

NorthEast Washington ESD 101
Board of Directors
February 18, 2020

MINUTES

The NorthEast Washington ESD 101 (NEWESD) Board of Directors met in regular session on February 18, 2020, at 4202 S. Regal Street, Spokane, Washington. Chair Sally Pfeifer confirmed a quorum and called the meeting to order at 4:00 pm.

Pledge of Allegiance

Mr. Emmett Arndt led the Board and audience in the Pledge of Allegiance to the Flag of the United States of America.

Present

Directors: Mr. Emmett Arndt, Mr. Rand Lothspeich, Mr. Chuck Stocker, Ms. Sally Pfeifer and Mr. Phil Champlin.

Staff: Dr. Michael Dunn, Mr. Mick Miller, Mr. Cassidy Probert, Mr. Steve Witter, Ms. Michelle Powers, Ms. Jennifer Ireland, Mr. Steve Schreiner, Ms. Jaime Taylor, Mr. Erik Wolfrum and Ms. Mary Kempel.

Board members thanked Mr. Emmett Arndt for his service as Board Chair.

Communication

Dr. Dunn referenced written communications received regarding services and support provided by NEWESD programs and staff. The Board communications will be shared with NEWESD staff.

Consent Agenda

Minutes from the January 21, 2020 Board meeting were presented for Board approval.

Fiscal Report, Vouchers, Payroll, Grants, Cooperatives, Workers' Compensation, Unemployment, Audit Reports and Interlocal Agreements.

Fiscal Report

Mr. Probert recommended approval of vouchers as audited and certified by the auditing officer (as required by RCW 42.24.080) and those expense reimbursement claims audited and certified (as required by RCW 42.24.090) that have been recorded on the list given to the Board. Mr. Probert also presented a summary of expenditures. Vouchers for January and February 2020 include:

General Fund Accounts Payable (January 24, 2020)

ACH numbers 192000557 - 192000564 in the amount of \$2,577.22.

General Fund Accounts Payable (January 24, 2020)

Voucher numbers 334985 - 334997 in the amount of \$14,928.65.

General Fund Accounts Payable (January 24, 2020)

Voucher number 334998 in the amount of \$29,170.78.

General Fund Payroll (January 31, 2020)

Voucher numbers 334999 - 335027 in the amount of \$434,770.20.

General Fund Payroll (January 31, 2020)

Wire transfers 201900019 - 201900020 in the amount of \$849,263.59.

General Fund Accounts Payable (January 31, 2020)

ACH numbers 192000565 - 192000578 in the amount of \$4,748.14.

General Fund Accounts Payable (January 31, 2020)

Voucher numbers 335028 - 335056 in the amount of \$68,572.96.

Unemployment Compensation Cooperative (January 31, 2020)

Voucher number 335057 in the amount of \$90,240.64.

General Fund Payroll (February 14, 2020)

Voucher number 335058 in the amount of \$440.08.

General Fund Payroll (February 14, 2020)

Wire transfers 201900021 - 201900022 in the amount of \$7,548.78.

General Fund Accounts Payable (February 7, 2020)

ACH numbers 192000579 - 192000626 in the amount of \$16,181.32.

General Fund Accounts Payable (February 7, 2020)

Voucher numbers 335059 - 335082 in the amount of \$62,004.37.

Workers' Compensation Cooperative (February 7, 2020)

Voucher number 335083 in the amount of \$488,935.29.

General Fund Accounts Payable (February 13, 2020)

ACH number 192000627 in the amount of \$2,277.54.

General Fund Accounts Payable (February 14, 2020)

ACH numbers 192000628 - 192000653 in the amount of \$6,134.85.

General Fund Accounts Payable (February 14, 2020)

Voucher numbers 335084 - 335110 in the amount of \$99,462.47.

Total for Accounts Payable Vouchers:	\$306,058.30
Total for Payroll Vouchers:	\$1,292,022.65
Total for Unemployment Vouchers:	\$90,240.64
Total for Workers' Compensation Vouchers:	\$488,935.29
Total for Compensated Absences Vouchers:	<u>\$0.00</u>
Grand Total:	\$2,177,256.88

Workers' Compensation Cooperative (January 24, 2020)

Voucher numbers 228385 - 228437 in the amount of \$37,513.71.

Workers' Compensation Cooperative (January 31, 2020)

Voucher numbers 228438 - 228487 in the amount of \$50,684.71.

Workers' Compensation Cooperative (February 7, 2020)

Voucher numbers 228488 - 228549 in the amount of \$91,417.18.

Workers' Compensation Cooperative (February 14, 2020)

Voucher numbers 228550 - 228602 in the amount of \$203,288.10.

Total for Workers' Compensation Vouchers: \$382,903.70

Personnel—Certificated

Supplemental contract—Dr. Dunn recommended approval of the following supplemental contract for the 2019/2020 school year:

Molly Haffner, psychologist, 3.0 days at MA 45/0 for a total of \$844.04 to meet service requests of districts.

Personnel—Administrative, Supervisory and Professional

New hire—the following professional staff member has been hired:

Thomas Gamalielson, construction trainer, at annual salary of \$48,424.00. Tom has experience as a self-employed contractor. He has also worked as a lead framer for Five Star Construction and RS Quality Construction.

Resignation—the following professional staff member has resigned:

Annie Murphey, CPWI community coalition coordinator, effective

February 28, 2020.

Personnel – Classified

Resignations—the following classified staff members have resigned:

Kimberly Middleton, fingerprint technician, effective January 29, 2020.

Lori Miller, ECEAP lead teacher, effective February 27, 2020.

Out-of-State Travel

Mr. Cassidy Probert to the WSRMP (Washington Schools Risk Management Pool) AGRiP (Association of Governmental Risk Pools) Conference on February 29-March 4, 2020 in Orlando, Florida. Mr. Probert will attend the new board member orientation and pooling basics for risk pools. He will also participate in professional development that will be beneficial to NEWESD's worker's compensation and unemployment pools. Expenses are paid by WSRMP.

Mr. Aaron Miles and Ms. Lillian Shaffer to the mandatory AmeriCorps training on March 30-April 1, 2020 in Albuquerque, New Mexico. Mr. Miles will learn about the fiscal information pertinent to federal awards and use this information to assure NEWESD continues to be fiscally responsible. Ms. Shaffer will learn about upcoming changes to the AmeriCorps program at a national level. The information will improve NEWESD's program and make the AmeriCorps experience more meaningful for members, potentially growing the program and having a greater impact on the community. Expenses paid by the AmeriCorps grant.

Dr. Michael Dunn to the X4 Summit on March 10-12, 2020 in Salt Lake City, Utah. Dr. Dunn will participate in the academic experience track, learning innovations that puts the student and staff experiences at the heart of the organization. Qualtrics will pay for conference registration; the superintendent budget will cover remaining expenses.

Ms. Jaime Taylor to the Universal Design for Learning International Summit on April 6-9, 2020 in San Francisco, California. Ms. Taylor will connect with other Universal Design for Learning educators and researchers in multiple learning platforms, including informal networking sessions, design labs, and formal

workshops. She will bring back information in order to successfully implement learning designed for everyone. Expenses paid by the Special Education CSA contract.

Mr. Chris Jose to the National School Bus Specifications Writing Committee meeting and National Congress for School Transportation meeting on May 15-21, 2020 in Des Moines, Iowa. Mr. Jose will be codifying national best practices in pupil transportation from advancements in technology, design and safety. He will review the 2020 National School Transportation Specifications and Procedures manual. Additionally, he will widen and maintain network contacts in student transportation to assist our supported districts and Washington State. Expenses paid by Pupil Transportation grant.

Motion: Mr. Arndt moved for Board approval of consent agenda items as described above including:

Minutes: January 21, 2020.

Fiscal Report, Vouchers, Payroll, Grants, Cooperatives, Workers' Compensation, Unemployment, Audit Reports and Interlocal Agreements.

The following supplemental contract for the 2019/2020 school year:
Molly Haffner.

The following professional staff member has been hired: Thomas Gamalielson.

The following professional staff member has resigned: Annie Murphey.

The following classified staff members have resigned: Kimberly Middleton and Lori Miller.

Out of state travel: Mr. Cassidy Probert, Mr. Aaron Miles, Ms. Lillian Shaffer, Dr. Michael Dunn, Ms. Jaime Taylor and Mr. Chris Jose.

Second: Mr. Stocker

Vote: Yes—5 No—0

Discussion/Action Items

1. Presentation: Improvement Science— Ms. Jennifer Ireland, Mr. Steve Schreiner, Ms. Jaime Taylor and Mr. Erik Wolfrum shared highlights of their Improvement Science trainings, specifically explaining how ESD staff and school district personnel use Improvement Science tools and techniques to investigate and improve complex systems.
2. Policy 221: Facility Use-Fees (first reading) (A1)— Policy 221: Facility Use-Fees was presented for first reading.

The new Talbott Event Center website has been launched. Clients are able to contact NEWESD through the site, to discuss rates and unique needs beyond the normal scope of service. Board members received a copy of the fees.

3. AESD Executive Board report (A2)— Dr. Dunn shared Ms. June Sine’s notes from the January 29, 2020 AESD Executive Board meeting.
4. Budget development— Mr. Probert shared the budget development process for the 2020-21 year. Departments have received their prepopulated templates that included the projected COLA, square footage, etc. The fee for additional common space square footage of the Talbott Event Center will be gradually increased over the next five years to decrease the financial impact on all programs. Health care has remained stable with the exception of special education cooperative and juvenile detention staff, who moved to SEBB. The goal is to receive all internal budgets in early April, present to NEWASA for approval in May and request Board approval in June.
5. Board engagement reports— Mr. Champlin visited the new Ridgeline High School in Central Valley School District. The synergy between the district administration and contractor has been impressive and would be a good partnership model for districts considering construction. Mr. Stocker commented that hosting open houses during the construction was received positively by the community.

Both Ms. Pfeifer and Mr. Stocker attended the audit entrance conference. The audit is expected to finish in mid-March with the exit conference sometime in April. The focus of the audit includes: 1) compliance with worker’s compensation, unemployment, and compensated absences, 2) payroll, 3) electronic transfers, 4) compliance with public works projects, and 5) financial condition and fiscal sustainability.

Ms. Pfeifer spent a few hours meeting with NEWESD staff and expanding her knowledge of the agency. She appreciated the time she spent with staff.

6. Superintendent’s report— Dr. Dunn reported the following:
 - A team, consisting of most of the NEWESD coordinators, is planning a regional school recognition program titled “Impact 101: Creating Better Together.” The

purpose is to recognize school initiatives that are making an impact. A-Team will introduce the program to district superintendents in March, distribute self-nomination forms, which would be submitted to NEWESD in June, followed by the celebration in October. Community partners will be approached for banners, awards, and other needs.

- He met with members from “A Way Home Washington,” a program targeting ending youth and adolescent homelessness. They will be attending the Spokane County superintendents’ meeting to address homelessness for school-age children. The program includes Spokane County and three others.
- Tekoa School Board is creating their strategic plan. Mr. Miller facilitated the January 29 work session; Dr. Dunn will continue this work on February 26.
- On February 6-7, he attended a VEBA trustee meeting in Seattle and serves as one of two Washington Association of School Administrators (WASA) representatives.
- He attended the WASA Legislative conference in Olympia on February 9-10.
- The ESD superintendents met with Washington Association of School Administrators (WASA), Washington Association of School Principals (AWSP), Washington State Leadership Academy (WSLA) and Washington State School Directors’ Association (WSSDA) to look for ways to grow these partnerships. Currently, ESDs are most closely aligned to WASA; AWSP is reorganizing to align with the nine ESDs; and WSSDA provides support for board orientation. A majority of NEWESD districts have or are currently participating in WSLA.
- InvestED will host their annual luncheon on February 20 in the Talbott Event Center. Levi Horn, Rogers High School graduate, will be the keynote speaker.
- NEWESD is continuing the search for a NEWESD Director District 2 board member.
- He updated the Board on the district superintendent searches:
 - ♦ **Columbia** – Dr. William Wadlington is retiring, search is underway.
 - ♦ **Great Northern/Steptoe** – Mr. Kay Frizzell is retiring, Mr. Jeff Baerwald will serve as part-time superintendent in Great Northern and continue his role in Nine Mile Falls. Mr. Eric Patton will serve as both superintendent and principal in Steptoe.
 - ♦ **Reardan-Edwall** – Mr. Marcus Morgan is retiring, NEWESD is conducting the search.
 - ♦ **Spokane** – Dr. Shelly Redinger is begin considered for a position in Arizona.
 - ♦ **Washtucna** – Mr. Vance Wing is stepping down, candidates are being interviewed.
 - ♦ **West Valley** – Dr. Gene Sementi is retiring, Mr. Kyle Rydell will be the new superintendent.

Mr. Miller shared that Mr. Larry Gardner will be honored at the “Kids at Heart” luncheon sponsored by Providence Community Foundation on February 25. Larry has a huge heart for the underserved.

Mr. Miller also reported that the NEWESD AmeriCorps Spokane Service Team program had no findings during the recent review. Jenny Benson, Office of Financial Management, shared, “It’s not often that a monitoring report goes without findings or concerns and given how recently staffing changes happened for the program, it is all the more remarkable. This clean monitoring report is a testament to the hard work that Brandi Langhofer, Lillian Shaffer, and the team [Aaron Milles and Shellie Hoxie] put in. We are lucky to have such a great program in our portfolio and in our state.”

The Board selected “Got Milk?” created by Jessica Paige Keen from Mt. Spokane High School, Mead School District as the Board Choice award.

7. Governor Inslee’s Proclamation for Washington State School Retirees’ Association (WSSRA)-School Retirees Appreciation Week (A3)—Dr. Dunn shared the Governor’s proclamation recognizing School Retirees Appreciation Week (March 16-22, 2020).

Motion: Mr. Stocker moved for Board approval of Governor Inslee’s Proclamation for Washington State School Retirees’ Association – School Retirees Appreciation Week.

Second: Mr. Champlin

Vote: Yes—5 No—0

8. Legislative report (A5)—Dr. Dunn shared that it is expected legislative session will end on time on March 12. The revenue forecast will be released. The current legislative topics include foundational support for ESDs, Safety Centers – threat assessment and behavioral health, and funding for early learning coordinators.

Adjournment

Chair Pfeifer adjourned the regular Board meeting at 5:25 pm.

Sally Pfeifer, Chair

Secretary to the Board