

**NorthEast Washington ESD 101  
Board of Directors  
November 20, 2018**

**MINUTES**

The NorthEast Washington ESD 101 (NEWESD) Board of Directors met in regular session on November 20, 2018, at 4202 S. Regal Street, Spokane, Washington. Chair Emmett Arndt confirmed a quorum and called the meeting to order at 4:00 p.m.

**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, Ms. Kathy Bumgarner, Mr. Rand Lothspeich, Mr. Chuck Stocker, and Ms. Sally Pfeifer.

**Staff:** Dr. Mike Dunn, Mr. Mick Miller, Mr. Jerry McDermott, Mr. Cassidy Probert, Mr. Steve Witter, Ms. Michelle Powers, Dr. Mona Griffin, 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 October 16, 2018 Board meeting were presented for Board approval.

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

**Fiscal Report**

Dr. Dunn 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. Dr. Dunn also presented a summary of expenditures. Vouchers for October and November 2018 include:

**General Fund Accounts Payable (October 19, 2018)**

ACH numbers 181900213 - 181900236 in the amount of \$6,381.54.

**General Fund Accounts Payable (October 19, 2018)**

Voucher numbers 332582 - 332608 in the amount of \$511,764.92.

**General Fund Accounts Payable (October 22, 2018)**

ACH number 181900237 in the amount of \$2,476.90.

**General Fund Accounts Payable (October 23, 2018)**

Voucher number 332609 in the amount of \$64,189.01.

**General Fund Payroll (October 31, 2018)**

Voucher number 332610 in the amount of \$1,954.47.

**General Fund Payroll (October 31, 2018)**

Voucher numbers 332611 - 332635 in the amount of \$422,920.33.

**General Fund Payroll (October 31, 2018)**

Wire transfers 201800007 - 201800008 in the amount of \$802,726.96.

**General Fund Accounts Payable (October 26, 2018)**

ACH numbers 181900238 - 181900251 in the amount of \$4,778.34.

**General Fund Accounts Payable (October 26, 2018)**

Voucher numbers 332636 - 332666 in the amount of \$63,681.05.

**General Fund Accounts Payable (November 2, 2018)**

ACH numbers 181900252 - 181900263 in the amount of \$1,975.82.

**General Fund Accounts Payable (November 2, 2018)**

Void - Voucher number 331828 in the amount of (\$2,310.00).

**General Fund Accounts Payable (November 2, 2018)**

Voucher numbers 332667 - 332703 in the amount of \$74,543.66.

**General Fund Payroll (November 15, 2018)**

Voucher numbers 332704 - 332711 in the amount of \$2,743.45.

**General Fund Payroll (November 15, 2018)**

Voucher numbers 332712 - 332713 in the amount of \$664.16.

**General Fund Payroll (November 15, 2018)**

Wire transfers 201800009 - 201800010 in the amount of \$4,962.93.

**General Fund Accounts Payable (November 16, 2018)**

ACH numbers 181900264 - 181900338 in the amount of \$36,797.42.

**General Fund Accounts Payable (November 16, 2018)**

ACH number 181900339 in the amount of \$5,000.00.

**General Fund Accounts Payable (November 16, 2018)**

Voucher numbers 332714 - 332741 in the amount of \$133,273.22.

**Unemployment Compensation Cooperative (November 16, 2018)**

Voucher number 332742 in the amount of \$16,918.08.

**Workers' Compensation Cooperative (November 16, 2018)**

Voucher number 332743 in the amount of \$416,231.14.

Total for Accounts Payable Vouchers:	\$902,551.88
Total for Payroll Vouchers:	\$1,235,972.30
Total for Unemployment Vouchers:	\$16,918.08
Total for Workers' Compensation Vouchers:	\$416,231.14
Total for Compensated Absences Vouchers:	<u>\$0.00</u>
Grand Total:	\$2,571,673.40

**Workers' Compensation Cooperative (October 19, 2018)**

Voucher numbers 225694 - 225726 in the amount of \$35,902.98.

**Workers' Compensation Cooperative (October 26, 2018)**

Voucher numbers 225727 - 225766 in the amount of \$44,248.88.

**Workers' Compensation Cooperative (November 2, 2018)**

Voucher numbers 225767 - 225804 in the amount of \$94,188.66.

**Workers' Compensation Cooperative (November 9, 2018)**

Voucher numbers 225805 - 225853 in the amount of \$100,319.92.

**Workers' Compensation Cooperative (November 16, 2018)**

Voucher numbers 225854 - 225895 in the amount of \$47,642.91.

Total for Workers' Compensation Vouchers: \$322,303.35

Total for Workers' Compensation Vouchers: \$146,916.75

**Grants Needing Board Approval**

Type	Granting Agency Program Title	Amount
Federal	Office of Superintendent of Public Instruction Special Education Pre-K Literacy Project	\$30,000.00
Federal	US Dept. of Health and Human Services through OSPI CSA Student Assistance Prevention Intervention Services	\$488,700.00
Federal	Department of Education through OSPI CSA Title 1, Education Advocate	\$165,563.00
Federal	Office of Superintendent of Public Instruction Title 1, Part D Neglected or Delinquent (JDC)	\$108,720.00
Federal	Department of Education through OSPI Title 1, Part D Neglected or Delinquent Spokane At-Risk	\$82,880.00
State	Office of Superintendent of Public Instruction CSA Equity & Measures	\$45,000.00

**Personnel – Certificated**

Contract addenda—Dr. Dunn recommended approval of the following contract addenda for certificated staff to reflect additional years of experience and college credit reported prior to October 15, 2018 and the 3.0% COLA. Salary placement is based on the 2018/2019 Certificated Salary Schedule:

**Ms. Diana Anderson**, speech language pathologist, 170 days at MA 0/16 for an adjusted base contract of \$61,103.91.

**Ms. Jamie Bouge**, school psychologist, 184 days at MA 90/1 for an adjusted base contract of \$53,078.00.

**Ms. Jamie Cosand**, teacher, 184 days at MA 0/16 for an adjusted base contract of \$66,136.00.

**Ms. Heidi Danaher**, speech language pathologist, 184 days at MA 90/16 for an adjusted base contract of \$73,517.00.

**Mr. Charles Ducharme**, teacher, 92 days at MA 45/1 for an adjusted base contract of \$25,415.00.

**Mr. Daniel Fuller**, teacher, 184 days at MA 90/16 for an adjusted base contract of \$73,517.00.

**Mr. Jeff Higgins**, teacher, 92 days at BA 15/7 for an adjusted base contract of \$22,093.50.

**Ms. Erika Kellum**, school psychologist, 184 days at MA 45/2 for an adjusted base contract of \$51,343.00.

**Ms. Diane Loriano**, school psychologist, 175 days at MA 90/16 for an adjusted base contract of \$69,921.06.

**Ms. Lorie Mancinelli-Wilson**, teacher, 88 days at MA 90/16 for an adjusted base contract of \$35,160.30.

**Ms. Susan Matteson**, speech language pathologist, 116 days at MA 90/16 for an adjusted base contract of \$46,347.67.

**Ms. Marcella Medina**, speech language pathologist, 184 days at MA 45/3 for an adjusted base contract of \$51,830.00.

**Ms. Tracey Osso**, school counselor, 66.5 days at MA 90/3 for an adjusted base contract of \$19,377.52.

**Mr. John Solomon**, speech language pathologist, 111 days at MA 90/3 for an adjusted base contract of \$32,692.00.

**Ms. Barbara Thompson**, teacher, 184 days at MA 45/16 for an adjusted base contract of \$70,393.00.

**Ms. Kathryn Tribby-Moore**, teacher, 184 days at MA 90/16 for an adjusted base contract of \$73,517.00.

**Ms. Candice Tulberg**, school psychologist, 184 days at MA 45/5 for an adjusted base contract of \$52,890.00.

**Ms. Elisa Vanhoff**, teacher, 184 days at MA 90/16 for an adjusted base contract of \$73,517.00.

**Mr. David Welch**, school psychologist, 92 days at MA 90/15 for an adjusted base contract of \$36,038.50.

**Ms. Shelley Whiteley**, speech language pathologist, 18 days at MA 45/14 for an adjusted base contract of \$6,580.27.

## **Personnel—Administrative, Supervisory and Professional**

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

**Mr. Jared Brown**, instructional case manager for the Open Doors program at an annual salary of \$48,357.00. Mr. Brown earned a bachelor's degree in social studies and history education and a master's degree in English as a second language from Eastern Washington University. Mr. Brown has experience as a case manager/team lead at YFA Connections/YouthREACH Program.

**Ms. Diane Harp**, student assistance specialist serving Tekoa and Oakesdale school districts at an hourly rate of \$30.66. Ms. Harp earned a bachelor's degree in English education and a master's degree in education from Eastern Washington University. She has experience as a community coordinator at Division of Behavioral Health and Recovery, as the branch manager at Whitman County Library, and as a teacher at Plummer Worley School District.

**Ms. Kathryn Burr**, fiscal systems manager, at an annual salary of \$63,767.00. Ms. Burr earned an associate of arts degree in dental assisting from Ferris State University. She also completed coursework in business and accounting at Lansing Community College. She has experience as a school business manager at Thorp School District and at School District of Manawa in Manawa, Wisconsin. She also has experience as a customer consultant at Skyward, Inc.

Internal hires—the following professional staff members have been awarded open positions:

**Ms. Michele Hoxie**, manager, Internal Business Services, at an annual salary of \$100,825.00. Ms. Hoxie earned a bachelor's degree in liberal studies from Whitworth College. She has experience as the assistant branch manager/loan processor for Allied Home Mortgage Capital Corp., and as a customer service representative for Bank of America, Military Bank. She has been employed as a fiscal manager here at NEWESD 101 since January 2007.

**Ms. Anne Murphey**, drug-free community coalition coordinator at an annual salary of \$68,861.00. Ms. Murphey earned a bachelor's degree in sociology from University of Montana and a master's of social work degree from Eastern Washington University. She has experience as a probation counselor at Spokane County Juvenile Court and as a family mental health therapist at Spokane Public Schools. She has been employed as the CPWI community coalition coordinator here at NEWESD 101 since October 2017.

**Ms. Nicolle Hall**, fiscal systems manager, at an annual salary of \$52,588.00. Ms. Hall completed coursework at Spokane Community College. She has experience as a client representative at Ecova, Inc., and as a title clerk and customer service representative at Spalding Auto Parts, Inc. She has been employed by NEWESD 101 as an accounting assistant since September 2017.

Resignations—the following professional staff members have resigned:

**Ms. Katrina Ator**, fiscal systems manager, effective November 9, 2018.

**Dr. Trina Clayeux**, director, Center for Future Pathways, effective November 15, 2018.

Resignation revision – the following professional staff member revised her resignation date:

**Ms. Manda Edwards**, AmeriCorps program manager, effective November 30, 2018.

### **Personnel – Classified**

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

**Ms. Maryann Scheiffle**, ECEAP substitute to work on as-needed basis at an hourly rate of \$12.35 or \$21.03 per hour, dependent upon the position. Ms. Scheiffle earned an associate of arts degree in early childhood education from Spokane Falls Community College. She has experience as an assistant teacher at Harvest Celebration Church and as a substitute paraeducator at Davenport School District.

**Ms. Jessica Jabaay**, ECEAP substitute to work on as-needed basis at an hourly rate of \$12.35 or \$21.03 per hour, dependent upon the position. Ms. Jabaay completed coursework at Highline Community College and Green River Community College. She has experience as a substitute paraeducator at Summit Valley School District.

Resignation—the following classified employee has resigned:

**Mr. Robert Pierce**, science kit assembler, effective January 24, 2019.

Reduction in force—Dr. Dunn recommended a reduction in force for the following classified staff members due to funding shortfalls at the Center for Early Childhood Services:

**Ms. Susan Cook**, ECEAP assistant, reduction of 12 days for the 2018/2019 year.

**Ms. Melodie Hall**, ECEAP assistant, reduction of 13 days for the 2018/2019 year.

**Ms. Tania Hansen**, ECEAP assistant, reduction of 12 days for the 2018/2019 year.

**Ms. Stephanie Montgomery**, ECEAP assistant, reduction of 63 days for the 2018/2019 year.

**Ms. Nicole Ricard**, ECEAP assistant, reduction of 9.5 days for the 2018/2019 year.

## Out-of-State Travel

**Ms. Sandra Szambelan to the National P-3 Institute in Denver, CO on October 18-25, 2018.** Travel was extended by one day to include October 17, 2018. The Board approved the original travel request in September.

**Ms. Tammie Schrader to the kickoff meeting required by the Proviso grant in Madison, WI on October 28-30, 2018.** The direct benefit is to have the game build start with a clear understanding of what needs to be developed with direct input to affect the end product. The tool being developed will be used by our district science teachers and students to understand the climate science link to NGSS. Expenses paid by the Proviso grant.

**Dr. Trina Clayeux from Morrisville, NC to Spokane, WA on October 28-November 2, 2018.** She will be training her replacement at Next Generation Zone. Expenses paid by the Next Generation Zone program.

Mr. Miller reviewed each request and the justification for coming to the Board after travel had already occurred.

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

Minutes: October 16, 2018.

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

Contract addenda for certificated staff to reflect additional years of experience and college credit reported prior to October 15, 2018 and the 3.0% COLA. Salary placement is based on the 2018/2019 Certificated Salary Schedule: Ms. Diana Anderson, Ms. Jamie Bouge, Ms. Jamie Cosand, Ms. Heidi Danaher, Mr. Charles Ducharme, Mr. Daniel Fuller, Mr. Jeff Higgins, Ms. Erika Kellum, Ms. Diane Lorian, Ms. Lorie Mancinelli-Wilson, Ms. Susan Matteson, Ms. Marcella Medina, Ms. Tracey Osso, Mr. John Solomon, Ms. Barbara Thompson, Ms. Kathryn Tribby-Moore, Ms. Candice Tulberg, Ms. Elisa Vanhoff, Mr. David Welch, and Ms. Shelley Whiteley.

The following professional staff members have been hired: Mr. Jared Brown, Ms. Diane Harp, and Ms. Kathryn Burr.

The following professional staff members have been awarded open positions: Ms. Michele Hoxie, Ms. Anne Murphey, and Ms. Nicolle Hall.



The following professional staff members have resigned: Ms. Katrina Ator, and Dr. Trina Clayeux.

The following professional staff member revised her resignation date: Ms. Manda Edwards.

The following classified staff members have been hired: Ms. Maryann Scheiffele and Ms. Jessica Jabaay.

The following classified employee has resigned: Mr. Robert Pierce.

Reduction in force for the following classified staff members due to funding shortfalls at the Center for Early Childhood Services: Ms. Susan Cook, Ms. Melodie Hall, Ms. Tania Hansen, Ms. Stephanie Montgomery, and Ms. Nicole Ricard.

Out-of-state travel for: Ms. Sandra Szambelan, Ms. Tammie Schrader, and Dr. Trina Clayeux.

**Second:** Mr. Stocker

**Vote:** Yes—5, No—0

### **Discussion/Action Items**

1. Presentation: Project Prevent—Dr. Mona Griffin presented activities for the final year of the Project Prevent grant which ends September 2019. She discussed transition plans, lessons learned and how the project connects with other NEWESD initiatives.
2. Construction update—The Talbott Event Center has been in use for 2½ weeks and signage has been installed. The existing conference center has been closed for renovations; floors have been repaired and two new offices have been constructed. Dr. Dunn anticipates reopening in January. Board members were thanked for their continued support throughout the project.  
  
Ms. Tracy Poindexter-Canton, Ms. Linda Smith and Ms. Mary Kempel are working on plans for the dedication scheduled for February 21, 2019.
3. Board engagement reports—Mr. Stocker reported on the Spokane County School Directors' Association (SCSDA) annual dinner at Westwood Middle School on October 25, 2018. Senator Billig shared legislative issues and engaged in a dialogue on contract negotiations. Ms. Sine and Ms. Bumgarner were also in attendance.

Mr. Stocker and Mr. Arndt reported on their participation in the “Embrace Your Influence” WSSDA Annual Conference on November 14-17, 2018. They attended keynote addresses and breakout sessions on board/superintendent relationships, diversity, the McCleary decision, property tax and levies, small school funding, career connect, WIAA, alternative education systems and preparing students for a new future, and the relationship between testing and graduation requirements. Mr. Stocker shared a copy of the 2019 WSSDA legislative priorities which was distributed during one of the forums.

Ms. Bumgarner participated in the October 22, 2018 third-year accreditation panels and shared her appreciation the process. She complimented Mr. Miller’s work facilitating the process. She also commented that leadership makes a difference in the success of a school.

4. Superintendent report—in the Superintendent’s report to the Board of Directors, Mr. Miller thanked Board members for their continued participation in the accreditation process. Ms. Sine and Mr. Arndt are scheduled for the Accreditation initial panel in May.

Mr. McDermott and Mr. Probert shared SEBB estimated cost impacts for the NEWESD region. Additionally, they explained four scenarios addressing the impact of SEBB on NEWESD funding. Unlike school districts, NEWESD receives limited funding from the State so funds will have to come from programs and services. NEWESD will work collaboratively with districts to educate legislators on the impact of this legislation and to offer possible solutions.

With the construction of the new Talbott Event Center, Mr. McDermott is leading a team of staff in the development of new facility usage policies and procedures. After several meetings and revisions, a new policy and procedures will be presented to the Board for your first reading in the coming months. The goal is to offset costs of the facility. A marketing brochure will be developed and circulated to potential clients. Updates to the alcohol and smoking policies and procedures will also be revised as it relates to the use of the facility.

Dr. Dunn informed the Board of the following:

- He is participating in a statewide workgroup to develop an orientation document for new superintendents.
- He was filmed being interviewed about STCU and the philanthropic work they do and the contributions they make to the communities, as part of a community recognition of the credit union.
- On October 17, 2018, he presented to WSU interns to prepare them for their legislative visits to Olympia in January.
- He traveled to Seattle to participant in the Outdoor Learning Center Advisory on October 29, 2019. Chewelah Peak is the only center in the NEWESD region, which is directed by Marty Fortin who will be retiring at the end of the current year.

- Excelerate Success held a relaunch event at Gonzaga University on November 9, 2018.
- During the WSSDA Annual Conference, he presented “Counting What Counts: A Conversation About Assessment” in collaboration with Mr. Sheamus Mahoney and Ms. Elissa Dyson.

Ms. Kempel shared that Clover restaurant will be hosting our Christmas dinner.

5. Dr. Dunn proposed a Board retreat on January 15, 2019 from 12:30-4:00 p.m. to discuss finances and employee compensation. Mr. Lothspeich asked for a discussion on salary comparisons.

**Motion:** Mr. Lothspeich moved for Board approval of a Board retreat on January 15, 2019 from 12:30-4:00 p.m.

**Second:** Ms. Bumgarner

**Vote:** Yes—5, No—0

6. NEWESD 101 Board holiday messages (A1, A2)—The Board reviewed the holiday card for external clients and the holiday message for NEWESD 101 staff.

**Motion:** Mr. Lothspeich moved for Board approval of the agency holiday card and holiday message.

**Second:** Ms. Bumgarner

**Vote:** Yes—5, No—0

7. Legislative—The AESD legislative priorities are being revised; the new version will only contain the financial impact of SEBB and the ESD safety centers to include mental health and social emotional learning. During the December and January Board meetings we will discuss how to communicate these priorities to the legislators. It continues to be important that the general public have a clear understanding of the results of McCleary and how bargaining, levy reductions, and SEBB affect district budgets.

## **Adjournment**

Chair Arndt adjourned the regular Board meeting at 5:55 p.m.

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Emmett Arndt, Chair

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Secretary to the Board