

**NESPELEM SCHOOL DISTRICT BOARD OF DIRECTORS  
(REGULAR MEETING)**

<u>Meeting Date / Time</u>	<u>Location</u>	<u>Members Present</u>
5/24/2021 @ 5:30 p.m.	Nespelem School District	Jolene Marchand, Chair (Zoom) Nancy Armstrong-Montes, Director (in person) Anna Vargas, Director (in person)

**MEETING MINUTES**

- **CALL TO ORDER** – Meeting called to order by Jolene Marchand, Chair @ 5:39 p.m. followed by the flag salute and the Land Acknowledgment by Nancy Armstrong-Montes.
- **WELCOME OF STAFF / GUESTS** – Effie Dean, Superintendent, Katrina Reeder, Head Teacher, Dave Cirk, Maintenance, Mitzi Adolph, Business Manager, Virginia Lezard, Administrative Assistant, Scott Hunter (STAR) & Lisa Vaughan (Certified Rep).
- **ADOPTION OF REGULAR AGENDA** (Changes to the Agenda) – Nancy Armstrong-Montes motioned to approve the agenda, with one change of the next meeting date to June 28<sup>th</sup>. Jarae Cate seconded. Motion passed.
- **APPROVAL OF MINUTES** – Nancy Armstrong-Montes motioned to approve the minutes with a change added to the “Executive Session”, “No action was taken.” Anna Vargas seconded. Motion passed.
- **APPROVAL OF WARRANTS** – Mitzi commented that a late payment to Grand Coulee in the amount of \$7,000 was made from Impact Aid for Special Education. The total amount of the warrants was approved. Nancy Armstrong-Montes made a motion to accept the warrants #47871 –# 47876 totaling \$162,959.88 for payroll and #47893 - #47924 totaling \$51,395.54 for AP. Anna seconded and the motion passed.
- **BOARD REPORTS**
  - A. Maintenance/Transportation Report - Dave Cirk reported that the buses will be ready for inspection on June 22<sup>nd</sup>. The modular unit should be fully demolished soon and site work will begin with the new waterline. Water for irrigation continues to be an issue.
  - B. Head Teacher – Katrina Reeder shared that the Early Learning Outcomes were viewed for this year’s preschoolers. All preschool students improved in the areas of cognitive, social and behavior skills. These are skills the state looks at for Kindergarten Readiness.
  - C. Superintendent / Principal’s Report – Effie Dean reported on the current District Communication Plan and asked for any suggestions. None wer given. The she revciewed the ESSETR Wish List. No questions were asked. Finally she gave an update on the Apollo situation. It was suggested that the Rural Grant balance be used to pay DES, while we continue to wait to hear from Apollo on TERO. Nancy made a motion that payment to DES, which would close out the Small Rural Grant, be made in the amount of \$62,500. Anna seconded and the motion carried.

D. Business Manager's Financial Update-Mitzi Adolph stated that the Impact Aid money received was a total of \$1,7779,038. We sent \$847,392 to Grand Coulee and kept \$931,645. She then reported on enrollment before stating the following fund balances: General Fund \$2,179,970.86, Capital Projects \$696,250.89, Debt Services \$0.00, ASB \$19,860.08, and Transportation \$125,761.38. Jolene also asked that documents be provided in the Board packets whenever financial discussions are planned. Anna agreed.

• **NEW BUSINESS**

- A. Transitional Kindergarten Teacher - Motion was made by Anna & seconded by Nancy to hire Karyn Byam as the 2021-22 Transitional Kindergarten Teacher. Nancy commented that she attended the interview and has never scored anyone as high as she did this candidate. Motion carried.
- B. Linda Descoteaux – After reviewing the duties listed, the Board agreed that the new title of “District Administrative Assistant / Accounts Payable” would be created, leaving payroll to the ESD. The position cannot be posted though until the salary range was decided upon. It was agreed that the salary would be discussed at the next meeting on June 8<sup>th</sup>.
- C. District Donations – Zekkethal made a donation to the district in the amount of \$1950. Nancy also made a donation.
- D. Superintendent Contract – Effie explained that Superintendent contracts commonly sit at three years, therefore the Board has the option to add another year to the Superintendent's contract each spring. Jolene stated that she appreciated the Superintendent's hard work this year. Effie also asked if she be given a 2% increase on top of the IPD 2%, just as the other employees in the district had been given,. Nancy motioned that another year be added to the Superintendent's contract, as well as a 2% step increase (in addition to the 2% IPD). Anna seconded and the motion carried.
- E. Recovery Plan & Resolution- The Recovery Plan is required of every district by the state. The Resolution goes along with the plan, which has been prepared by WSSDA for the districts. Nancy made a motion that the Resolution 0561 and Recovery Plan be approved. Anna seconded the motion and it carried.
- F. ESSER II Wish List - Effie had gone over the list in her report and the Board stated that they did not need any further discussion at this time on this topic.
- G. Certified Contracts – All certified contracts were listed for the 2021-22 School Year: Gabe Aubertin, Dabbie Bays, Desirae BearEagle, Madisyn Byam, Karyn Byam, Ron Frescas, Cindy Fry, Kellie Fry, Paige Patrick, Barbara Quintasket, Katrina Reeder, & Lisa Vaughan. Nancy made a motion that the certified contracts would be approved by the Board and Anna seconded. The motion passed.

**OLD BUSINESS**

- A. Policies- Nancy motioned that policy 1430P & 4300 be moved to a second reading at the next meeting. Anna seconded the motion, which carried.
- B. Policy #5310 – Nancy moved that the second reading of policy #5310 be approved, with the deadline for credits and clock hours being June 1<sup>st</sup>. Anna seconded and the motion carried.
- C. WSSDA Norms – The Board stated that they would like to accept the WSSDA Norms as their own and Anna seconded, the motion passed.
- D. Nurse Range Correction – Effie stated that the Nurse range of hours this year should be 24 to 32, not 32 to 40. Anna motioned, Nancy seconded and the motion carried.
- E. WSSDA Policy Review Contract –

**ADJOURNED** -- Meeting was adjourned by Jolene Marchand at 7:55 pm.

**Next meetings:**

June 8<sup>th</sup>, 2021 @ 5:30 p.m. – Special Board Meeting

June 28<sup>th</sup>, @ 5:30 p.m. – Regular Board Meeting

**Events:**

May 26<sup>th</sup> Preschool Promotion

May 27<sup>th</sup> 8<sup>th</sup> Grade Transition

May 31<sup>st</sup> Memorial Day

June 1<sup>st</sup> Summer Bags

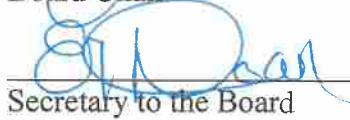
June 2<sup>nd</sup> Promotion Parade

June 3<sup>rd</sup> Bus Barn Dedication

June 8<sup>th</sup> Last Day of School



Board Chair



Secretary to the Board



Date



Date



**NESPELEM SCHOOL DISTRICT BOARD OF DIRECTORS  
(SPECIAL MEETING)**

<u>Meeting Date / Time</u>	<u>Location</u>	<u>Members Present</u>
6/8/2021 @ 5:30 p.m.	Nespelem School District	Jolene Marchand, (zoom) Nancy Armstrong-Montes, Director Jarae Cate, Director (Zoom)

**MEETING MINUTES**

- **CALL TO ORDER** – Meeting called to order by Jolene Marchand, Chair @ 5:38 p.m. followed by the flag salute.
  
- **ADOPTION OF AGENDA** (Changes to the Agenda) –The Budget meeting was changed from an action item to discussion., at Jolene’s recommendation, as in the past more details of the budget were presented to the Board than were currently available. Nancy made a motion and Jarae seconded. Motion carried.
  
- **WELCOME GUESTS** - Effie Dean, Superintendent & Mitzi Adolph, Business Manager
  
- **OLD BUSINESS** -
  - Budget Overview-  
The Board Members asked when more budget details would be available. Mitzi stated she could be ready by the 16<sup>th</sup>. Then the Board could offer final approval on the 28<sup>th</sup>. The Budget is due to the state on July 12<sup>th</sup>.  
Mitzi said that the overall Fund balance is over \$2,179,971. The new budget starts September 1<sup>st</sup> and the grants start then as well.  
The Debt Fund is zero and ASB is still sitting at \$19,860. Jolene stated that these funds must be used on student activities only.  
Transportation is currently at \$125,000, but will need an additional \$50,00 to be added with depreciation funds in order to purchase a new bus next spring.  
Capital Projects is currently at \$695,250. After Apollo, DES and the new Modular costs are subtracted, about \$425,430 will be left. Therefore, it is suggested that 300,000 be added to the Capital Projects Fund this year if completion of the following projects is desired: MS bathrooms (\$50,000), sprinklers (100,000), foyer/mpr flooring (50,000), and main building painted (\$60,000).  
Estimates have all been obtained in the last few months. These projects were put on hold this year due to the new modular.  
The Board decided to meet via zoom on Wednesday the 16<sup>th</sup> @ 6 pm.
  
- **EXECUTIVE SESSION – RCW 42.30.110 (PERSONNEL)** – Jolene moved to go into Executive Session at 6:42 p.m. for forty minutes. Nancy seconded. Motion passed. No action

was taken during the session. Jolene made a motion to come out of session at 7:25 pm. Jarae seconded, and the motion passed.

- **OLD BUSINESS –**

District Administrative / AP Posting - Nancy made a motion to post the District Admin / AP position in house and Jarae seconded. Motion carried. Nancy also made a motion that ESD 171 continue to conduct payroll for the district during the upcoming year and Jarae seconded. Motion carried.

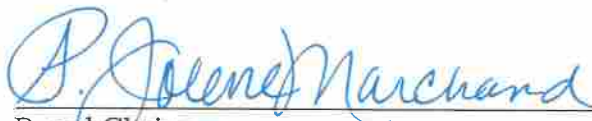
NONREP Pay Schedule- Nancy moved to approve the new NONREP pay scale (with a 25 cent increase, 2% IPD & 2% steps) with no limit on longevity.

- **ADJOURNMENT –** Jolene Marchand, Chair adjourned the meeting at 7:33 p.m.


**Next meetings:**

**June 16, 2021 @ 6:00 p.m. - Special Board Meeting**

**June 28, 2021 @ 5:30 p.m. – Regular Board Meeting**

  
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Board Chair

  
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Date

  
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Secretary to the Board

  
\_\_\_\_\_

Date



**NESPELEM SCHOOL DISTRICT BOARD OF DIRECTORS  
(SPECIAL WORKSHOP MEETING)**

<u>Meeting Date / Time</u>	<u>Location</u>	<u>Members Present</u>
6/24/2021 @ 12:00 p.m.	Nespelem School District	Jolene Marchand, (zoom) Nancy Armstrong-Montes, Director (zoom) Jarae Cate, Director (Zoom)

**MEETING MINUTES**

- **CALL TO ORDER** – Workshop called to order by Jolene Marchand, Chair @ 12:00 p.m.
- **WORKSHOP AGENDA** -The meeting was called to review the details of the budget prepared for next year by the Business Manager.
- **WELCOME GUESTS** - Effie Dean, Superintendent & Mitzi Adolph, Business Manager
- **OLD BUSINESS** -

Budget Overview-

The Board Members listened as Mitzi presented the details of the proposed budget for next year. The Budget is due to the state on July 12<sup>th</sup>.

Mitzi said that the overall Fund balance is currently over \$2,179,971. After all expenditures, transfers (\$350,000) and revenues (\$4,379,155) are accounted for the balance will be \$1,387,176 (ending fund balance). This amount is above the goal amount previously agreed upon by the Board (ten percent of the total budget). This is also higher than the overall balance at the end of last year. Mitzi explained that this was due to the increased amount of grants that Effie has written for the District.

Effie explained that last year Mary Hall, the outgoing Superintendent went over every detail of the budget with her and Mitzi. Now, the state is recommending that we stay as close to last year's budget as possible. This is the advice we are following, as the IPD increase in salaries is covered by the state.

The Debt Fund is zero and ASB will balance at \$24,554.

Transportation is currently at \$125,000, but will need an additional \$50,000 to be added with depreciation funds in order to purchase a new bus next spring. The ending balance will be \$44,020.

Capital Projects is currently at \$695,250. After Apollo, DES and the new Modular costs are subtracted, about \$425,430 will be left. With the transfer amount of \$300,000 added to the Capital Projects Fund this year, the following project will be scheduled: MS bathrooms (\$50,000), sprinklers (100,000), foyer/MPR flooring (50,000), and main building painted (\$60,000). At the end of the year, the projected balance will be \$334,509.

Mitzi also reviewed the Budget Resolution, which does not need to be adopted until the July Board meeting. The Budget will be posted for public review for two weeks before the meeting.

The Board will have the opportunity to vote to approve the budget at the regular Board meeting on June 28<sup>th</sup>, @ 5:30 pm.

Coaches Schedule Overview

The coaches' schedule was reviewed. Effie suggested that there was no need to update the salaries as they were already based on the percentage of the individual's income, so there was already a built in increase.

- **ADJOURNMENT** – Jolene Marchand, Chair adjourned the meeting at 12:33 p.m. No actions were taken at this workshop.

**Next meetings:**

**June 28, 2021 @ 5:30 p.m. – Regular Board Meeting**

Jolene Marchand  
Board Chair

E. A. Dean  
Secretary to the Board

7-27-2021  
Date

7-27-2021  
Date



**NESPELEM SCHOOL DISTRICT BOARD OF DIRECTORS  
(REGULAR MEETING)**

<u>Meeting Date / Time</u>	<u>Location</u>	<u>Members Present</u>
6/28/2021 @ 5:30 p.m.	Nespelem School District	Jolene Marchand, Chair (Zoom) Nancy Armstrong-Montes, Director (in person) Jarae Cate, Director (Zoom)

**MEETING MINUTES**

- **CALL TO ORDER** – Meeting called to order by Jolene Marchand, Chair @ 5:31 p.m. followed by the flag salute and the Land Acknowledgment by Nancy Armstrong-Montes.
- **WELCOME OF STAFF / GUESTS** – Effie Dean, Superintendent, Dave Cirk, Maintenance, Mitzi Adolph, Business Manager, Virginia Lezard, Administrative Assistant & Scott Hunter (STAR).
- **ADOPTION OF REGULAR AGENDA** (Changes to the Agenda) — Nancy Armstrong-Montes motioned to approve the agenda, with the exception of moving the minutes from June 24<sup>th</sup> to next month’s agenda. Jarae Cate seconded. Motion passed.
- **APPROVAL OF MINUTES** – Nancy motioned to approve the minutes from May 24<sup>th</sup> & June 8<sup>th</sup> , Jarae seconded. Motion passed.
- **APPROVAL OF WARRANTS** – Jolene asked what the 2,000 Visa charge was for and Mitzi answered that it was used at Home Depot & Walmart. Effie stated that these purchases were for the Bus Barn sign. Nancy Armstrong-Montes made a motion to accept the warrants #47926 –# 47943 totaling \$173,471.14 for payroll and #47944 - #47985 totaling \$168,550.26 for AP. Further, there were three late items: warrants #47986 - #47988 totaling \$20,930.28. Jarae seconded and the motion passed.
- **BOARD REPORTS**
  - A. Maintenance/Transportation Report - Dave Cirk reported that the Bus Barn dedication went well on June 3<sup>rd</sup>. Also, the buses passed inspection on June 22<sup>nd</sup>. The crew is spending time trimming trees and trying to keep up on the watering with the extreme heat. Apollo Mechanical came and did their inspection, which looked good. The Modular site work planning is moving forward. The Board did not have any questions.
  - B. Superintendent / Principal’s Report – Effie Dean reported on the graduation rate for the past five to six years. Only an average of 63% of our students graduate from High School. It was suggested that during the Board Retreat options to improve this rate are discussed. Examples, such as smoother transition plans and remote learning, were mentioned. The 16<sup>th</sup> of August was chosen for the Summer Retreat. The meeting will take place at the school, in person, with dinner served. No one is interested in traveling to Bellevue to attend the WSSDA Conference this fall.



- C. Business Manager's Financial Update-Mitzi Adolph reported on enrollment (current #129), before stating the following fund balances: General Fund \$2,192,954.80, Capital Projects \$695,301.49, Debt Services \$0.00, ASB \$19,878.18, and Transportation \$125,770.47. Mitzi reviewed the Budget summary page and the resolution for next year, which will be approved at the next monthly meeting.

- **NEW BUSINESS**

- A. Writing Supplemental - Effie reported that the teachers had decided on "Write On" by *Thoughtful Learning* as a supplemental writing curriculum for next year. Nancy asked the cost, which was reported to be \$5,000. She stated that she approved and thought that it was a good idea. Jarae agreed.
- B. Hire – Effie recommended to the Board that they hire David Butz as a half time bus driver. After the interviews it was decided by the committee that he would be hired after obtaining his CDL, which he recently completed. Effie also recommended to the committee that Linda Descoteaux be hired as the District Administrative Assistant/ Accounts Payable. Nancy made a motion and Jarae seconded. Motion passed.
- C. Rural Sub Committee – Effie reported that she did a follow up with Joyce Cooper, as requested by the Board. Joyce stated she would be in contact when the plan moves forward.
- D. District Donations – Dave Cirk donated \$398.00 for the Bus Barn plaque.
- E. New Juneteenth- Effie reported that the Feds and State had declared a new holiday, which the District could approve for their year around employees. Also, the District could choose to allow a retro holiday to these same employees this year, which many other local districts were choosing to do. Nancy made a motion to approve the holiday for this year and the future, Jarae seconded. Jolene also stated that she was fine with it.

**OLD BUSINESS**

- A. Policies- Nancy motioned that policy 1430P & 4311 be approved with appropriate name changes. Jarae seconded. The motion carried.
- B. Budget Approval & Resolution – Nancy moved that the proposed Budget for the 2021-22 School Year move forward and Jarae seconded. Motion carried. The Resolution will be on the next Board agenda for approval.
- C. Apollo – Apollo has suggested that we have 14,000 in rebates coming from Bonnieville power that could be used to close our bill with them. The Board agreed that this be explored as a possibility. Effie will see if the rebates can be signed over.
- D. Athletic Director & Head Coach Separation – Nancy motioned that the Athletic Director and Head Coaching positions be separated from each other so that a person can choose to do one or the other. Jarae seconded and the motion carried.
- E. Administrative Assistant Longevity Contract – Effie asked for clarification on the Longevity statement on the NONREP's Schedule. Jolene stated that she believed this should be discussed in Executive Session.

**EXECUTIVE SESSION – RCW 42.30.110 (PERSONNEL)** - Jolene moved the meeting into Executive session at 6:38 pm for 20 minutes. No actions were taken during this time. The meeting was moved out at 6:48 pm.

**FOLLOW UP:** Jarae made a motion that the NONREP steps be extended indefinitely by 2% per year. This means that the current Administrative Assistant would go from the 10<sup>th</sup> step to the 14<sup>th</sup> immediately. Further, after 15 years in a position, a NONREP will receive a stipend of \$1,000 per year for longevity. Nancy seconded and the motion passed.

**Next Regular Meeting-** Due to the funeral of a past staff member, the Board moved the next meeting to the 27<sup>th</sup> of July, instead of the 26<sup>th</sup>. Nancy motioned, Jarae seconded. Motion carried.

**ADJOURNED** -- Meeting was adjourned by Jolene Marchand at 6:55 pm.


**Next meetings:**

July 27<sup>th</sup>, 2021 @ 6:00 p.m. – Regular Board Meeting

**Events:**

July 5<sup>th</sup> Holiday (4<sup>th</sup> of July)

July 6<sup>th</sup> Summer School

  
\_\_\_\_\_  
Board Chair

  
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Secretary to the Board

7-27-2021

Date

7-27-2021

Date

