

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the August 25, 2021, ESD Board Meeting

I. CALL TO ORDER

The ESD Board met at NCESD beginning at 8:30 am for the annual board retreat. Board Chair Marcia Henkle called the regular business meeting to order at 12:13 pm.

Board members present were Marcia Henkle, Larry MacGuffie, Susan Albert, Mary Kunkle and Richard Johnson. Michael Musick joined both meetings via zoom. NCESD staff present included Superintendent Michelle Price; Assistant Superintendent Linda McKay; Director of Technology Pete Phillips; Executive Director of HR/Workers Comp Suzanne Reister; Trisha Schock; and Executive Assistant Heather Small.

II. CONSENT AGENDA

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

A. Approval of Minutes

Approved the minutes of the June 23, 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 \$1,100,397.77 for July and payroll amount \$1,063,788.91 for August.

June Month-End Warrant Register 801135359 to 801135420 totaling \$258,499.34

June Co-op Month-End Warrant Register 801135421 to 801135425 totaling \$136,902.97

May Comp Tax/Sales Tax Wire Transfer Number 202000091 totaling \$309.79

Extra June Month-End Warrant Number 801135426 to 801135431 totaling \$27,649.64

July Mid-Month Warrant Register 801135432 to 801135513 totaling \$263,970.05

June Comp Tax Wire Transfer Number 202000092 totaling \$729.57

July Co-op Mid-Month Warrant Register 801135514 to 801135514 totaling \$109,099.71

July Month-End Warrant Register 801135553 to 801135631 totaling \$371,435.01

July Co-op Month-End Warrant Register 801135632 to 801135635 totaling \$79,860.59

Void and Reissue Warrant Number 801135381 to 801135581 totaling \$2,173.84

June Comp Tax/Sales Tax Wire Transfer Number 202000102 totaling \$309.77

August Mid-Month Warrant Register 801135636 to 801135698 totaling \$202,894.26

August Co-op Mid-Month Warrant Register 801135699 to 801135700 totaling \$105,693.58

July Comp Tax Wire Transfer 202000103 totaling \$229.31

August Co-op Mid-Month Warrant Register \$370,481.77

July Payroll amount was \$1,100,656.48 and August Payroll amount was \$1,063,788.91

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

D. Personnel

New Hires

- Melissa Barajas, COVID-19 Screening/Testing Coordinator, effective August 9, 2021
- Hunter McLeod, Threat Assessment Coordinator, effective August 17, 2021
- Seth Sampson, Support Technician, effective August 17, 2021

Resignations

- Brianna Peterson, effective August 31, 2021
- Heather Stringer, effective August 31, 2021
- Josie Komorowski, effective August 31, 2021

E. Travel Requests

- Michelle Price, AESA Leadership Conference, Richardson, TX, July 20-23, 2021
- Linda McKay, AESD Leadership Conference, Richardson, TX, July 20-23, 2021
- Suzanne Reister, AESD Leadership Conference, Richardson, TX, July 20-23, 2021
- Suzanne Reister, PRIM Institute Educational Symposium, Nashville, TN, October 25-29, 2021

F. Surplus

- See Attached List

III. STAFF REPORTS

A. Technology Services - Pete Phillips

Pete shared on the tech side of the house we just finished our 5th annual stem summit with almost 600 attendees and 100+ sessions. Feedback has been positive. There are some exciting opportunities with computer science coming this year. This is year 7 of our grant and there is a cohort in our ESD that is interested in promoting this work more.

There continues to be many CCL opportunities with Sue and Tami leading the way. We are working to help our districts make that connection and getting students out for site tours.

The NetServ team is growing. We just welcomed Seth Sampson back to the team. The entire team is busy this time of year as our districts are returning to buildings.

We continue to work on completely some landscaping projects and working through our facility improvement list.

Pete shared our property map with the board and discussed plans for an additional parking lot, the potential new four lane road projects and ongoing discussions with the Port of Chelan County.

Michelle added that we are working with a broker who is helping us navigate this potential project.

Susan shared that she is on the planning commission for this project.

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

Suzanne shared that we have many new hires coming on in the next month. Last week she conducted 20 interviews. Incredible interviews and candidate pool. Last week we did onboarding for 9 new employees. There are still several positions open and we may have a few more positions still to open.

With workers comp we are excited to be back in districts and bringing back our incentive program. This will be our focus with the hope that most of our districts will participate.

We've transitioned to our new unemployment TPA. We are now getting reports in 10 days, where it used to take 6 weeks. It is great to be with someone who cares about relationships and their customers

We transitioned 8 of our districts to the new substitute placement system and that is going well. We anticipate bringing on new districts each year.

C. Educational Services - Linda McKay

We have a lot of things going on as the school year is starting.

A celebration - up in the Okanogan area we did an extensive STEAM experiment. The project was spear headed by Lisa Monahan Lisa was also recently nominated for NCW Tech Alliance STEM Champion of the Year award.

ESD 113 joined us for the STEM summit and the partnership worked out great.

The team continues to be out and about in districts. Recently we have been out in Wenatchee, Eastmont, Warden, Cashmere, Quincy, Nespelam, Moses Lake, Grand Coulee and Bridgeport.

Our new MTSS Specialist, Stephanie Andler will be working with Methow, Entiat, Waterville and Cashmere through a grant project funded by OSPI.

Linda continues to be the AESD lead for the ESD Assistant Superintendent group. They recently met in person and are setting goals for next year.

Also participating on the redesign committee for the AESD network with Michelle.

WASA just received grant funds for instructional leadership. ESDs will help facilitate some of that regional work.

Michelle added that the WASA Teaching and Learning grant partnership, with Linda's inquiry and questions allowed all 9 ESDs be involved in this work. To date we've put 4 cohorts through with 65 teachers. These are people who stay in this region.

D. Administrative Services - Trisha Schock

Trisha shared that there as been a lot of growth at the ESD with both programs and staff to support these additional services. All this growth brings in additional revenues.

Our fund balances continue to be in good condition and we are excited where we are at.

We are excited to share that we are almost completed with our district budgets, just in time to complete year end.

Our student team has been traveling out to districts as well as providing in person labs at the ESD.

We have a new contract with Lake Chelan and are continuing to look at how we can support our districts with upcoming retirements and staff changes.

IV. OLD BUSINESS

A. AESA Conference

The AESA conference annual conference will be held Dec 1-4, 2021 in Houston, TX. Board members were provided a tentative agenda.

Registration is now open. Please let us know by Monday if you are planning to attend.

WSSDA conference is in November and is in person. Michelle made all the arrangements.

V. INFORMATION

AEED Network Redesign

Marcia shared that most of the Executive board meeting was around the network redesign.

The Executive board will hold the September meeting via zoom. There will be an in-person meeting in November.

2022 AESD Annual Conference dates are April 27-29th. The event will be held at the Hyatt Lake Washington. This will be a different schedule next year with the conference beginning on Wednesday and closing on Friday.

There has been a lot of growth and change over the last 10 years. The Executive board has not been an active participant in the redesign project.

NCEF Update

Susan asked if someone would like to step into the liaison role for the foundation. She added that it is a fun and very passion group of people.

Audit Debrief

ESD Audit Exit interview copies were provided to the board members.

Marcia shared that she sat in on the exit audit. Overall it was a very good audit. The auditors thanked Trisha, Jason and the team and said it was one of the cleanest audits they had seen.

Michelle added that Trisha and Jason did an excellent job.

VI ACTION ITEMS

Board Operating Principles

We will hold off on board operating principles and come back to it on the September board agenda.

VI. Superintendent / Board Reports / Communication

A. The Latest of Michelle's Moments

Marcia and Michelle made a trip to Okanogan recently to meet with Richard and do his board welcome.

Our ESD participated in our own school supply drive this year and Ric Escobedo will be delivering the supplies to migrant families.

The AESD retreat took place at our ESD in Wenatchee in August. It was good time together.

Michelle recently hosted a meeting with female superintendents in our area.

Grant and Okanogan County superintendents continue to meet regularly.

We have vaccination orders from our Governor that includes ESD staff, as well as public, private and charter schools with a deadline of October 18th.

Our staff retreat will take place Friday and has been moved to a zoom meeting.

We continue to meet districts where they are at.

We have new superintendents this year in Orondo and Warden school districts.

Resignation last night in Moses Lake school district.

Today is first day of school for both Eastmont and Wenatchee.

Michelle provided copies to the board our an updated Telecommute procedure which gives more work from home flexibility for staff. Most importantly on page one adds in non-exempt staff as an option to work one day a week remotely.

She added that with our current shortage of building space, we will be reviewing staff that are not in the office regularly and will have flexible work spaces for them.

The next board meeting is scheduled for *Wednesday, September 22, 2021* starting 12:00 pm at North Central ESD.

The meeting adjourned at 1:31 pm.

Board Chairperson

Board Secretary