

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the November 25, 2020, ESD Board Meeting

I. CALL TO ORDER

The ESD Board met via Zoom. Board Chair Larry MacGuffie called the meeting to order at 12:02 pm. Board members present were Harlan Warner, Susan Albert, Marcia Henkle, Mary Kunkle, Ed Daling and Michael Musick. NCESD staff present included Superintendent Michelle Price; Assistant Superintendent Linda McKay; Director of Technology Pete Phillips; Executive Director of HR/Workers Comp Suzanne Reister; Executive Director Business office Trisha Schock; and Executive Assistant Heather Small.

II. CONSENT AGENDA

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

A. Approval of Minutes

Approved the minutes of the October 28, 2020 board meeting.

B. Approval of Financial Reports

Approved the financial reports as presented.

C. Approval of Vouchers and Payroll

The following warrant numbers as 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 amount \$930,702.33 for November payroll.

October Month-End Warrant Number 801131490 through 801134233 totaling \$195,027.74

October Co-op Month-End Warrant Number 801134234 to 801134237 totaling \$219,820.27

October Extra Payroll Warrant Number 801134238 totaling \$290.42

November Mid-Month Warrant Register 801134239 to 801134289 totaling \$105,379.75

November Co-op Mid-Month Warrant Register 801134290 to 801134292 totaling \$343,146.77

October Comp Tax Wire Transfer Number 202000017 totaling \$4,444.27

November Month-End Warrant Number 801134306 to 801134356 totaling \$240,378.40

October Sales/Comp Tax Wire Transfer Number 202000024 totaling \$327.12

November Co-op Month-End Warrant Number 801134357 to 801134359 totaling \$75,372.72

November Payroll amount was \$930,702.33

Warrant numbers and amount of expenses will be provided at the board meeting.

D. Personnel

New Hires

- Samuel Mack, Fiscal Coordinator, effective December 8, 2020
- Stacy Sims, Student Records Coordinator, effective December 14, 2020
- Maria (Gaby) Fernandez, Student & Family Engagement Specialist, effective January 19, 2021

Resignations

- None

E. Travel Requests

- None

F. Surplus

- See Attached

III. STAFF REPORTS

A. Educational Services - Linda McKay

Linda reported that Cashmere would like complete their 3rd year accreditation review on Thursday, December 10th at 12:30 pm. They are happy to do in person or via zoom. Susan and Marcia both volunteered to attend in person.

We recently received the arts integration grant for \$35,000. This grant is STEAM focused. We will be working with districts on art integration and implementation for PreK - 2nd grade and developing curriculum. There is also potential in having teachers become Training of Trainer (TOT) for this work. This grant is open to all districts in our region as a professional development opportunity.

We are continuing this year as the field support for EWU students in the alternate route to certification program. This year they are giving us three ways to conduct observations; zoom while the teacher is teaching synchronous, teachers can record themselves and send in a video, or we can go on-site to observe with district permission. Linda added that it has been fun to support student teachers and navigating through changing times and providing us an opportunity of seeing first-hand what teachers are going through. There are currently 18 participating in the cohort from Omak all the way to Warden.

Given budgets during this time we were cautious on our fee for service contracts. The last month has shown our districts are needing us and we are providing additional supports and services. We have picked up additional contracts with Wenatchee, The Skill Center, Quincy, Tonasket, Okanogan and Moses Lake. We also continue on with our work in Waterville.

Linda added that she is also working with Cashmere on comprehensive sexual education plan and the requirements in the law, as well as some equity work.

B. Administrative Services - Trisha Schock

Trisha reported we are looking good with our fund balances.

We are looking at previous to GASB and OPEB. Jason is confident in an increase in our fund balance.

New grants and funding keep coming in. We currently have no reduction in services and continue to have reduced spending overall with minimum travel and purchases taking place.

Revenue vs. expenditures continue to look good with the additional funding sources and no science kit purchases this year.

From a district standpoint we have migrated two additional districts on the new software and all went smooth. We are currently filling services for a few districts who are needing additional supports.

OSPI has approved all our districts end of the year financial reports and we are very excited to get that wrapped up.

Michelle added that one of the things we are hearing now is that all districts are seeing large reserves as they are trying to reduce spending due to potential future cut backs.

C. Technology Services - Pete Phillips

Pete shared the following updates:

The AESD LMS 101 trainings are still going on and we have continued to grow and support that work as an ESD. We also continue to have office hours on-going to support our teachers and are developing the 201 series of trainings.

eRate is still busy and our ESD is currently bidding as a vendor now.

Michelle has been taking the lead on the laptop program and we have surveyed our districts to see what the need is for additional devices. Funding for this comes from the state through the Coronavirus Relief Funds for school technology.

Internet connectivity continues to be a discussion. Partners continue to step up to the table to provide services and solutions for those areas still not connected.

Computer Science Education week is December 7th-13th. We have teamed up with several community partners over 5 days to host a variety of Hour of Code events. This event is available for K-12 students and families and information will be sent out on our social media channels soon.

D. HR/Workers Comp and Crisis Co-op - Suzanne Reister

Suzanne shared that on the HR side COVID and keeping everyone safe has keeping everyone busy. She is currently providing support to Waterville with contact tracing with their staff.

We have some financial reports worked on by Price Waterhouse with unemployment pool. Using plan B with the data we currently have. Reports from the state are still not clean. Hoping to have those reports in the next few weeks.

The safety services team has been working with the other ESDs in putting together remote trainings. The last training had over 100 participants. This is a great way to stay engaged when we can't physically be out in our districts.

We received our workers comp pool financial study. We switched to a capital adequacy program last year. We outperformed where the actuary thought we would be and are happy this program outperformed again this year and has gone really smooth.

IV. NEW BUSINESS

A. Board Elections

Larry referenced the board policies that were sent in the board packet that indicate we will hold our election of officers in November. The officers will be elected for 2-year terms, with duties beginning in January.

The chair person for next year will be Marcia Henkle. Susan Albert will be Vice President. Marcia will continue on as the AESD representative.

** It was moved by Mary and seconded by Michael to approve the slate of officers as presented. Motion carried.

B. AESD Executive Board Report - Marcia Hinkle

Marcia shared that the last AESD Executive board meeting was held November 10th. Both Marcia and Michelle attended via zoom. The presentation from the meeting was screen shared with the board.

Michelle shared that the LMS work has been very exciting work with all of all 9 ESDs working together. This has been a big fiscal winner as an AESD with \$130,000 in revenue anticipated. The LMS solutions is the work our ESD staff has been doing to support work with our teachers across the state. The funding for this came from OSPI through their CARE dollars. We are also out doing additional work that is fee for service or grants that goes on top of this work.

The second round of PPE procurements are underway. We received great pricing with all 9 ESDs ordering and working on getting items distributed to districts. The arrival is expected in January. Since last meeting there was a large donation made from Emergency Management that will help off-set the costs to our districts. Gowns, shields, masks for both students and teachers, gloves and hand sanitizer will all be included.

The Multi-tiered system of support grant through OSP is to build regional coaching and technical assistance statewide. This grant is are funding 5 positions to support this work statewide.

The Region 16 Comprehensive Center is a 5-year grant that was started by Gene Sharatt. The grant is currently in year 2 and is designed to support opportunity gaps. It is currently under the leadership of Jessica Vavrus. Linda McKay is very involved in this work.

Chris Reykdal talked on Leadership in the time of COVID. There were lots of questions and conversation around this topic. There just aren't any great answers to when, how and if to open our schools. Every district and every city is different.

Chris also talked about youth having a low risk of spreading COVID and then went on to discuss the community spread, as well as increased thresholds that the schools have to undertake in order to be open. A lot of a conversation on how to make up the learning loss from this year. There has also been talk about re-doing the calendar and trying to minimize the summer learning loss that has happened.

Michael asked if there were any discussions on how to pay for this moving forward and what some of the cost factors are going to be.

Michelle replied that Governor Gregoire and her committee is working on this issue. Once they get recommendations they will go to legislature about moving forward.

There was an 82% turn out in Washington State for the election. The 19th district was the only district west of the Cascades that Trump carried. Washington continues to be a very Democratic state. The 5th district will have a recount. Both the 19th and 28th districts have been decided.

A budget snapshot was shared with the board. The fund balances look good with LMS and ReImagine projects. They are loosening restrictions so there is more flexibility in spending down the balance.

Michelle added some possibilities might be initiative funding that would allow for creativity and new programs, and also looking at how we can reduce our AESD allocations in the future.

An AESD survey was emailed out by Michelle earlier.

Action item: There is a proposal to do the conference every other year beginning in 2022. The other ESDs preferred an every-year conference. Spring 2022 will be the next conference. The ESD Superintendents will work with Jessica on a new rotation for approval at the next meeting.

C. NCESD Christmas/Holiday Party

Michelle invited the board to the Staff holiday party via Zoom on December 18th at 8:00 am. There will be some fun activities for the staff and we are sending out little gift bags with a gratitude journal and goodies that will be mailed prior to the meeting. We would love to have you but will need to know in advance so we can get you a bingo card.

Trisha and Suzanne will both be on-hand if any board members would like to join the meeting from the office.

V. Superintendent / Board Reports / Communication

A. The Latest of Michelle's Moments

Michelle screen shared the new AESD website and added that it is a great site and we are represented as part of the network.

Michelle screen shared the latest COVID data from the Chelan/Douglas Health District. The rate of COVID cases are up from last week. Ideally, they want us to be at 25 cases per 100,000 which we have yet to come close to.

There continues to be conversations on when to pull kids out of school and the need to keep staff healthy. This morning they heard of a school transmission. Superintendents continue to meet with the medical officers weekly, with Grant and Chelan/Douglas county meeting every Wednesday.

A high percentage of people are mildly affected. Michelle will forward the information to the board from the health department.

Potential good news from Dr. Hough based on what we are seeing internationally compared to current stats shows we could start to see a leveling based on what has been happening in other countries.

The Monday morning Superintendent meetings are focused on Superintendents and operations of districts. The Wednesday meetings are with the medical officers and nursing staff and anyone else that districts would like to participate, with a focus on medical and data.

At our next board meeting we will bring a policy for electronic signatures for the board to review.

Lastly, we have talked about the financial status of our ESD and how blessed we are to have such an incredible team. Our team has been working above and beyond. The social, emotional and physical wear on everyone is prevalent and really challenging. It's been incredible to watch our team. Last spring when we looked out our budget we did not provide step increases to our staff due to projected losses but I would like to propose a thought and ask that you consider a one-time in lieu of salary step increase, a stipend of \$300.00 per person. Michelle asked the board to think about it and consider and come back in December with a decision. It would be a one-time commitment and would not have ongoing salary implications for us in the future. Our state fiscal analysis was better than we could have imagined.

Harlan asked for clarification on \$300.00 per person, and not based on salary structure. Michelle confirmed.

Mary shared that they did this at the hospital and to just make sure it is clean for the auditors.

Marcia added that all of you know what affect this has had on the students, teachers, and our staff and what a magnificent job they have all done. When I listen to other ESDs in the state I know we have a great team and I lend my total support.

Susan agreed and stated that staff has done great work in a challenging times, but also understood Mary's concerns.

Michelle has looked at it legally and from an auditing standpoint, as well as minimizing the work on payroll staff.

Larry thinks it makes sense to give this to staff in the December payroll, It gives a boost and shows the that board is supportive of the staff.

It was agreed by all that staff need to be actively employed on December 1st to receive the stipend.

Michelle would like to announce at the staff meeting on December 18th.

** It was moved by Mary and seconded by Harlan to approve the stipend for staff in December. Motion carried.

In closing, Susan shared the good news that the ESD foundation was able to fund all the grants that were submitted this year, as additional funds were received.

The next board meeting is scheduled for December 23rd at noon via zoom.

** It was moved by Harlan and seconded by Mary to adjourn the meeting. Motion carried.

The meeting adjourned at 1:08 pm.

Board Chairperson

Board Secretary