



**Minutes from the Regular Meeting of the Board of Directors
Monday, December 13, 2021**

The Board of Directors held a Regular Board Meeting on Monday, December 13, 2021. The meeting began at 6 pm and was held at District Office. 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 Gray 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 Cannon made a motion to approve the meeting agenda, as presented. Director Denholm seconded the motion. The motion carried. (Director Gray, who had not yet taken the *Oath of Office*, did not vote.)

II. Approval of Minutes

Director Cannon made a motion to approve the minutes of the November 22, 2021, Regular Board Meeting, as presented. Director Olson seconded the motion. The motion carried. (Director Gray, who had not yet taken the *Oath of Office*, did not vote.)

III. Oath of Office – Director Districts #1 and #5

The November 2, 2021, election results for Mead School District Director Districts #1 and #5 have been validated by Spokane County. Chad Burchard has been elected to represent Director District #1 and BrieAnne Gray has been elected to represent Director District #5.

Superintendent Woodward administered the *Oath of Office* to each of these newly elected board members.

IV. Remarks for the Good of the Schools

President Burchard opened the floor for public comment on non-agenda items and reminded those wishing to speak that comments should be limited to three minutes in length. He additionally stated that, while this is not a “question and answer” time, questions can be submitted to the board and/or district for response following the meeting. Board members were first invited to share remarks followed by the public.

Director Gray positively commented on the Northwood Middle School art mosaic featured in a recent *Weekender*. This student work is “very impressive”.

Director Cannon highlighted the many outstanding fine arts concerts that have taken place this month and are upcoming, noting in particular the Mt. Spokane High School combined band, orchestra and choir concert taking place at the Fox on December 14th. Students and instructors put a tremendous amount of time and effort into these performances.

Director Olson, grandfather of recent (2021) Mt. Spokane High School graduate/basketball player Tyson Degenhart, proudly shared Tyson is now in the starting lineup for Boise State. Boise State will play WSU on December 22nd here in Spokane at the Arena.

Jennifer Killman, mother of three boys, two at Evergreen and one at Highland, who has always enjoyed volunteering at school, addressed the board regarding the district’s policy that requires volunteers who work with students to be vaccinated without the option for an exemption like is

granted to employees. She asked that the district reconsider this policy and expand the opportunity to volunteer and work with students to non-vaccinated individuals. She believes this restrictive policy is a move in the wrong direction as it limits opportunities to help students. On behalf of the Evergreen PTO President, she posed the question, "Why the difference between teachers and volunteers?" On a positive note, the Evergreen PTO is very appreciative they were able to host an in-person bookfair this year that raised more than \$10,000.

John Johnson, grandfather of two Mead High School students, encouraged the board to listen to the science and not get answers from bureaucrats. He has been paying taxes in the Mead School District for 25 years even though two of his children attended Northwest Christian. He does not want the district to abandon logic.

Sara Breen, 1996 Mead High School graduate, mother of children who attend school in the Mead School District, current chair of the Citizen's Advisory Committee and member of the district's most recent Safety & Security Committee, encouraged the board to increase investment in school safety and security. Reading from an email she recently sent to board members, she shared that district funding on safety and security is below the curve and, even in 2019, district spending in this area was very low, on a cost per child basis, when compared to other school districts. She expressed hope the district will soon be in a position to move forward with other pressing, non-COVID related items such as safety and security. She would like to see safety and security as an upcoming agenda item and would like additional spending in this area added to next year's budget.

Emily Combs offered congratulations to BrieAnne Gray on her victory and thanked Michael Cannon for his no vote on the dismissal of four staff members because of non-compliance with the state's vaccine mandate. She requested the board implement a policy that addresses what is, and is not, appropriate for staff to talk with students about noting, in particular, that talking about medical or political issues is inappropriate. She referenced a personal situation that involved her daughter and the school librarian. She talked with the school principal about the situation but she is tired of talking to the principal every time a situation arises.

On the topic of CRT, she shared it is being, or could be, taught as part of the district's Social Emotional Learning program/curriculum. It is alarming to her there is no policy prohibiting this. She shared her daughter looks white but has a brown grandfather. She believes teaching CRT to her daughter would be a hate crime and that no one gets to teach racism. She encouraged the board to be "a wall" between this type of instruction and children, stated pushing CRT on children is not helping and declared there is a better way. While she appreciates principals and how they are focused on equity, she believes teachers would take things too far which is very alarming. In conclusion, she stated she would also email her concerns to the district and board members.

Kasey Lupton, on behalf of Colbert and all elementary school PTOs, expressed thanks to Doug Edmonson and the board for being creative regarding making elementary sports available to students.

Debra Fletcher, mother of adult children who graduated from Mt. Spokane High School, shared how the family moved from Oklahoma to Spokane following the Oklahoma City bombing. Having recently attended a school board meeting in Spokane where the meeting started with the *Pledge of Allegiance*, she shared her disappointment that at Mead board meetings this same practice is not followed. Until recently she has been an advocate of the Mead School District but that has changed. She shared Mead is no longer the district she moved here for and advocated for better leadership.

John Johnson, who spoke earlier in the meeting, shared a story about philosophers and the World Peace Conference. He once again encouraged situations be looked at logically.

Director Denholm, who is a veteran, voiced his support for the *Pledge of Allegiance*. He also supports the district checking into all incidents such as those referenced by Emily Combs. It is concerning to him personally if the district allows things to go unchecked. He supports documenting/looking into all expressed concerns.

Superintendent Woodward shared the district follows tight protocols regarding complaints/concerns. These include starting at the lowest level first (i.e., teacher and/or principal). In most instances issues can be resolved at that level and there is no need for district level involvement. The district will continue to enhance communication about the process for how it handles/addresses complaints and concerns.

President Burchard assured the district will continue to have dialogue around topics of concern noting there are “lots of opinions” in the district. As shared by Superintendent Woodward, there is a good process in place to handle complaints/concerns. He added he does receive complaints but the number is not as many as you would think.

Director Olson, while noting the district can always get better, shared he is proud of the Mead School District.

V. Continuing Business

A. 3rd Reading Policy & Procedure 3225 Adoption School-Based Threat Assessment

Student & Family Services Director Josh Westermann presented the adoption of Policy/Procedure 3225, School-Based Threat Assessment, for third reading consideration. This policy/procedure, which would be a new policy/procedure, formalizes the district’s current practice regarding school-based threat assessment. WSSDA Sample Policy 3225 and Sample Procedure 3225 are the templates for the presented drafts.

As set forth in the point sheet for this agenda item, the district uses the Salem-Keizer threat assessment system that, as set forth in the presented policy/procedure, includes partnering with community agencies to evaluate threats. Threat assessment teams must be multidisciplinary and multiagency and, if a potential threat involves a special education student, the team must include a special education staff member.

The procedure provides definitions for the following: school-based threat assessment, school-based threat management, threat, low risk threat, moderate risk threat, high risk threat and imminent threat. It additionally includes the six principles that form the foundation of the threat assessment process, as well as a section on identifying and reporting threats.

There is no financial or staffing impact associated with the presented draft policy/procedure.

No first reading (November 8, 2021) or second reading (November 22, 2021) changes were recommended.

In response to a question from Director Gray, Mr. Westermann shared there has not been an increase in the number of Level 2 (district level) threat assessments since the start of COVID due in part to the Level 1 intervention work at the school level.

While not directly related to the adoption of Policy/Procedure 3225, Director Cannon acknowledged Sara Breen’s email regarding safety and security and recommended the district revisit the recommendations made by the Safety & Security Committee.

Director Denholm made a motion to adopt Policy/Procedure 3225, School-Based Threat Assessment, as presented. Director Cannon seconded the motion. The motion carried unanimously.

VI. New Business

A. Consent Agenda

Responding to a question from Director Cannon, Facilities & Planning Director Ned Wendle shared Mackin & Little (\$32,591 payment) is a mechanical contractor and responding to a question from Director Gray, Chief Financial Officer Heather Ellingson shared the \$3,055 payment to Hanover Research Council LLC was for translation services. Regarding the payment to the League of Women Voters (\$1,960.20), Ms. Ellingson believes it was for curriculum materials. If that is not accurate she will provide updated information to board members.

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

Consent Agenda

1. Hired Certificated Personnel:

Johanna Overhauser	Special Services	Cert	.4 FTE Leave Replacement OT 21/22 school year effective 11/29/21
Beverly Pray	Special Services	Cert	1.0 FTE Continuing OT effective 11/29/21
Alex Kane	Brentwood	Cert	1.0 FTE Leave Replacement 3 rd grade teacher 21/22 school year effective 10/25/21
Cheyenne Wolf	Mead High School	Cert	1.0 FTE Leave Replacement Social Studies teacher 2 nd semester 21/22 school year
Allison Hentges	Mt. Spokane	Cert	.4 FTE Leave Replacement Science teacher 21/22 school year effective 10/22/21

2. Hired Classified Personnel:

Michael Marcoux	Warehouse	Class	8 hrs/day Custodian II effective 11/22/21
Tiffany Baisch	Mt. Spokane	Class	8 hrs/day Admin Assistant effective 11/22/21
Margaret Goudreau	Creekside	Class	3 hrs/day Cook II effective 12/6/21
Maxine Corning	Farwell	Class	8 hrs/day Admin Assistant effective 11/17/21
Nicholas Stevenson	DO	Class	6 hrs/day Reception/Help Desk effective 12/7/21

3. Hired Certificated Substitutes:

Emily Shick | Michaela Potter | Sarah Sponenburg | Krystal Jones

4. Hired Classified Substitutes:

Kayla Grisby | Nicole Gutierrez |

5. Approved AP Vouchers for General Fund, Capitol Projects, Private Purpose Trust & ASB.

Vouchers audited and certified by auditing officers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board. As of this day, **December 13, 2021**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 103616 to 103917** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 730,760.74
General Fund - PR	10,446,163.82
ASB Fund	84,832.01
Capital Projects Fund	120,512.02

6. Approved Supplemental, Extra-Curricular & Co-Curricular Contracts.

7. Approved the following Donations:

- Midway Elementary \$1000.00 Technology Grant from Dorian Studios
- Mead High School \$500.00 from HOC Spray Foam to Cheerleading Program

8. Approved Requests for Unpaid Leave (i.e., parenting, medical Good of the District, etc.):

Tiffany Baisch	Mt. Spokane	Class	1/14/22
Maren Cummings	Colbert	Cert	1/3/22 - end of 21/22 school year
Julie Weller	Brentwood	Class	2.35 hours April 28, 2022

9. Approved Requests for Retirement/Resignation:

Dorie Foster	Mt. Spokane	Class	Resignation effective 11/30/21 (cook)
Jason Kopanke	Five Mile	Cert	Resignation effective 1/3/22 (teacher)
Anneke Saylor	Shiloh Hills	Class	Resignation effective 12/2/21 (para ed)
Rolando Zbikowski	Warehouse	Class	Resignation effective 11/29/21 (custodian)
Pam Amell	Five Mile	Class	Retirement effective 12/31/21 (custodian)
John Colman	Transportation	Class	Resignation effective 12/17/21 (bus driver)
Robert Savoia	Transportation	Class	Retirement effective 12/31/21 (bus driver)

10. Declared the following Items as Surplus:

Item	Quantity	Distribution Date
iPads - 4 th gen	21	Mid 2012
iPads - 5 th gen	28	Mid 2015
iPads - 6 th gen	8	Mid 2016
iPad Air	19	Mid 2013
iPad 2	12	Mid 2014
iPad Mini	10	Mid 2012
iMac 21.5"	5	Late 2009
iMac 21.5"	3	Late 2011
iMac 21.5"	1	Late 2012
iMac 21.5"	2	Late 2013
iMac 21.5"	7	Late 2015
iMac 21.5"	4	Mid 2017
MacBook Air 13"	72	Early 2014 - Mid 2017
MacBook Pro 13"	27	Mid 2012
MacBook Pro 15"	1	Mid 2009
MacMini	3	Late 2014
Chromebook Dell 3120	25	Mid 2015
Chromebook Dell 3180	195	Mid 2017
Swivl C1 Cameras	250	2020

**B. 1st Reading Policy & Procedure 3122 Revision
Excused and Unexcused Absences**

Student & Family Services Director Josh Westermann presented a revision to Policy/Procedure 3122, Excused and Unexcused Absences, for board consideration. This policy/procedure was adopted on November 26, 1985, revised on December 12, 1995, and revised/renumbered on June 27, 2011, prior to its latest revision on February 13, 2012, nearly ten years ago.

The presented revisions align both the policy and procedure to current state law and current district practices. In addition to expanding definitions and examples of excused and unexcused absences, the presented drafts set forth revised intervention timelines. To a large degree changes reflect a more preventative and less punitive process for dealing with, in particular, unexcused absences that emphasizes a tiered approach to helping a student reengage in school. Before the district files a petition with the courts it must outline the steps it has taken to reengage the student which includes, but is not limited to, administering the WARNS assessment and referral to the district's Community Engagement Board.

WSSDA Sample Policy 3122 and Sample Procedure 3122 were used as templates for the presented revisions. There is no financial impact associated with the policy/procedure revision.

Regarding the stated intervention window of between the second and before the seventh unexcused absence, Director Burchard expressed his preference that the district intervene at the front end. Mr. Westermann shared the current practice is to set up a conference with parents after two unexcused absences. Every school in the district has an attendance designee (typically Social Worker or Assistant Principal).

In response to an observation/question from Director Gray regarding the specific reference to COVID 19 in #13 and #14 that, as an illness, is covered in #1 and #2 of the valid absence excuses set forth in the policy, Mr. Westermann shared that he too wrestled with the need to include #13

and #14 as they seem to be saying the same thing as in #1 and #2. However, because they were included in the sample WSSDA policy and meet OSPI requirements they were included.

Director Cannon addressed make-up work when students are absent. It is incumbent upon teachers/schools to help students get caught up. The district needs to assure the make-up policy works for students.

President Burchard asked that the policy/procedure revision be brought back for 2nd reading at the next board meeting as a non-action item.

**C. 1st Reading Policy/Procedure 4040 & Resolution 21-15 Adoption
Public Access to District Records
(Replaces Old Policy/Procedure 9680)**

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.

Human Resources Director Keri Hutchins presented the adoption of Policy/Procedure 4040 and Resolution 21-15, Public Access to District Records, for board consideration. This policy/procedure would replace old Policy/Procedure 9680 that was adopted on May 22, 1991, with no revisions approved since that date. WSSDA Sample Policy/Procedure 4040 and WSSDA Sample Resolution 4040 are the templates for the presented policy/procedure and resolution adoption. The presented policy/procedure complies with state/federal statues and sets forth the public records process currently in practice in the Mead School District.

The presented policy sets forth the board's commitment to providing the public full access to records concerning the administration and operations of the district, while also preserving the efficient administration of government and protecting the privacy rights of individuals whose records may be maintained by the district.

The policy also references the adoption of a formal resolution that addresses how maintaining a current index of all district records, an obligation in the current RCW, would be impractical, unduly burdensome and would ultimately interfere with the operational work of the district. Understanding this, the statute allows a school district to formally adopt a resolution authoring the district to not maintain a current index of all of its records. Ms. Hutchins explained that the Mead School District creates a tremendous amount of information each school year and, therefore, it would be impossible for the district to "index" all of this information. Draft Resolution 21-15 would authorize the district to not maintain this index.

The presented procedure includes the name of the district's Public Records Officer and the training that will be provided for this individual. It additionally addresses availability of public records, how to make a request, response deadlines and costs associated with providing records.

In response to a question from Director Gray, Ms. Hutchins shared, since the district currently follows all requirements regarding public record requests as set forth in the RCW, the adoption of the policy/procedure and resolution will not make it more difficult to obtain records.

Director Olson asked how long records must be retained to which Ms. Hutchins shared that it depends on the type of record. Some records must be retained for 30 years while there is no retention requirement for others.

President Burchard asked that the policy/procedure and resolution adoption be brought back for 2nd reading at the next board meeting as a non-action item.

**D. Student Travel Proposal
Mead High School Cheerleaders – USA Spirit Nationals**

Darren Nelson, Director of Secondary Education, presented a request from Mead High School Cheerleaders to travel to Anaheim, California, February 24-28, 2022, to participate in USA Nationals. It is estimated 22 students will participate plus five chaperones including Mead High cheer coach Katherine Melka. This is an opportunity for Mead High Cheerleaders to compete for a national title and watch teams from around the United States.

Students will miss three days of school (February 24, 25 & 28) and Ms. Melka will need a sub for these same three days. Sub costs will be paid by the Mead High School building budget. The estimated per student cost is \$1,505. Mr. Nelson reported the program has already raised enough money to cover the cost for all students.

Director Denholm asked about insurance to help defray costs in the event the group is quarantined in California because of COVID. Mr. Nelson shared he has worked closely with the cheer advisor and, while they cannot plan for every circumstance, the team feels they have a good plan in place. Director Olson inquired about the amount of the travel agency fee. Mr. Nelson will get that information to Director Olson.

Director Denholm made a motion to approve the request from Mead High School Cheerleaders to travel to Anaheim, California, to participate in USA Spirit Nationals, February 24-28, 2022, as presented. Director Cannon seconded the motion. The motion carried unanimously.

**E. Student Travel Proposal
Mt. Spokane High School & Mead High School DECA Nationals**

Darren Nelson, Director of Secondary Education, presented a request from Mt. Spokane High School DECA and Mead High School DECA to travel to Atlanta, Georgia, April 22-23, 2022, to participate in the National DECA competition. For many years this has been an annual trip for Mead School District students because of their perennial success at the qualifying State DECA competition.

It is estimated 6-8 students and two adult chaperons from each school, including Mt. Spokane DECA teacher Todd Slatter and Mead High DECA teacher Brandon Butler, will make the trip. Students will miss five days of school and Mr. Slatter and Mr. Butler will each need a substitute teacher for five days. The number of student participants is dependent on qualification at the State DECA competition.

The estimated per student cost is \$750-\$1,000. Student Store funds and the district CTE budget will take care of remaining trip costs.

Director Olson made a motion to approve the request from Mt. Spokane and Mead High DECA to travel to Atlanta, Georgia, April 22-28, 2022, to participate in the National DECA competition, as presented. Director Cannon seconded the motion. The motion carried unanimously.

VII. Annual Reorganization of the Board of Directors

Per policy the board annually, in December, selects officers for the upcoming year.

President Burchard called for nominations for the position of President of the Board. Director Denholm made a motion to nominate Chad Burchard to serve as Board President for the upcoming year (2022). Director Olson seconded the motion/nomination. The motion carried unanimously.

President Burchard called for nominations for the position of Vice-President of the Board. Director Olson made a motion to nominate Denny Denholm to serve as Board Vice-President for the upcoming year (2022). Director Cannon seconded the motion/nomination. The motion carried unanimously.

VIII. Reports

A. Communications Survey Report

Public Information Officer Todd Zeidler presented a summary of the results of the 2021 Fall Family Communications Survey that was administered to all district families in November. The district received 1,296 responses to the survey, which provided families the opportunity to provide direct feedback, established baseline data for year-to-year future comparisons and will help inform the district's full-scale communications plan. Additional survey information shared included:

- **Overall Satisfaction with District-Level Communications** -82.9% of respondents, on a 1-5 scale, gave a ranking of 4 or 5.
- **Timeliness and Recognition** - 91% of respondents are happy with the timeliness of district news/updates with 96.6% indicating district publications are easily recognizable.
- **Communication Preferences** - 97.5% prefer to receive communication via email with 40% preferring to receive communication from 4-8 pm and 27% before 9 am.
- **Responding to Questions/Concerns** - 81% of respondents feel the district is receptive to handling parent/family questions, complaints or concerns.
- **COVID Communications** - 72.1% of respondents, on a 1-5 scale, gave a ranking of 4 or 5 in response to the question, *How well do you think our district office has done in communicating COVID-related updates?* In response to the amount of COVID communication sent out 71.6% said "just the right amount", 20.3% "too little" and 8% answered "too much".
- **Digital Communications (Web)** - Responses to the question, *How often do you visit the DISTRICT WEBSITE at www.mead354.org?* were 47.7% monthly, 24.1% weekly, 21.7% one or two times a year. The remaining 6.5% was split fairly equally between "daily" and "never". More than any other question, families expressed dissatisfaction when it comes to "ease of finding information" on the website. Therefore, this will be one of the first areas the district will look to improve.
- **Digital Communications (Social)** - 56.4% of those who responded follow the district on social media with the majority (93%) following on Facebook.

In conclusion, Mr. Zeidler shared a similar survey will be sent to staff and reiterated this community survey information will provide baseline data that will help inform the district's full-scale communications plan.

Director Cannon voiced his support for soliciting parental feedback on this subject and looks forward to the work that will take place to update the district's website.

Director Olson was pleased survey results indicate the district is overall providing good communication and likes that the district is working to get better in this area.

B. Superintendent's Report & Discussion Items

Superintendent Woodward reported on the district's current labor shortages in regards to substitutes and other employee categories including bus drivers, custodians, paraeducators and kitchen staff. The district is actively using new tactics to recruit and retain employees including the following:

- Substitute pay for both certified and classified positions has been increased.
- Under the leadership of Adina Grimsley, Assistant Director of Business Services, substitutes will now be paid twice monthly versus once per month. Business Services

believes Mead is the only school district moving to this new substitute payroll cycle. Kudos to the Business Services team for rolling up their sleeves to make this happen.

- Dr. Jared Hoadley, Business & Operations Assistant Superintendent, is working with district departments to conduct recruitment Saturdays. The first event was held in November at Shiloh Hills. The next will take place on January 8th at Evergreen Elementary School where folks interested in working for the Mead School District will be able to, on the spot, fill out job applications.
- Human Resources, led by Keri Hutchins, continues to reach out to local colleges. Thanks to the recruitment of emergency certificated substitutes the district teacher sub pool sits at 222 . . . up from less than 200 last year. While good news, on any given day the district can only accommodate 85-90 absences as many subs are shared with other districts.

At this time, to address teacher sub shortages, principals are subbing in classrooms, teachers are covering a class during their prep time and, when necessary, PE is canceled for the day at the elementary level to free up the PE teacher to cover a classroom. There are times when a classified position remains unfilled because no sub is available.

Superintendent Woodward expressed his appreciation that staff are willing to try different things to address the current worker shortage.

In response to a question from Director Gray, Keri Hutchins shared that substitutes are able to obtain a vaccine exemption.

In response to a question from Director Cannon, Superintendent Woodward reported there has been one route adjustment because of the lack of bus drivers and there is continuing concern because of a couple of upcoming retirements. Keri Hutchins, Heather Ellingson, Jared Hoadley and Brian Liberg continue to brainstorm solutions to the bus driver shortage.

IX. Adjourn

The meeting was adjourned at 7:20 pm.

President

Secretary