

NorthEast Washington ESD 101
Board of Directors
June 16, 2020

MINUTES

The NorthEast Washington ESD 101 (NEWESD) Board of Directors met in regular session on June 16, 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

Mr. Phil Champlin 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. Phil Champlin, Ms. Sally Pfeifer, Mr. Chuck Stocker, Mr. Rand Lothspeich and Ms. June Sine.

Present

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

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 May 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 May and June 2020 include:

General Fund Accounts Payable (May 19, 2020)

ACH number 192000895 in the amount of \$882.67.

General Fund Accounts Payable (May 22, 2020)

ACH numbers 192000896 - 192000903 in the amount of \$3,159.63.

General Fund Accounts Payable (May 22, 2020)

Void - Voucher number 335224 in the amount of (\$200.00).

General Fund Accounts Payable (May 22, 2020)

Voucher numbers 335487 - 335514 in the amount of \$69,126.74.

Unemployment Compensation Cooperative (May 22, 2020)

Voucher number 335515 in the amount of \$81,863.63.

Workers' Compensation Cooperative (May 22, 2020)

Voucher number 335516 in the amount of \$554,000.95.

General Fund Payroll (May 29, 2020)

Voucher numbers 335517 - 335519 in the amount of \$376.23.

General Fund Payroll (May 29, 2020)

Voucher numbers 335520 - 335545 in the amount of \$429,109.87.

General Fund Payroll (May 29, 2020)

Wire transfers 201900039 - 201900040 in the amount of \$841,527.39.

General Fund Accounts Payable (May 27, 2020)

Wire transfers 201900041 - 201900043 in the amount of \$27,645.67.

General Fund Accounts Payable (May 29, 2020)

ACH numbers 192000904 - 192000907 in the amount of \$2,169.96.

General Fund Accounts Payable (May 29, 2020)

Voucher numbers 335546 - 335555 in the amount of \$18,385.71.

General Fund Accounts Payable (June 5, 2020)

ACH numbers 192000908 - 192000924 in the amount of \$11,506.41.

General Fund Accounts Payable (June 5, 2020)

Voucher numbers 335556 - 335573 in the amount of \$37,303.69.

General Fund Payroll (June 15, 2020)

Voucher numbers 335574 - 335576 in the amount of \$525.90.

General Fund Payroll (June 15, 2020)

Voucher number 335577 in the amount of \$307.51.

General Fund Payroll (June 15, 2020)

Wire transfers 201900044 - 201900045 in the amount of \$6,659.07.

General Fund Accounts Payable (June 12, 2020)

ACH numbers 192000925 - 192000938 in the amount of \$1,491.25.

General Fund Accounts Payable (June 12, 2020)

Voucher numbers 335578 - 335605 in the amount of \$119,748.90.

Total for Accounts Payable Vouchers:	\$291,220.63
Total for Payroll Vouchers:	\$1,278,505.97
Total for Unemployment Vouchers:	\$81,863.63
Total for Workers' Compensation Vouchers:	\$554,000.95
Total for Compensated Absences Vouchers:	<u>\$0.00</u>
Grand Total:	\$2,205,591.18

Workers' Compensation Cooperative (May 15, 2020)

Voucher numbers 229031 - 229059 in the amount of \$51,051.04.

Workers' Compensation Cooperative (May 22, 2020)

Voucher numbers 229060 - 229079 in the amount of \$17,852.32.

Workers' Compensation Cooperative (May 29, 2020)

Voucher numbers 229080 - 229109 in the amount of \$29,175.58.

Workers' Compensation Cooperative (June 5, 2020)

Voucher numbers 229110 - 229118 in the amount of \$9,056.18.

Total for Workers' Compensation Vouchers:	\$107,135.12
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Personnel—Certificated

RIF recall/base contracts—Dr. Dunn recommended the recall of the following staff members and approval of the following base contracts for the 2020/2021 school year:

Diana Anderson, speech language pathologist, 170 days at a salary placement of MA/16 for a base salary of \$62,936.96.

Jamie Cosand, teacher, 184 days at a salary placement of MA/16 for a base salary of \$68,120.00.

Charles Ducharme, teacher, 92 days at a salary placement of MA 45/1 for a base salary of \$26,117.50.

Shannon Gates-Thomsen, speech language pathologist, 184 days at a salary placement of MA 90/0 for a base salary of \$53,113.00.

Molly Haffner, psychologist, 93 days at a salary placement of MA 45/0 for a base salary of \$16,172.42.

Jeff Higgins, teacher, 92 days at a salary placement of BA 15/7 for a base salary of \$23,232.00.

Erika Kellum, psychologist, 184 days at a salary placement of MA 45/3 for a base salary of \$53,385.00.

Diane Loriano, psychologist, 167 days at a salary placement of MA 90/16 for a base salary of \$68,725.95.

Lorie Mancinelli-Wilson, teacher, 88 days at a salary placement of MA 90/16 for a base salary of \$36,214.87.

Susan Matteson, speech language pathologist, 176 days at a salary placement of MA 90/16 for a base salary of \$72,429.74.

Barbara Thompson, teacher, 184 days at a salary placement of MA 45/16 for a base salary of \$72,505.00.

Kathi Tribby-Moore, teacher, 184 days at a salary placement of MA 90/16 for a base salary \$75,722.00.

Candice Tulberg, psychologist, 184 days at a salary placement of MA 45/6 for a base salary of \$55,017.00.

Elisa Vanhoff, teacher, 184 days at a salary placement at MA 90/16 for a base salary of \$75,722.00.

David Welch, psychologist, 92 days at a salary placement of MA 90/15 for a base salary of \$37,118.50.

Base contracts—Dr. Dunn recommended approval of the following base contracts for the 2020/2021 school year:

Marijean Baird, school counselor, 152 days at a salary placement at MA/0 for a base salary of \$39,789.30.

Jenna Brown, school counselor, 184 days at a salary placement at MA 45/4 for a base salary of \$53,945.00.

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

Jamie Cosand, teacher, 13 days at MA/16 for a total of \$4,812.81 to provide summer school for the Center for Juvenile Detention Services.

Charles Ducharme, teacher, 29.5 days at MA 45/1 for a total of \$8,393.87 to provide summer school for the Center for Juvenile Detention Services.

Jeff Higgins, teacher, 27 days at BA 15/7 for a total of \$6,710.81 to provide summer school for the Center for Juvenile Detention Services.

Lorie Mancinelli-Wilson, teacher, 5 days at MA 90/16 for a total of \$2,057.59 to provide summer school for the Center for Juvenile Detention Services.

Barbara Thompson, teacher, 36 days at MA 45/16 for a total of \$14,185.75 to provide summer school for the Center for Juvenile Detention Services.

Kathryn Tribby-Moore, teacher, 9 days at MA 90/16 for a total of \$3,703.79 to provide summer school for the Center for Juvenile Detention Services.

Elisa Vanhoff, teacher, 9 days at MA 90/16 for a total of \$3,703.79 to provide summer school for the Center for Juvenile Detention Services.

Resignation—the following certificated staff member has resigned:

Jamie Bouge, psychologist, effective at the completion of the 2019/2020 school year.

Personnel—Administrative, Supervisory and Professional

Administrative contracts—Dr. Dunn recommended approval of the following administrative contracts effective July 1, 2020:

Dr. Michael Dunn, superintendent, at an annual salary of \$205,081.00, plus an annuity in the amount of \$2,000.00 per month, plus a responsibility stipend of \$546.00 per month, plus any other changes to the current salary level as approved by the Board.

Mr. Larry Gardner, principal, Center for Juvenile Detention Services, at an annual salary of \$102,215.00, plus a taxable cellular telephone stipend in the amount of \$30.00 per month, plus any other changes to the current salary level as approved by the Board.

Dr. Connie Kliewer, director, Center for Special Education Services, at an annual salary of \$123,998.00 plus a taxable cellular telephone stipend in the amount of \$30.00 per month, plus any other changes to the current salary level as approved by the Board.

Mr. Donald “Mick” Miller, assistant superintendent, Student Learning and Support Services, at an annual salary of \$159,072.00, plus an annuity in the amount of \$500.00 per month plus any other changes to the current salary level as approved by the Board.

Ms. Michelle Powers, executive director, Human Services, at an annual salary of \$131,819.00, plus an annuity in the amount of \$500.00 per month plus any other changes to the current salary level as approved by the Board.

Mr. Cassidy Probert, executive director, School Financial Services, at an annual salary of \$159,072.00, plus an annuity in the amount of \$500.00 per month plus any other changes to the current salary level as approved by the Board.

Mr. Steve Witter, executive director, Communications and Development Services, at an annual salary of \$131,819.00, plus an annuity in the amount of \$500.00 per month plus any other changes to the current salary level as approved by the Board.

RIF recall—Dr. Dunn recommended the recall of the following professional staff member:

Keara Rypien, Behavior Health Navigator at an annual salary of \$65,680.00.

New hires—the following professional staff members have been hired:

Rachel Barnett, staff accountant, at an annual salary of \$65,680.00. Rachel earned a bachelor's degree in accounting and master of accountancy degree from Gonzaga University. She has experience as an accounting analyst for Washington Mutual, Inc., as a financial analyst II for Comcast Cable, and as a senior accountant for Sterling Bank.

Jeremy Loe, staff accountant, at an annual salary of \$54,166.00. Jeremy earned a bachelor's degree in business administration from Eastern Washington University. He has experience as an accounting aide at Eastern Washington University and as an assistant state auditor at the Office of the Washington State Auditor.

Resignation—the following professional staff member has resigned:

Jared Schatz, fiscal manager, effective July 31, 2020.

Personnel—Classified

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

Kelly Loos, program assistant at an annual salary of \$47,599.00. Kelly earned a bachelor's degree in elementary education from Whitworth University. She taught second grade at Damascus Christian School for two years. She has been the executive assistant at Good Shepherd Community Church in Boring, Oregon since 2001.

Resignation—the following classified staff member has resigned:

Tomi Stark, ECEAP lead teacher, effective May 29, 2020.

Motion: Ms. Sine moved for Board approval of consent agenda items as described above including:

Minutes: May 21, 2020.

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

The recall of the following staff members and approval of the following base contracts for the 2020/2021 school year: Diana Anderson, Jamie Cosand, Charles Ducharme, Shannon Gates-Thomsen, Molly Haffner, Jeff Higgins, Erika Kellum, Diane Loriano, Lorie Mancinelli-Wilson, Susan Matteson, Barbara Thompson, Kathi Tribby-Moore, Candice Tulberg, Elisa Vanhoff, and David Welch.

The following base contracts for the 2020/2021 school year: Marijean Baird and Jenna Brown.

The following supplemental contracts for the 2019/2020 school year: Jamie Cosand, Charles Ducharme, Jeff Higgins, Lorie Mancinelli-Wilson, Barbara Thompson, Kathryn Tribby-Moore and Elisa Vanhoff.

The following certificated staff member has resigned: Jamie Bouge.

The following administrative contracts effective July 1, 2020: Dr. Michael Dunn, Mr. Larry Gardner, Dr. Connie Kliewer, Mr. Donald “Mick” Miller, Ms. Michelle Powers, Mr. Cassidy Probert and Mr. Steve Witter.

The recall of the following professional staff member: Keara Rypien.

The following professional staff members have been hired: Rachel Barnett and Jeremy Loe.

The following professional staff member has resigned: Jared Schatz.

The following classified staff member has been hired: Kelly Loos.

The following classified staff member has resigned: Tomi Stark.

Second: Mr. Stocker

Vote: Yes—6, No—0

Budget Approval for FY 2020/2021

Recess Public Meeting/Convene Public Hearing

Chair Pfeifer recessed the public meeting at 4:11 p.m. She then convened a public hearing to take testimony on the adoption of the NEWESD 101 budget for FY 2020/2021.

Motion: Mr. Lothspeich moved for the Board to recess the public meeting and convene the Public Hearing to take testimony on the adoption of the NEWESD 101 budget for FY 2020/2021.

Second: Mr. Champlin

Vote: Yes—6, No—0

Mr. Probert presented the proposed NEWESD 101 FY 2020/2021 budget, as presented, discussed and approved by the Northeast Washington Association of School Administrators (NEWASA), serving as the Superintendents' Advisory Committee, on May 26, 2020. He summarized budgeted fund balances, estimated revenues and projected expenditures along with historical and trend data. One change to the budget is a \$5 million revenue and expenditure item to support ESD 112 with the coordination of a statewide group purchase of PPE supplies for public and private schools. Clark County Treasurer does not have the policies in place to provide a short-term loan to ESD 112. The Spokane County Treasurer has the appropriate policies in place to loan the funds to NEWESD 101 for a 60-90 day period to allow for ESD 112 to complete the statewide purchase. ESD 112 will reimburse NEWESD 101 the full \$5 million plus interest charged by the county.

Chair Pfeifer asked for additional comment or testimony.

Recess Public Hearing/Convene Public Meeting

There being no further testimony, Chair Pfeifer recessed the public hearing at 4:21 p.m. and reconvened the regular NEWESD 101 Board meeting.

Motion: Mr. Arndt moved for the Board to return to regular session at 4:21 p.m.

Second: Mr. Stocker

Vote: Yes—6, No—0

Dr. Dunn recommended approval of Resolution 20-07 adopting the budget and establishing the general expense fund appropriation of \$30,199,246.00 for the period of September 1, 2020 through August 31, 2021 and adopting flexible appropriation levels for the enterprise fund for Unemployment Compensation and the enterprise fund for Industrial Insurance and the fiduciary fund for Compensated Absences agency fund for the same period.

Motion: Mr. Arndt moved for Board approval of Resolution 20-07 adopting the budget and establishing the general expense fund appropriation of \$30,199,246.00 for the period of September 1, 2020 through August 31, 2021 and adopting flexible appropriation levels for the enterprise fund for Unemployment Compensation and the enterprise fund for Industrial Insurance and the fiduciary fund for Compensated Absences agency fund for the same period.

Second; Mr. Lothspeich

Vote: Yes—6, No—0

Discussion/Action Items

1. Policies (second reading)—Ms. Powers presented Policy 403 and Policy 407 for second reading and requested Board approval.

1.1 Policy 403: Nondiscrimination and Equal Employment Opportunity (A2)

1.2 Policy 407: Types of Employment/Definitions (A3)

Motion: Mr. Stocker moved for Board approval of Policy 403: Nondiscrimination and Equal Employment Opportunity and Policy 407: Types of Employment/Definitions.

Second; Ms. Sine

Vote: Yes—6, No—0

2. Board engagement reports—Ms. Pfeifer attended the Lewis and Clark High School graduation ceremony. District staff did a wonderful job coordinating the drive-through event and decorating the location to make it special for everyone. Each student had the opportunity to receive a diploma with family and friends present.

3. Superintendent's report (A4)—Leaders shared the following updates:

Mr. Schreiner shared details of the *Mindsets for Remote Learning* trainings that have been offered to regional school districts during the closure period. These trainings have focused on technical use of educational technology tools, but also on philosophies and instructional strategies that promote engagement and independent learning. Each course series has focused on creating a learning system; collaborative learning teams; integrated content and project-based learning; and student choice and assessment. Additionally, Mr. Schreiner shared details of the AESD proposal for a statewide *Learning Management System* professional training and support system. If funded by OSPI, staff from all nine ESDs would arrange training for decision-makers, classroom teachers, support staff, and parents. Training and support would focus on the five most-used Learning Management Systems within the state: Google Classroom, Microsoft Teams, Canvas, Schoology, and Seesaw. Districts would identify staff to participate in each training strand (with the classroom teacher strand available to *any* teacher statewide) and all training would be offered free of charge. Dr. Dunn complimented the extensive work done by Steve and Erik Wolfrum. We now will wait for the legislature to decide if there will be CARES dollars available to support this work; regardless, it is work that must be done. Families have struggled through the Stay Home order with using multiple software platforms and not having adequate bandwidth to support at-home learning.

Ms. Powers shared that current collective bargaining agreements expire August 31, 2020. Without current guidance from the legislature, NEWESD may have to schedule a bargaining meeting prior to knowing the status of funding. The administrative team will meet to set parameters for the discussion and determine what NEWESD could afford to offer.

Mr. Witter shared the status of various grants submitted. Currently, NEWESD has been awarded three grants totaling \$653,049.00 and are waiting to hear about eight others totaling \$2.3 million.

Mr. Probert shared that the number of unemployment claims has been unprecedented. The increase in claims is due to substitutes becoming eligible due to school closures and a substantial number of fraudulent claims being submitted. Employment Security Department's current guidance is that ESDs pay for both valid and fraudulent claims and get reimbursed as fraudulent funds are recovered. ESDs are working together, with the guidance of attorneys from PSESD and ESD 112, to identify all fraudulent claims and request they be removed from the July quarterly billing. NEWESD will schedule an advisory meeting in August and, based on the July billing, will determine if rate increases or an assessment are necessary.

Mr. Miller shared the following:

- AESD has submitted a proposal to Region 16 (Alaska, Washington, and Oregon) for Improvement Science professional development. Mr. Schreiner and Mr. Wolfrum collaborated with two other ESDs to prepare the proposal to OSPI for professional development using Learning Management Systems, which only became available last week. Superintendent Reykdal is currently reviewing the proposal, which is for \$2.3 million.
- The regional child nutrition program has expanded from seven to 17 districts and now includes the Healing Lodge. NEWESD has received a grant for \$102,000 for three years from SNAP to support this program.
- The Open Doors program has supported 125 students through their high school equivalency testing; 30 of those during the Stay Home order. Students are receiving yard signs celebrating their accomplishment.
- Districts returned their contracts for Special Education services quickly this spring, which allowed NEWESD to recall all certificated staff who received reduction in force notices.

Dr. Dunn reported on the following:

- Board members have received ongoing communication regarding the reopening of NEWESD. The initial documentation was developed with the assumption that Spokane County would have moved to phase three by now; the move to phase three is uncertain. PPE and temperature scanning devices for the Regal and offsite facilities have been

ordered. Staff have completed the return to work survey and there are some staff concerned about returning to the office. During the Stay Home order, leadership has learned there are positions and job functions that can effectively be completed remotely. This will be revisited as we move through phases 3 and 4.

Mr. Champlin commented that NEWESD leadership has exercised due diligence to put an effective plan in place. We are relying on science to guide our decisions. The small reopening has been beneficial to work through some of the challenges before everyone returns to work.

- Kudos were shared for district leadership in navigating the pandemic; they have done incredible work and have a huge task ahead of them. School reopening is a complex undertaking. At the very least, districts will follow the L&I and CDC requirements of wearing masks and 6 feet social distancing; this is a challenging reality for schools. NEWESD and district and school leaders will continue to meet throughout the summer to develop the best plan for reopening schools this fall. NEWESD has developed a secure link on the agency website for districts to share their reopening documentation.
4. Legislative report—Dr. Dunn shared that the legislature is considering a special session the second week of August. This special session would indicate there will be budget cuts. ESDs do anticipate some cuts. The legislature is also interested in looking into police reform.
 5. Evaluation of the superintendent—Board members presented Dr. Dunn with his annual evaluation and contract.

Adjournment

Chair Pfeifer adjourned the regular Board meeting at 5:48 p.m.

Sally Pfeifer, Chair

Secretary to the Board