

**NorthEast Washington ESD 101  
Board of Directors  
March 17, 2020**

**MINUTES**

The NorthEast Washington ESD 101 (NEWESD) Board of Directors met in regular session on March 17, 2020, at 4202 S. Regal Street, Spokane, Washington. Chair Sally Pfeifer confirmed a quorum and called the meeting to order at 4:00 pm.

**Pledge of Allegiance**

Mr. Mick Miller led the Board and audience in the Pledge of Allegiance to the Flag of the United States of America. I don't think I did that...maybe Steve Witter??

**Present via zoom or conference call**

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

Dr. Dunn requested the listed item below be added to the agenda:  
Discussion Item: 4. Resolution 20-25 Emergency – Suspension of Policy.

**Consent Agenda**

Minutes from the February 18, 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 February and March 2020 include:

**General Fund Accounts Payable (February 21, 2020)**

ACH numbers 192000654 - 192000683 in the amount of \$12,845.77.

**General Fund Accounts Payable (February 21, 2020)**

Voucher numbers 335111 - 335129 in the amount of \$19,932.49.

**General Fund Payroll (February 28, 2020)**

Voucher numbers 335130 - 335133 in the amount of \$704.88.

**General Fund Payroll (February 28, 2020)**

Voucher numbers 335134 - 335162 in the amount of \$432,064.36.

**General Fund Payroll (February 28, 2020)**

Wire transfers 201900023 - 201900024 in the amount of \$857,456.49.

**General Fund Accounts Payable (February 28, 2020)**

ACH numbers 192000684 - 192000699 in the amount of \$2,587.38.

**General Fund Accounts Payable (February 28, 2020)**

Voucher numbers 335163 - 335182 in the amount of \$61,707.75.

**General Fund Accounts Payable (February 28, 2020)**

Voucher number 335183 in the amount of \$53,094.64.

**General Fund Payroll (March 13, 2020)**

Voucher numbers 335184 - 335187 in the amount of \$632.18.

**General Fund Payroll (March 13, 2020)**

Voucher number 335188 in the amount of \$1,020.12.

**General Fund Payroll (March 13, 2020)**

Wire transfers 201900025 - 201900026 in the amount of \$10,629.54.

**General Fund Accounts Payable (March 6, 2020)**

ACH numbers 192000700 - 192000715 in the amount of \$11,082.90.

**General Fund Accounts Payable (March 6, 2020)**

Voucher numbers 335189 - 335207 in the amount of \$41,527.83.

**Unemployment Compensation Cooperative (March 6, 2020)**

Voucher number 335208 in the amount of \$16,565.91.

**Workers' Compensation Cooperative (March 6, 2020)**

Voucher number 335209 in the amount of \$279,313.71.

**Compensated Absences Cooperative (March 6, 2020)**

Voucher number 335210 in the amount of \$17,889.99.

**General Fund Accounts Payable (March 4, 2020)**

ACH number 192000716 in the amount of \$219.80.

**General Fund Accounts Payable (March 11, 2020)**

ACH number 192000717 in the amount of \$392.80.

**General Fund Accounts Payable (March 11, 2020)**

Void - ACH number 192000717 in the amount of (\$392.80).

**General Fund Accounts Payable (March 11, 2020)**

ACH number 192000718 in the amount of \$392.80.

**General Fund Accounts Payable (March 13, 2020)**

Void - Voucher number 335055 in the amount of (\$219.80).

**General Fund Accounts Payable (March 13, 2020)**

Void - Voucher number 335196 in the amount of (\$963.80).

**General Fund Accounts Payable (March 13, 2020)**

Voucher numbers 335211 - 335236 in the amount of \$101,887.73.

**Unemployment Compensation Cooperative (March 13, 2020)**

Voucher number 335237 in the amount of \$4,249.88.

Total for Accounts Payable Vouchers:	\$304,095.49
Total for Payroll Vouchers:	\$1,302,507.57
Total for Unemployment Vouchers:	\$20,815.79
Total for Workers' Compensation Vouchers:	\$279,313.71
Total for Compensated Absences Vouchers:	<u>\$17,889.99</u>
Grand Total:	\$1,924,622.55

**Workers' Compensation Cooperative (February 21, 2020)**

Voucher numbers 228603 - 228634 in the amount of \$66,075.42.

**Workers' Compensation Cooperative (February 28, 2020)**

Voucher numbers 228635 - 228682 in the amount of \$34,673.64.

**Workers' Compensation Cooperative (March 6, 2020)**

Voucher numbers 228683 - 228732 in the amount of \$38,681.61.

(Voucher number 228714 – void.)

**Workers' Compensation Cooperative (March 13, 2020)**

Voucher numbers 228733 - 228780 in the amount of \$48,623.01.

Total for Workers' Compensation Vouchers: \$188,053.68

**Grants needing Board Approval**

State	GSI/Spokane STEM Spokane STEM CCL	\$15,000
State	Inclusionary Practices Design & Delivery – ESD 112	\$76,273
Federal	Healthy Kids Together Better Health Together – Healthy Kids	\$60,500

**Personnel – Certificated**

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

**Marijean Baird**, counselor, 2 days at MA 0/0 for a total of \$523.54 to meet a service request of a district.

**Personnel – Administrative, Supervisory and Professional**

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

**Lindsay Hicks-Frazer**, inclusionary practices coordinator, at an hourly rate of \$43.51. Lindsay earned a bachelor's degree in English literature from Bristol University and a master's degree in educational leadership from Washington State University. She also completed the principal certification program at Washington State University. She has experience as a classroom teacher at Newport School District and at Pleasanton Unified School District in Pleasanton, CA.

**Rachel Terrell**, student academic life coach at Next Generation Zone, at an hourly rate of \$30.74. Rachel earned a master's degree in teaching from Gonzaga University. She has experience as both a career connections instructor for Goodwill Industries and as a Washington Service Corps member at Next Generation Zone, and as an educational service director at Cool Cup of Water.

Reduction in force—Dr. Dunn recommended a reduction in force for the following professional staff members due to funding shortfalls in the Center for Student Support Services:

**Andrew Bingham**, children's mental health project coordinator, effective June 30, 2020.

**Keara Rypien**, behavioral health liaison, effective June 30, 2020.

### **Personnel—Classified**

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

**LaVerne Rettkowski**, fingerprint technician, at an hourly rate of \$22.77. LaVerne was employed by Reardan School District for 40 years. She held the positions office aide, building secretary, district secretary, and administrative assistant during her tenure.

Retirement—the following classified staff member has resigned for the purpose of retirement:

**Michelle Johnson**, program assistant, effective June 10, 2020.

### **Out-of-State Travel**

No out-of-state travel this month.

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

Minutes: February 18, 2020.

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

Supplemental contract for the 2019/2020 school year: Marijean Baird.

The following professional staff members have been hired:

Lindsay Hicks-Frazer and Rachel Terrell.

Reduction in force for the following professional staff members due to funding shortfalls in the Center for Student Support Services: Andrew Bingham and Keara Rypien.

The following classified staff member has been hired: LaVerne Rettkowski.

The following classified staff member has resigned for the purpose of retirement: Michelle Johnson.

**Second:** Mr. Stocker

**Vote:** Yes—6, No—0

**Discussion/Action Items**

1. Policy 221: Facility Use-Fees (second reading) (A1)—Policy 221: Facility Use-Fees was presented for second reading and approval.

**Motion:** Ms. Sine moved for Board approval of Policy 221: Facility Use-Fees as presented.

**Second:** Mr. Lothspeich

**Vote:** Yes—6, No—0

2. Resolutions—

2.1 Resolution 20-01 Child Abuse Prevention Month (A2)—Mr. Miller requested Board approval of Resolution 19-01 Child Abuse Prevention Month in support of National Child Abuse Prevention Month and of Our Kids, Our Business.

**Motion:** Mr. Arndt moved for Board approval of Resolution 20-01 Child Abuse Prevention Month as presented.

**Second:** Ms. Pfeifer

**Vote:** Yes—6, No—0

2.2 Resolution 20-02 Reduction in Force - JDC (A3); Resolution 20-03 Reduction in Force - Special Education Coop (A4); Resolution 20-04 Reduction in Force – School Counselor Coop (A5)—Ms. Powers requested Board approval of Resolutions 20-02, 20-03 and 20-04 related to reductions in force for the Juvenile Detention Center, and the Special Education and School Counselor cooperatives,

and noted that the Board is annually asked to approved these Resolutions should they be necessary.

**Motion:** Ms. Pfeifer moved for Board approval of Resolution 20-02 Reduction in Force – JDC, Resolution 20-03 Reduction in Force - Special Education Coop and Resolution 20-04 Reduction in Force – School Counselor Coop as presented.

**Second:** Ms. Sine

**Vote:** Yes—6, No—0

3. Administrative contract—Dr. Dunn stated that administrative contracts for Mr. Miller, Mr. Witter, Mr. Probert and Ms. Powers roll over as of April 2. The Board was asked to approve these contracts for 2020/2021, with salaries and terms of the contracts to be determined prior to the July 1 start date.

**Motion:** Mr. Stocker moved to approved 2020/2021 that administrative contracts for Mr. Miller, Mr. Witter, Mr. Probert and Ms. Powers roll over as of April 2 with salaries and terms of the contracts to be determined prior to the July 1 start date.

**Second:** Mr. Lothspeich

**Vote:** Yes—6, No—0

4. Resolution 20-25 Emergency – Suspension of Policy (A6)—Dr. Dunn requested Board approval of Resolution 20-25 Emergency – Suspension of Policy. It was noted that this would only be utilized if the extraordinary nature of the COVID-19 circumstance warranted it.

**Motion:** Ms. Pfeifer moved to approve Resolution 20-25 Emergency – Suspension of Policy as presented.

**Second:** Mr. Arndt

**Vote:** Yes—6, No—0

### Adjournment

Chair Pfeifer adjourned the regular Board meeting at 4:26 pm.

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Sally Pfeifer, Chair

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Secretary to the Board