

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the September 26, 2018, ESD Board Regular Meeting

I. CALL TO ORDER

The ESD Board met at the North Central ESD Refurbishment Center at 11:30 a.m. for lunch and a tour of the building. Chair Harlan Warner called the meeting to order at 12 p.m. Present were Susan Albert, Mary Kunkle, Ed Daling, Marcia Henkle, Audrey Bessonette and Larry MacGuffie. Staff present included Superintendent Michelle Price; Executive Directors Trisha Shock, Linda McKay and Suzanne Reister; and Executive Assistant Eldene Wall. Special guest was Darlene Robbins from the Refurbishment Center.

II. CONSENT AGENDA

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

A. Approval of Minutes

Approved the minutes of the August 22, 2018 Board meeting as presented.

B. Approval of Vouchers and Payroll

Approved September 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, September payroll is \$972,238.21.

General Expense Fund

- August Month-End Warrant Numbers 801128398 through 801128499 totaling \$286,235.49.
- July Sales Comp Tax Wire Transfer Number 201700096 totaling \$444.11.
- Void Warrant Number 801128269 for \$(1,000.00).
- August Coop Month-End Warrant Numbers 801128500 through 801128501 totaling \$10,171.80.
- September Mid-Month Warrant Number 801128502 through 8011286.10 totaling \$475,212.80.
- September Co-op Mid-Month Warrant Number 8011128611 through 8011286.16 totaling \$307,255.64.
- August Comp Tax Wire Transfer 201700097 through 201700097 totaling \$1,388.09

September Payroll amount was \$972,238.21.

C. Personnel

New Hires

- *None*

Resignations/Retirement

- *Resignation—Nadya Bush, Migrant Education Specialist*

D. Approval of Travel

- *Mechelle LaLanne to Chicago, IL, October 29 – November 1, 2018, to attend Nexus professional learning training.*
- *Eldene Wall to Chattanooga, TN, January 10-13, 2019, to attend the National Association of Educational Office Professionals (NAEOP) Board of Director Meeting.*
- *Mechelle LaLanne to Colorado Springs, CO, October 9-12, 2018, to attend the Smithsonian Science Education Center's Next Steps STEM Institute.*

E. Surplus Items

III. AESD Executive Board Report

Marcia Henkle brought an update from the September 18 AESD Executive Board meeting. She distributed material from the meeting, including agenda, draft minutes and update on work of the Executive Director. Marcia reported:

- It was a three-hour meeting that included information about federal education policy, with Noelle Ellerson speaking. Michelle indicated “Leadership Matters” just started in July, as well as Advocacy 101 (superintendents as advocates), focusing on how educational leaders can advocate for new administrators, including relationships, endurance, logistics, knowledge and communication. What are we communicating and how do we know it has been heard in a positive way?
- Federal legislation: Wayfair decision – states can now collect taxes on interstate sales. Affirmative Action – separation of families and legislation that was overturned to use money to withhold for guidance on placement by race. The Janus decision allows for employees to opt out of the union and not have to pay union dues.
- SALT – allows states to use tax credits for charter schools. Fiscal transparency was the biggest thing – to explain to the community in layman’s terms. \$\$ per student per school building need to be reported (not just by district). Final federal budget included WiFi on buses; and a big windfall for HeadStart.
- How McCleary has affected their districts and the big fire storm that is expected in 2019. Michelle brought an update about what went on in our region during negotiations, including conference calls with districts and ERNN. Chris Reykdal has asked districts to go back and look at their four-year budget projections. Most of the additional money is needed to go into salaries leaving little/no flexibility for local programs and services. Class size is 17-1 in K-3, so classroom space is an issue, as well as staffing. Michelle shared our job is to encourage schools/administrators through their challenges. She has been asked by Superintendent Reykdal to serve on a Superintendent Roundtable to see how we can advocate for districts. Melisa Gombosky brought a legislative report included in the draft minutes.

- Gene reported on the work he has been doing, including: AESD Network Strategic Plan and goal accomplishments; Next Generation Science, Climate Science (each ESD received \$275,000 – all working together); Round 2 of Computer Science Grant (all nine ESDs in consortium, each received \$18,000); and STEM Innovation. There was an update on planning for the 50th celebration for ESDs at the AESD Conference, April 11-13 at Skamania Lodge.
- Grow the Network: ESDU expanding to other parts of the state; school safety (ESD regional safety centers). The November AESD Executive Board meeting has been moved to November 14. John Welch is thinking about running for the open position on the AESA Executive Council.

II. STAFF REPORTS

A. Educational Services

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

- Attending meetings on the state level for math and Migrant Ed;
- All of their T&L staff have had training for facilitating adult learners and there is a need to pass on to our staff.
- Unexpected staffing changes – they lost both their Regional Math Coordinator and Regional Bilingual Specialist and they are filling in creatively to meet needs. They will advertise to fill the migrant/bilingual position.

B. Fiscal Services

Trisha reported:

- On the financial report there is a deficit in revenue which is a timing issue. Pretty much all expenditures have been completed. Some cleanups need to be done – there will be adjustments on the final year-end report. Linda and Pete’s departments are really doing great work and adding to revenues. Fund balances are declining, because departments have been encouraged to spend \$\$\$. Tricia has been working with department heads to make sure fund balances are not spent down too far, shooting for 10 to 15% of reserve.
- She just returned from Orlando where she attended the WASBO Conference and serves on the Board.
- They are about ready to launch into year-end reports, which brought on unexpected contracts and mentoring. Districts need support on the fiscal side.
- SEBB School Employees Benefits – school benefit needs will be determined in order to inform staff and retirees regarding changes coming soon. She also serves on the board for that.
- It has been a very busy month for payroll and student enrollment.

C. HR/Workers Comp and Crisis Co-op

Suzanne reported:

- Orientation for new employees has been keeping her busy.
- Michael Jr., a Christian comedian, was our staff conference speaker, focusing on “Knowing our Why” and knowing ourselves – the importance of giving over getting. It was a fun day of staff activities, working on the strategic plan.
- Workers Comp incentive program. 23 districts received incentive checks and 18 asked for them to help present at their board meetings. They are kicking off year two, increasing incentives. Districts are using incentives for employee safety purchases.
- Semi-annual claims review – looks good, low severity.
- Statewide Safety Consortium – they just finished Tier 1 Assessment Training. All but four or five of our districts participated. Shelley Seslar did the training. Tier II will start in January, incorporating the Salem Kaiser model, used across the state. It also includes behavioral health.
- Mike and Suzanne will be working with Okanogan County districts next week reviewing their crisis plans so similar language is used for each district.

IV. OLD BUSINESS

A. Strategic Planning Goals/Action Plan

Michelle invited Board members to review the Strategic Plan Goals and Action Plan that have been saved in DropBox. Michelle shared the draft Strategic Plan Action Plan document. Michelle will send the draft out to the Board. Input has been received from staff and it is being reviewed by administrators/department heads.

B. Core of Our Work Calendar

Michelle distributed “Core of Our Work” calendars to Board members for their notebooks. Michelle distributed copies of the Board work calendar – there will still be a big copy of the calendar in Michelle’s office. She reported the ESD has subscribed to WSSDA Board updates.

IV. NEW BUSINESS

A. Approval of Revised 5000 Series Personnel Board Policies (first reading)

The 5000 series Board Policies and Administrative Procedures were presented for the Board’s review. The following questions were asked for clarification:

- Leave sharing: Is it possible to leave share with employees in a school district if approved by superintendents? Yes, as well as with any state agency. Also added in is parental leave and sick or temporarily disabled due to pregnancy. Employees don’t have to exhaust their leave and can maintain 40 hours.
- Is Policy 5450 regarding dependents appropriate? Dependent status, what PEB allows, needs to be met. Suzanne will check into it.

- Policy 5470: Tuition reimbursement for pre-approved college and university classes – does it include vocational? Suzanne will add in.

Second reading and approval will be at the next Board meeting.

B. ESD 50-Year Anniversary Celebration

Michelle asked for ideas from the Board on how to celebrate the 50-year ESD anniversary – should we hold an open house to tell our story – come see our ESD and find out what we do? Or, we could have a celebration in each county? We could ask superintendents what they think at the SAC meeting. We could possibly tie in with Excellence Banquets, since there is one in each county.

C. Communication Plan

Michelle reported she met with Jennifer Korfiatis regarding the NCESD Communications Plan that has been built out for each month of the school year to include all of the different media. They are working with the NCW Tech Center to do a video and communication about “See Something, Say Something.” Everything we do with press releases will be put in one folder for viewing.

D. Facilities Update

Architect proposals have been received from several companies. They are hopeful to have a firm approved soon. ESD staff are getting out of the rental property Feb. 7, and we will be looking at floors 2, 3 and 4 to see what we can do to use the building more efficiently. The first change will be in the Blue Spruce Room and making a small portable lab. Class attendees will be asked to BYOD, making space more flexible. Michelle gave kudos to Pete, who is representing us at the GWATA Awards Luncheon.

E. Regional Meeting – Lake Chelan, October 2, 6:00 – 8:30 p.m.

Michelle needs to know by tomorrow who can attend the WSSDA Regional Meeting October 2 at Lake Chelan High School. They are usually well attended. They are held twice a year, one in the fall and one in the spring. We are district 7. We will check to see how the notice is distributed to be sure the Board is aware.

IV. PROFESSIONAL DEVELOPMENT

Michelle shared a video regarding public records, which is an annual requirement. Michelle answered questions regarding public records matters that would pertain to our ESD Board.

V. SUPERINTENDENT/BOARD REPORTS/COMMUNICATION

A. The latest of “Michelle’s Moments”

Michelle's highlighted:

- Time spent in districts welcoming staff and welcoming superintendents at SAC meetings.
- Aspiring Superintendents training. How are we going to fill administrative positions as people retire? Leadership Matters, using the AESA format in order to tell the story. Culture in schools matters – leadership is important.
- Michelle is going to be on a video as part of AASA “Women in Leadership.”
- Changes in pension liabilities – new requirements.

The Board selected Tuesday, November 20, for the November ESD Board meeting. December 19 was selected for the Christmas meeting, an evening meeting with spouses invited to Michelle's house.

Adjourn at 2:40 p.m.

Board Chairperson

Board Secretary