NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the June 28, 2017, Regular Board Meeting

I. CALL TO ORDER

The ESD Board met at North Central ESD at 5:00 p.m. Board Chair Harlan Warner opened the Public Hearing on the 2017-18 ESD Budget at 5 pm. The public hearing was adjourned at 5:40 p.m. and the regular business meeting was called to order at 5:47 p.m. Present were Board members Si Bautista, Larry MacGuffie, Cathy Meuret, Ed Daling, Mary Kunkle and Marcia Henkle. Staff present: Superintendent Rich McBride, incoming Superintendent Michelle Price, Assistant Superintendent Linda McKay, Executive Directors Pete Phillips and Suzanne Reister; and Executive Assistant Eldene Wall.

The Board expressed their appreciation for Rich's years at the ESD and honored him for the WASA Leadership Award he received earlier this week. Rich expressed his thanks for the great retirement luncheon and for the beautiful painting and gifts that were presented.

II. CONSENT AGENDA

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

Rich requested adding an additional personnel item for approval – Donna Drollinger for Speech Language Pathologist, effective July 1.

A. Approval of Minutes

Approved the minutes of the May 24, 2017, Board meeting as presented.

B. Approval of Vouchers and Payroll

Approved **May** and **June** 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, payroll direct deposit and warrants in the amount of $1,019,492.80 are also approved.

General Expense Fund

- May Month-End Warrant Numbers 801124568 through 801124666 totaling $135,071.27.
- May Month-End Wire Number 201600071 totaling $284.29

- May Co-op Month-End Numbers 801124667 through 801124674 totaling $174,514.13.
- June Mid-Month Warrant Numbers 801124675 through 801124796 totaling $192,923.78.
- June Mid-Month Warrant Number 801124798 totaling $23,072.50.
- June Mid-Month Wire Number 201600078 totaling $591.46.
- June Mid-Month Voided Warrant Number 801124645 totaling $(199.83)
- June Co-op Mid-Month Warrant Numbers 801124797 through 801124797 totaling $108.20.
- June payroll amount $1,019,492.80.

C. Personnel

New Hires

- *Samantha Laskey, Physical Therapist, effective September 1, 2017*
- *Sarah Peery, Occupational Therapist, effective September 1, 2017*
- *Donna Drollinger, Speech Language Pathologist, effective July 1, 2017*

Resignations/Retirement

- *Robin Kirkpatrick, effective July 30, 2017*
- *Julie Helligso, effective June 8, 2017*
- *Marianne Haukli, effective June 30, 2017*
- *Katie Lawless, effective September 1, 2017*
- *Shelby Streeter, effective August 31, 2017*

D. Approval of Travel

- *Brent Stark to Louisville, KY, October 9-15, 2017, to attend the 2017 American Printing House Annual Meeting in Louisville, KY.*
- *Brent Stark to San Antonio, TX, to attend the 2017 AESA Conference, and to Nacogdoches, TX, December 3-5, 2017, to visit Stephen F. Austin State University.*
- *Michelle Price to Switzerland, November 7-10, 2017, at the invitation of Governor Inslee, to gain insight in order to improve Washington's educational system.*

IV. AESD Report

Cathy shared highlights of the AESD Executive Board meeting. It was great to have State Superintendent Chris Reykdal at the meeting, and he said he plans to attend future meetings. He advised administrators and board members to be vocal but careful regarding the proposed State Budget – it is not the greatest, but it is at least getting done. Cathy distributed the AESD budget and called attention to items included. The AESD Budget was recommended and approved at the meeting. Cathy said Chris asked the group to start thinking of some of the specific needs of schools. He believes we need mental health counselors. Larry asked if the AESD Executive minutes could be sent to the Board so the evaluation process could be reviewed.

IV. STAFF REPORTS

A. Educational Services

Linda reported on June events and provided an update on the following:

- ELA, Math, Science, and Early Learning Fellows groups.
- Targeted feedback training for principals – how do you walk through observations, and give targeted feedback.
- Two open positions – we need to bring in someone on the front edge of the STEM piece, how to implement STEM into districts. They are interviewing three strong candidates on Friday. Robin Kirkpatrick turned in her resignation and her position has been reworked. The funding source has been received, and they are going to provide that assistance in the region. The position closes today.
- In July we are hosting two events here. The Math Coordinators retreat will be hosted here, as well as Open Educational Resources, including new MS curriculum, illustrative math, trainer of trainers workshop, July 26-28. The STEM Summit hosted will be hosted here in August – up to 129 are registered already.

B. Technology Services

Pete described the following:

- Google Summit in Wenatchee
- Microsoft Summit in Cashmere
- Chromebooks – Moses Lake is one of several districts planning to send them home with kids.
- NetServ retreat coming up in July – 20 folks going up to Chelan.
- Instructional Technology coach.
- The Apple STEM Network and several events tied in with the STEM Summit. STEM Week is going on at the same time as the STEM Summit, and they hope to draw some of those folks in.

C. HR/Unemployment

Suzanne reported on the following information on Compensation:

- Current salary schedule and the need for adjustments as determined by a market analysis. Where are we now, what is the best thinking going forward? They will plan to complete a study across all positions in the agency to see if we can sustain a more effective compensation model. All of the information won't be in until early Fall, probably the middle of September. We may not be able to implement a new salary schedule in the middle of the year, so the full schedule will most likely not take place until the following year.
- Great meeting last week with several Superintendents regarding the crisis management program, discussing taking more of Mike's time to provide extra training for districts. Superintendents approved moving him to .75. He was hired as a loss control specialist for Workers Comp, so they will probably be hiring a replacement.

IV. OLD BUSINESS

A. Regional Committee Appointments/ Vacancies

Rich reminded the Board that Regional Committee appointments are needed. It will probably be an issue for the August Retreat.

B. Board Professional Development

Larry handed out the Board Professional Development event calendar and reported they will look at it and fine tuning it one more time – and will make it an August Retreat topic.

- Board Goals – Rich distributed the goal document and recommendations, including relationships, leadership, communications, advocacy, and entrepreneurialism, which align with the professional development calendar.
- Potential new revenue – it is hopeful more federal grants will open up.
- Mission/Vision/Beliefs – copy of mission statement, beliefs, vision.
- Evaluation documents: Cathy distributed the Board Appraisal Tool and asked for feedback via email before the end of July so it can be adapted and brought as draft to retreat.

V. NEW BUSINESS

A. Approval of Resolutions

The following Resolutions were reviewed:

- Resolution 2017-1 pertaining to adoption of the 2017-2018 NCESD Budget
- Resolution 2017-2 summer payroll/accounts payable/hiring
- Resolution 2017-3 authorization of Facsimile Signature
- Resolution 2017-4 authorization of Warrant Signature
- Resolution 2017-5 authorization to Invest Funds
- Resolution 2017-6 designation of District Agent
- Resolution 2017-7 designation of Auditing Officers

Rich asked to take action on Resolution 2017-1 separately for budget authority, but to take care of the other resolutions in a single motion.

**** It was moved by Mary Kunkle and seconded by Ed Daling to approve Resolution 2017-1 pertaining to adoption of the 2017-18 NC ESD Budget. Motion carried.**

**** It was moved and seconded to approve Resolutions 2017-2 through 7 as described above. Motion carried.**

B. Oath of Office

Rich was honored to administer the Oath of Office to Michelle Price as our new North Central ESD Superintendent, effective July 1, 2017.

C. New and Revised Board Policy

- Revised Board Policy 5350 regarding Vacation Leave – Suzanne explained the need for the revision.
- New Board Policy 5225 and Administrative Procedure 5225-P regarding Telecommuting – Suzanne answered questions about how the Policy pertains to working outside regular hours.

**** It was moved by Mary Kunkle and seconded by Ed Daling to approve revised Policy 5350 regarding Vacation Leave; new Board Policy 5225 and Administration Procedure 5225-P regarding Telecommuting. Motion carried.**

VI. SUPERINTENDENT/BOARD REPORTS/REMINDERS

A. Registration open for 2017 AESA Conference

Eldene asked the Board to let her know if they plan to attend the 2017 AESA Conference

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The regular meeting adjourned into an Executive Session at 6:57 p.m. No decisions were made, and the regular meeting resumed at 7:03 p.m. The regular meeting adjourned at 7:05 p.m.

Board Chairperson

Board Secretary