

NorthEast Washington ESD 101
Board of Directors
August 18, 2020

MINUTES

The NorthEast Washington ESD 101 (NEWESD) Board of Directors met in regular session on August 18, 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. Miller led the Board and audience in the Pledge of Allegiance to the Flag of the United States of America.

Present via zoom

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

Staff: Mr. Cassidy Probert, Ms. Michelle Powers and Ms. Rachel Eifler.

Present

Staff: Dr. Michael Dunn, Mr. Mick Miller, Mr. Steve Witter, Mr. Steve Schreiner, Ms. Tracy Poindexter-Canton, Dr. Ramona Griffin, Ms. Brittany Campbell, Ms. Keara Rypien 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.

Ms. Pfeifer shared comments from a letter from Joel Aune, WASA Executive Director, to Dr. Dunn recognizing him for his and his fellow ESD superintendents' work and leadership during the pandemic. Mr. Aune has observed their efforts to inform, facilitate, counsel, respond, calm the waters, and lead in meeting after meeting. The letter included comments from district leaders who recognized unwavering steadfast support, received critical updates and significant leadership, noted incredible responsiveness, etc. Mike thanked Sally for the comments and shared that this letter was sent to all nine ESD leaders.

Consent Agenda

Minutes from the June 16, 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 June, July and August 2020 include:

General Fund Accounts Payable (June 19, 2020)

ACH number 192000939 in the amount of \$602.89.

General Fund Accounts Payable (June 19, 2020)

ACH numbers 192000940 - 192000944 in the amount of \$76.48.

General Fund Accounts Payable (June 19, 2020)

Voucher numbers 335606 - 335637 in the amount of \$217,506.03.

Unemployment Compensation Cooperative (June 19, 2020)

Voucher number 335638 in the amount of \$4,249.88.

General Fund Payroll (June 30, 2020)

Voucher numbers 335639 - 335640 in the amount of \$209.95.

General Fund Payroll (June 30, 2020)

Voucher numbers 335641 - 335668 in the amount of \$441,743.04.

General Fund Payroll (June 30, 2020)

Wire transfers 201900046 - 201900047 in the amount of \$891,608.27.

General Fund Accounts Payable (June 25, 2020)

Wire transfers 201900048 - 201900050 in the amount of \$24,167.04.

General Fund Accounts Payable (June 26, 2020)

ACH numbers 192000945 - 192000951 in the amount of \$4,334.04.

General Fund Accounts Payable (June 26, 2020)

Voucher numbers 335669 - 335684 in the amount of \$138,788.94.

General Fund Accounts Payable (July 3, 2020)

ACH numbers 192000952 - 192000962 in the amount of \$3,317.48.

General Fund Accounts Payable (July 3, 2020)

Voucher numbers 335685 - 335709 in the amount of \$144,754.94.

General Fund Payroll (July 15, 2020)

Voucher number 335710 in the amount of \$206.86.

General Fund Payroll (July 15, 2020)

Voucher number 335711 in the amount of \$354.86.

General Fund Payroll (July 15, 2020)

Void - Wire transfer 201900051 in the amount of \$0.00.

General Fund Payroll (July 15, 2020)

Wire transfers 201900052 - 201900053 in the amount of \$6,697.26.

General Fund Accounts Payable (July 10, 2020)

ACH numbers 192000963 - 192000972 in the amount of \$6,839.13.

General Fund Accounts Payable (July 10, 2020)

Voucher numbers 335712 - 335742 in the amount of \$67,559.44.

Unemployment Compensation Cooperative (July 10, 2020)

Voucher number 335743 in the amount of \$1,870.27.

Workers' Compensation Cooperative (July 10, 2020)

Voucher number 335744 in the amount of \$319,117.61.

General Fund Accounts Payable (July 17, 2020)

ACH number 192000973 in the amount of \$2,012.48.

General Fund Accounts Payable (July 17, 2020)

ACH numbers 192000974 - 192000980 in the amount of \$2,397.22.

General Fund Accounts Payable (July 17, 2020)

Voucher numbers 335745 - 335760 in the amount of \$96,193.00.

General Fund Accounts Payable (July 17, 2020)

Wire transfers 201900054 - 201900055 in the amount of \$963.82.

General Fund Accounts Payable (July 22, 2020)

Wire transfers 201900056 - 201900057 in the amount of \$10,179.29.

General Fund Accounts Payable (July 24, 2020)

ACH numbers 192000981 - 192000983 in the amount of \$281.56.

General Fund Accounts Payable (July 24, 2020)

Void - Voucher number 334067 in the amount of (\$15.00).

General Fund Accounts Payable (July 24, 2020)

Voucher numbers 335761 - 335780 in the amount of \$46,452.00.

General Fund Payroll (July 31, 2020)

Voucher number 335781 in the amount of \$ 238.53.

General Fund Payroll (July 31, 2020)

Voucher numbers 335782 - 335809 in the amount of \$439,586.63.

General Fund Payroll (July 31, 2020)

Wire transfers 201900058 - 201900059 in the amount of \$861,538.72.

General Fund Accounts Payable (July 31, 2020)

ACH numbers 192000984 - 192000994 in the amount of \$6,160.81.

General Fund Accounts Payable (July 31, 2020)

Voucher numbers 335810 - 335831 in the amount of \$100,710.58.

Workers' Compensation Cooperative (July 31, 2020)

Voucher number 335832 in the amount of \$16,787.50.

General Fund Accounts Payable (August 7, 2020)

ACH numbers 192000995 - 192001005 in the amount of \$1,762.45.

General Fund Accounts Payable (August 7, 2020)

Voucher numbers 335833 - 335841 in the amount of \$55,781.18.

General Fund Payroll (August 14, 2020)

Voucher number 335842 in the amount of \$186.14.

General Fund Payroll (August 14, 2020)

Voucher number 335843 in the amount of \$316.07.

General Fund Payroll (August 14, 2020)

Wire transfers 201900060 - 201900061 in the amount of \$6,667.46.

General Fund Accounts Payable (August 14, 2020)

ACH numbers 192001006 - 192001007 in the amount of \$191.51.

General Fund Accounts Payable (August 14, 2020)

Voucher numbers 335844 - 335860 in the amount of \$24,818.35.

Total for Accounts Payable Vouchers:	\$955,835.66
Total for Payroll Vouchers:	\$2,649,353.79
Total for Unemployment Vouchers:	\$6,120.15
Total for Workers' Compensation Vouchers:	\$335,905.11
Total for Compensated Absences Vouchers:	<u> \$0.00</u>
Grand Total:	\$3,947,214.71

Workers' Compensation Cooperative (June 12, 2020)

Voucher numbers 229119 - 229124 in the amount of \$22,169.26.

Workers' Compensation Cooperative (June 19, 2020)

Voucher numbers 229125 - 229163 in the amount of \$30,497.01.

Workers' Compensation Cooperative (June 26, 2020)

Voucher numbers 229164 - 229197 in the amount of \$47,691.12.

Workers' Compensation Cooperative (July 3, 2020)

Voucher numbers 229198 - 229208 in the amount of \$20,063.32.

Workers' Compensation Cooperative (July 10, 2020)

Voucher numbers 229209 - 229230 in the amount of \$29,371.58.

Workers' Compensation Cooperative (July 17, 2020)

Voucher numbers 229231 - 229238 in the amount of \$27,485.95.

Workers' Compensation Cooperative (July 24, 2020)

Voucher numbers 229239 - 229257 in the amount of \$10,672.81.

Workers' Compensation Cooperative (July 31, 2020)

Voucher numbers 229258 - 229293 in the amount of \$30,688.26.

Workers' Compensation Cooperative (August 7, 2020)

Voucher numbers 229294 - 229313 in the amount of \$42,705.91.

Total for Workers' Compensation Vouchers: \$261,345.22

Grants needing Board approval

Program Type	Granting Agency Program Title ESD Program Title	Original Award
Federal	U.S. Department of Health and Human Services through OSPI CSA Student Assistance Prevention Intervention Services	\$487,200.00
State	OSPI ESD - CTE Graduation Pathways + CCL FP 913	\$150,000.00
State	Department of Children, Youth & Families Early Childhood Education & Assistance Program	\$2,346,846.56
Federal	Department of Children, Youth & Families ECEAP Summer Family Support Services	\$204,735.42
Federal	Department of Children, Youth & Families QRIS Birth to Three Quality Initiatives	\$253,190.00
State	OSPI-0647119 Inclusionary Practices Pilot for ESDS FP 936	\$38,660.00
State	OSPI Next Gen Science Standards+Climate Science Ed.	\$192,300.00
Federal	Farm to School Grant Program – USDA Food & Nutrition Farm to Schools	\$38,890.00
State	OSPI Regional Transportation Coordinators	\$184,000.00
Federal	Serve Washington-State of Washington Americorps State Competitive Reimbursable Grant - SST	\$331,165.00

Personnel – Certificated

Request for reduction—the following certificated staff member has requested a permanent reduction to her base contract:

Shannon Gates-Thomsen, speech language pathologist, from 184 days to 179 days.

Out of endorsement—the following certificated staff member is teaching a course out of endorsement:

Kathryn Tribby-Moore, teacher at the Structured Alternative to Confinement School, is teaching health education and general mathematics. Kathryn is endorsed in 4-12 history and 4-12 English.

Personnel—Administrative, Supervisory and Professional

Request for release—the following administrative staff member is requesting to be released from a contract:

Steve Witter, executive director, Communications and Development Services, effective September 30, 2020.

Internal hire—the following staff member has been awarded an open position:

Tracy Poindexter-Canton, chief officer, Communications and Grants Services, at an annual salary of \$81,453. Tracy earned a bachelor's degree in English/creative writing from Seattle University and a master's degree in communication and leadership studies from Gonzaga University. She has experience as an office assistant in the Gonzaga University Academic Vice President's Office and as an editorial assistant/Washington records reporter/theater critic for The Spokesman-Review. Tracy has been the program assistant for the Center for Special Education Services since 2014.

Salary placement upgrades—Dr. Dunn recommended the following professional staff members receive a salary upgrade based on assignment of additional duties, increased level of responsibility, or salary survey results, effective September 1, 2020:

Matthew Feider, network systems service analyst, from A 54/3 or \$80,078.00 annually to A 56/3 or \$84,098.00 annually.

Rosene Hurd, student systems manager, from A 53/3 or \$78,124.00 annually to A 57/1 or \$79,319.00 annually.

Andrew Jones, district network administrator, from A 59/3 or \$90,502.00 annually to A 61/3 or \$95,025.00 annually.

Abigail Miller, regional child nutrition specialist, from A 43/3 or \$29.34 per hour to A 48/2 or \$31.55 per hour.

Terrance Nixon, program manager at Next Generation Zone, from A 42/3 or \$59,543.00 annually to A 54/1 or \$73,213.00 annually.

Stephen Schreiner, technology and learning coordinator, from A 57/3 or \$41.43 per hour to A 58/3 or \$42.46 per hour.

Sandra Szambelan, director, Center for Early Childhood Services, from A 65/3 or \$104,720.00 annually to A 68/3 or \$112,582.00 annually.

Patricia Whittaker, claims manager, from A 63/3 or \$99,763.00 annually to A 70/1 or \$111,272.00 annually.

Erik Wolfrum, director, Center for Instructional Services, from A 67/3 or \$109,903.00 annually to A 68/3 or \$112,582.00 annually.

Garrett Zumini, fiscal systems manager from A 53/3 or \$78,124.00 annually to A 57/1 or \$79,319.00 annually.

Resignations—the following professional staff members have resigned:

Nicholas Lee, student assistance specialist, effective July 31, 2020.

Lillian Shaffer, AmeriCorps trainer, effective July 24, 2020.

Retire/rehire—pursuant to Board Policy 406 – Selection and Hiring of Personnel, the following positions have been reviewed. Dr. Dunn recommended continuing the employment of the following retirees for the 2020/2021 year:

Dr. Ramona Griffin, director, Center for Student Support Services.

Joy Lansdowne, TPEP principal/teacher professional development coordinator.

Personnel – Classified

Resignation—the following classified employee has resigned:

Shari Dezihan, family support advocate, effective November 1, 2020.

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

Minutes: June 16, 2020.

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

The following certificated staff member requested a permanent reduction to her base contract: Shannon Gates-Thomsen.

The following certificated staff member is teaching a course out of endorsement: Kathryn Tribby-Moore.

The following administrative staff member requested to be released from a contract: Steve Witter.

The following staff member has been awarded an open position: Tracy Poindexter-Canton.

The following professional staff members received a salary upgrade based on assignment of additional duties, increased level of responsibility, or salary survey results, effective September 1, 2020: Matthew Feider, Rosene Hurd, Andrew Jones, Abigail Miller, Terrance Nixon, Stephen Schreiner, Sandra Szambelan, Patricia Whittaker, Erik Wolfrum and Garrett Zumini.

The following professional staff members have resigned: Nicholas Lee and Lillian Shaffer.

The following retire/rehire positions will continue employment for the 2020/2021 year: Dr. Ramona Griffin, Joy Lansdowne.

The following classified employee has resigned: Shari Dezihan.

Second: Mr. Lothspeich

Vote: Yes—5, No—0

Discussion/Action Items

1. AESD Executive Board Meeting report—Ms. Sine shared the following information from the June 30, 2020 AESD Executive Board meeting:

- Representative Laurie Dolan received the 2020 AESD President's Award. Since the AESD Conference had been cancelled, the award was delivered to her personally at her home.
- The 2020-21 AESD budget passed with 40 yeas and 5 nays.
- AESD members are creating a conference planning committee to help with the planning of future annual AESD conferences.
- The AESD trainings with presenter Jeff Utech are going well.

2. Proposed Agency, Board and Superintendent Goals 2020-21 (A1)—the proposed goals for 2020-21, which now include an equity and antiracism goal, were presented for Board review and input. It is NEWESD’s responsibility to affirm our commitment as an equitable and antiracist organization and provide leadership in the region and state. These goals will be shared at All Staff on August 26, 2020 and are embedded in the NEWESD foundational document which will be posted on our website.

Motion: Mr. Lothspeich moved for Board approval of the Agency, Board and Superintendent Goals 2020-21 as presented.

Second: Ms. Sine

Vote: Yes—5, No—0

3. NEWESD EA Contract Approval—Ms. Powers shared changes to the NEWESD Educational Association Memorandum of Understanding and tentative changes to the collective bargaining agreement. Mr. Miller, Mr. Probert, Ms. Powers, Dr. Kliewer, Ms. Tulberg, Ms. Matteson and Ms. Gates-Thompson worked together in the negotiation process. The negotiations were fair, reasonable and very professional.

3.1 NEWESD Educational Association Memorandum of Understanding (A2) was presented for Board approval.

Motion: Ms. Pfeifer moved for Board approval of the NEWESD Education Association memorandum of understanding as presented.

Second: Mr. Stocker

Vote: Yes—5, No—0

3.2 Collective Bargaining Agreement (A3) was presented for Board approval.

Motion: Ms. Sine moved for Board approval of the Collective Bargaining Agreement as presented.

Second: Mr. Arndt

Vote: Yes—5, No—0

4. 2020-21 Compensation Enhancement for NEWESD Staff—the Board was asked to approve a 2% salary enhancement to the salary schedules and to the compensation of employees with continuing contracts.

Motion: Mr. Stocker moved for Board approval of the proposed 2020-21 2% compensation enhancement for NEWESD staff.

Second: Mr. Lothspech

Vote: Yes—5, No—0

5. Spokane County Treasurer Short Term PPE Loan—Mr. Probert reminded the Board that the purpose for the \$3 million loan was to support ESD 112 with the coordination of a statewide group purchase of PPE for public and private schools. Clark County Treasurer did not have the policies in place to provide a short-term loan to ESD 112, however Spokane County Treasurer did and was able to loan the funds to NEWESD 101 for a 90 day period to allow for ESD 112 to complete the statewide purchase. ESD 112 will reimburse NEWESD the full \$3 million plus interest amounting to approximately \$10,000. The bids for the PPE came in significantly less than expected. We appreciate that ESD 112 was open and willing to work with the private schools in our region so they could take advantage of this cost savings.

5.1 Interlocal Agreement for Washington School PPE Funding (**A4**)—the interlocal agreement between NEWESD and ESD 112 was presented for Board approval.

Motion: Mr. Arndt moved for Board approval of Interlocal Agreement for Washington School PPE Funding as presented.

Second: Mr. Stocker

Vote: Yes—5, No—0

5.2 Resolution 20-10: Authorizing Borrowing Public Funds (**A5**)—Resolution 20-10 was presented for Board approval.

Motion: Mr. Stocker moved for Board approval of the Resolution 20-10: Authorizing Borrowing Public Funds as presented.

Second: Ms. Sine

Vote: Yes—5, No—0

6. Mental Health Licensure presentation (A6)—Mr. Miller and Mr. Probert, along with Dr. Griffin, Ms. Campbell and Ms. Rypien, provided the Board an update regarding the process to obtain behavior health licensure through the state Department of Health and policies for first reading and information regarding how a behavioral health program, in

partnership with school districts, might work. Using the ESD 113 template, this team did a tremendous amount of research to develop the policies. ESD 113 developed a model to provide telehealth services so service could be provided remotely in addition to face-to-face. Medicaid is the primary funding mechanism for the potential service and it has adapted its policy to allow telehealth services which may continue post-COVID.

- 6.1 Policy 600 Series: Behavior Health and Student Support Services (first reading) (A7)—the Policy 600 series was presented to the Board for first reading.

7. Policies (first readings):

- 7.1 Policy 205: Access to Public Records (A8)—Policy 205: Access to Public Records was presented for first reading. Minor changes were made to become compliant with the RCW.
- 7.2 Policy 217: Copyright Policy (A9)—Policy 217: Copyright Policy was presented for first reading. Most of the original policy was removed as it applied to programs NEWESD no longer provides.
- 7.3 Policy 702: Section 504 Compliance (A10)—Policy 702: Section 504 Compliance was presented for first reading. Language was changed to align with the WSSDA policy language.

8. Resolutions:

- 8.1 Resolution 20-08: Special Education Assurances and Policies (A11)—Mr. Miller recommended Board approval of Resolution 20-08, adopting the Special Education Assurances and Policies. This annual resolution allows NEWESD to receive federal grant funding to support the education of students with disabilities.

Motion: Ms. Sine moved for Board approval of the Resolution 20-08: Special Education Assurances and Policies as presented.

Second: Mr. Stocker

Vote: Yes—5, No—0

- 8.2 Resolution 20-09: NEWESD Reopening Plan for JDC (A12)—Mr. Miller shared 2020/21 reopening plans for JDC, SAC, Martin Hall and Open Doors programs and requested Board approval for Resolution 20-09 as required by OSPI.

Motion: Ms. Sine moved for Board approval of Resolution 20-09: NEWESD Reopening Plan for JDC, SAC, Martin Hall and Open Doors as presented.

Second: Mr. Stocker

Vote: Yes—5, No—0

9. Board engagement reports—no reports this month.
10. Superintendent's report

Dr. Dunn reported the following:

- Districts are trying to balance the health and safety of staff and students with the need for students to be in school. Approximately 80% of Washington State public schools will be opening remotely, some will be a hybrid of in-person and remote learning. Every district, even if opening in-person, is providing an online option.
- Additionally, districts have had to assess if there is enough staff who feel safe returning to in person instruction. Ms. Powers, in collaboration with her colleagues, has developed guidance on options for leave for those staff who may not be able to return at this time. This guidance will be reviewed during an upcoming meeting with an attorney from Stevens Clay. WEA is also encouraging districts to adopt MOU's that provide some protection for staff.
- NEWESD Administrative Council members met on August 6. Following this meeting, the Administrative Leadership Team met with individual directors to discuss programs, services and staffing. As school districts reopen, NEWESD will begin a cadence of a graduated return to work starting September 8, 2020, even though the Department of Health indicated that Spokane County may not move to phase 3 until December. Staff within each department will be staggered throughout the week with a skeleton staff on Fridays to allow the custodial staff to do deep cleaning. The reopening document is being updated.

NEWESD leadership has been in communication with those staff who work directly in school districts. Staff are ready to serve; however, it does not come without some trepidation.

During the five months of the Stay Home order, leadership has been meeting regularly with district superintendents and private school administrators, teaching and learning leaders, fiscal and human resources staff, ESD counterparts, Department of Health and others. Staff have continued to provide services to our districts remotely. Learning that the Department of Health is overwhelmed with contact tracing and other services, districts approached NEWESD asking us to provide some additional support related to COVID-19. Dr. Dunn has asked districts to share what assistance they may need and will see what a NEWESD COVID Cooperative could provide.

- All Staff is scheduled for 8:30 am on Wednesday, August 26, 2020, via zoom. The agenda will be approximately 90 minutes.

Mr. Probert shared that the Employment Security Department has not yet billed NEWESD for the second quarter of unemployment. They have been working to clean out the fraudulent claims prior to sending the bill.

Mr. Witter reported the receipt of a Farm to School grant for the child nutrition program totaling \$41,128 and an Innovia grant to refurbish science kits totaling \$16,940. NEWESD has received \$711,000 out of the \$745,000 requested (96%). We expect to hear on several substantial federal grants totaling \$2.3 million by the end of September.

Ms. Poindexter-Canton provided the following updates:

- Instagram has now been added to the NEWESD social media platform which already includes Facebook, Twitter, Youtube and LinkedIn.
- The NEWESD foundational document will be available at the bottom of our homepage.
- The Fall edition of Focus is in process and will also be posted on the website. This edition will be emailed to Board members, district leaders and all principals.
- She shared a new version of the NEWESD logo. The color blue represents unification within NEWESD 101's mission, goals and team; the various hues represent the diversity each of us bring – our unique talents and experiences; the italics represent forward movement as we work together to promote and support educational excellence.

The Board congratulated Mr. Witter on his upcoming retirement. Ms. Sine welcomed Tracy to her new position and complimented her on the Spokesman Review article, "Artist Poindexter-Canton takes 30-day quarantine art challenge to self discovery."

Mr. Schreiner shared that the Mindset for Remote Learning courses, a collaborative effort between he and Jennifer Ireland, are coming to a close. Each course hosted approximately 45 participants and has resulted in a number of district requests for customized trainings. He expects these trainings to continue. Additionally, the Learning Management Systems (LMS) 101 trainings, a collaborative effort by the nine ESDs, has been very successful with hundreds of participants in each session. Sessions for LMS 201 are in development. All the LMS trainings are being recorded so teachers will be able to participate on their own time. Both of these courses have been a tremendous resource for teachers.

11. Legislative report—Dr. Dunn recently met with Senator Billig to discuss the upcoming legislative session. Representative Billig anticipate a very challenging session due to the significant cuts in funding and it will be difficult for anyone to request new money. ESDs rely on state funding, so leaders will need to be actively engaged in discussions. No decision has been made as to whether there will be a special session prior to January.

In addition to the decision of remote versus in-person learning, there are other issues causing district superintendents concern including the loss of enrollment, extension of waivers for providing meals to students, transportation and levies that will be on ballots this year.

Adjournment

Chair Pfeifer adjourned the regular Board meeting at 6:05 p.m.

Sally Pfeifer, Chair

Secretary to the Board