

**NorthEast Washington ESD 101
Board of Directors
December 15, 2020**

MINUTES

The NorthEast Washington ESD 101 (NEWESD) Board of Directors met in regular session on December 15, 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

Ms. Kempel 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. Kathy Bumgarner, Mr. Phil Champlin, Mr. Rand Lothspeich, Ms. Sally Pfeifer and Ms. June Sine.

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

Guest: Ms. Abby Miller.

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 November 17, 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 November and December 2020 include:

General Fund Payroll (November 13, 2020)

Voucher number 336177 in the amount of \$486.61.

General Fund Payroll (November 13, 2020)

Wire transfers 202090013 - 202090014 in the amount of \$6,935.72.

General Fund Accounts Payable (November 13, 2020)

Voucher numbers 336178 - 336216 in the amount of \$62,703.65.

Unemployment Compensation Cooperative (November 13, 2020)

Voucher number 336217 in the amount of \$3,663.21.

General Fund Accounts Payable (November 16, 2020)

ACH numbers 202100170 - 202100182 in the amount of \$15,403.54.

General Fund Accounts Payable (November 18, 2020)

ACH number 202100183 in the amount of \$935.47.

General Fund Accounts Payable (November 20, 2020)

ACH numbers 202100184 - 202100215 in the amount of \$10,956.72.

General Fund Accounts Payable (November 20, 2020)

Voucher numbers 336218 - 336251 in the amount of \$61,737.46.

General Fund Payroll (November 30, 2020)

Voucher numbers 336252 - 336255 in the amount of \$6,884.91.

General Fund Payroll (November 30, 2020)

Voucher numbers 336256 - 336283 in the amount of \$436,107.34.

General Fund Payroll (November 30, 2020)

Wire transfers 202090015 - 202090016 in the amount of \$861,893.93.

General Fund Accounts Payable (November 25, 2020)

Wire transfers 202090017 - 202090018 in the amount of \$31,733.77.

General Fund Accounts Payable (November 25, 2020)

Void - Wire transfers 202090019 - 202090022 in the amount of \$0.00.

General Fund Accounts Payable (November 25, 2020)

Wire transfer 202090023 in the amount of \$494.05.

General Fund Accounts Payable (November 27, 2020)

ACH numbers 202100216 - 202100230 in the amount of \$3,928.67.

General Fund Accounts Payable (November 27, 2020)

Voucher numbers 336284 - 336305 in the amount of \$93,814.04.

Workers' Compensation Cooperative (December 1, 2020)

Voucher number 336306 in the amount of \$379,194.94.

General Fund Accounts Payable (December 4, 2020)

ACH numbers 202100231 - 202100247 in the amount of \$4,463.50.

General Fund Accounts Payable (December 4, 2020)

Voucher numbers 336307 - 336322 in the amount of \$25,172.19.

General Fund Payroll (December 15, 2020)

Voucher numbers 336323 - 336325 in the amount of \$1,246.92.

General Fund Payroll (December 15, 2020)

Voucher number 336326 in the amount of \$424.76.

General Fund Payroll (December 15, 2020)

Wire transfers 202090024 - 202090025 in the amount of \$7,590.87.

General Fund Accounts Payable (December 11, 2020)

ACH numbers 202100248 - 202100275 in the amount of \$17,975.23.

General Fund Accounts Payable (December 11, 2020)

Voucher numbers 336327 - 336365 in the amount of \$133,577.60.

Total for Accounts Payable Vouchers:	\$462,895.89
Total for Payroll Vouchers:	\$1,321,571.06
Total for Unemployment Vouchers:	\$3,663.21
Total for Workers' Compensation Vouchers:	\$379,194.94
Total for Compensated Absences Vouchers:	<u>\$0.00</u>
Grand Total:	\$2,167,325.10

Workers' Compensation Cooperative (November 20, 2020)

Voucher numbers 229681 - 229724 in the amount of \$66,472.71.

Workers' Compensation Cooperative (November 27, 2020)

Voucher numbers 229725 - 229730 in the amount of \$7,308.75.

Workers' Compensation Cooperative (December 4, 2020)

Voucher numbers 229731 - 229765 in the amount of \$27,273.49.

Workers' Compensation Cooperative (December 11, 2020)

Void - Voucher number 229766 in the amount of \$0.00.

Workers' Compensation Cooperative (December 11, 2020)

Voucher numbers 229767 - 229803 in the amount of \$23,131.97.

Total for Workers' Compensation Vouchers: \$124,186.92

Grants needing board approval:

Program Type	Granting Agency Program Title ESD Program Title	Original Award
Federal	SPED State Systemic Improvement Plan (SSIP) SPED State Systemic Improvement Plan (SSIP)	\$30,000.00
Federal	Spokane Tribe Consultation Services Spokane Tribe Consultation Services	\$30,000.00
Federal	Department of Education through Office of Superintendent of Public Instruction CSA Title 1, Education Advocate	\$55,187.67
Federal	Office of Superintendent of Public Instruction Title 1, Part D Neglected or Delinquent (JDC)	\$112,078.00
Federal	Department of Education through Office of Superintendent of Public Instruction Title 1, Education Advocate	\$55,187.67
Federal	Department of Education through Office of Superintendent of Public Instruction Title 1, Part D Neglected or Delinquent Spokane At-Risk	\$86,238.00
Federal	Department of Education through Office of Superintendent of Public Instruction Title 1, Part D Neglected or Delinquent S2 Education Advocate	\$51,187.66

Local	Child Nutrition Specialist – Empire Health Child Nutrition Specialist	\$20,000.00
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Personnel – Administrative, Supervisory and Professional

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

Grace Wilkowski, CPWI community coalition coordinator serving Shadle Park High School, at an hourly rate of \$32.31. She earned a bachelor’s degree in psychology and a bachelor’s degree in human development from Washington State University. Grace has experience as an operations assistant at Catholic Charities of Eastern Washington and as a fellow in the Division of Behavioral Health and Recovery (DBHR) Fellowship Program at Healthcare Authority. She has been working at NEWESD 101 on an interim basis as the CPWI community coalition coordinator serving Shadle.

Internal hire – the following professional staff member has been awarded a new position:

Brittany Campbell, director, Center for Student Support Services at an annual salary of \$107,830.00. Brittany earned a bachelor’s degree in education from Eastern Washington University and a master’s degree/administrative certification from Washington State University. She has experience as a high school teacher and as a facilitator for Communities in Schools of Spokane County. Brittany was hired at NEWESD 101 on a part-time basis in July 2014 as the alcohol, tobacco, and other drugs policy specialist. She was promoted to the position of coordinator of Prevention Programs in July 2015 and to the assistant director position in February 2019.

Resignations – the following professional staff members have resigned:

Dr. Ramona Griffin, director, Center for Student Support Services, effective December 31, 2020.

Elysia Spencer, CPWI community coalition coordinator, effective December 4, 2020.

Personnel – Classified

Resignation – the following classified staff member has resigned:

Shylo Williamson, ECEAP assistant teacher, effective November 19, 2020.

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

Minutes: November 17, 2020 Board meeting.

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

The following professional staff member has been hired: Grace Wilkowski.

The following professional staff member has been awarded a new position: Brittany Campbell.

The following professional staff members have resigned: Dr. Ramona Griffin and Elysia Spencer.

The following classified staff member has resigned: Shylo Williamson.

Second: Mr. Champlin

Vote: Yes—6, No—0

Discussion/Action Items

1. Regional School Nutrition Program - Year 4 update—Ms. Abby Miller provided an update on the Regional School Nutrition program's growth, services and some future possibilities. This program has grown from one part-time employee and seven districts to a team of three part-time employees and 19 districts. The department goals include: 1) improvement of meal quality; 2) meeting federal requirements; and 3) providing support.

With the addition of new funding partners, the program has been able to reduce cooperative membership fees and purchase small equipment for districts. The cooperative has worked with community partners to bring local, fresh produce to school breakfast and lunch menus. Additionally, member districts receive data analysis support to meet federal requirements, culinary training, scratch menus and technical assistance as needed.

Ms. Miller shared her appreciation for being able to support food service staff. They have done an outstanding job adapting to the changing needs during the pandemic and reporting to work every day to ensure students continue to receive meals. Board members expressed their pride and gratitude for in Abby's leadership.

2. Board Team Operating Principles review (A1)—Board members reviewed recommended changes to the Board Team Operating Principles. These changes incorporate portions of the NEWESD shared team goal on equity and antiracism.

“In addition, we explicitly and publicly affirm our commitment as an equitable and antiracist organization, enacting practices, policies and programs that celebrate diversity,

equity and inclusion. We work to prohibit the exclusion or unjust treatment of anyone because of race, gender, social identity or status; and we advocate the values of social justice and antiracism while pursuing strategies that dismantle racism within all aspects of our ESD, educational communities and society.

Further, *we provide leadership that assures NEWESD 101 serves to create vision and encourages collaboration* with and among school districts, schools, higher education, business, and private and non-profit partners within our service region.”

Dr. Dunn requested Board members submit any additional changes to the principles by January 11, 2021. Final recommended edits will be presented for Board approval at the January meeting.

3. Policy 312: Use of Electronic Signature (first reading) (A2)—Policy 312: Use of Electronic Signature was presented for first reading. WSSDA recommends this policy for agencies utilizing electronic signature software. NEWESD has entered into a contract with DocuSign to allow circulation of agency documents internally and externally for approval and signature. This will improve efficiency and allow for better tracking through the approval process.

4. Surplus property (A3)—Mr. Probert requested Board approval to declare the items on the list as surplus property and requested approval of disposed property that has been damaged beyond repair, released to school districts or lost.

Motion: Mr. Arndt moved for board approval to declare the items on the list presented as surplus property and approval of disposed property that has been damaged beyond repair, released to school districts or lost.

Second: Chair Pfeifer

Vote: Yes—6, No—0

5. Board engagement reports—Ms. Sine, Ms. Bumgarner and Chair Pfeifer participated in the NEWASA meeting on December 3 and listened to area school students of color and allies as they shared their lived experiences in our schools. It was interesting to hear perspectives from the different genders, cultures and experiences. A quote that resonated with one Board member was “if you don’t see color, you don’t see me.” The Board members appreciated the opportunity to participate in this presentation.

Mr. Champlin read some positive feedback regarding the Business-to-School Reading program implemented through the HUB. Currently, they have more readers than tutors so he will be reaching out for additional volunteers. This program has given the business

sector insight into what virtual learning is like for students. The Saturday night drive-in movies program will resume in either March or April 2021.

6. Superintendent's report—Dr. Dunn reported on the following items:

- ESD superintendents meet twice a month, the most recent on December 7. The following items were highlighted:
 - ESDs extended the travel restriction through March 2021.
 - ESDs confirmed their position of wanting to remain in PEBB and not transition to SEBB. It is unclear if this issue will be included in the upcoming legislative session.
 - The schedule for the upcoming AESD conference was approved; NEWESD will host the event in 2025.
- He participated in the December 14 WSU Professional Education Advisory Board meeting. The Board set three goals for the superintendent and principal programs for the coming year:
 - Improve the encouragement of students to pursue central office positions as well as the superintendency.
 - Grow female and minority enrollment in the programs.
 - Explore affinity groups that support both gender and people of color participants rather than groups of white privilege.

Mr. Miller updated the Board on the following items:

- The Community Prevention and Wellness Initiative (CPWI) has operated successfully for 25 years. NEWESD has received approximately \$1.33 million (\$95,000 in indirects) from the Health Care Authority (HCA), through a contract with OSPI, to employ 19 staff to support the program. The HCA traditionally contracted with OSPI and OSPI would then contract with the ESDs. Due to difficulty with contract negotiations with OSPI, HCA reached out to ESDs directly. While ESDs work out issues with the full contract, NEWESD is working on a bridge agreement to cover the existing staff through June 2021 when the OSPI contract expires. An update on the contract negotiations will be provided at the January meeting.
- The CTE Plan 2 Certification Program, coordinated by Adam Smith, has grown from one student last year to 55 currently enrolled. Nine regional participants received their CTE certification. NEWESD has received positive feedback on the flexibility of the program which has profited NEWESD approximately \$5,000.
- He shared the newest iteration of the land acknowledgement statement developed by the team of NEWESD staff working in consultation with representatives from local tribes. The goals of the team are to acknowledge and respect the indigenous peoples and lands in our region.

NEWESD 101 is situated on the ancestral land of the Plateau Peoples who inhabited the highlands between the Rocky Mountains and Pacific coast, a vast area including portions of Eastern Washington. Some of the region's tribes include the Spokane, Coeur d'Alene and Kalispel bands, along with those making up the Confederated Tribes of the Colville Reservation, who have occupied these lands since time immemorial.

NEWESD 101 acknowledges the resiliency of these Indigenous peoples who have suffered trauma brought on by centuries of colonialism and racism. We extend our deepest respect and gratitude to Native peoples as original stewards of this land. We at NEWESD 101 are committed to restorative justice through inclusion and anti-racist actions.

He expects to request board approval of the final statement in January. Board members appreciate staffs' efforts to acknowledge the values and cultures of the regional tribes.

Ms. Powers reported that NEWESD COVID attestation tracking is going well. Dr. Dunn has done an exceptional job keeping her and all staff informed. Steve Schreiner created a user-friendly attestation protocol for Regal staff, itinerant staff and visitors. Julie Schultz and Alma McNamee have been invaluable providing support and input to her and the district nurses and administrators. Mary Kempel has tracked daily attestation and kept leadership informed of any concerns on the health status of staff. Ms. Powers thanked her colleagues for helping to manage this process. Staff have done a great job following the guidelines and NEWESD numbers remain low with only a few having direct exposures through family members.

It was noted that COVID issues continue to be a moving target. With the recent release of the first vaccine, there are be a new set of decisions that will need to be made as to the recipients of the vaccines, if someone has already had the virus will they need to be vaccinated and will the vaccine eventually be required for employment and attendance at school, etc.

Ms. Tracy Poindexter-Canton shared that NEWESD was awarded \$8,100 from the Hagan Foundation through the NEWEC Foundation. These funds will be used to purchase 30 Chromebooks for the Success Through Academic Connections (SAC) School to support students earning a GED and students with limited resources for remote learning.

7. Legislative report—Governor Inslee will release his budget on Thursday. We will analyze the funding and see where we are as we move into the January session.

Other

The Board retreat will be postponed until February 16, 2021. If COVID restrictions still apply at that time, the retreat will be moved to the following month. The desire is to conduct the retreat in person.

Adjournment

Chair Pfeifer adjourned the regular board meeting at 5:20 p.m.

Sally Pfeifer, Chair

Secretary to the Board