

## NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

### Minutes of the October 27, 2021, ESD Board Meeting

#### I. CALL TO ORDER

Board Chair Marcia Henkle called the regular business meeting to order at 12:00 pm.

Board members present were Marcia Henkle, Larry MacGuffie, Susan Albert, Mary Kunkle and Richard Johnson. 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.

NCESD Communications Specialist Becca Freimuth also joined the meeting today to introduce herself to the board, share her background and about some projects she is working on.

#### II. CONSENT AGENDA

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

##### A. Approval of Minutes

Approved the minutes of the September 22, 2021 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 \$1,211,979.92 for October.

September Month-End Warrant Register 801135942 to 801136008 totaling \$181,063.11

September Co-op Month-End Warrant Register 801136009 to 801136011 totaling \$142,890.36

August Comp Tax/Sales Tax Wire Transfer Number 202000112 totaling \$241.84

October Mid-Month Warrant Register 801136012 to 801136101 totaling \$223,246.36

September Comp Tax Wire Transfer Number 202100010 totaling \$75.26

October Co-op Mid-Month Warrant Register 801136102 to 801136102 totaling \$46,921.65

October Payroll amount was \$1,211,979.92

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

#### D. Personnel

##### New Hires

- Bo Charlton - Accounting Assistant, effective October 11, 2021
- Marc Anderson - Accounting Assistant, effective October 11, 2021

##### Resignations

- Brooke Thomsen, effective October 1, 2021

#### E. Travel Requests

- None

#### F. Surplus

- None

### III. STAFF REPORTS

#### A. Technology Services - Pete Phillips

Last weekend was the state-wide computer science summit, which had a great turnout.

The Career Connected Learning Career Expo and Conference is coming up in November. This will be a virtual event this year. Tami McBride is heading this up and doing a great job.

We continue to complete landscaping upgrades around the building.

Pete talked to a representative for The Port of Chelan on the parking lot and progress for that project.

Larry commented on how clean and nice the facility is looking and how nice it is to come into the building when everything is well cared for.

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

Suzanne joined the board meeting today via zoom from the PIMA conference in Nashville, TN.

Our agency is progressive in the work we are doing with their district. She shared that she has been enjoying networking and learning from others.

Busy with COVID-19 requirements and all paperwork was completed by the deadline of October 18<sup>th</sup>.

We started voluntary COVID-19 testing last week that take place 3 mornings a week at the ESD. If staff have any symptoms they can do drive-up testing. Contact tracing continues to consume a lot of time.

We have had lots of new hires and are currently looking to add 1-2 new ProServ members to the team.

Michelle added a big kudos to Suzanne for all her work throughout COVID and making the ESD a safe place for staff. She has been phenomenal in coming alongside the staff and meeting them where they were at.

C. Educational Services - Linda McKay

Linda shared the team has been out in districts providing support and we have recently added St. Joe's Catholic School and Pinnacles Prep Charter School to the list of those we serve.

The AESD redesign committee meets tomorrow.

Meeting this week on OPSI/AESD partnership.

Linda serves on the Instructional leadership network with WASA. They are continuing to gain momentum on recruiting more native educators in our schools.

We are continuing this year with our field supervisions for Eastern Washington University and have 19 candidates this year.

Bill Eagle is currently heading up a principle leadership academy with 2 other ESDs.

D. Administrative Services - Trisha Schock

Monday was the year-end deadline for school districts to submit their reports to us. We are working on reviewing those now.

The year-end report will be coming to the board meeting next month.

V. INFORMATION

A. Debrief Strategic Planning with Gene Sementi

Gene joined the meeting to share the progress of the strategic planning process with the board. Next steps will be for staff on the committee to create a mission and vision and core values for the ESD. A sub-committee will come up with the top goals. Gene will provide another report to the board in January.

VI. NEW BUSINESS

A. WASBO Awards Presentation

Angela Allred, business manager at Cashmere SD and WASBO board and Breanne King, Executive Director of WASBO joined the board meeting today to award and celebrate Trisha.

One thing they shared they valued most was her mentorship, she is a connector and she advocates developing people in our region.

Trisha has been a leader statewide through COVID and supporting other ESDs throughout the state. She has served as WASBO president and on the national level with ASBO serving as the legislative representative working on policy advocacy.

B. Communications Update - Becca

Becca shared that she has been working on new staff headshots and shared examples of how we introduce new staff via the zoom chat and also via email. Photos will be updated on the website and all staff photo badges.

Michelle added that this helps with our goal to connect staff and help them to get to know each other better.

Becca shared what she is doing with social media and our top 3 posts for the month of October.

Focus on Education campaign is in progress and will launch with both print and radio ads, as well as social media for the month of November. She shared examples of both print and radio ads with the board.

Lastly, Becca shared the new brochure and directory she is creating for the ESD. It should be finished in a couple weeks.

### C. Student Safety & Well-being Introduction

Eric Johnson joined us today to share about his department and the work they are doing.

We have been able to expand and hire additional student assistant professionals this year. We originally had 5 staff and have increased that department due to a new COVID response grant.

Shelley Seslar, Managing Director of behavioral health did an entire week of intense training with our new SAPs at the ESD.

Chrystal Fickey is a new hire and will be supervising the new SAPs. She starts with the ESD on Monday.

Hunter McLeod is our new Threat Assessment Coordinator. She provides training to districts, staff on level 1 threat assessments. And comes alongside and leads level 2 threat assessments bringing in first responders and community resources.

Student Safety is led by Mike Dingle. We recently brought WSD on for these services. Mike is doing safety walk throughs in schools.

## VI. Superintendent / Board Reports / Communication

### A. The Latest of Michelle's Moments

Our Valley Our Future is going through a re-write and Michelle is helping on education side.

Currently serving on the AESD re-design team and the USIP board.

Presented at a Women in Leadership seminar in Spokane last week. The event had 60 attendees across 4 states.

Continues to support and help Suzanne with the vaccination exemption process.

Superintendents continue to meet twice a week. Monday for collaboration and Tuesday with the Chief Medical Officer for Chelan-Douglas County and school nurses in our region.

Traveled to Almira the day after the fire and walked alongside them with ESD101.

Michelle is working with OSPI in providing our districts relief and advocating for our districts with the constant tensions they are under.

Attended an Equity Leadership workshop yesterday with the cabinet team in Wenatchee.

Continues with Monday memos to all staff to help increase communications.

The next board meeting is scheduled for *Tuesday, November 23, 2021* starting 12:00 pm at North Central ESD.

The meeting adjourned at 1:43 pm.

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Board Chairperson

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Board Secretary