

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the November 20, 2018, ESD Board Regular Meeting

I. CALL TO ORDER

The ESD Board met at the ESD at 11:30 a.m. for lunch. Chair Harlan Warner called the meeting to order at 12:05 p.m. Present were Mary Kunkle, Marcia Henkle, Audrey Bessonette and Larry MacGuffie. Staff present included Superintendent Michelle Price; Executive Directors Trisha Shock, Pete Phillips, Linda McKay and Suzanne Reister; and Executive Assistant Eldene Wall. Special guest was Trevor Carlson from Piper Jaffray.

II. CONSENT AGENDA

**** It was moved by Mary Kunkle and seconded by Marcia Henkle to approve the Consent Agenda. Motion carried.**

A. Approval of Minutes

Approved the minutes of the October 24, 2018, Board meeting as presented.

B. Approval of Vouchers and Payroll

Approved November vouchers and payroll as presented.

The following vouchers are audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment. In addition, November payroll is \$911,087.05.

General Expense Fund

- October Month-End Warrant Numbers 801128949 through 801129086 totaling \$393,853.57.
- Void Warrant Number 801128768 for \$(158.07).
- Void/Reissue Warrant Number 801127980 to 801129033 for \$117.06
- Void/Reissue Warrant Number 801125925 to 801128997 for \$265.02
- October Co-op Month-End Warrant Number 801129087 through 801129091 totaling \$28,493.76
- November Mid-Month Warrant Number 801129092 through 801129190 totaling \$213,650.14.
- November Co-op Mid-Month Warrant Number 801129191 through 801129200 totaling \$490,397.02.
- October Comp Tax Wire Transfer 201800015 through 201800015 totaling \$2,849.28

November Payroll amount was \$911,087.05.

C. Personnel

New Hires

- *Raquel Ellis, ProServ Team Secretary, starting November 13, 2018 (replacing Angie Knudtson)*
- *Kayla Langston, ProServ Team Secretary, starting November 14, 2018 (new position)*

Resignations/Retirement

- *None*

D. Approval of Travel

- *None*

E. Surplus Items

- *None*

III. AESD REPORT

Marcia Henkle brought highlights of the AESD Executive Board meeting, including:

- A legislative report by Melissa Gombosky on the topics of SEBB, Career Pathway, Early Learning, Safety, and expanded learning opportunities. WSSDA is also aligned with our initiatives.
- There were also reports from M.J. Boltz from the State Board and Helene Paroff from WASA.
- How to ensure that rural small districts can compete and be involved with all of the priorities like STEM.
- Gene talked about growing the Network, including the ongoing computer science grant, and goals in the strategic plan to see if they are still relevant. K-5 education is a priority, as well as integration of CS.
- Gene says the new model is “New Collar” jobs, which take a certificate or credential.
- Two more schools joined AESD accreditation. How do we get more schools to participate? Accreditation panels this year are in Tumwater and in Spokane.
- OESD 114 Superintendent Greg Lynch, who heads up AESD school safety, including strong efforts with OSPI and other ESDs. The focus should be addressing mental health – threat assessment is a priority.
- Other topics: Telling our story, growing the network; 50th anniversary celebration at the AESD Conference. Each ESD should plan to have a celebration; new Board training; the need for a new Executive Director to replace Gene – what traits are needed? The job opening will be posted in mid-January, with an offer made in February. Larry complimented the AESD Network presentation at the conference. It is a great partnership – legislators see the importance of a regional delivery model, partnering with OSPI, Governor’s office.
- Michelle and Marcia answered questions regarding Marcia’s report, and Harlan thanked her for her excellent work.

III. FACILITIES UPDATE

Trevor Carlson from Piper Jaffray was introduced. Trevor showed the 2019 Bond Issue Planning information. He reported he has reached out to the ESD's existing lender regarding adding to the current loan. Capital One is very interested in refinancing and happy to expand the relationship. He is pleased because they are very flexible to work with. Interest rates quoted are extremely aggressive. The ten-year rate would probably be the most appealing to the ESD. It would be for approximately \$80,000 a year, paid off in 11 years (\$330,000 a year total payment). The superintendent and finance committee would recommend the #2 option which would make it possible to keep current rates for districts. If approved, Trevor could have documents ready to sign at the January meeting. He answered questions about costs of remodeling. The estimate is \$600,000 to \$700,000. Capital reserves could be used if needed. Loan fees? Legal counsel will put together a resolution and there will be approximately a \$40,000 fee for Piper Jaffray. The Board would like to make a goal of \$1 million for the facility budget instead of including the amount in a policy.

Pete shared the blueprints and some of the changes planned for all floors of the ESD in order to make more room for all ESD staff. There was discussion about the feasibility of moving ahead with blueprints and financing and the Board indicated its consensus for moving forward. Michelle thanked Pete for all of his hard work.

IV. STAFF REPORTS

A. Educational Services

Linda McKay reported on her work in districts, as well as statewide OSPI/AESD work, including;

- Her role as AESD Network Math Champion. She has been working with Regional Math Specialists on AESD Network initiatives. Laura Lipton is in the OSPI leadership framework facilitating adult learning – how to use systems like Improvement Science out of Carnegie and California addressing chronic school problems such as attendance.
- Locally NCESD staff have been providing math coaching to Waterville and continuing work with Cashmere, Lake Chelan, Entiat, Pateros, Quincy, Bridgeport, Omak and Okanogan, as well as Central's component of the GearUp Project.
- AESA Conference – Mechelle LaLanne and Andy Boyd are presenting high school educational research curriculum "3D Dimensions of Science" aligned to next generation science standards. Hopefully colleagues in other states will want to know how they can use this style of science instruction. Testing is showing good results from the instruction.
- Equity work, focusing on schools identified for targeted supports, students of disabilities, students learning English Language. How are we doing as a region and as a state with our students?
- Linda has heard many positive comments from superintendents about Bill Eagle's work with principals.
- Linda complimented Wenatchee's work with special programs at the Middle School level.

B. Fiscal Services

Trisha reported:

- Actuarial numbers will be available the end of November, including expenditure and liability.
- There is a new system for invoicing
- Expenditures include vacation buyout
- There is an increase in special ed staff development
- Skills Center staff formerly ESD employees have been moved to Wenatchee
- Year-ends have been completed for districts
- Cost analysis on changes in school district employee benefits
- Accounting codes changing for school districts
- She learned a lot at the WSSDA Conference

C. HR/Workers Comp and Crisis Co-op

Suzanne shared:

- The state has funded one year for threat assessment work
- ESDs have been awarded the Stop Violence grant, which includes \$41,000 per year for the next three years. Janet Gordon conducted a base-line survey of all districts and was thrilled that 62% of districts responded. This supported the OSPI/ESD recommendation to the Governor. Included will be threat assessment, notification systems, school district safety plans, and emergency plan training of staff. This has validated the direction we are going.
- After a study on the Workers Comp trust fund balance it was determined there was a \$1.2 million increase. \$50,000 went back to districts from the incentive fund.

IV. OLD BUSINESS

A. AESA Conference, November 28 – December 1

Michelle, Mary Kunkle and Susan Albert are attending the AESA conference, along with Trisha Shock, Linda McKay, Mechelle La Lanne and Andy Boyd, who are presenting at the conference.

B. NCEF Teacher Classroom Grant Award Highlights

All who attended the October 25 Teacher Classroom Grant award presentation, including Michelle, Audrey, Marcia and Larry, indicated it was a wonderful evening. Appreciation was offered to all who helped, including Michelle and Marcia as part of the program, board members who attended, and Foundation board members who helped with presentations in Wenatchee and in Okanogan County at the remote location. Eldene also commended Mary Jane Ross, who has done wonderful work in giving teachers a chance to share information about their projects. It was great to see how happy the teachers are to receive the grants and how they love sharing their projects.

C. Highlights of November 15-17 WSSDA Conference

Board members shared information about the WSSDA Conference, including the fantastic law conference. Marcia really enjoyed school district presentations. She shared the North Central region really shone, with participation by the Moses Lake choir, Wenatchee Mariachi, Manson Jazz Choir, and a soloist from Cascade. Quincy also did a great job. She also enjoyed the caucus. The room was full. Michelle said it was great to have the representation from our Board. Larry enjoyed the keynote speakers and the presentation by Manson School District. A speaker from Iraq talked about serving as cultural diversity rep for Boeing. Harlan attended a session on increasing teacher engagement.

IV. NEW BUSINESS

A. Revised Board Policy 1410 – Meeting Schedule, Agenda, Public Notice/ Attendance/Minutes

Board Policy 1410 needed revision to clarify the new starting time of ESD Board meetings – 11:30 a.m. lunch and 12:00 p.m. meeting.

**** Marcia Henkle moved and Audrey Bessonette seconded to approve the change on Board Policy 1410 regarding meeting starting time for NCESD Board meetings. Motion carried.**

B. December 19 ESD Board Christmas Dinner Meeting

Michelle invited the ESD Board and spouses to her home at 1974 Legendary Lane SE, E. Wenatchee, December 19 for the Christmas dinner and short Board business meeting at 5 p.m.

C. North Central ESD Staff Christmas Project

Michelle reported Soap Lake School District has been selected as our NCESD Staff Christmas Project. Gifts will be delivered to 82 students in the second and third grade. ESD staff are excited to plan fund raisers to raise money for this project, including a Holiday Jewelry Party on November 29 and the SAC Bake Sale on December 13.

D. Registration for April 12-14, 2018, AESD Conference at Skamania Lodge

Michelle asked the Board to let her know who plans to attend the AESD Annual Conference scheduled in Stevenson, WA, hosted by ESD 112. Mary, Larry, Harlan, Marcia and Audrey plan to attend, and we will check with Ed and Susan. We will check to see if registration information is available yet.

V. SUPERINTENDENT/BOARD REPORTS/COMMUNICATION

A. The latest of “Michelle’s Moments”

Michelle's highlighted:

- A sample of board inserts that are telling our story to school board members.
- We have been having trouble with some of our room rentals and a couple of our renters have abused their privileges. We are considering renting just to K-12 partners or other nonprofits. We made \$4,000 last year from all rentals, which may not justify the expenses detailed. It is getting to be a hardship for our custodian.
- Michelle indicated leadership growth is needed for our staff, so she will be facilitating a leadership development forum.
- Michelle announced that Ron Scutt is resigning from Stehekin Superintendent responsibilities at the end of December. Michelle will provide superintendent service until the end of June 2019.
- AESD accreditation panels are coming up, May 20-21 in Tumwater and May 28-29 in Spokane.
- Chris Reykdal has put together a roundtable of 12 superintendents across the state to help him understand application of rules.
- Michelle described telling our story – communicating about safety, helping each other to be safe, including recordings of students. A number of public service announcements have been put out. Michelle showed a video and indicated radio spots will be included as well.
- November is Focus on Education month, so watch for ads in local papers. Board members indicated they had already seen some of the ads.

Adjourn at 2:40 p.m.

Board Chairperson

Board Secretary