



**Minutes from the Regular Meeting of the Board of Directors
Monday, November 7, 2022**

The Board of Directors held a Regular Board Meeting on Monday, November 7, 2022. This meeting was held in-person and virtually via a Zoom link 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. 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 amended (Executive Session to review the performance of a public employee was added). Director Gray seconded the motion. The motion carried unanimously.

III. Approval of Minutes

Director Olson made a motion to approve the minutes of the October 24, 2022, Regular Board Meeting, as presented. Director Cannon seconded the motion. The motion carried. (President Burchard abstained as he was excused from the October 24th board meeting.)

IV. Remarks for the Good of the Schools – Public Comment

Noting there were no community members/individuals present who signed-up to speak on agenda topics, President Burchard opened the floor for board/staff comments.

Board/Staff Comments

Director Denholm was very complimentary of the *Battle of the Bell* football game between Mead High School and Mt. Spokane High School that took place at Union Stadium on October 28, 2022. Director Olson added his thanks to the community for attending noting “the stadium was packed!” The concession stand was very busy all evening and it was perfect football weather. Director Cannon also noted it was a great night for the Mead School District community.

Director Cannon, who had the opportunity to attend two recent soccer matches, noted both events were very competitive and the atmosphere was “electric.” He added his congratulations to the Mead High School soccer team who qualified for State. Director Cannon additionally positively commented on the Jazz Band Concert he attended at Mt. Spokane High School where nine different jazz bands performed.

Director Gray, who was able to tour both the Maintenance Department and Transportation Department on Friday, November 4th, shared how impressed she was with how well both staffs handled the first snow event of the year and expressed her thanks for their outstanding “behind the scenes” work.

Darren Nelson, Director of Secondary Education, shared the following upcoming and recently completed events/contests for high school and middle school athletics and activities:

Marching Band

Mead High School completed their season with a 3rd place overall finish (just behind Ridgeline & West Salem) at the NW Association of Performing Arts Century Challenge held in Hillsboro, Oregon. The Mt. Spokane Marching Band had the unique opportunity to open for CMT winner Chris Young at the Spokane Pavilion the weekend before Halloween. Mr. Nelson extended special thanks to Marching Band Directors Sy Hovik & Andrew Savage (Mt. Spokane) and Brandon Campbell & Rob Lewis (Mead High) on outstanding Marching Band seasons.

Fall Theatre Productions

The Mt. Spokane High School Theatre Arts Department will perform *A Christmas Carol*, November 17-19 & December 1-3. The Mead High School Theatre Arts Department will perform *Leaving Iowa*, November 9, 10 & 16-19. All performances start at 7 pm.

Choir

Highland Middle School is hosting a Veteran's Day Concert on November 8th at 6 pm.

Band

Highland Middle School is hosting a Jazz Band Concert on November 15th at 7 pm.

Math Is Cool

At the 2022 *High School Math Is Cool* competition the Mt. Spokane 9th and 10th grade teams placed 1st with the 12th grade team placing 2nd.

State Cross-Country

Mead Girls placed 7th, Mt. Spokane Girls were 11th, Mead Boys placed 6th and Mt. Spokane Boys earned the 3rd place trophy.

Slowpitch Softball

Mead High School earned a trip to the State Championship Game and took home the 2nd place trophy. Mt. Spokane placed 3rd at State.

Volleyball

Both the Mead High and Mt. Spokane teams are vying for the opportunity to qualify for the upcoming State tournament. Mt. Spokane plays in a "loser out" match against Cheney on November 8th, with Mead High School taking on Ridgeline on November 8th with the winner qualifying for State. If Mead were to lose they would take part in a "play in" match on Saturday, November 12th.

Girls Soccer

Both Mt. Spokane and Mead High qualified for Districts where Mt. Spokane defeated Walla Walla in Round 1, lost to Mead in Round 2 and, in Round 3, lost to Southridge ending their season. Mead High defeated Cheney in Round 1, defeated Mt. Spokane in Round 2, lost to Ridgeline in Round 3, then bounced back to defeat Southridge earning them the #10 seed into the Round of 16 State tournament. Mead will play #7 Roosevelt High School at Auburn Mountainview on Friday, November 11th.

Football

Mt. Spokane, the undefeated GSL champions, defeated Lake Washington in the Round of 32 to qualify for the Sweet 16 as a #6 seed. They will play Stanwood (#11 seed) at Union Stadium on Friday, November 11th, 6 pm kickoff. Mead High, who placed 3rd in the GSL, defeated Timberline in the Round of 32 and also qualified for

the Sweet 16 as a #12 seed. They will play at #5 Bellevue on Saturday, November 12th at noon (tentative kickoff time).

V. Continuing Business - none

VI. New Business

A. Consent Agenda

In response to a question from Director Olson, who noted the sizeable monetary and in-kind (books) donations to the Mead Student Resource Hub, Public Information Officer Todd Zeidler explained the Mead Student Resource Hub, run by Student Services Coordinator Kelly Schultz, is located at the old Northwood site and provides basic schools supplies, hygiene products and clothing for students in need. President Burchard noted, in particular, the \$750 donation to the Mead Student Resource Hub from the Mead Bus Driver's union.

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

Consent Agenda

1. Hired Certificated Personnel:

Carly Wittkopp	Mead High	Cert	.8 FTE Continuing Math teacher effective 9/28/22
Cheyenne Wolf	Mead High	Cert	1.0 FTE Continuing ELA/SS teacher effective 10/17/22
Angela Thedens	Creekside	Cert	.2 FTE Leave Replacement Music Teacher (in addition to .5 FTE Continuing) 22/23 school year effective 10/17/22

2. Hired Classified Personnel:

Carter VandenDriessche	Custodial Services	Class	8 hrs/day Custodian II effective 10/20/22
David Hutson	Transportation	Class	4 hrs/day Bus Driver effective 9/19/22
Heather Ruiz	Evergreen	Class	6.25 hrs/day Para Ed effective 10/18/22
Angel Baumann	Colbert	Class	6.10 hrs/day Para Ed effective 10/12/22
Jennifer Noonan	Colbert	Class	6.10 hrs/day Para Ed effective 10/13/22
Jennifer Thomas	Mt. Spokane	Class	8 hrs/day Data Processor effective 10/20/22
Naysha Richmond	Mead High	Class	6.15 hrs/day Para Ed effective 10/17/22
Tasha Marchand	Student Services	Class	6.25 hrs/day Classified Nurse effective 10/25/22

3. Hired Certificated Substitutes:

Jennifer Tourgee | Jessica Scruggs | Jacobe Valenzuela |

4. Hired Classified Substitutes:

Heidi Hogan	Michael Ferrell	Shirley Schrawyer	Alexandria Wiltse
Mari Heaton	Danika Enfield	Robert Meilke	Charles Oliver

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, **November 7, 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 108584 to 108841** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 730,093.89
General Fund - PR	11,154,985.90
ASB Fund	88,999.74
Capital Projects Fund	16,403.04

6. Declared Items as Surplus.

7. Accepted the Following Donation:

- \$750 from Bloomsday Road Runners to Mead High School Cheerleaders
- \$300 from Schweitzer Engineering Labs to Prairie View Elementary
- 750 reading books (approx. value \$4,500) from Ella Fitzgerald Charitable Foundation to Mead Student Resource Hub
- \$1,500 from CBRE Project Management to Mead Student Resource Hub
- \$3,000 from Dorian Photography to Mead Student Resource Hub
- \$750 from Mead Bus Driver Union to Mead Student Resource Hub

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

Tasha Marchand	Colbert	Class	Jan 5-6, 2023
Katie Patry	Special Services	Cert	2 nd Semester 22/23
Melissa Kehr	Special Services	Cert	2 nd Semester 22/23

9. Approved Requests for Retirement/Resignation:

Carter VandenDriessche	Custodial Services	Class	Resignation effective 11/9/22 (Custodian II)
Colleen Ferguson	Northwood	Class	Resignation effective 10/31/22 (Cook III)
Robert Hess	Transportation	Class	Retirement effective 12/31/22 (Bus Driver)
Angela Puri	Mountainside	Class	Resignation effective 12/16/22 (Para Ed)

**B. Resolution 22-10
Transferring Territories in Director Districts**

Chief Financial Officer Heather Ellingson presented Resolution 22-10, Transferring Territories in Director Districts, for board consideration. RCW 29A.76.010 requires school districts in the state of Washington to review, and if necessary, make changes to Director District Boundaries from time to time as the population of the district changes. This process takes place every ten years after census data is collected.

Sammamish Data Systems has assisted the district in modifying the current boundaries so that each Director District has essentially the same population. The ideal population for each Director District, based on a total population of 61,433 is 12,287. In the presented resolution boundary totals range from a high of 12,336 (District #3) to a low of 12,226 (District #1).

A public hearing on the proposed boundary changes was held on October 24, 2022, at the regularly scheduled board meeting. There were no public comments made on the proposed boundaries at that meeting. The proposed boundaries have also been posted on the Mead School District homepage since October 4, 2022.

Director Cannon made a motion to adopt Resolution 22-10, Transferring Territories in Director Districts, as presented. Director Denholm seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

**C. Student Travel Proposal
Mead High School Girls Basketball**

Darren Nelson, Secondary Education Director, presented a request from the Mead High School Girls Basketball team to travel to Phoenix/Tempe, Arizona, December 26-31, 2022, to compete in the *Cactus Jam* basketball tournament where they are guaranteed three games against high caliber competition.

It is estimated twelve student athletes will participate, accompanied by three chaperones/coaches including Head Coach Quantae Anderson. The proposed trip takes place during Winter Break so no school will be missed.

The estimated per student cost of the trip is \$1,360 with fundraising opportunities available. Coaches/chaperones will cover their own travel expenses. Mr. Nelson additionally noted the proposal takes into consideration House Bill 1660 and that money will not be an attendance issue for any student who qualifies under the provisions of this bill.

In response to a question from Director Gray, Mr. Nelson shared the team took a similar trip a few years ago and that the trip is comparable in nature to the Phoenix trip taken this fall by the Mead High School Volleyball team. Mr. Nelson is unaware of a similar trip planned for this year by Mt. Spokane's team.

Director Olson made a motion to approve the request from the Mead High School Girls Basketball team to travel to Phoenix/Tempe, Arizona, to participate in the *Cactus Jam* basketball

tournament December 26-31, 2022, as presented. Director Gray seconded the motion. The motion carried unanimously.

**D. Resolution 22-07 Revision
2022/23 School Nutrition Fees**

Nutrition Services Director Kim Elkins presented a revision to Resolution 22-07, 2022/23 School Nutrition Fees, for board consideration. On August 15, 2022, the board approved school nutrition fees for the 2022/23 school year, which included no change in the amount charged for an adult breakfast.

Since approval on August 15th, a new price calculator has been released by the U.S. Department of Agriculture resulting in the need to increase the price of an adult breakfast from \$3.00 to a minimum of \$3.10. Nutrition Services recommends increasing the price to \$3.25. It is hoped the \$3.25 price will be able to remain the same through 2023/24.

While not directly related to the presented resolution revision, Director Gray inquired about scratch cooking versus serving pre-prepared, processed items. She noted in particular parent concerns shared with her about the serving of *Trix* yogurt and cereal bars at breakfast.

While a cost analysis to transition to primarily scratch cooking would involve a big study, Ms. Elkins estimated it would result in additional expenditures of \$300,000 - \$400,000, primarily due to increased labor costs. Currently the district provides both scratch and pre-prepared items. Other considerations/items of note shared by Ms. Elkins included the following:

- In Mead, Nutrition Services operates on a balanced budget. That is not the case in all school districts.
- Student food preferences matter. If they don't/won't purchase what is served it is counterproductive.
- Time is a consideration as there is not a lot of time after breakfast to get lunch ready.
- Nutrition Services is always looking to spend the money it receives in the best possible way. Whenever feasible they buy local including fresh fruits and vegetables that are purchased with grant dollars.
- In Spokane, where approximately 50% of students receive free or reduced lunch, they experimented with serving minimally processed foods but ended up removing many labor intensive items because of the cost.
- In the past few years food manufacturers have greatly improved the quality of pre-prepared items.

Director Cannon made a motion to approve the revision/amendment to Resolution 22-07, 2022/23 School Nutrition Fees, as presented. Director Denholm seconded the motion. The motion carried unanimously. A copy of the amended resolution is attached.

E. Award of Supplemental Prime Vendor Contract

Nutrition Services Director Kim Elkins presented a Supplemental Prime Vendor Contract with Good Source Solutions/Gold Star Foods for board consideration. Access to RFP 7-2122, Supplemental Prime Vendor, is available through the district's interlocal agreement with Spokane Public Schools.

The district's Prime Vendor is US Foods who partners well with the district. However, issues with distribution and manufacturing shortages continue to disrupt the supply chain and product availability across the United States. In an effort to minimize unexpected issues and provide a stable supply of core menu products, Nutrition Services recommends awarding a Supplemental Prime Vendor Contract to Good Source Solutions/Gold Star Foods.

Nutrition Services has previously used this distributor as a sole source supplier of some menu products and has been please with their customer service and product quality. Overall pricing is consistent with similar products at US Foods.

Director Cannon made a motion to award SPS RFP 7-2122, Supplemental Prime Vendor contract, for the 2022/2023 school year to Good Source Solutions/Gold Star Foods, as presented. Director Olson seconded the motion. The motion carried unanimously.

VIII. Reports

A. 2021/2022 Year End Financial Report

Chief Financial Officer Heather Ellingson presented the 2021/2022 Year-End Financial Report, which covers September 1, 2021 through August 31, 2022. At the conclusion of any fiscal year it typically takes 6-8 weeks to close out the books. Report highlights included the following:

- The net change in fund balance, budgeted to be a reduction of \$7,216,319, ending up being much less . . . only \$1,529,372.
- The year-end fund balance is \$13,524,316, which is 9.01% of budgeted expenditures. This is below the targeted percentage set forth in the district's fund balance policy.
- Included in the fund balance are restricted monies. Restricted funds include approximately \$1.5 million that must be spent on Nutrition Services related items, as well as monies set aside to cover compensated absences.
- In reviewing revenue sources, it was noted the vast majority of one-time COVID related federal stimulus money has been spent.
- Revenues and expenditures, broken out by Sub-Fund 10 (state) and Sub-Fund 11 (local), were reviewed.
- Year-end, long-term liabilities were reviewed. These include voted bonds, Chromebook leases, compensated absences and pension liabilities.
- A breakdown of expenditures by Program, Activity and Object was reviewed.

President Burchard thanked Ms. Ellingson and her team for an excellent presentation. He knows, from a financial standpoint, the last few years have not been easy.

Recognizing the fund balance goal as set forth in policy was not achieved, President Burchard noted the need to come up with a plan/process to achieve the goal of having one month's payroll in reserve. Ms. Ellingson shared the district will not be in a position to attain the stated fund balance goal in the near future as expenditures are expected to exceed revenues again in the 2022/23 school year. Superintendent Woodward reminded this is not a surprise. The district declared a "financial emergency" last spring for the 2022/23 school year and made reductions totaling \$2.8 million. Further reductions will need to be made again this spring that will impact the 2023/24 school year. Superintendent Woodward additionally noted the importance of having levy rate discussions by early summer along with the development of a communication plan to share financial information with stakeholders.

Director Olson expressed his appreciation that a predicted reduction in fund balance for 21/22 of \$7.2 million only ended up being \$1.5 million.

In response to questions from Director Cannon, Ms. Ellingson shared there is no expenditure listed for Skills Center as Spokane Public Schools, who operates the program, rather than charging Mead claims the FTE for the periods students attend. Regarding COVID related revenue of \$4.7 million in 2021/22, and whether expenses this stimulus money was used for no longer exist, Ms. Ellingson shared there will no longer be a need for PPE but noted the majority of the monies received were used to cover staffing costs.

Regarding the amount of money the district receives from the state, Director Denholm noted it would be very impactful if that money was ever withheld.

B. Financial Report for the Month of September 2022

Chief Financial Officer Heather Ellingson presented a brief financial report for the month of September 2022. As shared earlier in the 2021/22 Year End Financial Report, it is projected that in the 2022/23 school year expenses will exceed revenues by approximately \$5 million. Even though enrollment is higher than budgeted the additional revenue generated from this increase (approximately \$1 million) will be offset by a loss in LEA funding (approximately \$1.5 million). The decrease in LEA funding is a result of the 30% increase in assessed values throughout Spokane County. This substantial increase has, unfortunately, thrown state funding formulas “out of whack” resulting in less money for the district.

C. Superintendent’s Report

Topics covered in Superintendent Woodward’s report included the following:

#1 - An enrollment table was shared that included K-12 enrollment by grade level for the past six years. Prior to the pandemic total enrollment was 10,530 (October 2019). That dropped to 10,072 in 2020 and, while improved, October 2022 enrollment of 10,266 is still below pre-pandemic levels. The loss of revenue associated with this decline in enrollment, coupled with the overhead associated with opening three new schools (Creekside, Highland & Skyline) that were built assuming continuing growth, as well as Union Stadium operating costs, an IPD of 5% in 2022/23 that is not fully-funded by the state, and an anticipated IPD of 5-6% next year, have resulted in a “perfect storm” from a financial standpoint for the district. The loss in revenue, based on decreased enrollment from 2019 to 2022, is \$2.5 million (245 FTE).

Superintendent Woodward invited board members to take some time to look over the information provided and email him with questions. In the meantime, the district will be looking more closely at the number of students enrolled in Running Start and Skills Center. President Burchard noted some of the grade level enrollment fluctuations from year-to-year seem irrational and Director Cannon shared he would like to see Running Start enrollment data. Director Denholm is interested in seeing out-of-district enrollment information.

#2 - Regarding the Facilities Planning Committee that was authorized to begin meeting this fall to make a recommendation on future facility needs in the district, Superintendent Woodward shared a temporary hold has been placed on that work due to the fact that enrollment has not increased in line with projections. Additionally, inflation and higher interest rates have impacted residential construction.

#3 - Superintendent Woodward reminded board members about the upcoming Future Ready event taking place at Union Event Center on November 9th from 3:30-5 pm. It is anticipated 60-80 individuals will be in attendance. This will be the first of many conversations on the topic of future readiness.

VIII. Executive Session

At 7:15 pm President Burchard called for an Executive Session of approximately 15 minutes for the purpose of reviewing the performance of a public employee.

At 7:30 pm President Burchard returned the meeting to Open Session. No other business was discussed and no action was taken.

IX. Adjourn

The meeting was adjourned at 7:30 pm.

President

Secretary



**RESOLUTION 22-10
Transferring Territories in Director Districts**

WHEREAS, RCW 29A.76.010 requires the Mead School District Board of Directors to review and, if necessary, make changes to the boundaries of Board Member Director Districts so as to provide, so far as practicable, equal representation according to population, and

WHEREAS, the data compiled from the 2020 U.S. Census illustrates a population imbalance in most Director Districts.

NOW THEREFORE BE IT RESOLVED, that the Mead School District Director Districts have been revised per the attached Director District Boundary Proposal dated September 22, 2022 in order to provide, as far as practicable, equal representation according to population.

ADOPTED by the Board of Directors of Mead School District No. 354, Spokane County, Washington and authenticated by the signatures affixed below.






Dated this 7th day of November, 2022.

Attest:

Secretary to the Board

Mead School District No. 354
Board of Directors

**Mead School District -
Proposed Board Districts
as Approximated Using
Census 2020 Geography**

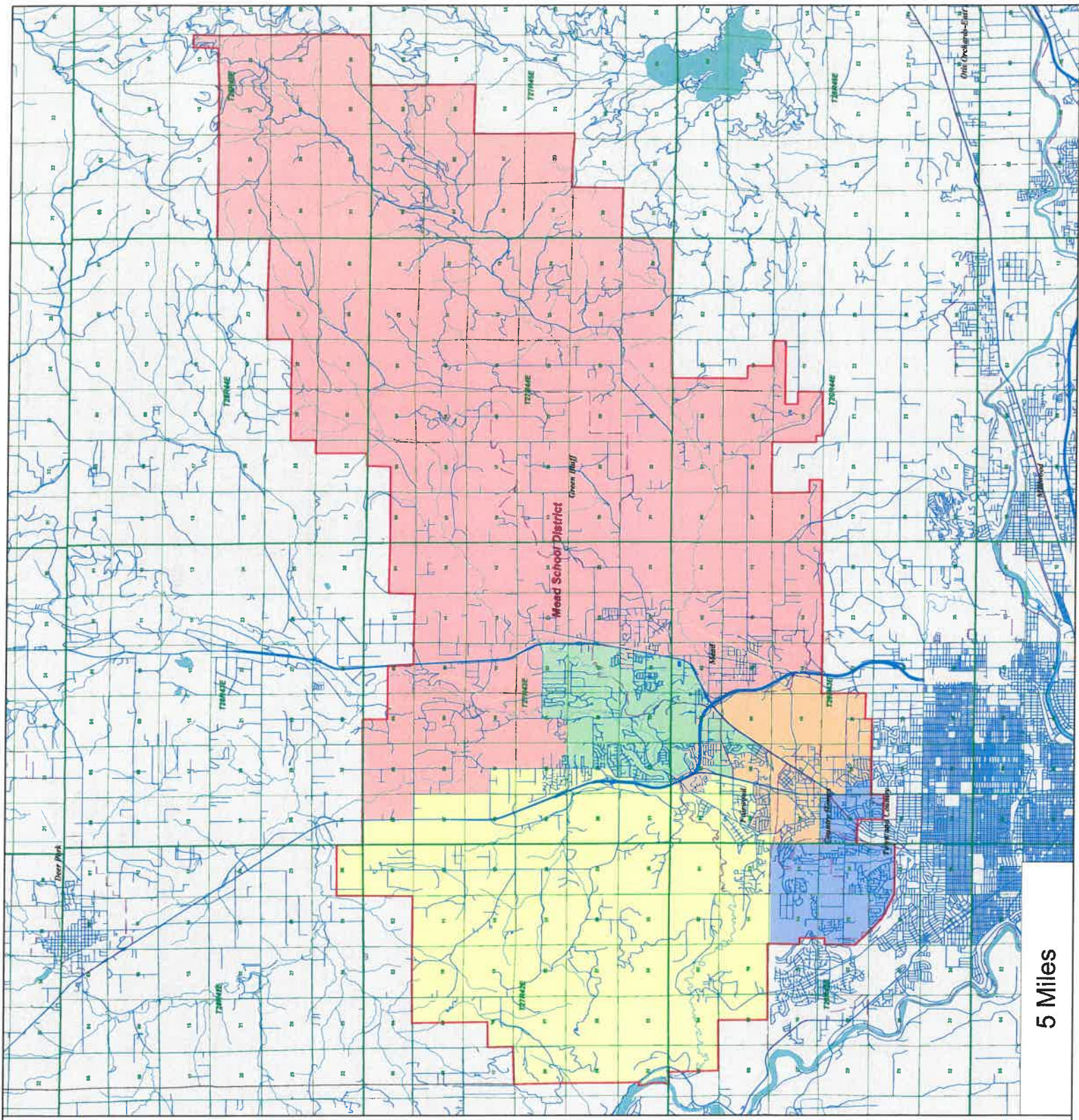
-  1st District
-  2nd District
-  3rd District
-  4th District
-  5th District

 City Limits

 District Outline

 Sectional Centers

 Townships



5 Miles






Summary of Population by Race and Hispanic Origin

District Number	Total Population	Total Population by Race										Two or More Races		Hispanic Origin (of any race)
		Single Race										Other Race	Total	
		Total	White	Black African American	American Indian and Alaska Native	Asian	Hawaiian and Other Pacific Islander	Native Hawaiian and Other Pacific Islander						
1st	12,226	11,286	10,581	137	120	214	83	151	940	606				
2nd	12,310	11,339	10,742	120	91	220	18	148	971	642				
3rd	12,336	11,020	9,607	337	178	423	187	288	1,316	774				
4th	12,271	11,234	10,130	178	142	507	91	186	1,037	700				
5th	12,290	11,284	10,836	59	115	106	22	146	1,006	491				
Totals.....	61,433	56,163	51,896	831	646	1,470	401	919	5,270	3,213				

Mead School District District Summary Report

Director District Number	Ideal Population	Total Population	Deviation from Ideal	% Deviation from Ideal	White Population	Hispanic Origin (of any race)	Non White & Mixed
1st	12,287	12,226	-61	-0.50	10,581	606	1,645
2nd	12,287	12,310	23	0.19	10,742	642	1,568
3rd	12,287	12,336	49	0.40	9,607	774	2,729
4th	12,287	12,271	-16	-0.13	10,130	700	2,141
5th	12,287	12,290	3	0.02	10,636	491	1,454
Totals.....		<u>61,433</u>	<u>-2</u>		<u>51,896</u>	<u>3,213</u>	<u>9,537</u>

**Mead School District -
Proposed Board Districts
as Approximated Using
Census 2020 Geography**

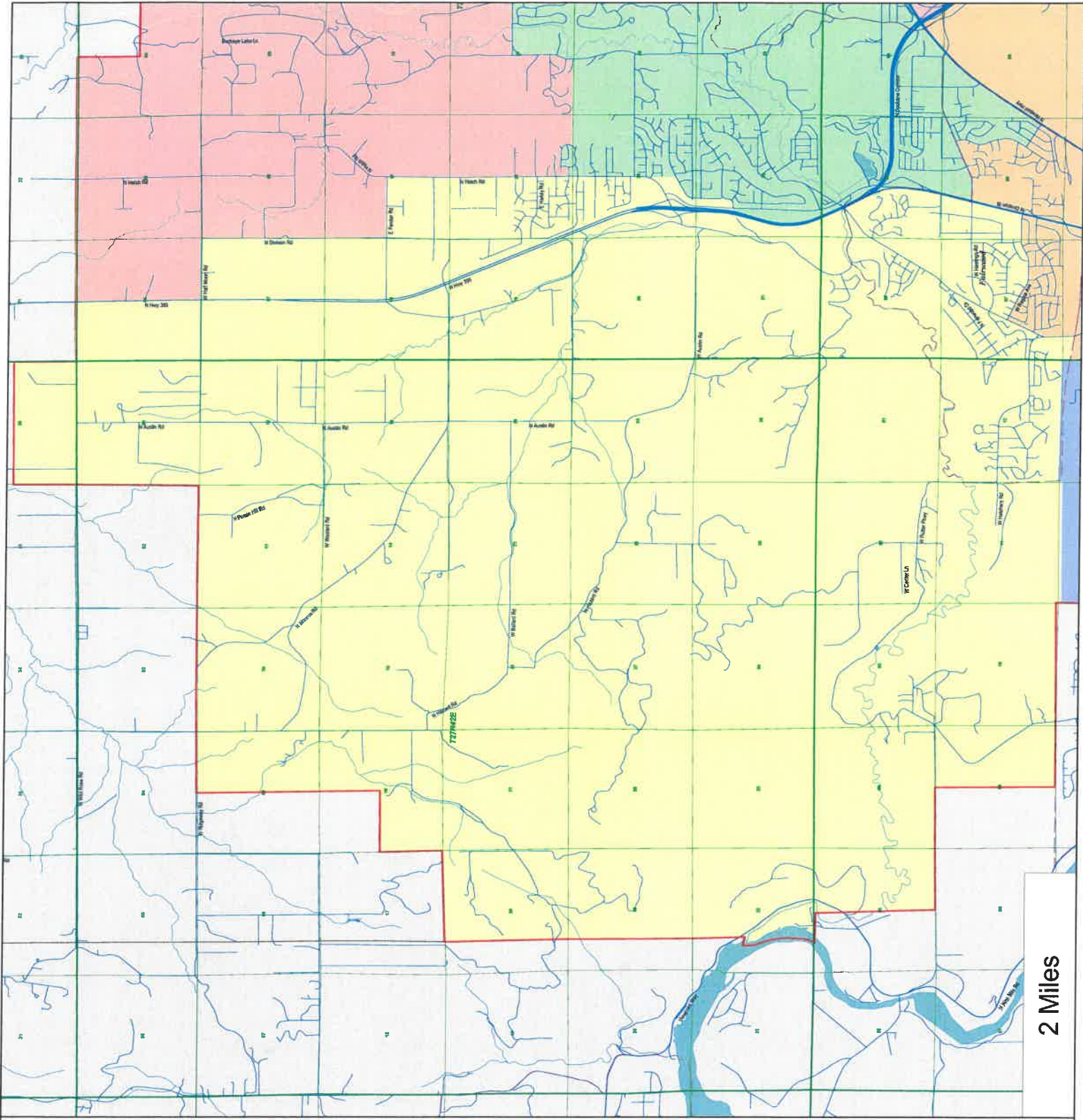
-  1st District
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-  5th District

City Limits 

District Outline 





**Sectional
Centers** 

Townships 



2 Miles

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Proposed Board Districts
as Approximated Using
Census 2020 Geography**

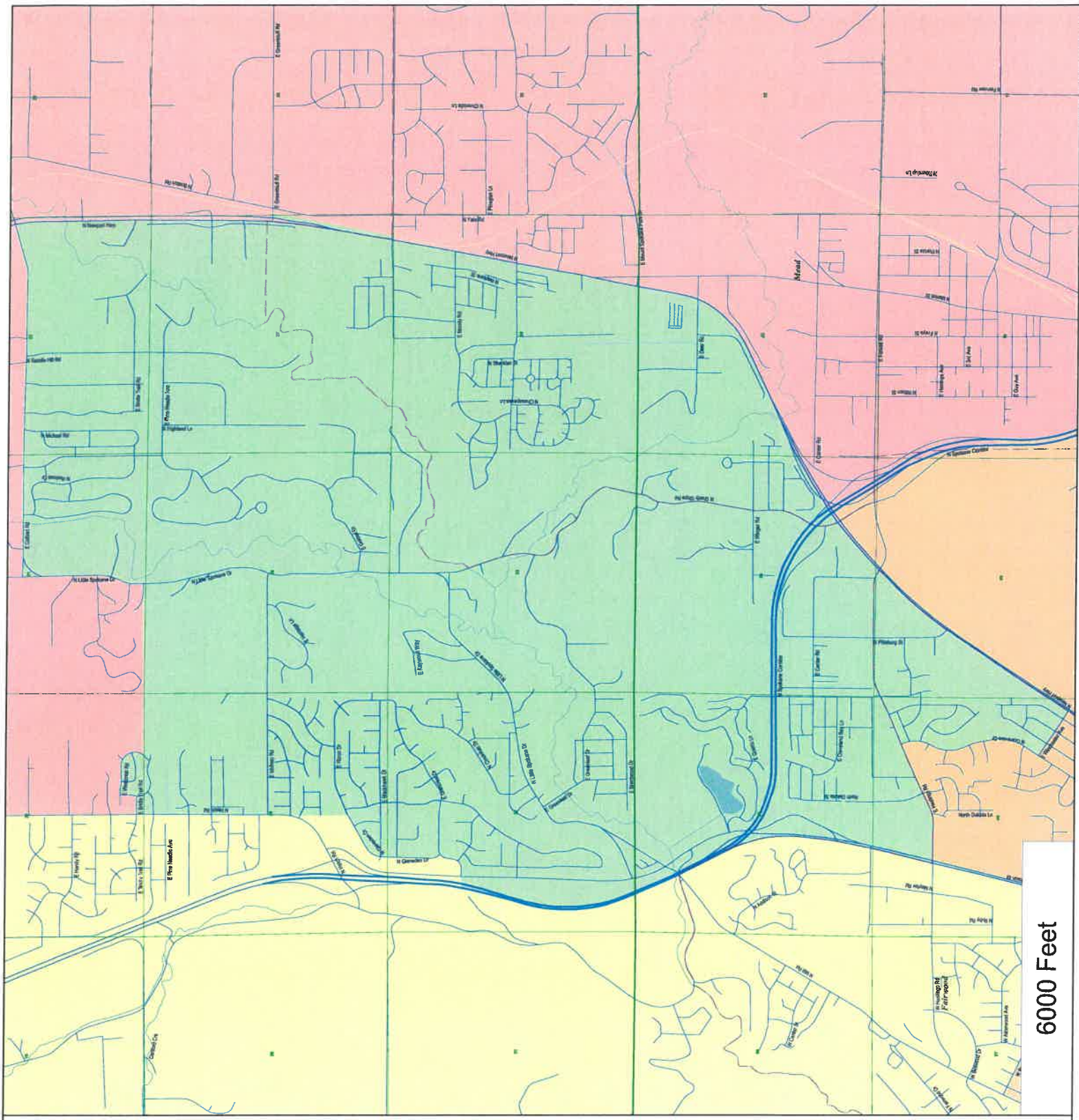
-  1st District
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-  3rd District
-  5th District

 City Limits

 District Outline

 Sectional Centers

 Townships



6000 Feet

**Mead School District -
Proposed Board Districts
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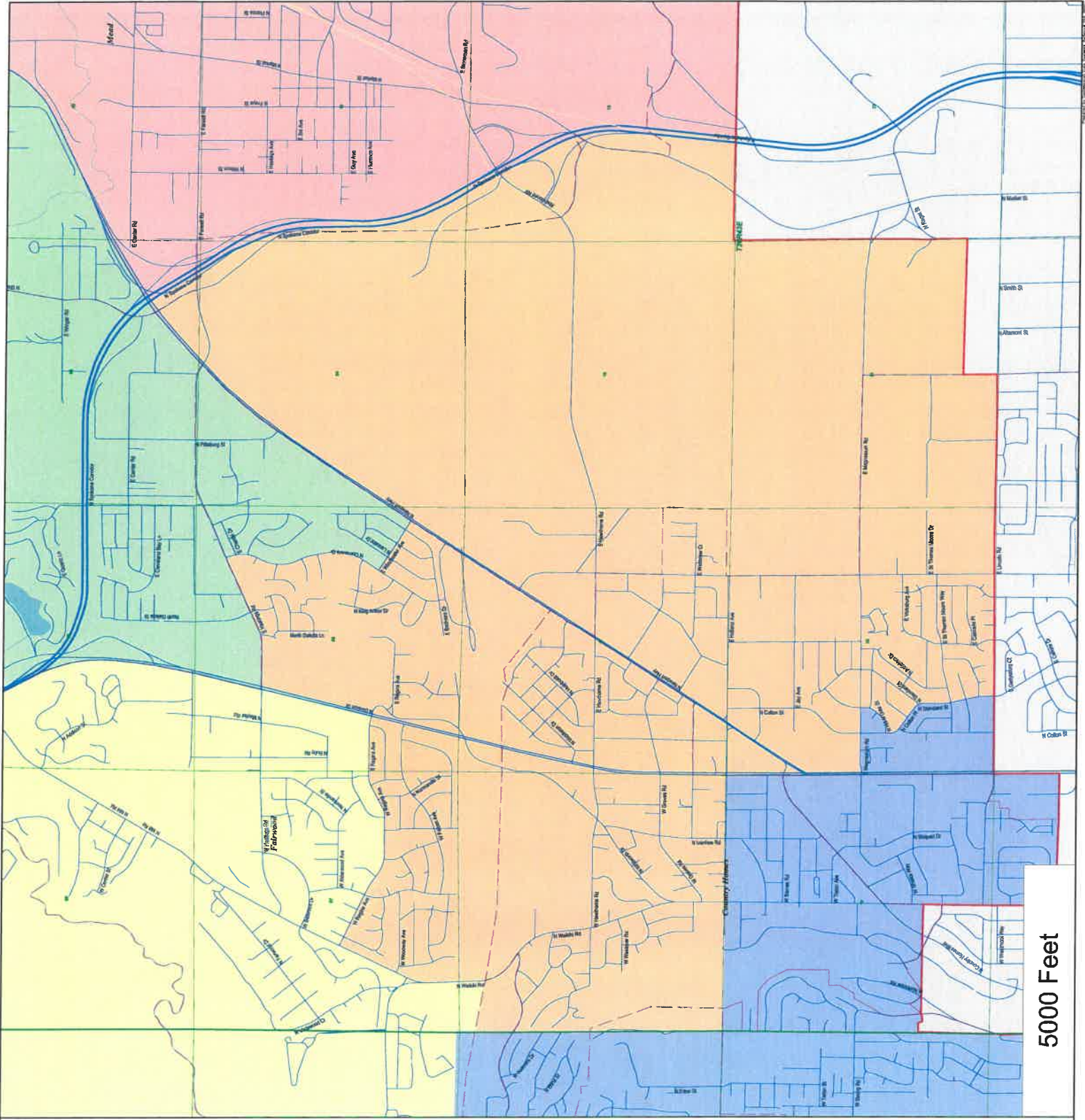
- 1st District
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- 4th District
- 5th District

City Limits

District Outline





Sectional
Centers

Townships




5000 Feet

**Mead School District -
Proposed Board Districts
as Approximated Using
Census 2020 Geography**

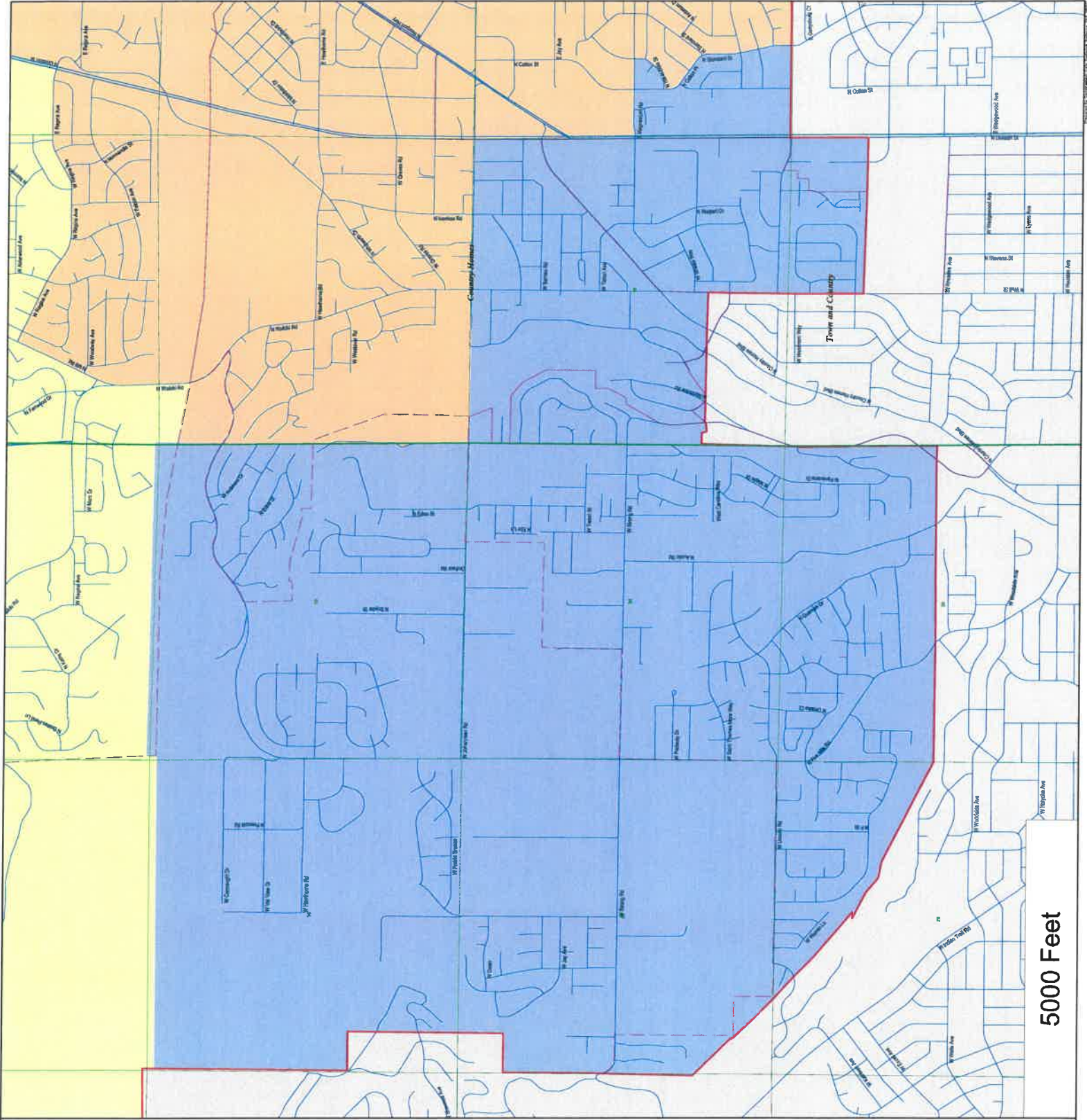
-  1st District
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-  4th District

 City Limits

 District Outline






 Sectional
Centers

 Townships



5000 Feet

**Mead School District -
Proposed Board Districts
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Census 2020 Geography**

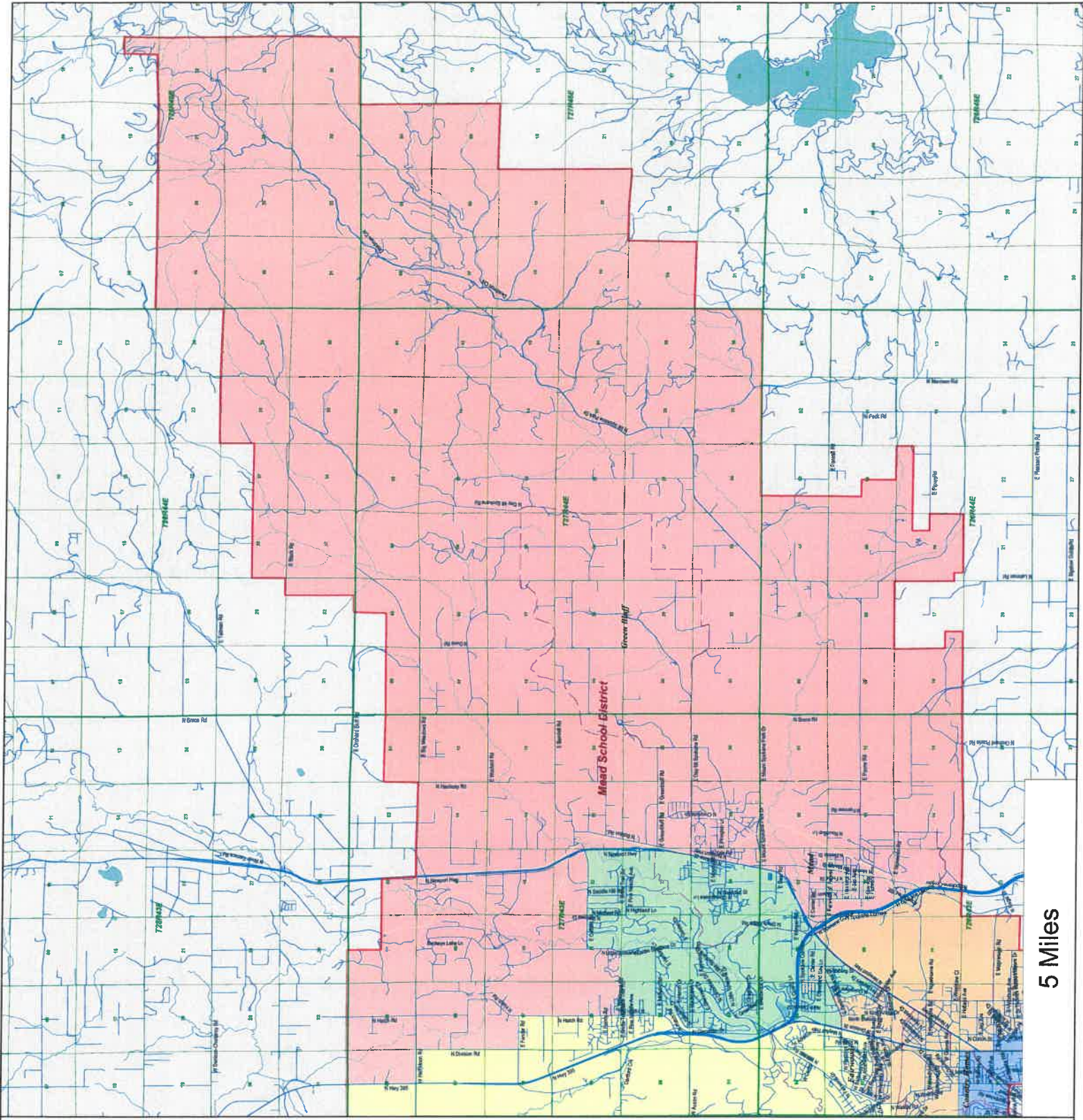
-  1st District
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-  3rd District
-  4th District
-  5th District

 City Limits

 District Outline

 Sectional
Centers

 Townships



5 Miles



**RESOLUTION 22-07 - AMENDED
2022/23 School Nutrition Fees**

WHEREAS, fees and budget policies for school nutrition fees are incorporated into the operations of the school budget,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors that the amounts set forth on the attached 2022/2023 Meal Price Recommendation be established and administered in the 2022/2023 operating budget.

ADOPTED by the Board of Directors of Mead School District No. 354, Spokane County, Washington and authenticated by the signatures affixed below.

Dated this 7th day of November, 2022.

Attest:

Secretary to the Board

Mead School District No. 354
Board of Directors



Nutrition Services
12509 N. Market St. Bldg E, Mead, WA 99021
Telephone (509) 465-6100 FAX (509) 461-5111

2022-2023 Meal Price Recommendation

	Current Breakfast	Proposed Breakfast	Current Lunch	Proposed Lunch
Elementary	1.60	1.85	2.85	2.95
Middle	1.85	2.00	3.40	3.50
High	1.85	2.00	3.40	3.50
Adult	3.00	3.25	5.00	No change
Milk	.65	No change	.65	No change