



**Minutes from the Regular Meeting of the Board of Directors
Monday, June 27, 2022**

The Board of Directors held a Regular Board Meeting on Monday, June 27, 2022. This meeting was held in-person and virtually via a Zoom link posted on the Mead School District website. Directors Burchard, Olson, Cannon and Gray were present. Director Denholm was excused. Also attending were Superintendent Shawn Woodward, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

I. Pledge of Allegiance

The meeting began with President Burchard asking all to rise for the Pledge of Allegiance.

II. Approval of Agenda

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

III. Approval of Minutes

Director Gray made a motion to approve the minutes of the June 13, 2022, Regular Board Meeting, as presented. Director Cannon seconded the motion. The motion carried unanimously.

IV. Retiree Recognition

As of June 27, 2022, 30 individuals are retiring from the Mead School District. Learning & Teaching Assistant Superintendent Heather Havens introduced and presented a *Certificate of Appreciation* to those retirees who were in attendance. Each board member extended congratulations, thanks and best wishes to the following men and women who represent a combined 530+ years of service to the Mead School District. In particular the board noted the extra efforts by all of these individuals during COVID and their many contributions to helping create and maintain an excellent public school experience for Mead students.

Pam Amell (Custodian, Five Mile Prairie, 30.25 years), **Neal Anderson** (Teacher, Meadow Ridge Elementary, 7 years), **Don Beloved** (Teacher, Mead High School, 36 years), **Colleen Bloom** (Preschool Teacher, Creekside Elementary, 13.25 years), **Laurie Chadwick** (Teacher, Mead High School, 23 years), **Chris Covell** (Bus Driver, 9.5 years), **Carol Dever** (Teacher, Mead High School, 17 years), **Richard Donnelly** (Paraeducator, Mead High School, 6 years), **Sara Ferris** (Teacher, Farwell Elementary, 8 years), **Irene Gonzales** (Principal, Prairie View Elementary, 7 years), **Larry Helmer** (Bus Driver, 8 years), **Veradean Helmuth** (Bus Driver, 38 years), **Bonnie Iverson** (Teacher, Prairie View Elementary, 40 years), **Fred Jakubek** (Bus Driver, 9 years), **Colleen Kutz** (Teacher, Brentwood Elementary, 23 years), **Lisa LaBenne** (Paraeducator, Mt. Spokane High School, 20.5 years), **Paula Magluyan** (Teacher, Evergreen Elementary, 5 years), **Janice McQuilkin** (Teacher, Midway Elementary, 22 years), **Bonnie Murphey** (Teacher, Highland Middle School, 40 years), **Donn Nelson** (Teacher, Special Services, 12 years), **Barb Pybus** (Principal, Highland Middle School, 27 years), **Ann Reyes** (Paraeducator, Mountainside Middle School, 24 years), **Robert Savoia** (Bus Driver, 9.5 years), **Thomas Shaw** (Bus Driver, 13 years), **Kristin Sims-Cutler** (School Psychologist, Special Services, 7 years), **Debra Tabacek** (Preschool Teacher, Creekside Elementary, 32.5 years), **Ty Thompson** (General Maintenance, .5 years), **Dori Whitford** (Teacher, Mead High School, 21 years), **Roger Widmer** (Teacher, Highland Middle School, 22 years) & **Catherine Young** (Paraeducator, Northwood Middle School, 2.5 years).

V. **Remarks for the Good of the Schools** – Public Comment

Before opening the floor for public comments President Burchard referenced Board Policy 1430. While in the recent past comments on non-agenda items have been heard, at this meeting and future meetings, the board will follow Policy 1430 which states public comments, at the board's regularly scheduled business meetings, should relate to agenda items only. President Burchard additionally reminded that individual comment time is limited to three minutes. As a general rule the school board will not respond to public comment during the meeting. The board may express regret regarding a speaker's concerns and thank them for their contribution. This allows the board time to confer with district staff and gain valuable knowledge before determining whether or not to more fully respond to a speaker's comments. President Burchard reminded comments on non-agenda items can be shared via email with the school board and/or Superintendent Woodward.

President Burchard first opened the floor for board comments followed by comments from the one individual who signed-up to speak on the topic of Special Education.

Board Comments

President Burchard positively commented on the recent Skyline Elementary "time capsule" event. Skyline just completed its first year as a school. To celebrate items were placed in a time capsule and buried. When this year's kindergarten students are seniors they will be invited back to dig up the time capsule. President Burchard noted Skyline is a beautiful, well-run school and attending this event was a good reminder of why he serves on the board.

Director Olson, who had the opportunity to visit Mt. Spokane High School with Superintendent Woodward, commented on the new flooring installed a couple of years ago and how great this 20+ year old school looks. It was a very nice day to be at Mt. Spokane. Director Olson noted in particular how courteous students were.

Director Gray expressed her appreciation to district maintenance staff who, even in very hot temperatures, are working hard taking care of buildings and completing summer projects. President Burchard added that, with minimal days (approximately 58) from the end of school to the start of the new year, maintenance & custodial staff are on a tight timeline to get projects completed.

Public Comments

Antionette Go, a Mead School District parent and staff member, addressed the board on the subject of Special Education. She thanked Superintendent Woodward for responding to questions from Special Education families and noted the group had a productive meeting with Special Education Director Kellie Jo Timberlake. Anticipating more questions will arise, the group would also like to meet in person with Superintendent Woodward in the future. Ms. Go introduced her son who started kindergarten in the Mead School District with a one-on-one paraeducator. He just completed 8th grade with straight A's. To get from where he began to where he is now involved many, many emails, meetings, etc. with special education staff. Her son's situation is mild compared to the issues of many special education students who have substantially greater needs. Regarding the revisions to the district's Special Education policy/procedure the board is currently considering, she noted the importance of the services set forth in this policy/procedure. In conclusion, she shared Special Education parents want to be part of the process and help.

VI. Continuing Business

A. 3rd Reading Policy & Procedure 3241 Revision Student Discipline

Family & Student Services Director Josh Westermann presented a revision to Policy & Procedure 3241, Classroom Management, Discipline and Corrective Action, for third reading consideration. This policy/procedure was adopted on September 10, 2018, with no revisions approved since that time. While WSSDA Sample Policy 3241 and Sample Procedure 3241 were used as templates for the presented revisions, both of these WSSDA templates were reviewed by the district's attorney with recommended changes incorporated into the presented drafts. The presented revisions bring this policy/procedure into compliance with discipline changes approved by state legislators via SSHB 1191. Because of the extensive nature of the revisions, they were presented as standalone documents with current Policy 3241 and current Procedure 3241 provided to board members for reference.

The presented revisions align both the policy and procedure to current state law and current district practices. In addition to changing the policy/procedure name to "Student Discipline" the revisions contain definitions as set forth in SSHB 1191 including those specifically related to all forms of exclusionary discipline.

The presented policy places a focus on school discipline that supports students with best practices and strategies. For example, there is a focus on prevention and an individualized approach to meeting student needs. Additionally, schools must attempt other interventions before utilizing exclusionary discipline.

Included as a part of the procedure is a *Behavioral Violations - Best Practices and Strategies* matrix tool for the purpose of bringing consistency and an equitable approach to exclusionary discipline. The matrix clearly spells out what to do in specific circumstances.

Prior to asking for a motion on the presented 3rd reading revisions, President Burchard referenced the *Behavioral Violations - Best Practices and Strategies* matrix tool that will help provide "apples to apples" discipline consistency between schools. He additionally noted the revisions are designed to help keep kids in school.

Director Cannon made a motion to approve the revisions to Policy/Procedure 3241, Student Discipline, as presented. Director Gray seconded the motion. The motion carried unanimously.

B. 2nd Reading Policy & Procedure 2161 Revision Special Education and Related Services For Eligible Students

Special Services Director Jay Tyus presented the revision of Policy/Procedure 2161, Special Education and Related Services for Eligible Students, for second reading consideration. This policy/procedure was adopted on September 24, 2007, with revisions to the policy approved on March 10, 2008 and July 20, 2016. Revisions to the procedure were approved on March 11, 2010, January 12, 2015 and July 20, 2016. The presented revisions bring this policy/procedure into compliance with the state's new special education reporting process that requires school districts to analyze and update their special education policies and procedures by August 31, 2022. WSSDA Sample Policy 2161 and Sample Procedure 2161 were used as templates for the presented revisions.

Special Education procedures are designed to: 1) Ensure that students who are eligible for services under the Individuals with Disabilities Act are served appropriately and given assurance of individualized support for their success, and 2) Limit the district's liability and ensure fiduciary responsibility by enacting policies and procedures that mitigate potential litigation and risk.

The presented revisions to the policy are minimal.

Presented procedure revisions include changing existing language to meet the requirements of new legislation and/or policy governance. Important shifts include:

- Amending the process for Specific Learning Disability Evaluation/Qualification from the Discrepancy Model (formalized testing with cut score qualifications) to allow for Response to Intervention models and patterns of strength and weakness. By 2028 the district must have in place a robust system for ensuring scientific, research-based interventions are employed through a RTI approach for Specific Learning Disability Qualifications. (Prior to 2028 the section of the procedure that addresses this area will need to be, once again, revised/updated.)
- Clarity around interpreters, First Language support and communication, as legally required, have been added.
- Graduation requirements now require a detailed Transition Plan and High School & Beyond Plan. These plans allow access to alternate pathways for credits and course of study.
- Regarding restraint, isolation and reasonable use of force, revisions are primarily connected to the type of training to be used and the increased attention to de-escalation strategies, and a system that has its emphasis in trauma-informed practices.

In summary, Mr. Tyus shared the presented revisions keep the district's special education and related services current with best practice and law.

Director Olson, who met with Mr. Tyus regarding the proposed revisions following the last board meeting, shared the meeting was very helpful and that Mr. Tyus "knows his stuff." Director Cannon, who was not in attendance at the policy/procedure first reading on June 13, 2022, indicated he will need additional time to study the proposed revisions. Mr. Tyus assured that the presented changes do not make it harder for students to qualify for services.

No second reading changes were recommended. President Burchard requested the policy/procedure revision be brought forward for third reading, as an action item, at the next board meeting.

C. 2nd Reading Policy 3246 Review & Procedure 3246 Revision Restraint, Isolation and Other Uses of Reasonable Force

Special Services Director Jay Tyus presented the review of Policy 3246 and revision of Procedure 3246, Restraint, Isolation and Other Uses of Reasonable Force, for second reading consideration. This policy/procedure was adopted on July 18, 2011, with revisions approved on December 14, 2015 and September 12, 2016. The presented review/revision brings this policy/procedure into compliance with the state's new special education reporting process that requires school districts to analyze and update their special education policies and procedures by August 31, 2022.

WSSDA Sample Procedure 3246 was used as the template for the presented procedure revisions. Current Policy 3246 was compared to WSSDA Sample Policy 3246 with no policy changes recommended following this comparison/analysis. The review of the policy was brought to the board as the district must, to comply with new state requirements, show the policy was revisited to ascertain if revisions are needed.

Presented procedure revisions include changing existing language to meet the requirements of new legislation and/or policy governance. Primary revisions are connected to the type of training to be used and the increased attention to de-escalation strategies, and a system that has its emphasis in trauma-informed practices. Restraint, isolation and reasonable use of force data will be reported annually, as legally required, to OSPI.

Responding to a question from President Burchard, Mr. Tyus shared the district has isolation rooms. However, they are rarely used. At all times students placed in an isolation room must be in view so staff can intervene as appropriate.

In response to a question from Director Gray regarding training, Mr. Tyus shared all staff who work with special education students who may need to be restrained and/or isolated receive annual training. The district currently using *Right Response* training but is looking into other training options. Classes are offered throughout the year.

Responding to a question from Director Olson, Mr. Tyus noted the district, for special education students, can only use isolation and/or restraint as part of a behavior plan if parents have signed off on their use.

Director Cannon inquired about the protocols for restraining students engaged in a fight. Information on how these of situations are handled will be shared at an upcoming board meeting.

No second reading changes were recommended. President Burchard requested the policy review/procedure revision be brought forward for third reading, as an action item, at the next board meeting.

VII. New Business
A. Consent Agenda

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

Consent Agenda

1. Hired Certificated Personnel:

Nate Bartlett	Highland	Cert	1.0 FTE Continuing Principal effective 7/1/22
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2. Hired Classified Personnel:

Tony Davis	Transportation	Class	1.0 FTE Continuing Transportation Director effective 7/1/22 (vacating Transportation Assistant Director position)
Melissa Johnson	Student Services	Class	Classified Nurse (6 hrs/day) effective 5/25/22
Timothy Ehli	Transportation	Class	Bus Driver (5.16 hrs/day) effective 6/1/22
Deborah Fletcher	Transportation	Class	Bus Driver (4.91 hrs/day) effective 6/20/22
Deborah Hunt	Transportation	Class	Bus Driver (5.42 hrs/day) effective 6/20/22

3. 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, **June 13, 2022**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 106624 to 106847** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 646,456.94
General Fund - PR	200,819.64
ASB Fund	127,028.49
Capital Projects Fund	22,220.89

4. Approved Supplemental, Co-Curricular & Extra-Curricular contracts.

5. Declared the following items as Surplus:

- Old Scoreboard
- Wood Stove

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

Amanda Miller	Creekside	Cert	1.0 FTE Leave 1 st semester 22/23
Valerie Gaber	Mt. Spokane	Class	6/13/22 – 6/20/22
Brandee Elmore	Shiloh Hills	Class	6/15/22 – 6/20/22

7. Approved Requests for Retirement/Resignation:

Don Beloved	Mead High School	Cert	Retirement effective 8/29/22
Sara Ferris	Farwell	Cert	Retirement effective 8/29/22
Doug Edmonson	District Office	Cert	Resignation effective 6/30/22
Jill Harms	Mead High	Cert	Resignation effective 8/29/22
Mary Binder	Special Services	Class	Retirement effective 10/31/22
Amanda Patrick	Mead Learning Options	Cert	Resignation effective 6/21/22
Michael Sodergren	Maintenance	Class	Resignation effective 7/4/22

B. Establish Calendar for 2022-2023 (August - June) Board Meeting Dates

A draft calendar for 2022-2023 (August - June) board meetings was provided for board consideration. Two public meetings are planned each month with the exception of December.

Prior to calling for a motion to approve the presented calendar for school board meetings, President Burchard noted meetings starting in August will be held at Union Event Center. This facility is adjacent to Union Stadium in what remains of old Mead Middle School. This new location is more spacious and will more comfortably accommodate larger attendance at board meetings.

Director Cannon made a motion to approve the 2022-2023 (August - June) School Board Meeting Dates calendar, as presented. Director Olson seconded the motion. The motion carried unanimously.

C. Student Travel Proposal**Mt. Spokane High School Performing Arts Department**

Darren Nelson, Director of Secondary Education, presented for board consideration a travel request from Mt. Spokane High School Performing Arts Department to travel to Anaheim, California, March 30 - April 5, 2023, to take part in the Anaheim Heritage Festival. It is estimated 200 students and 26 staff/chaperones will participate.

Students will miss two days of school (March 30 & March 31). The remainder of the trip takes place during Spring Break. Mt. Spokane teaching staff taking part in the trip will need subs for those same two days.

The estimated per student/adult cost is \$1,622, with fundraising opportunities available.

Mr. Nelson, in response to a question from Director Gray, shared students will perform and are adjudicated as part of the festival. Mt. Spokane has, in the past, taken similar type trips to Vancouver BC.

Director Cannon made a motion to approve the presented trip from the Mt. Spokane High School Performing Arts Department to travel to Anaheim, California, March 30 - April 5, 2023, to take part in the Anaheim Heritage Festival. Director Olson seconded the motion. The motion carried unanimously.

D. Athletic Participation Fees (2022-2023)

Darren Nelson, Director of Secondary Education, presented the approval of Athletic Participation Fees for the 2022-2023 school year for board consideration. For the past twelve years the board has approved participation fees for students taking part in extra-curricular athletics. The current and proposed annual fee for high school students is \$45 and the fee for middle school students is \$35. Students who are eligible for Free or Reduced Lunch will have their Participation Fee waived. The monies generated help cover transportation and coaching costs.

In response to a question from Director Cannon, Mr. Nelson shared this is a single annual fee regardless of the number of sports an individual participates in. The last increase in fees was 4-5 years ago.

Director Gray inquired about how much elementary students would need to pay for elementary sports to be brought back. Following additional discussion on the topic, the board requested information be prepared/presented on what it would cost, in today's dollars, to offer an elementary sports program, like what was offered in the past, that includes historical background and feedback from the program that was offered this spring through SYSA.

Director Cannon made a motion to approve Participation Fees for 2022-2023, as presented. Director Gray seconded the motion. The motion carried unanimously.

**E. Contract/Bargaining Agreement
1135 MT (Bus Drivers)**

Human Resources Director Keri Hutchins presented a tentative one-year contract agreement (September 1, 2022 - August 31, 2023) with 1135 MT (Bus Drivers) for board consideration. The association has ratified this tentative agreement.

A summary of contract changes, including a cost estimate where appropriate, was provided to board members. Regarding salary, the 2022/2023 salary schedule includes the IPD plus step adjustments to provide for consistency in step increases.

Following discussion, that included the total cost increase for the tentative agreement (\$200,00), an explanation of the pre & post trip and route displacement language changes, as well as how staff retention and recruitment are going, Director Olson made a motion to approve the one-year tentative collective bargaining agreement between 1135 MT (Bus Drivers) and the Mead School District, as presented. Director Cannon seconded the motion. The motion carried unanimously.

F. Award Cap & Gown Contract

Business Services Director Adina Grimsley presented a contract for caps & gowns and related items including announcements, thank you notes and tassels for Mt. Spokane and Mead high schools with Jostens, for board consideration.

The Mead School District sent out a *Request for Proposal* for pricing on the items set forth above. One vendor submitted a bid for the 2022/23 school year with four consecutive one-year renewal options. A bid recap sheet was provided to board members.

Discussion included a notation that bid pricing is similar to years past, as well as sharing that Mead High School staff participating in the graduation ceremony have made the decision to wear gowns and therefore the recap sheet shows that line item for them and not Mt. Spokane.

Director Gray made a motion to award Jostens the contract for caps & gowns and related items including announcements, thank you notes and tassels for Mt. Spokane and Mead high schools for the 2022/23 school year with four consecutive one-year renewal options, as presented. Director Cannon seconded the motion. The motion carried unanimously.

G. Award School Pictures Contract

Business Services Director Adina Grimsley presented a contract for photography services (individual student pictures, formal and informal dance pictures, extra-curricular pictures and graduation pictures) for Mt. Spokane and Mead high schools, with Dorian Studio, for board consideration.

The Mead School District sent out a *Request for Proposal* for pricing on the items set forth above. Two vendors submitted bids for the 2022/23 school year with four consecutive one-year renewal

options. Dorian Studio, who has provided these same services to the district for several years, is the low cost vendor that best meets the needs of the district. A bid recap sheet was provided to board members.

In response to a question/statement from Director Cannon, Chief Financial Officer Heather Ellingson confirmed that, like with caps and gowns, students primarily pay for the photography products associated with this bid.

Director Cannon made a motion to award Dorian Studio the contract for photography services for Mt. Spokane and Mead high schools for the 2022/23 school year with four consecutive one-year renewal options, as presented. Director Olson seconded the motion. The motion carried unanimously.

H. Award School Supplies Contract

Business Services Director Adina Grimsley presented a contract for K-5 basic education classroom supplies (glue sticks, crayons, pencils, erasers, etc.), with Educational Products, Inc. (EPI), for board consideration.

The Mead School District sent out a *Request for Proposal* for pricing on the items set forth above. Four vendors submitted bids for the 2022/23 school year. EPI is the low cost vendor who best meets the needs/delivery timeline of the district. A bid recap sheet was provided to board members.

In response to questions from Director Gray, it was shared that, to help provide equality, the district a few years ago (5-7) started purchasing basic school supplies. When surveyed parents overwhelmingly expressed appreciation for this practice. Even with basic supplies provided students are still asked to supply some items.

Director Olson acknowledged that many teachers personally purchase classroom supplies.

Director Olson made a motion to award EPI the contract for K-5 basic education classroom supplies for the 2022/23 school year, as presented. Director Cannon seconded the motion. The motion carried unanimously.

VIII. Reports

A. Superintendent's Report

Superintendent Woodward shared a draft district scorecard with a set of metrics that are commonly used to track year-to-year progress. These included MAP growth data for grades 1-8, SBAC achievement data in English for grades 3-8 & 10 and Science for grades 5, 8 & 10, college prep metrics (percent of students taking AP courses, percent of students passing AP tests and percent of student enrolled in dual credit courses) and career prep metrics (percent of students enrolled in CTE courses and percent of students earning industry certifications). Regarding CTE, Superintendent Woodward shared Mark St. Clair will be overseeing this program next year.

The board was invited to think about the presented scorecard elements and, at their convenience, provide suggestions/feedback to Superintendent Woodward.

B. Financial Report for the Month of May 2022

Chief Financial Officer Heather Ellingson presented the May 2022 Financial Report. This report covered June 1st enrollment numbers, General Fund balance and projections, revenue impacts from enrollment and enrollment stabilization dollars, state apportionment numbers and expenditures. Ms. Ellingson, once again, referenced the possibility of needing to bring a General Fund Budget Extension Resolution to the board in August that would authorize an increase in the spending limit for the 21/22 school year.

Regarding the 25%-30% increase in assessed valuation throughout the Mead School District, Ms. Ellingson reminded that an increase in assessed value does not increase the amount of local levy money collected by the district. Voters approved a local levy with a set dollar amount. The increased assessed value lowers the tax rate. At the time of the election the projected tax rate was \$2. Because of the increase in assessed values the actual rate for 2023 will be between \$1.65 and \$1.70.

Business Services continues to fine tune the 22/23 budget and will submit a draft to ESD on July 10th. The draft budget will be presented to the board on August 15th with board adoption of the budget taking place on August 29th. Director Olson asked that a copy of the draft budget be provided to each board member.

In response to a question from President Burchard, Ms. Ellingson shared school ASB funds remain solvent even with the requirements of House Bill 1680. Each school does a great job managing their ASB accounts.

No General Fund monies are slated to be transferred into the Transportation Vehicle Fund in 22/23. The district will utilize the transportation monies received from the state to purchase 4-5 buses. The cost of each bus is approximately \$120,000.

IX. Adjourn

The meeting was adjourned at 7:30 pm.

President

Secretary