

**NorthEast Washington ESD 101  
Board of Directors  
April 16, 2019**

**MINUTES**

The NorthEast Washington ESD 101 (NEWESD) Board of Directors met in regular session on April 16, 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**

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

**Staff:** Dr. Michael Dunn, Mr. Jerry McDermott, Mr. Mick Miller, Mr. Cassidy Probert, Mr. Steve Witter, Mr. Cliff Smelser, Mr. Steve Schreiner, and Ms. Mary Kempel.

**Guest:** Ms. Traci McGlathery.

**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 March 19, 2019 Board meeting 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 March and April 2019 include:

**General Fund Accounts Payable (March 21, 2019)**

ACH number 181900787 in the amount of \$327.91.

**General Fund Accounts Payable (March 22, 2019)**

ACH numbers 181900788 - 181900803 in the amount of \$7,107.78.

**General Fund Accounts Payable (March 22, 2019)**

Voucher numbers 333388 - 333426 in the amount of \$88,167.00.

**General Fund Payroll (March 29, 2019)**

Voucher numbers 333427 - 333428 in the amount of \$2,105.80.

**General Fund Payroll (March 29, 2019)**

Voucher numbers 333429 - 333454 in the amount of \$430,605.94.

**General Fund Payroll (March 29, 2019)**

Wire transfers 201800027 - 201800028 in the amount of \$835,926.66.

**General Fund Accounts Payable (March 21, 2019)**

Voucher number 333455 in the amount of \$34,079.48.

**General Fund Accounts Payable (March 29, 2019)**

ACH numbers 181900804 - 180900815 in the amount of \$2,325.20.

**General Fund Accounts Payable (March 29, 2019)**

Voucher numbers 333456 - 333482 in the amount of \$58,400.53.

**General Fund Accounts Payable (April 5, 2019)**

ACH numbers 181900816 - 181900862 in the amount of \$17,760.15.

**General Fund Accounts Payable (April 5, 2019)**

Voucher numbers 333483 - 333503 in the amount of \$45,140.96.

**General Fund Payroll (April 15, 2019)**

Voucher number 333504 in the amount of \$518.10.

**General Fund Payroll (April 15, 2019)**

Wire transfers 201800029 - 201800030 in the amount of \$8,336.81.

**General Fund Accounts Payable (April 12, 2019)**

ACH numbers 181900863 - 181900890 in the amount of \$15,224.87.

**General Fund Accounts Payable (April 12, 2019)**

Voucher numbers 333505 - 333530 in the amount of \$105,501.54.

Total for Accounts Payable Vouchers:	\$374,035.42
Total for Payroll Vouchers:	\$1,277,493.31
Total for Unemployment Vouchers:	\$0.00
Total for Workers' Compensation Vouchers:	\$0.00
Total for Compensated Absences Vouchers:	\$0.00
Grand Total:	\$1,651,528.73

**Workers' Compensation Cooperative (March 22, 2019)**

Voucher numbers 226591 - 226636 in the amount of \$44,098.85.

**Workers' Compensation Cooperative (March 29, 2019)**

Voucher numbers 226637 - 226695 in the amount of \$150,187.58.

**Workers' Compensation Cooperative (April 5, 2019)**

Voucher numbers 226696 - 226754 in the amount of \$40,593.16.

Total for Workers' Compensation Vouchers:	\$234,879.59
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**Personnel—Certificated**

Supplemental contract—Dr. Dunn recommended approval of the following supplemental contract for the 2018/2019 school year:

**Ms. Molly Haffner**, psychologist, 3.0 days at MA45/0 for a total of \$819.68 to meet service requests of districts.

**Personnel—Administrative, Supervisory and Professional**

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

**Mr. Steven Green**, construction supervisor, at an annual salary of \$57,809. Mr. Green earned a certificate of carpentry from North Idaho College. Additionally, he earned EMT certification from Spokane Community College. He has previous construction experience as the owner of Steve Green Construction, LLC and as a crew lead for

Top Notch Construction. Mr. Green is currently employed as the construction trainer for NEWESD 101/Spokane Service Team.

Voluntary reduction—the following professional staff members have requested reduction in work schedule:

**Ms. DeAnn Peterson**, fiscal manager, has requested a reduction from 1.0 FTE to .6 FTE, effective June 10, 2019.

**Ms. Meghan Setzer**, fiscal systems manager, has requested a reduction from 1.0 FTE to .2 FTE, effective May 6, 2019.

Resignation—the following professional staff member has resigned:

**Ms. Donna Gehring**, student systems manager, effective April 19, 2019.

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:

**Ms. Sally Anderson**, mental health family therapist, effective August 31, 2019.

**Mr. Eric Ecklund**, mental health family therapist, effective August 31, 2019.

**Mr. Gary Frost**, mental health family therapist, effective August 31, 2019.

**Ms. Sarah Kaiser**, mental health family therapist, effective August 31, 2019.

**Ms. Melisa Majnarich**, mental health family therapist, effective August 31, 2019.

**Ms. Ashley Sorensen**, mental health family therapist, effective August 31, 2019.

**Ms. Heather Stiles**, mental health family therapist, effective August 31, 2019.

### **Personnel—Classified**

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

**Ms. Kimberly Middleton**, receptionist/fingerprint technician to work on a part-time basis at an hourly rate of \$21.03. Ms. Middleton has experience as an administrative coordinator at University of Idaho and as the receptionist for group sales at Spokane Arena.

Resignation—the following classified staff member has resigned:

**Ms. Carol Messier**, fingerprint technician, effective April 18, 2019.

**Out-of-State Travel**—no out-of-state travel this month.

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

Minutes: March 19, 2019.

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

Supplemental contract for the 2018/2019 school year: Ms. Molly Haffner.

The following professional staff member has been awarded an open position: Mr. Steven Green.

The following professional staff members have requested reduction in work schedule: Ms. DeAnn Peterson and Ms. Meghan Setzer.

The following professional staff member has resigned: Ms. Donna Gehring.

Reduction in force for the following professional staff members due to funding shortfalls in the Center for Student Support Services: Ms. Sally Anderson, Mr. Eric Ecklund, Mr. Gary Frost, Ms. Sarah Kaiser, Ms. Melisa Majnarich, Ms. Ashley Sorensen, and Ms. Heather Stiles.

The following classified staff member has been hired: Ms. Kimberly Middleton.

The following classified staff member has resigned: Ms. Carol Messier.

**Second:** Mr. Lothspeich

**Vote:** Yes—6 No—0

### **Discussion/Action Items**

1. Presentation: NEWEC Foundation update—Ms. Traci McGlathery, Chair of the NEWEC Board, shared a brief overview of the Foundation including history, purpose, benefits and current financial status. Through personal and grant/company donations, the Foundation has been able to acquire grants and offer support to programs such as internet safety, school

threat assessment, Partners Advancing Character Education (PACE), Next Generation Zone, symphony ensembles and various scholarships.

2. Presentation: Technology update— Mr. Cliff Smelser and Mr. Steve Schreiner shared information about the various team members who provide the technology services to NEWESD and district staff through both information and educational technology services. These services include support for the NEWESD PC network, network services cooperative of 46 member districts, Cheney School District contract, K20 network, and maintaining essential software. Educational services include technology coaching, internet safety, google training and online learning.

3. Board engagement reports—The Board shared the following communication:

- Mr. Champlin attended the Spokane Scholars banquet on April 15, 2019. Students were recognized for their achievement in English, fine arts, mathematics, science, social studies, and world languages.
- Mr. Arndt complimented the students who performed at the AESD Annual Conference at Skamania Lodge. The students from the small, rural schools showed that talent is not limited by geography. The Stevenson School District superintendent shared the importance of supporting the arts from kindergarten through graduation.
- Ms. Sine, along with Dr. Dunn and Ms. Kempel, attended the AESD 50<sup>th</sup> Celebration in Olympia on March 28, 2019. In addition to hearing a history of ESDs, Lt. Governor Cyrus Habib, Superintendent Chris Reykdal, WASA Executive Director Joel Aune, and AWSP Executive Director Scott Seaman spoke in support of the ESDs. The executive director of AWSP indicated that his agency is beginning to work closely with ESDs to organize support regionally.
- Ms. Sine also attended the AESD Executive Board meeting on April 11, 2019. In addition to the regular business, a search for a new executive director is in progress to replace Gene Sharratt, who is retiring. Two new Board members have joined the Executive Board. Mr. McDermott received a service award for his financial work for AESD.

4. Superintendent's report—Dr. Dunn shared the following:

- He thanked the Board and Cabinet members for covering the April Board meeting while he taught in Thailand. His experience provided the opportunity to learn about challenges and expectations of students attending international schools.
- He is working with the Valley School Board as they develop a plan to support their superintendent, who is participating in a doctorate program.
- On April 13, 2019, he presented on funding as it relates to compensation and insurance at the statewide Delta Kappa Gamma Conference.

Mr. Miller reported on the following:

- The Next Generation Zone RFP (request for proposal) is in process. There are areas of concern that we hope to have the opportunity to negotiate during the review process: 1) the proposal requests Open Doors and Next Generation Zone projects be more integrated with WIOA-based programs and branded with Spokane Workforce Council (SWC); 2) hours of operation should coincide with the entire WorkSource campus, which does not align well with our availability to students; and 3) the use of a single weekly orientation with both WIOA programs and Open Doors. Currently, students are oriented only to Open Doors programs with WIOA programs being introduced later. Dr. Dunn and Mr. McDermott are scheduled to meet with SWC on April 18, 2019. The grantee will be announced on May 17 followed by a 30-day negotiation phase. If successful, two employees will be joint funded.

Additionally, as a partner, we are questioning why we pay full rent for use of the third floor at the current building, and whether moving to another location should be considered.

- Mr. Miller sought Board consensus on moving forward with the purchase of the Mallon house for \$6,300. NEWESD will research the requirement of prevailing wage in relation to this project before students begin any work on the project. It is anticipated a formal request will be presented to the Board for approval at the May meeting.

Mr. McDermott reviewed the following:

- The audit exit conference is expected to occur on May 14, 2019. The initial cost for the audit was \$40,000; there was a request for an additional \$10,000 to expand audit procedures. We expect findings, with respect to administrative compensation, in the YouthBuild program, compensation liability pool, and reporting within the agency financial statements.
- Mr. McDermott and Ms. O'Connor prepared an annual budget template which includes SEBB and COLA changes, an increase in square footage costs and the increased mileage rate. This template has been forwarded to directors to complete and return to the business office for review. Once each budget is approved; it will be returned to directors to finish the other non-salary/benefit costs. On May 16, 2019, the NEWESD preliminary budget will be presented to NEWASA for approval and then brought to the Board at the May meeting. In June, Mr. McDermott will ask for Board approval of the final budget.

Mr. Schreiner has been asked to emcee the May 15, 2019 NASA downlink at Gonzaga Prep. Mobius was awarded this opportunity for 1,400 middle school students to communicate with the astronauts, including our local Lt. Col. Anne McClain.

5. Surplus property (A1)—Mr. McDermott presented the Board with the list of surplus property and asked for approval of disposed property that has been damaged beyond repair, released to school districts or lost.

**Motion:** Mr. Lothspeich moved for Board approval to declare supplies and/or equipment identified in the surplus list, “NEWESD 101 Inventory Surplus List 2019,” as surplus property according to RCW 28A.335.180.

**Second:** Mr. Champlin

**Vote:** Yes—6 No—0

6. 2019 Bismarck Turner Scholarship recommendations (A2)—Mr. Miller requested Board approval of the scholarship committee recommendation to award two (2) scholarships for a total of \$1,425 per student and five (5) for a total of \$1,200 per student in Spokane County, and one (1) scholarship for a total of \$1,650 and three (3) for a total of \$1,200 per student in Pend Oreille County.

**Motion:** Ms. Pfiefer moved for Board approval to award two (2) scholarships for a total of \$1,425 per student and five (5) for a total of \$1,200 per student in Spokane County, and one (1) scholarship for a total of \$1,650 and three (3) for a total of \$1,200 per student in Pend Oreille County, in accordance with the Bismarck Turner Scholarship committee’s recommendation.

**Second:** Ms. Sine

**Vote:** Yes—6 No—0

7. Resolution 19-05-Summer Board meeting schedule (A3)—Dr. Dunn requested Board approval of Resolution 19-05 authorizing the superintendent to act on behalf of the Board of Directors during the month of July.

**Motion:** Ms. Bumgarner moved for Board approval of Resolution 19-05 authorizing the superintendent to act on behalf of the Board of Directors during the month of July.

**Second:** Mr. Lothspeich

**Vote:** Yes—6 No—0

8. Evaluation of the superintendent (A4)—the Board received a copy of the superintendent evaluation form. Dr. Dunn will forward his reflections prior to the May Board meeting. The Board will review this form and be prepared to evaluate the superintendent at the June Board meeting.

9. Legislative report—Dr. Dunn distributed a legislative update, and a main issue continues to be moving ESDs and districts to SEBB. There is new legislation that introduces the possibility of a waiver for ESDs or a delay in ESD implementation. The school safety bill passed. A bill regarding school district territory transfers has been presented, which is in conflict with work of the appointed Regional Boundary Committees.

### **Adjournment**

Chair Arndt adjourned the regular Board meeting at 5:41 p.m.

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Emmett Arndt, Chair

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Secretary to the Board