

**NorthEast Washington ESD 101
Board of Directors
May 19, 2020**

MINUTES

The NorthEast Washington ESD 101 (NEWESD) Board of Directors met in regular session on May 19, 2020, at 4202 S. Regal Street, Spokane, Washington. Chair Sally Pfeifer confirmed a quorum and called the meeting to order at 4:00 p.m.

Pledge of Allegiance

Chair Pfeifer led the Board and audience in the Pledge of Allegiance to the Flag of the United States of America.

Present via zoom or conference call

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

Present via zoom or in person

Staff: Dr. Michael Dunn, Mr. Mick Miller, Mr. Cassidy Probert, Mr. Steve Witter, Ms. Michelle Powers, Mr. Steve Schreiner and Ms. Mary Kempel.

Executive Session

At 4:10 p.m., Chair Pfeifer requested that the Board meet in executive session for approximately 15 minutes to consider the appointment, employment, or dismissal of a public officer or employee (RCW 42.30.110).

Motion: Ms. Sine moved for Board approval to meet in executive session for approximately 15 minutes to consider the appointment, employment, or dismissal of a public officer or employee (RCW 42.30.110).

Second: Mr. Stocker

Vote: Yes—6, No—0

Recess Executive Session/Convene Regular Meeting

Chair Pfeifer recessed the executive session at 4:25 p.m., and reconvened the regular NEWESD Board meeting.

Motion: Mr. Stocker moved for the Board to return to regular session at 4:25 p.m.

Second: Mr. Arndt

Vote: Yes—6, No—0

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 April 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 April and May 2020 include:

General Fund Accounts Payable (April 24, 2020)

ACH numbers 192000860 - 192000865 in the amount of \$2,849.36.

General Fund Accounts Payable (April 24, 2020)

Voucher numbers 335370 - 335392 in the amount of \$87,254.60.

General Fund Payroll (April 30, 2020)

Voucher numbers 335393 - 335394 in the amount of \$321.20.

General Fund Payroll (April 30, 2020)

Voucher numbers 335395 - 335421 in the amount of \$438,336.56.

General Fund Payroll (April 30, 2020)

Wire transfers 201900033 - 201900034 in the amount of \$856,279.49.

General Fund Accounts Payable (April 29, 2020)

Wire transfers 201900035 - 201900036 in the amount of \$33,598.35.

General Fund Accounts Payable (May 1, 2020)

ACH numbers 192000866 - 192000876 in the amount of \$6,719.94.

General Fund Accounts Payable (May 1, 2020)

ACH number 192000877 in the amount of \$71.37.

General Fund Accounts Payable (May 1, 2020)

Voucher numbers 335422 - 335442 in the amount of \$136,301.09.

General Fund Accounts Payable (May 8, 2020)

ACH numbers 192000878 - 192000886 in the amount of \$1,040.19.

General Fund Accounts Payable (May 8, 2020)

Voucher numbers 335443 - 335456 in the amount of \$27,940.25.

General Fund Payroll (May 15, 2020)

Voucher numbers 335457 - 335458 in the amount of \$286.74.

General Fund Payroll (May 15, 2020)

Voucher number 335459 in the amount of \$287.90.

General Fund Payroll (May 15, 2020)

Wire transfers 201900037 - 201900038 in the amount of \$6,984.31.

General Fund Accounts Payable (May 15, 2020)

ACH numbers 192000887 - 192000894 in the amount of \$846.92.

General Fund Accounts Payable (May 15, 2020)

Voucher numbers 335460 - 335486 in the amount of \$144,499.79.

Total for Accounts Payable Vouchers:	\$441,121.86
Total for Payroll Vouchers:	\$1,302,496.20
Total for Unemployment Vouchers:	\$0.00
Total for Workers' Compensation Vouchers:	\$0.00
Total for Compensated Absences Vouchers:	<u>\$0.00</u>
Grand Total:	\$1,743,618.06

Workers' Compensation Cooperative (April 17, 2020)

Voucher numbers 228923 - 228953 in the amount of \$34,576.83.

Workers' Compensation Cooperative (April 24, 2020)

Voucher numbers 228954 - 228981 in the amount of \$18,510.52.

Workers' Compensation Cooperative (May 1, 2020)

Voucher numbers 228982 - 229000 in the amount of \$14,764.33.

Workers' Compensation Cooperative (May 8, 2020)

Voucher numbers 229001 - 229030 in the amount of \$20,365.03.

Total for Workers' Compensation Vouchers: \$88,216.71

Grants needing Board Approval

Federal	Department of Social & Health Services DBHR Prevention Services	\$433,090.00
Federal	Health Care Authority CPWI – Partnership for Success	\$153,531.00
Federal	Health Care Authority CPWI – State Opioid Response	\$250,254.00

Personnel – Certificated

Reduction in force—Dr. Dunn recommended the following certificated staff members' continuing contracts not be renewed for the 2020/2021 school year due to expected funding shortfalls:

Diana Anderson, speech language pathologist.

Jamie Cosand, teacher.

Erika Kellum, school psychologist.

Diane Lorian, school psychologist.

Lorie Mancinelli-Wilson, teacher.

Susan Matteson, speech language pathologist.

Barbara Thompson, teacher.

Kathryn Tribby-Moore, teacher.

Elisa Vanhoff, teacher.

David Welch, school psychologist.

Reduction in force—Dr. Dunn recommended the following certificated staff members' provisional contracts not be renewed for the 2020/2021 school year due to expected funding shortfalls:

Jamie Bouge, school psychologist.

Charles Ducharme, teacher.

Shannon Gates-Thomsen, speech language pathologist.

Molly Haffner, school psychologist.

Jeff Higgins, teacher.

Candice Tulberg, school psychologist.

Reduction in force recall—Dr. Dunn recommended the following certificated staff members be recalled from RIF status for the 2020/2021 school year:

Diana Anderson, speech language pathologist.

Susan Matteson, speech language pathologist.

Reduction in force recall—Dr. Dunn recommended the following provisional certificated staff member be recalled from RIF status for the 2020/2021 school year:

Shannon Gates-Thomsen, speech language pathologist.

Personnel—Administrative, Supervisory and Professional

Resignation—the following professional staff member has resigned:

Heather Dauphin, fiscal manager, effective July 31, 2020.

Retirement—the following professional staff member will retire:

Barbara Fincher, student assistance professional, effective June 30, 2020.

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

Minutes: April 21, 2020.

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

The following certificated staff members' continuing contracts not be renewed for the 2020/2021 school year due to expected funding shortfalls: Diana Anderson, Jamie Cosand, Erika Kellum, Diane Lorian, Lorie Mancinelli-Wilson, Susan Matteson, Barbara Thompson, Kathryn Tribby-Moore, Elisa Vanhoff and David Welch.

The following certificated staff members' provisional contracts not be renewed for the 2020/2021 school year due to expected funding shortfalls: Jamie Bouge, Charles Ducharme, Shannon Gates-Thomsen, Molly Haffner, Jeff Higgins and Candice Tulberg.

The following certificated staff members be recalled from RIF status for the 2020/2021 school year: Diana Anderson and Susan Matteson.

The following provisional certificated staff member be recalled from RIF status for the 2020/2021 school year: Shannon Gates-Thomsen.

The following professional staff member has resigned: Heather Dauphin.

The following professional staff member will retire: Barbara Fincher.

Second: Mr. Stocker

Vote: Yes—6, No—0

Discussion/Action Items

1. 2020/2021 Preliminary Budget Overview—Mr. Probert shared a draft of the NEWESD 2020/2021 budget. This budget proposal will be shared with NEWASA membership on Tuesday, May 26 for approval and will be presented for final Board approval in June.
2. Resolution 20-06: Summer Board Meeting schedule (A1)—Dr. Dunn requested Board approval of Resolution 20-06 authorizing the superintendent to act on behalf of the Board of Directors during the month of July.

Motion: Mr. Arndt moved for Board approval of Resolution 20-06 authorizing the superintendent to act on behalf of the Board of Directors during the month of July.

Second: Mr. Stocker

Vote: Yes—6, No—0

3. Medical Lake School District No. 326 Resolution 19-20.03 (A2)—Mr. Miller requested Board approval of Medical Lake School District No. 326 Resolution 19-20.03 to provide the educational program at Martin Hall Juvenile Detention Facility for 2020/2021.

Motion: Mr. Stocker moved for Board approval of Medical Lake School District No. 326 Resolution 19-20.03 to provide the educational program at Martin Hall Juvenile Detention Facility for 2020/2021.

Second: Mr. Champlin

Vote: Yes—6, No—0

4. 261 work days in 2020/2021 fiscal year (December 24)—since the agency’s 2020/2021 fiscal year contains 261 work days for September through August employees, and for July through June administrative employees, the Board was asked to approve the declaration of December 24, 2020 as a non-work day.

Motion: Mr. Arndt moved for Board approval to declare December 24, 2020 as a non-work day for employees including those with administrative contracts.

Second: Mr. Stocker

Vote: Yes—6, No—0

5. Policies (first reading)—Ms. Powers presented Policy 403 and Policy 407 for first reading. Minor changes were made to be compliant with statutes and regulations.

5.1 Policy 403: Nondiscrimination and Equal Employment Opportunity (A3)

5.2 Policy 407: Types of Employment/Definitions (A4)

6. Board engagement reports—due to the Stay Home order, Board members have not been able to participate in district or community activities.

7. Superintendent’s report - COVID-19 Adaptations of Operation (A5-A6)—Dr. Dunn shared a report outlining the varied work in which the agency has been engaged throughout the Stay Home and school closures orders, and also shared guidance that has been provided for staff. The purpose of the report was to provide details on how NEWESD adapted to remote work for most members of the NEWESD staff and continue to provide support and services to clients. He expressed his pride in every staff member.

During the Stay Home order, we learned that some agency work can be handled remotely with varying schedules. As we move through the phases of reopening, the administrative team will evaluate positions and job responsibilities as it relates to working remotely.

Discussion followed:

- Mr. Arndt questioned how students are doing without face-to-face interaction with teachers. Unfortunately, student engagement tends to follow the poverty line; students with means and resources are doing well and are engaged, those without those opportunities are struggling.

Mr. Terrance Nixon has displayed outstanding leadership through the Stay Home order. His team has been able to work directly with students in new and inventive ways to support their learning. Several students have been able to complete their GED program. There may be opportunities to expand services virtually beyond those districts currently being serviced. JDC staff have also been successfully continuing direct services to students.

- Mr. Terry Groh, Mr. Arlo Miller and Mr. Richard Gulling have done an excellent job cleaning and sanitizing the facility. They have stayed busy with facility repairs and updates, including painting. The facility looks great!
- A positive outcome of the Stay Home order has been the completion of several long-term projects. As normal responsibilities have shifted, there has been more time to devote to much needed updates to agency-wide documentation, such as job descriptions and policies and procedures.
- As NEWESD staff move closer to returning to work, the agency is considering purchasing facial masks and monitors for facial recognition and temperature checks.
- Staff are being provided a return to work survey to identify how they feel about coming back to the office and if there are any concerns. Based on the survey results and the formal approval to move to phase two, new guidance will be shared with staff.
- Regional meetings with the district superintendents are scheduled every week; ESD superintendents are meeting every week; and, OSPI is now meeting every other Tuesday with ESD and district superintendents. Recent discussions have focused on plans for returning to school in the fall.
- Spokane and Adams counties, along with the other five counties in our region, have recently been approved to move into phase two of the State's reopening plan, with the possibility of moving to phase three in June. OSPI leaders and

stakeholders are considering reopening scenarios to make it optimally possible for students to return to school in the fall. A framework is anticipated by June 12.

- Mr. Stocker suggested that districts establish citizen’s committees focused on the affects of COVID-19 and next steps for students and families. Dr. Dunn shared that this recommendation is part of the OSPI communication recently distributed to the superintendents.

The Board shared their appreciation for the detailed report and complimented staff on the work they are doing to meet the needs of our clients.

NEWESD had three audits this year. The federal audit and accountability audit had no findings. The financial audit had one finding related to a journal entry within workers’ compensation fund, misclassification of fund balance and incorrect presentation of other items on the face of the financial statements. The exit interview is expected to be scheduled in next week.

The Department of Children, Youth, and Families will display the PRIDE flag in their facilities during the month of June in recognition of LGBT Pride Month. As DCYF is a tenant of NEWESD, a PRIDE flag will be on display in the NEWESD lobby.

8. Legislative report—Dr. Dunn provided the following legislative updates:
- If a special session is to be scheduled, it is anticipated it would follow the release of the revenue forecast on June 17.
 - The Governor has sent guidance for agencies to plan for a 15% budget cut. NEWESD is not making a final decision about a COLA at this time, with the exception of those staff who qualify for a step increase on the salary schedule. This decision will be revisited at a later date.
 - There will be at least one new legislator in our delegation; a new representative will be elected in the 4th legislative district.
 - The current OPMA guidelines will expire on May 31, 2020. The appropriate accommodations for the June Board meeting will be based on whether new OPMA guidelines are issued and the status of Spokane County reopening. This could include an in-person meeting compliant with the social distancing requirements in addition to a continued zoom option.

Adjournment

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

Sally Pfeifer, Chair

Secretary to the Board