

## NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

### Minutes of the February 24, 2021, ESD Board Meeting

#### I. CALL TO ORDER

The ESD Board met via Zoom. Board President Marcia Henkle called the meeting to order at 12:01 pm. Board members present were Larry MacGuffie, 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.

#### II. CONSENT AGENDA

There was a correction to the January meeting minutes. Under Superintendent contract it should read, Superintendent contract will be decided at the next meeting, instead of the March meeting.

An addition to the agenda for today is a resignation letter for Tanner Warkentin effective March 5, 2021. The letter was emailed to board members for review.

\*\* It was moved by Mary and seconded by Mike to approve the Consent Agenda with noted changes. Motion carried.

##### A. Approval of Minutes

Approved the minutes of the January 27, 2021 board meeting.

##### B. Approval of Financial Reports

Approved the financial reports as presented.

##### C. Approval of Vouchers and Payroll

Approval of vouchers and warrants

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 \$991,967.88 for February payroll.

January Month-End Warrant Register 801134562 to 801134612 totaling \$181,265.03

January Co-op Month-End Warrant Register 8011344613 to 801134615 totaling \$67,993.64

December Comp Tax/Sales Tax Wire Transfer Number 202000040 totaling \$300.84

February Mid-Month Warrant Register 801134616 to 801134674 totaling \$113,437.38

January Comp Tax Wire Transfer Number 2020000041 totaling \$165.33

February Co-op Mid-Month Warrant Register 801134675 to 801134677 totaling \$727,659.94

February Month-End Warrant Register 801134698 to 801134747 totaling \$185,190.60

February Co-op Month-End Warrant Register 801134748 to 801134749 totaling \$69,929.08

January Comp Tax/Sales Tax Wire Transfer Number 202000048 totaling \$179.95

Void and Reissue Warrant Number 801134533 to 801134734 totaling \$5,343.63

February Special Run Warrant Number 801134678 totaling \$2,145.17

February Payroll amount was \$991,967.88

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

D. Personnel

New Hires

- None

Resignations

- Tanner Warkentin, effective March 5, 2021.

E. Travel Requests

- None

F. Surplus

- See Attached

III. STAFF REPORTS

A. Educational Services - Linda McKay

Michelle shared the Educational Service report today due to Linda's absence.

The team continues to be busy out working with our districts. We are continuing with our climate science work, as well as professional development with district staff and para educator trainings in our districts. Districts continue to need our services.

B. Administrative Services - Trisha Schock

Trisha reported at the last board meeting we approved the new payroll position and she has since started and is a great addition to the team.

We recently contracted with Nespelem School District and Orondo School District is also looking at a new contract. We are continuing to reengage with districts we have worked with in the past.

It's exciting to come to the board meetings and be able to say we are doing amazing.

We continuing to receive a lot of new contracts on the teaching and learning side, as well as new grant opportunities. We also continue to have a reduction in travel costs and over all purchases. Travel has dropped almost \$400,000 due to COVID.

We are currently gearing up for our audit, which will begin in March. Districts are also going through their audits.

C. Technology Services - Pete Phillips

Pete share shared that our refurbishment center is doing amazing. All science kits are coming back from our schools right now. We will be refurbishing those kits over the next few weeks before sending out again.

The AESD work continues in full stride with LMS professional development for teachers. Part of the LMS work (101, 201 and Regional Educator network) We are reaching about 18,000 teachers statewide with all three buckets of work.

We currently have a NetServ position is open and we hope to fill it in the next couple weeks. We also have a communication position open.

Michelle added that we need to fulfill work on our communication side that we don't currently have internal capacity to do. This will be a half time position and we are already seeing some good candidate resumes coming in. This may turn in to a full-time position down the line. Our staff has really done a great job making sure our information is getting out there while we haven't had this position filled.

Planning for 5<sup>th</sup> Annual STEM Summit is in full swing. Thanks to our partnership with Microsoft and the relationship that Sue Kane has with them, Microsoft will sponsor us for \$5,000.

Pete screen shared the new NCESD website layout with everyone and did a brief overview of changes we have made.

Pete continued sharing some the great work our CTE and Career Connected Learning team have been doing, including a new flyer that just went out to our contacts about upcoming virtual meet the employer events and occupation exploration.

Lastly, Pete shared the 10-year facility plan. A copy of the plan was provided in the board handouts. He added that we have a reserve for our large facility needs

but have tried to capture work that we know that needs to be done in the coming years.

Michelle thanked Pete for his work on this and the forward thinking and keeping ahead of this work.

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

Suzanne shared that she attended a Workers Comp Directors meeting last week. Our actuary and broker were both there. There was interesting conversation on what is happening with extra insurance around the pandemic. We are fortunate to be grouped in with public entities. Thankfully we have a 2-year rate guarantee with Safety National, and we are protected for another year. We had that in place before the pandemic hit.

Suzanne screen shared the Capital Adequacy document. We are currently over funded, which has been a huge benefit to us during this time.

The loss control group continues with their trainings. Our team took the lead across the state on this work and trainings have been happening every two weeks. We are anxious to get out in districts and continue that work as able. After spring break, we hope to see more activity in district.

Paul and Mike stepped in to pick up all the science kits from districts for refurbishment this week and returned them to the refurbishment center.

We received an email after the last board meeting from Employment security about a listening session. Suzanne responded immediately, and was asked to provide feedback with someone in their customer experience division. She was asked to document her concerns.

It has been both difficult and challenging with districts in the hybrid model. Mike and Suzanne recently met to discuss how they could help districts during this time and came up with an idea to put together 15-minute trainings where Mike could go into classrooms and work with students and teachers and walk them through what to do during a fire drill. This will help take some of this off the districts while also helping them get through their requirements.

We recently added a new district to our employee assistance program. We have all but 5 or 6 districts participating at this time.

We continue with our interviews and will probably have some new hires to report at the next board meeting.

#### IV. NEW BUSINESS

##### A. AESD Executive Committee Report

Marcia screen shared the slides from the last AESD Executive Committee meeting which took place February 10<sup>th</sup>.

Legal Aid Melissa Gombosky shared that the National Guard has been provided extra security at the 2021 Legislative Session. This year they changed the rules to provide my hybrid and online sessions so more people could participate.

AESD requests full funding for HB1216, Early Learning Investment and Climate Science Proviso,

OSPI is currently in partnership with Kaiser but Kaiser is not in all areas. Each Superintendent went around and shared how they were working on vaccine distribution. Our region works with the local health district. It is a universal problem getting enough vaccines.

AESA federal updates focus remain on access, equity and education.

Statewide Coordination meeting took place on February 9<sup>th</sup>.

Michelle shared that Road Ahead Peer Networking events in partnership with WASA are going on now. These are free events and most of our districts are participating. It's been great to kick this off and have so many participants. There are 3-4 schools in each grouping and they have 5 different themes to discuss in their groups. ESD Superintendents are facilitating the individual groups.

LMS has provided much needed support that our districts have needed during this time. This work will continue as access to devices has increase and has created the foundation for digital learning in our schools. The revenue for AESD of \$130k

Round two of PPE and Statewide Procurement for ESDs are wrapping up. We are anticipating at least one additional round in the spring, with a possibility of

another round in the fall. Thanks to Pete and Kathryn at our refurbishment center for helping this process and getting this organized for our districts. Mike and Paul have also been helping with these deliveries as well.

A survey went out regarding ESD board member development needs and there were 35 responses. Topics included Legislative updates, new board orientation, representing our districts, superintendent evaluation, crafting superintendent contracts, navigating equity policy development and navigating how ESDs are different from districts.

The AESD board member handbook will be going virtual.

2021-2022 budget adoption will happen in April.

The AESD Virtual Mini-Conference will be held April 14<sup>th</sup> from 5:30-7:30 pm. There will be a business meeting with broader updates as well as networking.

#### B. Superintendent Contract Term

Marcia shared that prior to March 1<sup>st</sup> of each year the board meets to discuss extending the Superintendent contract. Marcia, Larry and Susan all met and compiled the feedback received and then met with Michelle. I am happy to say that Michelle has been stellar in all 9 performance areas.

The board unanimously considers Michelle distinguished in all areas and it is the board recommendation that the contract term be extended to July 1 2021, to July 30, 2024.

\*\* It was moved by Susan and seconded by Mary to approve the Superintendent contract term. Motion carried.

Michelle thanked everyone and said we have an incredible board and team. So grateful. It has been a team effort.

#### C. Long term facilities plan

*Covered in Pete's report*

#### D. August Retreat Date

We are hoping to be able to meet in person in August and would like to set a date to meet in person for our retreat.

In the past we have done the retreat the morning of our board meeting, which would make a day of it. That would be August 25<sup>th</sup> beginning at 8:30 am.

It was agreed and decided by the board to hold the retreat August 25<sup>th</sup> before the regular board meeting.

E. Work Plan Review

Michelle screen shared the work plan and provided a mid-year status report. The report will be emailed out to all board members.

V. Superintendent / Board Reports / Communication

A. The Latest of Michelle's Moments

Friend of Children/Board of the Year awards will shift for 2021. We will not do a board of the year, per Superintendents feedback received. It was a recommendation that we honor school nurses and health districts as part of Friend of Children this year.

The Superintendents opted for individual district awards this year in place of our larger county-wide Excellence banquets this year.

We will look at placing an ad in the newspaper for the Friend of Children awards this year, per Susan's recommendation.

The next board meeting is scheduled for March 24, 2021.

The meeting adjourned at 1:34 pm.

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Board Chairperson

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Board Secretary