

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the January 27, 2021, ESD Board Meeting

I. CALL TO ORDER

The ESD Board met via Zoom. Board President Marcia Henkle called the meeting to order at 12:13 pm. Board members present were Larry MacGuffie, Harlan Warner, Susan Albert, 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.

Michelle shared a photo of the gavel and plaque sent to Larry in appreciation of his service as ESD Board President for the past two years and presented the gavel to incoming president Marcia.

Michelle then read the Governors proclamation for board appreciation month and thanked the board for the contributions they make and expressed how grateful we are for everything the board does and all the ways they support us.

The meeting is called to order by Marcia at 12:13 pm

II. CONSENT AGENDA

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

A. Approval of Minutes

Approved the minutes of the December 23, 2020 board meeting.

B. Approval of Financial Reports

Approved the financial reports as presented.

C. Approval of Vouchers and Payroll

D. Personnel

New Hires

- Elizabeth (Liz) Williams, B-3 Social Worker, effective February 1, 2021
- Emily Pugh, Payroll Specialist, effective February 15, 2021
- Ana Bernal, B-3 Special Education Teacher, effective February 28, 2021
- Shelby Streeter McDonald, B-3 Special Education Teacher, effective April 21, 2021

Resignations

- Steve Hays, effective January 29, 2021
- Kim Colwell, effective March 31, 2021
- Judi Jensen, effective August 31, 2021

E. Travel Requests

- Trisha Shock, Global Forum for Education and Learning, April 21-23, 2021, Las Vegas, NV

F. Surplus

- None

III. STAFF REPORTS

A. Educational Services - Linda McKay

Linda started with a thank you to both Marcia and Harlan for participating in the Chelan High School accreditation panel for their 3rd year accreditation review. She added that it is always fun to see what our districts are doing, and Chelan is really offering their kids diverse experiences not only in high school but beyond.

We are currently helping Tonasket out with a mid-year personnel change and providing them with state and federal program assistance.

Last week we held a virtual PAC meeting with 33 people in attendance connecting via zoom, which included parent devices and 8 staff members attending as well. It was exciting to see that support.

We are sad to see Judi go, with the announcement of her retirement on the board agenda today. We will be advertising both the Title I and new MTSS position that is funded by OSPI together in the next month.

Last but not least, you have heard about all the grants we have received this year. We are now starting the work on the Early Learning / Arts Integration grant. The grant focuses on Early Learning in Okanogan Valley with child care providers. Teachers continue doing work around Trauma information practices. Oroville is working on professional growth plans.

We are kicking off a media literacy curriculum for 4th and 5th graders around digital citizenship.

Shanna and Judi have both been working on customized para professional development trainings in our district to meet the state requirement.

B. Administrative Services - Trisha Schock

Trisha began with the month end financial report for December.

In comparison to last year we are in a good financial position. We have changed our billing practices for Co-ops to bill upfront. It is easier for staff and districts are getting payments in earlier. Science kit revenues but not expenditures yet. Looking good on the financial side for December and beyond. Programs have increased significantly.

Our cash has increased significantly by \$448,0000. Which is being driven by collecting on our accounts receivable and having a quick turnaround.

Our liabilities have decrease on the accounts payable side and we currently have no outstanding accounts payable. We know there are many factors that can shift moving forward.

Michelle added a “hats off” to both Jason and Trisha for the insights and the adjustments they made to get us in the position we are currently in.

Trisha shared the year end documents provided in the board packet

We had an increase in fund balance at year end of \$1 million. Programs have been performing well, with a \$300,000 profit on programs. Increase in core funding two years ago. We have kept unreserved fund balance at \$400,000 and increased our facility reserves by \$100,000. We continue to do well financially.

We recently had a conversation with Trevor to get a quick evaluation and there currently is no financial reason to refinance our remodel loan at this time.

We continue to keep a finger on the pulse of legislative front. Our schools are seeing the adjustments in their funding based on actual enrollments.

C. Technology Services - Pete Phillips

Pete shared that Steve Hays is retiring after 26 years with the ESD. Staff is tapping into Steve’s knowledge to absorb as much as they can before his retirement. Steve built the network from square one.

Our new website launched in the last month. We are still in the process of updating content. Pete invited the board to check out the new site and shared that we want our website to be a little more forward looking.

We have picked up on our social media presence as well. More staff will have access and be able to edit and get changes made sooner.

We are beginning planning for the annual STEM Summit and looking at a virtual event again in August. We are hoping to double the attendance in 2021.

We are continuing work with the AESD Regional Computer Science Leadership Meetings and the Regional Education Networks training around LMS systems.

We also continue to work in our districts on system updates.

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

Suzanne began her report with a thank you the board and expressed how much we appreciate them.

Workers Comp and Unemployment recently had a joint meeting. Both groups voted for a rate holiday. New rate letters went out to our districts. We appreciate the support from our Superintendents that sit on those committees. We are hopeful this will get us through these challenging times.

We recently had our first COVID case Workers Comp claim filed for potential exposure. We are navigating and working with legal counsel and TPA on that. We are thankful that our districts have solid procedures in place for contact tracing.

We currently have several positions open, closed and hired and several more coming in the next couple of weeks. We have been really happy with the candidate pools for all the positions.

Mike Dingle, our Crisis Coop Coordinator and Jason have been working closely with FEMA and just submitted a grant application this morning and are hopeful we will receive reimbursement that will cover PPE, plexiglass and cleaning supplies.

IV. NEW BUSINESS

A. Formal Adoption of Policy No. 4600 - Electronic Signatures

** It was moved by Susan and seconded by Ed to approve Policy No. 4600 - Electronic Signatures. Motion carried.

B. Superintendent Contract

We will be reviewing the performance and expiration date of the Superintendent contract over the next month. Marcia and Susan will meet in February and make a

recommendation to the board, and we will do a vote at the board meeting in March. Any comments for review need to be sent to Marcia.

** It was moved by Susan and seconded by Ed to vote on the Superintendent contract at the March board meeting. Motion carried.

C. AESD Accreditation

Harlan shared that the review in Lake Chelan went well. The principal is very engaged and did a remarkable job and has some great achievements. Chelan is unique in that there is no middle class and the school is doing a lot of work around this. Seniors are going on to further their education and the district spends a lot of effort in that area. They have done field trips to other community colleges and increased the seniors in attending other colleges besides WVC based on the exposure. They are doing a special focus in transitioning freshmen into the high school setting using upperclassman to mentor them. Extremely good job and made substantial progress during a very difficult time.

Marcia added that Brad did a really good job and shared a power point presentation during the review. It was a great presentation and great to be in the school.

D. Foundation Report

Susan shared that the foundation was able to get additional funds from individuals and groups to fund all the grants this year. There was a total of 123 grants.

There has already been response back from the teachers in the use of some of those funds received. The program is really well run.

For next year it looks as though everyone who have funded grants in the past will continue on this coming year.

V. Superintendent / Board Reports / Communication

A. The Latest of Michelle's Moments

Michelle began her report with a huge thank you to Mike and Jason on the FEMA grant. They have been in lots of meeting with FEMA leadership to work through this and have been very diligent in moving this forward.

Also, from our staff to our board a huge thank you for the December stipends. It was a huge surprise and they were overwhelmed with gratitude.

In your board packet today, you approved an out of state travel, and I want to point out that travel is for a very special recognition for Trisha. The award is for the Top 100 Visionaries in Education. Trisha will travel to receive her reward.

We recently rolled out vaccination support for our districts and staff and continue keep them informed. Dr. Westerlund from Confluence Health is going to do an info session with our staff to make sure they have information and are informed before they make a vaccination decision. These will take place via zoom on February 8th and 11th.

On a legislative update, overall our districts are down about 3% in enrollment. It is a huge hit to districts in January and it is going to take some help for our legislature to solve this problem. In particular kindergarten enrollment has been really down significantly. We are trying to prepare what is to come.

Legislators will address these issues through some enrollment and transportation bills. We have been advocating for enrollment stabilization. Transportation is funded on ridership. Some districts are just now starting in-person learning and some districts are doing double bus routes due to AM/PM schedules. They are also looking at graduation waivers for the next 2 years.

On the school safety front, there is an opportunity for us to take on development and training of school resource officers.

At the cabinet level we are looking at how we want to reinstate a communications position and thinking ahead as we start to look at salaries and budgeting for next year. Suzanne is doing some investigating to see what local districts are doing on their contracts so we can remain competitive. We are monitoring that very carefully.

We are currently upgrading the lighting in the basement and first floor areas.

The next board meeting is scheduled for February 24th at noon via zoom.

The meeting adjourned at 1:17 pm.

Board Chairperson

Board Secretary