

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the June 23, 2021, ESD Board Meeting and Budget Hearing

I. CALL TO ORDER

The ESD Board met at NCESD. Board Chair Marcia Henkle opened the Public Hearing on the 2020-21 ESD Budget at 12:00 pm. The public hearing was adjourned and the regular business meeting was called to order at 12:14 pm.

Board members present were Marcia Henkle, Larry MacGuffie, Ed Daling, Susan Albert, Mary Kunkle and Richard Johnson. NCESD staff present included Superintendent Michelle Price; Director of Technology Pete Phillips; Executive Director of HR/Workers Comp Suzanne Reister; Director of Finance Jason Williams; and Executive Assistant Heather Small.

Newest board member, Richard Johnson was sworn in at 12:15 pm by Superintendent Michelle Price.

II. CONSENT AGENDA

There was an addition of two new hires, Stefan Troutman and Camille Shepler, to the agenda this morning. Board members were provided copies of their resumes to review at the beginning of the board meeting.

** It was moved by Mary Kunkle and seconded by Larry MacGuffie to approve the Consent Agenda with the addition of two new hires. Motion carried.

A. Approval of Minutes

Approved the minutes of the May 26, 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 \$1,118,821.32 for June payroll.

May Month-End Warrant Register 801135153 to 801135218 totaling \$377,944.60

May Co-op Month-End Warrant Register 801135219 to 801135221 totaling \$220,268.51

May Comp Tax/Sales Tax Wire Transfer Number 202000080 totaling \$310.55

Extra Payroll Warrant Number 801135222 to 801135222 totaling \$819.48

June Mid-Month Warrant Register 801135223 to 801135318 totaling \$204,580.23

May Comp Tax Wire Transfer Number 202000084 totaling \$121.79

June Co-op Mid-Month Warrant Register 801135319 to 801135320 totaling \$185,418.83

June Payroll amount was \$1,118,821.32

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

D. Personnel

New Hires

- Breanne Williamson, Business Support Software Analyst, effective June 3, 2021
- Cari Horning, Career Connected Learning - CTE Specialist, effective June 7, 2021
- Cheryl Dennis, Early Intervention Nurse, effective July 12, 2021
- Nicole Preston, MTSS Special Education Specialist, effective September 1, 2021
- Rayana Ness, Speech Language Pathology Assistant, effective September 1, 2021
- Emily Bushouse, SPED Behavioral Inclusion Coach, effective September 1, 2021

- Stefan Troutman, Education Technology Specialist, effective September 1, 2021
- Camille Shepler, Speech Language Pathologist Intern, effective September 1, 2021

Resignations

- Anne Stewart, effective August 31, 2021

E. Travel Requests

- None

F. Surplus

- None

III. STAFF REPORTS

A. Technology Services - Pete Phillips

Pete shared, we are now in to summer and not a lot of changes. In our northern districts we are installing some fire wall and IT work. This is a good time of year to get into schools with students on summer break. Brewster is doing a remodel. Lots of summer project work currently happening in districts.

STEM Summit continues to build momentum and picking up speed as we gear up for the August 11th start. The summit will take place virtually over 5 days. Attendance is slowly kicking up and Wenatchee School district is one of our biggest partners this year.

The Future Focus Conference put on by the AESD group is coming up the end of July.

We continue on our facility work with a new mailbox and front patio area concrete. We will continue upgrading outdoor lighting, replacing sprinklers.

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

Suzanne shared that the interviews we have been conducting have been amazing. We are up to 12 brand new positions for our agency and still have a couple more openings to fill.

The state long term care plan goes into effect January 1st. There is a tax that all staff will be required to pay via payroll deduction or acquire their own coverage beginning next year. We have been assisting our staff on some options available to them through Financial Alternative and American Fidelity.

We are moving forward on the new TPA for our Unemployment pool. This is going to be a great change and huge resource for us.

We continue helping districts transition from AESOP to Red Rover systems. We have about one-third of our districts staying with AESOP and we are working on transitioning our other districts now.

C. Educational Services - Linda McKay

In Linda's absence, Michelle shared that the team has been out delivering professional development in districts and wrapping up work for July.

Carpeting on the first floor is being replaced by the manufacturer in July.

D. Administrative Services - Trisha Schock

Jason shared the budget report today.

Not a lot of changes. We are on track for total revenues. On the expenditure side we are also tracking well. We are currently reflecting a \$1.6 million gain, which will level out a bit over the summer months.

Year to date is looking good, with no concerns. We just received our FEMA reimbursement today to cover our PPE and other items related to COVID-19. Michelle added a thank you to Jason for an incredible job for navigating our expenditures and expenses during COVID-19.

The overall financial structure has not changed for 2021-22 budget. We have an increase in our fund balance predicted for next year. We maintained most of our programs and were able to replace anything that was discontinued.

There is a new Ed Tech program that will be funded through OSPI, an MTSS federal grant through OSPI, and a Career Connected Learning 2-year grant funded through the legislature.

The legislature made huge commitment to increase funds for our school nurse corps program. Our school safety program also received increased funding. COVID-19 coordinator funded through CDC and Dept of Health, and Behavioral Health are two new funding opportunities.

Overall funding for next year includes 2% salary increase for all staff. \$2 million in capacity for budget fluctuations.

IV. NEW BUSINESS

A. AESA Conference

AESA conference will be held Dec 1-4, 2021 in Houston, TX. Board members were provided a tentative agenda. The board will come back at the August meeting and decide on in-person attendance.

B. Policy No. 5215 Calendar of Holidays

Board members were provided with an updated Policy of calendar of holidays that included the new Juneteenth holiday, which was approved at the May board meeting.

V. ACTION ITEMS

C. Salary Schedule Review - 7th Step for Decision

For 5 years we've been using the same grid and a lot of our staff was at unit 6 and locked out. We wanted to maintain our competitiveness and continue to be in-line with the other ESDs, so we have added a 7th step which is about 2.5%. Steps are based on employee performance and on staff evaluation.

** It was moved by Susan Albert and seconded by Ed Daling to approve the salary Schedule with the additional 7th step as presented. Motion carried.

D. Superintendents Contract Approval

On June 9th Larry, Susan and Marcia met to go over Michelle's evaluation and go review the details of her contract.

Marcia read the evaluation summary to the board and included some comments from district Superintendents.

Amendments to the contract will be as follows:

#8 - The length of the contract was changed to 217 days.
Negotiated not exceed 25 days of vacation annually

** It was moved by Mary Kunkle and seconded by Susan Albert to approve the superintendents' contract as amended. Motion carried.

E. Approval of Resolution No. 2021-01 Re: 2021-22 NCESD Budget

F. Approval of Resolution No. 2021-02 Re: Summer Payroll

G. Approval of Resolution No. 2021-03 Re: Summer New Hires and Resignations

** It was moved by Susan Albert and seconded by Richard Johnson to approve the resolutions as presented for the 2021-22 NCESD budget, summer payroll and summer new hires and resignations. Motion carried.

VI. Superintendent / Board Reports / Communication

A. The Latest of Michelle's Moments

Michelle shared that she had the pleasure to travel to Stehekin recently to go up and close out the school year. They have 9 students enrolled this year. The students put on a play while she was visiting.

We are currently working on year end evaluations with staff.

Michelle presented each board member with a gratitude journal. Journals were also presented to staff at an earlier date.

AESD is coming out with a new Ed Tech position. Michelle is the executive sponsor and will participate in the interviews.

We continue with Career Connected Learning and MTSS as well.

Michelle continues to be the liaison for WSSDA.

Michelle ended with a big thank you to cabinet and team. It really was an incredible year.

The next board meeting is scheduled for *Wednesday, August 25, 2021* starting with the board retreat at 8:30 am.

The meeting adjourned at 1:12 pm.

Board Chairperson

Board Secretary