentage is 4%). On the west side of the state many districts receive 24% with no annual decrease.

Director Olson and Director Burchard complimented Ms. Ellingson on a very thorough, straightforward presentation.

There were no public comments on the presented 2021/2022 budget.

VI. New Business

A. Resolution 21-10 2021-2022 Budget Adoption

Chief Financial Officer Heather Ellingson presented Resolution 21-10, 2021-2022 Budget Adoption, for board consideration. State law requires fiscal year budgets be adopted by August 31st of each year. Adoption of the 2021-2022 budget sets the appropriation level or spending limit for each of the district's five funds (General, ASB, Debt Service, Capital Projects and Transportation Vehicle) consistent with the assumptions and estimates utilized in its preparation.

Director Cannon is in favor of keeping a balance in the Capital Projects Fund and would like to review a list of proposed expenditures out of this fund. He understands the need in both the Capital Projects Fund and the General Fund to be somewhat fluid considering the variables the district encountered this past year that will most likely continue into the upcoming school year because of COVID. He is hopeful things will level out. He additionally stressed the importance of, as the district can, working toward a higher fund balance.

Director Burchard acknowledged COVID presents a wild card when it comes to the budget process. He is concerned about the long-term ending fund balance and the ability of the district to maintain current staffing levels. A lot depends on COVID and enrollment. The board will be watching the situation very closely.

Director Olson commented on the drop in enrollment from 2019/20 (10,574) to the budgeted projection of 10,084 for the 2021/2022 school year. If even half of the lost students return this year it will have a very positive impact on the district's financial picture.

Ms. Ellingson reminded that in adopting the budget resolution the board is granting the authority to spend up to an approved amount with no requirement that the district spend all of that money.

Director Denholm made a motion to adopt Resolution 21-10, 2021-2022 Budget Adoption, as presented. Director Green seconded the motion. The motion carried unanimously.

**B. Resolution 21-11
2021-2022 Fees & Policies**

Chief Financial Officer Heather Ellingson presented Resolution 21-11, 2021-2022 Fees & Policies for board consideration. In addition to the adoption of the fiscal year budget, state law requires that fees, budget policies and facility use fees be adopted by August 31st.

Thanks to federal funding, for the 2021-2022 school year, meals will be provided at no cost to students. However, there is a charge for a second student meal. There is a slight increase in the price for adult meals. There is no proposed change to general facility use fees. A separate fee schedule for Union Stadium was provided. There is no change in ASB membership fees and the mileage rate is adjusted to the IRS standard mileage rate as of January 1st each year.

Facilities & Planning Director Ned Wendle explained the fees associated with Union Stadium are not designed to generate income. They simply cover general operating costs associated with use of the facility.

Director Olson made a motion to adopt Resolution 21-11, 2021-2022 Fees & Budget Policies, as presented. Director Green seconded the motion. The motion carried unanimously.

C. Consent Agendas A & B

Responding to questions from the board, Chief Financial Officer Heather Ellingson shared that a payment from the General Fund to Govconnection, Inc., in the amount of \$151,990.65, was for a technology purchase and a payment from Capital Projects to Garland/DBS, Inc., in the amount of \$317,123.32, was for roof repairs at Prairie View.

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

Director Green made a motion to approve Consent Agenda B, as presented. Director Denholm seconded the motion. The motion carried. Director Olson abstained.

**D. Policy 2420 Revision – Grading and Progress Reports
Policy 3520 Revision – Student Fees, Fines or Charges**

Director of Secondary Education Darren Nelson presented a revision to Policy 2420, Grading and Progress Reports, and Policy 3520, Student Fees, Fines or Charges, for board consideration. The presented revision to both policies brings them into compliance with House Bill 1176. This bill, recently passed by the legislature, prohibits withholding a student's grade report and/or transcript until outstanding fees or fines have been paid.

In both Policy 2420 and Policy 3520 the presented revision strikes the paragraph that addresses withholding a grade report or transcript until fines or fees have been discharged. Even with this change the district will continue to make every legal effort to collect unpaid fines or fees.

Director Olson made a motion to approve the revision to Policy 2420, Grading and Progress Reports, and Policy 3520, Student Fees, Fines or Charges, as presented. Director Cannon seconded the motion. The motion carried unanimously.

E. Award of Milk and Dairy Contract

Nutrition Services Director Kim Elkins presented the annual renewal option on Bid 483-20-04-B, through the district's inter-local agreement with Central Valley School District, for the 2021-2022 school year with Terry's Dairy, for board consideration.

The district has been satisfied with the performance of Terry's Dairy for the past several years and is confident in their ability to meet milk and dairy needs for the 2021-2022 school year.

Director Olson made a motion to award Bid No. 483-20-24-B Milk and Dairy contract for the 2021-2022 school year to Terry's Dairy, as presented. Director Denholm seconded the motion. The motion carried unanimously.

F. Award of Prime Vendor Contract

Nutrition Services Director Kim Elkins presented the annual renewal option on PSJPC Bid #1-2017 Prime Vendor with US Foods providing grocery items to the Mead School District for board consideration. This contract is available through the district's membership in the Puget Sound Joint Purchasing Cooperative (PSJPC).

The district has been satisfied with the performance of US Foods for the past several years and is confident in their ability to meet grocery needs for the 2021-2022 school year.

Director Green made a motion to award PSJPC Bid #1-2017 Prime Vendor contract for the 2021-2022 school year to US Foods, as presented. Director Cannon seconded the motion. The motion carried unanimously.

G. Award of Fuel Contract

Transportation Director Brian Liberg presented the annual renewal option with PetroCard for fuel services, including unleaded gasoline and diesel fuel, for board consideration.

The base year for this Request for Proposal was the 2020-2021 school year with four one-year renewal options through 2024-2024. PetroCard was the district's fuel service provider this past year. The district has been satisfied with their performance and is confident in PetroCard's ability to meet fuel needs for the 2021-2022 school year.

Director Cannon made a motion to award PetroCard the contract for fuel services for the 2021-2022 school year, as presented. Director Olson seconded the motion. The motion carried unanimously.

VII. Reports

A. Financial Report for the Month of July 2021

Chief Financial Officer Heather Ellingson shared a brief financial report for the month of July 2021. As presented earlier during the Public Hearing on the 2021-2022 budget, Ms. Ellingson reported the anticipated ending fund balance will be in the \$14-\$15 million range. She additionally clarified that enrollment and ESSER funds are not related. Student enrollment numbers determine the amount of money the district receives from the state. ESSER funds are not tied to enrollment but are determined entirely on the district's Title I allocation.

B. Superintendent's Report and Discussion Items

Superintendent Woodward, regarding the upcoming school year, talked about how the district is focused on making sure each student is future ready . . . empowered to dream, believe and achieve. As a learning community the district is committed to ensuring high levels of learning for all students.

In October Director of Assessment & Program Effectiveness Mark St.Clair will share with the board data on student performance from last year. Despite the challenges of the 2020-2021 school year, in most areas, student learning was better than anticipated.

Using the portion of ESSER funds earmarked by the federal government for professional development the district has contracted with Solution Tree for the next three years to provide trainings designed to enhance the effectiveness of PLCs. The goal of this training is to provide consistency from school to school, and grade level to grade level, that supports the district's work as it relates to the four critical PLC questions.

Regarding the start of school, like last year, to assure a safe opening and error on the side of caution, the district will initially restrict visitor and volunteer access inside school buildings. The situation is fluid and will be reassessed on a regular basis. An example of something that has been postponed for a few weeks are elementary school Ice Cream Socials. These traditionally happen before school starts and will now take place later in the month of September.

Director Olson asked about the remodeling work being done at the old M.E.A.D. facility. Facilities & Planning Director Ned Wendle shared this space will now be home to the district's virtual program. Mr. Wendle will arrange a tour of this facility and Skyline Elementary for interested board members.

VIII. Adjourn

The meeting was adjourned at 8 pm.

President

Secretary