

**NorthEast Washington ESD 101
Board of Directors
October 15, 2019**

MINUTES

The NorthEast Washington ESD 101 (NEWESD) Board of Directors met in regular session on October 15, 2019, at 4202 S. Regal Street, Spokane, Washington. Chair Emmett Arndt confirmed a quorum and called the meeting to order at 4:00 pm.

Pledge of Allegiance

Mr. Jerry McDermott 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, Ms. June Sine, Ms. Sally Pfeifer, Ms. Kathy Bumgarner, and Mr. Phil Champlin.

Staff: Dr. Michael Dunn, Mr. Jerry McDermott, Mr. Mick Miller, Mr. Cassidy Probert, Mr. Steve Witter, Dr. Connie Kliever, 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 September 17, 2019 and September 26, 2019 Board meetings were presented for Board approval.

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

Fiscal Report

Mr. McDermott 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. McDermott also presented a summary of expenditures. Vouchers for September and October 2019 include:

General Fund Accounts Payable (September 20, 2019)

ACH numbers 192000073 - 192000088 in the amount of \$5,647.94.

General Fund Accounts Payable (September 20, 2019)

Void - Voucher number 334304 in the amount of (\$126.78).

General Fund Accounts Payable (September 20, 2019)

Voucher numbers 334365 - 334408 in the amount of \$378,712.07.

Unemployment Compensation Cooperative (September 20, 2019)

Voucher number 334409 in the amount of \$4,249.88.

General Fund Payroll (September 30, 2019)

Voucher numbers 334410 - 334411 in the amount of \$3,249.34.

General Fund Payroll (September 30, 2019)

Voucher numbers 334412 - 334435 in the amount of \$426,136.51.

General Fund Payroll (September 30, 2019)

Wire transfers 201900003 - 201900004 in the amount of \$904,507.44.

General Fund Payroll (September 26, 2019)

Void - Voucher number 334294 in the amount of (\$6,096.00).

General Fund Payroll (September 26, 2019)

Voucher number 334436 in the amount of \$6,096.00.

General Fund Accounts Payable (September 30, 2019)

Voucher number 334437 in the amount of \$51,548.95.

General Fund Accounts Payable (September 20, 2019)

ACH number 192000089 in the amount of \$441.83.

General Fund Accounts Payable (October 4, 2019)

ACH numbers 192000090 - 192000120 in the amount of \$11,171.50.

General Fund Accounts Payable (October 4, 2019)

Voucher numbers 334438 - 334478 in the amount of \$121,309.12.

Unemployment Compensation Cooperative (October 4, 2019)

Voucher number 334479 in the amount of \$993.45.

Workers' Compensation Cooperative (October 4, 2019)

Voucher number 334480 in the amount of \$256,667.05.

Compensated Absences Cooperative (October 4, 2019)

Voucher numbers 334481 - 334483 in the amount of \$204,745.98.

General Fund Payroll (October 15, 2019)

Voucher number 334484 in the amount of \$551.98.

General Fund Payroll (October 15, 2019)

Voucher number 334485 in the amount of \$550.02.

General Fund Payroll (October 15, 2019)

Wire transfers 201900005 - 201900006 in the amount of \$9,774.13.

General Fund Accounts Payable (October 11, 2019)

ACH numbers 192000121 - 192000172 in the amount of \$19,819.62.

General Fund Accounts Payable (October 11, 2019)

Voucher numbers 334486 - 334519 in the amount of \$110,676.04.

Total for Accounts Payable Vouchers:	\$699,200.29
Total for Payroll Vouchers:	\$1,344,769.42
Total for Unemployment Vouchers:	\$5,243.33
Total for Workers' Compensation Vouchers:	\$256,667.05
Total for Compensated Absences Vouchers:	<u>\$204,745.98</u>
Grand Total:	\$2,510,626.07

Workers' Compensation Cooperative (September 20, 2019)

Voucher numbers 227711 - 227758 in the amount of \$119,872.45.

Workers' Compensation Cooperative (September 27, 2019)

Voucher numbers 227759 - 227806 in the amount of \$68,570.79.

Workers' Compensation Cooperative (October 4, 2019)

Voucher numbers 227807 - 227848 in the amount of \$50,257.54.

Workers' Compensation Cooperative (October 11, 2019)

Voucher numbers 227849 - 227882 in the amount of \$21,464.73.

Total for Workers' Compensation Vouchers:	\$260,165.51
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Grants needing Board Approval

Program Type	Granting Agency	Original Award
Federal	Fellows Project – Special Education Fellows Project	\$11,111.00
Federal	Department of Education through OSPI CSA for ESDs – Special Education	\$269,333.00

Federal	Department of Education through OSPI CSA for ESDs – Special Education	\$36,727.00
Federal	WA Office of Superintendent of Public Instruction Special Education Pre-K Literacy Project	\$30,000.00
State	WA Office of Superintendent of Public Instruction Children’s Mental Health Project State	\$92,9000.00
State	WA Office of Superintendent of Public Instruction Mental Health Curriculum	\$10,000.00
Federal	Department of Education through DCYF Early Childhood Early Intervention	\$127,321.13
Federal	Department of Education through OSPI Title 1, Park D Neglected-Delinquent (SAC School)	\$87,199.00
Federal	WA Office of Superintendent of Public Instruction Title 1, Park D Neglected-Delinquent (JDC)	\$112,079.00
Federal	Department of Education through OSPI Title 1, Part D ND Spokane At-risk	\$86,239.00
Federal	Department of Labor through Spokane Area WDC Workforce Investment Act	\$139,139.00

Personnel – Certificated

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

Marijean Baird, school counselor serving Lind School District, with salary based on education and experience related to the certificated salary schedule. She earned a bachelor’s degree in English from Washington State University and a master’s degree in school counseling from City University. Marijean has experience as a one-on-one paraeducator at Vancouver Public Schools and as a special education paraeducator at Tahoma School District. She completed her counseling internship at Vancouver Public Schools.

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

Diana Anderson, speech language pathologist, 7.0 additional days at MA/16 for a total of \$2,591.52 to meet service requests of districts.

Molly Haffner, psychologist, 15.0 additional days at MA 45/0 for a total of \$4,221.36 to meet service requests of districts.

Susan Matteson, speech language pathologist, 3.0 additional days at MA 90/16 for a total of \$1,234.60 to meet service requests of districts.

Stipends—Dr. Dunn recommended approval of the following stipends for the 2019/2020 school year:

Diane Loriano, psychologist, \$1,000.00 stipend based upon 25 years of experience, with five years at NEWESD 101.

Susan Matteson, speech/language pathologist, \$1,000.00 stipend based upon 25 years of experience, with five years at NEWESD 101.

Kathryn Tribby-Moore, teacher, \$5,000.00 stipend for administrative responsibilities at Healing Lodge.

Elisa Vanhoff, teacher, \$5,000.00 stipend for administrative responsibilities at Healing Lodge.

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. Kathryn is endorsed in 4-12 history and 4-12 English.

Personnel—Classified

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

Roberta Cobb, birth-3 quality improvement/shared services coach, at an annual salary of \$58,860.00. Roberta earned a bachelor's degree in reading and a master's degree in early childhood education from Eastern Washington University. Roberta has experience as an instructor/S.T.A.R.S. coordinator/infant toddler and FIND coach at Blue Prints for Learning, as the site director at Express Before and After School Program at Spokane Public Schools, and as an English/ESL instructor for Washington Academy of Languages.

Stephanie Hance, director, School Financial Services, at an annual salary of \$118,137.00. Stephanie earned a bachelor's degree in accounting from Eastern Washington University. She has experience as the business manager at Nine Mile Falls School District and as a fiscal systems manager at NEWESD 101.

Abigail Shepherd, education advocate in the Center for Juvenile Detention Services, at an hourly rate of \$25.33. Abigail earned a bachelor's degree in business and psychology from Evergreen State College and a master's of social work degree from Arizona State University. Abigail has experience as a mental health counselor at Providence Sacred

Heart Medical Center. She completed her MSW internship at Spokane Public Schools and at Excelsior.

Desiree Westphal, student assistance professional serving Reardan School District, at an hourly rate of \$31.58. Desiree earned a bachelor's degree in psychology from Whitworth University and a master's degree in school counseling from Gonzaga University. Desiree has experience as a substitute school counselor at Lincoln Heights Elementary School. She completed her counseling internship at Garry Middle School and Adams Elementary School.

Salary placement upgrades—Dr. Dunn recommended the following administrative/professional staff members receive a salary upgrade based on alignment of like positions, effective December 1, 2019:

Tim Colliver, director, NorthEast Washington Information Service Center, from A 69/3 or \$115,319.00 to A 70/3 or \$118,137.00 annually.

Michele Hoxie, manager, Internal Business Services, from A 66/2 or \$103,850.00 to A 70/3 or \$118,137.00 annually.

Resignation—the following professional staff member has resigned:

Ms. Rachel Eifler, P-3 early childhood coordinator, effective September 30, 2019.

Personnel-Classified

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

Kimberly Deardorff, ECEAP lead teacher/family support specialist serving Summit Valley School District, at an hourly rate of \$21.66. Kimberly earned a bachelor's degree in children's studies from Eastern Washington University. She has experience as a lead teacher and supervisor at Rural Resources Head Start.

Alyssa Wash, long-term substitute paraeducator at Next Generation Zone, at an hourly rate of \$17.38. Alyssa earned a bachelor's degree in humanities from Washington State University. She has experience as a cashier and concessions manager for Spokane County Parks.

Out-of-State Travel

No out-of-state travel this month.

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

Minutes: September 17, 2019 and September 26, 2019.

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

The following certificated staff member has been hired: Marijean Baird.

The following supplemental contracts for the 2019/2020 school year: Diana Anderson, Molly Haffner, and Susan Matteson.

The following stipends for the 2019/2020 school year: Diane Lorian, Susan Matteson, Kathryn Tribby-Moore, and Elisa Vanhoff.

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

The following professional staff members have been hired: Roberta Cobb, Stephanie Hance, Abigail Shepherd, and Desiree Westphal.

The following administrative/professional staff members receive a salary upgrade based on alignment of like positions, effective December 1, 2019: Tim Colliver and Michele Hoxie.

The following professional staff member has resigned: Ms. Rachel Eifler.

The following classified staff members have been hired: Kimberly Deardorff and Alyssa Wash.

Second: Mr. Champlin

Vote: Yes—6 No—0

Discussion/Action Items

1. Special Education—Dr. Connie Kliewer, special education director, updated board members on the status of the special education cooperative, special education department initiatives and the new AESD inclusion grant.

2. Policy 304: Purchasing and Bids (second reading) (A1)—Policy 304: Purchasing and Bids was presented for second reading and Board approval.

Motion Ms. Pfeifer moved for board approval of Policy 304: Purchasing and Bids as presented.

Second: Mr. Lothspeich

Vote: Yes—6 No—0

3. Resolution 19-08: Appointment of Auditing Officer (A2)—Mr. McDermott requested Board approval of Resolution 19-08 to appoint new business manager, Michele “Shellie” Hoxie to act as the Agency’s certifying officer.

Motion Ms. Sine moved for Board approval of Resolution 19-08: Appointment of Auditing Officer as presented.

Second: Ms. Bumgarner

Vote: Yes—6 No—0

4. AESD executive board meeting report—All AESD executive board members have been charged with asking their respective boards, “What do you need from your association (AESD)?” June shared the AESD mission statement, “To ensure equity and excellence in education through effective services delivered statewide” and then asked for feedback. Board members provided input:

- Encourage board member to participate in the WSSDA board governance training or ESDs provide a similar opportunity. Since a new team is created each time there is a new superintendent and/or new board members, offer the superintendent/ board relationship training.
- Somehow, highlight the unique and successful programs/services within each of the ESDs without creating additional work for the administrative team to gather this information. This could result in expanding these successes to other regions.
- Update the AESD newsletter. Move the focus from news items to more substantive subject matters.
- Identify both similarities and differences in each ESD’s services. It would be beneficial to see the patterns and could increase ESD collaboration to assure student learning is at its highest level.

5. Board engagement reports—Mr. Emmett Arndt and Mr. Chuck Stocker attended the WSSDA regional meeting in Ritzville. WSSDA provided good training on curriculum and finance and helping Board members understand their roles.

Mr. Arndt attended the September 26 HUB breakfast; the program was excellent.

Although Ms. Sine missed the NEWEC Foundation meeting, she reported that the Foundation awarded Sprague High School \$500 to purchase two DNA analysis machines. NEWEC is also looking for new Board members.

Finally, Emmett also attended the October 5, SCSDA annual dinner at West Valley High School. NEWESD should be proud of Leon Covington and Alise Mnati; they gave an excellent presentation and they are great resources for our region. The protocols for schools, districts, and communities to support students was evident in the presentation. Interventions are now restorative, not punitive. It appears the work has been successful.

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

- Migration from Skyward to Qmaliv has not gone as smoothly as anticipated. Next week WSIPC board members will meet with the software providers to discuss how to remedy the issues. NEWESD 101 has only converted those districts with our staff serving as the fiscal manager. This is an important issue as 281 public schools out of 295 are members of this cooperative.
- On October 25, he attended a WGU advisory meeting in Seattle. He has been asked to serve on the national P-12 educational board which requires participation in two annual meetings.
- He attended the VEBA trustee meeting on October 3-4, 2019. SEBB is considering the management of VEBA; trustees are working to address this issue.
- He attended a meeting with the Spokane Regional Health District and discussed training district and school staff on the impact of vaping in schools and opioid/substance abuse.
- Mr. Paul Clay, from Stevens-Clay PS, presented changes in discipline law in schools and provided a handbook, at no charge. Approximately 130 district staff were in attendance. The new restorative practice model is not without its challenges.
- The State Board of Education will be meeting at our facility on October 24, 2019 from 10:00 AM – 1:00 PM; everyone is welcome to attend to hear rules making for HB1599: Promoting career and college readiness through modified high school graduation requirements.
- Mr. McDermott's retirement celebration is scheduled for November 22, 2019 at 2:00 PM in the Talbott Event Center.

Mr. Miller asked for two volunteers to serve on the 3rd year accreditation review panel on December 12; Sally Pfeifer and Emmett Arndt agreed to serve.

7. NEWESD 101 Board holiday messages (A3-A4)—the Board reviewed the holiday messages for clients and staff and recommended a minor change.

8. Legislative report (A5)—Dr. Dunn shared the draft AESD 2020 legislative agenda and the shared 2020 legislative priorities of the superintendents of the 59 public school districts in the NEWESD 101 region. Our regional legislators have been invited to the NEWASA meeting on Thursday, October 17, 2019 to discuss regional priorities.

Adjournment

Chair Arndt adjourned the regular Board meeting at 5:40 pm.

Emmett Arndt, Chair

Secretary to the Board